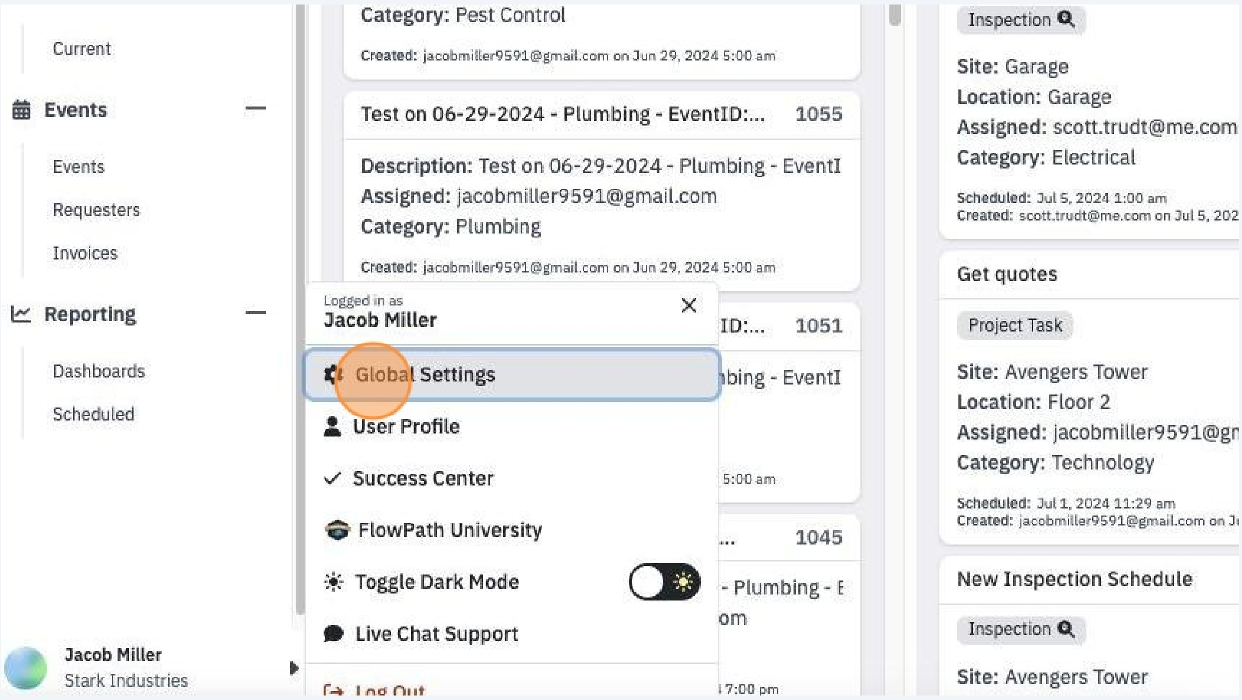
How To Archive And Un-Archive Accounts In Flowpath

This guide provides steps on how to archiving and un-archiving accounts in FlowPath, making it easier to manage your workflow and keep your account list up to date.

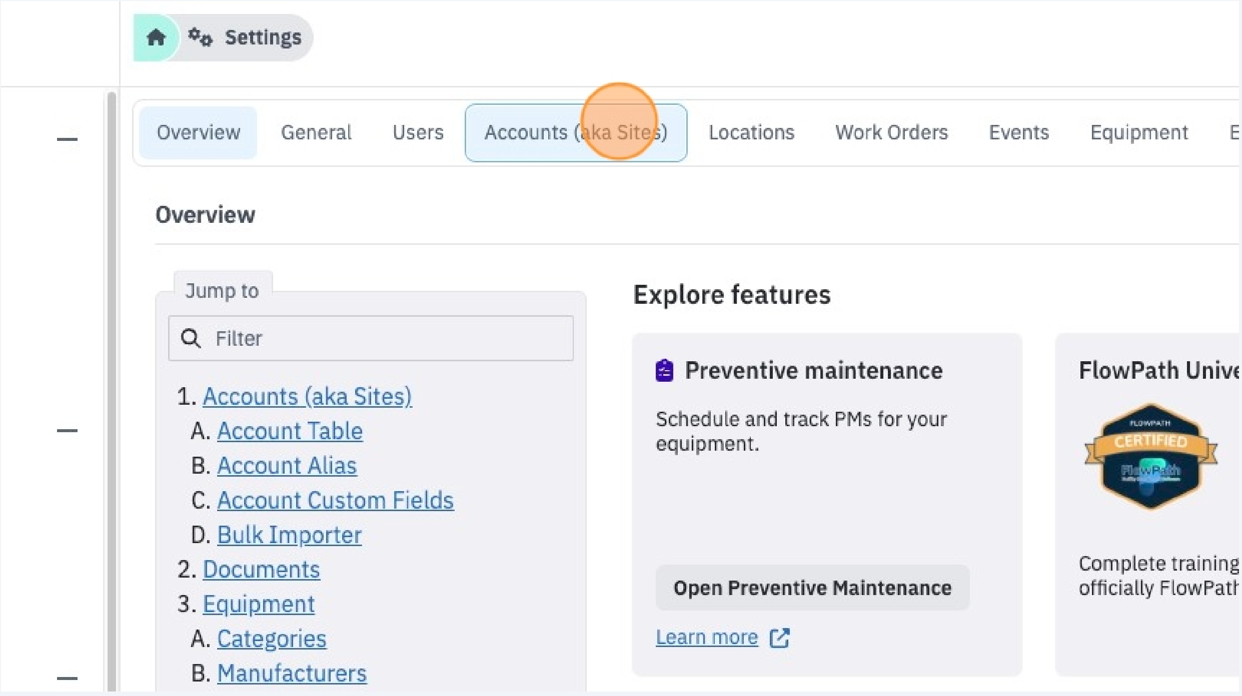
1 Navigate to https://app.getflowpath.com/work-orders

2 Click "Global Settings"



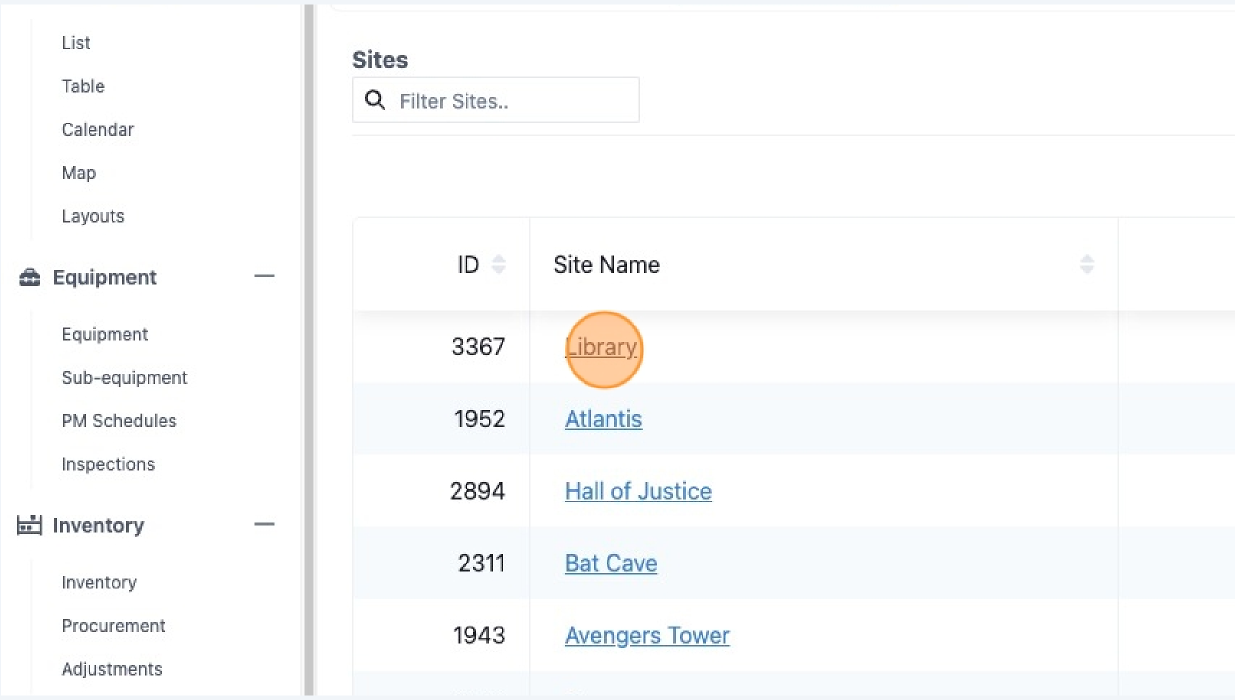
3

Click "Accounts (aka Sites)"

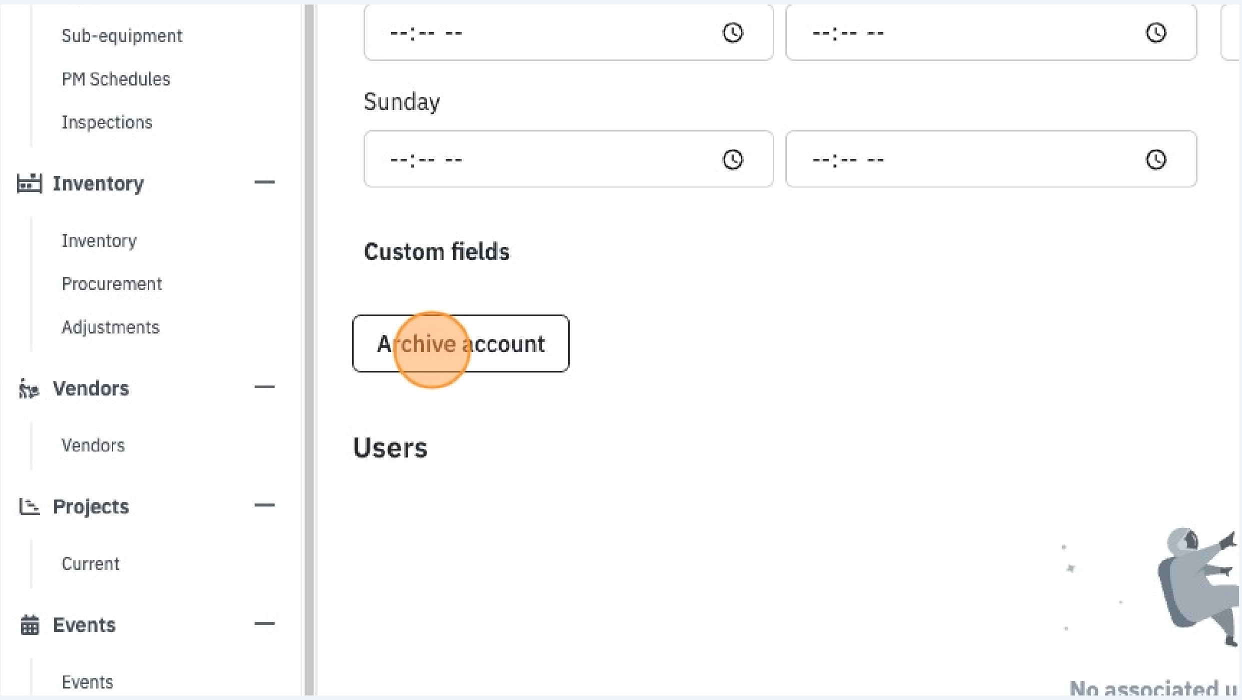


4

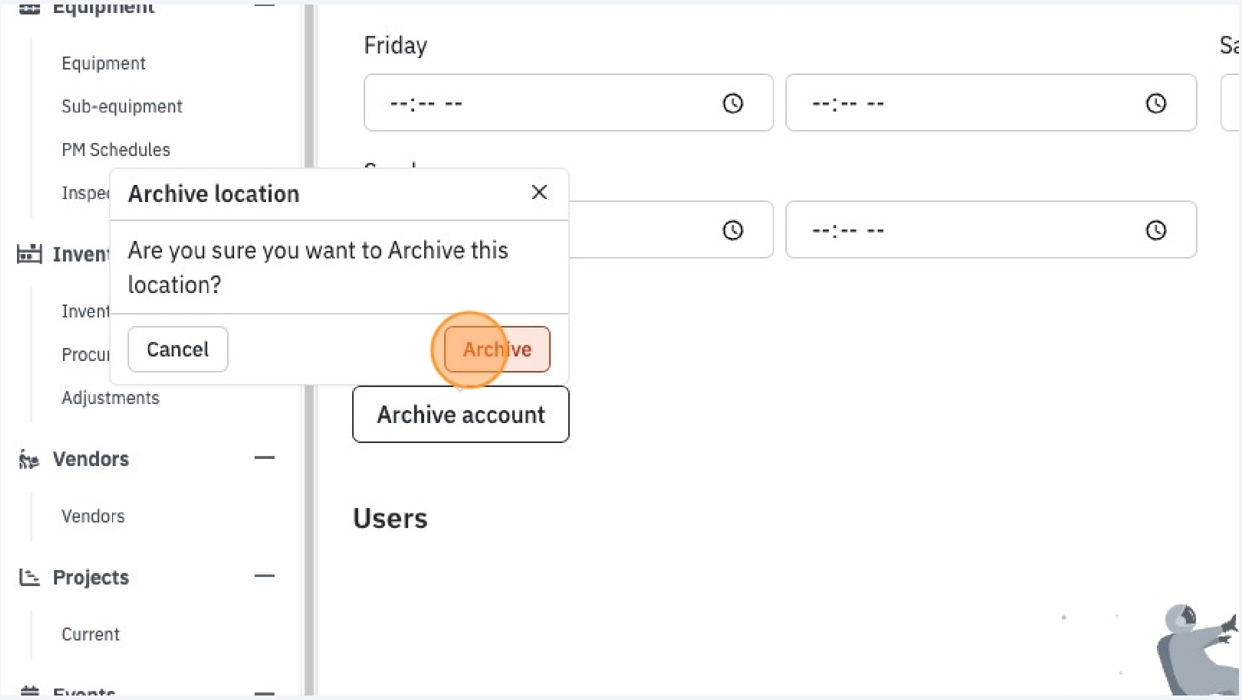
Click the account you want to archive.



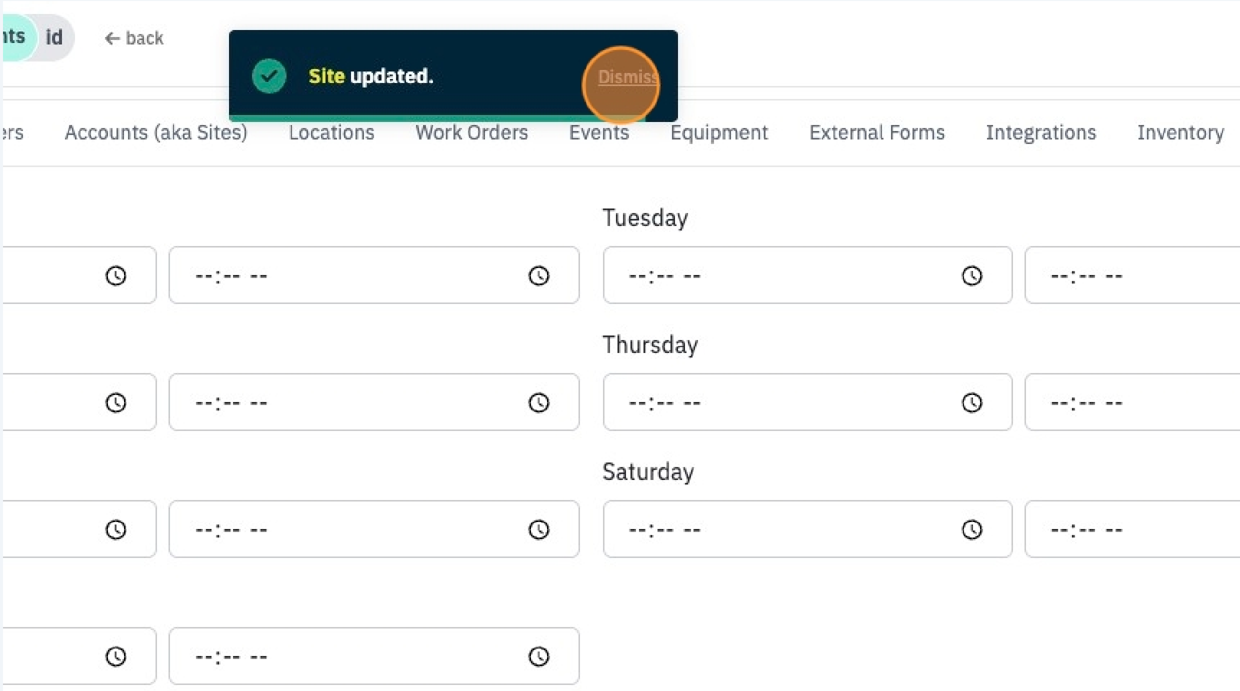
5 Click "Archive account"



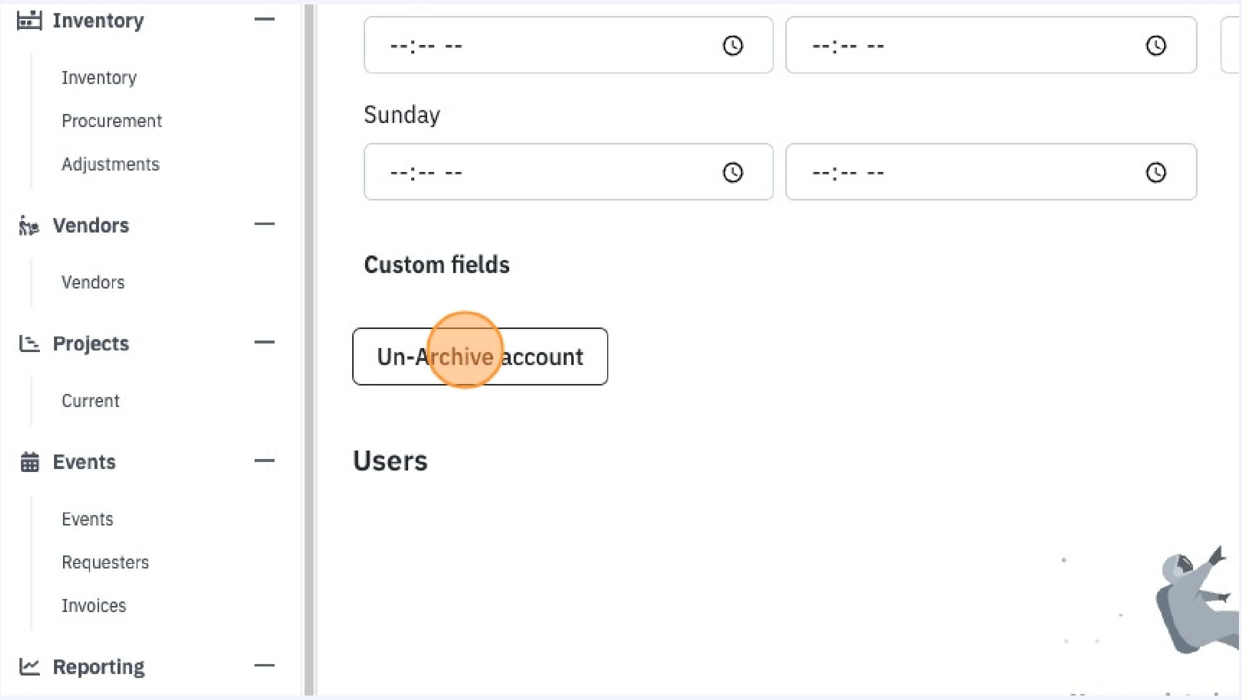
6 Click "Archive"



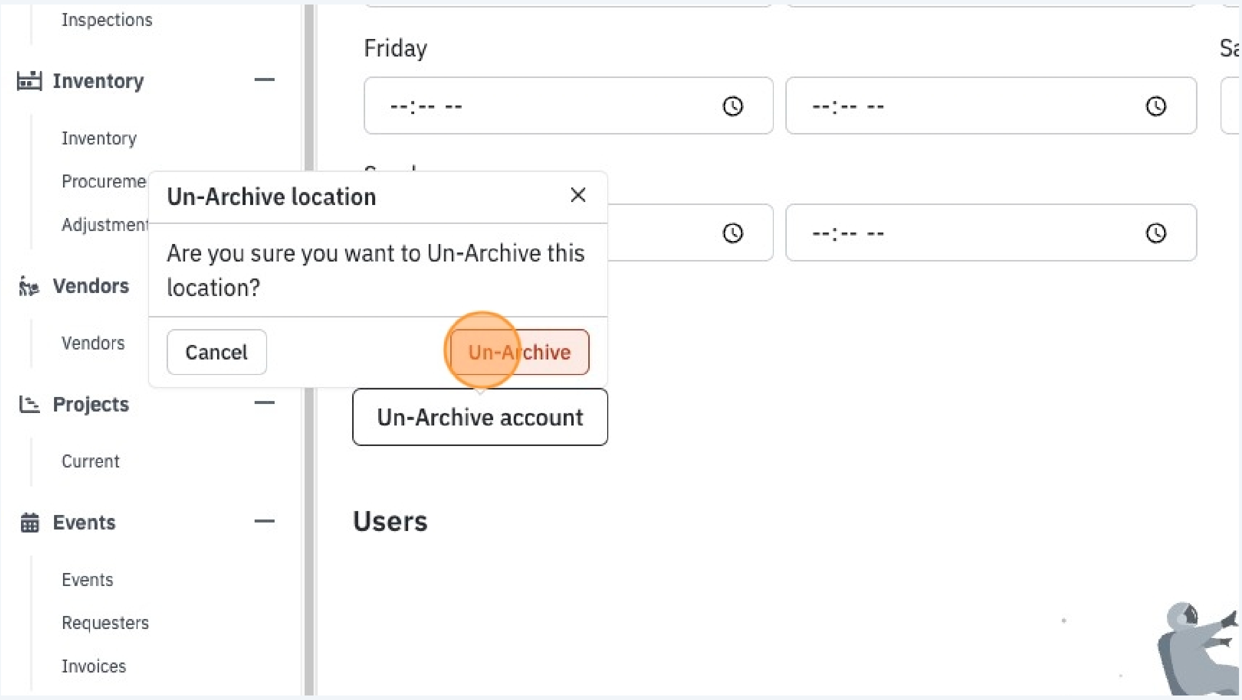
7 Site will be updated, click "Dismiss"



8 Click "Un-Archive account" if you want to have the account active again.



9 Click "Un-Archive"



10 Site will be updated, click "Dismiss"