

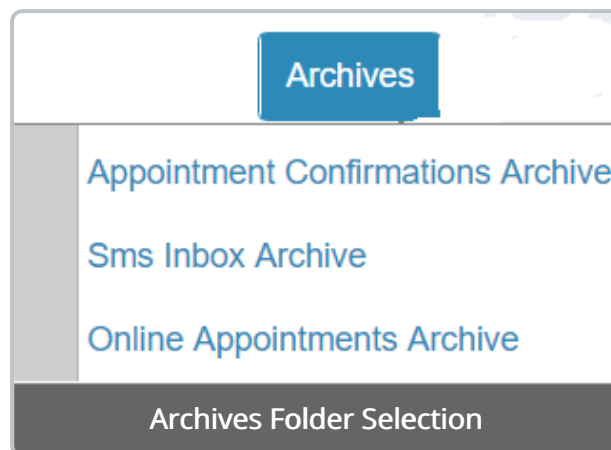
Archives

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Summary

All inbound communications to your Patient Communicator site are sent to Archives after being removed from the [Home Page](#) . Saved communications include all replies to confirmation requests, inbound text messages, and appointments scheduled via the Online Scheduler (OLS).

Archives are accessed by a button at the top right of the [History](#) screen or directly from the [Homepage](#) via hyperlink in the inbox viewing panes.



Select your *Archive* option to show a chart with all communications in your search. Click on *column header* to sort, click again to reverse sort.

