

R360 - Archiving an inactive client

1 Sign in to Recovery360 dashboard at <https://recovery360.cyberliver.com>



2

Click the 3 dots here for the client who needs to be removed from dashboard

The dashboard displays 5 patients. The third patient's record is highlighted with an orange circle around the three-dot menu icon in the 'Goal performance' section. The dashboard includes various charts and metrics for each patient, such as 'ss (Overall)', 'Progress (Last 5 days)', 'Alcohol use (Units)', 'Cravings summary (Overall)', and 'Goal performance'.

Showing 5 of 27 patients 5 patients

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3

Click "Archive"

The dashboard displays 5 patients. The third patient's record is highlighted with an orange circle around the 'Archive' button in the 'Goal performance' section. The dashboard includes various charts and metrics for each patient, such as 'ss (Overall)', 'Progress (Last 5 days)', 'Alcohol use (Units)', 'Cravings summary (Overall)', and 'Goal performance'.

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4 Confirm to remove from dashboard

