**Archive a Patient in Tomo**

**Purpose:** Occasionally, we must archive patients from the Tomo software in order to free up memory and prevent slowdowns. The following steps are for archiving a Tomo patient.

1. Open **Data Management System** on planning station #1. (Station #2 does not have access to the Y: drive, and we must go through Tomo support to map a network drive, on a Tomo computer.)
2. Sign in and wait for the program to load.
3. Verify that the **Archive Path** (bottom left) is *y:/*.
4. Click **Archive**. The **Select Patients to Archive** window should open.
5. Select the patient(s) to archive. Click **Select >**.
6. Check **Delete Patients After Archive**.
7. Click **Accept Selections**.
8. Verify that the *JOB TYPE* for each selected patient is *ARCHIVE & DELETE*.
9. Click **Start** and wait. The operation should take around three minutes per patient. If the archiving was successful, you will see the message *Patients Deleted Successfully*.
10. Click **Remove Finished Jobs**. **NOTE: Do not archive QA jobs**
11. Close Data Management System.