

How to Restore an Archived Contact Record

If an archived record becomes active again, the record can be restored to the active database. To do this:

- Hover over **Contacts** and select the relevant database, such as **Participants**

 Contacts 

- Click on the **Inactive** tab at the top of the list of records

 Inactive

- Search for the relevant record using the **Search** box

 Search:

- Click on the **Restore** icon to the right of the record



- Click **OK** to confirm

The record will be restored from the archive and listed in the active database.