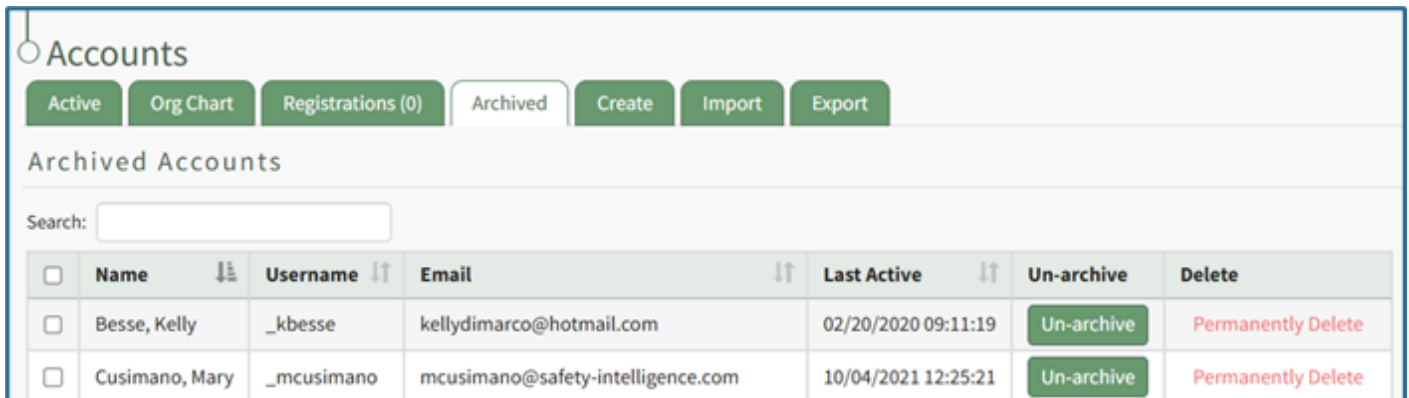


# Restore an Archived User Account

To restore an archived account, go to the Archived Tab on the Accounts Page in the Accounts Module.



Accounts

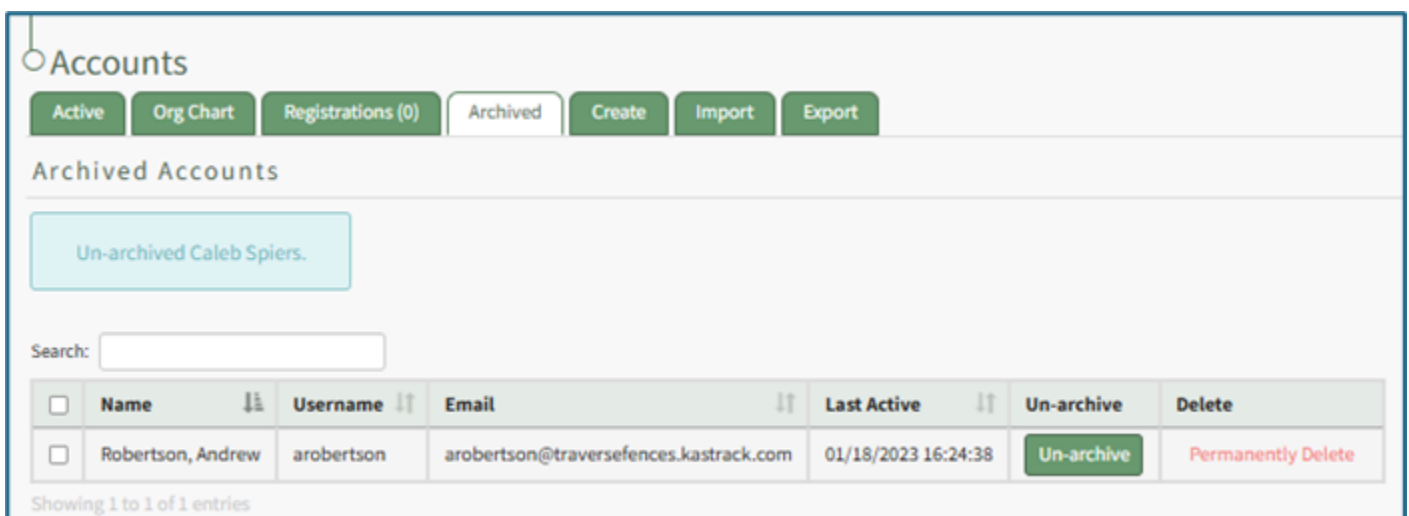
Active Org Chart Registrations (0) Archived Create Import Export

Archived Accounts

Search:

<input type="checkbox"/>	Name	Username	Email	Last Active	Un-archive	Delete
<input type="checkbox"/>	Besse, Kelly	_kbesse	kellydimarco@hotmail.com	02/20/2020 09:11:19	Un-archive	Permanently Delete
<input type="checkbox"/>	Cusimano, Mary	_mcusimano	mcusimano@safety-intelligence.com	10/04/2021 12:25:21	Un-archive	Permanently Delete

All archived accounts show in the Archived Accounts Table. Identify the user whose account you want to restore and select the “Un-archive” button.



Accounts

Active Org Chart Registrations (0) Archived Create Import Export

Archived Accounts

Un-archived Caleb Spiers.

Search:

<input type="checkbox"/>	Name	Username	Email	Last Active	Un-archive	Delete
<input type="checkbox"/>	Robertson, Andrew	arobertson	arobertson@traversefences.kastrack.com	01/18/2023 16:24:38	Un-archive	Permanently Delete

Showing 1 to 1 of 1 entries

A message will appear in blue indicating that the selected user has been un-archived. The user no longer appears on the Archived Tab, showing on the Active Account Table on the Active Tab instead.

If you wish to restore multiple accounts at once, use the checkboxes beside each account to select multiple accounts, then click the Un-archive button from the With Select popup that shows above the table once checkboxes have been selected.

Updated 2026-01-24 22:23:53 UTC by Mitzi Orkus