

Restore an Archived Class

Archived Classes can be restored to their original status if needed. Restoring a class also restores the enrollment for the class.

1. Go to the **Classes (menu) > Class Reports > List Archived Classes**.
2. Click on **List Archived Classes**.
3. Use the *Search Criteria* to narrow down the results.
 - o Run the report with no selected criteria to view all archived classes.
 - o Use the search field in the Class column to locate a specific class.
4. Restore an individual class by clicking the **Restore** link to the far right of the specific class.
5. Restore multiple classes by checking the boxes to the left of each class and clicking the **Restore Checked Classes** button.
6. Restore all classes by checking the **All** checkbox and clicking the **Restore Checked Classes** button. (If classes take up several pages, be sure to click **Show All** before checking the **All** checkbox.)

List Archived Classes										
<input type="checkbox"/> RETURN		<input type="button" value="RESTORE CHECKED CLASSES"/>								
Check "All" to select the entire page or click "Show All" and then check "All" to select all classes.										
View 1 - 50 of 313 Page 1 of 7 50 + Show All Print Export Refresh										
All	Loc	Class	Status	Session	Cat1	Cat2	Age	Size Max	Tuitio	
<input type="checkbox"/>		Search	Search	Search	Search	Search	Search	Search	Search	
<input type="checkbox"/>	CCD	Cheer Essentials	Archived	Spring 2020	Gymnastics	Intermediate	All	1/8	75.00	Restore
<input type="checkbox"/>	CCD	Class in Concord	Archived	Winter 2019	Dance		All	1/8	100.00	Restore
<input type="checkbox"/>	DVD	Class in Davidson	Archived	Winter 2019	Dance		All	2/8	75.00	Restore
<input type="checkbox"/>	EDU	1Class - No Discounts	Archived	Spring 2018	Adult Fitness		All	3/4	60.00	Restore