

Restore Archived Settings

You can restore  settings that have been previously **archived**, if you want to display them within the Settings List again.

When you **restore** an archived setting, it means that it will reappear in the Settings List, with all the details that were previously attached to it.

To restore settings that were previously archived

1 Click the **Settings** button  from the home screen.


All existing settings are displayed within the Settings List.

2 In the Filter Pane, select the **Show Archived Settings Only** check box.

All archived settings are now displayed within the Archived Settings List.

3 Select the archived setting(s) you want to restore by clicking the **Check** box  to the left of each setting name. You can select multiple archived settings if required.

Each time you click the check box for a setting, notice the following:

- The Check box changes colour .
- The total number of settings you have selected is displayed within the Restore button, in the top right corner of the screen.


4 Click the **Restore** button .

A green "Setting(s) Successfully Restored" message will appear in the bottom right corner of the screen.

Notice that the restored setting(s) no longer appear in the Archived Settings List.

5 To display the Settings List again, remove the tick from the **Show Archived Settings Only** check box.

Notice that the restored setting(s) now appears within the Settings List.

6 To return to the home screen, click the Home button .

Related Articles

- [Sittings Video](#)
- [Create Sittings](#)
- [View the Sittings List](#)
- [View Details of a Sitting](#)
- [Change Details of a Sitting](#)
- [Download Student Login Details](#)
- [Start Tests](#)
- [Monitor Student Progress](#)
- [Close Sittings](#)
- [Archive Sittings](#)
- [Restore Archived Sittings](#)
- [Understand Sitting Details](#)
- [Understand the Sittings List](#)