


# Restore Archived Reports

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

## To restore reports that were previously archived

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


All existing reports are displayed within the Reports List.


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

All archived reports are displayed within the Reports List.

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

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

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


4 Click the **Restore** button .

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

Notice that the restored report(s) no longer appear in the Archived Reports List.

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

Notice that the restored report(s) now appears within the Reports List.

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

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