

Reactivate a Resource

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With the appropriate permissions, you can reactivate inactive resources. Once the status has been changed back to active, the resource can be added to views and assigned to users. In addition, its sub-resources are also automatically reactivated. However, you cannot reactivate resources that are associated with a deactivated resource type.

To reactivate a resource

1. In the main menu, click **Setup** and then click **Resources**. The *Resource List* opens.
2. On the upper right, select the **include inactive resources** checkbox.
3. In the list, locate the resource and, on that row, click **Edit**. The *Edit Resource* page opens.
4. Select the **Active** checkbox.
5. Click **Save**. The *Assign Users* page opens.
6. Select and clear checkboxes to add to or change a user's access to this resource, or use the checkboxes in the header to select all users.
7. Click **Save**.