Reinstate an Archived or Deleted Record

You may be authorized to reinstate an archived or deleted record, which returns the record to active status.

To reinstate a record

1. Search for the patient record using:
    - The Filters tab.
    - The Locate tab.
2. In your search results, click the view icon for the patient. The *Detailed Client Information* window opens.
3. Click **More**, point to **Actions**, and click **Unarchive** or **Undelete**.
4. If appropriate, enter a **Comment**.
5. Click **Unarchive** or **Undelete**.
6. Click **Done**. The *Detailed Patient Information* window closes.