

Search and List Archived Classes

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Archived classes can be searched and listed by going to the *List Archived Classes Report*.

Go to the *Classes (menu) > Class Reports > List Archived Classes* report. Use the Search Criteria to select the group of classes you want to archive.

List Archived Classes

[← RETURN](#) [✓ SUBMIT](#)

Search Criteria
Search Archived Classes using search criteria below.

Location:

Class Session:

Start Date From: Through Date:

Class Category 1:

Class Category 2:

Class Category 3:

Archived Date From: Through Date:

[✓ Submit](#)

From this report you can email an archived class, restore a single class or select several classes to restore.

List Archived Classes



[← RETURN](#) [↻ RESTORE CHECKED CLASSES](#)

[Print](#) [Export](#) [Refresh](#) **10 columns hidden** [Show/Hide Columns](#)

All <input type="checkbox"/>	Class	Status	Session	Cat1	Gen	Ages	Size Max	tuition	
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
<input checked="" type="checkbox"/>	Ballet L1 - Mon 5pm	Archived	Summer 2021	Dance	All	At least 5 years 0 months	3 8	45.00	Restore
<input checked="" type="checkbox"/>	Ballet L1 - Tues 5pm	Archived	Summer 2021	Dance	All	At least 5 years 0 months	0 8	45.00	Restore
<input type="checkbox"/>	Ballet L2 - Tues 7pm	Archived	Summer 2021	Dance	All	At least 5 years 0 months	0 8	45.00	Restore
<input type="checkbox"/>	Hip Hop L1 - Wed 7pm	Archived	Summer 2021	Dance	All	All	0 5	85.00	Restore
<input type="checkbox"/>	Hip Hop L2 - Thurs 7pm	Archived	Summer 2021	Dance	All	All	0 6	67.50	Restore

Use the Restore link to restore an individual class.



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!

