

Search and List Archived Classes

Last Modified on 12/02/2021 8:12 pm EST

The List Archived Classes report will display a list of archived classes based on your chosen search criteria.

Find this report in the Classes menu. Go to the **Classes** menu > **Class Reports** > **List Archived Classes**.

Restore an individual, group, or all archived classes.

Email an archived class without restoring the class.

Print or export the report as an Excel, CSV, or PDF file.

Save a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > **My Reports**.

Search Criteria

Search Criteria to narrow results to the archived classes you want to work with. Leaving a field blank is the same as saying "all." For example, leaving the Class Session criteria blank will show all classes in any session. Refine your selections to customize the results as needed.

Report Results

Customize the report results to show or hide columns, sort and filter them, or adjust their width. This example displays the Advanced Tumbling classes filtered in the report.

- Use the Restore link in the report to restore an individual class.
- Select the checkboxes next to the classes you want to restore, then use the Restore Checked Classes button.
- The All checkbox can restore the entire page of classes, or you can select all your archived classes by choosing the + Show All button and then selecting the All checkbox.
- Access a Class record with the active links in the report.

After restoring a class, you must re-assign any **Policy(s) or Policy Groups**, as they do not automatically restore to a class after archiving it.

