

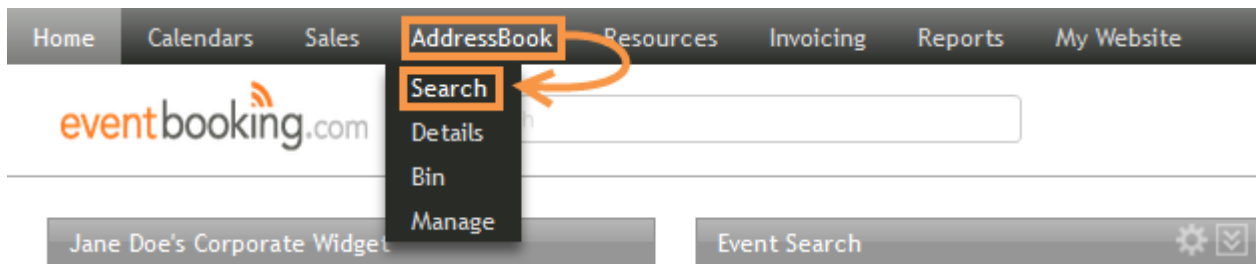
Restoring an Address Book Object

Updated: March 24, 2015

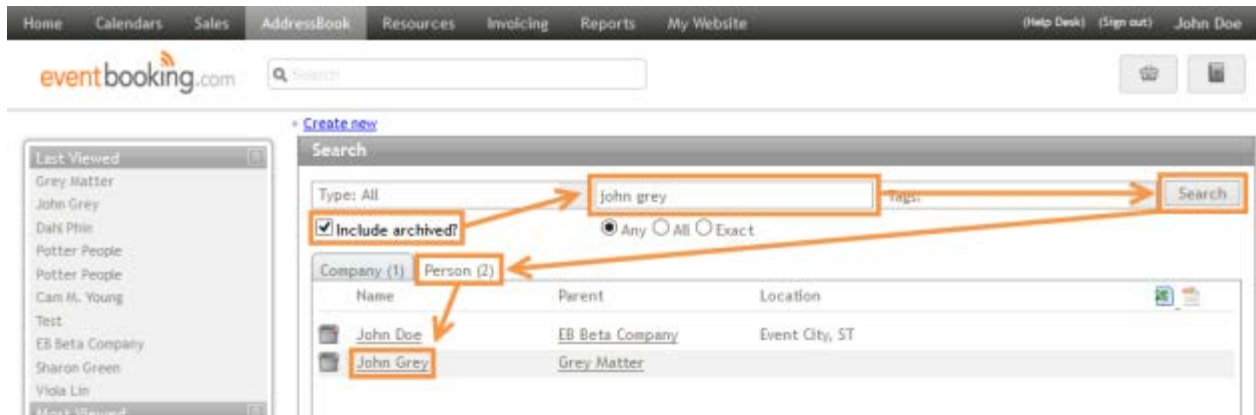
Some steps in this article require manager permissions for the address book. If you need these permissions, please have one of your account admins contact EventBooking support.

If an address book item has been accidentally archived, you can restore it by completing the following steps:

1. Hover over **Address Book** and click **Search**.



2. Click the checkbox next to **Include archived?**.
3. Type in the name of the address book item you wish to restore into the search field.
4. Click **Search**.
5. Click the appropriate tab for the address book item you would like to restore. In my case, I am restoring an entry for a person, so I click the **Person** tab.
6. Click the name of the address book item you wish to restore.



7. Click [**un-archive**].

The screenshot shows a user profile for John Grey. The navigation bar includes 'dressBook', 'Resources', 'Invoicing', 'Reports', 'My Website', '(Help Desk)', '(Sign out)', and 'John Doe'. A search bar is present. Below the navigation, there is a '+ Create new' link. The profile card for John Grey has a button labeled '[un-archive]' highlighted with an orange box. The profile details are as follows:

Name John Grey		Alias none	
Type Person		Title none	

8. This option will change to [**archive**].

The screenshot shows the same user profile for John Grey. The button is now labeled '[archive]' and is highlighted with an orange box. The profile details remain the same:

Name John Grey		Alias none	
Type Person		Title none	

9. The address book item will now display in the address book and universal search.

The screenshot shows the eventbooking.com search interface. The search bar contains 'john'. The search results are as follows:

- John Mayo - Event (id=144805)
5/4/2014 4:00 AM - 11:59 PM (Sun)
- John Mayer - Sub-Event (id=13261)
12/18/2008 4:30 AM - 11:29 PM (Thu)
- John Doe - Person (id=566)
EB Beta Company
- John Grey - Person (id=93028)**
Grey Matter

The 'John Grey' entry is highlighted with an orange box. On the left, there is a 'Related' section with 'Hierarchy' and 'Types' tabs, showing 'Grey Matter' and 'John Grey'. On the right, there is a profile card for John Grey with 'Alias' and 'Title' fields, both set to 'none'.