

Contacts – Restore Deleted

From the main Contacts page, Admin & Manager users are able to select the required deleted Contacts and Restore them to your eBoss database.

Filter & Select Contacts

- Navigate to the Contacts screen in your main navigation menu on the left
- (Deleted Contacts are generally found on the last page(s) of results)
- Select the desired Contacts either by:
 - Selecting individually using the checkbox to the left
 - Selecting all Contacts on the screen by clicking the checkbox to the top of the column
 - Using the 'Select All' link to the right of the Filter button at the top of the list – this differs from the above in that you will select all the Contacts, from all the Pages listed
 - Using Advanced Search to filter your list of Contacts

Restoring

Once you have selected the desired Contacts:

- select Restore Contacts from the Actions dropdown
- Click Apply

Your Contacts are restored to the system.