

## Undelete Documents

Deleted documents may be restored by users with administrative access or document owners only. If you need a document undeleted and you are not the owner of the document, contact the document owner or an administrative user.

**Steps** *To undelete a document:*

1. Visit the student's **Documents** tab.
2. Click the **Show** dropdown at the top, then select **Show:Deleted**.
3. Check the deleted document in the list you wish to undelete.
4. Click the **Actions** dropdown at then top, then select **Undelete**.
5. To see all non-deleted documents again, click the **Show** dropdown at the top, then select **Show: All docs**.
6. When documents are deleted, they are also automatically marked as complete so that other documents for that form type may subsequently be authored for the student. If the document requires further editing, also mark the document as incomplete (*administrative users only*).