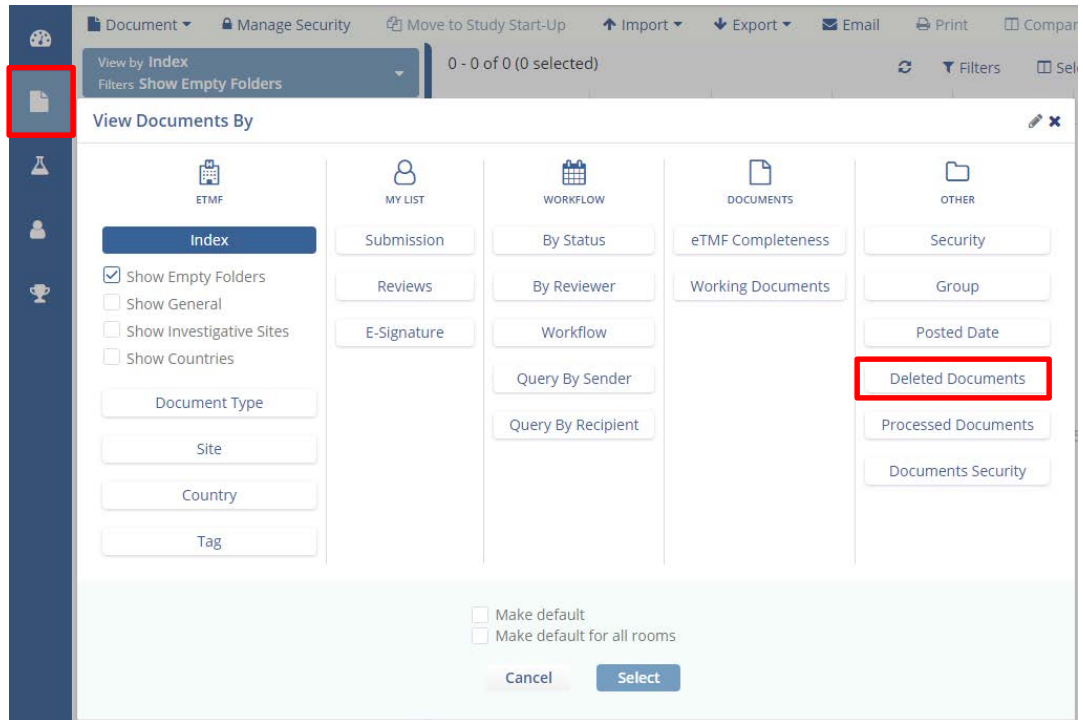Applicable to: ☑ Administrators ☐ Editors ☐ Readers ☑ eTMF ☐ Study Start-up
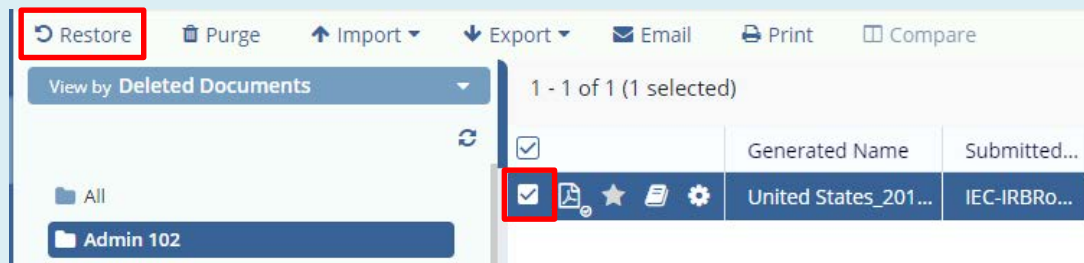
1. Enter a room, navigate to the **Documents** module and select the **Deleted Documents** view.

2. Search for the document to be restored either by viewing all documents or by clicking on a specific user's deleted documents.
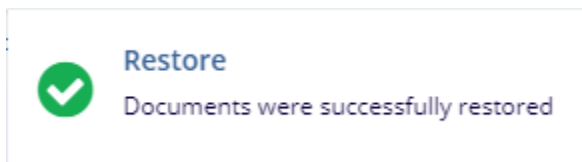

3. Select the document from the grid and click **Restore.**

The following columns are beneficial for viewing deleted documents in the grid:
Document ID, Generated Name, Deleted By, Deleted Date, Delete Comments

4. A notification indicating successful restoration of the document is displayed.

5. Restored Documents return to the index where they were located before the deletion. If the document was not filed as final in the index, it will be restored to the Workflow.
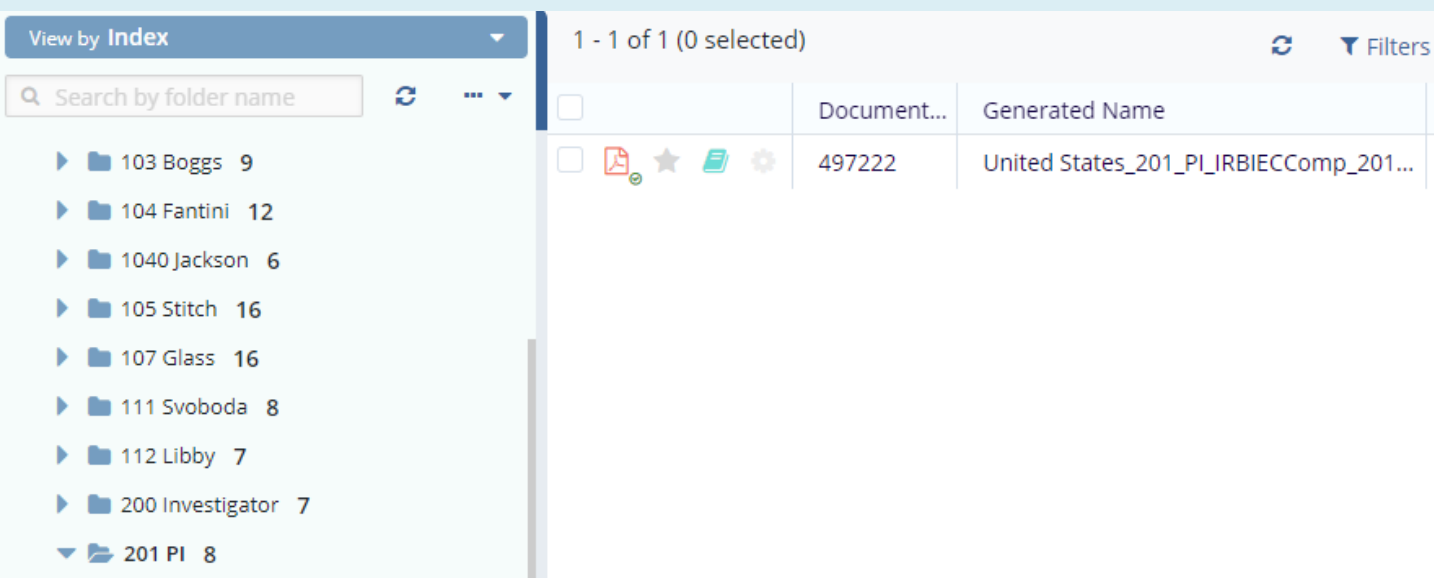
For any additional assistance, click ... ❓ Help 📘 Guide