

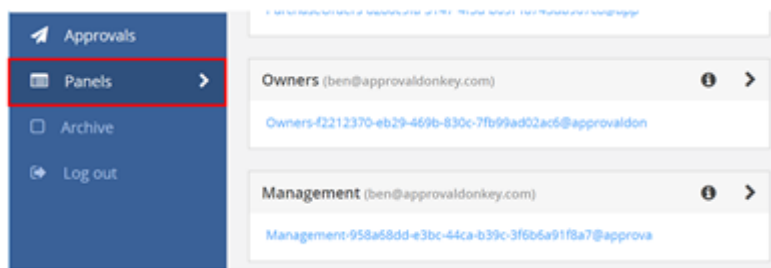
Un-Archiving a Panel

Guide for re-activating your Panel in the event it has been auto archived.

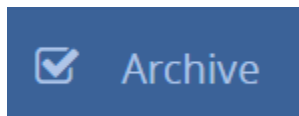
Step by Step – Re-activating a Panel

Note: Only Panel owners can maintain a specific Panel.

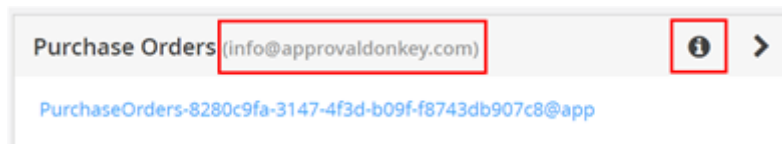
Step 1: Once logged in go to the 'Panels' Dashboard



Tick the 'Archive' option.



Step 2: Select the 'i' Icon on the Panel you want to re-activate.



Note: The Panel Owners email address will show as above, if this is yours then you have amend rights for the Panel.

Step 3: Go to the 'Archive this Panel' and select 'No' then **'Save and Close'** the change.

Archive this Panel (Also archive's all associated requests)? Yes No ?



Step 4: You will be presented with an upgrade notification, click 'Upgrade Now' and complete the form required.



Hello Ben Palmer

Your free trial has expired, please upgrade now to ensure your Panels remain active. PLUS account is NZD \$19 per month.

What happens if I do not upgrade?

Any Panels you have created (where you are the Panel Owner) will be auto archived and therefore become inactive for you and any Panel Members. Please note this does not affect any Panels where you are a Panel Member only.

See www.approvaldonkey.com for full details of our plans.

 Upgrade Now

What is Approval Donkey?

Approval Donkey takes care of all the mundane, time consuming tasks associated with getting approval requests completed, in other words... 'Let us do the donkey work...'

[Still want to know more check out our FAQ's](#)

Step 5: After the upgrade is complete repeat **Step 2 and Step 3** for any Panels you wish to re-activate.