How to reactivate an archived POS

1. Navigate to the **Accounts** page using the three-line menu in the top left of the screen
2. Click on **POS**
3. Click within the search bar
4. Select **Archived** in the menu below the search bar
5. Click on the archived POS you want to reactivate
6. Click **Next**, this will bring up the account the POS is assigned to.
7. Click **More Info**
8. Select the POS to be reactivated
9. Click on the red three-dot menu in the top right of the screen
10. Select **Edit POS**
11. Click the toggle switch next to **Active** (it will turn to red)
12. Select **Next** to save

[Video: How to reactivate an archived POS]