

## How to Send an Archived Document Back to the Pending Queue

There are several occasions where it is necessary to send a document that has already been archived (or has been turned into a workflow) back to the pending queue. This can be because documents need to be merged, split, or if the client has selected the incorrect workflow type and needs to start again.

1. Select the document that needs to be sent back to the pending queue.
2. Click on the small printer icon and select the fileSMART Archive Printer.
3. When the document has been printed to the fileSMART Archive Printer, check that it has arrived in the pending queue.
4. When it has successfully arrived in the pending queue, delete the original file (this can only be performed by users with delete rights).

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