

Reopening a client

Scenario: You want to reopen a client you have previously closed.

On the client screen, left bottom above the **Open New Client** button you can select to display closed clients and from closed clients you can reopen a client.

Go to **Open Clients (##)**, click the menu indicator to the right and select **Closed Clients**. From the list of the closed clients above, select the client you want to reopen and then click the **Reopen This Client** button, (second button from the bottom).

The client is now reopened and functions as if it were never closed.

You now want to restore the client list to display Open Clients.

Go to **Closed Clients (##)**, click the menu indicator to the left and select **Open Clients (##)**.

End