

# Order unarchiving

Unarchiving restores an order that was previously archived and returns it to the active list. This action is used when an archived order needs to be visible again in the Ongoing section of the Orders Overview screen.

The primary method is through the Order Details screen. Selecting **Unarchive order** returns that specific order to the Ongoing section.

Unarchiving is also available in bulk. In the **Archived** tab of the Orders Overview screen, the **Bulk actions** dropdown includes an **Unarchive** option. Running this action processes all selected orders from the table and moves each successfully unarchived order back to the Ongoing section.

When the bulk action finishes, a modal summarises the result, indicating how many orders were successfully restored and whether any orders could not be unarchived.

Order Details screen:

**UBL-J-12370 / sadsad**  
Confirmed with changes, Partially shipped

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Order header
Ship-to address

<b>Buyer</b>	Onetrail B.V.	<b>Creation date</b>	10/15/2025, 07:52 AM	<b>Comment</b>	Dropshipment order from Onetrail XML test buyer215
<b>Bill-to GLN</b>	8714231442455	<b>Requested delivery date</b>	02/10/2010, 01:00 AM		
<b>Type</b>	Standard	<b>Partial delivery</b>	No		

Buyer line	Product code	Product description	Unit price	Quantity ordered	Total price	Requested delivery date	Scheduled delivery date	Confirmed quantity	Confirmed price	Status	Stage
1	SKUB002		€89.99	10	€899.90	01/30/2026	01/30/2026	10	€50.00		
2	SKUB003		€10.16	5	€50.80	01/30/2026	01/30/2026	2	€70.59		
							01/30/2026	5	€70.59		

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Ongoing
Overdue
Completed
Archived

Search

	Stage	Buyer reference	Seller reference	Buyer	Creation ↓	Status
<input type="checkbox"/>		UBL-RO-27	dsfg	Onetrail XML Test Buyer	12/18/2025, 04:04 PM	Confirmed with changes
<input checked="" type="checkbox"/>		UBL-RO-24	eyery	Onetrail XML Test Buyer	12/12/2025, 09:20 AM	Confirmed with changes

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Unarchive
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