## Restore a Lead File Family to your Main Database

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Watch a (1:06) video tutorial on Contacting Leads and Restoring a Family

Use the **Restore Family** button in a family's Lead File record to move them from the Lead File back to your main Jackrabbit database.



Families must be restored to your main database individually. There is no option to mass restore Lead Files back to the main Jackrabbit database.

Lead: Chambers			
← RETURN SAVE CHANGES			
	- Ing		
<b>1</b> GETTING STARTED	Contact Info First Name Rachel	Last Name Chambers	<u>.</u>
Manage Leads	Type Mother <b>v</b>	Email solson@jackrabbiti	
LIST ALL LEADS	Student Info		
SEARCH LEADS	View Enrollment View Skills First Name Corinne	Last Name Chambers	
ADD LEAD	Gender Female ▼	Student Phone	•
MASS ARCHIVE	Birth Date 5/25/2003	Email	
EMAILLEADS			
EXPORT LEADS			
PRINT LABELS			



If the family to be restored had more than one student when they were archived from your main database, there will be multiple Lead File records for the family. Use the **Restore** 

**Family** button in any of the family's records torestore ALL students in the family back to one Family record in your main database.