



## *How to Archive and Reactivate a tour*

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### **Archiving Tours**

Go to Manage Tours

Check the box next to the tour you wish to archive

Click the Archive Button. (This will deactivate the tour and store the tour in our archive until you wish to reactive it)

**When you do this the tour is not viewable anymore except yourself. If someone clicks on the tour link it would tell them this tour is not available.(message below is what they see when a tour has been archived or delete)**



The tour link being referenced is invalid.

For assistance in viewing this tour please contact your tour provider or support at [support@realbiz360.com](mailto:support@realbiz360.com)

I would recommend archiving tours instead of deleting. You don't want to have to rebuild them again if the client decides to come back, you can just bring them back and republish.

### **Reactivate Tours**

Go to Manage Tours

Go to the filter by drop down list

Choose Archived (this will give you the list of tours that have been archived)

Click on the box next to the tour you wish to reactivate

Click the Active button- this will reactive your tour and put it back on the active tours list.

Change you're filtered by to Active

Choose your tour and Edit it and republish to make tour active.

### **Deleting Tour**

Go to manage tours

Check the box next to the tour

Click the Delete button- **This will remove them from the system permanently**