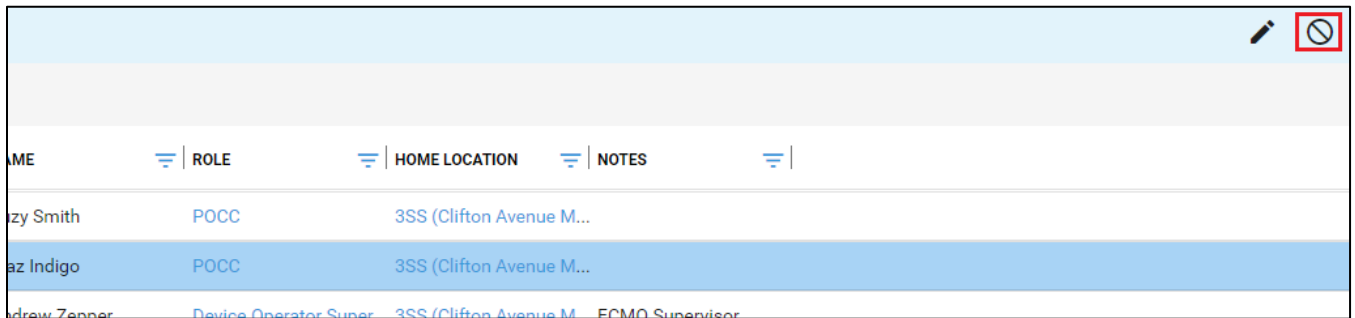What is Deactivate?: Deactivating a record in the RALS™ SYSTEM removes the active status, and the record can no longer be used by the system. Deactivated records are not deleted and can be reactivated.
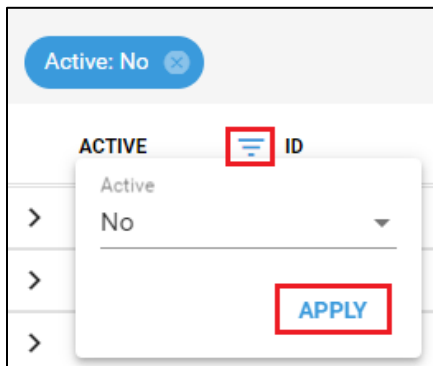
To Deactivate a record in RALS:

1. From the desired page, select the Item(s) and click ⊘ **Deactivate**, in the top, right, corner of the screen.

To Locate a Deactivated record in RALS:

1. From the desired page, ⥿ **Filter** for **Active: No**

2. ≡ **Filter** on the **Name** or **ID** column for the item and click **APPLY**.

To Locate a Deactivated Operator:

1. From the **Operators Page**, click on the **System View: Deactivated Operators.**

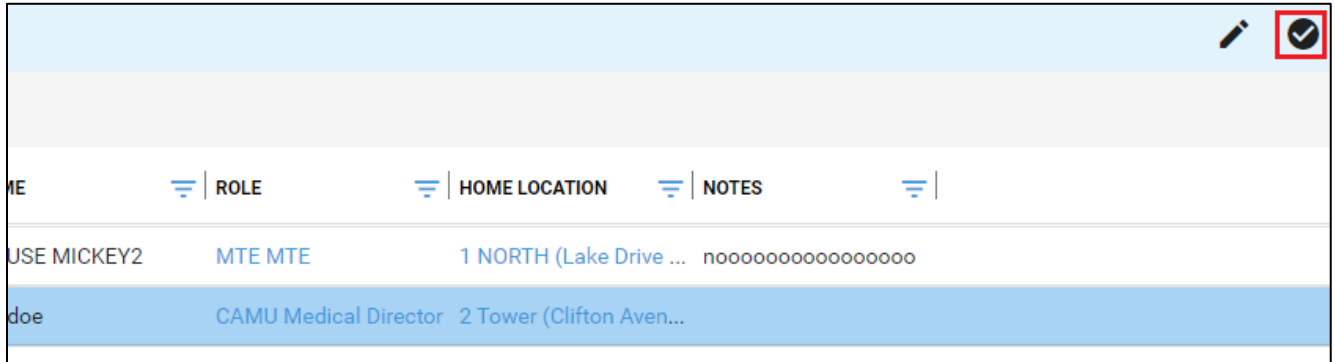2. ≡ **Filter** on the **Name** or **ID** column for the operator and click **APPLY**.

How do I Manage Deactivated Records?

To Re-Activate a Deactivated Operator:

1. After locating the operator(s) on the **System View: Deactivated Operators**, highlight the operator(s) and click ✓ **Activate**, in the top, right, corner of the screen.