**Archive or Unarchive an Applicant**

Committee Managers (Faculty Coordinators, Applicant Managers) are able to archive and unarchive applications in Interfolio Faculty Search. This can be useful when you have a large number of applicants and wish to reduce the number you are viewing on a regular basis.

Any archived applicants should have been thoroughly reviewed by the committee/committee manager before being archived. **Applicants should all have the appropriate status(es) and/or disposition code before being archived.**

Applications can be archived and unarchived from the Applications page.

1. Select "Positions" from the left-hand navigation.

![Positions Navigation](image1)

2. Click the position title to access applications for the position

![Positions Search](image2)

3. Select the application(s) to archive

![Select Applications](image3)
4. Click the "Additional Options" icon (to the right of the page) and select "Archive" to archive the selected applications.

5. To unarchive an application, click the "Filter" button and select "Archived" to the right of the page.
   a. This will filter the list to display only archived positions.
   b. Select one or more names in the list to unarchive.
c. Click the "Additional Options" icon (to the right of the page) and select "Unarchive" to unarchive the selected applications.

d. Remember to clear the "Archived" filter to view active applications.