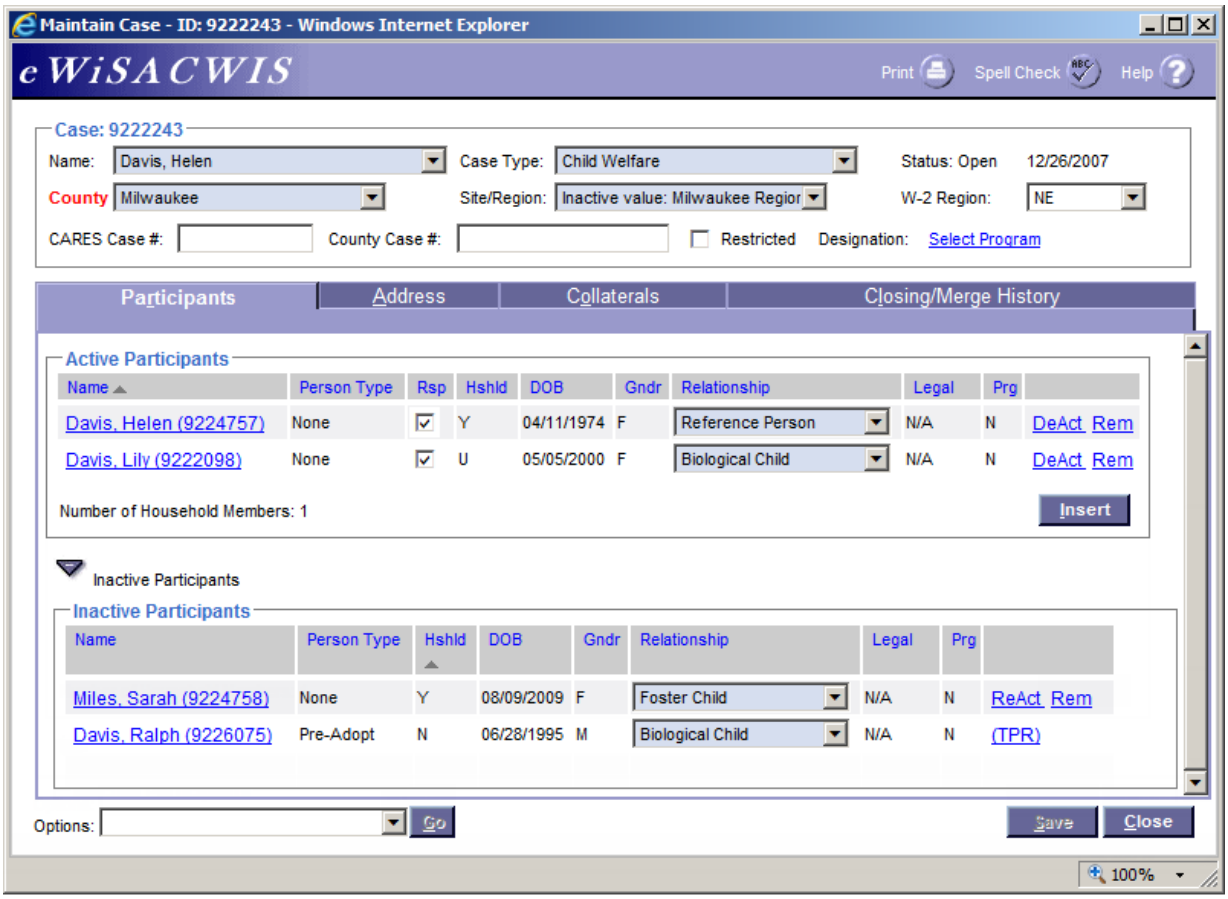
Reactivating a Person

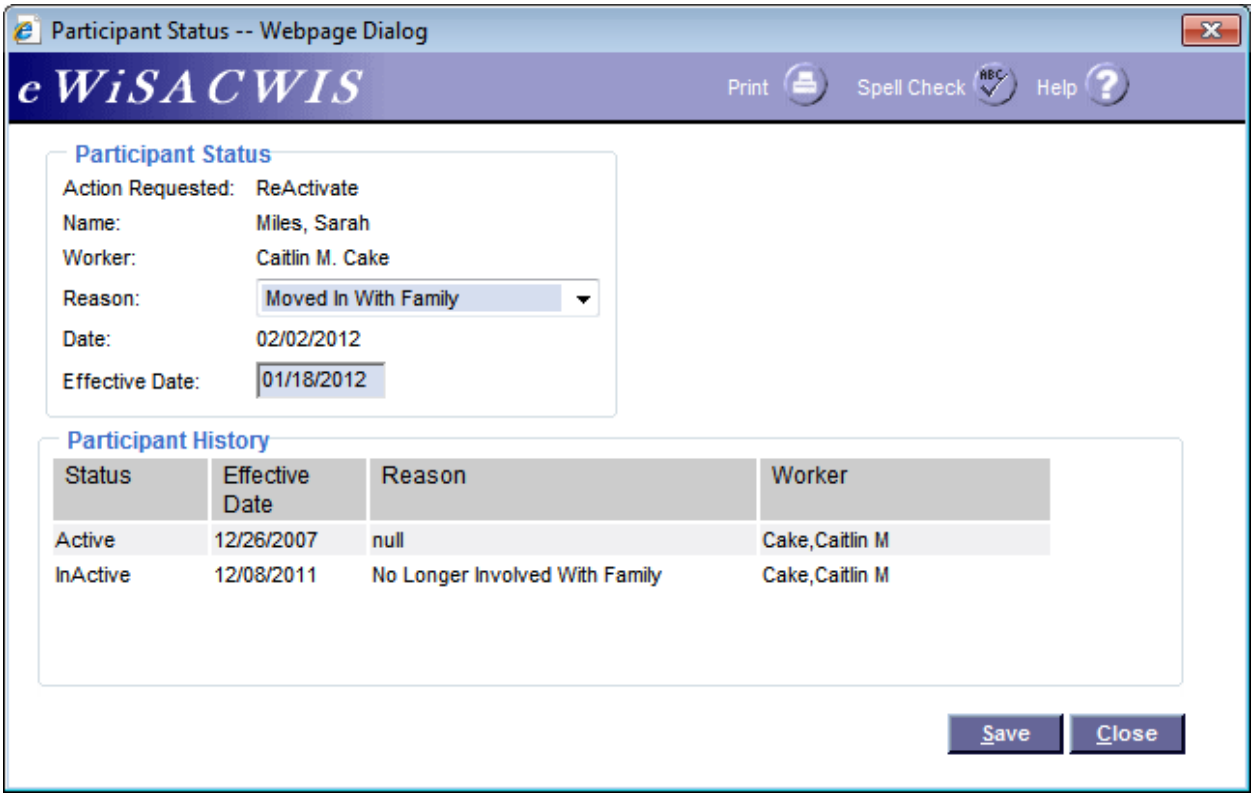
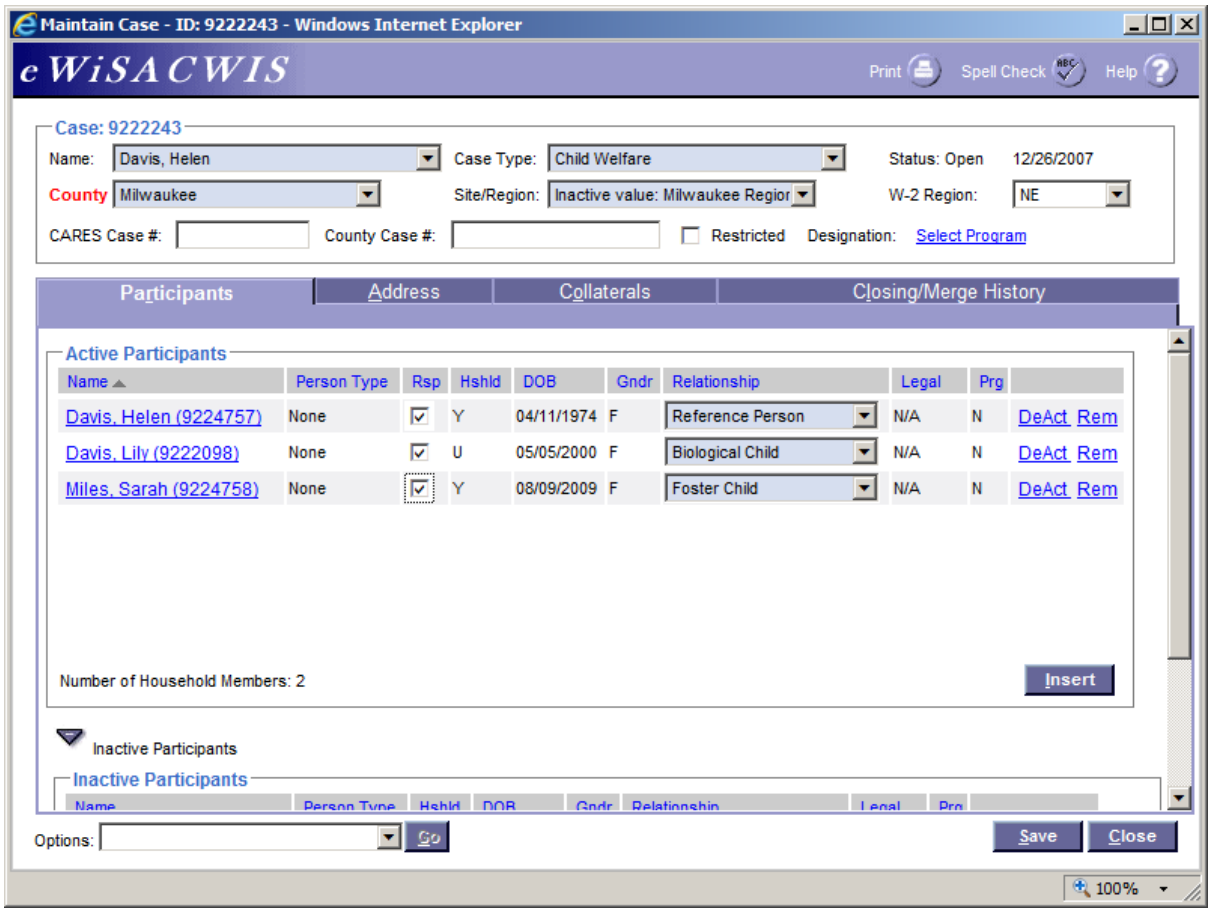
Note: In order to reactivate a case participant, an assignment to the case is needed.

1. Go to the Cases tab to view your cases. Click on the hyperlink Case Name. This will open the Maintain Case page.

2. If a participant has been deactivated in the case, the participant will appear in the Inactive Participants group box. On the Maintain Case page, each inactive case participant is listed under the Inactive Participants expando on the Participants tab. Click on the Inactive Participants expando to view the inactive participants. Except for the deactivation reason of TPR, a ReAct hyperlink appears on the participant's row. To reactivate a participant, click on the ReAct hyperlink to open the Participant Status page.



3. On the Participant Status page, enter an Effective Date to reactivate the participant. Click on the Save button and then Click on the Close button to return to the Maintain Case page.



4. The participant now appears in the Active Participants group box on the Maintain Case page.