Unarchive a Patient in Tomo

**Purpose:** Tomo patients are periodically archived to the Y: drive. If you need any of those files in the Tomo software again, you must restore them. The following steps are for unarchiving a Tomo patient.

1. Open **Data Management System** on planning station #1. (Station #2 does not have access to the Y: drive, and we must go through Tomo support to map a network drive, on a Tomo computer.)
2. Sign in and wait for the program to load.
3. Click **Restore**. The **Select Archives to Restore** window should open.
4. Navigate to the Y: drive. If you cannot access this drive from Data Management System, double-click it in File Explorer and enter username *sa-mos@crmchealth* and password *m0s@crmc*. It should now be available in Data Management System.
5. Double-click the name of the patient that you want to restore. Click the XML file.
6. Click **Add To List** and wait.
7. Click **Accept Selections** and wait.
8. Click **Start** and wait. The operation may take several minutes. If the unarchiving was successful, you will see the message *Successful Patient Retrieve*.
9. Close Data Management System.