When a phrase (i.e., requirement, exception, or subordinate matter) is deleted, it is possible to restore it as long as you have not saved or closed the order.
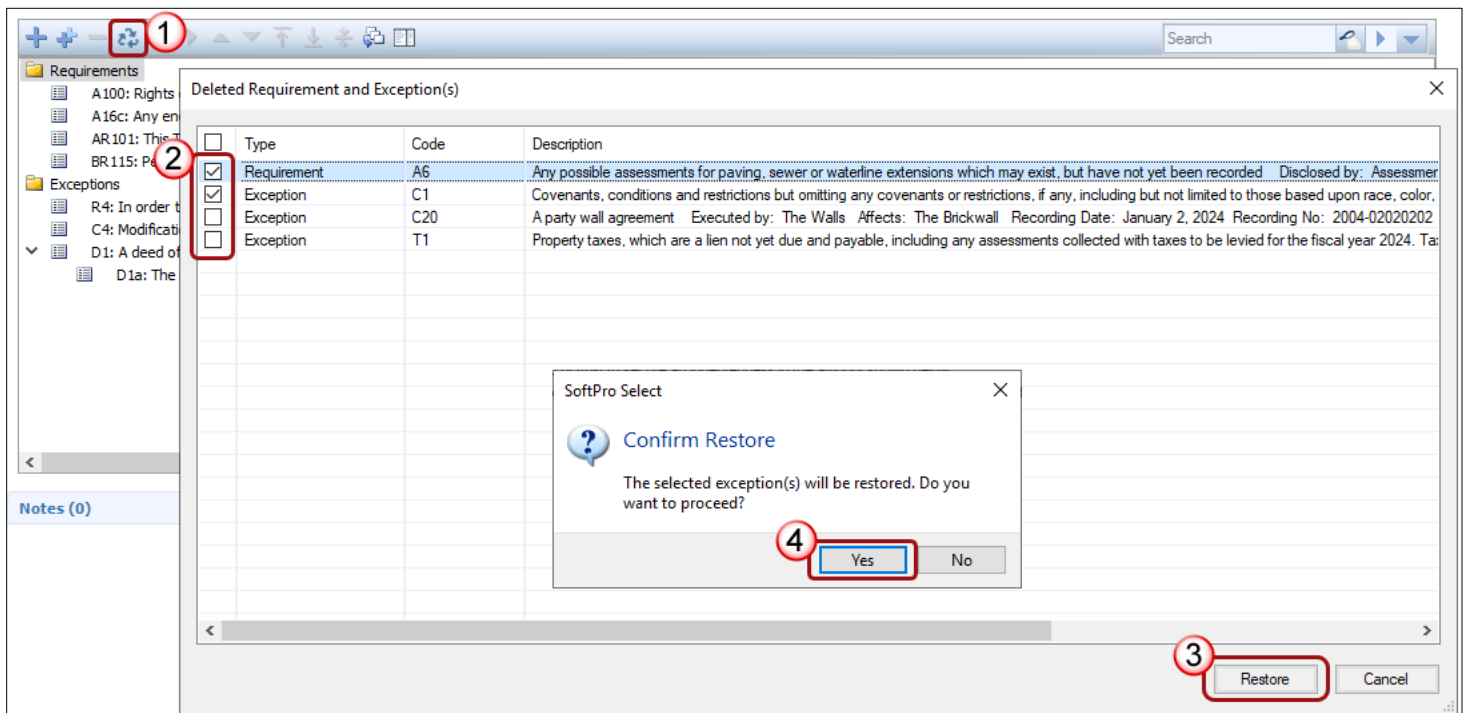
The ability to restore deleted phrases is available on the following screens:

〉 **Commitment – Schedules B1, B2** (Requirements and Exceptions)
〉 **Policy – Schedules B1, B2** (Exceptions and Subordinate Matters)
〉 **Endorsements** (Requirements, Exceptions and Subordinate Matters)

> **IMPORTANT**: If you've deleted phrases and then saved the order, the **Restore** functionality is **no longer available**.

To add a deleted phrase(s) back to your order,

1. Click the **Restore** 🔁 icon

2. Select the phrase by,

    〉 double-clicking a single phrase

    〉 checking the corresponding check box for each phrase

3. Click the **Restore** button

4. Click **Yes** to confirm you wish to restore
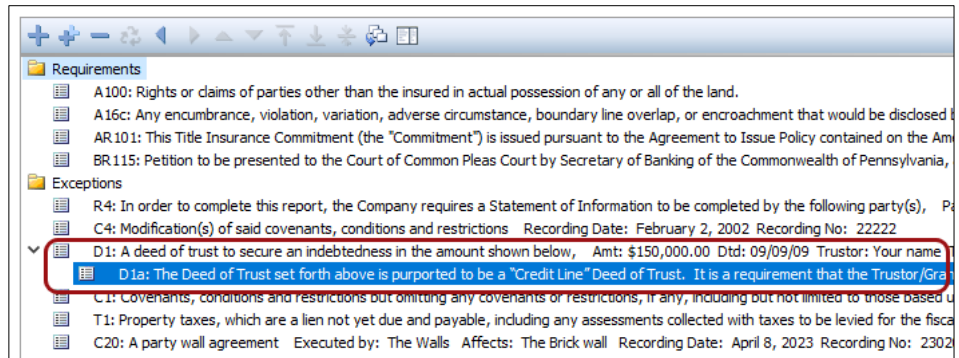
When deleted phrases are originally entered as parent/child, how they are restored depends upon which Phrases were deleted, and which are to be restored.
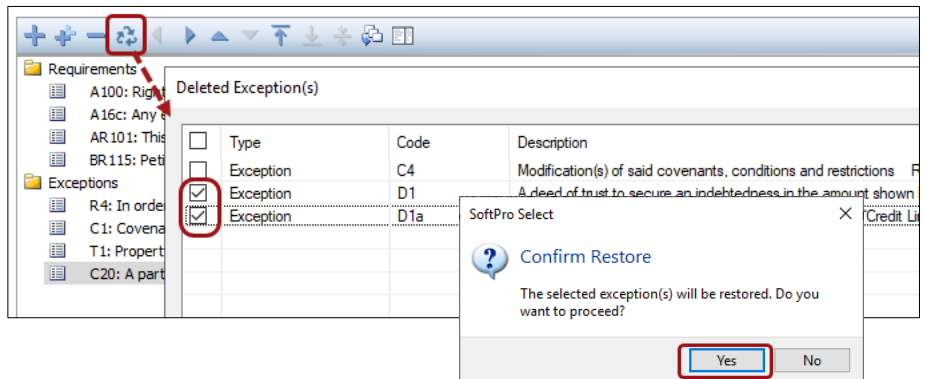
Parent and Child Phrases Deleted\Restored Together

> ⟩ If both the parent and child phrases are deleted and restored together, the child phrase will be parented.

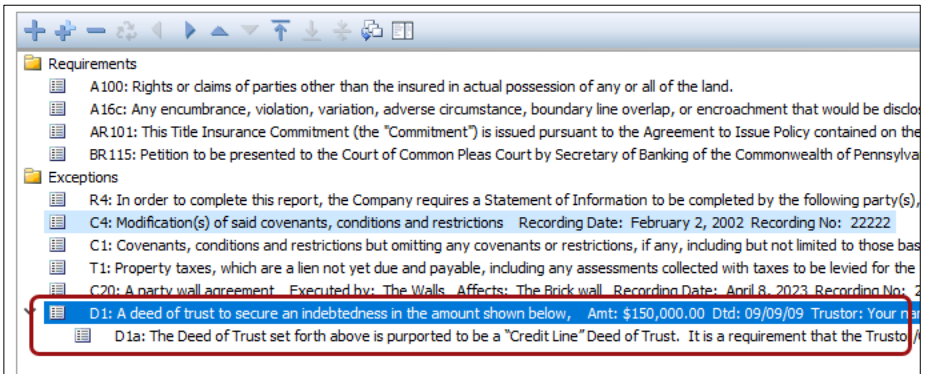In this example, the **Exceptions** contain the phrases **D1** and **D1a.**

Both phrases are deleted, and we now wish to restore both of them.

1. Click the **Restore** 🔄 icon
2. Check the corresponding check box for each Exception
3. Click the **Restore** button
4. Click **Yes**, to confirm you wish to restore

Once restored, both phrases are shown as parent/child phrases as originally entered.
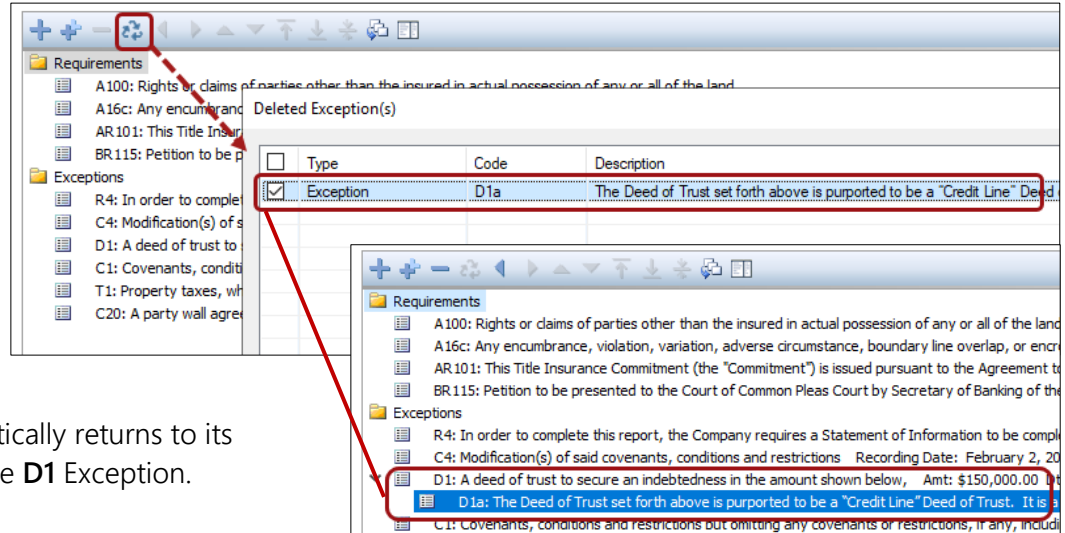
Only Child Phrase Deleted\Restored

› If a child phrase is deleted and the parent of the deleted phrase is not, when restoring the child phrase it is restored to its original position.

As in our prior example, the **Exceptions** contain the phrases **D1** and **D1a** but only **D1a** (child) was deleted, and we now wish to restore it.
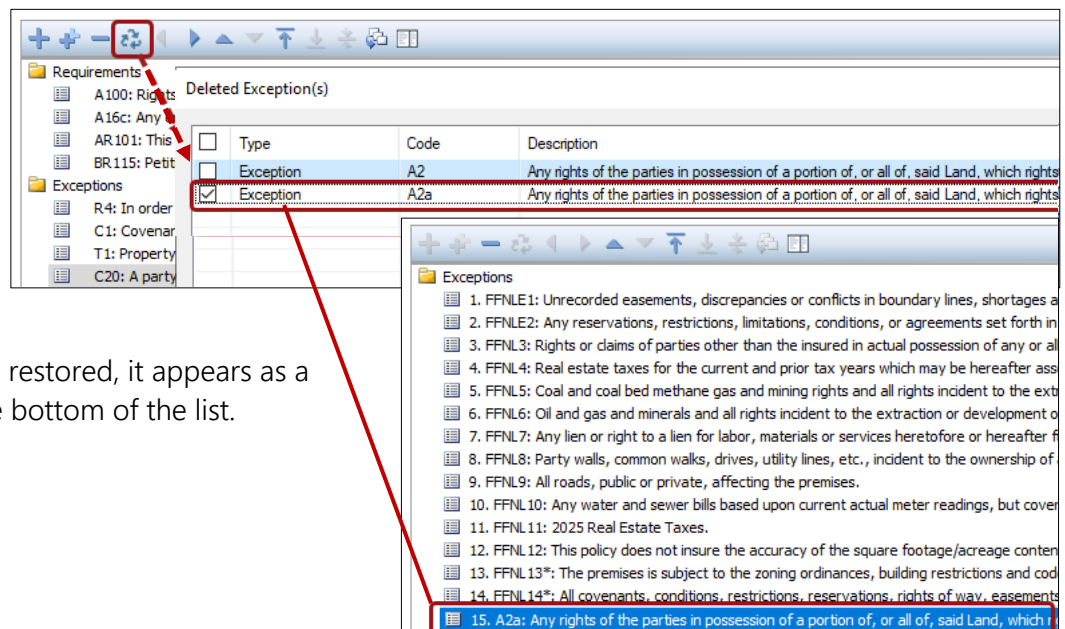

Once restored, it automatically returns to its original position under the **D1** Exception.

Parent and Child Phrases Deleted\ Only Child Phrase Restored

› If a parent and child phrase are deleted together, when restoring only the child phrase, the child phrase is restored to the end of the respective list and loses all indent information (e.g., a restored Exception appears at the bottom of the Exception list).

In this example, both Exceptions **A2** (parent) and **A2a** (child) were deleted but we only wish to restore the **A2a** (child) Exception.

When the phrase (**A2a**) is restored, it appears as a first level exception at the bottom of the list.