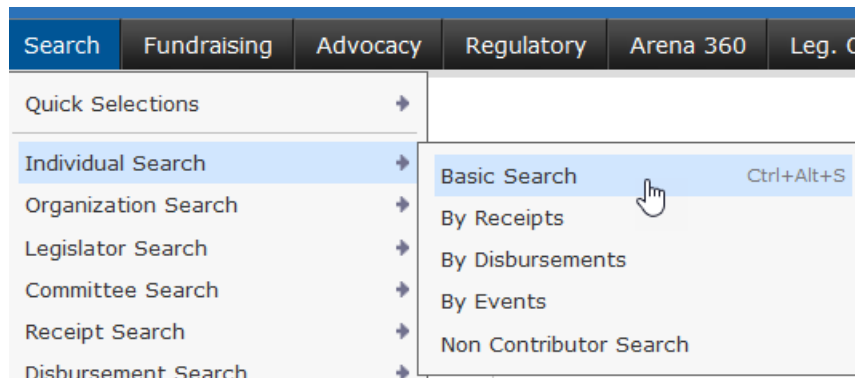


ACCESSING INACTIVE RECORDS

Finding, viewing, and making active an inactive record in Aristotle 360

If a member goes inactive in M1, it triggers their Aristotle 360 record to also go inactive which means that they are no longer searchable via Quick Search. Inactive records need to be searched using the Basic Search function.

- 1) Start by going to Search > Individual Search > Basic Search



- 2) Type in the member's name or Source ID (member ID). The Source ID is the most efficient. Change Record Status to ALL or INACTIVE to search for the inactive record. Then click Search.

Individual Basic Search

INDIVIDUAL SEARCH FIELDS

First Name:	
Middle Name:	
Last name:	
Voter ID:	
Source ID:	
Occupation:	
Address Type:	Default v
Address Line 1:	
City:	
State:	ALL v
Country:	ALL v
Zipcode (First 5):	
County:	
Record Status:	ALL v
SMS Status:	ALL v
Web Form	ALL v

- 3) The results from your search will populate. Click View to open the record.

RESULTS PREVIEW

View	First Name	Last Name	City	State	Source ID
View 	Russell		New York	NY	

- 4) You will see that member record is labeled as Inactive Record. Click on Inactive Record if you want to make it Active.

 Inactive Record 
 New Individual
  Delete
 

 Save and C

Individual **Russell** 

Basic Information

Prefix: First Name: Middle: Last Name: Suffix:

Russell

Mail Name: Voter ID:

The record is now active in Aristotle and can be located using Quick Search. This does NOT make the member active in M1.

 Active Record
  New Individual
  Delete
 

 Save a

Individual **Russell** 

Basic Information

Prefix: First Name: Middle: Last Name: Suffix:

Russell

Mail Name: Voter ID: