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## How to reprocess Reporter notices

- **Article Type:** General
  - **Product:** Voyager
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### Question

Restore an archive (previously processed) file of notices so it can be processed again in Reporter.

### Answer

#### If reports/notices are archived on the PC:

1. Reporter > File > Archives ...
2. Select file from list and click OK
3. Click Run Reports/Notices

#### To restore file on the Voyager server:

1. `/m1/voyager/xxxdb/rpt`
  2. Find the file that was processed. Example: `crcnotes.MAIN.20150301.0917`
  3. If no other .inp file for print location, use the linux "cp" command to copy the file to .inp file extension: `cp`  
`crcnotes.MAIN.20150301.0917 crcnotes.MAIN.inp`
  4. Reporter will be able to find & process the file now.
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