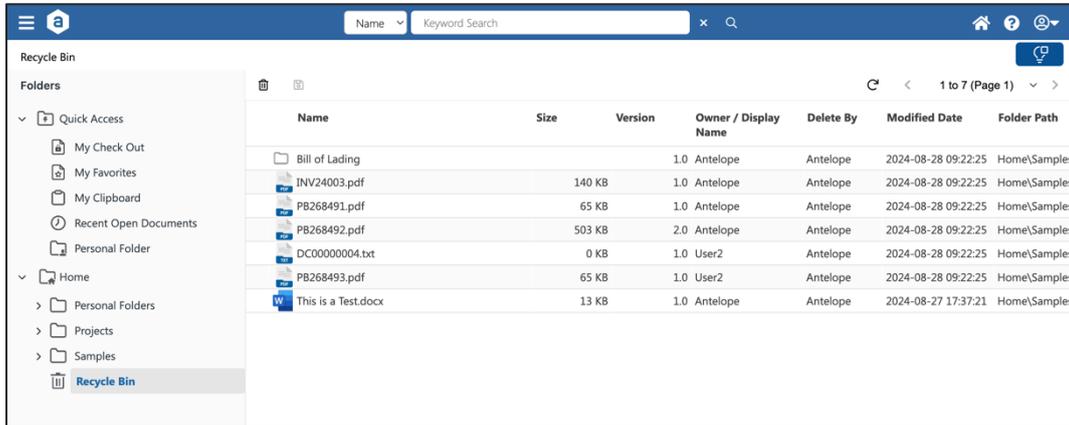


J. Recycle Bin

I. Recycle Bin View

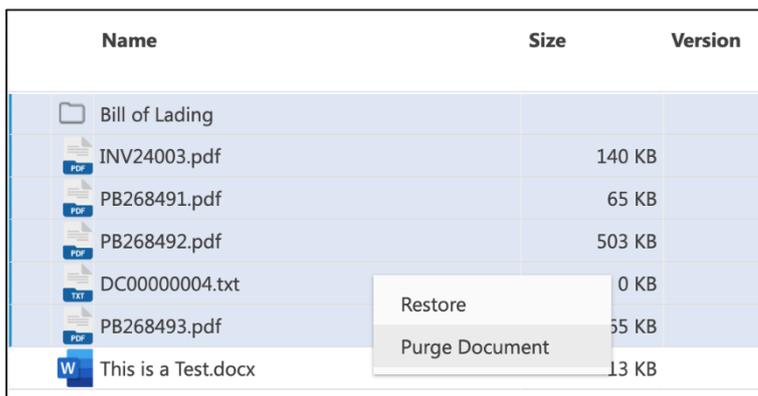
1. To view the recycle bin, click the “Recycle Bin” icon from the folder tree.



2. To purge all documents, click the recycle bin icon from the top of the list.



3. To purge selected document, select those documents and click “Purge Document” from the context menu.

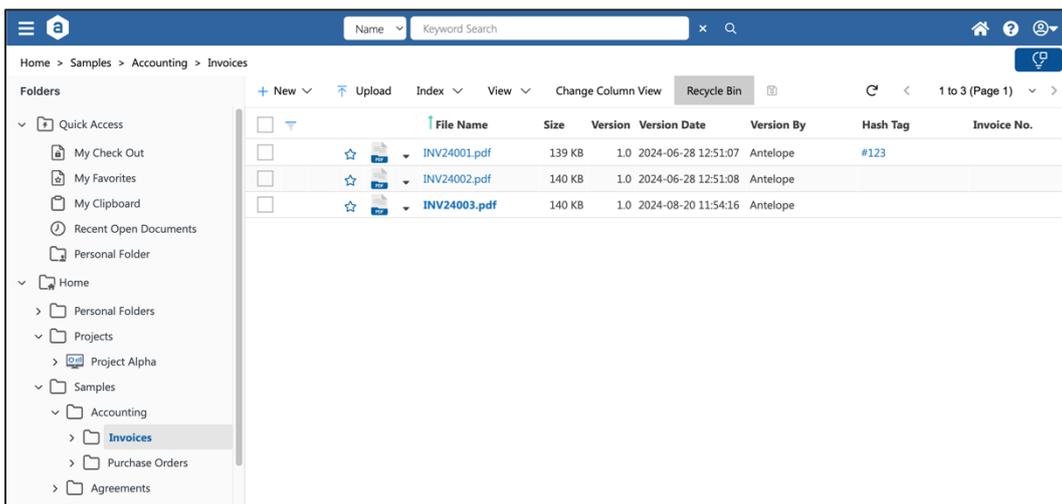


- To restore the deleted documents, click “Restore” from the context menu. However, if the documents’ parent folder is already removed, you cannot restore any content.

Name	Size	Version
Bill of Lading		
INV24003.pdf	140 KB	
PB268491.pdf		
PB268492.pdf		
DC00000004.txt	0 KB	
PB268493.pdf	65 KB	
This is a Test.docx	13 KB	

II. Folder Recycle Bin

- To view what document(s) are deleted in a specific folder, click “Recycle Bin” button from the document list.



- This will show all document(s) which are deleted within the selected folder.

