J. Recycle Bin

I. Recycle Bin View

1. The view the recycle bin, click the "Recycle Bin" icon from the folder tree.

≡ ⓐ	Name V Keyword Search		× Q		*	?
Recycle Bin						Ģ
Folders	İ I			C	🖻 < 1 to 7 (Pag	ge1) ∨ >
V Duick Access	Name	Size Version	Owner / Display Name	Delete By	Modified Date	Folder Path
My Check Out	Bill of Lading		1.0 Antelope	Antelope	2024-08-28 09:22:25	Home\Samples
My Favorites	📄 INV24003.pdf	140 KB	1.0 Antelope	Antelope	2024-08-28 09:22:25	Home\Samples
My Clipboard	PB268491.pdf	65 KB	1.0 Antelope	Antelope	2024-08-28 09:22:25	Home\Samples
Recent Open Documents	PB268492.pdf	503 KB	2.0 Antelope	Antelope	2024-08-28 09:22:25	Home\Samples
Personal Folder	DC0000004.txt	0 KB	1.0 User2	Antelope	2024-08-28 09:22:25	Home\Samples
✓ 🕞 Home	PB268493.pdf	65 KB	1.0 User2	Antelope	2024-08-28 09:22:25	Home\Samples
> Personal Folders	This is a Test.docx	13 KB	1.0 Antelope	Antelope	2024-08-27 17:37:21	Home\Samples
> Projects						
> D Samples						
III Recycle Bin						

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

创	8		
	Name	Size	Version
	Bill of Lading		
PD	INV24003.pdf	140 KB	
PD	PB268491.pdf	65 KB	
PD	PB268492.pdf	503 KB	

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

Name		Size	Version	
Bill of Lading				
INV24003.pdf		140 KB		
PB268491.pdf	PB268491.pdf			
PB268492.pdf		503 KB		
DC0000004.txt	Postoro	0 KB		
PB268493.pdf	Purge Docum	55 KB		
This is a Test.docx	Furge Docum	13 KB		

4. 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	,	Versi	on
	Bill of Lading					
POF	INV24003.pdf		140	KB		
PDF	PB268491.pdf	Re	store			
POF	PB268492.pdf	Pu	rge Docume	ent		
	DC0000004.txt		0	KB		
PDF	PB268493.pdf		65	KB		
W	This is a Test.docx		13	KB		

II. Folder Recycle Bin

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

≡ ⓐ		Name 🗸	Keyword Search	×			≈ ? ®•
Home > Samples > Accounting > Invoice	'S						Ģ
Folders	+ New \sim	↑ Upload	Index \checkmark View \checkmark	Change Column View Recy	vcle Bin 🔹	C' < 1	to 3 (Page 1) V
✓ ♥ Quick Access	□ ▼		Î File Name	Size Version Version Date	Version By	Hash Tag	Invoice No.
My Check Out		☆ 📄 🔹	INV24001.pdf	139 KB 1.0 2024-06-28 12	2:51:07 Antelope	#123	
My Favorites		☆ 📩 🔹	INV24002.pdf	140 KB 1.0 2024-06-28 12	2:51:08 Antelope		
My Clipboard		☆ 📄 .	INV24003.pdf	140 KB 1.0 2024-08-20 12	l:54:16 Antelope		
② Recent Open Documents							
Personal Folder							
∽ 📮 Home							
> D Personal Folders							
✓							
> 💷 Project Alpha							
∽ 🗋 Samples							
~ 🗋 Accounting							
> 🗋 Invoices							
> D Purchase Orders							
> C Agreements							

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

≡ ⓐ		Name 🗠	Keyword Search					×Q			*	• ?	
Home > Samples > Accounting > Invoice:	s												Ģ
Folders	1								C	> ت	1 to 1 (Pa	ge 1)	\sim >
Personal Folder	Name			Size		Version		Owner / Display Name	Delete By	Modified	Date	Fold	er Path
✓ → Home	This is a	Test.docx			13 KB		1.0	Antelope	Antelope	2024-08-	27 17:37:21	Hom	e\Samples
> D Personal Folders													- (
✓													
> 💷 Project Alpha													
✓ ☐ Samples													
~ 🗋 Accounting													
> D Invoices													
> D Purchase Orders													
> 🗋 Agreements													