

Documents: Deleting or restoring files and Folders

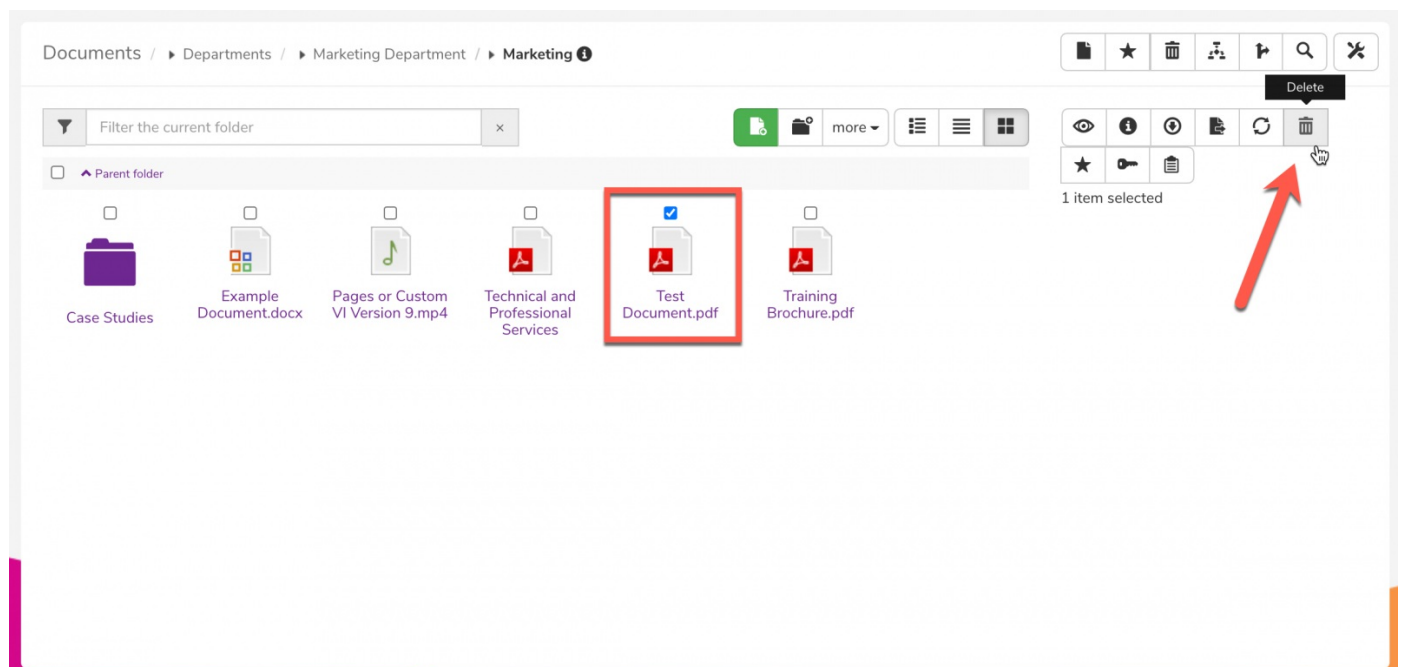
Introduction

We will cover how documents can be deleted and recovered using the trash can feature in the Documents application.

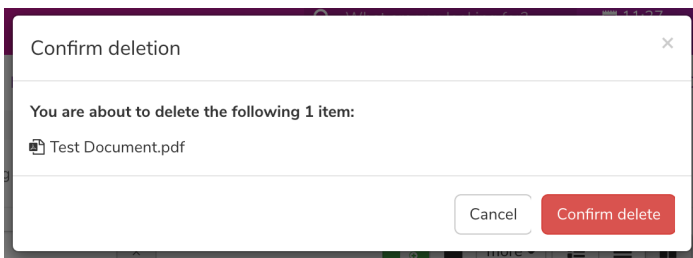
This can be done from both the front end and the back end of the system.

Deleting from the front-end

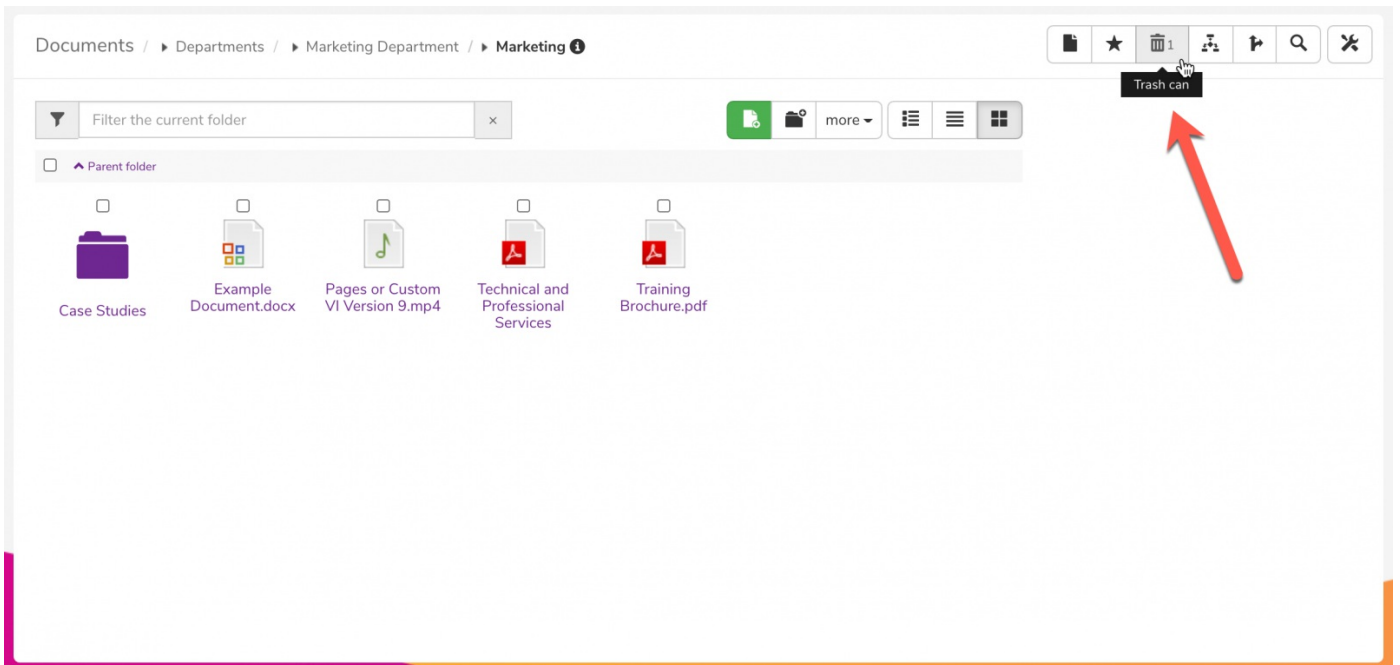
To delete a document from the front end, simply go to Application > Documents. From here, check the document you wish to delete and click on the 'Delete' icon.



You will be asked to confirm the deletion.

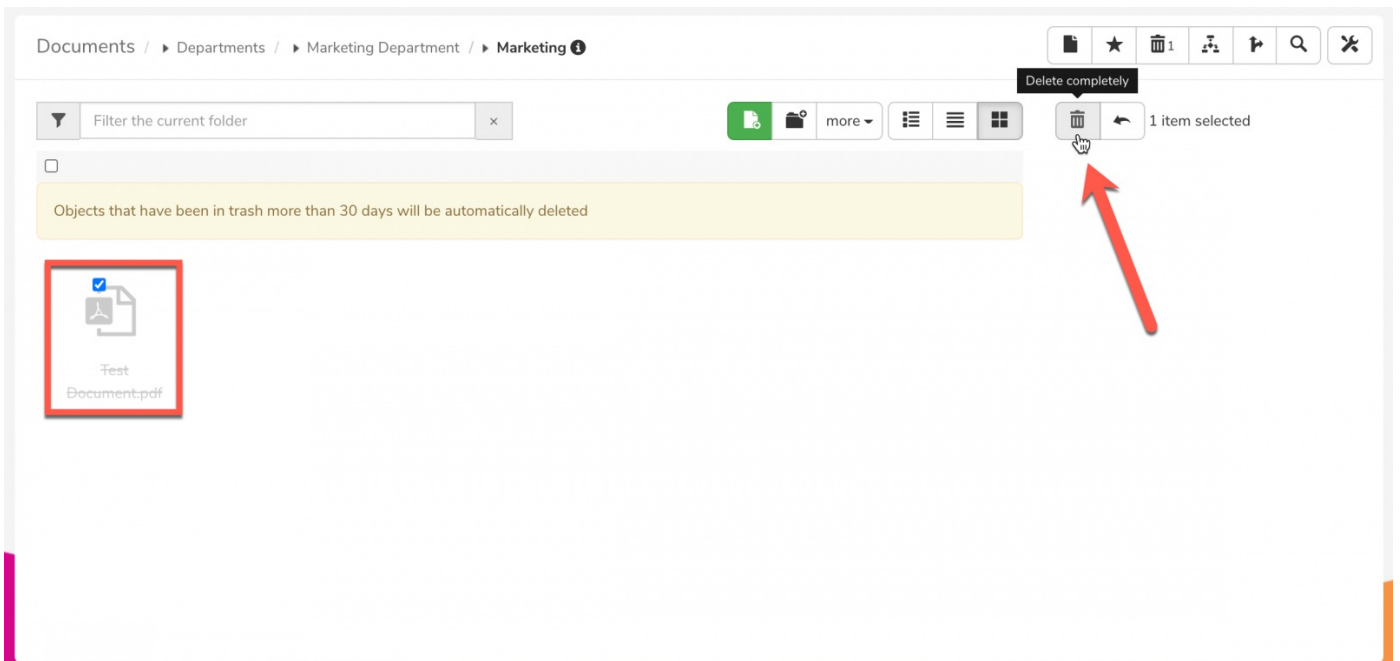


When deleting an article, this will not be removed completely - instead will automatically be moved to the 'Trash can' where you can view all your previously deleted articles.

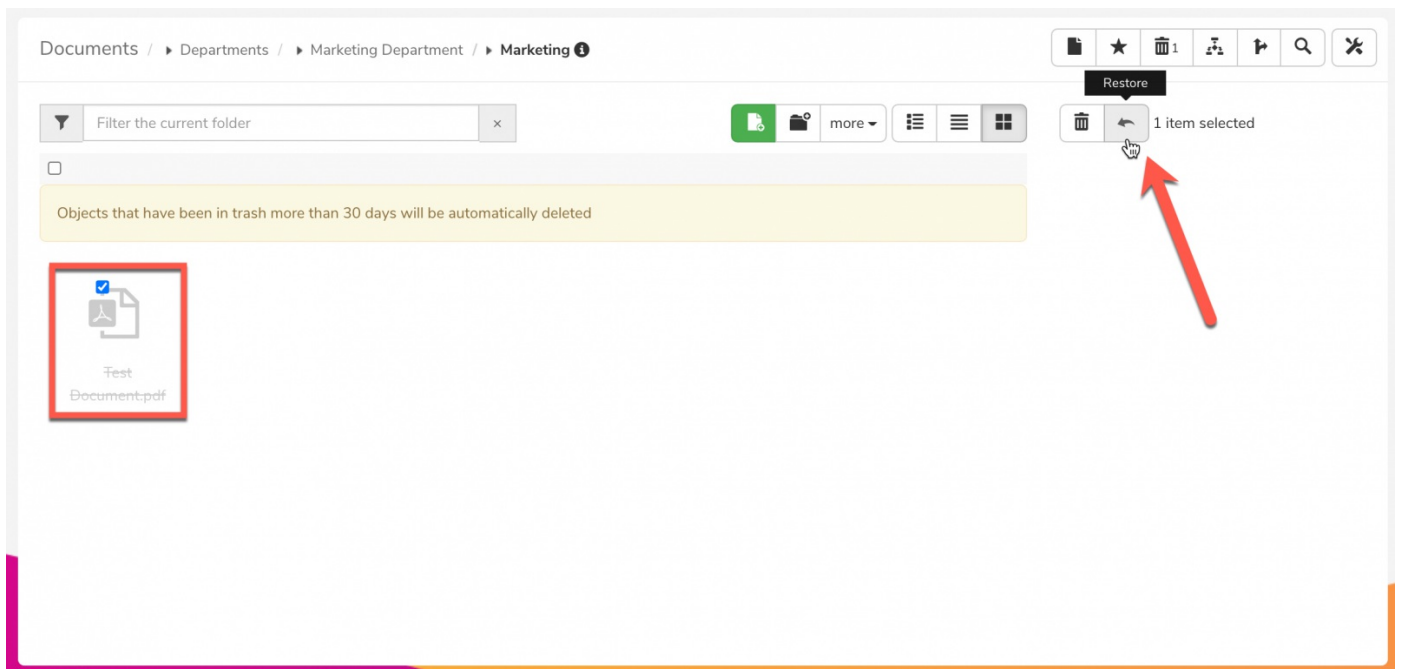


Reminder: Any deleted items that have been in the trash can for more than 30 days will be automatically deleted.

During this time, you can either delete the document permanently from your system.

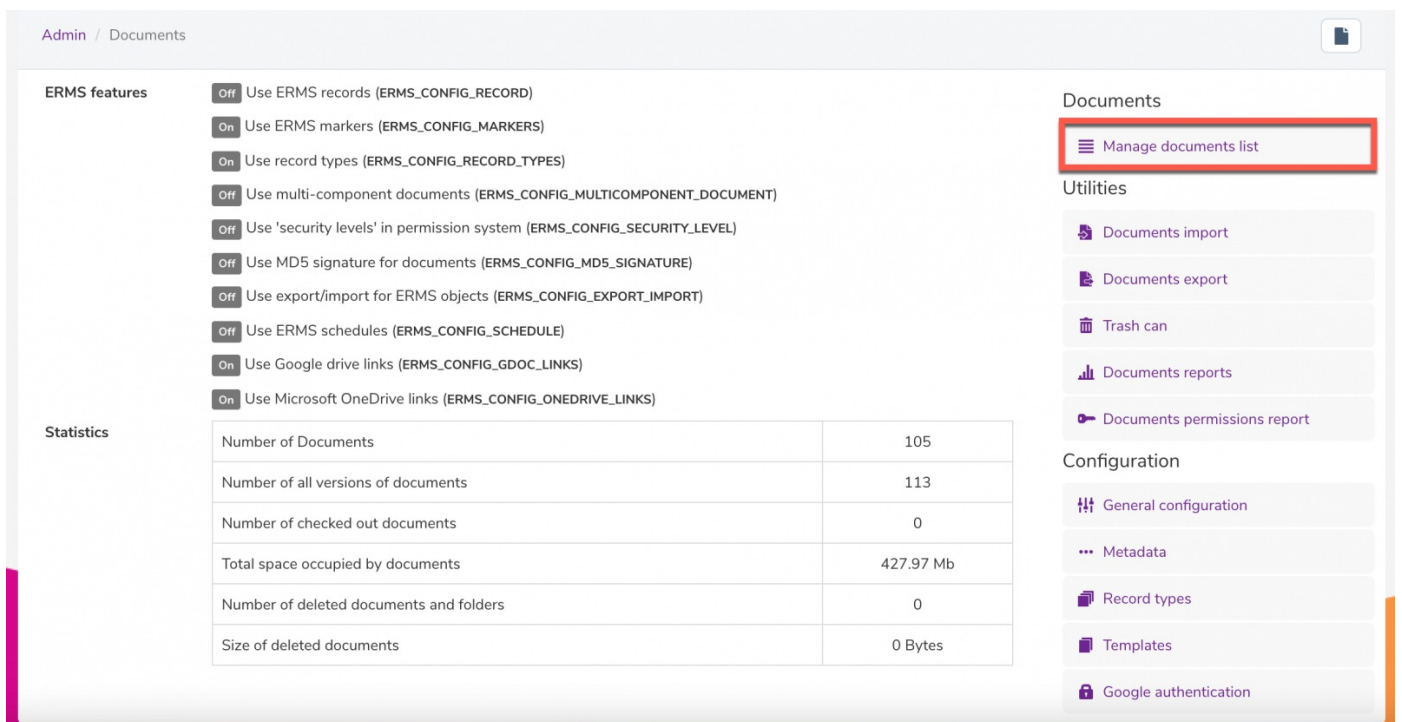


Or you can restore the deleted document to its original location.



Deleting from the admin side

To delete a document from the back end, go to Admin > Documents, and select 'Manage documents list'.



Locate the document in the document structure. Check the document you wish to delete and click on the 'Delete' icon.

Admin / Documents / Documents list

Root

Select view Default

Collapse all Expand all

☐ All
 Name
 Size
 Owner
 Last modified
 Description

		Name	Size	Owner	Last modified	Description
		Root				
		Departments		Claromentis Administrator	22-12-2020 10:50	
		Human Resources		Claromentis Administrator	22-12-2020 10:51	
		Marketing Department		Claromentis Administrator	22-12-2020 10:55	
		Brand & Communication		Claromentis Administrator	22-12-2020 10:55	
		Marketing		Claromentis Administrator	01-02-2021 11:45	
		Case Studies		Claromentis Administrator	21-10-2020 17:24	
		Example Document.docx	120.87 Kb	Claromentis Administrator	02-08-2016 04:24	
		Pages or Custom VI Version 9.mp4	15.5 Mb	Claromentis Administrator	17-07-2017 02:28	
		Technical and Professional Serv...	6.91 Mb	Claromentis Administrator	15-04-2015 08:27	
	<input checked="" type="checkbox"/>	Test Document.pdf	35.25 Kb	Claromentis Administrator	01-02-2021 11:30	
		Sales Department		Claromentis Administrator	21-10-2020 17:23	
		Discussions			15-08-2016 07:04	

You will be asked to confirm the deletion.

Just like the front end, deleting a document will not remove it completely but will move it to the 'Trash can' where you can view all documents that were deleted from the back end.

Admin / Documents

ERMS features

- ☐ Use ERMS records (ERMS_CONFIG_RECORD)
- ☒ Use ERMS markers (ERMS_CONFIG_MARKERS)
- ☒ Use record types (ERMS_CONFIG_RECORD_TYPES)
- ☐ Use multi-component documents (ERMS_CONFIG_MULTICOMPONENT_DOCUMENT)
- ☐ Use 'security levels' in permission system (ERMS_CONFIG_SECURITY_LEVEL)
- ☐ Use MD5 signature for documents (ERMS_CONFIG_MD5_SIGNATURE)
- ☐ Use export/import for ERMS objects (ERMS_CONFIG_EXPORT_IMPORT)
- ☐ Use ERMS schedules (ERMS_CONFIG_SCHEDULE)
- ☒ Use Google drive links (ERMS_CONFIG_GDOC_LINKS)
- ☒ Use Microsoft OneDrive links (ERMS_CONFIG_ONEDRIVE_LINKS)

Statistics

Number of Documents	104
Number of all versions of documents	112
Number of checked out documents	0
Total space occupied by documents	427.94 Mb
Number of deleted documents and folders	1
Size of deleted documents	35.25 Kb

Reminders

Documents

- Manage documents list

Utilities

- Documents import
- Documents export
- Trash can**
- Documents reports
- Documents permissions report

Configuration

- General configuration
- Metadata
- Record types
- Templates
- Google authentication

Reminder: Items in the trash can for more than 30 days will be automatically deleted.

Again, you can either delete the document permanently from your system or restore the document to its original location.

Admin / Documents / Trash can

Objects deleted from admin panel

Switch to objects from all users

Objects that have been in trash more than 30 days will be automatically deleted

<input type="checkbox"/>	Title	Type	Description	Date ▾	Deleted by	Original location
<input checked="" type="checkbox"/>	Test Document.pdf	Document		02-02-2021 16:19	Administrator	Departments > Marketing Department > Marketing

Restore selected

Delete completely