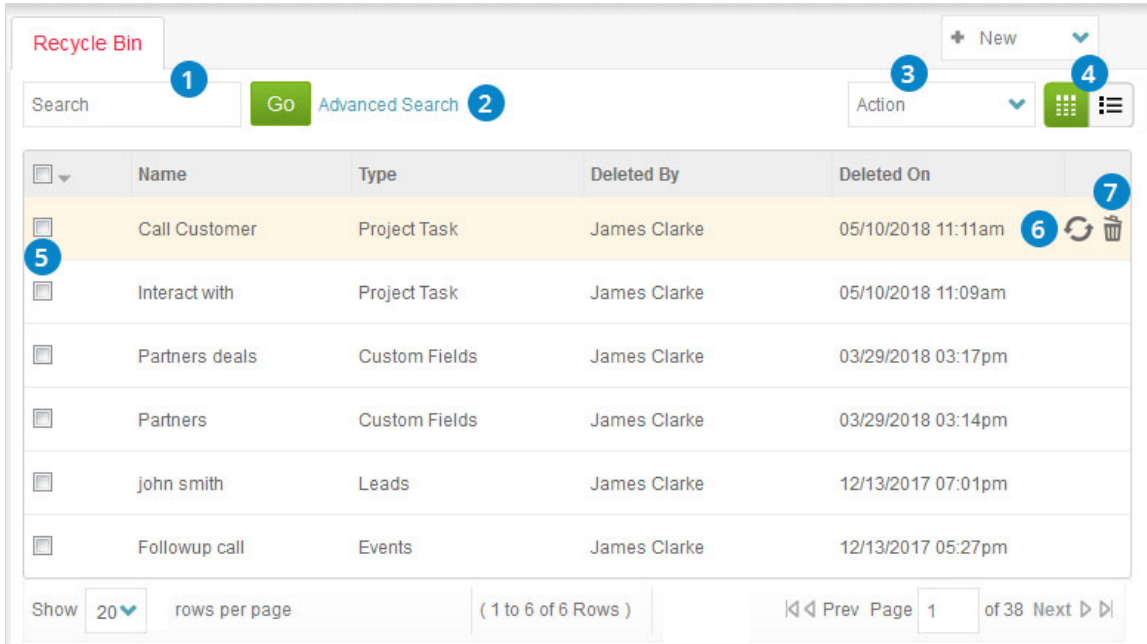


Recycle Bin

Recycle Bin is the repository of all those data that is deleted from any module of the CRM system. Through the Recycle Bin, the user can restore the deleted data to its original place or remove the data permanently from the system.

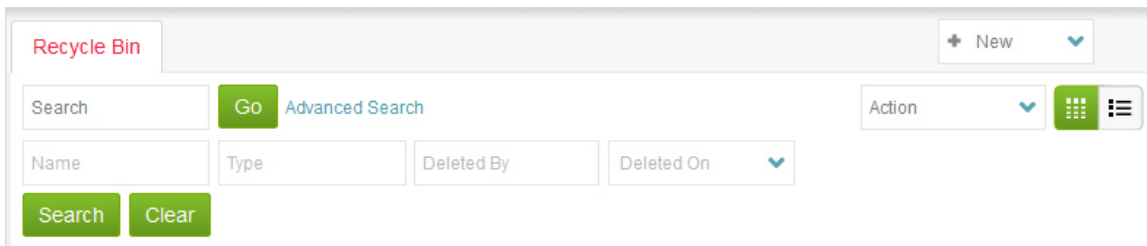
Recycle Bin can be accessed by clicking on  **Recycle Bin** icon at the left column.



The screenshot shows the Recycle Bin interface. At the top left, there is a 'Recycle Bin' header. Below it is a search bar (1) with a 'Go' button and an 'Advanced Search' link (2). To the right is an 'Action' dropdown menu (3) and a grid/list view toggle (4). The main area contains a table with columns: Name, Type, Deleted By, and Deleted On. The first row is highlighted in yellow and has a '5' in a blue circle next to its checkbox. The first row also has a '6' in a blue circle next to its 'Deleted On' field and a '7' in a blue circle next to its action icons (refresh and delete). At the bottom, there is a pagination bar showing 'Show 20 rows per page', '(1 to 6 of 6 Rows)', and 'Prev Page 1 of 38 Next'.

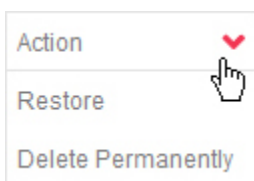
1 You can search for a specific data by putting relevant keywords in the **Search** field.

2 You can carry out an advanced search of the different data by filling in the advanced search criteria through the **Advanced search** link.



The screenshot shows the advanced search form in the Recycle Bin interface. It includes a search bar, a 'Go' button, and an 'Advanced Search' link. Below the search bar are four input fields: 'Name', 'Type', 'Deleted By', and 'Deleted On'. At the bottom of the form are 'Search' and 'Clear' buttons.

3 You can mass update the deleted data by selecting them (through the check box) and then clicking on the action drop down option. For example :



The screenshot shows the 'Action' dropdown menu. The 'Action' label is at the top, followed by a red checkmark icon. Below the label are two options: 'Restore' and 'Delete Permanently'. A hand cursor is pointing at the 'Restore' option.

4


The listing of data can be viewed in in both column and row formats.




5

You can click on the check-box to select one or multiple data for mass update. Again, mass update can be carried out through the Action drop down option.

6

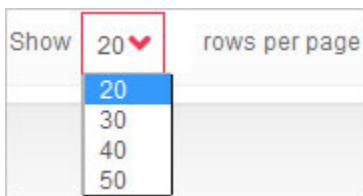
You can restore a deleted data by clicking on  icon.

7

You can permanently delete a data from the CRM by clicking on  icon.

8

You can set the number of rows to be displayed on the recycle page by clicking on the show drop down option.



9

You can navigate to the next or previous pages by clicking on



icon.