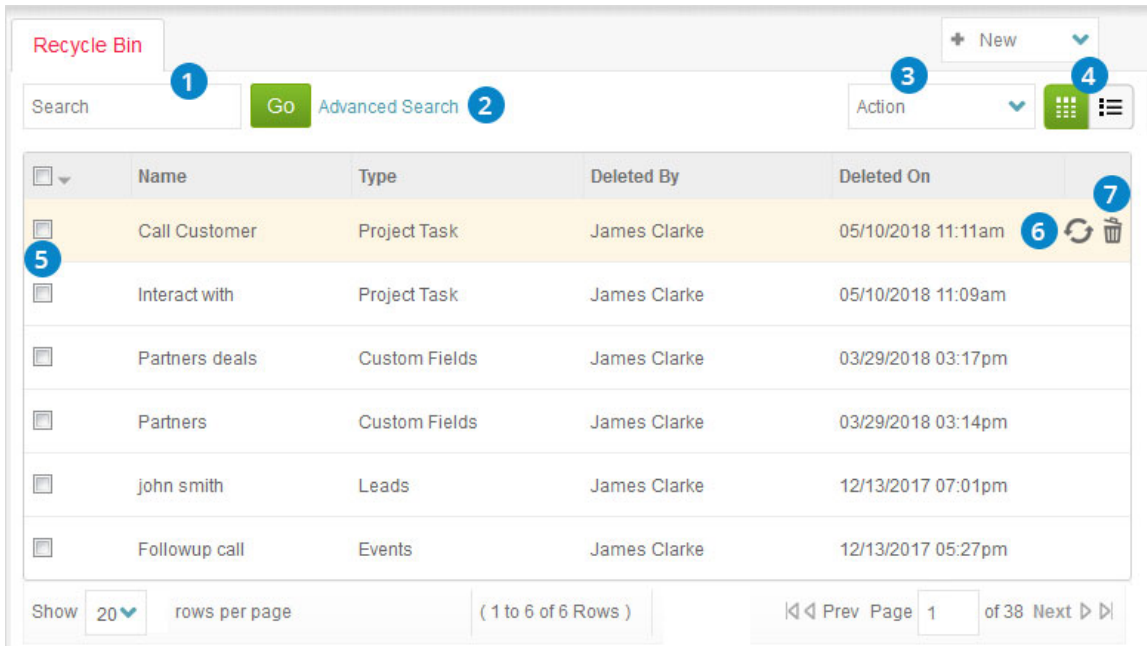


# Recycle Bin

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 with the following elements:

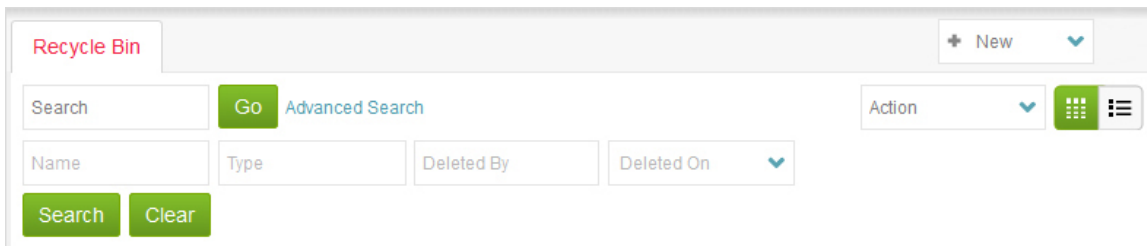
- 1**: Search field
- 2**: Advanced Search link
- 3**: Action dropdown menu
- 4**: Grid/List view toggle icons
- 5**: Checkboxes for selecting rows
- 6**: Refresh and Delete icons for a row
- 7**: Deleted On column header

<input type="checkbox"/>	Name	Type	Deleted By	Deleted On	
<input type="checkbox"/>	Call Customer	Project Task	James Clarke	05/10/2018 11:11am	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Interact with	Project Task	James Clarke	05/10/2018 11:09am	
<input type="checkbox"/>	Partners deals	Custom Fields	James Clarke	03/29/2018 03:17pm	
<input type="checkbox"/>	Partners	Custom Fields	James Clarke	03/29/2018 03:14pm	
<input type="checkbox"/>	john smith	Leads	James Clarke	12/13/2017 07:01pm	
<input type="checkbox"/>	Followup call	Events	James Clarke	12/13/2017 05:27pm	

At the bottom, there is a pagination bar: Show 20 rows per page (1 to 6 of 6 Rows) Page 1 of 38.

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

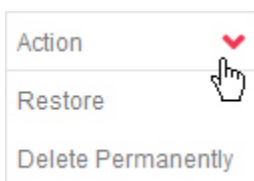
**2** You can carry out an advanced search of the different data by filling in the advanced search criteria through the **Advanced search** link.



The screenshot shows the advanced search form with the following fields and buttons:

- Search field
- Go button
- Advanced Search link
- Action dropdown menu
- Grid/List view toggle icons
- Name field
- Type field
- Deleted By field
- Deleted On dropdown menu
- Search button
- Clear button

**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 with the following options:

- Action
- Restore
- Delete Permanently

A hand cursor is pointing to 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

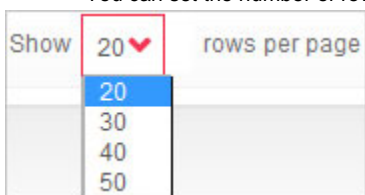
You can restore a deleted data by clicking on  icon.

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.