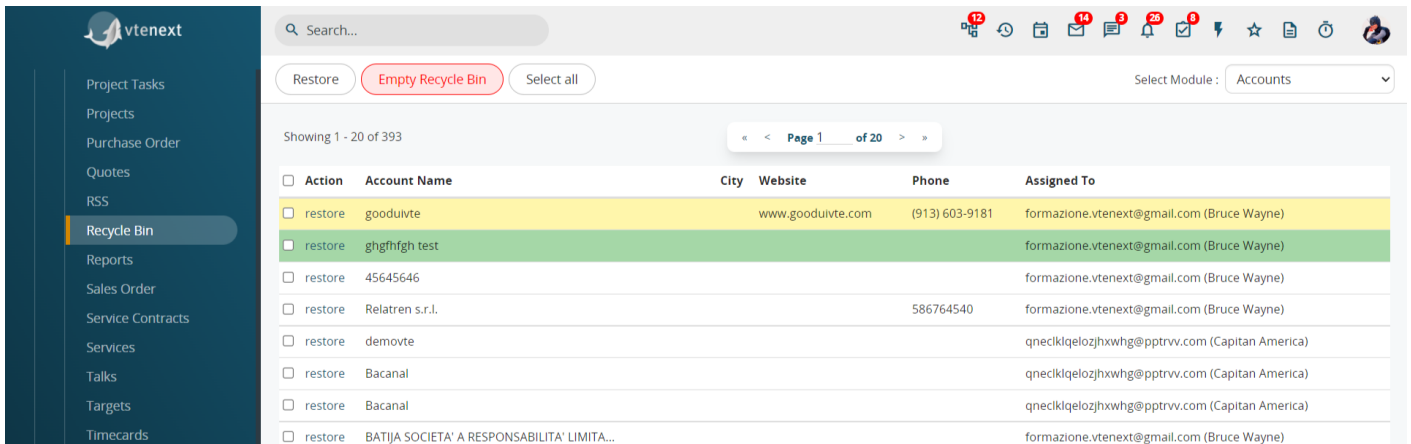


15.5 Recycle Bin

The crm has a module called Recycle bin which allows to restore every removed entity from every module. Using the research placed in the lower left and typing "Recycle Bin" you will be able to click on the menu item to visualize it.



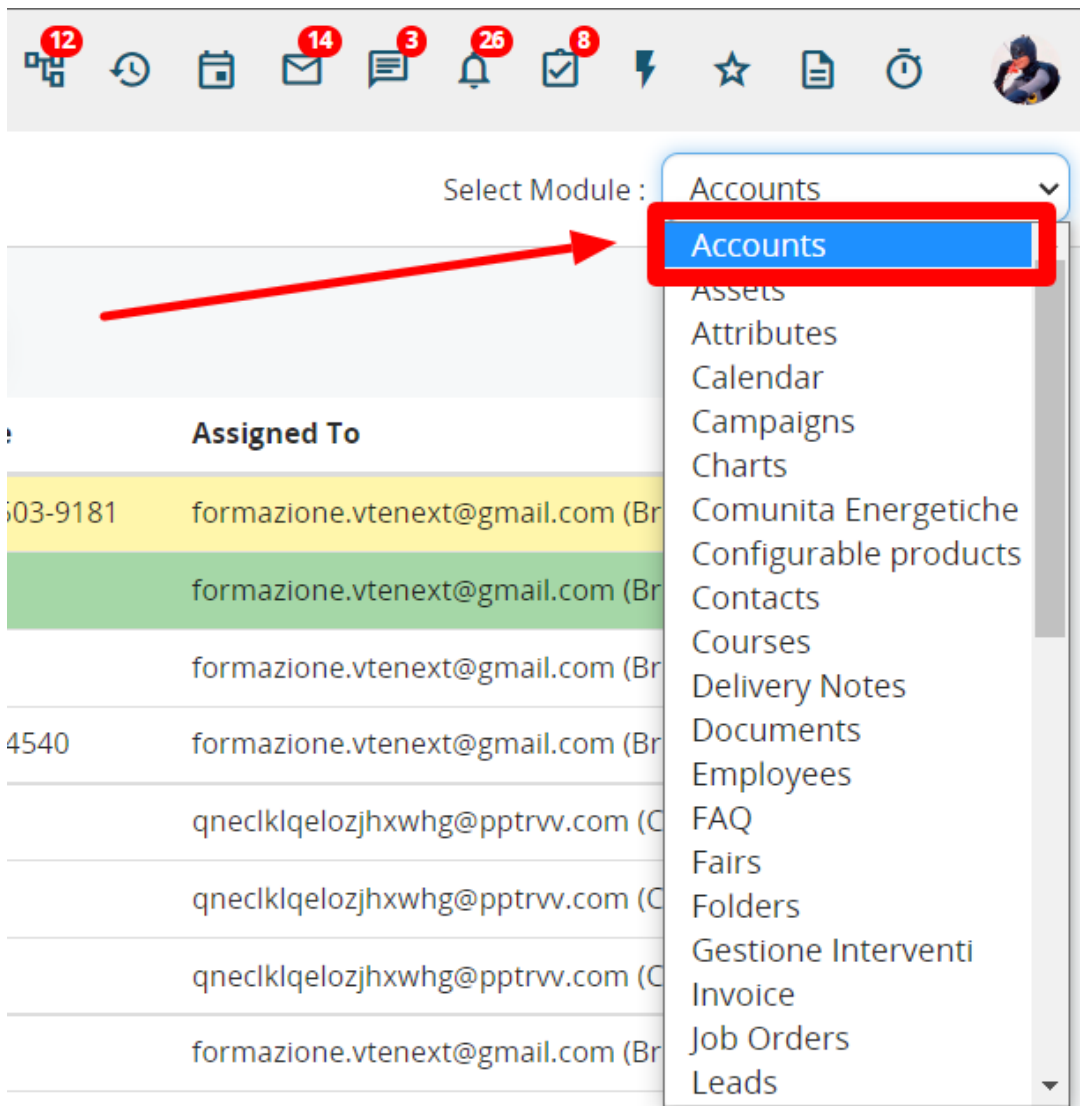
The screenshot shows the vtenext Recycle Bin interface. On the left is a dark sidebar with a menu including 'Recycle Bin'. The main area has a search bar and buttons for 'Restore', 'Empty Recycle Bin' (highlighted in red), and 'Select all'. A dropdown menu shows 'Accounts' selected. Below is a table of deleted records with columns: Action, Account Name, City, Website, Phone, and Assigned To. The table shows 20 records, with the first two highlighted in yellow and green.

Action	Account Name	City	Website	Phone	Assigned To
<input type="checkbox"/> restore	gooduivte		www.gooduivte.com	(913) 603-9181	formazione.vtenext@gmail.com (Bruce Wayne)
<input type="checkbox"/> restore	ghghfgh test				formazione.vtenext@gmail.com (Bruce Wayne)
<input type="checkbox"/> restore	45645646				formazione.vtenext@gmail.com (Bruce Wayne)
<input type="checkbox"/> restore	Relatren s.r.l.			586764540	formazione.vtenext@gmail.com (Bruce Wayne)
<input type="checkbox"/> restore	demovte				qnecklqelozjhwhg@pptrvv.com (Capitan America)
<input type="checkbox"/> restore	Bacanal				qnecklqelozjhwhg@pptrvv.com (Capitan America)
<input type="checkbox"/> restore	Bacanal				qnecklqelozjhwhg@pptrvv.com (Capitan America)
<input type="checkbox"/> restore	BATIIA SOCIETA' A RESPONSABILITA' LIMITA...				formazione.vtenext@gmail.com (Bruce Wayne)

Recycle Bin detail

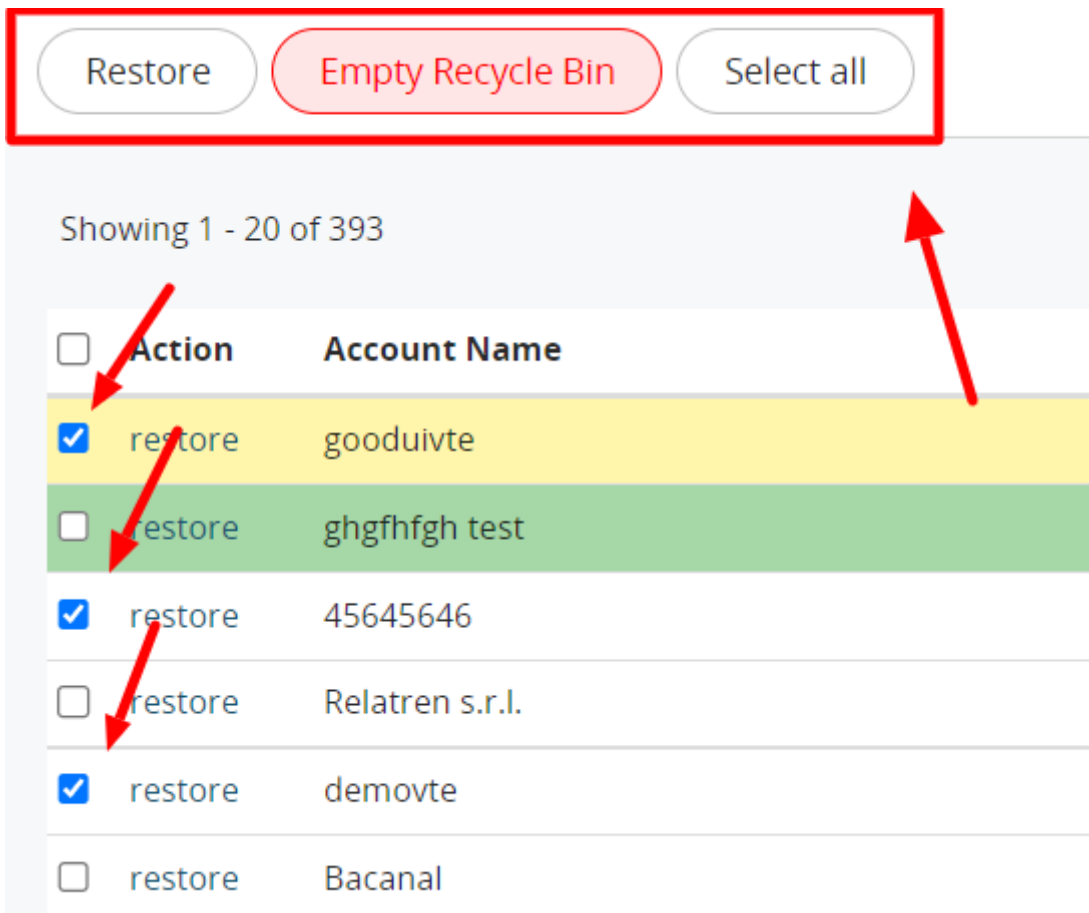
How to restore a deleted record?

Firstly, in the upper right you must select the module form where the record has been deleted (ex. Accounts or Help Desk).



Module selection from where restore the entities in detail

Once you have selected the module, a list of removed records will appear. Here you can find several possibility:



1. By selecting manually different entities it is possible to restore them by clicking on the appropriate button placed in the upper left: **RESTORE**
2. It is possible to restore a single entity by clicking the button "Restore" placed on the row of the selected record.
3. By clicking **SELECT ALL** placed in the upper left you will select every removed record from the module you have chosen. Then, you can click on "Restore" to restore all the records. If you do this, you will be able to find those records by opening the module itself.
4. Eventually, by clicking **EMPTY RECYCLE BIN**, **EVERY RECORD OF EVERY MODULE WILL BE REMOVED DEFINITELY!**

Revision #6

Created 13 January 2023 13:41:51 by Thomas

Updated 13 January 2023 14:10:30 by Thomas