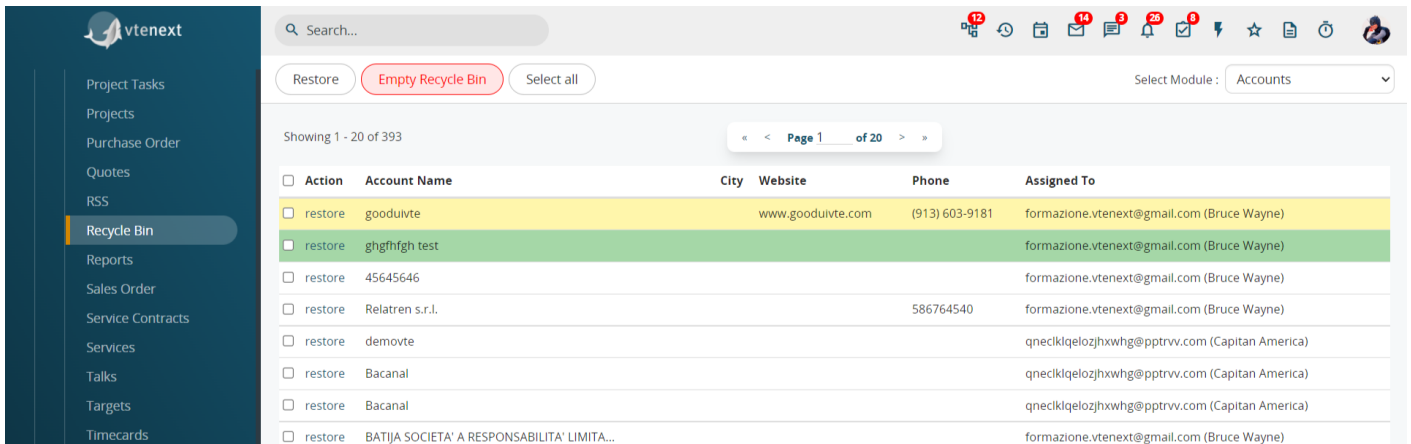


# 15.5 Recycle Bin

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.



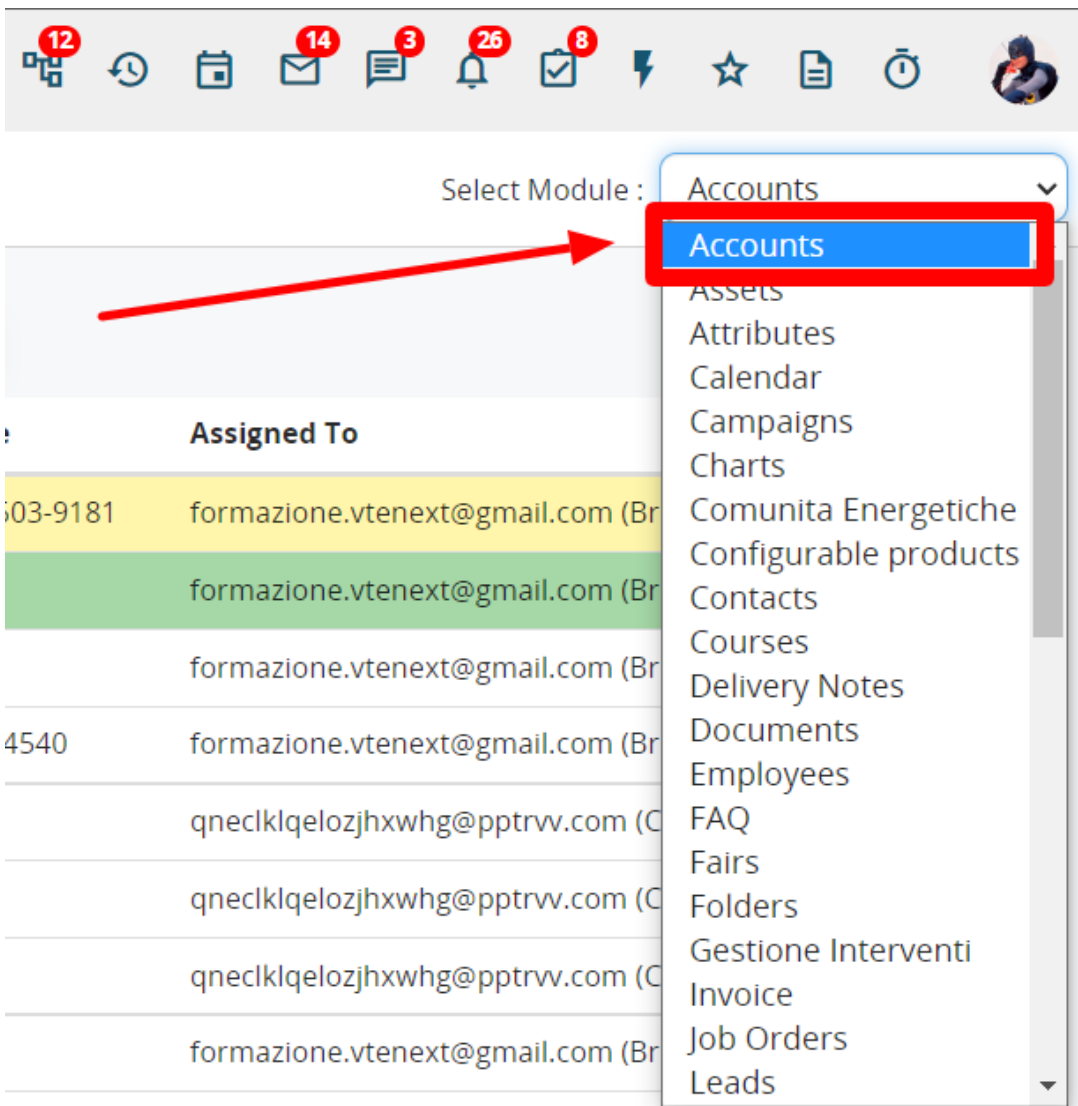
The screenshot shows the vtenext Recycle Bin interface. On the left is a dark sidebar with a menu including 'Recycle Bin'. The main area has a search bar and buttons for 'Restore', 'Empty Recycle Bin' (highlighted in red), and 'Select all'. A dropdown menu shows 'Accounts' selected. Below, a table lists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

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

## Recycle Bin detail

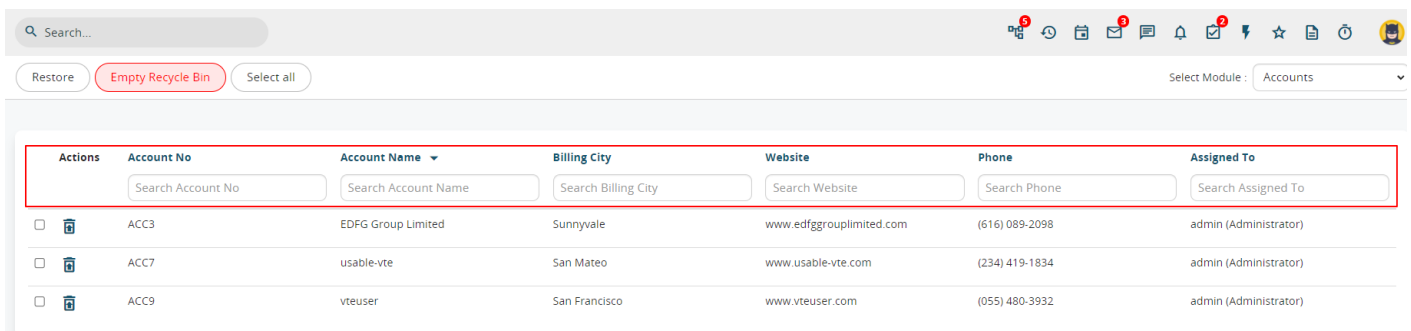
### How to restore a deleted record?

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. From here, you can filter among the provided fields by searching for deleted item.



Here you can find several possibility:

<div> <div>Restore</div> <div>Empty Recycle Bin</div> <div>Select all</div> </div>					
Actions	Account No	Account Name ▼	Billing City	Website	
	<div>Search Account</div>	<div>Search Account Nan</div>	<div>Search Billing C</div>	<div>Search Website</div>	
<input type="checkbox"/> 	ACC3	EDFG Group Limited	Sunnyvale	www.edfggrouplimited.com	
<input checked="" type="checkbox"/> 	ACC7	usable-vte	San Mateo	www.usable-vte.com	
<input checked="" type="checkbox"/> 	ACC9	vteuser	San Francisco	www.vteuser.com	

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!**

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