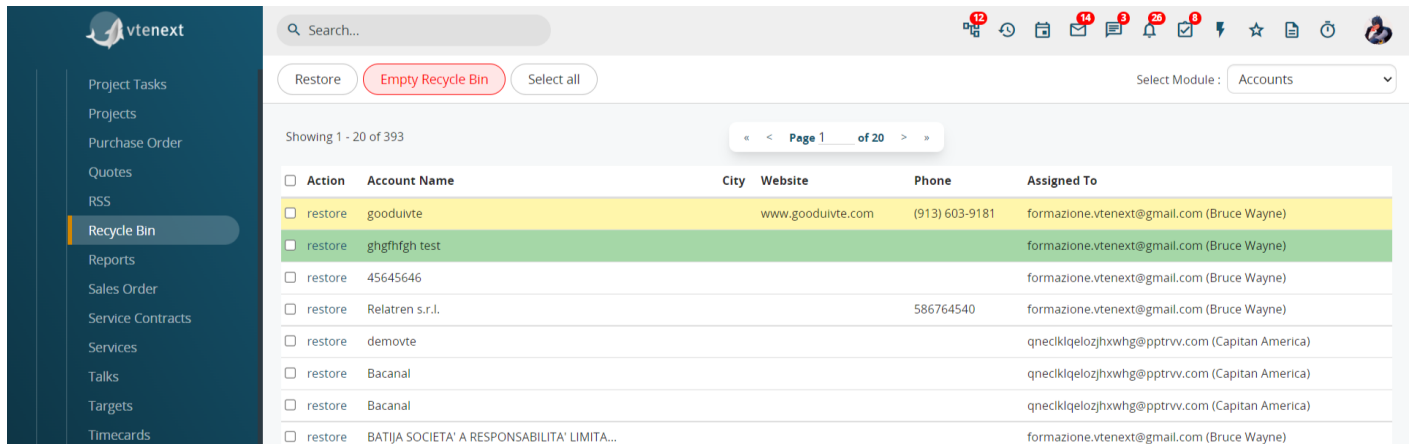# 15.5 Recycle Bin

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.
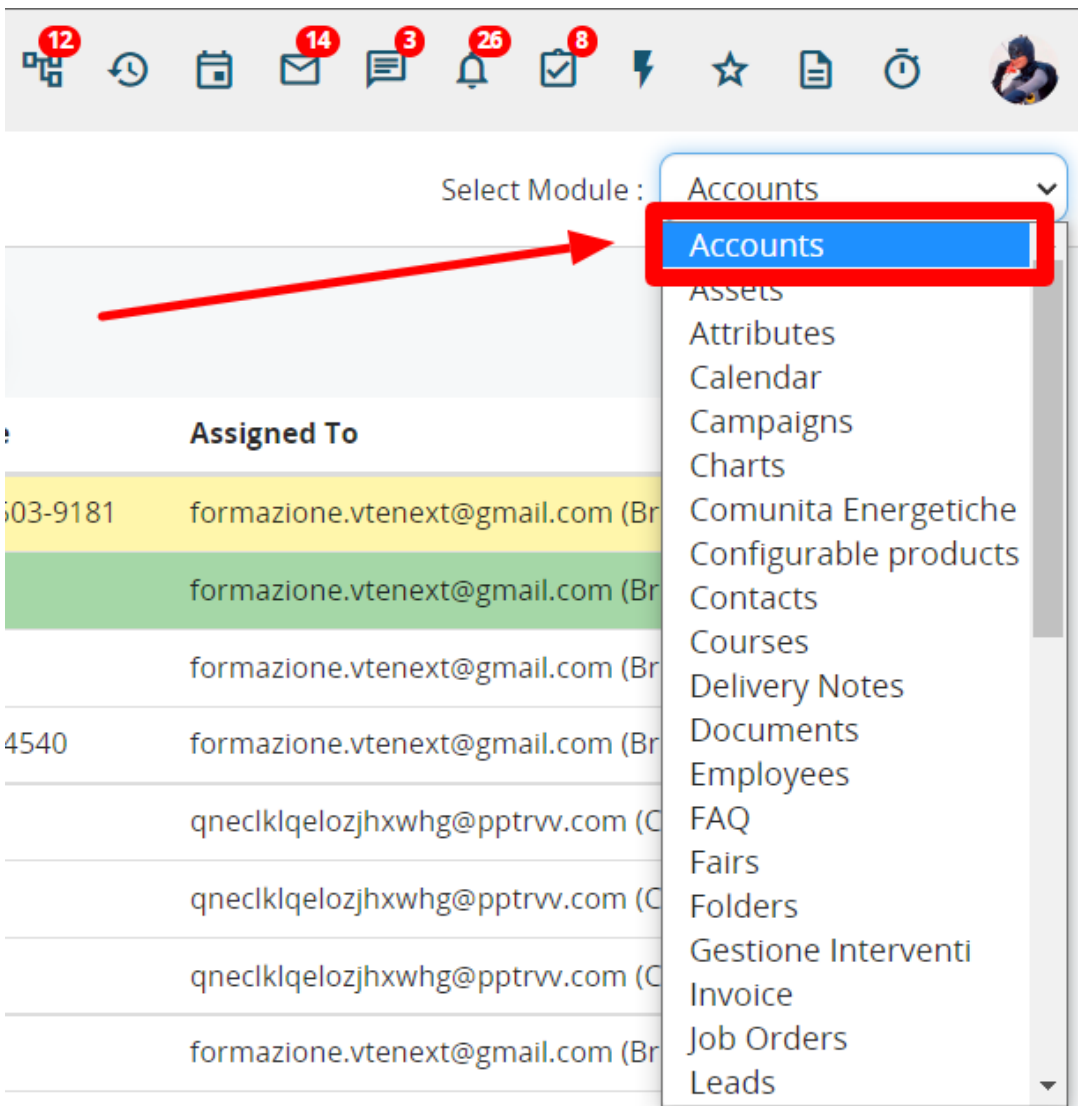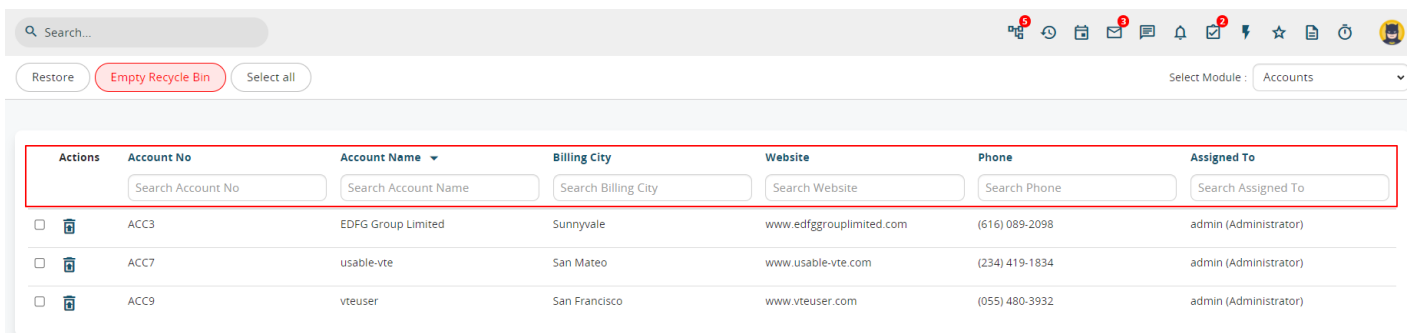

Recycle Bin detail

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:

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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