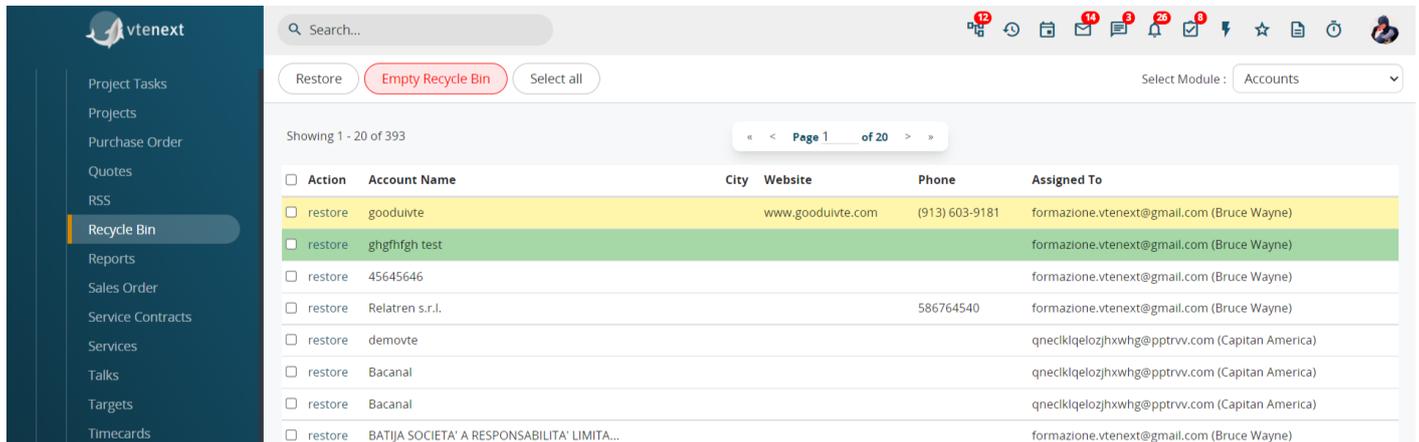


# 15.5 Recycle Bin

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.



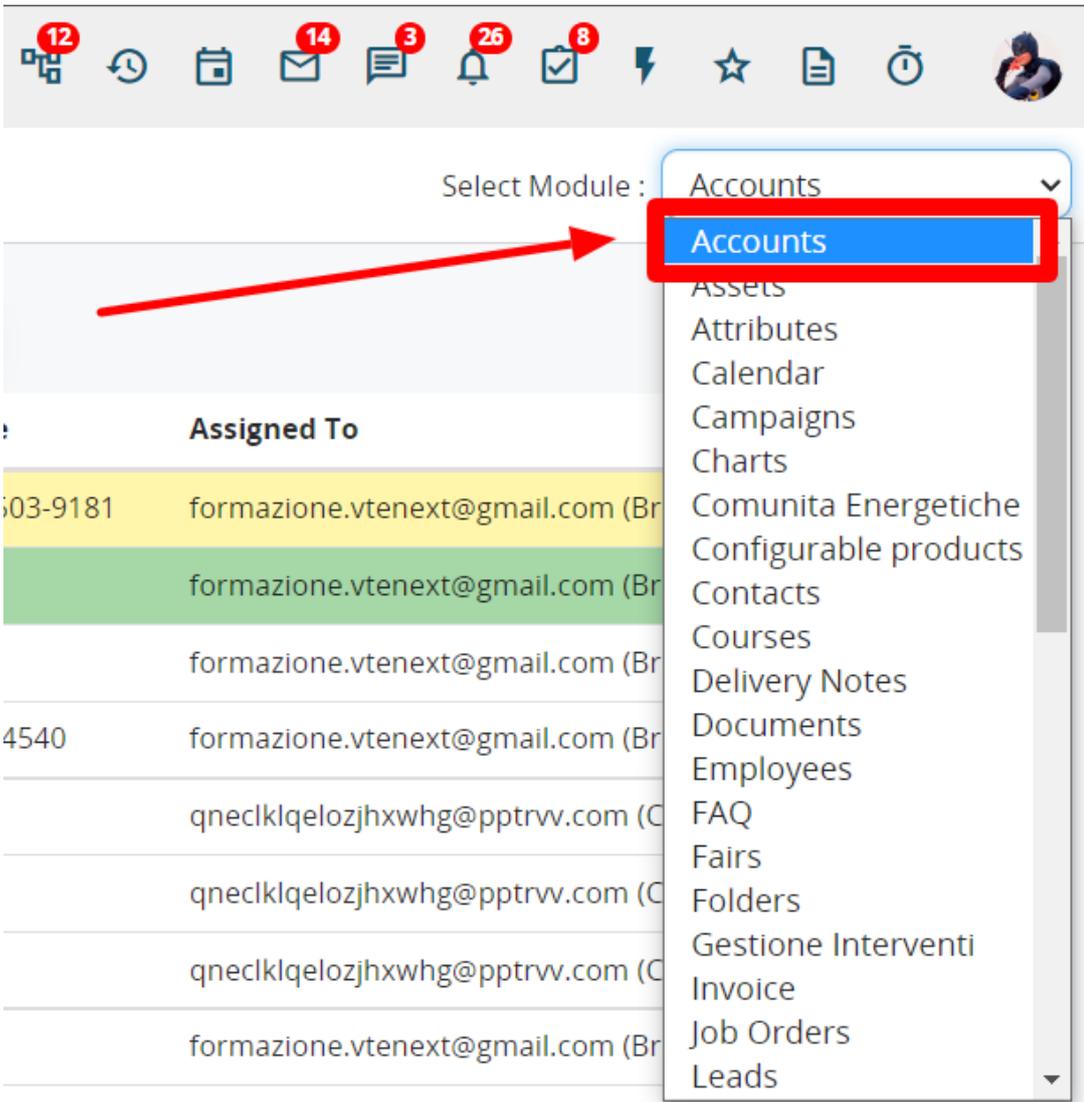
The screenshot displays the vtenext CRM interface. On the left, a dark sidebar contains a navigation menu with 'Recycle Bin' highlighted. The main content area features a search bar at the top, followed by buttons for 'Restore', 'Empty Recycle Bin' (highlighted in red), and 'Select all'. A dropdown menu for 'Select Module' is set to 'Accounts'. Below this, a table shows a list of deleted records. The table has columns for 'Action', 'Account Name', 'City', 'Website', 'Phone', and 'Assigned To'. The first two rows are highlighted in yellow and green respectively. The 'Empty Recycle Bin' button is highlighted in red.

<input type="checkbox"/>	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	BATIJA SOCIETA' A RESPONSABILITA' LIMITA...				formazione.vtenext@gmail.com (Bruce Wayne)

## Recycle Bin detail

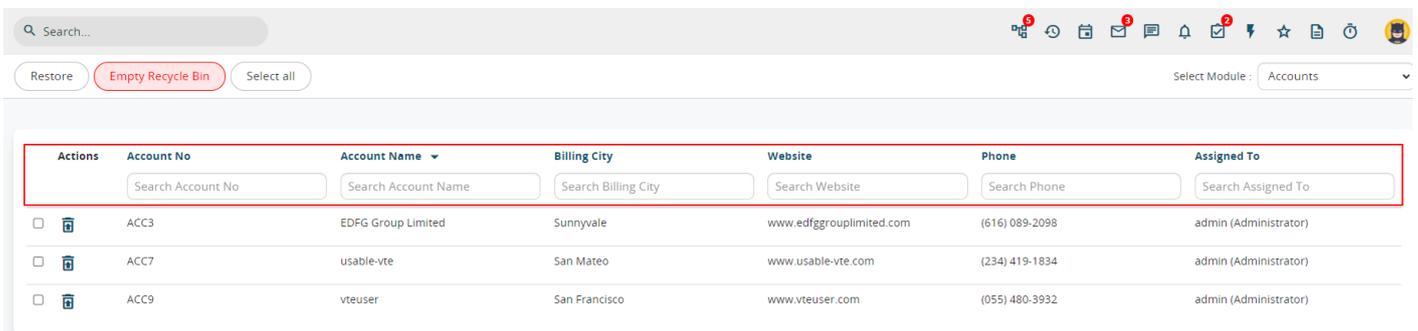
### How to restore a deleted record?

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:

Actions	Account No	Account Name	Billing City	Website
<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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