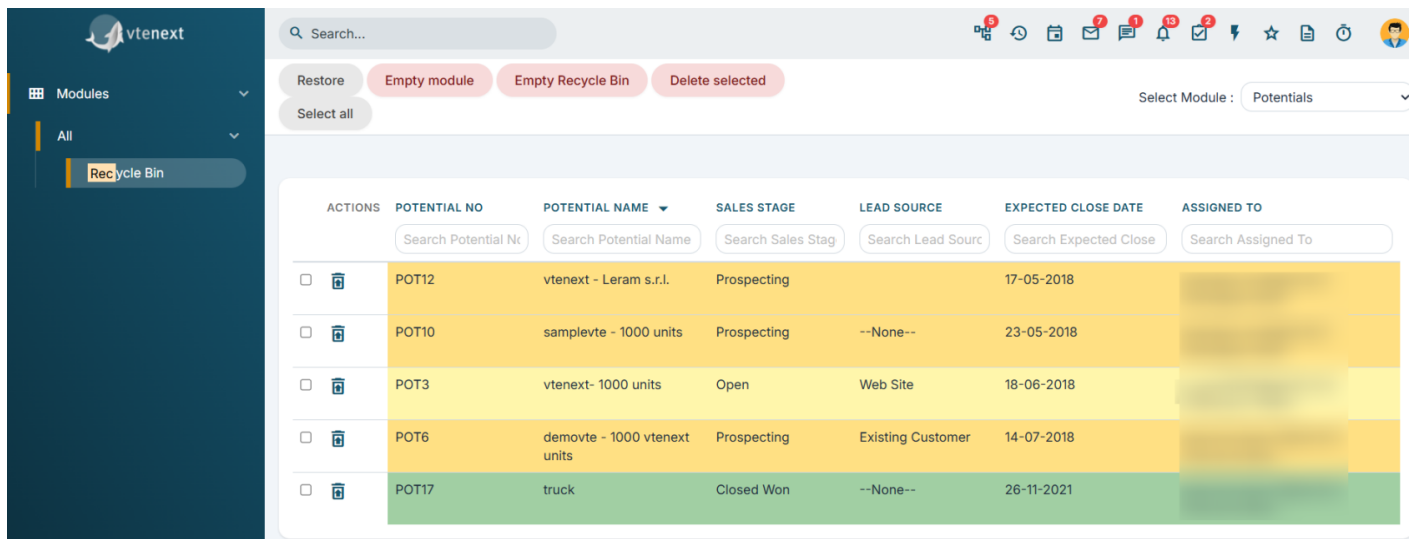


# 15.5 Recycle Bin

The CRM includes a module called “Recycle Bin”, which allows users to restore deleted records from any module.

Using the search bar located in the lower-left corner and typing “Recycle Bin”, you will be able to click the corresponding menu item to open it.



The screenshot displays the vtenext Recycle Bin interface. On the left, a dark sidebar contains the 'vtenext' logo and a 'Modules' menu with 'Recycle Bin' selected. The main area features a search bar and a toolbar with buttons for 'Restore', 'Empty module', 'Empty Recycle Bin', and 'Delete selected'. A 'Select all' button is also present. Below the toolbar, a table lists deleted records with columns for Actions, Potential No, Potential Name, Sales Stage, Lead Source, Expected Close Date, and Assigned To. The table includes search filters for each column. The records are as follows:

ACTIONS	POTENTIAL NO	POTENTIAL NAME	SALES STAGE	LEAD SOURCE	EXPECTED CLOSE DATE	ASSIGNED TO
<input type="checkbox"/>	POT12	vtenext - Leram s.r.l.	Prospecting		17-05-2018	
<input type="checkbox"/>	POT10	samplevte - 1000 units	Prospecting	--None--	23-05-2018	
<input type="checkbox"/>	POT3	vtenext- 1000 units	Open	Web Site	18-06-2018	
<input type="checkbox"/>	POT6	demovte - 1000 vtenext units	Prospecting	Existing Customer	14-07-2018	
<input type="checkbox"/>	POT17	truck	Closed Won	--None--	26-11-2021	

*Recycle Bin detail*

## How to restore a deleted record?

First, in the upper-right menu, you must select the module from which the record was deleted (e.g., Accounts or Help Desk).

Select Module : Potentials

- Attributes
- Calendar
- Campaigns
- Cases
- Charts
- Configurable products
- Contacts
- Delivery Notes
- Documents
- Employees
- FAQ
- Folders
- Invoice
- Klondie Topic
- La mia tabella
- Leads
- Mobile Scans
- Newsletter
- PBX Manager
- Potentials**

EXPECTED CLOSE DATE	ASSIGNED
17-05-2018	giuseppe. (Giuseppe)
23-05-2018	giuseppe. (Giuseppe)
18-06-2018	vtenext26 (Francesco)
14-07-2018	giovanna. (Giovanna)
26-11-2021	giovanna. (Giovanna)

*Module selection from where restore the entities in detail*

Once you have selected the module, a list of deleted records will appear. From here, you can filter the available fields to search for the deleted item.

Search...

Restore Empty module Empty Recycle Bin Delete selected Select all Select Module : Potentials

ACTIONS	POTENTIAL NO	POTENTIAL NAME	SALES STAGE	LEAD SOURCE	EXPECTED CLOSE DATE	ASSIGNED TO
<input type="checkbox"/>	POT12	vtenext - Leram s.r.l.	Prospecting		17-05-2018	giuseppe.verdi@email.it (Giuseppe Verdi)
<input type="checkbox"/>	POT10	samplevte - 1000 units	Prospecting	--None--	23-05-2018	giuseppe.verdi@email.it (Giuseppe Verdi)
<input type="checkbox"/>	POT3	vtenext- 1000 units	Open	Web Site	18-06-2018	vtenext2604@gmail.com (Francesco Villani...)
<input type="checkbox"/>	POT6	demovte - 1000 vtenext units	Prospecting	Existing Customer	14-07-2018	giovanna.bianchi@email.it (Giovanna Bian...)

Here you can find several possibility:

Search...

Restore Empty module Empty Recycle Bin Delete selected Select all

ACTIONS	POTENTIAL NO	POTENTIAL NAME	SALES STAGE	LEAD SOURCE
<input type="checkbox"/>	POT12	vtenext - Leram s.r.l.	Prospecting	
<input checked="" type="checkbox"/>	POT10	samplevte - 1000 units	Prospecting	--None--
<input checked="" type="checkbox"/>	POT3	vtenext- 1000 units	Open	Web Site
<input checked="" type="checkbox"/>	POT6	demovte - 1000 vtenext units	Prospecting	Existing Customer
<input type="checkbox"/>	POT17	truck	Closed Won	--None--

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!**
5. Clicking **DELETE SELECTED** will permanently delete only the selected records.

Revision #5

Created 2026-01-28 14:56:25 UTC by Admin

Updated 2026-05-21 14:14:25 UTC by Alberto