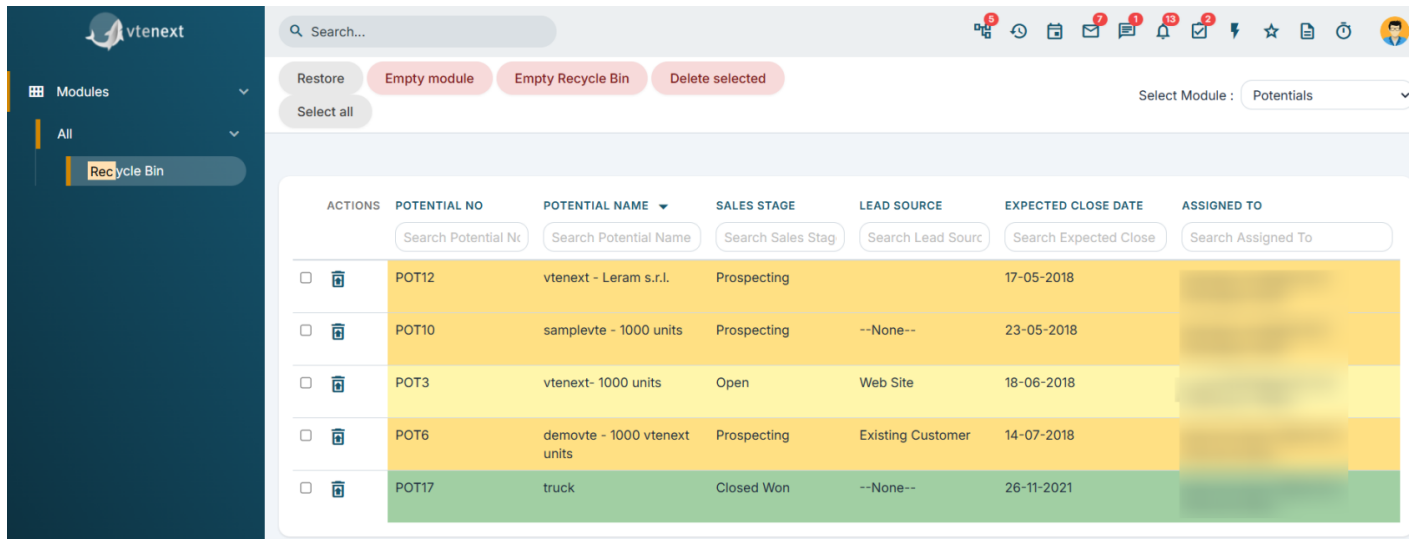


15.5 Recycle Bin

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 a search bar and a list of modules, with 'Recycle Bin' highlighted. The main area features a top navigation bar with a search bar and several action buttons: 'Restore', 'Empty module', 'Empty Recycle Bin', and 'Delete selected'. Below this, a 'Select all' button is visible. The main content area shows a table of deleted records with columns for Actions, Potential No, Potential Name, Sales Stage, Lead Source, Expected Close Date, and Assigned To. The table contains five rows of data, each with a checkbox and a trash icon in the Actions column.

ACTIONS	POTENTIAL NO	POTENTIAL NAME	SALES STAGE	LEAD SOURCE	EXPECTED CLOSE DATE	ASSIGNED TO
☐	POT12	vtenext - Leram s.r.l.	Prospecting		17-05-2018	
☐	POT10	samplevte - 1000 units	Prospecting	--None--	23-05-2018	
☐	POT3	vtenext- 1000 units	Open	Web Site	18-06-2018	
☐	POT6	demovte - 1000 vtenext units	Prospecting	Existing Customer	14-07-2018	
☐	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).

5

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2

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
ourc	Search Expected Close	Search A
	17-05-2018	giuseppe. (Giuseppe)
	23-05-2018	giuseppe. (Giuseppe)
	18-06-2018	vtenext26 (Francesco)
er	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
	Search Potential No	Search Potential Name	Search Sales Stage	Search Lead Source	Search Expected Close Date	Search Assigned To
☐	POT12	vtenext - Leram s.r.l.	Prospecting		17-05-2018	giuseppe.verdi@email.it (Giuseppe Verdi)
☐	POT10	samplevte - 1000 units	Prospecting	--None--	23-05-2018	giuseppe.verdi@email.it (Giuseppe Verdi)
☐	POT3	vtenext- 1000 units	Open	Web Site	18-06-2018	vtenext2604@gmail.com (Francesco Villani...)
☐	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
	Search Potential No	Search Potential Name	Search Sales Stage	Search Lead Source
☐	POT12	vtenext - Leram s.r.l.	Prospecting	
☒	POT10	samplevte - 1000 units	Prospecting	--None--
☒	POT3	vtenext- 1000 units	Open	Web Site
☒	POT6	demovte - 1000 vtenext units	Prospecting	Existing Customer
☐	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.

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