# InteliNotion

# User Guide Module 6: Recycle Bin and Deleting a Document

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# Table of Contents

# 1. RECYCLE BIN FUNCTIONALITY

When a user deletes an object (eg, Document, Component), it is moved to the recycle bin. The user can then restore the deleted object and continue to edit the item.

1. In the *Web Console*, select **My Workspace** from the navigation panel.
2. **My Widgets** will display. Select the **blue arrow icon** ⇨ or double-click on **Recycle Bin**.
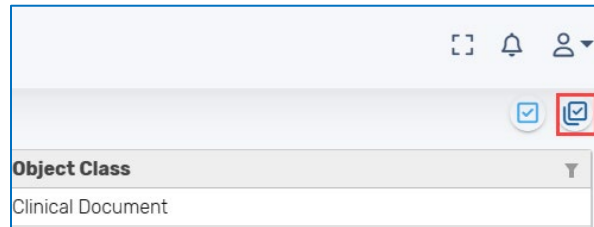3. The recycle bin will open and display any of the user's deleted objects.

> **Note:** If a user has the 'RECYCLE BIN' functional permissions configured by an admin, the user can view all system deleted objects by clicking the ⬀ icon.
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4. To view the information for a deleted object, right-click on the item and select **View Information**.
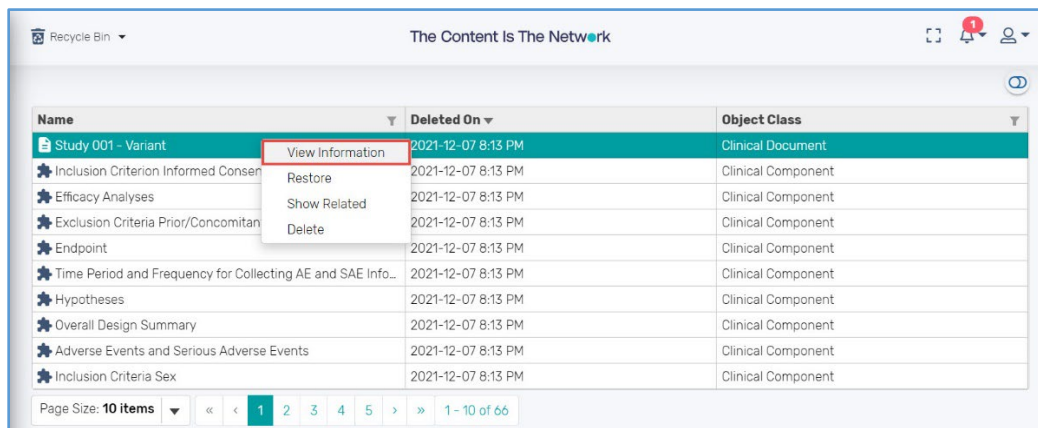
5. A page will display that lists information regarding the deleted object (eg, Name, Created By, Created On, Modified By, etc.). Click **Close** to return to the recycle bin.

6. To view all related items for a deleted object, right-click on the item and select **Show Related**.

7.  A table will display showing all the related objects (eg, components) related to the deleted item (eg, document).



## 1.1 RESTORING A DELETED DOCUMENT

1.  In the Recycle Bin, right-click on the document previously deleted and select **Restore**.

2. A pop-up will display a warning to the user that all related objects in the document will also be restored. Click **Yes**.
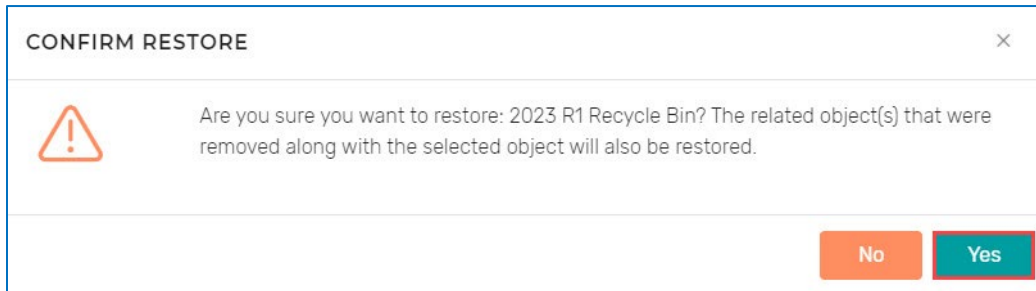


3. An **Item restored successfully** message will display.
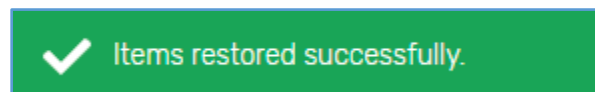


4. Navigate to the original location of the deleted document. The restored document displays in its original location (assuming its parent object, eg, study, is still present in the Navigator).

5. If you create a new document with the same name as a deleted document, and then restore the original document, the restored document will appear with the original file name and the new document will appear with the word Restored and a timestamp included in the name.



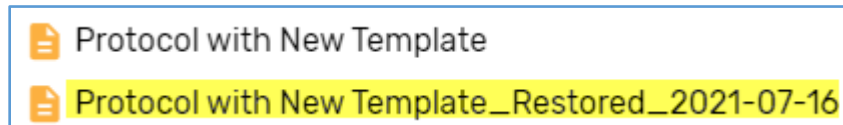> **Note:** If configured, the Delete and Restore events will be logged in the Audit Logs for the deleted object. See **InteliNotion Application Admin Guide, Section 8.2** for instruction on configuring Audit Logs

## 1.2 REINSERTING A PREVIOUSLY DELETED COMPONENT BACK INTO THE DOCUMENT

After deleting a component from the document, if it is determined that a replacement needs to be added back in, an authorized user can insert an empty placeholder component. Refer to the **InteliNotion Authoring Configurations Guide** for details.
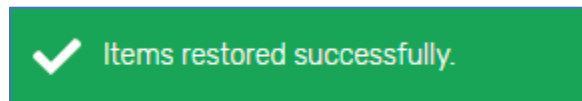
1. Right-click on the deleted component and select **Restore Item.**
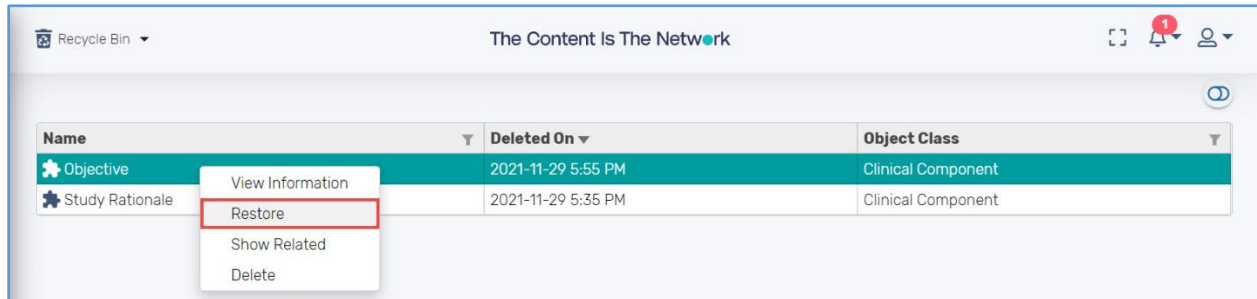


**Note:** If the component to be restored has the reuse As Is from a library, it can only be restored by users with component permissions or its child business object.

2. A restored successfully message displays and the component is removed from the list.



3. Select **Navigator** from the navigation panel and navigate to the original location of the deleted component.

## 1.3 PERMANENTLY DELETE AN OBJECT

To permanently delete an object in the Recycle Bin, right-click on the applicable object and select **Delete**. Select **Yes** to complete permanent deletion.
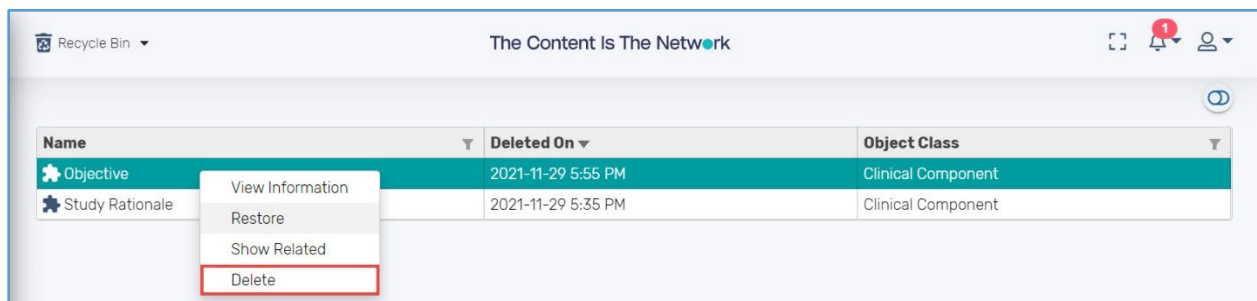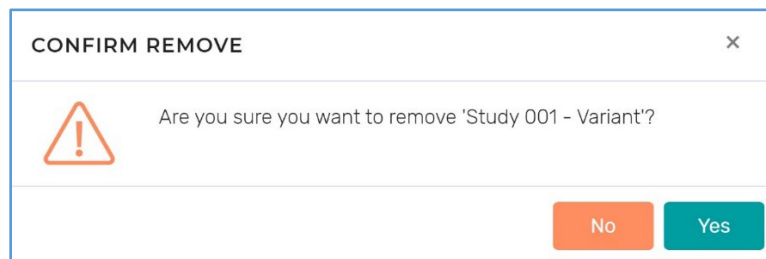
# 2. DELETING A DOCUMENT

A user can delete a document from the Navigator as needed.

1.  Navigate to the location of the document. Right-click and select **More**, then select **Remove**.
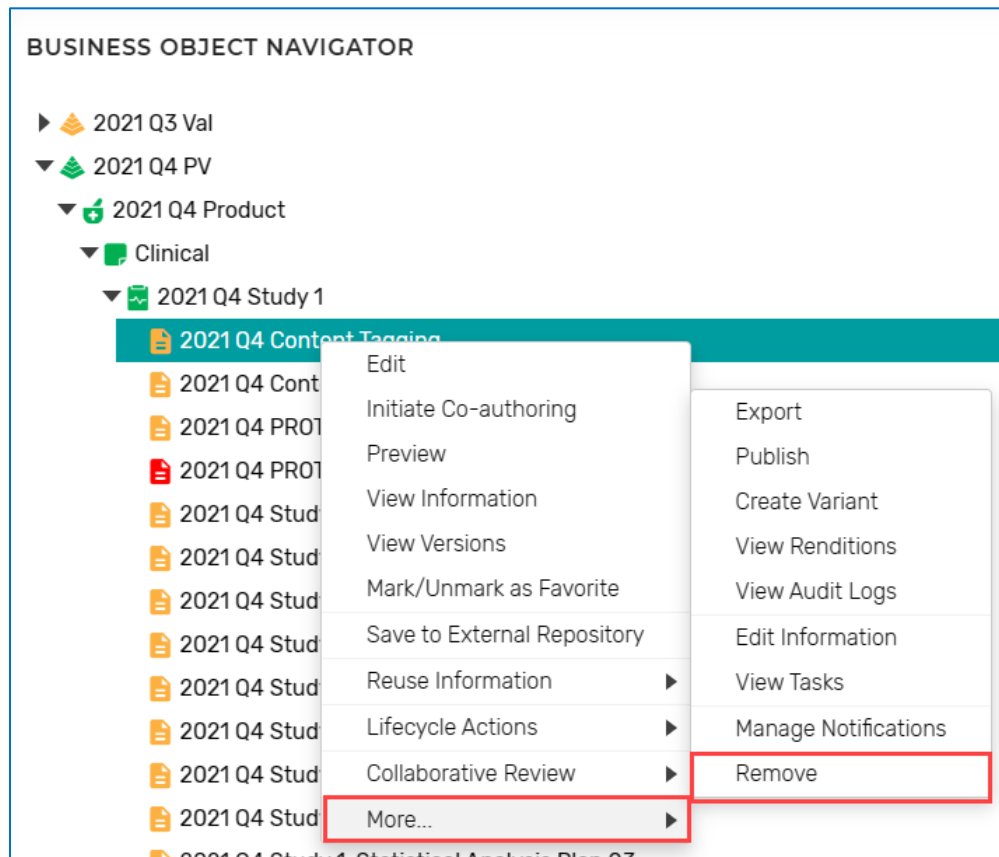


2.  A pop-up will appear requiring the user to confirm deletion.



3.  A successful deletion message will display. Users can confirm deletion by navigating to the **Recycle Bin** via the **My Workspace** menu item in the *Web Console*. See Section 1 for more information on the recycle bin functionality.

4.  Once in the Recycle Bin, permanently delete a document by right clicking and selecting **Delete**.



5.  A pop-up will display a warning to the user that deleting the document will also delete the related components. Click **Yes**.



| **Note**:  If the user does not have permission to delete a component associated with the document the following message will be displayed that lists the relevant component(s). |
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