



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

For InteliNotion Version: 2024.GR2.0

Last Modified: November 2024

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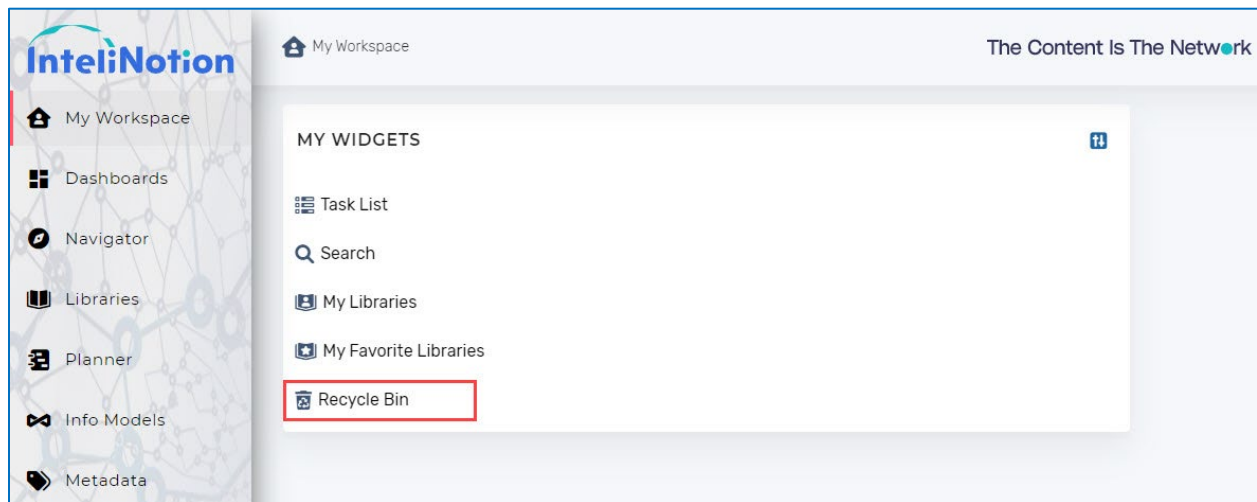
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## 1. RECYCLE BIN FUNCTIONALITY

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.




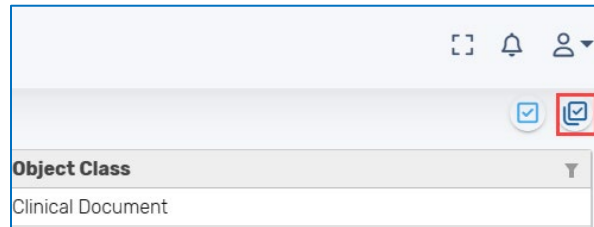
Recycle Bin			The Content Is The Network	
Name	Deleted On	Object Class		
Amber Test - R2 Variant	2023-11-21 1:37 PM	Clinical Document		
Method of Detecting AEs and SAEs	2023-11-21 1:37 PM	Clinical Component		
Statistical Analyses	2023-11-21 1:37 PM	Clinical Component		
References	2023-11-21 1:37 PM	Clinical Component		
Justification for Dose	2023-11-21 1:37 PM	Clinical Component		
Hypotheses	2023-11-21 1:37 PM	Clinical Component		
Benefit/Risk Assessment	2023-11-21 1:37 PM	Clinical Component		
Inclusion Criterion Informed Consent	2023-11-21 1:37 PM	Clinical Component		
Sponsor Name	2023-11-21 1:37 PM	Clinical Component		
Exclusion Criteria Prior/Concurrent Clinical Study Experience	2023-11-21 1:37 PM	Clinical Component		

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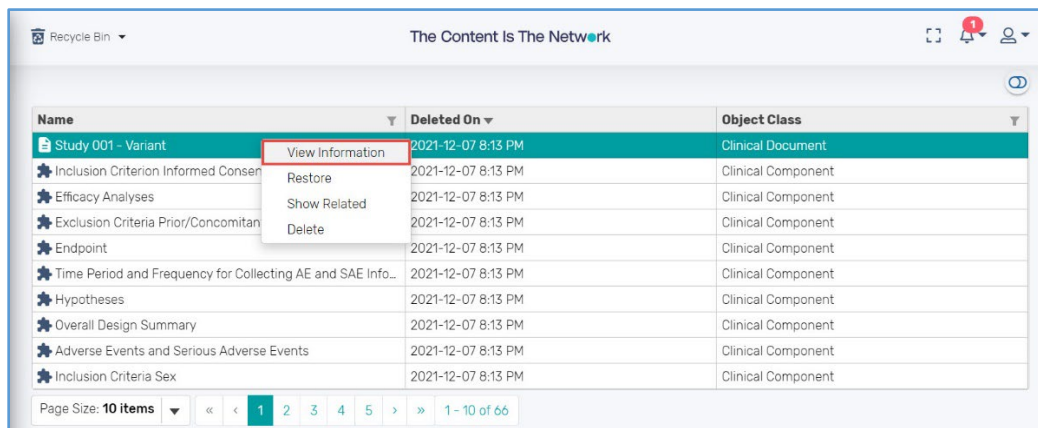
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**Note:** If a user has the 'RECYCLE BIN' functional permissions configured by an admin, the user can view all system deleted objects by clicking the  icon.



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**.

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Recycle Bin ▼ The Content Is The Network

Name	Deleted On	Object Class
Study 001 - Variant	2021-12-07 8:13 PM	Clinical Document
Inclusion Criterion Informed Consent	2021-12-07 8:13 PM	Clinical Component
Efficacy Analyses	2021-12-07 8:13 PM	Clinical Component
Exclusion Criteria Prior/Concomitant	2021-12-07 8:13 PM	Clinical Component
Endpoint	2021-12-07 8:13 PM	Clinical Component
Time Period and Frequency for Collecting AE and SAE Info...	2021-12-07 8:13 PM	Clinical Component
Hypotheses	2021-12-07 8:13 PM	Clinical Component
Overall Design Summary	2021-12-07 8:13 PM	Clinical Component
Adverse Events and Serious Adverse Events	2021-12-07 8:13 PM	Clinical Component
Inclusion Criteria Sex	2021-12-07 8:13 PM	Clinical Component

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

Show Related ▼ The Content Is The Network

Name	Deleted On	Object Class
Amber Test-Protocol	2023-07-17 11:28 AM	Clinical Document
Amendment Summary Table	2023-07-17 11:28 AM	Clinical Component
Overall Design	2023-07-17 11:28 AM	Clinical Component
Statistical Methods	2023-07-17 11:28 AM	Clinical Component
Protocol Short Title	2023-07-17 11:28 AM	Clinical Component
Populations for Analyses	2023-07-17 11:28 AM	Clinical Component
AE Collection Period	2023-07-17 11:28 AM	Clinical Component
Adverse Events and Serious Adverse Events	2023-07-17 11:28 AM	Clinical Component
Efficacy Analyses	2023-07-17 11:28 AM	Clinical Component
Data Monitoring Committee	2023-07-17 11:28 AM	Clinical Component

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## 1.1 RESTORING A DELETED DOCUMENT

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

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Recycle Bin

The Content Is The Network

1

Name	Deleted On	Object Class
Study 001 - Variant	2021-12-07 8:13 PM	Clinical Document
Inclusion Criterion Informed Consent	2021-12-07 8:13 PM	Clinical Component
Efficacy Analyses	2021-12-07 8:13 PM	Clinical Component
Exclusion Criteria Prior/Concomitant	2021-12-07 8:13 PM	Clinical Component
Endpoint	2021-12-07 8:13 PM	Clinical Component
Time Period and Frequency for Collecting AE and SAE Info...	2021-12-07 8:13 PM	Clinical Component
Hypotheses	2021-12-07 8:13 PM	Clinical Component
Overall Design Summary	2021-12-07 8:13 PM	Clinical Component
Adverse Events and Serious Adverse Events	2021-12-07 8:13 PM	Clinical Component
Inclusion Criteria Sex	2021-12-07 8:13 PM	Clinical Component

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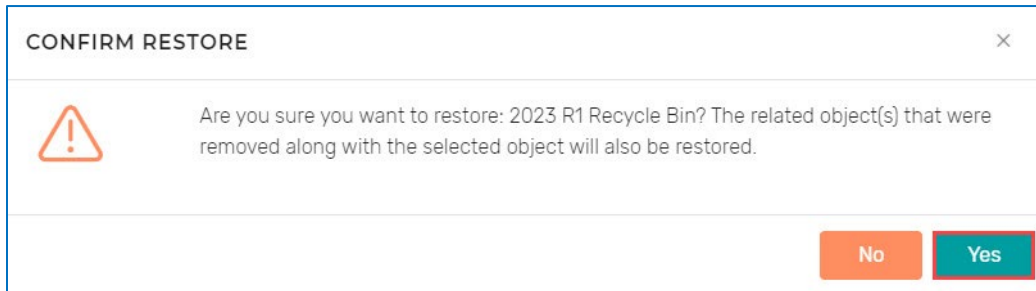
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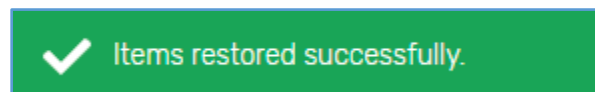
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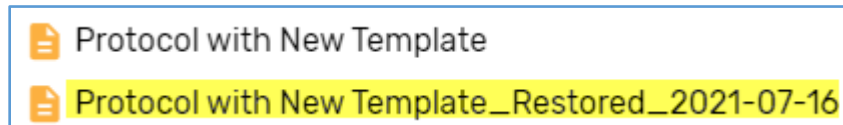
2. A pop-up will display a warning to the user that all related objects in the document will also be restored. Click **Yes**.



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

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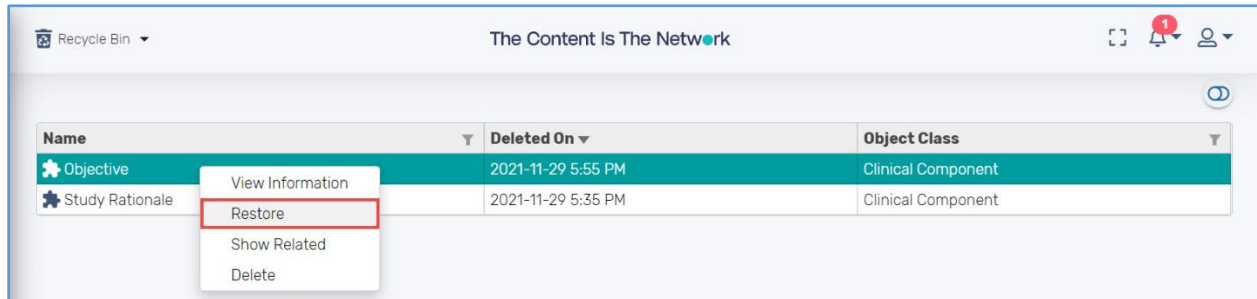
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## 1.2 REINSERTING A PREVIOUSLY DELETED COMPONENT BACK INTO THE DOCUMENT

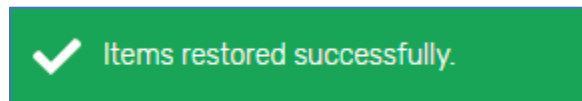
After deleting a component from the document, if it is determined that a replacement needs to be added back in, an authorized user can insert an empty placeholder component. Refer to the **InteliNotion Authoring Configurations Guide** for details.

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.

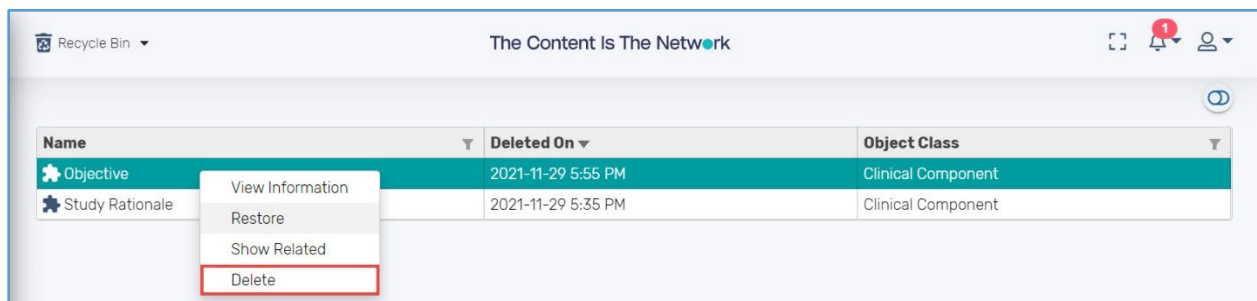
2. A restored successfully message displays and the component is removed from the list.



3. Select **Navigators** 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.



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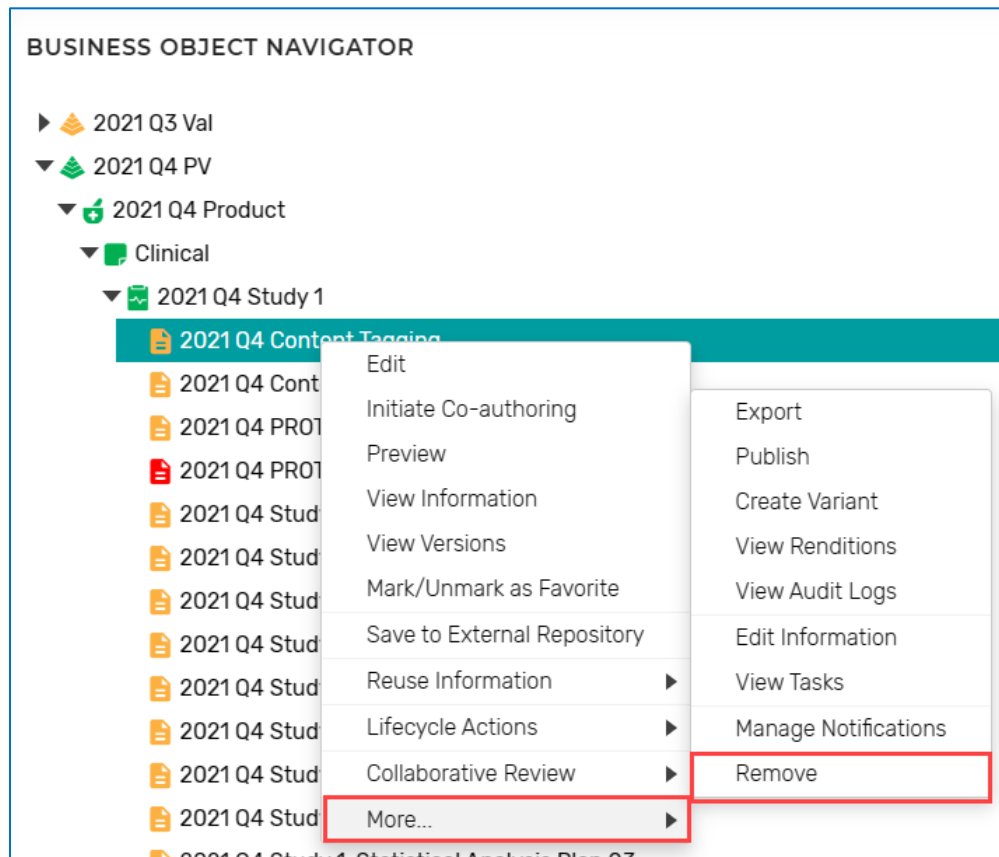
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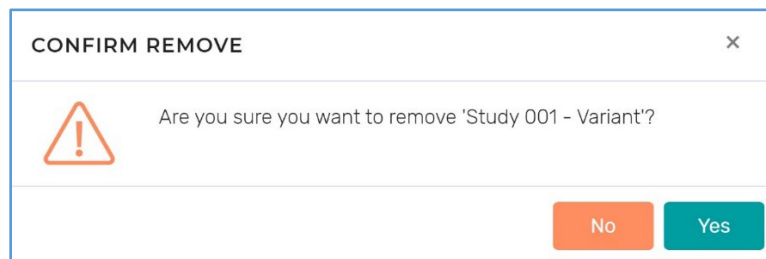
## 2. DELETING A DOCUMENT

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.

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

Name	Deleted On
2023 R1 Recycle Bin	2023-04-17 9:22 AM
Exclusion Criteria Diagnostic Assessment	2023-04-17 9:22 AM
Exclusion Criteria Medical Conditions	2023-04-17 9:22 AM
Inclusion Criteria Weight	2023-04-17 9:22 AM
End of Study Definition	2023-04-17 9:22 AM
Overall Design	2023-04-17 9:22 AM
Exploratory Objectives	2023-04-17 9:22 AM
Study Rationale	2023-04-17 9:22 AM
Data Monitoring Committee	2023-04-17 9:22 AM
Study Procedures	2023-04-17 9:22 AM

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

CONFIRM DELETE



Are you sure you want to permanently delete: 2023 R1 Recycle Bin? The related object(s) that were removed along with the selected object will also be permanently deleted.

No 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).

FAILED TO DELETE RELATED COMPONENT(S)

The following component(s) associated with document 'Protocol Test' cannot be deleted along with the document because the user does not have sufficient permission:

Component Name	Component Type	Created By	Created On
AE Grading Scale	LibraryComponent	Test User 11	2020-10-16 10:56 AM
AE Collection Period	LibraryComponent	Test User 11	2020-10-16 10:55 AM
Analyses Adverse Events	LibraryComponent	Test User 11	2020-10-16 10:55 AM
Number of Participants	LibraryComponent	Test User 11	2020-10-16 10:55 AM
SAE Collection Period	LibraryComponent	Test User 11	2020-10-16 10:55 AM

Close

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