

You can configure the system to remove deleted objects to a recycle bin instead of deleting them permanently:

1. Open the **Settings** application.
2. Select the **Versioning & synchronization -> Object versioning** category.
3. Set **Delete objects to recycle bin** to either *Versioned objects only*, or *All objects*.
4. Click **Save**.

Deleted objects that match the setting are now moved to the recycle bin.



#### Using the recycle bin for large media files

Storing very large media files in the recycle bin consumes a significant amount of memory and space in the database. If your system contains such files, we recommend disabling the recycle bin for media files:




1. Open the *Object versioning* settings category.
2. Select the **Versioned objects only** option for the **Delete objects to recycle bin** setting.
3. Ensure that the **Media files** option is disabled in the *Use object versioning for* section of the settings.
4. Click **Save**.

## Managing objects in the recycle bin

To access deleted objects, open the **Recycle bin** application and select the **Objects** tab.

- Standard users of the Kentico administration interface can only work with objects that they deleted
- Users with the Global administrator [privilege level](#) can manage objects removed by any user

The following actions are available for each deleted object:

-  **View** - opens a new window with the data of the deleted object.
-  **Restore** - moves the object from the recycle bin back into the system (in the corresponding application).
-  **Delete** - permanently removes the object (cannot be restored).

Click **Other actions** (...) to access additional options. The options depend on the type of the object:

#### Global objects without site bindings:

- **Restore without site bindings** - performs the standard restore action.
- **Restore to current site** - performs the standard restore action.

#### Global objects with site bindings:

- **Restore without site bindings** - restores the object, but does not assign it to any website.
- **Restore to current site** - restores the object and assigns it to the current website (the one that is using the domain in the current URL).

#### Site objects (objects whose definition contains the *SiteID* column):

- **Restore without site bindings** - performs the standard restore action.
- **Restore to current site** - restores the object and assigns it to the current website (the one that is using the domain in the current URL).

To perform operations for multiple deleted objects, use the selection boxes and selectors below the list.



Select site:

(all sites and global)

User:

(all)

Object name:

Contains

Object type:

(all)

Deleted before:

0

Days

Reset

Search

<input type="checkbox"/>	Actions	Object name	Object type	Site name	Deleted
<input type="checkbox"/>	...	Date & time	Widget	(global)	3/11/2014 4:15:48 P
<input type="checkbox"/>	...	Date & time	Web part	(global)	3/11/2014 4:15:48 P
<input type="checkbox"/>	...	CMS Basic users	Role	Corporate Site	3/11/2014 4:14:57 P
<input type="checkbox"/>	...	Luke Hillman	User	(global)	3/11/2014 4:14:49 P
<input type="checkbox"/>	...	E-product reminder	Scheduled task	(global)	3/11/2014 4:14:42 P

Items per page 25

Selected objects

Restore

OK