

The Laserfiche Recycle Bin

White Paper

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Laserfiche®

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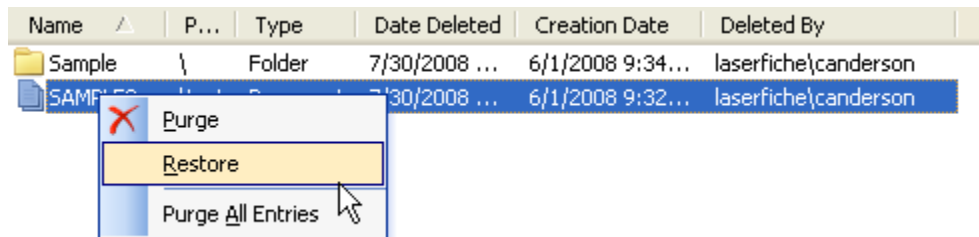
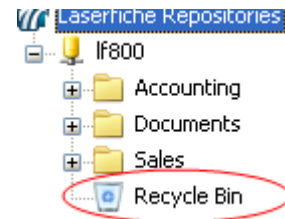
The Laserfiche Recycle Bin

Much like the Windows recycle bin, the Laserfiche recycle bin protects against accidental deletions by holding deleted documents before they are permanently purged. Unlike the Windows bin, however, the Laserfiche recycle bin is network-wide, allowing administrative users to view the list of deleted documents and manage document restoring and purging for all users.

How It Works

The recycle bin is a special folder located at the bottom of a repository's folder tree. When the recycle bin is enabled, all deleted documents will first go to the recycle bin before being permanently removed from the repository. When a user selects a document or folder and chooses the **Delete** command or presses the DELETE key, the entry will be moved to the special "Recycle Bin" folder. If a folder is deleted, its contents will also be sent to the recycle bin within the folder.

Users can then review their own deleted documents and restore them, if necessary. Users with the Purge Entries privilege can also choose to permanently purge items from the recycle bin. In addition, administrative users with the Manage Entry Access privilege can view the list of all deleted documents in the repository.



Administrators with the Manage Repository Configuration privilege can choose whether items should be permanently purged based on age. If this option is enabled, an item will be removed after it has been in the recycle bin for a specified period of time, as set by an administrator. If this option is not enabled, items will remain in the recycle bin until they have been manually purged. For example, if you want to make sure that items don't remain in the recycle bin for longer than a week once they've been deleted, you can set the age limit to seven days. At the end of this period, an item will be automatically purged from the repository. However, if you want to make sure that all deletions are verified before being made permanent, you would want to disable this option.

Note: Only documents and folders are moved to the recycle bin when deleted. Shortcuts and versions deleted from a document

will be permanently deleted rather than moved to the recycle bin.

Security and the Recycle Bin

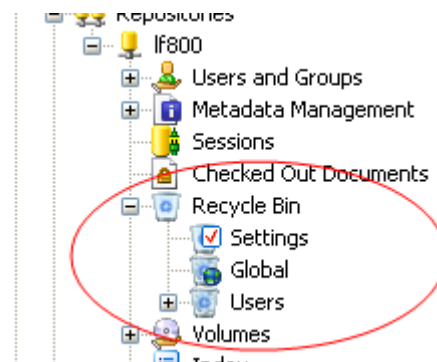
When an entry is in the recycle bin, it cannot be opened by any user. The user who deleted the entry and those with the Manage Entry Access privilege can see the list of deleted entries and information about those entries (such as their source folder, the deleting user, and so on), but cannot open or modify entries. For example, the contents of a deleted folder cannot be viewed when it is in the recycle bin. You must restore deleted entries to access their contents. Entries in the recycle bin cannot be searched on or exported.

When a document is restored to the repository, its metadata and explicit security information will be restored with it. This includes all entry access rights and security tags. Documents can be restored to folders other than their original folder; if a document is restored to a new folder, it will inherit security from that new folder. Similarly, if the security for a parent folder has changed between the document's deletion and restoration, it will inherit the new security settings from the parent folder once it has been restored.

The recycle bin works with the Delete Entry access right and the Delete feature right. A user can only send an item to the recycle bin if they have both the Delete feature right and the Delete Entry access right for that entry. The Purge Entries privilege is necessary to permanently purge deleted documents from the repository; however, this does not grant the ability to purge entries deleted by other users. The Manage Entry Access privilege grants the ability to view the list of all deleted entries in the repository and restore or purge any of those entries, regardless of who deleted them. Finally, the Manage Repository Configuration privilege grants the ability to enable the recycle bin and enable or disable automatic removal of entries that have been in the recycle bin for longer than a specified period.

Using the Recycle Bin

The recycle bin is enabled by default on new repositories; additionally, in a new repository, items will be automatically purged if they have been in the recycle bin for seven days. In a migrated repository, the recycle bin is disabled by default, and must be enabled before you can use it.



Enabling and Configuring the Recycle Bin

The recycle bin can be enabled, disabled or configured in the Laserfiche Administration Console by any user with the Manage Repository Configuration privilege.

To enable, configure, or disable the recycle bin:

1. Open the Laserfiche Administration Console and log in as a user with the **Manage Repository Configuration** privilege.
2. Expand your server and repository.
3. Expand the **Recycle Bin** node.
4. Right-click the **Settings** node and select **Properties**.
5. To enable the recycle bin, select **Enable recycle bin**.
6. **Optional:** Set an age limit in days, after which an item will be purged from the recycle bin. If the age limit option is not selected, items will remain in the recycle bin until they are manually purged by the deleting user or an administrator.
7. To disable the recycle bin, select **Disable recycle bin**. This will not purge items already in the recycle bin; however, all new deletions will be permanent, and once all the existing items in the recycle bin have been restored or purged, the recycle bin folder will cease to be visible.

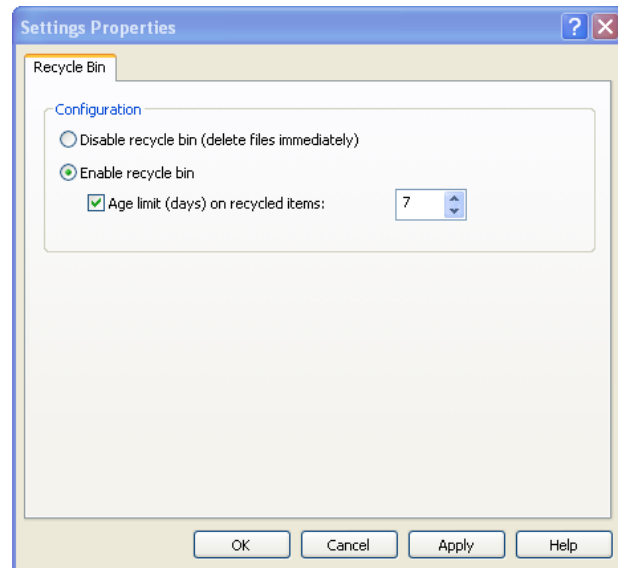


Figure 1 The Settings Properties dialog box in the Laserfiche Administration Console

Deleting Documents and Managing Your Deleted Documents

To send a document to the recycle bin, simply delete the document normally. The document will automatically be stored in the recycle bin.

Note: In the Laserfiche Client, users with the Purge Entries privilege can permanently delete entries instead of sending them to the recycle bin by holding down the SHIFT key while deleting the entry or entries.

All of the entries you have deleted that have not been purged from the repository will appear in the recycle bin. You will be able to see each entry's name, its original path, type, dates of creation and deletion, and the user who deleted it. You will not be able to view, open, or otherwise modify the document or its metadata. You can restore documents or, if you have the

appropriate privilege, permanently purge them. In addition, you can view the deleted children of an entry (e.g., the deleted pages of a document or deleted documents from a folder) by right-clicking the entry in the Folder Browser and selecting **Recycled Items**.

To restore a document or electronic file:

1. Log in to your repository and click on the **Recycle Bin** located at the bottom of the repository's folder structure.
2. Select the document(s) or electronic file(s) that you would like to restore.
3. Right-click and select **Restore** to open the **Restore Items** dialog box (**Restore Entry** dialog box in Web Access).
4. Choose either **Restore to the item's original location** (**Restore to the entry's original location** in Web Access) or **Restore to the specified folder**.

Note: If restoring the item to a specific folder, you must have the rights to create entries in that folder. The restored entry will inherit rights from the specified folder.

5. Click **OK** (**Restore** in Web Access) to restore the document(s) or electronic file(s).

To restore pages:

1. Log in to your repository and click on the **Recycle Bin** located at the bottom of the repository's folder structure.
2. Select the page(s) that you would like to restore.
3. Right-click and select **Restore** to open the **Insert New Pages** dialog box (**Restore Entry** dialog box in Web Access).
4. Choose the location where the page(s) should be restored: **Before first entry**, **After last page**, **After page**, or **To the original page location**.

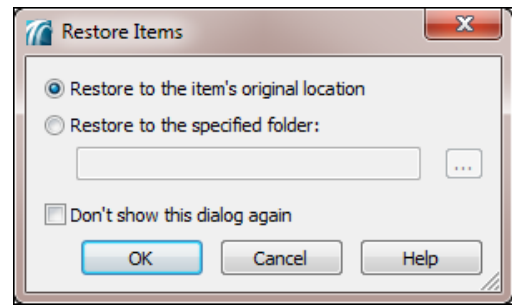


Figure 2: The Restore Items dialog box in the Laserfiche Client

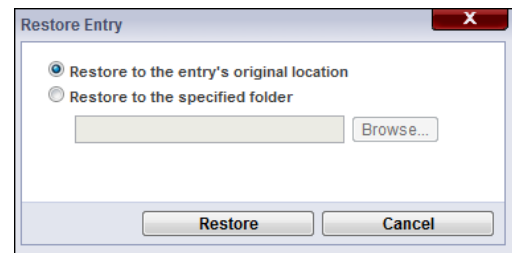


Figure 3: The Restore Entry dialog box in Web Access

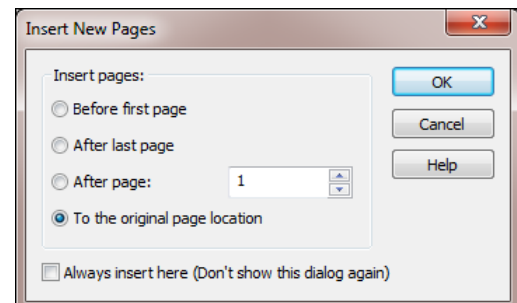


Figure 4: The Insert New Pages dialog box in the Laserfiche Client

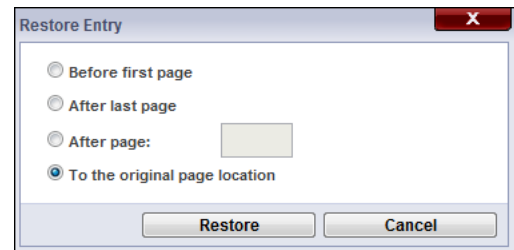


Figure 5: The Restore Entry dialog box in Web Access. Note that the options when restoring pages are different than those shown in Figure 3.

5. Click **OK (Restore in Web Access)** to restore the page(s) to the specified location.

To purge an entry:

1. Log in to your repository as a user with the **Purge Entries** privilege and click on the **Recycle Bin** located at the bottom of the repository's folder structure.
2. Select the entry or entries that you would like to purge.
3. Right-click and select **Purge**.
4. Confirm that you would like to permanently delete the item by clicking **OK (Yes in Web Access)**.

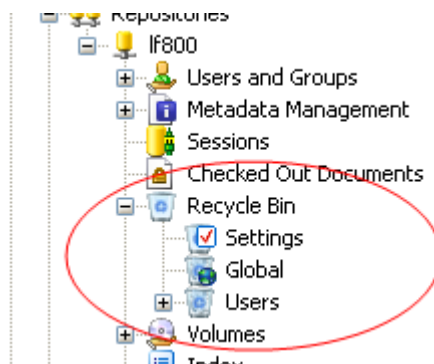
Note: You can also choose to purge all of the entries in your recycle bin by right-clicking the recycle bin in the Folder Pane and selecting **Purge All Entries**.

Managing Documents Deleted by Other Users

If you have the Manage Entry Access privilege, you can manage all of the documents in the recycle bin, regardless of who deleted them. You will not be able to open or modify documents deleted by other users, but you will be able to view information, such as deletion date and deleting user, and restore or purge the documents.

To view deleted documents:

1. Open the Laserfiche Administration Console and log in as a user with the Manage Entry Access privilege.
2. Expand your server and repository and select the **Recycle Bin** node.
3. Select the **Global** node to view all deleted documents, or the **Users** node to view deleted documents by user.



To restore a document or electronic file:

1. Open the Laserfiche Administration Console and log in as a user with the **Manage Entry Access** privilege.
2. Expand your server and repository and select the **Recycle Bin** node.
3. Select the **Global** node to view all deleted documents, or the **Users** node to view deleted documents by user.
4. Select the document(s) or electronic file(s) that you would like to restore.

5. Right-click and select **Restore** to open the **Restore Entry** dialog.
6. Choose either to restore the entry to its original location or to a new, specified folder.

Note: If restoring an entry to a specific folder or document, you must have the rights to create entries in that folder or document. The restored entry will inherit rights from the specified folder or document.

7. Click **OK** to restore the entry or entries.

To restore pages:

1. Open the Laserfiche Administration Console and log in as a user with the Manage Entry Access privilege.
2. Expand your server and repository and select the **Recycle Bin** node.
3. Select the **Global** node to view all deleted documents, or the **Users** node to view deleted documents by user.
4. Select the page(s) that you would like to restore.
5. Right-click and select **Restore** to open the **Restore Pages** dialog.
6. Choose the location where the page(s) should be restored: **Before first entry, After last page, After page, or To the original page location.**

Note: If restoring an entry to a specific folder or document, you must have the rights to create entries in that folder or document. The restored entry will inherit rights from the specified folder or document.

7. Click **OK** to restore the page(s).

To purge an entry:

1. Open the Laserfiche Administration Console and log in as a user with the Manage Entry Access privilege.
2. Expand your server and repository and select the **Recycle Bin** node.
3. Select the **Global** node to view all deleted documents, or the **Users** node to view deleted documents by user.
4. Select the entry or entries that you would like to purge.
5. Press the DELETE key.
6. Confirm that you would like to permanently purge the entry by clicking **Yes**.

Other Considerations

Sending a document to the recycle bin will break any document links between that document and other documents in the repository, and will remove any shortcuts to that document. Restoring the document will not restore link information or shortcuts. All other metadata will be retained, however. Deleted shortcuts are not sent to the recycle bin; they are purged from the repository immediately upon deletion.



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