

# “Solutions” Image Services

## How to Restore a Deleted Document

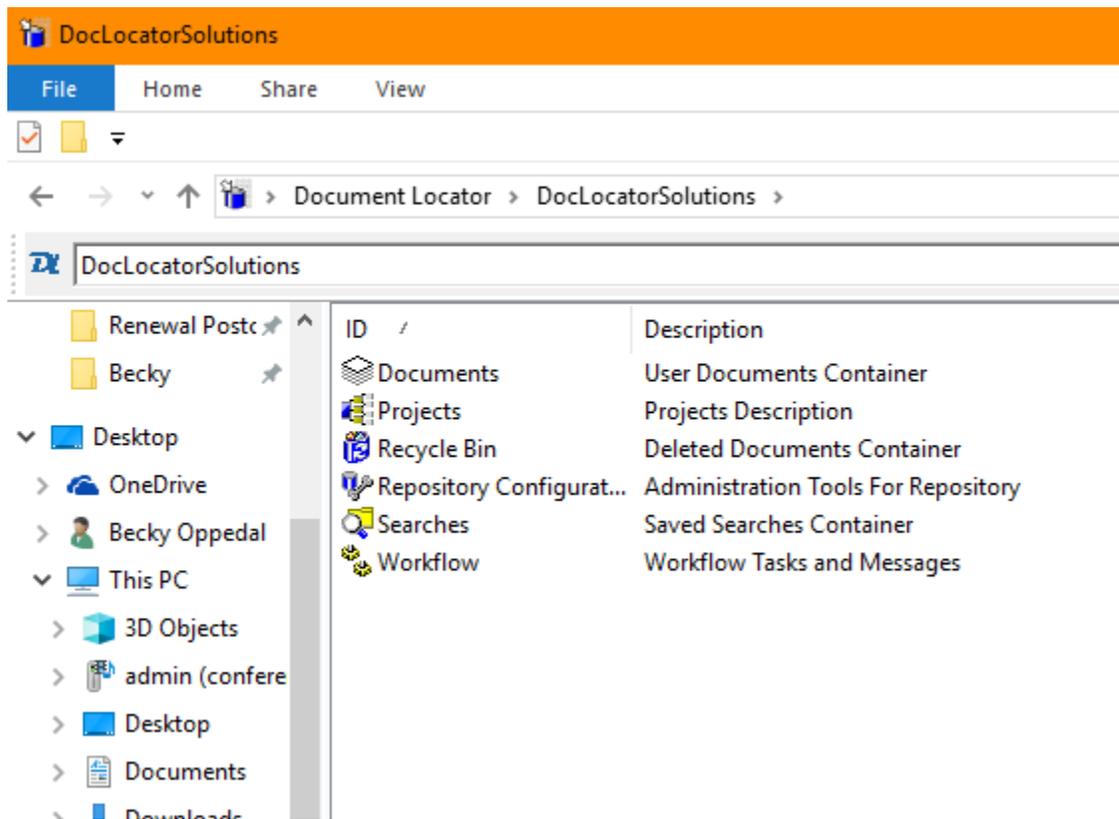
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### Introduction

This document explains how to restore a document that has been deleted and subsequent steps that may be required.

### Process

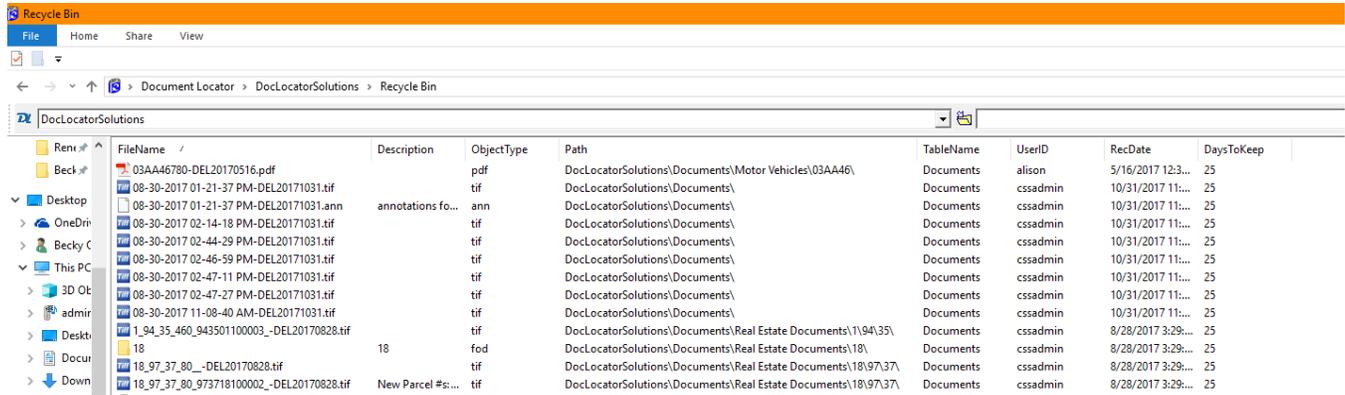


Access the Recycle Bin

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## How to Restore a Deleted Document

Locate the necessary document.  
The Basic Search and Advance Search features are available within the Recycle Bin.

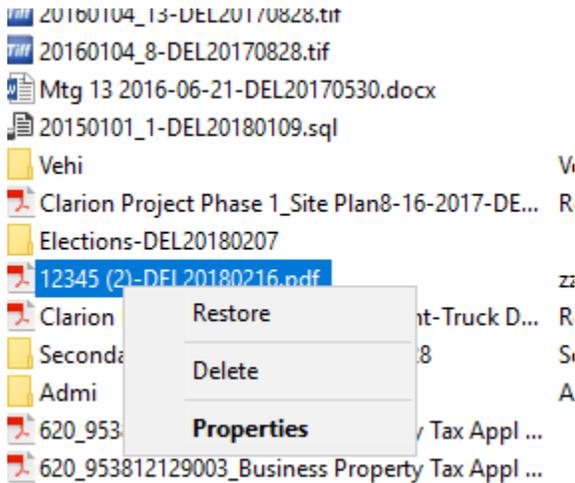


File Name	Description	Object Type	Path	TableName	UserID	RecDate	DaysToKeep
03AA46780-DEL20170516.pdf		pdf	DocLocatorSolutions\Documents\Motor Vehicles\03AA46\	Documents	alison	5/16/2017 12:3...	25
08-30-2017 01-21-37 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
08-30-2017 01-21-37 PM-DEL20171031.ann	annotations fo...	ann	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
08-30-2017 02-14-18 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
08-30-2017 02-44-29 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
08-30-2017 02-46-59 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
08-30-2017 02-47-11 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
08-30-2017 02-47-27 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
08-30-2017 11-08-40 AM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:...	25
1_94_35_460_943501100003_-DEL20170828.tif		tif	DocLocatorSolutions\Documents\Real Estate Documents\1\94\35\	Documents	cssadmin	8/28/2017 3:29:...	25
18	18	fod	DocLocatorSolutions\Documents\Real Estate Documents\18\	Documents	cssadmin	8/28/2017 3:29:...	25
18_97_37_80_-DEL20170828.tif		tif	DocLocatorSolutions\Documents\Real Estate Documents\18\97\37\	Documents	cssadmin	8/28/2017 3:29:...	25
18_97_37_80_973718100002_-DEL20170828.tif	New Parcel #s:...	tif	DocLocatorSolutions\Documents\Real Estate Documents\18\97\37\	Documents	cssadmin	8/28/2017 3:29:...	25

The recycle bin shows the documents that have been deleted. Deleted documents are renamed once they are deleted with DEL and the date deleted put in the name of the document.  
The path of where the document originated from is shown.  
The number of days the item is to be kept in the recycle bin before being permanently deleted is in the Days to Keep column.

### Restore

Right click on the document you wish to restore and select restore.



There is no prompt or confirm screen.

The document will be restored to the original location shown in the path in the recycle bin.

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### How to Restore a Deleted Document

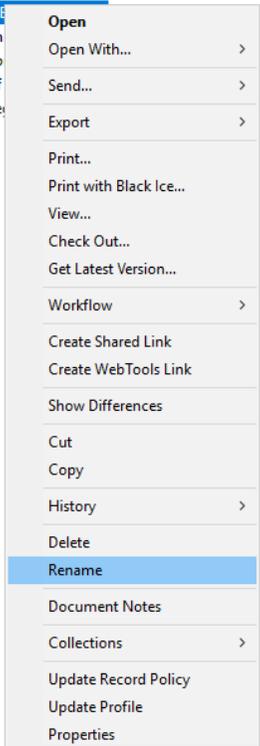
The document is restored with the name from the recycle bin.

Name	Version
Mills Minutes	1
12345.pdf	1
12345 (1).pdf	1
12345 (2)-DEL20180216.pdf	1
Google.htm	1

### Rename

Right click on the document and select rename.

Name	Version
Mills Minutes	1
12345.pdf	1
12345 (1).pdf	1
12345 (2)-DEL20180216.pdf	1
Google.htm	1
Max E. Elg o	1
non ocr pdf	1
Postcard Re	2
Untitled.tif	2



### Considerations

Depending on the document and the situation, you may have to also right click and select a workflow—such as a Move and Rename option.

Please call for assistance if you have any questions.