# "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

File Home Sh	are View	
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DocLocatorSolution	15	
📙 Renewal Postc 🖈	^ ID /	Description
📙 Becky 🛛 🖈	Documents	User Documents Container
<b>— •</b> • •	Projects	Projects Description
' 📃 Desktop	👸 Recycle Bin	Deleted Documents Container
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Downloads		
cess the Recycle Bin		

## "Solutions" Image Services How to Restore a Deleted Document

Locate the necessary document.

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

Recycle Bin								
File Home	Share View							
Image: A state of the state								
	<i>a</i>							
← → Y N B > Document Locator > DocLocatorSolutions > Recycle Bin								
22 Doctorsolutions								
Rent 🖈 🐴	FileName /	Description	ObjectType	Path	TableName	UserID	RecDate	DaysToKeep
Beck 🖈	D3AA46780-DEL20170516.pdf		pdf	DocLocatorSolutions\Documents\Motor Vehicles\03AA46\	Documents	alison	5/16/2017 12:3	25
	7 08-30-2017 01-21-37 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:	25
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> 🐔 OneDriv	7 08-30-2017 02-14-18 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:	25
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NA THUR DO	7 08-30-2017 02-46-59 PM-DEL20171031.tif		tif	DocLocatorSolutions\Documents\	Documents	cssadmin	10/31/2017 11:	25
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> Deskti	7 1_94_35_460_943501100003DEL20170828.tif		tif	DocLocatorSolutions\Documents\Real Estate Documents\1\94\35\	Documents	cssadmin	8/28/2017 3:29:	25
, Down	18	18	fod	DocLocatorSolutions\Documents\Real Estate Documents\18\	Documents	cssadmin	8/28/2017 3:29:	25
> E Docur	7 18_97_37_80DEL20170828.tif		tif	DocLocatorSolutions\Documents\Real Estate Documents\18\97\37\	Documents	cssadmin	8/28/2017 3:29:	25
> 🕂 Down	18_97_37_80_973718100002DEL20170828.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.

# "Solutions" Image Services How to Restore a Deleted Document

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

Name /	Ve
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 / Mills Minutes 12345.pdf 212345 (1).pdf			V 1 1 1
🔁 12345 (2)-DE O Google.htm Max F. Elg o	<b>Open</b> Open With	>	1
non ocr pdf	Send	>	1
Postcard Reg	Export	>	2
	Print Print with Black Ice View Check Out Get Latest Version Workflow Create Shared Link Create WebTools Link Show Differences Cut Copy	>	
	History	>	
	Delete		
	Rename		
	Document Notes		
	Collections	>	
	Update Record Policy Update Profile Properties		

### **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.