

SuiteCRM Recycle Bin Lite

User Guide

Recycle Bin Lite

Outright

User Guide:-

1. Go to any module like Account Module.

| ruaine ~ | City ▽ | Billing Country 😌 | Phone 😌 | User 😌 | Email Address | Date Created 🗢 |
|-----------------|--------------|---------------------------------|------------|--------|----------------------|------------------|
| | | | | | | (1-1of 1) |
| / Test Account | Indianapolis | | 9523149111 | admin | test@outrightcrm.com | 03/15/2021 10:39 |
| 🗣 BULKACTION- 🝸 | A Record | d is created in the Account Mod | ule | | | (1-1of 1) |

2. Now delete the test account.

| ACCOUN | TS | | | | | |
|----------------------------|-----------------|----------------------------------|-----------------|--------|----------------------|--------------------|
| Nam | e 🕀 City 🤄 | Billing Country | Phone \varTheta | User 😌 | Email Address | Date Created 🗢 |
| □- Selected:1 | BULK ACTION - | | | | | (1-1 of 1) |
| 🗙 🦯 Test A | ccount Indianap | olis | 9523149111 | admin | test@outrightcrm.com | 03/15/2021 10:39 i |
| O _▼ Selected:1 | BULK ACTION - | | | | | 1-1o(1) |
| | | | | | | |
| Security Groups: N | Mass Update | REMOVE Group:None | | | | |
| | | | | | | |
| © Supercharged by SuiteCRM | | ver response time: 0.29 seconds. | | | | BACK TO TOP |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Delete | Now, we'll delete this recor | rd | | | |

3. As you can see there is no record in the Account Module right now.

| ACCOUNTS | The record is now deleted from the account module |
|--|---|
| | |
| You currently have no records saved. CREATE or Import one now. | |
| Security Groups: Mass Assign ASSIGN REMOVE C | iroup:None- |

4. Go to the admin section and select the Record Restore Manager option.



5. In order to restore the deleted account, you need to click on Record after Plugin Installed option.

| Records BEFORE plugin installed | Click on Records after plugin installed option RECORD RESTORE MANAGER |
|---|---|
| Records after plugin installed View Deleted Summary | You currently have no records saved. CREATE or Import one now. |
| Recently Viewed | Security Groups: Mass Assign ASSIGN REMOVE Group:None |

6. Here click on the restore option.

| Name 🕀 | Module Name 🗢 | Deleted By 🗢 | Deleted By (old) | Date on which deleted $~~$ | Restore | Record Id |
|----------------------|---------------|--------------|------------------|----------------------------|---------|--------------------------------------|
| O- Selected:1 BULK A | CTION- | | | | | 🔣 💽 (1-1of 1) 💽 |
| X / Test Account | Accounts | admin | admin | 03/15/2021 12:19 | Restore | 42735c50-td04-570a-43b2-604t4t158631 |
| O- Selected:1 BULK A | CTION- Y 🔳 | | | | | (1-1of 1) |
| | | | | | | |

7. You can see the total number of restored records.

| | Total restored record were 1 | You can see total number of restored records | |
|---|--|--|---------------|
| 0 | upercharged by SuiteCRM © Powered By SugarCRM @ Server response time: 0.06 seconds | | ВАСК ТО ТОР 🔺 |

8. After that your record will be successfully restored to account module.

| | Name 🔤 | | Billing Country \ominus | Phone 🗢 | User 🕀 | Email Address | Date Created 🗢 |
|----|-----------------------|--------------|--------------------------------|-------------|--------|---------------|------------------|
| 0- | RULICACCIONER 🛛 🝸 🛛 🔳 | 1 | | | | | 💽 💽 (1 - 1 of 1) |
| / | Test Account | Indianapolis | | 9523149111 | admin | | 03/15/2021 12:13 |
| 0- | BULKACCION- Y | The | record is restored back to acc | ount module | | | 💽 💽 (1-1of 1) |

9. Refresh the tracker page to see details of restored record.



10. Here you'll be able to see details like module name, created by, etc.



Note:- Write an email through Gmail/outlook and put that email address in any of (to,cc,bcc) section which you have set up in New group mail Account,then put any email address in (to,cc,body and from) section of email, once email is sent then the whole conversation will get attached in CRM history subpanel.