

SugarCRM Recycle Bin Lite

User Guide

Recycle Bin Lite

Outright

User Guide:-

1. Go to any module like Leads Module.

-	Product Catalog	•	Calendar	👻 Calls	▼ Meetings ▼	Ta	sks 🔻 Notes 👻	Re	eports 👻 Leads 👻	,	Contacts 👻 Accour	nts 👻 Opportunities	▼ Emails ▼	Campai	igns 🔹	- 7
Leads	(2)													C	reate	×
Filter 🔻 🚺	Create Search by fi	rst n	ame, last na	ime										C	▦	0
-	Name	¢	Status	\$	Account Name	¢	Office Phone	¢	Email	¢	User 🔶	Date Modified 🔶	Date Created	\$	¢	F
□ ☆	Test Recycle Bin		New	A record	lie erected is		do modulo		test@gmail.com		outright SYSTEMS	03/23/2021 11:19am	03/23/2021 11:19	am	۲	•
	outright test lead		New	ATECUT	is created in	LEd					outright SYSTEMS	03/23/2021 10:34am	03/23/2021 10:34	am	۲	•

2. Now delete the Test Lead.

Leads	(2)												1	Create
ilter 🔻	Create Search by first	name, l	last name										2	
•	Name 🖨	Statu	us 🗢	Account Name	¢	Office Phone \$	Email	\$	User	¢	Date Modified	Date C	reated 🔶	0
습	Test Recycle Bin	New	i				test@gmail.com		outright SYSTEMS		03/23/2021 11:19am	03/23/	'2021 11:19am	۲
]☆	outright test lead	New	/						outright SYSTEMS		03/23/2021 10:34am	03/23/	Edit	
							Now, we'll de	let	e this record				Delete	

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

Leads (1)				Here yo	u ca	in see the tes	st lea	d is deleted	ł				C	reate
ilter - Create Search by	first n	ame, last name	B										C	⊞ 0
Name		Status		Account Name		Office Phone		Empil		liser	Date Modified	Date Created		~

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

Outright Record Restore Manager Outright Record Restore Manager	Open Record Restore Manager		
Tecord Restore Manager (after PlugIn Installed)	Record Restore Manager(after PlugIn Installed)	Record Restore Manager (BEFORE PlugIn Installed)	Record Restore Manager(BEFORE PlugIn Installed)
Summary	Summary	Configure your filter modules for before plugin install records	Configure your filter modules for before plugin install records
Restoration History	Restoration History		

5. Here you can see the delete record.

Product Catalog • Calendar • Calls • Meetings • Tasks • Notes • Reports •	Leads - Contacts - Accour	nts 🕶 Opportunities 👻 En	ails + Campaigns + Outr	ight_Record_Restore_Manager	S	earch	Q	0	2 -	+
Record Restore Manager										
Name Date on which deleted	My Items	Search Clear Advanced Se	earch							2
Delete *								(1 - 2 of 2	2) 🛞 🗊	
Name 😄	Module Name 👳	Deleted By 👙	Deleted By (old) 😄	Date on which deleted 💠	Restore		Record Id	0		
🛛 🎡 🖉 Test Recycle Bin - This is the Record we deleted	Leads	outright SYSTEMS	outright SYSTEMS	03/23/2021 05:55am	Restore		86e87d7c-8 02e9311bd7	b9b-11eb bb	-8608-	
🗋 🎡 🥝 Mr. Bruce McIntyre	Leads	outright SYSTEMS	outright SYSTEMS	03/23/2021 05:47am	Restore		eb4f2f70-8b 02e9311bd7	98-11eb-a bb	a0fd-	
Delete -								(1 - 2 of 2	2) (5) [5	

6. Go to the admin section and open Summary in new tab.

Outright Record Restore Manager	Once Commence in new teb		
Outright Record Restore Manager	open summary in new tab		
Record Restore Manager (after Plugin Installed)	Record Restore Manager(after PlugIn Installed)	Record Restore Manager (BEFORE Plugin Installed)	Record Restore Manager(BEFORE Plugin Installed)
Summary	Summary	Configure your filter modules for before plugin install records	Configure your filter modules for before plugin install records
Restoration History	Restoration History		

7. You can see the total number of deleted records with date and module-wise total count.

module	Total Count	First Deleted Record	Last Deleted record
al Records 103			
ProductTemplates	0		
Calls	0		
Meetings	0		
Tasks	o Here yo	ou can see total number of deleted records	
Notes	0		
Reports	0		
Leads	1	2021-03-23 05:30:46	2021-03-23 05:30:46
Contacts	0		

8. Go to admin section and open the Restoration History in new tab.



9. Until you perform the Restoration the Tracker will be empty.

۰.	Product Catalog 👻	Calendar 👻	Calls 👻	Meetings +	Tasks 💌	Notes +	Reports *	Leads 👻	Contacts +	Accounts 👻	Opportunities •	Emails *	Campaigns 👻	Targets 👻	Tracker for Recycle Bin	1	Search	Q	0	2 -	+
Tracker	for Recycle Bin	1	Before	Restoration	n Tracker	will be E	mpty														
Name		My Items	Search	Clear Ad	vanced Searc	h														(3
You c	urrently have no	records sa	ved. Cre	ate one no	w.																

10. Go back to Record Restore Manager and Click on the Restore Button.

📚 🕶 Product Catalog 👻 Calendar 💌 Calls 👻 Meetings 👻 Tasks 👻 Notes 👻 Reports 👻 Lea	ds 👻 Contacts 👻 Accour	nts 👻 Opportunities 💌 Emails		Outright_Record_Restore_Manager	I.	Search	Q	0	2 -	t
Record Restore Manager										
Name Module Name Date on which deleted	My Items	Search Clear Advanced Search	i						3	
Delete V				Click on 1	the Restore	Button	(icic) (1 - 2 of 2	0 (S) (D)	Ì
Name ©	Module Name 🛛 🔅	Deleted By	Deleted By (old)	Date on which deleted	Restore		Record Id (R)		
🛃 🎡 🥝 Test Recycle Bin	Leads	outright SYSTEMS	outright SYSTEMS	03/23/2021 05:55am	Restore		86e87d7c-8b 02e9311bd7b	9b-11eb- b	8f08-	
🗋 🎡 🥝 Mr. Bruce McIntyre	Leads	outright SYSTEMS	outright SYSTEMS	03/23/2021 05:47am	Restore		eb4f2f70-8b9 02e9311bd7b	8-11eb-a b	Ofd-	
Delete *								1 - 2 of 2	9 (S II)	

11. In the Summary tab, you can see the number of Restored Records.

	Product Catalog 🔻 Calendar 🖛 Calls 👻 Meetings 🖛 Tasks 🖛 Notes 👻 Reports 👻 Leads 🛩 Contact	s 🔹 Accounts 👻 Opportunities 👻	Emails - Campaigns -	Outright_Record_Restore_Manager	ı	Search	۹ (0	2 -
17	Forecasts	0							
18	Contracts	0							
19	Documents	0							
20	Cases	0							
21	Project	0							
22	Bugs	0		and the second					
24	DataPrivacy	0	Total count of Res	tored Records					
25	Tags	0							
26	KBContents	0							
27	outr_Outright_Record_Restore_Manager	1	2021-03-23 05:04:32		2021-03-23 05:5	5:22			
28	outr_product_logger	0							
29	outr_outr_licence	0							

12. After the Restoration, you can see the detail like date, name, and description of deleted Records in tracker.

📚 👻 Product Catalog 💌 Calendar 💌 Calls 💌 Meetings 💌 Tasks 💌 Notes 💌 Reports 💌 Leads 🔹	 Contacts - Accounts 	 Opportunities - Emails - 	Campaigns + Targets +	Tracker for Recycle Bin	I Search	a 💿 🤶 - +
1 record(s) were deleted successfully.						
Tracker for Recycle Bin						
Name My Items and Advanced Fareh						(2)
Search Clear Advanced search						102
Delete -						(ic 🔇 (1 - 1 of 1) 🛞 📺
Name 🔋	Description	Created By ©	Date Created 🖕	Modified By Name 🛛	Date Modified	Assigned to
A Control Contro Control Control Control Control Control Control Control Contr	Module was Leads	outright SYSTEMS	03/23/2021 05:59am	outright SYSTEMS	03/23/2021 05:59am	
Here, you'll see the name and other d	etails of Restored Rec	ord				(IC (1 - 1 of 1) (5) 33)

13. In the Leads Module, you can clearly see the test Lead is Restored Successfully.

•	Product Catalog	•	Calendar	▼ Calls	 Meetings 	Ta	sks 🔻 Notes	▼ R	eports 💌	Leads 🔻	Contacts 💌	Accour	its 💌 Opportuniti	es 💌	• Emails • (Campa	igns r	r T
Leads	(2)															C	reate	»
Filter *	Create Search by fir	rst na	me, last nar	ne												C		0
-	Name	¢	Status	\$	Account Name	¢	Office Phone	\$	Email	\$	User	\$	Date Modified	\$	Date Created	¢	0	ŀ
	Test Recycle Bin]_	New	The t	est lead has	been	restored su	ccess	fully		outright SYST	EMS	03/23/2021 11:25ar	n	03/23/2021 11:19	am	۲	•
	outright test lead		New								outright SYS1	EMS	03/23/2021 10:34ar	n	03/23/2021 10:34	am	۲	•