Recycle Bin

Move to Recycle Bin

Location: Content > Pages > hover > File > Move to Recycle

Moving a file to the recycle bin effectively removes the content from being accessible for use as it requires a level 9 or level 10 administrator to restore content. When a file is moved to the recycle bin, derivatives on the production server or any publish targets are subsequently permanently deleted. If content is restored from the recycle bin, it must be republished to make the content available on the web site again

If the recycle bin is not configured for a site, then files can only be permanently deleted rather than being moved to the trash. Files in workflow cannot not be immediately recycled; that is, if a page is locked by a user or pending approval by another user, the administrator needs to check in a page that is locked by another user before it can be recycled.

Permissions

The ability to move content to the recycle bin can be enabled by an administrator for user levels 1 through 7. Level 8 users have the inherent ability. If assigned or if a level 8, users can only recycle content to which they are assigned access rights.

If a site is not employing the recycle functionality, for more information about deleting see:

Deleting Files and Directories

For more information about setting up a recycle bin see:

Recycle Bin Configuration

Moving a File to the Recycle Bin

1. From the **Content > Pages** view, hover over the menu bar for a file and from the **File** menu choose **Move to Recycle Bin**.

Alternatively, one or more files can be selected by clicking the adjacent checkbox, and **Move to Recycle Bin** is made available.

2. The resulting dialog warns that the selected file and any derivatives on production will be deleted. Also, if the content to be deleted is linked to from another page, then a warning is provided about the broken link and the page it will be on is noted.
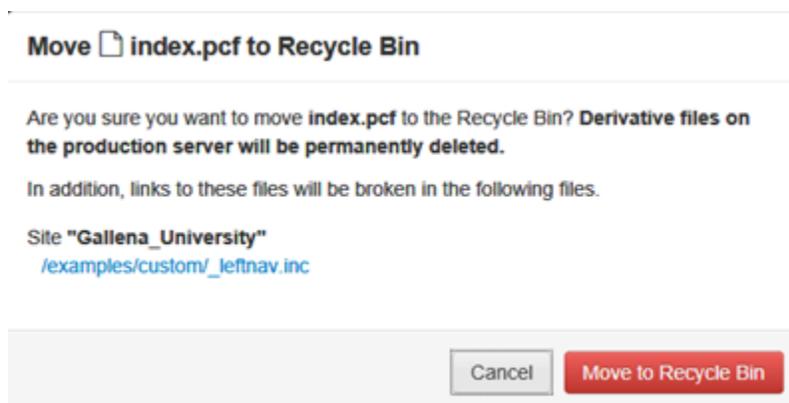
Likewise, a file can also be solely deleted from the production server or other publish target by navigating to the Production button or selecting a publish target, and deleting it. The recycle bin functionality does not extend to these servers. Once a file is deleted from the production server or publish target, it cannot be restored. It can be re-published from the main file on the staging server with any routine form of publishing, such as publish, site publish, directory publish, or scheduled publish.

3. Click **Move to Recycle Bin**. The files are moved to the trash.

Note that a page or file checked out to another user or that has been scheduled for an action by another cannot be moved to the recycle bin.

MultiFile Recycle

Multiple files can be recycled with the same action by selecting the the checkbox in the header row of a list or each checkbox adjacent to the file name and clicking Move to Recycle Bin. Note that when performing a multi-object selection that includes directories, only Delete is available

as directories cannot be recycled. Using a multifile section can be useful to simulate a directory recycle, as in this manner, all files within a directory can be selected for moving to the recycle bin, which will then allow the files to be restored, if necessary.

Note when selecting multiple files and a page or file checked out to another user or that has been scheduled for an action by another is included in the selection, Move to Recycle Bin is not available as it is not possible to recycle those pages.

The resulting dialog enumerates how many files will be moved to the trash and warns that derivative files on production will be deleted.

Directories

Directories cannot be recycled on staging or on a production server. Directories that are deleted are permanently deleted. The multiple file recycle function can be used to simulate a directory recycle. Select all files within a directory with the checkbox located above the view of the folder structure and click the recycle bin icon in the same area to recycle the files. Then the directory can be deleted. Recycling files within a directory in this method allows the files to be individually restored if needed.

To delete the directory from the **Content > Pages** view, hover over the menu bar for the directory and from the **File** menu choose **Delete**.

Alternatively, a directory can be selected by clicking the adjacent checkbox, and **Delete** is made available.

UT Tyler Support

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu