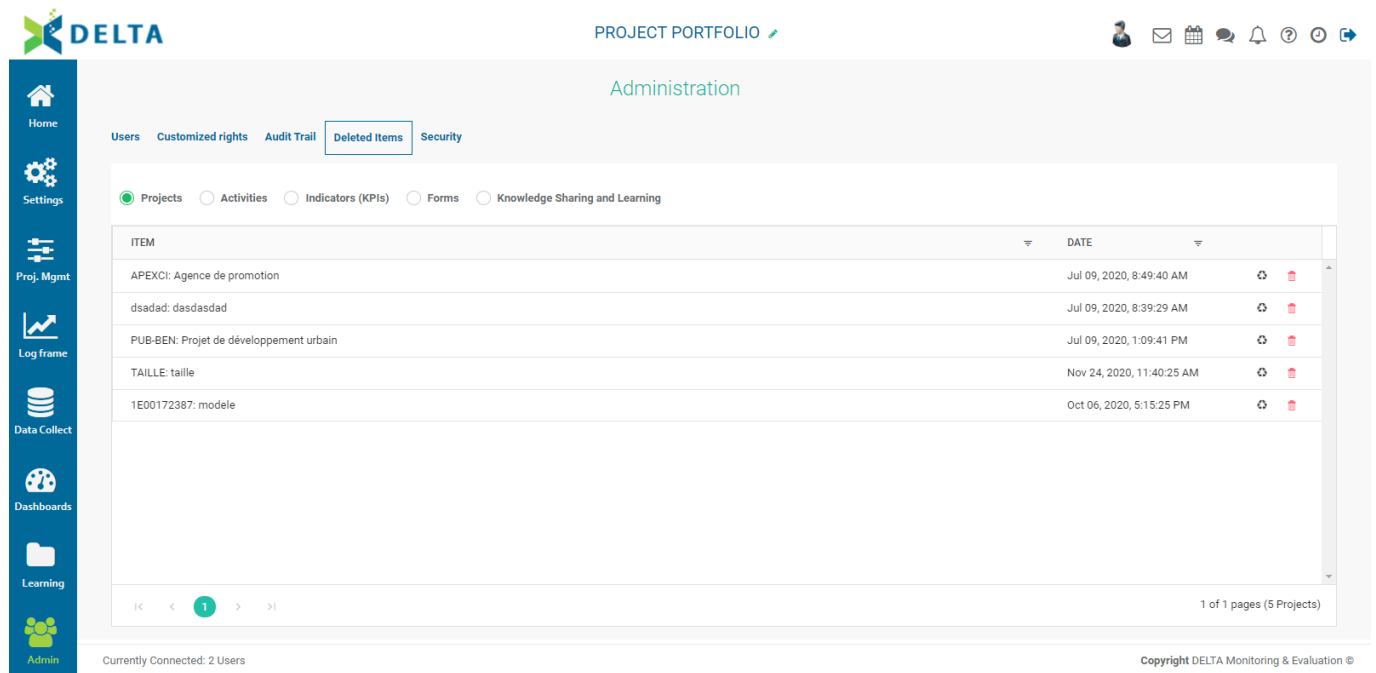


Administration Module

Admin Module: Deleted Items

The **Deleted Items** page lists recently deleted items and allows the user to recover information.



The screenshot shows the Delta Administration Module interface. The top navigation bar includes 'PROJECT PORTFOLIO' and user icons. The left sidebar contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area is titled 'Administration' and has tabs for 'Users', 'Customized rights', 'Audit Trail', 'Deleted Items' (selected), and 'Security'. Below the tabs, there are radio buttons for selecting the type of information to recover: Projects (selected), Activities, Indicators (KPIs), Forms, and Knowledge Sharing and Learning. A table lists deleted items with columns for ITEM, DATE, and action icons. The first row is highlighted, and the Recycle icon is circled in red. The table shows five items: APEXCI: Agence de promotion, dsadad: dasdasdad, PUB-BEN: Projet de développement urbain, TAILLE: taille, and 1E00172387: modele. The bottom of the page shows 'Currently Connected: 2 Users' and 'Copyright DELTA Monitoring & Evaluation ©'.

ITEM	DATE	
APEXCI: Agence de promotion	Jul 09, 2020, 8:49:40 AM	 
dsadad: dasdasdad	Jul 09, 2020, 8:39:29 AM	 
PUB-BEN: Projet de développement urbain	Jul 09, 2020, 1:09:41 PM	 
TAILLE: taille	Nov 24, 2020, 11:40:25 AM	 
1E00172387: modele	Oct 06, 2020, 5:15:25 PM	 

Five categories are available: Projects, Activities, Indicators, Forms, and Knowledge Sharing and Learning. Select the type of information you want to recover, find the desired item in the list, and click the **Recycle** icon in the item's toolbar to restore it.



You'll be asked to confirm the restore. Click Yes, then verify in the appropriate module that the deleted item has been restored.

To completely **delete** an item from the list, click its Trash icon and confirm the deletion.

IMPORTANT: this action **cannot** be undone.

NOTE: the system does **not** track every item that's deleted. The Deleted Items functionality should only be used as a backstop. Contact Technical Services if you cannot retrieve something you deleted.

Previous: [Admin Module: Audit Trail](#) | Next: [Admin Module: Security](#)

Unique solution ID: #1029

Author: n/a

Last update: 2023-07-01 21:17