

# Document/Folder Recovery

When documents and folders are deleted by users, they are stored in a recovery page where they can either be permanently deleted or recovered.

## Permanently Delete Documents

1. Go to Admin > Recovery > Documents from the PinPoint menu on the left side.
2. Select the documents you want to permanently delete.
3. Click the delete button above the documents list under the Actions
4. Click Yes to confirm.

## Recover Documents

1. Go to Admin > Recovery > Documents from the PinPoint menu on the left side.
2. Select the documents you want to recover.
3. Click the recover button above the documents list under the Actions
4. Click Yes to confirm.

## Permanently Delete Folders

1. Go to Admin > Recovery > Folders from the PinPoint menu on the left side.
2. Select the Cabinet the folders belong to.
3. Select all folders you want to permanently delete.
4. Click the delete button below the folder list at the bottom left of the page.
5. Click Yes to confirm.

## Recover Folders

1. Go to Admin > Recovery > Folders from the PinPoint menu on the left side.
2. Select the Cabinet the folders belong to.
3. Select all folders you want to recover.
4. Click the recover button below the folder list at the bottom left of the page.
5. Click Yes to confirm.