GCdocs16

Working with documents and items

How to recover deleted items

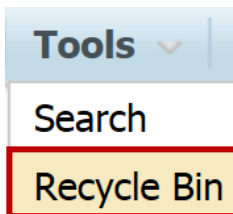📁🌐 **Classic View**

Recovering deleted items

Note: The function to restore an item or document only applies if the **Recycle Bin** feature has been activated during the GCdocs installation. Should the feature not be activated, you will need to contact the GCdocs system administrator.
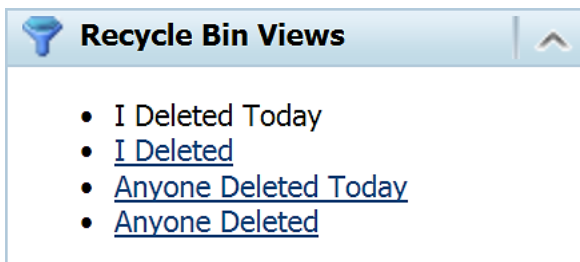
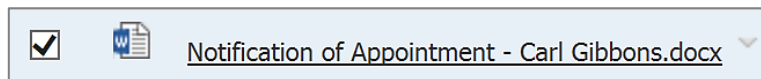1. Select **Tools** from the **Global Menu bar**

   | Enterprise ⌄ | Personal ⌄ | Tools ⌄ | My Account ⌄ |

2. Select **Recycle Bin**

   Tools ⌄

   Search

   Recycle Bin

3. Select the required recycle bin view

   Recycle Bin Views ⌃
   - I Deleted Today
   - I Deleted
   - Anyone Deleted Today
   - Anyone Deleted

4. Add a check mark in the selection box of the document

   ☑ 📄 Notification of Appointment - Carl Gibbons.docx ⌄

5. Select **Restore**   🗄 Restore