

Log and Trash bin

Trash bin

The trash bin is a feature that will let you recover deleted files. To open the trash bin go to Database->Trash bin, in there you will see all deleted documents.

To recover a document just select it and click on 'Recover'. You will also be able to fully delete a document, to do so click on "Fully delete".

Documents' Log

The log of each document will show you when a document was created, modified, printed and even deleted, will let you retrieve older version of the documents and if security is enabled it will show you who did each action.

To open a document's log first open the document and then click on the "Log" button from the tools bar, a new screen will be opened with a table with the log. To open an older version of the document select the version and click on "Open".

Note that to see the log of a deleted file that it is still in the trash bin you will have to recover it. When doing so you will be able to see in the log who deleted the file if security is enabled.