# G-Link Recycle Bin User Guide

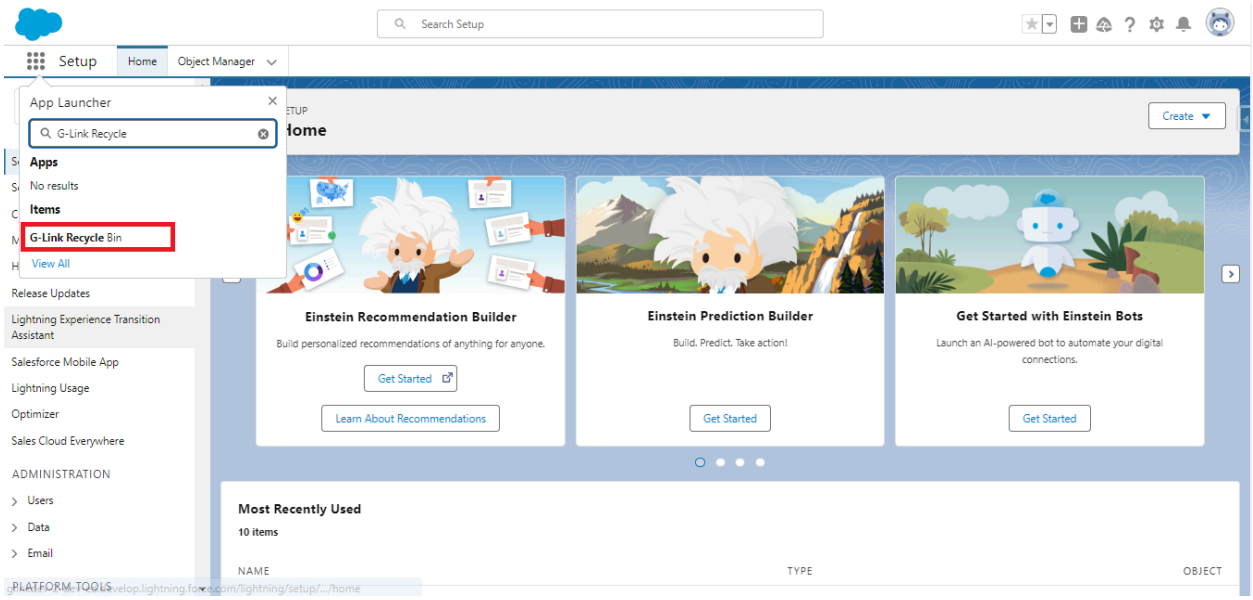
## Introduction

This guide is for G-Link Recycle Bin. This user guide simplifies the process for how to restore the deleted G files and delete G-files permanently from the salesforce database and Google Drive.

## Functionality Overview

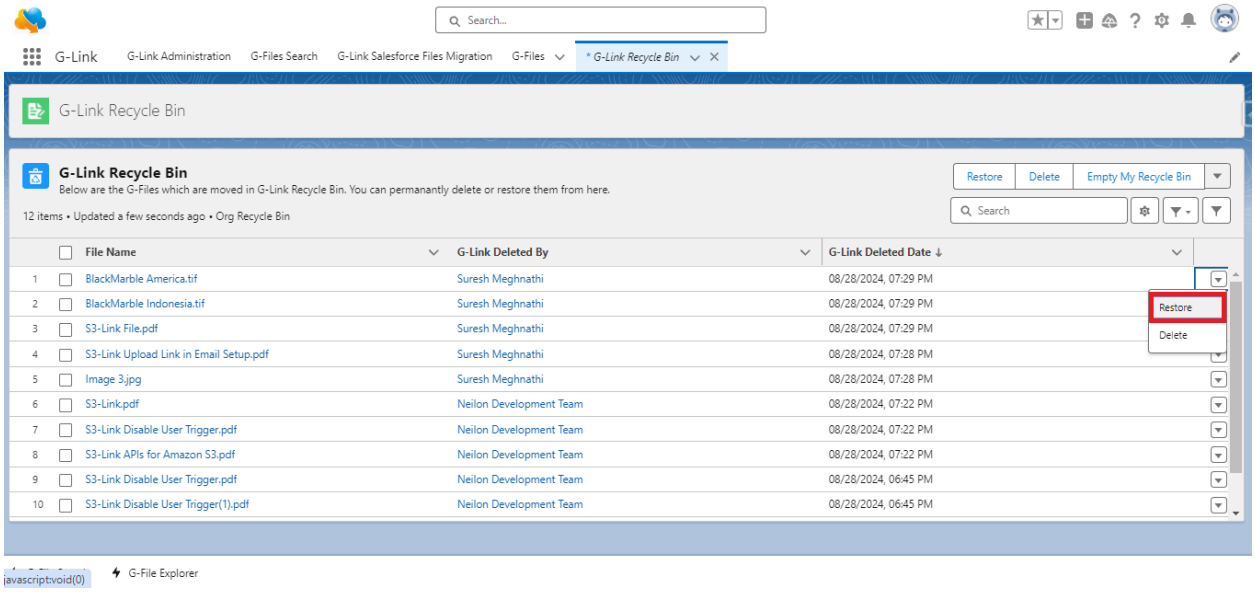
- ### Navigate to G-Link Recycle Bin

  Click on app launcher then Search for G-Link Recycle Bin Click the G-Link Recycle Bin



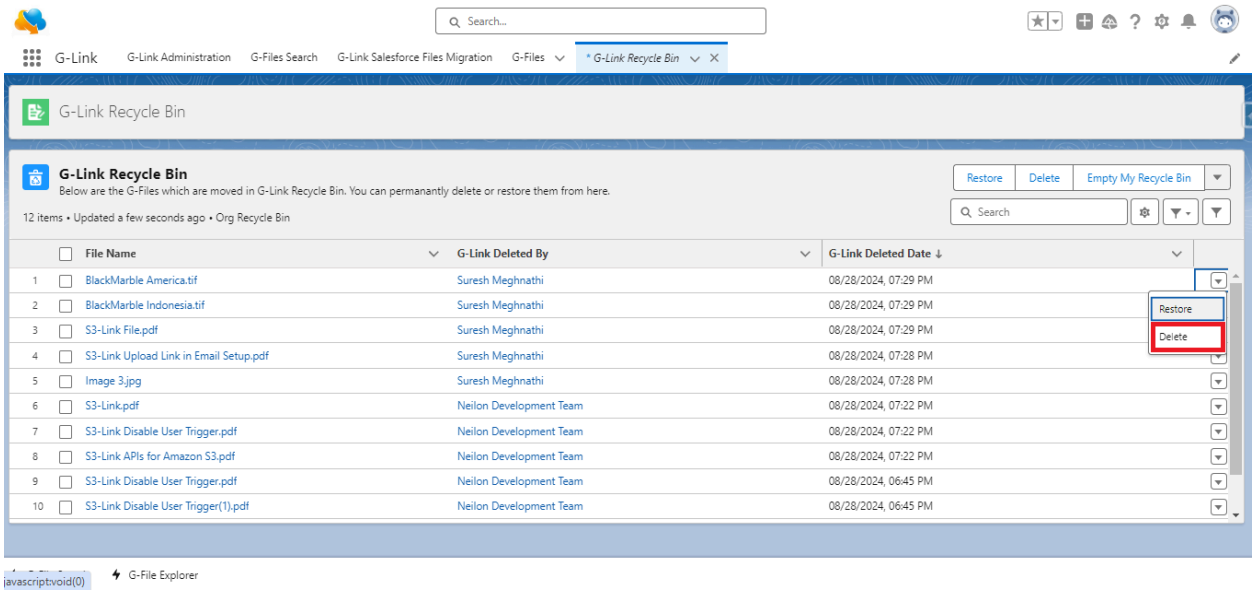

- ### Restore Single GFiles

  Click on the action menu in the G-files data table then click on the **Restore** button. After clicking on the Restore button then the success message will display “The files have been restored from the recycle bin”. G-Link recycle bin file will not display in the G-Link Recycle Bin data table and it will be shown in the G-Files.




- ## Delete Single G-File

Click on the action menu in the G files data table then click on the **Delete** button. After clicking on the Delete button then the success message will display “The files have been removed from the recycle bin”. The G-Link recycle bin file will not display in the G-Link Recycle Bin data table, it will be permanently removed from the Salesforce database and Google Drive.

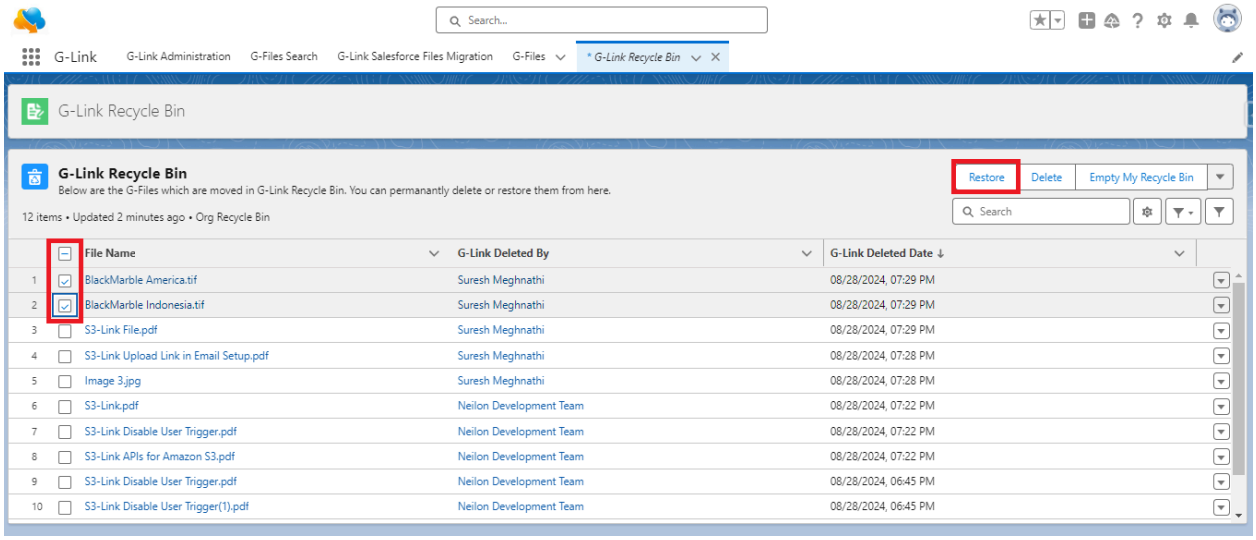



- ## Restore Multiple G Files

Select a few files in the G-Link Recycle Bin data table Now Click on the **Restore** button on the top. After clicking on the Restore button then the success message will display “The files have

been restored from the recycle bin". G-Link recycle bin files will not display in the G-Link Recycle Bin data table and it will be shown in the G-Files.

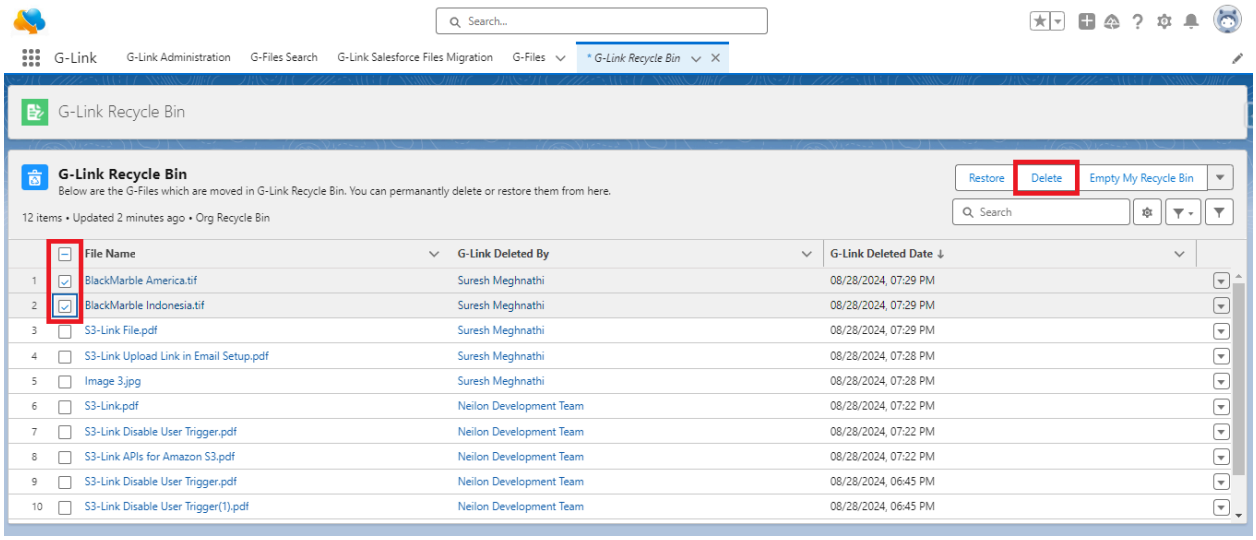
If the user selects more than one 200 files then . After clicking on the Restore button then the success message will display "The job has been started to restore files from the recycle bin."




- ## Delete Multiple G-Files

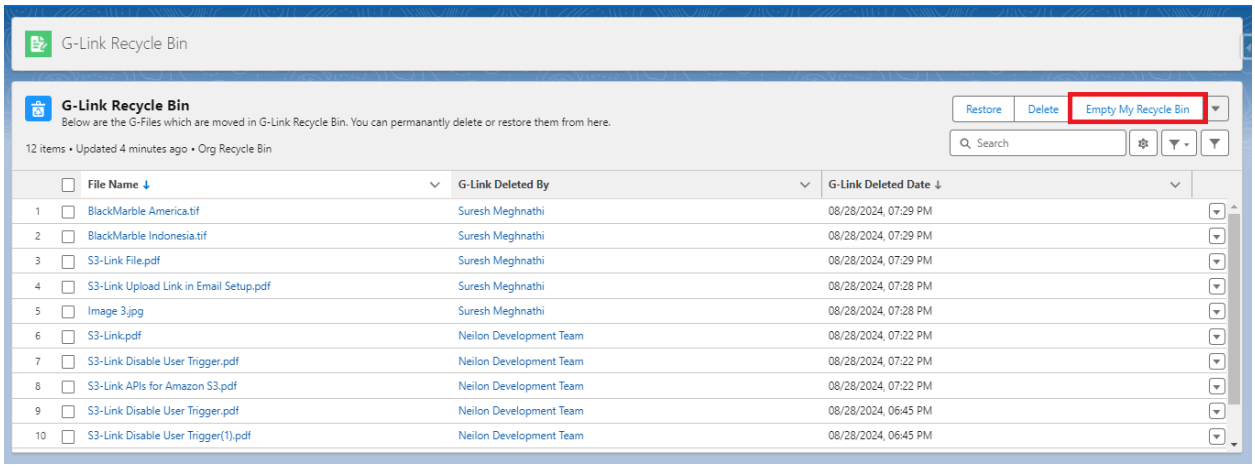
Select a few files in the G-Link Recycle Bin data table Now Click on the **Delete** button on the top. After clicking on the Delete button then the success message will display "The files have been removed from the recycle bin". G-Link recycle bin files will not display in the G-Link Recycle Bin data table, it will be permanently removed from the Salesforce database and Google Drive.

If the user selects more than one 50 files then. After clicking on the Delete button then the success message will display "The files have been removed from the recycle bin."



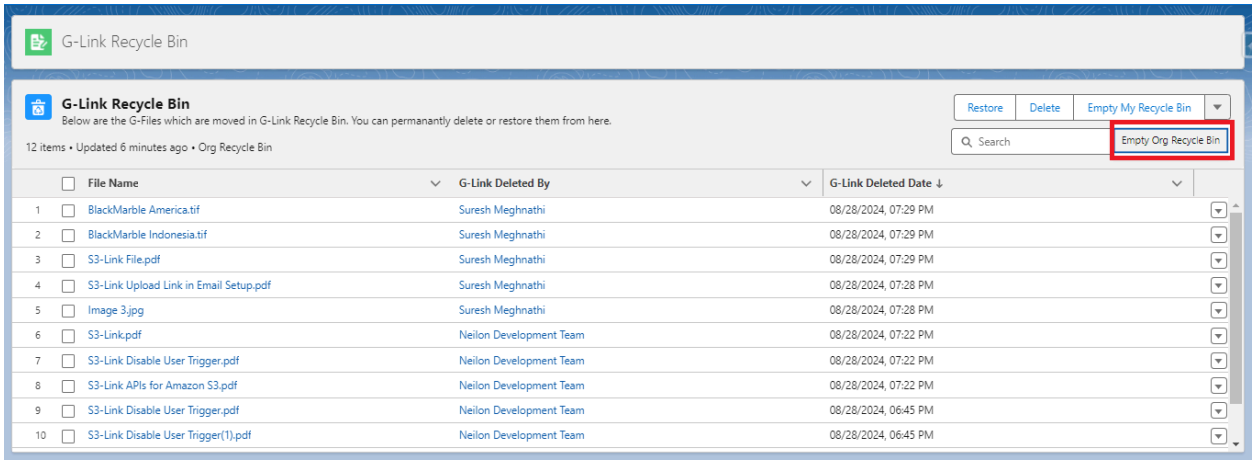

- ## Empty My Recycle Bin

Click on the **Empty My Recycle Bin** button on the top. After clicking on the Empty My Recycle Bin button then the success message will display “The job has been started to remove files from the recycle bin”. All current user G-Link recycle bin files will not display in the G-Link Recycle Bin data table, it will be permanently removed from the Salesforce database and Google Drive.



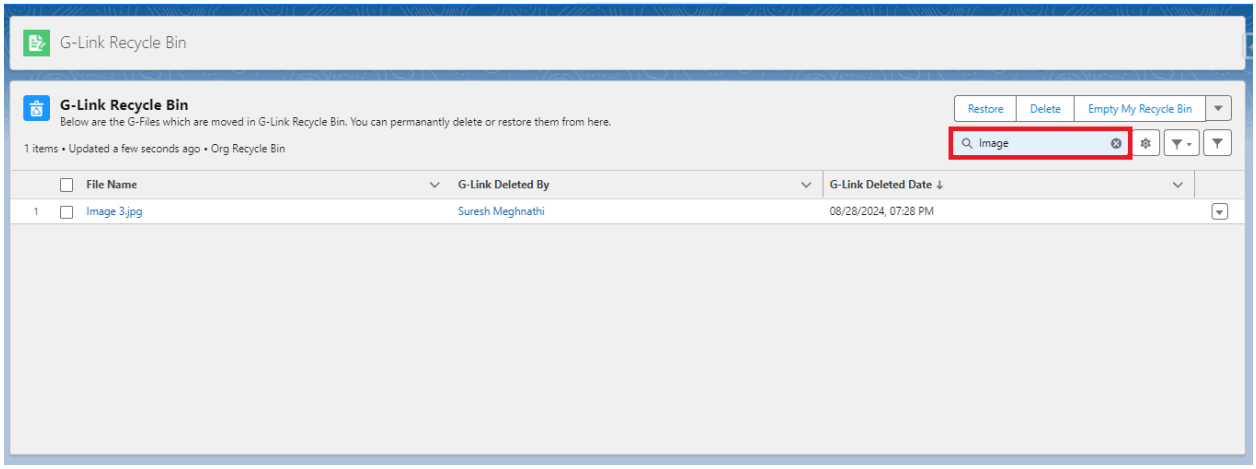

- ## Empty Org Recycle Bin

Click on the **Empty Org Recycle** button on the top. After clicking on the Empty My Recycle Bin button then the success message will display “The job has been started to remove files from the recycle bin”. All Salesforce database G-Link recycle bin files will not display in the G-Link Recycle Bin data table, it will be permanently removed from the Salesforce database and Google Drive.



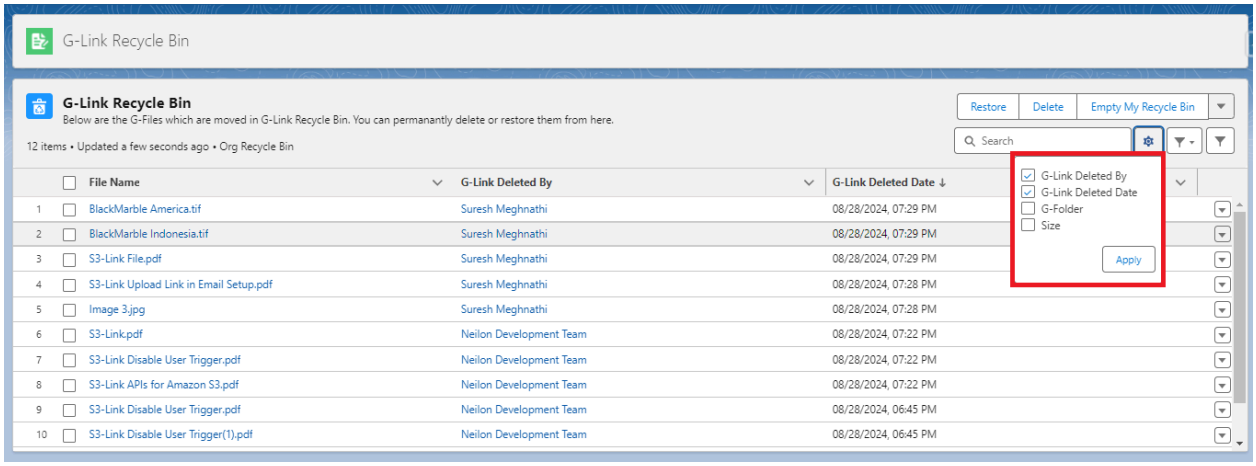

- ## Search Recycle Bin G-Files

Users can search the recycle bin files based on the file name. On the search box we have to give our file name and then click on the enter button, Matching files display  in the data table.




- ## Configure G-Link Recycle Bin Data Table Columns

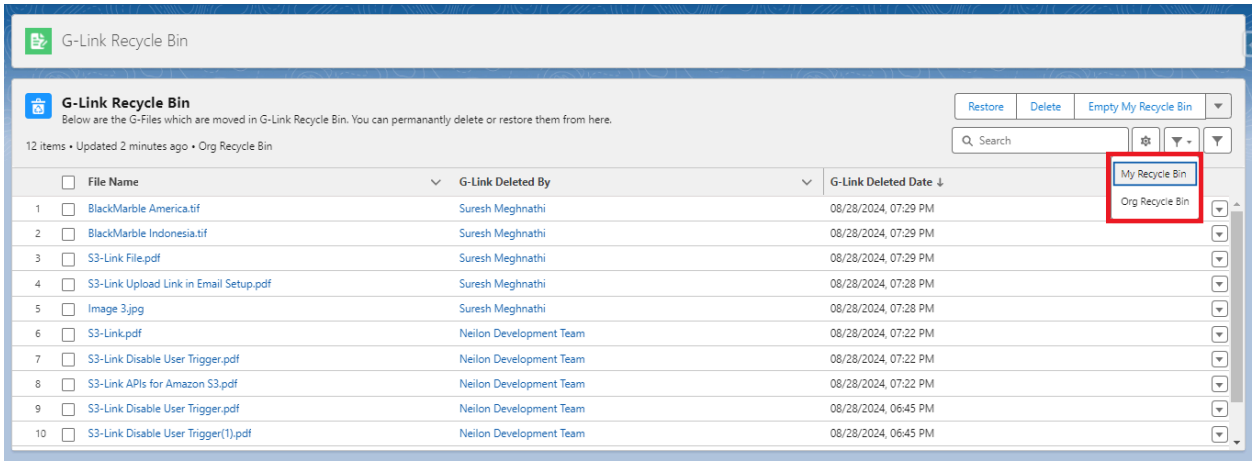
Users are able to configure the G-Link Recycle bin data table columns. Click on the setting icon, it will display the available column, and the user will be able to select and click the apply button.




- ## Filter G-Link Recycle Bin Data (My Recycle Bin Or Org Recycle Bin)

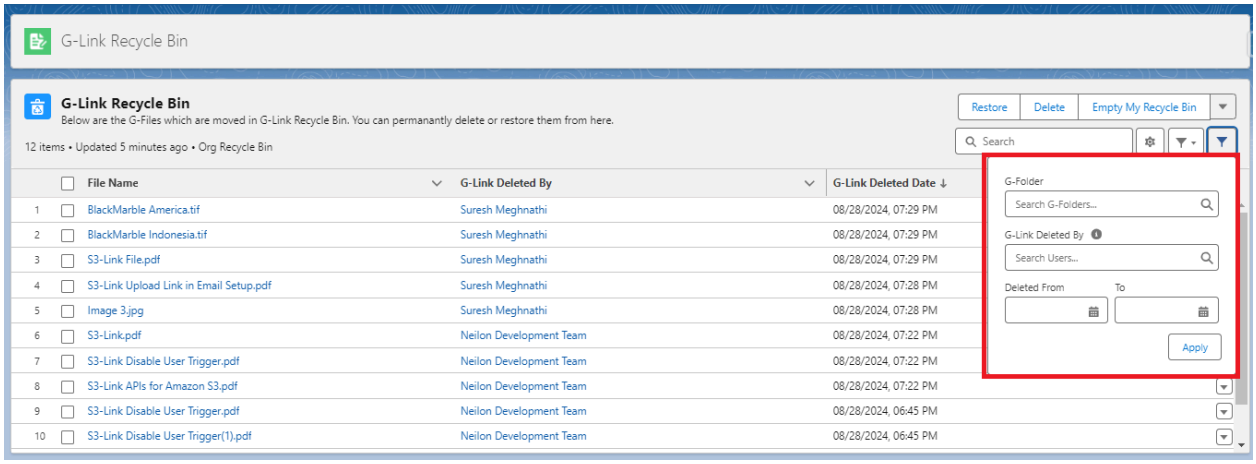
To see the only current user G-Link Recycle Bin Data then click on the **My Recycle Bin** button on the top.

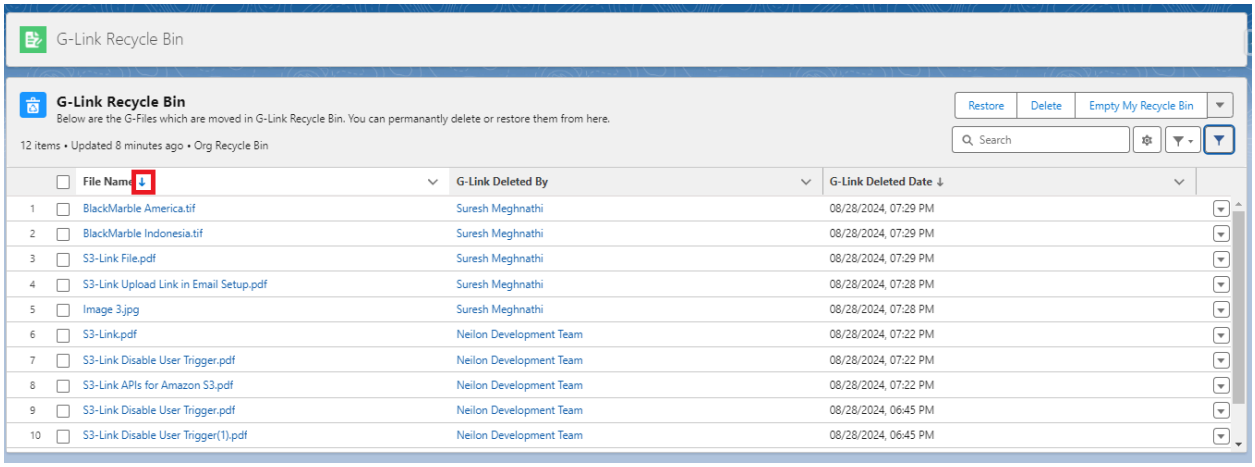
To see all  G-Link Recycle Bin Data then click on the **Org Recycle Bin.** button on the top.




- ## Filter G-Link Recycle Bin Data (Folder Name, Deleted By And Date)

Users are able to filter the data based on folder name, deleted by and  date range.




- ## Sort G-Link Recycle Bin Data

Users are able to sort the data based on clicking on the column.