

Recycle Bin

The Recycle Bin stores any pages or folders that have been deleted from the site. From here they can be restored or permanently deleted.

Only the Global Office Super User and those that have been given 'Master Access' will be able to access the Recycle Bin.

It is recommended that the recycle bin is emptied periodically to prevent a build up of old unwanted pages and folders.

NOTE : when a folder / page is deleted from the recycle bin it cannot be restored