

Document Attachment File Recovery - DA5001

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District Administration > Utilities > Document Attachment File Recovery

This page is used to search for and recover deleted Document Attachment files.

Recover deleted document attachment records:

Use the following fields to narrow your search:

Field	Description
Application Type	Click ⌄ to select the system type (e.g., Business, Student, etc.).
Application	Click ⌄ to select the application (e.g., Accounts Receivable, Finance, etc.) from which the uploaded document was deleted.
Folder	Click ⌄ to select from a list of available folders based on the selected Application Type and Application.
Document Type	Click ⌄ to select the document type category under which the document was stored. The drop-down list displays document types based on the selected Application and Folder.
School Year	Click ⌄ to select the school year in which the document was deleted.
Delete User	Click ⌄ to select the user who deleted the file. The drop-down list displays users according to the selected Application.
Delete Date From	Select a date from the calendar to indicate the date from which you want to retrieve deleted documents.
Delete Date To	Select a date from the calendar to which you want to retrieve deleted documents. The **Delete Date From** and **Delete Date To** fields work independently from the other search fields.

Note: You can view and manage a user's Document Attachment access on the Manage Users > Edit User page in Security Administration.

❑ Click **Search**. The **Search Criteria File Count** field displays the number of retrieved records based on your search criteria.

Under **Search Results**, a list of retrieved deleted documents matching the search criteria is displayed:

- Select the checkbox next to the documents to be restored.
- The **Recover Files** button at the top of the page is enabled. Click **Recover Files** to restore the selected files to the originally stored location (i.e., system type, application, and folder). A

message is displayed prompting you to continue.

- Click **OK** to continue. A message is displayed at the top of the page indicating a successful file recovery. The recovered document is restored to the original Document Attachment application type, application, and folder location.
- Click **Cancel** to return to the Document Attachment File Recovery page.

Other functions and features:

Reset	Click to clear the page search parameters.