

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, Human Resources, 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 check box 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 original 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.