



ASCENDER GUIDES



# Document Attachment File Recovery - DA5001



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# Document Attachment File Recovery - DA5001

## 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
<b>Application Type</b>	Click  to select the system type (e.g., Business, Student, etc.).
<b>Application</b>	Click  to select the application (e.g., Accounts Receivable, Human Resources, etc.) from which the uploaded document was deleted.
<b>Folder</b>	Click  to select from a list of available folders based on the selected Application Type and Application.
<b>Document Type</b>	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.
<b>School Year</b>	Click  to select the school year in which the document was deleted.
<b>Delete User</b>	Click  to select the user who deleted the file. The drop-down list displays users according to the selected Application.
<b>Delete Date From</b>	Select a date from the calendar to indicate the date from which you want to retrieve deleted documents.
<b>Delete Date To</b>	Select a date from the calendar to which you want to retrieve deleted documents. The <b>Delete Date From</b> and <b>Delete Date To</b> 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 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:**

<b>Reset</b>	Click to clear the page search parameters.
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