


# 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. |


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