



Using the Recycle Bin

If you open a document that is no longer needed, you may send it to the Recycle Bin. A document will remain in the Recycle Bin for thirty days, during which time you may remove it if it has been placed there in error. After thirty days the document will be moved automatically to the UMBSR Recycle Approval queue. Staff members with appropriate access to this queue may then route forward the document either to be deleted or to be kept in the Document Repository.

Send a Document to the Recycle Bin

1. Starting in ImageNow Explorer, open the document you wish to send to the Recycle Bin.
2. In the document window click on the Workflow menu at the top of the document, then click on Add to Workflow. The Add to Workflow dialog box will appear.
3. In the Add to Workflow dialog box, select the queue UMBSR Recycle Bin.
4. Click Add.
5. Close the document window. The document will now be in the UMBSR Recycle Bin queue.

Remove a document from the Recycle Bin

1. In ImageNow Explorer, click on the + to expand Workflow, then click on the + to expand UMBSR.
2. Click on the UMBSR Recycle Bin queue. Documents currently in the queue will be listed in the grid on the right.
3. Double-click on the document you want to remove from the Recycle Bin. The document will open in its own window.
4. Click on Workflow at the top of the document window, then click on Archive.
5. You will see the following message: "Do you want to archive the following workflow items? Doing so removes them from workflow but saves the workflow history."
6. Click Yes.
7. The document will be returned to the Document Repository.

Delete a Document in the Recycle Bin

✓Special security access is required for this function.

After a document has been in the Recycle Bin for thirty days, it will be moved to the UMBSR Recycle Approval queue. Staff members who have access to this queue may **at any time** permanently delete the document or return it to the Document Repository.

1. In ImageNow Explorer, click on the + to expand Workflow, then click on the + to expand UMBSR.
2. Click on UMBSR Recycle Approval. Documents in this queue will be listed in the grid on the right.
3. Use one of the following methods:

4. Delete or keep a single document in the grid:
5. Right-click on a document, click on Workflow, then click on Route Forward. The Route Forward dialog box will appear.
6. Click on either UMBSR Delete Documents or UMBSR Keep Documents.
7. Click on Route.
8. Delete or keep more than one document in the grid:
 - a. Hold down the CTRL key and click on as many documents as you wish to delete.
 - b. Right-click on the grid, click on Workflow, then click on Route Forward. The Route Forward dialog box will appear.
 - c. Click on either UMBSR Delete Documents or UMBSR Keep Documents.
 - d. Click on Route.
9. Delete or keep a document open in its own window:
 - a. Click on Workflow at the top of the document, then click on Route Forward. The Route Forward dialog box will appear.
 - b. Click on either UMBSR Delete Documents or UMBSR Keep Documents.
 - c. Click on Route.