



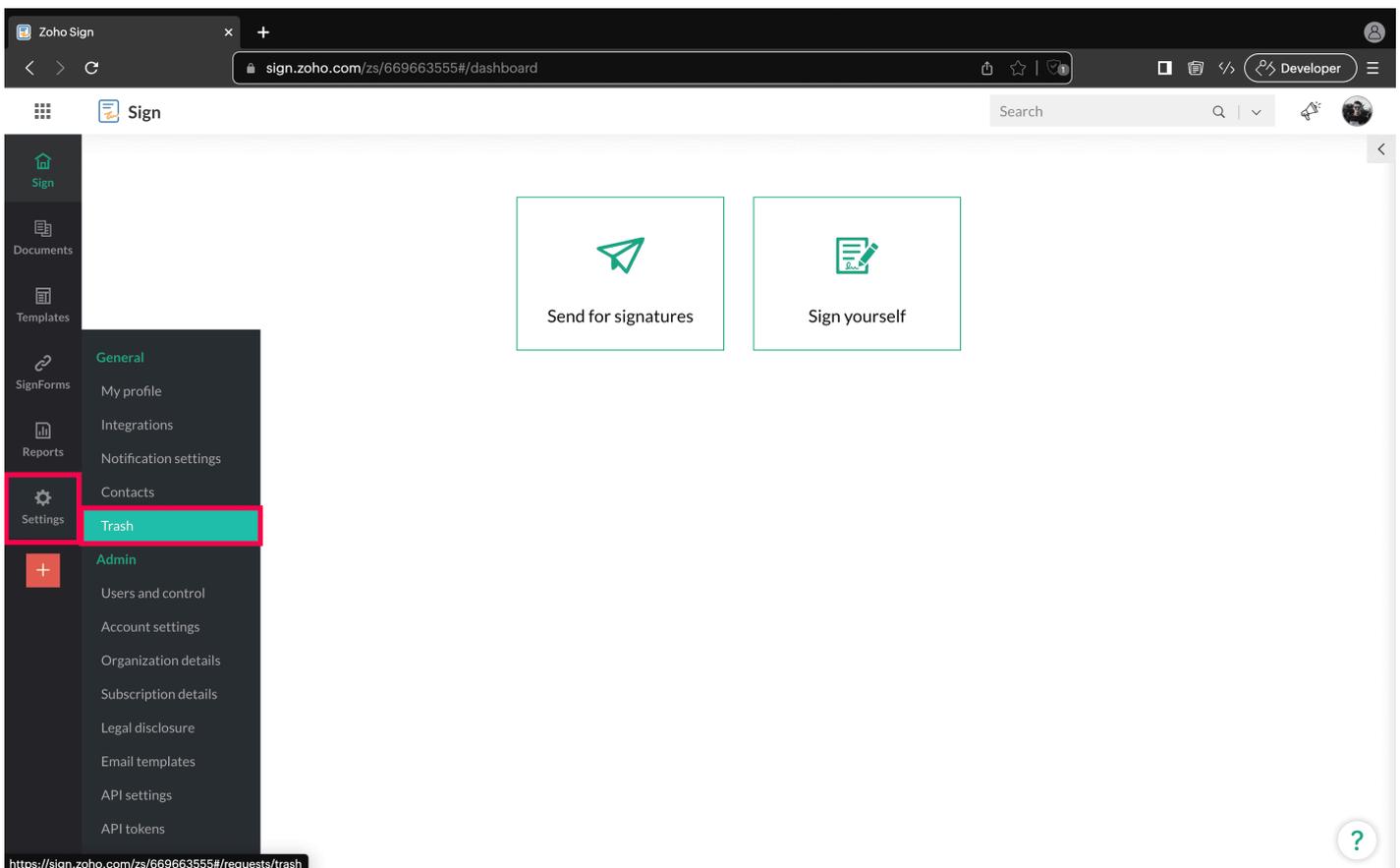
Trash

This section consists of all the deleted documents with associate details similar to the list view of documents section.

- Filter trash items
- Manage deleted items

Filter trash items

1. Go to **Settings** in the left navigation panel on your dashboard.
2. Select **Trash** under *General* from the dropdown menu.



3. Filter your search for documents, SignForms, or templates by their name, the name of the owner, or the name of the folder by clicking the **Filter** button in the top-right corner.

<input type="checkbox"/>	DOCUMENT NAME	FOLDER NAME	OWNER	RECIPIENTS	SIGNFORM NAME	TEMPLATES USED	STATUS	DELETED
<input type="checkbox"/>	CheckNDA.pdf	-	John Martin	dave.smith@securesi...	-	-	DRAFT	Feb 22, 20
<input type="checkbox"/>	CheckNDA.pdf	-	John Martin	-	-	-	DRAFT	Feb 22, 20
<input type="checkbox"/>	Sample Contract	-	Vage	vage@securesign24x...	-	-	RECALLED	Jan 22, 20
<input type="checkbox"/>	Testing.xlsx	-	Vage	-	-	-	DRAFT	Jan 08, 20
<input type="checkbox"/>	#94010498-pdf-not-uploa...	-	Vage	vage@securesign24x...	-	-	DRAFT	Jan 08, 20
<input type="checkbox"/>	Basic-Non-Disclosure-Agr...	-	John Martin	john.martin@securesi...	-	-	COMPLETED	Jan 05, 20
<input type="checkbox"/>	Basic-Non-Disclosure-Agr...	-	John Martin	john.martin@securesi...	-	-	COMPLETED	Jan 03, 20
<input type="checkbox"/>	Basic-Non-Disclosure-Agr...	-	John Martin	john.martin@securesi...	-	-	DRAFT	Jan 03, 20
<input type="checkbox"/>	Basic-Non-Disclosure-Agr...	-	John Martin	john.martin@securesi...	-	-	DRAFT	Jan 03, 20
<input type="checkbox"/>	NDA	-	John Martin	-	-	-	DRAFT	Dec 19, 20

4. Select the category from the dropdown menu at the top-right corner.

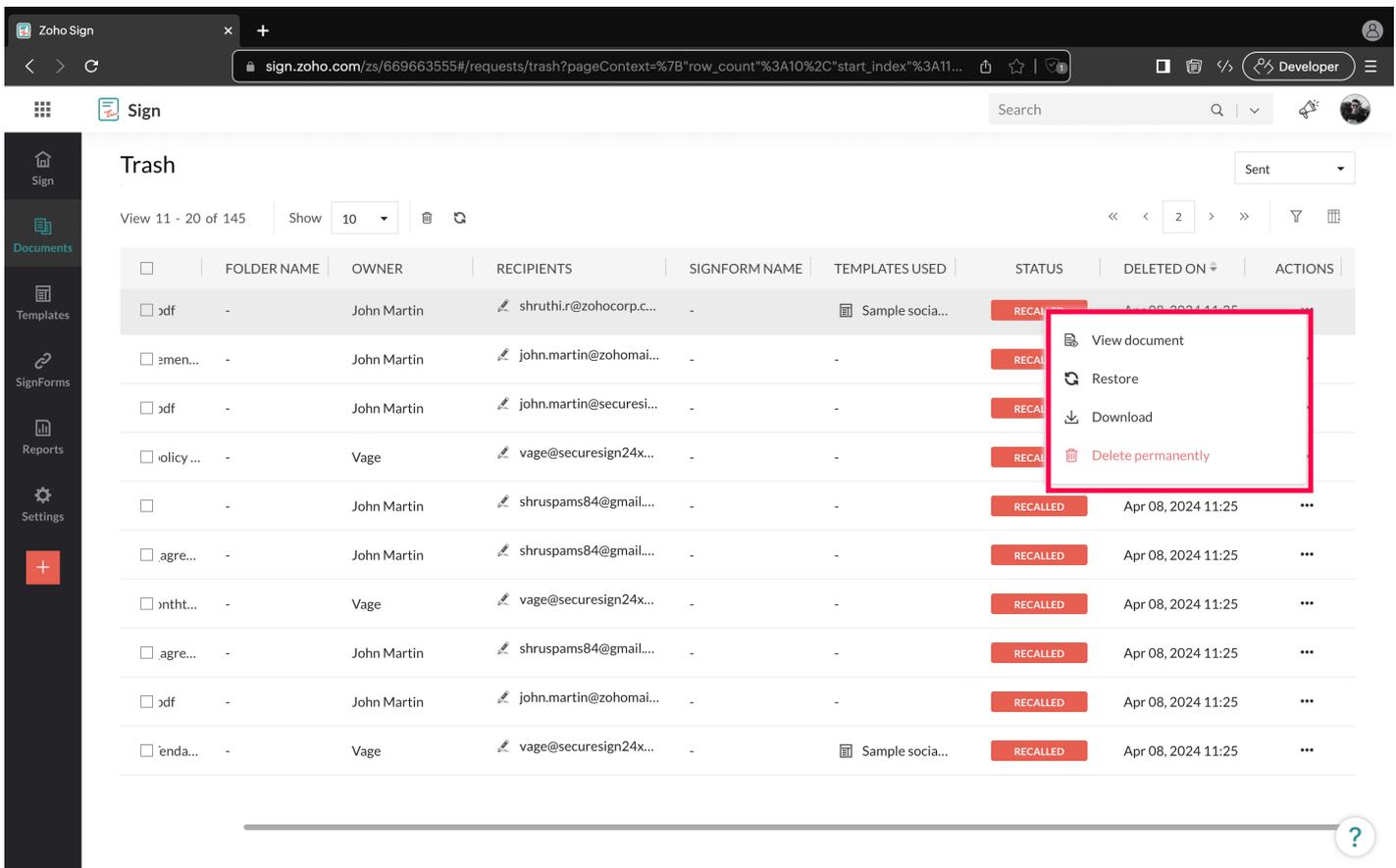
- Sent
- Received
- Templates.

The screenshot displays the Zoho Sign Trash interface. The page title is "Trash" and it shows "View 11 - 20 of 145" items. The table below lists deleted items with columns for Document Name, Folder Name, Owner, Recipients, Signform Name, Templates Used, Status, and Date. A dropdown menu is open in the top right corner, showing options: Sent, Received, and Templates. The dropdown is highlighted with a red box.

DOCUMENT NAME	FOLDER NAME	OWNER	RECIPIENTS	SIGNFORM NAME	TEMPLATES USED	STATUS	
Sample social media .pdf	-	John Martin	shruthi.r@zohocorp.c...	-	Sample socia...	RECALLED	Apr 08, 2024 11
Non-Disclosure Agreemen...	-	John Martin	john.martin@zohomai...	-	-	RECALLED	Apr 08, 2024 11
Sample social media .pdf	-	John Martin	john.martin@securesi...	-	-	RECALLED	Apr 08, 2024 11
Sample social media policy ...	-	Vage	vage@securesign24x...	-	-	RECALLED	Apr 08, 2024 11
Test.pdf	-	John Martin	shruspams84@gmail...	-	-	RECALLED	Apr 08, 2024 11
sample_service_level_agre...	-	John Martin	shruspams84@gmail...	-	-	RECALLED	Apr 08, 2024 11
RentalAgreement-Montht...	-	Vage	vage@securesign24x...	-	-	RECALLED	Apr 08, 2024 11
sample_service_level_agre...	-	John Martin	shruspams84@gmail...	-	-	RECALLED	Apr 08, 2024 11
Sample social media .pdf	-	John Martin	john.martin@zohomai...	-	-	RECALLED	Apr 08, 2024 11
Sample social media Tenda...	-	Vage	vage@securesign24x...	-	Sample socia...	RECALLED	Apr 08, 2024 11

Manage deleted items

1. Go to **Settings** in the left navigation panel on your Zoho Sign dashboard.
2. Select **Trash** under *General* from the dropdown menu.
3. Click the **actions** icon **...** next to the deleted item to perform the following actions:



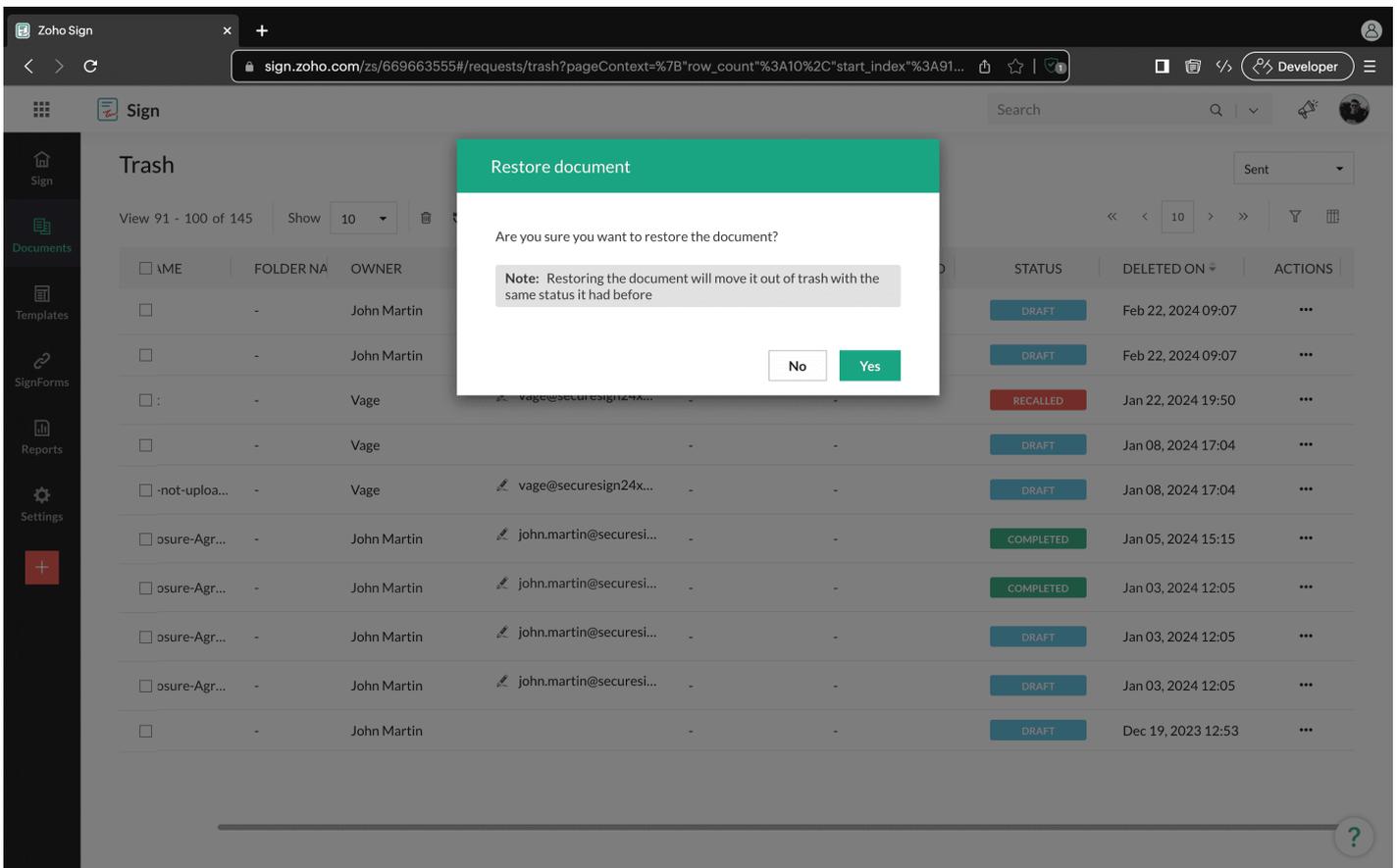
- **View document**

If you'd like to read the document that you have deleted, click **View document**.

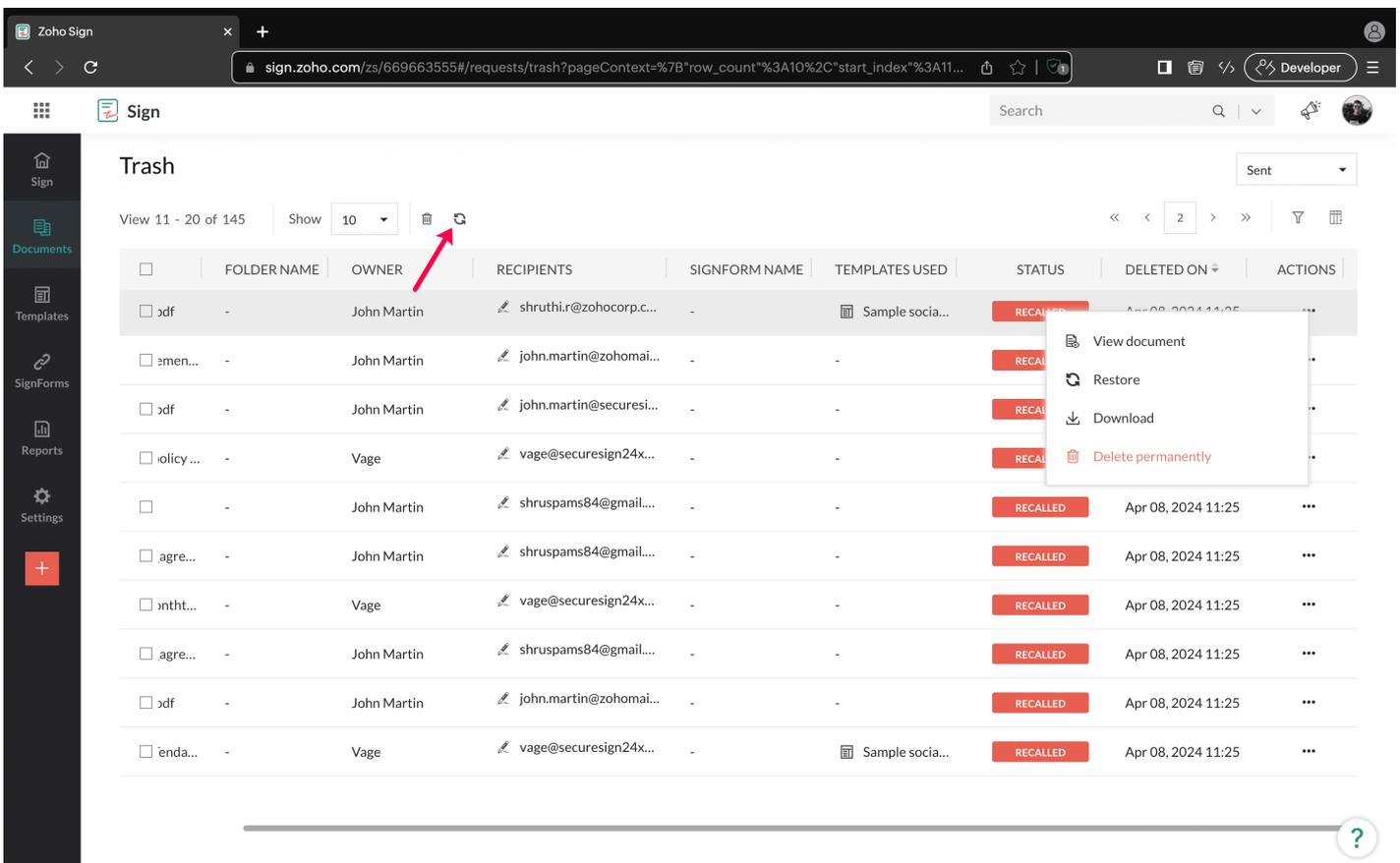
- **Restore**

You can restore a document or template back to its respective folder.

Click **Restore** from the dropdown menu to open a restore dialog box, then click **Yes**.



Alternatively, select the documents and click on the **Restore** button in the top-left corner. On the dialog box that appears, click **Yes**.



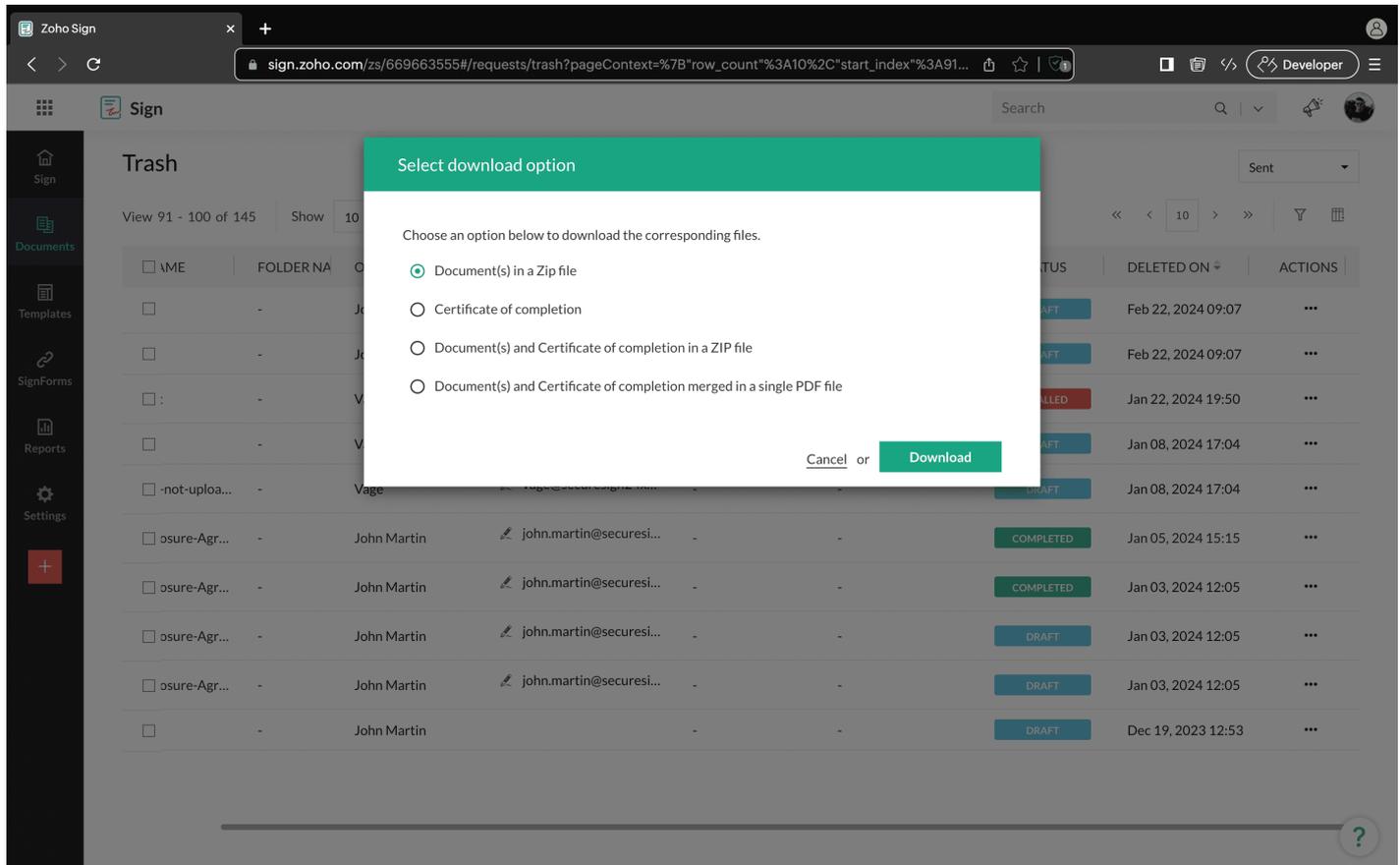
- **Download**

Download a copy of the document to the local drive on your device.

To do so, click **Download** from the actions dropdown menu.

If the status of the document is *Draft* or *Recalled*, the document will be automatically downloaded to your device.

If the signing action has been completed for the document, choose the files that you need along with the document and click **Download**.

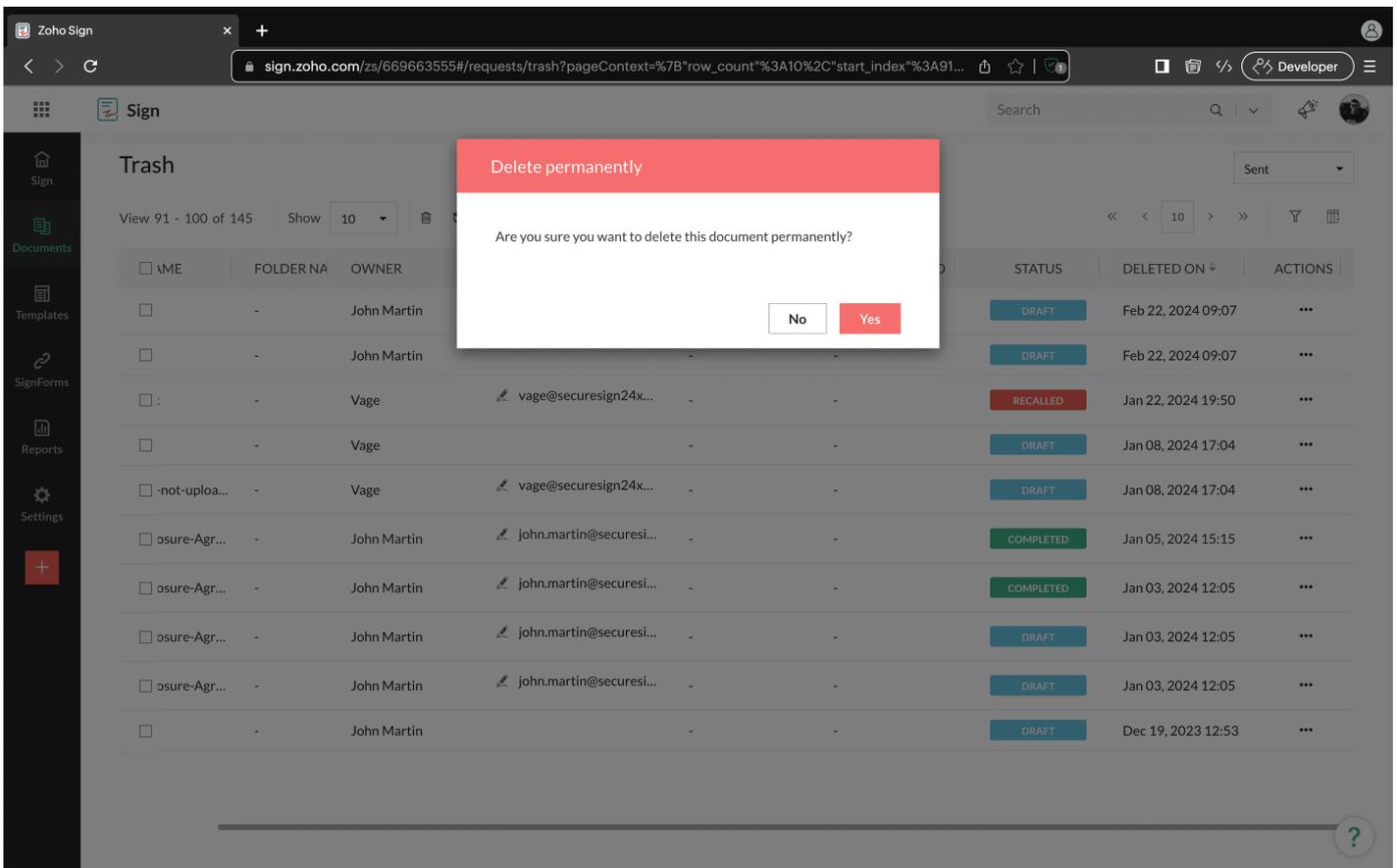


- **Delete permanently**

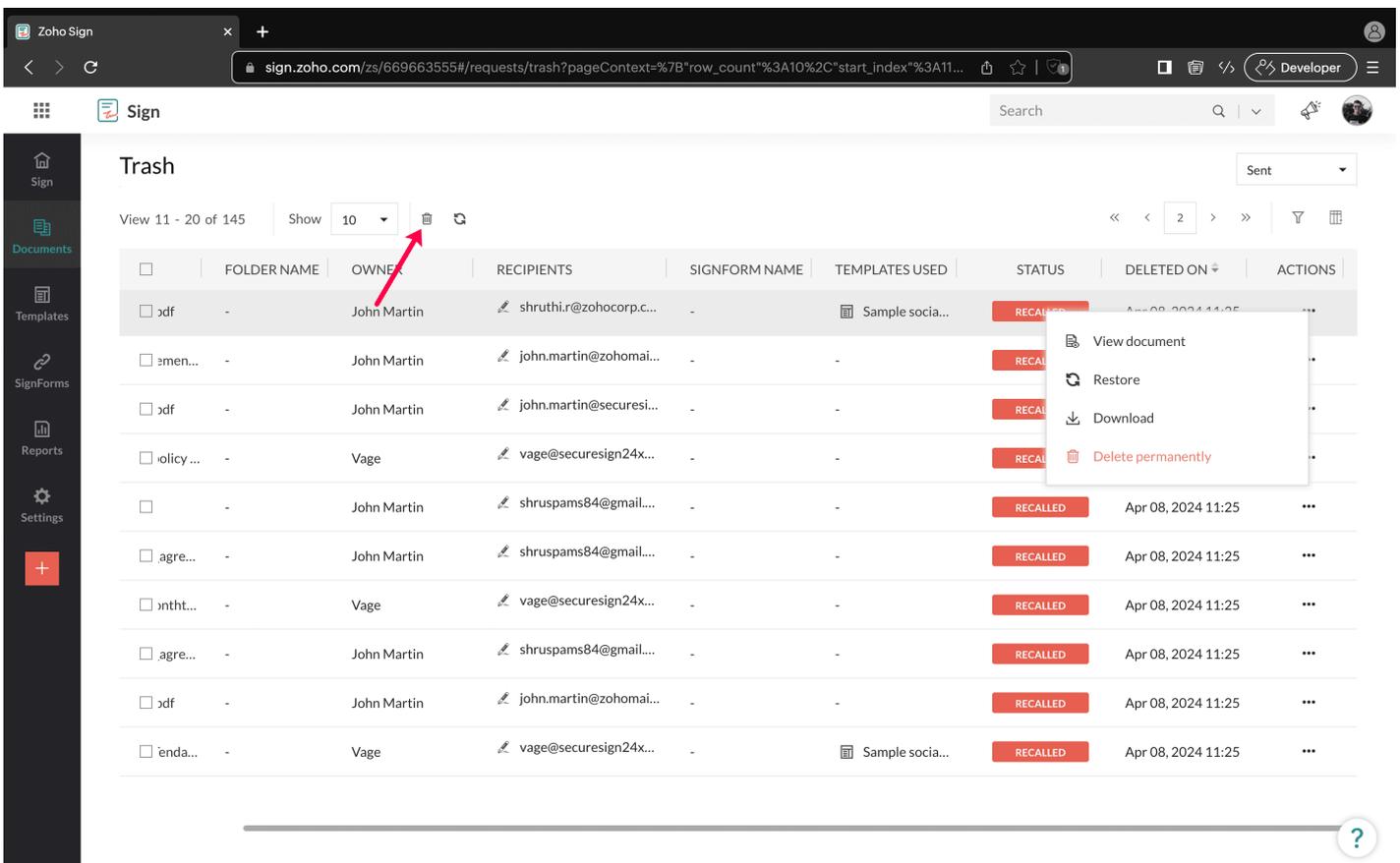
Deleting your document will move it to **Trash**. However, you can delete any document or template permanently from your account when you no longer need it.

Click **Delete Permanently** from the actions dropdown menu to open the deletion dialog box.

Click **Yes**.



Alternatively, select the document and click the delete button in the top-left corner. Click **Yes** in the dialog box that appears.



Note that you will not be able to retrieve the document after you perform this action.