

## Deleting and Purging Documents

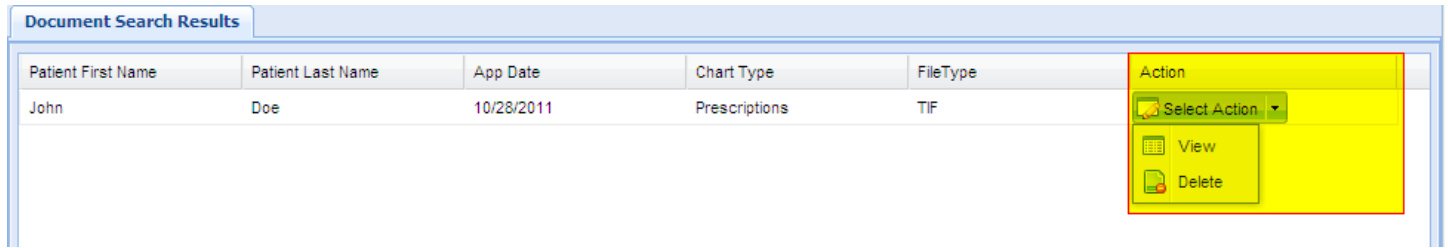
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This document contains steps to delete and purge documents from Vaultview. Deleting a document does not permanently remove the document or metadata, so an administrator can restore the document and metadata if needed. Purging a document permanently deletes the document and metadata, and it is impossible to recover the document after purging.

### Deleting a document

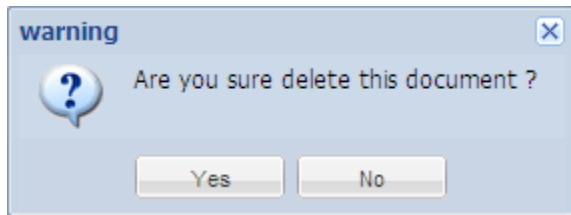
Deleting a document from the search results does not completely remove the document from Vaultview. Instead, Vaultview removes the document from the search results, so it appears deleted from the system. You can delete a document from the Document Search Results panel using the Delete button in the Select Action drop down menu. The Delete button is only available if you have permissions to delete documents.

### Delete Button



Confirm deleting the document by clicking yes when the warning dialog box appears.

### Warning Dialog



### Purging documents

Permanently purging documents from the system removes the document and metadata from Vaultview, and is an unrecoverable operation.

You can purge all of the inactive documents from Vaultview using the Clear Inactive Data button, and selecting the # bytes button in the Document Types and Keywords window. First, access the Vaultview Configuration drop down menu and select the Document Types and Keywords.



## Document Types and Keywords

The screenshot displays the Vaultview web application interface. At the top, there is a navigation bar with links for Document Search, Vaultview Configuration, Document Management, and Vaultview Logs. A welcome message for 'admin' is visible on the right, along with links for Change Password and Logout. The main content area is divided into two sections: Document Search and Document Search Results. The Document Search section includes a 'Select document type' dropdown menu with options for Document Archive, Documents and Keywords (highlighted), User Profiles, and User Roles and Permissions. Below this is a 'Keywords' section with input fields for PATIENT NAME, MEDICAL RECORD NUMBER, and CATEGORY, and Search and Reset buttons. The Document Search Results section is currently empty.

The Clear Inactive Data button purges all inactive documents from the system, and the # bytes hyperlink open the Inactive Document Management window.



## # bytes hyperlink and Clear Inactive button

Document Search | Valutview Configuration | Document Management | Vaultview Logs | Welcome: admin, Today is Wednesday, October 19, 2011 | Change Password | Logout

Document Types and Keywords

Add Refresh All Type View Refresh

ID	Document Type Name	Description	Group	Inactive Data Size	Document Type Management	Keyword Management
1	UB92	Sample UB92	true	<a href="#">331 KB</a>	Edit Delete Clear Inactive Data	Keywords
2	INVOICE	This is an invoice	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
3	CPD	personnel files	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
4	MSD Street Files	msd demo	true	<a href="#">209 KB</a>	Edit Delete Clear Inactive Data	Keywords
5	Proposals	2011 quotes	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
6	Medical record Demo	Patient Charts	true	<a href="#">32 KB</a>	Edit Delete Clear Inactive Data	Keywords
7	Patient Records	This contains all of the P...	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
8	Student Records	Student Records	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
10	Keihin	Accounts Payable	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
11	Smuckers	Smucker	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
12	Retmeyer	Retmeyer	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
15	AoFi-Properties	Archdiocese of Indianap...	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
16	AoFi-Bishops	Archdiocese of Indianap...	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
17	RAI		true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
18	NAA		true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
19	Affinia BOL		true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
20	AoFi-Diagrams		true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords
21	Abc	HR	true	<a href="#">0 bytes</a>	Edit Delete Clear Inactive Data	Keywords

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The Inactive Document Management window allows you to permanently purge a document, or restore the document to the search results. The restore feature acts like an “Undo” operation, and makes the document available to the user again. Click the Select Action drop down menu, and select from the Permanent Delete and Restore buttons.



## Inactive Document Management

Inactive Document Management – Document Type 'UB92'

Refresh

PATIENT NAME	MEDICAL RECORD NUMBER	CATEGORY	FileType	Action
chucktest	chucktest	CAT3	PDF	Select Action
CHUCKMISSINGTEST	1061996		DOC	Permanent Delete Restore
test1	test1	CAT2	PDF	Select Action
test	test	CAT2	PDF	Select Action
test	test	CAT1	JPG	Select Action
CHUCKMISSINGTEST	1061996		DOC	Select Action

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Displaying items 1 - 6 total: 6

Please contact support if there is any confusion with deleting and purging document.



## Contact Information

### Support

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