

Delete

Jika Anda menghapus item, secara otomatis item tersebut akan tersimpan pada folder Delete files. Anda dapat melakukan restore terhadap item yang telah dihapus maupun hapus permanen item yang ada di folder Delete files.

1. Untuk menghapus item, pertama Anda harus memilih item yang akan dihapus dengan checklist checkbox yang ada dipojok kiri atas item..

The screenshot shows the Nextcloud web interface. At the top, there are two tabs: 'Files - Nextcloud' and 'Deleted files - Nextcloud'. The 'Deleted files' tab is active, indicated by a blue background and white text. Below the tabs, the URL is shown as <https://drive.erajaya.com/index.php/apps/files/?dir=/&fileid=28865>. The main content area displays a list of deleted items. On the left, there is a sidebar with navigation links: 'All files', 'Recent', 'Favorites', 'Shares', 'Tags', 'Dropit', and a red-bordered 'Deleted files' link. The main list shows three files and one folder:

- 'icons8-cloud-folder-100.png' (Recently edited)
- 'Screenshot_3.png' (Recently edited)
- 'Screenshot_3.png' (Recently edited)
- A folder named 'Documents' (size: ***)
- A folder named 'Photos' (size: ***)
- A folder named 'User Manual' (size: ***)
- A folder named 'Nextcloud' (size: ***)

At the bottom of the list, it says '3 folders and 1 file 9.8 MB'. The status bar at the bottom shows the URL again: <https://drive.erajaya.com/index.php/apps/files/?dir=/&fileid=28865#>.

4. Anda dapat melakukan resote file yang telah dihapus dengan memilih item yang akan direstore, lalu pilih Actions -> **Restore**.

This screenshot shows the 'Deleted files' folder in the Nextcloud interface. The URL in the address bar is <https://drive.erajaya.com/index.php/apps/files/?dir=/&view=trashbin>. The main content area shows a single item in the trash bin:

- 'Icons8 Cloud Folder 100x100px' (Created Fri, Apr 17, 2020 10:03 AM by Admin)

Below the item, there is a 'Actions' button with three options: 'Restore', 'Permanently delete', and 'Move to trash'. The 'Restore' option is highlighted with a red border.