

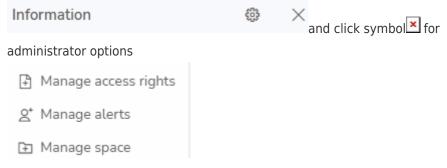
Knowledgebase > NetExplorer Web Platform > Configuration and administrator monitoring > Automatic deletion

Automatic deletion

Guilhem VERGON - 2025-06-12 - Configuration and administrator monitoring

Set up an automatic deletion on a folder

- Connect to your NetExplorer platform and spot a folder
- Right-click on this folder and select "folder informations" (1) Folder information
- On the right of the screen you can see the Information panel



• Select Manage space

Define storage settings for this folder



Quota

The quota limits the size of the folder in terms of total disk space (including subfolders). Does not apply to administrators.



Unlimited



Automatically delete files

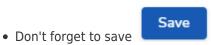
Automatically delete files older than 7 days old

Apply the deletion rule to sub-folders.

Cancel Save

- Tick Automatically delete files older than [...] and set the duration
- You also can extend the rule to subfolders by clicking on the lower button

Apply the deletion rule to sub-folders.



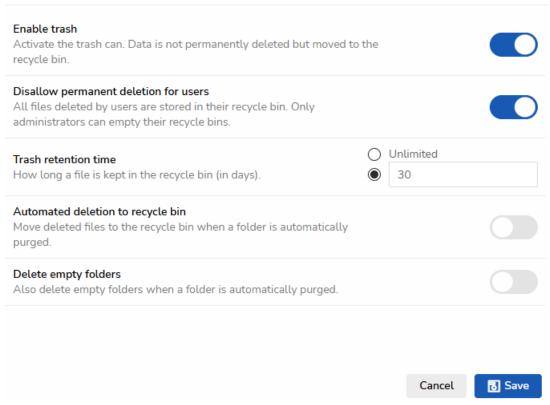
• A warning band appears on the top of the folder's zone

 \triangle Note: items stored in this folder will be deleted after 7 days.

Specific features

As an administrator, you can also rule more precisely different options regarding trash and automatic deletion.

Go to Configuration/Features and look for "Trash and automatic deletion"



Here you can:

- enable or disable trash (though disabling trash is strongly unadvised)
- Disallow permanent deletion for users (Users won't be able to empty their trash)
- Setup retention time
- Move elements to trash if they have been deleted from automatic deletion
- Choose to delete ALSO subfolders when you setup automatic deletion on a folder.