NetExplorer

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Automatic deletion

Guilhem VERGON - 2025-08-11 - Mangae your platform

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" (i) Folder information
- On the right of the screen you can see the Information panel



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Quota
O The quota limits the size of the folder in terms of total disk space (including subfolders). Does not apply to administrators.
Parent folder
Unlimited
0 Go 🗸
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.
 Don't forget to save A warning band appears on the top of the folder's zone
Δ 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"

Enable trash Activate the trash can. Data is not permanently deleted but moved to the recycle bin.	
Disallow permanent deletion for users All files deleted by users are stored in their recycle bin. Only administrators can empty their recycle bins.	
Trash retention timeOUnlimitedHow long a file is kept in the recycle bin (in days).30	
Automated deletion to recycle bin Move deleted files to the recycle bin when a folder is automatically purged.	
Delete empty folders Also delete empty folders when a folder is automatically purged.	
Cancel	ි Save

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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.