Automatic deletion
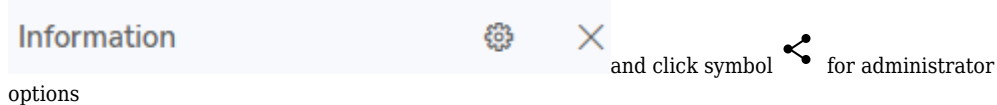
Guilhem VERGON - 2025-09-01 - Mangae your platform

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

Information ⚙ ✕ and click symbol ⋖ for administrator options

- ⊞ Manage access rights
- ⚲ Manage alerts
- ⊞ Manage space

- 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.

- ● 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

Save

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

⚠ 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"

Trash and automated 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 time   ○ Unlimited
How 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

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.