


Recycle bin


Last Modified on 08/15/2024 5:16 pm IDT

 This article is designated for all users.

About

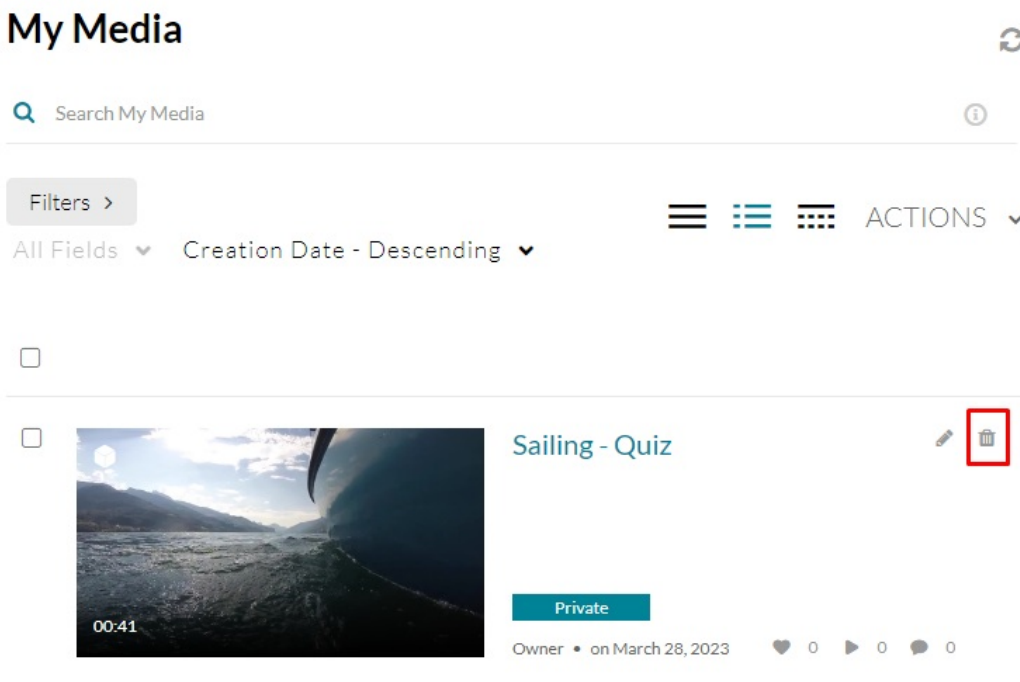
With Kaltura's recycle bin, you no longer have to worry about accidentally deleting an entry or changing your mind afterwards because the recycle bin allows you to delete entries with an option to restore them later. Not only will the item be restored to its rightful place, but its original name, tags, details, metadata and functionality will also be restored. Kaltura's recycle bin can save your admins hours of time, not to mention potentially reduce hassles related to missing files.


 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Recycle bin - Theming](#).



 The following instructions require the [Recyclebin](#) module to be enabled.




Move an item to the recycle bin

1. From the [My Media page](#), click the **trash can icon** next to the entry you want to delete. If you want to delete more than one entry, click the boxes next to each one.






My Media 

 Search My Media 




Filters >    ACTIONS ▾

All Fields ▾ Creation Date - Descending ▾

 **Sailing - Quiz**  

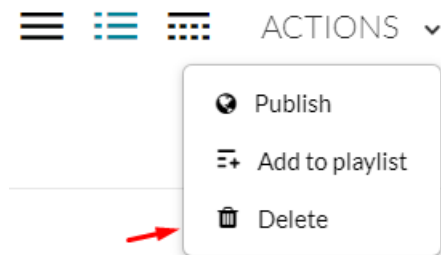
00:41

Private

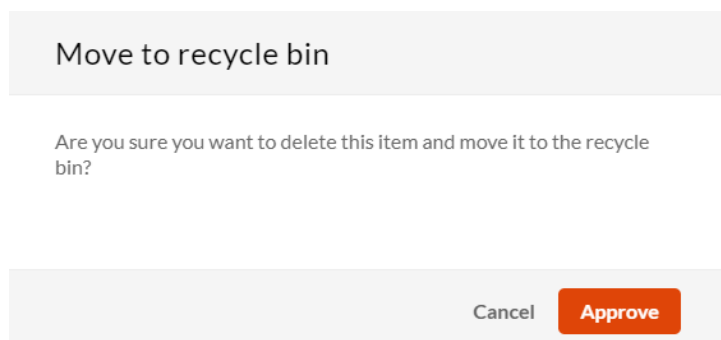
Owner • on March 28, 2023  0  0  0

Or


Click on a thumbnail to access the [Media Entry Page](#). Go to the **ACTIONS** menu and choose **Delete**.





2. A confirmation message displays.



3. Click **Approve** or **Cancel**.

 The **recycle bin retention period** (number of days items stay in the recycle bin before being permanently deleted) is configured by Kaltura account management or the Customer Care team.

 Only users with content ownership are able to see the deleted media in the recycle bin. Guest users won't have access.

 There's no limit to the number of items that you can add to the recycle bin.