


Permanently delete items from recycle bin

Last Modified on 07/08/2024 2:58 pm IDT

 This article is designated for all users.

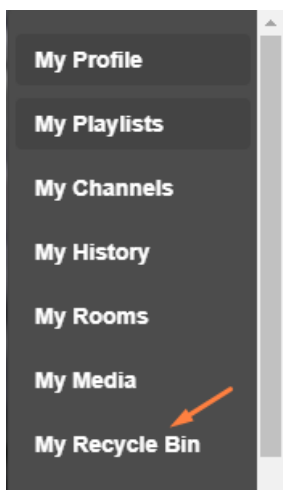
About

Although the items in the recycle bin are automatically deleted after a specified number of days, an item can also be permanently deleted manually by the media owner.

 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.

Delete a single item

1. From the user menu, choose **My Recycle Bin**.

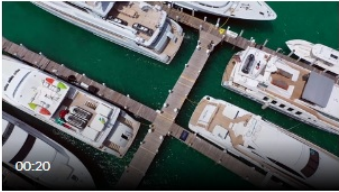


The **Recycle Bin** page displays.


Recycle Bin

ⓘ

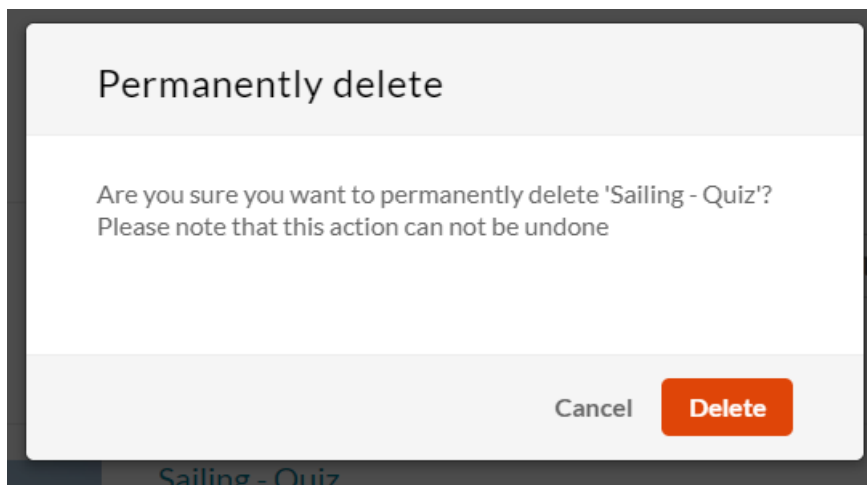
ACTIONS ▾

 **Marina** Boats in marina

Owner • on March 25, 2023 0 0 0

 **Sailing - Quiz**

2. Click the trash can icon next to the item.
A warning message displays.



3. Click **Delete**.
The item is permanently deleted.

Delete multiple items

If there are many media items in the Recycle bin, you can use the **Search** and **Filters** to find the items.

Recycle Bin

🔍

Filters ▾

Video x

Media Type

- All Media
- Video
- Quiz
- Audio
- Image

1. Choose the boxes next to the items you want to delete.
2. From the ACTIONS menu, choose **Delete**.

Recycle Bin

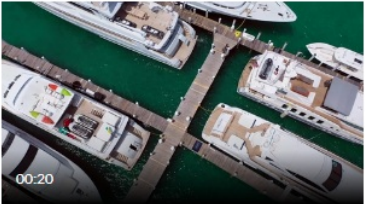
🔍 Search in recycle bin

Filters >

Empty recycle bin

ACTIONS ▾


- 🔄 Restore
- 🗑️ Delete

 **Marina**
Boats in marina

Published

sailing marina terminology

Owner • on March 25, 2023

 **Sailing - Quiz**


A warning message displays.

Permanently delete

Are you sure you want to permanently delete these 2 items?
Please note that this action can not be undone

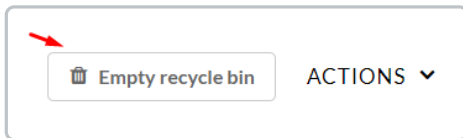
Cancel Delete

3. Click **Delete**.

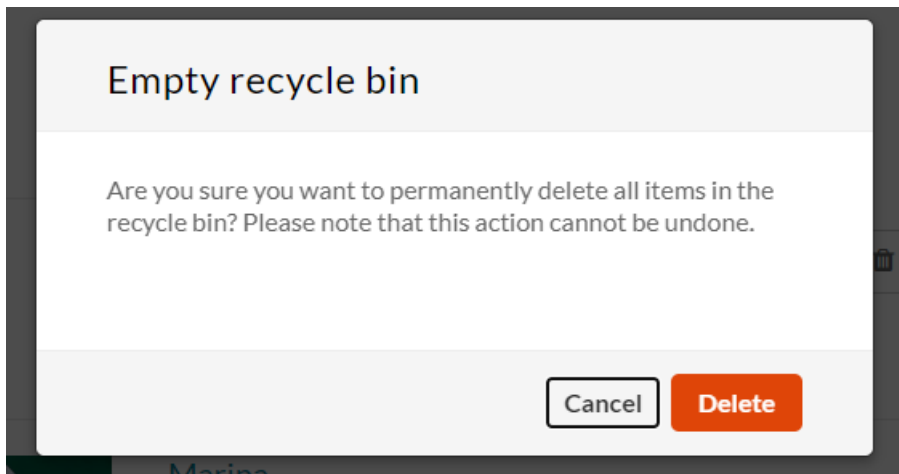
 This functionality is limited to 1,000 entries per single action.

Empty the recycle bin

1. Choose all the items, then click **Empty recycle bin**.

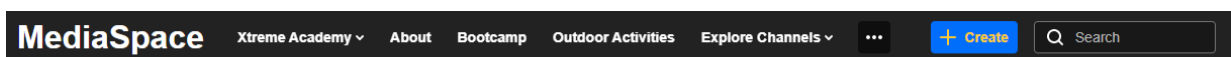


A warning message displays.

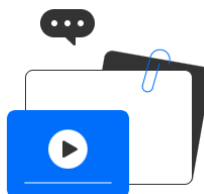


2. Click **Delete**.

Your recycle bin is empty.



Recycle Bin



The recycle bin is empty

Deleted content from your my-media will appear here until permanently deleted automatically