


# Recycle bin - Theming


Last Modified on 08/05/2024 2:33 pm IDT


 This article is designated for all users.

## About

Kaltura's recycle bin feature 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. The recycle bin can save your admins hours of time, not to mention potentially reduce hassles related to missing files.

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

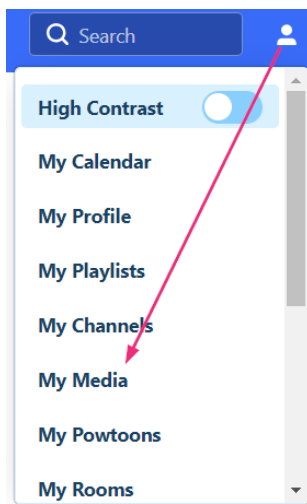
 The [Recyclebin module](#) must be enabled for this feature to work.

 The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Recycle bin](#).

## Move items to the recycle bin

### Via My Media

1. From the user menu, select **My Media**.



The **My Media** page displays.

## My Media

41 Items
☰ ☒

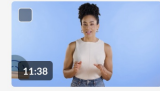
**Clear all filters**

**Sort by**

- Relevance
- Creation date
- Update date
- Alphabetically - A to Z
- Views
- Plays
- Likes
- Comments
- Webcast start date
- Webcast end date

**Media type**


- All media
- Video
- Quiz
- Audio
- Room
- Image
- Webcasting events



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2. Click on the **three dots** to the right of the desired entry and select **Delete**.



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Explore

- Edit
- Analytics
- Delete

A confirmation message displays: *Are you sure you want to delete this media and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.*

### Move to Recycle bin


Are you sure you want to delete this media and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

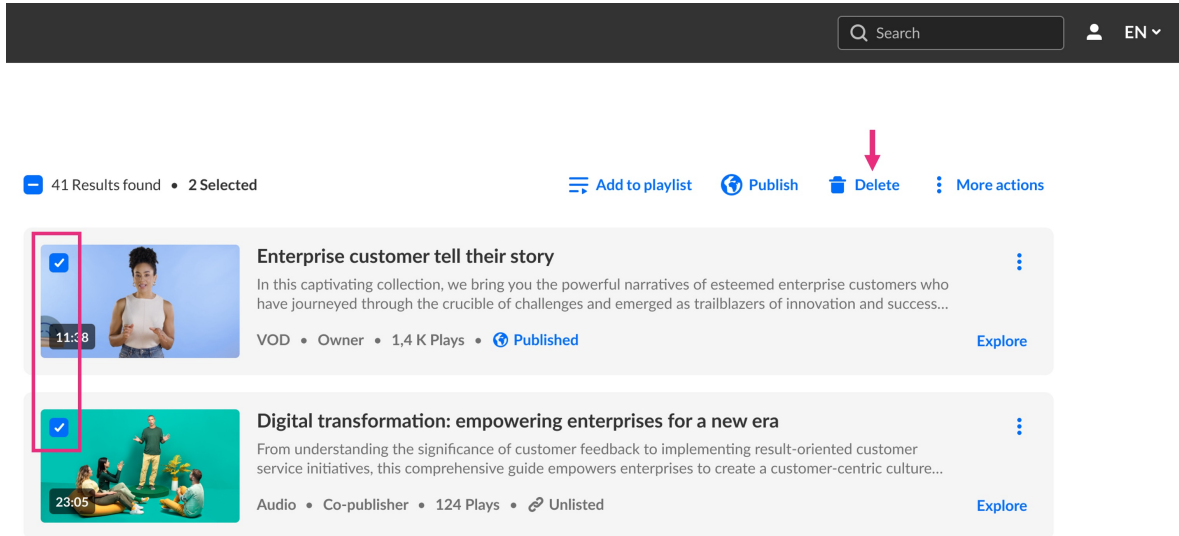
Cancel
Delete

3. Click **Delete**.

## Bulk action

1. To delete more than one item, check the boxes on the upper left of the desired media.
2. Scroll to the top of the page, and click **Delete**.

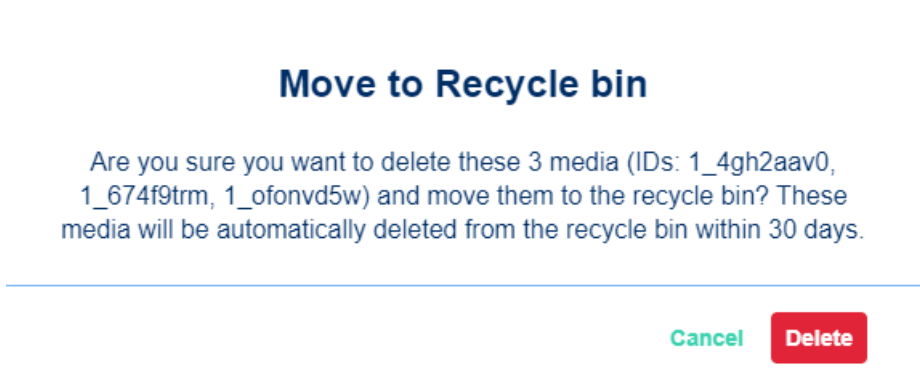
 The **Delete** option only displays after you have selected at least one item.



The screenshot shows a dark header with a search bar and a user profile icon labeled 'EN'. Below the header, a light blue bar indicates '41 Results found • 2 Selected'. Action buttons include 'Add to playlist', 'Publish', 'Delete' (highlighted with a red arrow), and 'More actions'. Two media items are listed, each with a blue checkmark in a box:

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A confirmation message displays: *Are you sure you want to delete these [x] media and move them to the recycle bin? These media will be automatically deleted from the recycle bin within 30 days.*



**Move to Recycle bin**

Are you sure you want to delete these 3 media (IDs: 1\_4gh2aav0, 1\_674f9trm, 1\_ofonvd5w) and move them to the recycle bin? These media will be automatically deleted from the recycle bin within 30 days.

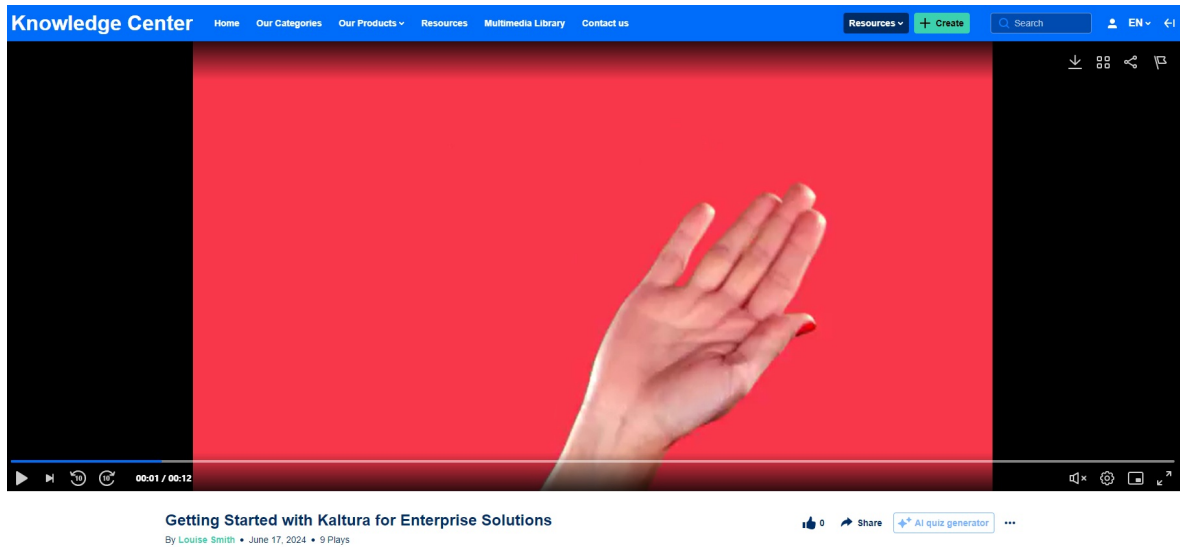
[Cancel](#) [Delete](#)

3. Click **Delete**.

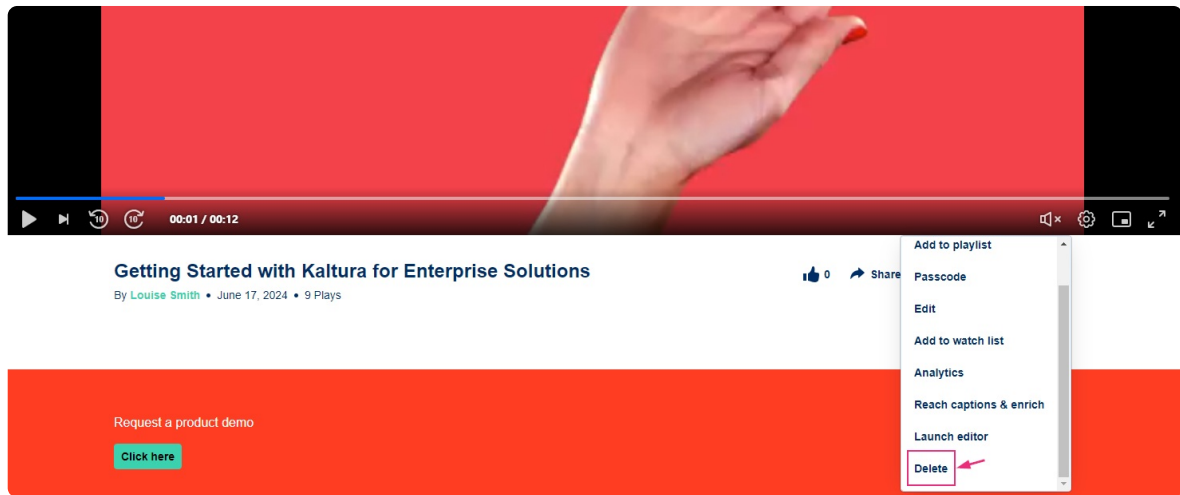
## Via the media page

1. Access the [media page](#). (You can do this by clicking on the thumbnail of the desired media.)

The media page displays.



2. Click the **three dots** under the player and select **Delete**.




A confirmation message displays: *Are you sure you want to delete this media and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.*

### Move to Recycle bin

Are you sure you want to delete this media and move it to the recycle bin? This media will be automatically deleted from the recycle bin within 30 days.

[Cancel](#) [Delete](#)

3. Click **Delete**.

 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.