

Trash

This section consists of all the deleted documents with associate details similar to the list view of documents section.

- Filter trash items
- Manage deleted items

Filter trash items

- 1. Go to **Settings** in the left navigation panel on your dashboard.
- 2. Select **Trash** under *General* from the dropdown menu.

📃 Zoho Sig	gn >	+							8
$\langle \rangle$	G	■ sign.zoho.com/zs/669663555#/dashb	ooard		ტ ☆ 👁	∎ 1	۲/> (۲/۹ D	evelope	r) ≡
	🛃 Sign				Search		Q ~	P ⁱⁱ	•
습 Sign					1				<
臣 Documents									
I Templates		-	Send for signatures	Sign yourself					
c]				
SignForms	My profile								
.									
Reports									
¢	Contacts								
Settings	Trash								
+									
	Organization details								
	Subscription details								
	Legal disclosure								
	Email templates								
	API settings								
	API tokens								?
https://sign.z	oho.com/zs/669663555#/r	equests/trash							$\mathbf{\mathbf{\nabla}}$

3. Filter your search for documents, SignForms, or templates by their name, the name of the owner, or the name of the folder by clicking the **Filter** button in the top-right corner.

夏 Zoho Sig	in X	+							
$\langle \rangle$	с (🗎 sign.zoho.d	com /zs/669663555#/req	uests/trash?pageConte	ext=%7B"row_count"%3A10%2C"	start_index"%3A91 (৫। 🕫	🛯 🗊 45 (85	Developer =
	🗟 Sign						Search	Q ¥	4 ³⁷ 🚳
교 Sign	Trash							Sent	-
Documonto	View 91 - 100 of 1	45 Show	10 🕶 🛱 🕄				~	$\langle 10 \rangle \gg$	7 🖽
Documents		TNAME	FOLDER NAME	OWNER	RECIPIENTS	SIGNFORM NAME	TEMPLATES USED	STATUS	DELETED
EU Templates									
رح SignForms	CheckNDA.	pdf	-	John Martin	🧟 dave.smith@securesi	-	-	DRAFT	Feb 22, 20
 ت	CheckNDA.	pdf	-	John Martin		-	-	DRAFT	Feb 22, 20
Reports	Sample Con	tract		Vage	& vage@securesign24x	-		RECALLED	Jan 22, 20
¢ Settings	Testing.xlsx			Vage		-		DRAFT	Jan 08, 20
	#94010498	-pdf-not-uploa	-	Vage	& vage@securesign24x	-	-	DRAFT	Jan 08, 20
T	Basic-Non-I	Disclosure-Agr	-	John Martin	🧶 john.martin@securesi	-		COMPLETED	Jan 05, 20
	Basic-Non-E	Disclosure-Agr	-	John Martin	🗶 john.martin@securesi	-	-	COMPLETED	Jan 03, 20
	Basic-Non-I	Disclosure-Agr	-	John Martin	🤾 john.martin@securesi	-	-	DRAFT	Jan 03, 20
	Basic-Non-I	Disclosure-Agr	-	John Martin	🗶 john.martin@securesi			DRAFT	Jan 03, 20
	□ NDA		-	John Martin		-	-	DRAFT	Dec 19, 2(
									?

- 4. Select the category from the dropdown menu at the top-right corner.
 - Sent
 - Received
 - Templates.

夏 Zoho Si	gn >	< +							
< >	C	sign.zoho.c	om/zs/669663555#/r	equests/trash?pageCo	ntext=%7B"row_count"%3A10	%2C"start_index"%3A11	·· 也 ☆ 🖓		(Ory Developer ∃ ☐
	👼 Sign						Search	Q	· · ·
山 Sign	Trash							[Sent 💌
	View 11 - 20 of 1	L45 Show	10 - 🗊 😋				<	< < 2 >	Sent
		INT NAME	FOLDER NAME	OWNER	RECIPIENTS	SIGNFORM NAME	TEMPLATES USED	STATUS	Templates
I Templates	Sample so	cial media .pdf	-	John Martin	ℒ shruthi.r@zohocorp.c		Sample socia	RECALLED	Apr 08, 2024 11
رچ SignForms	Non-Discl	osure Agreemen	-	John Martin	🧶 john.martin@zohomai	-	-	RECALLED	Apr 08, 2024 11
Ē	Sample so	cial media .pdf	-	John Martin	🧟 john.martin@securesi	-	-	RECALLED	Apr 08, 2024 11
Reports	Sample so	cial media policy	-	Vage	& vage@securesign24x	-	-	RECALLED	Apr 08, 2024 11
Contraction Settings	☐ Test.pdf		-	John Martin	🧶 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11
+	sample_se	rvice_level_agre	-	John Martin	🗶 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11
	RentalAgr	eement-Montht	-	Vage	& vage@securesign24x	-	-	RECALLED	Apr 08, 2024 11
	sample_se	rvice_level_agre	-	John Martin	🗶 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11
	Sample so	cial media .pdf	-	John Martin	🗶 john.martin@zohomai	-	-	RECALLED	Apr 08, 2024 11
	Sample so	cial media Tenda	-	Vage	2 vage@securesign24x	-	Sample socia	RECALLED	Apr 08, 2024 11
									(?)

Manage deleted items

- 1. Go to **Settings** in the left navigation panel on your Zoho Sign dashboard.
- 2. Select **Trash** under *General* from the dropdown menu.
- 3. Click the **actions** icon **••••** next to the deleted item to perform the following actions:

💈 Zoho Sig	gn	×	+								e
< >	G		🔒 sign.zoho	.com/zs/66966355	5#/requ	uests/trash?pageContext=%7	'B"row_count"%3A10%2	2C"start_index"%3A11	ტ ☆ ♡ი	□ 官 %(ిం∕ Developer Ξ
	👼 Sign								Search	Q	~ 4 ⁶ 🚳
山 Sign	Trash	ו								:	Sent 👻
_ B	View 11	- 20 of 1	45 Show	10 🝷 🗎	G					« < 2 > »	Y III
Documents		F	OLDER NAME	OWNER		RECIPIENTS	SIGNFORM NAME	TEMPLATES USED	STATUS	DELETED ON 🗘	ACTIONS
I ■ Templates	bc 🗌	lf -		John Martin		🥂 shruthi.r@zohocorp.c	-	Sample socia	RECAL	Ann 00, 0004 44-05	
Ċ	ne 🗌	nen		John Martin		🧶 john.martin@zohomai	-	-	RECAL	View document	
SignForms	bc 🗌	lf -		John Martin		1 john.martin@securesi	-	-	RECAL	Download	
Reports		licy		Vage		& vage@securesign24x	-	-	RECAL	Delete permanently	
Settings		-		John Martin		🧟 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11:25	
+	jag	gre		John Martin		🧟 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11:25	
	nı 🗌 n	tht		Vage		& vage@securesign24x	-	-	RECALLED	Apr 08, 2024 11:25	
	ag	gre		John Martin		🔏 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11:25	
	bc 🗌	lf -		John Martin		🤾 john.martin@zohomai	-	-	RECALLED	Apr 08, 2024 11:25	
	ier	nda		Vage		& vage@securesign24x	-	Sample socia	RECALLED	Apr 08, 2024 11:25	
											?

• View document

If you'd like to read the document that you have deleted, click **View document**.

• Restore

You can restore a document or template back to its respective folder.

Click **Restore** from the dropdown menu to open a restore dialog box, then click **Yes**.

Zoho Sign		< +							8
< >	G	sign.zoho.c	com/zs/669663555#	/requests/trash?pageContext=%	7B"row_count"%3A	10%2C"start_index"%3	A91 凸 ☆ 🗺		<♡☆ Developer
	🛃 Sign						Search	Q \	e 🖉
谊 Sign	Trash	Trash		Restore document		Se	ent 👻		
E.	View 91 - 100 of	145 Show	10 🕶 🛍 🥲	Are you sure you want to rest	ore the document?			\ll \langle 10 \rangle \gg	T III
		FOLDER NA	OWNER	Note: Restoring the docum	ent will move it out o	of trash with the	STATUS	DELETED ON 🗘	ACTIONS
I Templates			John Martin	same status it had before			DRAFT	Feb 22, 2024 09:07	
e			John Martin			No Yes	DRAFT	Feb 22, 2024 09:07	
SignForms		-	Vage	🕰 vage@securesign24х	-	-	RECALLED	Jan 22, 2024 19:50	
[.]] Reports		-	Vage		-	•	DRAFT	Jan 08, 2024 17:04	
¢	🗌 -not-uploa	-	Vage	2 vage@securesign24x	-		DRAFT	Jan 08, 2024 17:04	
Settings	🗌 osure-Agr	•	John Martin	🤾 john.martin@securesi	-		COMPLETED	Jan 05, 2024 15:15	
+	🗌 osure-Agr		John Martin	🤾 john.martin@securesi	-		COMPLETED	Jan 03, 2024 12:05	
	🗌 osure-Agr		John Martin	🤾 john.martin@securesi	-		DRAFT	Jan 03, 2024 12:05	
	🗌 osure-Agr		John Martin	🤾 john.martin@securesi	-		DRAFT	Jan 03, 2024 12:05	
		-	John Martin		-	•	DRAFT	Dec 19, 2023 12:53	
	-								?

Alternatively, select the documents and click on the **Restore button** in the top-left corner. On the dialog box that appears, click **Yes**.

夏 Zoho Sign			×	+									8
< > e	ž			🕯 sign.zoho.	com /zs/669663555#,	/reque	ests/trash?pageContext=%7	B"row_count"%3A10%2	2C"start_index"%3A11	Ტ ☆ ♡		□ @ % (⊘ Developer Ξ
	-	Sign								Search		QI	- 4 🚳
 Sign	Т	rash										S	ent 🔹
E.	Vi	iew 11 - 20 o	of 145	5 Show	10 - 🗑 🕄							« < 2 > »	V III
Documents			FO	LDER NAME	OWNER	R	ECIPIENTS	SIGNFORM NAME	TEMPLATES USED	STATU	S	DELETED ON 🗘	ACTIONS
訂 Templates		🗌 ɔdf	-		John Martin	Å	shruthi.r@zohocorp.c	-	Sample socia	RECAL	-	Am= 00 2004 11-25	^ ? *
رح SignForms		emen			John Martin	Å	1 john.martin@zohomai	-		RECAL	ເ ເ	View document Restore	
- -		🗌 ɔdf	-		John Martin	ð.	🖞 john.martin@securesi	-	-	RECAL	⊻	Download	
Reports		olicy	-		Vage	Å	vage@securesign24x	-	-	RECAL	Ŵ	Delete permanently	
Settings			-		John Martin	Å	🖞 shruspams84@gmail	-	-	RECALLE	D	Apr 08, 2024 11:25	
+		agre	-		John Martin	ð	🖞 shruspams84@gmail			RECALLE	D	Apr 08, 2024 11:25	
		🗌 əntht	-		Vage	ð	vage@securesign24x			RECALLE	D	Apr 08, 2024 11:25	
		agre	-		John Martin	ð	🖞 shruspams84@gmail	-		RECALLE	D	Apr 08, 2024 11:25	
		🗌 ɔdf	-		John Martin	ð	🧶 john.martin@zohomai	-		RECALLE	D	Apr 08, 2024 11:25	
		🗌 ėnda	-		Vage	Å	vage@securesign24x	-	Sample socia	RECALLE	D	Apr 08, 2024 11:25	
													?

• Download

Download a copy of the document to the local drive on your device.

To do so, click **Download** from the actions dropdown menu.

If the status of the document is *Draft* or *Recalled*, the document will be automatically downloaded to your device.

If the signing action has been completed for the document, choose the files that you need along with the document and click **Download**.

🛃 Zoho Sig	gn ×	+							8
$\langle \rangle$	с (🔒 sign.zoho.co	m/zs/6696635	55#/requests/trash?pageContext=%7	B"row_co	ount"%3A10%2C"start_index"%3A	91 也 ☆ 🕅		°∕> Developer) Ξ
	🛃 Sign						Search	Q V	¢" 🚳
」 Sign	Trash		Select	download option				Se	nt 🔻
E Documents	View 91 - 100 of 1	145 Show :	10 Choose	an option below to download the corre	esponding	files.		\ll $<$ 10 $>$ \gg	T III
Documents		FOLDER NA	0 💿 D	ocument(s) in a Zip file			.TUS	DELETED ON 🗘	ACTIONS
Templates		-	Je O Ce	ertificate of completion			AFT	Feb 22, 2024 09:07	
õ			J. O D	ocument(s) and Certificate of completic	on in a ZIP	file	AFT	Feb 22, 2024 09:07	
SignForms		-	v O D	ocument(s) and Certificate of completic	on merged	in a single PDF file	ALLED	Jan 22, 2024 19:50	
لاًا Reports			V			Cancel or Down	Noad	Jan 08, 2024 17:04	
¢	🗌 -not-uploa	-	Vage	Profession collections	-		DRAFT	Jan 08, 2024 17:04	
Settings	🗌 osure-Agr	-	John Martin	🤾 john.martin@securesi	-	-	COMPLETED	Jan 05, 2024 15:15	
+	🗌 osure-Agr	-	John Martin	🤾 john.martin@securesi	-	-	COMPLETED	Jan 03, 2024 12:05	
	🗌 osure-Agr	-	John Martin	🤾 john.martin@securesi	-	-	DRAFT	Jan 03, 2024 12:05	
	🗌 osure-Agr	-	John Martin	🤾 john.martin@securesi	-		DRAFT	Jan 03, 2024 12:05	•••
		-	John Martin		-	-	DRAFT	Dec 19, 2023 12:53	
	-								?

• Delete permanently

Deleting your document will move it to **Trash**. However, you can delete any document or template permanently from your account when you no longer need it.

Click **Delete Permanently** from the actions dropdown menu to open the deletion dialog box. Click **Yes**.

🔋 Zoho Sig	gn >	< +							8
$\langle \rangle$	G	sign.zoho.c	com /zs/669663555	5#/requests/trash?pageContext=%7	B"row_count	"%3A10%2C"start_index"%3A	۸91 🖸 🖒 🖓 ז		P☆ Developer) Ξ
	🛃 Sign						Search	۹ (۲	e 🖗
山 Sign	Trash			Delete permanently				Se	nt 👻
回 Documents	View 91 - 100 of	145 Show	10 🔹 🗎	Are you sure you want to dele	te this docume	nt permanently?		\ll \lt 10 $>$ \gg	Y III.
_		FOLDER NA	OWNER				STATUS	DELETED ON 🗘	ACTIONS
I Templates		-	John Martin			No	DRAFT	Feb 22, 2024 09:07	
c			John Martin		-	-	DRAFT	Feb 22, 2024 09:07	
SignForms			Vage	🗶 vage@securesign24x	-	•	RECALLED	Jan 22, 2024 19:50	
[<u>ll]</u> Reports		-	Vage		-	-	DRAFT	Jan 08, 2024 17:04	
¢	🗌 -not-uploa		Vage	🤾 vage@securesign24x	-	-	DRAFT	Jan 08, 2024 17:04	
Settings	🗌 osure-Agr		John Martin	🗶 john.martin@securesi	-		COMPLETED	Jan 05, 2024 15:15	
+	🗌 osure-Agr		John Martin	🧶 john.martin@securesi	-		COMPLETED	Jan 03, 2024 12:05	
	🗌 osure-Agr		John Martin	🧶 john.martin@securesi			DRAFT	Jan 03, 2024 12:05	
	🗌 osure-Agr	-	John Martin	🧶 john.martin@securesi			DRAFT	Jan 03, 2024 12:05	
		-	John Martin		•	•	DRAFT	Dec 19, 2023 12:53	
									?

Alternatively, select the document and click the delete button in the top-left corner. Click **Yes** in the dialog box that appears.

夏 Zoho Sigr	ו	×	+								8
$\langle \rangle$	3		🗎 sign.zoho.	.com/zs/669663	555#/req	uests/trash?pageContext=%7	'B"row_count"%3A10%;	2C"start_index"%3A11	₾ ☆ ♡•		⊘ Developer Ξ
	👼 Sign								Search	Q v	 4² 4³
企 Sign	Trash									Se	ent 🔹
Ē	View 11	- 20 of 145	Show	10 🔹 🗎	G					« < 2 > »	V III
Documents		FO	LDER NAME	OWNER		RECIPIENTS	SIGNFORM NAME	TEMPLATES USED	STATUS	DELETED ON 🗘	ACTIONS
Image: Templates	🗌 ədf	-		John Martin		∉ shruthi.r@zohocorp.c	-	Sample socia	RECAL	Am= 00.0004.14-05	
e	🗌 eme	en		John Martin		🦧 john.martin@zohomai	-	-		View document	
SignForms	🗌 ədf	-		John Martin		🧶 john.martin@securesi	-	-		Download	
Reports		су		Vage		2 vage@securesign24x	-	-	RECAL	Delete permanently	
Settings		-		John Martin		🥂 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11:25	
+	agr	re		John Martin		🥂 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11:25	
	🗆 əntl	ht		Vage		& vage@securesign24x	-	-	RECALLED	Apr 08, 2024 11:25	
	agr	re		John Martin		🦧 shruspams84@gmail	-	-	RECALLED	Apr 08, 2024 11:25	•••
	🗌 ədf	-		John Martin		🦧 john.martin@zohomai	-	-	RECALLED	Apr 08, 2024 11:25	•••
	ieno	da		Vage		& vage@securesign24x	-	Sample socia	RECALLED	Apr 08, 2024 11:25	•••
											?

Note that you will not be able to retrieve the document after you perform this action.