

Deleting profiles permanently from MasterFile dbs

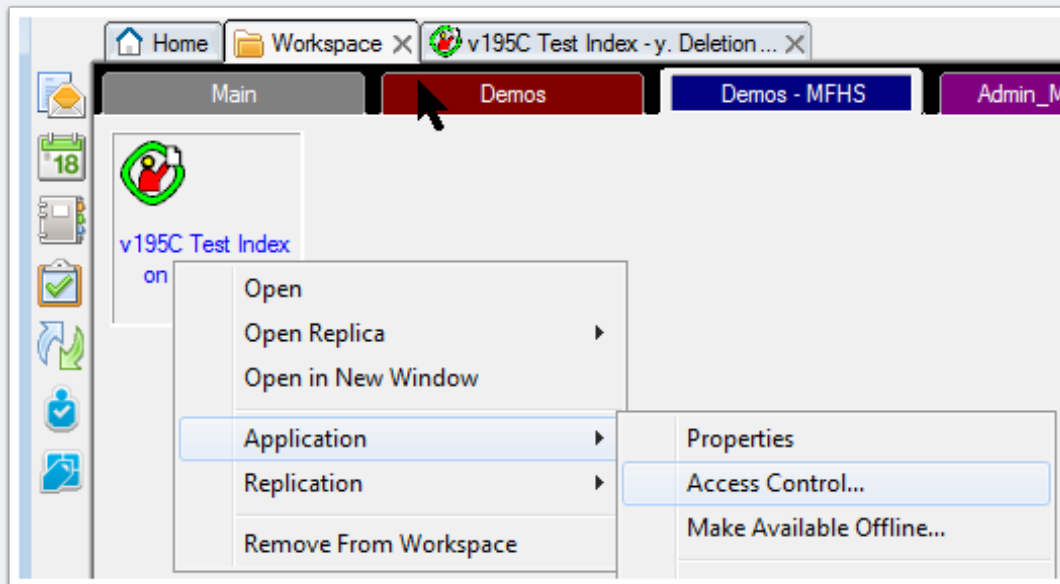
NOTE

If you want to permanently delete soft-deleted profiles such as extraneous keywords from a MasterFile database, you need to set that right in the database ACL. We do not recommend you do this as having soft-deleted any profiles, they no longer appear in any views. In any case, the steps to permanently remove those profiles are given here. If you proceed with these steps and delete or modify the ACL and then require MasterFile support to try and fix any anomalies that arise, this will not fall under your technical support and will be an hourly billable task performed by our Professional Services group, and therefore you proceed at your own risk.

Deleting profiles permanently from MasterFile dbs

Set Deletion rights

From the Workspace, right click on the database's icon and choose Access control ...



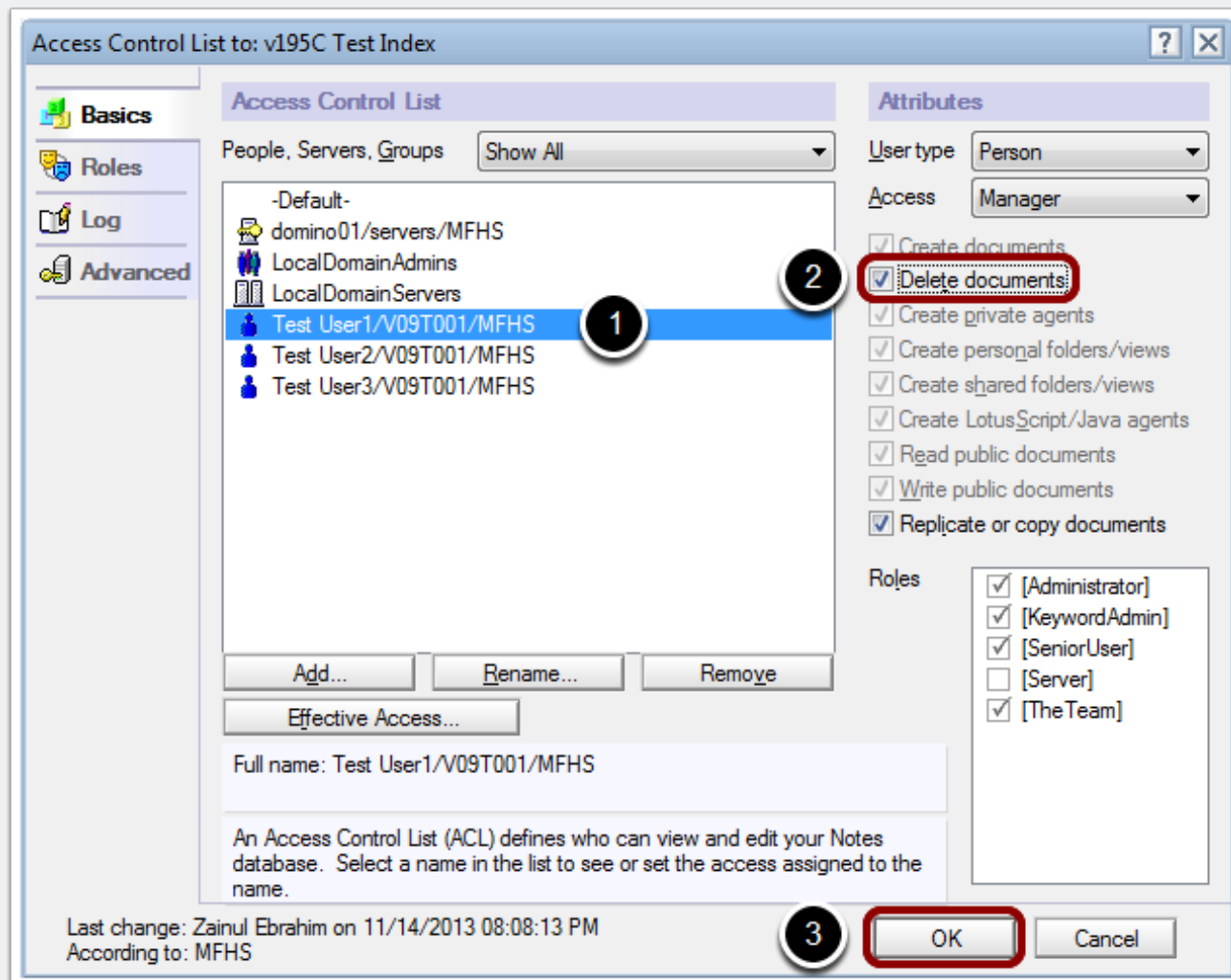
Deleting profiles permanently from MasterFile dbs

Give yourself Delete rights

1. Highlight your name.
2. Check the option Delete documents.
3. Click OK.

If you are not listed by your name in the ACL, you will have to have whoever is listed by name (usually the database creator) perform this task. You can give the group you are member of the same rights, but during the time you perform this task, any group member can then delete ANY number of profiles in the database permanently without your knowledge, or realizing, if they do so by mistake, and that deletion is not recoverable.

Deleting profiles permanently from MasterFile dbs



Shut and reopen the database.

Deleting profiles permanently from MasterFile dbs

Soft delete the selected keywords

Click on [R+] > Profile Maintenance > Delete / Un-delete. You are asked to confirm and the keywords are soft deleted. They can be restored if needed from [L+] > Miscellaneous > Deletions and Exclusions > deleted keywords.

	Keyword	System? ▲	Colour
✓	Research\Professional Journal	No	No
✓	Miscellaneous\Thesis	No	No
	Facts\Add event to timeline	No	
	Facts\Revise event on timeline	No	
✓	Communications\Fax	No	No
	Communications\Fax cover sheet	No	No
	Miscellaneous\Questions	No	No
	Miscellaneous\Timeline	No	No
	Miscellaneous\Book	No	No
	Miscellaneous\Attachment	No	No
	Court Documents\Petition for Appointment of Guardian Ad Litem for Defendant	No	No
	Hrs.Min.Sec	No	
	Not Applicable	Yes	
	Questions\	Yes	
	Transcripts\	Yes	No
	Communications\e-mail	Yes	No
	With author	Yes	
	Miscellaneous\CSV Load Error	Yes	
	Research\	Yes	No
	Electronic - original in MasterFile	Yes	

v195C Test Index

Create

General

Document and E-mail Loading

Review and Revision Tools

Evidence Cruncher

Doc-link Functions

Issue/Topic Folders

Intake : Reporting : Send

Profile Maintenance

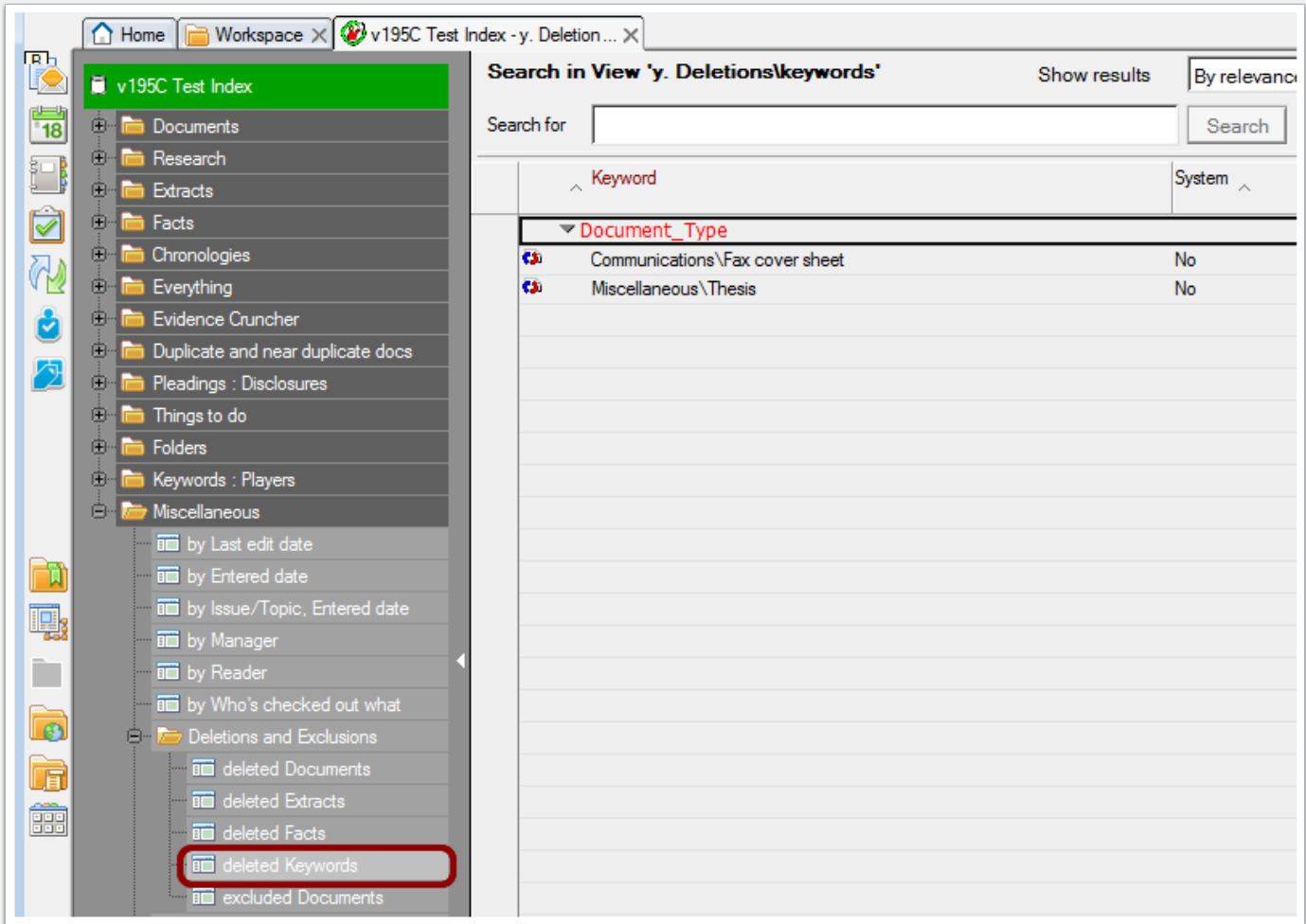
- Extract Refresher
- Move extracts
- Attachment processing
- Exclude / Un-exclude
- Delete / Un-delete

Administration

Deleting profiles permanently from MasterFile dbs

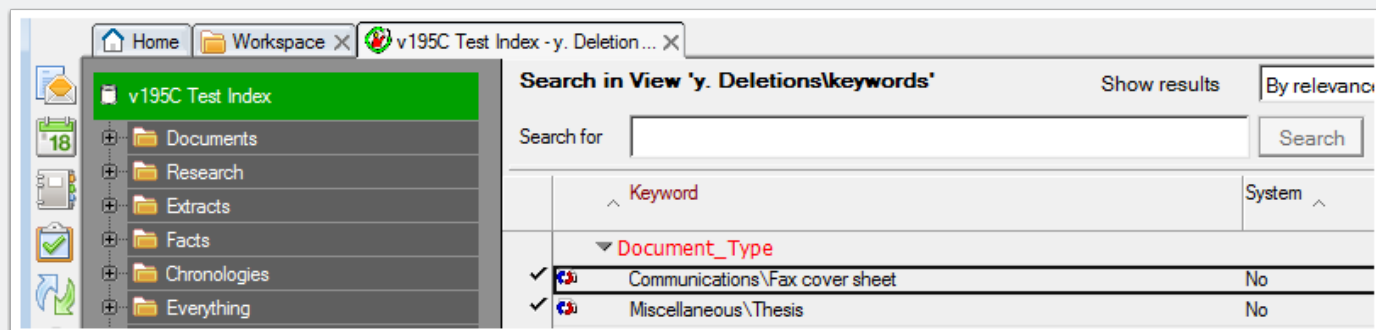
Permanently delete the soft deleted keywords

Open the deleted Keywords view

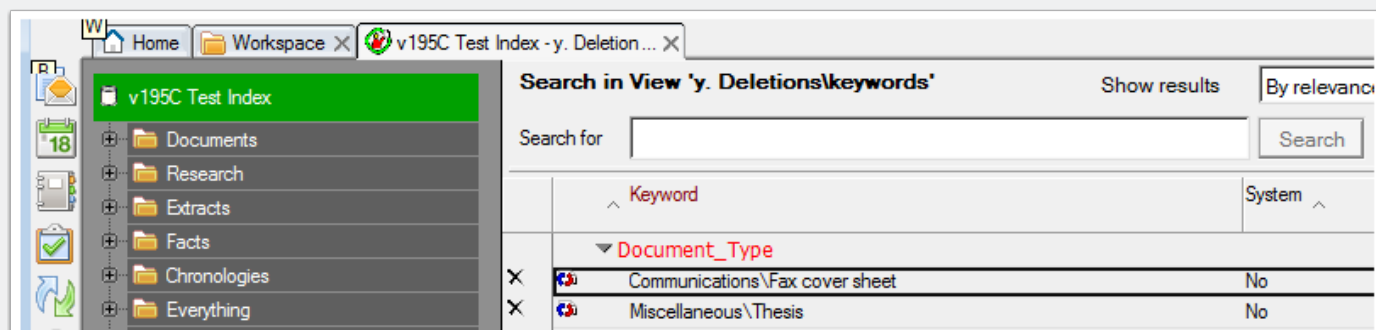


Deleting profiles permanently from MasterFile dbs

Select the profiles you want to permanently delete by clicking in the selection margin.

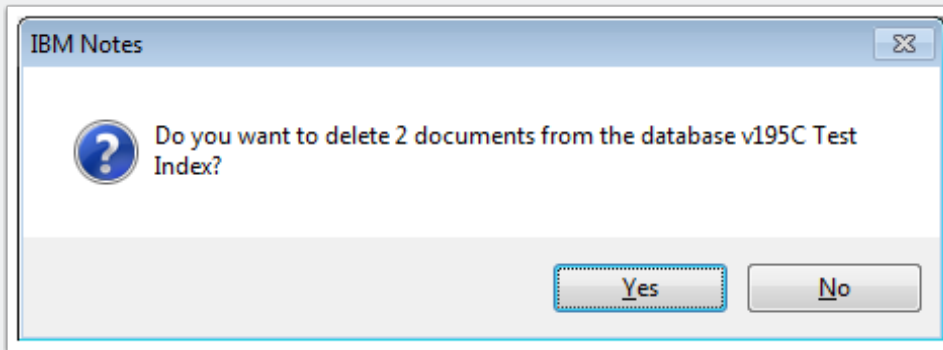


Press or choose Edit > Delete. The check marks turn to 'X's.



Deleting profiles permanently from MasterFile dbs

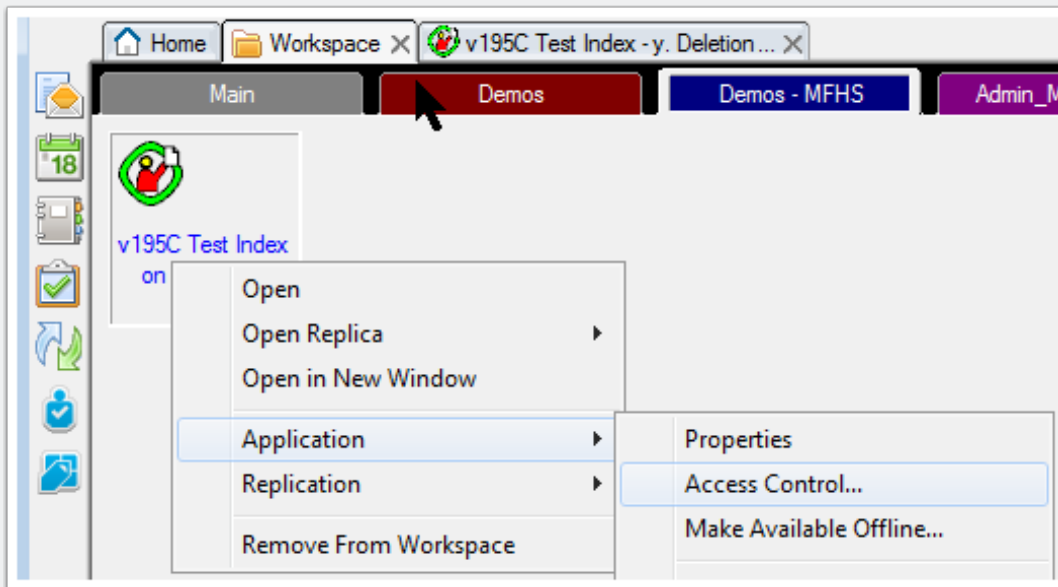
Press <F9> and the following prompt appears. Click Yes to confirm permanent deletion and the profiles are deleted.



Deleting profiles permanently from MasterFile dbs

Remove Deletion rights

1. Shut and reopen the database.
2. From the Workspace, right click on the database's icon and choose Access control ...



Deleting profiles permanently from MasterFile dbs

Remove the Delete rights you originally set

1. Highlight your name.
2. Check the option Delete documents, this time to unselect it
3. Click OK.

If you had given rights to a group, perform this step on the group instead.

