



My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

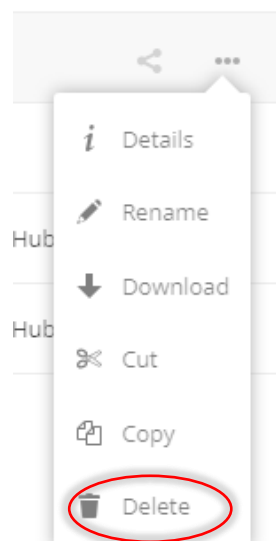
Section 12: Deleting Items and Restoring Deleted Items

Sometimes items have a mistake or are too outdated to stay on TFS Hub. In this case, you may have to delete them. **Just be careful with some items, as they may be shared. This will mean that you either do not have the power to delete it, or others will also lose access.**

Find your chosen item. It can be anything, as even folders, files, photos, etc can be deleted.

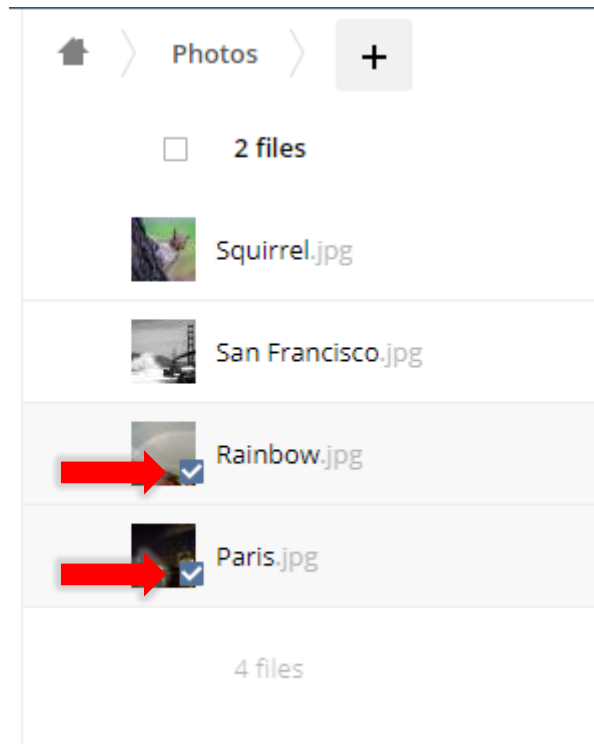


On the far right-hand side, there are three dots. This will give more options as to what you wish to do with the item. To delete, select the lowest button, titled 'Delete'.



You can also delete more than one item at a time. This method can save time.

First, you must highlight more than one item. To do this you hover your mouse over the item you want to select, and a small box will appear over the preview. Tick this box. Do this on as many items you want.

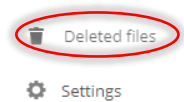


After selecting your desired items, the same options that appear from the three dots will now appear on the top right-hand side. To delete you simply must click the trash can icon.



If you accidentally delete an important item, you can restore it back to your files. On the bottom left-hand side, there is a category called 'Deleted Files'. It's much further down than the others, so it may be difficult to find on first glance.

- 📁 All files
- ★ Favorites
- ↔ Shared with you
- ↔ Shared with others
- 🔗 Shared by link
- 🔍 Tags
- 📁 External storage



This will take you to a list of files you have deleted from your files, but have been backed up by the cloud. All these files will have an option on the right-hand side to 'Restore' it back to its original position. All you must do is click it and it will return to the folder it was in before.

- ↺ Restore
- ↺ Restore
- ↺ Restore
- ↺ Restore
- ↺ Restore