

# Repository Cleanup

Last Modified on 10/22/2022 10:07 am CDT

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**PATH:** *System Administration > Digital Repository > Repository Cleanup*

**Search Term:** *Repository Cleanup*

The Repository Cleanup tool allows you to permanently remove files from the Campus Digital Repository (CDR). Occasionally, it may be necessary for you to remove files permanently. For example, you might have a District policy that requires removing documents for students who are no longer enrolled.

You do not need to use this tool to remove missing or incomplete files. All missing files and incomplete uploads are automatically purged from the CDR daily at 5 AM.

*Repository Cleanup Tool*

## Field Descriptions

Field	Description
<b>Uploaded on or before</b>	Files that were uploaded on or before the date you select in this field will be permanently removed.
<b>Service/Campus Tool</b>	This is a comprehensive list of Campus tools where documents have been uploaded. Only files that were uploaded on the tools you select will be deleted.

Field	Description
<b>Ad Hoc Filter (uploaded by)</b>	<p>Select an Ad Hoc filter to only remove files uploaded by a specific person or person(s).</p> <p>Ad Hoc Filters do not limit the repository cleanup to specific calendars.</p>
<b>Ad Hoc Filter (uploaded for)</b>	<p>Select an Ad Hoc filter to only remove files uploaded for a specific person or person(s).</p> <p>Ad Hoc Filters do not limit the repository cleanup to specific calendars.</p>
<b>Include Detail</b>	<p>When this checkbox is marked, the report that displays after the test and cleanup will include the following details for each file: file name, file size, upload date, uploaded by and uploaded for. If this checkbox is not marked, a simple summary with the number and total size of the files displays in the report.</p>
<b>Report Format</b>	<p>After running the test or the actual removal of files, a report displays in the format you select. Options are PDF or CSV.</p>

## Running a Test

**PATH:** *System Administration > Digital Repository > Repository Cleanup*

Click the **Run Test** button to view a summary report of the files that will be permanently removed.

You must use the **Run Test** feature before permanently removing files.

**Repository Cleanup**

This tool allows users to permanently remove files that were uploaded to the Digital Repository.

Uploaded on or before: 12/31/2013

Service/Campus Tool:
 

- Instruction
- Person Documents (default)
- Student Information > General > Summary
- Student Information > General > Enrollments
- Student Information > General > Schedule

Ad Hoc Filter (uploaded by):

Ad Hoc Filter (uploaded for):

Include Detail:

Report Format:  PDF  CSV

**Run Test** Run Cleanup

100 Plainview Schools District Generated on 12/31/2013 01:22:28 PM Page 1		Digital Repository Cleanup Report	
THIS IS A TEST. NO FILES HAVE BEEN REMOVED FROM THE DIGITAL REPOSITORY.			
<b>Summary</b>			
<b>Service/Campus Tool</b>	<b>Number of Files</b>	<b>Size of Files</b>	
Instruction	42	15.89 MB	
Person Documents (default)	0	0.00 MB	
Student Information > General > Summary	0	0.00 MB	
<b>Total</b>	<b>42</b>	<b>15.89 MB</b>	

*Digital Repository Cleanup Report in PDF without Details*

## Running the Cleanup

**PATH:** *System Administration > Digital Repository > Repository Cleanup*

You must use the **Run Test** feature before permanently removing files.

1. Click the **Run Cleanup** button.

**Repository Cleanup**

This tool allows users to permanently remove files that were uploaded to the Digital Repository.

Uploaded on or before: 12/31/2013

Service/Campus Tool:
 

- Instruction
- Person Documents (default)
- Student Information > General > Summary

Ad Hoc Filter (uploaded by):

Ad Hoc Filter (uploaded for):

Include Detail:

Report Format:  PDF  CSV

Run Test **Run Cleanup**

**Result**

A confirmation message displays.

2. Click **OK**.

**Result**

Campus permanently removes the files and the Digital Repository Cleanup Report displays.

0281 SCHOOL DISTRICT District		Digital Repository Cleanup Report		
Generated on 05/23/2017 10:29:06 AM Page 1				
Some files were not properly deleted from the cloud, please re-run the Cleanup Report				
<b>Summary</b>				
Service/Campus Tool	Number of Files Failed	Number of Files Succeeded	Size of Files Succeeded	
Person Documents (default)	1	2	0.24 MB	
Total	1	2	0.24 MB	
Displaying files 1 - 3				
<b>Success Detail</b>				
File Name	Service/Campus Tool	File Size	Upload Date	Uploaded By
CDRUploadPaths	Person Documents (default)	0.04 MB	01/01/1960	Administrator, System
Component1	Person Documents (default)	0.19 MB	01/01/1960	Administrator, System
<b>Failure Detail</b>				
File Name	Service/Campus Tool	File Size	Upload Date	Uploaded By
Component2	Person Documents (default)	0.16 MB	01/01/1960	Administrator, System

The report will detail which files were successfully deleted (Successful Detail) and which failed to be deleted (Failure Detail). If some files failed to be deleted, please re-run the Repository Cleanup tool.