Repository Cleanup

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

Field Descriptions | Running a Test | Running the Cleanup

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
Uploaded on or before	Files that were uploaded on or before the date you select in this field will be permanently removed.
Service/Campus Tool	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
Ad Hoc Filter (uploaded by)	Select an Ad Hoc filter to only remove files uploaded by a specific person or person(s). Ad Hoc Filters do not limit the repository cleanup to specific calendars.
Ad Hoc Filter (uploaded for)	Select an Ad Hoc filter to only remove files uploaded for a specific person or person(s). Ad Hoc Filters do not limit the repository cleanup to specific calendars.
Include Detail	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.
Report Format	After running the test or the actual removal of files, a report displays in the format you select. Options are PDF or CSV.

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.

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.

Result

A confirmation message displays.

2. Click **OK**.

   Result

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

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.