

# Self Maintenance

The **Maintenance** section includes tools to help you manage, clean, and optimize your system, ensuring it operates efficiently and stays within your plan's data storage limits. The amount of data you can store depends on your subscription plan, so regular maintenance is essential to maximize available space. Here's a breakdown of the available features:

## Recycle Bin

- **Overview:** Deleted shelves, documents, chapters, and pages are temporarily stored in the Recycle Bin. From here, items can be restored or permanently deleted.
- **Automatic Removal:** Older items may be automatically removed from the Recycle Bin based on system configuration.
- **Action:** Open the Recycle Bin to manage deleted items and free up storage space.

## Cleanup Images

- **Purpose:** Scans page and revision content to identify unused or redundant images and drawings, helping you reclaim storage space by removing unnecessary files.
- **Recommendation:** Create a full database and image backup before running this action.
- **Options:**
  - Option to delete images that exist only in old page revisions. It keeping accurate historical copies is important do not check this box. You can always export archived documents for offline storage.
- **Performance Note:** This process may take time, potentially leading to performance issues for your users. Do this during non-critical times.
- **Action:** Run the cleanup process to remove unused images and manage your storage effectively.

## Send a Test Email

By default emails are sent from swiftprotocols.com. You can submit a ticket to change this to your own email provider.

- **Purpose:** Sends a test email to the email address specified in your profile.
- **Action:** Test email functionality to verify email system settings.

## Regenerate References

- **Purpose:** Rebuilds the cross-item reference index within the database. This is typically handled automatically but can be useful for:
  - Indexing older content.
  - Updating content added via unofficial methods.

- **Performance Note:** Like image cleanup, this process can take time and might lead to timeout issues. It can also be run using a terminal command.
- **Action:** Trigger the reference regeneration process.

## Recycle Bin

Deleted shelves, documents, chapters & pages are sent to the recycle bin so they can be restored or permanently deleted. Older items in the recycle bin may be automatically removed after a while depending on system configuration.

 Shelves: 0

 Documents: 0

 Chapters: 0

 Pages: 1

Open Recycle Bin

## Cleanup Images

Scans page & revision content to check which images and drawings are currently in use and which images are redundant. Ensure you create a full database and image backup before running this.

☐ Also delete images that only exist in old page revisions

*Note: This action can take time to run, which can lead to timeout issues in some web environments. As an alternative, this action be performed using a terminal command.*

Run Cleanup

## Send a Test Email

This sends a test email to your email address specified in your profile.

Send test email

## Regenerate References

This action will rebuild the cross-item reference index within the database. This is usually handled automatically but this action can be useful to index old content or content added via unofficial methods.

Regenerate References

*Note: This action can take time to run, which can lead to timeout issues in some*

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