Disabling the Auto-Delete Function in Workflows

Last Modified on 08/06/2024 11:08 am EDT

> **(i)** **Note:**
> If you want to take advantage of the Data Retention feature, Administrators must first contact Support to enable the feature.

Overview

If a user chooses to remove Auto-Delete from a scheduled trigger transition, that transition will no longer purge objects when that trigger is activated. Objects will transition to their next workflow state without being deleted.

User Account Requirements

The user account used to log into Resolver must have Administrator permission to access the **Object Types** section.
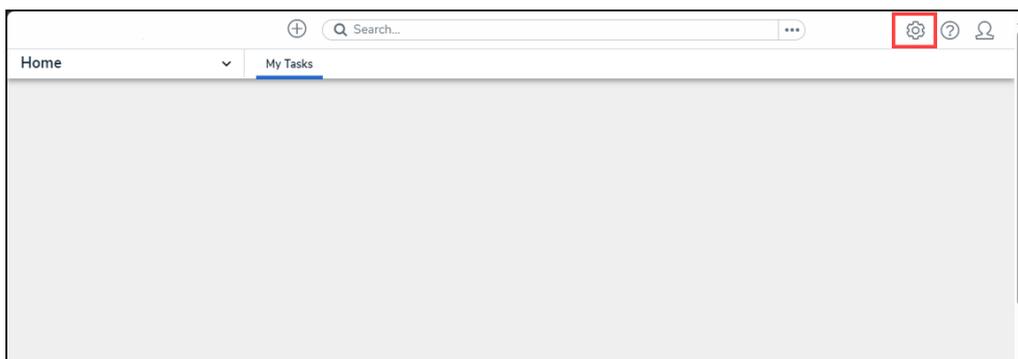
Related Information/Setup

Please refer to the Enabling the Auto-Delete Function Using a Scheduled Trigger article, for more information on enabling the auto-delete function.

Please refer to the Enabling Data Retention Analytic Settings article, for more information on configuring data retention settings.
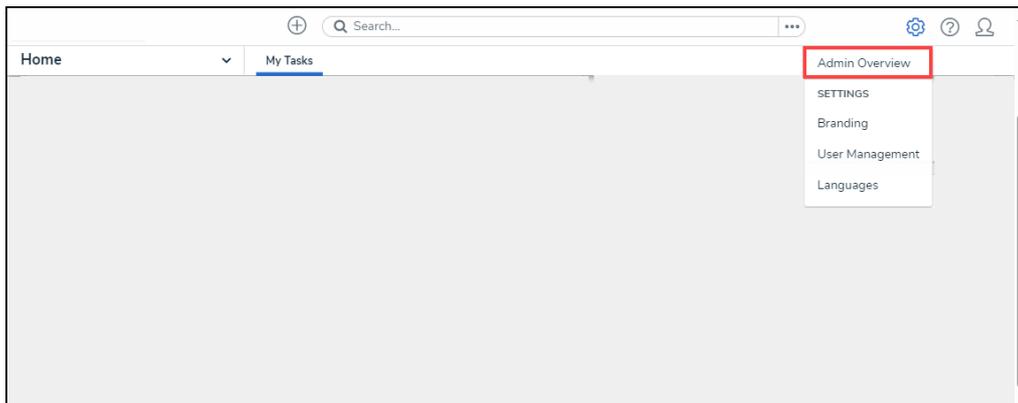
Navigation

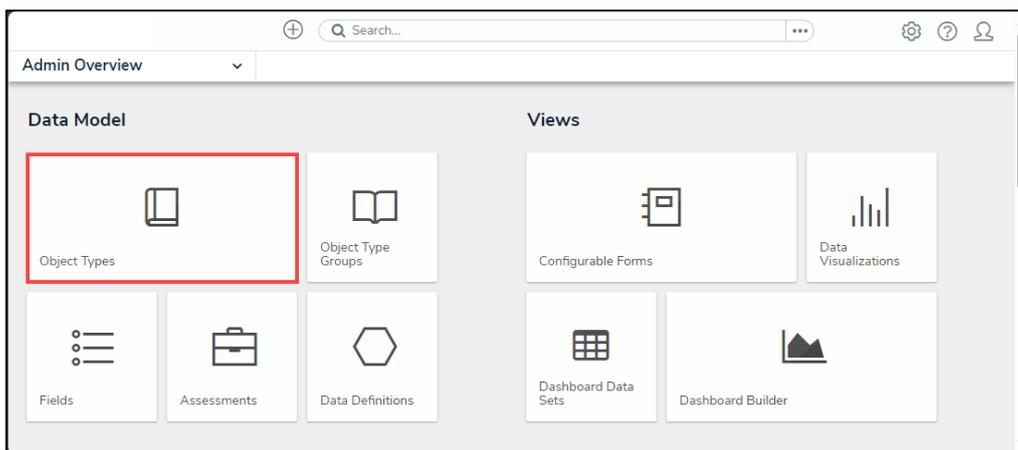1. From the **Home** screen, click on the **Administration** icon.

Administration Icon

2. From the **Administration Settings** dropdown menu, click the **Admin Overview** link.
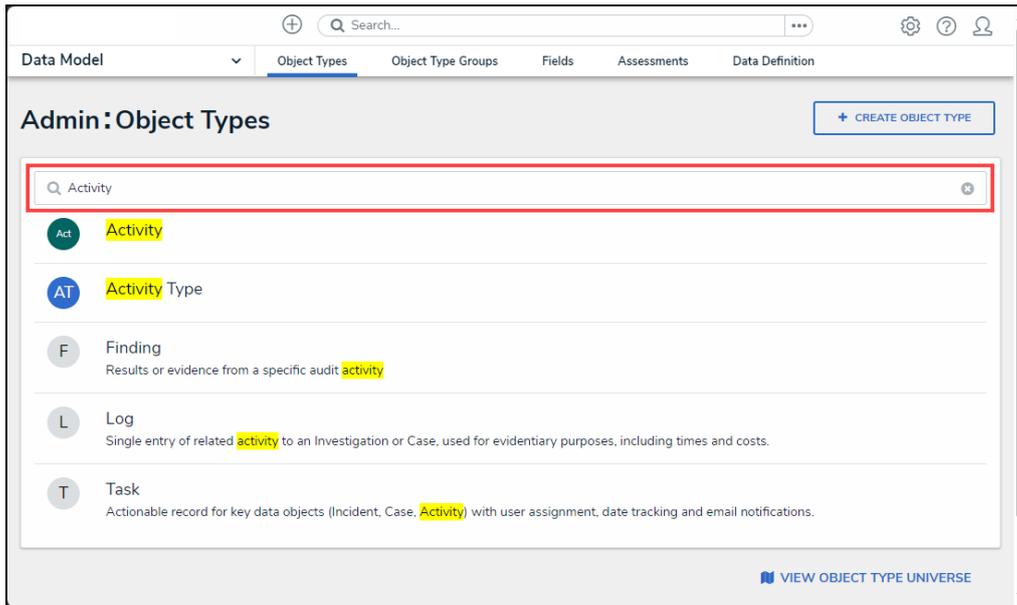

Admin Overview Link

3. From the **Admin Overview** screen, click the **Object Type** tile under the **Data Model** section.
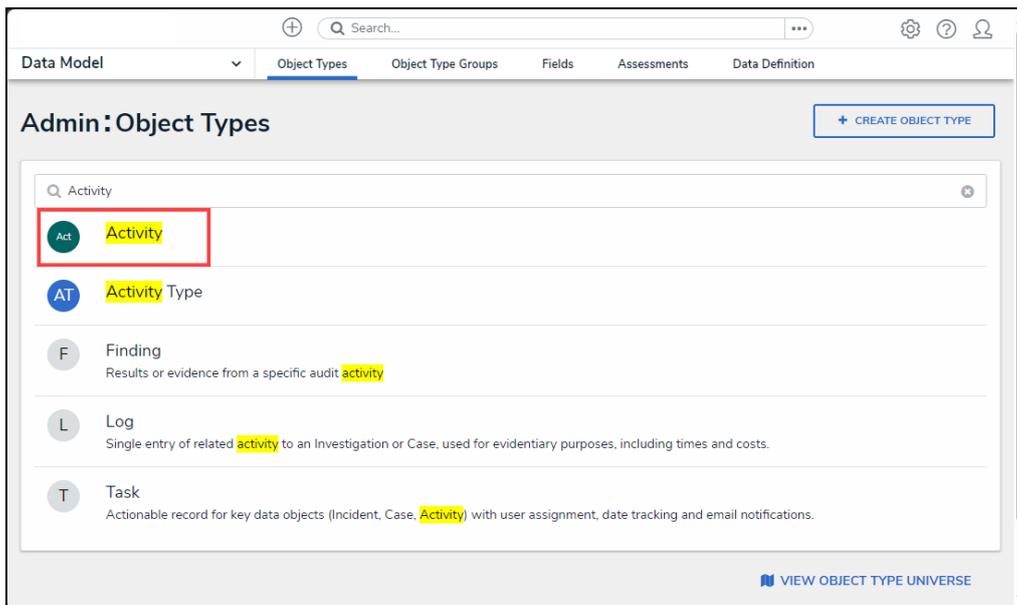

Object Type Tile

4. From the **Admin: Object Type** screen, enter an object type name in the **Search** field to narrow the search results.
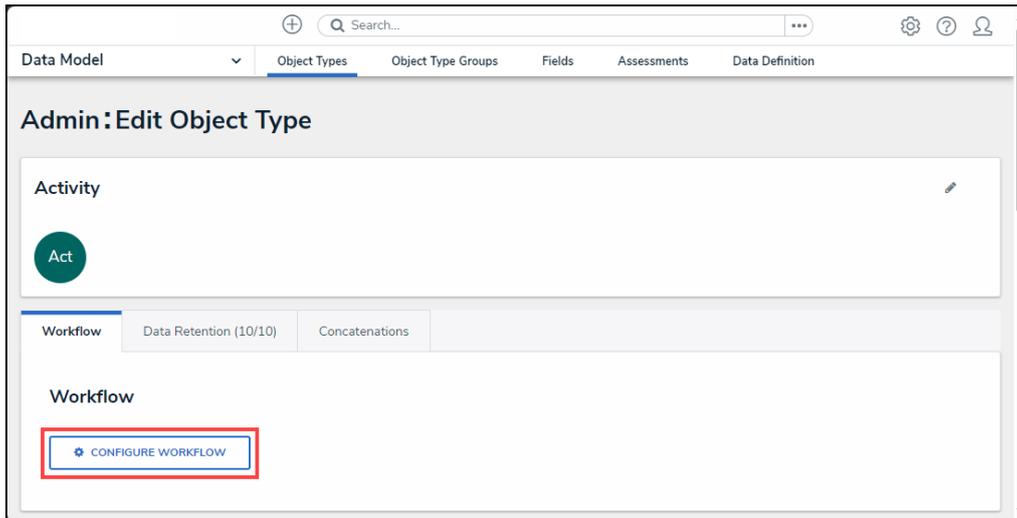
Search Field

5. Click on an **Object Type** link.
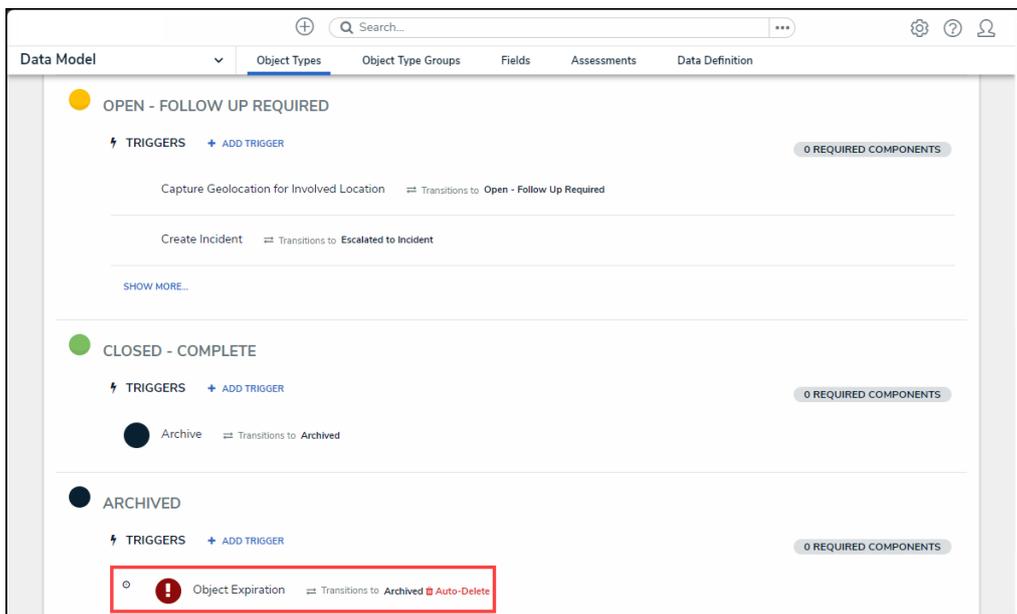

Object Type Link

6. From the ***Admin: Edit Object Type*** screen, click on the **Configure Workflow** button under the **Workflow** section.
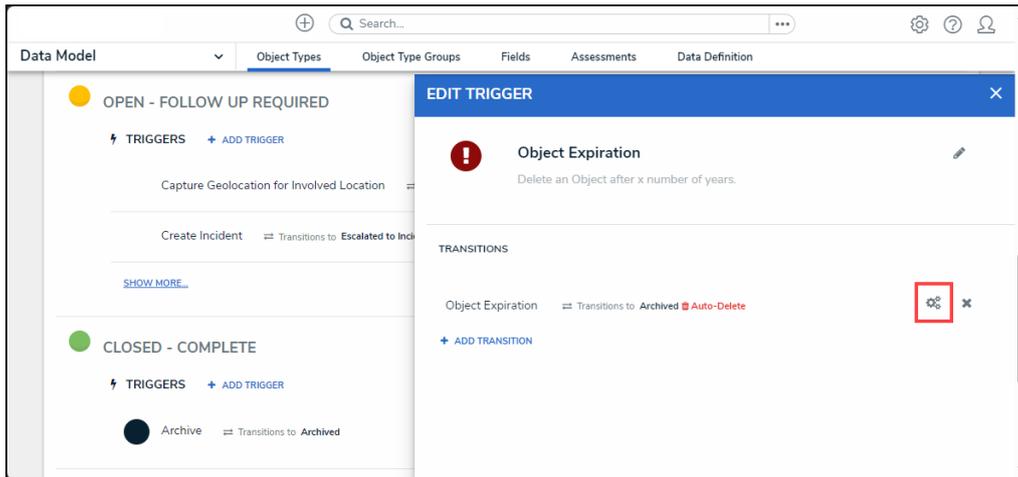
Configure Workflow Button

Disabling the Auto-Delete Function in Workflows

1. From the ***Admin: Edit Workflow*** screen, click on a trigger with the auto-delete function enabled. A trigger with the auto-delete function enabled will have **Auto-Delete** in red next to the trigger.
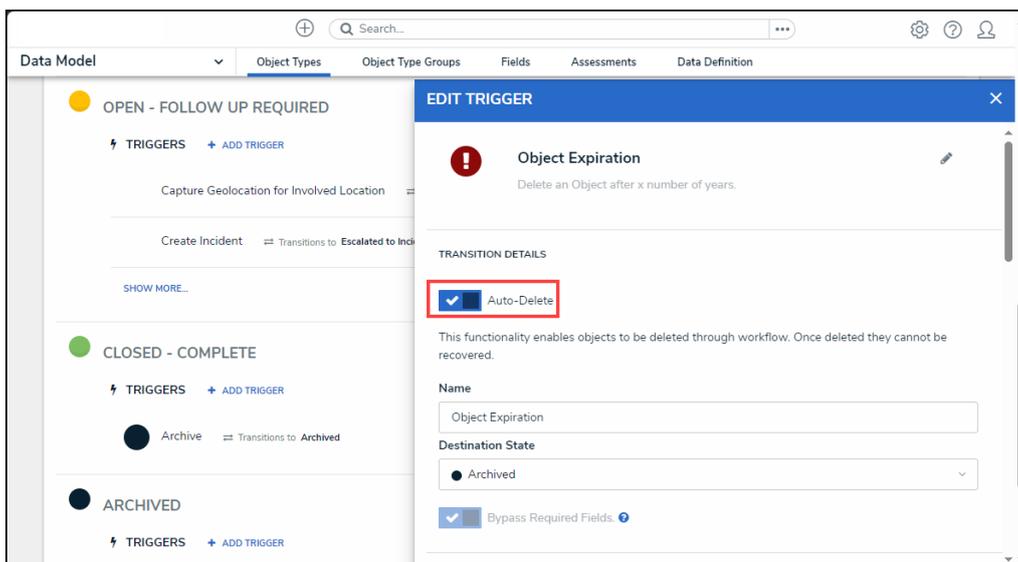

Enabled Trigger

2. From the ***Edit Trigger*** pop-up, click on the **Edit** icon under the **Transition** section.
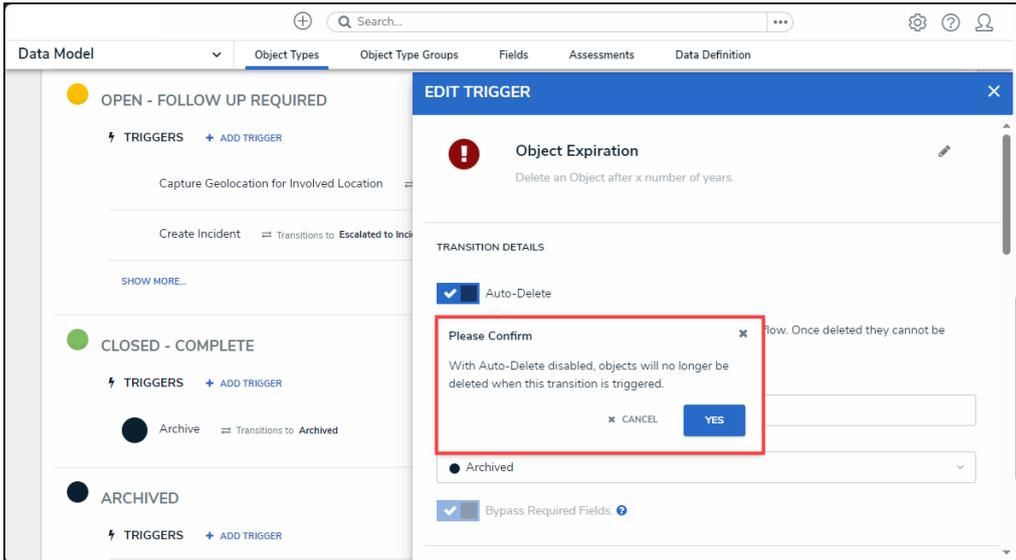
Edit Icon

3. From the **Transition** section, select the **Auto-Delete** toggle switch to deactivate the auto-delete function.
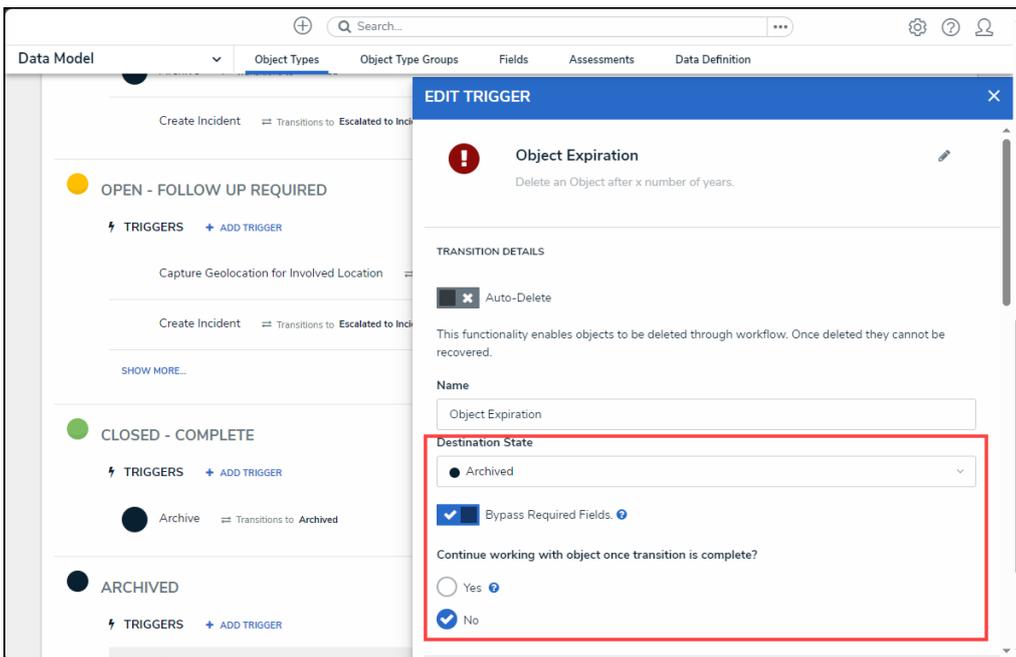

Auto-Delete Toggle Switch

4. A **Confirmation** screen will appear, read through the warning and click the **Yes** button to deactivate the auto-delete function.

Confirmation Screen

5. When the auto-delete function is disabled, the **Destination State** field and **Bypass Required Fields** toggle switch will be enabled and the **Continue working with object once transition is complete?** radio buttons will reappear.

Enabled Fields

6. When the auto-delete function is disabled, the **Auto-Delete** tag will also be removed from the transition on the ***Admin: Edit Workflow*** screen.

Trigger