
How To Create A New Role To Schedule The Purge Of The Recycle Bin

<https://campus.barracuda.com/doc/71861471/>

By default, the ADMINISTRATOR role does not have the ability to schedule the Recycle Bin purge. You must create a new role to enable this functionality and assign it the required users.

Create a New Role Named SuperAdmin

1. Open the ArchiveOne Admin console.
2. Expand the **Roles and Users** node.
3. Right-click the **Roles** node, and click **Create Role**. The **Create New Role** dialog displays.
4. Name the role **SUPERADMIN**, and select the **ADMINISTRATOR** role to inherit rights from. Click **OK**.
5. Select the **Recycle Bin** node in the top pane.
6. In the lower pane, select the **Schedule purge** permission, and click **OK**.
7. The role is created. [Assign this role](#) to the required users so that they have the option to schedule the Recycle Bin purge.

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