
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.

© Barracuda Networks Inc., 2024 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.