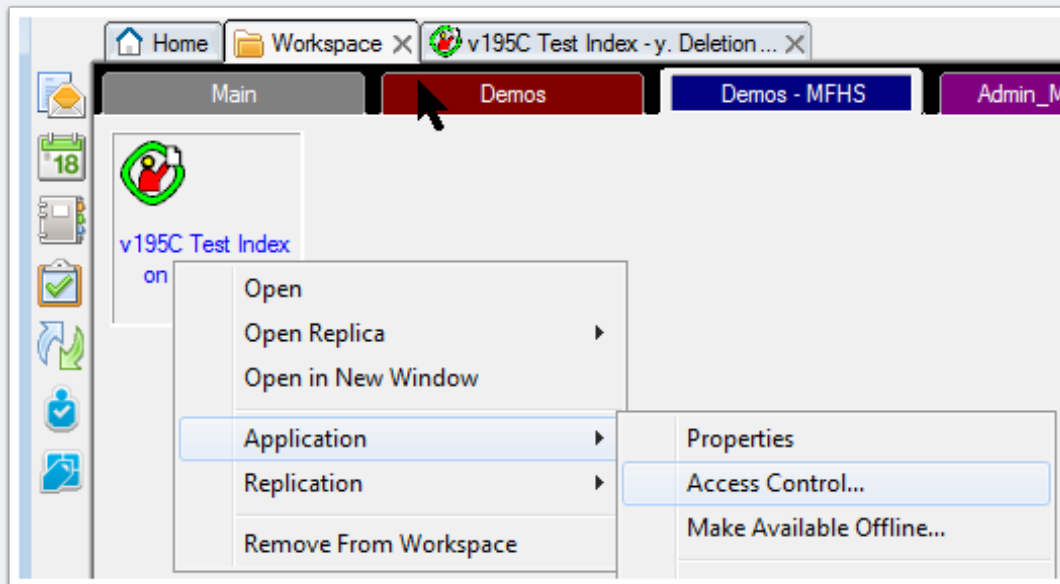# Deleting profiles permanently from MasterFile dbs

NOTE

If you want to permanently delete soft-deleted profiles such as extraneous keywords from a MasterFile database, you need to set that right in the database ACL. We do not recommend you do this as having soft-deleted any profiles, they no longer appear in any views. In any case, the steps to permanently remove those profiles are given here. If you proceed with these steps and delete or modify the ACL and then require MasterFile support to try and fix any anomalies that arise, this will not fall under your technical support and will be an hourly billable task performed by our Professional Services group, and therefore you proceed at your own risk.

Set Deletion rights

From the Workspace, right click on the database's icon and choose Access control ...
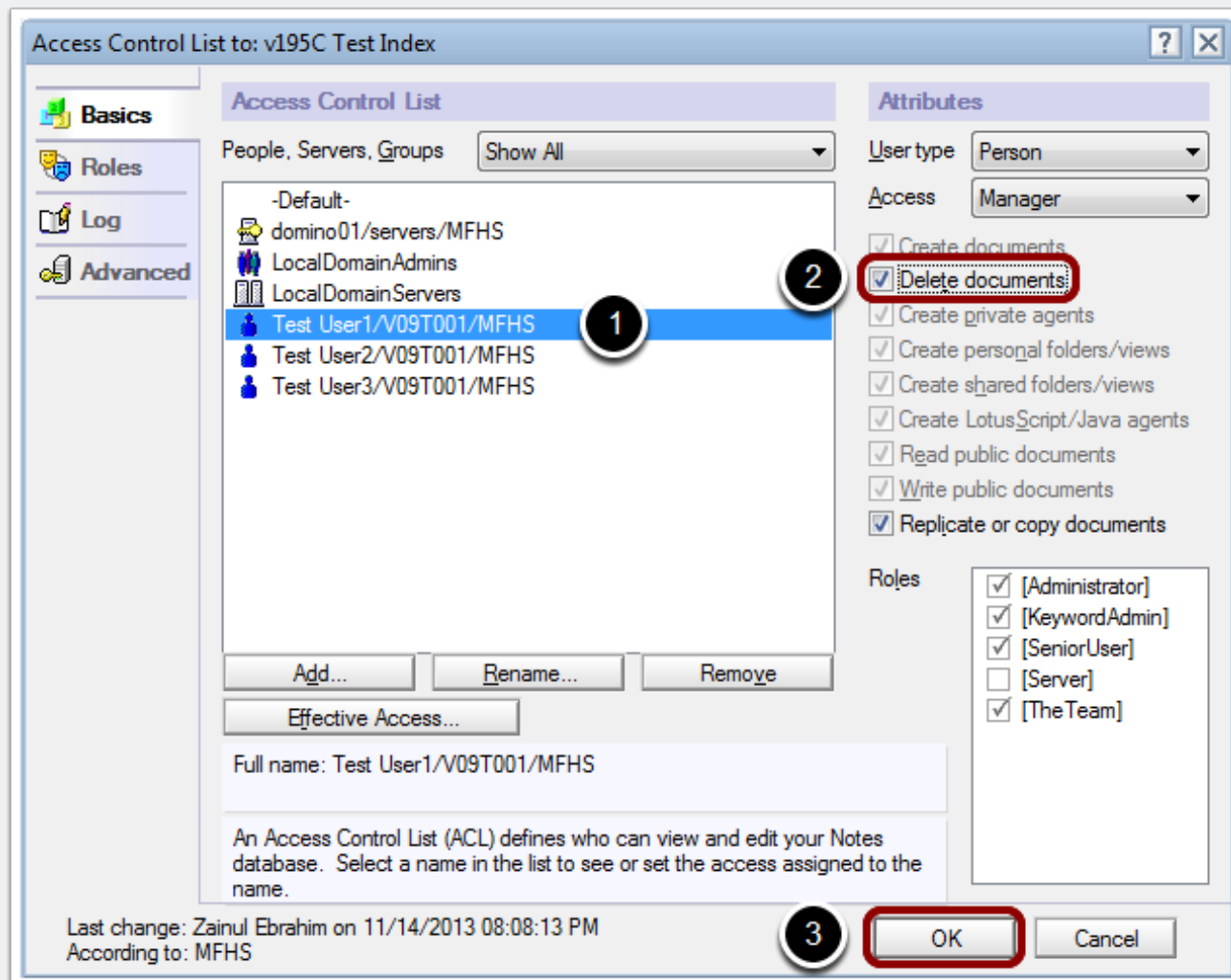
Deleting profiles permanently from MasterFile dbs

Give yourself Delete rights

1. Highlight your name.
2. Check the option Delete documents.
3. Click OK.

If you are not listed by your name in the ACL, you will have to have whoever is listed by name (usually the database creator) perform this task. You can give the group you are member of the same rights, but during the time you perform this task, any group member can then delete ANY number of profiles in the database permanently without your knowledge, or realizing, if they do so by mistake, and that deletion is not recoverable.

Deleting profiles permanently from MasterFile dbs

Shut and reopen the database.

Soft delete the selected keywords

Click on [R+] > Profile Maintenance > Delete / Un-delete. You are asked to confirm and the keywords are soft deleted. They can be restored if needed from [L+] > Miscellaneous > Deletions and Exclusions > deleted keywords.
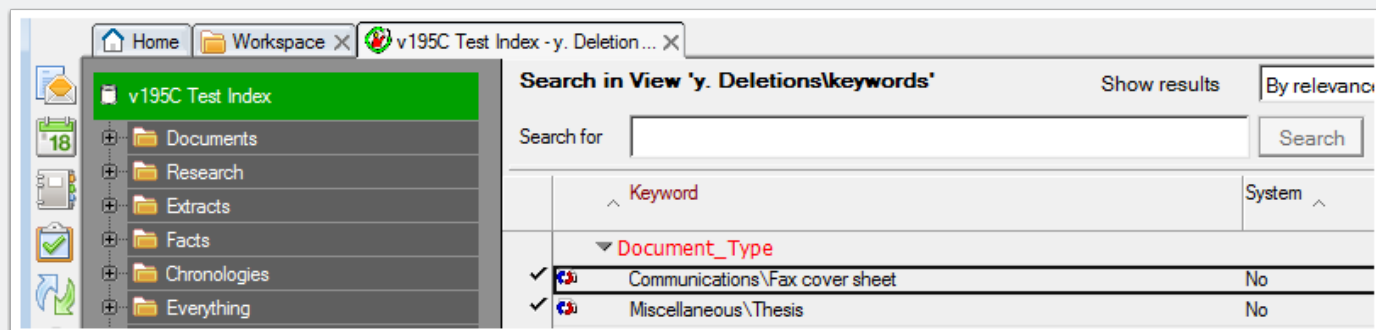
Permanently delete the soft deleted keywords
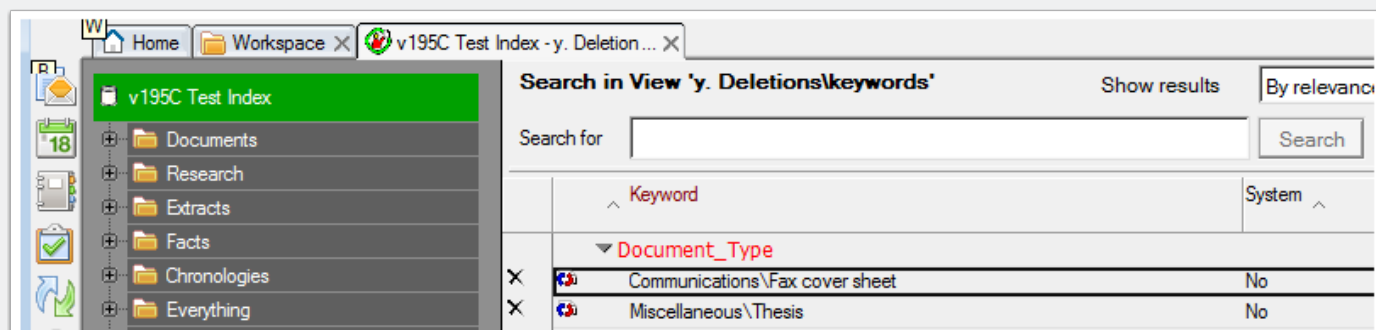
Open the deleted Keywords view
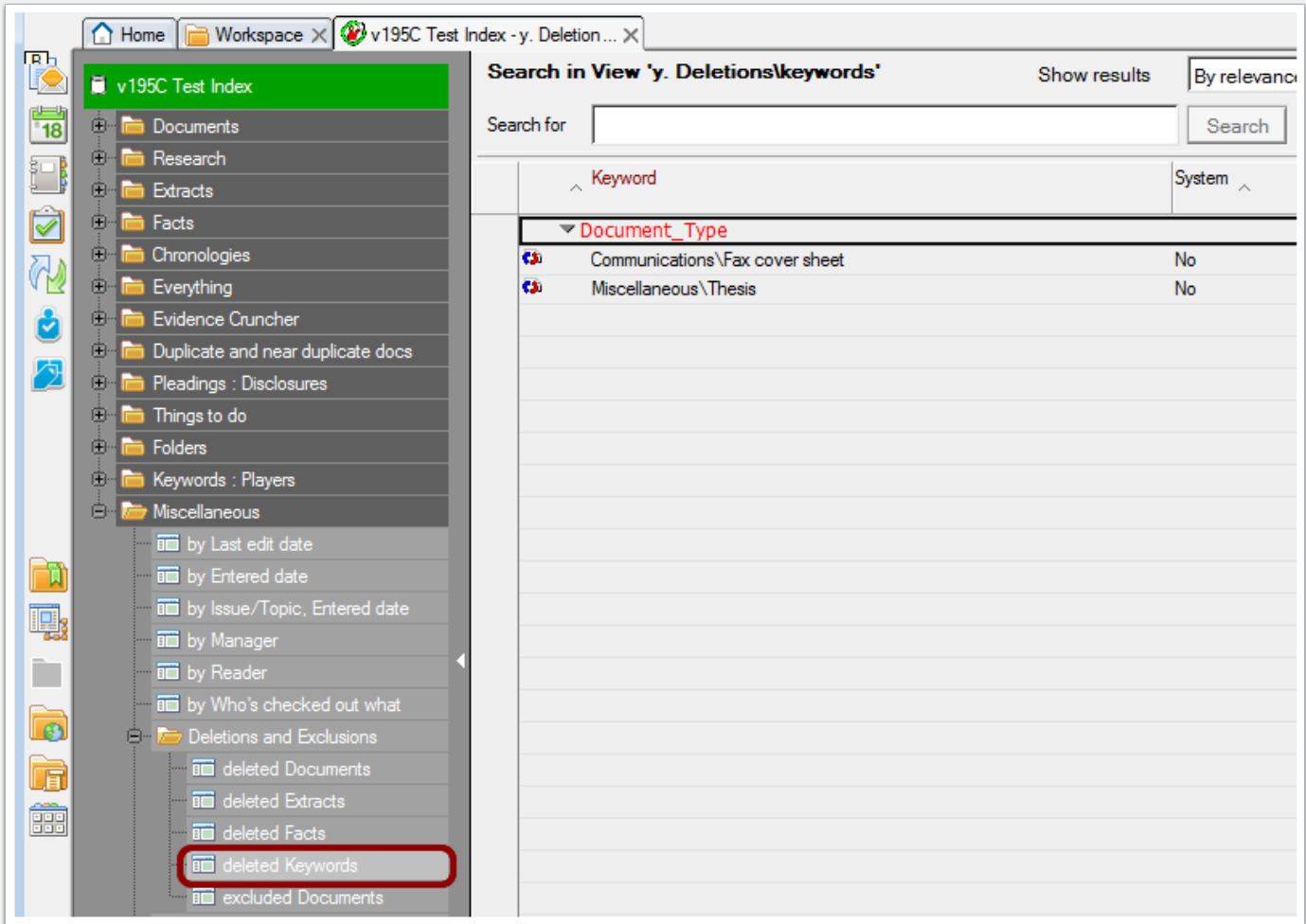
Deleting profiles permanently from MasterFile dbs

Select the profiles you want to permanently delete by clicking in the selection margin.
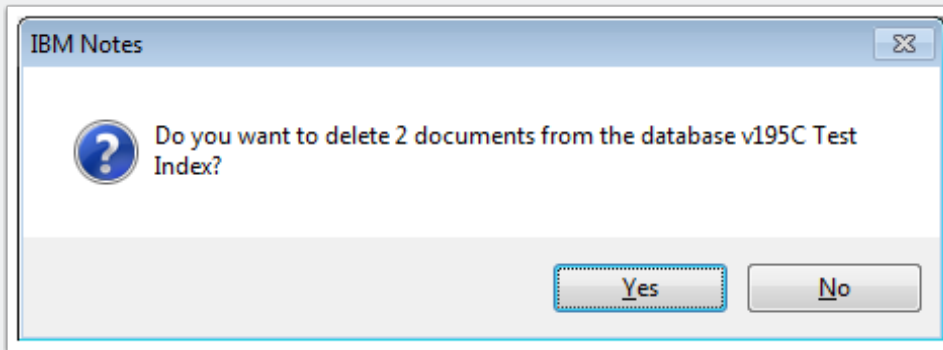

Press <Del> or choose Edit > Delete. The check marks turn to 'X's.

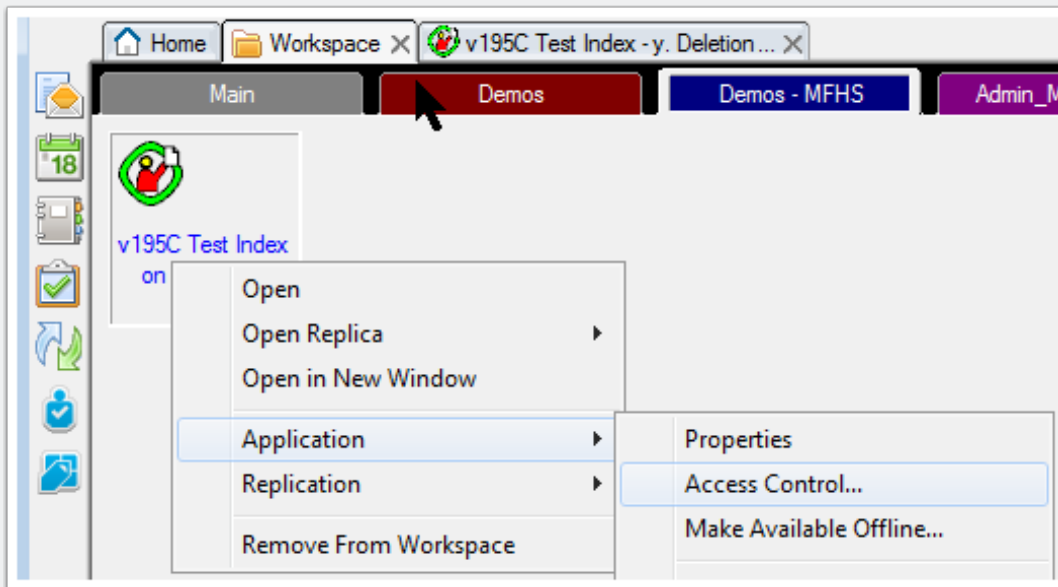# Deleting profiles permanently from MasterFile dbs

Press <F9> and the following prompt appears. Click Yes to confirm permanent deletion and the profiles are deleted.

IBM Notes

Do you want to delete 2 documents from the database v195C Test Index?

Yes   No

Deleting profiles permanently from MasterFile dbs

Remove Deletion rights

1. Shut and reopen the database.
2. From the Workspace, right click on the database's icon and choose Access control ...

Deleting profiles permanently from MasterFile dbs

Remove the Delete rights you originally set

1. Highlight your name.
2. Check the option Delete documents, this time to unselect it
3. Click OK.

If you had given rights to a group, perform this step on the group instead.