

Installing the Download and Recycle Bin Script

JULY 2023

Overview

The Download and Recycle Bin script has been created to help Local Agencies meet security requirements after downloading documents that contain private data. The script creates a scheduled task to delete all files from the Downloads folder and the Recycle Bin each time a user logs onto their computer and at 8PM daily if the computer is not shutdown overnight.

Download and Run Script

1. Log into the computer using the **Tempuser** account (call the Help Desk at 1-800-488-8799, press 2, 2 for the password).
2. Log into the Filezilla agencygateway.
3. Navigate to the **Download and Recycle Bin Script** folder.

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
AUDIO_TS		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
Authorizer		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
Baby Behavior		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
Client Install		File folder	12/11/2021 8:2...	drwxrws---	agencygate
County Installs		File folder	9/28/2022 1:16...	drwxrws---	agencygate
CutePDF		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
Dakota		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
Desktop		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
dll filles		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
Docs		File folder	9/13/2022 9:10...	drwxrws---	agencygate
Download and Recyle Bin Script		File folder	6/27/2023 12:2...	drwxrws---	dxc mnwic
Hennepin		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
HHActiveX		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
High Risk Manual		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate
U..DEPT Reports Installation		File folder	8/6/2020 9:40:2...	drwxrws---	agencygate

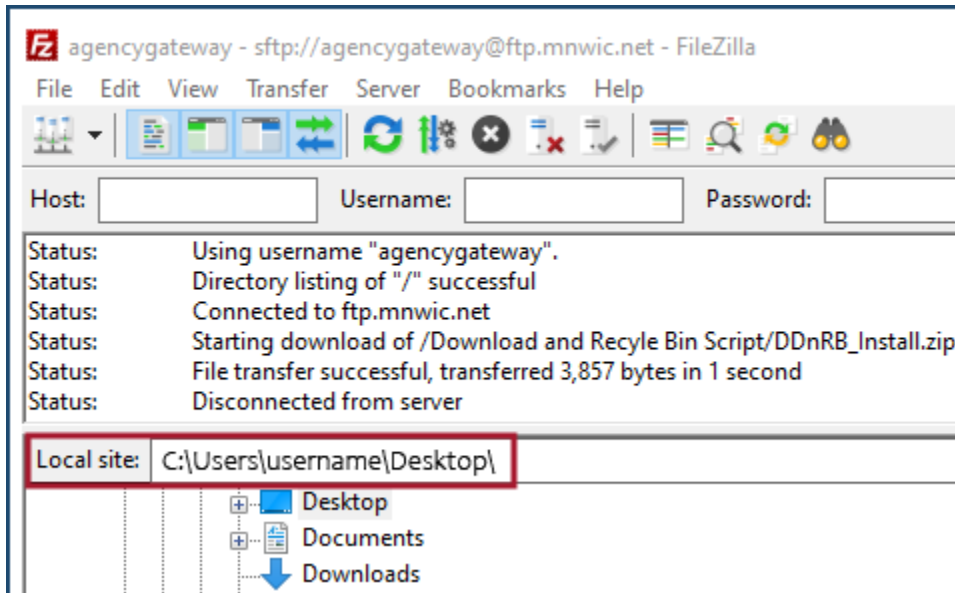
4. Double-click the **Download and Recycle Bin Script** folder.

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
..					
DDnRB_Install.zip	3,857	Compress...	6/27/2023 12:2...	-rw-rw----	dxc mnwic...

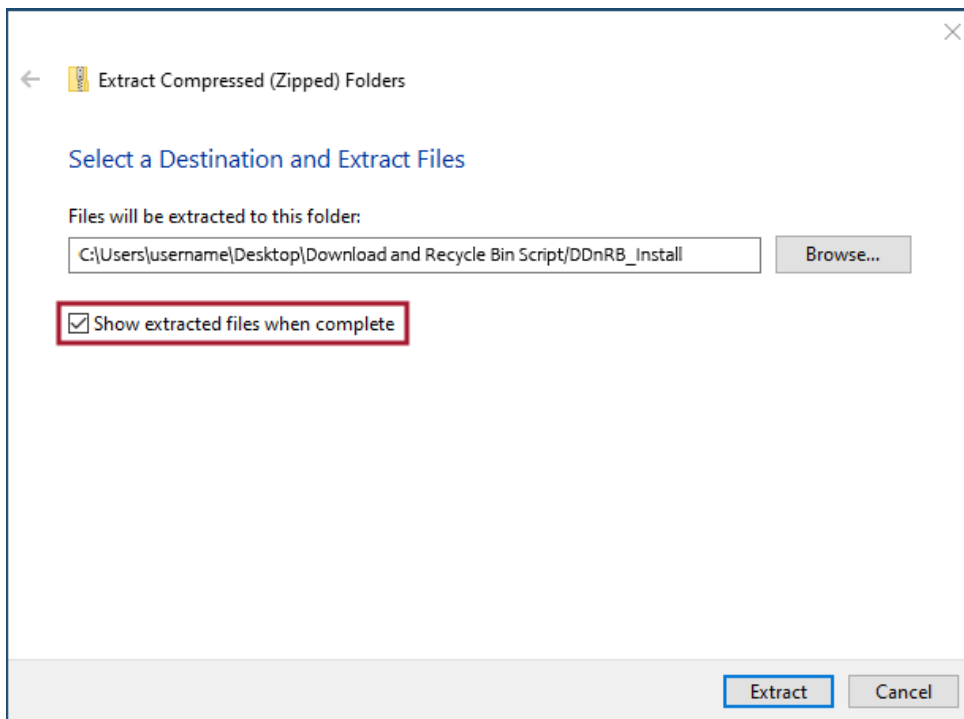
5. Right-click the *DDnRB_Install.zip* folder and select **Download**.

INSTALLING THE DOWNLOAD AND RECYCLE BIN SCRIPT

6. Navigate to where you downloaded the *DDnRB_Install.zip* folder (based on Local site selected in FileZilla as shown below).



7. Right-click the *DDnRB_Install.zip* folder.
8. Select **Extract All...**



9. Ensure the **Show extracted files when complete** checkbox is checked.
10. Click the **Extract** button.
11. The file location with the unzipped *DDnRB_Install* folder should automatically open.

INSTALLING THE DOWNLOAD AND RECYCLE BIN SCRIPT

12. Right-click on the **DDnRB_Install** file.
13. Select **Run as Administrator**.
14. Allow the script to run.
15. Verify the scheduled task was created by using the File Explorer to navigate to:
C:\windows\system32\tasks. The *DDnRB* folder should be listed.

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