



Manage your Data

All businesses rely on data, so your administrators need to be able to control how data is managed in Bigin.

[Import History](#)

This section displays a consolidated list of all the data that has been imported to any module in your Bigin account.

Import history shows the file name, module the data was imported to, when the data was imported, and the number of records added, updated, and skipped, . Click a report entry to open a detailed view of all the records that were imported.

[Export data](#)

Choose this option to export a copy of all the data in the module.

[Back up your data](#)

Use the Data backup option to back up all the data in your Bigin account. You can back up your data immediately.

[Recycle Bin](#)

The recycle bin contains all the items deleted from your Bigin account. Administrators can view the items deleted by all users in the organization. Deleted records will remain in the recycle bin for 60 days and can then be permanently deleted. Records can only be deleted from the recycle bin by an administrator. Users can restore records they have deleted from the recycle bin.

[Audit Log](#)

Every action that takes place in your Bigin account is recorded in the audit log. You can also export the audit log if required.