Mariner Software

What is the "Done" button at the top of the details (metadata) pane?

Jim Henson - 2024-04-18 - Managing Library Items and Metadata

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For some documents, the Inbox, a button labelled **Done** appears at the top of the details pane, on the right-hand side of the Paperless library window:

The Done button is used to indicate to Paperless that a library item should be removed from the Inbox. When a document is removed from your Paperless inbox, it will no longer show in the Inbox.

Does removing a library item from the inbox also remove it from the library?
Removing a library item from the Inbox does not remove it from the library: after a library item is removed from the Inbox, it should still be visible elsewhere in your Paperless library (for example, under Library).