

# Wastebasket

This chapter covers the following topics:

- General Information
  - Retrieving an Object from the Wastebasket
  - Commands for the Wastebasket
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## General Information

The Wastebasket is a system folder which cannot be erased.

When you erase an object which is filed in a folder, it does not disappear from Con-nect immediately, but is stored in the Wastebasket. The exceptions are distribution lists, command aliases and folders (these objects are erased immediately).

All objects contained in the Wastebasket are displayed according to the default display sequence; this may be either ascending or descending date order (see *Display Sequence of Objects in a Folder*).

You may decide not to erase the object after all, in which case you can retrieve it from the Wastebasket and file it in another folder.

When you erase an object, the keywords are also erased. When you retrieve an object from the Wastebasket (by filing it in a folder), you have to enter the keywords once more.

### **Caution:**

You cannot retrieve an object that has been erased from the Wastebasket.

Your administrator can define the number of days an object is kept in the Wastebasket before it can be deleted from the system with the batch utility "Delete Folder Contents". Ask your administrator for further information. The batch utility "Delete Folder Contents" is described in *Con-nect Utilities*.

Objects which are *not* filed in a folder are erased from Con-nect immediately - they are not placed in the Wastebasket. These objects are calendar entries, resources, notepad pages, enclosures, attached notes, cover notes, profiles for shared users and bulletin boards (only your administrator can erase a bulletin board).

## Retrieving an Object from the Wastebasket

Issue the following command sequence from any point in Con-nect:

```
DISPLAY Folder wastebasket
```

As a result, the "Contents of Folder Wastebasket" screen appears.

Cmd	Item Name	(Description)	Object	Typ	Itm	Date Filed
10:09 AM						2.Feb.94
Cabinet LS						Wednesday
						Descending
---	---	---	---	---	---	---
___	(Memo	1.Feb.94 11:53 AM)	Document	Txt		2.Feb.94
___	(Meeting	10.Feb.94 canceled)	Document	Txt		2.Feb.94
___	(Problem	detected)	Document	Txt		2.Feb.94
___	Fish		Referenc			2.Feb.94
___	Training		Referenc			1.Feb.94
___	Feeding Habits	of Sharks	Document	RFT		1.Feb.94
___	Marketing	Marketing Plan	Document	Txt		1.Feb.94
___	Structure		Document	RFT		1.Feb.94
___	Tool		Document	Bin		31.Jan.94
___	Alexander		Document	Cnf		31.Jan.94
___	Test Results		Document	Txt		23.Jan.94
___	(Phonepad	Mr Willis)	Document	Txt		23.Jan.94
Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)						
	Command /					/
	Address	Display	Erase	File	Info	Output
		Print	Top	Transl		

The columns display the following information:

### Item Name (Description)

The name of the object.

### Object

The object type.

### Typ

If the object is a document, the document type is shown.

### Itm

Not relevant here.

**Date Filed**

The date when the object was first filed in the cabinet. When the object was sent to you by another user, this is the date when the object arrived in your cabinet.

The line directly above this column header indicates whether the objects in this folder are listed in ascending or descending sequence (see *Display Sequence of Objects in a Folder*).

Mark the object that you want to retrieve with FI to access the "File" window in which you can specify the folder and (optionally) file in which you want to store the retrieved object.

See the description of the "File" windows in section *Screens* for further information.

**Commands for the Wastebasket**

The command prompting line of the "Contents of Folder Wastebasket" screen shows all the commands which apply to the Wastebasket. The commands are described in section *Commands*. The following exception applies when working with the Wastebasket:

**ERASE**

If you issue the ERASE command with an object contained in your Wastebasket, it is removed from Con-nect completely, and cannot be retrieved.