

# Delete Folder Contents

This chapter covers the following topics:

- Description
- Procedure
- Batch Example

## Description

### Program

B04130

### Function

Delete the oldest items from folders Wastebasket, Outbasket, Inbasket Opened and New, Compose, Connect and one optional folder.

Postponed mail as well as invitations to meetings are *not* deleted by this utility.

### Online Input Screen

```

12:49 PM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS          Delete Folder Contents                B04130

From Cabinet _____ to Cabinet _____ ('*' for all cabinets)

Folder Wastebasket - delete items older than _30 days
Outbasket          - _____
Inbasket Opened   - _____
Inbasket New      - _____
Compose           - _____
Connect           - _____
_____           - _____
(Folder name or number)                                (enter 1 or more days)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Menu Quit
Complete the information above and press ENTER to continue

```

## Utility Parameters

Parameter	Format	Description
From Cabinet	A8	
To Cabinet	A8	Optional
Days in Wastebasket	N3	Optional
Days in Outbasket	N3	Optional
Days in Inbasket Opened	N3	Optional
Days in Inbasket New	N3	Optional
Days in Compose	N3	Optional
Days in Connect	N3	Optional
Folder (or Number)	A15	Optional
Days in Optional Folder	N3	Optional

## Procedure

### Processing Sequence

1. Wastebasket
2. Outbasket
3. Inbasket Opened
4. Inbasket New
5. Compose
6. Connect
7. Optional folder (e.g. Work)

### No Automatic Deletion of Items

If you do not specify a value for the days parameter, *no* items are automatically deleted in that folder.

## Age of an Item

The minimum age of an item that you can delete automatically is one day.

Postponed mail items are *not* automatically deleted.

The age of an item is determined by the most recent of the following dates:

- date created;
- date modified;
- date mailed; or
- date forwarded.

The default value for the number of days in the Wastebasket is taken from the system defaults. See the description of the system defaults in *Con-nect Administration*.

## Optional Folder

You can specify any folder (e.g. Work) but not the system folders 1 through 6 listed above.

You can only use this parameter if you refer to *one* cabinet and *not* to a range of cabinets.

## Target Location of Deleted Items

Items deleted from folders other than the Wastebasket are placed in the Wastebasket.

Items deleted from the Wastebasket are physically deleted from the file.

## Batch Example

All items in the Wastebasket older than 30 days, and all items in the Outbasket and Inbasket opened more than 60 days are to be deleted from all cabinets. This would be coded as follows:

```
LOGON SYSCNT2B
MENU
B04130 *, , 30 , 60 , 60
FIN
```