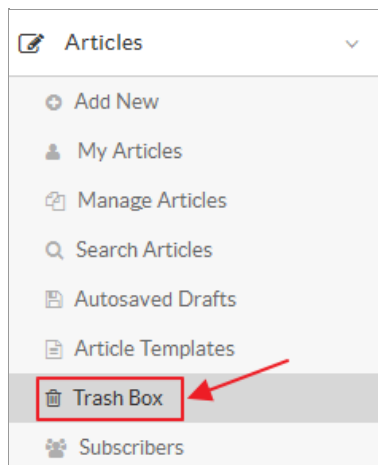


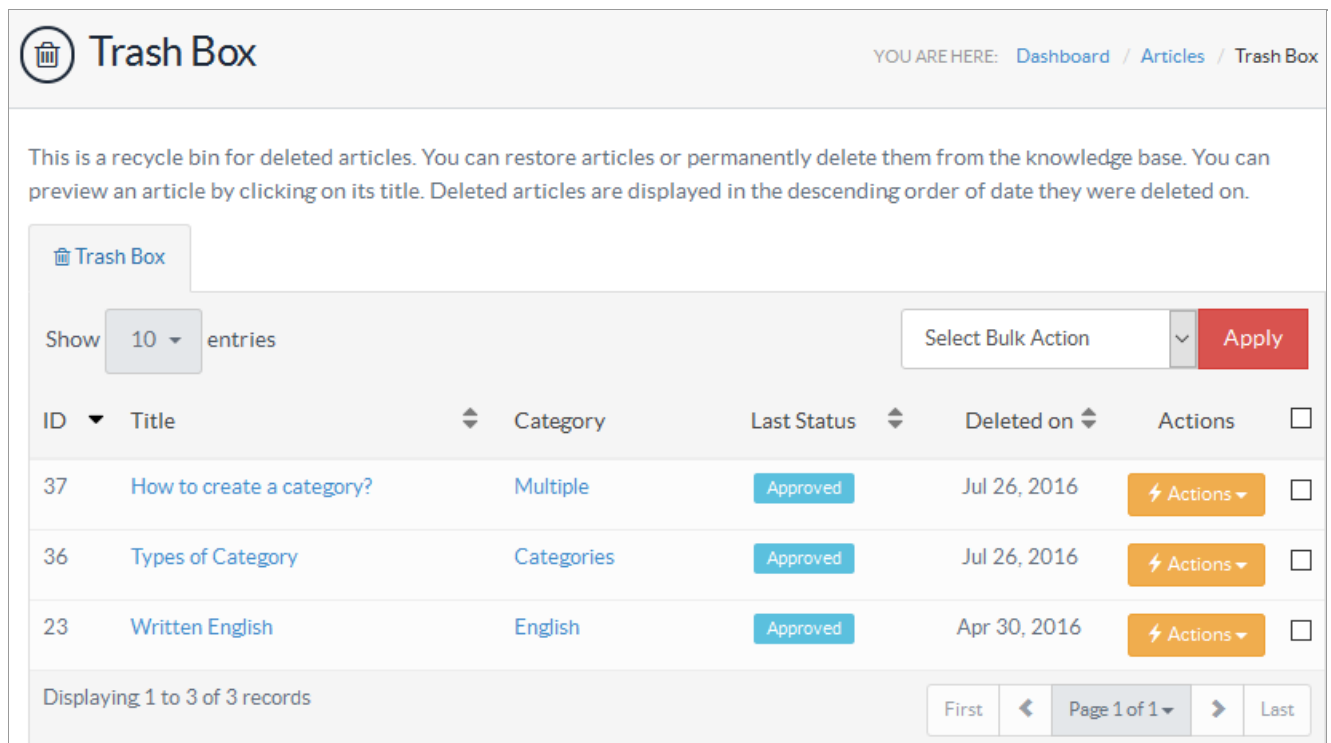
# Trash Box

Trash box acts as a recycle bin for deleted articles from where you can either restore the articles or permanently delete them. Only superuser has the right to manage the trash box.

1. Click "**Trash Box**" link in the **Articles** section of left navigation bar to open 'Trash Box' page.



2. The 'Trash Box' page contains columns shown in the figure below:



**ID:** This column displays the auto generated serial number of the article in the knowledge base.

**Title:** This column shows the title or name of the deleted article. You can click on it to preview the article.

**Category:** This column displays the categories associated with the article.

**Last Status:** This column depicts the status of the article when it was deleted.

**Deleted On:** This column displays the date when the article was removed from the '**Articles**' section.

**Actions:** This column contains two actions that can be performed on the deleted article. Actions are:

**Purge** - Click to permanently remove the article from the knowledge base.

**Restore** - Click to restore the article back to its original status.

3. You can perform the same action on more than one article using "**Select Bulk Action**". For this, you need to mark the check boxes corresponding to articles on which operation is required, then select an action from a bulk action dropdown list and click on "**Apply**" button.

## Custom Fields

**Applicable To:** Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

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Online URL: <https://www.phpkb.com/kb/article/trash-box-84.html>