

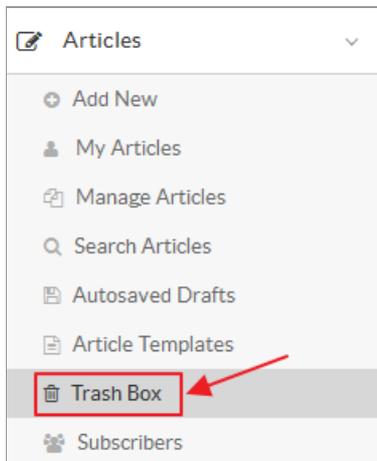
Trash Box

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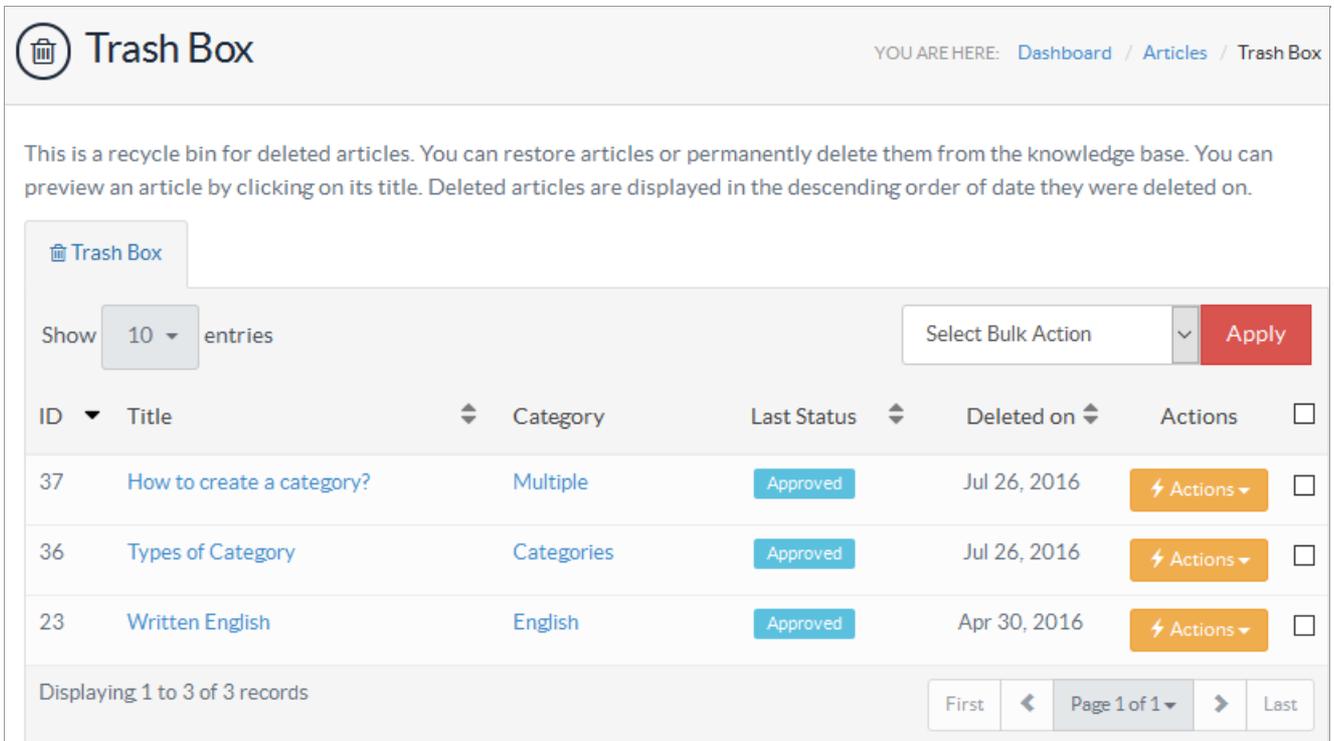
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Trash box acts as a recycle bin for deleted articles from where you can either restore the articles or permanently delete them. Only superuser has the right to manage the trash box.

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:



The screenshot shows the 'Trash Box' page header with a breadcrumb trail: Dashboard / Articles / Trash Box. Below the header is a descriptive text: "This is a recycle bin for deleted articles. You can restore articles or permanently delete them from the knowledge base. You can preview an article by clicking on its title. Deleted articles are displayed in the descending order of date they were deleted on." Below the text is a table with the following columns: ID, Title, Category, Last Status, Deleted on, and Actions. The table contains three rows of data. At the bottom of the table, there is a pagination control showing "Displaying 1 to 3 of 3 records" and navigation buttons for "First", "Page 1 of 1", and "Last".

ID	Title	Category	Last Status	Deleted on	Actions
37	How to create a category?	Multiple	Approved	Jul 26, 2016	 Actions
36	Types of Category	Categories	Approved	Jul 26, 2016	 Actions
23	Written English	English	Approved	Apr 30, 2016	 Actions

- **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:
 - a. **Purge** - Click to permanently remove the article from the knowledge base.
 - b. **Restore** - Click to restore the article back to its original status.

1²Forbidden

You don't have permission to access this resource.

Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.

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 drop-down 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)

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

2²Forbidden

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Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.