

# Trash Manager

Last Updated Monday, 09 April 2007

Type:

com\_trash

Access:

menu=>Site=>Trash Manager

or

Quick Icon=>Trash Manager

User Level:

Administrator; Super Administrator.

Screenshot:

Trash Manager -

Content Items

Trash Manager -

Menu Items

Description:

The Trash Manager is similar to the Recycle Bin, or other similarly named functions, in an Operating System. It provides a safety net for when items are deleted from the Back-end. It provides the opportunity to recover an item that may have been deleted in error. Alternatively, it is the final act to remove an item from the system completely!

The Trash Manager lists those Items that have been deleted from their respective locations. It lists these within two tabbed pages: one for all Content Items, and a second for all Menu Items.

Toolbar:

**Restore:** Select the item(s) to be restored by checking the check box adjacent to the Content/Menu Item name(s) and click the Restore icon. A new screen will appear requesting a confirmation of the required restore operation.

This screen will display the total number of Items selected for restoration, together with a list of their names, and a confirmation that the items will be restored to their original locations. Click the Restore button to restore the Item(s) if this is the desired action. The Item(s) disappears from the Trash Manager and it is reinstated in its original location.

Select the **Cancel** button - to the top right of the screen - to abort the restore operation and return to the Trash Manager.

**Delete:** To permanently delete a Content, or Menu, Item check the check box(es) next to the name of the Content/Menu Item(s) to be deleted and click the Delete icon. A new screen will appear requesting a confirmation of the required delete operation. This screen will display the total number of Items selected for deletion, together with a list of their names, and a warning of the finality of the action! Click the Delete button to permanently delete the Item(s) if this is the desired action.

**NOTE:** Once this action is completed the Content or Menu Item is permanently deleted from the database and is not recoverable - not unless there is a separate back-up copy of the Item.

Select the **Cancel** button - to the top right of the screen to abort the delete operation and return to the Trash Manager.

Upon completing the deletion the Super Administrator will be returned to the Trash Manager screen. It is possible to delete more than one Content or Menu Item at a time.

Help: Click the Help icon at any time to view this Help Screen.

Filter:

A drop down list is provided with the choice of viewing either the Content Items or the Menu Items. The Trash Manager display table will only show the Items from the current selection.

Content Items:

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the use of the Trash Manager.

Check Box: The column of check boxes are the means by which individual deleted Content Items are selected before clicking the Delete or Restore icons in the Toolbar.

Title: This is the name of the Content Item as it appeared in the Item Heading before it was Trashed.

Section: This is the name of the Section to which the Content Item belongs.

Category: This is the name of the Category to which the Content Item belongs.

ID: This is the unique Content Item Identification Number automatically assigned by Joomla! when the Content Item was first created.

Menu Items:

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the use of the Trash Manager.

**Check Box:** The column of check boxes are the means by which individual deleted items are selected before clicking the Delete or Restore icons in the Toolbar.

**Title:** This is the name of the Menu Item as it appeared in its Menu location before it was Trashed.

**Menu:** This is the name of the Menu in which the Menu Item was linked.

**Type:** This is the type of Menu Link from which the Menu Item was created.

**ID:** This is the unique ItemID Identification Number automatically assigned by Joomla! when the Menu Item was first created.

Related Information:

[Content Item Manager](#)

[Menu Manager](#)

[Add/Edit Menu Item](#)

**NOTE:** If you have any comments or suggestions regarding this Help screen then please post them in the [Suggestions, Modifications, and Corrections](#) forum in the [User Documentation Work Group](#).

Thank you!

The User Documentation Team