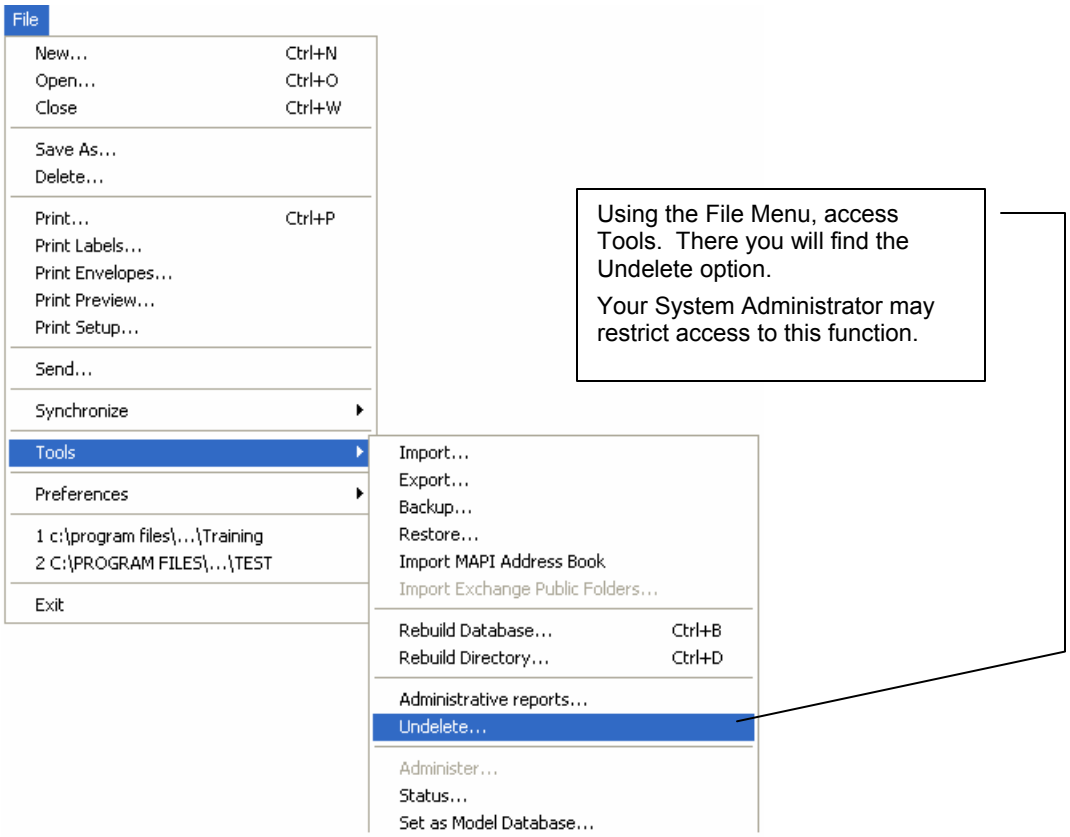
Undelete?

When you delete a record in ContactEase, it is no longer visible in the database; but the record is not completely gone from the system. The Undelete function can be used to restore, or permanently remove a record from the database.

All records deleted from ContactEase can be permanently removed, or restored using the Undelete function.

Accessing Undelete

The Undelete function is located in the File menu under the Tools option.

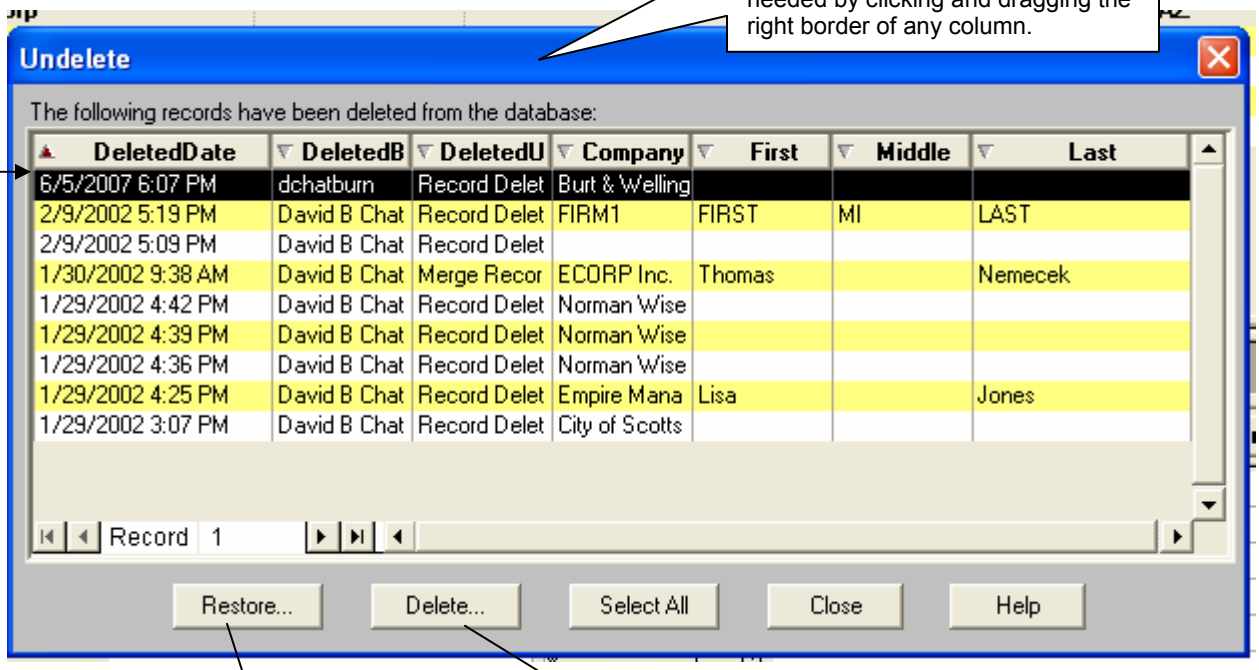


Undelete Screen

The Undelete screen displays a summary of each record deleted (all deletions are listed here, not just the ones done by you).

Click on any of the headings to re-sort the screen by the selected field. Click a second time to sort from ascending to descending (direction of the red arrow)

Summary information includes: Deletion Date; Deleted By; Delete Function Used; Company Name; and Contact Name.
Column widths can be resized as needed by clicking and dragging the right border of any column.

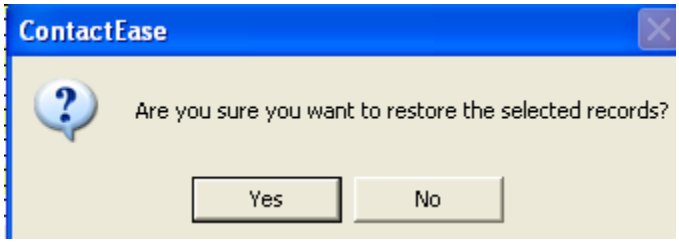


Highlight the desired record(s) in the list, and click *Delete* to permanently remove. Once deleted here, records cannot be restored.

Highlight desired records in this list, and click *Restore* to restore records back to the ContactEase database.

Restoring Records

Clicking the *Restore* button in the Undelete window prompts the message below:

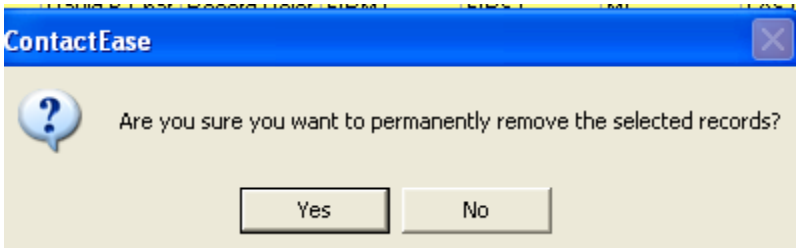


Click *Yes* to restore the record into the ContactEase database. You will return to the Undelete window if you click *No*.

If you click *Yes*, the record is restored to ContactEase just as it was prior to using the *Delete* function. You will return to the Undelete window, and can either exit (click the *Close* button) or process other records.

Permanently Deleting Records

Clicking the *Delete* button in the Undelete window prompts the message below:



Click *Yes* to permanently remove the record from ContactEase. Once this is done, the record can no longer be restored. Clicking *No* will return you to the Undelete window.

If you click *Yes*, the record is permanently removed from ContactEase and cannot be restored. You will return to the Undelete window, and can either exit (use the *Close* button) or process other records.

END OF HINT!