

Undelete

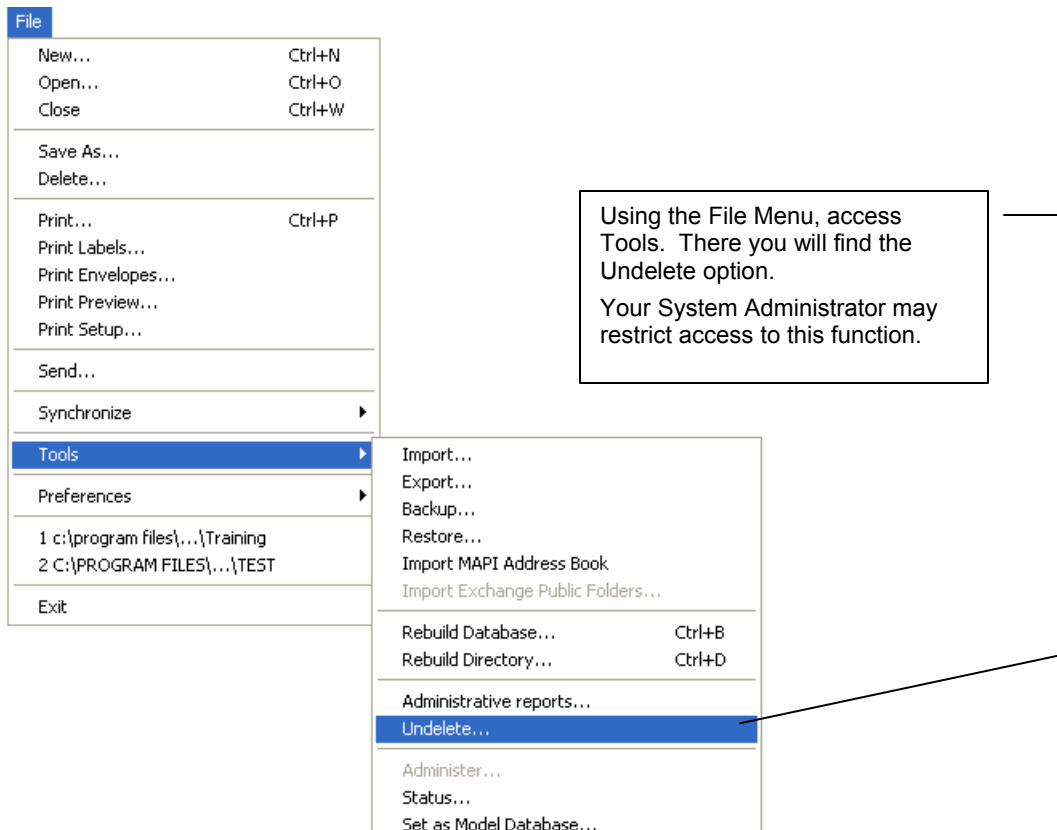
Undelete?

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.



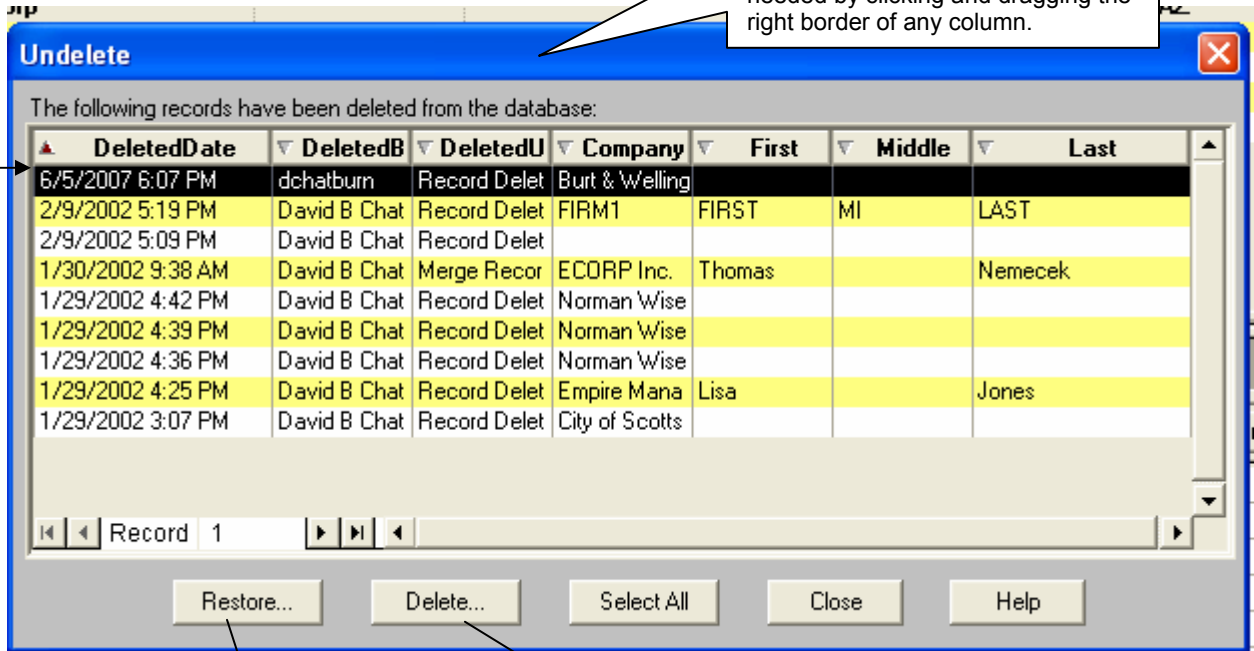
Undelete

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.



The screenshot shows a window titled "Undelete" with a table of deleted records. The table has columns: DeletedDate, DeletedBy, DeletedBy, Company, First, Middle, and Last. Below the table are navigation buttons: Restore..., Delete..., Select All, Close, and Help. A status bar at the bottom indicates "Record 1".

DeletedDate	DeletedBy	DeletedBy	Company	First	Middle	Last
6/5/2007 6:07 PM	dchatburn	Record Delet	Burt & Welling			
2/9/2002 5:19 PM	David B Chat	Record Delet	FIRM1	FIRST	MI	LAST
2/9/2002 5:09 PM	David B Chat	Record Delet				
1/30/2002 9:38 AM	David B Chat	Merge Recor	ECORP Inc.	Thomas		Nemecek
1/29/2002 4:42 PM	David B Chat	Record Delet	Norman Wise			
1/29/2002 4:39 PM	David B Chat	Record Delet	Norman Wise			
1/29/2002 4:36 PM	David B Chat	Record Delet	Norman Wise			
1/29/2002 4:25 PM	David B Chat	Record Delet	Empire Mana	Lisa		Jones
1/29/2002 3:07 PM	David B Chat	Record Delet	City of Scotts			

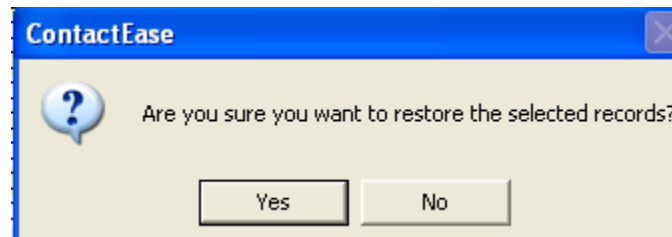
Highlight the desired record(s) in the list, and click *Delete* to permanently remove. Once deleted here, records cannot be restored.

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

Undelete

Restoring Records

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

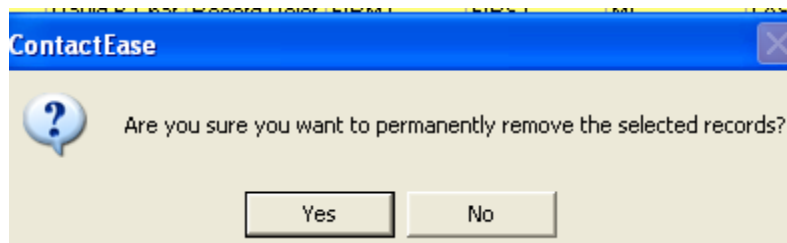


Click *Yes* to restore the record into the ContactEase database. You will return to the Undelete window if you click *No*.

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!