

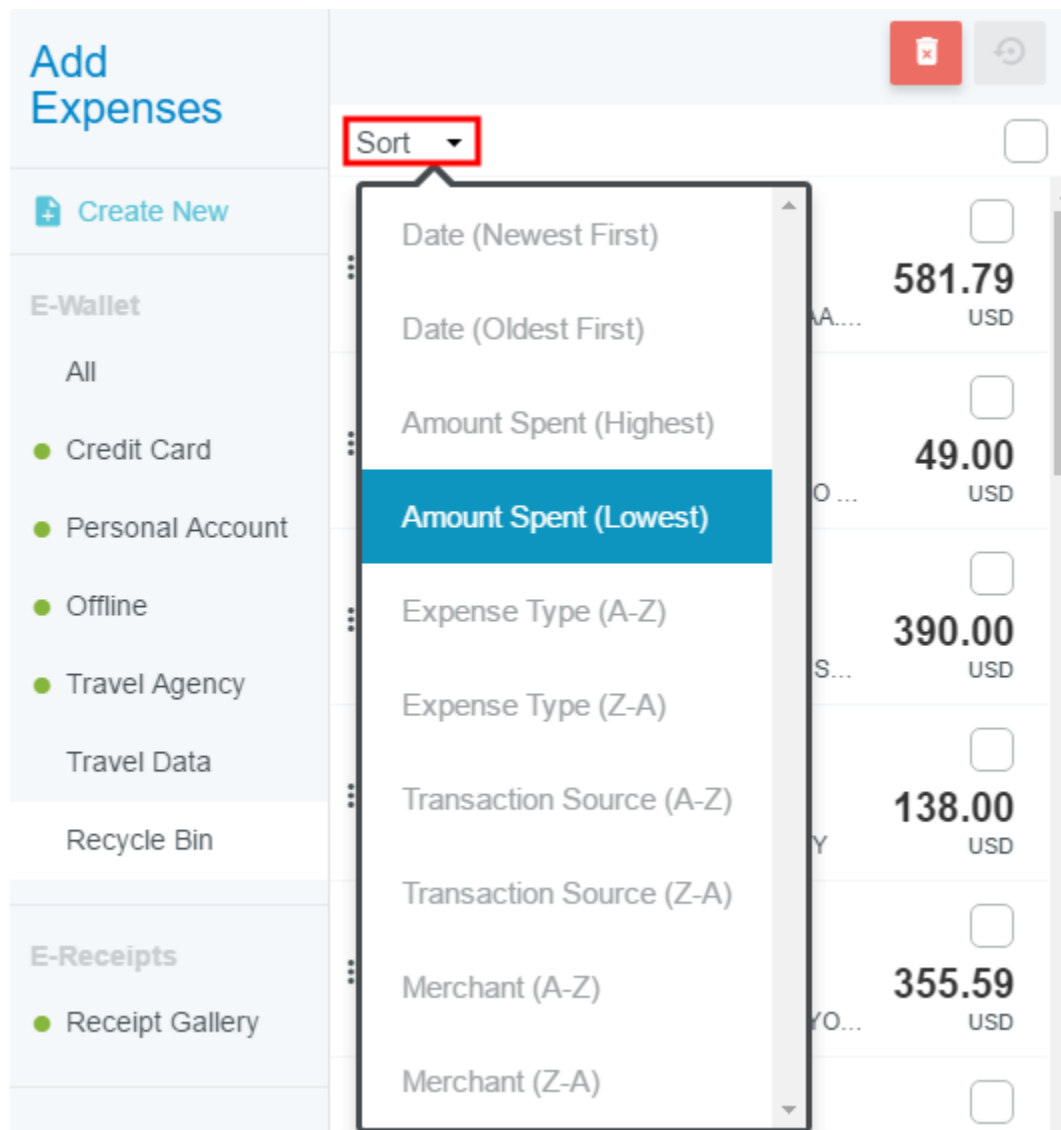
## Recycle Bin

The Recycle Bin contains expense items that have been deleted from expense reports and your E-Wallet. It does not contain images that were uploaded directly to the Receipt Gallery and then deleted. However, it may contain Receipt Gallery images that were processed by Optical Character Recognition (OCR) and turned into Offline items, added to a report, deleted from that report, and then returned to the Offline folder before being deleted. From the Recycle Bin you may either delete items permanently or restore them to the E-Wallet.

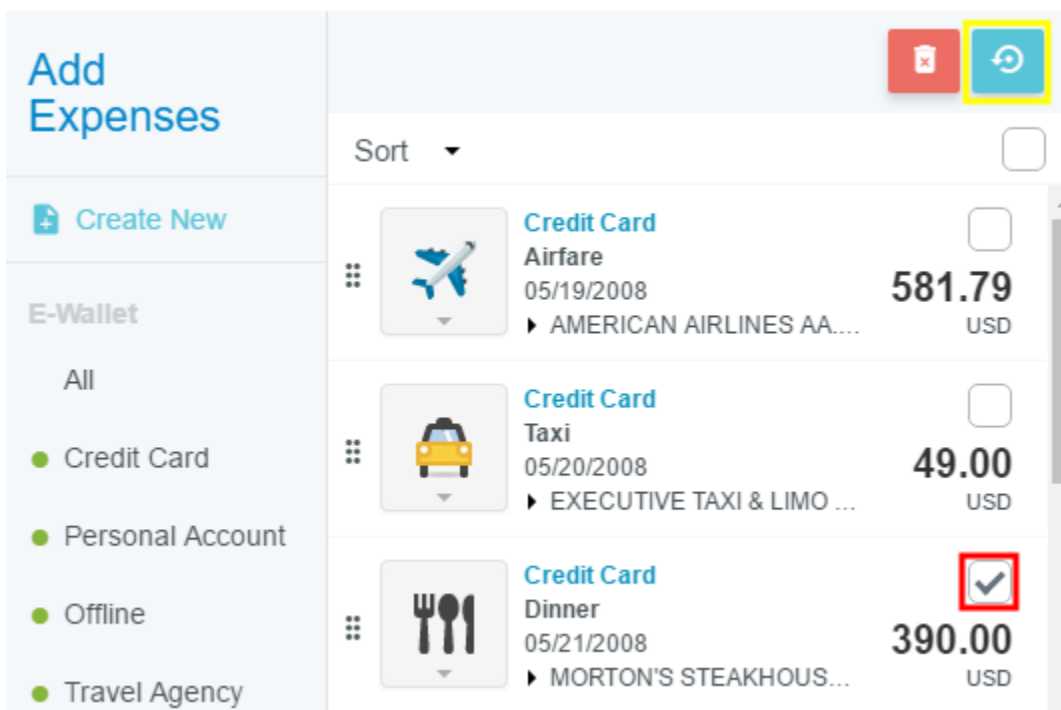
The screenshot displays the 'Recycle Bin' section of an expense management application. The left-hand navigation menu is visible, with 'Recycle Bin' highlighted in a red box. The main area shows a list of deleted expense items, each with a category icon, a title, a date, a merchant name, and a total amount in USD. At the top right of the list, there are icons for deleting (a red trash can) and restoring (a circular arrow) items. A 'Sort' dropdown menu is located at the top left of the list area.

Category	Title	Date	Merchant	Amount (USD)
Credit Card	Airfare	05/19/2008	AMERICAN AIRLINES AA...	581.79
Credit Card	Taxi	05/20/2008	EXECUTIVE TAXI & LIMO ...	49.00
Credit Card	Dinner	05/21/2008	MORTON'S STEAKHOUS...	390.00
Credit Card	Miscellaneous	05/21/2008	AMTRAK NEW YORK NY	138.00
Credit Card	Hotel	05/21/2008	HILTON HOTELS NEW YO...	355.59
Credit Card	Supplies	05/21/2008		86.70

You may sort the items in the Recycle Bin by tapping **Sort** in the upper left-hand corner of the list and selecting a sort criterion from the drop-down list. Choices include sorting by date, amount spent, expense type, transaction source and merchant.



Tap the check box in the upper right corner of an item to select it. Then tap the **RESTORE** arrow button to send it back to your E-Wallet.



Tapping the **EMPTY** trashcan button—regardless of whether any items have been selected via check box—will permanently delete **all** items in the Recycle Bin.

The screenshot shows a mobile application interface for managing expenses. On the left is a sidebar menu with the following items: "Add Expenses", "Create New", "E-Wallet", "All", "Credit Card", "Personal Account", "Offline", "Travel Agency", "Travel Data", and "Recycle Bin". The main content area displays a list of transactions, each with an icon, a category, a date, a merchant name, and a monetary value in USD. A trashcan icon in the top right corner is highlighted with a red box. A "Sort" dropdown menu is visible at the top of the list.

Category	Date	Merchant	Amount (USD)	Selected
Credit Card	05/19/2008	AMERICAN AIRLINES AA...	581.79	<input type="checkbox"/>
Credit Card	05/20/2008	EXECUTIVE TAXI & LIMO ...	49.00	<input type="checkbox"/>
Credit Card	05/21/2008	MORTON'S STEAKHOUS...	390.00	<input checked="" type="checkbox"/>
Credit Card	05/21/2008	AMTRAK NEW YORK NY	138.00	<input type="checkbox"/>