

News: Deleting an Article

Requirements

This user guide is for anyone on Claromentis 8.2+

Overview:

This videow shows the trash can feature in news showing how articles can be deleted and recovered

Steps

1. You can delete an article from both the front end and the back end of the system.
2. Upon deleting an article this will not be removed immediately and will be moved to the Trash Can
3. If an article is in the Trash Can, it can be reclaimed and added back to the news application or deleted permanently
4. If you leave an article in the Trash Can it will automatically be deleted in 30 days of entering the Trash Can

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