Deleting a News Article

We will cover how articles can be deleted and recovered using the trash can feature in the News application.

Deletion can be carried out from both the front-end and the back end of the system.

- Delete a news article from the front-end
- Restore a news article from the front-end
- Delete a news article from the admin side
- Restore a news article from the admin side
- Permanently delete a news article

The below steps are outlined in the video above.

Delete a news article from the front-end

With the correct permissions, news articles can be deleted from the front-end of the News application.

- 1. Navigate to Application > News, and select the news article you wish to delete.
- 2. Click the Edit (pencil) icon.

News / General / Article details	+ Add news 💼 🔈 🔀
Online Collaboration	Related news
General 27 April 2021 by Claromentis Administrator	Nothing found
Online collaboration tools have been a lifeline for businesses over the past 12 months. From real time communication tools to video calling and task management, online collaboration has enabled knowledge workers the world over to continue their day-to-day job from home during the pandemic.	
Open link C	

Reminder: If you do not see the Edit option, please check with your administrator that you have the permission needed to do so.

3. Select Delete.

Link	https://www.claromentis.com/blog/why-online-collaboration-is-important/	
	For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/	
Comments	Enable Disable Submit Save as draft Delete	
	Submit Save as draft Delete	

4. You will be prompted to confirm the deletion.

Click OK to confirm.

= claron	The summary will be displayed at the top of the article, article preview and Pages component	°
Content	The summary will be displayed at the top of the dructe preview and Pages component \bigcirc Source \bigcirc	
		4
Link	https://www.claromentis.com/blog/why-online-collaboration-is-important/	
	For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/	
Comments	Enable O Disable Submit Save as draft Delete	

The news article will be deleted and no longer accessible from the front-end of the application.

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News / All						ws dele		300 /	×
All General BPM	Business Partner news	Buy & Sell Hu	man Resources	Marketing	Sales				
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Restore a news article from the front-end

When deleting a news article, the content will automatically moved to the **Trash can** where you can view all your previously deleted articles.

- 1. Navigate to **Application > News**.
- 2. Click on the Trash can icon to view all news articles that have been deleted from the front-end.



3. To restore a deleted article, check the article and use the Restore selected option.

Any articles that have been checked will be restored and viewable again from the front-end of the News application.

News / Trash can			+ Add news	» 🗶
Objects that have been in trash more	than 30 days will be automatically deleted			
□ Title Type	Description	Date -	Deleted by	Original location
Conline Collaboration News item	12 months. From real time communication tools to video calling and task management, online collaboration has enabled knowledge workers the world over to continue their day-to-day job from home during the pandemic.	14-09-2023 18:43	Claromentis Administrator	General

Reminder: Any deleted items that have been in the trash can for more than 30 days will be automatically deleted.

Delete a news article from the back end

As a News application admin, news articles can be deleted from the admin side of the News application.

- 1. Navigate to Admin > News to view a list of all existing news articles.
- 2. Check the news you wish to delete.

Admin / News						
News	🖩 News 🗖 Announcements (legacy) 🔀	Configuration				
🔊 Channels & Templates						+ Add news
••• Metadata metadata admin rights	Search for	Gen	eral	✓ □ Include c	comments Search	clear
required	Title	Date -	Language	News channel	Status	Creator
亩 Trash can	The 7 Best Technology Podcasts of 2023	14		General	News approved	Claromentis
ଲ Export news channels as RSS		September 2023				Administrator
ন RSS for public news	What Star Wars Can Teach Us About Marketing	8 September 2023	**	Sales	News approved	Claromentis Administrator
	September Updates	l September 2023		General	News approved	Katherine North
	The Most Popular Change Products Today	31 August 2023		General	News approved	Claromentis Administrator
	Annual Performance Reviews	12 June 2023		Human Resources	News approved	Claromentis Administrator

3. Select Delete.

2023 Administration of the construction	The Most Popular Change Products Today					
2023 Administration An Exclusive Sneak Peak at What's Next for Change 5 May 2023 General Draft Claromer Administration 3 Smart Ways to Build a Better Intranet Onboarding Experience 27 April 2023 General News approved Claromer Administration Why Leaders Need To Be More Visible On The Company Intranet 6 January 2023 General News approved Claromer Administration Networking is a key skill 16 October 2022 Human Resources News approved Claromer Administration How a Requirements Gathering Template 27 April General News approved Claromer Administration	no moter opaial on ange rioddots roddy			General	News approved	Claromentis Administrator
Change 2023 Administration 3 Smart Ways to Build a Better Intranet 27 April Ceneral News approved Claromer Administration Onboarding Experience 2023 Ceneral News approved Claromer Administration Why Leaders Need To Be More Visible On The Company Intranet 6 January 2023 Ceneral News approved Claromer Administration Networking is a key skill 16 October 2022 Human Resources News approved Claromer Administration How a Requirements Gathering Template 27 April Ceneral News approved Claromer Administration	Annual Performance Reviews			Human Resources	News approved	Claromentis Administrator
Onboarding Experience 2023 Administration Why Leaders Need To Be More Visible On The Company Intranet 6 January 2023 General News approved Claromer Administration Networking is a key skill 16 October 2022 Human Resources News approved Claromer Administration How a Requirements Gathering Template 27 April General News approved Claromer Administration				General	Draft	Claromentis Administrator
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2022 Administra How a Requirements Gathering Template 27 April Examplate 27 April		,	***	General	News approved	Claromentis Administrator
	Networking is a key skill		**	Human Resources	News approved	Claromentis Administrator
Saves You Time & Money 2021 Administra		27 April 2021	N	General	News approved	Claromentis Administrator

4. You will be prompted to confirm the deletion.

Click OK to confirm.

	September Upc			Cancel	01/				
			September 2023		ОК	News approved	Kathe	358 erine North	
	The Most Populo Today	ar Change Products	31 August 2023	NK NK	General	News approved		romentis ninistrator	
	Annual Perform	ance Reviews	12 June 2023	NN	Human Resources	News approved		romentis ninistrator	
	An Exclusive Sne for Change	eak Peak at What's Next	5 May 2023	NN	General	Draft		romentis ninistrator	
	3 Smart Ways to Onboarding Exp	e Build a Better Intranet Perience	27 April 2023	NN	General	News approved		romentis ninistrator	
	Why Leaders Ne The Company II	ed To Be More Visible On htranet	6 January 2023	NN	General	News approved		romentis ninistrator	
	Networking is a	key skill	16 October 2022		Human Resources	News approved		romentis ninistrator	
	How a Requiren Saves You Time	nents Gathering Template & Money	27 April 2021	NN	General	News approved		romentis ninistrator	
				1 2 3	4				

Restore a news article from the admin side

When deleting a news article, the content will automatically moved to the **Trash can** where you can view all your previously deleted articles.

- 1. Navigate to Application > News.
- 2. Click on the **Trash can** icon to view all news articles that have been deleted from the admin side.

Admin / News							
T News	1	News 🖪 Announcements (legacy) 🔀	Configuration				
∑ ³ Channels & Templates							+ Add news
••• Metadata metadata admin rights required		Search for	G	eneral	✓ □ Include cor	mments Search	clear
💼 Trash can		Title	Date -	Language	News channel	Status	Creator
ন Export news		Annual Performance Reviews	12 June 2023	***	Human Resources	News approved	Claromentis Administrator
channels as RSS		3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023	**	General	News approved	Claromentis Administrator
		Why Leaders Need To Be More Visible On The Company Intranet	6 January 2023	**	General	News approved	Claromentis Administrator
		Networking is a key skill	16 October 2022	***	Human Resources	News approved	Claromentis Administrator
		Claromentis Newsletter	5 May 2022	***	General	Draft	Claromentis Administrator
		How a Requirements Gathering Template Saves You Time & Money	27 April 2021		General	News approved	Claromentis Administrator
		Why Online Collaboration Is Important and How To Get It Right	27 April 2021		General	News approved	Claromentis Administrator
		Online Collaboration	27 April 2021		General	Draft	Claromentis Administrator
				1 2 3	4		
	Del	ete selected					

3. Similar to the front-end trash can, check the article and use the **Restore selected** option.

Any articles that have been checked will be restored and placed in the original location.

Admin / News / Trash can									
Objects deleted from admin panel Switch to objects from all users									
Objects that have been in tr	rash more	than 30 days will be automatically deleted							
C Title Ty	уре	Description	Date -	Deleted by	Original location				
September Updates No	ews item	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cil	14-09-2023 19:49	Administrator	General				
Restore selected Delete	complete	IV							

Reminder: Any deleted items that have been in the trash can for more than 30 days will be automatically deleted.

Permanently delete a news article

News articles that are left in the Trash can for more than 30 days will be automatically deleted.

You can permanently delete a news article from your system before the 30-day timeframe, if you wish.

- 1. Head to the Trash can to permanently delete a news article.
- 2. Check the news you wish to delete and Delete completely.

News / Trash can			+ Add news	» 🗶
Objects that have been in trash more	than 30 days will be automatically deleted			
Title Type	Description	Date -	Deleted by	Original location
Online Collaboration News item	12 months. From real time communication tools to video calling and task management, online collaboration has enabled knowledge workers the world over to continue their day-to-day job from home during the pandemic.	14-09-2023 18:43	Claromentis Administrator	General

Reminder: News articles deleted from the Trash cannot be recovered.

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