Link to article: https://discover.claromentis.com/knowledgebase/articles/355

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

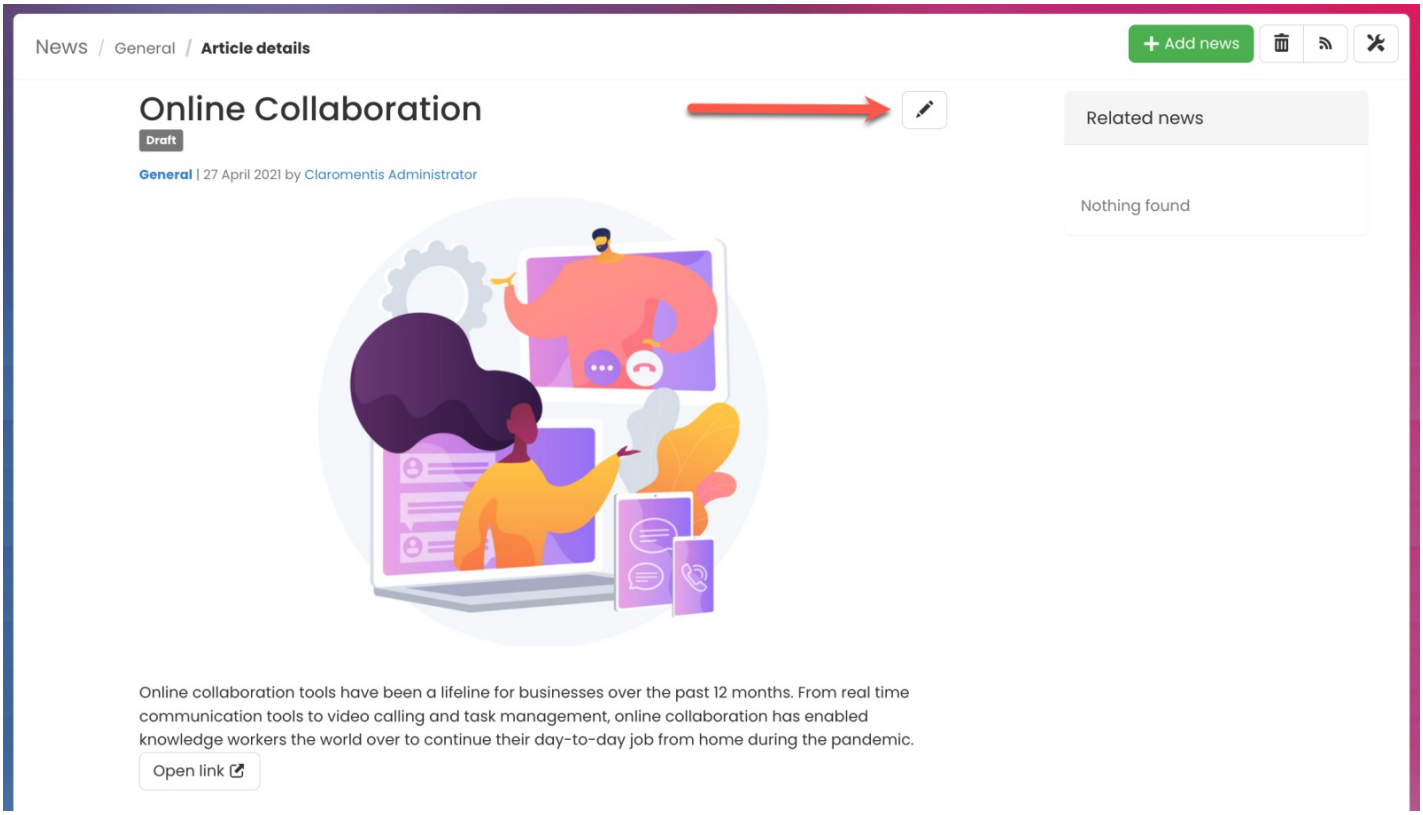
The below steps are outlined in the video above.

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.

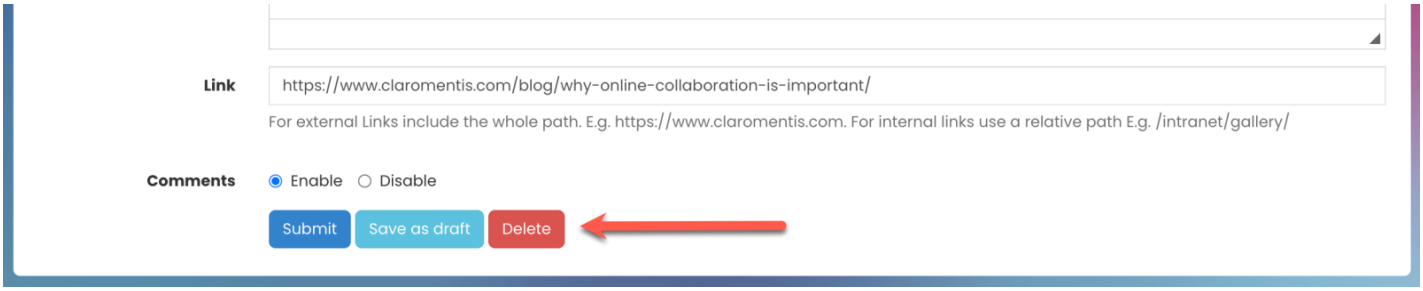
1. Navigate to **Application > News**, and select the news article you wish to delete.

2. Click the **Edit** (pencil) icon.



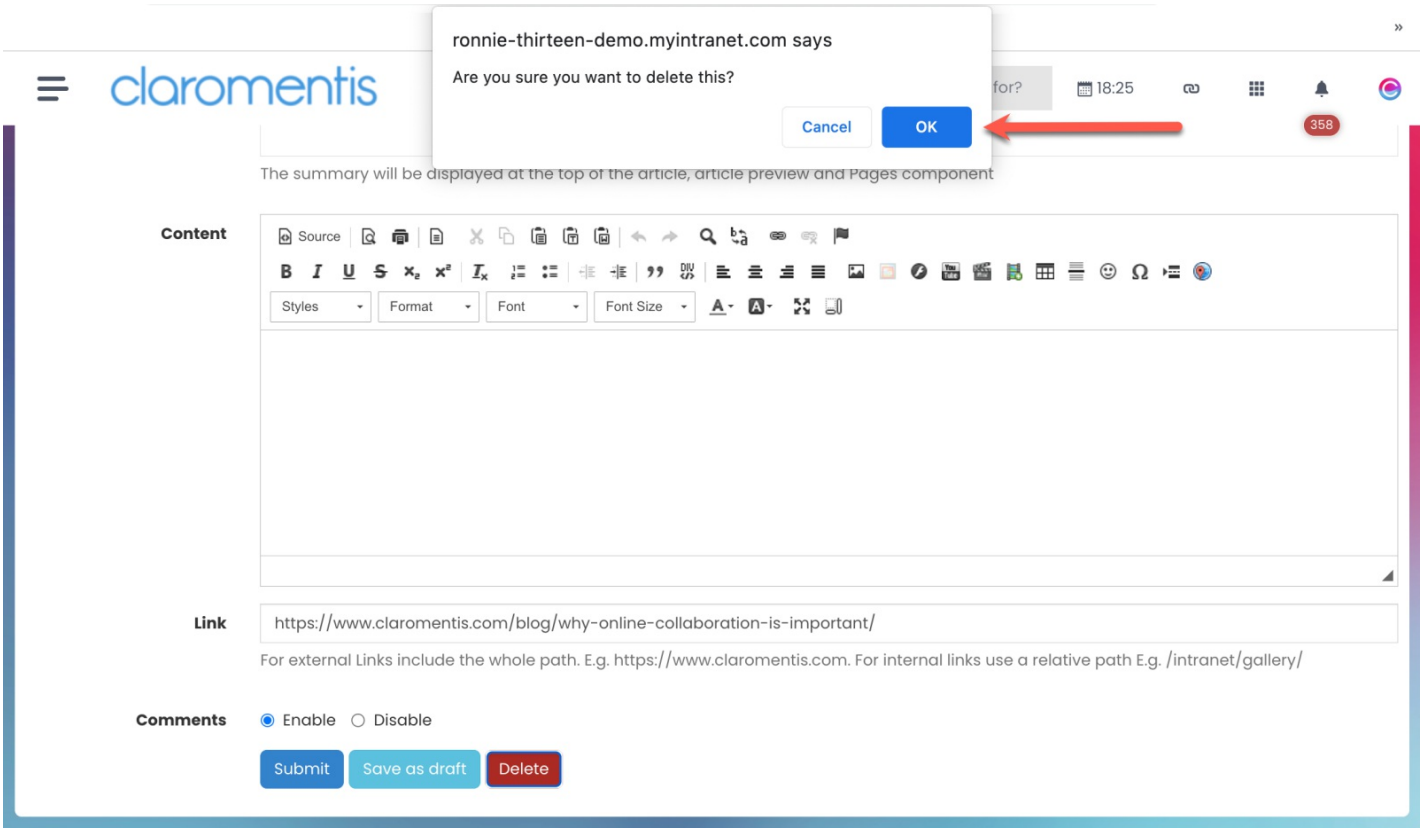
Reminder: If you do not see the Edit option, please check with your administrator that you have the permission needed to do so.

3. Select **Delete**.

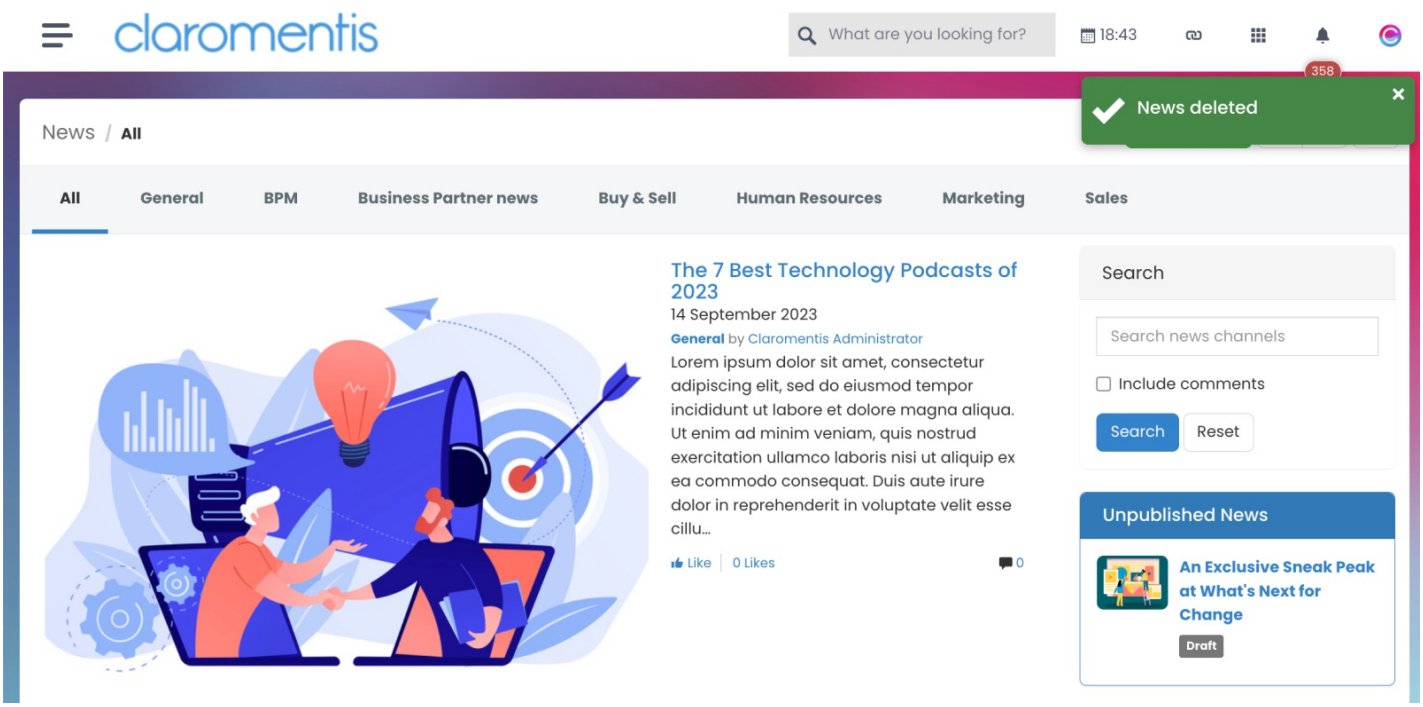


4. You will be prompted to confirm the deletion.

Click **OK** to confirm.



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

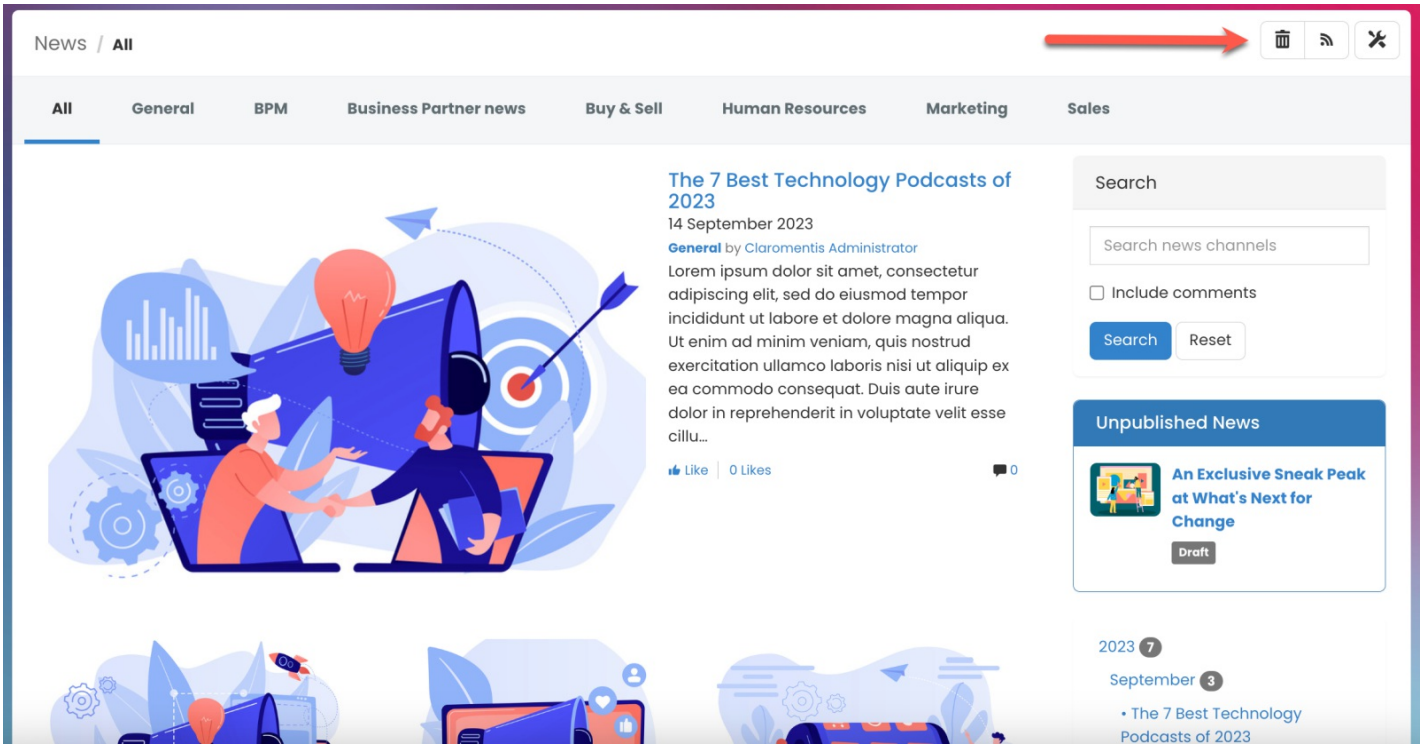


Restore a news article from the front-end

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

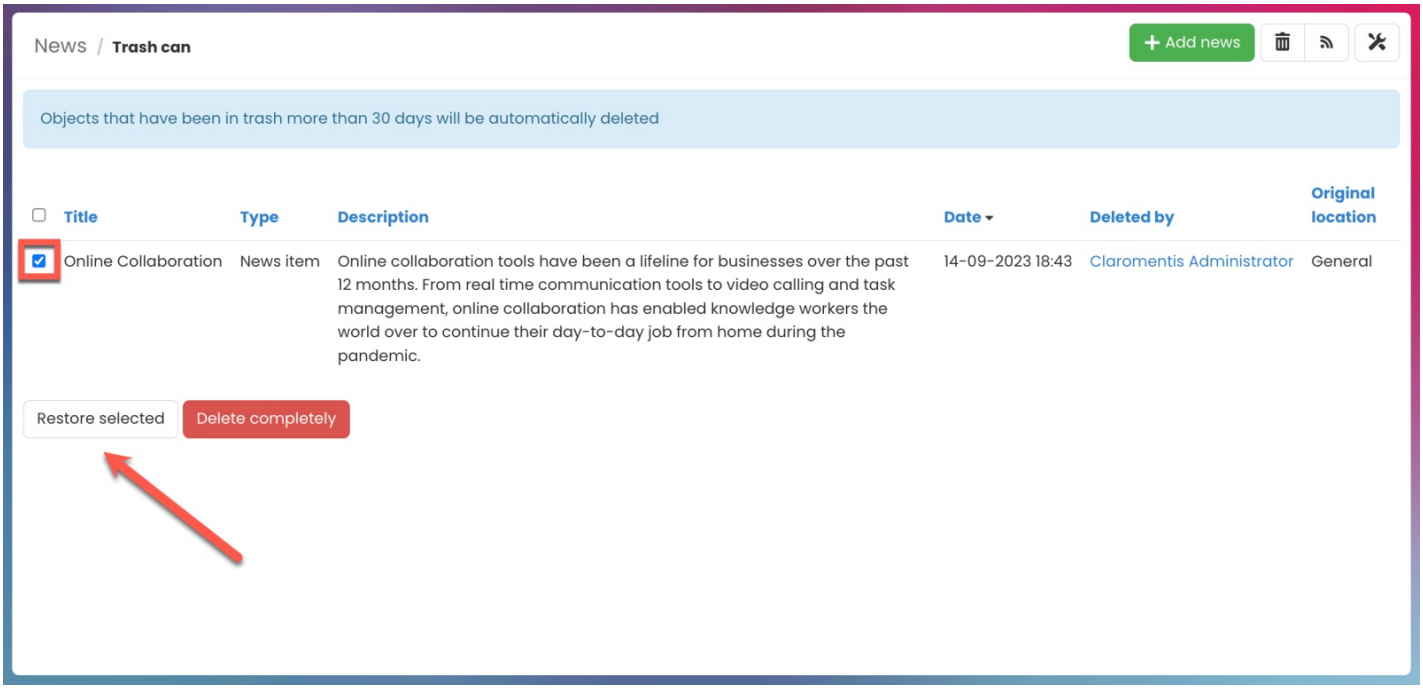
1. Navigate to **Application > News**.

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.



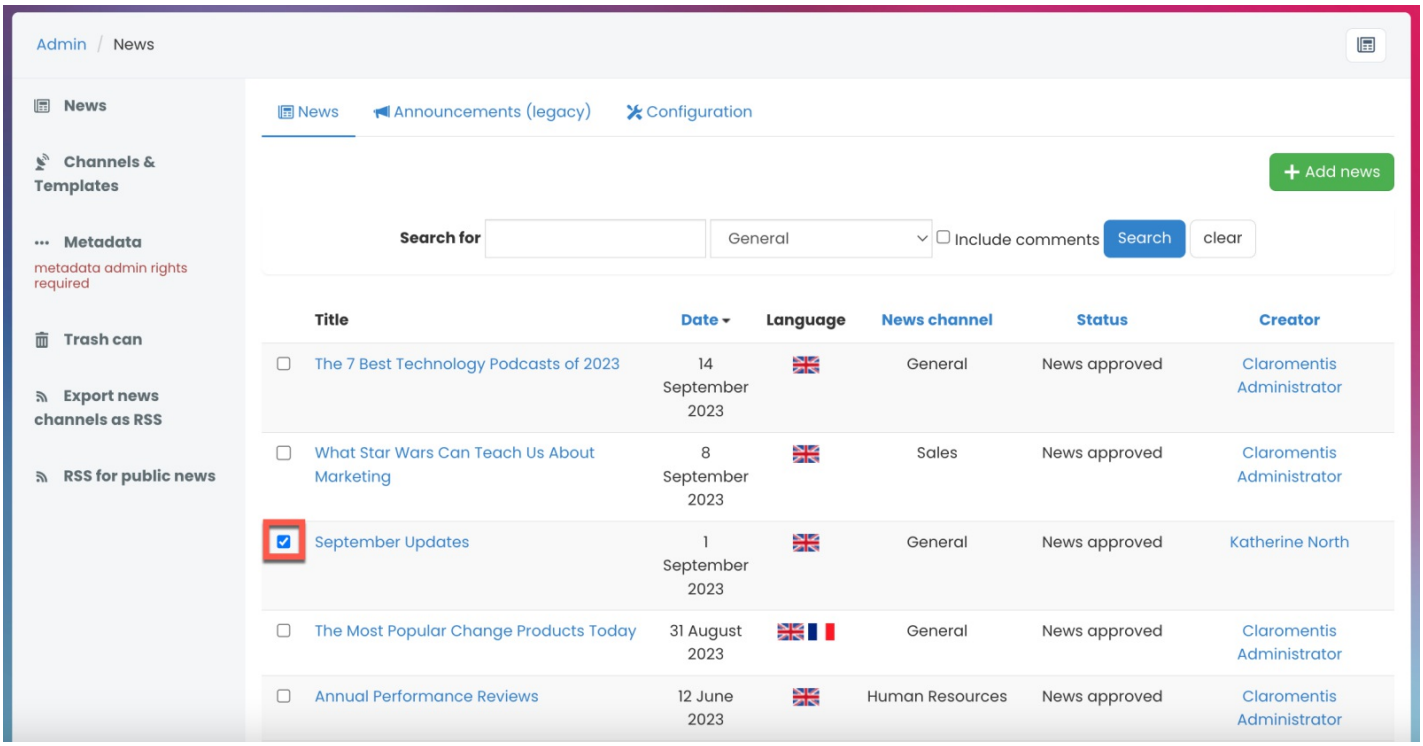
Reminder: Any deleted items that have been in the trash can for more than 30 days will be automatically deleted.

Delete a news article from the back end

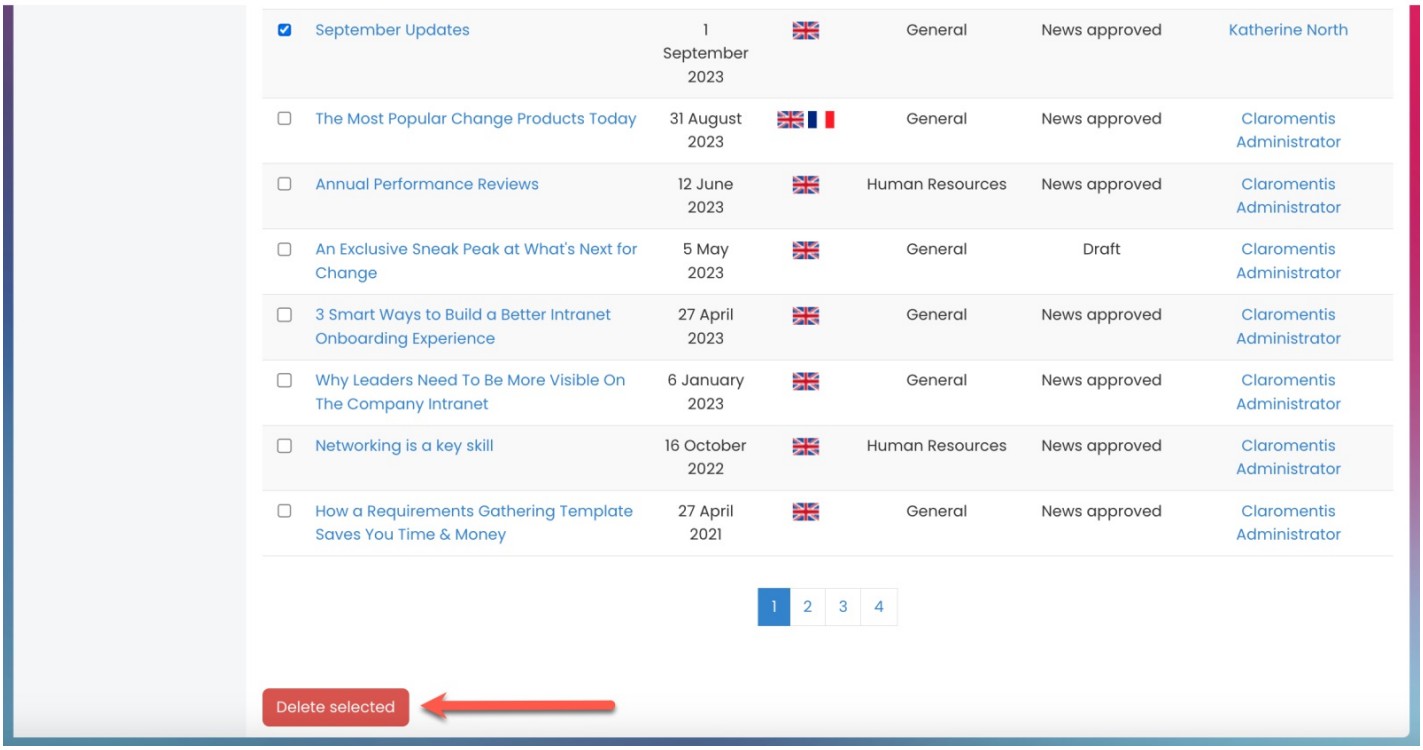
As a News application admin, news articles can be deleted from the admin side of the News application.

1. Navigate to **Admin > News** to view a list of all existing news articles.

2. Check the news you wish to delete.

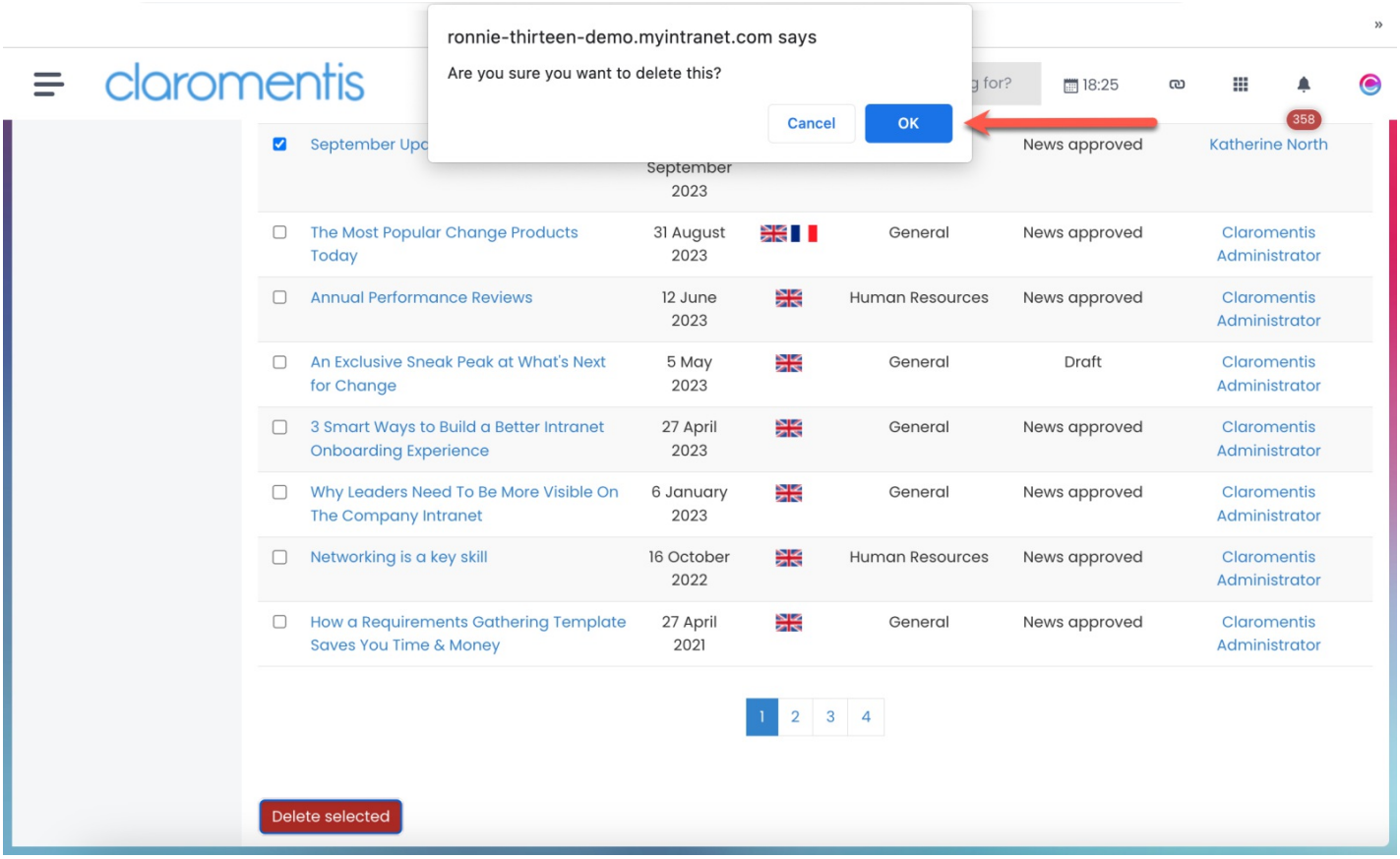


3. Select **Delete**.



4. You will be prompted to confirm the deletion.

Click **OK** to confirm.

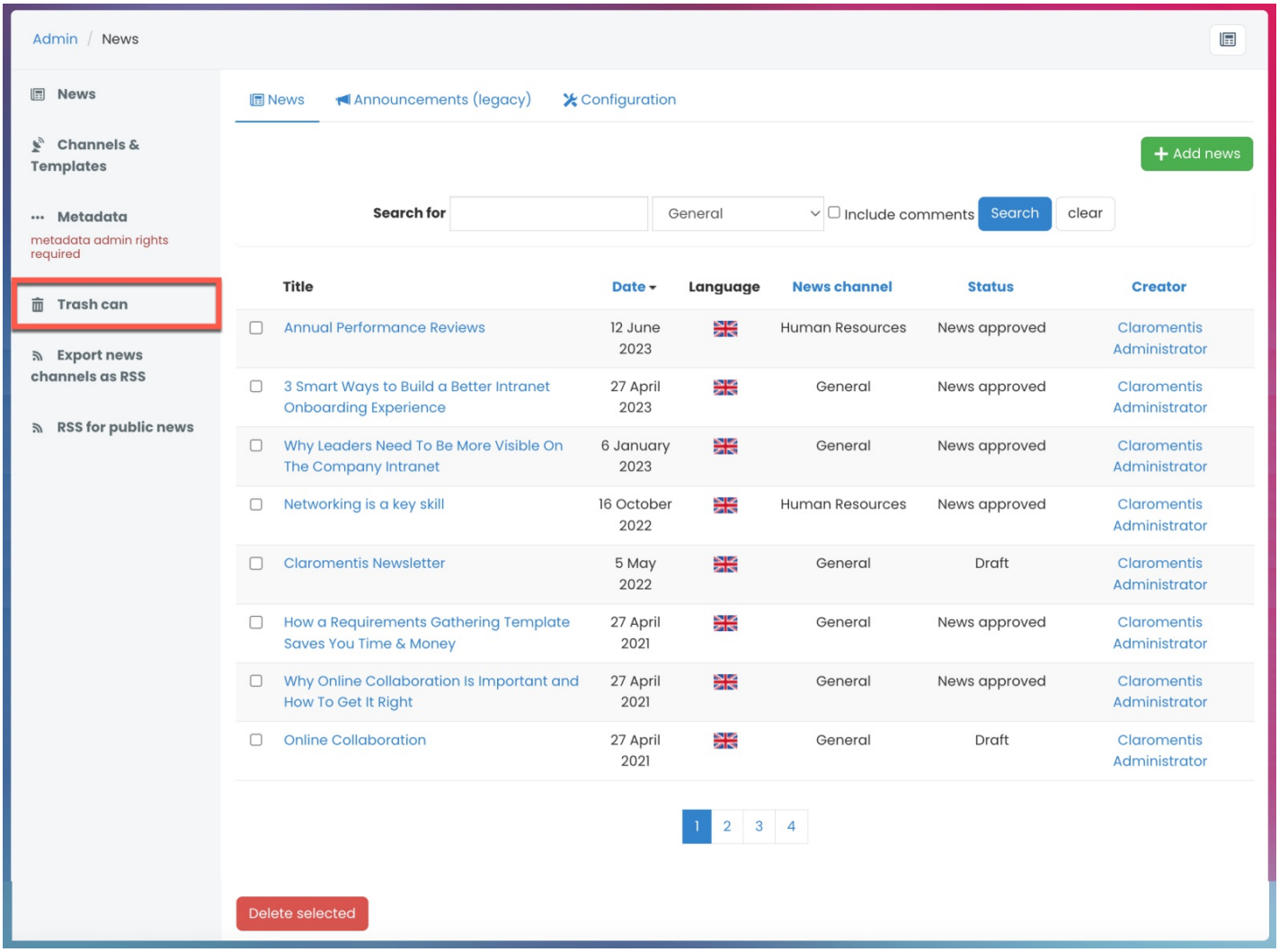


Restore a news article from the admin side

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

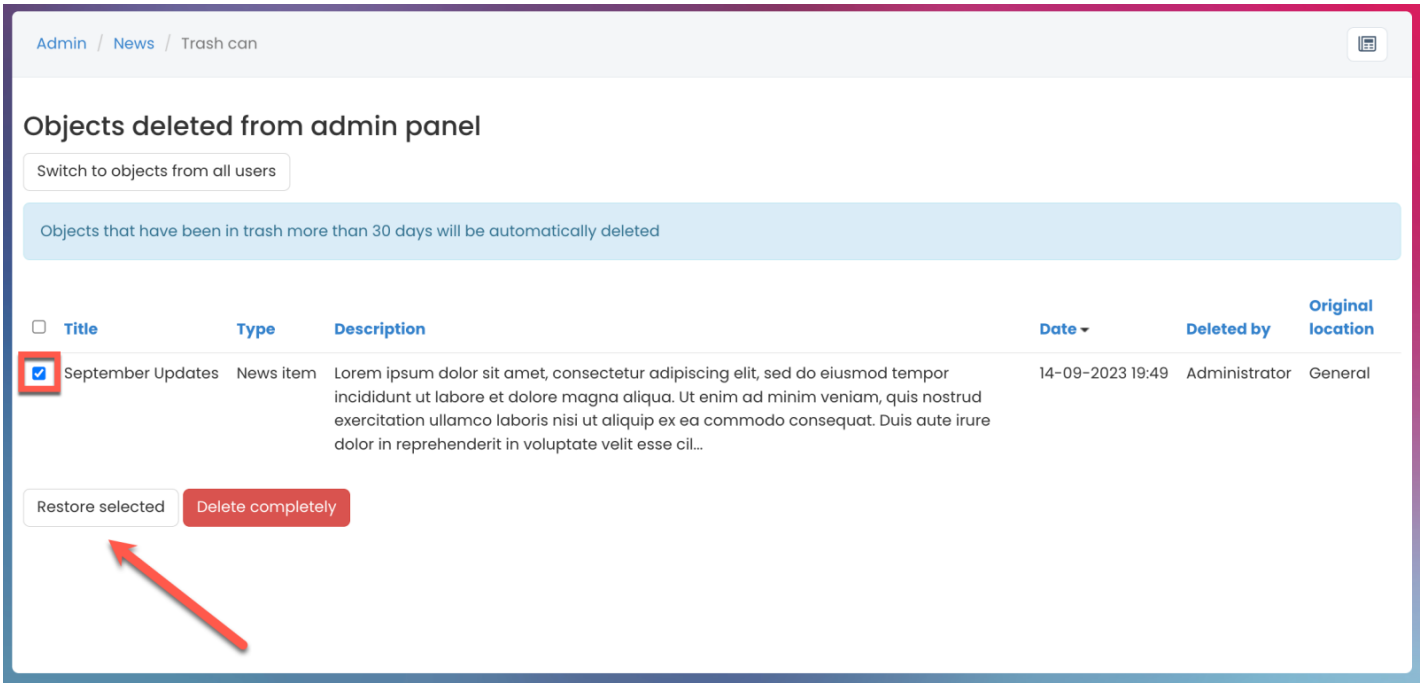
1. Navigate to **Application > News**.

2. Click on the **Trash can** icon to view all news articles that have been deleted from the admin side.



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.



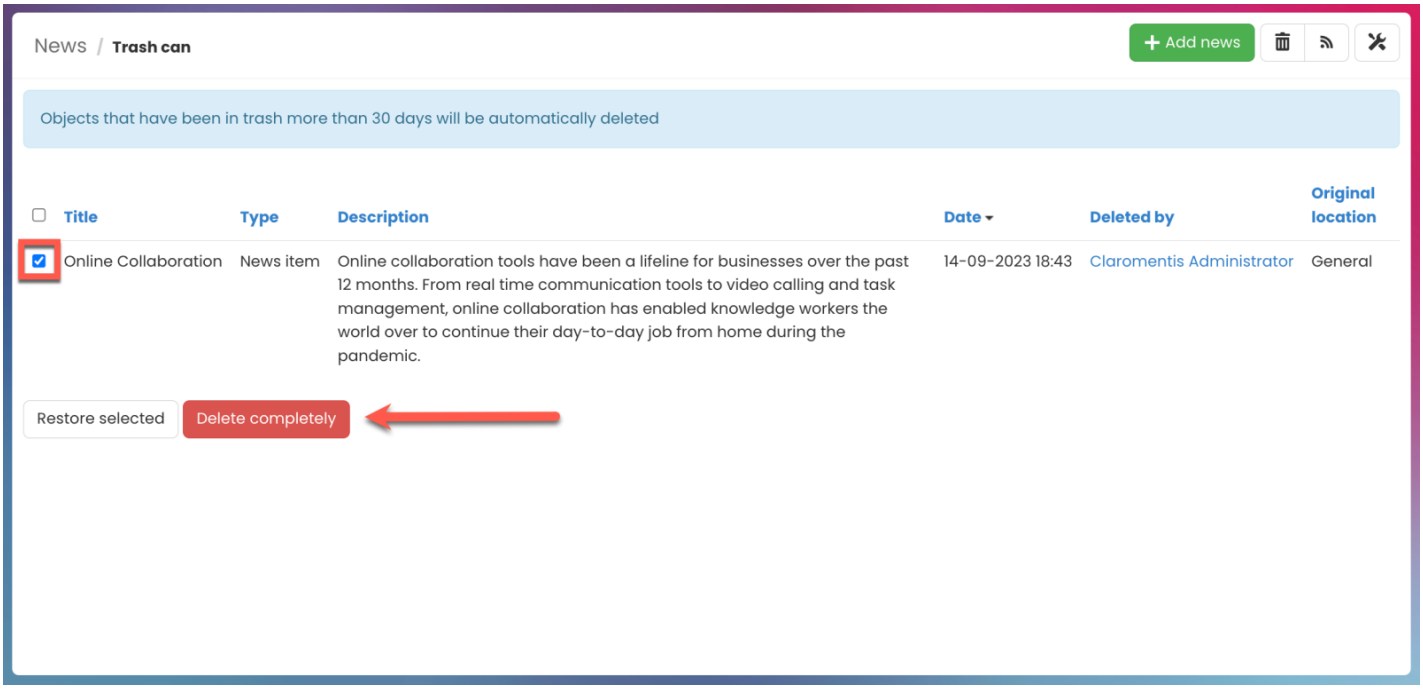
Reminder: Any deleted items that have been in the trash can for more than 30 days will be automatically deleted.

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**.



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

Last modified on 1 December 2023 by Hannah Door

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Tags: intranet, news, user guide, article, delete