



Deleting a News Article

Who can delete articles?

1 - Users with the '[Add & Edit](#)' permission to channel(s) can delete any article in that channel.

This is done by editing the article and clicking 'delete' at the end of the screen.

The article will be sent to the trash can and can no longer be viewed.


Please download the file [video/mp4](#)

2 - Otherwise, News application administrators can always perform deletions from the admin side (Admin > News)

Use the checkboxes to select articles for deletion and then click 'delete selected'.

The articles will be sent to the trash can and can no longer be viewed.

Admin > News

News Configuration

+ Add news

Search for General Include comments Search clear

	Title	Date	Language	News channel	Status	Creator
<input checked="" type="checkbox"/>	Covid resurgence Rumours Wiped us in May	13 December 2025	🇬🇧	Alchemy Bar - Chicago	News approved	Playground Admin
<input type="checkbox"/>	Record Month here in Chicago!	3 December 2025	🇬🇧	Alchemy Bar - Chicago	News approved	Playground Admin
<input type="checkbox"/>	Small Incident	3 December 2025	🇬🇧	Alchemy - Texas	News approved	Playground Admin
<input type="checkbox"/>	Claromentis Test	27 October 2025	🇬🇧 🇫🇷	General	News approved	Claromentis Administrator
<input type="checkbox"/>	Local Partner Shortlisted for UN SDG Action Award 2025	20 June 2025	🇬🇧	Charity Worldwide	News approved	Claromentis Administrator
<input type="checkbox"/>	Our Bristol Centre Launches New Foodbank Outreach	20 June 2025	🇬🇧	Charity	News approved	Claromentis Administrator
<input type="checkbox"/>	New Safeguarding Policy Now in Effect	20 June 2025	🇬🇧	Charity	News approved	Claromentis Administrator
<input type="checkbox"/>	Central London Store Gets a Stunning New Refit	15 April 2025	🇬🇧	Franchisee News	News approved	Claromentis Administrator
<input type="checkbox"/>	New Product Catalogue Now Available for Franchisees	15 April 2025	🇬🇧	Product News	News approved	Claromentis Administrator
<input type="checkbox"/>	Welcome to our new trainer - Jenny!	11 January 2025	🇬🇧	Software Training	News approved	Playground Admin

1 2 3 4 5

Delete selected

News Trash Can

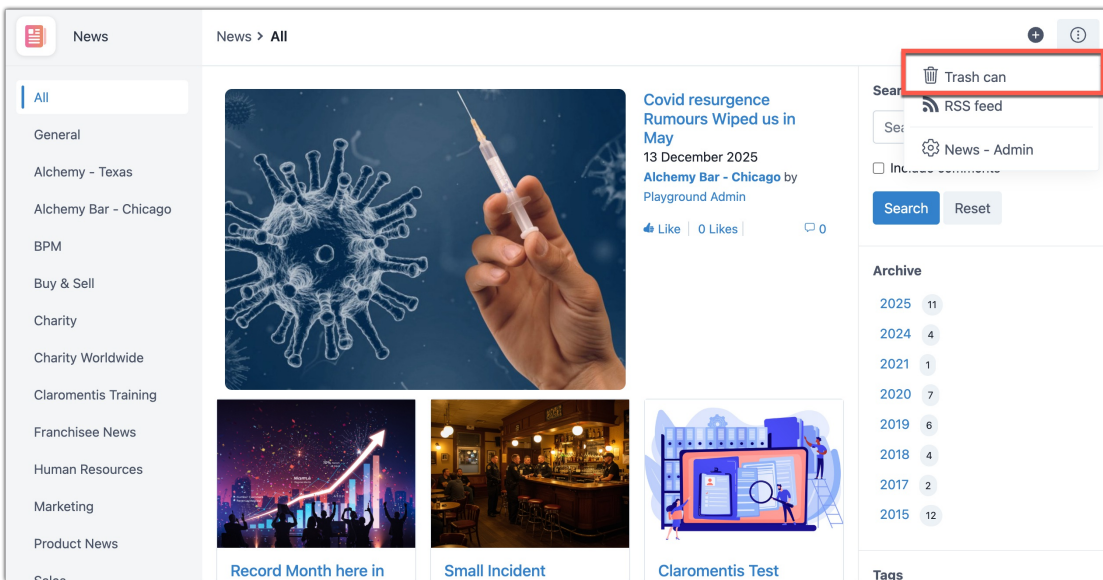
The News application has a trash can feature.

Deleted News articles are sent to the trash can, where, after 30 days, the system permanently removes them.

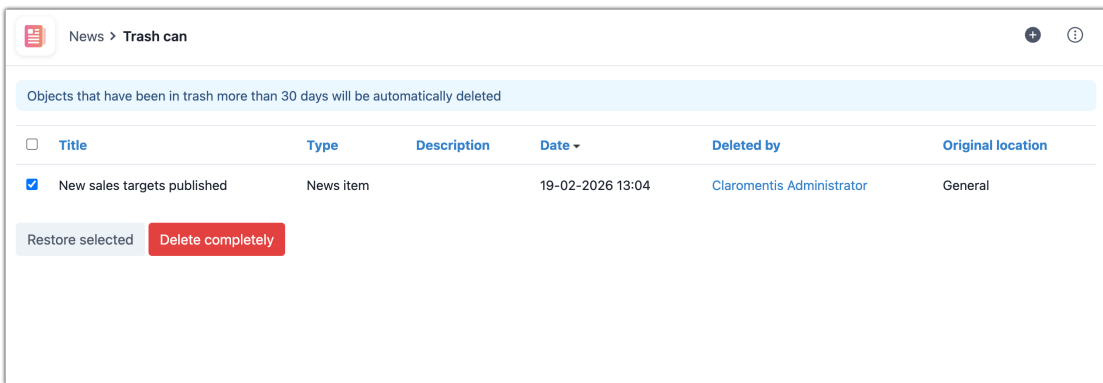
Users with permissions on the front end or Application administrators can access the trash can and restore articles (if they were deleted in error) or delete them before the 30-day period elapses.

The front end

Users can access this on the front end of News by clicking the 3-dot menu:

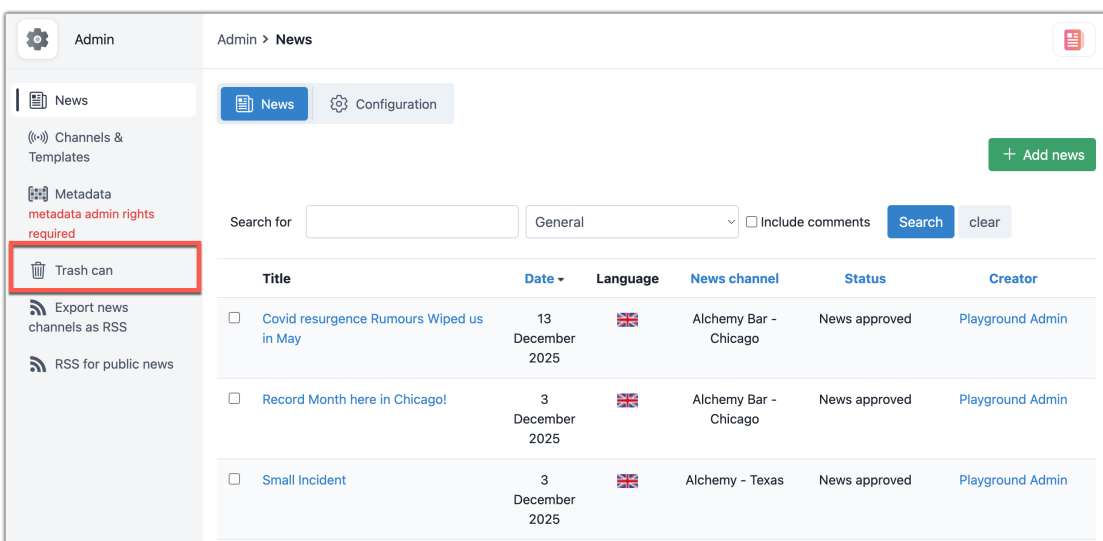


Next they can check the box against article(s) and click either 'restore selected' to take the article out of the trash can or 'delete completely', which will remove it permanently (and the content cannot be retrieved)



The admin side

Application administrators of News can access the trash can from the admin side:



The trash can here has two views, one for articles deleted by administrators and one that includes all other users' deletions.

Click the button below to switch between each view:

Admin > News > Trash can

Objects deleted from admin panel

Switch to objects from all users

Objects that have been in trash more than 30 days will be automatically deleted

<input type="checkbox"/>	Title	Type	Description	Date	Deleted by	Original location
<input type="checkbox"/>	test article	News item		27-02-2026 11:36	Administrator	General

Restore selected Delete completely

Next, check the box against articles(s) and click either 'restore selected' to take the article out of the trash can or 'delete completely', which will remove it permanently (and the content cannot be retrieved)

Admin > News > Trash can

Objects deleted by all users

Switch to admin objects only

Objects that have been in trash more than 30 days will be automatically deleted

<input type="checkbox"/>	Title	Type	Description	Date	Deleted by	Original location
<input checked="" type="checkbox"/>	test article	News item		27-02-2026 11:36	Administrator	General
<input type="checkbox"/>	New sales targets published	News item		19-02-2026 13:04	Claromentis Administrator	General

Restore selected Delete completely

Tracking deletions

All deletions are recorded in the [audit log](#).

[Application administrators](#) of the audit log can search it to see all deletions that have taken place.

Admin > Audit > View logs

From 04-03-2026 00:00 To 04-03-2026 11:51

User name:

Category: Documents Delete document

CSV delimiter: Comma (,) Semicolon (;) Get CSV file

View

Date/Time	User name	Impersonated user	IP address / Proxy IP	Type	Category	Subcategory	Object	Details
04-03-2026 11:51	Claromentis Administrator		34.39.76.62	SUCCESS	Documents	Delete document	" (Object ID: 125)	Deleted to trash can document 'Sample Document 1.pdf' (125)
04-03-2026 11:52	Claromentis Administrator		34.39.76.62	SUCCESS	Documents	Delete document	" (Object ID: 125)	Delete Object Sample Document 1.pdf
04-03-2026 11:52	Claromentis Administrator		34.39.76.62	SUCCESS	Documents	Delete document	" (Object ID: 125)	Removed document from folder 'Discussions' (27) from trash can

A name will be against deletions that were manually processed.

No name means the content was deleted from the trash can automatically after 30 days had elapsed.

Created on 27 February 2026 by [Hannah Door](#). Last modified on 4 March 2026

Tags: [intranet](#), [news](#), [user guide](#), [article](#), [delete](#)