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 💼 🔈 🄀
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 🗹	

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.

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Link	https://www.clarome	ntis.com/blog/why	-online-collabora	tion-is-importan	t/						-
Comments	 For external Links includ Enable O Disable 	le the whole path. E	g. https://www.cl	aromentis.com. F	or internal link	s use a rel	ative path E.	g. /intrane	et/galler	y/	
	Submit Save as d	raft Delete									

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

= claromentis	Q What are you looking for?	📰 18:43 🕲 🏭 🌲 😁
News / All		News deleted
All General BPM Business Partner news	Buy & Sell Human Resources Marketing	Sales
	The 2 Best Technology Podcasts of 2023 Je September 2023 Contral by Clarometris Administrator Contral by Clarometris Administrator Contral by Clarometris Administrator Urem ipsum dolor sit annet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna alique. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip exe a commodo consequat. Duis aute irur dolor in reprehenderit in voluptate velit esse cillu In the 2 Otikes	Search Search news channels Include comments Search Reset Unpublished News An Exclusive Sneak Peak at What's Next for Change Draft

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	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.	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 required	Search for General ~ Include comments Search clear	
而 Trash can	Title Date - Language Newschannel Status Creator	
জ Export news channels as RSS	The 7 Best Technology Podcasts of 2023 14 Claromentis September 2023 Claromentis	
ন RSS for public news	What Star Wars Can Teach Us About 8 Sales News approved Claromentis Marketing September Administrator 2023 2023	
	September Updates 1 September Updates 1 General News approved Katherine North September 2023	
	Claromentis 2023 General News approved Claromentis Administrator	
	Annual Performance Reviews 12 June Image: Claromentis 2023 Claromentis Administrator	

3. Select Delete.

September Updates	1 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
An Exclusive Sneak Peak at What's Next for Change	5 May 2023		General	Draft	Claromentis Administrator
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
How a Requirements Gathering Template Saves You Time & Money	27 April 2021	NN	General	News approved	Claromentis Administrator
		1 2 3	4		

4. You will be prompted to confirm the deletion.

Click OK to confirm.

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			September Upc		September 2023	Cancel	ок	News approved		Katherine	358 North	
			The Most Populo Today	ar Change Products	31 August 2023		General	News approved		Clarom Adminis	entis trator	
C		Annual Perform	ance Reviews	12 June 2023	***	Human Resources	News approved		Clarom Adminis	entis trator		
			An Exclusive Sne for Change	eak Peak at What's Next	5 May 2023	***	General	Draft		Clarom Adminis	entis trator	
			3 Smart Ways to Onboarding Exp	o Build a Better Intranet erience	27 April 2023	***	General	News approved		Clarom Adminis	entis trator	
			Why Leaders Ne The Company Ir	ed To Be More Visible On htranet	6 January 2023	***	General	News approved		Clarom Adminis	entis trator	
			Networking is a	key skill	16 October 2022		Human Resources	News approved		Clarom Adminis	entis trator	
		How a Requirem Saves You Time	nents Gathering Template & Money	27 April 2021		General	News approved		Clarom Adminis	entis trator		
						1 2 3	4					
		Dele	ete selected									

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		E
I News	🖩 News 🖪 Announcements (legacy) 🛛 🄀 Configuration	
∑ [®] Channels & Templates		+ Add news
••• Metadata metadata admin rights required	Search for General V Include comments Sear	clear
斋 Trash can	Title Date - Language News channel Status	Creator
a Export news	Annual Performance Reviews 12 June Human Resources News approv 2023	ved Claromentis Administrator
channels as RSS	3 Smart Ways to Build a Better Intranet 27 April General News approv Onboarding Experience 2023	ved Claromentis Administrator
ሕ RSS for public news	Why Leaders Need To Be More Visible On 6 January Sec General News approx The Company Intranet 2023 2023 Company	ved Claromentis Administrator
	Networking is a key skill 16 October Human Resources News approv 2022	ved Claromentis Administrator
	Claromentis Newsletter 5 May General Draft 2022	Claromentis Administrator
	How a Requirements Gathering Template 27 April General News approv Saves You Time & Money 2021	ved Claromentis Administrator
	Why Online Collaboration Is Important and Provide the Section 15 Imp	ved Claromentis Administrator
	Online Collaboration 27 April Second Line Draft 2021	Claromentis Administrator
	1 2 3 4	
	Delete 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	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.	14-09-2023 18:43	Claromentis Administrator	General

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

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