

# 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.

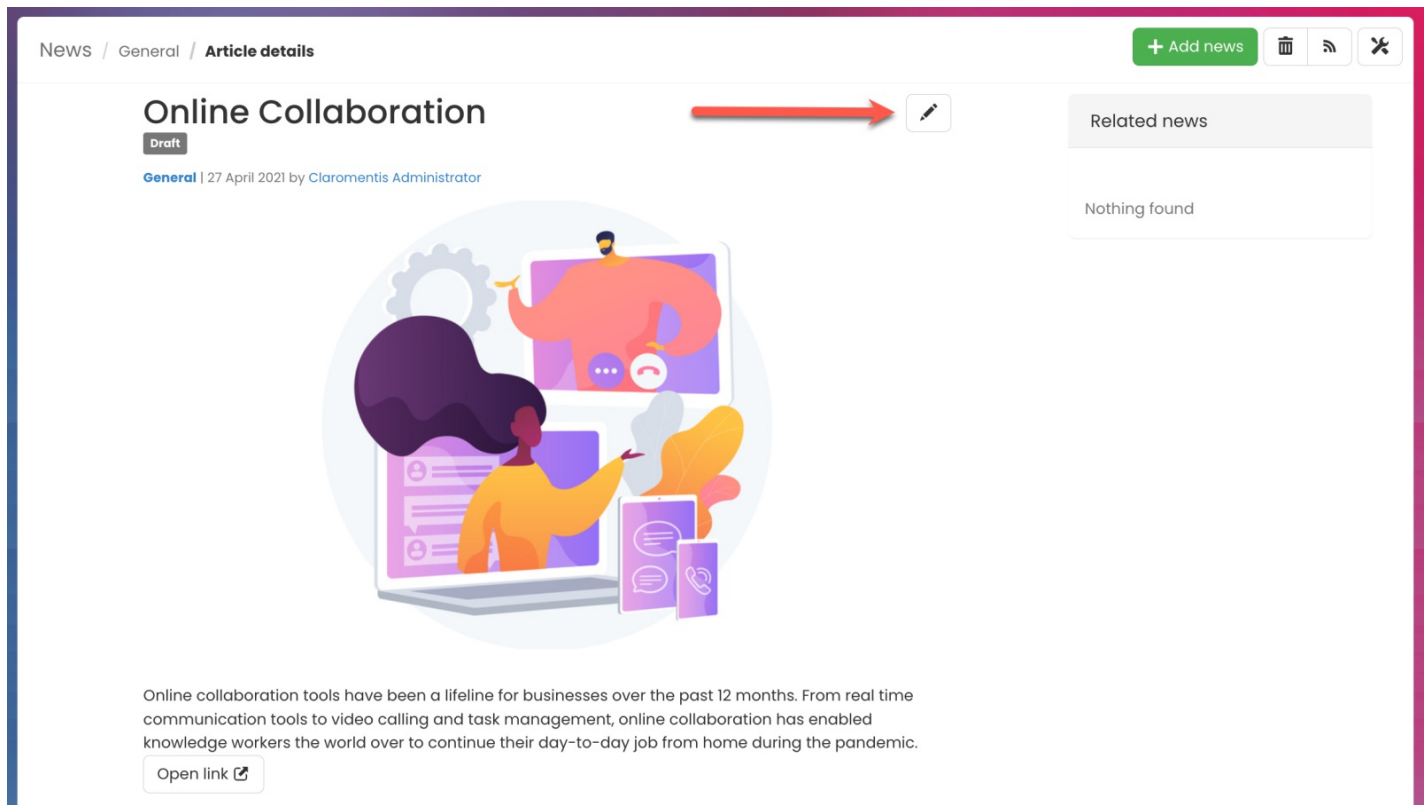
- [Delete a news article from the front-end](#)
- [Restore a news article from the front-end](#)
- [Delete a news article from the admin side](#)
- [Restore a news article from the admin side](#)
- [Permanently delete a news article](#)

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**.

**Link**

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

←

4. You will be prompted to confirm the deletion.

Click **OK** to confirm.

The screenshot shows a web editor interface for 'claromentis'. A confirmation dialog box is open, titled 'ronnie-thirteen-demo.myintranet.com says' with the message 'Are you sure you want to delete this?'. The dialog has 'Cancel' and 'OK' buttons. A red arrow points to the 'OK' button. Below the dialog, the editor shows a 'Content' area with a rich text editor toolbar and a 'Link' field containing 'https://www.claromentis.com/blog/why-online-collaboration-is-important/'. The 'Comments' section is also visible with 'Enable' selected and 'Submit', 'Save as draft', and 'Delete' buttons. A red arrow points to the 'Delete' button in the bottom section.

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

News deleted ✕

News / All

- All
- General
- BPM
- Business Partner news
- Buy & Sell
- Human Resources
- Marketing
- Sales



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14 September 2023

General by Claromentis Administrator

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Like 0 Likes

0

Search

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Unpublished News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.

News / All

- All
- General
- BPM
- Business Partner news
- Buy & Sell
- Human Resources
- Marketing
- Sales

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Like 0 Likes

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Include comments

Search Reset

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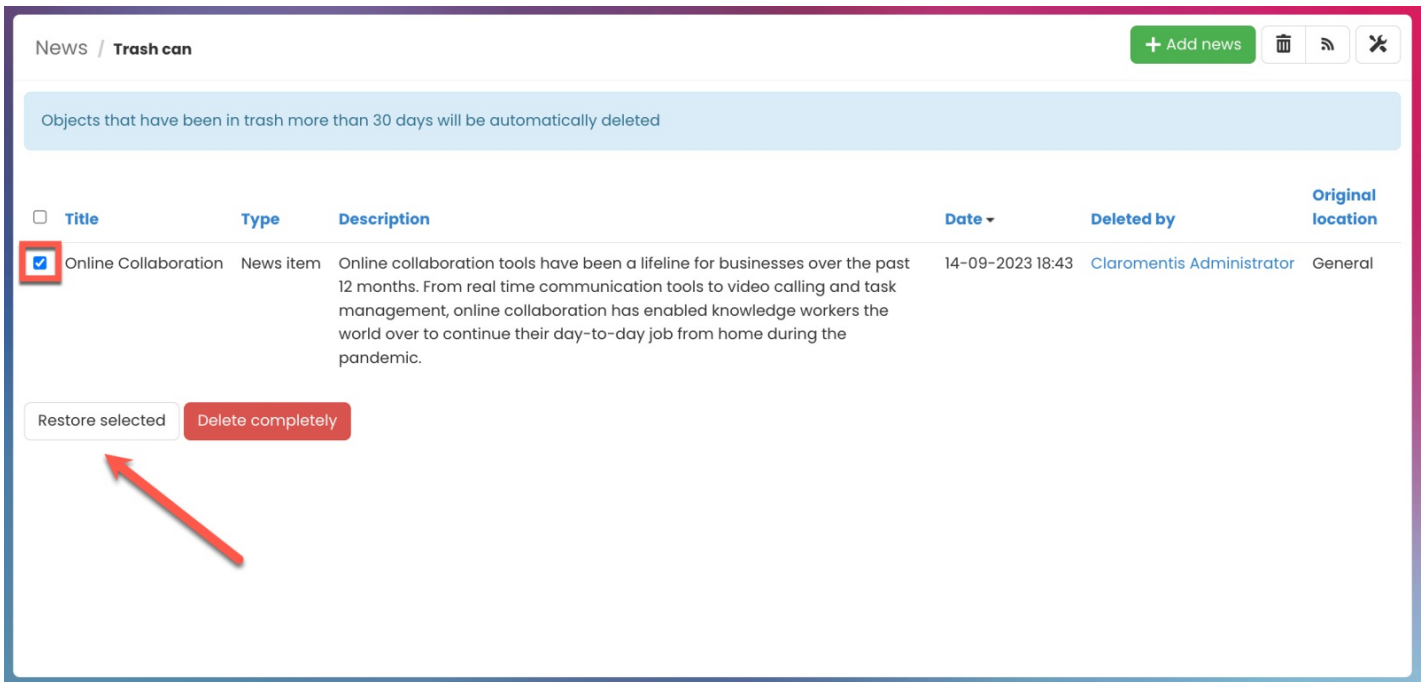
2023 7

September 3

- The 7 Best Technology Podcasts of 2023

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.

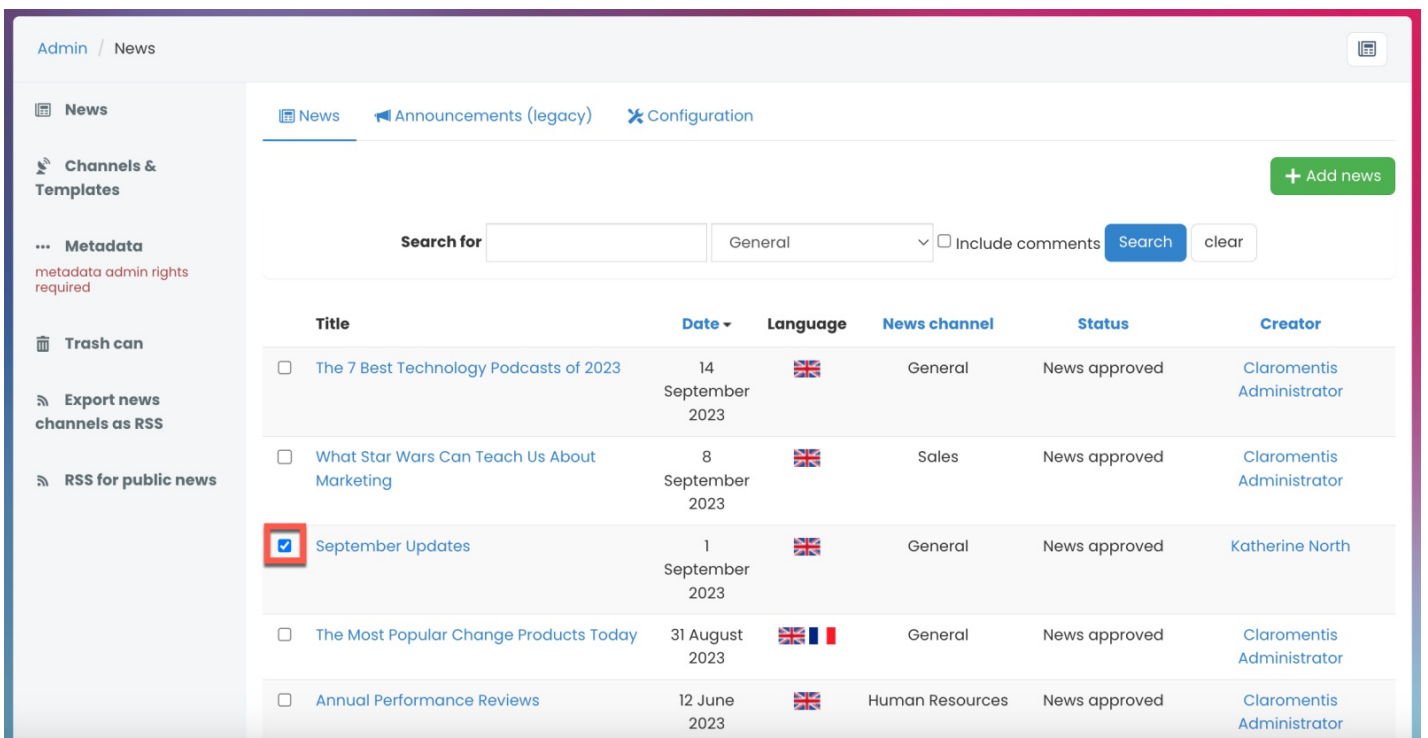


**Reminder:** Any deleted items that have been in the trash can for more than 30 days will be automatically deleted.

## 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**.

<input checked="" type="checkbox"/>	September Updates	1 September 2023		General	News approved	Katherine North
<input type="checkbox"/>	The Most Popular Change Products Today	31 August 2023		General	News approved	Claromentis Administrator
<input type="checkbox"/>	Annual Performance Reviews	12 June 2023		Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/>	An Exclusive Sneak Peak at What's Next for Change	5 May 2023		General	Draft	Claromentis Administrator
<input type="checkbox"/>	3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023		General	News approved	Claromentis Administrator
<input type="checkbox"/>	Why Leaders Need To Be More Visible On The Company Intranet	6 January 2023		General	News approved	Claromentis Administrator
<input type="checkbox"/>	Networking is a key skill	16 October 2022		Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/>	How a Requirements Gathering Template Saves You Time & Money	27 April 2021		General	News approved	Claromentis Administrator

1 2 3 4

Delete selected

4. You will be prompted to confirm the deletion.

Click **OK** to confirm.

ronnie-thirteen-demo.myintranet.com says  
Are you sure you want to delete this?

Cancel OK

Delete 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.

The screenshot shows the 'Admin / News' interface. The sidebar on the left contains several menu items: 'News', 'Channels & Templates', 'Metadata' (with a note 'metadata admin rights required'), 'Trash can' (highlighted with a red box), 'Export news channels as RSS', and 'RSS for public news'. The main content area has tabs for 'News', 'Announcements (legacy)', and 'Configuration'. Below the tabs is a search bar with a 'Search for' input, a dropdown menu set to 'General', an 'Include comments' checkbox, and 'Search' and 'clear' buttons. A green '+ Add news' button is in the top right. The main area displays a table of news articles with columns: Title, Date, Language, News channel, Status, and Creator. The table contains 8 rows of data. At the bottom of the table, there is a pagination control showing '1 2 3 4' and a red 'Delete selected' button.

Title	Date	Language	News channel	Status	Creator
<input type="checkbox"/> Annual Performance Reviews	12 June 2023	🇬🇧	Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/> 3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Why Leaders Need To Be More Visible On The Company Intranet	6 January 2023	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Networking is a key skill	16 October 2022	🇬🇧	Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/> Claromentis Newsletter	5 May 2022	🇬🇧	General	Draft	Claromentis Administrator
<input type="checkbox"/> How a Requirements Gathering Template Saves You Time & Money	27 April 2021	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Why Online Collaboration Is Important and How To Get It Right	27 April 2021	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Online Collaboration	27 April 2021	🇬🇧	General	Draft	Claromentis Administrator

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.

The screenshot shows the 'Admin / News / Trash can' interface. The title is 'Objects deleted from admin panel'. Below the title is a button 'Switch to objects from all users'. A blue banner states 'Objects that have been in trash more than 30 days will be automatically deleted'. Below this is a table with columns: Title, Type, Description, Date, Deleted by, and Original location. The first row is checked with a red box. Below the table are two buttons: 'Restore selected' (highlighted with a red arrow) and 'Delete completely'.

Title	Type	Description	Date	Deleted by	Original location
<input checked="" type="checkbox"/> September Updates	News 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

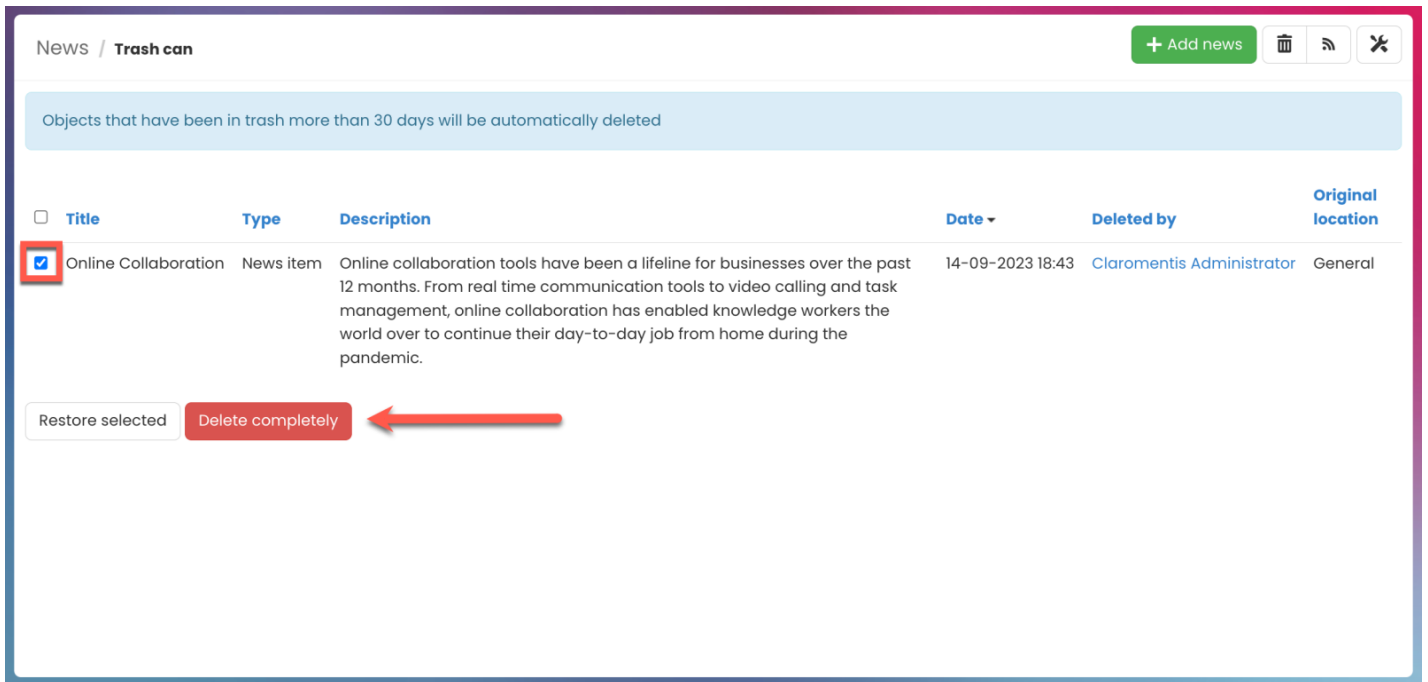
**Reminder:** Any deleted items that have been in the trash can for more than 30 days will be automatically deleted.

# 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**.



The screenshot shows the 'News / Trash can' interface. At the top right, there is a '+ Add news' button and three icons: a trash can, a RSS feed, and a close icon. Below this is a light blue banner with the text: 'Objects that have been in trash more than 30 days will be automatically deleted'. The main content is a table with the following columns: 'Title', 'Type', 'Description', 'Date', 'Deleted by', and 'Original location'. A single row is visible with the following data: 'Online Collaboration' (Title), 'News item' (Type), '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.' (Description), '14-09-2023 18:43' (Date), 'Claromentis Administrator' (Deleted by), and 'General' (Original location). The checkbox in the 'Title' column is checked and highlighted with a red square. Below the table, there are two buttons: 'Restore selected' and 'Delete completely'. A red arrow points to the 'Delete completely' button.

<input type="checkbox"/>	Title	Type	Description	Date	Deleted by	Original location
<input checked="" type="checkbox"/>	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

Restore selected   Delete completely

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

Last modified on 1 December 2023 by [Hannah Door](#)

Created on 1 February 2021 by [Veronica Kim](#)

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