

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.

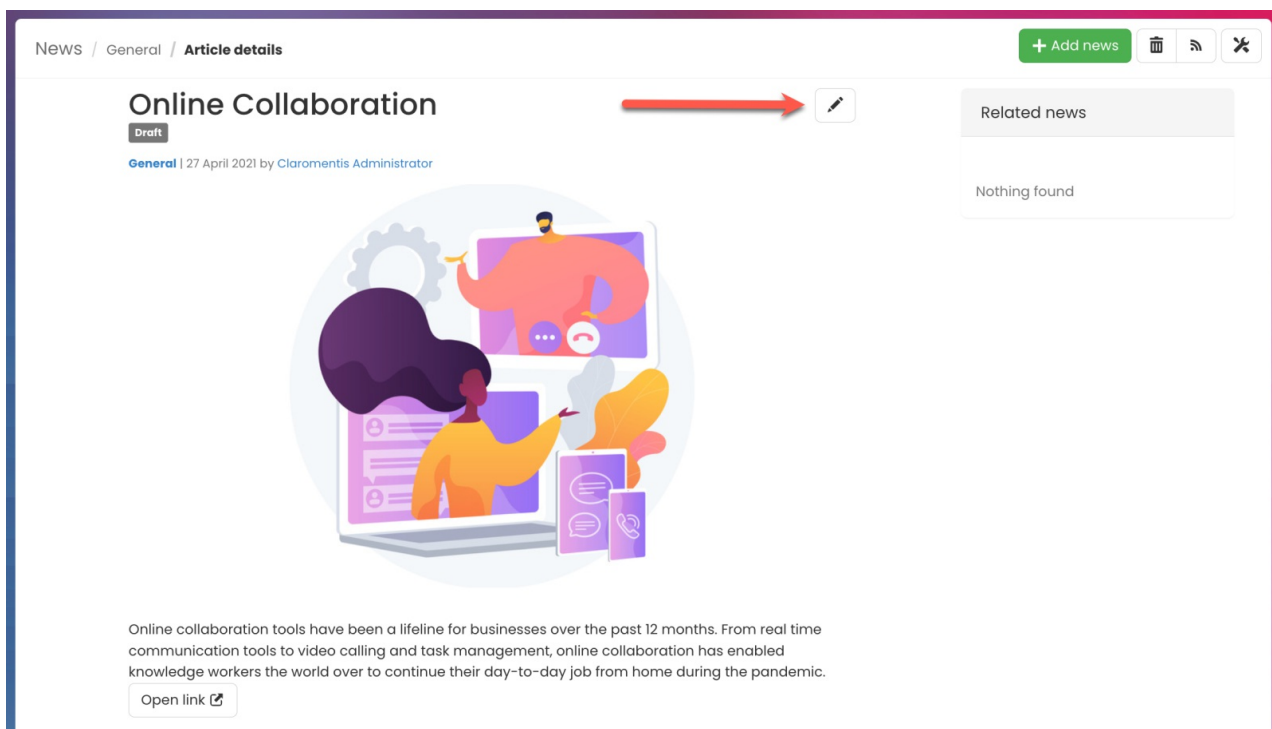
- [Delete a news article from the front-end](#)
- [Restore a news article from the front-end](#)
- [Delete a news article from the admin side](#)
- [Restore a news article from the admin side](#)
- [Permanently delete a news article](#)

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.



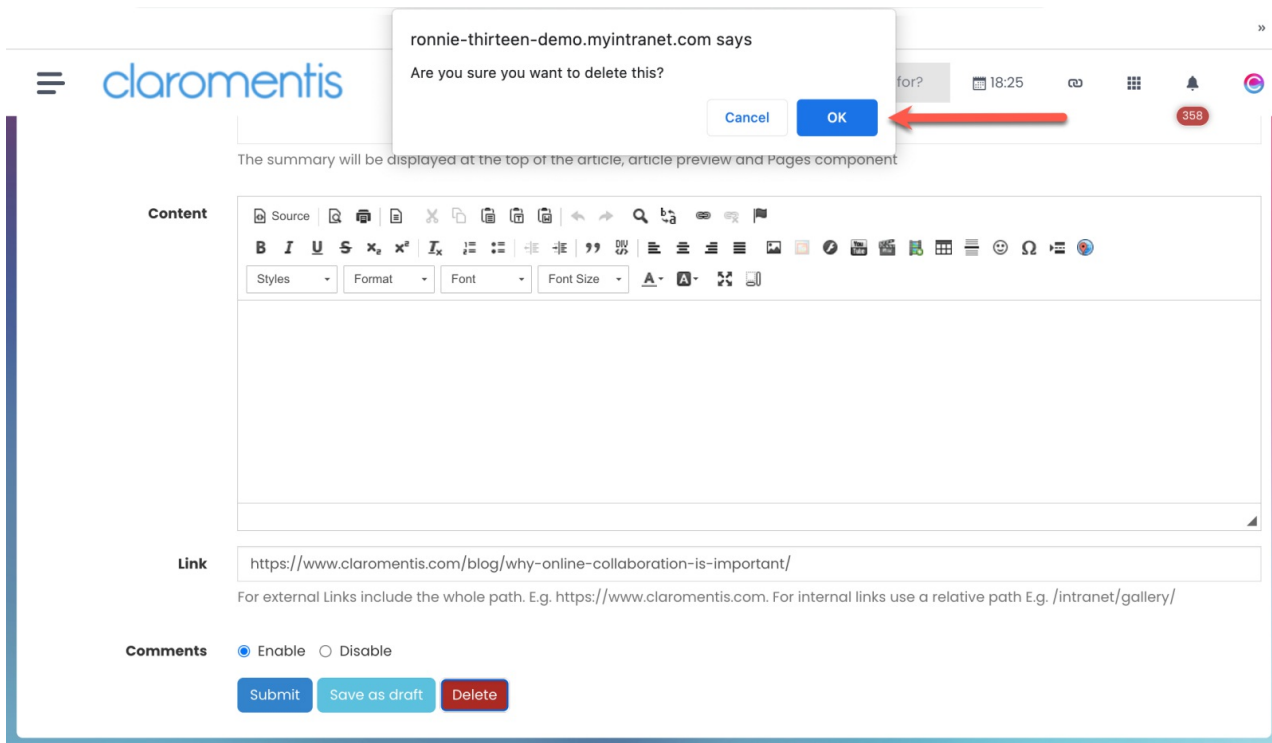
Reminder: If you do not see the Edit option, please check with your administrator that you have the permission needed to do so.

3. Select **Delete**.

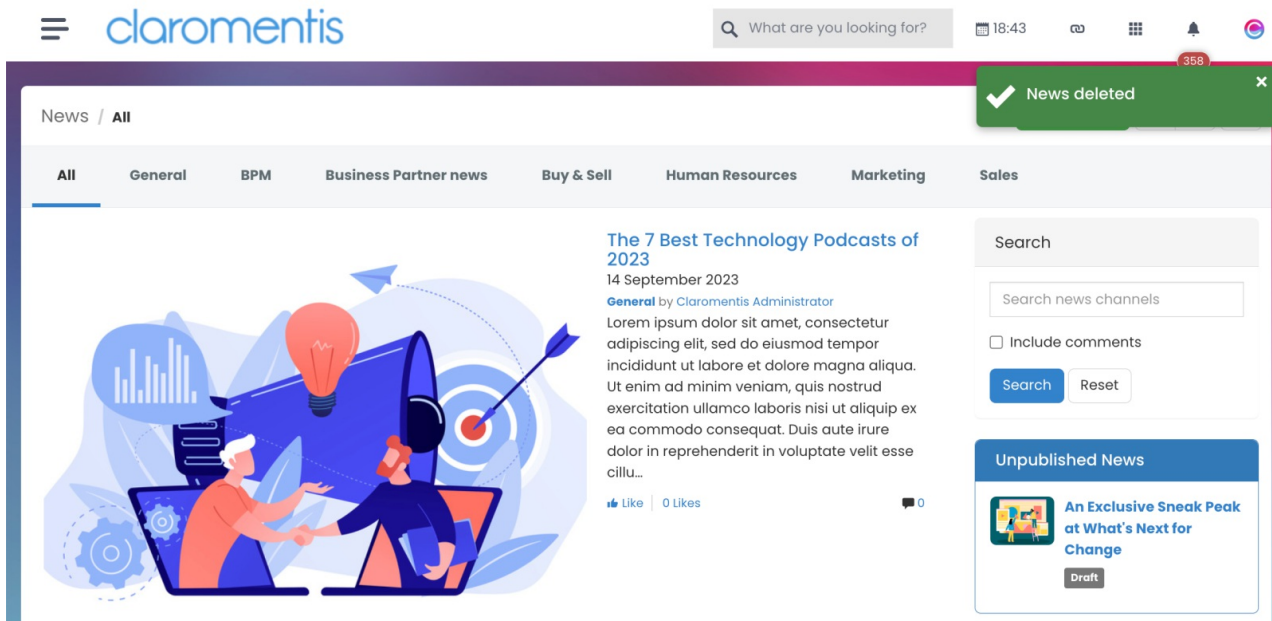
A screenshot of the News application interface showing the 'Delete' button highlighted with a red arrow. The form includes a 'Link' field with the URL 'https://www.claromentis.com/blog/why-online-collaboration-is-important/'. Below the link field is a note: 'For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/'. There are radio buttons for 'Comments' with 'Enable' selected. At the bottom are three buttons: 'Submit', 'Save as draft', and 'Delete'. A red arrow points to the 'Delete' button.

4. You will be prompted to confirm the deletion.

Click **OK** to confirm.



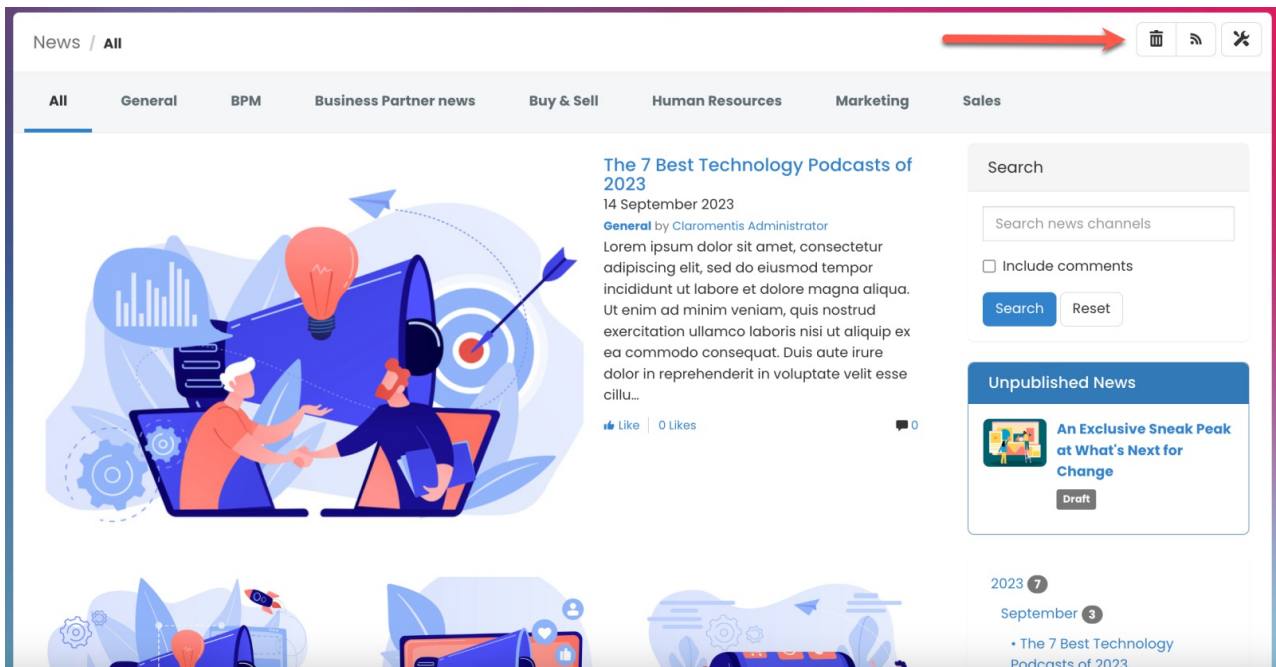
The news article will be deleted and no longer accessible from the front-end of the application.



Restore a news article from the front-end

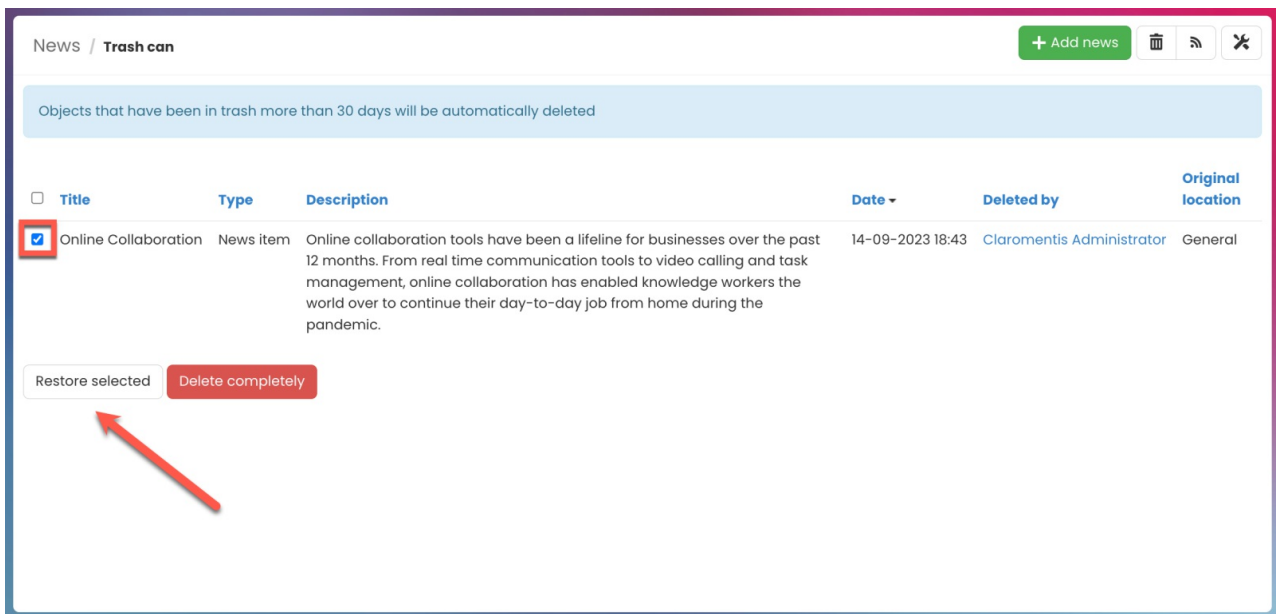
When deleting a news article, the content will automatically moved to the **Trash can** where you can view all your previously deleted articles.

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.

Admin / News

News Channels & Templates Metadata metadata admin rights required Trash can Export news channels as RSS RSS for public news

News Announcements (legacy) Configuration

+ Add news

Search for General Include comments Search clear

Title	Date	Language	News channel	Status	Creator
<input type="checkbox"/> The 7 Best Technology Podcasts of 2023	14 September 2023	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> What Star Wars Can Teach Us About Marketing	8 September 2023	🇬🇧	Sales	News approved	Claromentis Administrator
<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

3. Select **Delete**.

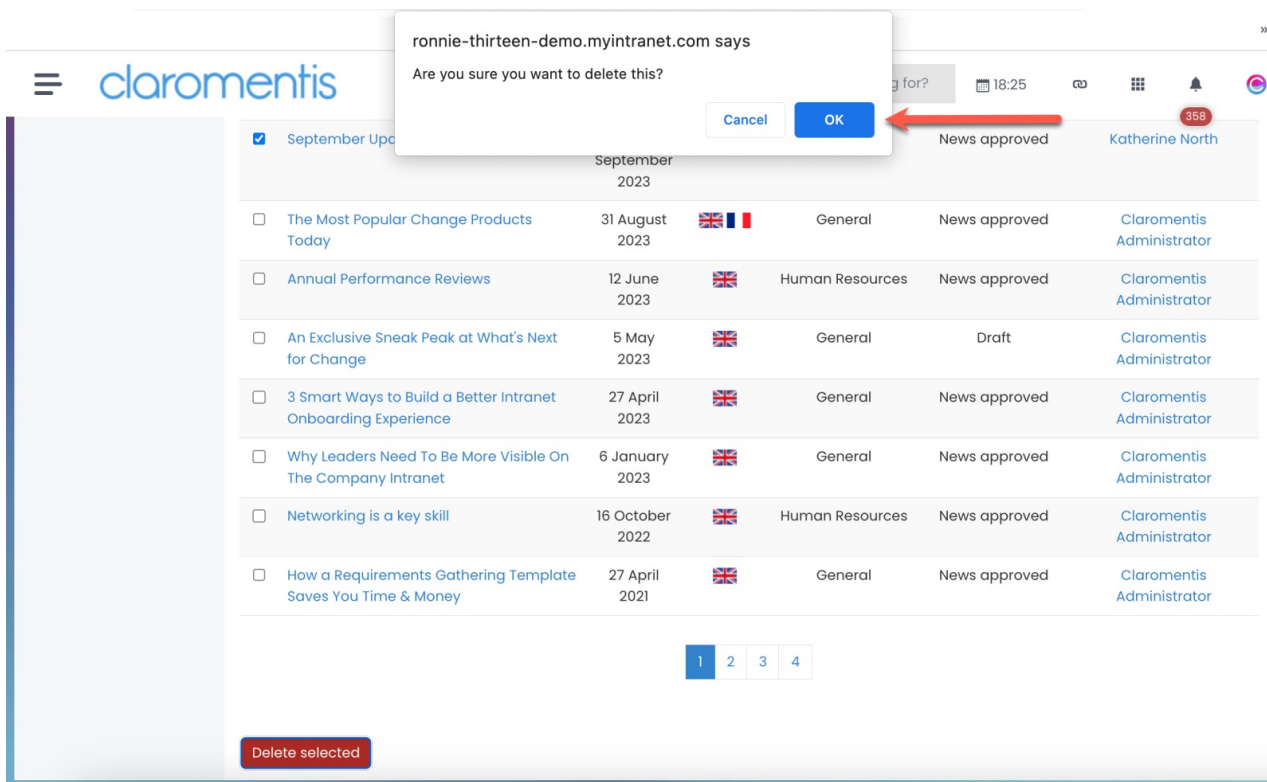
<input checked="" type="checkbox"/>	September Updates	1 September 2023	🇬🇧	General	News approved	Katherine North
<input type="checkbox"/>	The Most Popular Change Products Today	31 August 2023	🇬🇧 🇫🇷	General	News approved	Claromentis Administrator
<input type="checkbox"/>	Annual Performance Reviews	12 June 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.



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

News Channels & Templates Metadata metadata admin rights required Trash can Export news channels as RSS RSS for public news

News Announcements (legacy) Configuration

+ Add news

Search for General Include comments Search clear

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

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 trash more than 30 days will be automatically deleted

<input type="checkbox"/>	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 cillum...	14-09-2023 19:49	Administrator	General

Restore selected Delete completely

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

<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](#)

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