

How to:

Managing sections and content: delete, archive or expire

This document explains how to properly delete, archive or expire sections or content in TerminalFour.

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Sections

What is the status of my section?

From the **Site Structure**, you can use the yellow-drop down menu and choose **Modify Section**.

Training		0	0	0
Anthony Lepki		2	0	0
Courses & Programs	Add Section	0	0	0
Major	Modify Section	2	0	0
Minor	Delete Section	0	0	0
School of Business	Move Section	0	0	0
Academic Calendar	Mirror Branch	0	0	0

You can set the **Status** section in the yellow drop-down menu to either:

Approved - Section will publish if the section contains approved content. Note: Your section needs to have content for it to be displayed.

Pending - Section will not publish.

Inactive - Section is **marked for deletion** and will eventually be permanently deleted by an Administrator.

Modify Section, Show Details

Section: Home » UFV Home » Training » Anthony Lepki » Courses & Programs

Site Structure

General

Content

Page Layouts

Metadata

Edit Rights

Content Types

Subsections

General information about the section.

Update

Publish Now

Cancel

Name

Courses & Programs

Output URI

Access Key

SEO Key phrase(s)

Output File Name

Status

Approved

Default Workflow

-- None --

Show in navigation?

☒

eForm Section?







☐

Archive Section

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How to Set a Section to Pending











When you set a section to pending, the section is flagged in **yellow** on the site structure. You can view this from **Site Structure** (see below).

	Courses & Programs		<input type="text"/>	0	0	0
	Major		<input type="text"/>	2	0	0
	Minor		<input type="text"/>	0	0	0

How to Delete a Section

When you delete a section, the section is not immediately removed from your list, but placed in “inactive” status, and flagged in red on the site structure. You can view this from **Site Structure** (see below).

All deleted sections (marked as “inactive”) will eventually be permanently removed from the system during regular administrator maintenance.

	September 18		<input type="text"/>
	MyHome		<input type="text"/>
	Courses & Programs		<input type="text"/>
	Announcements		<input type="text"/>
	Faculty & Staff		<input type="text"/>

How to Unmark a Section for Deletion Before an Administrator Maintenance Cleanup

To bring the section back (undelete), go to **Site Manager** and choose **Modify Section** from the **Section Drop-Down Menu**. Then choose **Pending** or **Approved** from the **Status** drop-down box.

Status	<div>Inactive Approved Pending Inactive</div>
Default Workflow	
When to expire?	

How to Archive a Section

If content in a section no longer needs updating, the section containing the content can be moved to an archive section. The section and content will still be visible to public viewing. Archiving will save server publish time, as the section will not be reviewed each time there is a publish run.

To set a section to archive, go to Site Manager and find the section you want to archive. Use the yellow-drop down menu to choose **Modify Section**. Place a check mark in the line **Archive Section**.

Archive Section	<input checked="" type="checkbox"/>
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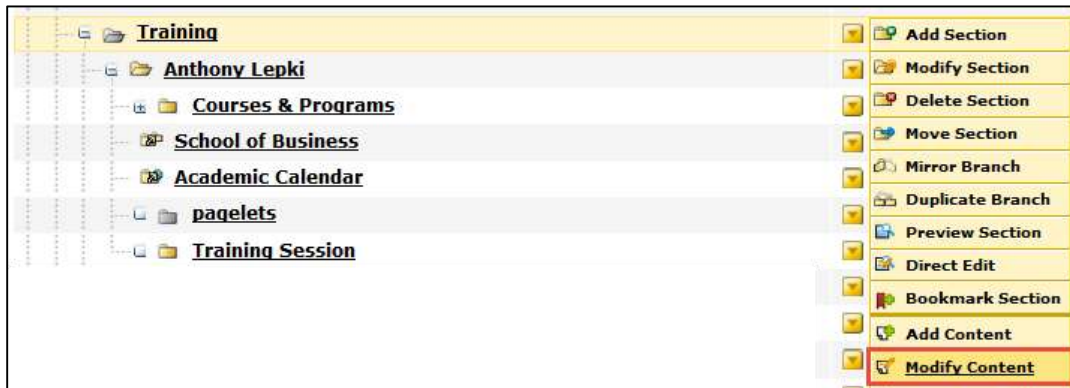
When in Site Manager, the section will now have the file cabinet icon in front of the archived section.

	Program	
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Content

What is the status of my content?

To view the status of your content, go to the **Site Structure**, and use the yellow-drop down menu and choose **Modify Content**.



Your content can have one of the following statuses:

- **Draft** – You can keep working on the content with no risk of it being published. Note: We recommend you save your work often as the system will timeout after 30 minutes of non-use.
- **Inactive** - Content is **marked for deletion** and will eventually be permanently deleted by an Administrator.
- **Approved** – Content has been approved for publishing and will be published when the next publish is run.

Existing Content						
						Add Content
						Save Changes
Name	Version		Status	Last Modified	Move	Lock
Courses	1.0.1		Draft	28 Feb '14 11:28:54		
Exam Submission Guidelines	11.0		Inactive	28 Feb '14 11:29:42		
Faculty and Staff	1.0		Approved	28 Feb '14 11:31:00		

When you delete a piece of content, the content is not immediately removed from your list, but placed in “inactive” status.

From Site Manager, the traffic lights (green, amber, red) indicate the number of content items in the section in each of three categories:

- **Green:** Approved content – content items that will go live at the next publish.
- **Amber:** Pending content – content items that have not yet been approved; this will not go live.
- **Red:** Deleted content – content marked as 'inactive' and will eventually be deleted by an Administrator.



NOTE: Do not delete (mark your content as inactive) if you want to bring the content back and use it in the future. Instead, you should expire your content (see below).

How to Unmark Content for Deletion Before an Administrator Maintenance Cleanup

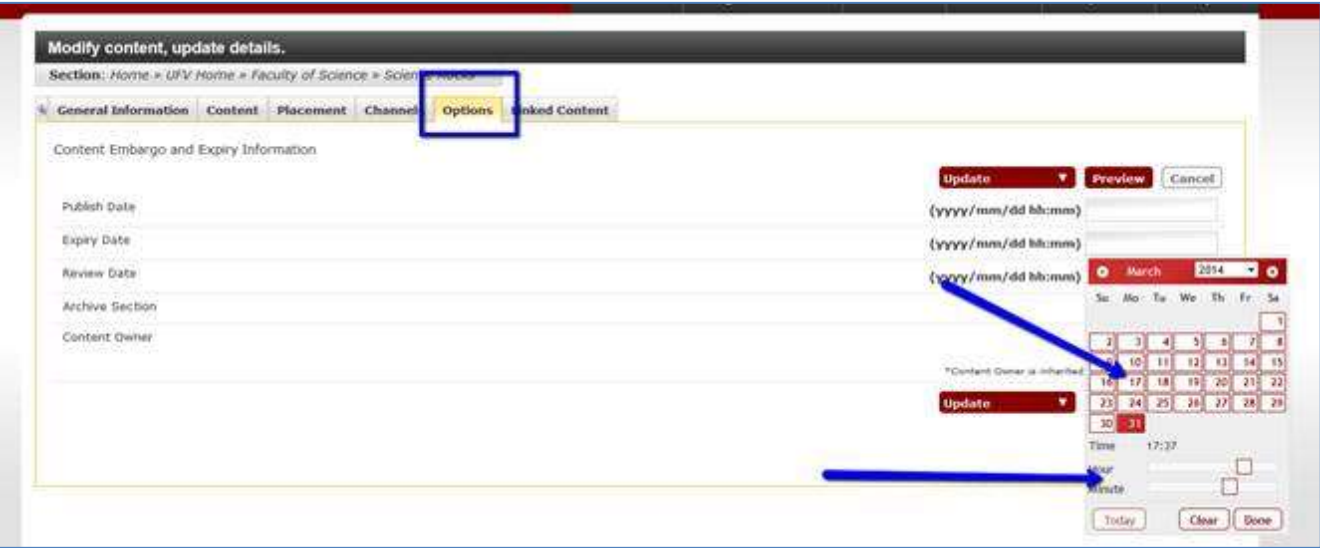
To bring content back (undelete), go to **Site Manager** and choose **Modify Content** from the **Section Drop-Down Menu**. Then choose **Modify** from the Status drop-down box. Then choose **Update & Approve**.

How to Expire Content (Make Content Inactive), but Not have it Deleted

When a piece of content is set to expire, it is not deleted from the website. Although the content is no longer updated, it is still active within the system, but no longer viewed by the world.

You also have the ability to make the page Active again in the future. Expiring content works well if you have an event that happens on a certain date. The system can also send you a reminder email to review your content a week before it is to go live (See: Set a Reminder).

To set an expiry date, go to modify your content. Select the **Options** tab. In the **Expiry Date** field, select a date, and use the sliders at the bottom of the calendar to set a time. The expiry date must be in the future--even two minutes in the future is sufficient.

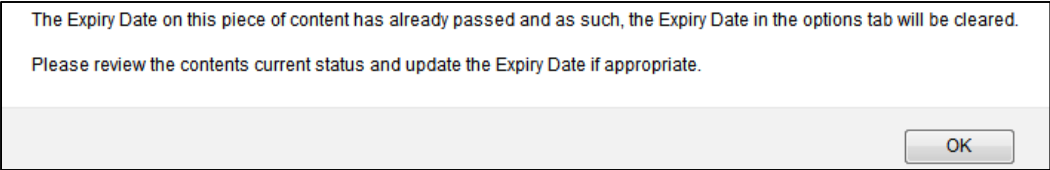


When viewing your content in Site Manager, it will show Expired.



How to Un-expire your Content and Make it Active Again

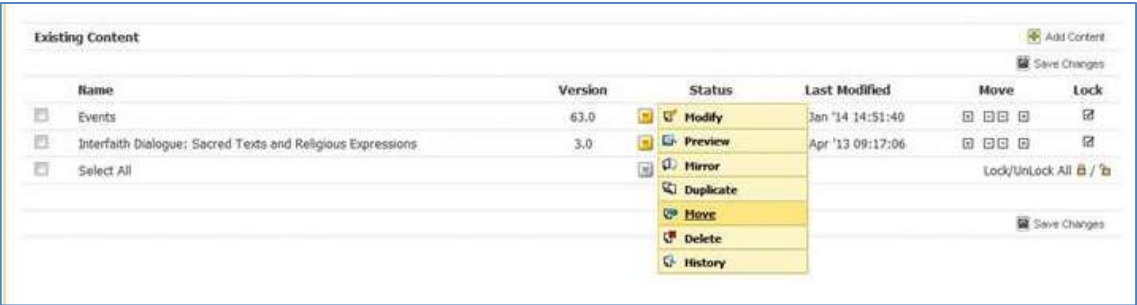
If you currently have content marked as expired and you want to reactivate it and use it again, find the content, click on **Modify**, **OK** to the message; **Update & Approve**.



How to Set Content to Archive

If piece of content is no longer being updated, the content can be manually moved to an archive section. This will save publish time, as the section and its content will not be reviewed each time there is a publish run.

First you need to create an archive section (See How to Archive a Section). To move your content to the archive section, go to your content, choose the yellow drop-down menu and choose **Move**.



Set Reminders

If you would like a reminder to review or update content, you can set yourself as owner and set a review date. The system will email you at the time you appointed. Select a date and time in the **Review Date** field.

You also need to select yourself as **Content Owner**. In the Content Owner field, click the **Select Owner** link and enter your username in the **Search for Users** field that pops up. Enter your username. Click **Search**. Your record should appear. Click the **+ sign** to select yourself as the Content Owner.

