

Removing old pages

There are several different ways to remove an old page. Only a moderator and administrator have permissions to unpublish a page. Only an administrator can delete a page.

Unpublishing

To unpublish a page, locate the page and click on the “Moderate” tab. For the published revision, in the column “Moderation actions” there will be a link called “Unpublish”. Click on this link.

REVISION	TITLE	DATE	REVISION ACTIONS	MODERATION ACTIONS
2635228	Opportunities Edited by admin4957@ox.ac.uk. Revised by admin4957@ox.ac.uk	13-01-2020 09:31	View	This is the published revision. Unpublish • From Draft --> Published on 13-01-2020 09:31 by admin4957@ox.ac.uk • From Published --> Draft on 13-01-2020 09:30 by admin4957@ox.ac.uk
2619741	Opportunities Edited by admin4957@ox.ac.uk. Revised by admin4957@ox.ac.uk	13-01-2020 09:30	View Revert Delete	• From Draft --> Published on 09-01-2020 16:52 by admin4957@ox.ac.uk • From Draft --> Draft on 09-01-2020 16:51 by admin4957@ox.ac.uk
2619109	Opportunities Edited by admin4957@ox.ac.uk. Revised by admin4957@ox.ac.uk	09-01-2020 13:32	View Revert Delete	• From Draft --> Draft on 09-01-2020 13:32 by admin4957@ox.ac.uk

You will then be asked to set the moderation state – Draft or Needs review. Select the appropriate one and click the red “Unpublish” button.

The page is now unpublished and will not appear on the website. However, it can be retrieved through the “Content” option should it need re-publishing at a later date.

Deleting

First consider if the page really needs to be deleted or if “unpublishing” (as above) would be a better option.

As only an administrator can delete a page you will need to contact a member of the Digi Comms Web Team if you wish to delete a page.

Once a page has been deleted it cannot be restored. It is also a good idea to set up a redirect for the url of the deleted or unpublished page pointing to a relevant live page.

Unpublishing on future dates

You can schedule pages to be unpublished in the future. To do this you use the schedule option in the moderate tab for the page you wish this action to affect.

Home » Opportunities » Moderate

Opportunities o

VIEW PUBLISHED NEW DRAFT MANAGE DISPLAY MODERATE ACCESS CONTROL

Revisions Compare revisions Schedule

[+ Add scheduled revision](#)

Workbench Access: *Research*

REVISION	ACTION	SCHEDULED DATE	OPERATIONS
No scheduled revisions available.			

Locate the page and select “Moderate” -> “Schedule” -> “Add schedule revision”.
Choose revision number (the latest revision is top of the list)
Set action (e.g. Moderate to Needs Review)
Add date and time. (note time is only precise to 15 minutes, ie :00, :15, :35, :45 are the permissible values)
Click 'schedule'

When the date and time arrive, the action will be performed. (Note if a revision has been published and is then moved to “Need review” or “draft” it still shows up on the site as published.) I would use caution in deleting a page.

No one is alerted to the action being performed (there is not an email sent). However, within “My workbench”, an editor or moderator can view “My drafts” and “Needs review” so revisions moved to these states will show up there prompting them to be edited and re-published.