

Setting release and expiry dates

- Via the workspace
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 - Step 1
 - Step 2
- See also:






Via the workspace

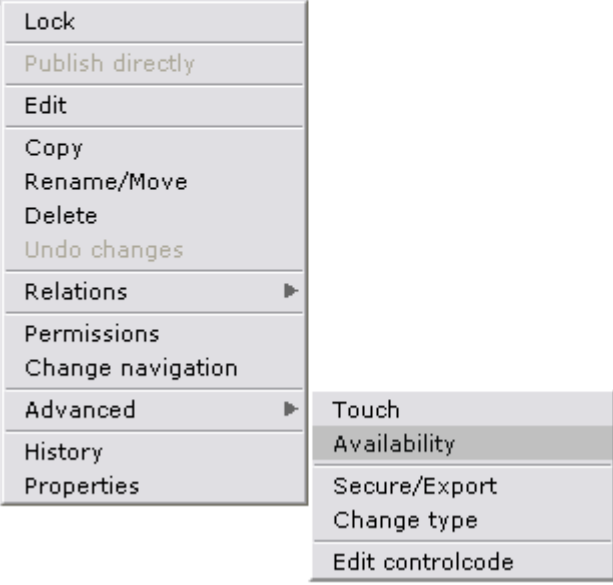
(can be done with any type of content)

Step 1

Sometimes you may want a page only to be available for a short time on your website, and therefore want it to expire automatically. For example, you might want to publicise an event such as a seminar or conference, but no longer display the details once the event is past.

You can do this in OpenCms with a feature called **Availability**.

	Name	Title	Type	Size
	index.html		xmlpage	349
	index.rss		alkacon-feed	814
	news.html	<i>This is the news</i>	uob-news	880
	news_0001.html	More news	uob-news	576
	news_0002.html	Daily blah	uob-news	786



- Lock
- Publish directly
- Edit
- Copy
- Rename/Move
- Delete
- Undo changes
- Relations ▶
- Permissions
- Change navigation
- Advanced ▶
 - Touch
 - Availability
 - Secure/Export
 - Change type
 - Edit controlcode
- History
- Properties

See below for step 2

Unable to render (include) The included page could not be found.


Step 2

Select a release date for the item by clicking on the calendar icon.


Availability and Notification settings for: /sandbox/news/news_0002.html

Title: Daily blah
State: unchanged
Permalink: http://www.bath.ac.uk/permalink/234d1ec1-7792-11dd-9cd5-00144f453fba.html

Availability

Date released: 

Reset Date released:

Date expired: 

Reset Date expired:

Notification settings

Notification Interval (days):

Enable Notification:

There are no responsables for this resource.

Ok Cancel

October, 2008

Today

Choose date

	Tue	Wed	Thu	Fri	Sat
			1	2	3
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

Time: 10:19 am

Select date

If one of the site editors has the responsible button ticked on their permissions settings, you can also set a Notification Interval to send an email every x days since the item was last modified (you also need to tick the Enable Notification box). This is a way of reviewing old content.


Via the news item edit screen


(can only be done with news items)


Step 1


At the bottom of the news item edit screen, click on the new button to activate the release date and/or expiry date:


Tags:

Priority: *(Click on the "New" button on the right side to activate this element)* 

Date: 



Release: *(Click on the "New" button on the right side to activate this element)* 

Expiration: *(Click on the "New" button on the right side to activate this element)* 

Contact: *(Click on the "New" button on the right side to activate this element)* 

Step 2

Click on the calendar icon to select the release/expiry date:

Date:	<input type="text" value="10/6/2008 11:51 AM"/>	
Release:	<i>(Click on the "New" button on the right side of the page)</i>	
Expiration:	<input type="text" value="11/17/2008 3:10 PM"/>	
Contact:	<i>(Click on the "New" button on the right side of the page)</i>	

? **November, 2008** x

« < Today > »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			4	5	6	7
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time: :

Select date

Save and [publish](#) the file.

See also:

- [Adding a news item](#)
- [Editing a news item](#)
- [Using the news module](#)
- [How to add news to your site](#)