

Setting release and expiry dates






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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 ▶
History
Properties

Touch
Availability
Secure/Export
Change type
Edit controlcode

[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** x

« < 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: 

Release: *(Click on the "New" button on the right side of the page)*

Expiration: 

Contact: *(Click on the "New" button on the right side of the page)*

? **November, 2008** x

<< < Today > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
		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](#)