Ektron Website Quick Reference

Expiring Content

In the content block you want to expire, click the *Schedule* tab. A window similar to the one below will appear:

Click here

Click the *End Date Calendar* button, and when the dialog box to the right appears, choose the date and time you want the content to be removed from the website. *Keep in mind that the information will not actually be removed until the next scheduled sync after that time.*

Then, click DONE.

Select date and time, then click here

Next, choose the action you want taken on the End Date chosen above. You have two main options:

1. **Archive and REMOVE from site (*Expire*)** – choose this option if you want the content to be completely DELETED from the site/server.

2. **Archive and remain on site, or** – or choose this option if you may want to reuse the content at a later time.

When the *End Date Calendar dialog box* closes, the date and time you chose will appear in the *End Date field* as shown below.

Click here

Click the PUBLISH button to save the expiration date and time.

Verify the expiration date/time have been set:

In the Content Workarea, navigate and locate the content block you set an expiration date and time for.

Notice the last content block shown above #7398 now displays an End Date and Time.

End Date/Time

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