

# 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:

Edit Content in Folder "Test"

PUBLISH

Title:  [English (U.S.)]

Content Searchable

Content Summary Metadata Aliases **Schedule** Comment Templates

Start Date:

End Date:

Action on End Date:

- Archive and remove from site (expire)
- Archive and remain on site
- Add to the CMS Refresh Report

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

Date Time Selector - Google...

staging.nv.gov/WorkArea/calendarAdmin/datetimeselect

September, 2012

Sun	Mon	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						

<< 2011 2012 >>

2013 >>

12 : 25 PM

Today

Done Cancel

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.

Edit Content in Folder "Test"

PUBLISH

Title: Test - DOCUMENTS Template [English (U.S.)]

Content Summary Metadata Aliases **Schedule** Comment Templates

Start Date: [None]

End Date: Thursday, September 20, 2012 7:25 AM

Action on End Date:

- Archive and remove from site (expire)
- Archive and remain on site
- Add to the CMS Refresh Report

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

PUBLISH

Title: Expire Content [English (U.S.)]

Content Searchable

Content Summary Metadata Aliases **Schedule** Comment Templates

Start Date: [None]

End Date: Wednesday, September 12, 2012 12:25 PM

Action on End Date:

- Archive and remove from site (expire)
- Archive and remain on site
- Add to the CMS Refresh Report

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.

Ektron Version: 8.00 (Build 8.0.0.050)

NEW	VIEW	DELETE	ACTION						
Title	Content Type	Language	ID	Status	Date Modified	Last Editor	Start Date	End Date	
Test - STAFF LIST Template	Smart Form: Staff List	US	7402	A	7/10/2012 11:04:04 AM	DEstey, DEstey			
Test - SERVICE CATALOG Template	Smart Form: Service Catalog	US	7405	A	7/10/2012 11:03:20 AM	DEstey, DEstey			
Test - PAGE Template	Smart Form: Page	US	7400	A	7/10/2012 11:17:12 AM	DEstey, DEstey			
Test - PAGE PROGRAM Template	Smart Form: Page - Program	US	7407	A	7/10/2012 10:56:04 AM	DEstey, DEstey			
Test - Mtgs	Smart Form: Meetings & Agendas	US	8189	A	7/10/2012 10:49:49 AM	DEstey, DEstey			
Test - Links Template	Smart Form: Links	US	7382	A	7/10/2012 10:42:41 AM	DEstey, DEstey			
Test - Glossary	Smart Form: Glossary	US	8190	A	7/10/2012 10:53:10 AM	DEstey, DEstey			
Test - DOCUMENTS Template	Smart Form: Documents	US	7398	A	9/13/2012 07:26:14 AM	DEstey, DEstey		9/20/2012 07:25:00 AM	

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

End Date/Time