

County CMS System Expired News Articles

Starting in July 2006, expired articles from the County News will move once a week from the news channel to the Expired News channel.

How Expired News Articles Move to the Expired News Channel

- Once a week on early Sunday morning (approximately 2 a.m.), the CMS system will move expired articles that are in the News Channel to the Expired News Channel
- To view the Expired News Channel, login into the CMS and select “Switch to Edit Site” from the Web Author Console.
- The Expired News Channel will appear in the top navigation.
- To View the News articles in the Expired News channel, select the “Expired News” tab. The listing will appear.
- Remember to go into the Expired News Channel frequently and delete any news articles that will not be needed in the future.

Restoring Expired News Articles to the News Channel

If the county has seasonal expired articles will be reused in the future, keep them in the Expired News Channel until they are needed. When they are needed, follow the instructions to restore and approve them back in the News Channel.

1. Login into the CMS
2. Switch to Edit Site
3. Select the Expired News tab from the top navigation
4. Select the article needed by clicking on it to bring up the full article.
5. From the Web Author Console, select “Restore Posting to News Channel” (about half way down the web author console)
6. After selecting Restore Posting to News Channel, the CMS system will move the posting from the Expired News Channel to the News channel and bring up the article in edit mode.
7. Check the article carefully for any changes of dates, URL’s, people’s names, sources, etc.
8. Make any changes to the area entitled “Where do you want to show this news announcement”
9. Make changes to the Publishing Options area of the screen
10. From the Web Author Console, select “Save and Exit”
11. From the Web Author Console, select Approve.

The news article will be moved and published again on the web pages you indicated. Repeat this procedure with any other expired news articles.