

Removing Management News Events

[Control Panel](#) > [My Workspace](#) > [Management News](#)

Removing Management News Events:


Removing from My Workspace Page (without deleting):

Management News events are automatically removed from the My Workspace page once they have expired. To expedite the removal from the My Workspace page *without* deleting it, simply edit the **End Date** (refer back to [Adding/Editing Management News Events](#) for more information).

Management News events will remain on the entries list even after they have expired. To completely delete the news event, follow the steps below.

Deleting Management News Events:

1. Go to **Control Panel > My Workspace > Management News**.
2. Locate and select the desired news entry and click **Remove**.



The screenshot shows the 'Content Manager' interface. At the top right, there are buttons for 'Add', 'Remove', and 'Send'. The 'Remove' button is highlighted with a red box. Below the buttons, there is a section titled 'Management News - 26 entries'. A table lists several news events with columns for 'Subject', 'Start Date', 'End Date', and 'Active'. The first row is 'Admin Professionals Day' with start date 4/13/2010 and end date 2/5/2011, which is active. The second row is 'Blood Drive' with start date 5/28/2010 and end date 6/19/2010, which is not active. This row is highlighted in light blue, and its checkbox is checked and highlighted with a red box. Other rows include another 'Blood Drive' event, 'Bring Your Green to Work', and 'City Events'.

<input type="checkbox"/>	Subject	Start Date	End Date	Active	
<input type="checkbox"/>	Admin Professionals Day	4/13/2010	2/5/2011	Yes	Edit
<input checked="" type="checkbox"/>	Blood Drive	5/28/2010	6/19/2010	No	Edit
<input type="checkbox"/>	Blood Drive	5/28/2010	6/28/2010	No	Edit
<input type="checkbox"/>	Blood Drive	6/25/2010	7/25/2010	No	Edit
<input type="checkbox"/>	Bring Your Green to Work	3/16/2009	4/1/2011	Yes	Edit
<input type="checkbox"/>	City Events	6/25/2010	7/25/2010	No	Edit

3. You will receive a confirmation in the instance of a successful removal.