

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**.

Content Manager

AddRemoveSend

Management News - 26 entries

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

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