## **Remove Promotions**

## Remove Promotion from My Workspace Page (without deleting):

Promotions 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 <u>Add/ Edit</u> <u>Promotion</u>)

Promotion entries will remain on the Entries List even after they have expired. To completely delete the promotion entry, follow the steps below.

## **Delete Promotion Entry:**

- 1. Click Control Panel > My Workspace > Promotions
- 2. Locate and select the desired Promotion entry, and click Remove.

Content Manager			Add Remove Send		
Promotions - 14 entries					
Vendor	Description	Start Date	End Date	Active	
24 Hour Fitness	Discount Available	11/16/2007	5/31/2011	Yes	Edit
California Dining Services	15% Discount off Catering Orders	2/23/2010	5/31/2010	No	Edit
Cost Plus	40% Discount with Coupon	2/5/2008	8/31/2011	Yes	Edit
Daphne's Greek Cafe	Buy one get one free	5/13/2009	6/13/2009	No	Edit
El Dulche	15% discount off lunch combo	2/26/2010	4/30/2010	No	Edit

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