





# 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 [Add/ Edit Promotion](#))

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**.



The screenshot shows the 'Content Manager' interface with a table of promotions. The 'Remove' button is highlighted with a red box. The table has columns for Vendor, Description, Start Date, End Date, and Active. The first row is selected, and its checkbox is checked.

<input type="checkbox"/>	Vendor	Description	Start Date	End Date	Active	
<input checked="" type="checkbox"/>	24 Hour Fitness	Discount Available	11/16/2007	5/31/2011	Yes	<a href="#">Edit</a>
<input type="checkbox"/>	California Dining Services	15% Discount off Catering Orders	2/23/2010	5/31/2010	No	<a href="#">Edit</a>
<input type="checkbox"/>	Cost Plus	40% Discount with Coupon	2/5/2008	8/31/2011	Yes	<a href="#">Edit</a>
<input type="checkbox"/>	Daphne's Greek Cafe	Buy one get one free	5/13/2009	6/13/2009	No	<a href="#">Edit</a>
<input type="checkbox"/>	El Dulche	15% discount off lunch combo	2/28/2010	4/30/2010	No	<a href="#">Edit</a>

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