CommonSpot Content Expiration Properties

In CommonSpot, you can specify content you manage to expire on a specified date. When a page expires, it is not deleted. CommonSpot hides the file from website users so they cannot access this page.

To reinstate the page and make necessary updates, use the following guide to help you

First, log in to the CommonSpot system using your CommonSpot username and password. Navigate to the page that is expired and needs to be refreshed or reactivated. Once you have reached the page, you will need to switch to AUTHOR mode so you may edit page properties. Once in AUTHOR mode, click on the “Page & Template Management” icon at the bottom on the screen. This is the right-most icon.

You will see a number of options. Closer to the bottom of the page you will see the option for “Content Expiration”. Click this option and you will then be prompted with a popup window with the Content Expiration Properties.

Please note that the page is still on the server and no changes have been made to the page by the system. The Expiration Reminder simply removes the page from the contents of your site. You can still make edits to this page while it is expired.

You will now be able to set a new content expiration for the page, or you may remove the Expiration date and place the page back into your website as a “normal” page without an expiration date and make necessary edits to the page.
Content Expiration and Freshness Reminder

Enter the desired parameters regarding the expiration and freshness notification for this page.

Expiration:
- Expire content on specific date

Date: 10/15/2003 (mm/dd/yyyy)
Content will expire at midnight (server time) at the end of the date specified

Action:
- No action
- Warn of expiration
- Deny access to general public
- Deny access to all
- Redirect to another page/url

Freshness Reminder:
- No reminder

Cancel  Finish