

Archive Manager

Overview

Pages are archived from the Child Page list, or through setting an archive follow-up task on the Workflow tab., When a page is archived it no longer appears in the Child Page list (unlike when a page is made —Inactive|| and does). Archived pages do remain in the database which allows them to be restored, or permanently deleted. The Archive Manager provides the tools to restore or permanently delete pages from the database.


 **Note** When a page is deleted using the Archive Manager, the page and its' child pages can no longer be restored.

Restore a Page


1. Open the **Archive Manager**.


2. From the **Site** drop-down, select the site to work with.

3. **Locate** a page or pages:

 Enter a full or partial title as a search term.

 Click Find All.

 Pages matching search term will be highlighted in list. OR

 Browse the page list by clicking any column header to re-order the pages.

4. To **restore** the page, select the checkbox in the corresponding row and click **Restore Selected**.

5. The restored page will now be located in the Child Page list of its original Parent Page. It will be Inactive and have no Workflow assigned to it.

Delete a Page


1. Open the **Archive Manager**.


2. From the **Site** drop-down, select the site to work with.

3. **Locate** a page or pages:

 Enter a full or partial title as a search term.

 Click Find All.

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 Browse the page list by clicking any column header to re-order the pages.

4. To **delete** the page, select the checkbox in the corresponding row and click **Delete Selected**

5. Click **OK** when asked if you want to delete the page and all of its child pages.

🔗 **Note** When a page is deleted using the Archive Manager, the page and its' child pages can no longer be restored.

🔗 **Note** As of version 8.9, archiving a page will also automatically archive all child pages. This was done to maintain integrity between pages. In previous versions of ACM, archiving a page orphaned the child pages, providing no automatic navigation to those pages. When the parent page was deleted from the archive manager, the child pages would be deleted from the site. Maintaining the integrity of the parent/child relationship will remove the occurrence of surprise page deletions.