

## Archived Subpages

The **Archived Subpages** choice under **Page Options** displays any archived subpages of the current page. Here you have the ability to view, restore and delete these archived pages.

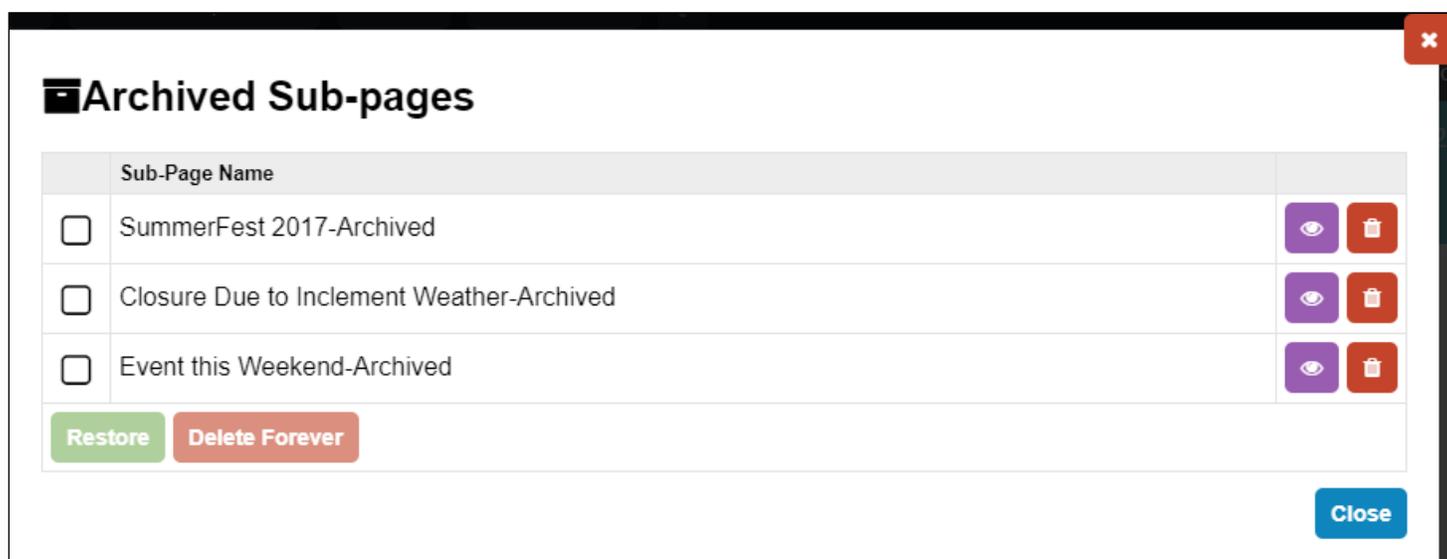
### Viewing Archived Pages

To view an archived page, click the  icon next to the page you wish to view. The page will be displayed in a new tab.

### Deleting Archived Pages

In Presence, pages must be archived before they can be deleted. This two-step process ensures that pages are not deleted mistakenly. Deleted pages are lost permanently and may not be retrievable; therefore before a page is deleted it must first be archived. As there is no limit to the number of pages you can have archived on a site, we strongly urge you to not delete a page unless you are fully confident you will never need the page, or any the data contained on the page (or its subpages), again in the future.

To delete pages from the system, click the  icon next to the page you wish to delete.

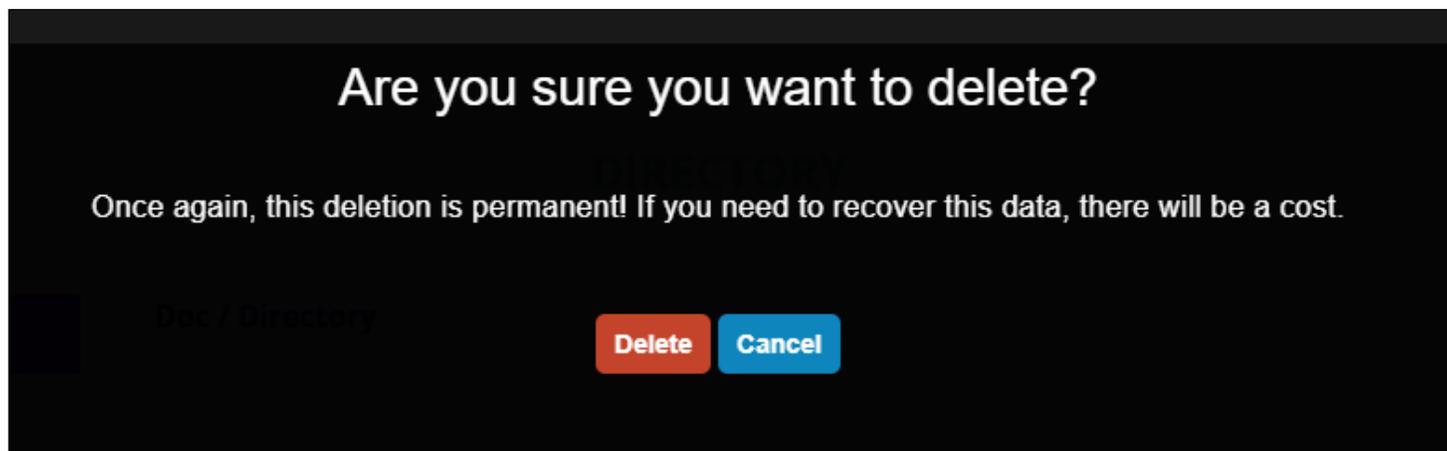


	Sub-Page Name		
<input type="checkbox"/>	SummerFest 2017-Archived		
<input type="checkbox"/>	Closure Due to Inclement Weather-Archived		
<input type="checkbox"/>	Event this Weekend-Archived		

Restore Delete Forever

Close

A prompt will appear asking you to confirm that you wish to permanently delete the page.



Are you sure you want to delete?

Once again, this deletion is permanent! If you need to recover this data, there will be a cost.

Delete Cancel

Click **Delete** to confirm that you wish to remove the page.

 **Warning:** When you delete a page, all sub-pages will be deleted as well.

**Warning:** Once you delete a page, the only way it can be restored is restoring it from a back-up. The back-ups are run each night, so if the page was created the day it was deleted, it won't be possible to restore it. For pages that can be restored, there may be a cost to do so.

If you wish to delete multiple pages at once, place a check for each page you wish to delete.

**Archived Sub-pages**
✕

	Sub-Page Name	
<input type="checkbox"/>	Closure Due to Inclement Weather-Archived	
<input checked="" type="checkbox"/>	Event this Weekend-Archived	
<input checked="" type="checkbox"/>	SummerFest 2017-Archived	

Restore
Delete Forever

Close

Click **Delete Forever**.

## Restoring Archived Pages

If you wish to retrieve an archived page, that is, if you wish to make it accessible to users on your website again, place a check for each page you wish to restore.

**Archived Sub-pages**
✕

	Sub-Page Name	
<input type="checkbox"/>	Closure Due to Inclement Weather-Archived	
<input checked="" type="checkbox"/>	Event this Weekend-Archived	
<input checked="" type="checkbox"/>	SummerFest 2017-Archived	

Restore
Delete Forever

Close

Click the **Restore** button.

**Note:** In the Presence system, pages must be archived before they can be deleted. This two-step process ensures that pages are not deleted mistakenly. Deleted pages are lost permanently and may not be retrievable; therefore it is safe practice to archive a page first. Do not delete a page unless you are fully confident you will not need the page, or any the data contained on the page (or its subpages), again in the future.