# Archive Manager

Last Updated Monday, 09 April 2007

Type:

com_content /showarchive

Access:

menu=>Content=>Archive Manager

User Level:

Manager; Administrator; Super Administrator.

Screenshot

Archive Manager

Description:

The Archive Manager is the repository of Content Items that have outlived their immediate usefulness, but may be needed for back reference/historic purposes, and whilst they are needed to be out of the way there is no desire to delete them. Content Items stored here can be restored or, using the Archive Module, can be made available to the Front-end Users to look back through. Useful for News related Items where the need for currency is essential, but back reference is of equal importance.

NOTE: It is not possible to view an Archived Content Item, it is necessary to Unarchive it before being able to view and or edit it in any way.

Toolbar:

Unarchive: Check the check box next to the Content Item that is to be
Unarchived. Multiple Content Items may be unarchived at the same time by checking the relevant check boxes. Then click the Unarchive icon. Items that are restored in this way are returned to their original Section and Category but will remain Unpublished. They are immediately available for editing and/or Publishing.

Trash: Check the check box next to the Content Item to be trashed. Click the Trash icon to delete the Content Item selected. The deleted Content Items are moved to the Trash Manager - Content Items Tab. Multiple Content Items can be trashed at the same time by selecting multiple check boxes.

Help: Click the Help icon at any time to view this Help Screen.

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the use of the Content Item Manager.

Check Box: The column of check boxes are the means by which individual Content Items are selected before clicking one of the appropriate icons in the Toolbar. Single Items can also be opened, for editing, by clicking upon the Title of the Content Item.

NOTE: A padlock icon replacing the Check box next to the Content Item Name shows that the item is already checked-out. To check the Content Item back in, click the name to continue editing, followed by the Save icon to keep any changes or Cancel icon to discard the same. Super Administrators can click the menu=>System=>Global Checkin function.

WARNING:
This will close all open Items for the whole web site not just the single Item currently under review. Any Content of other Users not already Saved will be lost.

Title: This is the name of the Content Item as it appears at the top of the display page when viewed.

Order: To change the order of the Categories in this back-end table, then type in the new order number and click the Save Order icon in the heading of this column.

Category: This column shows the name of the Category to which the Content Item is assigned within the Item Details section of the Content Item.

Author: This column shows the Author of the Content Item as set in the Publishing Tab options of the Content Item.

Date: This column shows the Creation Date (or Overridden Creation Date) as set in the Publishing Tab options of the Content Item.

Filters:

Select Section
Select the Content Item Section, from the drop down list of all Sections, that should be displayed in the current display. This makes Content Item selection easier. To reset the list choose the - Select Section - entry in the drop down list.

Select Category: Select the Content Item Category, from the drop down list of all Categories, that should be displayed in the current display. This makes Content Item selection easier. To reset the list choose the - Select Category - entry in the drop down list.

Select Author: Select an Author, from the drop down list of all Authors, that should be displayed in the current display. This makes Content Item selection easier. To reset the list choose the - Select Author- entry in the drop down list.

Filter: Enter a keyword that the Filter should identify within the Content Item Title in order to reduce the results output within the Content Item Manager list screen. To clear the Filter delete the entry in the Filter field.

NOTE: It is possible to refine the listing further by using a combination of all three filters. Always start with the Section, then theÂ Category, and finally the Filter field. Failure to do this will remove the selection of the lower level choice.

Related Information:

Â Content Items

Â Category Manager

Â Section Manager
Â Front Page Manager

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

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The User Documentation Team