

Archive, reactivate or cancel a notice

Change a notice's status from its page: archive it, restore it, cancel a schedule, publish a draft now or duplicate it.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage noticeboard permission in the active workspace; without it the notice page shows no commands.
- ✓ Open the notice from the Noticeboard: the available commands depend on its status.

1

STEP 1 OF 4 · 30 S

Read the status

Open **Noticeboard** and select the notice. At the top, the status label shows **Live**, **Scheduled**, **Draft** or **Archived**; next to it are the commands that status allows.

A Live notice offers **Archive**; a Scheduled one **Cancel schedule**; a Draft **Publish now** and **Delete draft**; an archived one **Restore**. **Duplicate** is always there.

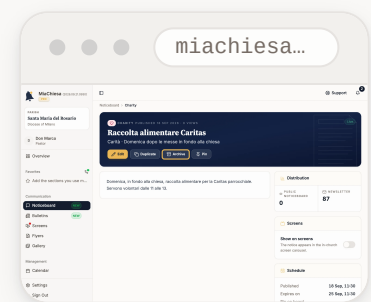


Fig. 1 The commands at the top change with the notice's status.

2

STEP 2 OF 4 · 30 S

Archive or restore

Select **Archive**: the notice leaves the believers' board and the label becomes **Archived**. The command turns into **Restore**, which makes it Live again.

There is no confirmation dialog: the change is immediate and a message at the bottom confirms it.

The expiry does not change

Restore does not move the expiry date. If it has already passed, open Edit and update it, otherwise believers will not see the notice.

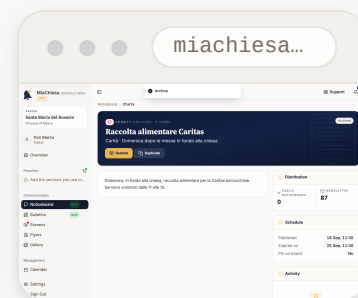


Fig. 2 After archiving, the page offers Restore and Duplicate.

3

STEP 3 OF 4 · 1 MIN

Cancel a schedule or publish now

On a **Scheduled** notice, **Cancel schedule** turns it back into a **Draft**: it will not go out on the planned date and stays editable.

From a draft, **Publish now** makes it Live immediately. **Delete draft** removes it permanently and takes you back to the Noticeboard.

Deleting without confirmation

Delete draft acts immediately and cannot be undone. If in doubt, keep the draft or use Duplicate to keep a copy.

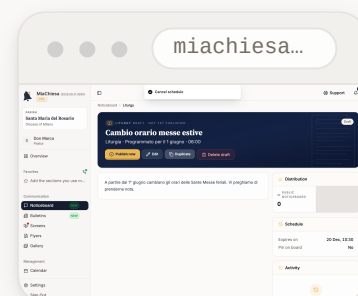


Fig. 3 With the schedule cancelled, the notice is a draft again.

4

STEP 4 OF 4 · 30 S

Duplicate to reuse it

Duplicate opens the **New notice** editor with title and content already filled in. Update dates and text, then publish or schedule it as a new notice: the original stays as it is.

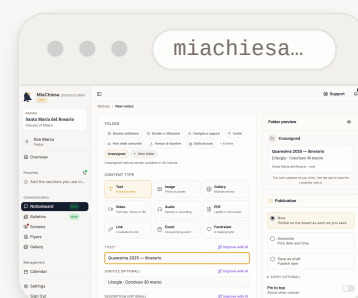


Fig. 4 The copy starts from the original's content.

What you have achieved

- ✓ The notice has the status you wanted: Live, Draft or Archived.
- ✓ Copies created with Duplicate are new, independent notices.

Troubleshooting

I restored a notice but believers cannot see it



Check the expiry in the Schedule card: Restore does not change it. Open Edit and pick a future date.

I don't see any command at the top



You lack the Manage noticeboard permission for this notice. Ask whoever manages the community's roles.

Did Cancel schedule publish the notice?



No: it turns it back into a Draft. To publish it straight away use Publish now.