Creating a Review or Archive Policy

Requires

CONTENT FLOW

Creating a Review or Archive Policy

Prompt
Set up an automatic schedule to review or archive a page.

Outcome
Brikit Content Flow allows you to review and/or archive pages in a given space. This capability is a smart way to effectively implement your organization's document management and disposition policies. The guide below describes how to set up a review or archive policy.

Steps

Navigate to the desired space

Review and Archive policies are set up at the space level. Use the following steps for each space in which you want these policies to take effect.

Navigate to the Review and Archive Tab in the space backend

Space Tools Overview App Tab Review and Archive Tab

Set a Review Policy

In the Review Field, click the dropdown selection and choose "Days after publishing".

Another field opens to the right, here enter the number of days after publishing that a page should be subject to review. For example, a value of `60` means that sixty days after the page is published it will be flagged for review.

Add a Review Label, doing so allows you to track pages under review in a special dashboard. (Note that the page you are on now also tracks pages under review).

Set an Archive Policy

In the Archive Field, click the dropdown selection and choose "Days in review".

Another field opens to the right, here enter the number of days after a page is in review that it should be automatically sent to an archive space. For example, a value of `90` means after ninety days that the page has been in review status, the page will be automatically moved to a designated archive space.

Below these fields, another new field opens asking for the space key of the archive space. If you leave this blank, the page will be deleted and sent to the trash. (Note: the space trash is found under Content Tools > Trash).

The trash stores all deleted pages, blog posts and attachments. You can restore or purge deleted items from this screen.

Purge All - permanently delete all items from the trash can.

Title (Space)	Operations
▶ font-choices-designer (from Defining Font Families)	Restore · Purge
▶ embedded-font-example (from Defining Font Families)	Restore · Purge
⬛ Adding Style and Functionality to Buttons x	Restore · Purge
⬛ Basic Top-Level Menu	Restore · Purge

Click save

Note

⚠️ When setting a Review Policy, please know that the policy is *not retroactive*. This means that the policy goes into effect upon clicking Save. Only pages created *going forward* will be subject to the review schedule.

Tip

Warning

Info
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