How to Archive documents in the Service Catalog

If you need to archive a document in the service catalog, follow these simple steps. Remember, an archived document no longer shows up in searches, and can only be taken out of archive status by the archive admins.

Step-by-step guide

1. Navigate to the document you wish to archive.
2. Edit the document to change the title to denote it is archived and the date. (i.e., "Archive 07122019 ..."
3. While viewing it, select the ... menu from the top right corner.
4. From this pull-down menu select Restrictions and the restrictions window will appear.
5. The setting defaults to No Restrictions. Click this pull-down menu and select Viewing and editing restricted.

6. Once selected a data entry box will appear. This will allow you to enter a group who can View and edit the page.
7. In this case, we want to restrict the page to the SOM Confluence Archive so others cannot find it in search or see it in browsing.
8. As I start typing the name of the group, any matches will appear and allow you to select them.

9. After selecting the group, click Apply to set these restrictions onto the page.
10. At this point only those who are part of the group will be able to search for, see the page, and view the contents.

If you have moved a document to the SOM Confluence Archive, it can only be moved back into view by one of the Archive Administrators: Dell, Matthew, Wilson, Connie, Radcliffe, Adriene.
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