



# Schedule an article to be archived

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You can archive an existing article in several ways:

1. Edit the article directly to change the **Publishing status** to Archived.
2. **Bulk edit** several articles at once in **Manage** to archive them all at once.
3. Schedule the article to be archived at a future day/time. This option is detailed more below.

All undeleted articles have the **Schedule** option just below the Publishing Status dropdown and have the option to **To be archived** within it.

Using this option will prompt you to select a future day and time for the archival. Articles that are scheduled for archival will display:

- An alert across the top of the editor letting you know what/when they've been scheduled.
- The scheduled date/time and an option for you to remove them from the schedule in the righthand column of the editor.

## Schedule an article for archival

To schedule an article for archival:

1. Open the article you'd like to schedule in the editor.
2. In the upper right, just below the Publishing Status dropdown, select **Schedule**.
3. In the dropdown that appears, select **To be archived**.

A calendar picker opens where you can complete your scheduling details.

4. First, use the date picker select the date you'd like your article to be archived on. This must be at least one day in the future, but you can schedule as far out as you'd like.
  - a. By default, the picker shows the current month; you can jump to a different month by selecting the <month year> label at the top and then selecting the month you'd like:  
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  - b. To jump to a different year, select the <month year> label at the top, select the year, then select the year you'd like to switch to. Then you can proceed with selecting the month:  
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5. Next, select the hour you'd like to archive the article. Archival generally occurs 10-15 minutes after the selected hour in the displayed time zone. The time zone displayed and used depends on the **Timezone** set for your knowledge base in **KB settings > Basic**.

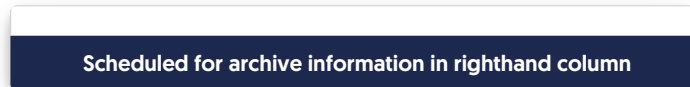
a. To switch between AM or PM, select the lowercase **am** or **pm** in the upper right corner of the picker:

6. Once you've finished making your selections, select **Schedule** to finalize the schedule.

7. Once your schedule is added, the editor displays an alert across the top with the details of the schedule:



8. The righthand column also shows the scheduled archival date. If you need to cancel or edit the schedule in any way, remove it by selecting the trashcan icon there. Refer to [Edit or remove an article's scheduled publication or archival](#) for more information.



## How archival schedules work

When the day and hour arrives, we run a scheduled job in the background to process your scheduled articles. Typically you'll see the scheduled article archive around :10 or :15 after the hour you selected.

What you can expect to see:

- The status will change to Archived. Refer to [Publishing status](#) for more details on the Archived status.
- The article will no longer be available in your live knowledge base.
- The Last Modified date will update when the schedule has run.
- If you use [webhooks](#), the `article.statuschange` and `article.archive` will log the change.