


Setting or Updating an Expiration Date and Time to Any Post (Slide):

1. Open the post editor and add your content.
2. On the right sidebar, go to the “Post” Tab. If you do not see the sidebar, click on the settings square  in the top right corner.
3. Expand the “Future Actions” section.
4. Check “Enable Future Action”
5. Set the Time and Date.
6. Set Action to “Change status”. This can be the change to draft or delete to remove the post.
7. Finally click publish/update.

Future Actions ^

Enable Future Action

ACTION

Change status ▼

NEW STATUS

Draft ▼

TIME

12 : 13 AM PM

DATE

February ▼ 03 2025

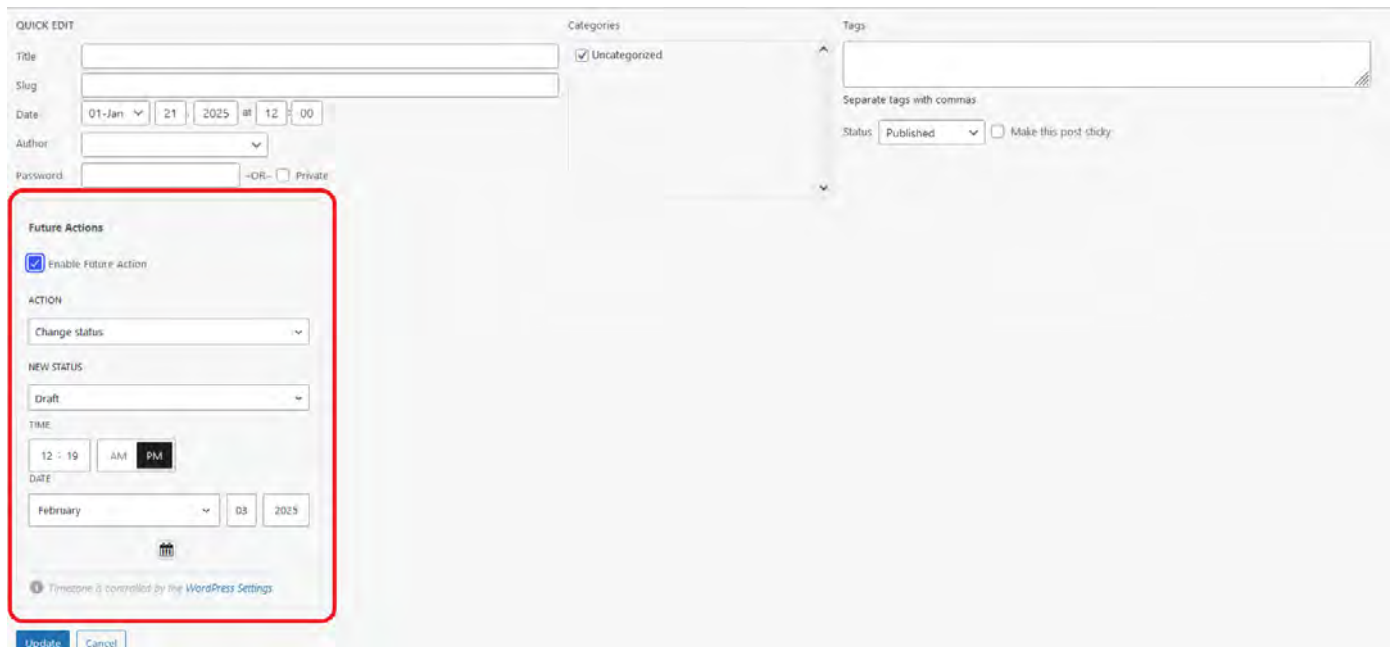
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← FEBRUARY 2025 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Quickly Updating an Expiration Date and Time to an Existing Post:

1. Go to all posts.
2. Hover over the post in the list and select “Quick Edit.”
3. Check “Enable Future Action”
4. Set the Time and Date.
5. Set Action to “Change status”. This can be the change to draft or delete to remove the post.
6. Finally click update to confirm the changes.



The screenshot displays the WordPress Quick Edit interface for a post. The interface is divided into several sections: Title, Slug, Date, Author, Password, Categories, Tags, and a highlighted Future Actions panel. The Future Actions panel is outlined in red and contains the following elements:

- Future Actions:** A checkbox labeled "Enable Future Action" is checked.
- ACTION:** A dropdown menu is set to "Change status".
- NEW STATUS:** A dropdown menu is set to "Draft".
- TIME:** A time picker is set to 12:19 AM.
- DATE:** A date picker is set to February 03, 2025.

At the bottom of the Future Actions panel, there is a small icon of a trash can and a note: "Timezone is controlled by the WordPress Settings". Below the Future Actions panel, there are "Update" and "Cancel" buttons.