**Sunsetting of Pages within Sitecore**

**Overview**

The following is an outline of the process by which we detach pages from active status within domains hosted in Sitecore (10.2). Due to the function of Sitecore’s component setup, we do not unpublish pages outright to maintain component connections with other pages & assets in the CMS. As well as to avoid potential publishing issues with sub-directory movements that may need to process with the evening cache clear.

**Process**

* **Step 1:** Removal of page from navigation

This includes removal from the following (If applicable): Main Navigation, Sitemap, Sidebar & Footer. Requires a page template save and publish to take effect. This can be done in tandem with other operations on the page template.

* **Step 2:** Page Meta Properties – Set to No Index / No Follow

Sets the NOFOLLOW & NOINDEX properties informing search engines not to follow or index the page. Setting of this may take some time to flow through search engines for removal. Requires a page template save and publish to take effect. This can be done in tandem with other operations on the page template.

* **Step 3:** Removal from internal (site) search results

This will only affect users interacting on Production site and not Admin or CMS users within Sitecore. Requires a page template save and publish to take effect. This can be done in tandem with other operations on the page template.

* **Step 4:** Permanent (301) Redirect setup

Page redirection can be accomplished in two separate methods: Standalone redirect component or directly added to the page template itself. Page template method is preferred as it reduces the chance the redirect is removed accidently and is not beholden to the annual purging of redirects. Standalone redirects are susceptible to annual purges.

**Points to consider**

When it comes to the publish function within Sitecore, if you unpublish a page it also removes any components and sub-pages beneath it from Production. This means that if any components or assets are shared across other pages/domains, they will be removed from user view in these locations as well. To maintain these connections and avoid the need for rebuilding new components, redirection is preferred. By redirecting the page itself, this prevents users from accessing the specific content in place there but allows sub-page content and assets to live on in Production for user view.

Specific redirect targets should be provided. However, in absence of a provided target, any active directory above the redirected page is used to begin the sunsetting process. If all else fails, redirecting the page to the domain Homepage will suffice.