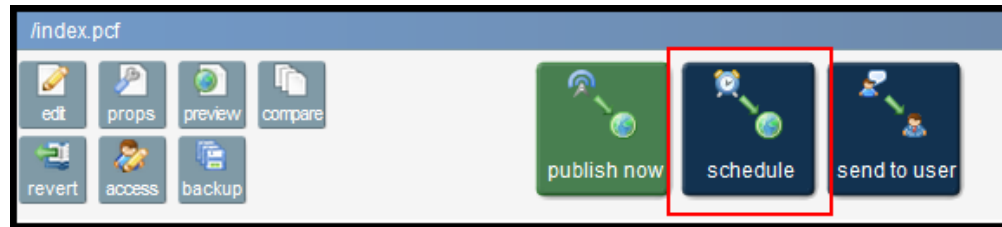


## Schedule Publish

Upon saving a page, the Page Actions Toolbar will appear at the top right side of the frame. To schedule the page to go live at a later time or date, click the Schedule button.



1. Select the **date**.
2. Select the **time** (hour and quarter hour).
3. Create an **optional email message** to be sent upon completion of the scheduled publish to the Dashboard.
  - Keeping the checkbox next to “Send to email?” checked will send the completed publish message to your Fresno State email address as well as within the OU Campus messaging system. If this is unchecked, the message will only be sent through the OU Campus messaging system
4. Click “**Schedule.**”

**Date and Time**

Date: << Aug 2012 >>

S	M	Tu	W	Th	F	S
			1	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	29	30	31	

Aug 27, 2012

Hour: 12 AM

Minute: :00

Repeat every:  Select a period

**Optional Notification Upon Completion**

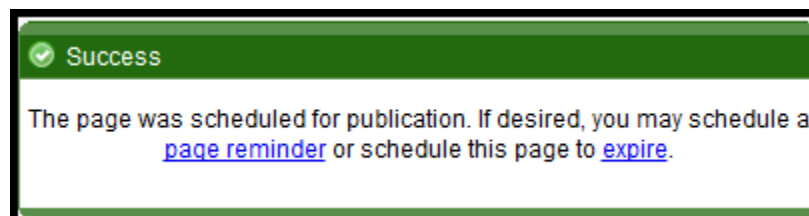
Subject: Maintenance Page Posted

Contents: The monthly maintenance page has been published on August 27<sup>th</sup> at 12:00AM.



























Send to email?

**Schedule**

**NOTE:** If you schedule a publish to repeat, nobody will be able to modify content while it is scheduled to publish. Also there is no end date to set for the scheduled publish to stop publishing. Instead you must cancel the publish to stop the repeatable action, see below.



Once the page has been scheduled to publish, you will see a yellow lock icon in the Edit section of the Pages list and a Calendar icon with a green plus in the lower right corner in the Publish section.

		index.pcf 7/23/12 8:07 AM	2.3K			 		
		page01.pcf 8/14/12 9:06 AM	2.3K		 	 	 	 
		page02.pcf 8/14/12 9:06 AM	2.3K					 

To modify the scheduled publish click the calendar icon in the Publish section. Make the modifications and click the Schedule button. To remove the Published schedule click the Cancel Publish.