

# Ektron Website Quick Reference

## Scheduling Content to Appear at a Particular Date/Time

In the content block you want to schedule to appear on the site at a certain time, click the *Schedule* tab. A window similar to the one below will appear:



Edit Content in Folder "Test"



PUBLISH

Title:  [English (U.S.)]

Content Searchable

Content Summary Metadata Aliases **Schedule** Comment Templates

Start Date:   

End Date:   

Action on End Date:  Archive and remove from site (expire)  
 Archive and remain on site  
 Add to the CMS Refresh Report

Click here

Click the *Start Date Calendar* button, and when the dialog box to the right appears, choose the date and time you want the content to appear on the website. *Keep in mind that the information will not actually appear on the site until the next scheduled sync after that time.*

Then, click **DONE**.

Select date and time, then click here

Date Time Selector - Google...

staging.nv.gov/WorkArea/calendarAdmin/datetimeselect

September, 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

<< 2011 2012 >>  
2013 >>

12 : 25 PM

Today

Done Cancel

When the *Start Date Calendar dialog box* closes, the date and time you chose will appear in the *Start Date field* as shown below.

Click here

Click the **PUBLISH** button to save the Start date and time.

Verify the **Start date/time** have been set:

In the **Content Workarea**, navigate and locate the content block you set an expiration date and time for.

Title	Content Type	Language	ID	Status	Date Modified	Last Editor	Start Date	End Date
Test - STAFF LIST Template	Smart Form: Staff List	US	7402	A	7/10/2012 11:04:04 AM	DEstey, DEstey		
Test - SERVICE CATALOG Template	Smart Form: Service Catalog	US	7405	A	7/10/2012 11:03:20 AM	DEstey, DEstey		
Test - PAGE Template	Smart Form: Page	US	7400	A	7/10/2012 11:17:12 AM	DEstey, DEstey		
Test - PAGE PROGRAM Template	Smart Form: Page - Program	US	7407	A	7/10/2012 10:56:04 AM	DEstey, DEstey		
Test - Mtgs	Smart Form: Meetings & Agendas	US	8189	A	7/10/2012 10:49:49 AM	DEstey, DEstey		
Test - Links Template	Smart Form: Links	US	7382	A	7/10/2012 10:42:41 AM	DEstey, DEstey		
Test - Glosary	Smart Form: Glossary	US	8190	P	9/13/2012 07:46:29 AM	DEstey, DEstey	9/20/2012 07:25:00 AM	
Test - DOCUMENTS Template	Smart Form: Documents	US	7398	A	9/13/2012 07:26:14 AM	DEstey, DEstey		9/20/2012 07:25:00 AM

Notice the last content block shown above #8190 now displays a **Start Date and Time**.

Revised 9/13/2012