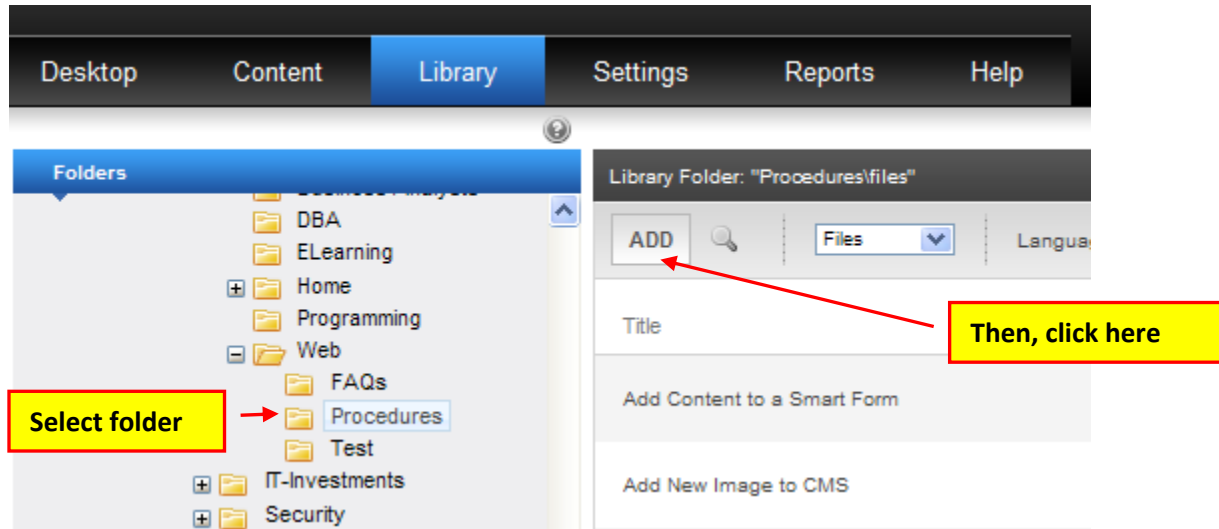


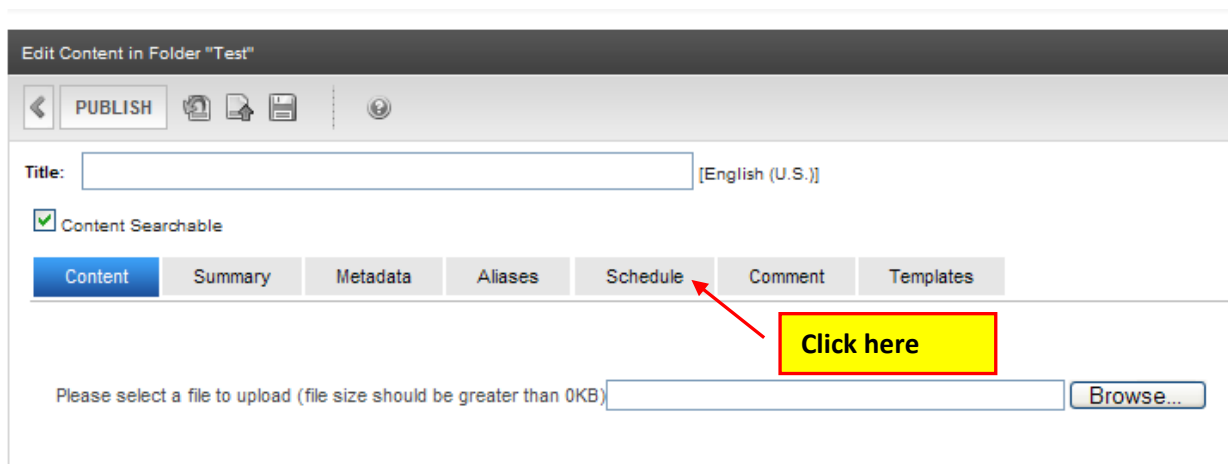
## Ektron Website Quick Reference

# Scheduling a Document to Appear at a Particular Date/Time (Must import as DMS Document)

In the Content Work Area, navigate to the folder you want to import the document you want to schedule to, then click the **ADD** button.



When the window below appears, click the **SCHEDULE** tab.



Click the **Start Date Calendar** button.



Edit Content in Folder "Test"



PUBLISH

Title:  [English (U.S.)]

Content Searchable

Content Summary Metadata Aliases **Schedule** Comment Templates

Start Date:    **Click here**

End Date:   

Action on End Date:

- Archive and remove from site (expire)
- Archive and remain on site
- Add to the CMS Refresh Report

When the dialog box to the below 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.*

Date Time Selector - Windows I...

http://staging.nv.gov/WorkArea/calendarAdmin/d...

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 >>

08 : 15 AM

Today

Done Cancel **Click here**

Internet 100%

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

Edit Content in Folder "Test"

PUBLISH

Title: [English (U.S.)]

Content Searchable

Content Summary Metadata Aliases **Schedule** Comment Templates

Start Date: Thursday, September 13, 2012 08:15 AM

End Date: [None]

Action on End Date:

- Archive and remove from site (expire)
- Archive and remain on site
- Add to the CMS Refresh Report

Next, click the *Content tab*, and click in the *Title* field. Enter the name of the document you intend to import. Then, click the *Browse* button and navigate to the file you wish to import and select it.

Edit Content in Folder "Test"

PUBLISH

Title: [English (U.S.)] **Click here**

Content Searchable

**Content** Summary Metadata Aliases Schedule Comment Templates

Please select a file to upload (file size should be greater than 0KB) S:\Technical Operations\Web Development\Ektron\EKTF **Browse...**

**Then, click here**

Click the *PUBLISH* button.

Edit Content in Folder "Test"

PUBLISH

Title: Scheduling Content [English (U.S.)]

Content Searchable

**Content** Summary Metadata Aliases Schedule Comment Templates

Please select a file to upload (file size should be greater than 0KB) S:\Technical Operations\Web Development\Ektron\EKTF **Browse...**

## 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.

The screenshot shows a content management system interface. On the left is a 'Folders' tree view with various government department folders. The main area displays 'View Contents of Folder "/>

Title	Language	ID	Status	Date Modified	Last Editor	Start Date	End Date
Test - STAFF L Template	US	7402	A	7/10/2012 11:04:04 AM	DEstey, DEstey		
Test - SERVICE CATALOG Template	US	7405	A	7/10/2012 11:03:20 AM	DEstey, DEstey		
Test - PAGE Template	US	7400	A	7/10/2012 11:17:12 AM	DEstey, DEstey		
Test - PAGE PROGRAM Template	US	7407	A	7/10/2012 10:56:04 AM	DEstey, DEstey		
Test - Mtgs	US	8189	A	7/10/2012 10:49:49 AM	DEstey, DEstey		
Test - Links Template	US	7382	A	7/10/2012 10:42:41 AM	DEstey, DEstey		
Test - Glossary	US	8190	P	9/13/2012 07:46:29 AM	DEstey, DEstey	9/20/2012 07:25:00 AM	
Test - DOCUMENTS Template	US	7398	A	9/13/2012 08:00:58 AM	DEstey, DEstey		
Scheduling Content	US	10623	A	9/13/2012 08:26:32 AM	DEstey, DEstey	9/13/2012 08:15:00 AM	

Notice the last item is a pdf document shown above as ID#10623 and it now displays a Start Date and Time.

Revised 9/13/2012