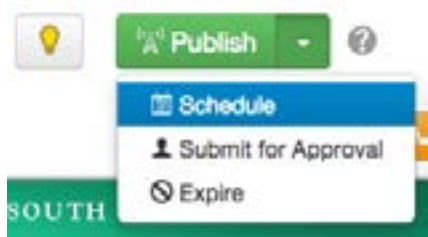


Schedule

When users want to publish content, but wish to do so at a later date, they can utilize the Scheduled Publish tool. A scheduled publish can only be canceled or modified by the user who set the schedule or an administrator. “Schedule” is part of the Publish dialog.



Clicking “Schedule” will bring up a screen in which the scheduling can be completed.

1. Select the date.
2. Select the time.
3. Indicate whether or not the publish should repeat.
4. Create an optional email message to be sent upon completion of the publish to the Dashboard.
 - Keeping the checkbox next to “Send Copy to Email” checked will send the completed publish message to your usf.edu email address as well as within the USF CMS. If this is unchecked, the message will be sent through the USF CMS only.
5. Click **Schedule**.

A screenshot of a web form titled 'Publish - adopted-standards.pdf'. The form has two tabs: 'Final Check' and 'Schedule', with 'Schedule' selected. It contains fields for 'Date' (11/21/2014), 'Time' (12:00 AM), and 'Repeat every' (Hours). Below these is a 'Notification' section with a 'Subject' field (Publish Notification) and a 'Message' text area. A checkbox labeled 'Send Copy to Email' is checked, with a note below it: 'Send external email in addition to internal OU Campus message'. At the bottom right are 'Cancel' and 'Schedule' buttons.