

# Scheduling a Publish

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In certain instances, you may want to make edits to a page but delay the time of publishing on the CalLutheran.edu website. This can be useful when you are preparing for an upcoming campaign that launches on a certain date, or when you are planning ahead for a future semester's website updates.

Omni CMS has a feature that works like a time machine, so that you can schedule a page to be published in advance. As long as you know the date and time to publish, all of your future website wishes can come true.



## Instructional Video

Watch this 2-minute tutorial for an initial overview of scheduling a publish, or scroll below to see complete written instructions.

\*Note: Click



icon for

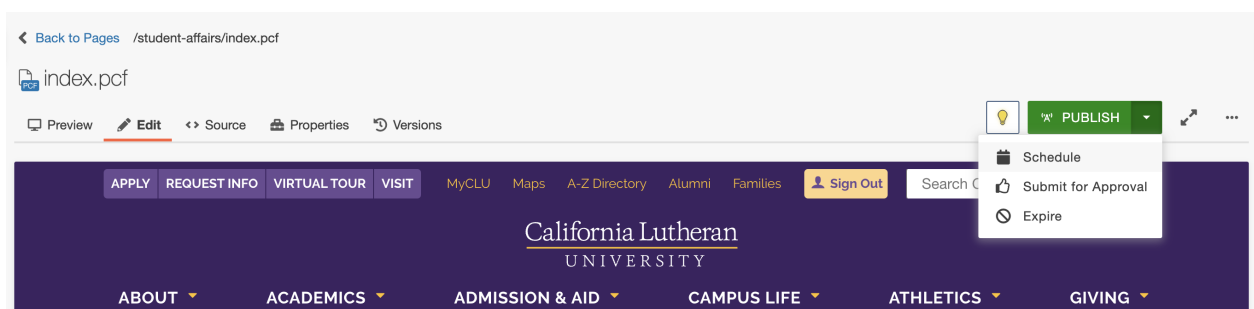
best view.

## How to Schedule a Publish

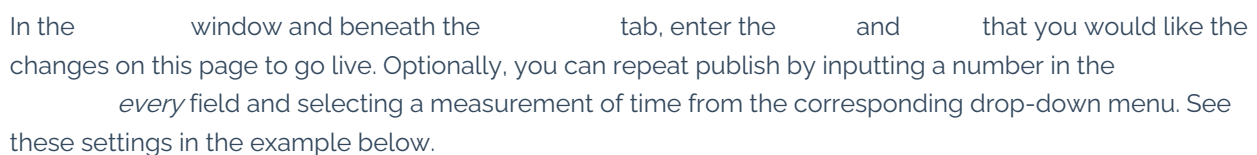
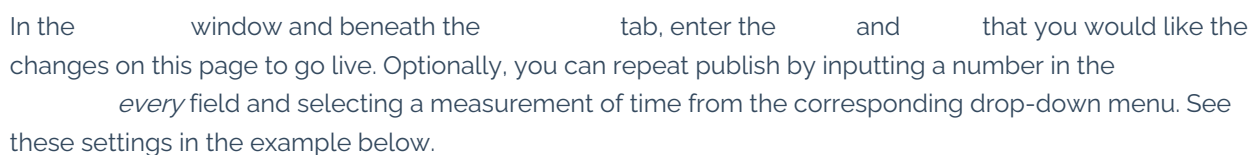
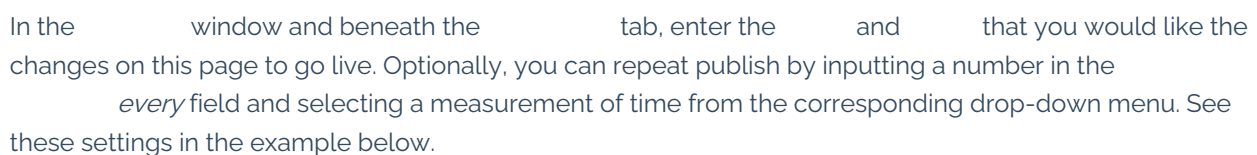
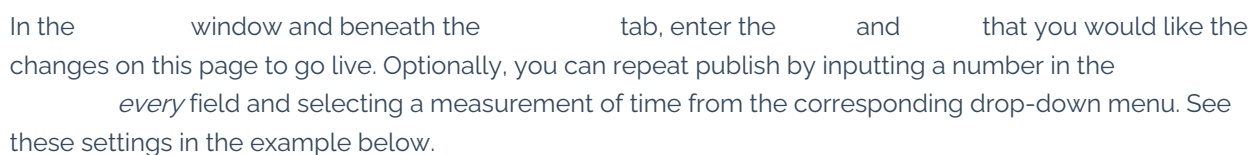
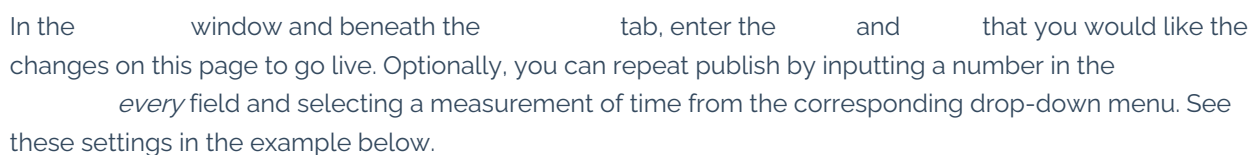
### 1. Go to the Schedule Feature

After you are finished [Editing a Page](#), click the  drop-down arrow next to the  button at

the top of the screen and choose the  **Schedule** option, as seen in the example below.



### 2. Customize the Schedule Options


In the  window and beneath the  tab, enter the  and  that you would like the changes on this page to go live. Optionally, you can repeat publish by inputting a number in the  *every* field and selecting a measurement of time from the corresponding drop-down menu. See these settings in the example below.


### Publish - index.pcf


Final Check **Schedule**

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**Time & Date**

Date  

Time  

Repeat every   

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**Notification**

Subject

Message

Send Copy to    
Email Send external email in addition to internal Omni CMS message

### 3. Click Schedule

When you are finished, click the **SCHEDULE** button. Your page is now scheduled to be published at the time you selected, and you will receive an email for confirmation.

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