Schedule Widget Publishing

Overview

A page is actually a page of widgets. Suppose you have one or more widgets on a page or template. They have been edited and preparation is finished. But it isn't time to send them live yet. You can schedule publishing of a single draft widget or all draft widgets at the page/template level.

Example: Say you're running a seasonal promotion on camping gear, starting next week. You plan to promote it with an eye-catching banner on the home page, and want your images loaded and ready. On the Home Page template, you update your Banner Slider widget. Then you schedule the widget changes to go live early Monday morning.
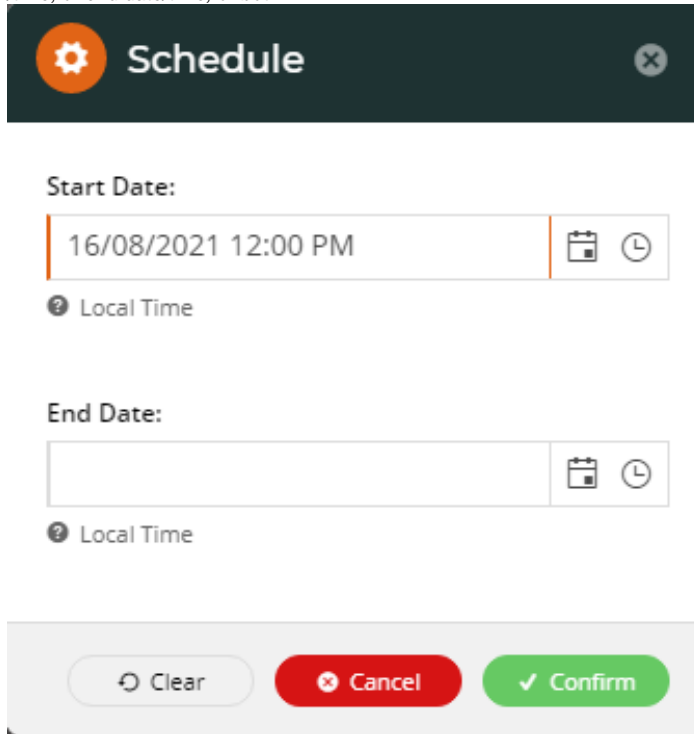
Schedule to publish a single widget

To schedule the publishing of one widget:

1. *Go to the template with the widget, make changes to the widget, and save.*

2. *Hover over **Options**, then select **Schedule**.*
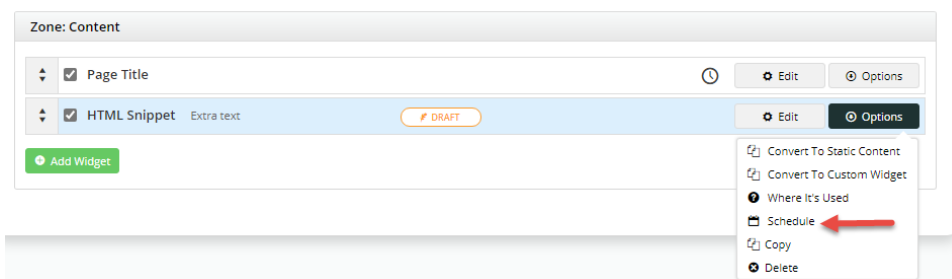
3. *In the Schedule popup, define the period changes are effective from and end (if applicable). Enter the start publish date /time, or end date/time, or both.*

4. *Click **Confirm**.*

5. *The widget's Schedule icon is either green ('active') or red ('inactive'). **Active** - changes are active on website as current date/time is in the period defined. **Inactive** - changes are not live on website as current date/time is outside defined period. **NOTE -** If no end date/time is set, published status depends on whether the current date/time is before or after the start date/time set. If no start date/time is set, published status depends on whether the current date/time is before or after the end date/time.*


Schedule to publish all draft widgets on a page

Page Preview needs to be switched on for your site.

In Page Preview mode, you can also schedule all widgets on the page to publish in one go. **NOTE -** If this is a new page on your website and you schedule all widgets to publish at a later date/time, the page will be live but display no content until then.
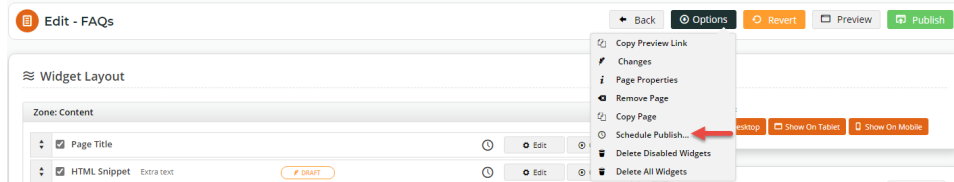
To schedule the publishing of all draft widgets on a page:

1. *In the template, make changes to all widgets as needed and save the changes.*
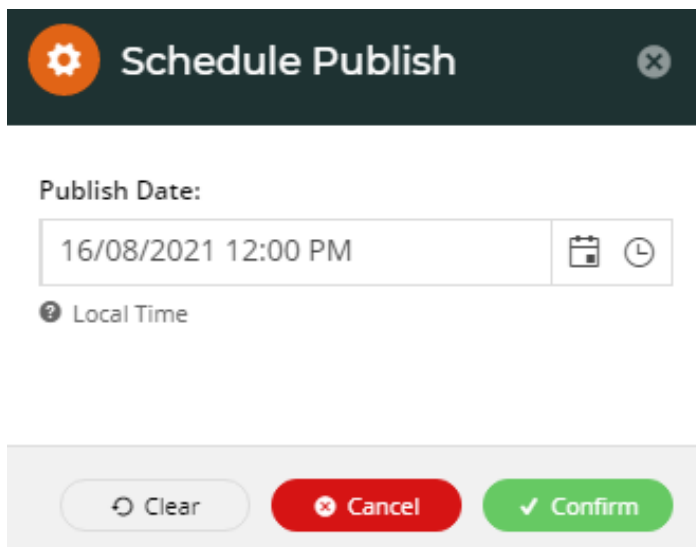
2. *To see a summary of changes for this page, scroll to the top of the page, hover over* **Options** *and select* **Changes**.
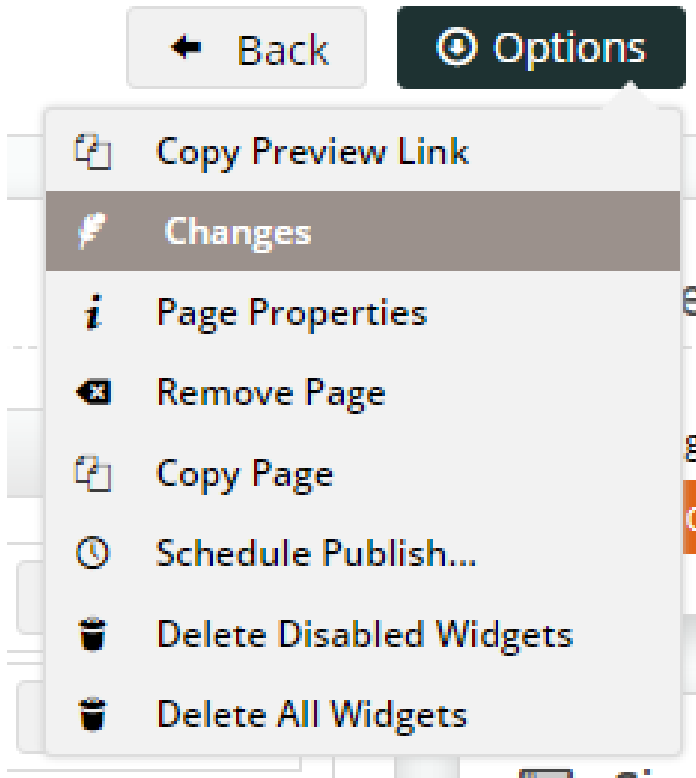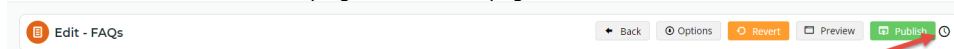

3. *To schedule publishing of all widgets, on the top of the page, hover over* **Options**, *then select* **Schedule Publishing...**.

4. *In the Schedule Publish popup, enter the date and time using the calendar and clock icons.*

5. *To save the schedule, click* **Confirm**.

6. *Notice the Schedule icon on the top right corner of the page.*

That's it! The changes made to the widgets will now go live on the date and time set. No further action needed.

Cancel a scheduled publish

To cancel a scheduled publish,

1. Hover over **Options** and select **Schedule**.

2. In the **Schedule** popup, click **Clear**.

3. ,Click **Confirm**.

Additional Information

Scheduling can be coordinated with the Page Preview feature.

Minimum Version Requirements	4.08.03
Prerequisites	--
Self Configurable	Yes
Business Function	Content
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- Layout Creator
- 301 Page Redirects
- What is the Theme Layout?
- Edit Field Prompts
- Detailed view of changes in Draft mode
- Animation Support
- WYSIWYG Content Editor
- Code Editor
- Product Reviews
- Edit Text Prompts
- Product Token Data Tester
- Customising System Messages and Prompts
- Reviewing Changes to a Template Before Saving (2014 R1)
- Content Management - Template properties
- Manage Product Reviews