

Scheduling a Page

Requires

CONTENT FLOW

Scheduling a Page

Prompt

Automatically release or hide a page on a future date and time.

Outcome

Content Flow makes it possible for content creators to set the time and date for when a page should be released for visibility by everyone. This makes it easy to roll out new articles or event pages or documentation in a coordinated fashion. Similarly, teams can write content early in the year and then create a month-by-month release schedule.

This guide walks you through the steps to set up a page for an automated future publish date.

Steps

Navigate to the desired page

Scheduling is set up on a per-page basis. For every page that you want scheduled, use these steps. (By scheduling a page, that page becomes a [scheduled page](#), natch!)

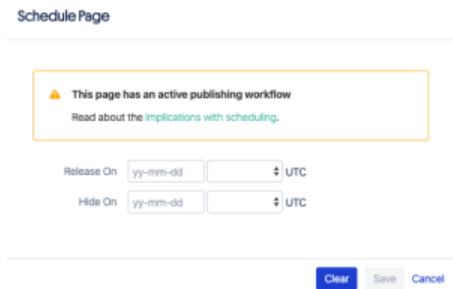
Open the [Confluence Page Tools Menu](#)

Click the ellipsis button and select 'Schedule Page'

Enter a "Release On" date and time

Use the Date-picker and Time-picker dropdowns to select a [Release Time](#). Note that these dates are relative to your Confluence timezone setting. (Need to [Change your Timezone?](#)). The page will be [released](#) on this date at that time.

Note that if there is a workflow activated on the page, there are some [viewing restriction implications](#) that you should be aware of.



Enter a "Hide On" date and time

Use the Date-picker and Time-picker dropdowns to select a [Hide Time](#). As with Release Time, the date and time are based on your timezone setting. The page will be [hidden](#) on this date at that time.

Click save

By entering the Release Time and Hide Time, you have created a [scheduled window](#) for this scheduled page. Now sit back and let the Content Flow [Publisher](#) do the work for you!

Note

Tip

Warning

Info

Related

- [Scheduled Window](#)
- [Creating a Workflow](#)
- [Applying and Advancing a Workflow](#)