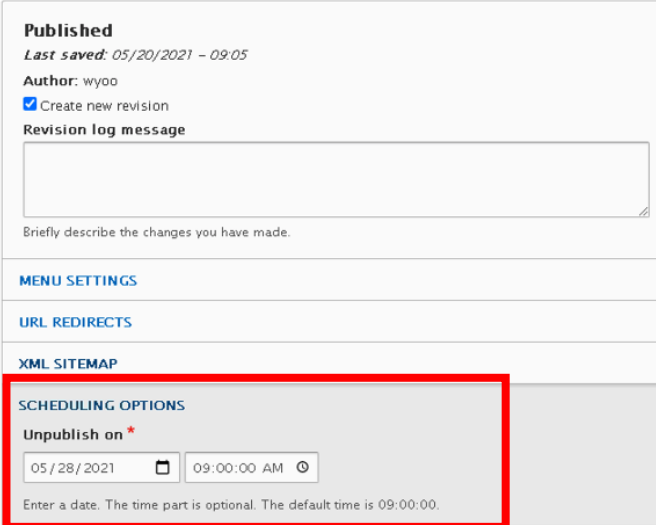# VPRI Website: Scheduling Option Function

Background

The Scheduling Options function is a mandatory field in the edit view of a Funding Opportunities Database entry.

How do I use the Scheduling Option function?

- From May 28, 2021, onwards, the Scheduling Option 'Unpublish On' field will be a **mandatory field** when you edit an existing funding opportunity entry or create a new entry.
- In the 'Unpublish On' field, set the date when the funding opportunity should be unpublished or revisited for updates. Unpublishing an entry will only remove it from public view; the entry will still remain in the database for future editing or republishing.
- Do not change the default time (09:00:00 AM)
- The 'Unpublish on' date will trigger two email notifications that will be automatically sent to the funding opportunity owner. The first notice will be sent seven days prior to the 'Unpublish On' date. The second notice will be sent on the day of the unpublish.

How does the new function affect my current funding opportunities?

- Each of your currently published funding opportunities will remain available to the public. The funding opportunity will only unpublish once you edit it and select an 'Unpublish On' date.

What do I do with outdated funding opportunities?

- Please review your existing funding opportunities already in the database to unpublish any outdated entries. To remove an outdated entry from public view, complete these steps:
    1. In the edit view, set the 'Unpublish On' date field to **tomorrow's date**
    2. **Uncheck** the 'Published' box at the bottom of the funding opportunity
    3. Click **Save**

May 28, 2021