

February 25th 2025

Training Tuesday

Leveraging Versions and Scheduled Actions

Presented by:

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The webinar will begin at the top of the hour.

Agenda

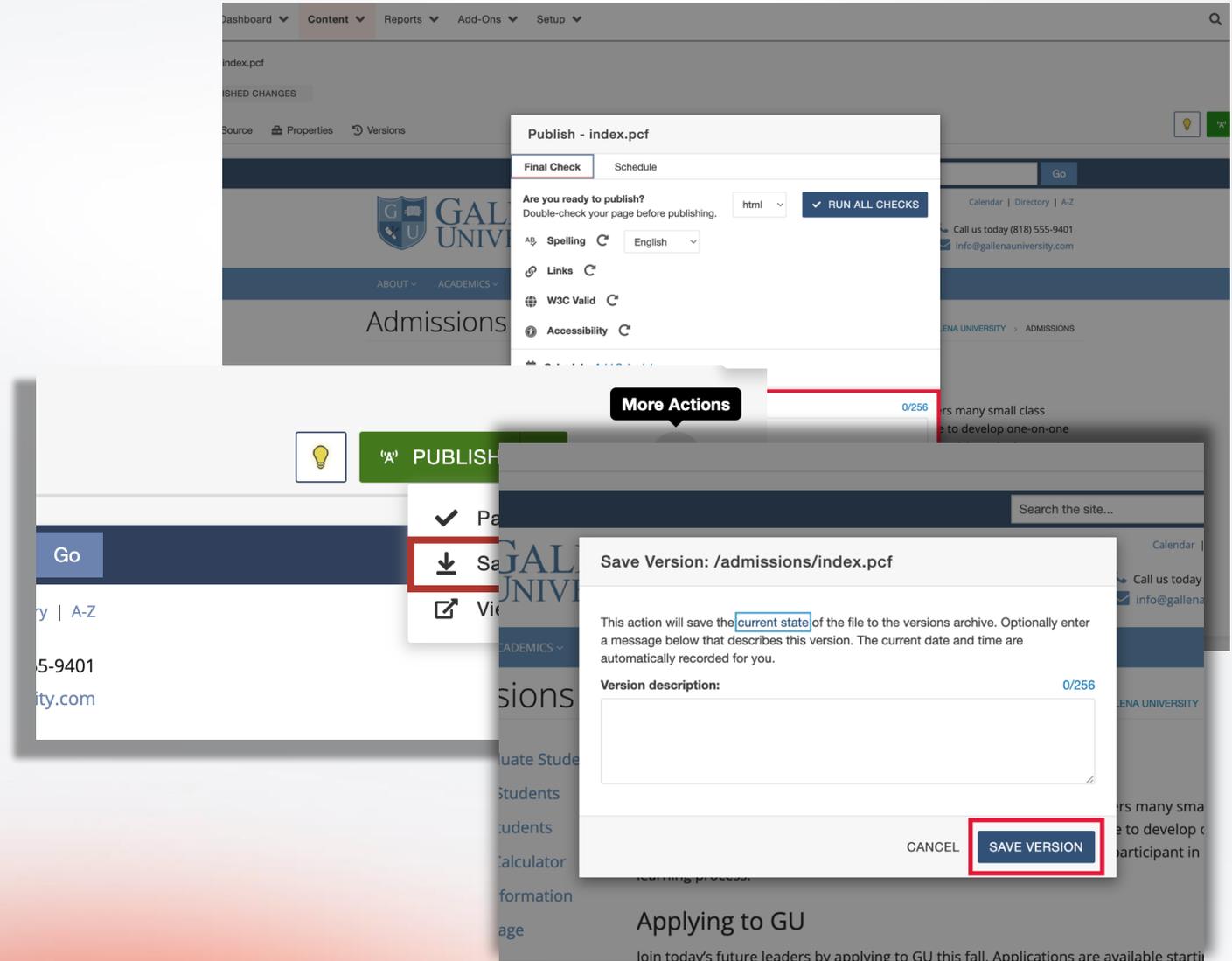
1. Creating Versions
2. Comparing & Reverting Versions
3. Scheduled Actions
4. Live Demo



CREATING VERSIONS

Any time a file is published in Modern Campus CMS a version of that page is saved automatically.

3 A version can also be created manually. With the page checked out to you, click the More Actions button and select Save Version. Enter the version description and click the Save Version button.



COMPARING & REVERTING VERSIONS

From the Versions tab, only visible when you have the page checked out, you can view, compare, and revert to previous versions.

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The screenshot shows the 'Versions' tab for a page named 'index.pcf'. The interface includes a navigation bar with 'Preview', 'Edit', 'Source', 'Properties', and 'Versions' tabs. A 'PUBLISH' button is visible in the top right. Below the navigation, there are options to 'COMPARE TO LIVE' and a 'Filter' input field. A table lists four versions of the page:

Version	Date	User	Description
4 (Live)	2/25/25, 8:17 AM	zz-trainer	Summer 2024 Page
3	2/25/25, 8:03 AM	zz-trainer	Spring 2024 Page
2	2/25/25, 7:57 AM	zz-trainer	Fall 2024 Page
1	2/25/25, 7:41 AM	zz-trainer	Original Publish.

A modal dialog is open in the center of the screen with the following text:

Revert /admissions/index.pcf to revision 3

Are you sure you want to revert this file? This action will replace the current file on the staging server with **revision 3** of /admissions/index.pcf.

CANCEL REVERT

At the bottom right of the interface, there is a footer that reads 'Items per page: 50 1 - 4 of 4'.

SCHEDULED ACTIONS

In Modern Campus CMS there are a few scheduled actions that can be applied to pages and files. These include:

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- Scheduled Publish
- Scheduled Expiration
 - Replace
 - Recycle
- Scheduled Reminders

'A' PUBLISH ▾

-  Schedule
-  Expire

 Reminders

- Scheduled Reminder
- Stale Reminder

Publish - index.pcf

Final Check **Schedule**

Time & Date

Date 

Time 

Repeat every hours

Notification

Subject

Message

Send Copy to Email Send external email in addition to an internal Modern Campus CMS message.

CANCEL **PUBLISH**

Schedule Expiration - /admissions/index.pcf

Replace Recycle

Replace content with content from another page. Select a file with which to replace the existing content. This will result in two pages having the same content.

Date 

Time 

Replace With  CLEAR

Notification

To

Subject

Message

Send Copy To Email Send external email in addition to an internal Modern Campus CMS message.

CANCEL **SCHEDULE**

LET'S SEE IT

Thank You!

The next Training Tuesday will be on **March 25, 2025** on
Content Editor Best Practices

Registration is open on our support page now!