## **Set Item Display and Expiration Dates**

For short-term notices like events and classes, etc.

Keep your web pages fresh and up-to-date by using the Oracle Publish & Expire Date options. The Oracle Portal gives you the opportunity to set when to display your item and when to expire it.

See these illustrations of the Item Entry/Edit Screen for where to set up display and expiration dates.

## The only rule is the *format* the dates must be written in:

- Two digits for the day.
- A dash.
- Three letters for the month, written in capital letters.
- A dash.
- Four digits for the year.
- A space.
- Two digits for the hour.
- A colon.
- Two digits for the minute.
- A space.
- AM or PM in capital letters.



