

Opportunity Lifecycle

With the new Charity Dashboard, Opportunities have been enhanced to incorporate 4 distinct stages in their Lifecycle.

The following outlines what each stage represents:

Draft

If you are not yet ready to schedule and publish your Charity's Opportunity on the site, you simply leave the 'Approved' box unticked and save the role." This results in the Opportunity being saved as a **'Draft'**.

When the Opportunity is ready to be posted, you can edit the role, tick the 'Approved' box and save the role again.



Scheduled

If the Opportunity is approved but the **'Display-From'** date is in the future, that Opportunity is automatically in state 'Scheduled' and won't yet be visible on the website. Such roles automatically move to state **'Live'** when they reach their **'Display-From'** date.



Live

Once scheduled Opportunities reach their specified **'Display-From/Display Until'** dates, they move to the state **'Live'**, become visible on the website and are searchable.



Expired

Once an approved **'Live'** Opportunity has reached its **'Display-Until'** date, it automatically moves to state **'Expired'**, at which point it is no longer displayed on the website and cannot be edited. If you wish an expired Opportunity to be re-advertised, you use the **'Clone'** function, specifying new **'Display-From'** and **'Display-Until'** dates.
