Website Workflow Training

Content Owners

Researchadmin Website

- What’s a content owner?
- Other roles in the workflow
  – Editors
  – Quality Assurance (QA)
- What’s my responsibility?
- Log message vs. Comments—which one when?
Sign in

http://researchadmin.asu.edu

Can See Pending Drafts…
View Current Tab: Live Page

Workflow test1

Revisions Tab: Work with the Draft

Revisions for Workflow test1

The revisions let you track differences between multiple versions of a post. To edit, publish or delete one of the revisions below, click on its saved date.

<table>
<thead>
<tr>
<th>Revision</th>
<th>Compare</th>
<th>Term</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved 06/03/2010 - 10:29am by weditor</td>
<td>Process Oversight/Reference</td>
<td>docs - enterprise</td>
<td>in draft/pending publication</td>
</tr>
<tr>
<td>For testing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saved 06/03/2010 - 10:29am by weditor</td>
<td>Process Oversight/Reference</td>
<td>docs - enterprise</td>
<td>current revision (published)</td>
</tr>
</tbody>
</table>
After Choosing Your Draft…

Workflow test 1

Compare to Current Button
Edit Button: Making Changes, Move to QA

Financial Accountability - Audit

After Approving...

Workflow test1

View current  Edit current  Revisions  Workflow

- Updating existing signs, not creating new revision as this one is still pending.
- Page workflows have not been updated.
- Displaying pending revision of page workflow test1, last modified by w12contentowner on 06/06/2010 - 1:45PM.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Can See Status of Draft…

<table>
<thead>
<tr>
<th>Date</th>
<th>Old State</th>
<th>New State</th>
<th>By</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 3/20/13 - 1:44pm</td>
<td>With QA</td>
<td>New QA</td>
<td>wfContentOwner</td>
<td>Approved.</td>
</tr>
<tr>
<td>Wed, 3/20/13 - 11:32am</td>
<td>In draft</td>
<td>New QA</td>
<td>wfContentOwner</td>
<td>Removed last word in the last two sentences.</td>
</tr>
<tr>
<td>Wed, 3/20/13 - 10:29am</td>
<td>In draft</td>
<td>Live</td>
<td>exp</td>
<td>wpContentOwner</td>
</tr>
<tr>
<td>Wed, 3/20/13 - 10:34am</td>
<td>In draft</td>
<td>Live</td>
<td>exp</td>
<td>wpContentOwner</td>
</tr>
<tr>
<td>Tue, 3/19/13 - 2:14pm</td>
<td>In draft</td>
<td>Live</td>
<td>exp</td>
<td>wpContentOwner</td>
</tr>
</tbody>
</table>

If QA Rejects Draft…

- Project support
- Bidding
- Resources
- Applications
- Related Sites
- Process flow diagram
- Workflow 1

wfContentOwner

- Project support
- Bidding
- Resources
- Applications
- Related Sites
- Process flow diagram
- Workflow 1
Workflow Tab: See Why Rejected

After Sending Back to Editor…
Reviewing a Draft

Content Owner: Reviewing a Draft

- Log in
- Go to page of interest
- Revisions Tab
- Click on date of your draft
- Edit Button (gray)
  - Make your changes
  - Add a tag, message
  - Move to 'View (or in draft)
  - Click on 'Save'
- Workflow Tab
  - View site status of draft