Website Workflow Training

Content Editors

Researchadmin Website

- What is a content editor?

- Other roles in the workflow
  - Content Owner (CO)
  - Quality Assurance (QA)

- What’s my responsibility?

- Log Message vs. Comments—which one when?
Workflow Tab: Create a Draft

After Creating a Draft…
Edit Current Tab: Edit Your Draft

After Moving to Content Owner…

Workflow test1
If Rejected by Content Owner…

Workflow Tab: See Why Rejected

Don’t click on submit again!!!
Revisions Tab: Get to Draft

Home > View

Revisions for Workflow test1

View  Edit  Revisions  Workflow

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.

Published page Workflow test2 has only one revision

<table>
<thead>
<tr>
<th>Revision</th>
<th>Term</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved 09/09/2010 - 10:29pm by wificador</td>
<td>Process Oversight/Reference docs - enterprise</td>
<td>current revision (published)</td>
</tr>
</tbody>
</table>

Edit Button: Start Process Over Again

Title: Financial Accountability - Audit

Body: [content]

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Creating a Draft

Fixing a Rejected Draft