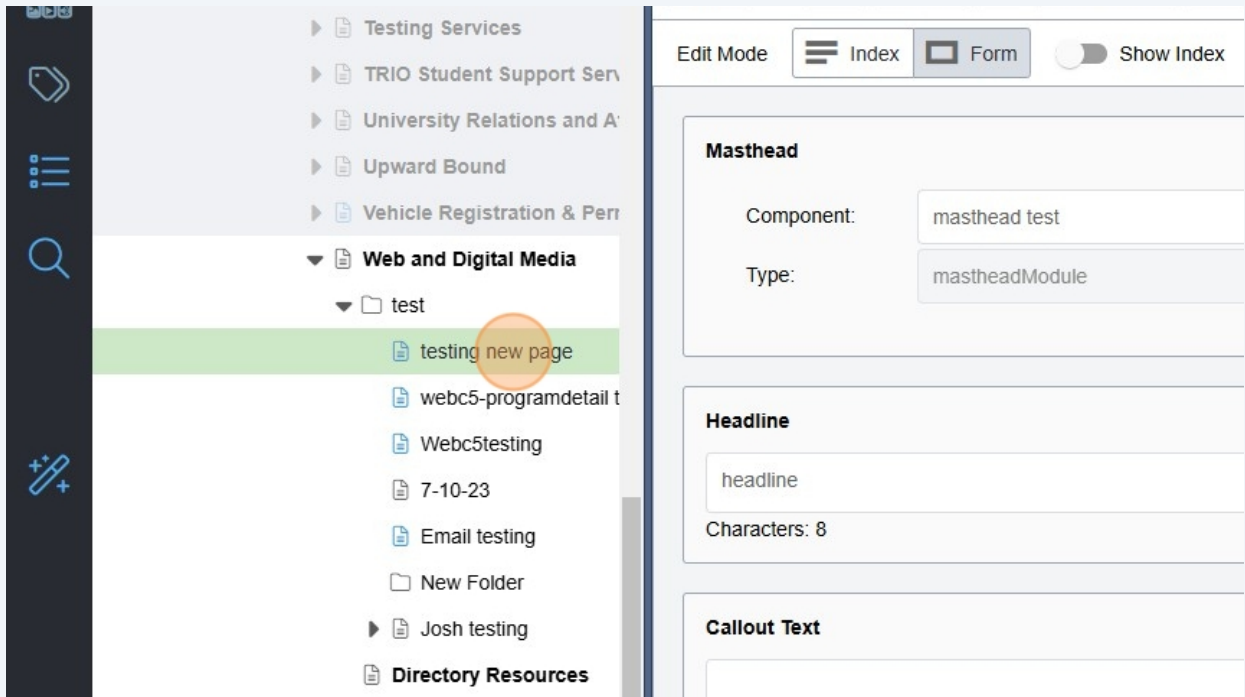


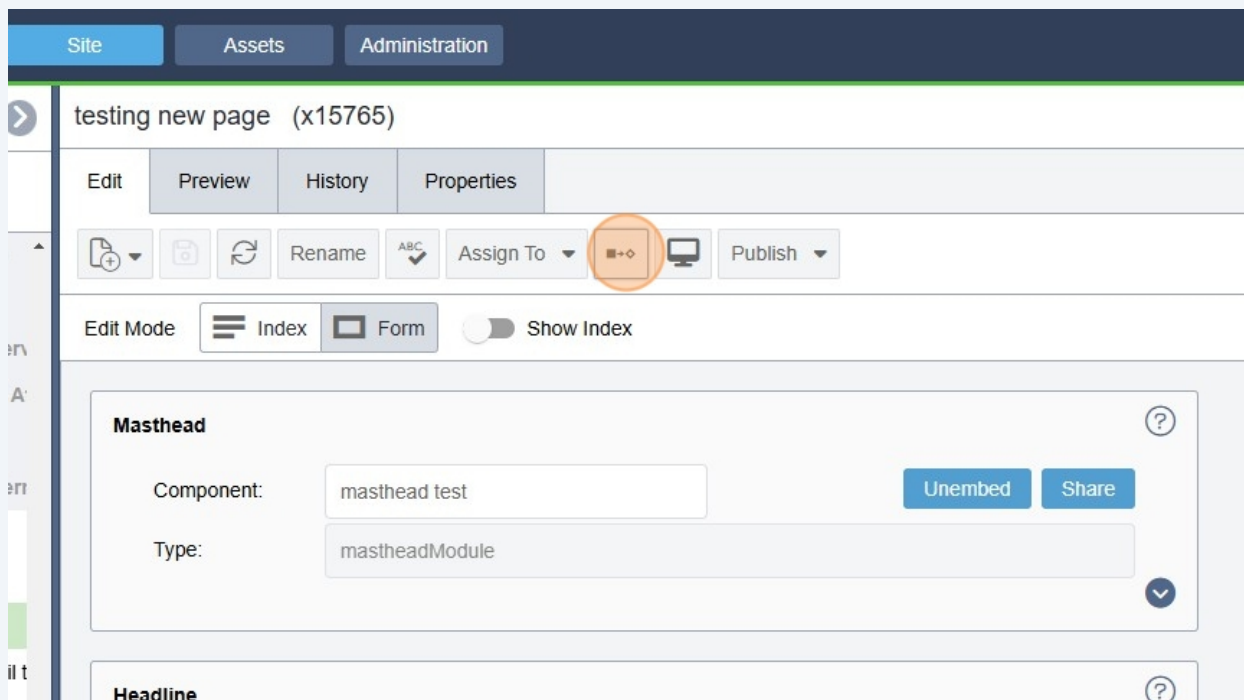
1

From the Site Tree, select the page/component you want to advance.



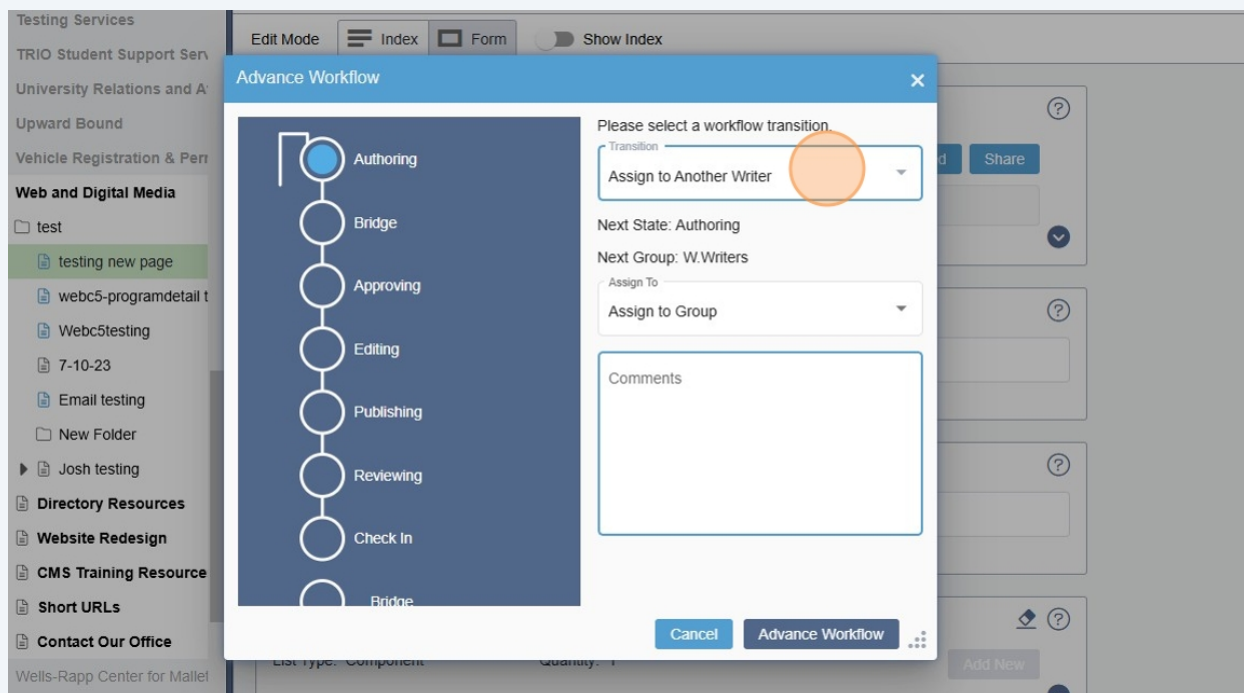
2

On the toolbar, select the **Advance in Workflow** button (this is a filled square next to a plus next to a hollow diamond).



3

In the **Advance Workflow** window, select the **Transition** box.



- 4 Choose the appropriate transition from the menu that opens.

Author Transitions

Send for Department Proofreading and Approval: Use this if your department has a content approval person/proofreader.

Request Technical Assistance: Use this to send to Web office for assistance if you are having trouble with something on the page.

Assign to Another Writer: when collaborating with another writer, you can pass a page back and forth in this step to each other. Remember, a page can only be assigned to one person at a time.

Web Office Use Only is only for the web office, do not use this step.

Skip Proofreading, Send for Web Office Review and Publish: If you don't need department approval, use this step to send page to the Web Office for final review and publish.

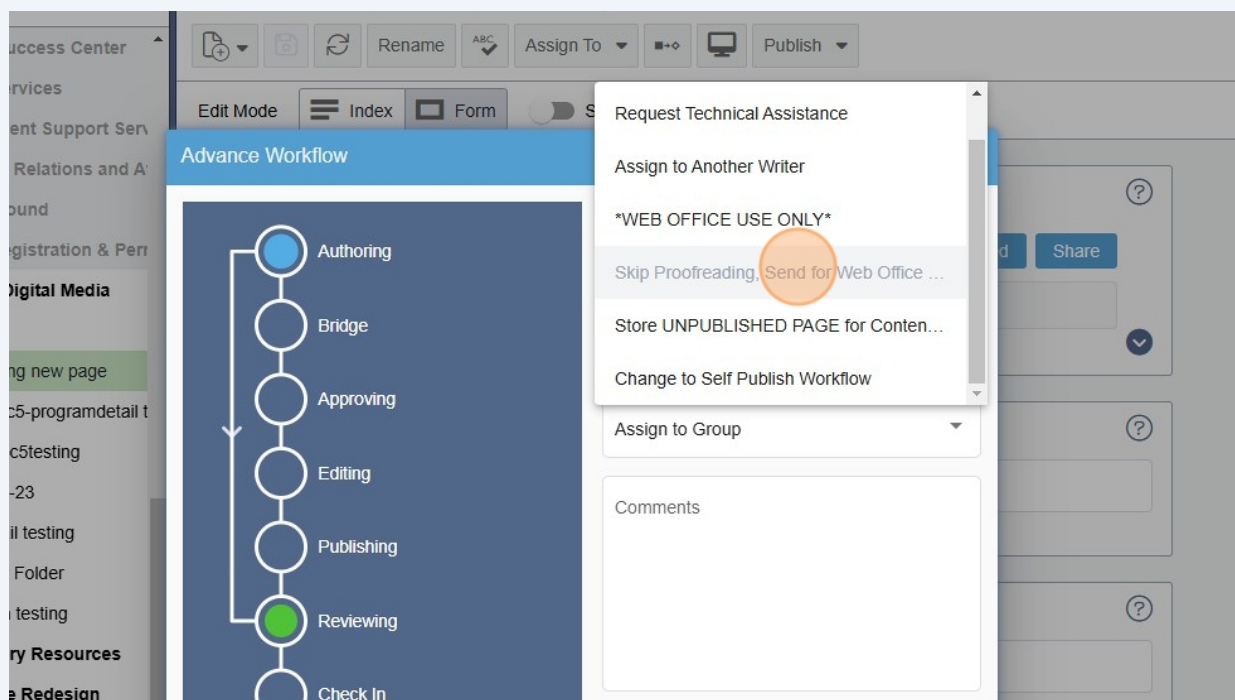
Store UNPUBLISHED PAGE for Content Freeze: Web office will periodically freeze content and lock out users to perform maintenance upgrades. All pages that have been worked on should go through this step to ensure that your work is not lost during the freeze.

Change to Self-Publish Workflow: Self Publishers can change a page's workflow to be self-publish with this step

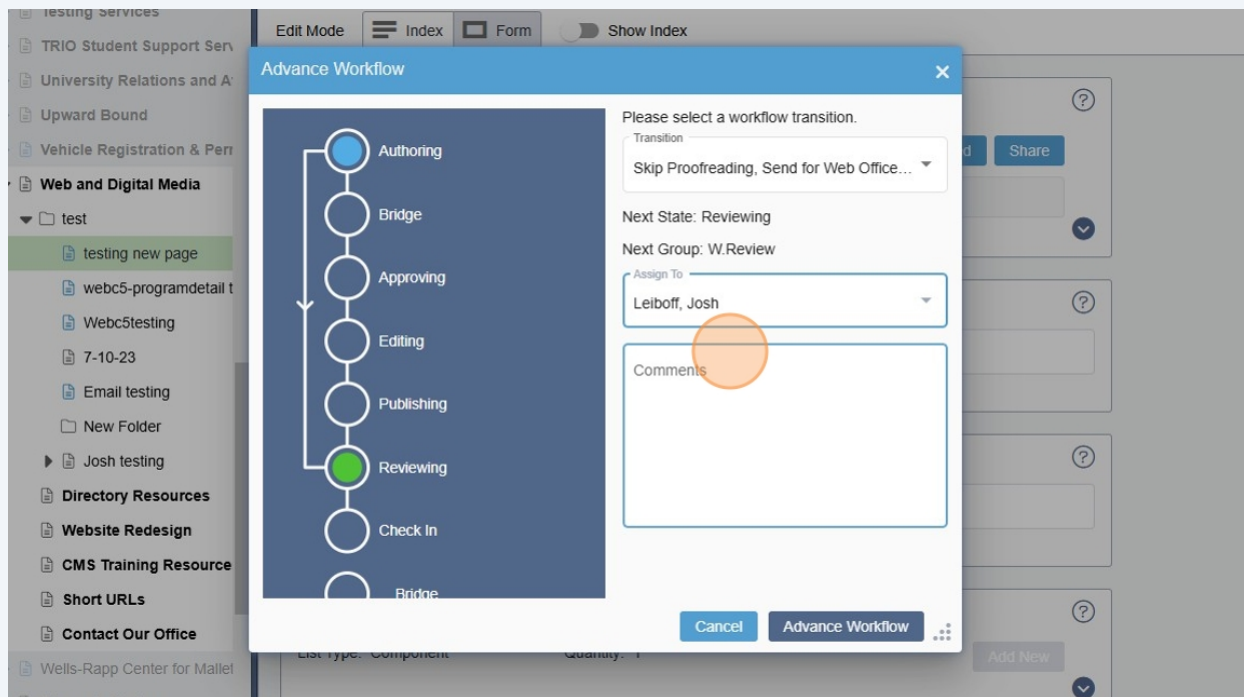
Department Proofreading and Approval Transitions

Send Back to Writers: If page is not ready to publish, send back to the writer/author to edit (Or, you can edit the page yourself while it is assigned to you).

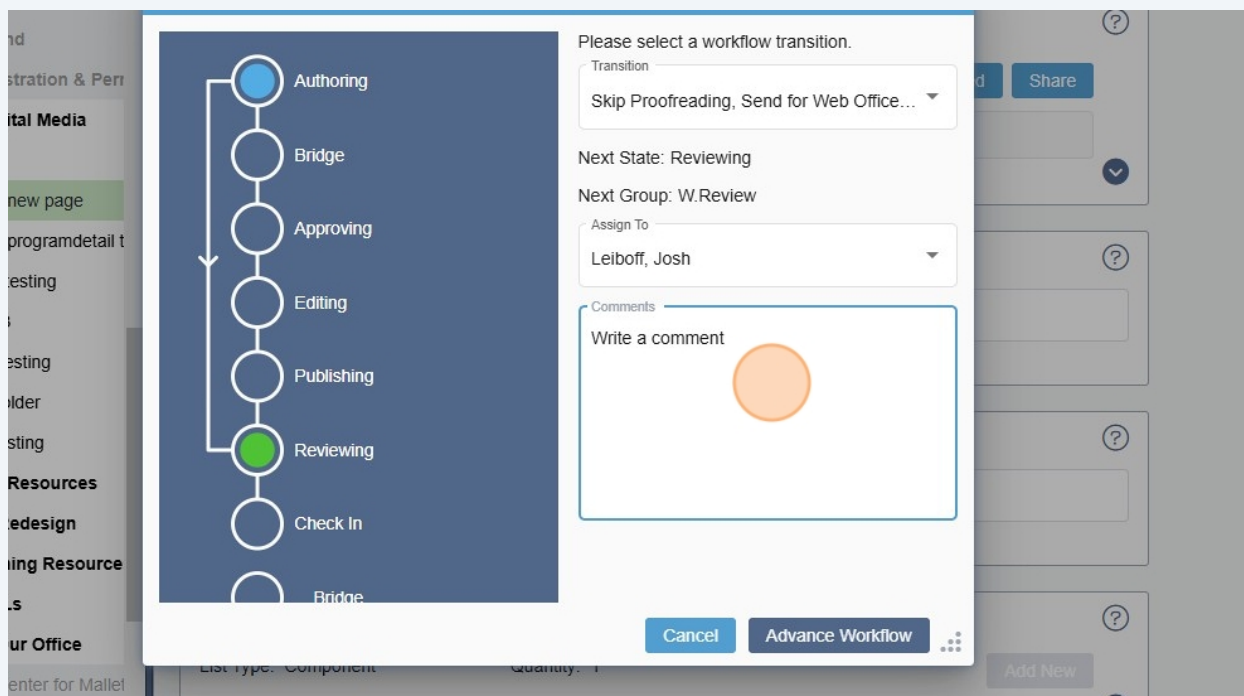
Send for Web office Review and Publish: use this step to send page to the Web Office for final review and publish.



5 In the Assign to box, select the user



6 In the **Comments** box, you can write a comment that will be included in the workflow notice the user receives.



7

Click "Advance Workflow"

The screenshot displays a workflow management interface. On the left, a vertical sidebar contains various menu items including "Media", "w page", "gramdetail t", "ting", "ng", "er", "g", "sources", "esign", "g Resource", and "Office". The main area shows a workflow diagram with a vertical sequence of steps: Authoring, Bridge, Approving, Editing, Publishing, Reviewing, Check In, and Bridge. The "Reviewing" step is highlighted with a green circle. A dialog box titled "Please select a workflow transition." is open, featuring a "Transition" dropdown menu with the selected option "Skip Proofreading, Send for Web Office...". Below this, it shows "Next State: Reviewing" and "Next Group: W.Review". There is an "Assign To" dropdown menu with "Leiboff, Josh" selected. A "Comments" section with a text area labeled "Write a comment" is also present. At the bottom of the dialog, there are "Cancel" and "Advance Workflow" buttons, with the latter being highlighted by an orange circle.