

Standard Workflow

For a page/component to be published, it must be advanced through workflow.

Select the page you want to advance in the site tree.

On the icon toolbar on the right, click the advance in workflow icon.

The screenshot shows the MyKU Web interface. On the left is the Site Tree with a list of pages including 'Workflow Demo'. On the right is the 'Workflow Demo (x992)' window. The 'Edit' tab is active, and the 'Advance in Workflow' icon (a document with a right-pointing arrow) is highlighted with a red arrow. Below the toolbar, the 'Form View' section shows fields for 'Masthead', 'Headline [Required]', and 'Callout Text'.

In the Advance Workflow window

Select the transition step (*see last page of this document for detailed transition explanations) you want from the top dropdown menu on the right.

The screenshot shows the 'Advance Workflow' window. On the left is a vertical workflow diagram with steps: Authoring, Bridge, Approving (highlighted with a green circle), Editing, Publishing, and Reviewing. On the right is a form for selecting a transition. The 'Send For Department Proofreading' dropdown is highlighted with a red arrow. Below it, text reads: 'Please select a workflow transition. Use this to send to your department's content approval person/proofreader.' Another red arrow points to the 'Assign to Group' dropdown. At the bottom are 'Cancel' and 'Advance Workflow' buttons.

Choose who you want to advance to in the field that says “Assign to Group”

Assign to group = all in the group will receive a workflow notice and will be able to assign the page to themselves.

A specific user = that user will receive a workflow notice and page is assigned to him/her.

Add a comment if wanted, then click “Advance Workflow”

Updating a Page that has been published

When you need to update a page that has previously been published, you need to start the workflow process again.

Click Advance in Workflow Icon

In the Advance Workflow window

Update Content is the only transition choice.

Select yourself from the window that says “Assign to Group”

Click the Advance Workflow button.

The page will now be assigned to you to be able to be updated.

***Detailed description of transition steps**

Authoring/Writer Transitions	<p>Send for Department Proofreading and Approval: Use this if your department has a content approval person/proofreader.</p> <p>Request Technical Assistance: Use this to send to Web office for assistance if you are having trouble with something on the page.</p> <p>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.</p> <p>*Web Office Use Only* is only for the web office, you can skip this step.</p> <p>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.</p> <p>Check In for Content Freeze: During migration of website, 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.</p> <p>Change to Self-Publish Workflow: Self Publishers can change a page's workflow to be self-publish with this step.</p>
Department Proofreading and Approval Transitions	<p>Send Back to Writers: If you are not ready to publish, send back to the writer/author to edit (Note, if you'd prefer, you can edit the page yourself while it is assigned to you).</p> <p>Send for Web office Review and Publish: use this step to send page to the Web Office for final review and publish.</p>

