



Publishing guide

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Introduction

The Faculty of Humanities has established a clear workflow so that we can efficiently publish high quality web content for every School.

The workflow system is applied to the whole of a School site to support an effective moderator-contributor relationship. Good communication between School web contributors and their Web Content Editor helps to keep content fresh, relevant and compliant with all guidelines.

You submit content (new or updated) within T4 Sitemanager and the content will be approved and marked for publishing as per the service agreement.

If the new or edited content does not comply with guidelines, the contributor will be advised why the content cannot be approved and what needs to be done in order to meet approval standards.

As a user within the School, you will be given 'Contributor' access. Any content you submit needs to be approved by a 'Moderator' in the Faculty Web Team before it is published.

There is a separate service agreement which details the timeframes and procedures involved with publishing content in T4.

Using this guide

This document explains how workflow groups operate in order to create an efficient and high quality publishing process. Refer to this guide to learn how the workflow operates and maintains web site quality on a daily basis.

Workflow groups

The publishing workflow groups operate as follows:

- Access to the website is divided into four types of 'Access group':
 - Subject area groups
 - Leader page groups (the tabs)
 - Staff Intranet group
 - Student Intranet group
- Each 'Access group' allows selected users to see a particular set of pages, typically within subject areas (i.e. Archaeology, French, etc.)
- With the exception of the Faculty Web Team, the level of access granted to School users is 'Contributor'

