

Assign Workflow, Save, and Save/Publish

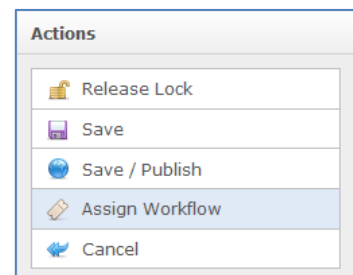
In dotCMS some users can edit webpages while others can edit and publish pages (or content areas) to the web. In this document we'll discuss:

1. Assigning edited pages for review and publication
2. Reviewing and publishing an edited document

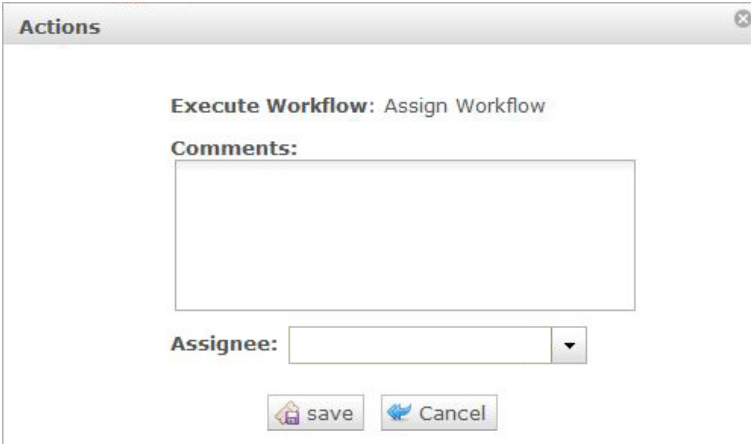
I. Assigning edited pages for review and publication

- a. When you are ready to save a page select the Assign Workflow button from the options at the left of the editing interface.

The button interface will look like the illustration on the right:



- b. After you've clicked on Save/Assign the interface below will appear. In the comments area make any notes that might be helpful to the person who will be reviewing the site, for example "I've edited the Phone numbers area." Adding a note helps the review know what to look for when s/he is approving and publishing your work.



Execute Workflow: Assign Workflow

Comments:

Assignee: ▼

- CMS Administrator
- Joseph Alaya (User)
- Arnaud Romary (User)
- Brian Publik (User)
- Carl Caceres (User)
- Vicente Borrego (User)
- Lianis Oliva (User)
- Manuel Di Nardo (User)

Path: p

WYSIWYG

c. After you've added a note, select the person to whom you are assigning the document, from the dropdown menu
Assignee: Role

d. Select the person to whom you are assigning the document from the roster. The names of assignees will vary by department.

You can also type the assignee's first name in the field. Then dotCMS will give you the names of the assignees on the list. Select the person you want to assign the content.

Assignee: Jaehyun Kim (User) ▼

Jaehyun Kim (User)

save Cancel

e. When the process is complete you'll receive a receipt like the one below. Details include the name of the document, the date, status, a copy of the note, and the names of both the assigner and assignee. The person to whom you've assigned the document will receive email notification that the document is ready for review.

<input type="checkbox"/>	Title	Status	Step	Assignee	Last Updated
<input type="checkbox"/>	Test	●	Content Entry	Jaehyun Kim	Seconds ago

Click

Workflows : ▼ Execute Workflow

Test ●

Step : Content Entry

by: Jaehyun Kim	Created on: 10/15/2012 at 1:57PM
Assigned To: Jaehyun Kim	Updated: An hour ago

Available Workflow Actions

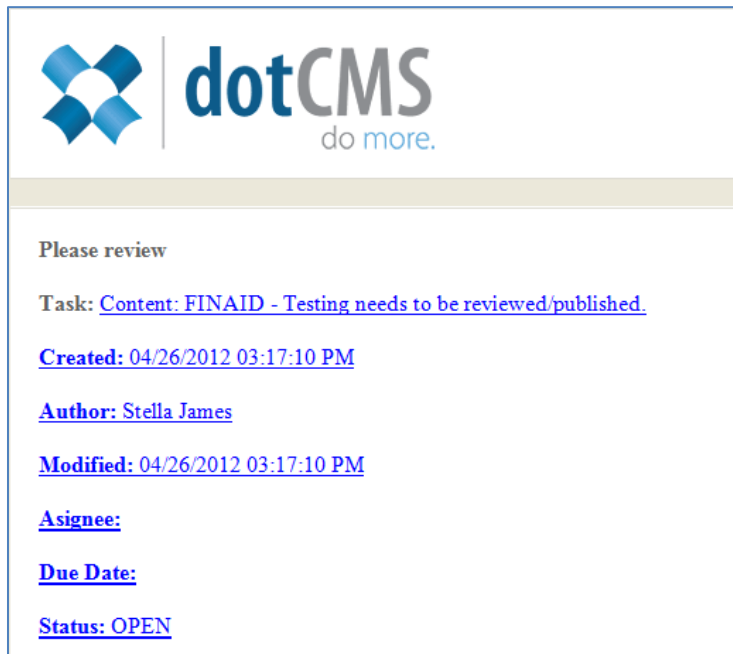
- Edit Content
- Reassign Workflow
- Resolve Workflow

Preview | Comments | Attached Files | Change History

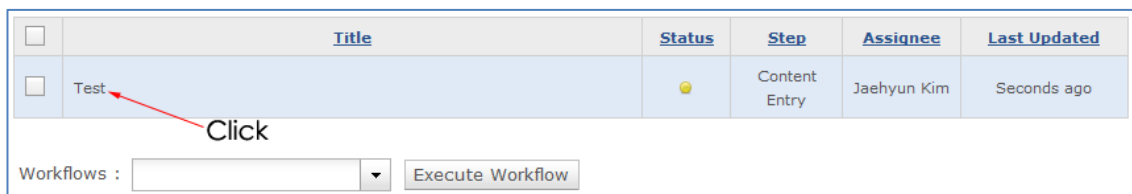
Title	Test
Identifier	88fac9a6-827e-47dc-a3e5-3699e86f022c
Viewing Language	United States - English
Host or Folder	www.wpunj.edu
Status	Working
Title	Test
Body	test

II. Reviewing the and publishing an edited document

- a. When you have been assigned a document for review and publication you'll receive an email like the illustration below. The email will list the comments made by document editor, the name of the document, and the names of both the editor and the publisher.



- b. Open the CMS and select **Workflow** option, to the left of Website.
c. Click the name of the document that needs to be reviewed and published to find an interface similar to the illustration below.
d. Click on the name of the document, the blue hyperlink under **Title**.



- e. This will spawn a detailed version of the workflow assignment. To launch the editor click on the name of the document, the blue hyperlink to the right of **Associated Content:**

[Test](#)

Step : Content Entry

by: Jaehyun Kim	Created on: 10/15/2012 at 1:57PM
Assigned To: Jaehyun Kim	Updated: An hour ago

Available Workflow Actions

- Edit Content
- Reassign Workflow
- Resolve Workflow

Preview

Comments

Attached Files

Change History

Title	Test
Identifier	88fac9a6-827e-47dc-a3e5-3699e86f022c
Viewing Language	United States - English
Host or Folder	www.wpunj.edu
Status	Working
Title	Test
Body	test

- f. Performing the last operation will launch the editing interface. At this point the process will begin to look familiar. This is the same editing interface that you'd use if you opened the document directly. Review the document with special attention to the area most recently edited.
- g. The publisher can communicate with the editor by leaving a comment by clicking the Comments tab. Then click the **Add a Comment** button to add your comment. Editing the document is no different than any other editing project, and Publish the document by selecting the Resolve Workflow of the editing interface on top right:

Available Workflow Actions

- Edit Content
- Reassign Workflow
- Resolve Workflow

Contact Jae Kim with questions at:
7kimj@wpunj.edu -- Atrium 109 -- 973.720.2937