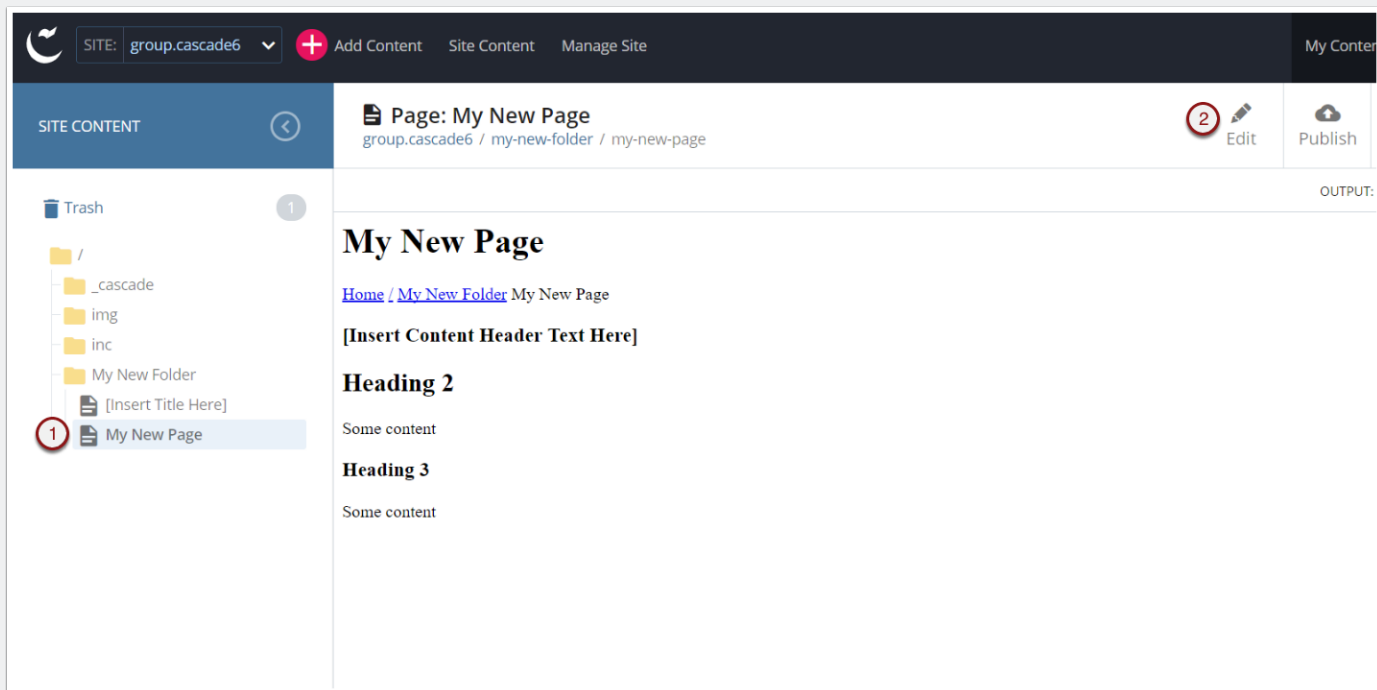


Publishing a Page

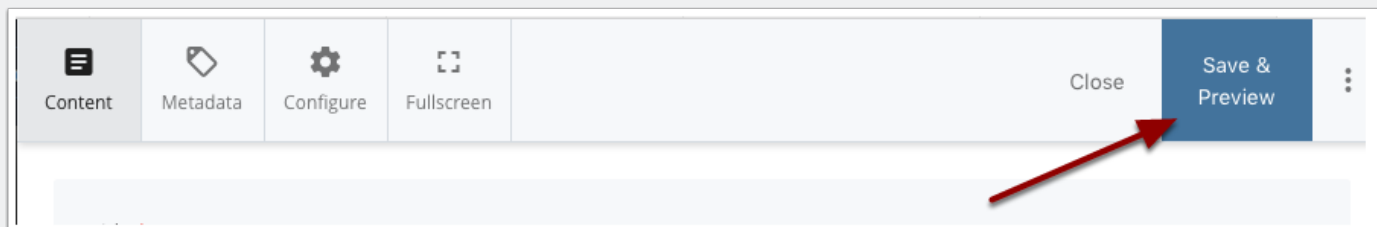
1. Open the Page You Want to Publish

[1] Select the page you want to publish and click the [2] Edit at the top



2. Submit to Workflow

Click on save and preview.



Publishing a Page

3. Publish to Production

Next, click on the submit button at the top [1] and select the Publish to Production workflow [2] and press Start Workflow [3].

Comment on the changes you made.

Updated Page Content.

Workflow

Use a Workflow

Publish To Production

Submit now or perform guided content checks.

Start Workflow

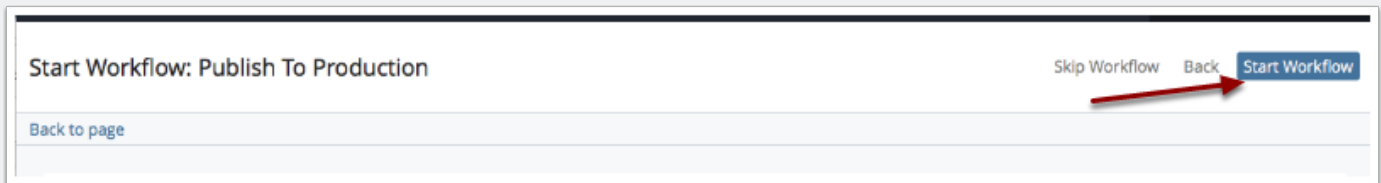
Check Content & Submit

4. Submit the Workflow

You will need to click the Submit button to start the workflow. While the Workflow Name is automatically created, it is optional for you to enter any comments. These will be sent out in the email to publishers of the site. If you are a publisher for the site you

Publishing a Page

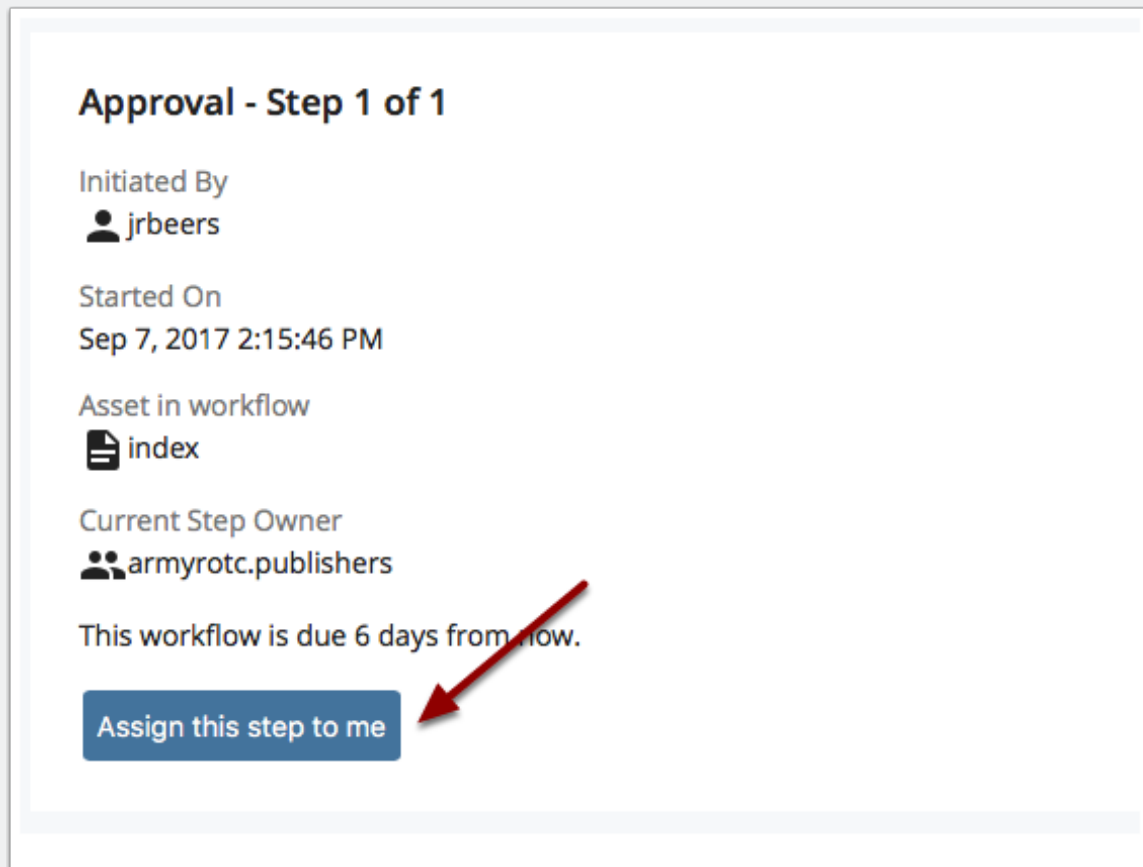
will be able to approve your own workflows. If you are an editor you will need to get it approved by a publisher.



Publishing a Page

5. Assign the Workflow

You will need to click on [Assign to Me] to assign the workflow to yourself. If you are only an editor, you will not see this link.



Approval - Step 1 of 1

Initiated By
👤 jrbeers

Started On
Sep 7, 2017 2:15:46 PM

Asset in workflow
📄 index

Current Step Owner
👤 armyrotc.publishers

This workflow is due 6 days from now.

[Assign this step to me](#)


A red arrow points to the "Assign this step to me" button.

Publishing a Page


5.1 Approve the Workflow


You now have the option of approving the workflow, deleting it, editing it, or rejecting. Click on Approve to finish publishing the page.

Approval - Step 1 of 1

Initiated By
 jrbeers


Started On
Sep 7, 2017 2:15:46 PM

Asset in workflow
 index

Current Step Owner
 jrbeers

This workflow is due 6 days from now.

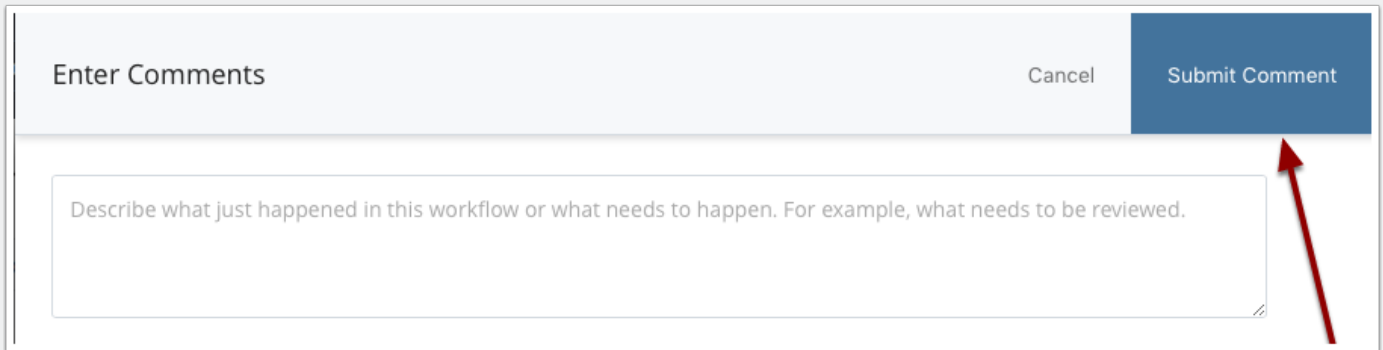
Available Actions

- Approve 
- Delete
- Go To Administrator Edit
- Reject To Initial User

Publishing a Page

5.2 Almost There

Type in any comments (optional) and click on Submit.



Enter Comments

Cancel Submit Comment

Describe what just happened in this workflow or what needs to happen. For example, what needs to be reviewed.

A red arrow points to the "Submit Comment" button.