

Workflow Role Descriptions:

Author – The Author will create new pages for your department. Once each page is completed, the author will approve the page, which sends the page to the editor(s) task list for approval. If you have multiple editors each will receive an email from Vignette notifying them a page has been created and is in their task list to be approved or edited. The Author will be required to select the correct content category.

Editor – The Editor will look over the content for style and grammar errors or overall “look” errors. The Editor can make changes to the content, but should return the content to the Author for major changes. Finally, the Editor has the option to approve, reject, or delete content. Rejected content should be submitted with notes/comments in box provided regarding why the content was rejected.

Reviewer – The Content Reviewer is someone who will be notified when new content has been created as an FYI. This person will have no access to make changes to the content but will be able to view it. This is the only “read-only” role within the workflow. If a Reviewer desires that a change be made, it is their responsibility to notify the final approver. This is a stop in the workflow and the Reviewer has to approve the page before it goes to the Final Approver(s).

Final Approver – There may be various Approvers in the process, and these approvers may change based on the type of content. The Approver looks over the content and needs to approve, reject, or delete the page. Again, rejected content will be returned to the editor with comments. If there are more than one Final Approver only one needs to approve the page for it to “Go Live”.

FYI:

1. Simple workflows are better. Production of pages gets confusing when too many people are involved.
2. When a page is Rejected it doesn't mean it is Deleted. A Rejected page returns to the person's task list who sent it (i.e. a Final Approver rejects a page it gets sent back to the Editor)
3. Only one person in each role needs to approve a page for it to move on to the next workflow role.
4. You can create dummy pages to get acclimated with the program. Don't save these pages and they won't register with the system. If you do save them you can always delete them from your task list later.
5. Anything you create, edit, or approve can be changed. Nothing is set in stone, even when the final approver has pushed a page Live. The great part of this program is that you can edit or update any page at any time.
6. Emails will be sent to the next workflow role when a page is created or edited. For example, when a page is created all of the editors will receive an email from Vignette informing them a page is in their list to review.