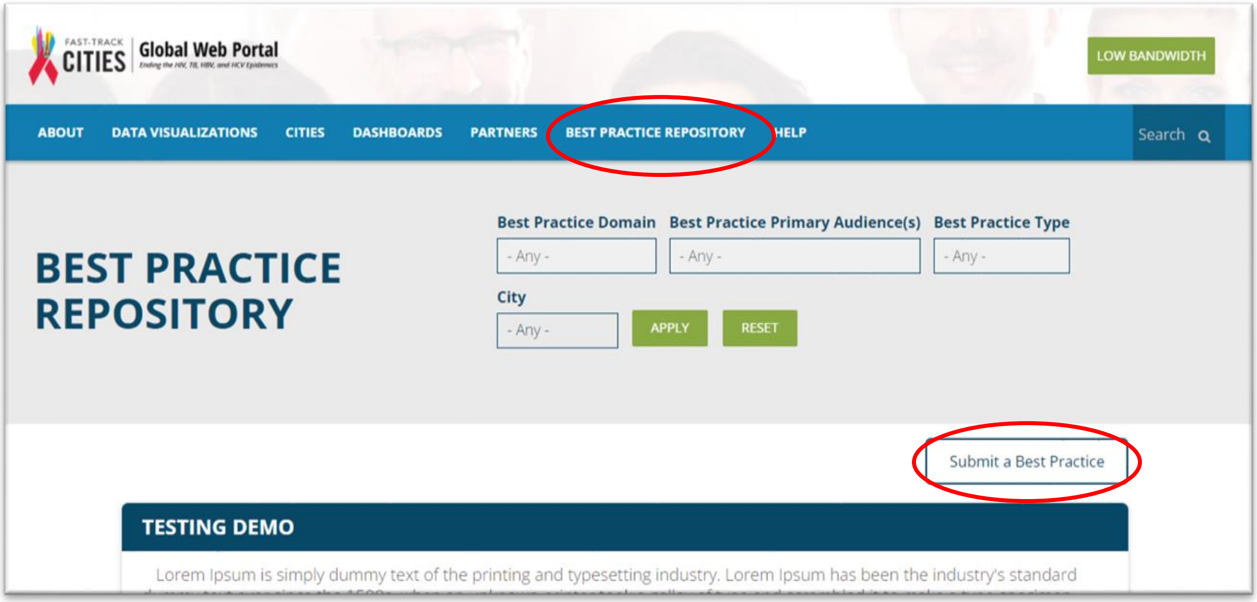
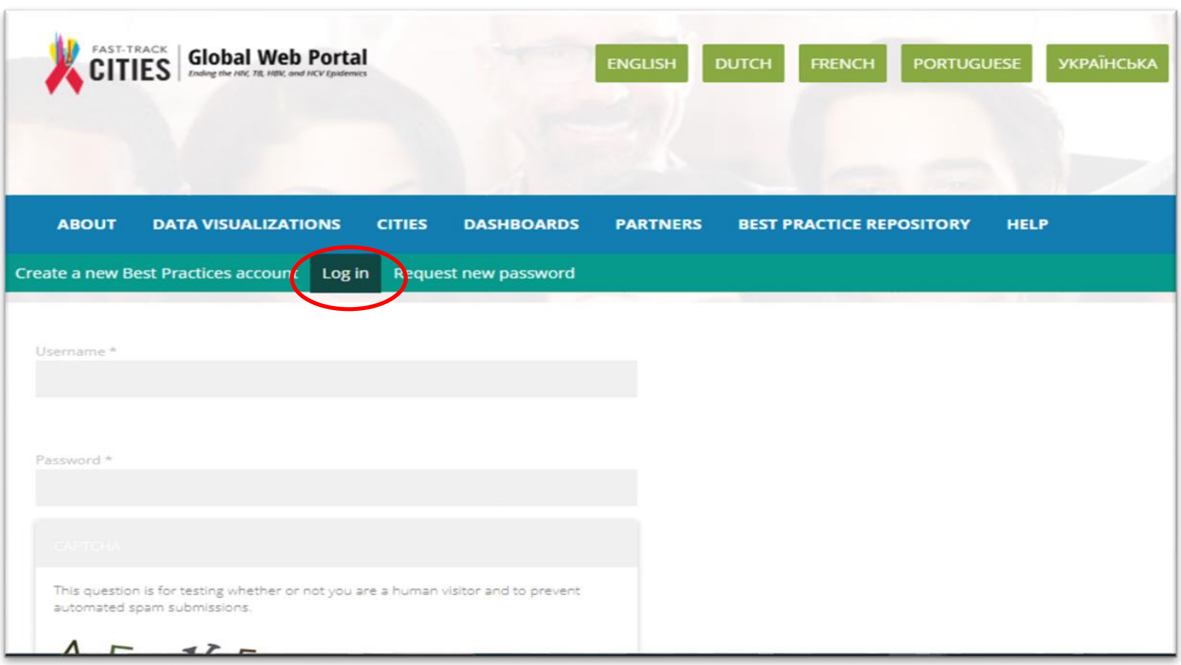
Admin/Publisher account- User manual

FTCI – Best Practices Repository

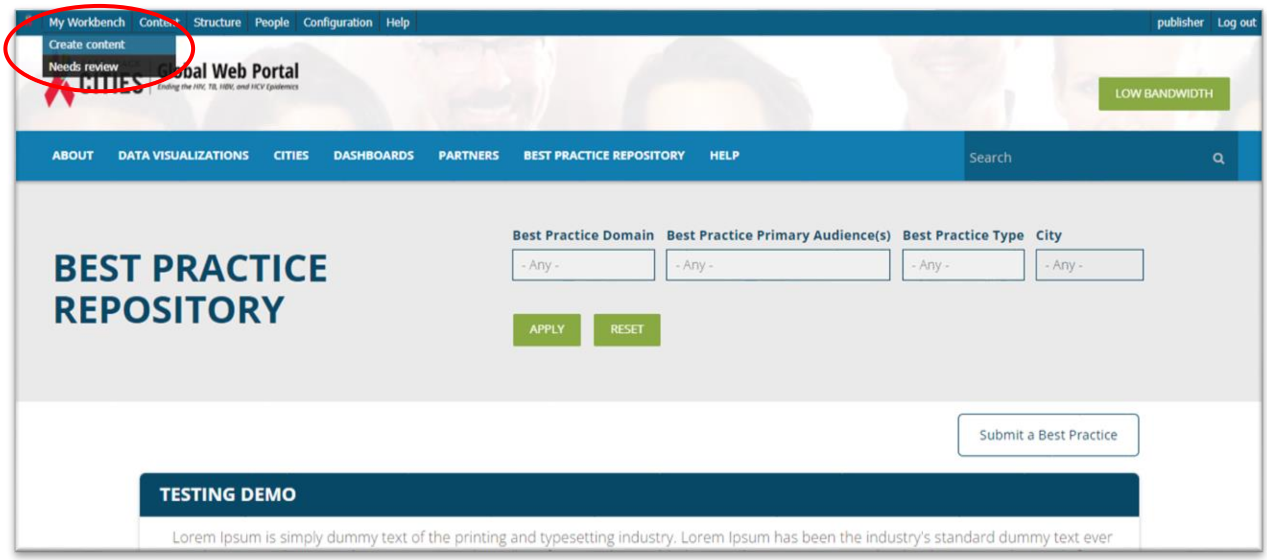
1. Click on Best practice repository and then 'Submit a best practice' as shown below



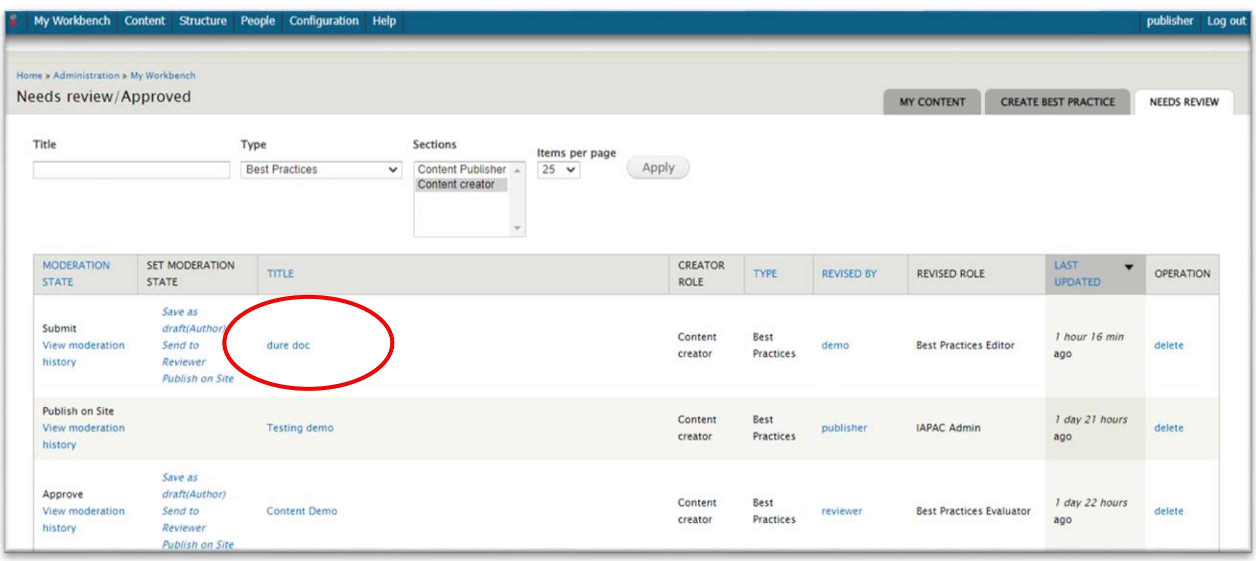
2. Enter the credentials in the fields provided and click 'Log in' button.
   If you do not have the credentials, you can request for them by clicking on 'Create a new best practices account' and enter the details.



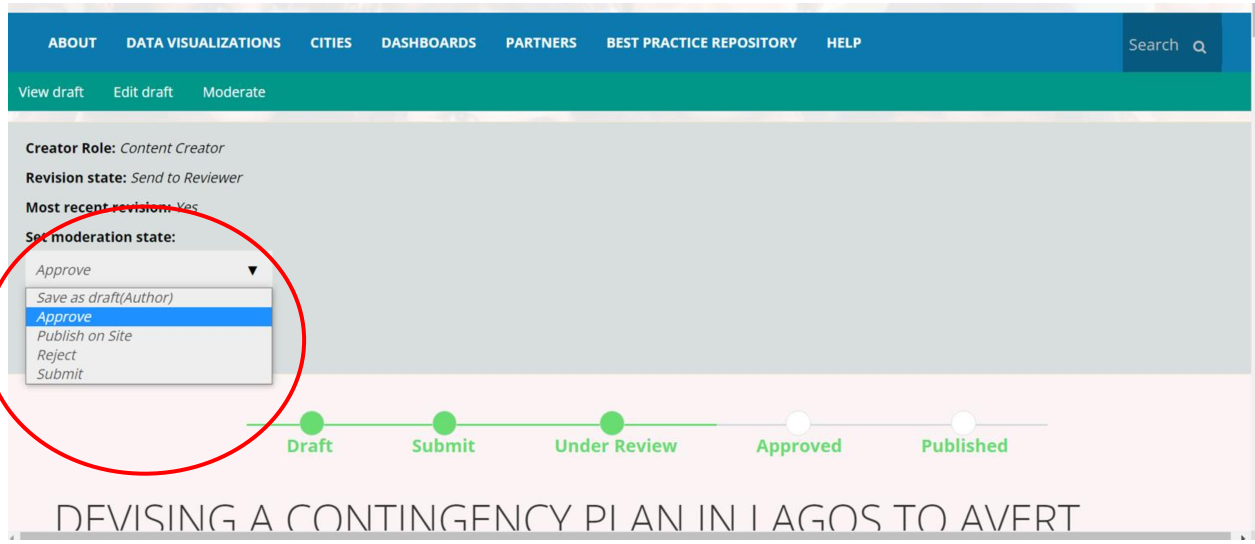
3. After logging in, click on ‘My workbench’ > ‘Needs review’



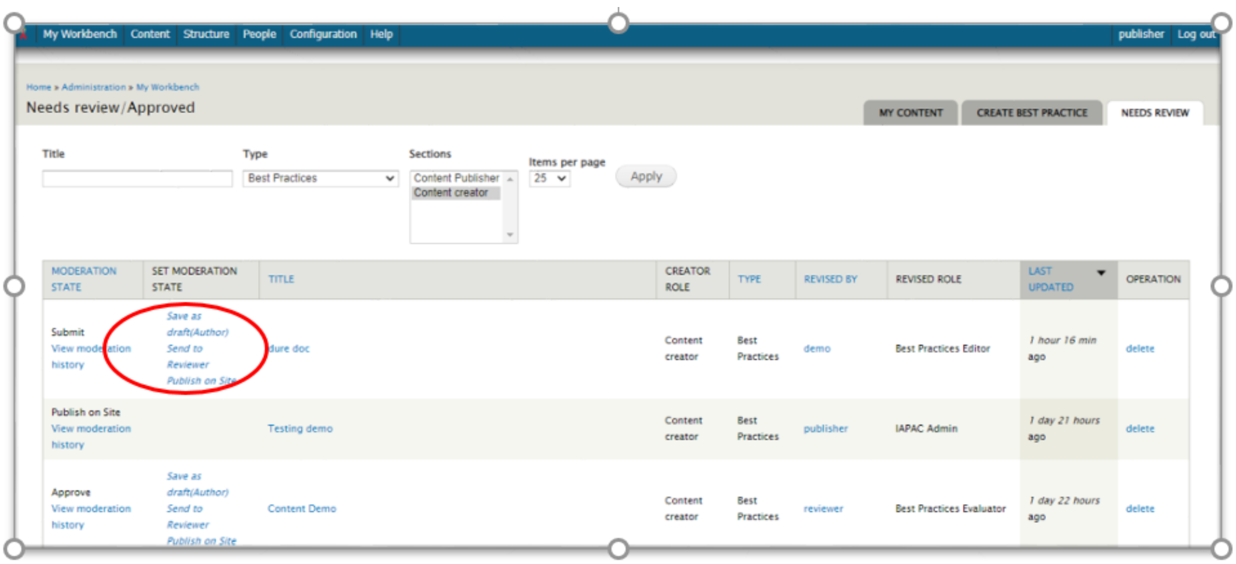
4. A table with the list of all the contents and filters will appear. The latest content that is created will appear at the top of the list.



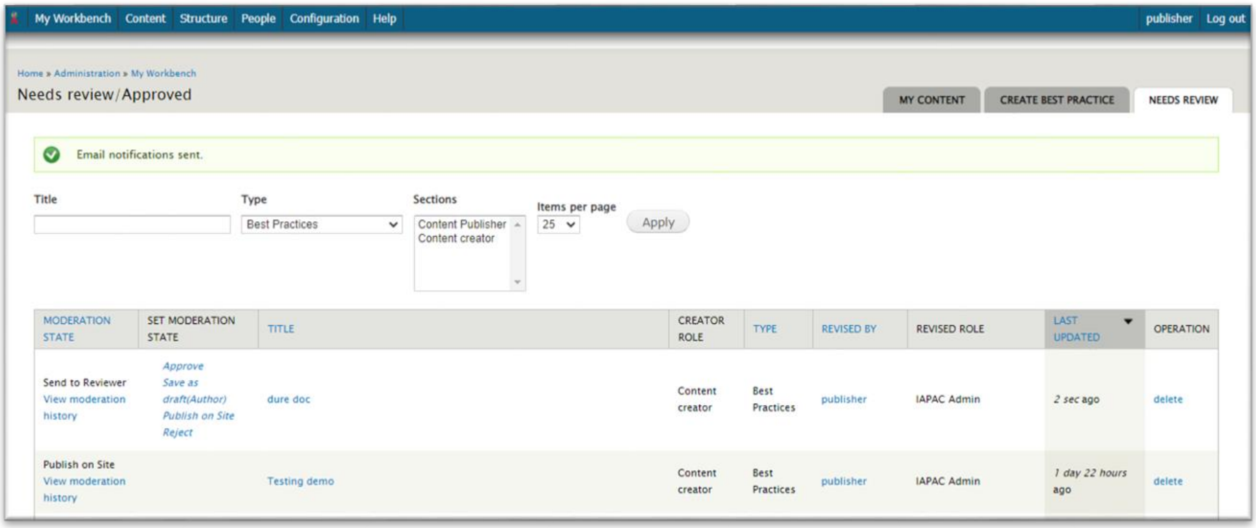
5. The admin can click on the title of the content to view the content.



6. Or the admin can select from one of the following from ‘Set moderation state’ column
   - ‘Save as draft (author)’ - in case the admin wants the creator/author to revise the content before sending it for the review.
   - ’Send to reviewer’ – to send the content to the reviewer in order for them to review.

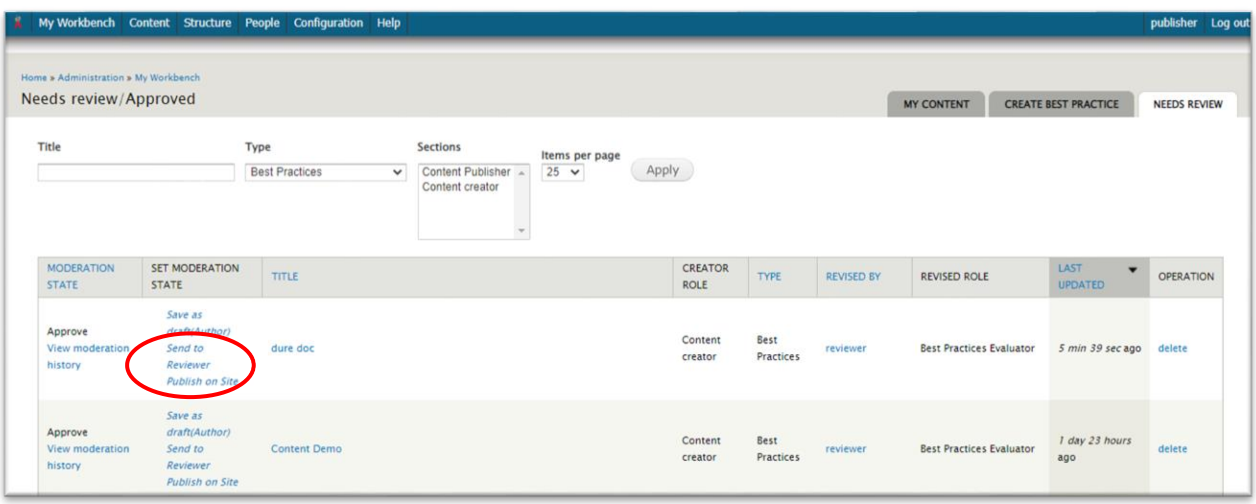


7. Upon selecting 'Send to reviewer', the email notifications will get triggered and the content will be sent to the reviewers.

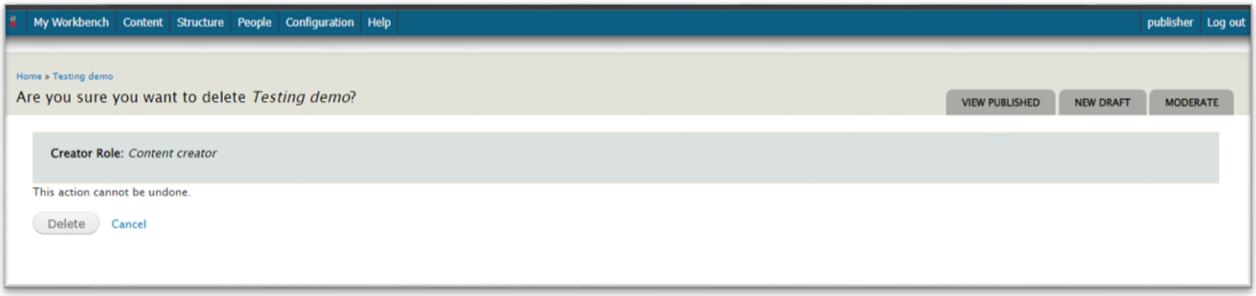


8. Upon approving by reviewers, the email notifications will be sent to the admin for publishing the content to the repository. The admin can select one of the following from the 'Set moderation state' column

- 'Publish on site' – for publishing the content
- 'Send to reviewer' – in case the admin wants the reviewer to review the content again



- The admin can also delete the content from the display of BPR by selecting delete under the 'Operation' column.


My Workbench
Content
Structure
People
Configuration
Help
publisher
Log out
Home » Testing demo
Are you sure you want to delete Testing demo?
VIEW PUBLISHED
NEW DRAFT
MODERATE
Creator Role: Content creator
This action cannot be undone.
Delete
Cancel