



Publishing Content

Workflow to Publish Content

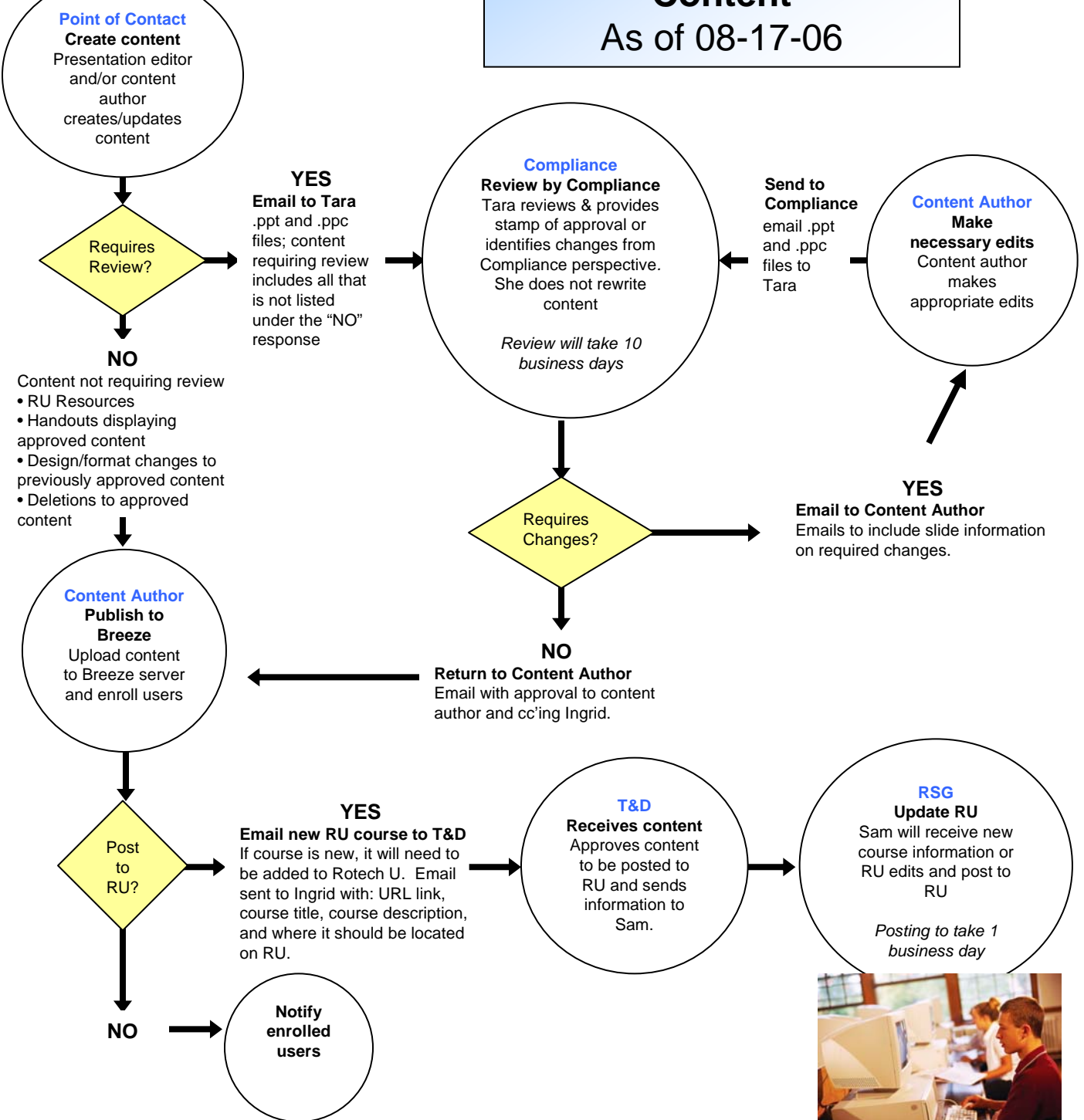
Players

- Point of contact
 - Presentation editor
 - Content author
- Compliance
- Content author
- If posting to Rotech U
 - T & D
 - RSG



Workflow to Publish Content

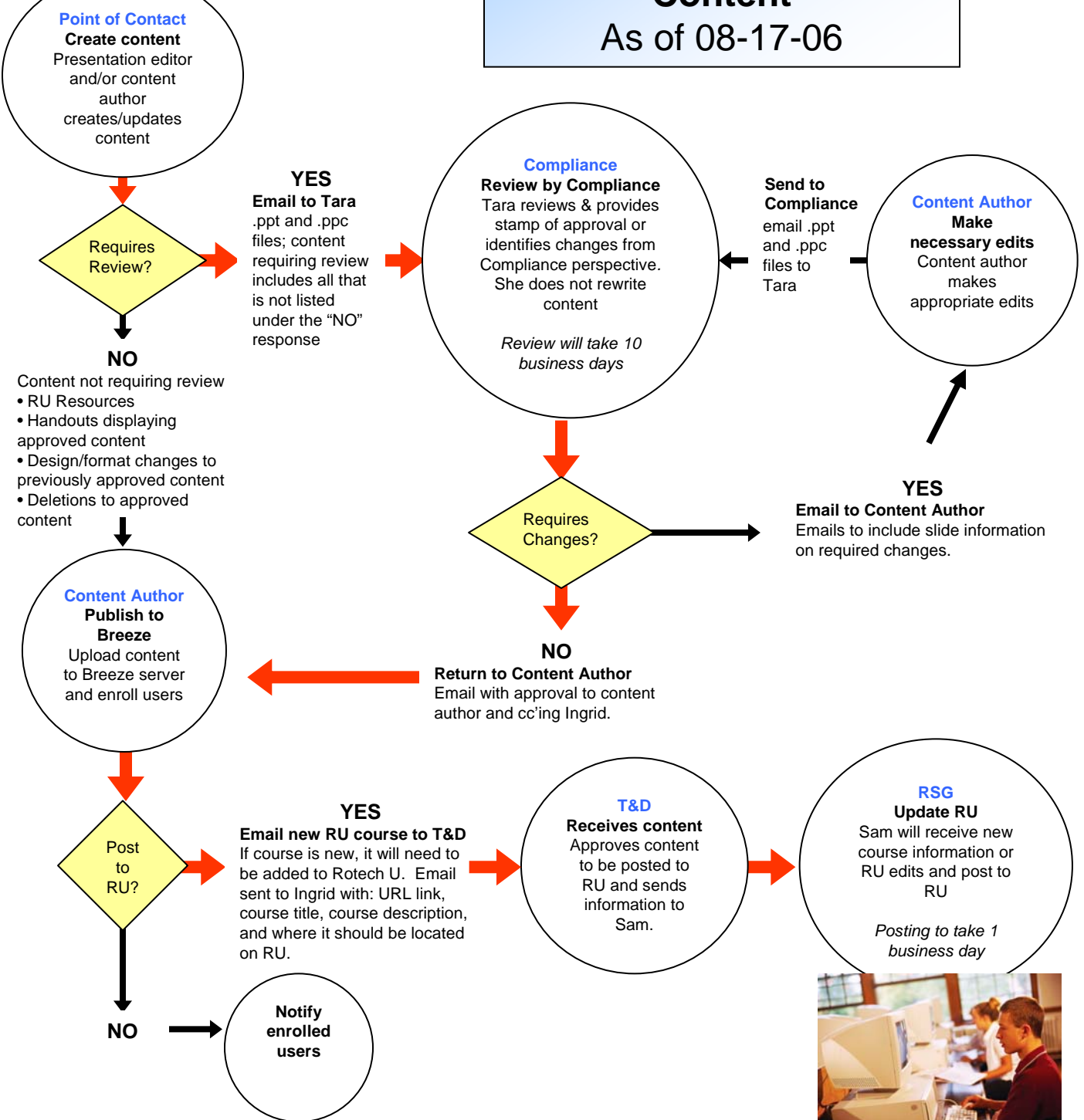
As of 08-17-06






Workflow to Publish Content

As of 08-17-06





Point of Contact
Create content
Presentation editor
and/or content
author
creates/updates
content



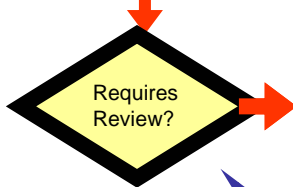
**Workflow to Publish
Content**
As of 08-17-06

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Presentation editor and/or content
author creates/updates content



Workflow to Publish Content
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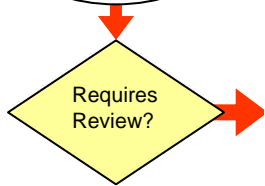
YES
Email to Tara
.ppt and .ppc
files; content
requiring review
includes all that
is not listed
under the "NO"
response

Requires Review? YES
Email to Tara
.ppt and .ppc files; content requiring
review includes all that is not listed
under the "NO" response



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response



Compliance
Review by Compliance
Tara reviews & provides
stamp of approval or
identifies changes from
Compliance
perspective. She does
not rewrite content

*Review will take 10
business days*

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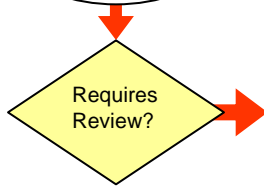
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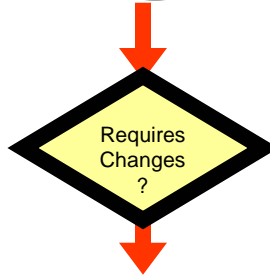
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NO
Return to Content Author
Email with approval to
content author and cc'ing Ingrid

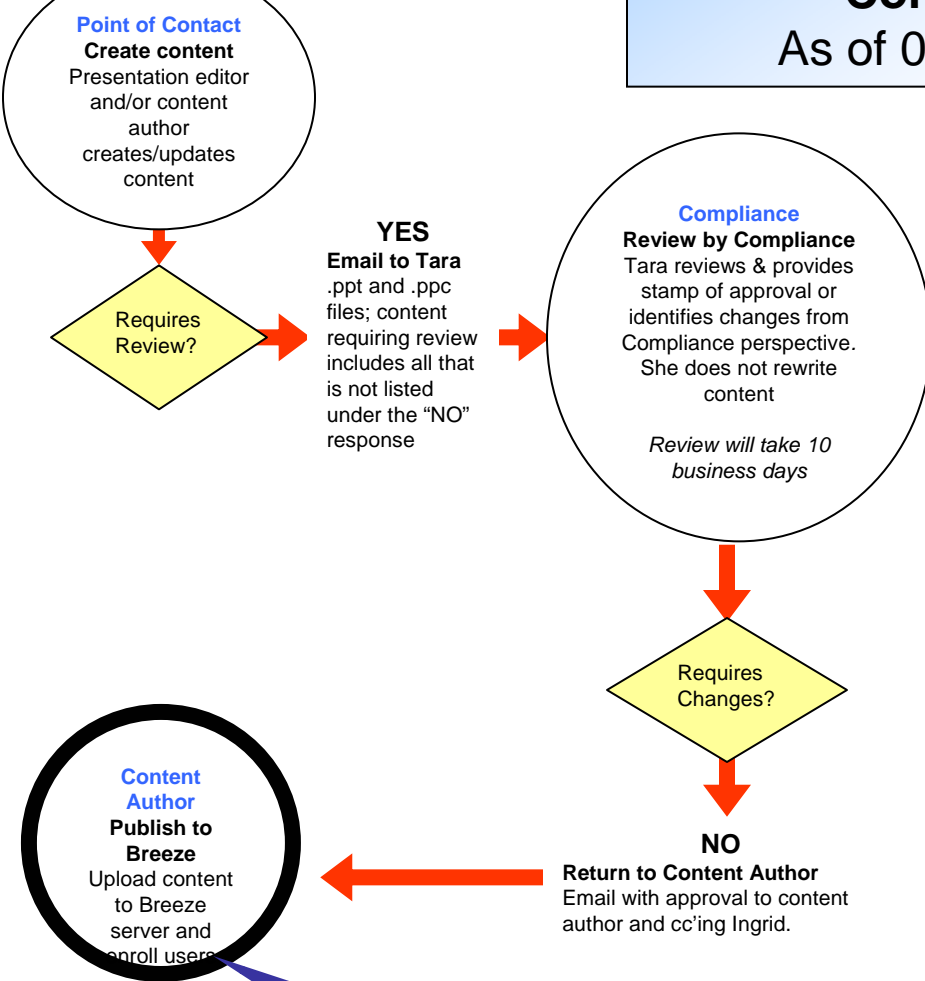
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Workflow to Publish Content

As of 08-17-06



Content Author

Publish to Breeze

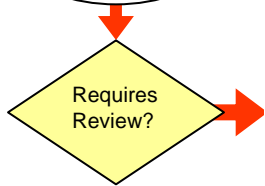
Upload content to Breeze server
and enroll users



Workflow to Publish Content

As of 08-17-06

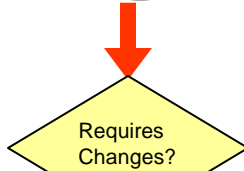
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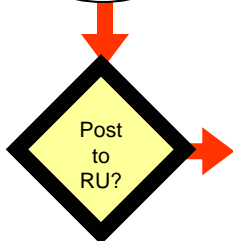
*Review will take 10
business days*



Post to RU? YES

Email new RU course to T&D
If course is new, it will need to be added to Rotech U. Email sent to Ingrid with: URL link, course title, course description, and where it should be located on RU.

Content Author
Publish to Breeze
Upload content to Breeze server and enroll users



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Email new RU course to T&D
If course is new, it will need to be added to Rotech U. Email sent to Ingrid with: URL link, course title, course description, and where it should be located on RU.

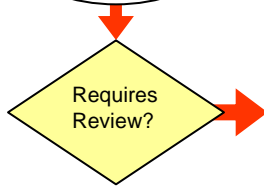




Workflow to Publish Content

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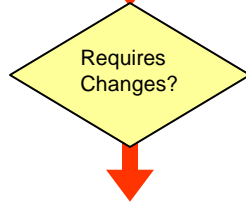
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Email with approval to content
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Content Author
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Upload content
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Email new RU course to T&D
If course is new, it will need to
be added to Rotech U. Email
sent to Ingrid with: URL link,
course title, course description,
and where it should be located
on RU.

T&D
Receives content
Approves content
to be posted to
RU and sends
information to
Sam.

T&D
Receives content

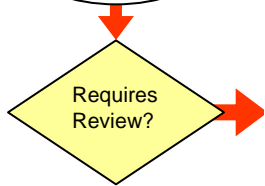
Approves content to be posted to RU and sends information to Sam.

Approval to take less than 2 business days.



Workflow to Publish Content
As of 08-17-06

Point of Contact
Create content
Presentation editor and/or content author creates/updates content



YES
Email to Tara
.ppt and .ppc files; content requiring review includes all that is not listed under the "NO" response

Compliance Review by Tara
Tara reviews stamp and identifies Compliance. She does a compliance review. Review by business day.

RSG Update RU

Sam will receive new course information or RU edits and post to RU

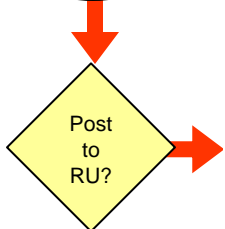
Posting to take 1 business day

Req Change

NO

Return to Content Author
Email with approval to content author and cc'ing Ingrid.

Content Author Publish to Breeze
Upload content to Breeze server and enroll users



YES
Email new RU course to T&D
If course is new, it will need to be added to Rotech U. Email sent to Ingrid with: URL link, course title, course description, and where it should be located on RU.

T&D Receives content
Approves content to be posted to RU and sends information to Sam.

RSG Update RU
Sam will receive new course information or RU edits and post to RU

Posting to take 1 business day



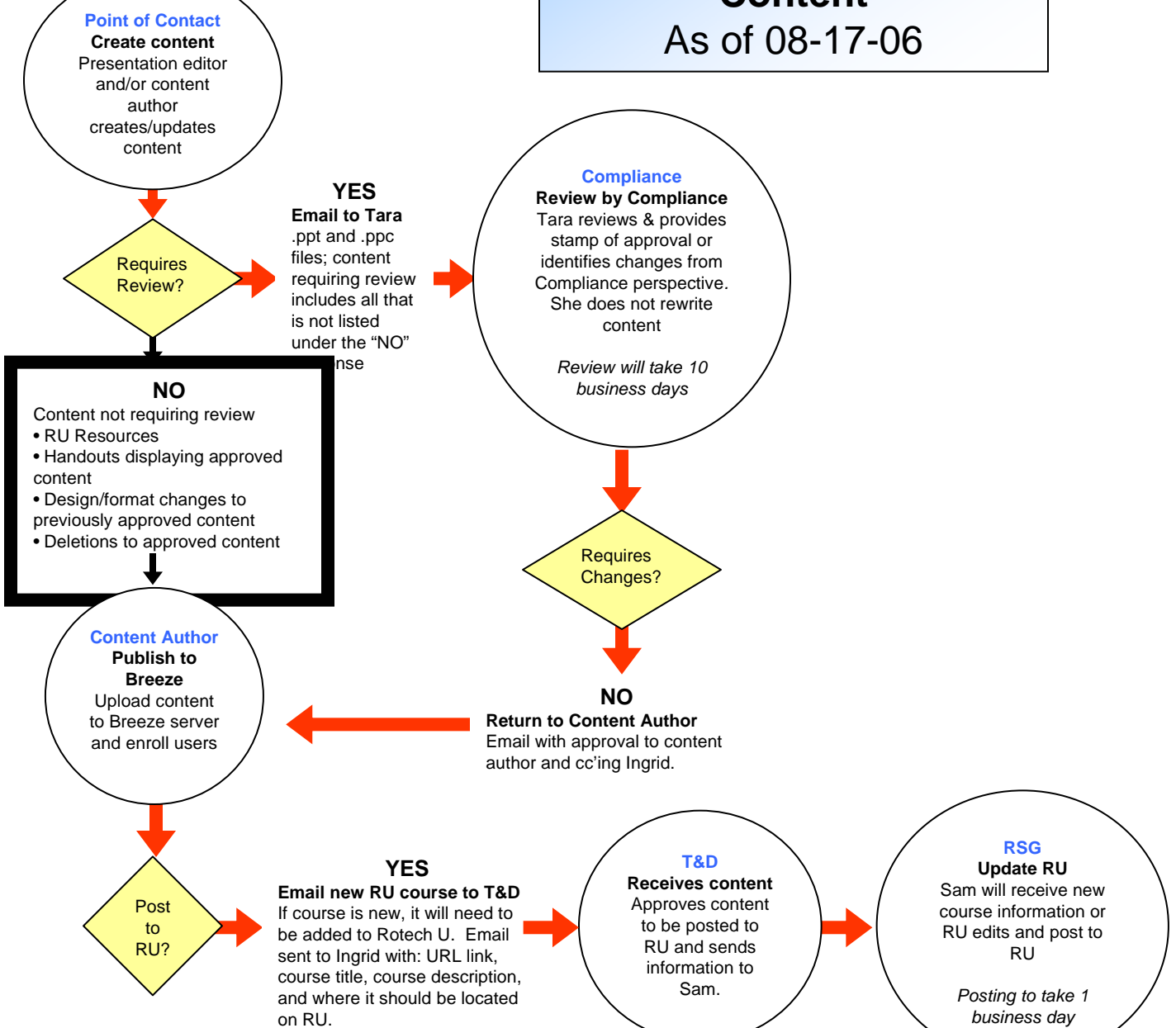
Other workflow options

- Requires review? **NO**
- Content NOT requiring Compliance review
 - RU Resources
 - Handouts displaying approved content
 - Design/format changes to previously approved content
 - Deletions to approved content



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Other workflow options

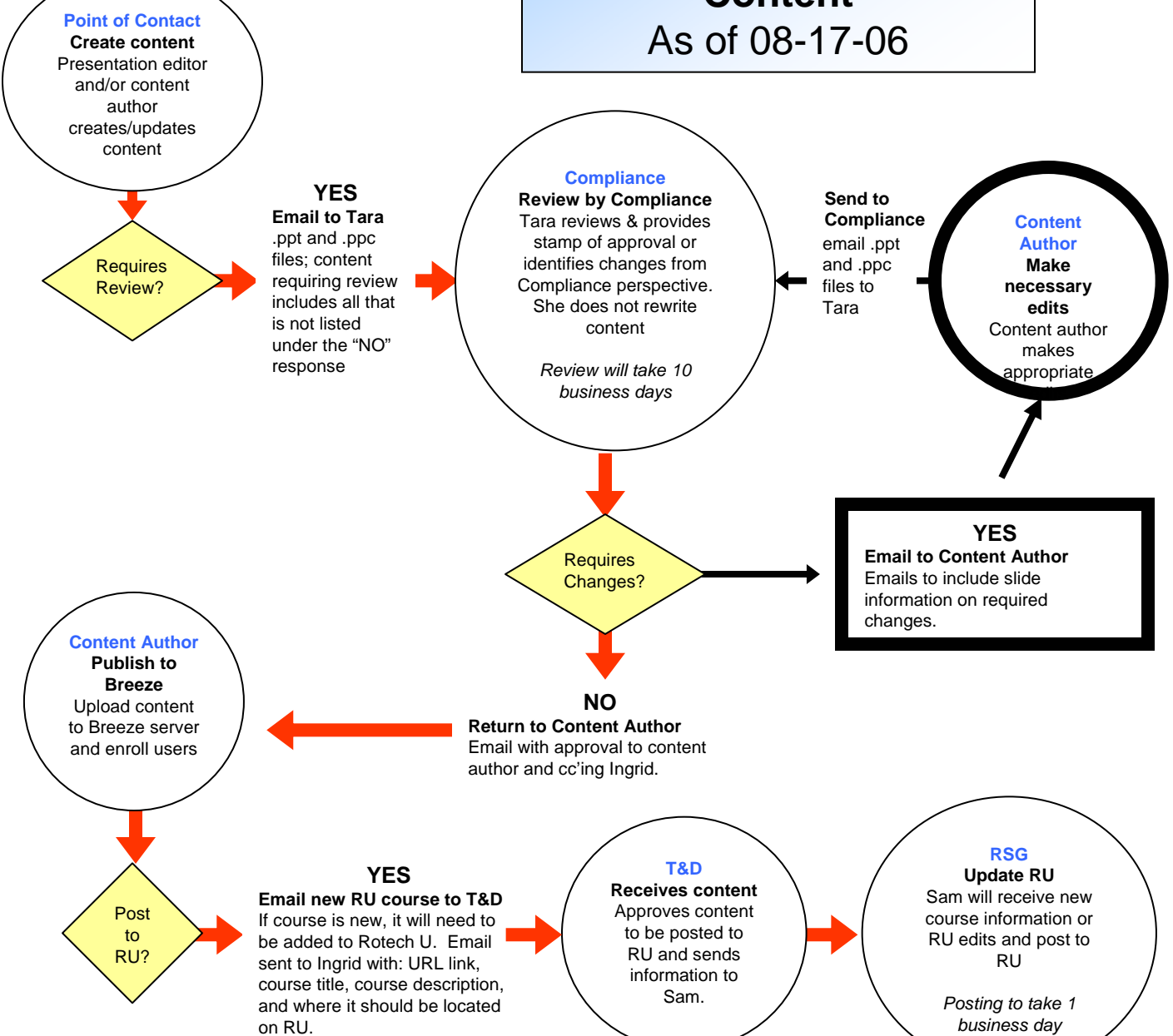
- Compliance Requires Changes?
YES

- 1. Compliance emails to Content Author.** Emails to include slide information on required changes.
- 2. Author makes necessary edits.**
- 3. Return content to Compliance.** email .ppt and .ppc files to Tara.



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Other workflow options

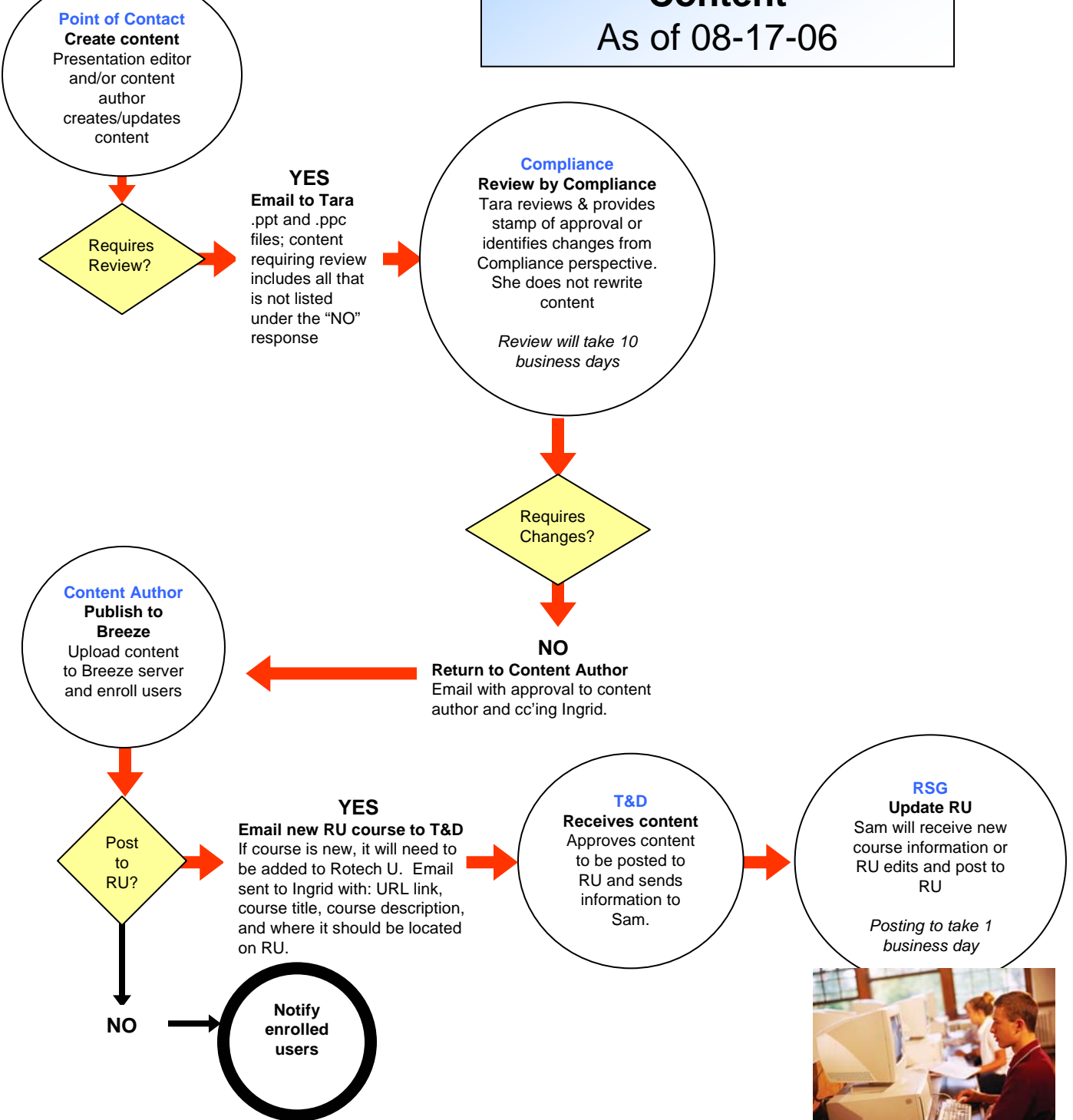
- Posted to RU? **NO**

**If not posting to Rotech U,
notify enrolled users via email.**



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Entire Workflow

- Any questions?



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