CMS Workflow and Role Descriptions

The CMS workflow is the "final check" for publishing content on the ACS website. You can use it for final content reviews, minor editorial changes, formatting in approved CMS templates and assigning metadata.

Role Descriptions

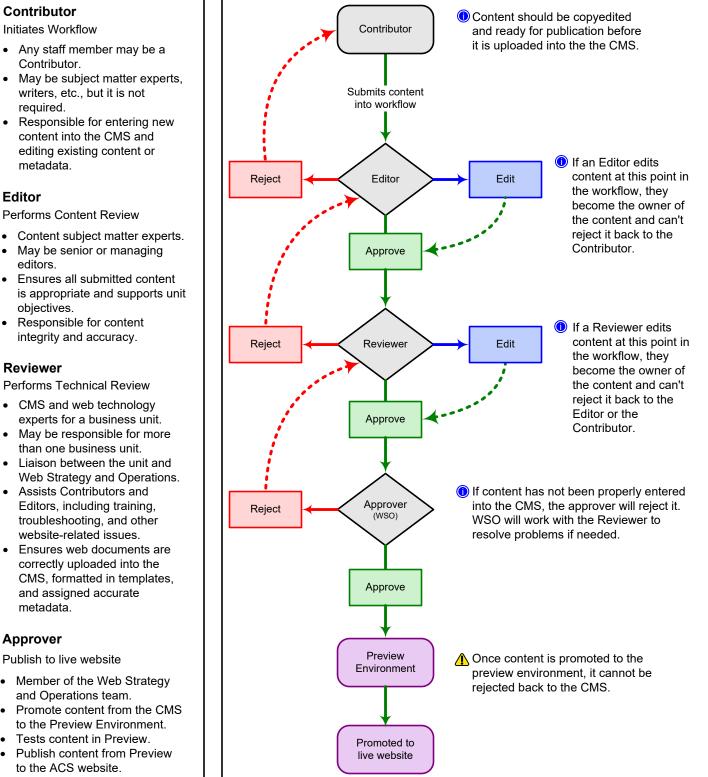
Contributor

Initiates Workflow

Contributor.

required.

CMS Workflow



Responsible for entering new content into the CMS and editing existing content or metadata.

Editor

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Performs Content Review

- Content subject matter experts.
- May be senior or managing editors.
- Ensures all submitted content is appropriate and supports unit objectives.
- Responsible for content • integrity and accuracy.

Reviewer

Performs Technical Review

- CMS and web technology experts for a business unit.
- May be responsible for more • than one business unit.
- Liaison between the unit and Web Strategy and Operations.
- Assists Contributors and • Editors, including training, troubleshooting, and other website-related issues.
- Ensures web documents are • correctly uploaded into the CMS, formatted in templates, and assigned accurate metadata.

Approver

Publish to live website

- Member of the Web Strategy • and Operations team.
- Promote content from the CMS to the Preview Environment.
- Tests content in Preview.
- Publish content from Preview to the ACS website.