

Using Workflow Groups in FatWire 6.3

All assets that need to be reviewed and published should be put added to your workflow group. That includes images, documents, content blocks, "Level" pages, etc.

Start by going to the "Inspect" screen for each asset.

Then select "Status" from the dropdown menu.

The in the "Workflow Commands" dropdown menu, choose "Add to workflow group." (**Note:** If you choose "Add to Workflow," instead of "Add to Workflow Group," then the asset will be assigned to every author who has access to your site. Try to avoid this, as it causes others in the author role to question why you have assigned an asset to them, when they may have absolutely nothing to do with the Web pages for your department, unit, etc.)

Next select the radio button corresponding with your workflow group.

You should receive a confirmation message upon the page refreshing that says the asset has been assigned to you, by you. The asset is now assigned to you as "Author."

Next go into the workflow command dropdown menu and choose "Finish My Assignment." Click on the "Finish My Assignment" button near the bottom of that page.

That should cause the page to refresh, the workflow history to refresh, and the asset will then be assigned to you as "Editor." If you are not the "Editor," then it will be assigned to the "Editor," and you are finished with your workflow tasks at this point.

If you are serving in the role of "Editor," now you will essentially repeat the process. The only difference in the "Editor" role is that you will be presented with two radio button choices after you select "Finish My Assignment" in the workflow commands dropdown menu. One radio button choice is "Send for Approval," and the other radio button choice is "Reject for Error." If everything is fine, then you should choose the "Send for Approval" radio button and type any message you want me to read in the "Action to Take" field.

With the appropriate radio button selected, and any note you want me to read entered in the "Action to Take" field, next click on the "Finish My Assignment" button at the bottom of that page.

Your workflow tasks are now completed, and I will take care of the rest. The asset will be assigned to me (and Thurston), and I will know that I should review

it and copyedit as needed, publish to the staging environment, review again, publish to the live Web site, etc.