
PLONE CONTENT WORKFLOW

STUDENT AND/OR INVESTIGATOR

- ✘ A **Student** or **Investigator** adds content
- ✘ When first added the content will be "**Private**"

You are here: Home → Field Activities → Events → Test Event

View Edit Sharing History Actions State: Private

Info Changes saved.

Test Event

by [Christy Taylor](#) — last modified May 13, 2008 10:18 AM
— filed under: [Field Activity](#)

This is an event to show how the work flow functions.

What	Field Activity
When	May 13, 2008 from 10:20 am to 10:20 am
Add event to calendar	vCal iCal

- ✘ Once the user is happy with the content they will "**Promote to Draft**"



- Will not show up on the live site to non-registered viewers
- ✘ Once the user is happy with the content again they will **“Submit for publication”**

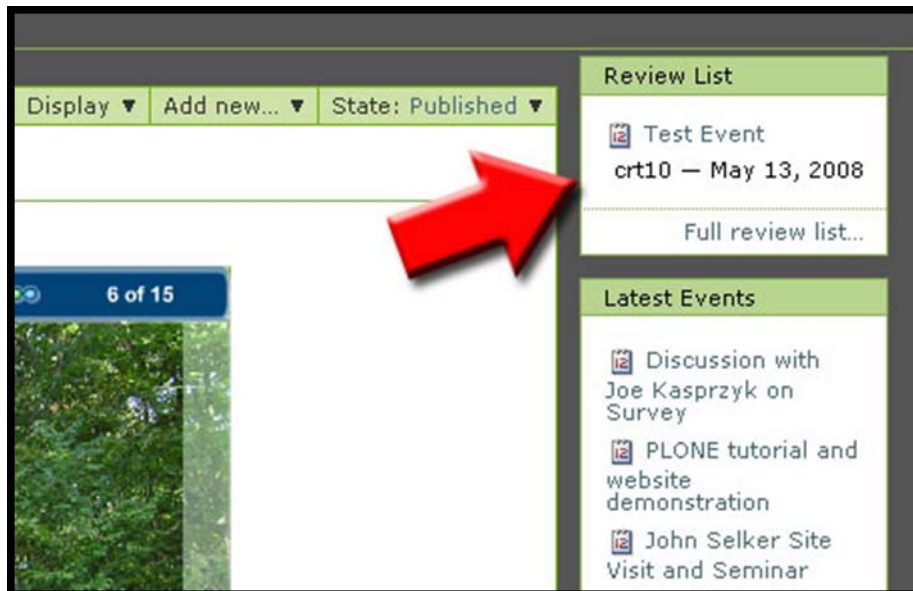


- The user can also **“Make private”**
- ✘ The content will now show up as **“Pending review”**

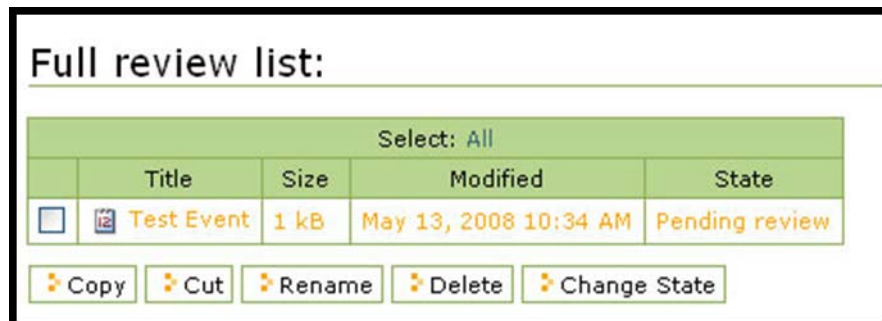


ADMINISTRATOR

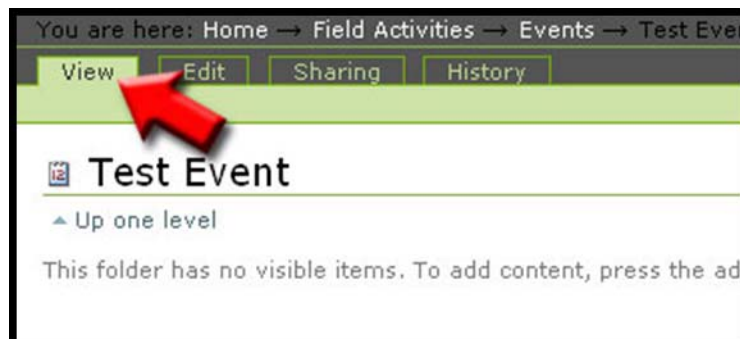
- ✘ On the main page you will see a “**Review List**” of items waiting to be published



- If nothing is up for review then there will be no box
- ✘ Click “**Full review list...**” for the complete list of items



- ✘ Click on each item to “**Review**” the content
 - If the content doesn't show correctly click on “**View**” and the page should show up



- ✘ Review content and decide if content is ready to be published
- ✘ Choose a “**State**” for the content
 - **Make private** – sets content as **Private** again
 - **Publish** – sets content as viewable for anyone viewing the site
 - **Send back** or **Retract** – sets content as “**Public draft**”



- ✘ Once content is marked as Reviewed it will no longer show up in the “**Review List**”