Deconstructing and rebuilding workflows for Ankeny-

Current structure-

2 WF States- contributor Approval and Publish

Changed Contributor Approval to (requires approval by publisher)

32 different WFs-

Inconsistencies within WF names-

1. Contributor approval?
2. Why are there WF and content group for “our city” and “residents”? do these need to exist?
3. Contributor approval could be used as a common 2 step WF for all componenets and users

Every new page template requires a side navigation menu to be placed under the page title which automatically is hidden from display in desktop and converts to a jump to menu in the mobile view

I built 2 new Workflows: Brians 1 step and 2 step-

I built 1 new Content Group: Brians example content group- used two wfs- only docs and images do not require approval before publishing

Multiple content roles that may be an efficient way of allowing people access to stuff-

1. Only edit
2. 2 everything but delete
3. Everything

NO security roles atm

CMS User-

1Basic: wf= Brians 2 step only added to step 1 can be a part of any CR- given: #1 can only edit

2Basic: wf= Brians 2 step only added to step 1 can be a part of any CR- given: #2 CR 2

BrianSuperUser- super user notification for the brian content group

If you want a user to be part of a content group you must:

1. Build the user and apply them to the correct WF State-
2. Assign to the correct CR

How does a Content Group have access to Components and Content?

1. A content group is built
2. A WF and or approval cycle is built that matches the need of the client
   1. 1 step= no approval cycle and people can publish
   2. 2 step= 1 person edits and another publishes
3. How is a WF/ Approval Cycle built? -
   1. WF states are enumerated/named in WF States
   2. WF is named and given a set structure in the WF using the states that were recently created
   3. Then these WF need to be applied to the Component for each content group
   4. “Assign WF to Content Group” drag and drop/reassign in bulk
4. Create Content Roles and then assign the content roles to the corresponding content group
   1. You can create multiple content roles that will work for a single content group
   2. You can assign to role to a user after it is assigned to the CG as long as they are a part of that CG.