Publishing content in Cascade

1. When you have completed making your updates in a WYSIWYG or other content type and are ready to publish them to the live site, begin by clicking the "Preview Draft" button in the top right corner of the content window.
2. Carefully examine your updates to make certain they render correctly. If they do not or if you have more updates you need to make, click the "Edit" button in the top right command area to reopen your draft.
3. If your updates are complete, click the "Submit" button in the top, right-center of the screen.
4. When the Comment field appears, be careful to leave a detailed description of your updates and click the "Check Content & Submit".
5. The next screen will show you the results of the spell check, broken links and accessibility checks. Scroll through them using the arrow keys in the top right corner to see if there are any correctible errors.
6. When you are satisfied that your spelling, links and accessibility are good, click the check mark in the top right to advance to the "Start Workflow" screen.
7. If you have left good version comments in the screen from step 4, copy and paste them into the "Comments for reviewer" field. If you didn't, please type a detailed description of your updates in the "Comments for reviewer" field now. These comments will aid the administrator assigned to evaluate your updates to do so with greater speed and efficiency.
8. When you have your comments set, click the "Start Workflow" button in the top right corner to begin the actual workflow.

9. Your workflow will now enter the administrator queue for evaluation.

10.   At this stage of the process, a member of the web team will evaluate your updates based on the information you provided in the "Comments for reviewer" field from step 7. They will also have a look at the status of the page in its entirety to ensure everything is up to standard. If everything is as it should be, your reviewer will approve and publish the page, taking your updates live. If something is amiss, the reviewer has the option to either edit the page themselves or reach out to you for clarification or to request changes. Whichever occurs, you will receive an email in your UIW outlook account notifying you of any status updates to your workflow. The progress of your workflow can also be tracked on the Cascade home screen via the notifications bubble near the date of your welcome widget or under the "Workflows" tab of the "My Content" widget.