UNIVERSITY OF ALBERTA

Faculty of ALES Sitecore Workflow Process

1. Save your work
2. Click on the review tab in the ribbon
3. Submit for approval
4. Workflow is checked multiple times daily by the web team
5. If it is an emergency publish please alert the web team via the [web request form](#) (high request) and we will review the work as soon as possible
6. You will receive an email when your work has been approved

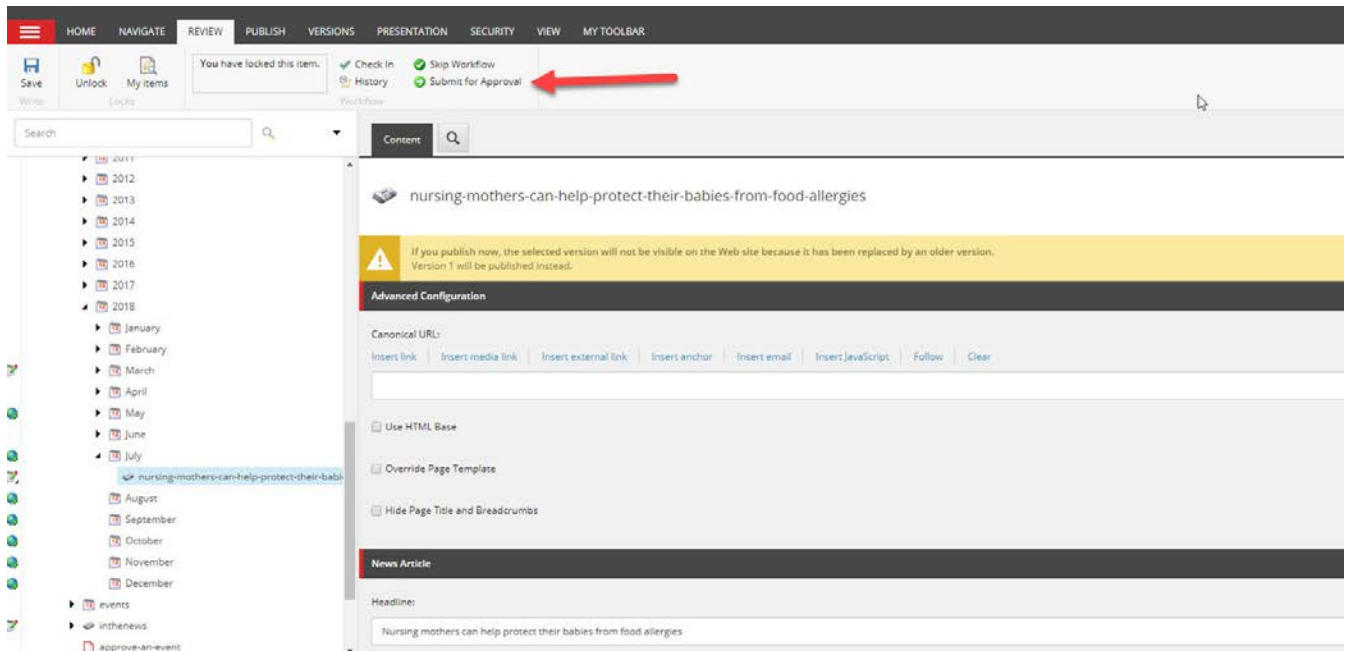Workflow will not be checked on weekends or after hours.

Web team hours:

Monday – Friday

8:00 am – 4:00 pm May - August

8:30 am - 4:30 pm September - April

Workflow creates a version of your web page which allows the web team to easily roll back should there be an issue. It also allows the web team the opportunity to check for any HTML issues.

Rejected Items

From time to time, you may receive an email stating that your work has been rejected. There will be a comment with instructions on how to fix the issue and a follow up email sent to you with detailed instructions.