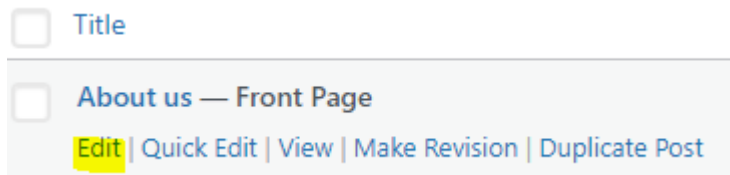


Workflow Author Process

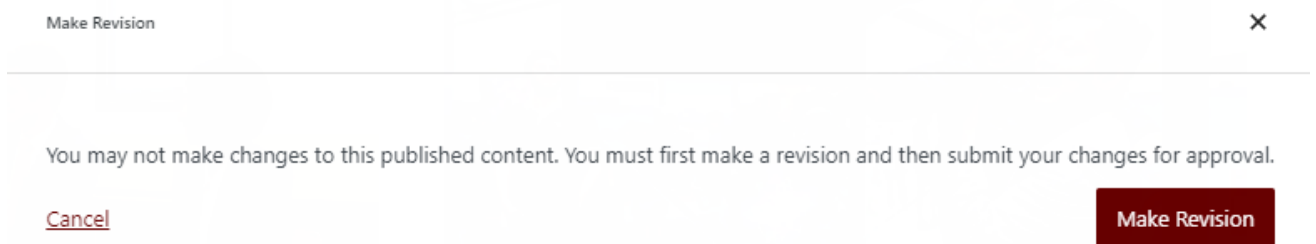
WordPress Authors

As a WordPress Author, you have the ability to make changes to WordPress and submit these changes to workflow for review/approval by a WordPress Editor.

Once logged into WordPress, navigate to the Dashboard and select the page you wish to edit.

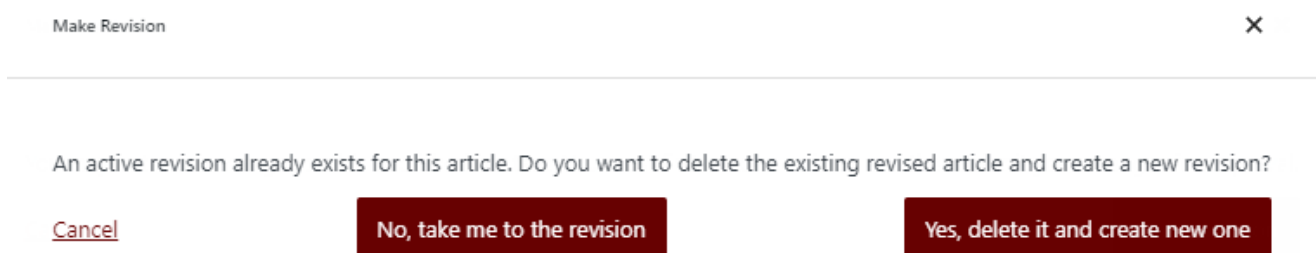


A pop-up will specify if you wish to make a revision to the page which will then be submitted for review and subsequent approval/publish through the workflow. Click onto 'Make Revision' and the new web page will load.



Make your required changes to the web page. Refer to the [Mimas training material](#) for instructions.

If a revision or workflow copy has already been created, the below popup will appear:



Once complete, fill out the Submit to Workflow information for the WordPress Editors to review and approve including information on whether the change is a low/medium/high priority and any comments outlining the changes made to the page. Submitted workflows take approximately 2-3 workdays to be approved.

Submit to Workflow ^

Select Workflow:

Workflow v

Step: ?

Submit for review v

Priority: ?

Normal v

Publish Date: Immediately

Comments: ?

Submit to Workflow
