**GPO REDESIGN PROTOTYPE DRAFT DEMO STORY**

**New Event Description:**

**508 Compliance Using Adobe Acrobat & MS Word for Federal Publishers**

Learn the federal guidelines for Section 508 compliant documents in this basic foundation course for accessible documents. This class is designed for anyone involved in creating government documents, including: designers, desktop publishers, production managers, managing editors, authors, website developers, visual information specialists, and accessibility specialists.

**Background**:

Pat Smith has worked at GPO since 1975. For over 20 years, Pat first worked in plant operations as a proofreader and bookbinder, responsible for printing for Congress and many government agencies. In the early 1990’s, as the printing industry and GPO expanded to provide digital publishing services, Pat’s role transitioned to a Printing Services Specialist, a key member of a Publishing Services Team, responsible for quality assurance and program coordination. In the last five years, Pat has transitioned to a Regional Training Administrator position, primarily focused on training courses and events related to learning federal guidelines and compliancy for federal publishing and designing. The new responsibilities include creating, scheduling, and managing multiple events per year. Chris Pratt supports Pat Smith as Event Coordinator. Chris’ job responsibilities include creation of events and providing reports to Pat (registration count, etc.) in support of event management.

**Process Flow:**

1. As a Regional Training Coordinator, Pat is managing a recurring event called: 508 Compliance Using Adobe Acrobat & MS Word for Federal Publishers.
2. Pat provides the event details to the Event Coordinator, Chris Pratt.
3. Chris logs in to the GPO Dashboard.
4. In the GPO Dashboard, Chris has the option to do an array of activities including: view recent activity, search events, create new events, review event history logs, in addition to account settings and managing notifications.
5. Chris chooses to create a new event using the information provided by Pat.
6. Chris completes all required fields for the event (including date, time, location, instructor, etc.) and uploads any applicable files for the event.
7. Now Chris has the following options:
   1. Preview it as if the event is live on the GPO site.
      1. Previewing an event will allow the user to view the event like an end user would view it.
   2. Save and come back later.
      1. If Event Coordinator saved for later revisions, they can edit based off “recent activity” or “search” in the dashboard.
   3. Send for approval.
      1. The approver would receive a notification to review and approve (notifications based of preferences/ settings).
      2. If approved, the event goes live on the website.
      3. If not approved, the approver can request additional modifications to the event (all transactions are logged in event history).
      4. The Event Coordinator will receive a notification that additional changes are needed to the new event.
   4. They can share with colleagues.
      1. If the Event Coordinator shared with colleagues, the colleagues would receive a notification.
8. After completing any of the above options (a-d), Chris will return to the dashboard.