Best Practices:

- Use the correct folder layout in the Doc Team shared folder.
- Use the correct release note template.
- Include doc story Jira information when adding version details to your draft.
- Review all content with your PM, FRA, and dev team before finalising your draft.
- Confirm if any web service documentation is needed for the release note.
- Discuss if UI text or patch note doc is required for any bug fixes related to the epic.
- Confirm with your PM if a video is required for the feature. Note: Videos should only be created for features with difficult configuration steps that require visual aids in addition to documentation.
- Review Administrator Guide for helpful links and add them to the **Related Information** section.
- Select the **Suggesting** option before sending doc to reviewers so that their feedback is added as visible comments.
- Remove permissions after the draft has been approved.
- One voice your draft using the House Style Guide.
- Include example content to your release note where possible.
- Add taxonomy and metadata information to your draft in the ABC tool.
- Clean Your Room:
  - Move all publication drafts to your **Archive** folder.
  - Move any in-progress drafts to the next publication folder.