**Revisioning Tutorial for Adminstrative Technologies**

The Administrative technologies site is going through some site changes. One that is being implemented right now is the ability to add content through a process called revisioning. Why are we doing revisioning? Well this allows new content or changes to existing content in a safe and efficient manner. This keeps the site from unintentional mistakes. Use the follow the steps to use revisioning.

Administrators and content approvers:

When content has been created by the Content Manager, You will be notified by email about a revision that needs to be published. When you log in to your account, find the article that was sent to your email.

**Alternative method for finding content that needs to be published**:

Go to the “find content” tab in the administration bar. Here you will see a list of the entire content of the site. If you see a page that has “new” next to it and is “not published” this page needs to be approved. If the existing content has been modified it will say just “new”.

What you will want to do is click on the topic. After the topic has loaded onto the screen, look for the revisions tab. On the revisions tab, check for status “in draft/pending publication”. You will then want to click on the word publish which will take you to another page. Click “publish” again and this will confirm the content is approved and published on the site.

If there is more than one revision, review the revisions by clicking on the date. Find the one that’s acceptable, go to the revisions tab then publish. Keep in mind If you decide to unpublish a revision, the content old and new will be hidden to all users.

Content Managers

Create content as you normally would using the “add content” feature or “find content”-> “edit” -> save new changes. When you are done you will be taken to a page alerting you validation is required by admins and has been sent for approval. Once the content has been approved, you will be notified by email and your changes will be published on the site.