CMS Workflow and Role Descriptions

The CMS workflow is the "final check" for publishing content on the ACS website. You can use it for final content reviews, minor editorial changes, formatting in approved CMS templates and assigning metadata.

Role Descriptions

Contributor
Initiates Workflow

- Any staff member may be a Contributor.
- May be subject matter experts, writers, etc., but it is not required.
- Responsible for entering new content into the CMS and editing existing content or metadata.

Editor
Performs Content Review

- Content subject matter experts.
- May be senior or managing editors.
- Ensures all submitted content is appropriate and supports unit objectives.
- Responsible for content integrity and accuracy.

Reviewer
Performs Technical Review

- CMS and web technology experts for a business unit.
- May be responsible for more than one business unit.
- Liaison between the unit and Web Strategy and Operations.
- Assists Contributors and Editors, including training, troubleshooting, and other website-related issues.
- Ensures web documents are correctly uploaded into the CMS, formatted in templates, and assigned accurate metadata.

Approver
Publish to live website

- Member of the Web Strategy and Operations team.
- Promote content from the CMS to the Preview Environment.
- Tests content in Preview.
- Publish content from Preview to the ACS website.

CMS Workflow

Content should be copyedited and ready for publication before it is uploaded into the the CMS.

If an Editor edits content at this point in the workflow, they become the owner of the content and can't reject it back to the Contributor.

If a Reviewer edits content at this point in the workflow, they become the owner of the content and can't reject it back to the Editor or the Contributor.

If content has not been properly entered into the CMS, the approver will reject it. WSO will work with the Reviewer to resolve problems if needed.

Once content is promoted to the preview environment, it cannot be rejected back to the CMS.