**Workflow**

1. Someone on the Anthology FINN Partner team creates the posts (copy, images, videos formatted for different platforms)
2. They have another Anthology person review the posts before sending to client.
3. The Anthology person will either approves and sends to client for review. Or they suggest changes and send back to the creator.
4. The creator (if there were changes) makes the changes and sends back to the reviewer.
5. Once approved by the reviewer and sent to the client – the client has three options:
   1. Email others on their team for comment (e.g., a SME or their boss)
   2. Request changes and send back to the Anthology team
   3. Approve and send back to the Anthology team
6. If changes are requested, the Anthology team makes the changes and sends back to client for review.
7. This continues until client approves.

**Wants**

1. The client wants to see all the posts calendarized so they can see what’s go before and what will be coming. From this calendarized presentation of the posts, they can click on the different posts to drill down into the details of each post: What ran (or is scheduled to run), all comments/edits, who approved and when.
2. Clear, easy way to upload a post to the database, to assign it to the proper person, for that person to see the post-comment on the post, move it from review to edit to review to approved.
3. They want to see how we’re doing based on our strategy goals (e.g., actual number of posts per week vs. what we planned, % of posting category over time posted vs. what we planned)
4. The ability for any user (Anthology team or client team) to upload images, videos, document, etc. for use in posts
5. The ability for any user to track their assigned and finished tasks
6. A search function to be able to find a given post anywhere in the system

**Phase 2**

1. Connect directly to social platforms to post from the app