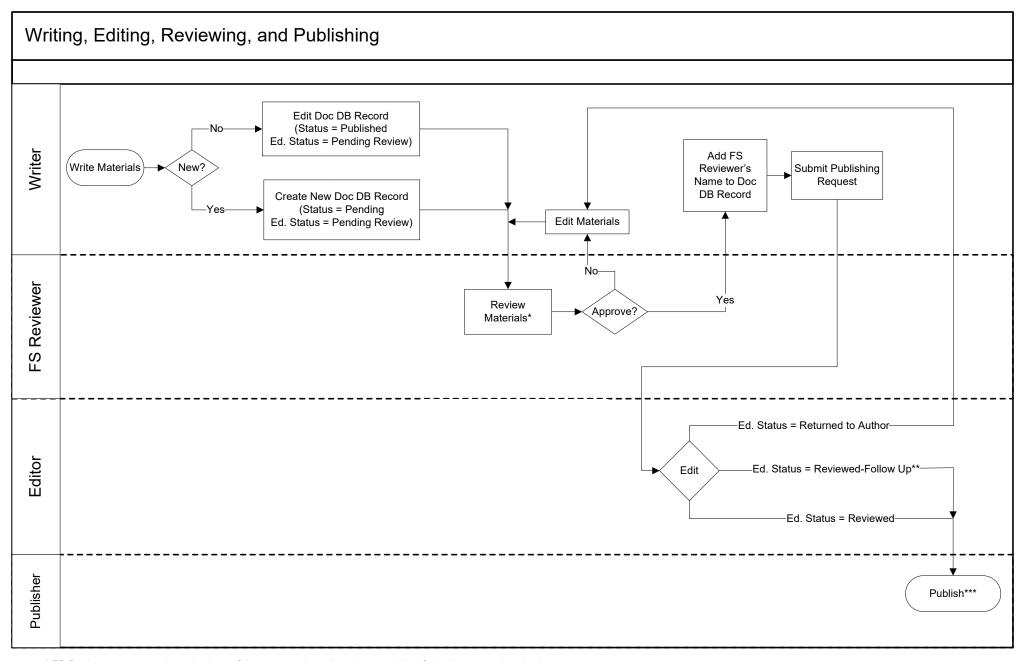
## Managing CIDocs and Doc Tasks in BASE Staff BAS verifies documentation need has been Assign CR to Doc Assign CIDOC to Reassign to satisfied (or not needed). If approved, closes BASE Team CM for LOE\* Resolve issue Doc Team CM\*\* correct CM task and CIDoc. Change Manager (Doc Team Lead) Click Reassign Click Can't Meet Click Need ARD No Change No **PRV** or Priority Changes Manager Solicit input from writer and update CR with LOE\* Assign Click ARD Is CM PRV/Priority Documentation Yes-▶ Reassign Accurate? Acceptable? Complete? Task(s) to Writer(s) Click Request Click Return to CM No-Approval Writer Assigned to Documentation Click Request Document the Yes-Correct Writer? issue\*\*\* Necessary? Approval

<sup>\*</sup> This step is only for Documentation-only CIDocs.

<sup>\*\*</sup> Process starts here for most CIDocs.

<sup>\*\*\*</sup> See the separate flowchart titled Writing, Editing, Reviewing, and Publishing for details about the documentation process.



<sup>\*</sup> FS Reviewer steps are the only piece of the process that takes place outside of the documentation database.

<sup>\*\*</sup> Doc DB records with an Editor Status of Reviewed-Follow Up will be published and then sent to the writer for further edits to be completed at a later time.

<sup>\*\*\*</sup> On the Site Administration form's Publish tab, locate the Doc DB record and click Publish or Reject. (Only items with a FS reviewer and an Editor Status of Reviewed or Reviewed-Follow Up appear in the list.) For some documents, the person acting as the Publisher also will need to manually move the user support materials to the production server, outside the Site Administration forms..