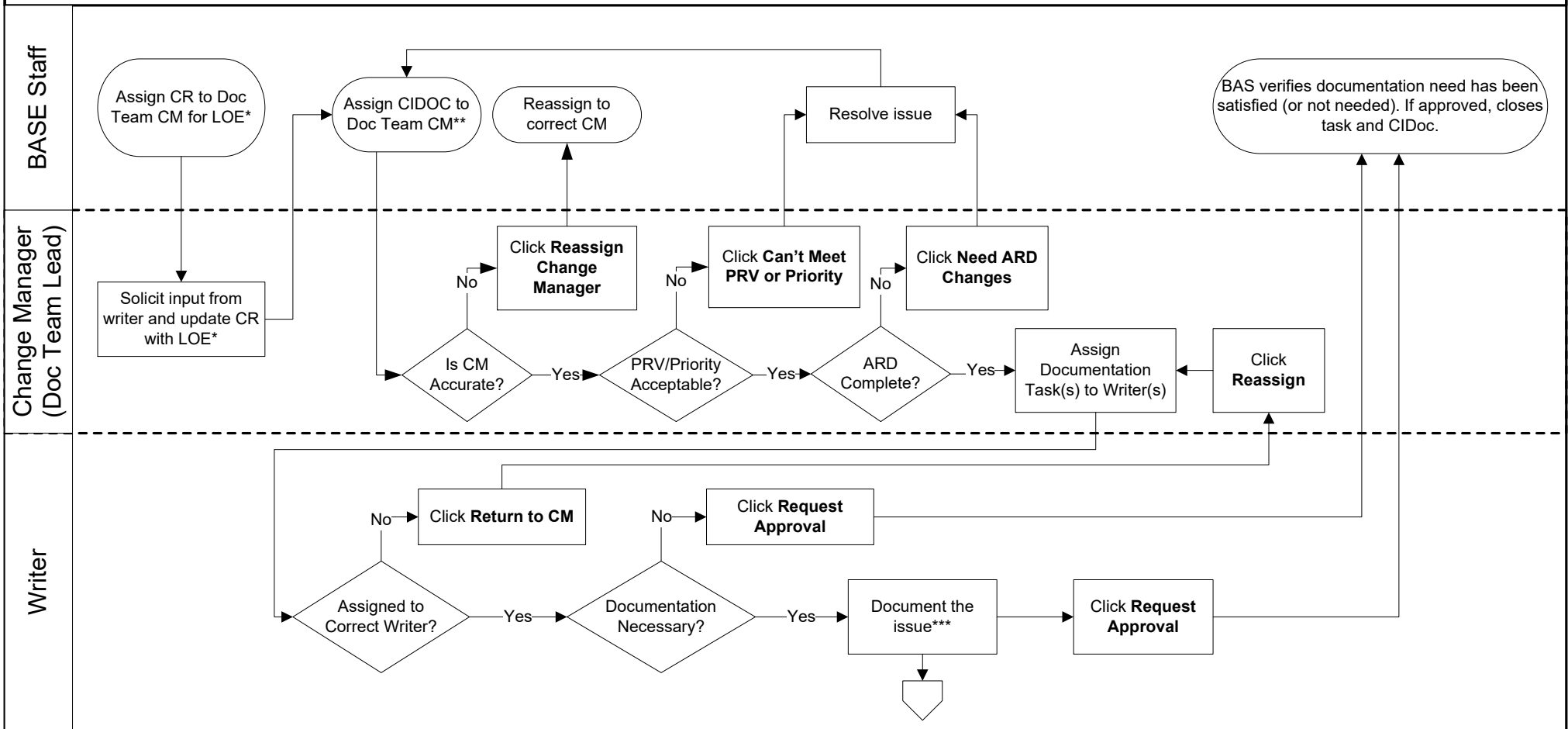


Managing CIDocs and Doc Tasks in BASE

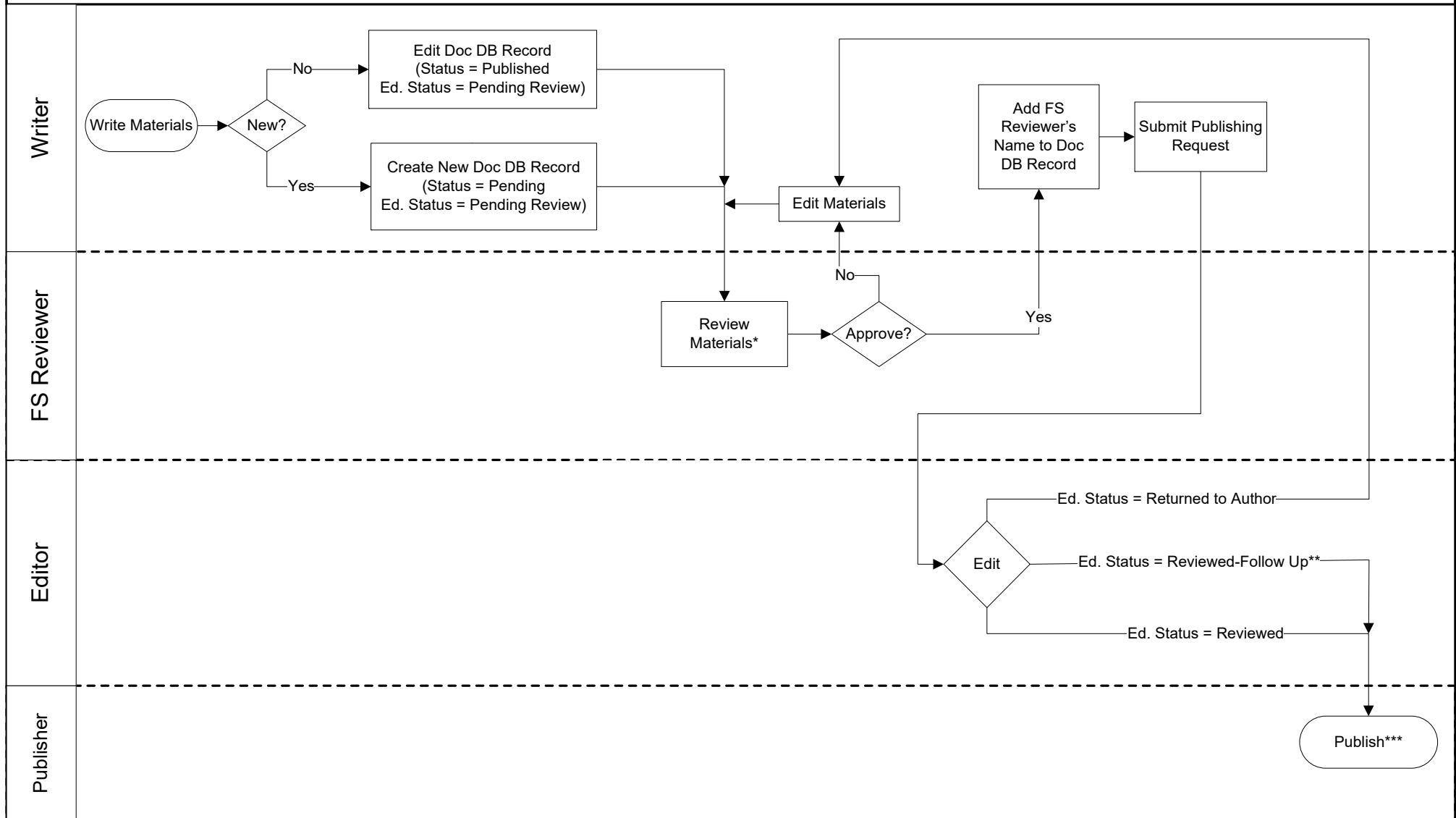


* This step is only for Documentation-only CIDocs.

** Process starts here for most CIDocs.

*** See the separate flowchart titled **Writing, Editing, Reviewing, and Publishing** for details about the documentation process.

Writing, Editing, Reviewing, and Publishing



* FS Reviewer steps are the only piece of the process that takes place outside of the documentation database.

** 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.

*** 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..