

School of Management Website Publishing Policy

This document outlines the process of publishing or unpublishing webpages, shared content and digital assets in UBCMS for those in the School of Management that are UBCMS authors.

Each school department has at least one person designated as an UBCMS author who has access to update their department's webpages. Anyone who doesn't know who their department UBCMS author is should contact mgt-webcomm@buffalo.edu.

Faculty who need changes made to their faculty biography or need to upload a new or updated CV should send their request for changes to mgt-factulyasst@buffalo.edu. New faculty will be contacted by the school's communications department to set up a bio page on their department's website.

Creating New Websites or Major Revisions to Existing Websites

Creating a new section of a department website or completely changing the format of an existing section requires a proposal submission to the Digital Communications Committee (DCC). The proposal should provide a brief overview of the project request and a desired timeline for implementation. The DCC will review the proposal at the committee's weekly meeting. Once reviewed, the person or department submitting the proposal may be invited to attend a future DCC meeting to review the project.

Publishing New Web Pages or Shared Content

UBCMS allows school authors to create new pages and edit pages in areas of the website where they have permissions. The MGT Activation workflow handles the publishing process as follows:

New pages or shared content

1. A UBCMS author submits a new page or piece of shared content via the MGT Activation workflow to go through a content and format review by members of the DCC. If the members of the DCC have questions about content or format submitted by authors, they will contact authors regarding proposed changes. Any page that does not adhere to the standards of the DCC, including University at Buffalo and SUNY Web accessibility policies and University at Buffalo branding guidelines, will not be published until the issues are addressed.

Note: this is for one or two new pages or pieces of shared content. For multiple new sections or pages, authors should Email mgt-webcomm@buffalo.edu and outline the scope of the project.

2. Once needed edits are made, authors should notify the DCC member who contacted them about the changes to inform them that the changes were made.
3. When the edits are verified and the page is approved, the page will be published and the requester will automatically be notified by the UBCMS workflow process.

NOTE: Please allow five to seven business days for each round of changes.

Already published pages or shared content

Updates to already published pages will automatically be made live by the MGT Activation workflow process. However, if there are substantial changes made to live page content, authors should contact the communications office to review the changes before the live page is submitted to the MGT Activation workflow process in UBCMS.

NOTE: Please allow five to seven business days for review of changes to live pages.

Publishing New Digital Assets (images/documents)

Authors can add images and documents to the Assets area as needed.

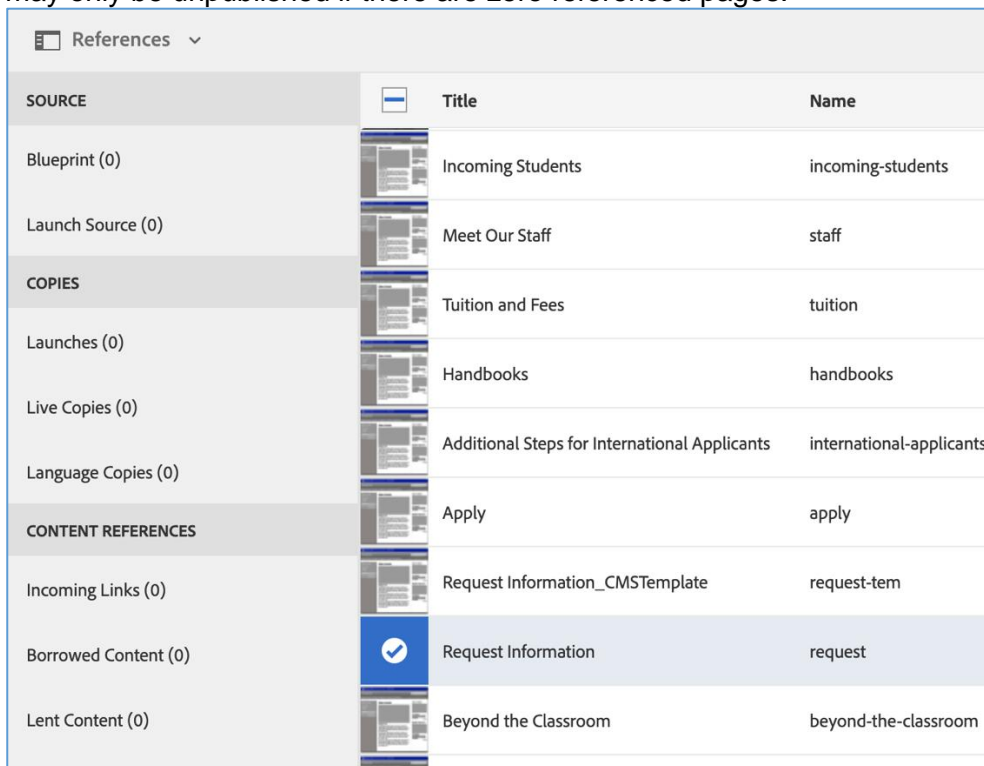
To upload an asset, go to the [Digital Assets area](#) and add the asset to the appropriate directory. [Documentation on adding and managing Assets in UBCMS is available](#). Each asset that is added must be put through the MGT Activation workflow to be published. All documents (PDFs, Word documents, etc.) should adhere to UB policies for [Web accessibility for documents](#).

Authors should add files to the Assets area and then insert them into pages or shared content only after the assets have been published.

Unpublishing Webpages

UBCMS will not allow school authors to automatically unpublish or delete pages. A page should be **unpublished** when you plan to use it again. A page should be **deleted** when it is no longer needed. To request a page to be unpublished:

1. Submit your page to the MGT Deactivation workflow. You will receive an email asking you to check links/references of the page using the References option [via the Side Panel](#). A page may only be unpublished if there are zero referenced pages.



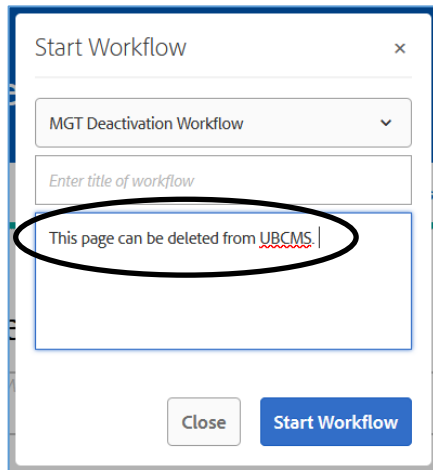
SOURCE	Title	Name
Blueprint (0)	Incoming Students	incoming-students
Launch Source (0)	Meet Our Staff	staff
COPIES	Tuition and Fees	tuition
Launches (0)	Handbooks	handbooks
Live Copies (0)	Additional Steps for International Applicants	international-applicants
Language Copies (0)	Apply	apply
CONTENT REFERENCES	Request Information_CMSTemplate	request-tem
Incoming Links (0)	Request Information	request
Borrowed Content (0)	Beyond the Classroom	beyond-the-classroom
Lent Content (0)		

You will also be asked to check your monthly Google Analytics reports to make sure you're not unpublishing a high traffic page.

2. Once authors have verified that there aren't any references or links to the page, authors will send the page into the next step of the workflow process by following the instructions in the automated Email they receive when starting the MGT Deactivation workflow. This process is also outlined in the workflow document that authors are given during training.

NOTE: Please allow three to five business days for unpublishing.

3. Once the page is unpublished, the requester will be automatically notified by the workflow system. If the page can be deleted from UBCMS, the author should include those instructions in the Comments field when submitting the page into the MGT Deactivation workflow or contact the DCC to request that the page be deleted.



Start Workflow

MGT Deactivation Workflow

Enter title of workflow

This page can be deleted from UBCMS.

Close Start Workflow

Unpublishing Assets (images/documents)

Assets are automatically unpublished once they are submitted to the MGT Deactivation workflow. Before submitting them to that workflow, authors should check references to those documents as highlighted above under step 1 of Unpublishing Webpages. If the asset can be deleted from UBCMS, the author should contact the DCC to request that the asset be deleted.

Questions?

Direct all questions about this policy to the DCC at mgt-webcomm@buffalo.edu.