School of Management Website Publish/Unpublish Requests

The ability/permission to publish and unpublish or delete Web pages is limited to members of the Digital Communications Committee (DCC) per the original project charter.

The following outlines the procedures to request a page to be published or unpublished as well as create a new website section or completely change the format of an existing section.

Creating a new section or completely changing the format of an existing section requires a proposal submission to the DCC (mgt-webcomm@buffalo.edu). The proposal should provide a brief overview of the project request and a desired timeline for implementation. The proposal will be reviewed by the DCC at the committee's weekly meeting. Once reviewed, the person or department submitting the proposal will be invited to attend a future DCC meeting to review the project and answer questions.

Publishing New Web Pages
The QCMS software allows selected users to create new pages, but not to publish pages. This option is grayed out on the form for those users. To request a page to be published:

1. Send an email to the DCC (mgt-webcomm@buffalo.edu). Include the name of the page to be published and the path to the page (ex. programs/undergrad/enter). Indicate whether the page should be included in the site navigation (left menu) and/or site search.

2. The new Web page will be reviewed for format, content, visual identity and style guide conformity. You will be contacted regarding any needed edits. Any page that does not adhere to the standards of the DCC will not be published until the issues are addressed.

3. Once you make any needed edits, notify the DCC again.

4. When the edits are made and the page is approved, the page will be published and the requester will be notified.

    NOTE: Please allow three business days for each round of changes.

Unpublishing/Deleting Web Pages
The QCMS software will not allow selected users to unpublish or delete pages. This option is grayed out on the form for these users. A page should be **unpublished** when you plan to use it again.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 To request a page to be unpublished/deleted:

1. Use the search box located at the top of every school Web page to see if other Web pages on the School of Management website have links to the Web page you are requesting to be unpublished/deleted. If other departments have links to the page, contact them to determine how removing your page will impact those sites. Once the content issues are resolved, you can make the request.

2. Send an email to the DCC (mgt-webcomm@buffalo.edu). Include the name of the page, the path to the page (ex. programs/undergrad/enter), and **whether you want it unpublished deleted.** Confirm in your email that you have searched the site for use of your page. Outline how the deletion of your page will be resolved with others and copy them in your message.

    NOTE: Please allow three business days for unpublishing.

3. Once the page is unpublished, the requester will be notified.