

# Construction Expertise Exchange:

Process for submitting, reviewing and approving content.

SCRIPT	SHOWING
<p>Thank you for participating in the Construction Expertise Exchange. In this video we'll go over the process for submitting, reviewing, and approving content. This video is for Admins, Moderators, and Content Providers so that they can become familiar with the processes. You can follow along with the CEE Content Submission Workflow found on the <a href="#">CEE site</a>.</p>	<p>CEE Site - where to find submission workflow</p>
<p>CONTENT SUBMISSION</p>	
<p>The process begins with a Content Contributor. Content should be submitted through the <a href="#">Submission Form</a> if you are submitting 1-5 files. You can find the submission form on the CEE site. If you're submitting more than 5 files of content at any one time, you may email the content directly to the Admins.</p>	<p>Submission Workflow - first 2 boxes</p>
<p>Once content is submitted the CEE Admin will be notified and they will rename each file to match our naming convention.</p>	<p>Submission Workflow -</p>
<p>Next, the CEE Admin will create a Submittal in Procore for each file of content. Let's quickly go over how to create a submittal for content in Procore.</p> <p>Login to the <a href="#">Associated Schools of Construction account in Procore</a>. Select the project named Construction Expertise Exchange. Click on the toolbox and click on Submittals under the Project Management area. In the top right-hand area of your screen click 'Create Submittal'</p> <p>Next you'll need to fill out the General Information for the content. The Title should match the file name, following the naming convention. Select the 'Submittal Package' that correlates to the Subject Topic where the content will live. In the Received From area select the content contributor's</p>	<p>Creating a Submittal in Procore</p>

<p>name. Select the Received Date. Select CEE Admin as the Submittal Manager. In the Description field add as much information as possible, including the content description, creative commons information, and any other pertinent information. Next, attach the piece of content. In the Submittal Workflow area select the name of the submitter and select submitter as their role. Click 'add step' and select the topic moderator's name and their role as approver. Click create and send emails. You've now completed creating the submittal and the review process has been started by the topic moderator receiving an email of the submittal.</p> <p>Next the Admin will send an email confirming the receipt of the content contribution to the content contributor.</p>	
<p>CONTENT REVIEW</p>	
<p>The Topic Moderator will receive an email from Procore indicating that they have a Submittal to review. The Topic Moderator will then log in to Procore, review the content, and then make a decision.</p>	
<p>If the content is better suited for a different Subject Topic or is appropriate for cross-listing with another Subject Topic the Topic Moderator will email the Admin with their recommendation.</p>	<p>Submission Workflow - Different Topic</p>
<p>If the content requires revisions the topic moderator should reach out to the content provider for edits. This can be through email or phone. Contact information can be found in the CEE Directory of Experts. If the edits are approved the Topic Moderator will upload the revised content to the submittal as a revision. If the content is denied the Topic Moderator will send an email stating that the content has been denied.</p>	<p>Submission Workflow - Content Revisions</p>
<p>If the content is approved the Topic Moderator will approve the submittal. This will notify the Submittal Manager. Next the Admin will upload the content to the proper CEE subject topic and section. Once the content is uploaded the Admin will close the submittal and send confirmation of contribution acceptance to the content provider.</p>	<p>Submission Workflow - Approve Submittal to end</p>