

Appendix C: Using Webforms

WEBFORMS

Webforms are used by your clients to review articles that you are publishing on their behalf. They are particularly useful for independent publishers, such as Hardie Grant.

This appendix instructs you in the procedures involved in using webforms, from the author receiving a brief emailed through edDesk, through to the editors and the client reviewing the edited article.

Webforms involve using a web browser for submission and review of articles. The address of the website you need to use for article submission is given in the briefing email to the author. The address of the review site is given to you by itechne – you then give that address to the client who needs to review their articles.

Author tasks

This is written from the perspective of the author.

1. Open the briefing email. The email is displayed, containing details of the brief and instructions follow to submit the article.

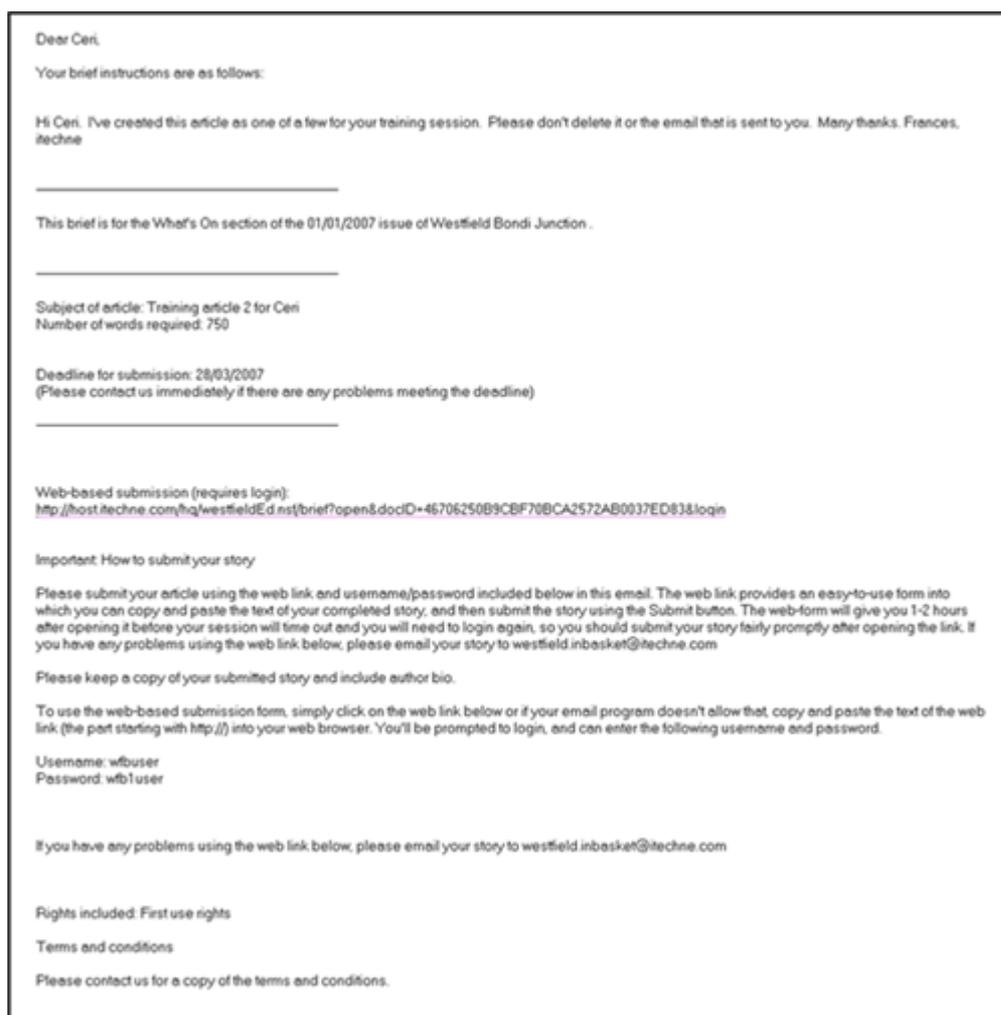


Figure 224: briefing email showing all text of email

2. Write your copy in whatever application you usually use for stories.
3. **Web-based submission:** When you are ready to submit the story click on the link under the **Web-based submission** heading.

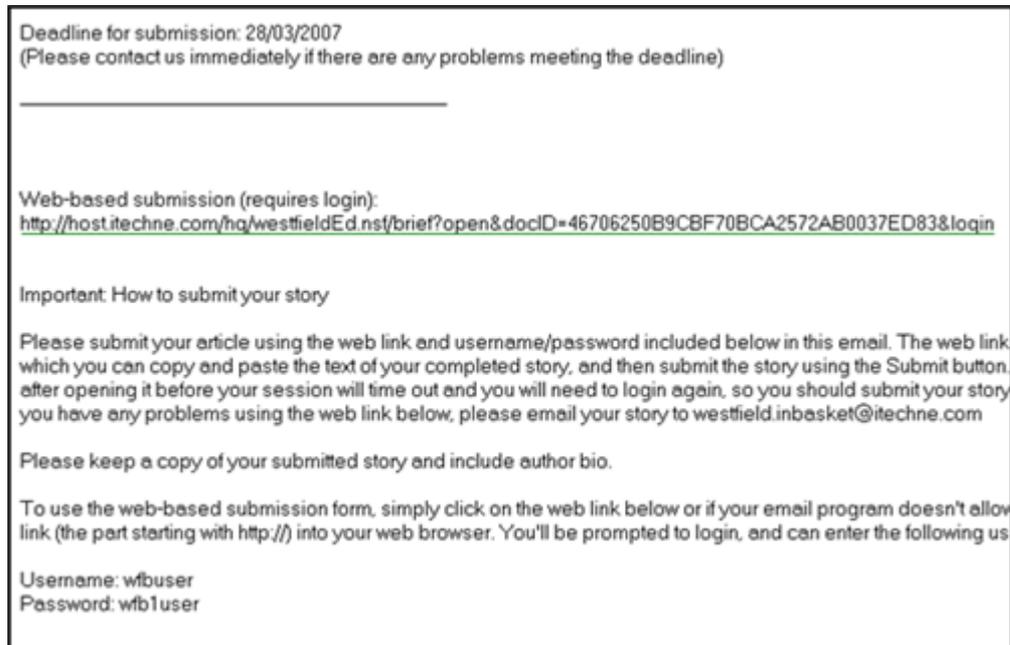


Figure 225: Briefing email showing details of the submission instructions

4. A browser window opens, with a login screen.

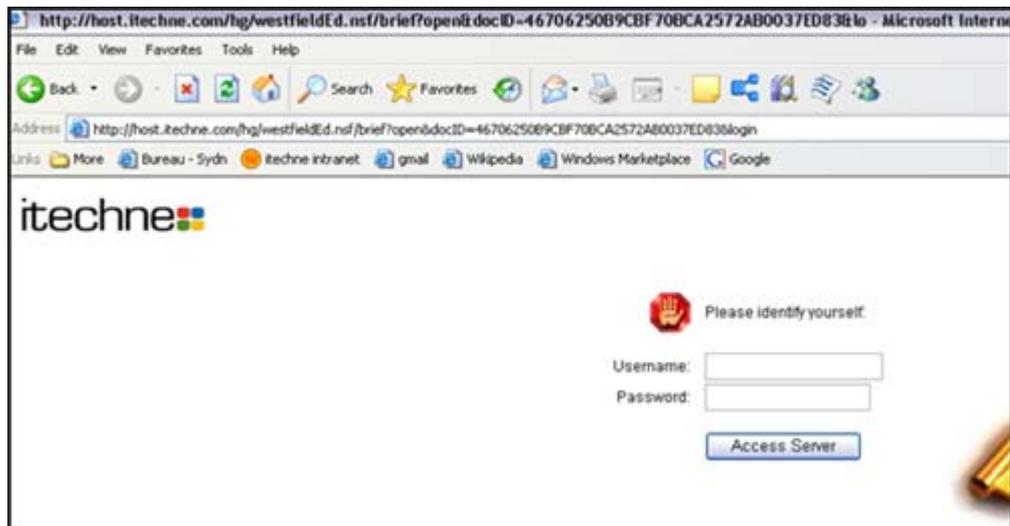
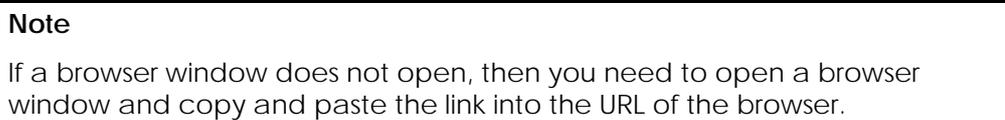


Figure 226: Login screen for webform - used in article submission

5. Type in the username and password given to you in the briefing email. The username and password are case sensitive.
6. Click on <Access Server>.
7. The webform for article submission displays.

Figure 227: Webform in which to copy and paste your article

8. Headline: type the headline for your article.
9. Intro: type the introduction for your article.
10. Copy and paste your article into the area below the Intro:

You can do many simple word processing functions here – such as bold, italic, indent, outdent, bulleted lists, numbered lists.

If you've used a wordprocessing application such as Word, your formatting will be pasted in as it appeared in Word.

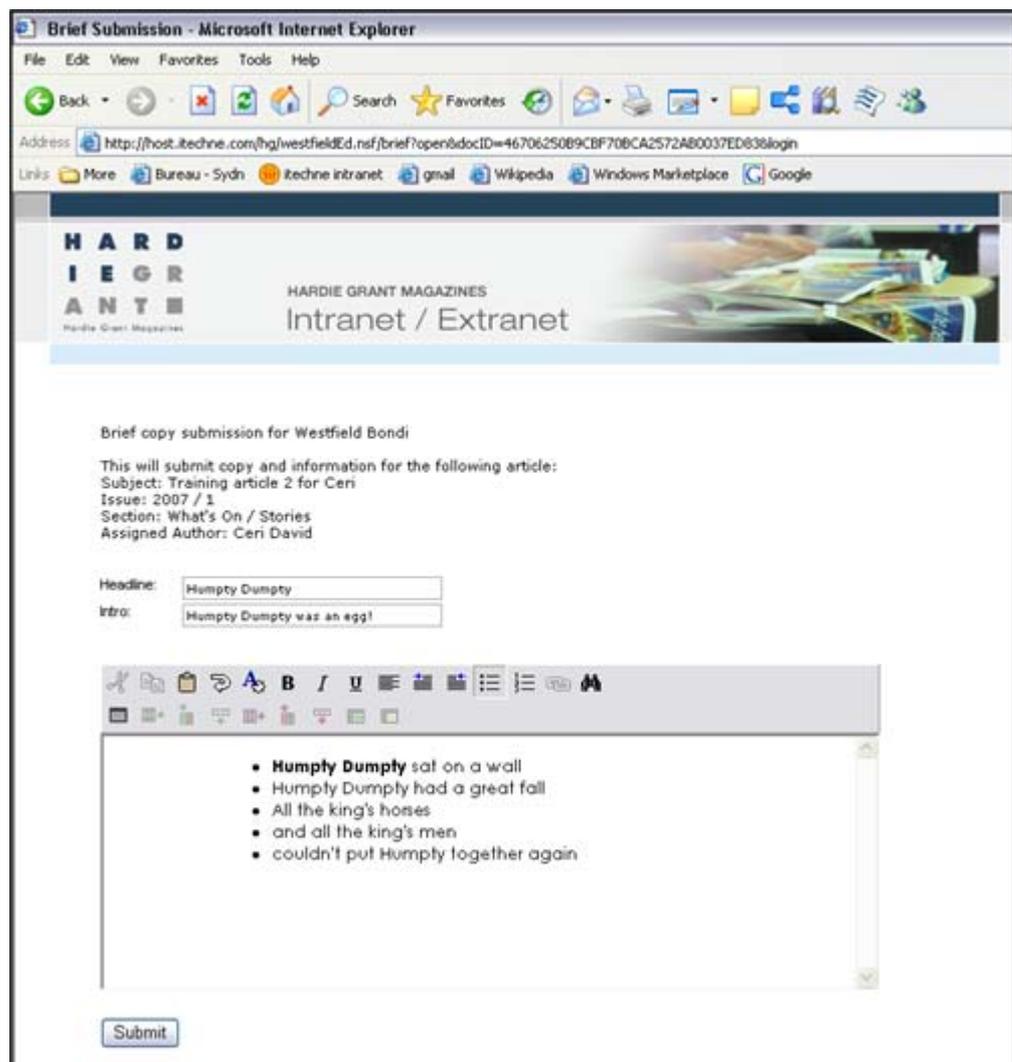


Figure 228: Example of an article ready for submission. Formatting has come across when pasting from Word.

11. Click on <Submit> when you are ready to submit your article.
12. A confirmation message appears, thanking you for your submission.



Figure 229: Confirmation message that appears after you click on <Submit>.

Editor tasks

Submitted articles are listed in the **Filed Copy** view, available from the **Editing** tab. When an article is submitted, edDesk “replicates” this around the network – meaning that it can take several minutes for a submitted article to be listed in the Filed Copy view. Be patient – it will appear.

1. Click on the **Editing** tab.
2. Click on **Filed copy**.
3. All articles with a copy status of “Filed” are listed.

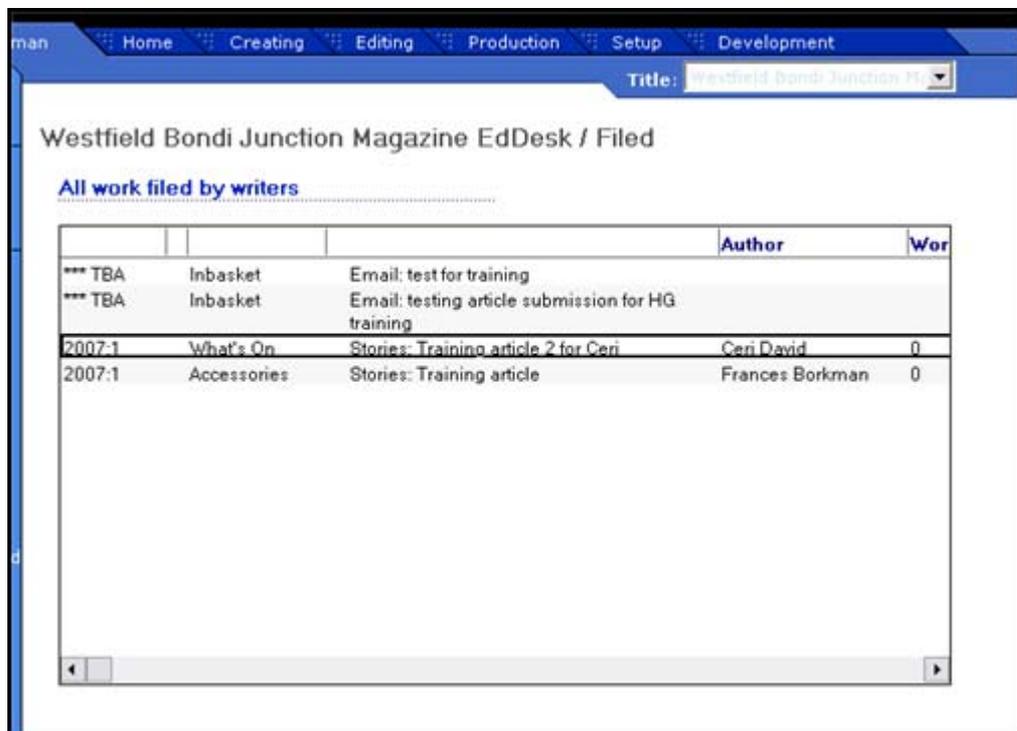


Figure 230: Filed copy view, with the article that was submitted by the author outlined with the black box.

4. Click on the article you need to edit. The article opens.
5. Click on <Edit>.

6. Make any required changes to the text and/or formatting.
7. Go to the **Workflow** tab.
8. Change the **Copy status** to reflect what part of the editing process the article is up to.
9. <Save> the article.

Save new version

If you want to keep a copy of the article, as it was originally submitted by the author, and a copy with any edits you have made, you can use <Save new version>.

If the author has submitted their article by emailing a Word document you can attach that document to the article in a different manner.

1. When you have edited the article, click on <Save new version>.
2. The article is saved and closed.
3. Look at the **Filed copy** view (from which you entered the article you just edited).
4. The article is now listed twice; the edited version is the “parent” and has an arrow next to its subject; the original article is a “child” of the edited article.

Westfield Bondi Junction Magazine EdDesk / Filed			
All work filed by writers			
			Author
*** TBA	Inbasket	Email: test for training	
*** TBA	Inbasket	Email: testing article submission for HG training	
2007:1	What's On	▼ Stories: Training article 2 for Ceri	Ceri David 29
2007:1	What's On	: Training article 2 for Ceri (Ceri David) [Filed]	
2007:1	Accessories	Stories: Training article	Frances Borkman 0

Figure 231: Edited version is the one with the arrow next to the subject, original version is indented underneath.

Client review of edited articles

When the article has a copy status of “Copy ready” it is available for the clients to review at an approval site. itechne set up the approvals site, and then you (at Hardie Grant) let itechne know the logins and passwords you want. You then give the site address and login details to the client.

This section is written from the perspective of the client.

1. Go to the approvals address. Your publisher will give you this address.
2. Login in to the approvals site.
3. A list of all articles with a copy status of Copy ready is displayed, as below.

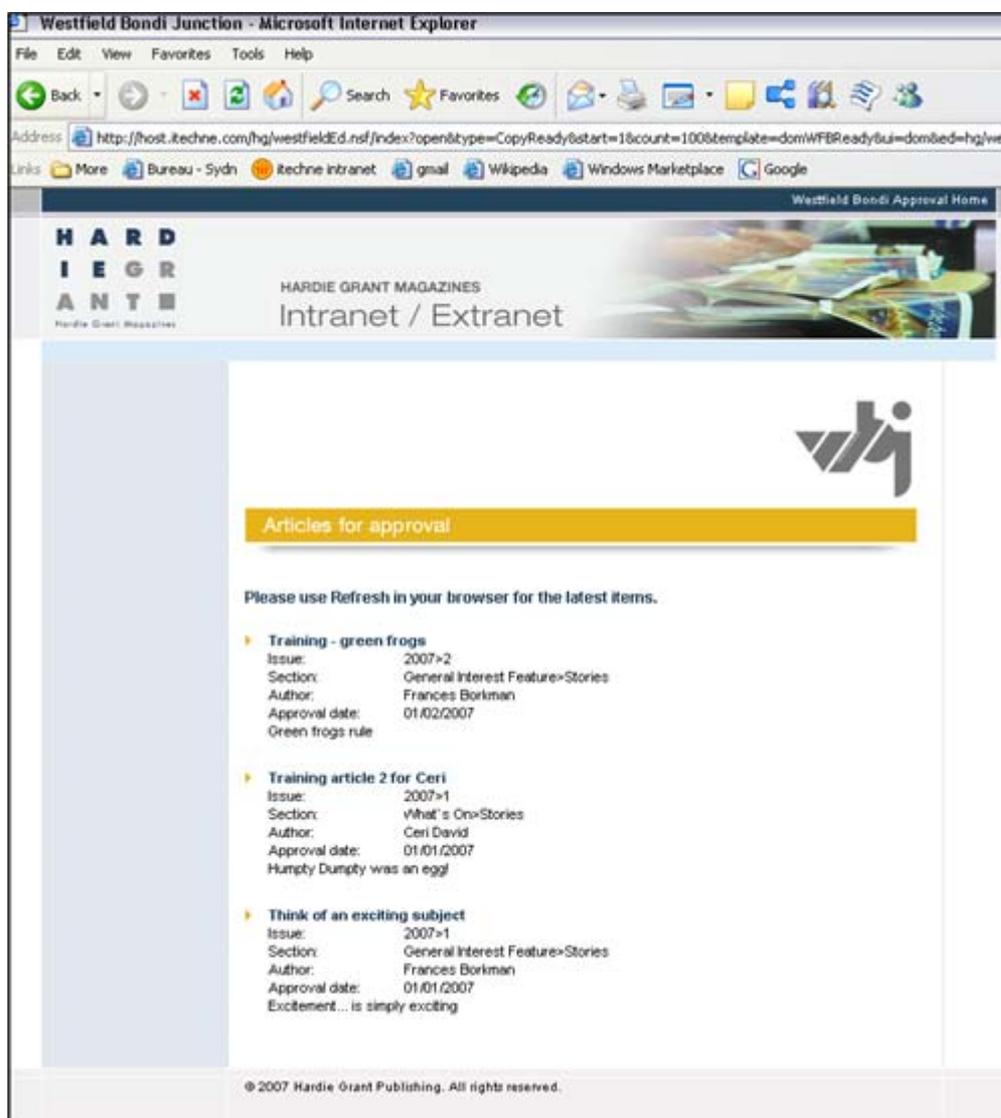


Figure 232: Client site, listing articles submitted for approval

4. Information displayed about each article is:
 - Subject (this is in bold with an arrow next to it).
 - Issue: information is taken from the Volume and Number fields in the Basics tab of the article.
 - Section: information is taken from the Section / Subsection fields in the Basics tab of the article.
 - Author: information is taken from the Author field in the Brief tab of the article.
 - Approval date: taken from the Issue date of the publication (in the Setup tab, Production schedule).

- **Intro:** Text is taken from the Intro: field in the Copy tab of the article. If the author has submitted the article using the webforms, this was entered into the Intro field of the webform (and from there edDesk put it into the Intro field in the Copy tab of the article).
5. Click on the Subject.
 6. The **Approval submission** page displays.

Figure 233: Webform article approval

7. The article details display. The article text is at the bottom of the page.
8. If you would like changes to be made, type those changes into the Changes required to the article field. Click on <Request changes>.
9. If the article does not need any changes, click on <Approve>.