



Statewide Recruitment Services
Department of Administrative Services

TeamSite User Guide

How to Create Job Announcements

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Logging in to TeamSite

1. Open a Web browser window on your computer. We recommend using Internet Explorer version 6.0 or higher.
2. In the address bar, type <https://teamsite.oregon.gov>.
3. In the Username field, type your TeamSite username.
4. In the Password field, type your TeamSite password.
5. In the Content Center drop down box, select "Professional."
6. In the Role drop down box, select Author.
7. Click the Login button (Figure 1).



Figure 1: The Login Window

How to find your agency folder

Click on the Content Tab, and under Branches follow the steps below:

1. Expand (open) the 'm1196uspln2.cust.aops-eds.com' server icon
2. Expand the 'default' icon
3. Expand the 'main' icon
4. Expand the 'State of Oregon' icon
5. Expand your 'agency' icon
6. Expand the "Internet' icon
7. Click the 'Workareas' icon
8. Click your 'agency' icon on the right side
9. Click your 'agency' on the left side

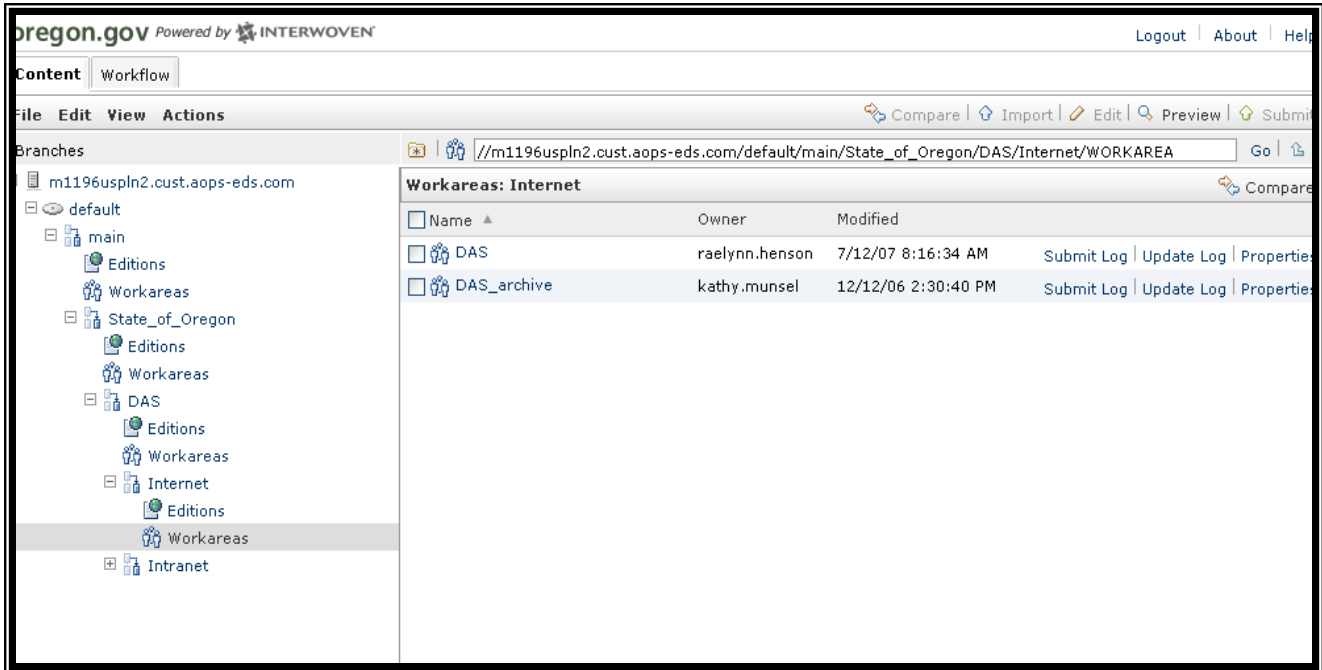


Figure 2: Finding your directory

10. You should see the Jobs folder on both left and right side of the screen (Figure 3).

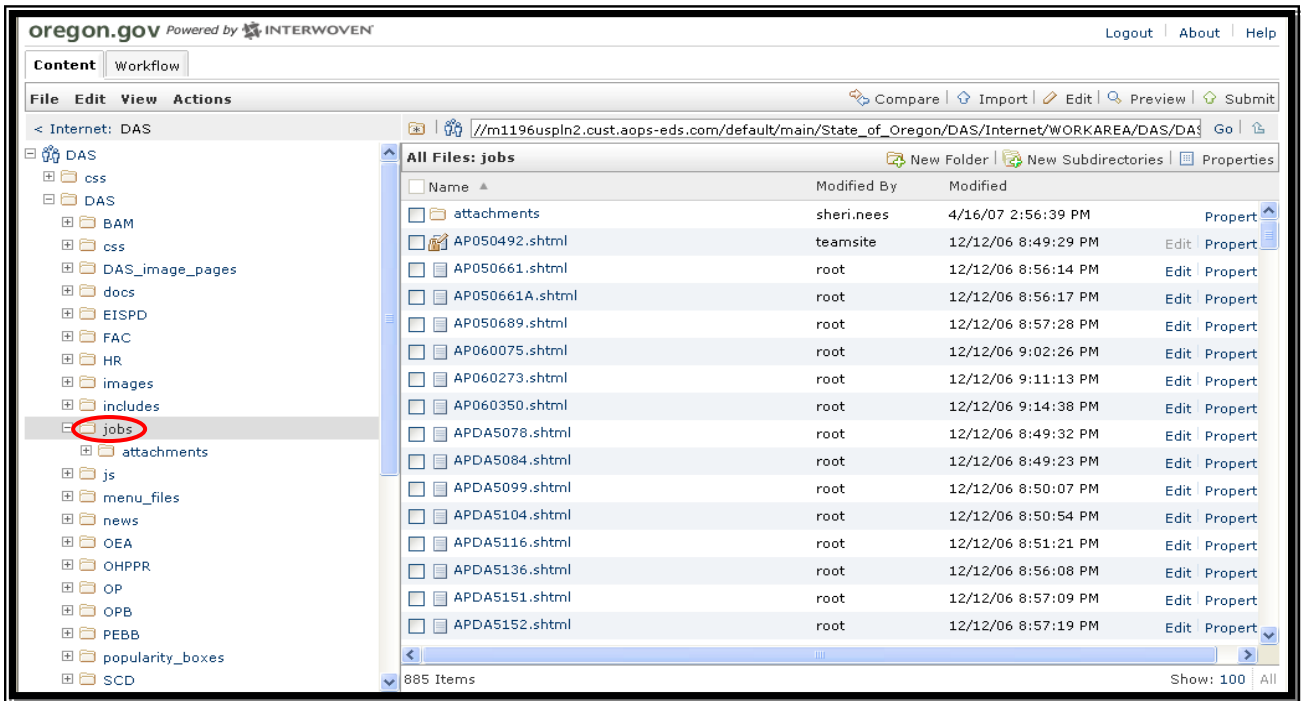


Figure 3: Jobs folder

Starting your Job Announcement template

There are two main areas of the Content Center Professional environment: the Content tab and the Workflow tab. From the Content tab, you will manage and work on individual files. From the Workflow tab, you will manage your file workflows and associated jobs. You can toggle between these two work areas by clicking the Content or Workflow tab on the top of your TeamSite screen.

1. To get started on your job announcement click on the Content tab, if you are not already in the Content work area.



Figure 4: Content and Workflow tabs

2. Ensure that you are in the jobs folder where you will be saving this new page.
3. Select New Form Entry from the File drop-down menu (Figure 5).

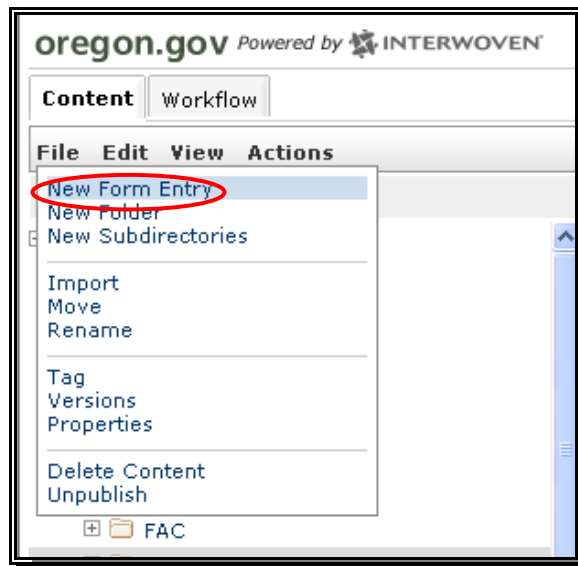


Figure 5: Selecting the New Form Entry option

4. Select the Job Announcement template under Agency Pages by clicking within the circle before the template name.
5. Click the Next button. A blank Job Announcement template will appear on your screen (Figure 5).

Figure 6: Job Announcement Template

A few things to note with the job announcement template

- You can click on the picture of the ? mark and get a field description.
- There is a *Back* button feature.
- All of the sections have replicants + or -.
- Everything with an asterisk needs to be filled in.
- You will need to have the Visual Format Editor (VFE) installed on your computer in order to put the body of your announcement in the template.
- If you have a pop-up blocker turned on you will need to turn it off. Several of the features within TeamSite (calendar) are pop-ups and will not work.

The Post Code section

This is the job category where the announcement will appear on the jobs page. The user must choose from the twenty-two selections in the drop-down box. * This is a required field and cannot be left blank.

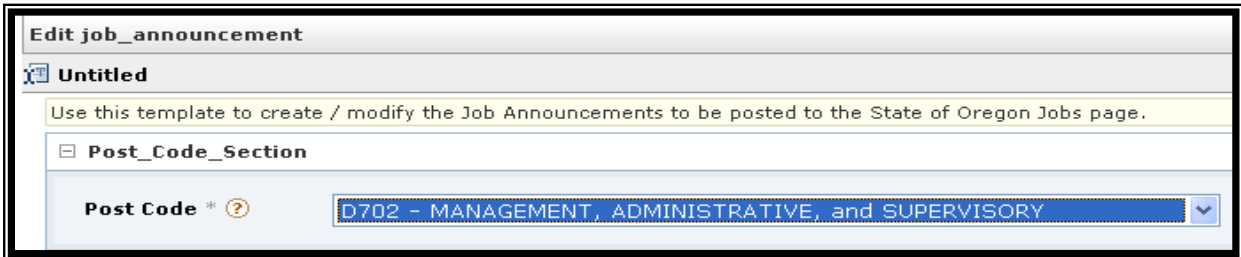
The screenshot shows a web form titled "Edit job_announcement". Below the title is a tab labeled "Untitled". A yellow instruction bar reads: "Use this template to create / modify the Job Announcements to be posted to the State of Oregon Jobs page." Below this is a section titled "Post_Code_Section" with a collapsed icon. Inside this section, there is a label "Post Code * ?" followed by a blue drop-down menu. The menu is currently open, showing the selected option: "D702 - MANAGEMENT, ADMINISTRATIVE, and SUPERVISORY".

Figure 7: Post Code Section

Announcement Number

The first two digits identify the announcement type and must be OC, SW,

AP, LE, JR, ES, OL, or NC. Enter your agency's code as the 3rd and 4th digits. This identifies the announcement as being developed by your agency. You may develop your own process for assigning the 5th, 6th, 7th, and 8th digits. The 9th digit will only be used for an announcement being augmented. For a first augment use the suffix code of A; second augment use the suffix code of B, etc. *This is a required field.

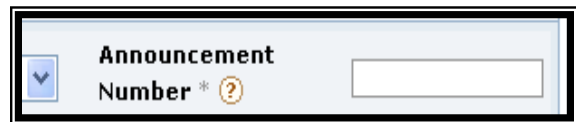
The screenshot shows a form field labeled "Announcement Number * ?". To the left of the label is a blue drop-down arrow. To the right of the label is an empty white text input box.

Figure 8: Announcement Number

Classification Number

This is the classification of the position being filled. The user must select a classification code from the drop-down selection box. The

information is ordered by service type and classification number. This information is downloaded from the PPDB system. The classification title on the job announcement is based upon this entry and cannot be edited by the user. *This is a required field.

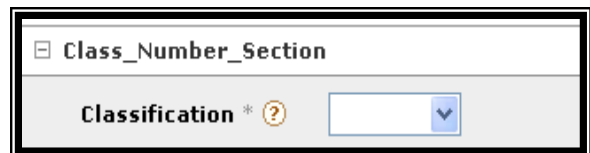
The screenshot shows a form section titled "Class_Number_Section" with a collapsed icon. Below the title is a label "Classification * ?" followed by a blue drop-down menu.

Figure 9: Class Number

Working Title

This is the working title for the position being filled. Do not include parenthesis. It should not be the same as the classification title.

A screenshot of a web form field. On the left, the text "Working Title" is followed by a question mark icon. To the right is a rectangular text input box.

Figure 10: Working Title

Open/Revised Date

User may type in a date or click on the view calendar button to enter the open date. The date entered must be a valid six digit date formatted with slashes. * This is a required field.

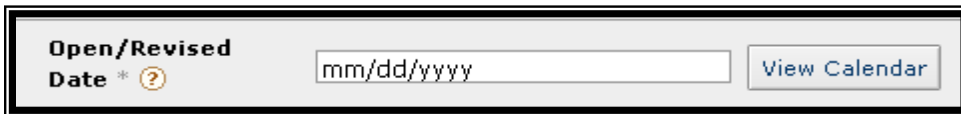
A screenshot of a web form field. On the left, the text "Open/Revised Date" is followed by an asterisk and a question mark icon. To the right is a text input box containing the placeholder "mm/dd/yyyy". Further to the right is a button labeled "View Calendar".

Figure 11: Open/Revised Date

Revised Description

The maximum number of characters for the Revised Description is 50. If a revised description is entered, the Open Date is changed to Revised Date in the output of the job announcement.

A screenshot of a web form field. On the left, the text "Revised Description" is followed by a question mark icon. To the right is a rectangular text input box.

Figure 12: Revised Description

Close Date

User may type in a date or click on the view calendar button to enter the close date. The date entered must be a valid six digit date formatted with slashes. * This is a required field, unless a close description has been selected from the drop-down selection box.

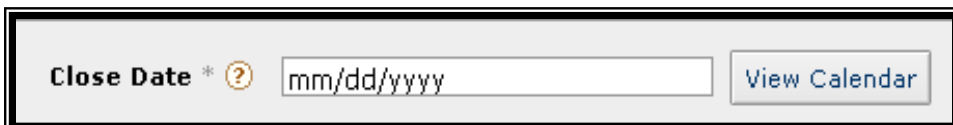
A screenshot of a web form field. On the left, the text "Close Date" is followed by an asterisk and a question mark icon. To the right is a text input box containing the placeholder "mm/dd/yyyy". Further to the right is a button labeled "View Calendar".

Figure 13: Close Date

Close Description

Select a close description from the drop down selection box when there is no established close date.

A screenshot of a web form field labeled "Close Description" with a question mark icon. To the right of the label is a white rectangular input box with a blue downward-pointing arrow on its right side, indicating a dropdown menu.

Figure 14: Close Description

Location

User selects location(s) from the drop-down selection box. Holding down the "Ctrl" button allows multiple selections. * This is a required field; at least one location must be selected.

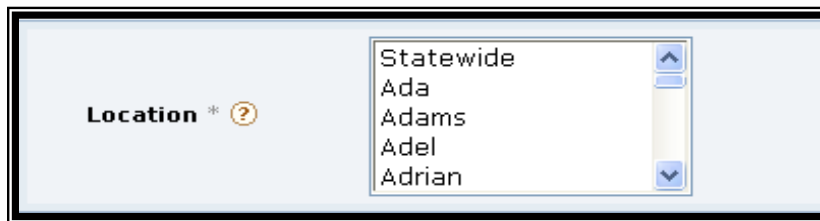
A screenshot of a web form field labeled "Location" with an asterisk and a question mark icon. To the right is a dropdown menu that is open, showing a list of location options: "Statewide", "Ada", "Adams", "Adel", and "Adrian".

Figure 15: Location

Branch

User selects the branch of government. * This is a required field.

A screenshot of a web form field labeled "Branch" with an asterisk and a question mark icon. To the right is a dropdown menu that is open, showing a list of government branches: "Executive", "Judicial", and "Legislative".

Figure 16: Branch of Government

Announcement Type

Select Internal for announcements that are limited to existing agency staff such as agency promotional or job rotation announcements, and for statewide promotions that are limited to current state employees. Select External for announcements that are open for anyone to apply for. * This is a required field.

Announcement Type * ?

Internal
External

Figure 17: Announcement Type

Salary Range Minimum

Enter minimum salary. Must be numeric, do not enter a dollar sign or commas.

* This is a required field.

Salary Range Minimum * ?

Figure 18: Salary Range Minimum

Salary Range Maximum

Enter maximum salary. Must be numeric, do not enter a dollar sign or commas. If the position you are posting does not have a salary range just type in a zero. *This is a required field.

Salary Range Maximum ?

Figure 19: Salary Range Maximum

Salary Range Type

User selects a descriptor for the salary range amounts entered.

*This is a required field.

Salary Range Type * ?

HOURLY
MONTHLY
ANNUALLY

Figure 20: Salary Range Type

Announcement Text

This is the place to enter the actual text of the job announcement; such as, General Information, To Qualify, Duties and Responsibilities, Working Conditions, This is the Test, Skill Codes, and How to Apply. Avoid cutting and pasting the entire position description, be precise. * This is a required field.

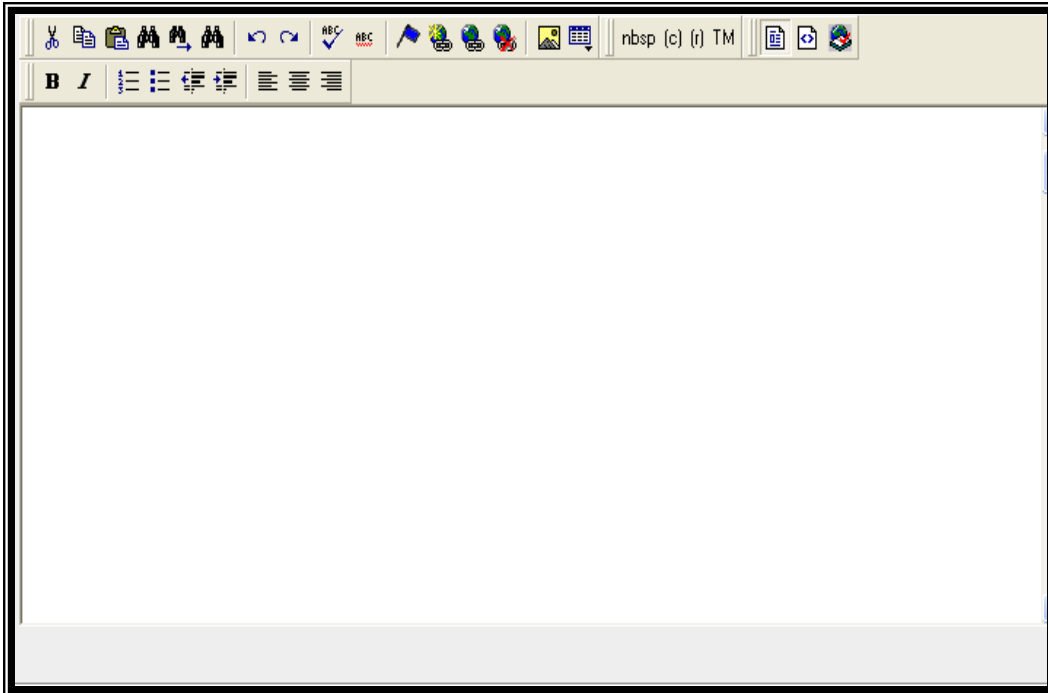


Figure 21: Visual Format Editor

Helpful Hint

- In most of the drop down fields (location, classification) instead of scrolling through the long list just type in the first letter.
 - Example: In location if you know that you are looking for Salem, on your keyboard type 's' and the system will take you to the first location in Oregon that starts with 's'.

Link Usage

If applicants are to complete a supplemental form avoid copying and pasting the form into the VFE (Visual Format Editor see figure 21). Instead, import the document into TeamSite, and create a hyperlink.

How to Import Documents

1. Ensure all files you wish to import are named properly in their source location; (i) File names should not contain any spaces or special characters except dashes (-) and underscores (_); (ii) When creating folders try to use all upper or lower case. The names you create become part of the URL, so try to keep them as short as possible.
2. Go to the Content tab.
3. Navigate to the Jobs folder if you are not already in the folder.
4. Create a sub-folder for all attachments and supplemental documents.
5. Click on File → New Folder (Figure 22).
6. Name the folder Attachments.
7. Click OK



Figure 22: Selecting New Folder

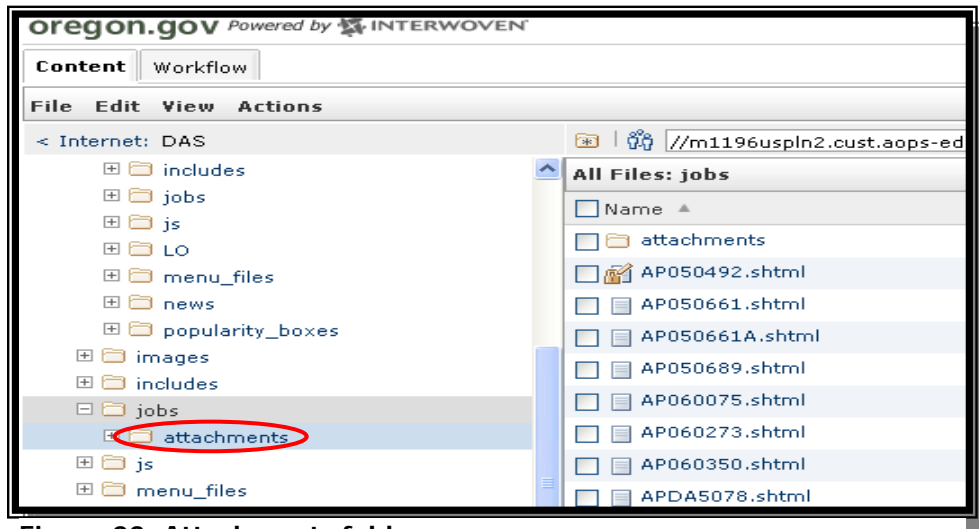


Figure 23: Attachments folder

8. All attachments must be saved in this folder.
9. Navigate to the Attachments folder.
10. Select the Import option from the File menu.



Figure 24: Selecting Import Function

11. Select the directory you will import the file from in the Directory menu.

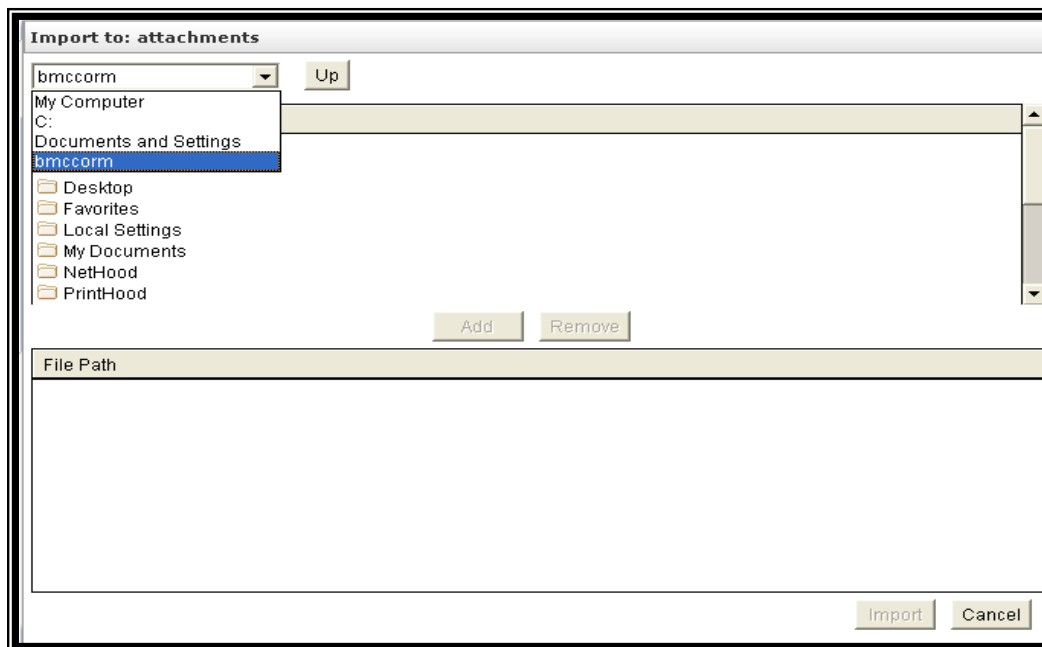


Figure 25: Selecting a directory to import from

12. Navigate to the file on your system in the top window by double clicking the folder names to open them.
13. Once you have located the file, click the filename, and click the Add button. This will add the file to the import list. If you do not see all your files click the gray bar to see other folders/files.
14. When all files have been added, click the Import button at the bottom of the screen. A window will appear displaying the import progress information. When

the import is complete, TeamSite will display the imported files in the location you selected – the attachments folder.

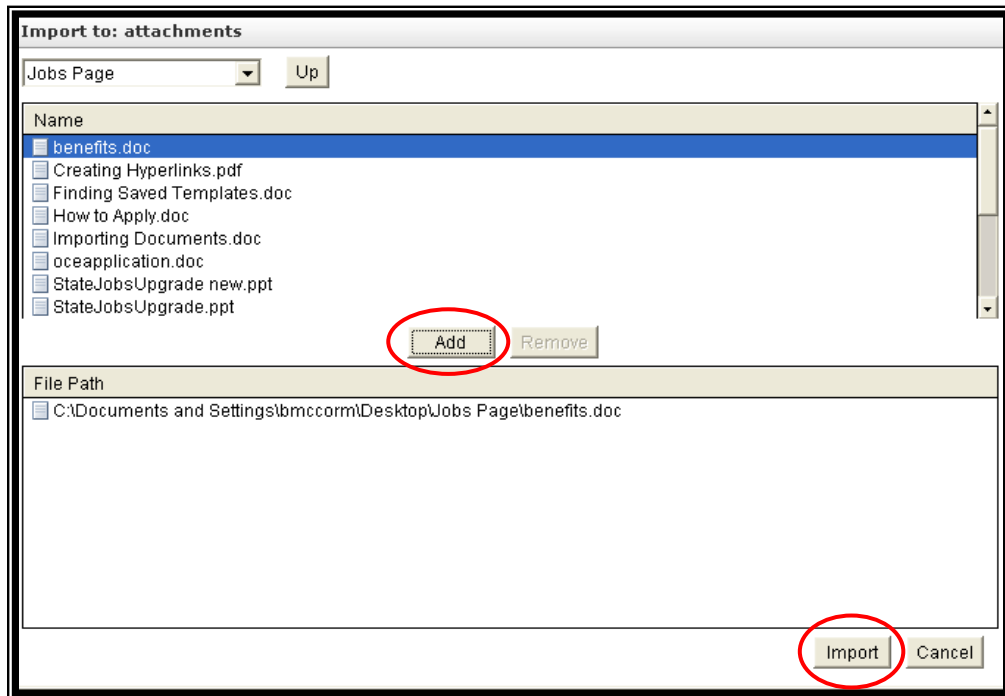


Figure 26: Selecting Document to import

15. Publish the newly imported files by submitting them to workflow. You can publish multiple files in the same workflow. To do this, place a checkmark by the file name(s), click the Submit button, and follow the regular approval process.

How to create a Hyperlink in the VFE

1. Click in the VFE field to activate it.
2. If necessary, enter the text you wish to have linked.
3. Highlight the text you wish to have linked.

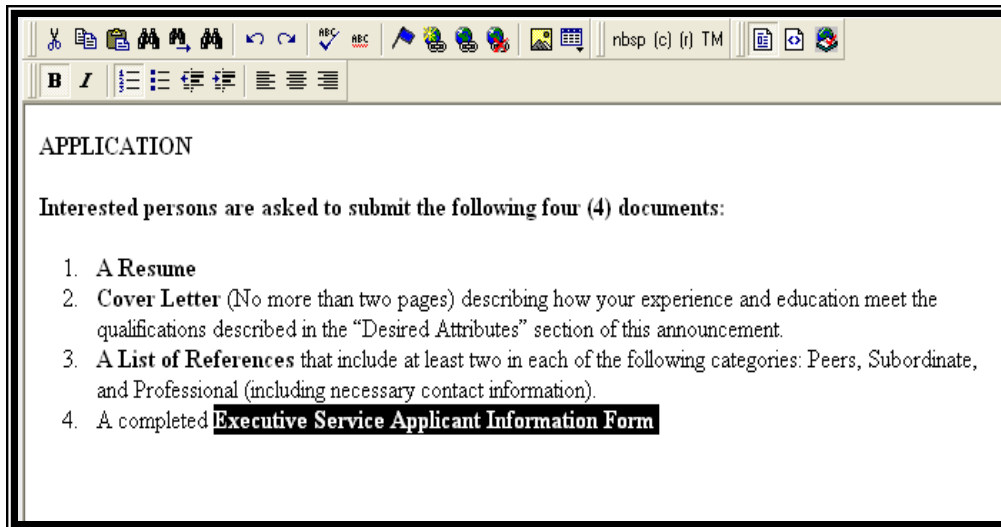


Figure 27: Highlighting text

4. In the VFE tool bar click on the New Hyperlink button.

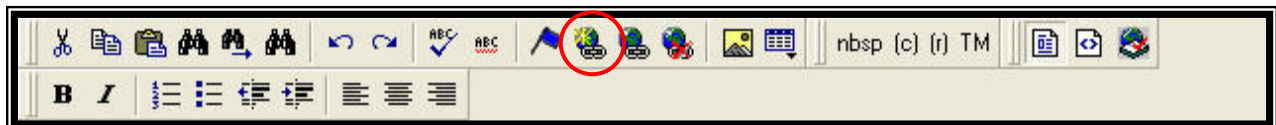


Figure 28: VFE Formatting Bar

5. A secondary window will appear, click on Browse to navigate the document you imported and link to it.

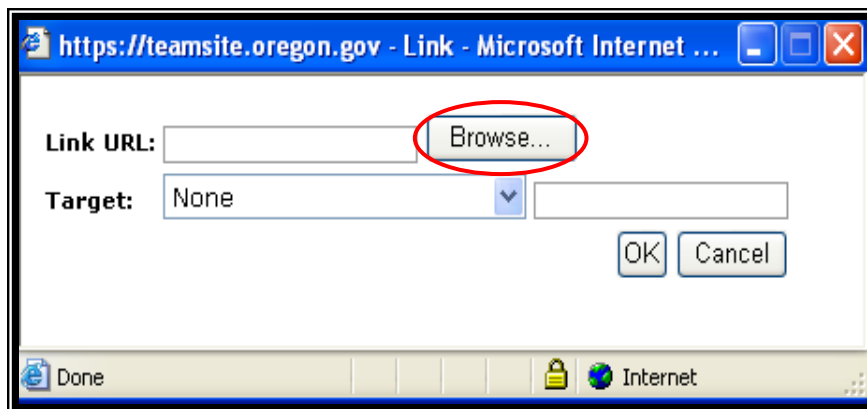


Figure 29: Pop box to browse for imported document

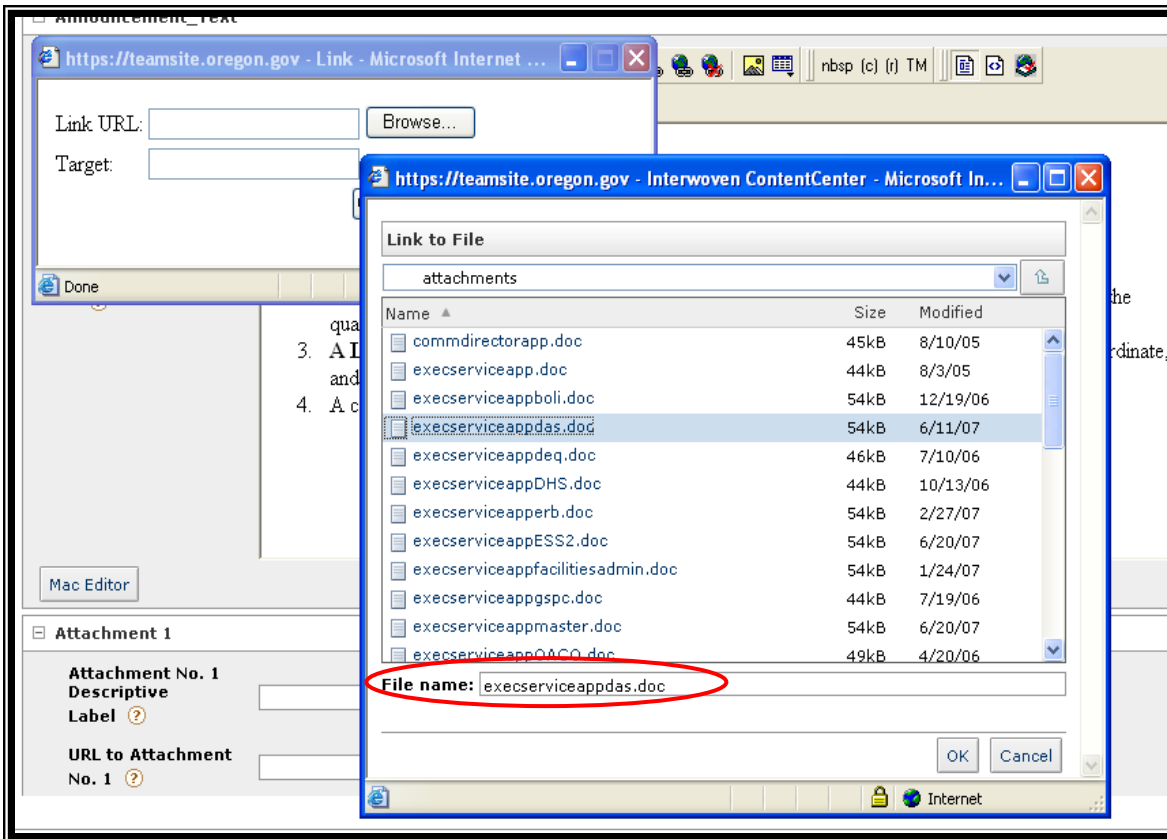


Figure 30: Selecting document to link to

6. Once you have found the document, select it, and click OK. This returns you to the New Hyperlink window (Figure 31).
7. From the drop down menu, select "Same Window _Self" because you are linking within Oregon.gov), and click OK.

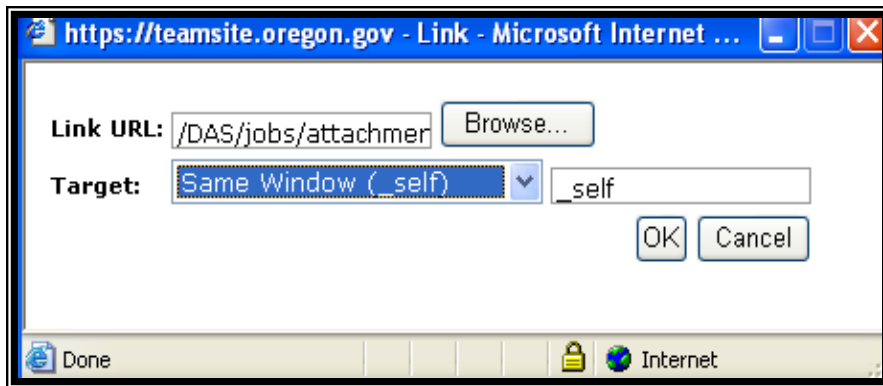


Figure 31: Confirming URL

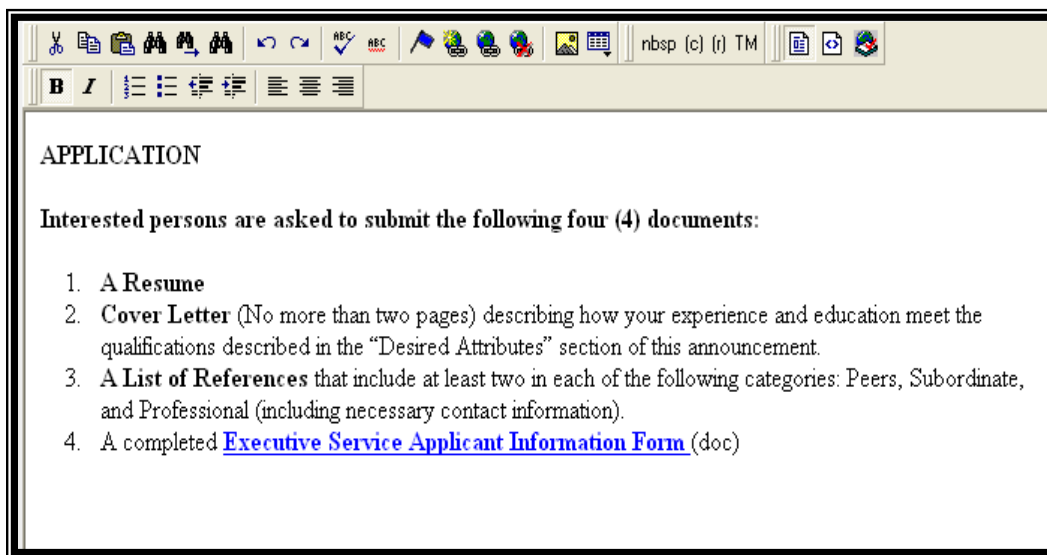


Figure 32: Established Link

8. Your Hyperlink has now been established. Remember to add a file extension to indicate what software a user will need to open the document. Example: doc (Microsoft Word), pdf (Adode Acrobat Reader), xls (Microsoft Excel), etc.

Good link text should not be overly general. Do not use "click here" or "go to." Such statements do not indicate what the user will find by following the link. Do not use the actual URL as the link text, e.g. das/jobs/attachments/supplement.doc. Instead, create link text that indicates the nature of the link target, as in "Management Service Applicant Information Form (doc)", "Criminal Background Request Form (pdf)", or "Supplemental Skill Code Sheet (doc)".

Completing the Job Announcement

- Once you have all of the fields filled out click Save.
- Always click Preview to see what the finished template will look like before you publish it. In the preview mode you will be able to ensure spacing is correct and that any and all links work.
- Close out the Preview screen.
- The template will now be on your screen.
- If changes need to be made now is the time to do it.
- Remember to click Save and Preview.
- Once you are happy with the job announcement click Finish in the bottom right corner of the template. You are now ready to go through the Workflow process.

TIME SAVER TIP:

The Preview button will also save the template.

Workflow

Understanding the approval process

Content Management Workflow is an automated system that allows users to create and manage content for the web. All document and graphic files (pdf, doc, xml, jpg, etc), and templated files must be sent through the Workflow. Your file will not be uploaded to the server until the Workflow has been completed.

Business Roles

TeamSite has an internal workflow process that ensures consistency in each page's creation, approval, and publication. A TeamSite user can serve in one, two, or all three of these roles. These roles are determined by the SPOC (single point of contact) for your Agency when submitting a request form for your access. A standard workflow consists of three parts: contribution, approval, and publication.

- **Contribution**

Contribution is the largest portion of workflow and consists of page creation, page submission, and metatagging. The bulk of this document is mainly focused on the tasks involved in contribution.

- **Approval**

Approval is a much smaller portion of workflow. At least one approver is required for all pages created through TeamSite, though multiple approvers can be selected. The approval process is determined on an organization-by-organization basis.

- **Publication**


Publication is the smallest portion of workflow from a user's point of view. When a page is approved for publication, it is pushed to the production Web server where users can access it.

Submitting a Job Announcement Workflow

Once you have clicked Finish in the job announcement template you will submit the file to workflow.

1. You can either Submit Now or Submit Later.
2. Click on Submit Now.

3. Click Next.
4. Get in the habit of always clicking on Next in this screen and not changing the drop downs.



1. Next Action:
Submit Now

2. Attach to existing task or new job:
New Job

<< Back Next >> Cancel

Figure 33: Submitting Template

5. The Single Approver window will then load. In this window, select your contributor, Approver and Publisher (individual or group) from the Workflow list. An asterisk (*) indicates that this is a requirement of the Workflow process. Pressing the Shift key allows you to select more than individual for each role (Figure 32).

Workflow FYI:

This screen will only show when you are submitting a template. It will not show when you are submitting a document. Figure 32 will be what you see when you submit a document.

6. Add a description of the file and/or a note to the contributor, approver or publisher who will receive the file in the next step of the Workflow.
7. Click once on the Start Job button on the lower right of the screen. This window will then close. At this point a job has been created and the Workflow has been created, and the Workflow process begun.

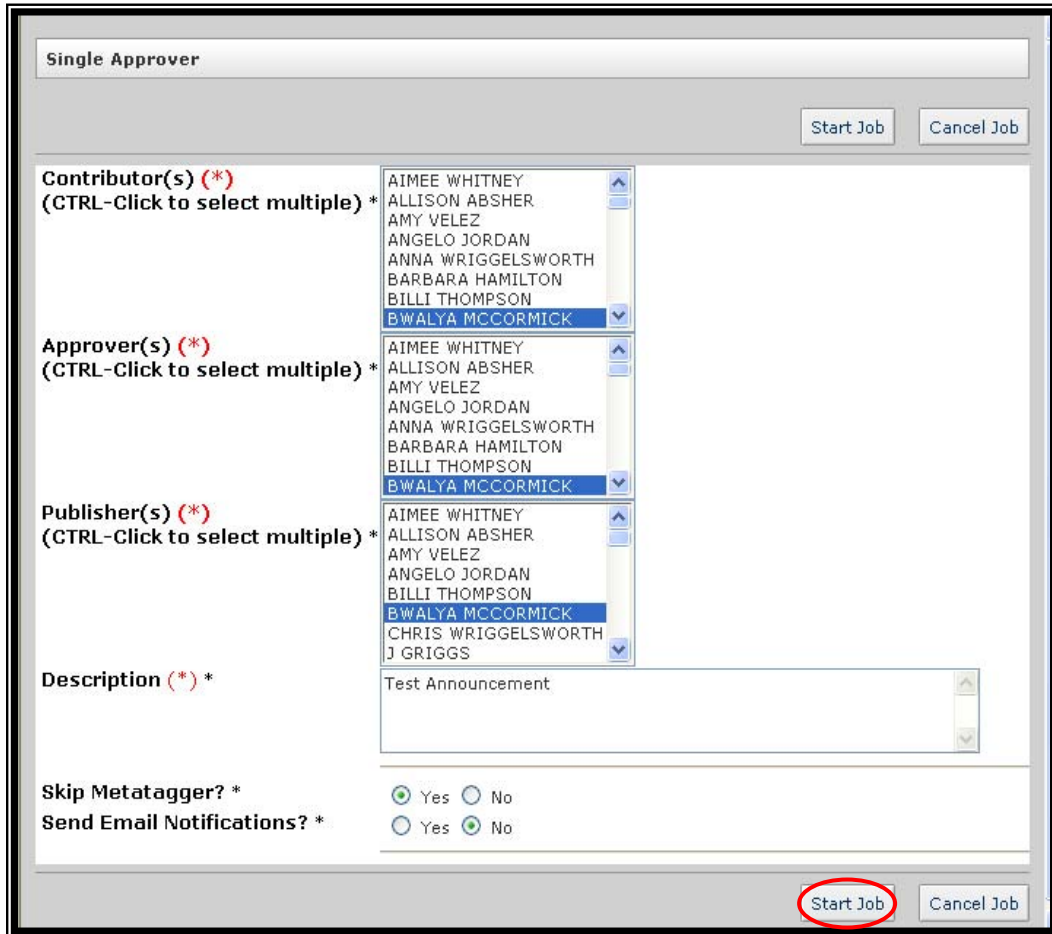


Figure 34: Single Approver Window

Helpful Hint

When selecting the contributor, approver, and publisher click in the appropriate window and type the first letter of the name you wish to select on your keyboard. This will take you quickly to the first name of the person that begins with this letter.

Finishing the Workflow

Contributor

1. In your Content Workarea, click on the Workflow tab.
2. Click on the Jobs button
3. In the View drop down menu make sure that My Jobs is selected.

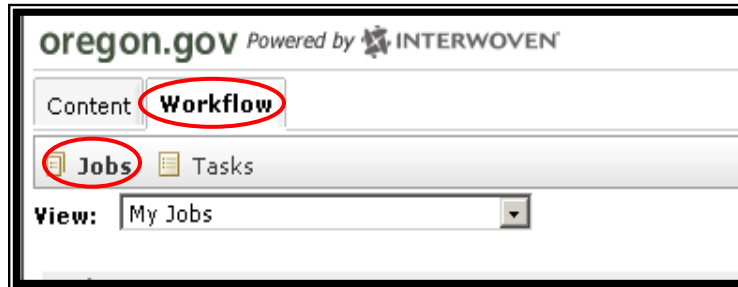


Figure 35: Selecting Workflow Tab

Note:

The screen is split in half. The top part is the listing of your jobs and the bottom part (located below the solid gray line) is called Active Tasks. You will be working in the Active Tasks section of the Workflow. See Figure 34.

4. Go down to the Active Tasks section, and locate the small gray box between Tasks and Task Description.
5. Under Task Description it should say Contributor to Add/Delete/Change...
6. Click on the small shadow box.
 - If the Task Description does not say Contributor to Add/Delete/Change... click the refresh icon on your web browser.

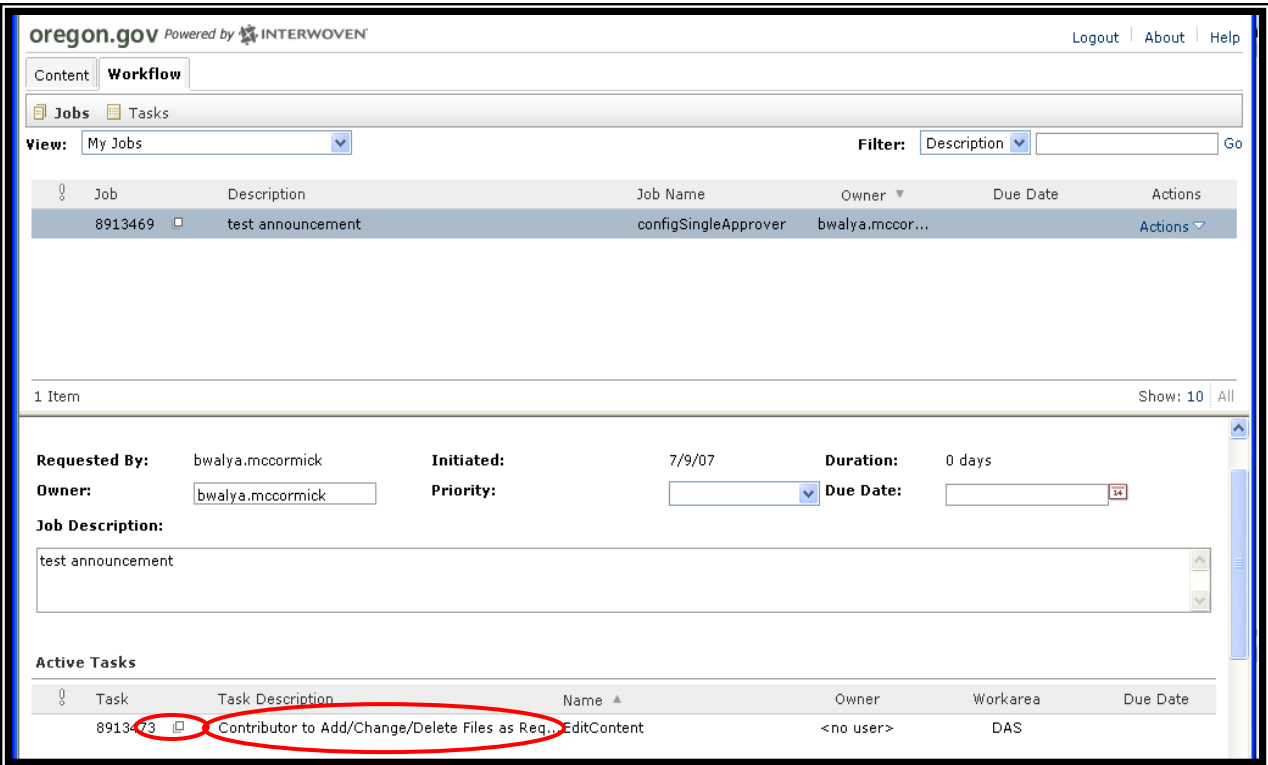


Figure 36: Selecting the task

7. This will open a secondary window – maximize this window.
8. Click on Take which is located in the middle of the screen between the Owner and Priority fields.

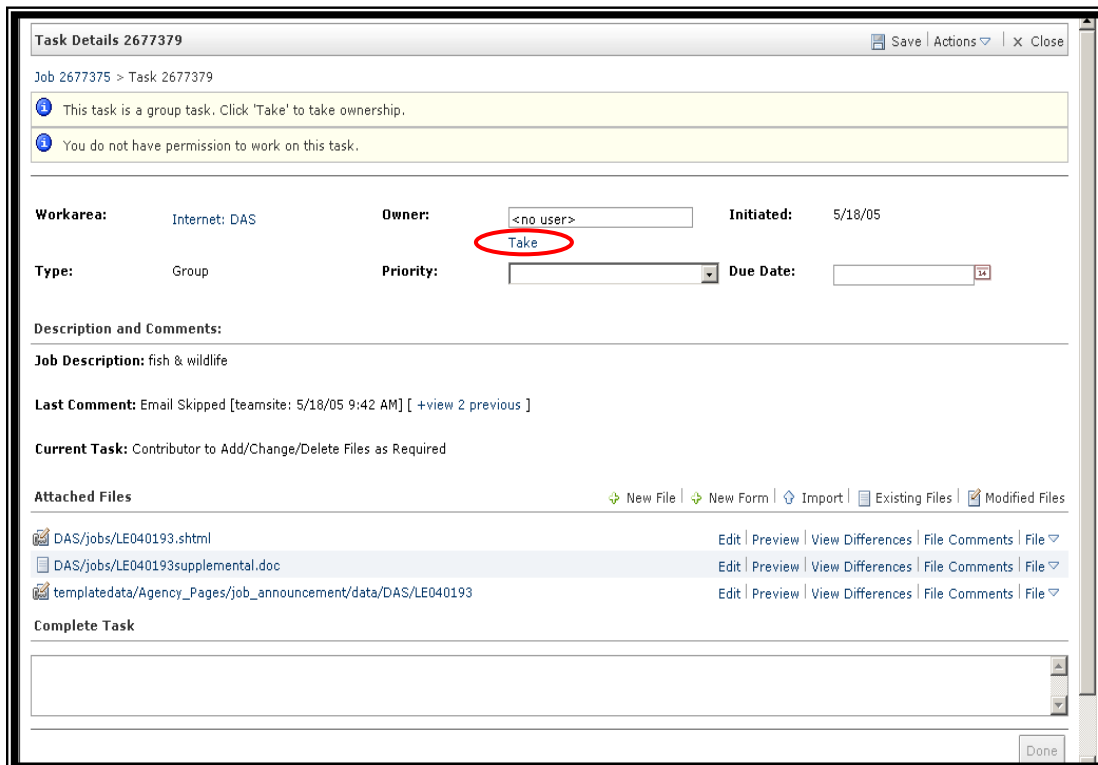


Figure 37: Selecting and Taking your file

Note: once you have taken ownership of the file no one else will be able to do so.

9. Scroll down to the bottom of the page and click Done (Figure 35). This window will close and you will be back in the Workflow tab.

Helpful Hint

After you click the gray box and have the secondary window open there are light yellow bars across the top of the screen. These will help guide you through what needs to be done in order to complete the Contributor section of Workflow.

These yellow bars will show up in each secondary window.

10. Click the Go button at the top of your window (or your browser's refresh button) to refresh the screen. When TeamSite has completed the task, the Task Description will read "Set Metadata" (you may have to click the Refresh button more than once).
11. Click the small shadow box
12. This will open another secondary window, maximize this window.
13. Click on Start Input Task – located in the bottom right hand corner (Figure 38).

The screenshot displays the Oregon.gov Workflow interface. At the top, it says "oregon.gov Powered by INTERWOVEN" and includes links for "Logout", "About", and "Help". Below this, there are tabs for "Content" and "Workflow". A navigation bar shows "Jobs" and "Tasks". The main area is titled "View: My Jobs" and includes a "Filter: Description" dropdown and a "Go" button. A table lists jobs with columns for Job, Description, Job Name, Owner, Due Date, and Actions. One job is visible: Job ID 8920042, Description "test announcement", Job Name "configSingleApprover", Owner "bwalya.mccor...", and Due Date empty. Below the table, it shows "1 Item" and "Show: 10 All". A detailed view of the job is shown below, including fields for "Requested By" (bwalya.mccormick), "Owner" (bwalya.mccormick), "Initiated" (7/10/07), "Duration" (0 days), "Priority" (dropdown), and "Due Date" (input field). The "Job Description" field contains "test announcement". At the bottom, there is an "Active Tasks" table with columns for Task, Task Description, Name, Owner, Workarea, and Due Date. One task is listed: Task ID 8920050, Task Description "Set metadata" (circled in red), Name "Metatagger", Owner "bwalya.mccor...", Workarea "DAS", and Due Date empty.

Figure 38: Set Metadata

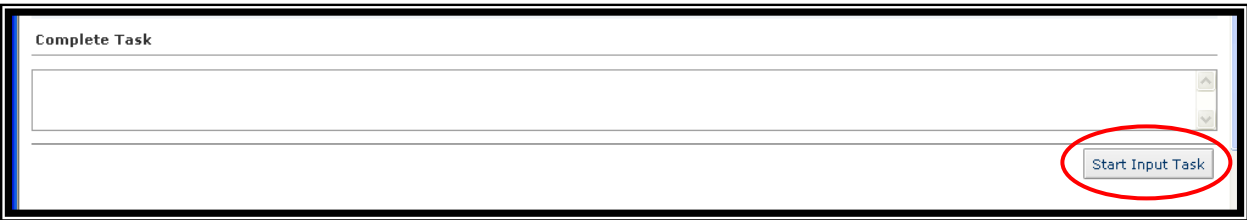


Figure 39: Selecting Start Input Task in the Task Details Window

14. A new window will open for the Metatagger, an Interwoven metadata tagging tool.

What is metadata?

Metadata is the information you input that describes the information that can be found within your document or template. Essentially, you are helping catalog the Oregon.gov site for users.

There are many ways for users to find the information on your site, and your metatags affect ALL of those methods - your keywords and page text affect the search results, your title and description appear after a search has been run and helps guide the user to the right page, the FindOR subjects you select help users who search for information by topic, and your menu topic selections help users who search from the KUTs bar. There is no metadata that is unimportant.

Metatagging

What you need to know about this screen

- Navigate the different metadata elements using the left navigation. These words are links and will change the information you see on the right pane.
- Enter all of your values within the right pane.
- All fields with a red asterisk (*) are **required fields**. If information is not entered the metatagger system will not allow you to Save and Close.

What the buttons mean

- **Copy to All** will take the value that is in the first field and fill in the other empty fields within that specific screen.
- **Re-Tag** will only delete or reset that one value.
- **Save** will do just as it says, but it won't close the metatagger system.
- **Re-Tag All** will automatically reset the values you just entered into each screen and revert back to the suggested values – **do not select this** unless you want to go back through and re-metatag.
- **Cancel** will close down the metatagger system without saving any of the values you typed in. **Do not select this** unless you want to go back through and re-metatag.
- **Save and Close** only when you have completed all required fields. This selection will close the metatagger system and bring you back to the Workflow tab.

Note: the following field values are auto populated, but are not set by the user:

- **originatorJurisdiction** is set to State of Oregon
- **govType** is set to State
- **Retention Period Date** is set to 1 year from the creation date
- **Date** is set to the date the file was either imported or created in the TeamSite workarea
- **dateofLastModification** is set to the date the file was either imported or created in the TeamSite workarea

Title

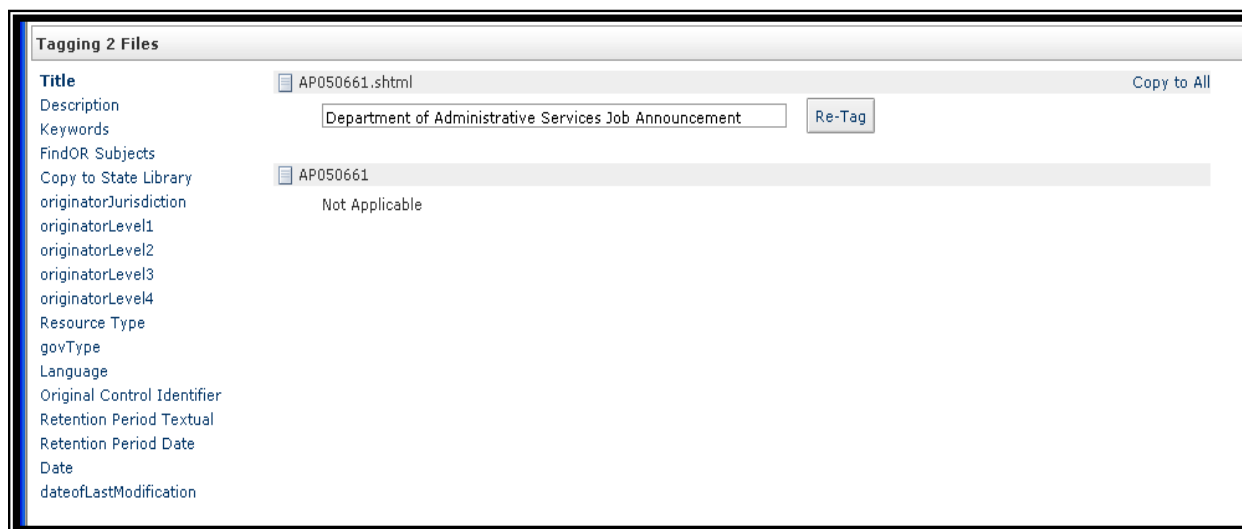
This is the first thing that a consumer sees in their search results.

Be specific – instead of Job Announcement use complete descriptive phrases.

- **Example** ~ Department of Administrative Services Job Announcement.

Do not use this tag for the documents description. Title should show the user which document they have found, not what content is contained within the document.

Do not accept the default values provided.



The screenshot shows a 'Tagging 2 Files' window with a list of metadata fields on the left and their values on the right. The 'Title' field is highlighted and contains the text 'Department of Administrative Services Job Announcement'. A 'Re-Tag' button is visible next to the title field. The 'Copy to State Library' field is checked and contains the value 'AP050661'. The 'originatorJurisdiction' field contains the value 'Not Applicable'. Other fields like 'Description', 'Keywords', 'FindOR Subjects', 'originatorLevel1-4', 'Resource Type', 'govType', 'Language', 'Original Control Identifier', 'Retention Period Textual', 'Retention Period Date', 'Date', and 'dateofLastModification' are listed but have no values entered.

Field	Value
Title	Department of Administrative Services Job Announcement
Description	
Keywords	
FindOR Subjects	
Copy to State Library	AP050661
originatorJurisdiction	Not Applicable
originatorLevel1	
originatorLevel2	
originatorLevel3	
originatorLevel4	
Resource Type	
govType	
Language	
Original Control Identifier	
Retention Period Textual	
Retention Period Date	
Date	
dateofLastModification	

Figure 40: Title Field

Description

This gives the consumer an overview of the content found within the document

Describe the document so that it is easily understood what will be found if the page is opened

- **Example** ~ This job announcement is for the DAS Director of Human Resources and is a permanent, full time, executive service position located in Salem, Oregon.

Do not accept the default values provided

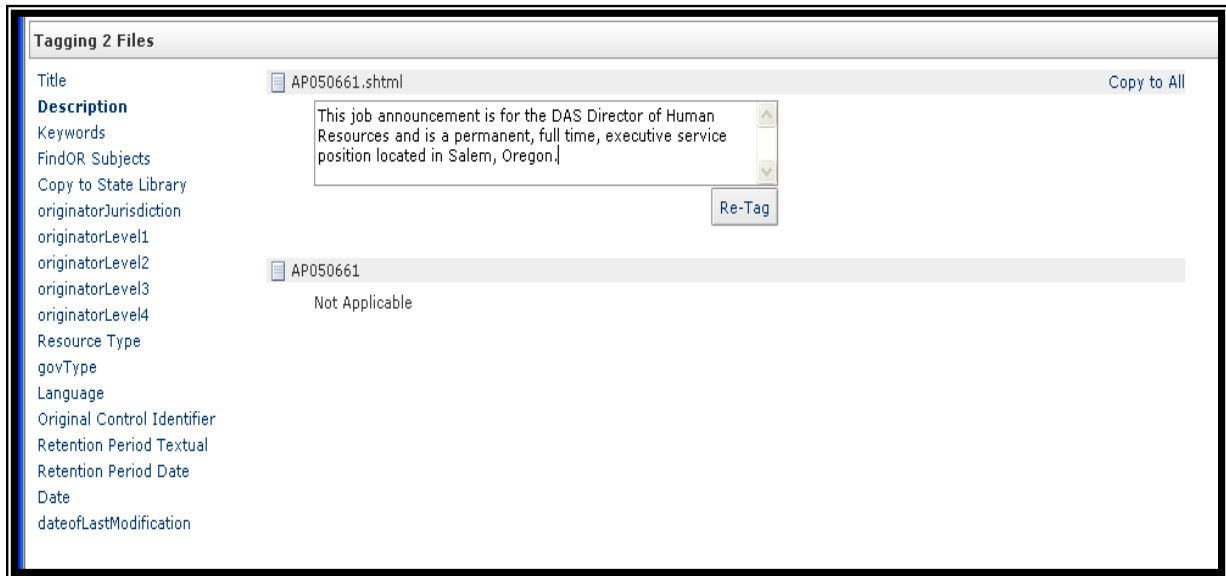


Figure 41: Description Field

Keywords

If your document is to be found when a consumer searches the web – your keywords **MUST** be complete and thorough.

Any word that may be used to describe your page should be added. Separate keywords and phrases with commas.

To get the most of your keywords, make sure you include common misspellings, common though maybe not politically correct terms, and words that do not appear in your page text but that people might use to find your page.

- **Example** ~ A common misspelled word is government. You should add the misspelling of government.

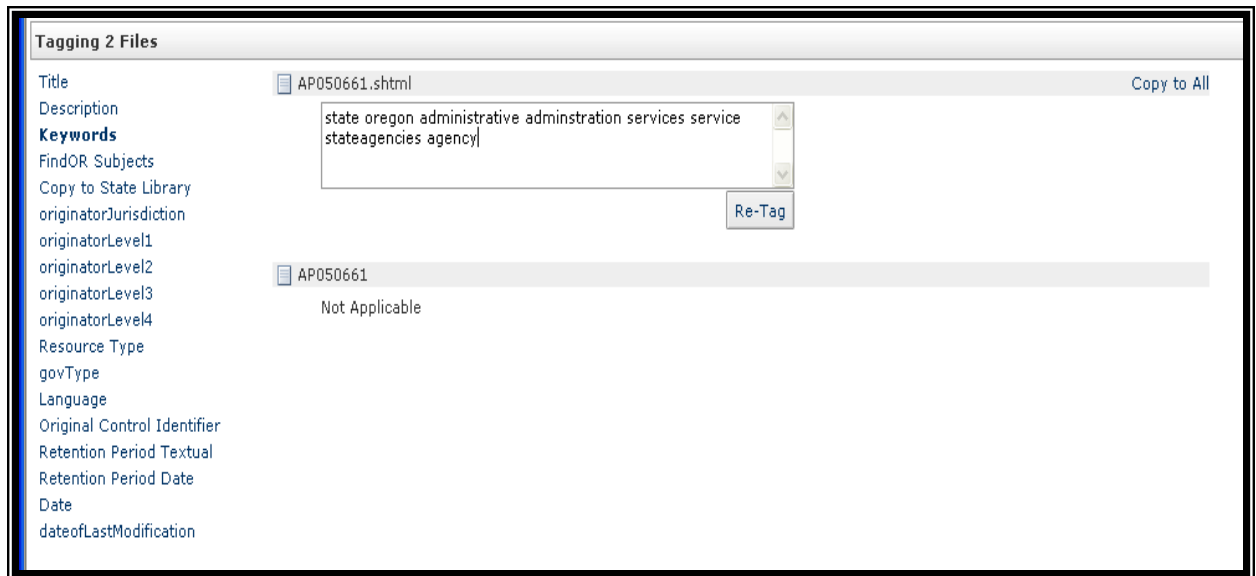


Figure 42: Keywords Field

FindOR Subjects

This helps to categorize your content so that it may more easily be found.

- The FindOR Subjects list is a pre-established list of topics. This list is rigid, but for very good reason - it creates a consistent set of search values through out the entire Oregon.gov Web site.
- If your content belongs to more than one category be sure to add multiple entries.
- To add new FindOR Subjects, select Add/Edit.
- Type and select all of the terms that describe your content by clicking Add next to each match.
- To select another level within the category select Refine.
- If necessary search additional terms.
- When finished adding keywords, select Done.

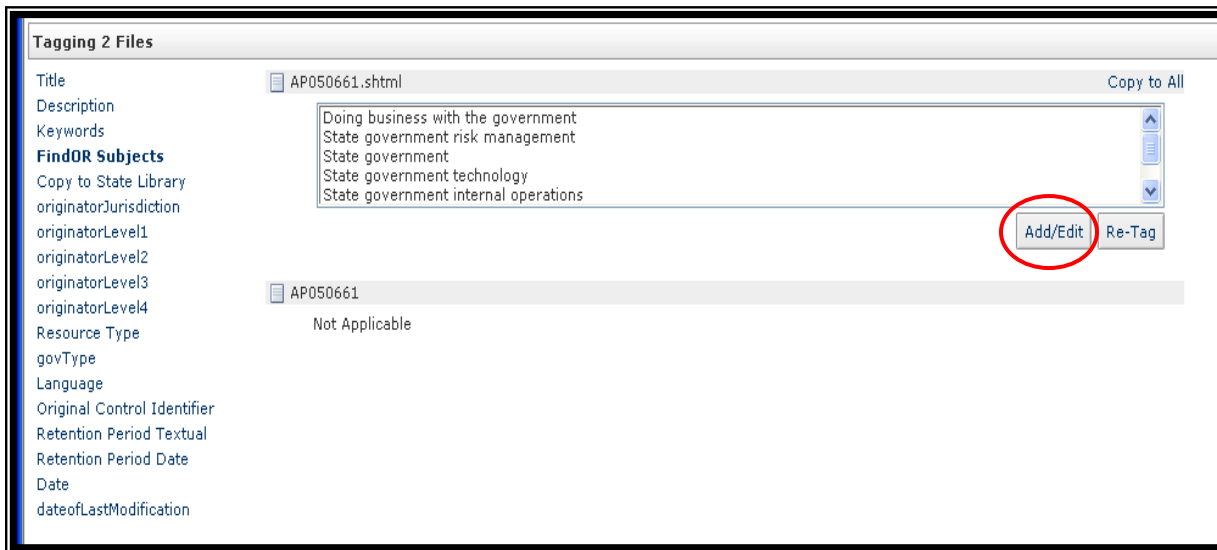


Figure 43: FindOR Field

Copy to State Library

Job Announcements fall under the category of documents that **do not** need to be sent to the library to be stored in the Public Document Repository. Other examples include forms, press releases, minutes, agendas, and meeting announcements. Check No.

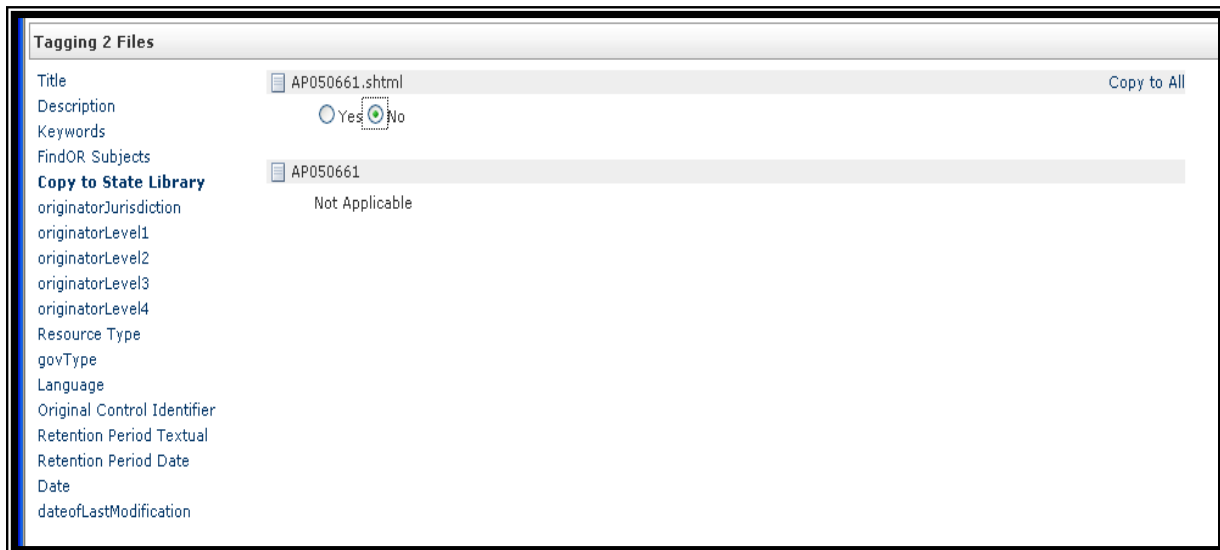


Figure 44: Copy to State Library Field

Originatorlevel1

This describes the parent agency to which the content belongs.

- To add new agencies, select Add/Edit.
- Type in the name of the content owner's agency (acronym or full name).
- Click on the agency.
- Select Add/Refine.
- When finished click Done.

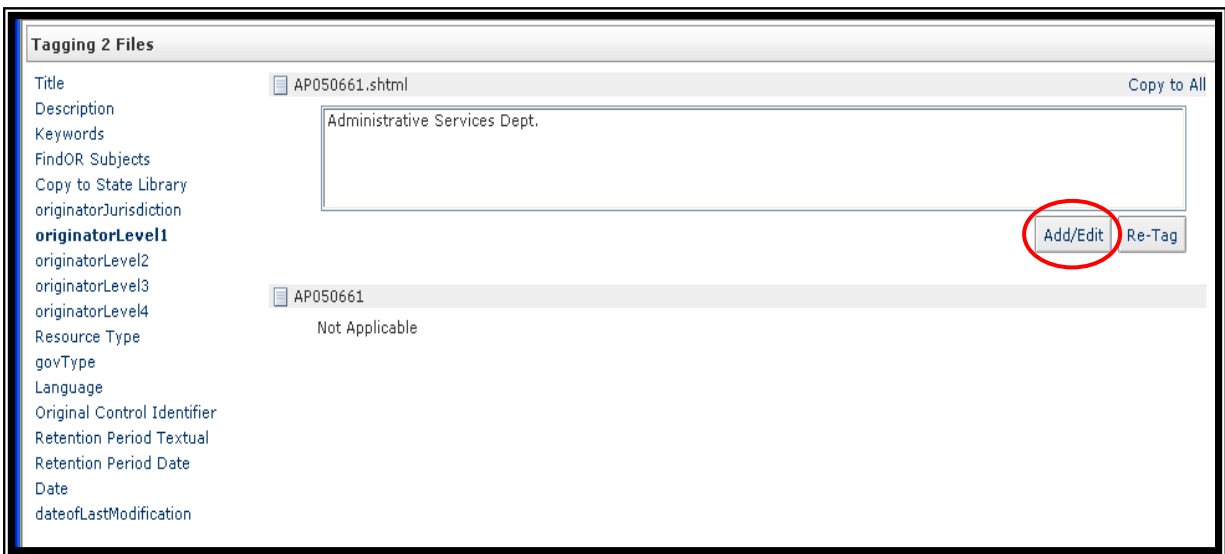


Figure 45: originatorlevel1 field

originatorLevel2, 3 and 4 (optional)

For Level 2 you will follow the same instructions for Level 1, but you will put in the Division name.

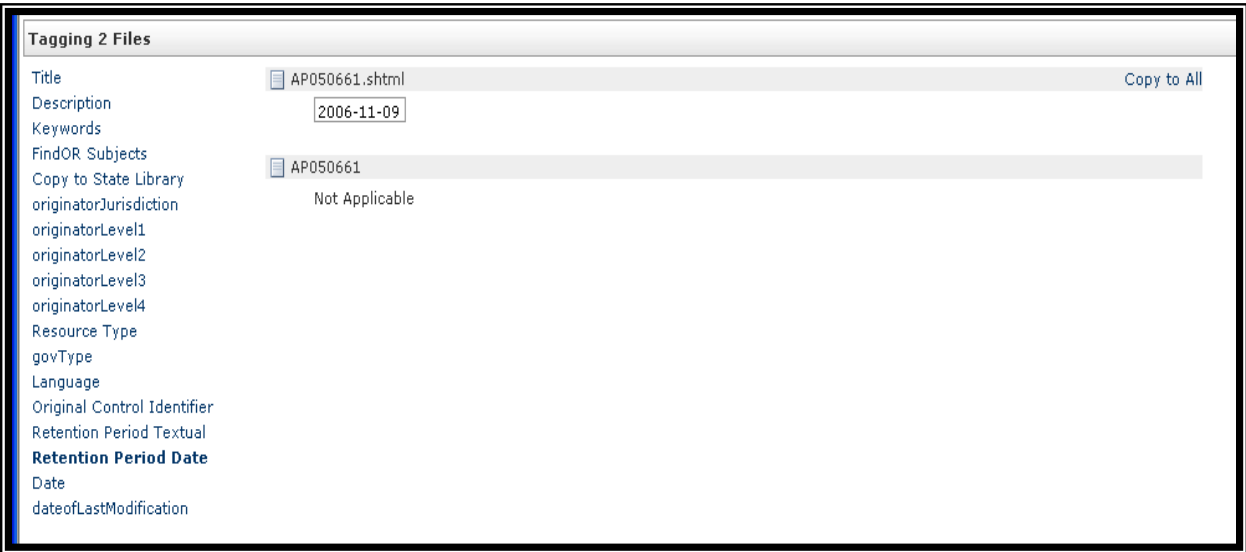
Levels 3 and 4 you can enter directly into the field without selecting Add/Edit. The information in Level 3 would be the Section name. Level 4 would have the Program name.

- **Example:** DAS/HRSD/Statewide Training & Development/Leadership Oregon

Retention Period Date

This identifies the date that your content should be removed for archiving.

- Enter the date in yyyy-mm-dd format.
- If your announcement has a close date, use this as the retention period date.
- If your announcement is Open Until Further Notice or Open Until Filled use the system default date.



The screenshot shows a 'Tagging 2 Files' window with a list of metadata fields on the left and their corresponding values on the right. The 'Retention Period Date' field is highlighted in blue. The value '2006-11-09' is entered in the 'Description' field, and 'AP050661' is entered in the 'FindOR Subjects' field. The 'originatorJurisdiction' field is set to 'Not Applicable'. A 'Copy to All' button is visible in the top right corner.

Field	Value
Title	AP050661.shtml
Description	2006-11-09
Keywords	
FindOR Subjects	AP050661
Copy to State Library	
originatorJurisdiction	Not Applicable
originatorLevel1	
originatorLevel2	
originatorLevel3	
originatorLevel4	
Resource Type	
govType	
Language	
Original Control Identifier	
Retention Period Textual	
Retention Period Date	
Date	
dateofLastModification	

Figure 46: Retention Period Date field

Date

- This identifies the date that your content was created.
- Enter the current date in yyyy-mm-dd format.

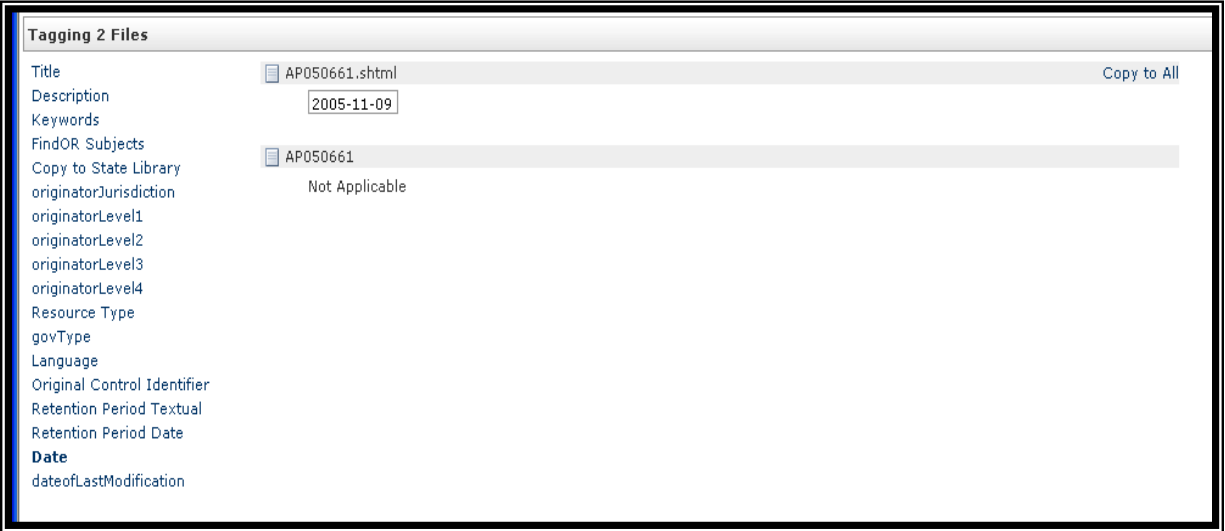


Figure 47: date field

When you have completed metatagging, click Save and Close at the bottom right of the window.

An Add Comments screen will appear. Add any comments that you wish to send to the Approver or Publisher. When you are done click OK.



Figure 48: Task Comment field

TeamSite will now process the task. In the task description you will see this comment "Email the Approver Group that..."

If you are the Contributor your Workflow is complete and your file will be sent to the person you assigned as Approver. If you are both the Contributor and the Approver, the Approver step will be skipped and the task will move on to the Publisher phase.

Publisher

The publisher is responsible for approving and deploying (or schedule deployment of) the file or rejecting the file and sending it back to the contributor:

1. Click on the Jobs button.
2. In the View menu select My Jobs.
3. Select the file you wish to send through the Workflow.
4. In the task details window click on the small shadow box, near the middle of the screen. The task is now open. You will notice that the Task Description says "Publisher to Review Content".

Requested By:	bwalya.mccormick	Initiated:	7/10/07	Duration:	0 days
Owner:	<input type="text" value="bwalya.mccormick"/>	Priority:	<input type="text" value=""/>	Due Date:	<input type="text" value=""/>
Job Description:					
<input type="text" value="test announcement"/>					
Active Tasks					
Task	Task Description	Name	Owner	Workarea	Due Date
8920052	<input type="checkbox"/> Publisher to Review Content	PublisherReview	<no user>	DAS	

Figure 49: Selecting the Publisher

Note: Click the Go button at the top of your window (or your browser's refresh button) to refresh the screen if you do not see "Publisher to Review Content".

5. This will open a secondary window - maximize this window.
6. Click on Take which is located in the middle of the screen between the Owner and Priority fields

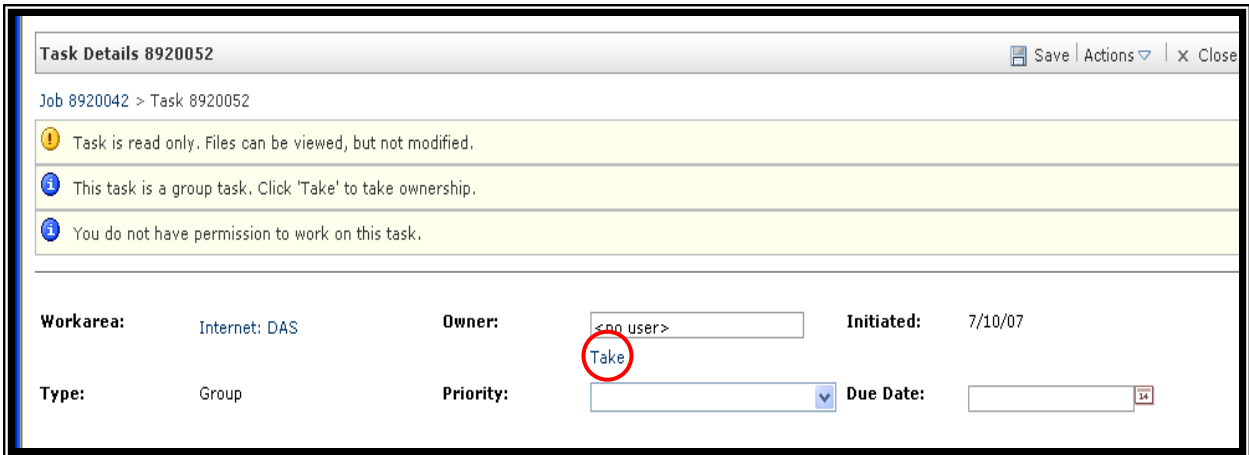


Figure 50: opening task for publishing

7. On the bottom, right hand corner of your screen there are three (3) choices:

- Approve and Deploy
- Approve and Schedule Deployment
- Reject

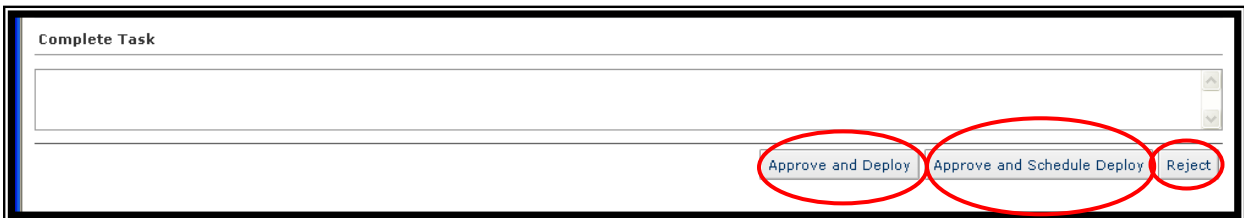


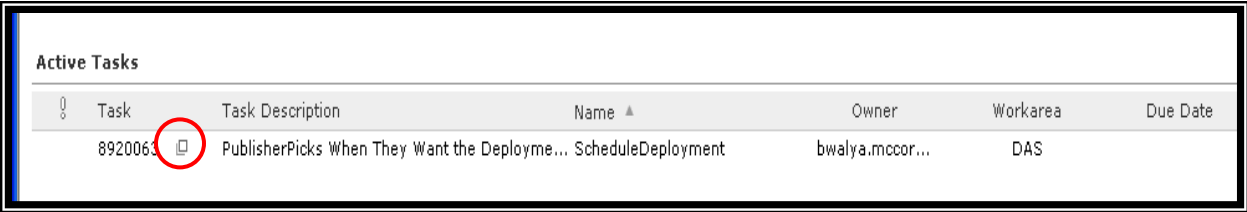
Figure 51: Publisher Options

8. If you want the job announcement to publish immediately select Approve and Deploy.
9. If you want to schedule the deployment select Approve and Schedule Deployment.
10. The Reject button will more than likely not be used for a job announcement. If you accidentally select it the system will take you back to the Approver stage (which you skip if you select yourself in all 3 categories).

Approve and Schedule Deployment

1. Click on Take.
2. Click on Approve and Schedule Deployment.
3. The secondary will close and take you back to workflow.
4. Go back to the Active Tasks.

5. The Task Description will say "Publisher Picks When They Want the Deployment..."
6. Click the small gray box to open a secondary window.



Active Tasks						
Task	Task Description	Name ▲	Owner	Workarea	Due Date	
8920061	PublisherPicks When They Want the Deploye...	ScheduleDeployment	bwalya.mccor...	DAS		<input type="checkbox"/>

Figure 52: Taking task to schedule deployment

7. Click on Start Input Task



Attached Files New File | New Form | Import | Existing Files | Modified Files

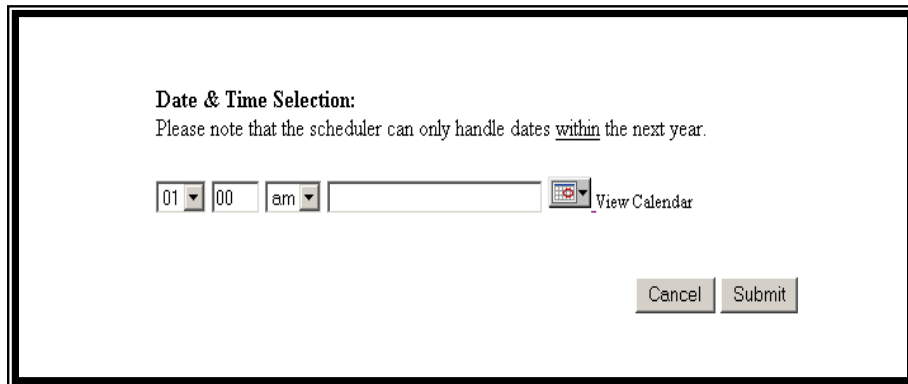
- DAS/jobs/AP050661.shtml Edit | Preview | View Differences | File Comments | File ▾
- templatedata/Agency_Pages/job_announcement/data/DAS/AP050661 Edit | Preview | View Differences | File Comments | File ▾

Complete Task


Figure 53: Start Input Task

8. A calendar and clock will come and you will then have the ability to specify the time and date the template or document will be published (Figure 54).

Note: the system backs up in the early hours of the morning, so resist the urge to have a job deploy between the hours of 1 a.m. and 6 a.m. because it may not deploy during that time.



Date & Time Selection:
Please note that the scheduler can only handle dates within the next year.

01 00 am  View Calendar

Cancel Submit

Figure 54: Date and Time Selection

9. Click on Submit.
10. This job will stay in your Workflow until it publishes.

Resubmitting a job announcement template

If you need to make any changes to a template or document you will need to go through the workflow process (or a resubmit).

- You will need to put a check mark in front of the template and click on Edit.
- This will bring the template up on your screen.
- Make the necessary changes and click Preview.
- **Once you click Preview the system will pull your job announcement off the jobs page, and you will need to complete workflow in order for the announcement to show on the jobs page.**
- If there are no additional changes that need to be made close out the preview screen.
- Click on Next.
- A pop-up box will appear and ask if you would like to regenerate ~ yes or no.

- Always click No; If you answer Yes it will open up what looks like a preview screen and if you have not been trained on how to go through workflow this way do not attempt it.
- The rest of the Workflow process is the same.

Exception to the resubmit rule

If you have made an error in the job announcement number and have already saved and published the job **DO NOT** go back and try to edit it; editing the announcement number after the template has been saved will create duplicate announcements.

Instead, unpublish the job, and create a new announcement with the correct announcement number. You can cut and paste from the previous job announcement template to reduce the amount of work.

Additional Information

If you are in need of more assistance, here are some resources available.

Online Support Documentation

<https://intranet.egov.oregon.gov/sites/DAS/IRMD/EGOV/CLASS/>

Technology Support Center

egovhelp@das.state.or.us

(503) 378 2126

Statewide Training & Development Classes (Web Contribution and Advanced)

<http://www.oregon.gov/DAS/HR/training.shtml>

Rhea Rodriguez (503) 378 5393

Additional Assistance

Bwalya McCormick (503) 378 2817; Bwalya.McCormick@state.or.us