Community Manager Submission Approval Guide

1. Log in to Trace:
   A. Go to http://trace.tennessee.edu/ and click the My Account option under the left-handed Contributors Link.
   B. Enter your NetID and password to access your account.

2. Check for new submissions:
   A. Select Manage Submissions under the heading for the department for which you are the community manager.

Contacts:

Trace—trace@utk.edu
Trace Administrator—Seth Jordan, sjordan@utk.edu
Associate Dean for Scholarly Communication & Research Services - Holly Mercer, hollymerc@utk.edu

For further information on a particular topic, you may contact the appropriate librarian liaison from the following page: Subject Liaison Librarian
B. Be defaulted, *not posted* submissions will be shown.

You can sort which submissions are shown by the drop down box.
3. Preview/Approve Submissions:
   A. Select the item you wish to approve.
   B. From the individual submission screen a number of options will be displayed on the left-hand toolbar. Some important options (shown below) include the Preview Submission option and the Register Decision option.

![Image of submission details and metadata]

- The Preview Submission link allows you to view the formatted page that will be displayed in Trace, including all the information the author or contributor has submitted.

When the Register Decision option is selected, a page with submission options appears. The options for the item include those shown in the drop-down menu.

![Image of submission decision page]

Administrator Decision for “Test 2”

Accept Submission ▼ □ Do not email the decision letter.

Based on your selection, a message to the authors appears below. Revise that message as necessary, then click “Register decision” to record ‘ATTACHMENT_LINK’ will be replaced with a link to any uploaded attachments.

To:

✓ Cc: The Administrators

Attachment 1:  

Subject:
C. Once the desired option has been chosen, a preformatted email will generate. You may send it with the template options, modify the template, or choose *Do not email the decision letter*.

D. Once complete, click the *Register Decision* button on the right hand side of the page.

![Image of email and decision letter]

**NOTE:** Every time a decision is made for an item in Trace an email will be sent to the community manager (you). To keep from clogging up your inbox, you can establish a filter so that these emails will go to a separate folder.

4) **Update the site:**

   A. Once the *Register Decision* button has been selected, you will be returned to the previous screen. To make the changes visible in Trace, click the *Update Site* option on the left-hand menu. The submitted item will now be publicly available in Trace.

![Image of menu options]