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.

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.

-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.

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.

NOTE: Every time a decision is made for an item in Trace an email will be send 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.