

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.

<u><i>Tennessee Department of State, Opinions from the Administrative Procedures Division</i></u>	ADMINISTRATOR TOOLS
Manage Submissions	Access tools to manage submissions and editorial function
Upload	Upload new submissions
Reports	View readership statistics
Configuration	Add/remove editor privileges and other system setting changes

Contacts:

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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.

The screenshot shows the 'Manage Submissions' interface. The top navigation bar includes 'Manage Submissions', 'Upload Submission', 'Usage Reports', 'Configuration', 'Mailing Lists', and 'My Account'. A sidebar on the left contains various actions like 'Batch upload XML', 'Reviewer List', and 'Log out'. The main area is titled 'Show these submissions:' and features search filters: 'State: All', 'Last Name', 'is', and a 'Search' button. Below the filters, a table displays submission details.

ID	Author	Title	Last Event	Date of Last Event	Waiting for Administrator	Type	Locked by Administrator	Initial Decision
5975	Terence Carpenter		Revision uploaded	Fri Aug 10 2012		Alcoholic Beverage Commission		no time limit
5974	Tennessee Alcoholic Beverage C...		Revision uploaded	Wed Jul 18 2012		Alcoholic Beverage Commission		no time limit
5973	Tennessee Housing Development ...		Revision uploaded	Mon Jul 30 2012		Tennessee Housing Development Agency		no time limit
5972	Tennessee Department of Childr...		Revision uploaded	Wed Jul 18 2012		Civil Service Commission		no time limit
5971	BOARD OF PROBATION AND PAROLE,...		Revision uploaded	Fri Aug 10 2012		Civil Service Commission		no time limit
5970	ANNETTE HARDAWAY, v. BOARD OF ...		Revision uploaded	Wed Jul 18 2012		Civil Service Commission		no time limit
5969	SHELIA ROLLINS, Grievant, v. D...		Revision uploaded	Wed Jul 18 2012		Civil Service Commission		no time limit

You can sort which submissions are shown by the drop down box.

This close-up screenshot highlights the search filters. The 'State:' label is followed by two dropdown menus. The first dropdown is set to 'Not yet posted' and the second is set to 'waiting for administrator'. Below these are the 'Last Name' dropdown, the 'is' dropdown, and a text input field. A 'Search' button is located to the right of the input field. A blue oval is drawn around the 'Not yet posted' and 'waiting for administrator' dropdowns.

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 screenshot shows a web interface for managing submissions. On the left is a vertical toolbar with various actions. The main area displays details for a submission titled 'Test 2'. The 'Preview Submission' and 'Register decision' options in the toolbar are circled in blue. The submission details include authors, waiting status, and download links. Below this is a 'Submission Metadata' table.

Metadata Field	Value
Title	Test 2
Document Type	Agriculture
Hearing Date	December 2011
Keywords	
Attorney	- empty -
Judge	- empty -
Agency & Division	- empty -
Decision Date	- empty -
Effective Date	- empty -
Docket Number	- empty -

-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.

This screenshot shows the 'Administrator Decision' form for submission 'Test 2'. At the top, there are dropdown menus for 'Waiting for Administrator' (set to 'Yes') and 'Locked by Administrator' (set to 'No'). Below this is a dropdown menu for 'Accept Submission' which is circled in blue. To the right of this menu is a checkbox labeled 'Do not email the decision letter.' Below the form is a 'To:' field with a checked checkbox for 'Cc: The Administrators', an 'Attachment 1:' field with a 'Browse...' button, and a 'Subject:' field.

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.

The screenshot shows the 'Register Decision' page in the Trace system. The left sidebar contains a navigation menu with options like 'Submissions', 'Batch upload XML', 'Batch upload Excel', 'Import', 'Selected Works', 'Submission details', 'Preview Submission', 'Reviewers', 'Revise Submission', 'View revisions', 'Supplemental Content', 'Register decision', 'Post', 'Withdraw Submission', 'History', 'Administrator Notes', 'Close ir_series', 'Preview site', 'Update site', 'Go to site', and 'Log out'. The main content area is titled 'Manage Submissions' and shows details for 'Test 2'. It includes fields for 'Title', 'Authors', 'Last Event', 'Waiting for Administrator', 'Locked by Administrator', and 'Manuscript'. A dropdown menu is set to 'Accept Submission' with a checkbox for 'Do not email the decision letter'. Below this is a text area for the decision message, which is pre-filled with a congratulatory message. The 'Body' field is highlighted with a blue circle. At the bottom right, there are two buttons: 'Register decision' and 'Reset to boilerplate', both highlighted with blue circles.

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.

