DOCUMENT CONTROL – WSD WEB DEVELOPMENT
TEC-P505
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

1.1 This process outlines the required steps to follow in order to have the WD/EDCS update information, post new information on an existing web page or have new web pages created on the WSD web site.

2.0 RESPONSIBILITY:

2.1 Web Design/Electronic Document Control Specialist

3.0 APPROVAL AUTHORITY:

3.1 Director of Operational Technology

4.0 DEFINITIONS:

4.1 WD/EDCS -Web Design/Electronic Document Control Specialist

5.0 PROCEDURE:

5.1 Requests to update Information or post new information on an existing web page.

    5.1.1 The customer will submit the additional or updated information to the WD/EDCS by emailing it along with an explanation of where on the web site the information is to be added/updated to, along with any other relevant details.

5.2 Requests that new web pages be added to the WSD web site.

    5.2.1 The customer will either call or email the WD/EDCS with a request that a new web page be added to the web site. The WD/EDCS will then consult with the customer to get an idea of the content that will be on the new web page.

    5.2.2 The customer will be responsible for giving the WD/EDCS the written content in an electronic format via email, or by attaching a Microsoft Word document to an email. Graphics and photos that the customer would like to have on the web page can be emailed to the WD/EDCS as well. Any desired custom graphics, can be created by the WD/EDCS upon request.

5.3 User Home Page Self-Updates

    5.3.1 Users who desire to take control of their department updates must have access to the WSD home site coordinated through the WD/EDCS.

    5.3.2 After access is granted, all support requests will be routed to the WD/ECDS for consultation or training. Training will be made by appointment only and may be conducted in a group environment.

6.0 ASSOCIATED DOCUMENTS:

6.1 N/A

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
N/A				

8.0 REVISION HISTORY:

Date:	Rev:	Description of Revision:
13-JUL-07	A	Original Release

End of procedure