

ROADS Manuals Revision Process

Subject Matter Expert (SME) / Document Owner:

- 1) Go into the SharePoint Library and make the desired edits:
 - a. From myGDOT, select the *GDOTTEAMS* tab at the menu at the top of the page
 - b. From the list of sites, select *ROADS*
 - c. Select the appropriate library in which the manual resides
 - d. Check-out the WORD document
 - e. Open the document in WORD to make edits
 - f. In WORD, select Review and then click on Track Changes (the Track Changes option should highlight to reflect it being turned on)
 - g. Make the desired edits to the document (you will notice change bars appearing in the left margin of the document in the areas where you are making changes)
 - h. Once completed, Save, close, and check-in the document (making sure to check-in using a MAJOR version and entering a comment about the changes made)

- 2) Submit the document change to Design Policy & Support
 - a. Place the cursor over filename of the file you just changed in SharePoint
 - b. Right click
 - c. Select *Copy Shortcut*
 - d. Send an email to ROADSManuals@dot.ga.gov requesting an update:
 - i. Specify "*ROADS Manual Update*" in the subject of the email
 - ii. In the body of the email, please paste the shortcut to the document
 - iii. In the body of the email, specify whether this change needs a ROADS Notification to be sent out, and if so, to also include a brief description of the changes to be sent out in the notification.

Technical Writer:

When a change request is received, the Technical Writer shall:

- 1) Open the email in the ROADS Manuals inbox and click on the link in the email to check-out and open the document.
- 2) Turn off Track Changes in the document.
- 3) Transfer all changes from the submitted document to the standard template document.
- 4) Accept all changes.
- 5) Close the submitted document (save and check-in) and submitted email.
- 6) Email a copy of the edited standard template document in PDF format to the SME/Document Owner submitting the changes for review/approval (cc: ROADSManuals@dot.ga.gov email).
- 7) Once approval is obtained from the SME/Document Owner, the Technical Writer shall update the ROADS page with the updated manual.