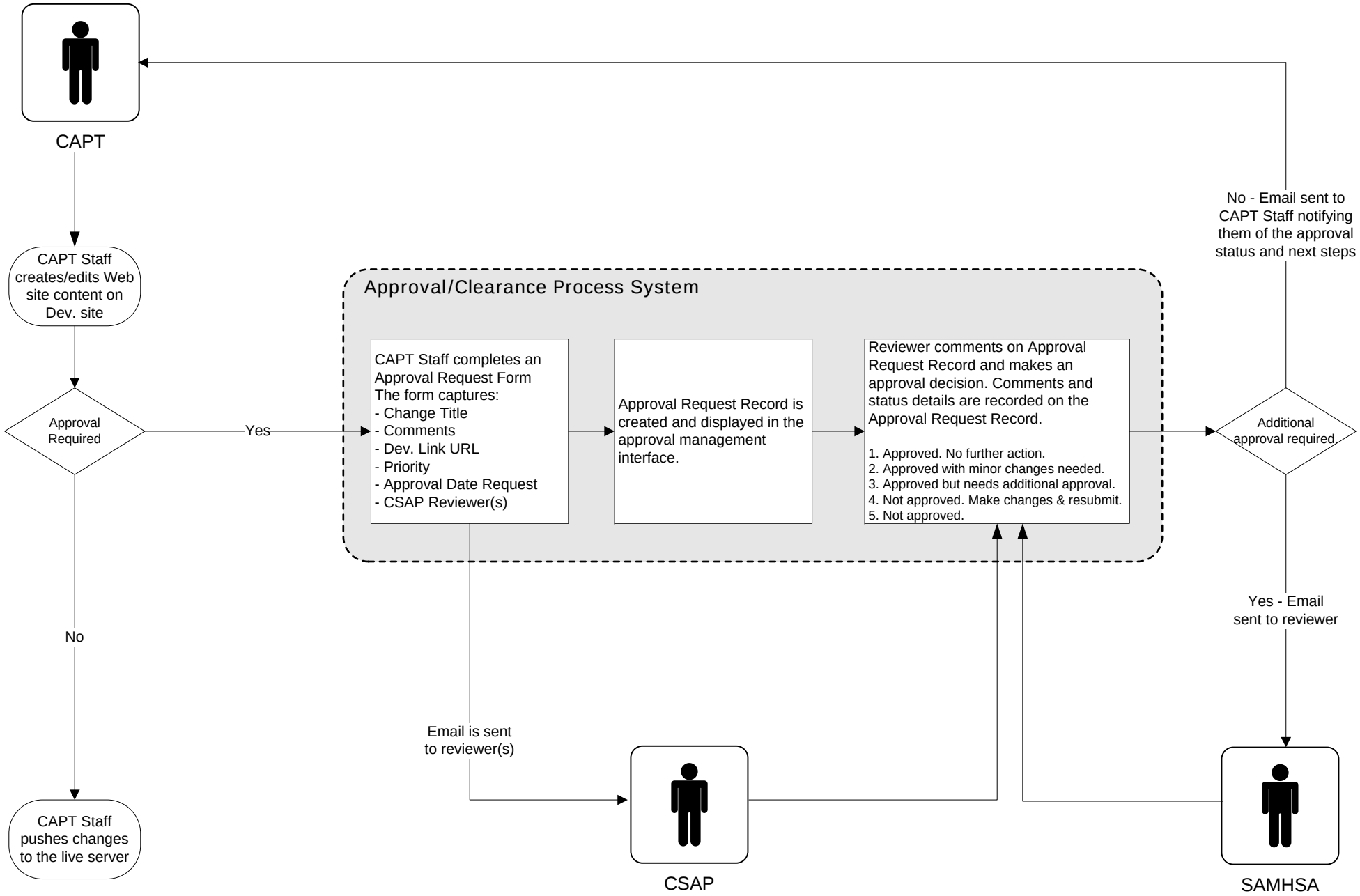
CAPT
CAPT Staff creates/edits Web site content on Dev. site
Approval Required
Yes
No
CAPT Staff pushes changes to the live server
Approval/Clearance Process System
CAPT Staff completes an Approval Request Form
The form captures:
- Change Title
- Comments
- Dev. Link URL
- Priority
- Approval Date Request
- CSAP Reviewer(s)
Approval Request Record is created and displayed in the approval management interface.
Reviewer comments on Approval Request Record and makes an approval decision. Comments and status details are recorded on the Approval Request Record.
1. Approved. No further action.
2. Approved with minor changes needed.
3. Approved but needs additional approval.
4. Not approved. Make changes & resubmit.
5. Not approved.
Additional approval required.
No - Email sent to CAPT Staff notifying them of the approval status and next steps
Yes - Email sent to reviewer
Email is sent to reviewer(s)
CSAP
SAMHSA