

Content Aging Alert

Purpose:

Notifies page reviewer it is time to review their content

A reviewer does not need to take any action if there are no changes to their content.

How this works

Send Content Review Reminder Email is a schedule task that runs daily, during the night. Time needs determined.

If a page inherits the Review Data template and is assigned a Reviewer Name AND either of the following are true:

- The Last Updated date and Content Review Reminder Sent On is equal or older than 180 days from today's date

OR

- The Last Updated date is equal or older than 180 days from today's date and the Content Review Reminder Sent On is blank

Then send Content Review Reminder Email to the selected Reviewer Name's email address.

When a reminder is sent for a page the Content Review Reminder Sent On should be set to the date sent.

- This will prevent multiple notifications going out if they don't update the page, which reviewers are not required to do. If a reviewer gets the notification and does not have changes no further action is required on their part.

To Do

MedTouch - Populate global list with information from the content matrix and select applicable Reviewer on page. From Content Matrix use New Url and Review fields to populate. Determine auto or manual.

HFHS - Update content matrix. MedTouch will give 2 week notice before we need this for the most current information.

MedTouch - After review field updated, query all pages with no reviewer selecting.

Reviewer Global List

Setup in Global List in /sitecore/content/Global/Content Review/Reviewers

Item name will be Reviewer Last First

Create: Content Review template

- Reviewer Name – single line text field Last, First
- Reviewer Email – single line text. Multiple emails can be separated by , or ;

Review Data Template and Inheritance on Pages

For Henry Ford Templates:

Home

Landing Page

2 Column Wide Right Generic Page

1 Column Generic Page

OptimEyes Homepage

OptimEyes 2 Column Wide Right Generic Page

Microsite Homepage

Microsite 2 Column Wide Right Generic Page

HFPN Microsite Homepage

HFPN Microsite 2 Column Wide Right Generic Page

Med Ed Microsite Homepage

Med Ed Microsite 2 Column Wide Right Generic Page

Location standard/custom Landing

* All other modules will not send content update reminders.

Inherit a new template Review Data that contains:

- Reviewer Name: DropTree source is /sitecore/content/Global/Content Review/Reviewers displays Reviewer Name
- Content Review Reminder Sent On – Date. This will be automatically populated by the process to indicate when the Content Review Reminder Email was sent
- Field can be set to Read Only in Security Roles to prevent user entry.

Content Review Reminder Email

Setup Content Review Reminder Email in

/sitecore/content/ Global/Content Review/Auto Email

Create /sitecore/templates/Henry Ford/ Component Templates/Content Review Email used to manage the email message

Fields

To - {item:ReviewerEmail} - used to pull reviewer's email address

From – use as from address when email is sent default is donotreply@henryford.com

CC: - single line text. Multiple emails can be separated by , or ; use to cc emails on every email sent.

Optional to use this field. It applies to all emails sent.

Subject – used as subject for email. Populate with Content Review {item:Headline} headline populates with the Heading field of the page for review

Message:

Introduction content to be supplied by HFHS may include a link or email address.

Item: {item:Headline} headline is the heading of the page being reviewed

Sitecore Path: {item:Path} item path in Sitecore. Note if we decide not to use this we can remove from email, the functionality will exist if we need it.

URL: {Url} display the website url of the page, example www.henryford.com/about

Mail Server

HFHS considering using an HFHS email server to track bounced emails. Not for initial release. MedTouch to draft message that can be used to provide IT information regarding this setup. <https://basecamp.com/3003622/projects/11260297/messages/59859070>

Message provided by HFHS:

As a part of our bi-annual web audit, you are receiving this email because you are the designated content reviewer for a page on HenryFord.com that has not been edited in six months.

What is a content reviewer?

A content reviewer is someone who is responsible for reviewing web site content on a regular basis and proactively updating information as changes occur. Content includes website informational pages, calendar entries, faculty/staff profiles, news, announcements, photos, forms and phone numbers.

What you should do –

Please **read and review the page**. If you have edits to this page or if the page is no longer relevant or necessary, please complete the [Web Request Form](#) with the requested changes and be sure to include the page link.

[Name of page with hyperlink here automatically generated by Sitecore]

If you have received this email in error and are not the content reviewer, please email web@hfhs.org to no longer receive these requests.

Thank you for making www.henryford.com useful and up-to-date for our patients and other visitors to our site.

The Web Services Team