

# Publishing local content in Map Manager

Pathways receiving an interim update Type your section title ▼ Collapse section

Select (66) Preview

**New & Updated pathways** | [All pathways](#)

This list shows the pathways that have been added or updated in your local view since the last publish. Selecting pathways will create a section in the New & Updated page. You can add notes to describe why you have selected pathways for inclusion.

| <input type="checkbox"/> Select All <b>Select pathways to include in the section</b> |                          |         |  | Add or edit notes for selected pathways |
|--|--------------------------|---------|--|---|
| <input type="checkbox"/> NICE quality standards                                      | Research and development | Hidden  |  | Add note                                |
| <input type="checkbox"/> Opioid dependence   | Substance abuse          | Updated |  | Add note                                |
| <input type="checkbox"/> Peritonsillar abscess                                       | Ear, nose and throat     | Updated |  | Add note                                |
| <input type="checkbox"/> Anterior uveitis  | Ophthalmology            | Updated |  | Add note                                |
| <input checked="" type="checkbox"/> Episcleritis                                     | Ophthalmology            | Updated |  | Add note                                |
| <input type="checkbox"/> Painful red eye   | Ophthalmology            | Updated |  | Add note                                |
| <input type="checkbox"/> Scleritis   | Ophthalmology            | Updated |  | Add note                                |
| <input checked="" type="checkbox"/> Bunions  | Orthopaedics             | Updated |  | Edit note                               |
| <input type="checkbox"/> Benign prostatic enlargement                                | Urology                  | Updated |  | Add note                                |
| <input type="checkbox"/> Prostatitis   | Urology                  | Updated |  | Add note                                |
| <input type="checkbox"/> Carotid arterial stenosis                                   | Vascular surgery         | Updated |  | Add note                                |

Delete section Add new section

## Prepare the New & Updated report

- In the **Select an action** drop-down menu at the top of the page, select **View new & updated**.
- Click **Go**.  
There will be a delay while the **New & Updated** page loads.
- In the **Introductory text for New & Updated page** section, type the text that you want to appear in the introductory section of your **New & Updated** report. You can use the text formatting tools to turn text bold or italic, format headings, and create bulleted lists.
- Click **Save** after you make changes to any section to the report to ensure that you do not lose any information that you have added.
- In the **Add Pathways to the New & Updated page** section, type the introduction for the first section of the report.
- If you want to include all of the listed new and updated pathways in your report, select the **Select All** check box or select the check box for each individual new or updated pathway that you want to be included in this section.
- To add a note for a pathway that you selected to appear in your report, select the **Add note** link for that pathway.
- In the text box appears below the pathway name, type your explanation about why the pathway was added or updated in this release.
- Select the **Save note** link.
- Select the **Preview** tab to see what your selected pathways and any notes you added will look like in Map of Medicine when the release is published.
- If necessary, select the **Add new section** link to add another section to your report. A new section that is identical to the current section appears.
- Select the **Page preview** link at the top of the page to preview your entire report.  
There will be a delay while the preview page loads.
- When you are satisfied with your **New & Updated** report's contents, click **Save** to save all of the content you have added to the report.
- Click **Back** to return to the home page.
- To view or update your **New & Updated** report any time before you request publication of the release, in the **Select an action** drop-down list at the top of the page, select **View new & updated**.

### Categorising types of changes in the report

You can include a section for new pathways and a separate section for updated pathways. Include as many sections as you need to explain the changes you made to all of the pathways for this release.

# Publishing local content in Map Manager

## Recall an approved pathway for additional editing

1. If necessary, on the Map Manager home page, select the **Workflow report** tab.
2. Filter the list of pages available for review using the following three categories:
  - Pathway expiration status
  - Workflow and localisation status: pathways approved
  - Department
3. Click **Go**. The **Workflow report** page updates to display only the pages that meet your selected filter criteria.
4. Select the **Recall** link for the approved pathway that you want to recall for additional editing. The **Recall pathway** page appears.
5. In the **Add comments** section, type your comments regarding why you are recalling the pathway for additional editing. The Editor will be able to see your comments.
6. Click **Ok**. The home page appears. A message indicates that the pathway was successfully recalled for additional editing and its workflow status is now **Not ready for approval**.

## Preview the working release

1. In the **Select an action** drop-down menu at the top of the page, select **Preview working release**.
2. Click **Go**. The **Preview working release** page appears.
3. If there is already an existing preview for the content that you want to view, select the **See preview <date and time>** name link. There may be a delay while the content preview loads. The existing preview of the content appears in the Map of Medicine application.
4. If there are no existing previews already generated, select the **Generate new preview** link for the type of content that you want to preview. There are two options: content ready to be published and all content.  
A dialog box appears indicating that it may take a few minutes to generate the preview.
5. Click **OK**. The **Preview process** page opens in a new web browser window. When the content preview is ready, the **Terms and Conditions** page appears.
6. Click **Accept**. A preview of the content appears in the Map of Medicine application.

## View a release report

1. In the **Select an action** drop-down menu at the top of the page, select **View release report & publish**.
2. Click **Go**.  
The **Release report** page appears. Under the **Issues preventing publication** section, there is a link to each category of issues that will prevent the release from being published.
3. Select the issue category link to go to that section of the report page. The page jumps to the corresponding section of the report.
4. Select a **Back to top** link to return to the **Issues preventing publication** section at the top of the page.
5. Click **Back** to return to the home page.

## Ensuring publication of pathways goes smoothly

You should communicate with everyone involved with local pathways during their offline and online review and approval processes to ensure that the pathways make continual progress through the next stage towards publication in your local view.

## Go to a page with broken links that will prevent publication

1. Go to the section of the release report that contains the list of pages containing broken links.
2. Select a page name link. The page opens in Map Editor so that you can resolve the publication-blocking issue.
3. Fix the link that is broken or submit for approval the pathway containing the page linked to if it is not approved.
4. Save the page.

## Go to a page with missing mandatory information that will prevent publication

1. Go to the section of the release report that contains the page that is preventing publication.
2. Select the **Page Info** icon. The **Page properties** page appears.
3. Edit the page properties to provide all mandatory information, which is marked with \*, or submit the pathway for approval if it is not approved.
4. Click **Save**.

## Request publication of a working release

1. View the release report.
2. If there are issues blocking publication, use the links to the problem pathways and pages to resolve the issues.
3. View the release report again. If there are no issues preventing publication, the **Release report** screen appears with a message indicating that the release is ready to be published.
4. Click **Request publication**. The **Begin publication process** page appears.
5. Read the information about the publication process so that you understand what will happen once the publication begins and the release content is locked.
6. Click **Request publication**. The **Request publication** page appears.
7. Type the name of the new working release in the **Release name** text field.
8. Type a description of the new working release that will be useful to Editors in the **Description** text field.
9. Use the calendar widgets to select the **Publication date** for the new working release and the **Next publication due** date for the release after that one.
10. Click **Finalise request**. A page appears indicating that your publication request has been accepted and your new working release will be available after the release is published.
11. Click **Ok**. The home page appears. A message indicates that your working release is locked pending publication and cannot be edited until the new working release is created. You can cancel the publication request prior to publication to permit further editing if necessary.