



Build Easy
Workflows

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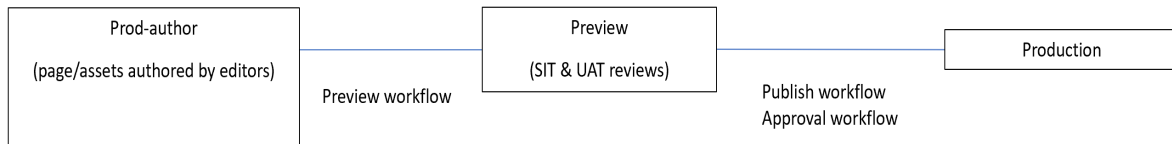
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BuildEasy Workflows

BuildEasy Workflows allow you to automate a series of steps that are performed on (one or more) pages and/or assets to publish to production env. OR preview env.

An Agency editors would be able to enable the below workflows:

- Preview Workflow – **BMS Resource Preview Activation**
- Publish Workflow – **(Non-Preview) BMS Resource Publish Activation**
- Approval workflow - **Build Easy Approval Workflow**



When a BuildEasy site is pushed live for the first time, IT admin team takes care of pushing the site live. Post go-live, Agency editors can publish the changes live using the Publish & Approval workflow as explained later in the document.

For any inquiries, issues, or hands on assistance regarding workflows, please feel to contact the BE support team at buildeasysupport@bms.com

Please expect a response from the BE support team within 24 business hours.

Preview workflow

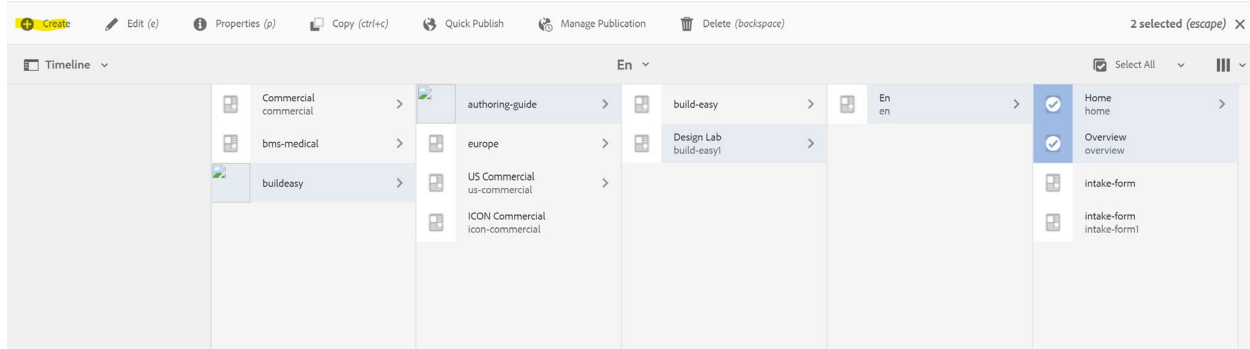
Editors create pages, upload assets to DAM, author components in “prod-author” environment. For SIT & UAT reviews the changes must be pushed or activated to “preview” environment.

Below are the workflows which Agency Editors can enable to activate/deactivate their changes to preview.

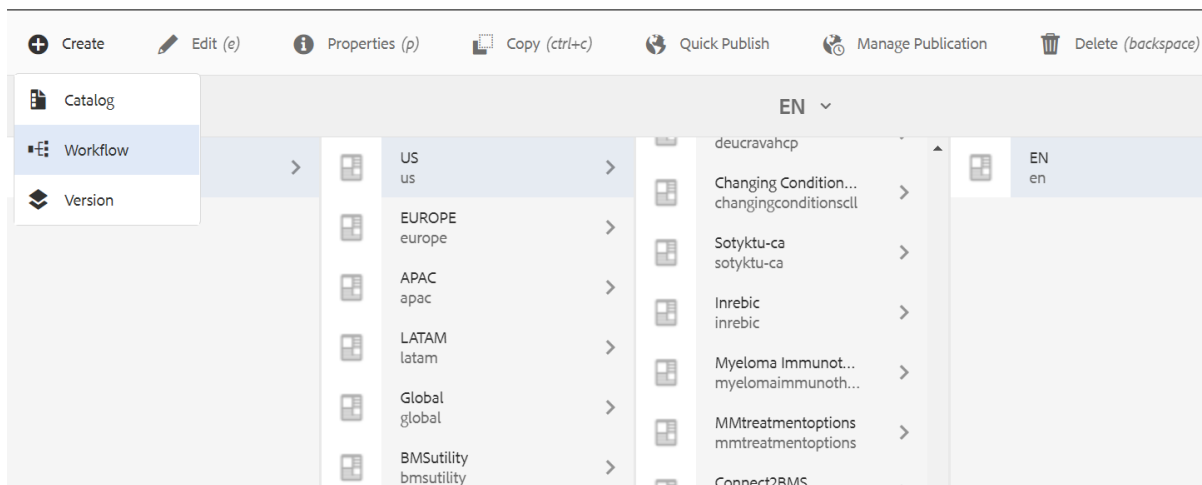
- **BMS Resource Preview Activation**
- **BMS Resource Preview Deactivation**

Steps to enable the “BMS Resource Preview Activation” workflow:

1. Open the Site Console & select the pages that needs to be activated in preview. Click on create



2. Choose workflow



3. To enable preview workflow, choose “BMS Resource Preview Activation”

- For Workflow title, add appropriate comments or Jira number (if applicable), click on “Next”.

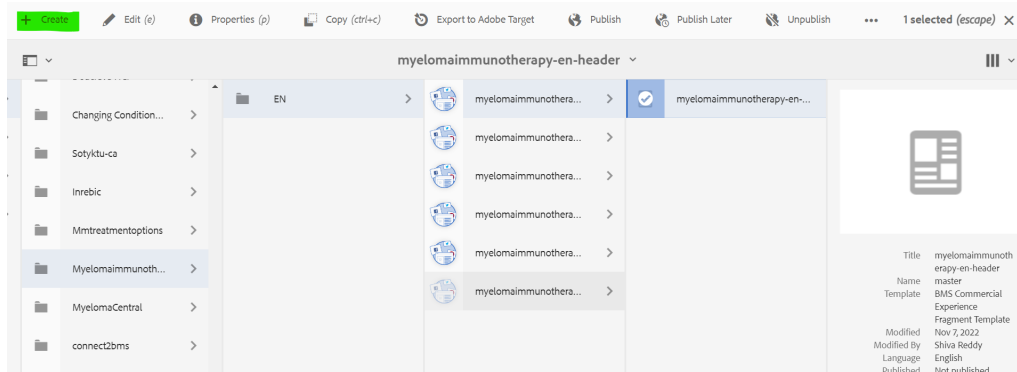
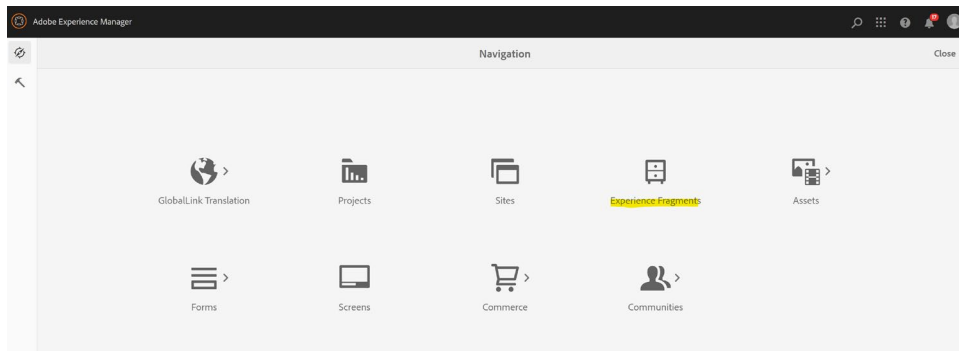
- Select the pages that needs to be activated and click **Create**.

Title		Modified	Published
☒	Page Head Component /content/build/easy/authoring/guide/build-easy/en/home/page-head-component	Sep 18, 2023 Dhanya Subbaiah	Not published

- The user would get a notification email as below once the workflow is completed successfully. Agency Editors to validate their changes in preview post the receipt of the notification

To activate experience fragments, click on “Experience Fragments” in the site console & navigate to the desired experience fragment. Please note that you must select the master content as shown below.

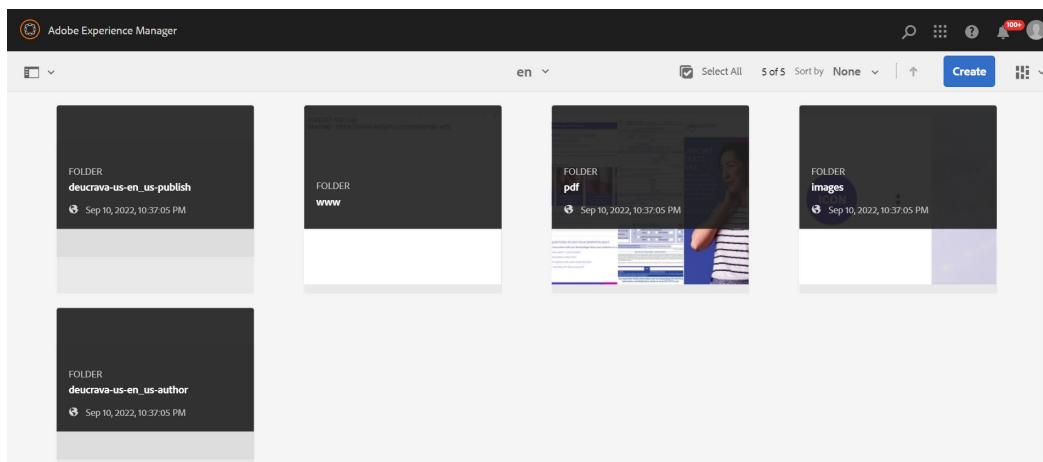
Follow steps from Step 2-Step 6 of the “Preview workflow”

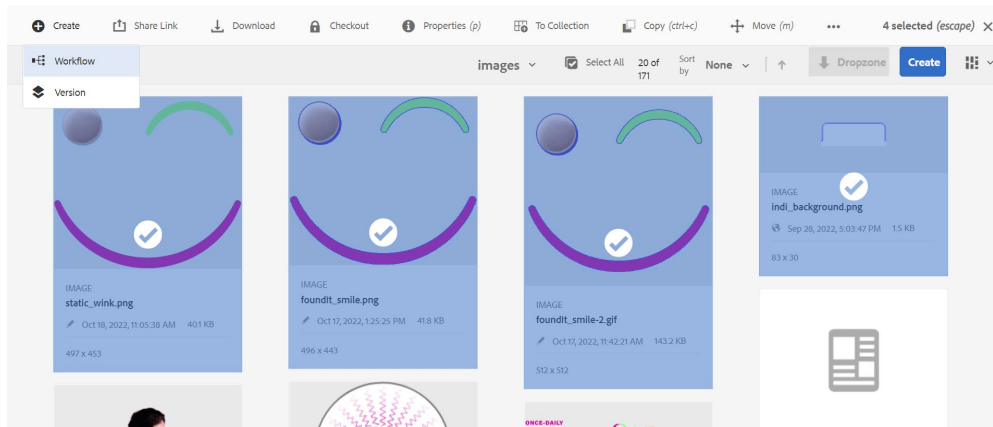


To activate DAM assets, navigate the dam files of the desired website site. Choose the file that needs to be activated. For instance, images.

Follow steps from Step 2-Step 6 of the “Preview workflow”.

Note: At a time, a user can activate only 15 assets / pages at a time.





To deactivate pages, experience fragments, DAM assets choose in preview “BMS Resource Preview Deactivation.”

Deactivation workflow would deactivate the pages/assets/exp fragment only in preview and not delete them. The pages/assets/exp fragments would be still accessible in prod-author.

Workflow model *

BMS Resource Preview Deactivation

Workflow title *

☐ Keep workflow package ⓘ

Package title *

Publish workflow (DAM Assets)

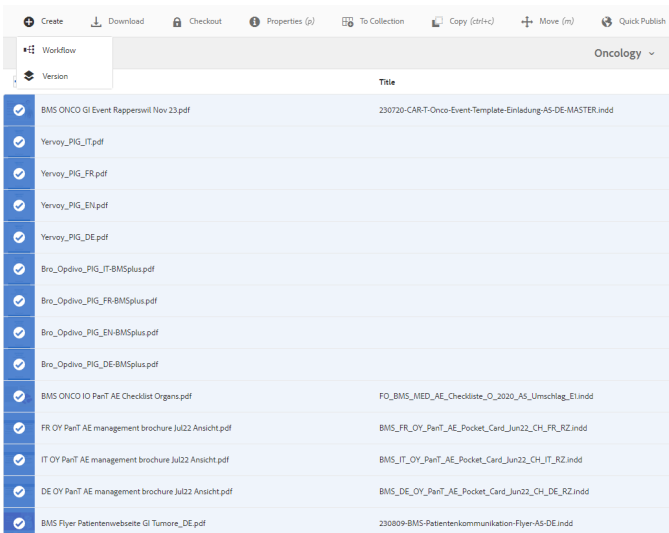
Editors can publish/unpublish DAM assets to production by enabling the below Publish workflow.

- **(Non-Preview) BMS Resource Publish Activation**
- **(Non-Preview) BMS Resource Publish Deactivation**

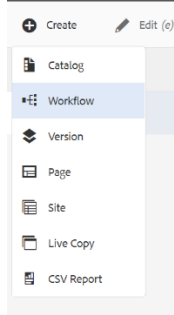
Note: Agency Editors will be able to use this workflow once the Build Easy site is live. To Publish pages/exp fragments enable “BuildEasy Approval workflow”.

Below are the steps to use Publish workflow on DAM assets

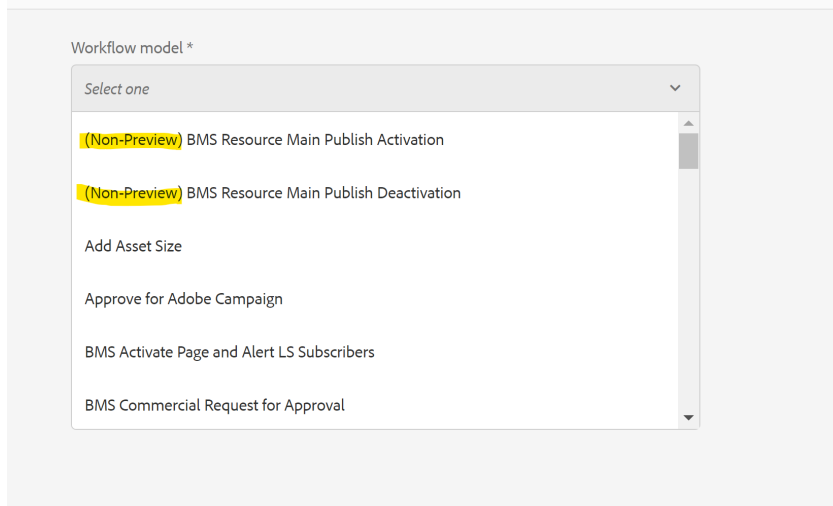
1. Navigate to the DAM folder of the desired project. Select an asset / experience fragment, click on **Create**



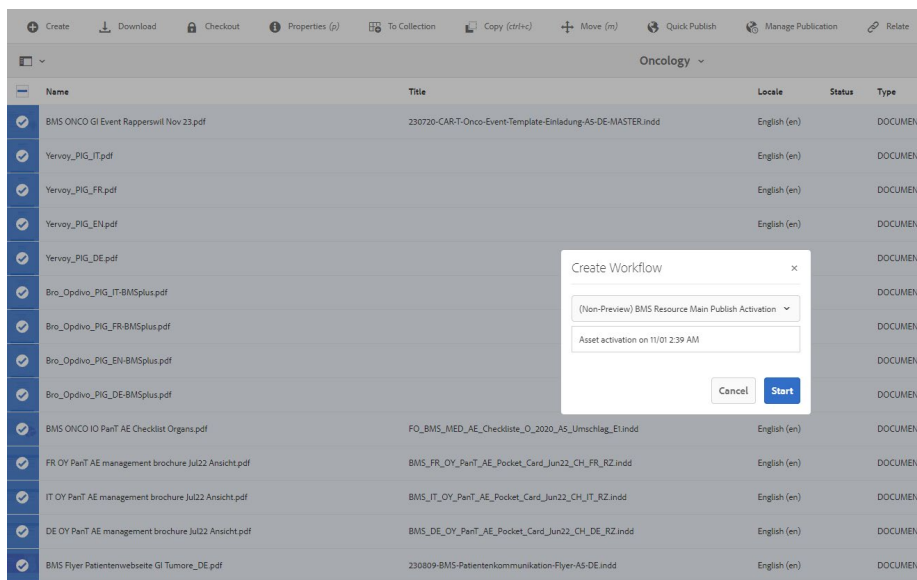
2. Click on **Workflow**



3. **(Non-Preview) BMS Resource Main Publish Activation** is for publishing the asset to production. **(Non-Preview) BMS Resource Main Publish Deactivation** is for unpublishing the asset from production.

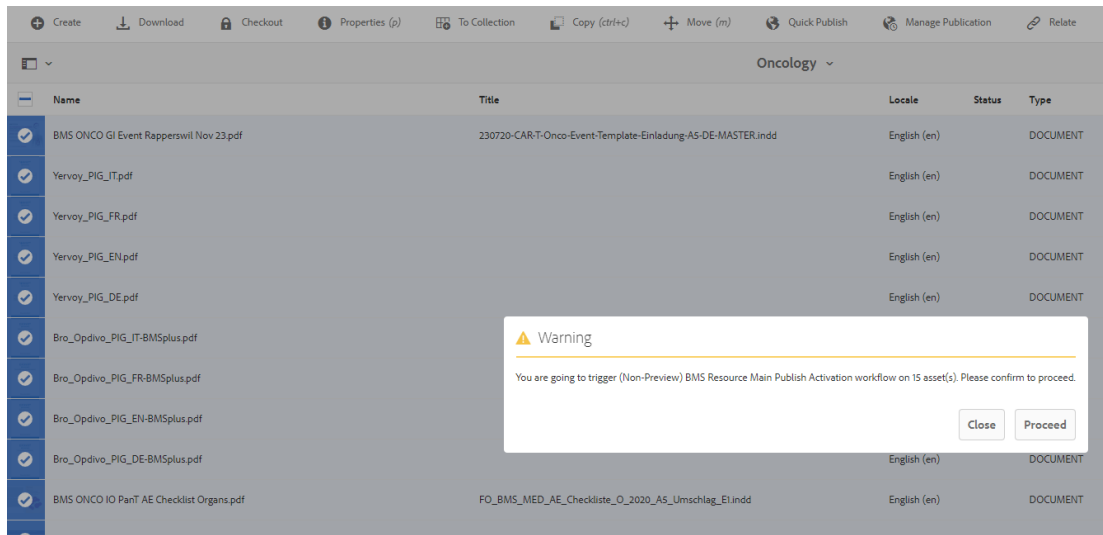


4. Choose the workflow & Add appropriate comments/JIRA number in the second field.
5. Click on **Start** in create workflow window.

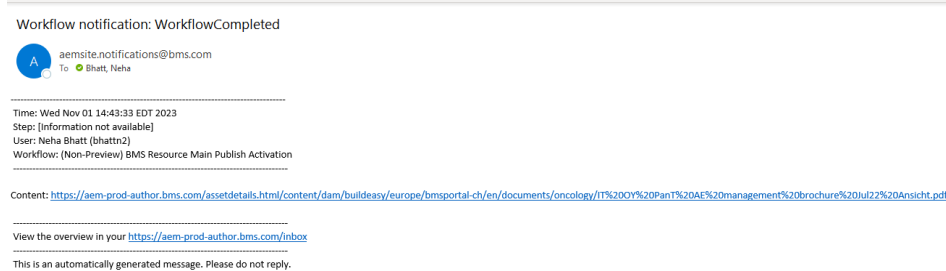


Note: At a time, only 15 assets are allowed to be activated. Make sure number of assets selected are 15 or less.

6. click on proceed.



- The user would get a notification email for individual assets as below once the workflow is completed. Agency Editors to validate their changes in production post the receipt of the notification



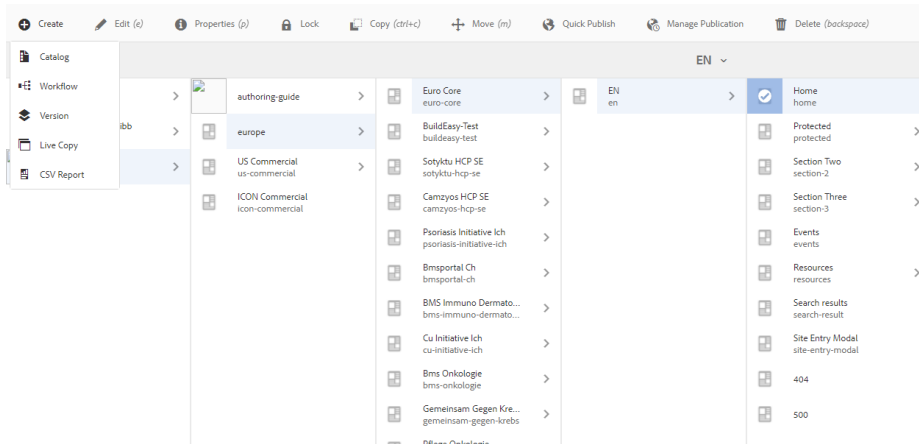
BuildEasy Approval Workflow

Post go-live if any changes to pages / exp-fragments has to be published live, editors can enable “BuildEasy Approval workflow” which would send out publishing request to the publisher group. The content/page is pushed live once the request is approved by the publishers.

Publisher group is usually comprised of production manager/brand/champion who must review & approval all changes/updates prior to publishing.

Below are the steps for Editors to enable BuildEasy Approval workflow for pages & experience fragments:

1. Open the Site Console & select the pages. Click on create followed by workflow



2. Select “BuildEasy Approval Workflow” with Jira number / comments. Click on “Next”
Note: For any new enhancements/issue fixes Agency Editors to reach out to the Production team to create a Jira

3. Select the pages & click on create.

Title	Modified	Published
ISI-test /content/buildeasy/europe/build-easy/en/videooplayer1	3 days ago Dhanya Subbaiah	3 minutes ago

Once the above workflow is enabled, publishers follow the steps below to approve/reject the changes to live.

1. Publisher would get notified with the below email where they can approve/reject a request. Publishers to login to AEM by clicking the below link (use BMS credentials)

AEM Notification-You have an item that requires your approval



aemsite.stg.notifications@bms.com

To: Bhatt, Neha

There is an item in AEM notification that requires your approval.

Preview URL : <https://author-bms-aem66-stage.adobecqms.net/editor.html/content/buldeasy/europe/build-easy/en/home.html>

Site Name : NA

Title : Approval request for homepage

Click Here to Approve/Reject : <https://author-bms-aem66-stage.adobecqms.net/aem/inbox.html>

This is an automatically generated message. Please do not reply.

- Post login, publisher to click on the highlighted notification icon, click on “BMS Build Easy Identify Approver” that would list on the items that needs to be approved/rejected by the Publisher.

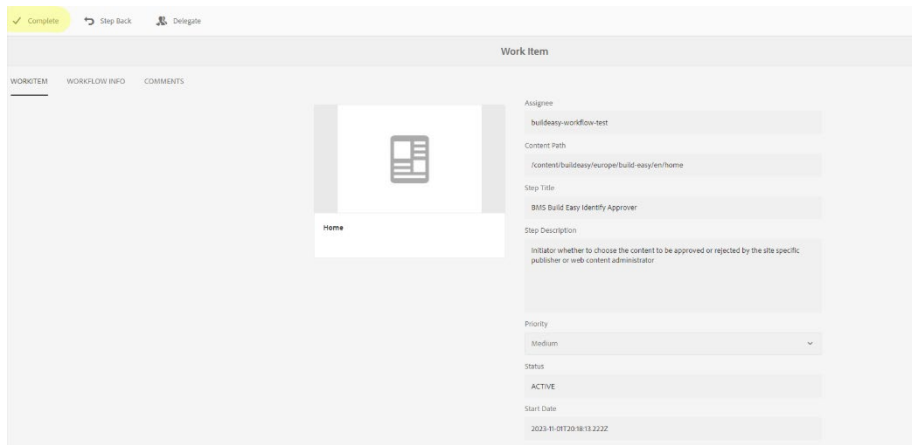
The screenshot displays the Adobe Experience Manager (AEM) interface. The top navigation bar includes a search icon, a grid icon, a help icon, and a notification icon with a red '100+' badge. The main content area is divided into two sections: 'Home' and 'Inbox'.

The 'Home' section shows a list of content items organized by language (En, Fr, De, ES, se, sa, nl, ru, sa0, En) and type (Home, Protected, search, videoplayer, test, Workflow Configuration, Reset Password, Home Test, Input Form). The 'Inbox' section shows a list of items, including 'BMS Build Easy Identify Approver' and 'asynPageMove - Success'.

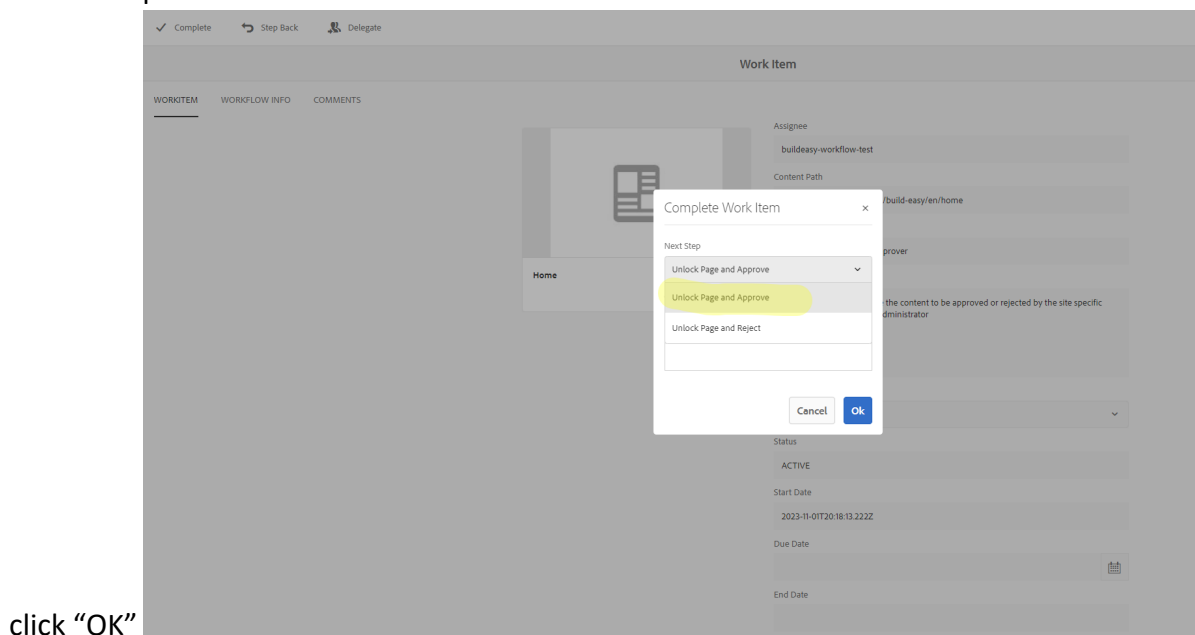
The 'Inbox' section is a table with the following columns: Title, Priority, Description, Assignee, Project, Workflow, Status, Start Date, and Due Date. The table contains one row of data:

Title	Priority	Description	Assignee	Project	Workflow	Status	Start Date	Due Date
BMS Build Easy Identify Approver	Medium	Initiator whether to choose the content to be approved or rejected by the site specific publisher or web content administrator	Group for testing Approval Workflow	Approval request for homepage	Active	2 minutes ago		

- Click on the individual item, choose “Work Item”. Click on “Complete” as per the below screenshot.



4. Select “Unlock Page and Approve” to approve & publish the content, “Unlock Page and Reject” to cancel the publish.



click “OK”

5. Refresh the AEM dashboard & confirm with Agency Editors if the changes have been published live.