



Workfront

Reference Guide

Submitting BH Web Maintenance Requests

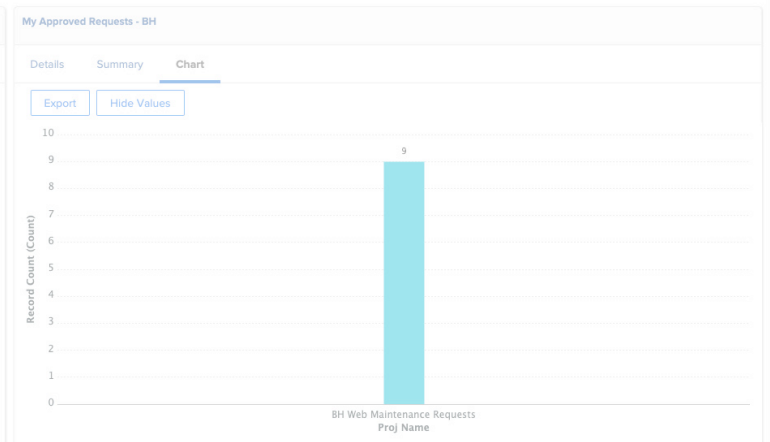
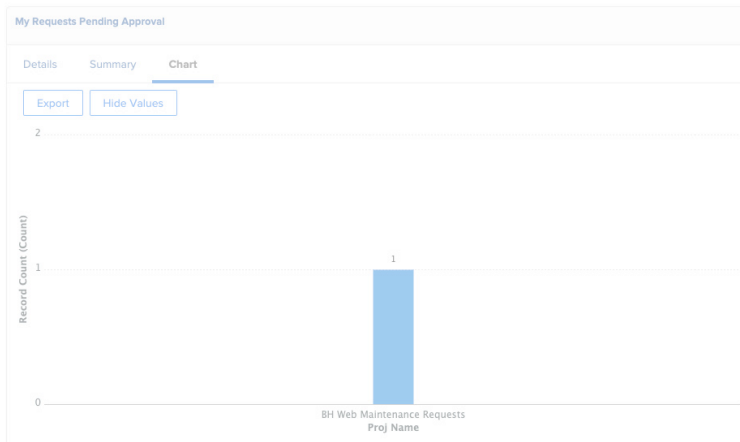
Version 24.4

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① **Requests Dashboard** can be accessed by clicking the Requests link in the top navigation bar.

② Select **Web Maintenance Request**.

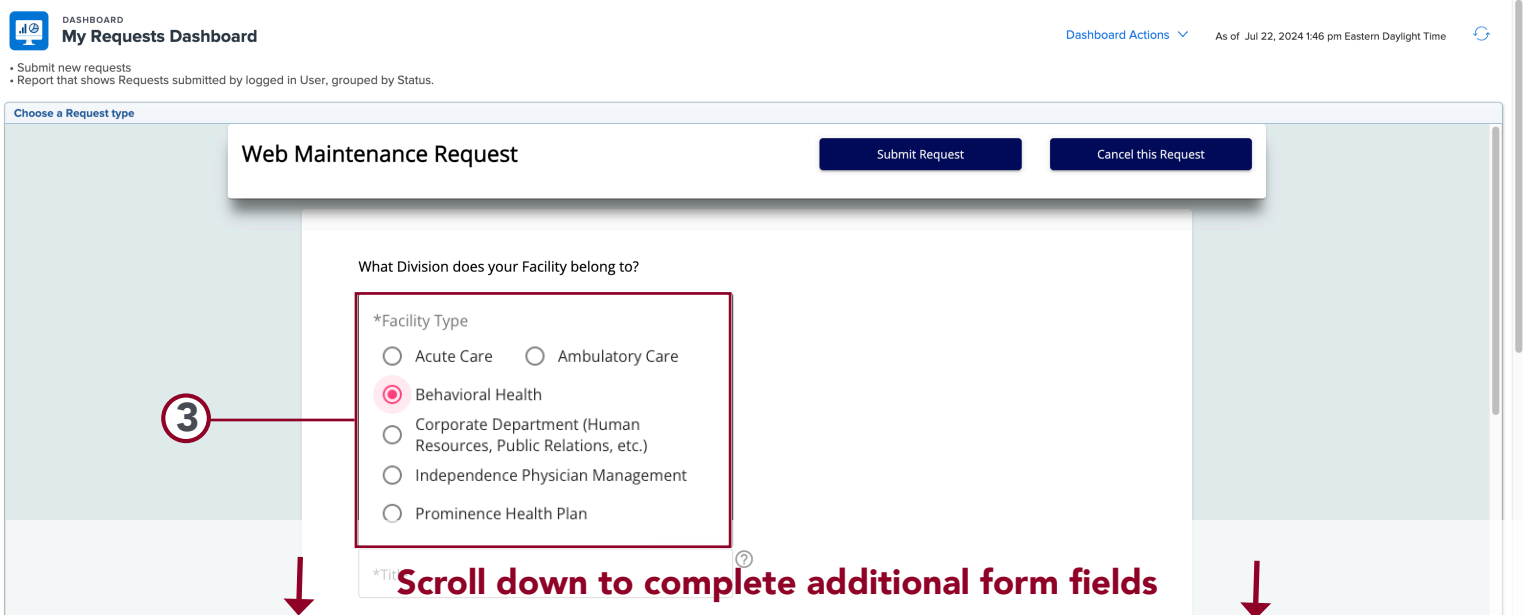
The screenshot shows the 'My Requests Dashboard' interface. At the top, there is a navigation bar with a 'Requests' link highlighted by a red box and a circled '1'. Below the navigation bar, the dashboard title 'My Requests Dashboard' is displayed. A section titled 'Choose a Request type' contains two large buttons: 'Web Maintenance Request' (blue) and 'Contact Internal Workfront Support' (green). The 'Web Maintenance Request' button is highlighted with a red box and a circled '2'. Below the buttons, there is a red arrow pointing down with the text 'Scroll Down to view submitted request status reports' and 'See page 7 for more details'.



Complete all required information needed for the the digital team to complete the request.

NOTE: All Required Fields will have an asterisk in the name. (Example: *BH Web Maintenance Request Type).

3 *Facility Type: Select Behavioral Health.



3 *Facility Type

What Division does your Facility belong to?

*Facility Type

☐ Acute Care ☐ Ambulatory Care

☒ Behavioral Health

☐ Corporate Department (Human Resources, Public Relations, etc.)

☐ Independence Physician Management

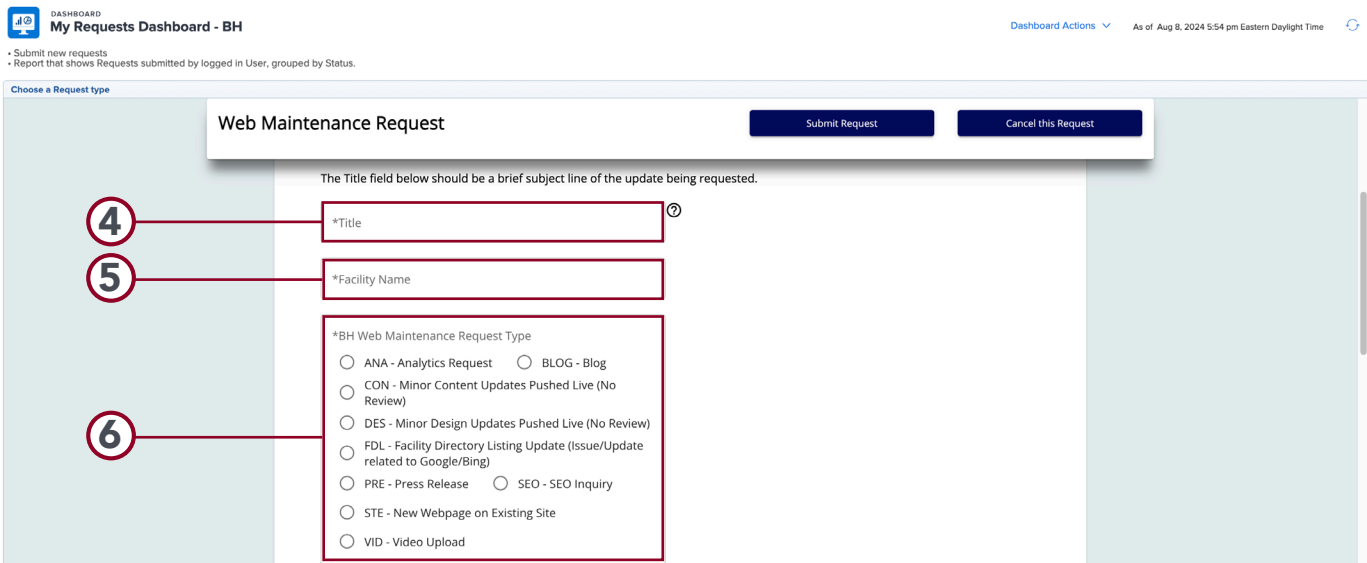
☐ Prominence Health Plan

*Title **Scroll down to complete additional form fields**

4 *Title: This should be a brief subject line of the update being requested.

5 *Facility Name: Start typing the facility that the request is for and select once it appears in the dropdown. **NOTE: Only facilities you have access to will show. (Contact your BH Account Manager if there is one that should be visible and is not showing).**

6 *BH Web Maintenance Request Type: If you are unsure of what type of request you need, Contact Kate.Shuman@uhsinc.com and Shannon.Gomba@uhsinc.com before submitting.



4 *Title

5 *Facility Name

6 *BH Web Maintenance Request Type

ANA - Analytics Request ☐ BLOG - Blog ☐

CON - Minor Content Updates Pushed Live (No Review) ☐

DES - Minor Design Updates Pushed Live (No Review) ☐

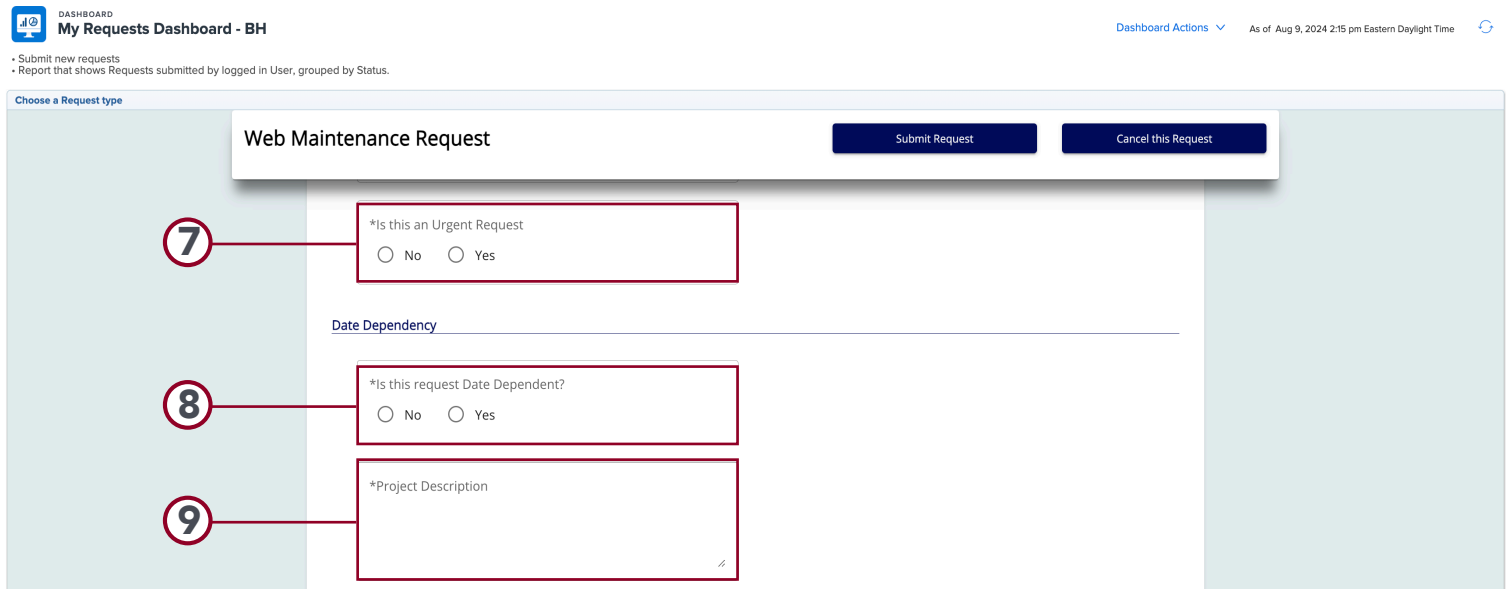
FDL - Facility Directory Listing Update (Issue/Update related to Google/Bing) ☐

PRE - Press Release ☐ SEO - SEO Inquiry ☐

STE - New Webpage on Existing Site ☐

VID - Video Upload ☐

- ⑦ ***Is this an Urgent Request:** If you select Yes you will be required to explain the context of the urgency.
- ⑧ ***Is this request Date Dependent:** If you select Yes you will be required to supply the date needed by.
- ⑨ ***Project Description:** Include as much detail as possible for what is needed to complete the request.



Web Maintenance Request

Submit Request Cancel this Request

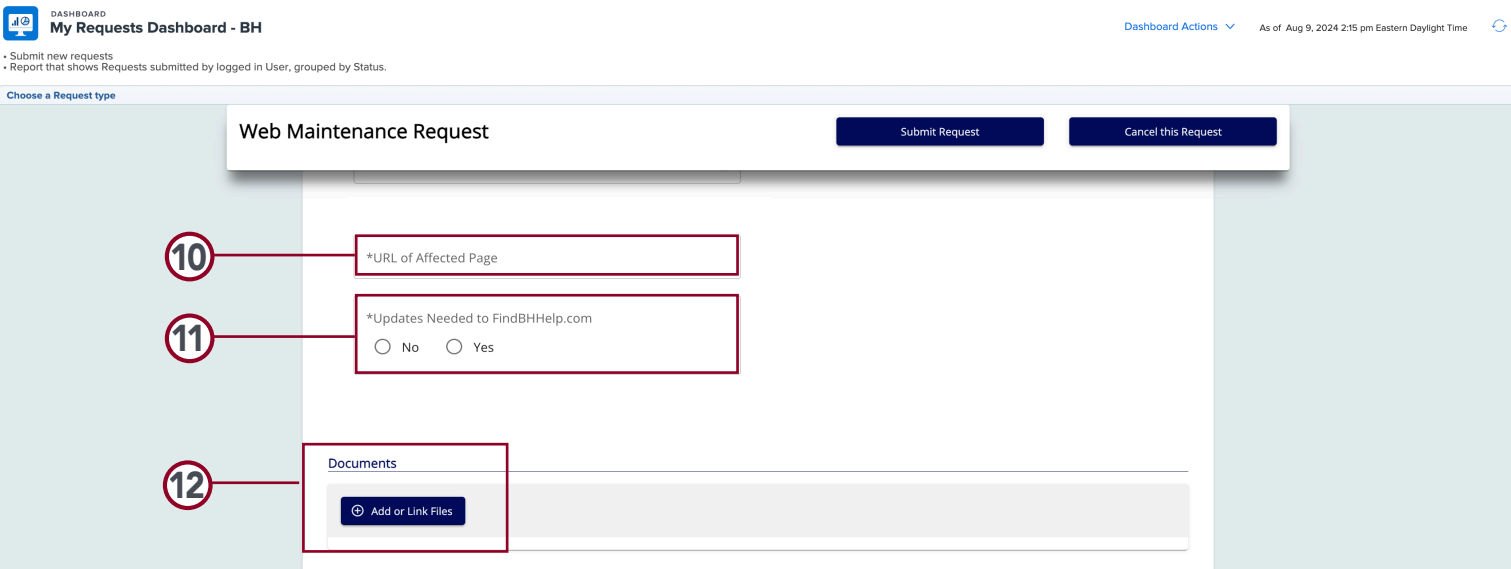
⑦ *Is this an Urgent Request
☐ No ☐ Yes

Date Dependency

⑧ *Is this request Date Dependent?
☐ No ☐ Yes

⑨ *Project Description

- ⑩ ***URL of Affected Page:** Supply URL of the affected page.
- ⑪ ***Updates Needed to FindBHHelp.com:** If you select Yes you will be required to supply additional details to complete the request.
- ⑫ ***Documents:** If you have images to upload to the request click [Add or Link Files](#).



Web Maintenance Request

Submit Request Cancel this Request

⑩ *URL of Affected Page

⑪ *Updates Needed to FindBHHelp.com
☐ No ☐ Yes

⑫ Documents
[Add or Link Files](#)

13 Click **Submit Request** to send your Web Maintenance Request for Approval.


Web Maintenance Request

*URL of Affected Page
https://chriskylepatriotshospital.com

*Updates Needed to FindBHHelp.com
☒ No ☐ Yes

Documents

+ Add or Link Files

 Screenshot_2024-08-01_at_10.21.12_AM.png
124.3 KB

Submit Request **Cancel this Request**

14 You will receive confirmation that your request was submitted. Click **Continue** to return to your Request Dashboard.

Request successfully submitted!

Your Web Maintenance Request request was submitted successfully.

To submit additional requests, click "Continue."

You can find it here: <https://uhsinc.my.workfront.com/issue/66b675bb00b7b9be05e663729149fc15/overview>

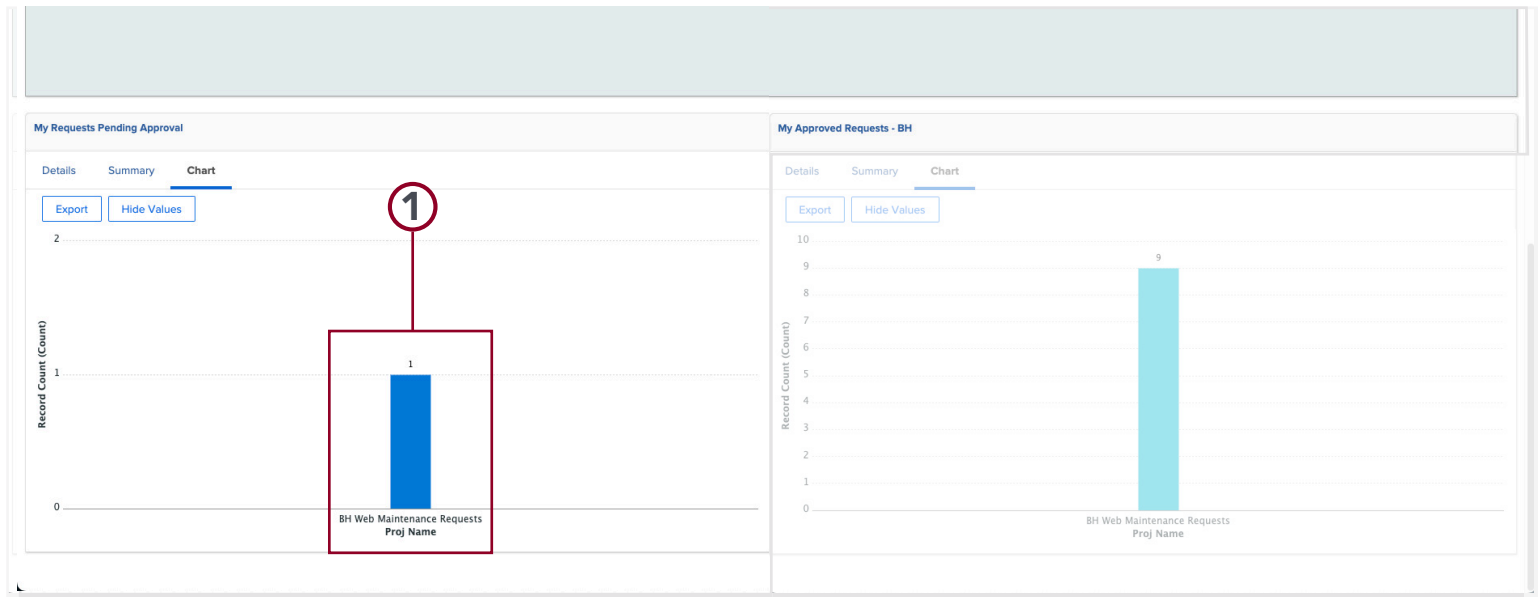
Continue



See next page for request status reports.



① To review your **Request Pending Approval**, click the bar to get more details. (See Fig. 1 below)



② Facility Name.

③ Request Name.

④ Approval Status is with the BH Web Maintenance Approval Team.

Fig. 1

Requests Projects Pin current page Help 56 ☆ ⌚ 🔍 ☰

My Requests Pending Approval - BH Web Maintenance Requests

[-> v] 🔍 | Report Default | Report Default

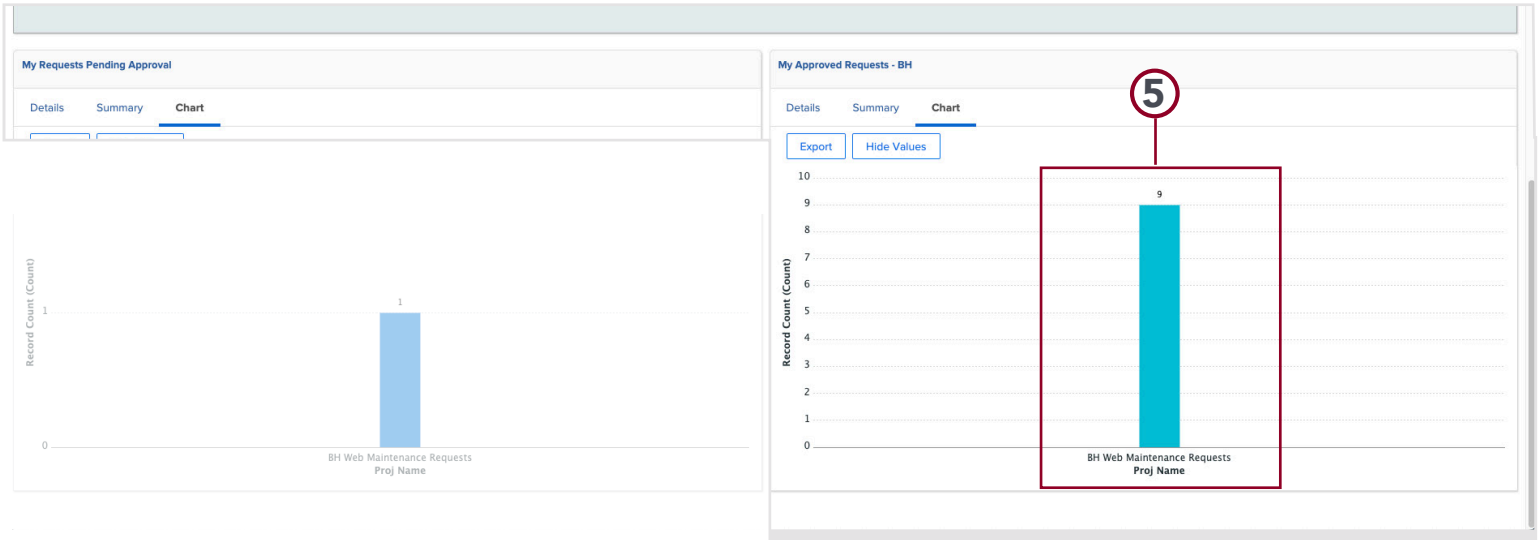
Facility	Request	Type	Status	Approvers and Status	Entry
<input type="checkbox"/> Facility <input checked="" type="checkbox"/> BH Web Maintenance Requests (1) <input type="checkbox"/> CKPH - Chris Kyle Patriots Hospital	TEST_Please Ignore_7.22.1	Web Maintenance	Request Approved - Pending Approval	Approval Stage: BH Web Maintenance PRF Approval BH Web Maintenance PRF Approval Awaiting Approval	7/22/24

Showing 1 ad medium

Record Count (Count)

② ③ ④

- 5 Your **Approved Requests** can be accessed by clicking the light blue bar to open to view more information. (See Fig. 2 below)



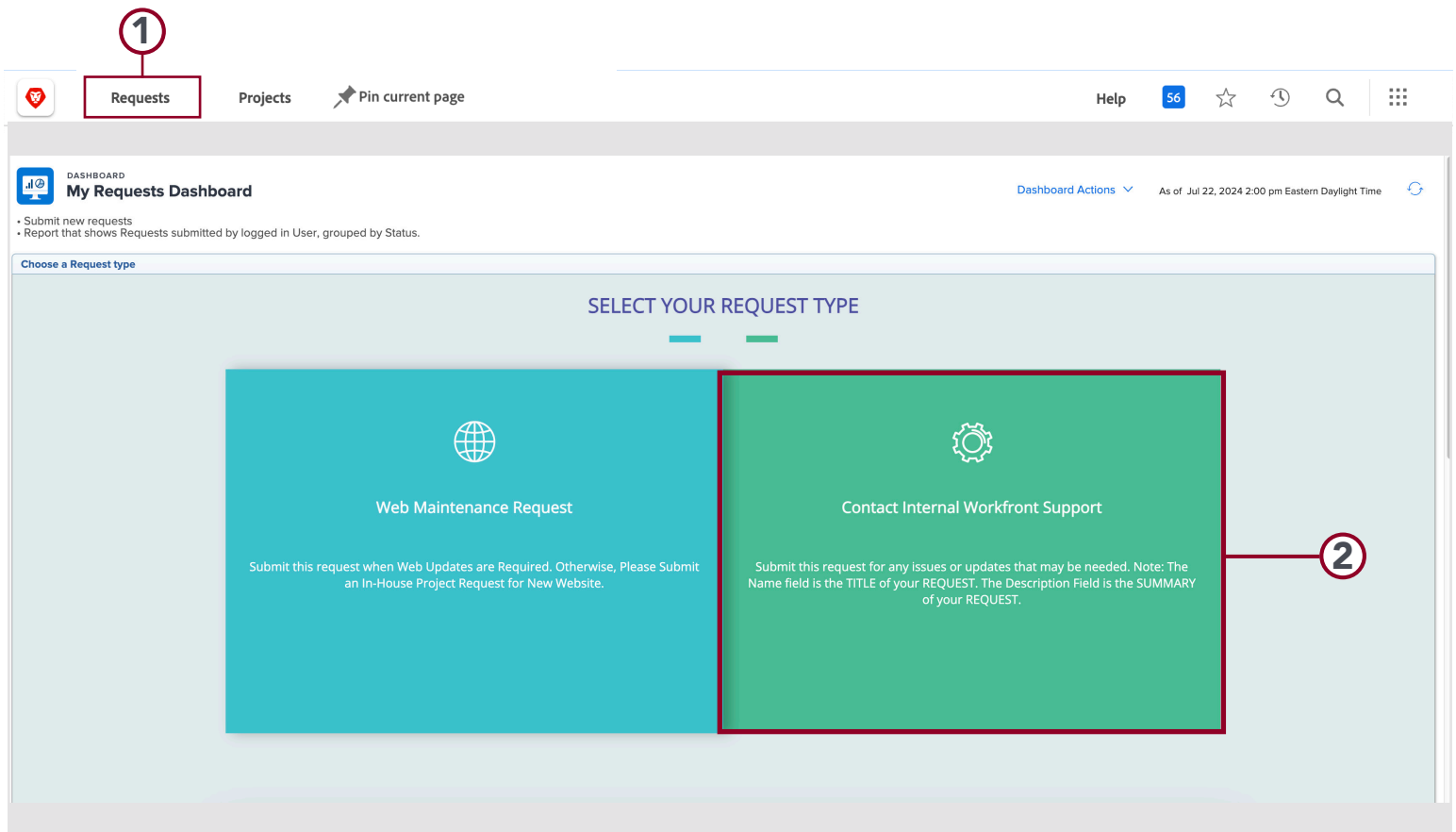
- 6 Facility Name.
- 7 Request Name.
- 8 Request Status.

Fig. 1

My Approved Requests - BH - BH Web Maintenance Requests					
Facility	Request Name	Status	Entry Date	Approval Date	
BH Web Maintenance Requests (11)					
CKPH - Chris Kyle Patriots Hospital	WEBMAINT-BH-2712507-BH-CKPH-TEST_Please Ignore_7.17.5	Complete	7/17/24	7/25/24	
CRBH - Cedar Ridge Behavioral Hospital	WEBMAINT-BH-2729648-BH-CRBH-TEST_REQUEST_7.25.1	New	7/25/24	7/25/24	
CRBH - Cedar Ridge Behavioral Hospital	WEBMAINT-BH-2725300-BH-CRBH-TEST Please Ignore_7.22.2	New	7/22/24	7/22/24	
CKPH - Chris Kyle Patriots Hospital	WEBMAINT-BH-2711730-BH-CKPH-TEST_Please Ignore_7.17.7	In Progress	7/17/24	7/17/24	
CKPH - Chris Kyle Patriots Hospital	WEBMAINT-BH-2711720-BH-CKPH-TEST_Please Ignore_7.17.6	In Progress	7/17/24	7/17/24	
CRBH - Cedar Ridge Behavioral Hospital	WEBMAINT-BH-2711719-BH-CRBH-TEST_Please Ignore_7.17.4	In Progress	7/17/24	7/17/24	
LRTC - Laurel Ridge Treatment Center	WEBMAINT-BH-2711449-BH-LRTC-TEST_Please Ignore_7.17.3	In Progress	7/17/24	7/17/24	
SLBH - Salt Lake Behavioral Health	WEBMAINT-BH-2712465-BH-SLBH-TEST_Please Ignore_7.17.2	In Progress	7/17/24	7/17/24	
CRBH - Cedar Ridge Behavioral Hospital	WEBMAINT-BH-2711340-BH-CRBH-TEST_PLEASE IGNORE_7.16.1	In Progress	7/16/24	7/17/24	
LRTC - Laurel Ridge Treatment Center	WEBMAINT-BH-2711442-BH-LRTC-TEST_PLEASE IGNORE_7.17.1	In Progress	7/17/24	7/17/24	
CRBH - Cedar Ridge Behavioral Hospital	WEBMAINT-BH-2710793-BH-CRBH-TEST_PLEASE IGNORE_7.16.2	In Progress	7/16/24	7/16/24	

If you are having any issues with Workfront or would like to request training, follow the steps below.

- 1 Click the **Requests** link in the top navigation bar.
- 2 Select a Request Type > **Contact Internal Workfront Support**.



The screenshot shows the 'My Requests Dashboard' in Workfront. The top navigation bar has a 'Requests' link highlighted with a red box and a circled '1'. Below the navigation bar, the dashboard title is 'My Requests Dashboard'. The main content area is titled 'SELECT YOUR REQUEST TYPE' and contains two large buttons. The left button is 'Web Maintenance Request' and the right button is 'Contact Internal Workfront Support'. The 'Contact Internal Workfront Support' button is highlighted with a red box and a circled '2'. Below the buttons, there is a section for 'Choose a Request type'.

Web Maintenance Request

Submit this request when Web Updates are Required. Otherwise, Please Submit an In-House Project Request for New Website.

Contact Internal Workfront Support

Submit this request for any issues or updates that may be needed. Note: The Name field is the TITLE of your REQUEST. The Description Field is the SUMMARY of your REQUEST.

If you are unable to log in to Workfront, contact: raymond.branson@uhsinc.com