

Installation Instructions

Request for technical documentation/verbiage addition, change, deletion to AMER website

Purpose:

After a technical document (i.e. Installation Instruction or Engineering Template) (hereinafter referred to as TD) is newly created, revised/edited, or completed, it may need to be replaced or newly added to the AMER website. Also at times, TD website verbiage (titles, descriptions, rev dates, etc) need to be adjusted. The process outlined below depicts the steps required by all parties to initiate executing the task of adding, replacing, or deleting a TD, editing or deleting a description, or any other change to a TD on the AMER website. The *Website Coordinator* acts as the middle man between the party needing a TD website change and the Web Development team. This allows the process to stay efficient and streamlined, and helps to not overload the Web Development team with repetitively similar requests from multiple parties.

Terminology:

Requesting Party: The employee requesting a TD to be uploaded to the AMER website.

Website Coordinator: The employee currently acting as the middle man between the *Requesting Party* and the Web Development team to facilitate in the efficient coordination of the TD AMER website changes.

1. *Requesting Party* fills out *Website Coordinator* Instruction Word document for *Website Coordinator*, specifying the AMER website change needed.
2. *Requesting Party* must include the following information in the Word document (see examples on following pages for reference):
 - **Add New/Replace Existing/Delete** - sentence stating which task is required of the document/verbiage.
 - **Title** - (see examples on following pages.)
 - **Description** - (see examples on following pages.)
 - **Revision date** - (will correlate with revision date on document itself unless otherwise notes by *Requesting Party*.)
 - **Importance** - only to be noted if a document/change requires uploading immediately (i.e. less than the standard 2 week window.)
 - **Location on AMER website** of requested document placement/verbiage change.
3. *Requesting Party* will send an email to the *Website Coordinator* with the Word document attached.
 - The physical location of the PDFs files, to be updated, will be included in the body of the email.
4. This information is then passed to the Web Development team via the *Website Coordinator*. These steps are outlined in a separate work instruction.
5. The *Requesting Party* will be notified by the *Website Coordinator* that their requests have been forwarded to the Web Development team.
6. Once the TD website changes have been made, the *Website Coordinator* will again notify the *Requesting Party* that their changes have been made on the AMER website, that they are live, and are now available for public use.
7. This completes the steps required for requesting to have a technical document/verbiage replacement/addition/deletion on the AMER website.

Examples:

On the next few pages are examples, for your reference, of the information required to be filled out. Please note: these are only suggestions depicting the information required in order to efficiently make a technical document website change.