

# Marketplace CMS – Update & Review History

The screenshot shows the 'Dataset Editor' interface. At the top right, the user 'Hannah Sayson' is logged in. Below the header, there are two buttons: 'Save draft' (highlighted with a red circle 4) and 'Publish to Preview'. The main content area is titled 'Update & Review History'. On the left, a navigation menu lists various sections, with 'UPDATE & REVIEW HISTORY' highlighted (red circle 1). The main section contains a 'Update & Review Details' form (red circle 2) with a text area containing '- Updated sample data and data dictionary'. Below this is a 'Date of last update/review' field (red circle 3) with the value '2023-07-17'. At the bottom, there is a 'History' table (red circle 5) with columns 'DETAILS OF UPDATES/REVIEW', 'EDITOR', and 'DATE OF REVISION/REVIEW'. The table is currently empty, displaying 'There are no records to display'. A red 'Export' button is located to the right of the table. A 'HELP & ADVICE' sidebar on the right provides instructions for the 'Update & Review Details' section, noting a 500-character limit and the requirement to input 'No Updates' if no revision is conducted.

## Overview

The 'Update & Review History section' enables Tile Editors to record that they have reviewed their tile content to ensure accuracy (e.g. up-to-date metadata, sample data, data dictionaries, typos, etc.) and/or updated tile content along with relevant update details, so that it can be reviewed and approved for publishing by Marketplace Product Team. This section will also serve as a historical record of reviews and updates conducted by Tile Editors.

Details added here will only be visible in the Marketplace CMS Tile Editor.

## Description of Fields

- 1. Update & Review History Section:** After making updates and conducting tile content review, use the navigation menu to get to this section.
- 2. Update & Review Details** (Character limit is 500): Use this section to provide notes on fields updated, like replacing the sample data and data dictionary. If a review is conducted with a revision, please input 'No updates'.
- 3. Date of update/review** automatically recorded upon selecting 'Save draft', followed by 'Publish to Preview'.
- 4. Select 'Save draft', followed by 'Publish to Preview'** to publish the revisions to the Marketplace Development environment.
- 5. History** is automatically recorded upon selecting 'Save draft', followed by 'Publish to Preview'.