

Web Production Guide at-a-Glance

Here is a summary of essential instructions for submitting a Web request. Print this and use it as a handy reference.

- **Email address to submit requests to:** webfeedback@mountsinai.org
- **Format for submitting simple, medium, or complex task requests:**
 - Use the following format when you mail your requests for **simple, medium, or complex** tasks to the Digital and Social Media Department at webfeedback@mountsinai.org (the address webfeedback@mssm.edu can also be used.) Please list each of the items (1 – 6 below) at the top of your email and fill them in.
 1. **Requested by:** [Name of Web Liaison or Stakeholder]
 2. **Site:** [Provide service area, department, division, institute, or center name]
 3. **URL:** [Include the Web address for the page requiring update and include the path to the page]
 4. **Type of update:** [example: content refresh, document or image update/addition, staff update]
 5. **Supply clear and detailed task instructions;** attach any files for upload [see ‘Preparing and Submitting Assets’ in Appendices of Web Production Process and Content Submission Guide]
 6. **Web Marketing Manager:** Identify your designated Web Marketing Manager