

## 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](mailto: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](mailto:webfeedback@mountsinai.org) (the address [webfeedback@mssm.edu](mailto: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