DESTINATION CORE

Managing Content Workflows - Three

MANAGING CONTENT WORKFLOWS

Keeping Your Submissions Queue Under Control

A tidy moderation queue means quicker turnaround for businesses and fewer bottlenecks for you. Whether you're managing dozens of listings or just a handful, building good habits around submission reviews will keep your workflow smooth and responsive.

Where to Find Pending Submissions

Go to **Submissions > View Submissions > Pending Submissions**.

Here, you'll see:

- The total number of outstanding items (with a handy red notification bubble)
- The business name and entry type
- The date the submission was made
- Quick access to review or reject

Make It a Habit

Aim to check the queue regularly — daily or every few days depending on volume. "Little and often" is the key to staying on top of things and avoiding a backlog.

Tip: If you're working as part of a team, agree who's responsible for moderation and how often it should be done.

Use the Entry List for an Overview

Want to see who's submitting and what tier they're on?

Go to **Submissions > Entry List**. From here, you can:

- View all businesses and their assigned Business Admins
- Check which membership package is assigned (if using Tiered Membership)
- Expand entries to see a history of all submissions associated with each business

Communicate with Businesses if Needed

If submissions are stacking up, don't hesitate to reach out to Business Admins waiting for approval. A quick email or phone call shows you're active and engaged, especially in the early stages of onboarding.

A well-managed moderation queue builds trust, encourages regular submissions, and helps ensure your website stays up to date with relevant, high-quality content.