CASCADE UPDATE
FLOWCHART

sb.cofc.edu
STEP 1:

DETERMINE THE KIND OF CHANGE BEING MADE

A. Content is being modified/edited
B. Content is being deleted
C. Content is being moved/renamed
IF A:

CONTENT IS BEING MODIFIED/EDITED

Consider how the edits impact links on the page. + Determine what other pages need to be modified. + Determine what other publications need to be modified.
IF B:

CONTENT IS BEING DELETED

Consider if the page is referenced on other pages.

Consider if the page is referenced in other publications.

Remove all references to the deleted page.
IF B (CONTINUED):

CONTENT IS BEING DELETED BUT HAS BEEN PREVIOUSLY DISTRIBUTED (E.G. PRINT AD)

"Retire" the piece and resend new content to audience. OR
Reconsider deleting from Cascade. OR
Do nothing (only if the material was distributed 6+ months prior).
IF C:

CONTENT IS BEING MOVED/RENAmed

- Consider how the move impacts the old URL.
- Find other pages that contain old URL and update.
- Find other publications that contain old URL and update.
IF C (CONTINUED):

CONTENT IS BEING MOVED/ RENAMED AND PUBLICATIONS WITH OLD URL EXIST

"Retire" the piece and resend new content to audience. OR
Reconsider moving the piece. OR
Do nothing (only if the material was distributed 6+ months)*.

* The exception here would be if the collateral is a billboard, poster or ad that will be visible for an extended period of time. In this instance, you must update or reconsider moving the piece.

COFC SB | 2018