Commons

Swimlanes: QnA - AB user | QnA - HoC Gatekeeper | PPU | Hansard | IDMS | Print Office

QnA - AB user
- Create written statement

Statement Review
- Review reason for return and re-submit; Email notification received

- WSID allocated to written statement

Editorial Correction
- Written statement requires correcting
- Submit editorial statement correction; statement becomes Pending Statement Review
- Review and edit (if applicable) written statement correction
- Email sent to department notifying of acceptance

QnA - HoC Gatekeeper
- Email sent to gatekeeper notifying statement for review
- Review written statement
- Accept or return statement? (Return / Accept)
- Emails sent to AB and gatekeeper notifying of statement accepted; Written statement published to QnA Web
- Corrected written statement published to QnA Web
- Accept or return statement? (Return / Accept)

PPU
- Daily report generated at end of day
- Daily report formatted and uploaded to QnA

Hansard
- Daily report uploaded to the Hansard Sharepoint

IDMS
- Input indexing terms, run index tool on written statements
- Headings appear on Questions-Statements Web

Print Office
- Daily report sent to Print Office by email

Lords

Swimlanes: QnA - AB user | QnA - HoL Gatekeeper | Hansard | IDMS | Print Office

QnA - AB user
- Create written statement

Statement Review
- Review reason for return and re-submit; Email notification received

QnA - HoL Gatekeeper
- Email sent to gatekeeper notifying statement for review
- Review written statement
- Accept or return statement? (Return / Accept)
- Emails sent to AB and gatekeeper notifying of statement accepted; Written statement published to QnA Web
- Daily report generated at end of day
- Daily report formatted, reviewed by an editor and then uploaded to QnA

Hansard
- Daily report uploaded to the Hansard Sharepoint

IDMS
- Input indexing terms, run index tool on written statements
- Headings appear on Questions-Statements Web

Print Office
- Daily report sent to Print Office by email