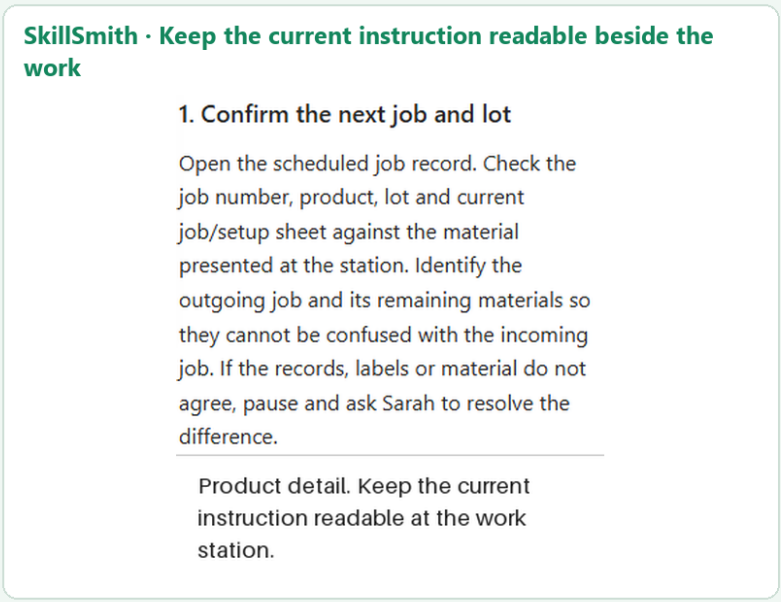
BUILD AND REVIEW REUSABLE RESOURCES

Give reusable work instructions a clear owner and draft

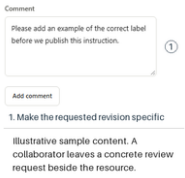
Create or upload the resource content, choose its type and owner, and identify collaborators before the draft goes to review.

Create or upload; Edit > Comment; Request review > Publish version

SkillSmith · Keep the current instruction readable beside the work



SkillSmith · Make a requested resource revision specific



SkillSmith · Choose the resource owner, collaborators and review date



Keep the current instruction readable beside the work

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

Who can use this product method

The method keeps the stated role and access scope. Your team confirms the people involved.

Your role	The contribution	SkillSmith support
Owner and named collaborators	Create or upload, Edit, Comment, Request review and Publish version	Use the method within the permitted scope for the selected information.

Review the proposed method in its draft

In a worked example, the draft changes a method that is already in use; keep the proposed revision separate from the current published resource.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	Resource type and Content	Create or upload.
Method action	Owner and Collaborators	Edit and Comment.
Result to inspect	Working resource, Comments and Published version and history	Inspect the available result within the permitted scope.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Build and review reusable resources

Start with resource type and content. The steps below show the actions and information available for this method.

01 Create or upload; Edit

Start with resource type and content. Create or upload and Edit.

02 Comment; Request review

Comment and Request review with owner and collaborators in view.

03 Publish version

Publish version. The result includes working resource, comments and published version and history.

Use the supporting product method

Review the available actions and the result within the method's stated scope.

Build and review reusable resources

The resource version is published for permitted use.

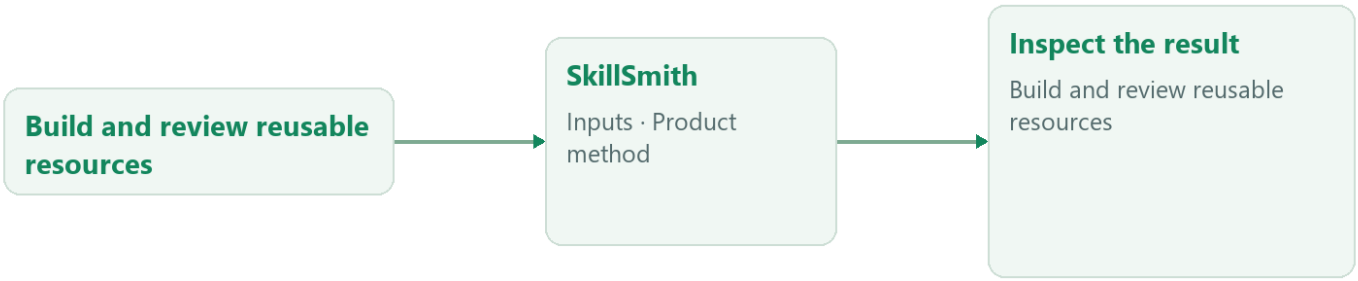
Give reusable work instructions a clear owner and draft

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Build and review reusable resources Content is created or revised	Working resource, Comments and Published version and history.

YOUR DELIVERY PLAN / OUR TEAM

Set up a useful first example

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Choose the working inputs

Review resource type, content, owner and collaborators.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Owner and named collaborators.

03 Try the useful actions

Create or upload, Edit, Comment, Request review and Publish version.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What can we inspect after using this method?

The method provides working resource, comments and published version and history. The resource version is published for permitted use.

Who uses this method?

The permitted roles are Owner and named collaborators. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review resource type, content, owner and collaborators. Use those choices to prepare the first example and its permitted scope.

What does the instruction author need to put into the reusable resource before review?

The draft changes a method that is already in use; keep the proposed revision separate from the current published resource.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Reported feedback never reaches the shared resource revision.	Use reported issues and reviewed resource changes to update the shared method.
A method change loses the meaning of the earlier work.	Review a new resource or playbook version while retaining the meaning of earlier work.
The current status hides which response or version came before it.	Follow work history, resource versions and recorded decisions.

Walk through this method with us

Bring one real example and the information needed for this method. We will walk through its actions, result and permitted scope.

- What does the instruction author need to put into the reusable resource before review?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

skillsmith.com/contact