Survey Methods Manual (Special Report 25) Update Procedure

1. Division Librarian creates packaged PDF document for Survey Methods Manual Chapter.
2. Division Librarian performs accessibility check and any necessary remediations.
3. Division Librarian uploads document to ("\\HCS084ISLNNIST.som.ad.state.mi.us\DNR\_Isilon\_Prod\PubPDFs\DNRFishLibrary\Special-ManagementReports\SR25 Survey Manual Files\Survey Methods Manual Chapter and Form Links.xlsx")and alerts Communications Specialist.
4. Communications Specialist performs additional accessibility check and any necessary remediations.
5. Communications Specialist adds to ([\\HCS084ISLNNIST.som.ad.state.mi.us\DNR\_Isilon\_Prod\PubPDFs\DNRFishLibrary\Special-ManagementReports\SR25 Survey Manual Files\Survey Methods Manual Chapter and Form Links.xlsx](file:///%5C%5CHCS084ISLNNIST.som.ad.state.mi.us%5CDNR_Isilon_Prod%5CPubPDFs%5CDNRFishLibrary%5CSpecial-ManagementReports%5CSR25%20Survey%20Manual%20Files%5CSurvey%20Methods%20Manual%20Chapter%20and%20Form%20Links.xlsx)) and generates publicly accessible link (in the format https://www2.dnr.state.mi.us/publications/pdfs/DNRFishLibrary/Special-Management Reports/SR 25 Survey Manual Files/Chapters/[FILE NAME]).
6. Communications Specialist adds chapter to Fisheries Division Intranet Site (Sharepoint) page for Survey Methods Manual ([Survey Methods](https://stateofmichigan.sharepoint.com/sites/DNR-SPC-Inside-Fisheries/SitePages/Survey-Methods.aspx)).
7. Communications Specialist alerts Division Librarian.
8. Division Librarian adds chapter to FishCat.