1. If not provided to you already, request updated/revised data and analysis & methods documentation from the indicator data consolidator via email with a cc to the coordinator of the GIT/STAR/Workgroup. If a map needs to be updated/revised, ask data consolidator to work with the GIS team to update/revise the indicator map ([JWolf@chesapeakebay.net](mailto:JWolf@chesapeakebay.net)).
   1. Refer to “Status of 2012-13 CBP Indicators” for the list of data consolidators/coordinators and direct links for each indicator webpage. This file is available from the Project and Resources tab on the [Indicators Workgroup webpage](http://www.chesapeakebay.net/groups/group/indicators_workgroup). This file is also available in S:\Communications\Indicators\Register and Instructions.
   2. The most current data for each indicator is available from its webpage for download as an Excel spreadsheet. The data consolidator needs to update/revise that spreadsheet and provide it to you.
   3. The most current analysis and methods documentation for each indicator is available from its webpage for download as a MS Word file. The data consolidator needs to update/revise that file and provide it to you.
   4. The most current files for each indicator are also maintained in S:\Communications\Indicators (in a folder named for each indicator).
2. Use spreadsheet data to update/revise xml file(s) for dynamic indicator chart(s) that appear(s) on the indicator webpage.
   1. Xml files for each indicator are available in S:\Communications\Indicators (in a folder named for each indicator).
3. Refer to analysis/methods documentation and spreadsheet for information needed to update/revise indicator webtext.
4. The most current webtext for each indicator is available from its webpage and in S:\Communications\Indicators
5. Upload updated/revised webtext, xml file(s), spreadsheet and analysis/methods documentation to the indicator webpage using the Content Management System (CMS, <http://www.chesapeakebay.net/cms> ).
   1. After upload, check webpage to ensure the chart(s) is/are being generated correctly. If not, check the xml file for errors, correct and re-upload using CMS. If no errors are apparent, contact Web Development Director ([gstephen@chesapeakebay.net](mailto:gstephen@chesapeakebay.net)) for assistance.
   2. After upload, check webpage to ensure the correct webtext, spreadsheet and analysis/methods documentation files are available for download. If not, re-upload using CMS.
   3. Save a copy of the updated/revised webtext, spreadsheet, xml and the analysis/methods documentation files in S:\ Communications\Indicators (in the folder named for each indicator).
6. Update links to any maps and/or videos featured on the indicator webpage using the CMS.
   1. After upload, check webpage to ensure the correct map is available and if applicable, that the dynamic map is being generated correctly. If not, contact GIS Team leader ([JWolf@chesapeakebay.net](mailto:JWolf@chesapeakebay.net)) for assistance.
7. If necessary, update text that appears on the “mother page” using the CMS.
   1. Mother page for “Bay Health” indicators is <http://www.chesapeakebay.net/track/health/bayhealth>
   2. Mother page for “Watershed and River Health” indicators is <http://www.chesapeakebay.net/trackprogress/river>
   3. Mother page for “Factors Impacting Bay and Watershed Health” indicators is <http://www.chesapeakebay.net/track/health/factors>
   4. Mother page for “Restoration and Protection Efforts” indicators is <http://www.chesapeakebay.net/track/restoration>
8. Send email confirming the upload of the updated/revised indicator content to data consolidator with a cc to the coordinator, the Communication Office Director ([menloe@chesapeakebay.net](mailto:menloe@chesapeakebay.net)), the Web Development Director ([gstephen@chesapeakebay.net](mailto:gstephen@chesapeakebay.net)), the GIS Team leader ([JWolf@chesapeakebay.net](mailto:JWolf@chesapeakebay.net)), the ChesapeakeStat Team leader ([Vetter.Doreen@epa.gov](mailto:Vetter.Doreen@epa.gov)) and the Budget and Accountability Team leader ([DeBell.Kevin@epa.gov](mailto:DeBell.Kevin@epa.gov)).
9. Update the “Status of 2012-13 CBP Indicators” to indicate the update of the indicator (and any needed changes to the coordinators, data consolidators, etc). Save the most current copy in S:\Communications\Indicators\Register and Instructions and use the Content Management System to upload the updated file to the Project and Resources tab on the [Indicators Workgroup webpage](http://www.chesapeakebay.net/groups/group/indicators_workgroup).