

The day-to-day site management of **Statistics Explained** consists of:

- detecting and correcting **errors** (especially on the Main page);
- checking **draft articles sighted** and proofed and publishing them, taking into account publication and press release calendars and exchanges with author units;
- looking out for new **under construction articles** and reminding author units to finish them in good time;
- checking and cleaning other lists which may indicate problem pages: the categories **Not assigned** and **Model** and the special page **Uncategorized pages** ;
- checking and cleaning up the **userlist** ;
- and, finally, solving **any issue or problem** which will crop up during the day!

Daily checks

Quick checks to be done and acted upon every morning:

1. Open **Statistics Explained** and check **Main page** :
 - Today's article displayed properly?
 - New articles in order?
 - No other lay-out or linking problem?
2. Go to **list of sighted pages** (via 'Special pages': 'Maintenance reports': 'Sighted pages') and put online any which can be published, taking into account:
 - previous e-mail and phone exchanges with author unit, Yearbook or Regional yearbook team, external contractors etc.;
 - any new entry in its discussion page;
 - the **publication** and **euro indicators news release** calendars.
3. Go to **mailbox estat-statistics-explained@ec.europa.eu** and check new messages; delete doubles and no longer relevant ones.
4. Go to **mailbox estat-se-notifications@ec.europa.eu** :
 - check new unread notifications, especially 'created', 'sighted' and 'validated';
 - delete doubles and any notification verified and no longer relevant.
5. Go to the list of **sighted articles** (**Follow up sighted articles**)
 - attribute the new sighted articles to any colleague of Statistics Explained team with the date of publication and status of the article;
 - a mail will then be sent automatically to the person responsible of the article;
 - the status of the article is to be updated by the person in charge of this article step by step (ongoing, ready for publication etc...)
 - to add a new name to the list of Statistics Explained team members in charge of the articles go the user name page of the person to be added User:XXXX; then on 'tools' chose 'change user groups' and tick the box 'bpmflow' before validating the page.

Regular checks

Checks which need not be done daily, but less frequently (every one or two weeks):

1. Go to [list of 'under construction' articles](#) and

- take a look at **new** ones:
 - article name ok?
 - 'under construction' public stable page, hidden model draft to work in?
 - categories and unit assignment ok? (in category 'Under construction' and assigned to topic/unit, other categories present but still deactivated);
 - verify how long '**old**' ones have been under construction:
 - check for relevant e-mail exchange on them (also in 'estat-statistics-explained@ec.europa.eu' and 'estat-se-notifications@ec.europa.eu');
 - verify possible mention in the [publications](#) and [euro indicators news release](#) calendars;
 - if necessary, remind author units to finish them in good time and offer assistance.

2. Go to the category [Not assigned](#) :

- check its content; this category should only contain the model pages (for glossary pages and statistical articles in the different languages) and the 'Template:Unit' page; these were left deliberately not-assigned to the dissemination or any other unit (via the deactivated {{Unit|topic=<x_topic>}} template);
- any other page in this category has a missing or non-activated topic & unit assignment which should be corrected;
- for doing so, see the [tutorial on assigning an article to a unit](#) via a topic, and the [list of topics](#) .

3. Go to the category [Model](#) :

- check its content; this category should only contain the model pages (for glossary pages and statistical articles in the different languages);
- any other page in this category is probably a statistical article created by loading the model page but where the last two lines "Delete <nowiki>[[Category:Model]] below (and this line as well) before saving! **</nowiki> have not been removed as they should;**
- remove them and at the same time check if the category pages above are correct ('Under construction' active, theme categories present but non-active in draft, with the correct name of the article).

4. Go to the list of [uncategorised pages](#) :

- check

5. Go to the [user list](#) :

- switch to view '500' (as the list has well over 500 userids);
 - for all new (red) 'alloweduser' userids: **create user page** , by clicking the red link, and inserting name and unit, using the Outlook address book to search name and unit corresponding to alias, and [Eurostat organisation chart](#) to find unit name corresponding to code (B4, G1 etc.);
 - for new userids of external contributors (usually but not necessarily starting with 'EXT-...' or 'NSI-...'):
 - **add to alloweduser group** , via [Special:UserRights](#) or Toolbox/Special pages/Users and rights/User rights management;
 - **create user page** , by clicking the red link, and inserting name and contracting enterprise or national statistical institute, plus contact information (e-mail and/or phone *-user pages are not publicly visible*);
- all other new userids (of non-contributors) are to be **deleted** as they clutter up the list of past and present contributors, via [Special:UserMerge](#) or Toolbox/Special pages/Users and rights/Merge and delete users.

6. Check the [Restricted access list](#) using Eurostat mobility list and remove/replace the names of users which should not be attributed to the lists.

7. this page should be regularly checked to avoid having articles not assigned to any topic -> unit. [articles under category not assigned](#) should be regularly checked to avoid having articles not assigned to any topic -> unit.