

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 disactivated);
  - 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 disactivated `{{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.