Custom Content Maintenance Best Practices

1. Receive email from Ignite announcing the Quarterly Content Update Information is available.
2. Log into the Ignite Client Support Site and access the current *Quarterly Content Update* spreadsheet.
3. Go to the *Revised Articles* worksheet.
4. Log into Ignite On-Demand (www.kramesondemand.com), navigate to the Custom Content page and export a spreadsheet of your custom documents.
    a. Sort the spreadsheet by *document id #* to separate the Ignite-revised content from any true custom documents you have created.
    b. Delete the rows of true custom content.
5. At this point, you will either need to search the *Revised Articles* worksheet for any Ignite documents you have modified, or search the spreadsheet of your custom content for any revised articles.
6. Once you have the list of Ignite documents that were revised during the quarter, compare your revised version against the original version in Ignite On-Demand. The original document is always available to a user who has custom content privileges.
7. Once you have identified the revisions made to the Ignite document, make the same revisions to your Ignite-revised document. Republish the document for the changes to take effect.