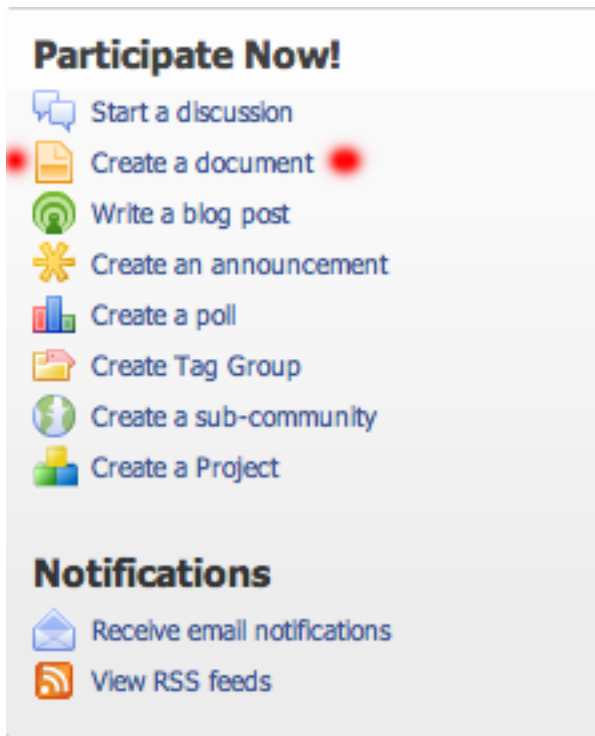


# How to create a proven practice document

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Here's the lightweight process


1. Find the community that fits your practice (don't worry if you get it wrong, the community folks will help find the right home)
2. Create a document



3. Then select "Write a new document"

# New Document

Select the community or project where you'd like to write a new document or upload a file (such as Word, PDF, or image file).

 **Community: Availability** [\(change\)](#)

**Write a New Document** | **Cancel**

4. Put your content in, make it look like the template below (click on example to enlarge). There is a template at the bottom of this doc that you can copy & paste with to save you writing this out



## Create New Document in Availability

Title:

The screenshot shows a document editor interface with a toolbar at the top containing options for Rich Text, Plain Text, and Preview. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, and smiley. Below the toolbar, the document content is organized into sections:

- Introduction**

This is a one paragraph introduction to the document.

Tell us the target audience (VCP? CCNA? CIO? Manager?).
- Outline**

Bullet list outline of each step, but stick to top/2nd level, don't put too much detail. The goal is to help someone understand the scope of the document without having to open
- Author**

Your name, using the URL button above to create a link to your profile if you like.

Your company bio, or maybe a link to your blog?
- Resources**

This should be a bulleted list of URLs to other content on VIOPS and other sites.
- Disclaimer**

You use this proven practice at your discretion. VMware and the author do not guarantee any results from the use of this proven practice. This proven practice is provided on and is for demonstration purposes only.

Now you can either attach a document, or write directly into the rest of this document.

5. After you've written the document, you can do a number of things:

- Attach a document - this can be instead of writing out content in the main doc (but always add the headers above).
- ALWAYS add Tags. The minimum is "proven\_practice", but check out some of the others to get an idea. Product names, job roles, company names, busines verticals - these are all good tags.
- If you are going to Submit for Approval straight away, then leave "Users who may edit:" set as "Anyone" - this is a collaboration site - and click "Submit for Approval"
- If you want to keep this as a draft and work with someone on this prior to publishing, then in "Users who may edit" select the other VIOPS user(s) - and click "Save as Draft"
- Always leave Comments open.

## How to create a proven practice document

and to be used for communication purposes only.

Now you can either attach a document, or write directly into the rest of this document.

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📎 Attach Files

Max size: 15.0 MB , All file types allowed

---

**Tags** ? (use spaces to separate multiple tags, use an underscore to combine two words)

**Popular Tags:** Below is a list of frequently used tags in this community.

[availability](#) [backup](#) [backup\\_exec](#) [bcdr](#) [business\\_continuity](#) [clariion](#) [clustering](#) [commvault](#) [disaster\\_recovery](#) [high\\_availability](#) [legato](#) [mscs](#) [netapp](#) [netbackup](#) [proven\\_practice](#) [quiescing\\_scripts](#) [site\\_recovery\\_manager](#) [srm](#) [symantec](#) [tsm\\_5.5](#) [vcb](#) [virtualcenter](#) [virtualcenter\\_2.5](#) [vmware\\_consolidated\\_backup](#) [vranger](#)

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**Collaboration Options**

**Users who may edit:**

- Anyone
- Specific Users  - [Select Users](#)
- Just [Steve Chambers](#)

**Users who must approve for publication:**

[Steve Chambers](#)  - [Select Users](#)

**Comment Policy:**

- Open (Comments are allowed)
- Closed (Existing comments will be displayed, new comments are not allowed)
- None (Comments will not be displayed, new comments are not allowed)

6. Wait for the approver to get in touch about adding more content

## The template for copying & pasting

Paste the following into your document.

### Introduction

explain why this proven practice came about, what problem does it solve?

### Intended Audience

what kind of organization would this suit? - company size, business vertical, size of virtual infrastructure- which job roles will be interested in this - a VCP? A CCNA? An IT Manager? A Change Manager? Head of Operations?

## **Outline**

briefly list the steps in the practice, in number order

## **Author**

company logo + bio- author(s) name, email, bio

## **Resources**

link to this document as a minimum- other links to white papers, KB articles, case studies, VMTN etc.

## **Disclaimer**

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## **Title of proven practice goes here**

...and the unambiguous, prescriptive and actionable text goes here