Administering Specification Feedback Projects

This page supplements the base Specification Feedback page by providing guidance to HL7 participants who have the authority to administer Specification Feedback issues.

Administrators have a few additional capabilities above and beyond managers:

Deleting content

Administrators have the power to delete issues. However, this should only be done in exceptional circumstances - for example if an issue violates HL7 Acceptable Use Policy and simply closing the issue and allowing it to remain searchable would not be acceptable. If simply closing the issue would suffice, that's always preferable. If it's necessary to delete an issue that is somehow associated with a ballot, first document the issue contents by printing it to PDF and provide a copy to HL7 by emailing it to webmaster@hl7.org prior to deletion.

Administrators also have the ability to delete comments. The same processes should be followed. Attachments can also be deleted (for example if one is found to contain a virus).

Deleting content will leave no visible trace of the record existing (beyond the missing issue identifier for a deleted issue), though deletions are logged. Deletions can also be done using the Bulk Change option, though obviously this should be done with extreme caution and should be very unusual.

Changing reporter

Administrators can change the reporter of an issue. It's hard to imagine a situation where this would be necessary, but the ability does exist. The change will be noted in the history log associated with the issue. Note that changing the reporter doesn't automatically change any associated 'watch' settings for the issue.

Administrators can change the reporter using the Bulk Changes option as well.

Publishing issues

As mentioned on the Managing Specification Feedback page, only administrators have the power to mark an issue as "published". This will typically be done by doing a search that filters for all issues with the specified Specification that have a status of "Applied", then using the Bulk Changes mechanism to perform a Published transition on all of those issues.

Once all applied changes have been marked as 'published', all 'deferred' changes should be re-activated (also with a bulk change).

Administrative changes

Administrators also have access to manage the specification feedback project itself - changing associated fields, screens, permissions, etc. This should only be done in coordination with HL7 staff. Instructions can be found on the page dealing with Maintaining Specification Feedback Projects.