PUBLIC OPERATIONAL GUIDE

Review, Publish and Go Live

Audience	Builder customer and sales team
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Purpose

Use this guide to take a finished website draft through Final review and publishing. It explains what must be done before review, what the Website percentage in the top bar is counting, and why visitors only see changes after you publish.

Important: A saved draft is private. Visitors see your website only after the reviewed update is recorded and published.

1. Complete the required pages

- Home with at least one hero image, and Featured developments switched on if you want projects shown on Home.
- About, with a page heading, an introduction and the company story.
- Developments page, Contact page and the enquiry form with consent wording.
- Name, logo and contact details, the website look in Style Studio, and your Google search listing.

2. Add Privacy Policy and Terms

Both are required before Final review. Open Privacy & terms, then write each one there (the Insert starter text button helps) or link to your own pages. The public Privacy and Terms pages appear only after you save them.

3. Run Final review

Final review lists every saved item that blocks review. Each item has an Open workflow button that takes you to the place to fix it. Resolve them, return to Final review and request review when the blockers are clear.

4. Record the update and publish

- An Administrator records the reviewed update as the internal live version.

- Publish the website so the update becomes a pending version that visitors can see on the website's address.
- If you change anything later, save it, review again and publish again. The top bar and the Changes to publish page show saved changes visitors cannot see yet.

5. Read the Website percentage

The Website percentage in the top bar counts your saved setup and what visitors will actually see: the website is published, projects are shown on Home, the enquiry form works, a phone or email is shown, Privacy Policy and Terms are shown, and there are no unpublished changes. Each item links to its fix. It reaches 100% only when all of them are true.

6. Check the live site

- Open the website on a computer and a phone after publishing, and hard refresh once.
- Check the header and logo, the hero images, the development cards, a development page with its documents, the Contact page and the footer.
- Send one test enquiry and confirm it reaches the Leads page.

Support and escalation

Use the configured public Support contact for protected domain or commercial-access hand-offs. Support cannot mark anything verified for you. Do not send passwords, secure links or customer information.

Before a commercial launch

Terms, Privacy and Support content still needs approved legal text, support ownership and production configuration outside this guide. This guide is operational guidance, not legal advice.

Use only the current visible IND EstatePilot workflow and the responsible support process. This guide does not replace legal, compliance, security or external platform decisions.