

## Columbia Knowledge Base

Submitting an article to be put into the Knowledge Base

- ❖ Article content written by person submitting, not just an idea...
  - ✓ Suggested title for article
    - What “business area” does the article relate to?
      - Concrete Products
      - Mixing and Batching
      - Molds
    - Type of Document
      - Cut-sheet
      - Service Bulletin
      - Service Tip
      - Vendor Data
      - Brochure
      - Training
      - Troubleshooting
      - Instructions
      - Reference Material
    - Equipment Type
      - Block Machine, Cuber, Mixer, etc..
    - Model\_Product
      - 16HF, QBR200, 81’, etc..
    - Related to specific parts
      - Need Part #
  - ✓ Email the above info and file,
    - Original file, word, pdf, powerpoint, etc..
      - File size, maximum 5 meg.
    - Email to: Scott Hutton
  - ✓ Remember, garbage in – garbage out