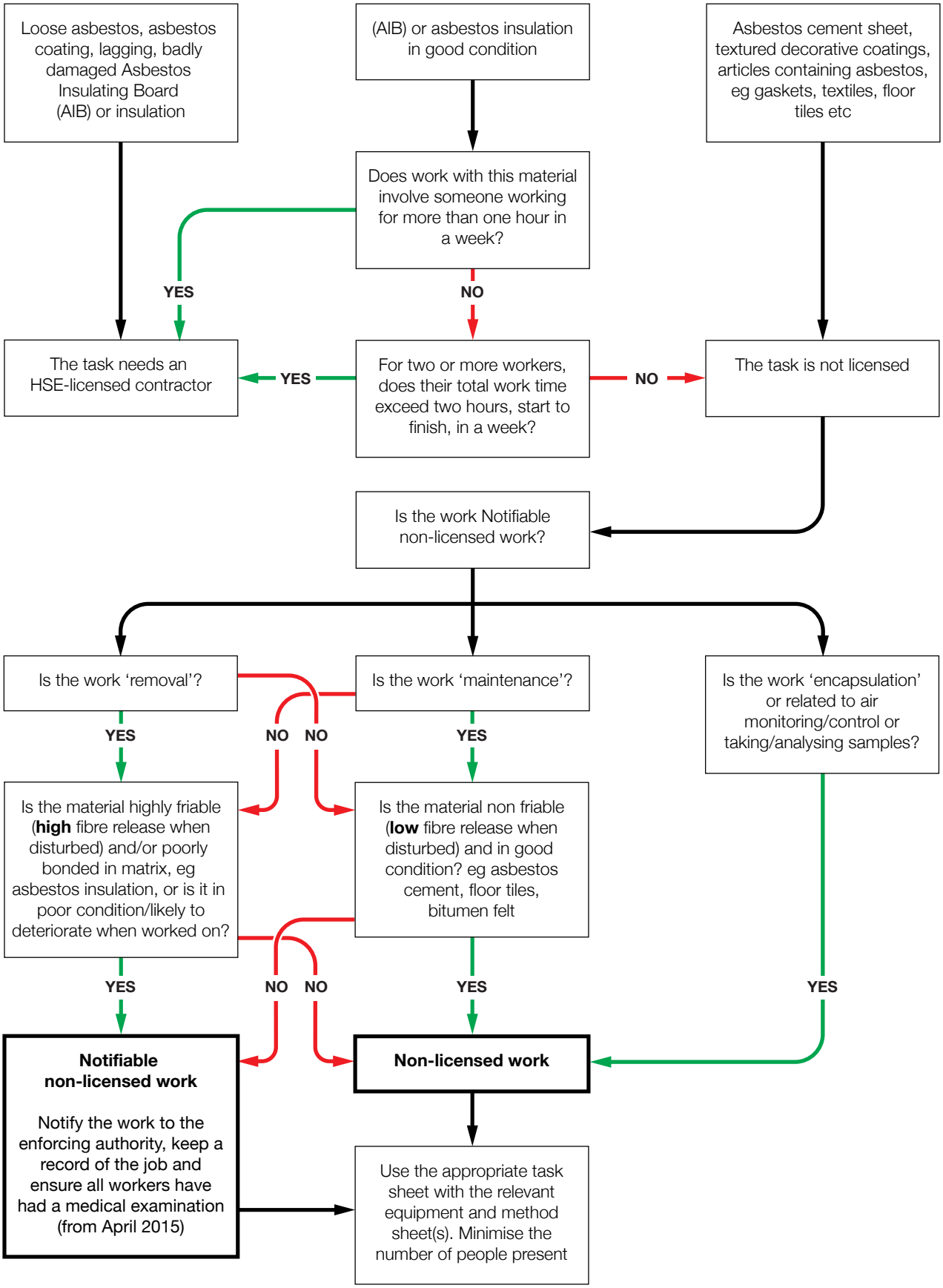
Decision flow chart

Use this simple flow chart to help you decide who needs to do the work: