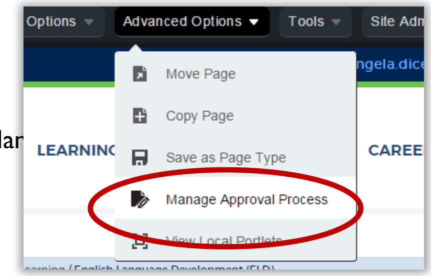
CONTENT APPROVALS

You can require a page to be approved before any changes go live. Anyone can be made an approver, and the approver will get an email each time a page is changed and saved. Be sure to give thea person the "how to approve" page in this guide.

CREATE A RULE

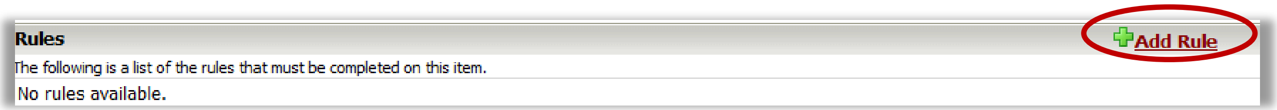


Go to the page or section that you want to set approvals.

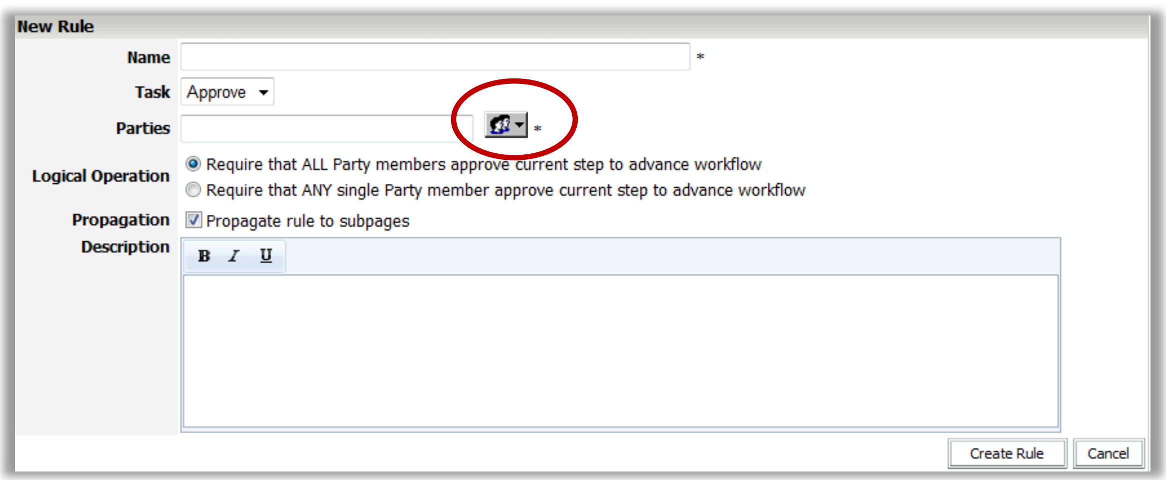
- Log in to the website.
- On the toolbar, under the Advanced Options menu, choose Mar

A new window will open.

- Click the + Add Rule link in the right-hand corner.



A new, New Rule, screen will appear.



- Give the rule a name, such as Administrator Approval, whatever helps you remember what it's for.
- Choose who will approve new content by clicking the Choose User/Group icon (circled above).
- To select a user, search by first name, click on the person's username (matches the first portion of their email), then click Add.
    - You can select multiple people by holding down CTRL while you click on multiple names