

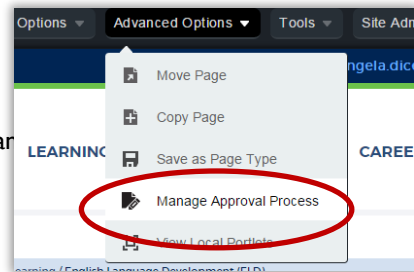
CONTENT APPROVALS

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 the person the “how to approve” page in this guide.

CREATE A RULE

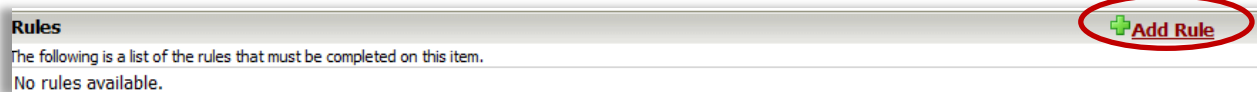
Go to the page or section that you want to set approvals.

- Log in to the website.
- On the toolbar, under the Advanced Options menu, choose Manage Approval Process



A new window will open.

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



A new, New Rule, screen will appear.

A screenshot of the 'New Rule' form. The form has several sections: 'Name' (a text input field), 'Task' (a dropdown menu set to 'Approve'), 'Parties' (a selection icon circled in red), 'Logical Operation' (two radio buttons: 'Require that ALL Party members approve current step to advance workflow' and 'Require that ANY single Party member approve current step to advance workflow'), 'Propagation' (a checked checkbox 'Propagate rule to subpages'), and 'Description' (a rich text editor). At the bottom right, there are 'Create Rule' and 'Cancel' buttons.

- 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

