

Set Up An Approval Process In News

In the News application, administrators can set up an approval process per News channel.

The feature allows you to assign select users as News Approvers for each news channel. Other users can submit draft articles for review and be published only following approval.

- Assigning news approvers
- Configuring news approval process
- Submitting news for approval
- Approving news & notifications

Assigning news approvers

We recommend using a designated Role or Group for your News Approvers.

This is recommended for better permission management and to save time from assigning permissions to users individually.

For more information, please check out our guide for Roles & Groups.

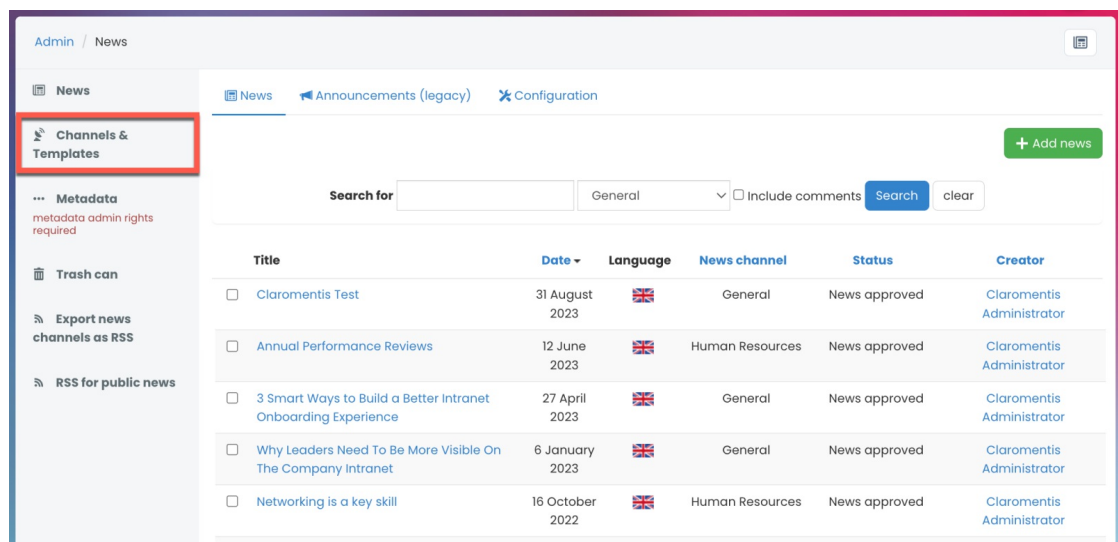
For this scenario, a 'Content Approver' role has been created. This role will be used to begin configuring the News approval process.

A screenshot of the 'People Control Panel' in an application. The top navigation bar shows 'Admin / People Control Panel' and a green checkmark icon. Below the navigation bar, there are tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. The 'Roles' tab is selected. On the right side, there are sections for 'Utilities' (Add a new user, Export users, Add/update from CSV file) and 'Configuration' (General configuration, Configure user profile fields, Configure Skills). The main content area displays a table of roles. The 'Content Approvers' role is highlighted with a red box. Below the table is a 'Delete selected' button.

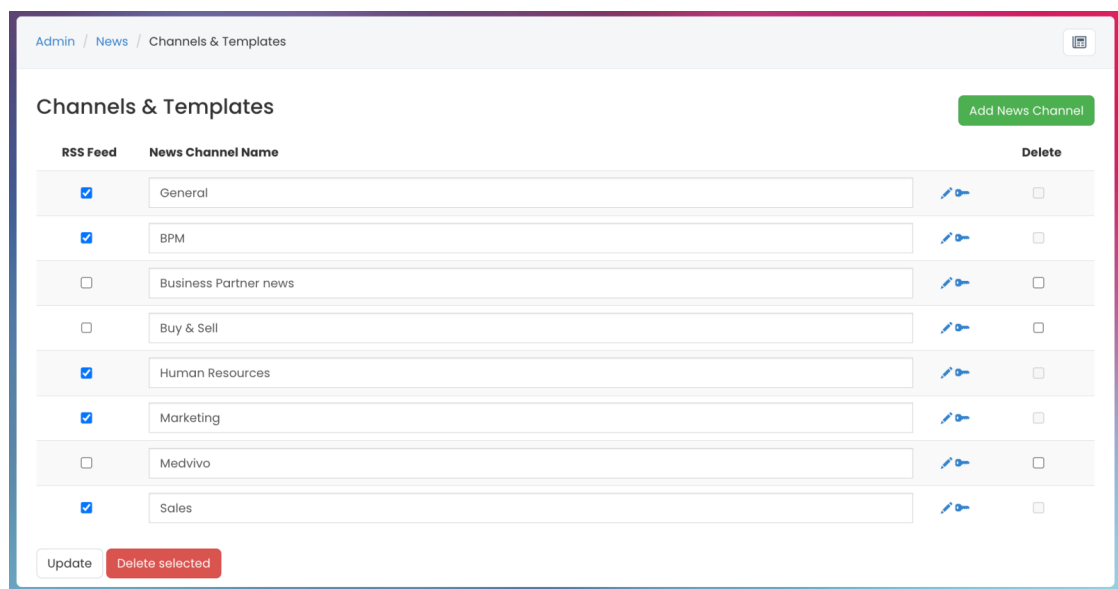
Role	Description	Extranet area	Users number	Delete
Administrators			5	<input type="checkbox"/>
Claromentis			8	<input type="checkbox"/>
Content Approvers			3	<input type="checkbox"/>
Extranet users (Partner)			6	<input type="checkbox"/>
Managers			5	<input type="checkbox"/>

News approval process

1. Head to Admin > News > Channel & Templates.

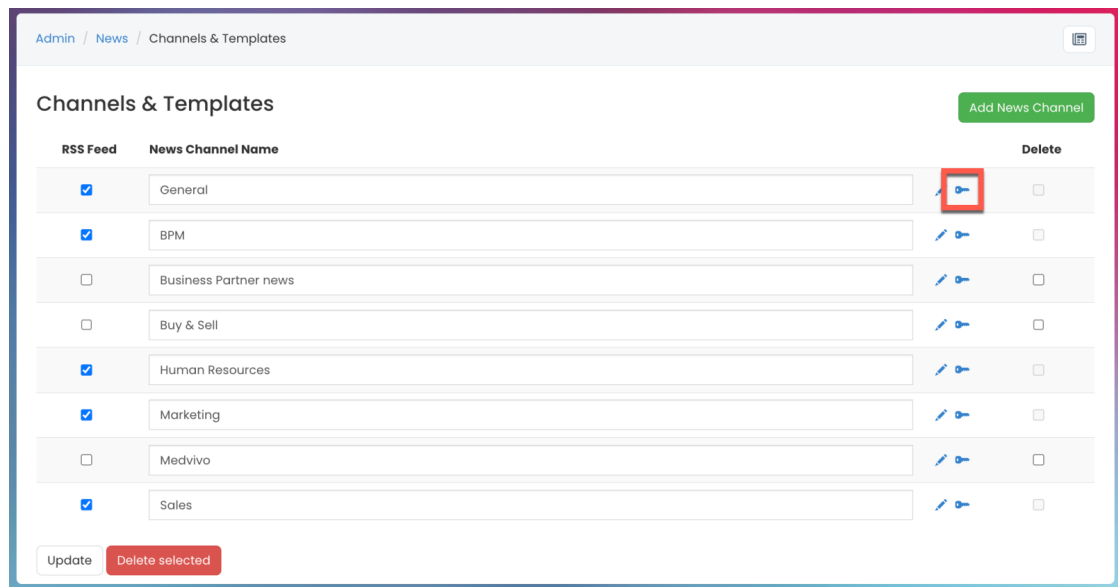


2. In the Channel & Templates section, you will see a list of all existing News channels.



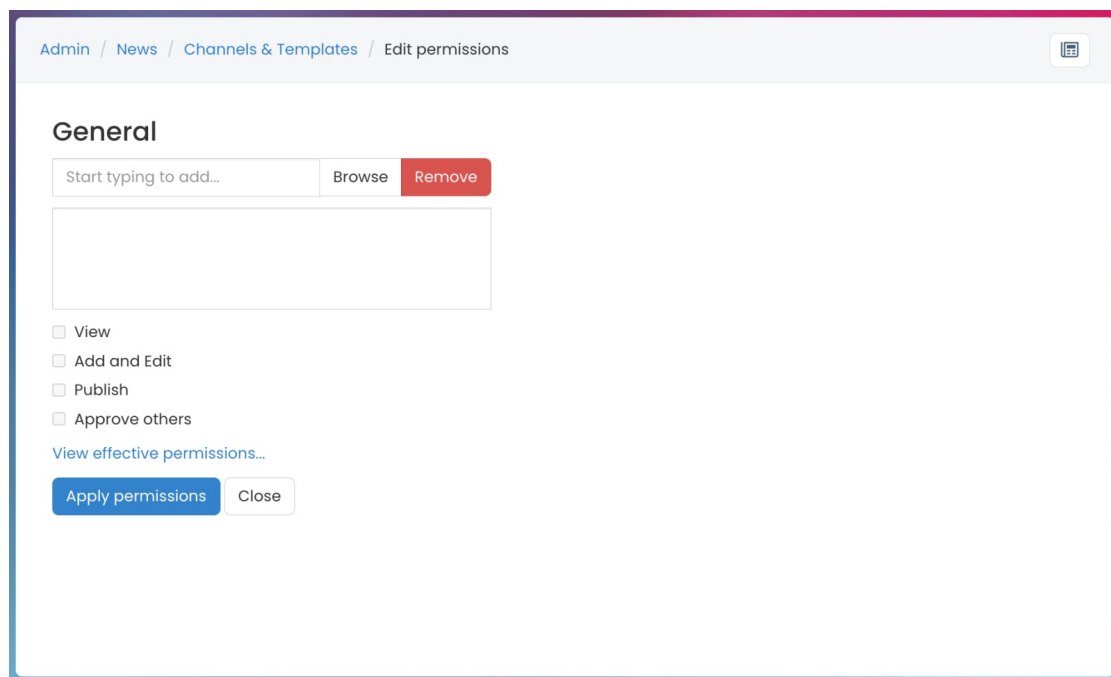
For more information, check out our guide on Channels & Templates.

3. Select the key (permissions) icon for the News channel you wish to implement an approval process.



News permissions breakdown

You will be presented with the following permissions options.



Admin / News / Channels & Templates / Edit permissions

General

Start typing to add... Browse Remove

☐ View

☐ Add and Edit

☐ Publish

☐ Approve others

[View effective permissions...](#)

Apply permissions Close

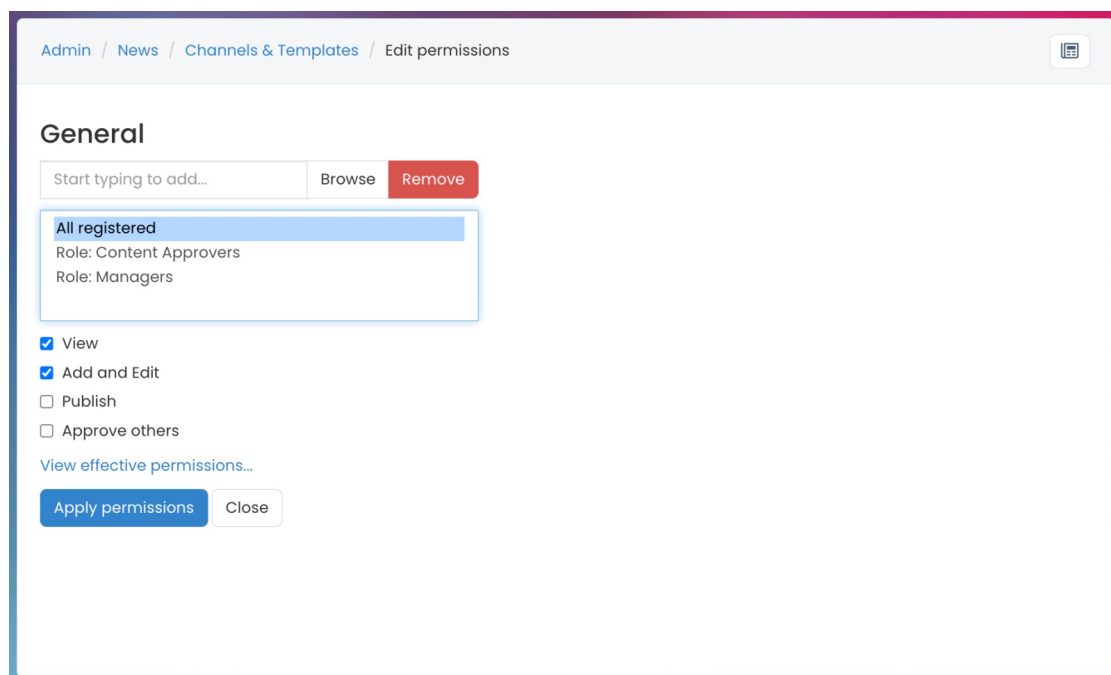
- **View:** Users can view articles in the channel.
- **Add and Edit:** Users can add and/or edit existing articles in the channel.
- **Publish:** Users can publish articles and make them live straight away.
- **Approve others:** Users can edit and interact with other users' submitted articles, approving them to make them live.

From the News channel properties, you can begin to set up an approval process for your intranet news.

Below is an approval process set up in the General channel.

News creators with approval required

'All registered' users have been given rights to **View** & **Add & Edit** articles within this News channel.



Admin / News / Channels & Templates / Edit permissions

General

Start typing to add... Browse Remove

All registered
Role: Content Approvers
Role: Managers

☒ View

☒ Add and Edit

☐ Publish

☐ Approve others

[View effective permissions...](#)

Apply permissions Close

The above indicates all users can (a) View all published articles within the news channel, and (b) Submit draft articles for approval within the channel.

Users, however, cannot (a) Publish any news article within this channel, and (b) Approve any draft articles within the channel.

News creators with no approval required

Managers have been given the same rights as All registered users, but also given rights to **Publish**.

Admin / News / Channels & Templates / Edit permissions

Start typing to add...

Browse

Remove

All registered

Role: Content Approvers

Role: Managers

☒ View

☒ Add and Edit

☒ Publish

☐ Approve others

[View effective permissions...](#)

Apply permissions

Close

The above indicates Managers can (a) View all published article within the news channel, (b) Create draft articles within the channel, and (c) Publish their own articles within the channel.

Users, however, cannot (a) Publish another user’s news article within the channel, and (b) Approve any draft articles within the channel.

News approvers

Content Approvers have been given the additional rights to **Approve Others** & **Publish** articles within this News channel.

Admin / News / Channels & Templates / Edit permissions

Start typing to add...

Browse

Remove

All registered

Role: Content Approvers

Role: Managers

☒ View

☒ Add and Edit

☒ Publish

☒ Approve others

[View effective permissions...](#)

Apply permissions

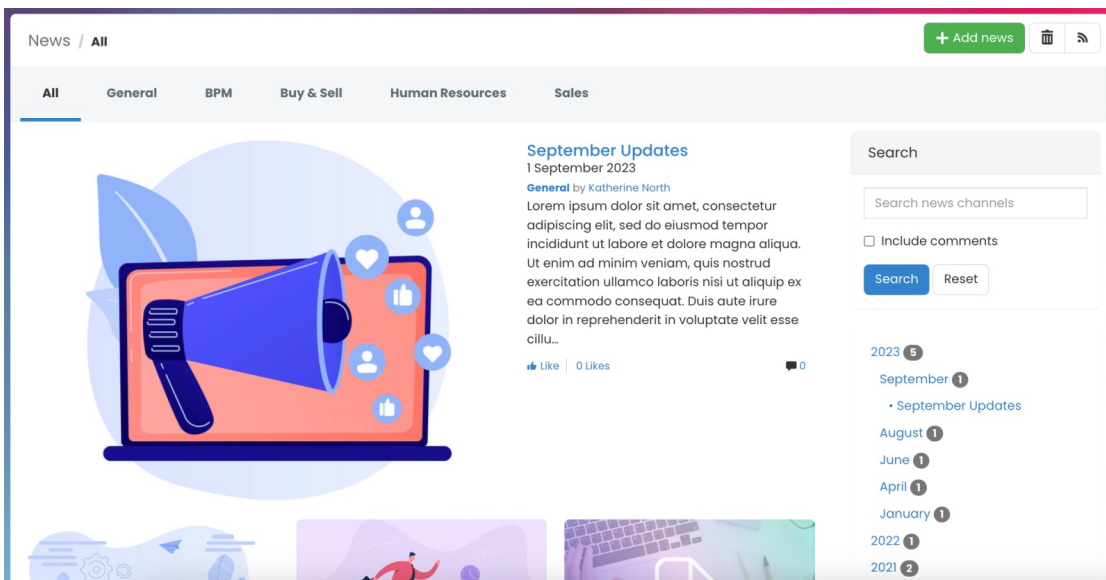
Close

The above indicates News Content Approvers can (a) View all published articles within the news channel, (b) Create draft articles within the channel, (c) Approve draft articles that have been submitted, and (d) Publish any news articles within the channel.

Please note: Any user with the ability to create a news article will be able to save their own draft article and will be the only account with access to the article. This personal draft is separate from the draft a user with only 'View' and 'Add/Edit' rights submits to others for approval. Users with 'Approve others' rights can access these submissions, but not personal drafts.

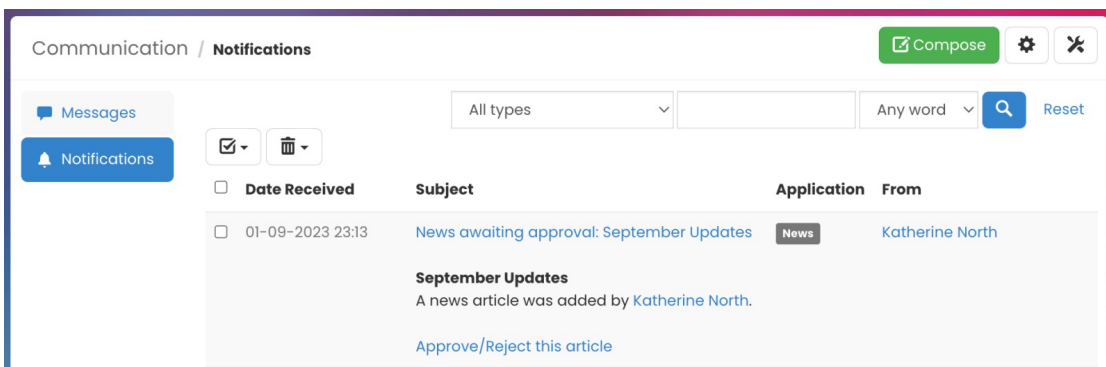
Submitting news for approval

A News Creator without permission to ‘Publish’ can submit a news article for approval by clicking **Submit news**.



Approving news & notifications

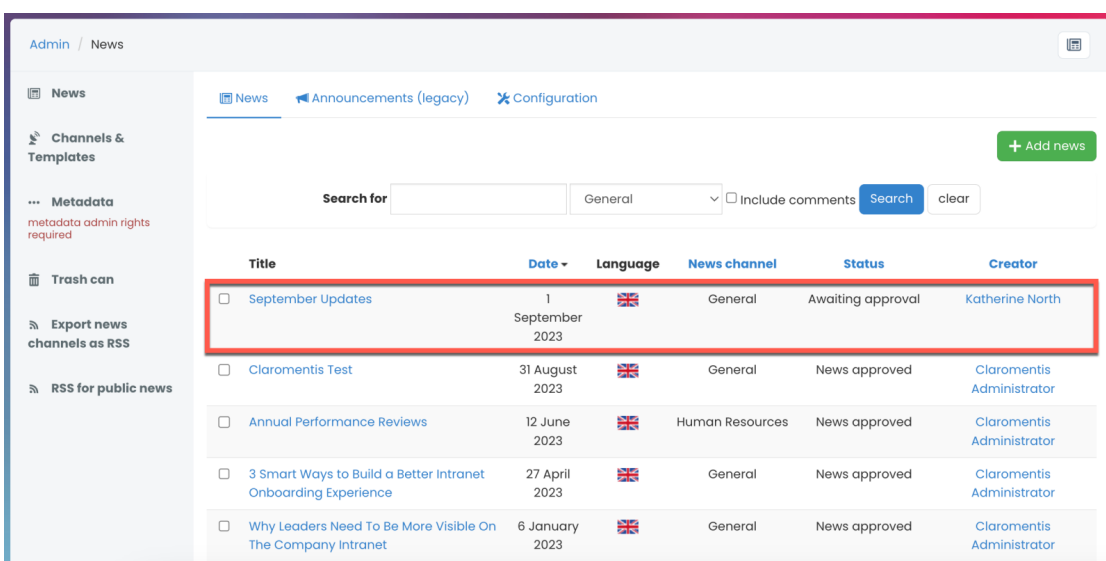
News Approvers will be notified when a draft article is submitted for approval.



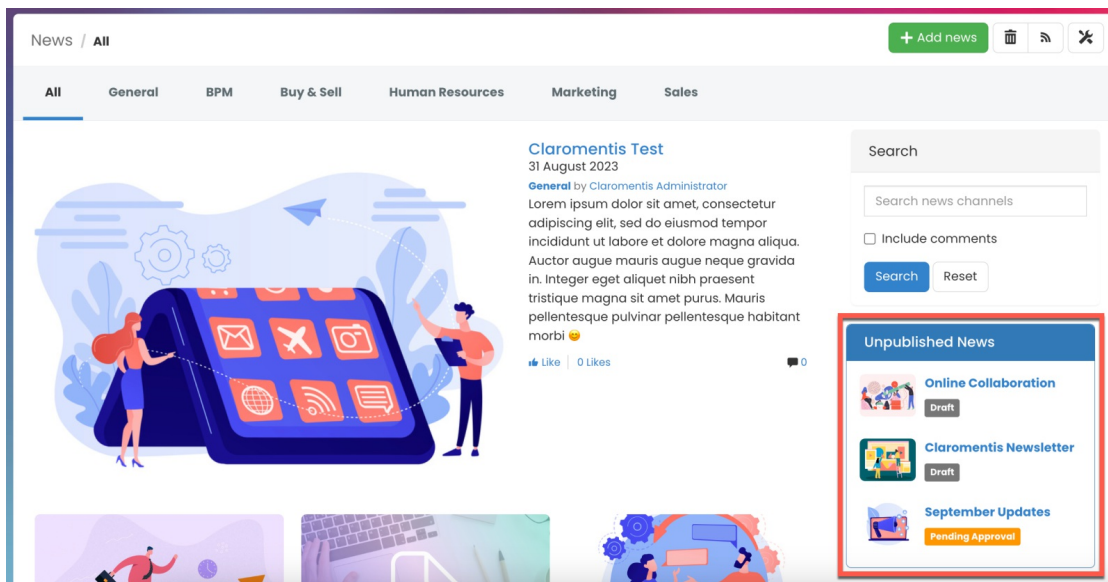
Reminder: Notification will be generated according to personal notification preference settings.

For more information on notification methods, check out our guide on Notification preferences.

From the admin side, News Approvers can access & manage approval pending articles.



From the front-end, approval pending articles can also be accessed in the **Unpublished news** section.



News Approvers can review & approve articles by clicking **Save Changes**.

Content

Source

B
I
U
S
^{x²}
_{x²}
~~ABC~~

Styles

Normal

Font

Font Size

Congue eu consequat ac felis donec et odio. Scelerisque varius morbi enim nunc faucibus a pellentesque. Amet nulla facilisi morbi tempus iaculis urna id. Morbi blandit cursus risus at ultrices. Blandit massa enim nec dui nunc. Porta nibh venenatis cras sed felis eget velit aliquet sagittis. Facilisi morbi tempus iaculis urna id volutpat lacus laoreet non. Accumsan lacus vel facilisis volutpat est velit egestas dui. Facilisi cras fermentum odio eu feugiat pretium nibh ipsum consequat. Sagittis eu volutpat odio facilisis. Sit amet risus nullam eget felis eget nunc lobortis mattis. Proin libero nunc consequat interdum varius. Vitae sapien pellentesque habitant morbi tristique senectus et netus. Mollis aliquam ut porttitor leo a diam sollicitudin tempor id. Arcu odio ut sem nulla pharetra diam sit amet. Enim neque volutpat ac tincidunt. Nulla pharetra diam sit amet nisl suscipit adipiscing. Ut tristique et egestas quis ipsum suspendisse ultrices gravida.

body p

Link

http://

For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/

Comments

☒ Enable
 ☐ Disable
 ☐ Delete comments and disable commenting

Save changes

Save as draft

Delete

Once approved, the news article will be marked as **News approved** and be automatically published.

Admin / News

News

Channels & Templates

Metadata

Trash can

Export news channels as RSS

RSS for public news

News

Announcements (legacy)

Configuration

Search for

General

☐ Include comments

Search

clear

Title

Date

Language

News channel


Status

Creator

☐

September Updates

1 September 2023



General


News approved

Katherine North

☐

Claromentis Test

31 August 2023



General


News approved

Claromentis Administrator

☐

Annual Performance Reviews

12 June 2023



Human Resources


News approved

Claromentis Administrator

☐

3 Smart Ways to Build a Better Intranet Onboarding Experience

27 April 2023



General


News approved

Claromentis Administrator

☐

Why Leaders Need To Be More Visible On The Company intranet

6 January 2023



General

News approved

Claromentis Administrator