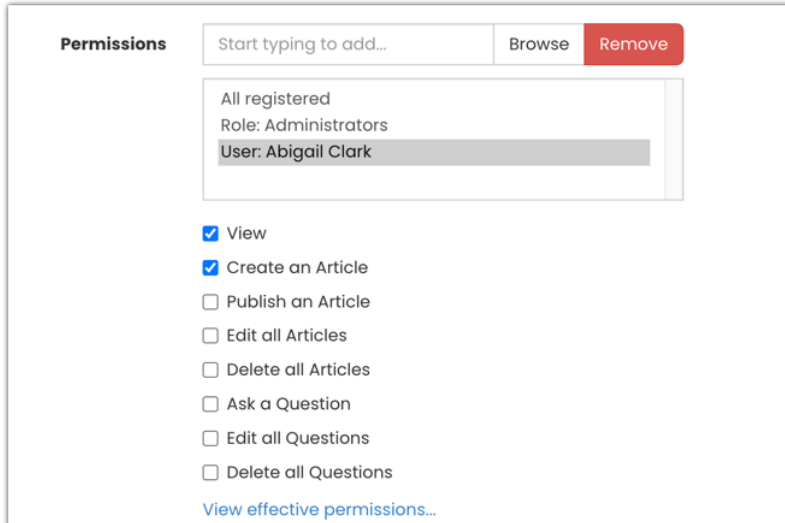


Set up an approval process in Knowledge Base

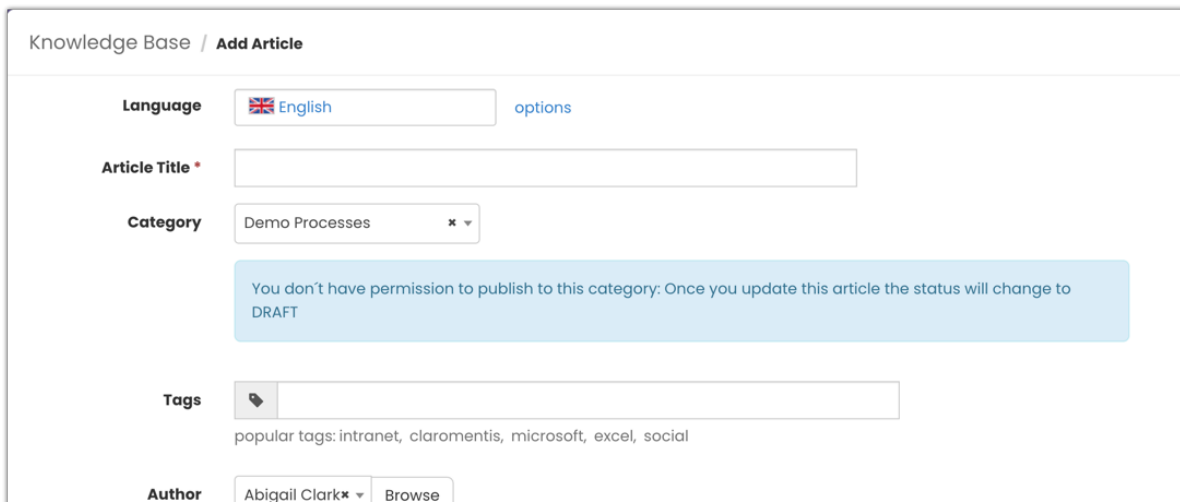
Permissions

An approval process can be set up in Knowledge Base. Any user/role/group defined can be set to match the following:

- Only create draft content, submitted to others to publish (i.e. users not permitted to make content live).



The screenshot shows a 'Permissions' configuration window. At the top, there is a search input field with the placeholder text 'Start typing to add...', a 'Browse' button, and a red 'Remove' button. Below the search field is a list of permissions: 'All registered', 'Role: Administrators', and 'User: Abigail Clark' (which is highlighted). Underneath the list are several checkboxes for permissions: 'View' (checked), 'Create an Article' (checked), 'Publish an Article' (unchecked), 'Edit all Articles' (unchecked), 'Delete all Articles' (unchecked), 'Ask a Question' (unchecked), 'Edit all Questions' (unchecked), and 'Delete all Questions' (unchecked). At the bottom of the window, there is a link that says 'View effective permissions...'.



The screenshot shows the 'Add Article' form in Knowledge Base. The breadcrumb navigation at the top reads 'Knowledge Base / Add Article'. The form includes several fields: 'Language' set to 'English' with a 'options' link; 'Article Title' which is empty; 'Category' set to 'Demo Processes' with a dropdown arrow; 'Tags' which is empty, with a note below it stating 'popular tags: intranet, claromentis, microsoft, excel, social'; and 'Author' set to 'Abigail Clark' with a dropdown arrow and a 'Browse' button. A blue error message box is displayed in the center of the form, stating: 'You don't have permission to publish to this category: Once you update this article the status will change to DRAFT'.

- Be able to create their own personal drafts and publish these (i.e. users trusted to post content).

Permissions Start typing to add... Browse Remove

All registered
Role: Administrators
User: Abigail Clark

View
 Create an Article
 Publish an Article
 Edit all Articles
 Delete all Articles
 Ask a Question
 Edit all Questions
 Delete all Questions

[View effective permissions...](#)

Status Draft Publish Archive

Add Article Cancel

- Be able to create their own personal drafts, publish own content, and view/publish the drafts submitted for approval by those with only 'Create Draft' rights (i.e. users with the highest level of editing and publishing ability as well as responsibility).

Permissions Start typing to add... Browse Remove

All registered
Role: Administrators
User: Abigail Clark

View
 Create an Article
 Publish an Article
 Edit all Articles
 Delete all Articles
 Ask a Question
 Edit all Questions
 Delete all Questions

[View effective permissions...](#)

Please note: Submitted drafts by other users will appear in the application landing area or in a specific category they were posted in for users to edit and publish when ready.

Knowledge Base
Bug Tracker

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All categories

- Demo Processes
- General
- Human Resource
- Infocapture
- Intranet Advice
- Professional Services

cms bpm calculations
content
infocapture
intranet plugins
process videos
workplace

Articles Questions Subscriptions
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