

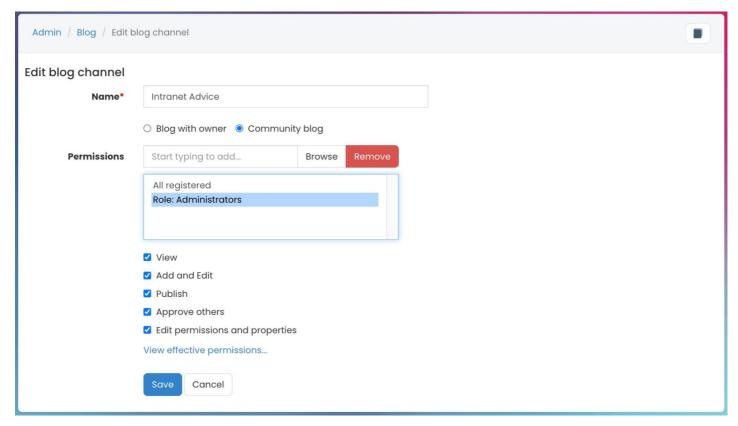
Blog: Permissions overview and approval process Archived

This article will provide an overview of the permission options and front-end area of the Blog application.

Permissions can be assigned by Blog channels.

Permission options

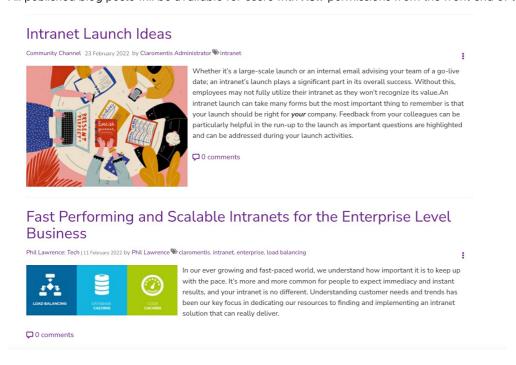
As an application admin, you can assign various levels of permissions via Admin > Blog.



- View: Users can view the Blog channel and all blog posts that are nested within.
- Add & Edit: Users can add blog posts to the Blog channel and edit existing blogs.
 - o It is not possible for users to post blogs on behalf of another user or change the name of the blog author.
- Publish: User can publish their own blog posts and other user's post in the Blog channel.
 - Users will not be able to publish a blog post without this permission option. Instead, the blog post will be saved in 'Draft'
 mode and will require a user with Publish permission to make the post live.
- Approve others: Users can edit & approve blog posts to the Blog channel.
 - Any user with this permission option will be able to see all blog posts in Draft mode for those who do not have Publish permissions
- Edit permissions and properties: Users can edit Blog channel permissions from the front end of the application.

Published blog posts

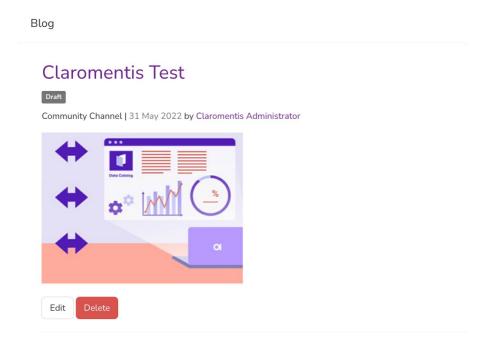
All published blog posts will be available for users with View permissions from the front end of the Blog application.



Draft blog posts

Blog posts in Draft mode will be available at the top of the landing page of the Blog application.

Users who have permission to Add & Edit will only see their personal drafts. Users with permission to Approve others will be able to view other users' drafts as well.



Awaiting approval

Draft posts that are awaiting approval will also be listed at the top of the landing page (highlighted in yellow).

Users with permission to **Approve others** will see drafts of those who cannot publish their own posts. Users with additional **Publish** permissions will be able to publish these posts after approval.

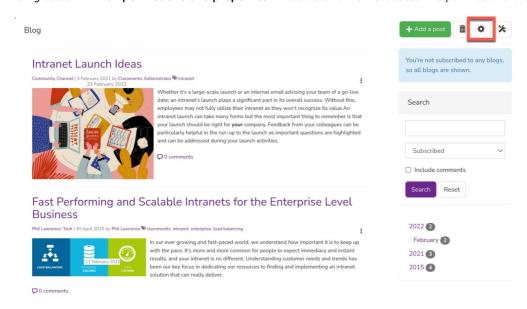
Blogs awaiting approval



Editing permissions

Permissions for Blog channels can also be configured from the Settings area found on the front end of the application.

Only users with Edit permissions and properties will be able to view & access this permissions area.



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