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.
  - 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.

Front-end view

Published blog posts

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

Intranet Launch Ideas

Community Channel 23 February 2022 by Claromentis Administrator 🏷 intranet

Whether it's a large-scale launch or an internal email advising your team of a go-live date; an intranet's launch plays a significant part in its overall success. Without this, employees may not fully utilize their intranet as they won't recognize its value.An intranet launch can take many forms but the most important thing to remember is that your launch should be right for *your* company. Feedback from your colleagues can be particularly helpful in the run-up to the launch as important questions are highlighted and can be addressed during your launch activities.

💬 0 comments

Fast Performing and Scalable Intranets for the Enterprise Level Business

Phil Lawrence: Tech | 11 February 2022 by Phil Lawrence 🏷 claromentis, intranet, enterprise, load balancing

In our ever growing and fast-paced world, we understand how important it is to keep up with the pace. It's more and more common for people to expect immediacy and instant results, and your intranet is no different. Understanding customer needs and trends has been our key focus in dedicating our resources to finding and implementing an intranet solution that can really deliver.

💬 0 comments

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.

Blog

Claromentis Test

Draft

Community Channel | 31 May 2022 by Claromentis Administrator

Edit   Delete

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

Intranet Advice

Intranet Advise | 1 August 2022 by Abigail Clark

Approve   Reject   Edit

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.

Last modified on 18 April 2024 by Hannah Door
Created on 14 October 2022 by Veronica Kim
Tags: blog, channel, user guide, permissions