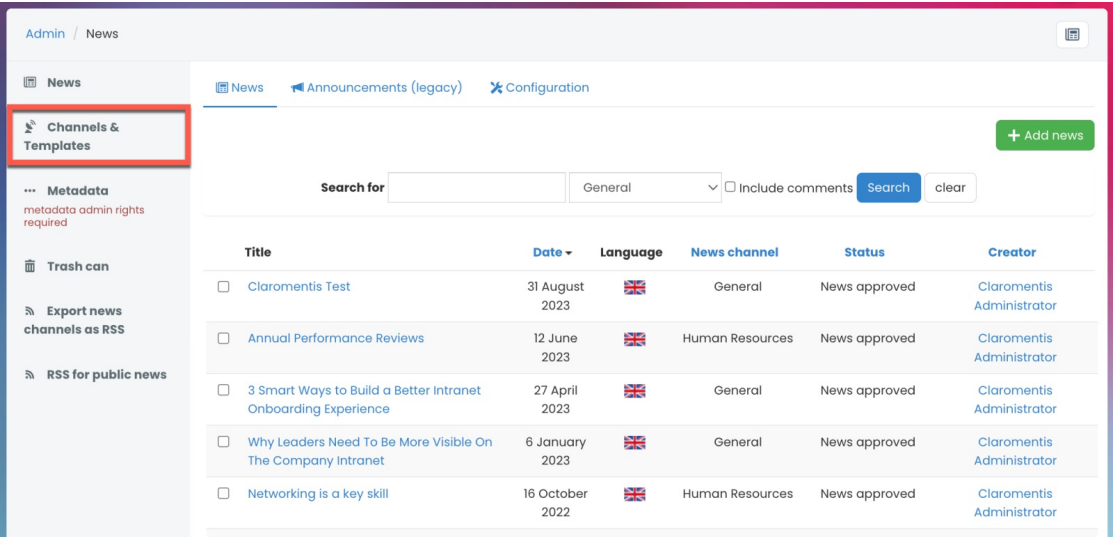
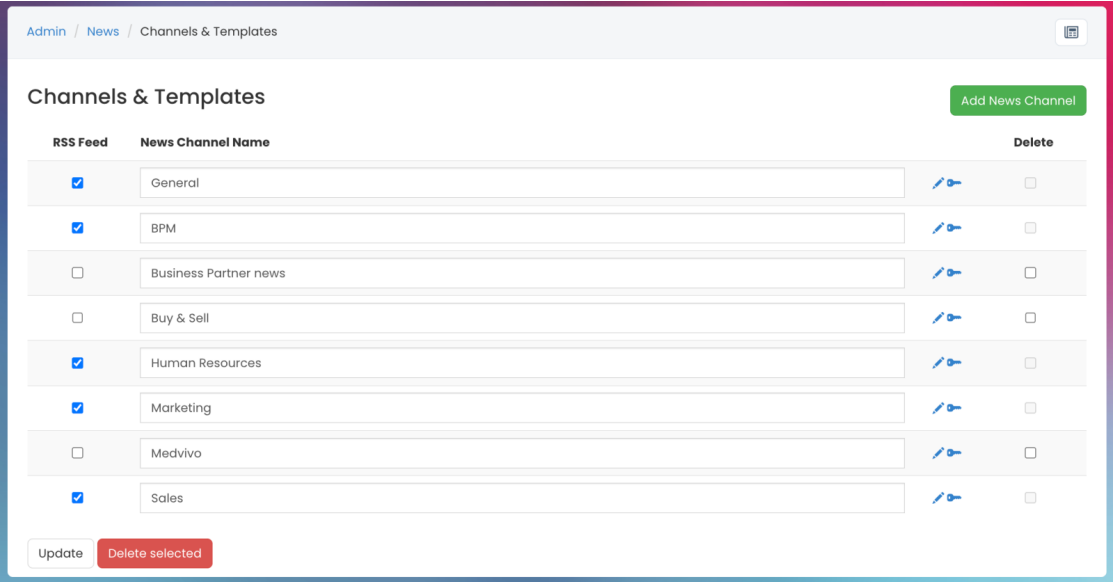


News approval process

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.

Admin / News / Channels & Templates

Channels & Templates

Add News Channel

RSS Feed	News Channel Name		Delete
<input checked="" type="checkbox"/>	General	 	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BPM	 	<input type="checkbox"/>
<input type="checkbox"/>	Business Partner news	 	<input type="checkbox"/>
<input type="checkbox"/>	Buy & Sell	 	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Human Resources	 	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Marketing	 	<input type="checkbox"/>
<input type="checkbox"/>	Medvivo	 	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sales	 	<input type="checkbox"/>

Update
Delete selected

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

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

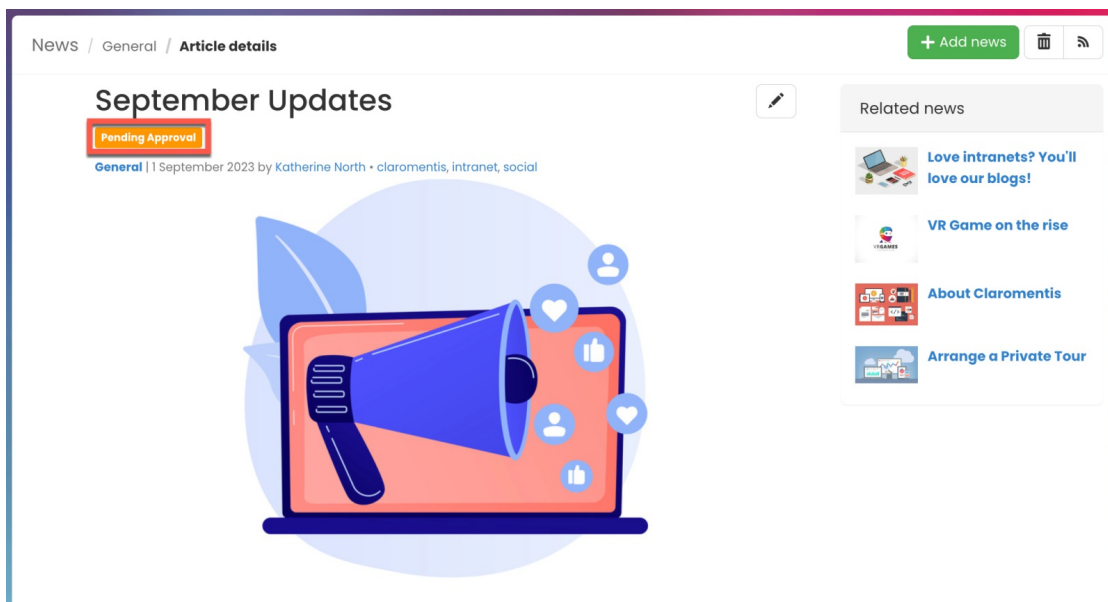
Close

The above indicates 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.

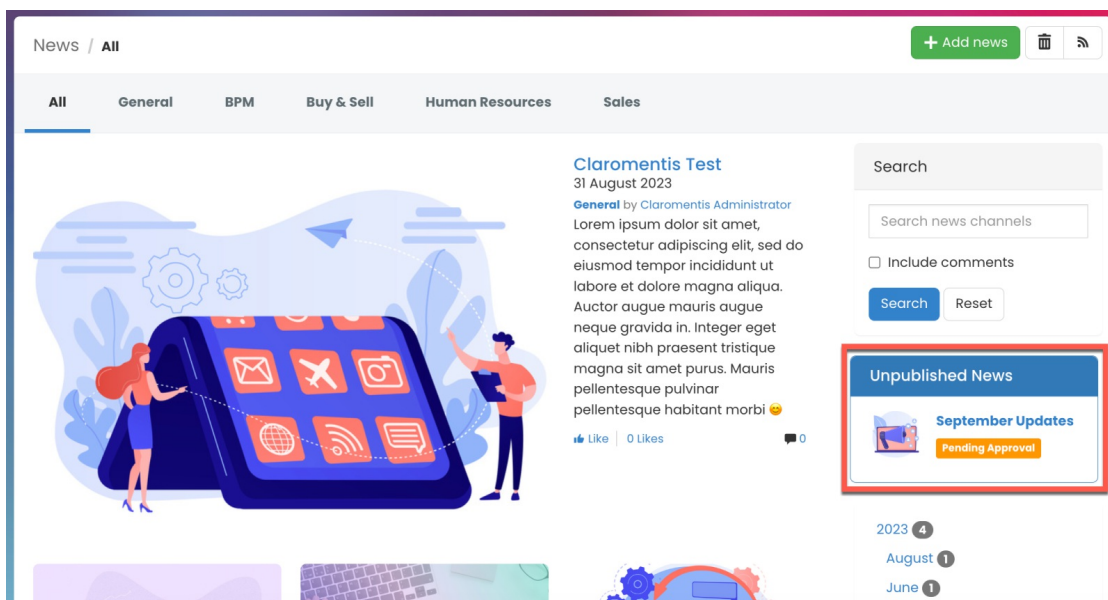
News approvers

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

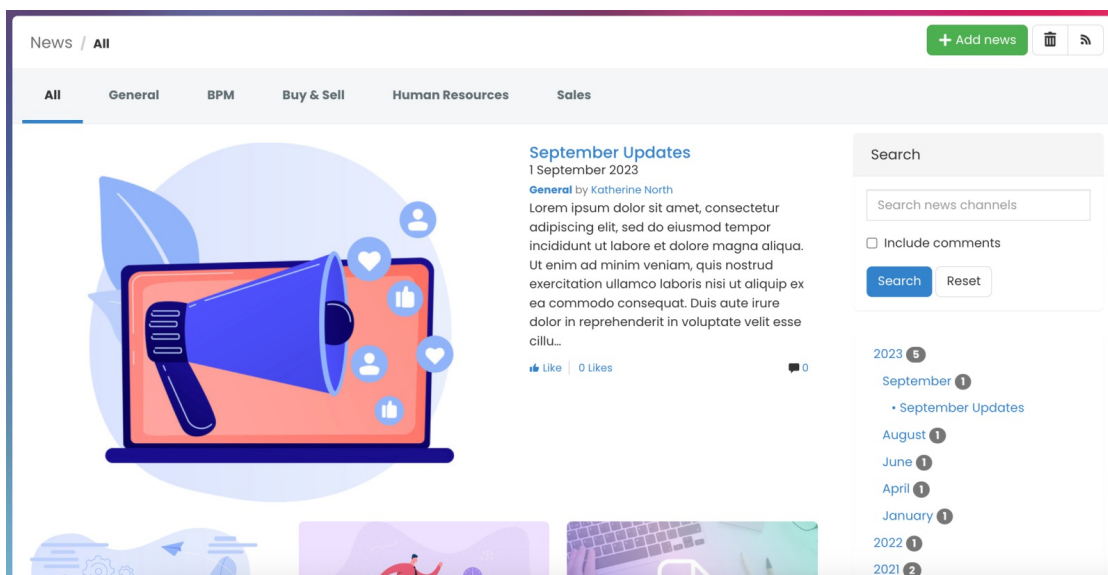


A News Creator can access their own draft articles from the front-end of the News application.

Draft articles can be edited whilst in **Pending Approval** status, if needed. News articles can then be submitted back for approval.



Once approved, the news article will be published.



Approving news & notifications

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

Communication / Notifications

Compose

Messages

Notifications

All types

Any word

Reset

Date Received

Subject

Application

From

01-09-2023 23:13

News awaiting approval: September Updates

News

Katherine North

September Updates

A news article was added by Katherine North.

Approve/Reject this article

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.

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

September Updates

1 September 2023

General

Awaiting approval

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

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

News / All

Add news

All

General

BPM

Buy & Sell

Human Resources

Marketing

Sales

Claromentis Test

31 August 2023

General by Claromentis Administrator

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Auctor augue mauris augue neque gravida in. Integer eget aliquet nibh praesent tristique magna sit amet purus. Mauris pellentesque pulvinar pellentesque habitant morbi

Like 0 Likes

Search

Search news channels

Include comments

Search

Reset

Unpublished News

Online Collaboration

Draft

Claromentis Newsletter

Draft

September Updates

Pending Approval

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

Content

Faint placeholder text at the top of the editor area.

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. Faciliis 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 nisi 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.claroments.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](#)
metadata admin rights required
- [Trash can](#)
- [Export news channels as RSS](#)
- [RSS for public news](#)

[News](#) | [Announcements \(legacy\)](#) | [Configuration](#)

Search for General ☐ Include comments [Search](#) [clear](#) [+ Add news](#)

Title	Date ▼	Language	News channel	Status	Creator
<input type="checkbox"/> September Updates	1 September 2023		General	News approved	Katherine North
<input type="checkbox"/> Claramentis Test	31 August 2023		General	News approved	Claramentis Administrator
<input type="checkbox"/> Annual Performance Reviews	12 June 2023		Human Resources	News approved	Claramentis Administrator
<input type="checkbox"/> 3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023		General	News approved	Claramentis Administrator
<input type="checkbox"/> Why Leaders Need To Be More Visible On The Company Intranet	6 January 2023		General	News approved	Claramentis Administrator

Last modified on 1 December 2023 by [Hannah Door](#)

Created on 5 September 2023 by [Veronica Kim](#)

Tags: [intranet](#), [news](#), [user guide](#), [approval](#), [workflow](#), [draft](#)