

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.

Admin / F	People Control Pane	əl					$\checkmark$
JUsers	2 Power users	🛓 Roles	Groups	Password policy			Utilities
					+ Add a n	iew role	🔮 Add a new user
					Users		📥 Export users
Role			Description	Extranet area	number	Delete	🔁 Add/update from CSV file
Administra	tors				5		Configuration
Claromenti	S				8		HH General configuration
Content Ap	provers				3		Configure user profile fields
Extranet us	ers (Partner)				6		★ Configure Skills
Managers					5		
					Delete sele	ected	

# News approval process

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

Admin / News				
News	🖩 News 🛛 📢 Announcements (legacy) 🛛 🛠	Configuration		
🖄 Channels & Templates				+ Add nev
••• Metadata metadata admin rights required	Search for	General	✓ □ Include comments Search	clear
而 Trash can	Title	Date - Language	News channel Status	Creator
A Export news	Claromentis Test	31 August 2023	General News approved	Claromentis Administrator
channels as RSS	Annual Performance Reviews	12 June 2023	Human Resources News approved	Claromentis Administrator
ন্ন RSS for public news	<ul> <li>3 Smart Ways to Build a Better Intranet</li> <li>Onboarding Experience</li> </ul>	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
	Networking is a key skill	16 October 2022	Human Resources News approved	Claromentis Administrator

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

hannels	annels & Templates Add News						
RSS Feed	News Channel Name		Delete				
	General	10					
	ВРМ	10-					
	Business Partner news	10-					
	Buy & Sell	10-					
	Human Resources	10-					
	Marketing	10-					
	Medvivo	10-					
	Sales	/ 0-					

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	dmin / News / Channels & Templates							
Channels	Channels & Templates Add News Channel							
<b>RSS</b> Feed	RSS Feed News Channel Name							
	General	/ <b></b>						
	BPM	/						
	Business Partner news							
	Buy & Sell							
	Human Resources							
	Marketing	/						
	Medvivo							
	Sales	/-						
Update	lete selected							

## News permissions breakdown

You will be presented with the following permissions options.

Admin / News / Channels & Temple	ates / Edit permissions	
General		
Start typing to add	Browse Remove	
View		
<ul><li>Add and Edit</li><li>Publish</li></ul>		
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 & Tem	plates /	Edit permiss
General		
Start typing to add	Browse	Remove
All registered Role: Content Approvers Role: Managers		
<ul> <li>View</li> <li>Add and Edit</li> <li>Publish</li> <li>Approve others</li> <li>View effective permissions</li> <li>Apply permissions Close</li> </ul>		

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 & Ter	nplates / Edit permissions	
General		
Start typing to add	Browse Remove	
All registered Role: Content Approvers Role: Managers		
<ul> <li>View</li> <li>Add and Edit</li> <li>Publish</li> <li>Approve others</li> <li>View effective permissions</li> <li>Apply permissions</li> <li>Close</li> </ul>		

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 & Ten	plates / Edit permissions	
General		
Start typing to add	Browse Remove	
All registered Role: Content Approvers Role: Managers		
<ul> <li>View</li> <li>Add and Edit</li> <li>Publish</li> <li>Approve others</li> <li>View effective permissions</li> <li>Apply permissions Close</li> </ul>		

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<u>only</u> 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.

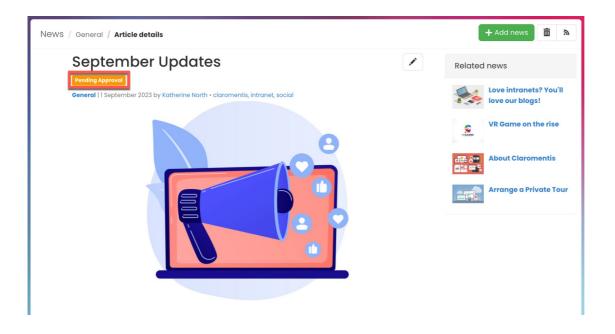
## Submitting news for approval

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A News Creator without permission to 'Publish' can submit a news article for approval by clickingSubmit news.

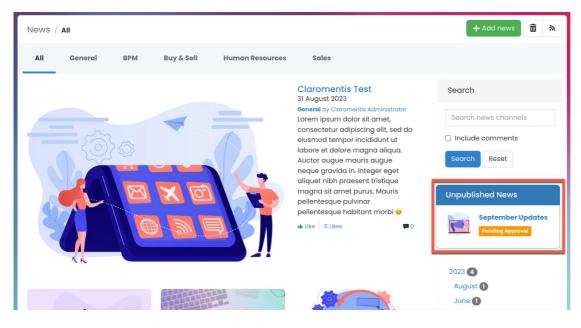
Content	<ul> <li>Source</li> <li>Normal</li> <li>Font</li> <li>Font</li></ul>	um n am it
Link	body p http://	
Comments	For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/	
$\longrightarrow$	Submit news Save as draft	

The submission will automatically save as a draft article and be labelled as Pending Approval.



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.

News /	All					+ Add news 🛅 🔉
All	General	BPM	Buy & Sell	Human Resources	Sales	
				0	September Updates I September 2023 General by Katherine North Lorem jasum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse	Search Search news channels Include comments Search Reset
					cillu né tike   0 tikes 🗭 0	2023 <b>(5)</b> September <b>(1)</b> • September Updates August <b>(1)</b> June <b>(1)</b> April <b>(1)</b>
	) <b>4</b>	ā		i ·		January 1 2022 1 2021 2

# Approving news & notifications

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

Communication				
<ul> <li>Messages</li> <li>Notifications</li> </ul>				
		•		

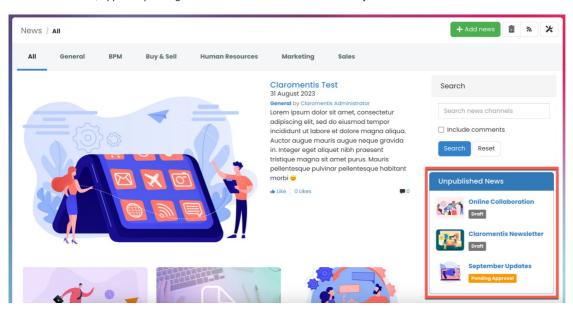
Reminder: Notification will be generated according to personal notification preference settings.

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	🖩 News 🛛 📢 Announcements (legacy)	Configuration			
Channels & Templates					+ Add new
••• Metadata metadata admin rights required	Search for	Genero	al 🗸 🗆 Include d	comments Search	clear
而 Trash can	Title	Date - Lang	uage News channel	Status	Creator
জ Export news channels as RSS	September Updates	1 September 2023	General	Awaiting approval	Katherine North
ଲ RSS for public news	Claromentis Test	31 August 2023	General	News approved	Claromentis Administrator
	Annual Performance Reviews	12 June	Human Resources	News approved	Claromentis Administrator
	<ul> <li>3 Smart Ways to Build a Better Intranet</li> <li>Onboarding Experience</li> </ul>	27 April 2023	General	News approved	Claromentis Administrator
	<ul> <li>Why Leaders Need To Be More Visible On The Company Intranet</li> </ul>	6 January 2023	General	News approved	Claromentis Administrator

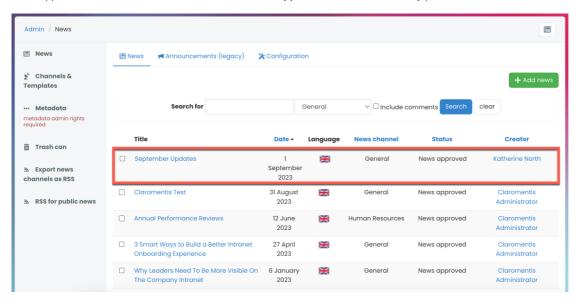
From the front-end, approval pending articles can also be accessed in the Unpublished news section.



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

Content	@ Source   Q
	Styles - Normal - Font - Font Size - A - 🔀 🗊
	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 portitor 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.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/
Comments	Enable      Disable      Delete comments and disable commenting
$\rightarrow$	Save changes Save as draft Delete

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



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