

Set Up An Approval Process In News

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 / People Control Panel

Users
 Power users
 Roles
 Groups
 Password policy

+ Add a new role

Role	Description	Extranet area	Users number	Delete
Administrators			5	<input type="checkbox"/>
Claramentis			8	<input type="checkbox"/>
Content Approvers			3	<input type="checkbox"/>
Extranet users (Partner)			6	<input type="checkbox"/>
Managers			5	<input type="checkbox"/>

Delete selected

Utilities

Add a new user

Export users

Add/update from CSV file

Configuration

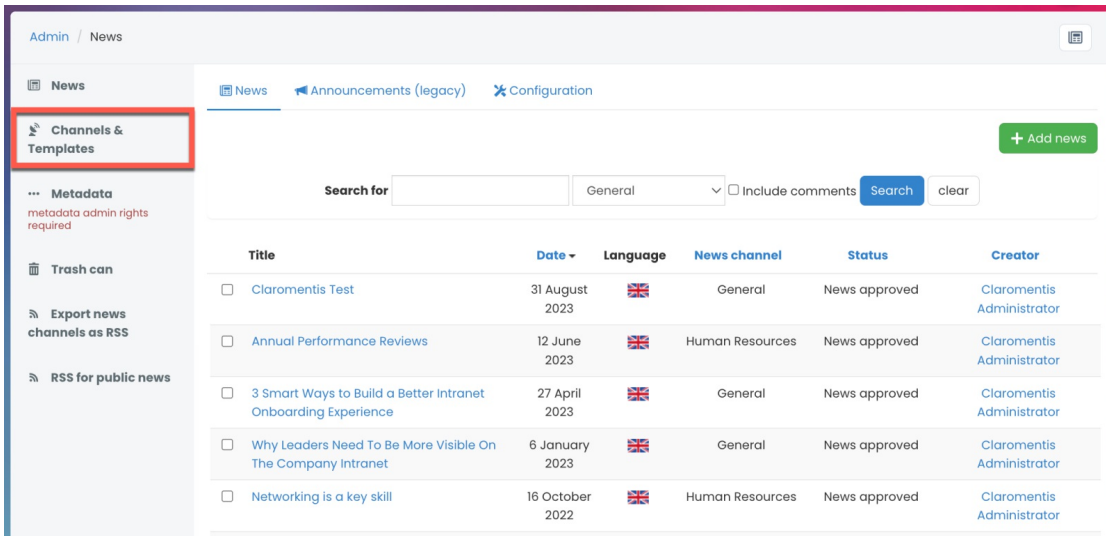
General configuration

Configure user profile fields

Configure Skills

News approval process

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



Admin / News

News Channels & Templates

Metadata
metadata admin rights required

Trash can

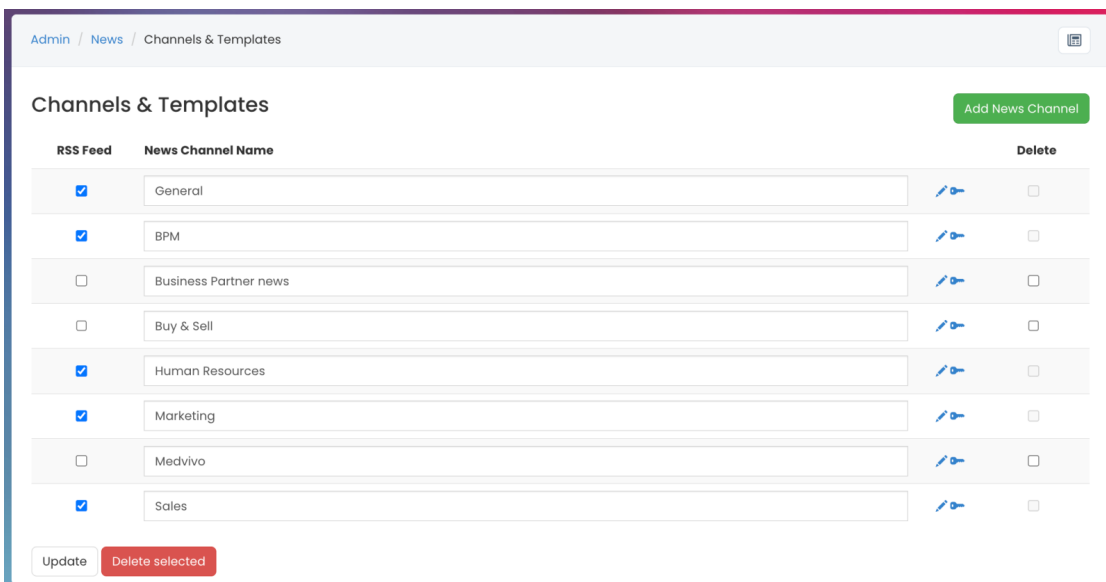
Export news channels as RSS

RSS for public news

Search for General ☐ Include comments

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



Admin / News / Channels & Templates

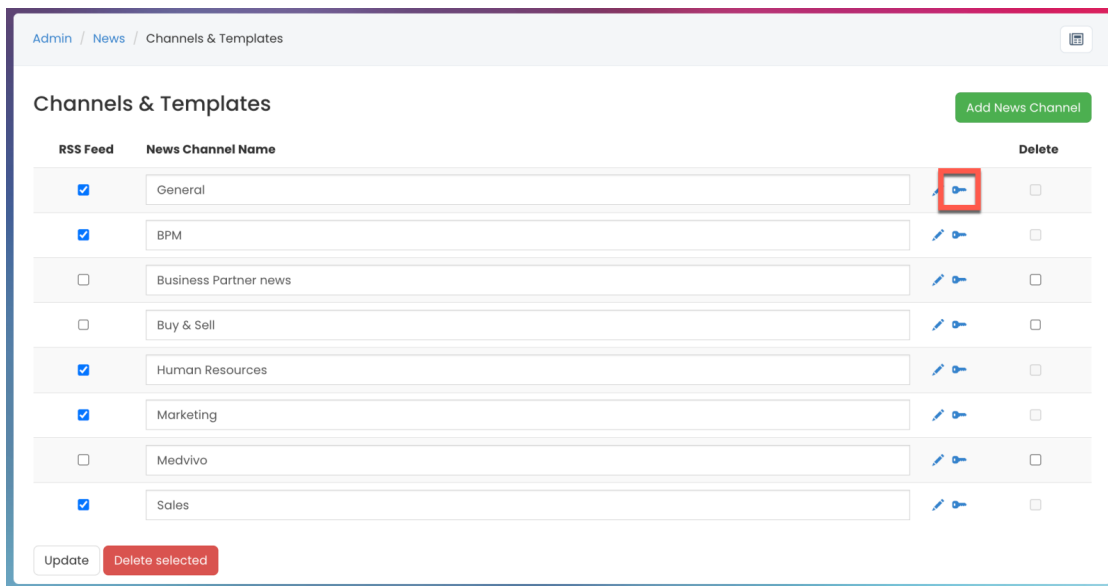
Channels & Templates

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"/>

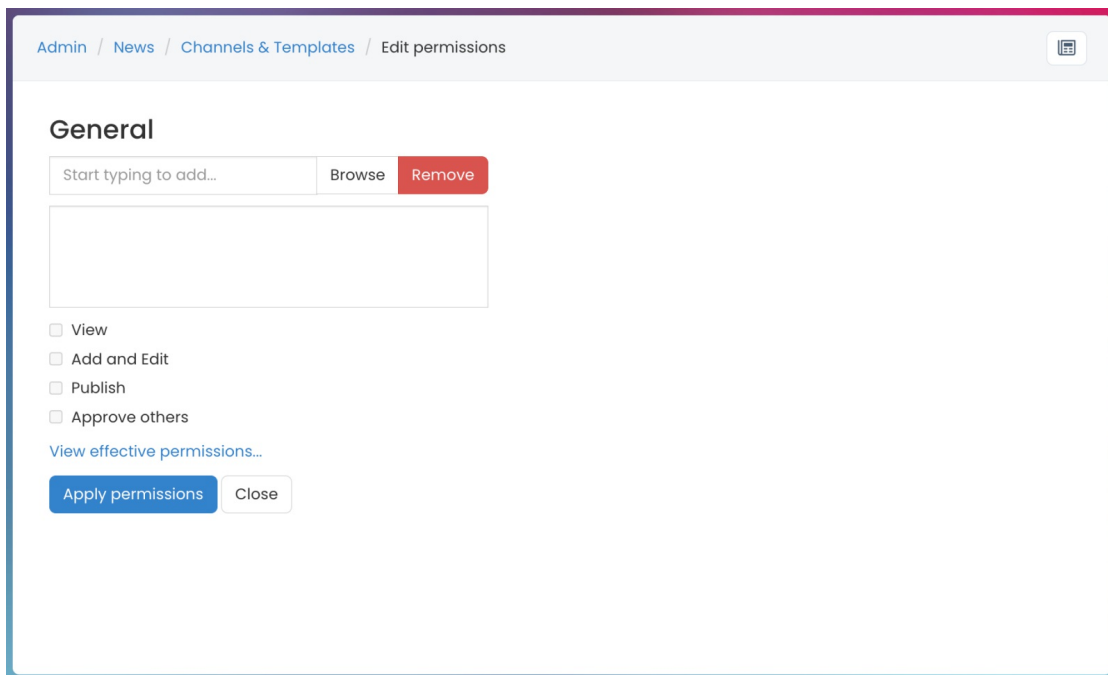
For more information, check out our guide on [Channels & Templates](#).

3. Select the key (permissions) icon for the News channel you wish to implement an approval process.



News permissions breakdown

You will be presented with the following permissions options.



- **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

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

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

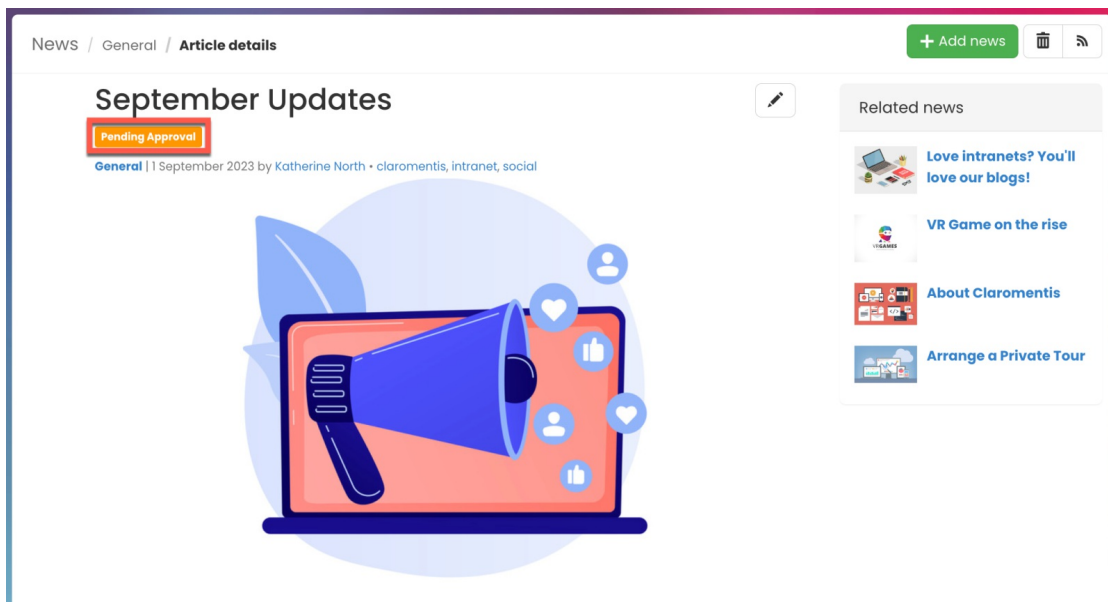
Close

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.

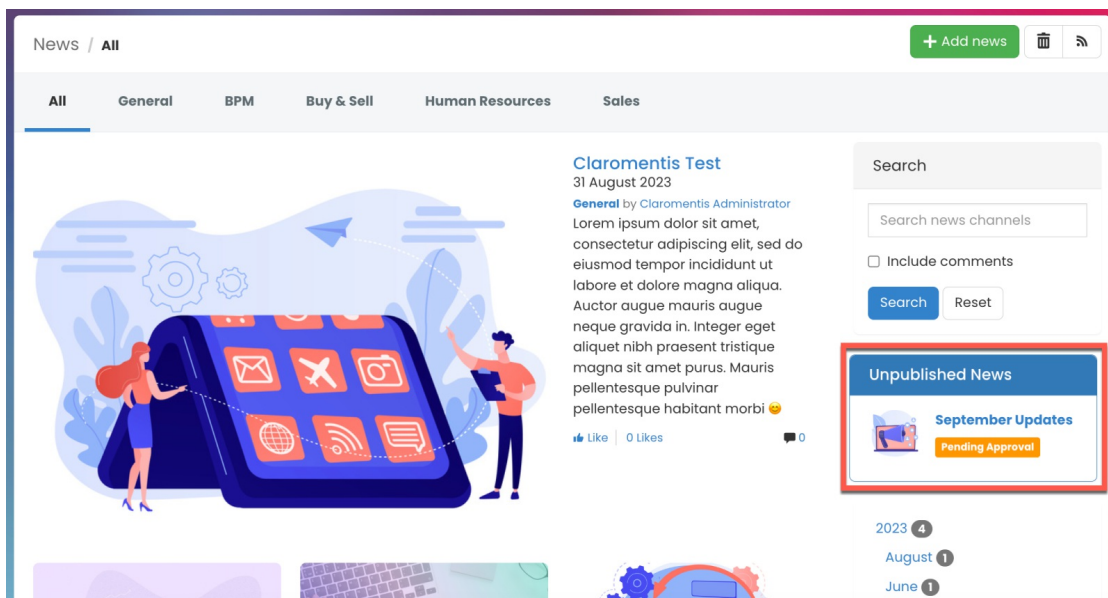
News approvers

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

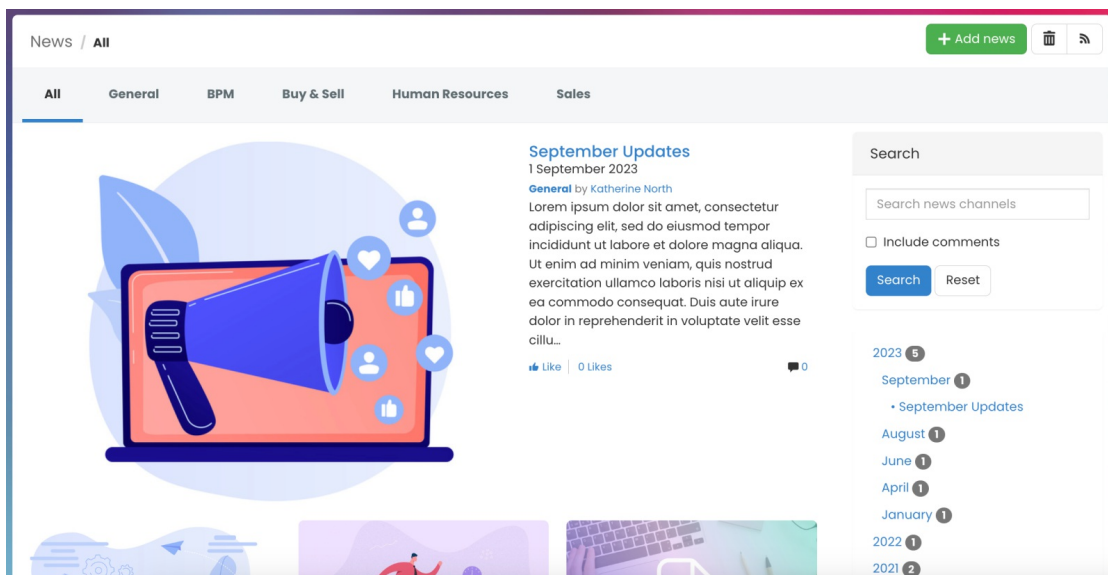


A News Creator can access their own draft articles from the front-end of the News application.

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

Title

Date

Language

News channel

Status

Creator

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**.

[illegible]

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

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

+ 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"/> Claromentis Test	31 August 2023		General	News approved	Claromentis Administrator
<input type="checkbox"/> Annual Performance Reviews	12 June 2023		Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/> 3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023		General	News approved	Claromentis Administrator
<input type="checkbox"/> Why Leaders Need To Be More Visible On The Company Intranet	6 January 2023		General	News approved	Claromentis 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](#)