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.

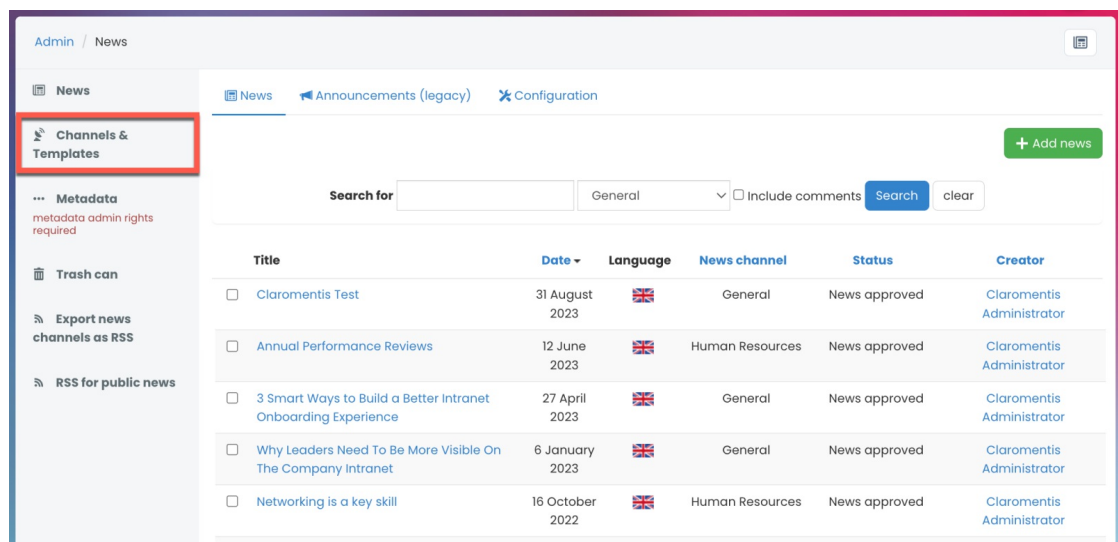For more information, please check out our guide for Roles & Groups.

For this scenario, a 'Content Approver' role has been created. This role will be used to begin configuring the News approval process.

News approval process

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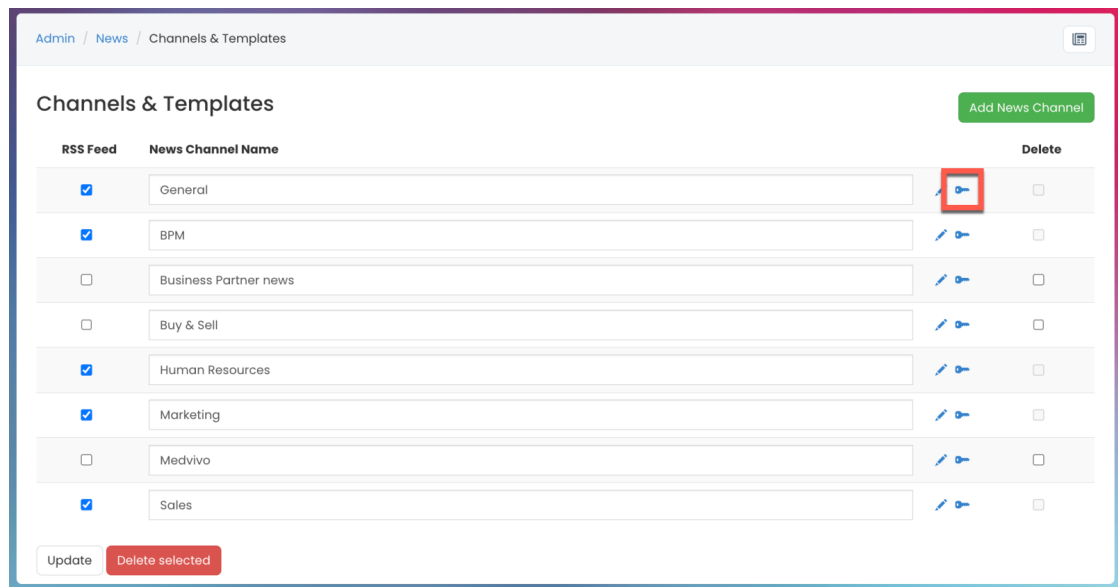

2. In the Channel & Templates section, you will see a list of all existing News channels.
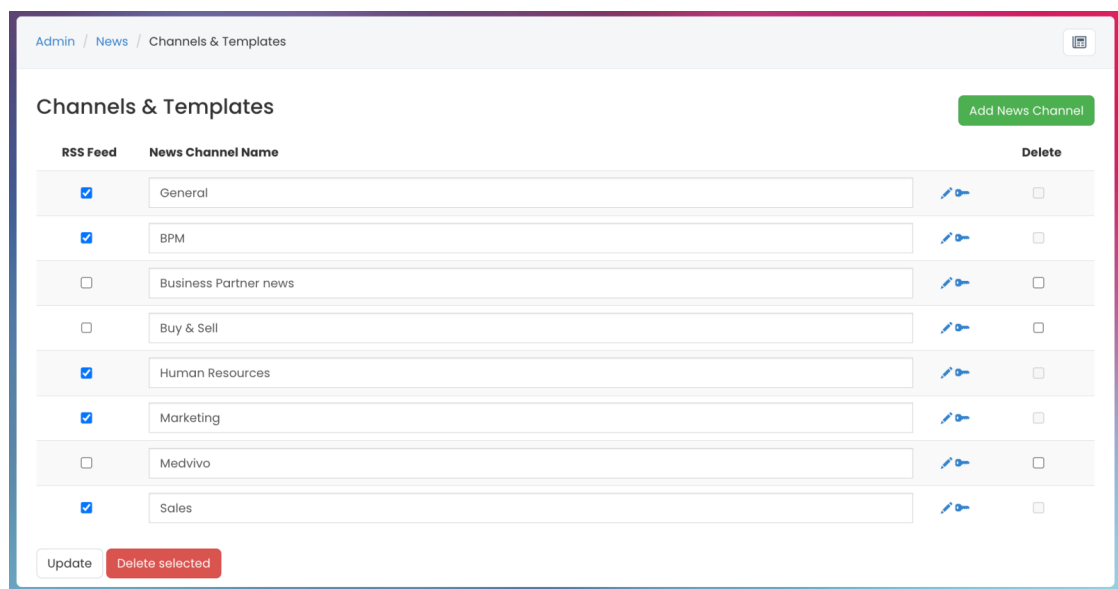
For more information, check out our guide on Channels & Templates.

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

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.

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**.

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.

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 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 only 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

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

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.

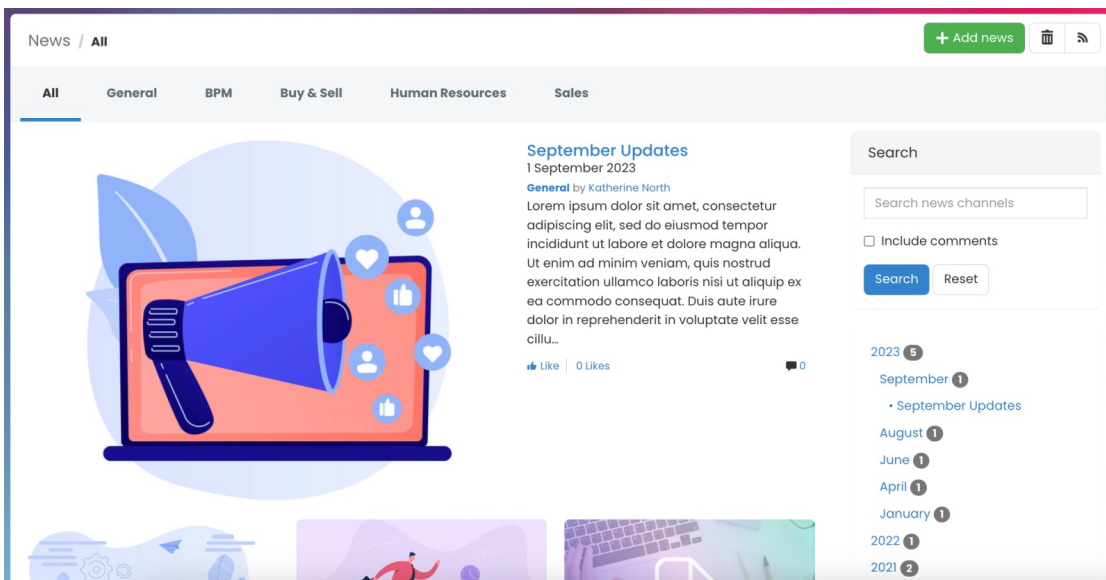Draft articles can be edited whilst in **Pending Approval** status, if needed. News articles can then be submitted back for approval.
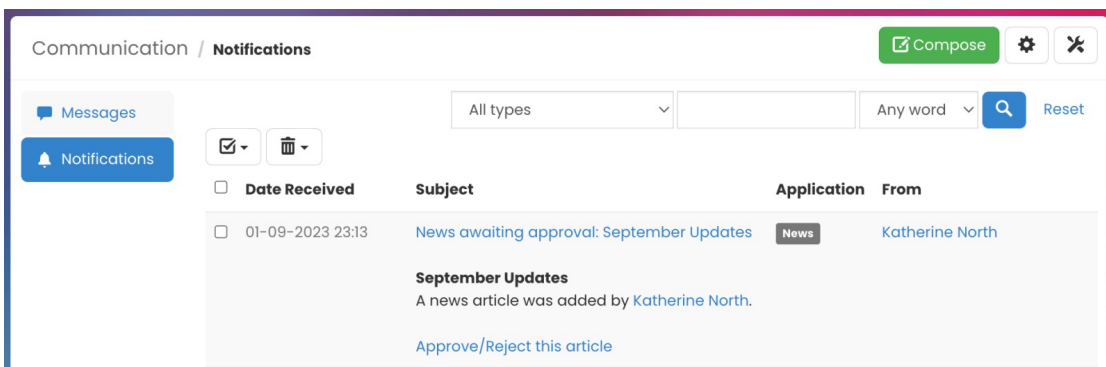

Once approved, the news article will be published.

Approving news & notifications

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


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

For more information on notification methods, check out our guide on Notification preferences.
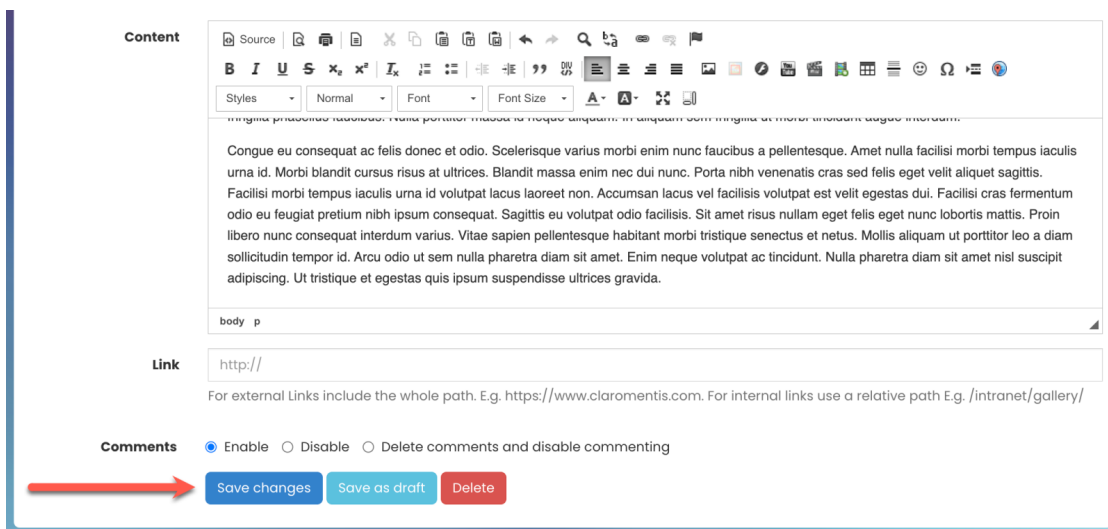
From the admin side, News Approvers can access & manage approval pending articles.
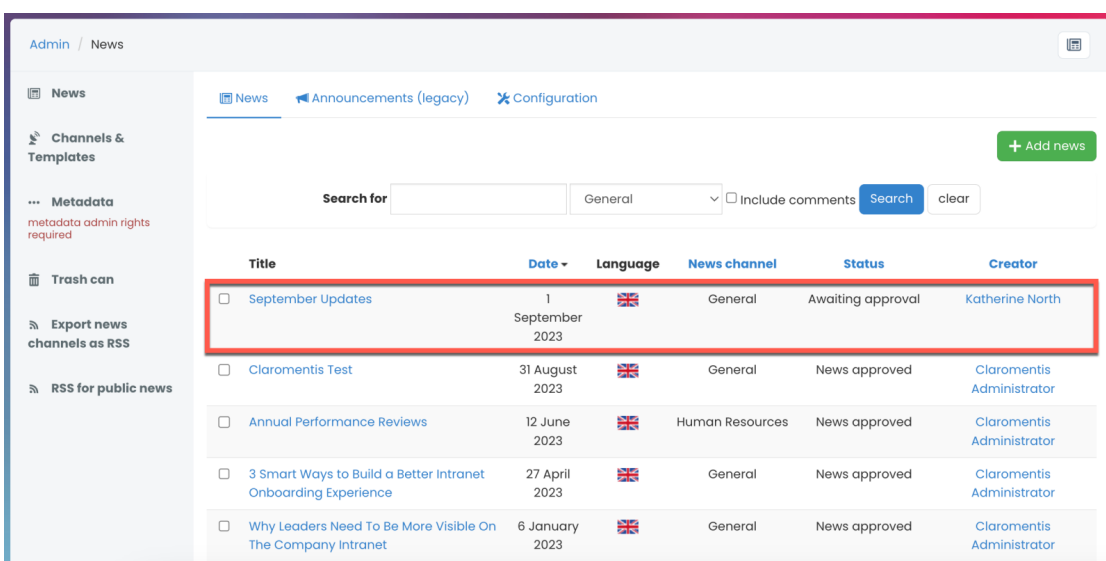
From the front-end, approval pending articles can also be accessed in the **Unpublished news** section.
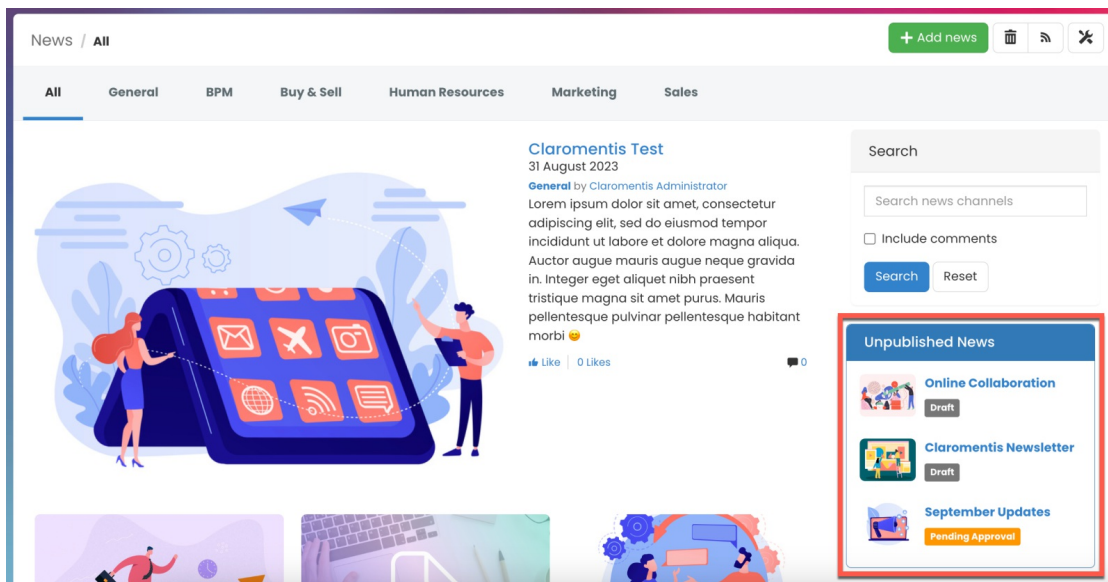
News Approvers can review & approve articles by clicking **Save Changes**.

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

Last modified on 1 December 2023 by Hannah Door

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Tags: intranet, news, user guide, approval, workflow, draft