

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.

A screenshot of the 'People Control Panel' in an administrative interface. The 'Roles' tab is selected, showing a table of roles. The 'Content Approvers' role is highlighted with a red box. To the right, there are utility and configuration options.

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

Utilities:

- Add a new user
- Export users
- Add/update from CSV file

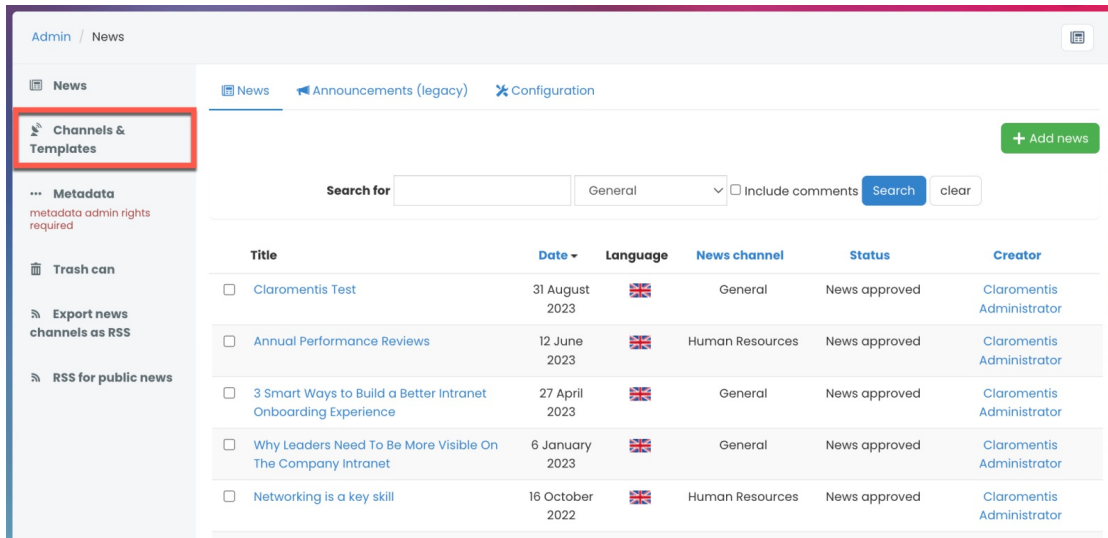
Configuration:

- General configuration
- Configure user profile fields
- Configure Skills

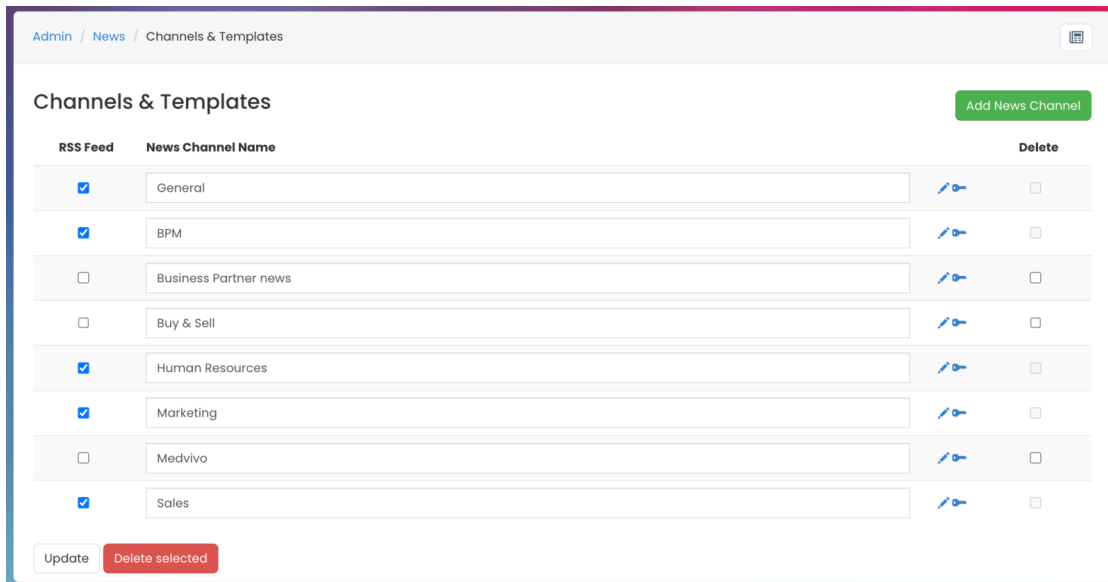
Buttons: + Add a new role, Delete selected

News approval process

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

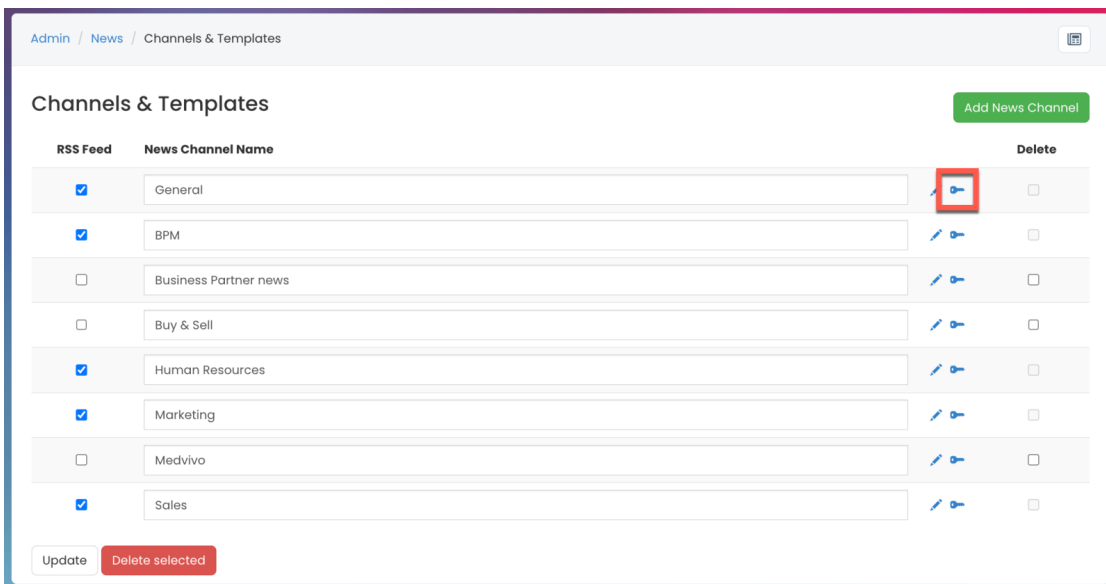


2. In the Channel & Templates section, you will see a list of all existing News channels.



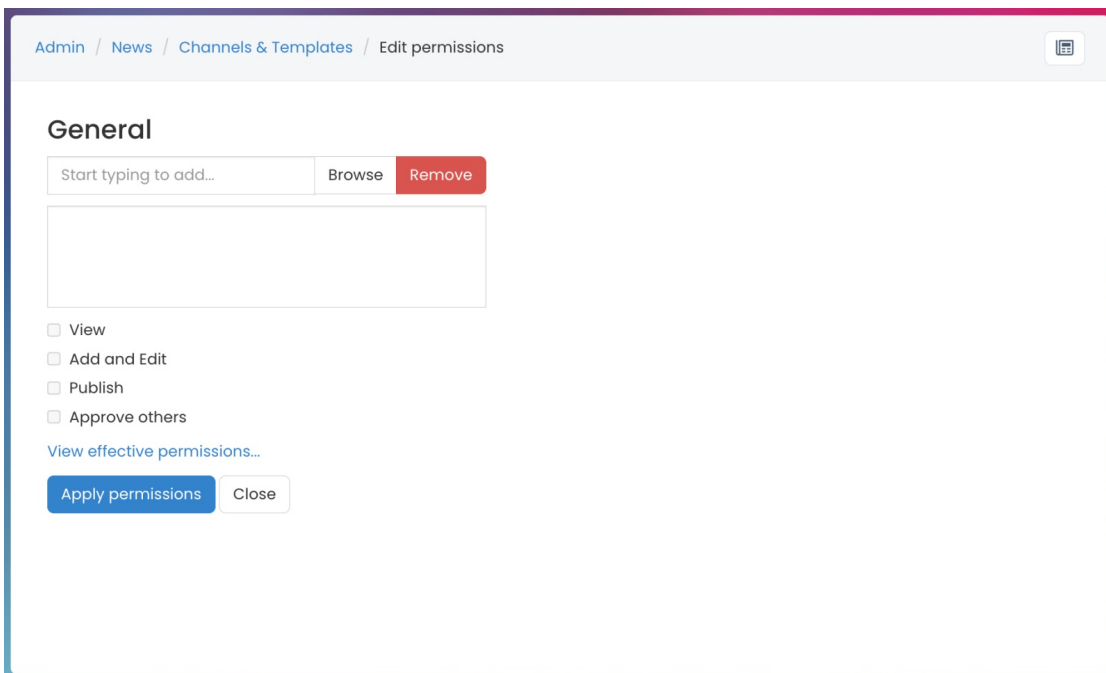
For more information, check out our guide on [Channels & Templates](#).

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.



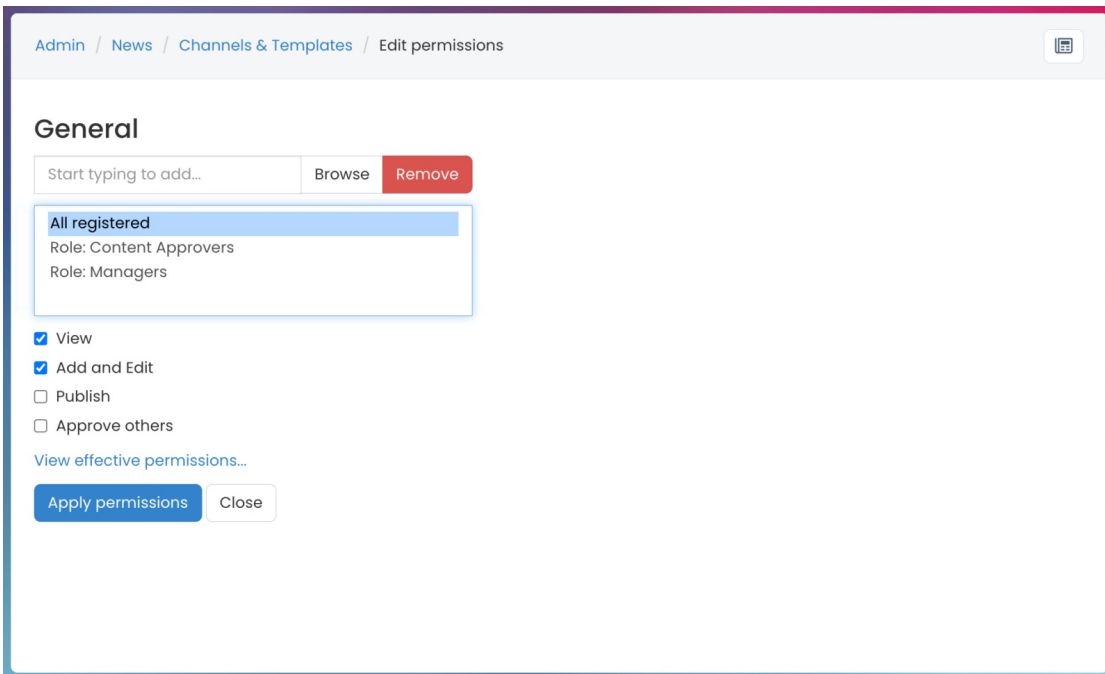
- **View:** Users can view articles in the channel.
- **Add and Edit:** Users can add and/or edit existing articles in the channel.
- **Publish:** Users can publish articles and make them live straight away.
- **Approve others:** Users can edit and interact with other users' submitted articles, approving 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.

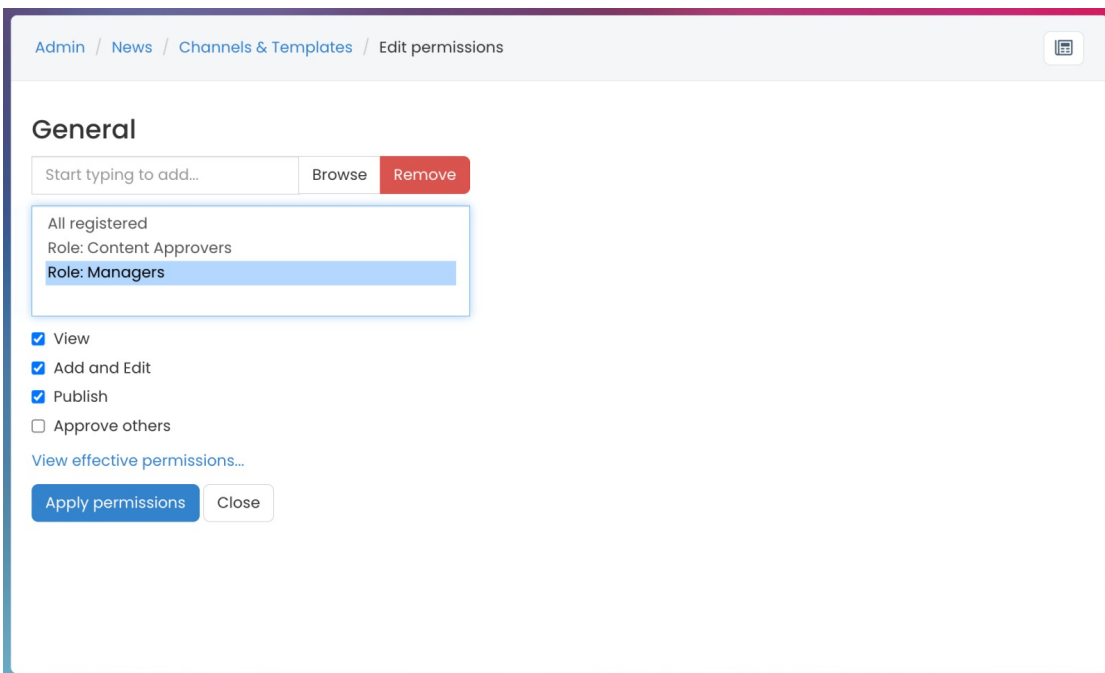


The above indicates all users can (a) View all published articles within the news channel, and (b) Submit draft articles for approval within the channel.

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**.

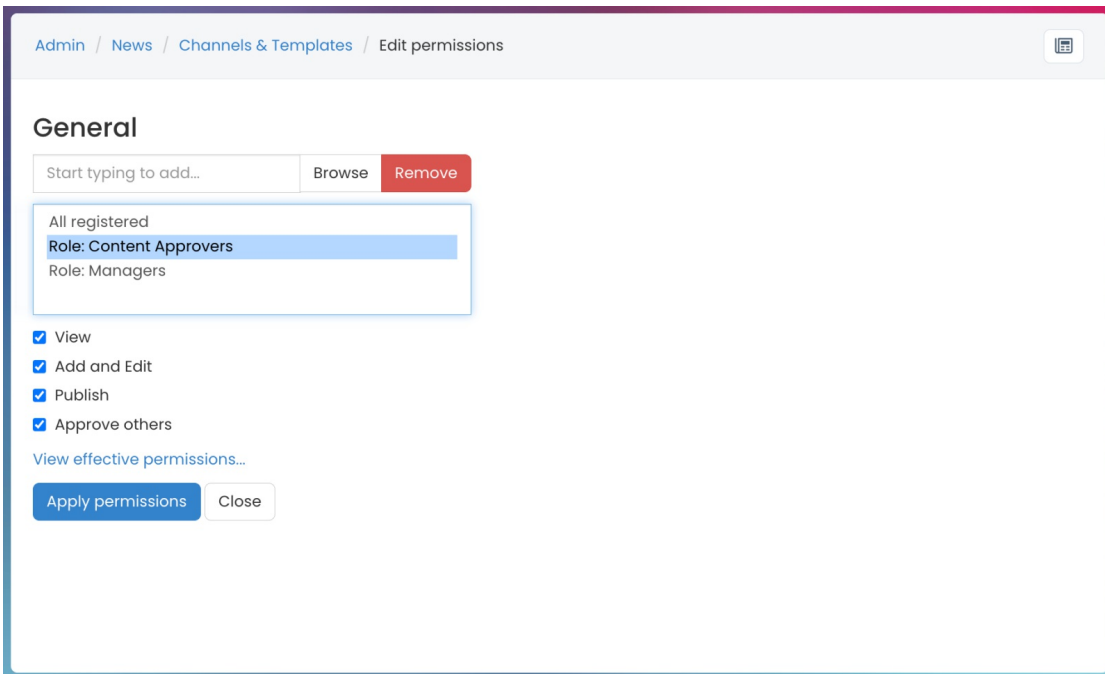


The above indicates Managers can (a) View all published article within the news channel, (b) Create draft articles within the channel, and (c) Publish their own articles within the channel.

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.

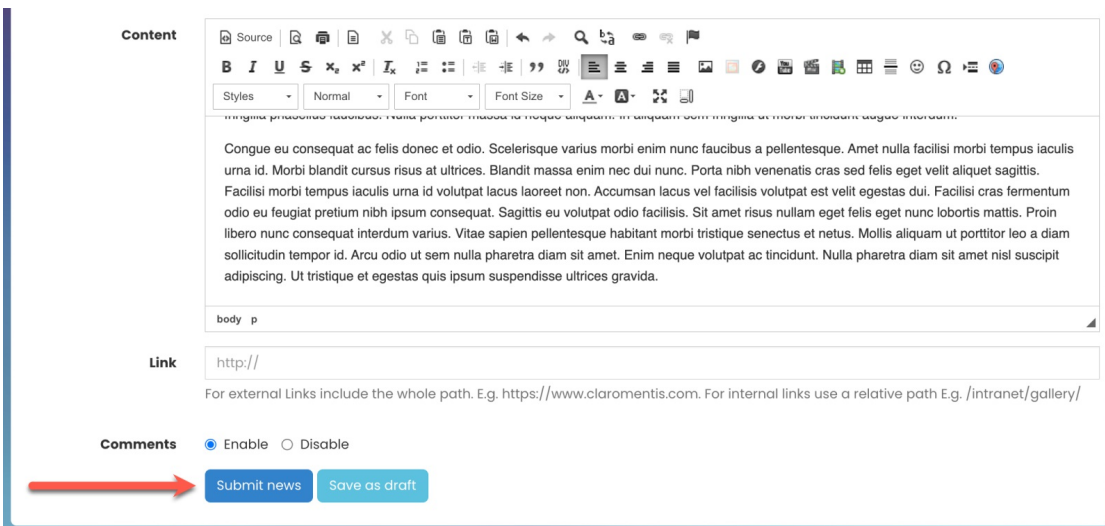


The above indicates News Content Approvers can (a) View all published articles within the news channel, (b) Create draft articles within the channel, (c) Approve draft articles that have been submitted, and (d) Publish any news articles within the channel.

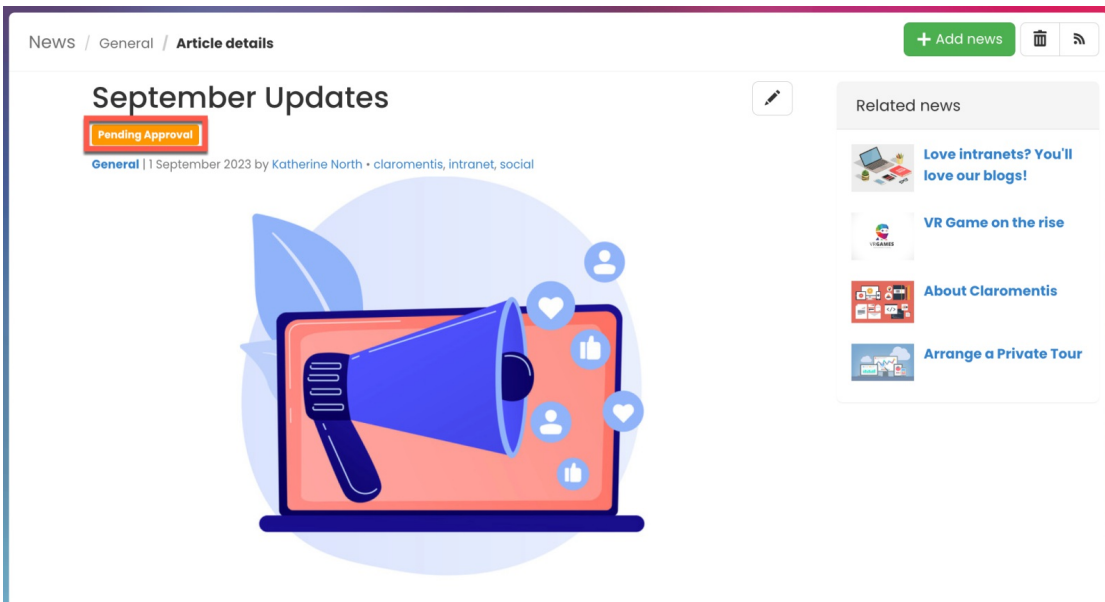
Please note: Any user with the ability to create a news article will be able to save their own draft article and will be the only account with access to the article. This personal draft is separate from the draft a user with only 'View' and 'Add/Edit' rights submits to others for approval. Users with '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**.

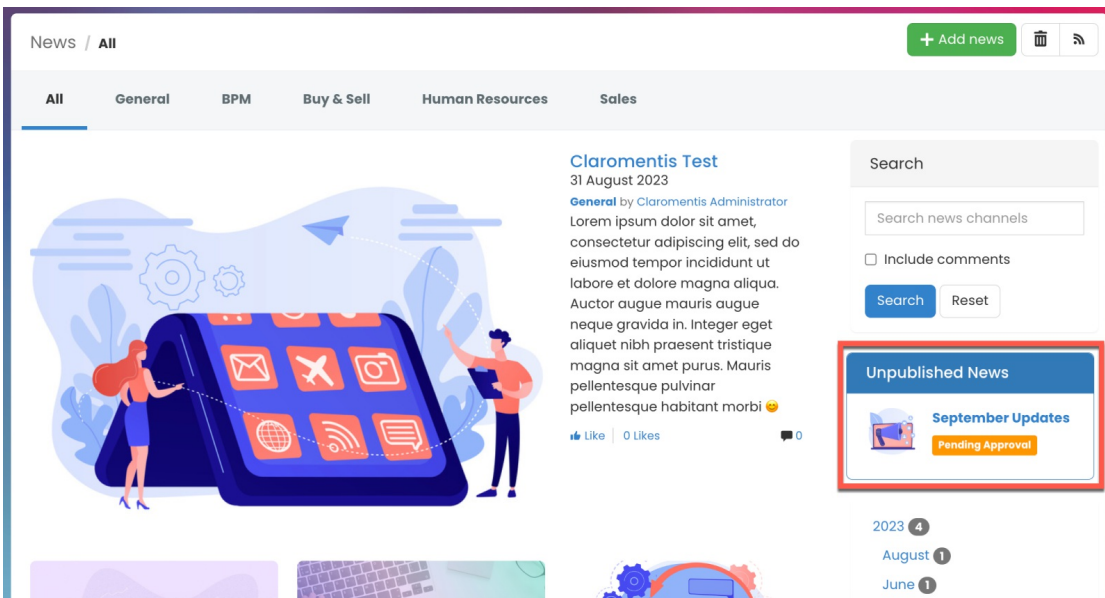


The submission will automatically save as a draft article and be labelled as **Pending Approval**.

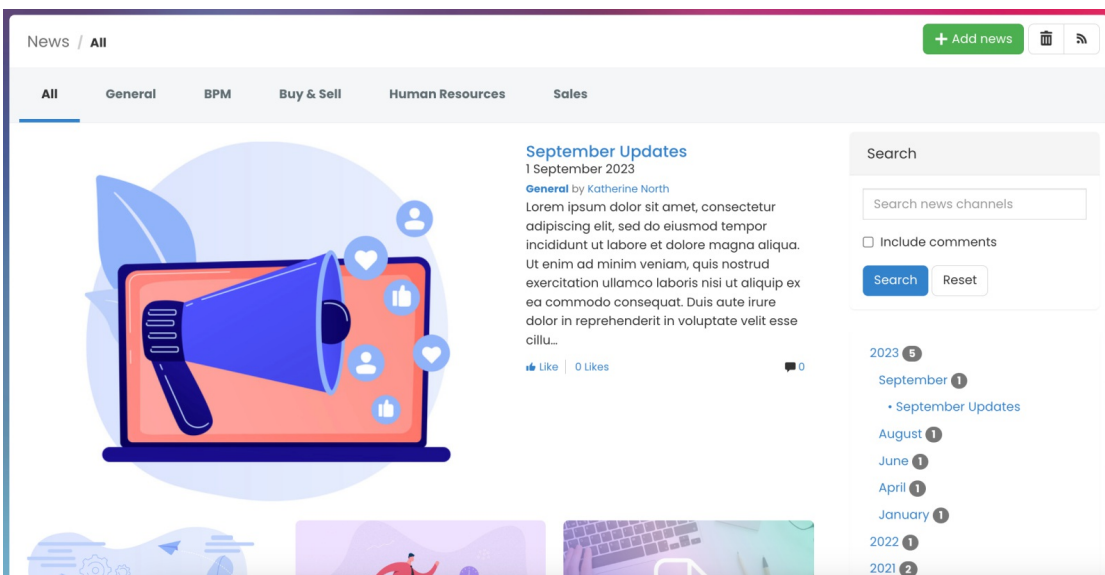


A News Creator can access their own draft articles from the front-end of the News application.

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.

Communication / Notifications Compose

Messages All types Any word Reset

Notifications

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 + Add news

News Announcements (legacy) Configuration

Search for General Include comments Search clear

Title	Date	Language	News channel	Status	Creator
<input type="checkbox"/> September Updates	1 September 2023		General	Awaiting approval	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

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 Reset

Unpublished News

- Online Collaboration** Draft
- Claromentis Newsletter** Draft
- September Updates** Pending Approval

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

The screenshot shows the article editor interface. It includes a rich text editor with a toolbar, a link field, and a comments section. A red arrow points to the 'Save changes' button.

Content

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 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.

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

[Save changes](#) [Save as draft](#) [Delete](#)

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

The screenshot shows the News Admin interface. It includes a search bar, a table of news articles, and a sidebar with navigation options.

Admin / News

News Announcements (legacy) Configuration

+ Add news

Search for [] General [v] Include comments [Search](#) [clear](#)

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](#)