



Setting up an Approval Process in Blog

Permissions are given through [Blog channels](#) and using a certain structure will allow an approval process to be created.

This is an optional feature that can be used when appropriate for your Blog content, and usually, this is for Community type Blogs.

Test setting up an approval process on a channel with a few administrators to see how this works before adding in more users.

Example Blog

I want to create a community blog about travel that any user can contribute to, but I want their posts to be checked by an administrator/responsible user before it is made live.

This can be achieved by setting up an approval process on the Blog using permissions.

Ahead of time, I have considered who can do what and how this translates with Intranet roles/groups users are in so that this is simple to set up in the system.

'All registered' - Can see the channel, create posts but only submit these for approval

'Leadership Team' Group - Can see the channel, create posts and publish these themselves. I want them to review posts submitted for approval and edit/approve/reject these.

'Content Creators' Role - same as the 'Leadership team'.

'Intranet administrator' Role - Can do everything so that they can assist in an emergency be it creating a post, making edits or approving/rejecting a submission.

Setting up an Approval Process

For my example Blog, I have started to create the channel from Applications > Blog > Channels > Add New

A screenshot of a web application interface for creating a new blog channel. The breadcrumb trail at the top reads 'Blog > Blog channels > Create a new blog channel'. The form has a 'Name*' field with the text 'Company Travel Diary'. Below this are two radio buttons: 'Personal blog' (unselected) and 'Community blog' (selected). Under the 'Permissions' section, there is a text input field with the placeholder 'Start typing to add...', a 'Browse' button, and a 'Remove' button. Below the input field is a list of permissions with checkboxes: 'View', 'Add and Edit', 'Publish', 'Approve others', and 'Edit permissions and properties'. The 'View' checkbox is checked. Below the list is a link that says 'View effective permissions...'. At the bottom of the form are 'Save' and 'Cancel' buttons.

I have entered 'All registered' with the permissions to 'View' and 'Add & Edit':

Blog > Blog channels > Create a new blog channel

Name* Company Travel Diary

☐ Personal blog ☒ Community blog

Permissions

Start typing to add... Browse Remove

All registered

☒ View
☒ Add and edit
☐ Publish
☐ Approve others
☐ Edit permissions and properties

[View effective permissions...](#)

Save Cancel

This means any user on my site can see the Blog and can create a post BUT they cannot publish this, instead, they will only be able to submit them for approval.

Next, I have added the 'Leadership Team' group and the 'Content Creator' Role with the same permissions as they are fulfilling the same purpose.

Blog > Blog channels > Edit blog channel

Name* Company Travel Diary

☐ Personal blog ☒ Community blog

Permissions

Start typing to add... Browse Remove

All registered
Group: Leadership Team

☒ View
☒ Add and edit
☒ Publish
☐ Approve others
☐ Edit permissions and properties

[View effective permissions...](#)

Save Cancel

They will be able to create and publish their own articles, but crucially they will have the ability to approve the posts users who cannot publish submit for approval.

Lastly, the 'Intranet administrator' role has been given all rights so that they can additionally edit the channel properties and make changes to permissions over time.

Blog > Blog channels > Edit blog channel

Name* Company Travel Diary

☐ Personal blog ☒ Community blog

Permissions

Start typing to add... Browse Remove

All registered
Group: Leadership Team
Role: Content Creators
Role: Intranet Administrators

☒ View
☒ Add and edit
☒ Publish
☐ Approve others
☐ Edit permissions and properties

[View effective permissions...](#)

Save Cancel

The approval process for this Blog channel has now been set up and users can begin to create posts.

How this works in real time

- As a user who can Publish

1. **Save a post as a personal draft** (only they can access this to make further edits and then choose to publish it)
2. Publish the post and make it live (by clicking **create new blog post**)

Blog > Create a new blog post


Article details Additional options All

Channel: Company Travel Diary

Title: Milan 2024

Tags: Italy

popular tags: intranet, claromentis, microsoft, excel, social

Picture:  Change image Delete image

Short Summary: I was lucky enough to travel to Milan with my family in March 2024, we even took little Ballo! [source]

Content: Text Link None

body:

Nestled in the heart of Italy's Lombardy region, Milan stands as a vibrant testament to the country's rich cultural heritage and contemporary dynamism. Often overshadowed by its more famous Italian counterparts, Milan, with its cosmopolitan flair and historic charm, offers a tapestry of experiences for every visitor. Let's delve into what makes Milan a captivating destination where culture seamlessly intertwines with modernity.

Milan is synonymous with haute couture and high fashion. As one of the world's fashion capitals, it hosts prestigious fashion events like Milan Fashion Week, where top designers showcase their latest creations. Walking through Milan's streets, you'll encounter elegant boutiques, d

body: #

Comments: Enable Disable

Create a new blog post Save as draft

- As a user who can only submit for approval

A reminder is displayed to the user describing they cannot publish a post and once saved theirs will be submitted for approval

1. **Save as a personal draft** (only they can access this to make further edits and then choose to submit for approval)
2. Submit the post for approval by clicking 'create new Blog post' (Any user with 'approve others' permissions can access their article and edit it)

After submitting for approval, the creator can continue to make edits and submit for approval again.

The post will only appear to approvers when in the submitted save state (and not draft)

Blog > Create a new blog post

Warning: you don't have publish rights on this channel. Blog will seek for further approval after editing.


Article details Additional options All

Channel: Company Travel Diary

Title: I went to New York!!

Tags: America, NY

popular tags: intranet, claromentis, microsoft, excel, social

Picture:  Change image Delete image

Short Summary: I literally fulfilled one of my wildest dreams and went to New York!! Here's a link to all my photos. [source]

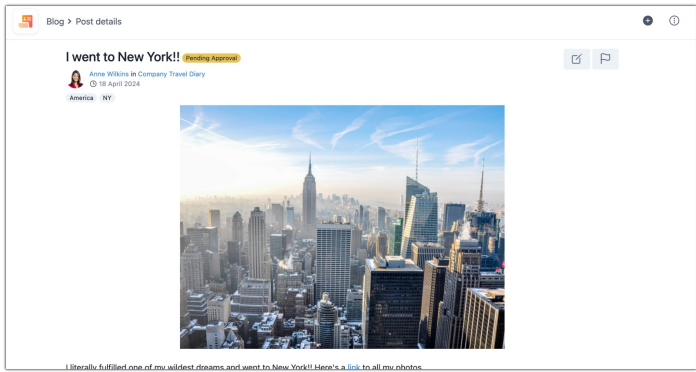
Content: Text Link None

Comments: Enable Disable

Create a new blog post Save as draft

- As a user who can 'approve others'

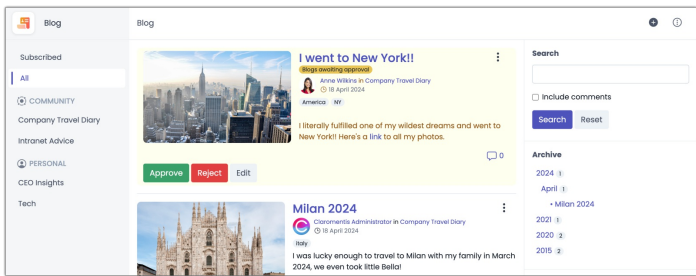
Once a post is submitted for approval it will be labelled as such, and can only be accessed by the original author and those with 'approve others' rights.



All users with 'approve others' rights will be notified when a user submits.

The post will also be listed in the Blog area and is only visible to those with approve rights.

Any user with 'approve others' rights can approve or reject the article using the buttons on screen, or they can opt to edit the post first.



Approve: The post is published and users can see it on the front end

Reject: The author will be notified their post was rejected and the label will update. Only the author can access the post at this point and they have the option to edit the post and send for approval again or to delete it.

Edit: The only options for the approver here are to submit (publish the article) or delete it.

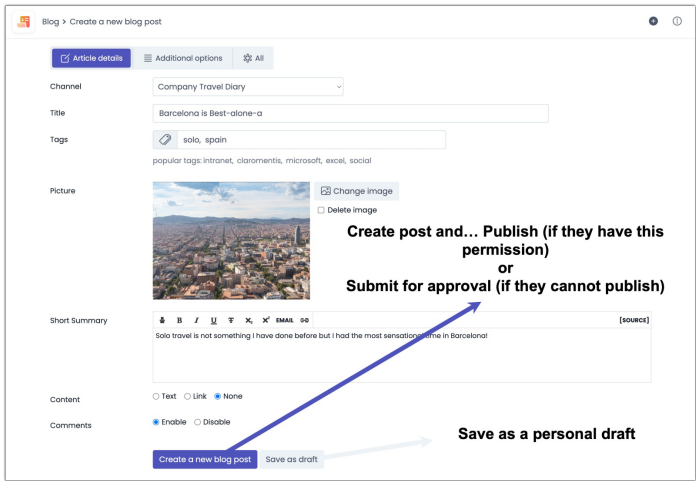
Personal Drafts

It is important to note the distinction between submitting a post for approval and saving a personal draft when an approval process has been configured.

Every user with 'add & edit' permissions can create a post in a channel and will have the option to save this as a personal draft.

Even if they cannot publish the article outright and have to submit these for approval, personal drafts are separate from this and still available to them.

When creating a new article:



When editing a personal draft:

Blog > Post details > Edit blog post

Article details Additional options All

Channel Company Travel Diary

Title Barcelona is Best-alone-a

Tags solo, spain

popular tags: intranet, claraments, microsoft, excel, social

Picture

Change image Delete image

**Publish post (if they have this permission)
or
Submit for approval (if they cannot publish)**

Short Summary

B B I U T X K EMML OO [source]

Solo travel is not something I have done before but I had the most sensational time in Barcelona!

Content
 ☐ Text
 ☐ Link
 ☒ None

Comments
 ☒ Enable
 ☐ Disable

Submit Save as draft Delete

This is only accessible to the user and they can return to it to make as many edits as they like.

So, even if they cannot publish their own posts, they can always save it as a personal draft which is only for them to access.

Only when the user decides to submit the post for approval (using the 'create new post' button) will users with 'approve others' permission be able to see/access it.