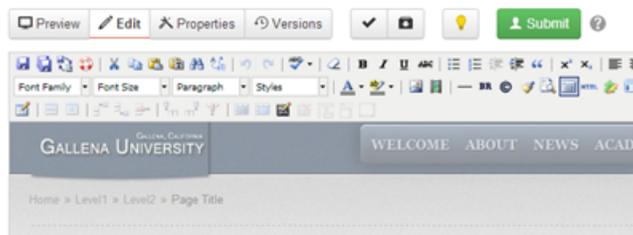


Submit for Approval

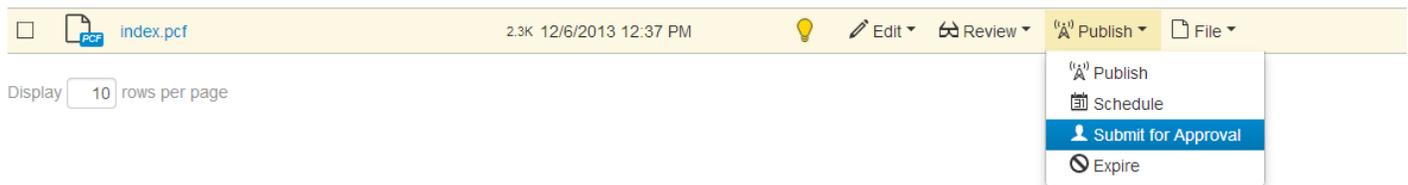
Submit for Approval Overview

If an approval workflow is in place, and users, content areas, or a content type have had an approver assigned, then a user may have to send the content for approval rather than being able to publish directly. Content must be checked out before it can be submitted for approval.

Instead of a Publish item on-screen, they will see a Submit button or Submit for Approval item on the Publish menu.



Users Level 4 and greater that have not otherwise had an approver assigned, also have this functionality available as an option and may choose to use the Submit for Approval feature to send the content to another user.



Sending the page to an approver transfers the checked-out status from the current user to the approver to whom the page is sent. The sent content is shown in both the user's and the approver's Workflow with a status of Pending Approval. Content in an approval workflow is also shown on the Pending Approval report.

The Submit for Approval dialog includes the following items:

- **To:** Users select an approver from the drop-down to send the content for review. If the approver is enforced, then the drop-down is unavailable and the content must be sent to the enforced approver.
- **Subject:** Required. A brief subject used to help identify the file for review.
- **Message:** Optional. Users enter a brief description in the text field to help approvers identify the changes that have been made.
- **Send Copy to Email:** Sends an email to the approver's external email address in addition to the internal OU Campus message received in the approver's workflow Inbox.
- **Submit Button:** Click to send the content to the approver.

Submit for Approval - workflow-1-1.pcf ?

To:

Subject:

Message:

This was edited.

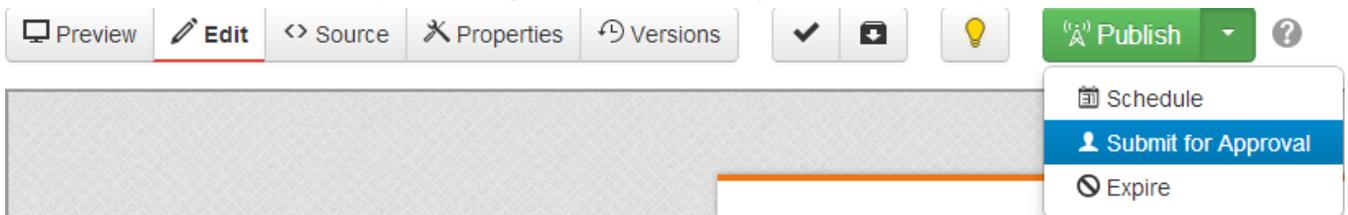
Thanks!

Send Copy to Email
Send external email in addition to internal OU Campus message

Sending for Approval

Both pages and binary files can utilize the approval workflow.

1. Navigate to the **Pages** list view by selecting **Content > Pages** from global navigation bar. Additionally, expanding the **File Navigation** sidebar displays a list of the available pages.
2. Select a page from the **Pages** list view and hover over the row. Choose **Submit For Approval** from the **Publish** menu.
Additionally, clicking the linked file name from the **File Navigation** sidebar will display a view that includes the **Page Actions** toolbar. From the toolbar, click the arrow on the **Publish** button to reveal additional publishing options including **Submit For Approval**.



3. Select the user from the drop-down next to the **To** field. If an approver has been enforced, the **To** field is auto-populated, and there will not be a drop-down available.
4. Fill out the necessary text fields.
5. Optionally, select **Send External Email** to allow the request for review to be sent to the user's external email address. This allows the user to receive an indication that action is to be completed without having to log into OU Campus. Clearing this option will only send the message through the OU Campus system.
6. Click **Submit**.