Content Workflow

Members of roles with Draft Edit permission can edit the content but cannot make it live content, they must submit for approval. Site Editors will need to contact Beth Hathaway at AP-IT to have these permissions enabled for specific Editors. Members in the Edit Roles will receive email notification of the submission and they can approve the content or reject it with comments. Members of both Draft Edit Roles and Edit Roles will see a new dropdown on pages containing features that support workflow that allows them to switch between viewing the live content or the current draft.

Note that if there are no drafts in progress the page may appear the same in both Work In Progress View and in Live Content View, but if there are items with draft content the draft content will be shown when set to Work In Progress view.

Once someone in the Draft Edit Roles has saved a change a draft is created and buttons appear for cancelling or submitting the changes.

There is also an information icon which if moused over shows the current status of the draft including whether it is currently submitted for approval or rejected. This example shows the content rejection form.
As mentioned previously, members of the Edit Roles can approve or reject content that has been submitted so they have a few more buttons to enable approval or rejection.

If the editor clicks the red rejection button they will navigate to a new page where they can add the rejection comments. An email is sent to the user who submitted the content.

There is also a new setting in the Page Settings for marking a page as Draft. This allows editors to create a new page without making it visible to the public, only members of the edit roles or draft edit roles will see the page. When the content on the draft page is submitted for approval, if the editors approve it, the editor will need to uncheck “Is Draft” in Page Settings, otherwise the content will be published but not the page the content is on (so visitors will not be able to find the page to read the content!).

Further Help & Resources
A complete documentation is available at the mojoPortal website:
http://www mojoportal.com/administration.aspx

Training videos are also available:
http://www mojoportal.com/trainingvideos.aspx

Additional help can be found by contacting Beth Hathaway at AP-IT, Web and Data Services.