



## Objective – Content Approval

- > In order for a piece of content to publish on the live page, the content has to be marked as approved on TerminalFour.
- > Changes made to an existing piece of content need the moderator's approval before publishing.
- > You need to approve every change that you make on the system, for it to publish to the live server.



## How To

There are two way of approving content:

### Option 1: - Add/Update and Approve

1. When adding or updating a piece of content, you would have an option at the bottom right hand of your page to "Save Changes".
2. Click the dropdown option next to Add/Update. (**see fig: 1**)

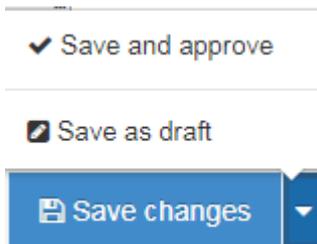


Figure 1: What you would normally see when you click the dropdown

3. Click "Save & Approve", watch out for the confirmation pop shown on **figure 2**



Figure 2

### Option 2: - Approve from the content button

1. From the Site Structure, locate the "Content" button.(**see fig:3**)

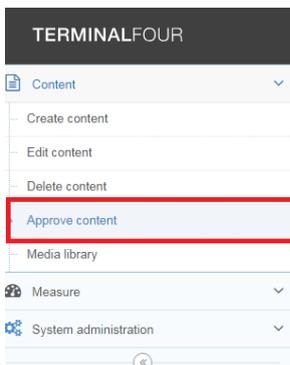


Figure 3: The content drop-down with the "Approve Content" option highlighted



## How To-Continued...

2. Click “Approve Content”.
3. On the next page, locate the content you wish to approve from the list of content pending approval (**see fig:4**)
4. Click the “Actions” next to the content you want to approve, and you get to a dropdown shown on **figure 5**
5. After clicking “Approve”, the system redirects to the “content pending approval” list. Ensure that **NONE** of the content you want to approve is on this list.
6. You will then get a pop-dialog, prompting for confirmation of the approval (**see figure 6**)
7. After clicking “Approve” on the confirmation dialog, you will get a notification as shown on **figure 7**

**NB:** Ideally, this list should only consist of content that moderators have recently updated, and you should not approve a piece of content you did not update or add to the system.

Approve content > review and approve content 🔖

Display 10 records Filter:

Name	Version	Last modified	Last modified by	Workflow (Step)	Actions
Bottom <small>Home &gt;&gt; Rhodes &gt;&gt; Communications and Advancements &gt;&gt; Communications &gt;&gt; Events Calendar Home &gt;&gt; Rhodes &gt;&gt; JS Sandboer &gt;&gt; Department &gt;&gt; Aside &gt;&gt; Events Calendar</small>	id: 105984 0.1	February 20, 2017 3:49 PM	NG Patterson		Actions
Demo Gateway <small>Home &gt;&gt; Rhodes &gt;&gt; Communications and Advancements &gt;&gt; Communications &gt;&gt; Gateway</small>	id: 187170 2.3	November 14, 2019 2:56 PM	Random Moderator		Actions
line break <small>Home &gt;&gt; Rhodes &gt;&gt; Communications and Advancements &gt;&gt; Communications &gt;&gt; Events Calendar Home &gt;&gt; Rhodes &gt;&gt; JS Sandboer &gt;&gt; Department &gt;&gt; Aside &gt;&gt; Events Calendar</small>	id: 105983 0.1	February 20, 2017 3:49 PM	NG Patterson		Actions
Neil Aggett Naming Ceremony Welcome <small>Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Speeches &amp; Presentations</small>	id: 107368 1.1	April 11, 2014 11:55 AM			Actions
Premier congratulates vice-chancellor <small>Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Latest News Home &gt;&gt; Rhodes &gt;&gt; Latest News &gt;&gt; 2013 Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Inauguration &gt;&gt; Articles Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Inauguration &gt;&gt; News &gt;&gt; Articles Home &gt;&gt; Rhodes &gt;&gt; Faculty of Education &gt;&gt; Latest News &gt;&gt; 2013 Home &gt;&gt; MyRhodes &gt;&gt; Imbizo &gt;&gt; Latest News &gt;&gt; 2013</small>	id: 121826 0.1	October 16, 2014 10:07 AM	UU osah		Actions
R170m in state funds for Rhodes revamp <small>Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Latest News</small>	id: 70942 0.2	October 30, 2012 3:42 PM			Actions
Row 5 <small>Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Inauguration &gt;&gt; Gallery</small>	id: 131202 0.1	March 17, 2015 9:54 AM			Actions
Row 5 <small>Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Inauguration &gt;&gt; Gallery</small>	id: 131203 0.1	March 17, 2015 9:56 AM			Actions
Some Video <small>Home &gt;&gt; Rhodes &gt;&gt; Communications and Advancements &gt;&gt; Communications &gt;&gt; Aside Home &gt;&gt; Rhodes &gt;&gt; Communications and Advancements &gt;&gt; Communications &gt;&gt; About</small>	id: 189504 0.3	November 14, 2017 3:28 PM	Random Moderator		Actions
We've lost one of our best <small>Home &gt;&gt; Rhodes &gt;&gt; Vice-Chancellor &gt;&gt; Latest News</small>	id: 57658 1.1	August 7, 2012 8:40 AM			Actions

Showing 1 to 10 of 10 entries 1

Figure 4: The list of content pending approval

Approve content > review and approve content

Name	Version	Last modified	Last modified by	Workflow (Step)
Bottom <small>Home&gt;&gt;Rhodes&gt;&gt;Communications and Advancement&gt;&gt;Communications&gt;&gt;Events Calendar Home&gt;&gt;Rhodes&gt;&gt;US Sandton&gt;&gt;Department&gt;&gt;Aalde&gt;&gt;Events Calendar</small>	id: 165984 0.1	February 20, 2017 3:49 PM	NG Patterson	Actions
Demo Gateway <small>Home&gt;&gt;Rhodes&gt;&gt;Communications and Advancement&gt;&gt;Communications&gt;&gt;Gateway</small>	id: 187173 2.3	November 14, 2016 2:56 PM	Random Moderator	Actions
One break <small>Home&gt;&gt;Rhodes&gt;&gt;Communications and Advancement&gt;&gt;Communications&gt;&gt;Events Calendar Home&gt;&gt;Rhodes&gt;&gt;US Sandton&gt;&gt;Department&gt;&gt;Aalde&gt;&gt;Events Calendar</small>	id: 165984 0.1	February 20, 2017 3:49 PM	NG Patterson	Actions
Neil Aggett Naming Ceremony Welcome <small>Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Speeches &amp; Presentations</small>	id: 107969 1.1	April 11, 2014 11:55 AM		Actions
Premier congratulates vice-chancellor <small>Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Latest News Home&gt;&gt;Rhodes&gt;&gt;Latest News&gt;&gt;2013 Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Inauguration&gt;&gt;Articles Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Inauguration&gt;&gt;News&gt;&gt;Articles Home&gt;&gt;Rhodes&gt;&gt;Faculty of Education&gt;&gt;Latest News&gt;&gt;2013 Home&gt;&gt;Rhodes&gt;&gt;Imbizo&gt;&gt;Latest News&gt;&gt;2013</small>	id: 121935 0.1	October 16, 2014 10:07 AM	UJ oash	Actions
R170m in state funds for Rhodes revamp <small>Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Latest News</small>	id: 79942 0.2	October 30, 2012 3:42 PM		Actions
Row 5 <small>Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Inauguration&gt;&gt;Gallery</small>	id: 131286 0.1	March 17, 2015 9:54 AM		Actions
Row 5 <small>Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Inauguration&gt;&gt;Gallery</small>	id: 131283 0.1	March 17, 2015 9:55 AM		Actions
Some Video <small>Home&gt;&gt;Rhodes&gt;&gt;Communications and Advancement&gt;&gt;Communications&gt;&gt;Aalde Home&gt;&gt;Rhodes&gt;&gt;Communications and Advancement&gt;&gt;Communications&gt;&gt;About</small>	id: 190924 0.3	November 14, 2017 3:28 PM	Random Moderator	Actions
We've lost one of our best <small>Home&gt;&gt;Rhodes&gt;&gt;Vice-Chancellor&gt;&gt;Latest News</small>	id: 57808 1.1	August 7, 2012 8:40 AM		Actions

Figure 5: Content to be approved selected.

**Approve content** ✕

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Name	Demo Gateway
Sections	Home>>Rhodes>>Communications and Advancement>>Communications>>Gateway
Comment	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

Cancel
Approve

Figure 6: the pop-up dialog for confirmation of approval



Figure 7: A notification for confirmation of approval