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".
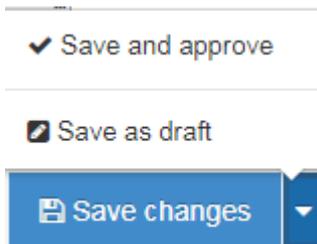2. Click the dropdown option next to Add/Update. (**see fig: 1**)

✔ Save and approve

🖉 Save as draft

💾 Save changes ▼

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**

⊘ Content added
The new content has been added.

Figure 2

Option 2: - Approve from the content button

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

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📄 Content   ⌄
— Create content
— Edit content
— Delete content
— Approve content
— Media library
🚲 Measure   ⌄
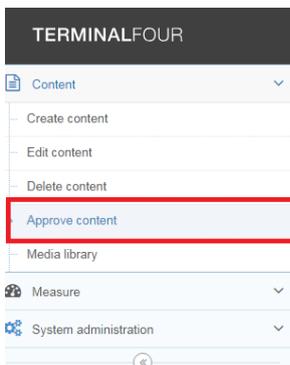⚙ System administration   ⌄
（«）

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.

Figure 4: The list of content pending approval

Figure 5: Content to be approved selected.

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

Figure 7: A notification for confirmation of approval