

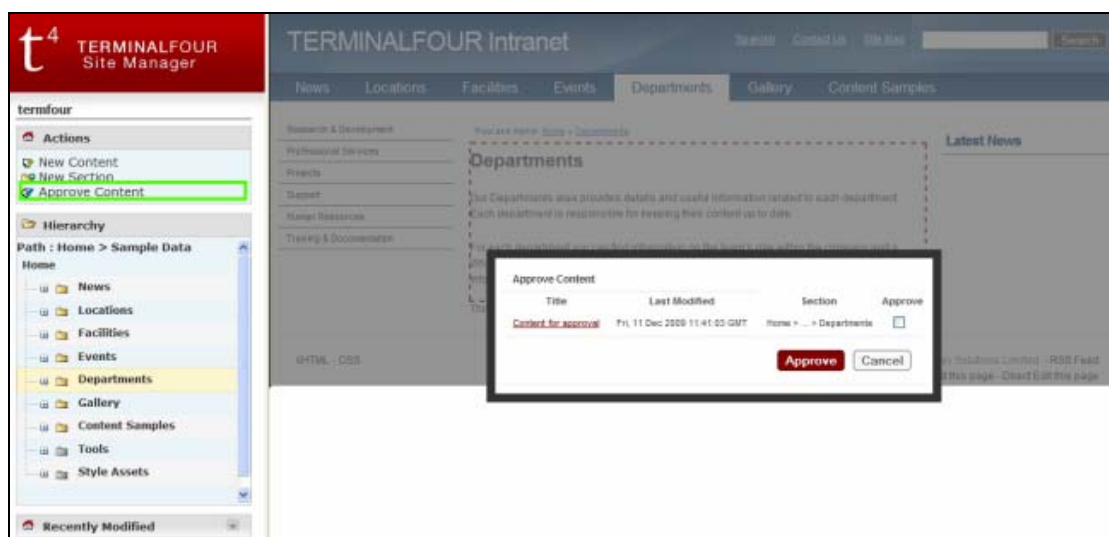
Approve Content



All the content you have created during your tasks is currently at a status of pending. To ensure the content is published it is recommended that you now review and approve your content.

Content can be approved from the Direct Edit screen or directly from the Site Manager interface.

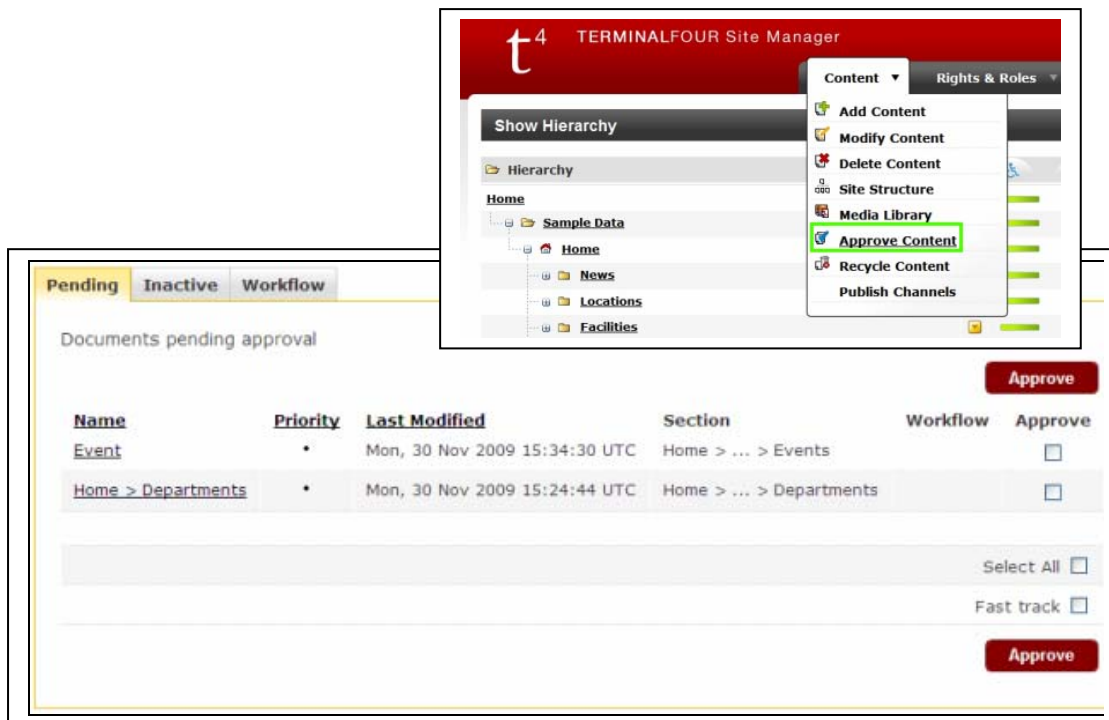
Approve from Direct Edit:



Notes

1. From the Direct Edit screen, select **Approve** in the **Actions** menu.
2. A pop-up opens with a list of content waiting to be approved.
3. You can either select items to approve by checking the box next to them or click the title for details.
4. Approved content will be live after the next publish.

Approve from Site Manager Interface:



The screenshot displays the TerminalFour Site Manager interface. At the top, there is a red header with the 't4' logo and the text 'TERMINALFOUR Site Manager'. Below the header, there are two tabs: 'Content' and 'Rights & Roles'. The 'Content' tab is active, and a dropdown menu is open, showing options: 'Add Content', 'Modify Content', 'Delete Content', 'Site Structure', 'Media Library', 'Approve Content' (highlighted with a green box), 'Recycle Content', and 'Publish Channels'. On the left side, there is a 'Show Hierarchy' section with a tree view showing 'Home' > 'Sample Data' > 'Home' > 'News' > 'Locations' > 'Facilities'. Below this, there are three tabs: 'Pending', 'Inactive', and 'Workflow'. The 'Pending' tab is active, and it shows 'Documents pending approval'. Below this, there is a table with columns: 'Name', 'Priority', 'Last Modified', 'Section', 'Workflow', and 'Approve'. The table contains two rows of data. At the bottom right, there are buttons for 'Approve', 'Select All', and 'Fast track'.

Name	Priority	Last Modified	Section	Workflow	Approve
Event	•	Mon, 30 Nov 2009 15:34:30 UTC	Home > ... > Events		<input type="checkbox"/>
Home > Departments	•	Mon, 30 Nov 2009 15:24:44 UTC	Home > ... > Departments		<input type="checkbox"/>



Notes

1. Go to **Content** and select **Approve Content**.
2. If available, you may be able to select items for approval by checking the box beside the relevant content items.
3. Alternatively, click on the title of the content and reject or approve as appropriate.
4. Approved content will be live after the next publish.