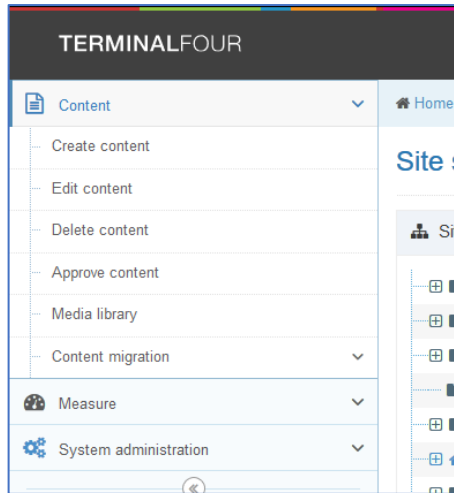


## 6. Approving Content (Moderators Only)

1. From the Content menu on the top left of the page, select 'Approve Content'



2. The Approve Content page appears.

Approve content > review and approve content

Display 10 records Filter

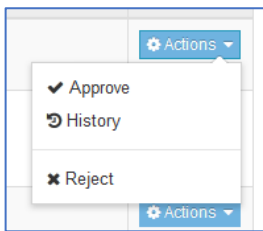
Name	Version	Last modified	Last modified by	Workflow (Step)	Actions
Aberystwyth University at the Urd Eisteddfod all this week <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2016&gt;&gt;May</small>	id: 184009 0.2	May 27, 2016 3:57 PM	Annie Carruthers		Actions
About me content 2 <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;Training Area&gt;&gt;2017&gt;&gt;October&gt;&gt;Suzy Shipman&gt;&gt;About Me &lt;em&gt;Net translated&lt;/em&gt;</small>	id: 207593 0.5	January 18, 2018 10:11 AM	Web Team Testing		Actions
About me general content <small>Home&gt;&gt;Non-AU&gt;&gt;Mauritius Branch Campus&gt;&gt;Training Area&gt;&gt;Lakshmi Jeetah&gt;&gt;About Me</small>	id: 170496 0.15	July 28, 2015 8:40 AM	Lakshmi Jeetah		Actions
About me general content <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;Training Area&gt;&gt;2017&gt;&gt;October&gt;&gt;Suzy Shipman&gt;&gt;About Me &lt;em&gt;Net translated&lt;/em&gt;</small>	id: 207560 1.2	November 28, 2017 3:07 PM	Web Team Testing		Actions
Access all Areas video <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;Events&gt;&gt;Access All Areas&gt;&gt;Access All Areas - Previous Events</small>	id: 167434 0.1	June 2, 2015 5:54 AM	Suzy Shipman		Actions
Access All Areas Video <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;Events&gt;&gt;Access All Areas</small>	id: 167460 0.2	June 3, 2015 12:56 PM	Sarah Bizby		Actions
AU16117 SIP Statement <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2017&gt;&gt;April</small>	id: 199968 0.2	April 28, 2017 1:44 PM	Arthur Dafis		Actions
AU20113 Welsh universities driving growth <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2013&gt;&gt;June</small>	id: 136201 1.1	June 11, 2013 10:08 AM	Arthur Dafis		Actions
AU23016 Diamonds are forever, even artificial ones <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2016&gt;&gt;July</small>	id: 185280 2.1	July 4, 2016 5:39 PM	Annie Carruthers		Actions
AU34215 New Research Aims to Revolutionise Pollen Forecasting <small>Home&gt;&gt;www.aber.ac.uk&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2015&gt;&gt;October</small>	id: 175911 0.1	October 21, 2015 12:07 PM			Actions

3. If you are looking for a particular piece of content, you can order the list by name, by the date it was last modified, or by the person it was last modified by. Click on the column names to use them to order the items.

4. If you have not already previewed the content to check it:
  - a. Click on the path to the content, under its name in the first column.
  - b. The content will open in the content editor.
  - c. Click on the Preview button in the top right to preview the content. **Note:** this preview might give you a distorted view of the page if there is more than just this one piece of content in it. If in doubt, use the section preview instead to check the page.

5. You can check what has changed in the piece of content by looking at the history:

- a. Click on the Actions button to the right of the item and select History



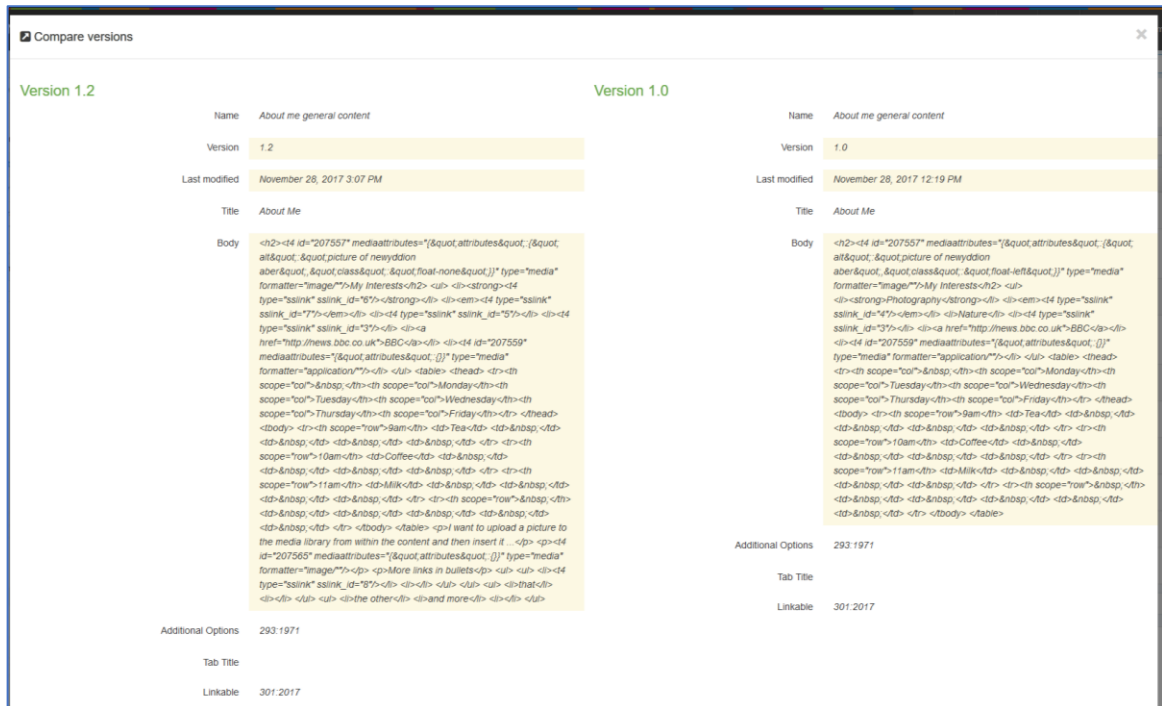
- b. The Content history will be displayed:

 A screenshot of a 'Content history' window. It features a table with the following columns: Name, Version, Previous Version, Owner, Last modified, and Last modified by. The table contains 10 rows of data for 'About me general content' with versions ranging from 0.1 to 1.2. Each row has a small square checkbox in the right-hand column. At the bottom right of the window, there are two buttons: 'Cancel' and 'Compare selected'.
 

Name	Version	Previous Version	Owner	Last modified	Last modified by
About me general content	1.2	1.1		November 28, 2017 3:07 PM	Web Team Testing <input type="checkbox"/>
About me general content	1.1	1.0		November 28, 2017 2:52 PM	Web Team Testing <input type="checkbox"/>
About me general content	1.0	0.6		November 28, 2017 12:19 PM	Web Team Testing <input type="checkbox"/>
About me general content	0.6	0.5		November 28, 2017 12:15 PM	Web Team Testing <input type="checkbox"/>
About me general content	0.5	0.4		November 28, 2017 12:14 PM	Web Team Testing <input type="checkbox"/>
About me general content	0.4	0.3		November 28, 2017 12:13 PM	Web Team Testing <input type="checkbox"/>
About me general content	0.3	0.2		November 28, 2017 12:10 PM	Web Team Testing <input type="checkbox"/>
About me general content	0.2	0.1		November 28, 2017 12:04 PM	Web Team Testing <input type="checkbox"/>
About me general content	0.1	0.0		November 28, 2017 12:00 PM	Web Team Testing <input type="checkbox"/>

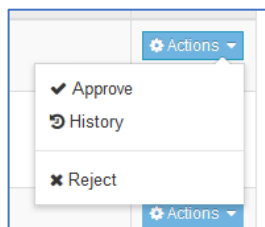
- c. Tick the boxes in the right-hand column for the 2 versions you wish to compare and click the 'Compare selected' button.

- d. The 'Compare versions' screen will appear, showing you what changes have been made. The HTML is displayed, rather than the actual appearance of the content.



- e. If you wish to approve or reject the content based on the comparison, click on either the Reject or Approve buttons at the bottom of the screen. Otherwise click the Cancel button or the X in the top right corner to return to the Approve content screen.

6. When you are ready to approve the content, click on the Actions button to the right of the item and select Approve



- The Approve content screen will appear where you can add a comment if required, and click the final Approve button to complete the process:

**Approve content**

Name	About me general content
Sections	Home>>www.aber.ac.uk>>Home>>Training Area>>2017>>October>>Suzy Shipman>>About Me
Comment	<input type="text" value="&lt;em&gt;Not translated&lt;/em&gt;"/>

- A success message will be displayed at the bottom of the screen, and the content will be removed from the approval list:

