

Understanding the Extend Workflow Process

A user must have a specific role assigned to them before they can approve or disapprove an article. The user must also have the appropriate role assigned to them in order to receive e-mail notifications.

A user can select whether or not they receive workflow notifications by selecting or clearing the **Receive workflow notifications** option on the User Profile page.

Roles

A user can have one or a combination of the following roles, except for Network Admin.

Network Admin — Can create, edit, approve, and publish articles on any site in the network.

Site Admin — Can create, edit, approve, and publish articles on the site.

Content Admin — Can create and edit articles they and others have created. Can approve articles at the creator, editor, and approver levels.

Channel Admin — Can create, edit, and lay out any channel on the site. Not a part of the content approval process, but receives an e-mail when an article is ready to be published.

Layout Publisher — Can only lay out channels assigned to them. Not a part of the content approval process, but receives an e-mail when an article is ready to be published.

Content Approver — Gives final approval before content is published, and approves articles at the approver level.

Content Editor — Can edit and approve articles at the editor level.

Content Creator — Can create and approve articles at the creator level.

E-mail Notifications

E-mail notifications are sent when a:

Approvals

Content Creator creates and approves the article — All content editors receive an e-mail.

Content Editor edits and approves the article — All content approvers receive an e-mail.

Content Approver approves the article — The article status is set to approved. The content creator, all channel admins and layout publishers receive an e-mail.



Site Admins and Content Admins receive a notification e-mail for every level of the workflow that an article is approved. To halt receipt of e-mail notifications, clear the **Receive Workflow Emails** option on the User Profile page.

Disapprovals

Content Creator — A Content Creator cannot disapprove an article; they can only set the status to Pending. This includes collaborated articles.

Editor disapproves content — The Content Creator receives an e-mail.

Approver disapproves content — All Content Editors and the Content Creator receive an e-mail.



If a user expects to receive a workflow e-mail but does not, check his workflow settings in their user profile.
