

## Multiple People Workflow

There are two basic workflows in OU Campus: first, where webpages can be directly published by a user or second, where they are configured to have an approver, meaning someone else reviews the page before publishing. Assigning an approver to a webpage can be very helpful when multiple people need to review the content before publishing. For example, if a department has a graduate student that is modifying a particular page on their website, a workflow can be used so that when the student wants to publish the page it is sent to a staff member for approval. Additionally that staff member may also have an approver; they can make changes or keep the page the same and send it to another person for approval and so on until the final person of the workflow publishes the page to go live.

### Send for Approval

If your account is set to have an approver, verify the page changes before publishing. You will see only the Send for Approval button in the Page Actions Toolbar.



Upon clicking the **Send for Approval** button a message will appear with the “To” field populated with the username of the assigned approver. The subject and message fields may be completed; once finished click the **Send** button to send the request to the approver to be published.

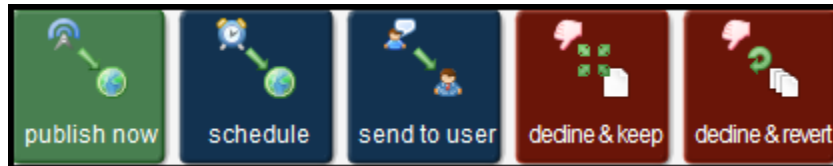
 A screenshot of a dialog box titled 'Send index.pcf To Another User For Approval'. The dialog box has a light blue header. Below the header, there is a grey bar with the text 'index.pcf'. The main area of the dialog box contains a form with the following fields:
 

- 'To: acapuchino' (pre-filled)
- 'Subject: ' (empty text box, with a red arrow pointing to it)
- 'Message: ' (empty text area, with a red arrow pointing to it)
- 'Send external email' (checkbox, checked)
- 'Send' (button, highlighted with a red box)

## Approver Options

It is important to note that if someone who is part of a workflow is on vacation when a page approval is needed, a work order will need to be submitted (see Help & Support section of this document) to have the approver swapped to someone who can approve content in their place.

The approver options made available in the Page Actions Toolbar may include:



- Publish now
- Schedule
- Send to user
- “Decline & Keep” will send the page back to the sender and keep all of the changes in place. A separate message can be sent indicating any additional changes that may be desired.
- “Decline & Revert” will send the page back to the sender and remove all changes, and revert the page back to its previous version; again allowing for a separate message to be sent with the reasoning.