

## REVIEWING/APPROVING A PAGE

If a page was sent to a user for review, it will appear on the Dashboard tab in the Inbox window. Click the blue Subject title link to open the message.

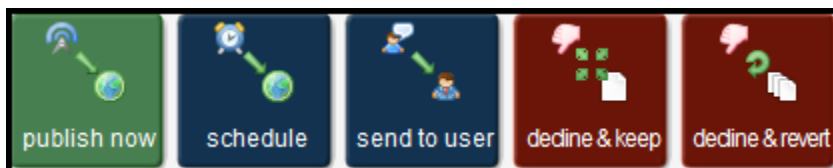


The message will include who it is from, the subject, when it was sent, the site name, the page that is awaiting review/approval and the message from the sender. Click the View Page button on the right side to go directly to the page.



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

Publish now, Schedule and Send to user, review the Saving & Publishing section of this handout.



- “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.