

## Workflow

There are two basic workflows in OU Campus, one where webpages can be directly published by a user or the second where they are configured to have an approver, meaning somebody 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. E.g. 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. In addition 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.

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 sent (see Help & Support section of this document) to have the approver swapped to someone who can approve content in their place.