



SETON HALL UNIVERSITY

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Commonspot
Content Approval Guide

Revised for Commonspot v5.0

July 14, 2008

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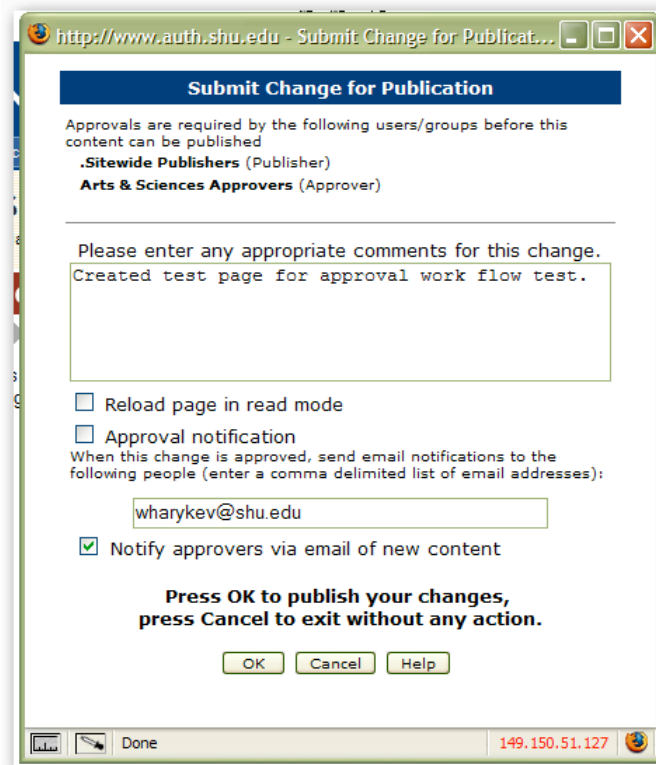
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Purpose

This guide is designed to give the content contributor and content approver(s) an understanding of how web content moves from being submitted to being approved and published on the Seton Hall University website.

Approval Process

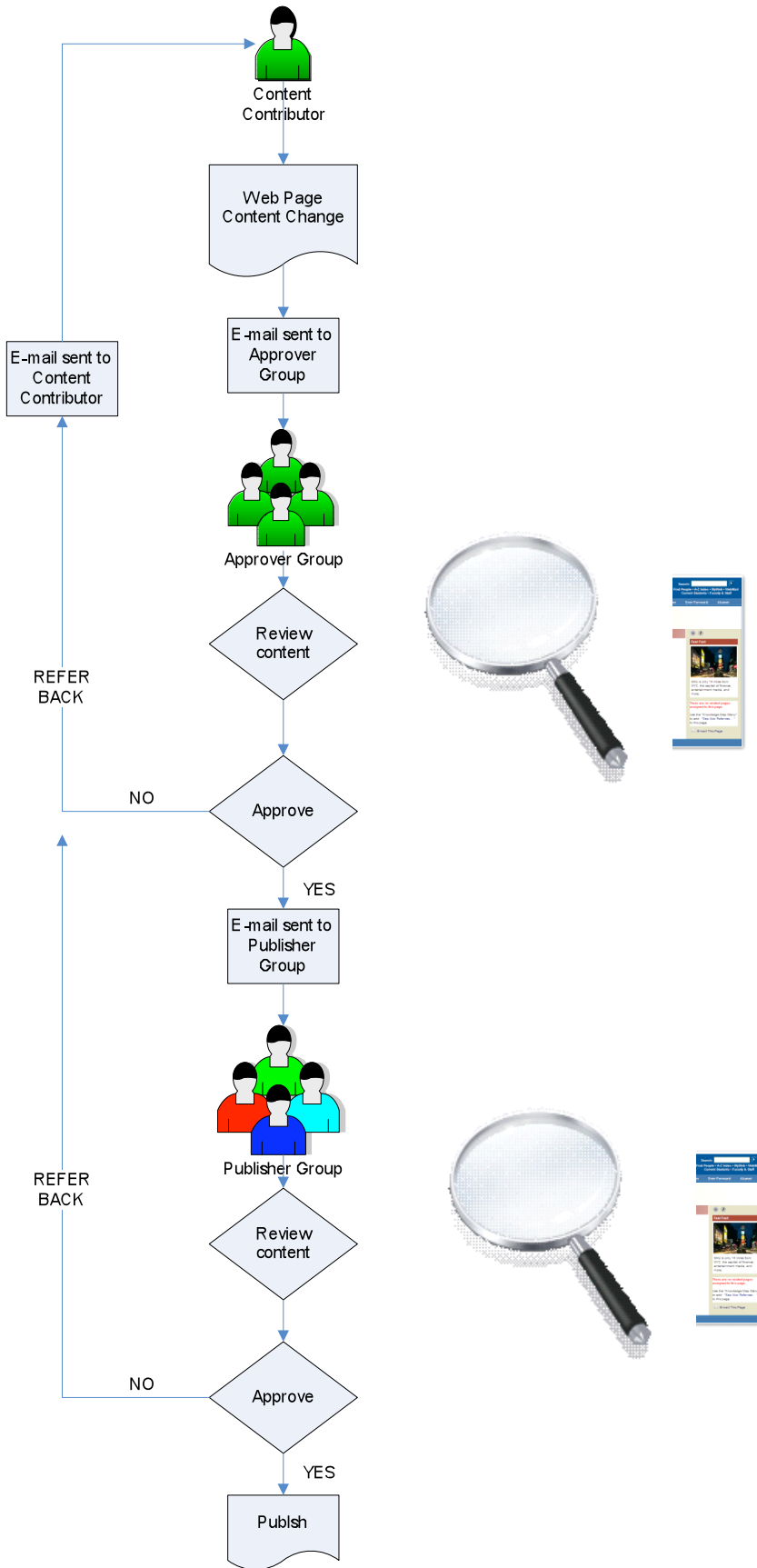
After the content contributor submits the content for publishing, the following dialog will appear. This dialog provides the content contributor valuable information regarding the submitted content change. Since the content contributor is part of the “**CommonSpot Approval Process**” the dialog informs the user that “Approvals are required”. The dialog lists the groups that are required to review and approve the content change. In this case, “**Arts & Sciences Approvers**” approver group and “.Sitewide Publishers” publishers group will review the content prior to publishing “live”. The Arts & Sciences Approver group will review first, then the Sitewide publishers group will review and approve next.



The screenshot shows a web browser window with the address bar displaying "http://www.auth.shu.edu - Submit Change for Publicat...". The main content area has a blue header with the text "Submit Change for Publication". Below the header, it states "Approvals are required by the following users/groups before this content can be published" and lists two groups: ".Sitewide Publishers (Publisher)" and "Arts & Sciences Approvers (Approver)". A text input field contains the comment "Created test page for approval work flow test." Below the comment field are three checkboxes: "Reload page in read mode", "Approval notification", and "Notify approvers via email of new content". The "Notify approvers via email of new content" checkbox is checked. A text input field for email addresses contains "wharykev@shu.edu". At the bottom, there is a bold instruction: "Press OK to publish your changes, press Cancel to exit without any action." and three buttons: "OK", "Cancel", and "Help". The browser's status bar at the bottom shows "Done" and the IP address "149.150.51.127".

Submit window with approval list

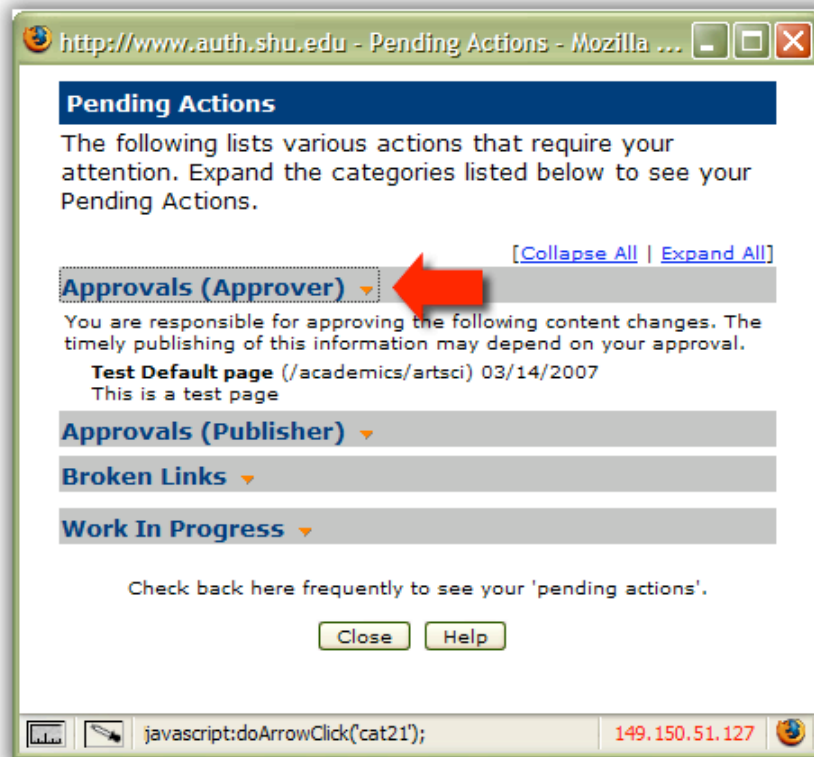
The following page depicts the approval flow for content submitted into the content management system. Currently approvals are based on a two tier process.




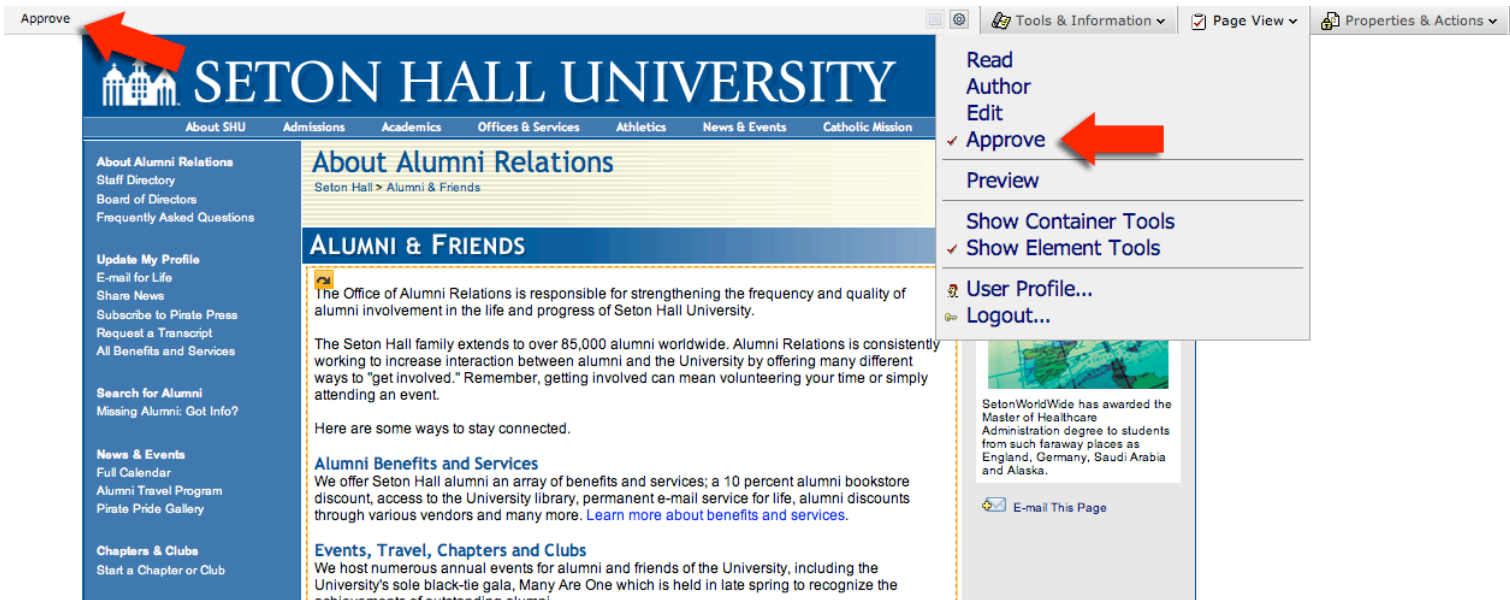
Approval Steps

After content is submitted by the content contributor, the approval flow takes the following steps prior to publishing on the web.

1. E-mail notification is sent to the “Approver Group” notifying them of a pending approval. A list is also provided to the approver group when logging in to CommonsSpot (see below). By selecting the page listed in the approval section, you will navigate to the page requiring the approval. The page may also be accessed via a link in the e-mail notification.



- The Approver navigates to the page in question and enters “**Approve**” mode by clicking on the “Page View” icon and then clicking on “Approve”. The mode will be indicated by “Approve” in the upper left and the content element requiring approval will be indicated by the yellow icon 



Approve

Tools & Information Page View Properties & Actions

SETON HALL UNIVERSITY

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About Alumni Relations

Seton Hall > Alumni & Friends

ALUMNI & FRIENDS

 The Office of Alumni Relations is responsible for strengthening the frequency and quality of alumni involvement in the life and progress of Seton Hall University.

The Seton Hall family extends to over 85,000 alumni worldwide. Alumni Relations is consistently working to increase interaction between alumni and the University by offering many different ways to "get involved." Remember, getting involved can mean volunteering your time or simply attending an event.

Here are some ways to stay connected.

Alumni Benefits and Services

We offer Seton Hall alumni an array of benefits and services: a 10 percent alumni bookstore discount, access to the University library, permanent e-mail service for life, alumni discounts through various vendors and many more. [Learn more about benefits and services.](#)

Events, Travel, Chapters and Clubs

We host numerous annual events for alumni and friends of the University, including the University's sole black-tie gala, Many Are One which is held in late spring to recognize the achievements of outstanding alumni.


Read
Author
Edit
✓ Approve
Preview

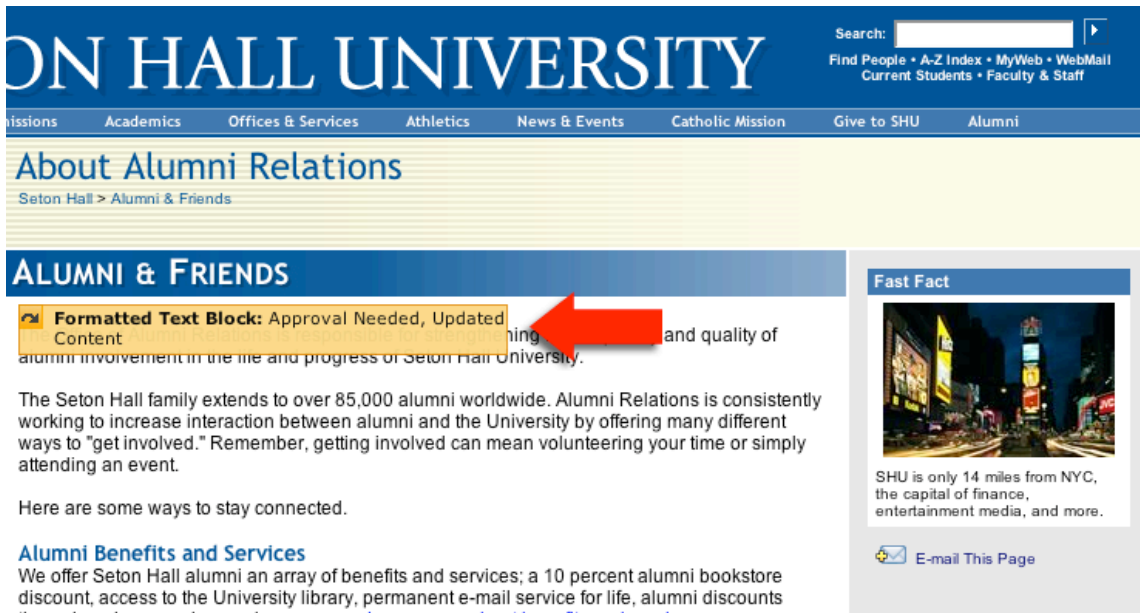
Show Container Tools
✓ Show Element Tools

User Profile...
Logout...

SetonWorldWide has awarded the Master of Healthcare Administration degree to students from such faraway places as England, Germany, Saudi Arabia and Alaska.

E-mail This Page

To enter the approval for the content, click on the yellow arrow icon. 



ON HALL UNIVERSITY

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ALUMNI & FRIENDS

 **Formatted Text Block:** Approval Needed, Updated Content

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Fast Fact



SHU is only 14 miles from NYC, the capital of finance, entertainment media, and more.

E-mail This Page

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ALUMNI & FRIENDS

Formatted Text Block: Approval Needed, Updated Content




Approve Change
 Approve Page
 Refer Back
 Compare
 Status
 Comments

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SHU is only 14 miles from NYC

3. By clicking on the yellow icon , the Approval functions for the content change will be displayed. At this point, the approver has several options. **“Approve Change”, “Approve Page”, “Refer Back”, “Compare”, “Status” and View Comments**. They are thus explained;
- **Approve Change** – this will “approve” only the change associated with the orange icon ()
 - **Approve Page** – this will approve ALL changes indicated on the page by the orange icons ()
 - **Refer Back** – refers the content change back to the author. By referring back this change to the author, any approvals will be lost. However the changes will be marked as 'Work-in-Progress' so the author can make further changes and resubmit for publication. No changes may be made by other users until the author resubmits for publication and the changes are approved. A refer back comment will also be required. Email notification can also be sent via a checkbox.
 - **View Comments** – opens a dialog that lists the content versions, action, time, comments and name of the person authoring the content change.

http://www.auth.shu.edu - Author and Approver Comments - Mozilla ...

Author and Approver Comments

The following table show the comments of the content contributor submitted at the time of publication, and the comments of any approvers.

Version 1

Action	Timestamp	Name	Comment
Submitted	03/14/2007 12:15:06	Thomas Trainee	Created test page for approval work flow test.

Close Help

Done 149.150.51.127

- **Approval Status** – shows the list of approvals required and the status of the current change.



- **Visual Difference** – opens a dialog where the approver can view a “Red lined comparison” or a “side-by-side” comparison of the content changes.
4. Depending upon where the approver is within the flow (as shown in the “Approval Status” dialog), the content will either be approved for publishing OR be routed to the next approval level for review.