

Using WordPress: Working with pages that have approvals enabled (Editor instructions)

Some sites are configured to have a review process in place. Contributors clone pages and submit their changes. Editors can review those changes and approve the page or make further changes themselves. When the cloned page is approved by the editor, the cloned copy replaces the current version.

Note: The approval process in these instructions applies only to pages, not posts.

Editing a Page Yourself

1. Log in and navigate to the *Pages* menu.
2. Click on the **create clone** link under the *Alternate Page* column.

Tip: If another contributor has already submitted changes for that page, the link will say **edit version** instead of **create clone**.

Tip: You can still click the Edit button underneath the page title and edit the page directly. However, this isn't recommended because if a contributor has made edits to that page that haven't been approved they won't be reflected here. It's best to just use the create clone/edit version method to make sure you're seeing the most recent submitted version.

3. Make your changes and click the blue **Replace Original** button.
4. The updated page is now public.

Approving Other Contributor's Changes on Existing Pages

1. You will receive an email notification when there is a page change needing your approval. Click the **Edit Page Link** in the email to be taken directly to the page if you are already logged in.

Tip: You can also look at the Pages menu of the site – any page that needs approval will have **edit version** listed in the *Alternate Page* column instead of **create clone**. However, it is highly recommended that you wait until you receive the email notification because the page state changes as soon as a contributor clones it - not when they save it - so the page may not be ready for review yet. You'll be able to tell this is the case if there are no revisions available.

2. To see exactly what was edited on the page, click on the **Browse** link next to *Revisions* in the *Publish* box on the right side of the screen.

Tip: The current page content will be shown on the left and the submitted updated content on the right. Content that has been added will be highlighted in green. Content that has been deleted will be highlighted in red.

Tip: Move the slider arrows at the top to move between previous versions of the page.

3. When you are finished comparing text, click on the ← **Return to editor** link in the upper left corner.
4. Make your own changes as necessary.
5. Click the blue **Replace Original** button to approve the page. This page will now become the published version and contributors will receive a confirmation email that you have approved their edits.

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