

Adjusting Your Approval Workflows

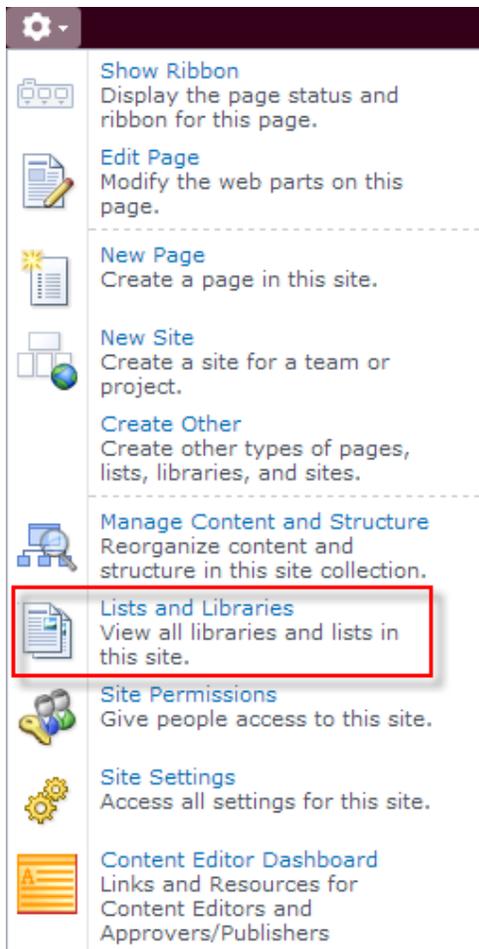
It is now possible to adjust your approval workflows in CMU’s enhanced websites. By adjusting the workflow, you can reduce the number of approval steps required before a page is published and visible to the audience specified in the site’s security settings.

NOTE: Because adjusting workflows incorrectly can break the ability to approve pages in your site, this capability is restricted to only a subset of editors in CMU’s websites.

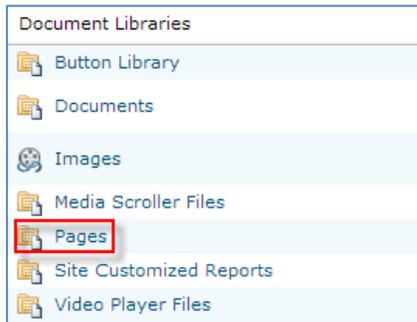
Accessing the workflows page

You can find your current workflow options within the pages library. Note that these are specific to each library in each site, so it will be necessary to verify this information in each of your sub-sites.

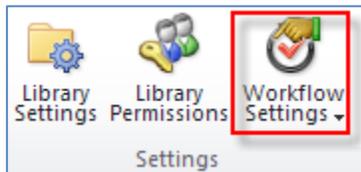
1. **Log in to CentralLink** and **navigate** to your site.
2. **Click the gear icon** and choose **Lists and Libraries**.



3. Click **Pages** under the **Document Libraries** section



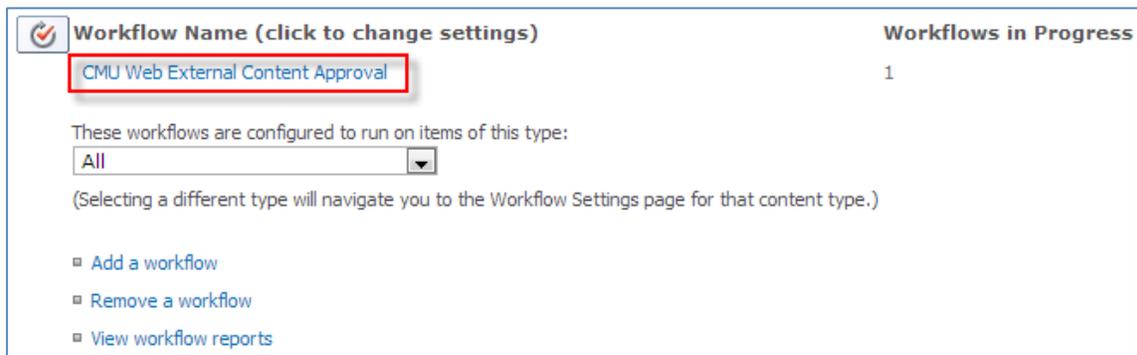
4. In the Ribbon, under the **Library Tools > Library** tab, click **Workflow Settings**.



5. The **Workflow Settings** page will now display

Changing an existing workflow

1. Access the **Workflow Settings** page by following the steps in the first section.
2. **Click the link** for your approval workflow. In most cases, this should be named **CMU Web External Content Approval**.



3. Click the **Next** button at the bottom

4. On the second page, you will find the current approver groups in sequential order under the **Assign To** field. To remove an approver group, simply **delete** it from this location and **click save**. To add a new approver group, type it in directly or use the directory lookup button to the right of the field.

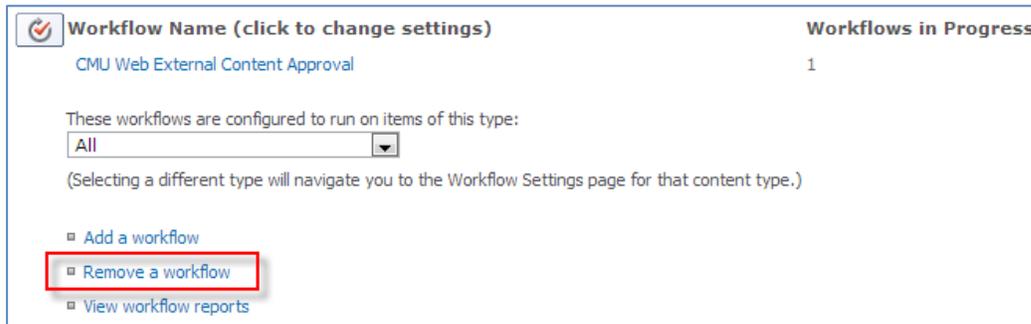
Approvers	<table border="1"><thead><tr><th>Assign To</th><th>Order</th></tr></thead><tbody><tr><td>Office of Information Technology Content Approvers 1;</td><td>One at a time (serial) ▼</td></tr></tbody></table> <input checked="" type="checkbox"/> Add a new stage Enter the names of the people to whom the workflow will assign tasks, and choose the order in which those tasks are assigned. Separate them with semicolons. You can also add stages to assign tasks to more people in different orders.	Assign To	Order	Office of Information Technology Content Approvers 1;	One at a time (serial) ▼
Assign To	Order				
Office of Information Technology Content Approvers 1;	One at a time (serial) ▼				
Expand Groups	<input type="checkbox"/> For each group entered, assign a task to every member of that group.				
Request	<input type="text"/> This message will be sent to the people assigned tasks.				
Due Date for All Tasks	<input type="text"/> The date by which all tasks are due.				
Duration Per Task	<input type="text" value="2"/> The amount of time until a task is due. Choose the units by using the Duration Units.				
Duration Units	<input type="text" value="Day(s)"/> ▼ Define the units of time used by the Duration Per Task.				
CC	<input type="text"/> Notify these people when the workflow starts and ends without assigning tasks to them.				
End on First Rejection	<input checked="" type="checkbox"/> Automatically reject the document if it is rejected by any participant.				
End on Document Change	<input type="checkbox"/> Automatically reject the document if it is changed before the workflow is completed.				
Enable Content Approval	<input checked="" type="checkbox"/> Update the approval status after the workflow is completed (use this workflow to control content approval).				
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>					

Removing approval workflow

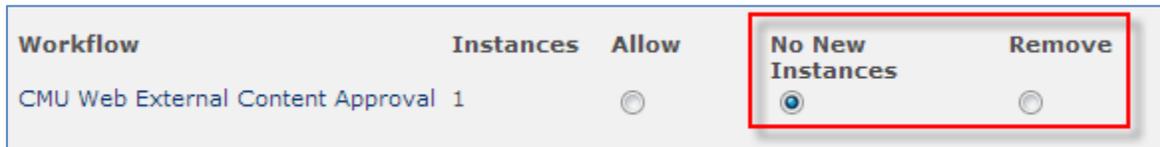
It is possible to remove approval workflows entirely from your site. However, it is very important to understand that your pages will then need to be approved manually within the Pages library. They will still require approval, but people who edit many pages may find this option easier.

1. Access the **Workflow Settings** page by following the steps in the first section.

2. Click **Remove a workflow**



3. Choose either **No New Instances** or **Remove** and **click OK**. If you're not certain that you wish to remove the workflow permanently, be sure to choose **No New Instances**. This will prevent the workflow from triggering for as long as this option is select.



4. **To reinstate a workflow** set to No New Instances, simply return to the Remove Workflows page and change it back to **Allow**.

5. To approve a page manually, visit your **Pages** library, then **expand the dropdown** menu for the page that requires approval. Click **Approve/Reject** to bring up the approval menu.

