How to Set Up Publish Approval

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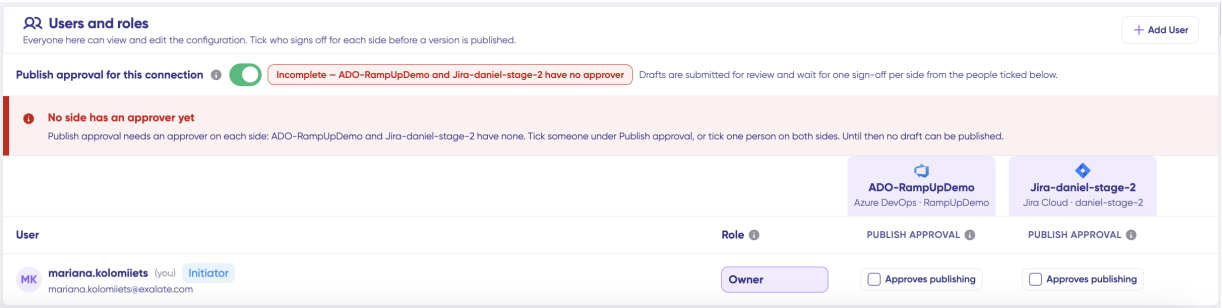
Only a connection owner can switch publish approval on and choose who approves each side. It applies to the whole connection.

Before you start

- You're an Owner of the connection.
- The connection is on the Trial, Professional or Enterprise plan. On other plans the connection shows "Publish approval: Not in your plan".
- The people who will approve have been invited to the connection and have joined it

Switch publish approval on

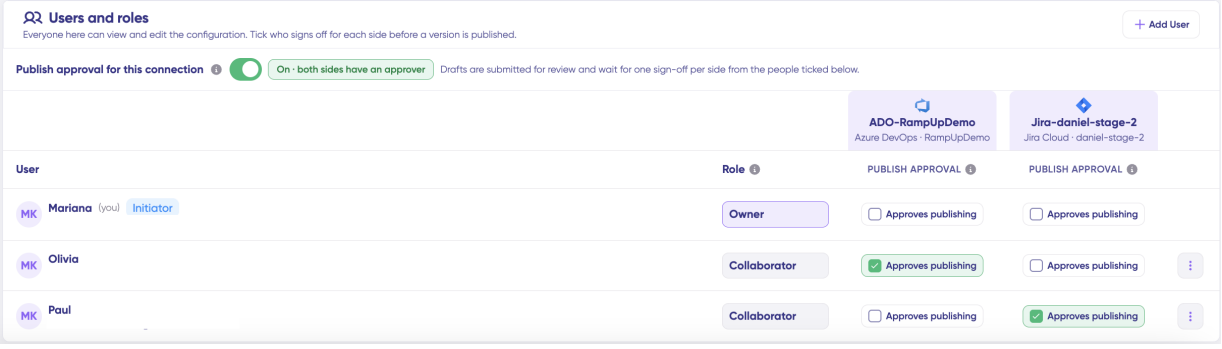
1. Open the connection and go to **Connection Properties**.
2. Find **Publish approval for this connection**.
3. Switch it on.



Until each side has an approver, the strip reads **Incomplete** and names the side that has none. You can still edit and save drafts, but nothing can be submitted or published.

Choose who approves each side

1. Go to the **Users and Roles** section.
2. Under each side, tick **Approves publishing** for the person who should approve for that side.
3. Check that the strip reads **On · both sides have an approver**.



One approver per side is enough, and several per side are allowed. The same person can approve both sides, and you can tick yourself.

Change approvers

Untick **Approves publishing**, then confirm **Remove approver** in the dialog. If a draft is waiting on that side and this is its only approver, the dialog warns you that the draft can't be approved until someone else is ticked.

Switch publish approval off

1. Switch the strip off.
2. Read the dialog **Turn off publish approval?** It says that anyone with access publishes drafts directly, with no review.
3. Select **Turn off approval**, or **Keep approval on**.

If drafts are waiting for review, the dialog lists them. Turning approval off returns each one to draft and clears its approvals. Your ticks are remembered if you switch approval on again.

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