

# KEVIN O'NEILL

- SharePoint 2010 Content Approval

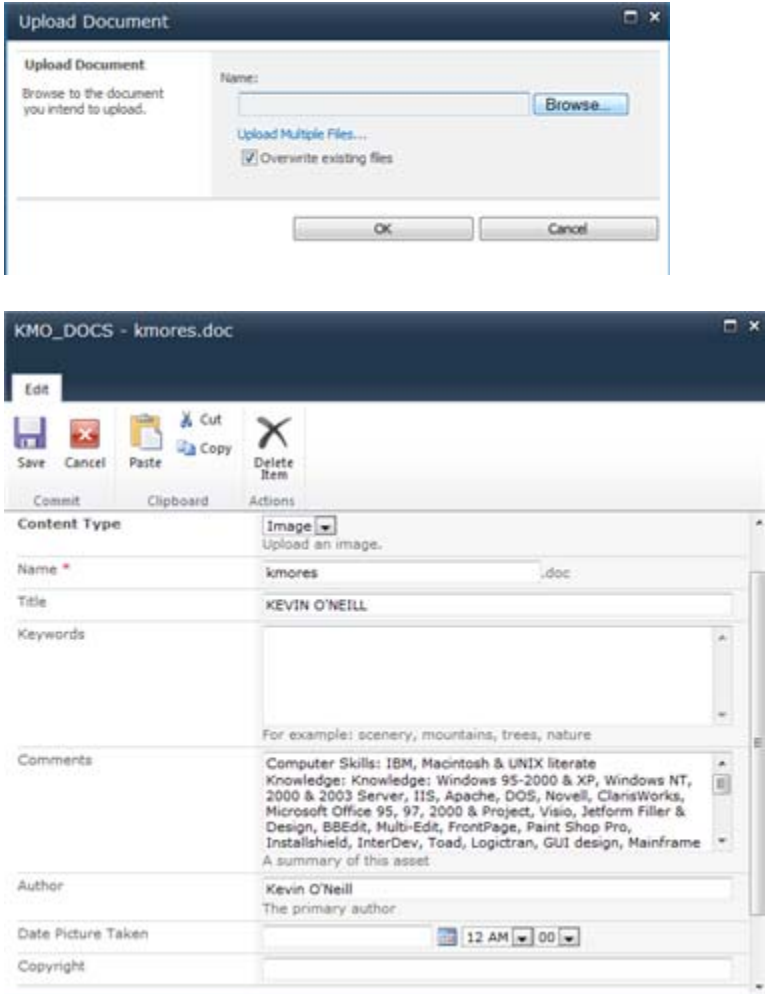
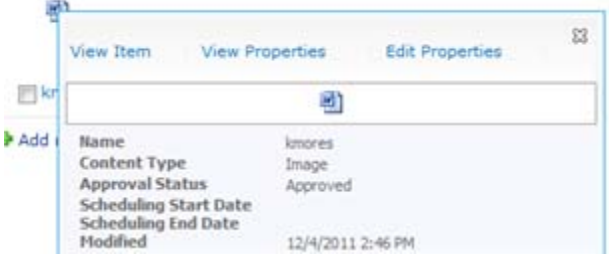
1. In this section the notion of content approval for a list or document is reviewed. In this case – the manual process for content approval is described. This can also be accomplished via a workflow. The first step is to turn content approval on in the desired list or document library. Thus, in this example, from the KMO\_DOCS document library select from the Library tools -> Library tab under Settings the Library Settings selection then under General Settings select Versioning Settings and under Content approval select

Require content approval for submitted items?

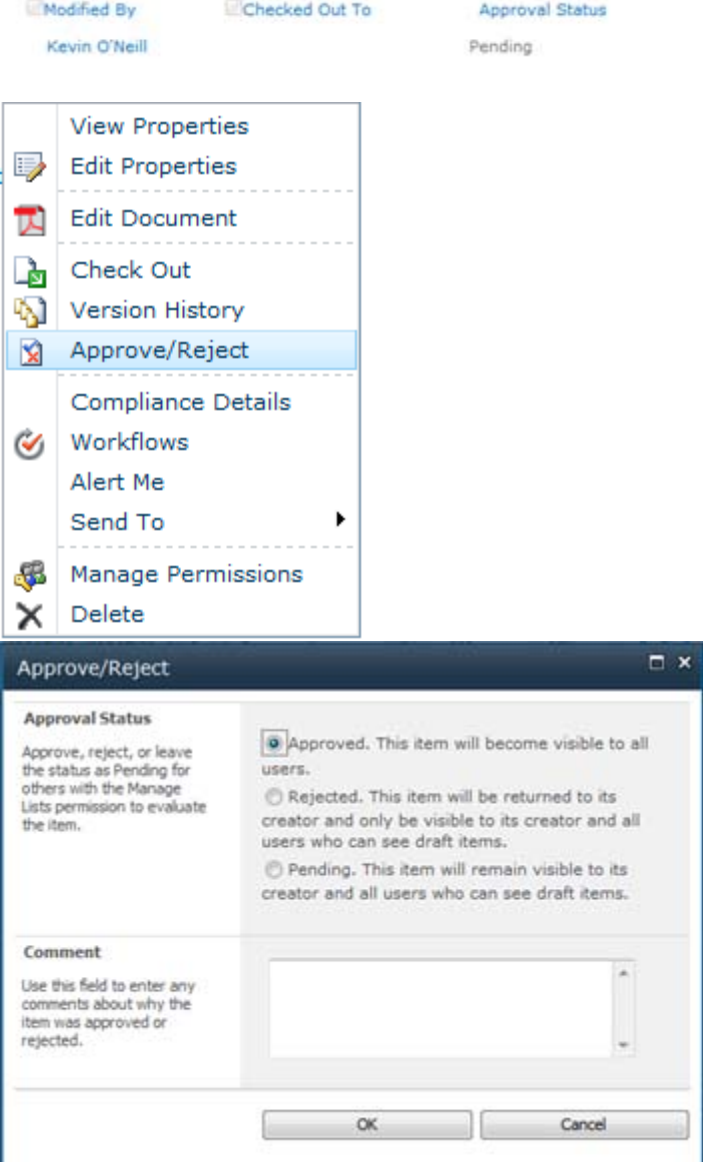
Yes

No

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<p>Yes and click OK.</p>	
<p>2. In this case maneuver to the document library and click Add new item. Browse out to add the desired item select it and click OK. If prompted for Metadata enter it in and click Save.</p>	 <p>The first screenshot shows the 'Upload Document' dialog box with a 'Name' field, a 'Browse...' button, and a checked 'Overwrite existing files' option. The second screenshot shows the metadata editor for 'KMO_DOCS - kmores.doc'. The 'Content Type' is 'Image'. The 'Name' is 'kmores.doc', 'Title' is 'KEVIN O'NEILL', and 'Author' is 'Kevin O'Neill'. The 'Comments' field contains a list of computer skills and software knowledge.</p>
<p>3. The document is displayed in the library – at this point hover over the document to see its properties. In this case since</p>	 <p>The screenshot shows a document card in a library view. The document name is 'kmores.doc'. A tooltip is displayed over the card, showing the following properties: Name: kmores, Content Type: Image, Approval Status: Approved, Scheduling Start Date, Scheduling End Date, and Modified: 12/4/2011 2:46 PM.</p>

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<p>the uploader has admin access – the Approval Status is Approved.</p>	
<p>4. If approval is required an individual with Approver rights would have to view the properties of the item and select to Approve/reject it. Additionally in the document library view the item would appear with an Approval Status of Pending. Once the approver hovers over the document and selects Approve/Reject then selects Approved and OK would the document be available for all users to see the document.</p>	 <p>The screenshot shows a document library interface. At the top, there are fields for 'Modified By' (Kevin O'Neill), 'Checked Out To', and 'Approval Status' (Pending). A context menu is open over the document, listing options: View Properties, Edit Properties, Edit Document, Check Out, Version History, Approve/Reject (highlighted), Compliance Details, Workflows, Alert Me, Send To, Manage Permissions, and Delete. Below the menu is a dialog box titled 'Approve/Reject'. The 'Approval Status' section has three radio buttons: 'Approved' (selected), 'Rejected', and 'Pending'. The 'Comment' section has a text area for entering comments. At the bottom are 'OK' and 'Cancel' buttons.</p>

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NOTE: With content approval turned on – only two groups of users can see the document. The person who created or uploaded it and any user whom has Approver rights (by default includes those in the site owners group and those with designer rights)