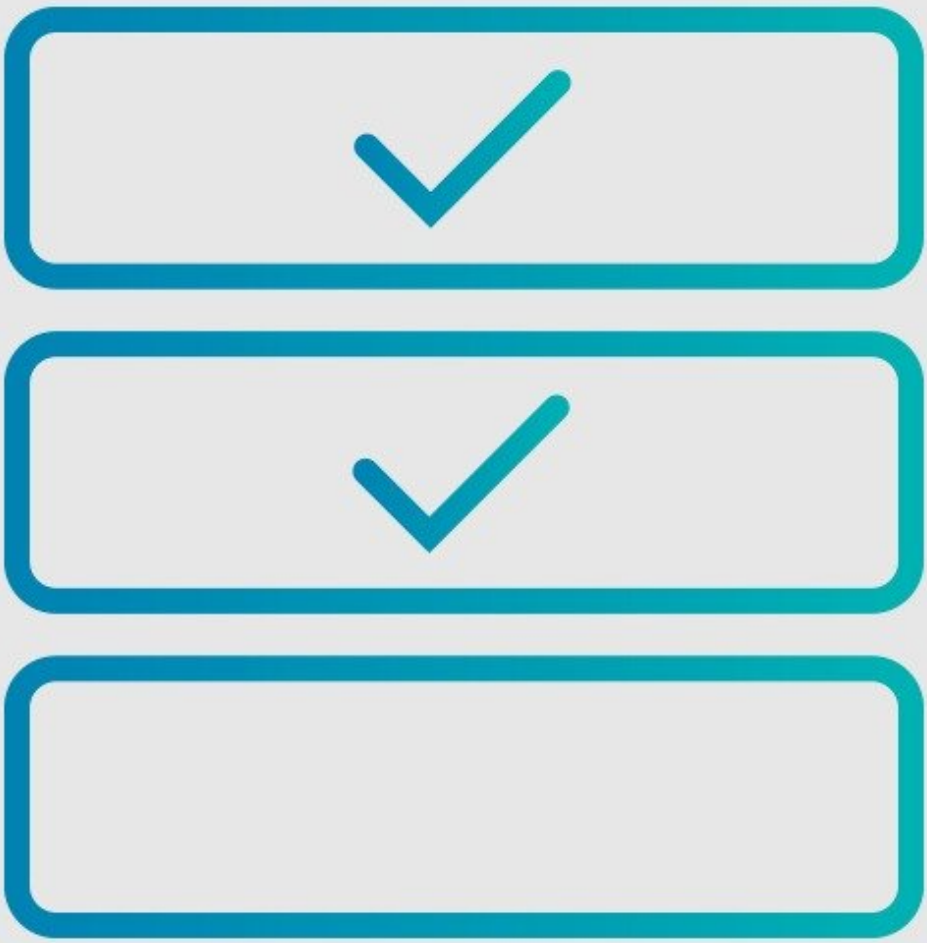
How to Make an Approval Process a Site Default

This guide demonstrates how you can select an Approval Process to automatically be assigned to any new guide created on your Dozuki site.

Written By: Dozuki System



INTRODUCTION

This guide demonstrates how you can select an Approval Process to automatically be assigned to any new guide created on your Dozuki site.

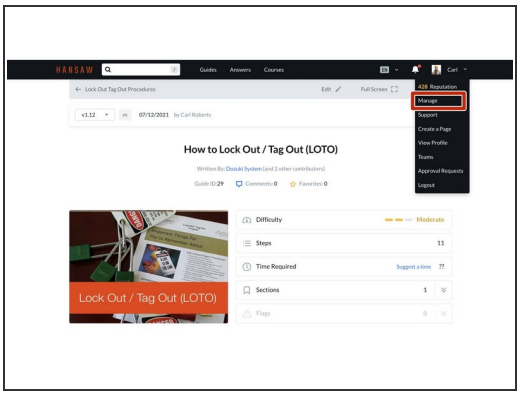
Requirements

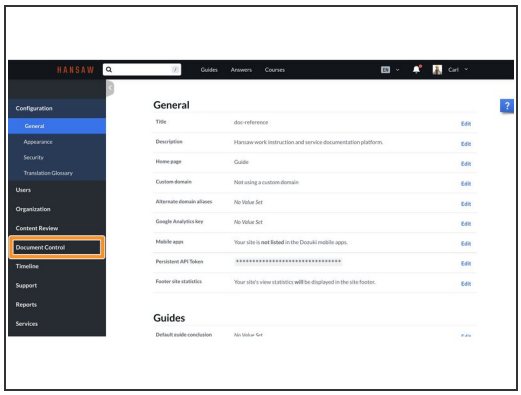
- Approval Processes can only be applied to guides if you have the Version Control features activated on your Dozuki site. Contact support@dozuki.com to request for these features to be activated.
- Only **Site Administrators** have permission to view, create, edit, and assign Approval Processes.

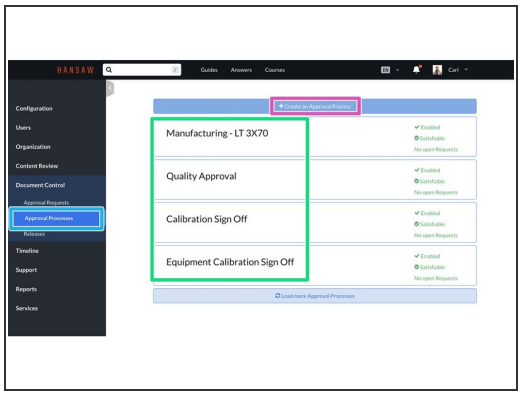
Notes

To ensure complete document control, a Default Approval Process will automatically be assigned to both Major Release and Minor Release Approval Process fields.

Step 1 — Open the Management Console

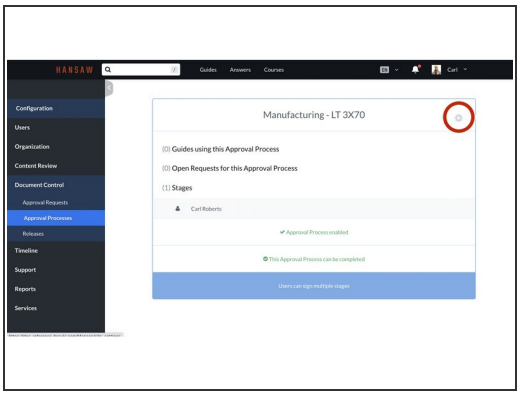


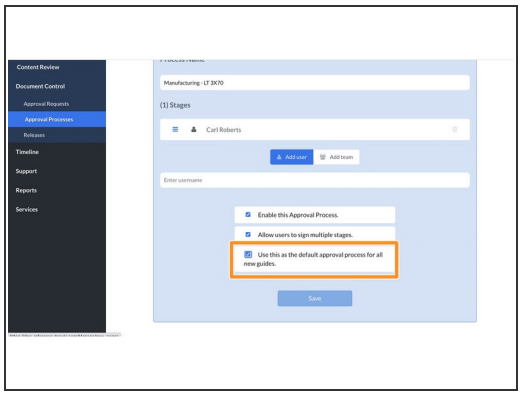


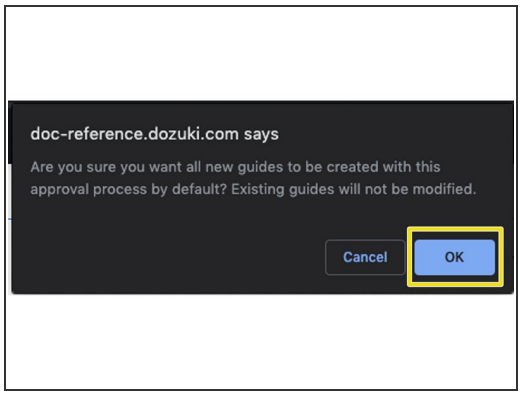


- Click on your username on the right side of the site header to open your user menu and select **Manage** from the drop-down menu.
- Click **Document Control** from the sidebar on the left of the page.
- Click **Approval Processes** below Document Control.
- Click on the the **Approval Process** that you want to assign as a default.
- Or click on **+ Create an Approval Process** to create a new process.

Step 2 — Edit the Approval Process

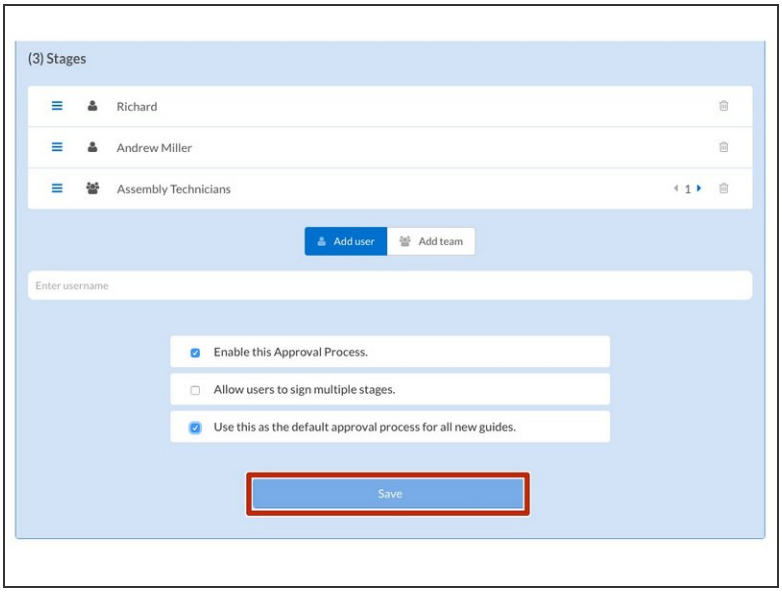


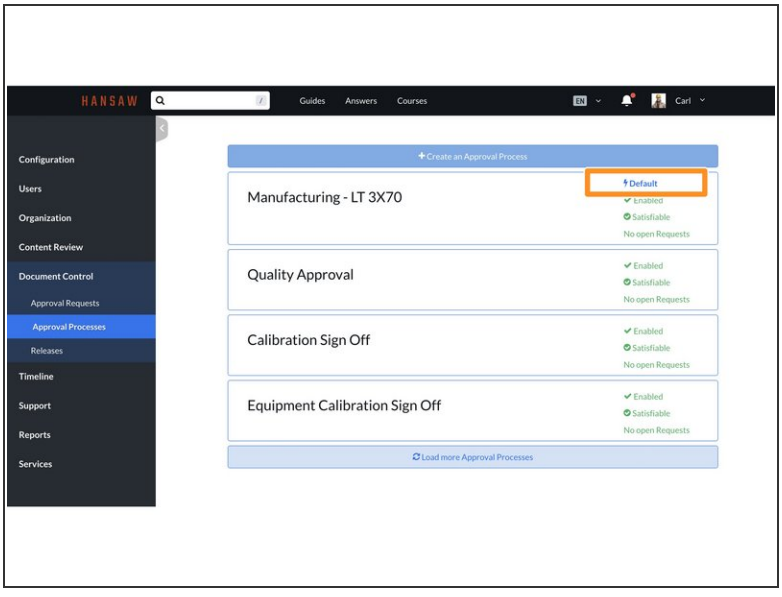




- After selecting an Approval Process, click on the **Gear Icon** in the top-right corner of the Approval Process to edit the process.
- Scroll down to the bottom of the page and check the box for **Use this as the default approval process for all new guides.**
- Click **OK** in the warning modal to verify your selection.

Step 3 — Save and Verify





- Click **Save** to apply this change.
- Go back to the **Approval Processes** page to verify that your selection is identified as the default.
  - ⓘ The enabled default is symbolized by a lightning bolt icon.

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