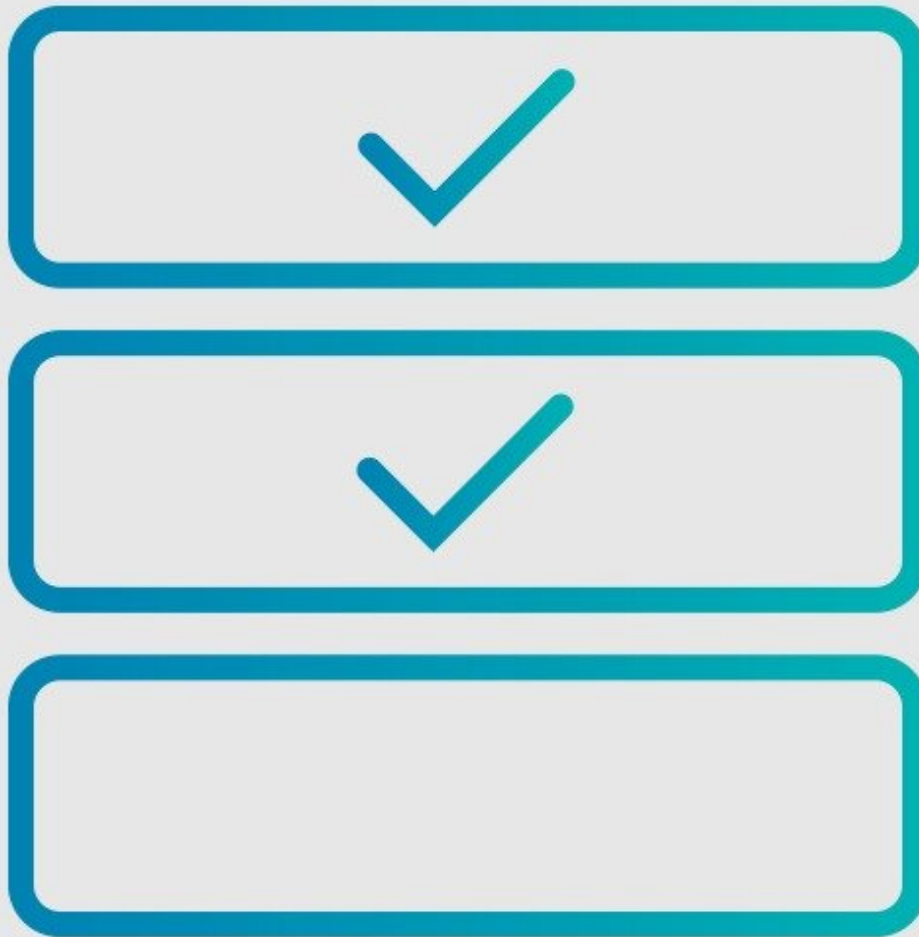DOZUKI

How to Assign an Approval Process to a Wiki or Category Page

This guide demonstrates how to assign an Approval Process to a wiki or category page.

Written By: Dozuki System

INTRODUCTION

This guide demonstrates how to assign an Approval Process to a wiki or category page.

Requirements

- Approval Processes can only be applied to Wikis or Catgegory Pages if you have the [Version Control](#) feature activated on your Dozuki site. Contact support@dozuki.com to request these features to be activated.
- Only **Site Administrators** have permission to view, create, and assign Approval Processes.

Step 1 — Open the Edit Page
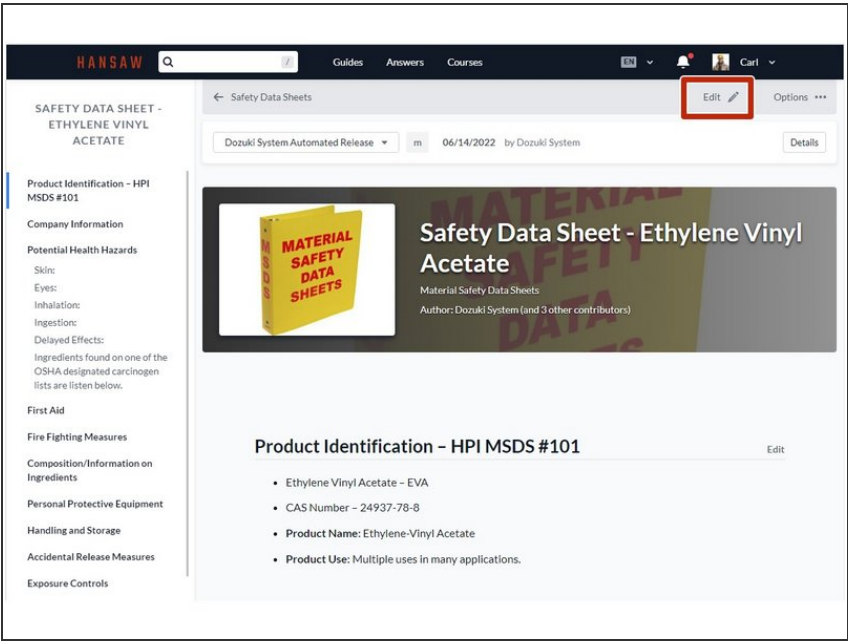
- Open the wiki or category page to which you want to add an Approval Process.

- Click on the **Edit** button in the upper-right of the page, beneath the site header.

Step 2 — Open the Approval Process Tab
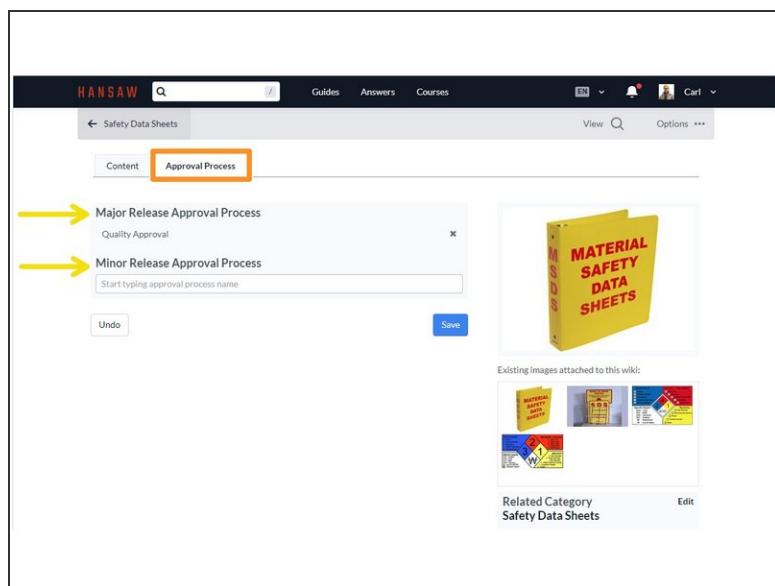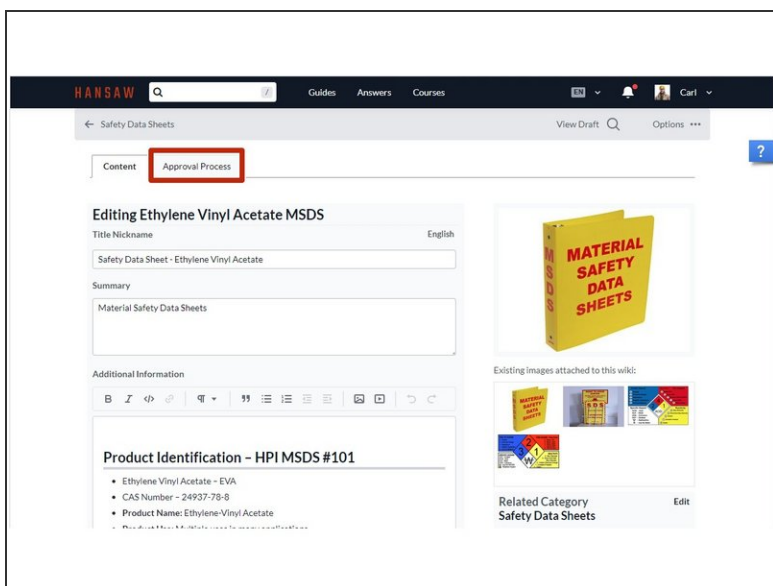
- Click on the **Approval Process** tab.

- The **Approval Process** field will open to give you two release options: **Major** and **Minor**.

  ⓘ Only site Administrators have access to this tab.

- By default, you have the option to assign separate Approval Processes to each **Major Releases** and **Minor Releases** of a wiki or category page.

  📌 If you do not need this amount of flexibility for your document control, you can choose to deactivate the "Minor Release" option from your site by contacting **Dozuki Support**.

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Step 3 — Assign the Approval Processes

- Click in the **Major Release Approval Process** field and begin typing in the name of the Approval Process that you want to assign for each version type.

- Select the correct Process from the available options provided.

  - (i) If you do not see the process you need, you may need to [Create a New Approval Process](#).

- Repeat the above steps for the **Minor Release Approval Process**.

Step 4 — Approvals Process Best Practices

📌 You have the ability to assign three different Approval Processes to your release. The processes are based on the type of release published. This gives you **flexibility** in your document control.

- **Strict Control:** Assign the same Approval Process to both release types.

  ⓘ This means the new release will **ALWAYS** go through the same Approval Process, no matter which release type an Author chooses to publish.

- **Conditional Control:** Assign different Approval Processes to each release type.

  ⓘ This means the new release will go through a different process, depending on which release type the Author chooses to publish.

- **Flexible Control:** Assign an Approval Process to Major releases but not Minor releases.

  ⓘ This means that you are giving your Authors the ability to publish Minor releases of this wiki or category page **without** sending it through an Approval Process first.

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Step 5 — Save and Complete

Major Release Approval Process

Manufacturing - LT 3X70   ✕

Minor Release Approval Process

Start typing approval process name

Undo   Save

- Click on the **Save** button to complete your Approval Process assignment.