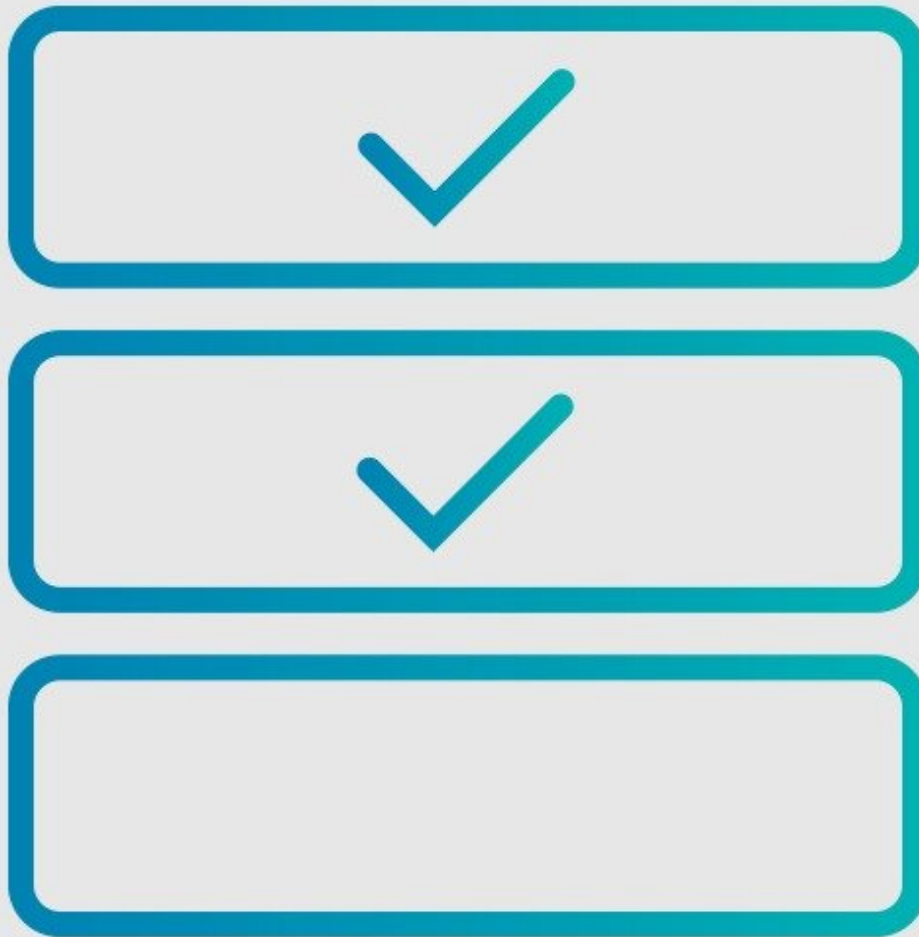




How to Assign an Approval Process to a Wiki or Category Page

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

Written By: Dozuki System



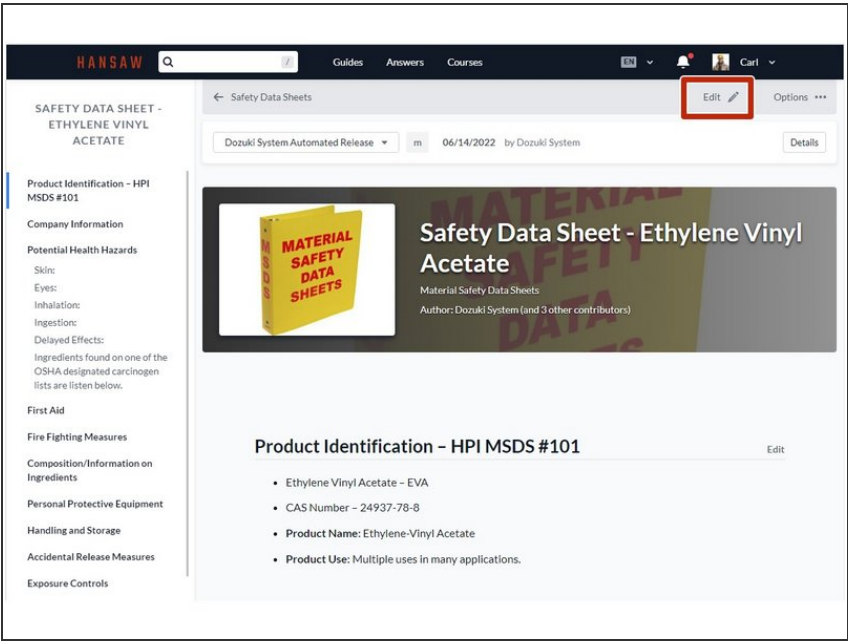
INTRODUCTION

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

Requirements

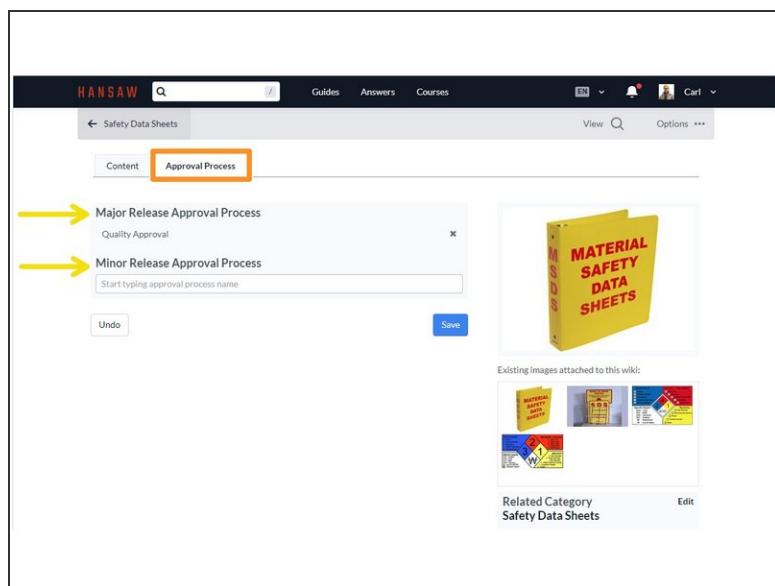
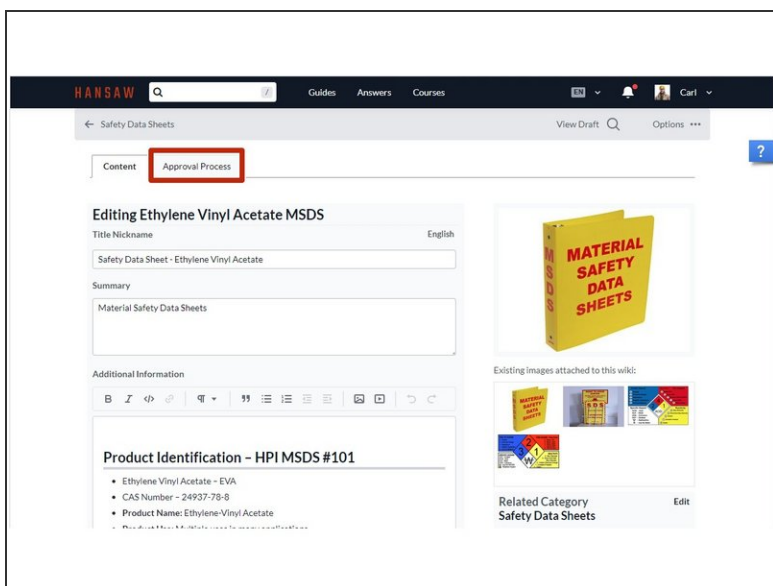
- Approval Processes can only be applied to Wikis or Catgegory Pages if you have the [Version Control](#) feature activated on your Dozuki site. Contact support@dozuki.com to request these features to be activated.
- Only **Site Administrators** have permission to view, create, and assign Approval Processes.

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**.

Step 3 — Assign the Approval Processes

Major Release Approval Process

Start typing approval process name

Minor Release Approval Process

Start typing approval process name

Undo

Save

Major Release Approval Process

Qual

Quality Approval

Start typing approval process name

Undo

Save

Major Release Approval Process

Quality Approval

Minor Release Approval Process

Start typing approval process name

Undo

Save

- 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.
- ⓘ 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

The figure consists of three side-by-side screenshots of a web interface for assigning approval processes. Each screenshot shows two sections: 'Major Release Approval Process' and 'Minor Release Approval Process'. In the first screenshot, both sections have 'Manufacturing - LT 3X70' assigned, indicated by red arrows. In the second screenshot, 'Manufacturing - LT 3X70' is assigned to the Major process (orange arrow) and 'Quality Approval' is assigned to the Minor process (orange arrow). In the third screenshot, 'Manufacturing - LT 3X70' is assigned to the Major process (yellow arrow), and the Minor process section has a text input field with a yellow circle and slash icon, indicating it is disabled or requires a specific action. Each screenshot includes 'Undo' and 'Save' buttons at the bottom.

- 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.

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.