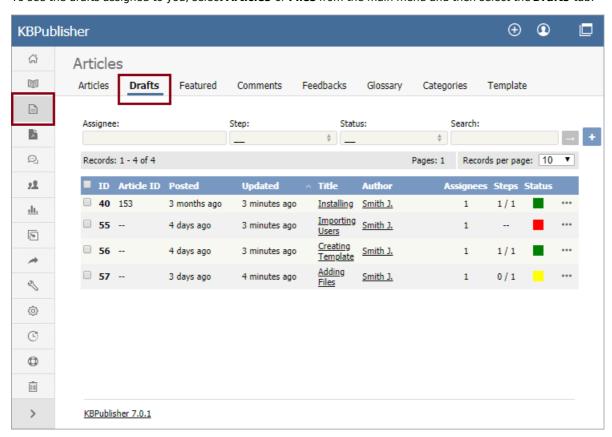# Approve or Reject a Draft

A workflow may assign the draft of an article or file to you for review. You can:

- approve the draft. The draft then moves to its next assignment in the workflow, or (if it requires no further approvals) is published.
- publish the draft. The draft then become available in the Public area.
- update the draft and then approve it. The draft then moves to its next assignment in the workflow, or is published.
- reject the draft so it is returned to the author for further work.

To see the drafts assigned to you, select **Articles** or **Files** from the main menu and then select the **Drafts** tab:
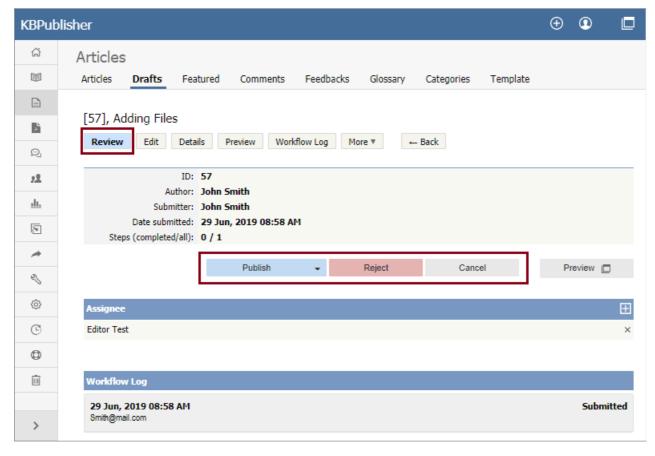

The colors in the article's **Status** column indicate the article's status. The options are:

- Yellow = waiting for approval.
- Red = rejected and returned to the author for further work.
- Gray = in progress; the article is not ready for review.

Review a draft

To review a draft, select a draft with a "waiting for approval" status indicator, click the [**...**] actions icon in the draft's last column and select **Review**. The review screen appears:

Click **Preview** to display the article or file in a pop-up window so you can evaluate the material.

In the example above, the current reviewer can

- **Publish** the draft if the material is satisfactory.
- **Approve** the draft to send it to its next approval step in the workflow.
- **Reject** the draft if the material is not ready for publication. A form appears where you can provide notes about additional work the draft requires. After you have added your comments, click **Reject** to send the notes and the draft to the author.
- **Edit** the draft if the material needs editing.
- **Cancel** to close the form without making a decision

Note: A user with admin privileges can approve or reject a draft at any stage in the workflow process, whether or not the draft is assigned to the admin.

Add or remove an assignee

The **Assignee** section of the **Review** screen lists those who are assigned to review the draft.

- Remove an assignee from the list by clicking the [**x**] to the right of the assignee's name.
- To add an assignee, click Click **Add new**. A popup window appears with a list of available staff. Click the down-arrow in the **Action** column for each person you want to assign the draft to. The down arrow changes to a check mark. Close the popup window when you have finished adding assignees.

You can remove all assignees from the list.

Review the log

The bottom part of the **Review** screen shows the **workflow log**. The author, reviewers, and admins can add comments when they are submitting, approving, or rejecting drafts, and the comments are available in this log.