

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 screenshot shows the KBPublisher interface. The top navigation bar includes a home icon, a user profile icon, and a document icon. The main menu on the left has icons for home, articles, drafts, featured, comments, feedbacks, glossary, categories, and template. The 'Drafts' tab is selected and highlighted with a red box. The main content area shows a list of drafts with columns: ID, Article ID, Posted, Updated, Title, Author, Assignees, Steps, and Status. The status column uses color-coded indicators: green for 'waiting for approval', red for 'rejected', and yellow for 'in progress'. The bottom of the page shows the version number 'KBPublisher 7.0.1'.

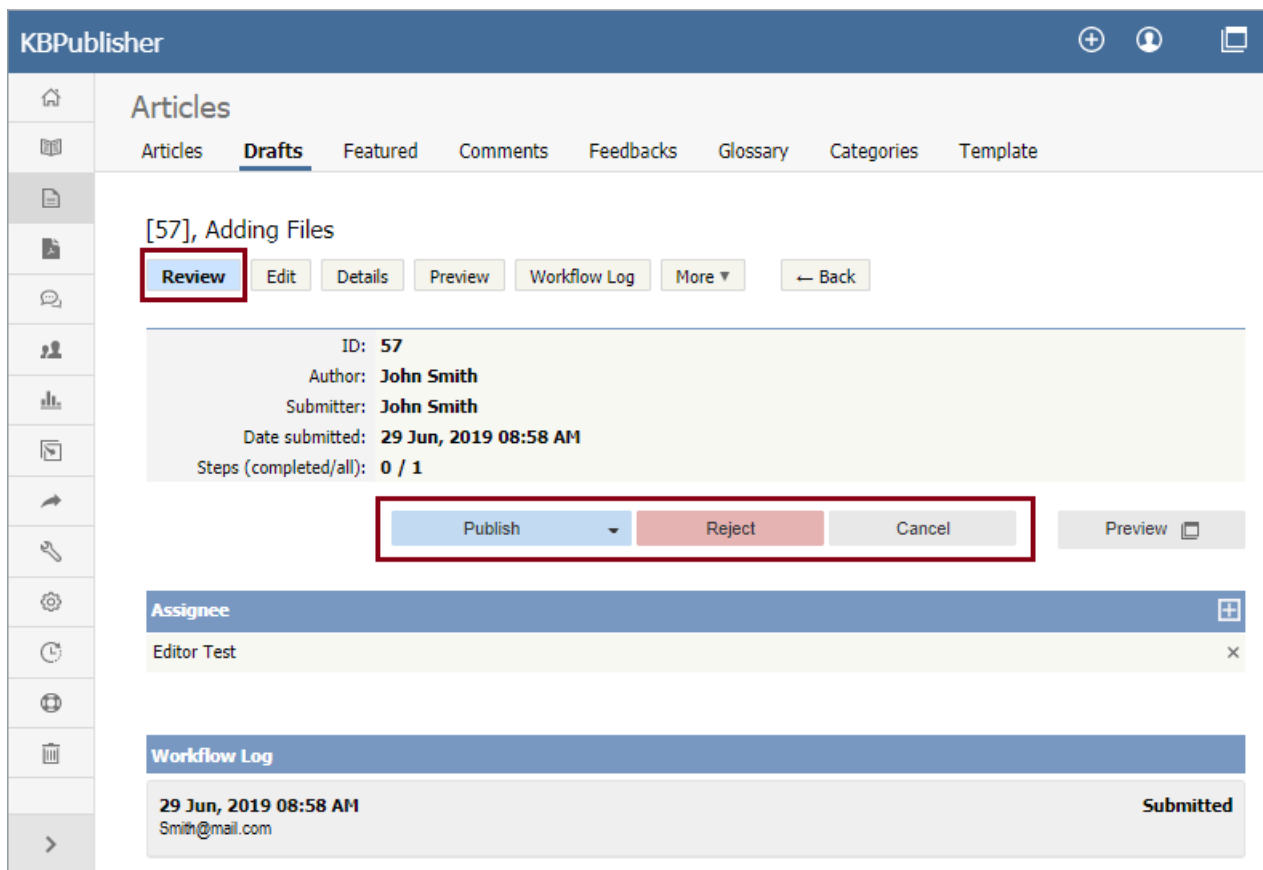
ID	Article ID	Posted	Updated	Title	Author	Assignees	Steps	Status
40	153	3 months ago	3 minutes ago	Installing	Smith J.	1	1 / 1	Green
55	--	4 days ago	3 minutes ago	Importing Users	Smith J.	1	--	Red
56	--	4 days ago	3 minutes ago	Creating Template	Smith J.	1	1 / 1	Green
57	--	3 days ago	4 minutes ago	Adding Files	Smith J.	1	0 / 1	Yellow

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 **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.

Article ID: 423

Last updated: 21 Jul, 2019

Updated by: Cherevko J.

Revision: 5

KBPublisher 8.0 Knowledge Management Handbook -> Articles -> Drafts -> Approve or Reject a Draft

<https://www.kbpublisher.com/kb/entry/423/>