

## How to change the status of an asset

Firstly, let's explain the different statuses you should be concerned with:

### **Under Construction**

When an asset is first created, it has a *Status* of *Under Construction*. This is represented by the colour blue and means that the content is still being added to the asset and it has not yet been approved for publication. Assets that are *Under Construction* will not appear as part of the content of the NFWI *Site*. In other words, you can see a page that is under construction while logged in to the CMS, but not on the live website.

### **Live**

When an asset is *Live*, it has been through the approval/workflow process and has been cleared for publication in the NFWI *Site*. A live page is represented by the colour green. The users who can edit live assets will depend on what *Permissions* they have been granted to the asset. For example, an NFWI Web Editor can edit Live assets, but a Federation or WI Web Editor cannot because of the workflow and permissions that have been applied to their users.

Tip: For an asset to be visible on the public *Site*, its *Status* needs to be *Live*.

- Some assets can be approved and made live from being under construction in a single step by a Federation Web Editor. These are normally media assets, i.e. images and documents.
- An asset that is in safe edit mode is first approved before it is made live. A Federation Web Editor must give a reason for the approval or rejection of safe edit changes through the Workflow section of the asset.

### **Safe Edit**

This *Status* allows you to make changes to a *Live* asset without the changes being seen in the *Site* until they have been approved. Essentially, *Safe Edit* will leave the *Live* version of the asset displayed on a *Site*, while making a second *Under Construction* copy for you to edit at your leisure. If the *Safe Edit* version of the asset is made *Live*, the previous *Live* version is replaced with the newer version. *Safe Edit* can be cancelled during the editing process, discarding any changes and reverting the asset back to its previous *Live* version. To cancel *Safe Edit*, select *Cancel Safe Edit* on the *Status* section of the *Details* screen of the asset. To put an asset in to *Safe Edit* click the 'initiate safe edit' button.

- An asset that is live can only be edited if it is first put in to safe edit mode.
- An asset that is under construction does not need to be put in to safe edit mode in order to edit it.

### **Safe Edit Approved**

When an asset is *Safe Edit Approved*, the changes that have been made to the asset while in *Safe Edit* have been reviewed by the Federation Web Editor and are ready to be published on the *Site*. This is represented by the colour orange. Please note that a Federation Web Editor can still reject the *Safe Edit* changes made to the asset at this time. If this happens, the *Status* of the asset reverts back to *Safe Edit*, with the *Safe Edit* changes preserved for further editing. A Federation Web Editor has to give a reason for rejecting the changes. To reject the approval, select *Reject Changes* in the *Status* section of the *Details* screen of the asset.

## Safe Editing Pending Approval

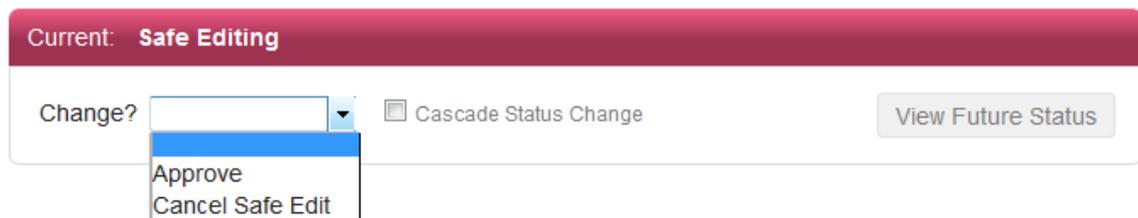
When an asset is in *Safe Editing Pending Approval*, a WI web editor has applied for approval for the changes she has made to a page. An email notification will have been sent out to the Federation Web Editor notifying her that she needs to accept or reject these changes. This status is represented by the colour purple. A Federation Web Editor should navigate to the asset and visit the Workflow section where she can change the status by accepting or rejecting the changes. Save these changes. The Federation Web Editor must log a message explaining why she has rejected or accepted the changes. Once she has done this the status of the asset will change to *Safe Edit Approved*.

- An asset that is in safe edit approved status cannot be seen on the live site and must be made live in order to be seen

## Where to change the status

The status of an asset is changed on the Details section in Edit mode,

### Status



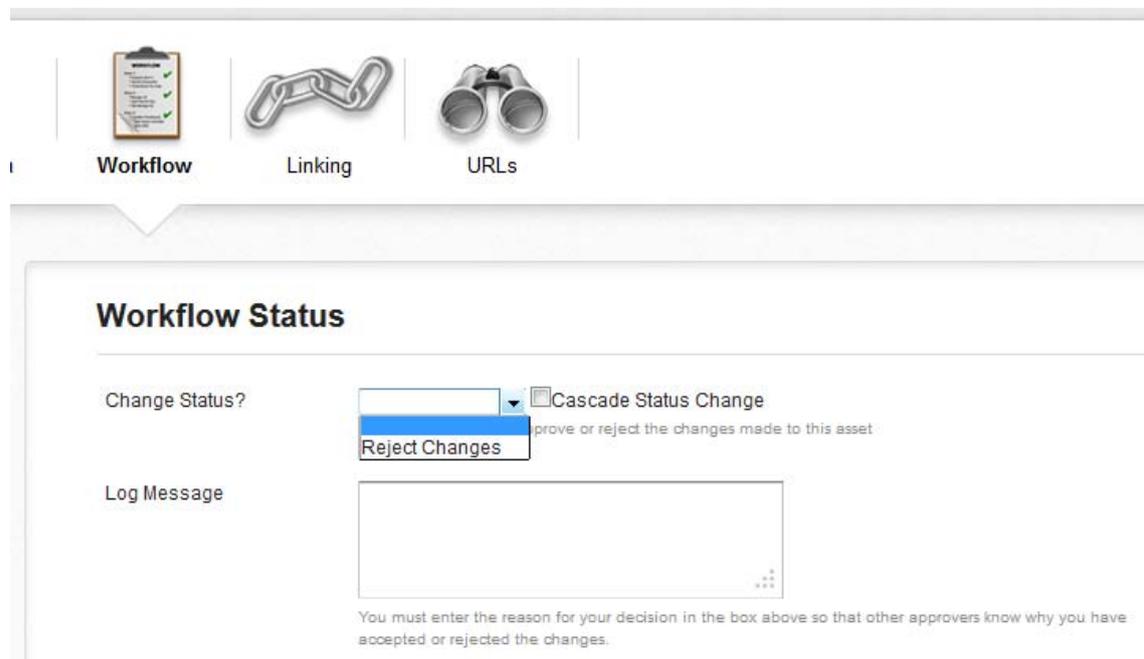
Current: **Safe Editing**

Change?   Cascade Status Change

Approve  
Cancel Safe Edit

### Names

Or the workflow screen - for WI Web Editor pages that are awaiting approval,



Workflow Linking URLs

### Workflow Status

Change Status?   Cascade Status Change

Log Message

approve or reject the changes made to this asset

You must enter the reason for your decision in the box above so that other approvers know why you have accepted or rejected the changes.