



## Content Approval

Thank you for your interest in TakingITGlobal and our Multilingual Community. This document was created to teach you how to approve content through our backend space!

### Approving Panorama Articles and Global Gallery Content

1. Log in to your TakingITGlobal account
2. Click on the **GG Submissions** or **Panorama Articles** tab under « Expression » on the CMS bar on the left. Before approving submissions, it is important to be familiar with the Guidelines posted under « Editing Guide ».

The screenshot shows the CMS interface for filtering organizations. The 'Editing Guide' link is highlighted in yellow. The 'Filter Organizations' section includes dropdown menus for Status (New), Language (- Any -), Country (- Any -), Partner (- Any -), and GYSD Level (- Any -). There are also checkboxes for Francophone, Aboriginal, Featured, and TIG Partner. A search bar and 'Clear Results' button are at the bottom. Below the filters is a 'Results []' table with columns for ID, Name, Date Added, Partner, Country, Lang, Status, and a Delete button.

3. We are now at the « search » function of the CMS : Narrow down the entries in the database to the type of entries you'd like to work on : the search fields are under « Filter Organizations »
  - a. Under **Status** select **New**
  - b. Under **Language** select the language you are working with
4. Select the item you would like to edit. Ensure that all mandatory fields (denoted with a \*) are filled. If you change anything, make sure you click on the **Edit Basic Details** button within the square where you made the changes.

#### Basic Submission Details

* Artist	asdg
UserID	<a href="#">[Arist Profile]</a> <a href="#">[Admin Profile]</a> <a href="#">[Public Profile]</a>
Non-TIG member	<input type="text"/>
artist name:	<input type="text"/>
* Title	Landscape of Canada

Description

\* Medium

\* Language

Country About

Sensitive Content?

- Once you are satisfied with the content, scroll down to « Status & Email » and change the **Status** to **Approved**, then click **Set Status**.

### For Panorama Articles :

- If you feel the article is really good, make the author a featured writer by checking the box. Make sure to click **Edit Author Information**

**Author**

Submitted by **asdgawe.** (Costa Rica) [\[Admin\]](#) [\[Public\]](#)

Submitted by TIGUserID:

If the author is not a TIG Member:

Writer's profile:

\*Must be less than 300 chars.

Featured writer:  

- Make sure the correct topics have been identified: delete topics by clicking the red **x** and add topics by searching category and clicking the **Add** button.

### Categories & Issues

Topics

Category

Publish in  understanding

- Culture
- Globalization
- Media

Panorama Issues:

8. Select the **Panorama Issue** from the drop down menu.
9. Change the Status and add a note if you would like, under Editor's Note. Click **Save Changes** when you are finished.


## Approving Resources: Events, Opportunities, Toolkits, and Orgs

1. Log in to your TakingITGlobal account
2. Click on Events, Opportunities, Toolkits, or Orgs tab under «Resources » on the CMS bar on the left. Before approving resources, it is important to be familiar with the Guidelines posted under « Editing Guide ».
3. You are now in the Search tab. Click on the entry you would like to approve.
4. Make sure all mandatory fields (marked with an asterisk \*) are filled in correctly
  - a. **For opportunities:**
    - i. make sure a deadline is filled in or the yearly box is checked:


**Basic Information**

\* Title

\* Description

Deadline    

TIG Opportunity?

Yearly  

5. Change the status and verify by clicking **Change Status**

**Status**


Status **New**

Change to

New


Approved

Delete



## Approving Member Stories:

1. Log in to your TakingITGlobal account
2. Click on the Member Stories tab under «Connections» on the CMS bar on the left.
3. You will now be at the Search menu: Under **Status** select **New**, and choose your language.
4. Select the story you would like to approve.
5. Make sure the selected language of text is correct:

Member Name	<b>Balta addil</b> <a href="#">[Public Profile]</a> <a href="#">[Admin Profile]</a>
Age	3
Country	Venezuela
Active Rank	15a28
Language Of Text	 Spanish
Featured Story Type:	<input type="radio"/> Member
	<input type="radio"/> Educator
	<input type="button" value="Update Type (sw itches questions)"/>
Edit Answers:	<b>es [Original Content]</b>

6. You can translate text by clicking on **Edit Answers**. Make sure you update any changes that you make by clicking **Update**.
7. Once you have reviewed, click the appropriate **status** and **send email**

**Edit Log & Email**

Status **New**

Applied 2-08-2009

Status

- Approve
- Pending
- Archive
- In Progress
- Delete

Send Email

Email

Subject

Body

8. Select the correct template and make a note of **pending** or **in progress** stories so you can follow up.

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