

VIMP documentation



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Workflow process (*VIMP Enterprise and Campus only*)

This module allows the definition of hierarchical workflows for the approval of media and blogs.

The module must be activated within the configuration item “Workflow settings”.

Configuration

Workflow	
Enable the workflow plugin If set to true, the workflow plugin will be active.	<input checked="" type="checkbox"/>
Approve new media contributions If set to true, media contributions have to be approved before they become legal content	<input checked="" type="checkbox"/>
Approve new blog contributions If set to true, blog contributions have to be approved before they become legal content	<input checked="" type="checkbox"/>
Approve media modifications	<input type="checkbox"/>

User settings

For each user, a custom user role or a specific user can be defined to be responsible for media and blog approval.

Approval settings

Media approval
default

Blog approval
default

Approval user roles

Media approval
default

Blog approval
default

Approval users

The approval users options will override the approval user roles options.

Media user approval choices
 none default Individual user

Search

Blog user approval choices
 none default Individual user

Search

The approval settings will define when an approval is required.

Possible values are:

- at upload / creation
- at modification
- at upload / creation and modification

A user role can be selected at the approval user role box. The users belonging to that role are entitled to approve the media/blogs.

Possible values are:

- None

- Default (predefined user role in VIMP configuration)
- user role

A specific user can be selected at the approval user box to be responsible for media/blog approval of the edited user.

Possible values are:

- None
- Default (predefined user in VIMP configuration)
- user

The user and user role configured in the VIMP configuration will be overwritten by these options. Select “default”, if you want the system to use the default values.


If a specific approval user has been defined, the settings for the approval user role will be overwritten. Select “none” at the approval user settings in order to use the default approval settings again.

Note: If no approval role and no approval user have been defined and if no default values have been set in the configuration, the medium or blog will be released without approval.

Media and blog list

Media index

The screenshot shows a web interface for managing media. At the top, there is a 'Batch actions' dropdown menu with a 'Go' button. To the right are three buttons: 'Update', 'Reset', and 'Approvals'. The 'Approvals' button is highlighted with a red underline. Below this is a table with the following columns: 'Type', 'Sub-Type', 'Thumbnail', 'Title', and 'Users'. The first row of data shows a 'Video' of 'default' sub-type, with a thumbnail image of an elevator, titled 'Elevator', and assigned to the 'admin' user.

<input type="checkbox"/>	Type	Sub-Type	Thumbnail	Title	Users
<input type="checkbox"/>	Video	default		Elevator	admin

By clicking the “Approvals” button, only media or blogs will be listed that need to be approved.

Leave this filter by clicking “Reset” or “Approvals” again.

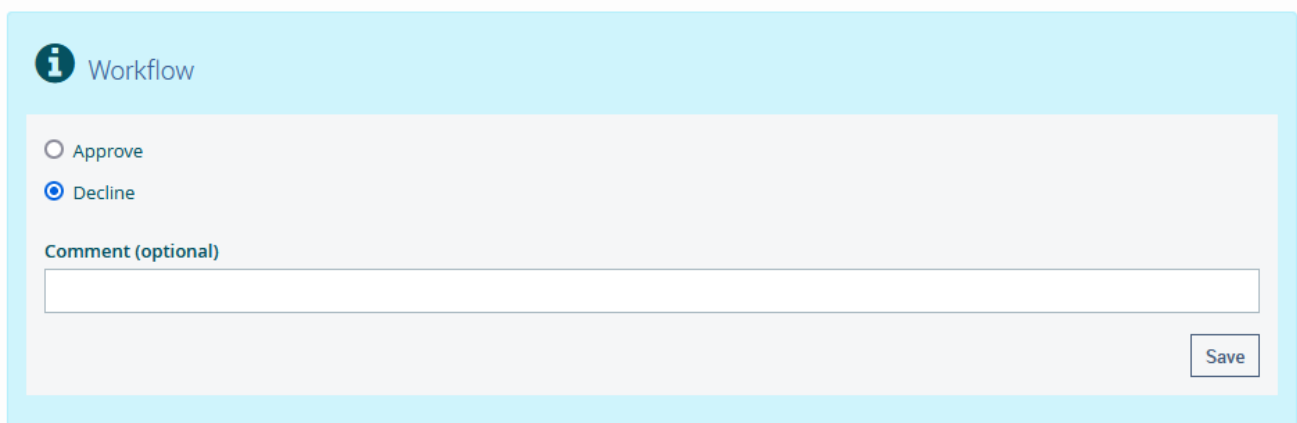
The media/blog listings show information about the approval or denial. The text contains the name of the approval user and the reason, why the media/blog entry has been approved/denied (if provided).

Approval/Denial

Defined approval users will be informed by e-mail about new and/or modified media and blogs and need to approve them before the content will be published.

The approval process of a medium/blog entry can be carried out in the frontend or backend. The according links to the medium/blog will be provided in the e-mail.

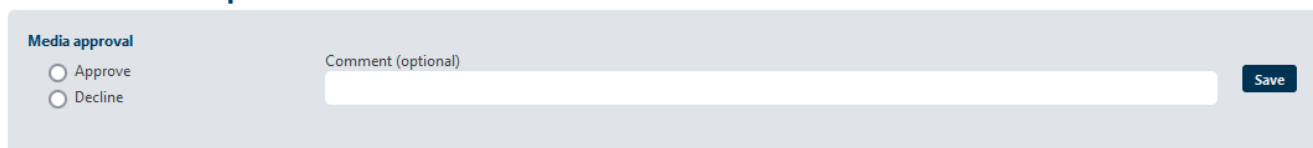
Approval process via the frontend



The screenshot shows a light blue header with an information icon and the text "Workflow". Below this, there are two radio button options: "Approve" (unselected) and "Decline" (selected). Underneath is a text input field labeled "Comment (optional)". A "Save" button is located in the bottom right corner of the form area.

Approval process via the admin panel

Medium: Lorem ipsum



The screenshot shows a grey header with the text "Media approval". Below this, there are two radio button options: "Approve" (unselected) and "Decline" (unselected). To the right of these options is a text input field labeled "Comment (optional)". A "Save" button is located in the bottom right corner of the form area.

Only users with permission to enter the backend can approve media within the backend.

Administrators can always approve/deny media or blog entries within the backend, if the medium/blog entry has the status "verify".

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