How to send the approver an e-mail to know that pages are waiting to be approved:

The Approver only receives an e-mail if the Author selects 'Send approvers notification e-mail' when submitting the page for approval.

How to submit and approve a page:

1. When work on a page is complete, the Author should click ‘Submit’ in the top right corner of the page to be approved. The changes remain inactive until a designated Approver approves the content.
2. The Approver should log in and should click "My CommonSpot" on the top left corner. If any pages show up under "Changes Pending My Approval", that means the author submitted the pages correctly.
3. Clicking the title will open that page in the ‘Work on Page (Approval)’ mode.
4. Review content for accuracy.
5. Look for the orange box with an arrow in the corner, which identifies any areas where changes have been made.
6. Click on the orange box and review content for accuracy (you may also click “Compare” to compare what is currently published and the new changes).

If something needs to be changed (wording and/or content), click ‘Refer Back’ and write comments and select ‘Notify Author via e-mail’.

If content (wording and content) is correct and looks okay, click ‘Approve Change’ to approve the change in that element or ‘Approve Page’ to approve entire page. Notify Author of approval(s).