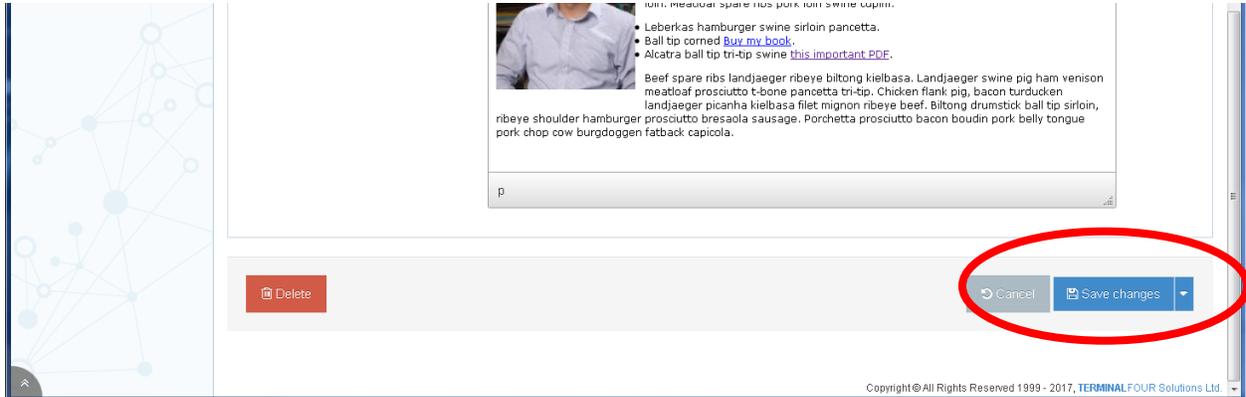
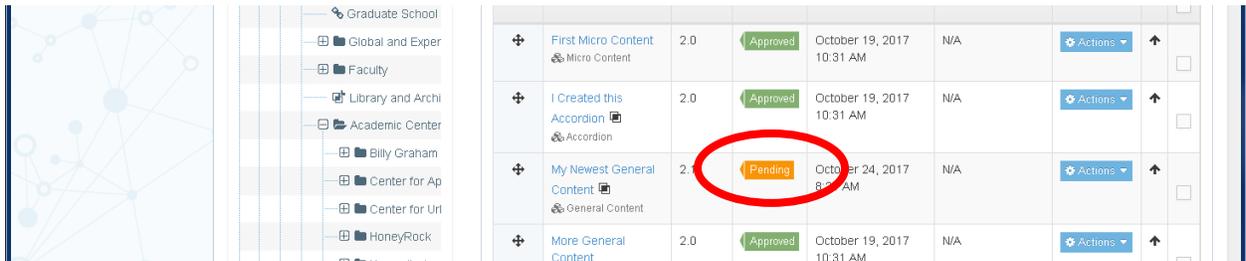


“Save Changes” and “Save and Approve”

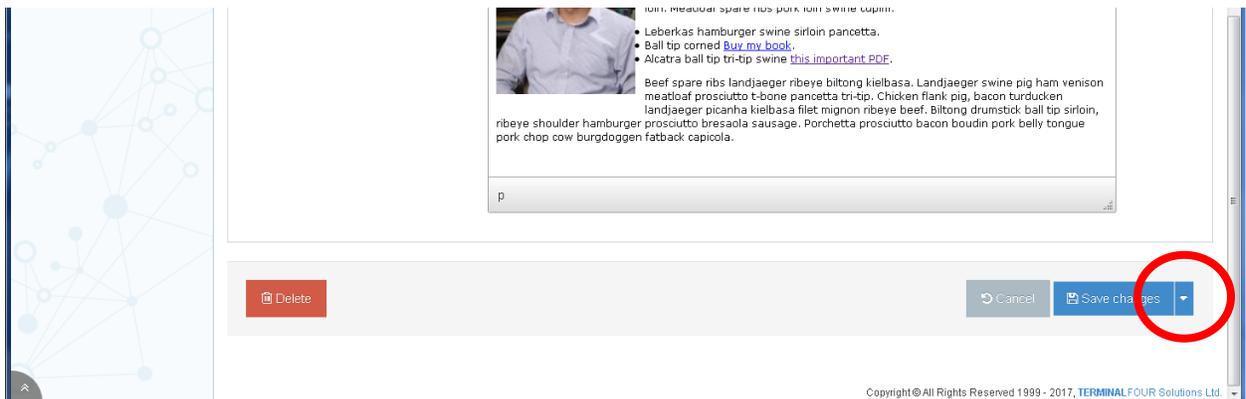
Please note a very important announcement at the end of this document regarding the timing of the servers updating. If you are working in a content module and you just want to save the work that you have done, then click on the blue Save Changes button in the lower right corner of the screen.



This will result in you returning the “Content in this section” view, where you will see that the indicator next to your content type is orange with the word “Pending”. This indicates that the work has been saved but has not yet been published.



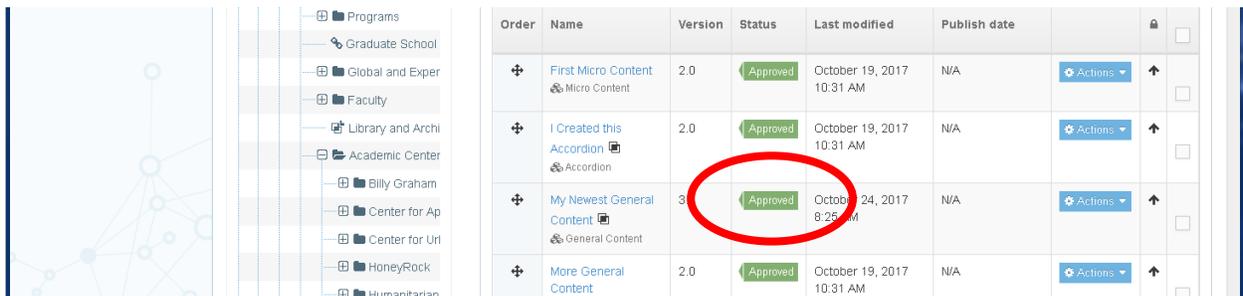
If you want to save the work you have done AND have it go ‘live,’ then click on the little white triangle to the right of Save Changes...



Which will give you the option to Save and Approve...



Clicking on Save and Approve will take you to the “Content in this section” screen, and this time, you will note that the indicator is green with the word “Approved.” **This means that you have done all that you need to do to have something be published.**



The time it takes for it to appear ‘live’ online will depend on how many other updates are ahead of this particular update in the queue.

IMPORTANT NOTE ABOUT SERVER UPDATE CYLCES

We have been informed that the servers are updating every two hours, not every 15 minutes, as we originally presented. If you want to force publish something sooner than that, you will need to Save and Approve and also click on the blue Publish section button in the upper right corner of the “Content in this section” page.

If you have questions about this, please contact us at The.Web@wheaton.edu