



# Managing Content Workflows – Two

## MANAGING CONTENT WORKFLOWS

### What Auto-Approval Is and When to Use It

The **Auto-Approval** feature in the Business Login module allows submissions from selected businesses to bypass manual moderation — meaning their updates go live instantly without Website Admin review.

It can be a real time-saver, but it's not always appropriate. Here's when (and how) to use it effectively.

### What Auto-Approval Does

When enabled, any content submitted by a Business Admin linked to an auto-approved business will be **published immediately** — skipping the Pending Submissions queue.

This applies to:

- Business profile edits
- Events
- Offers
- Any other entry types you've allowed for that business

### How to Enable It

1. In the **Business Directory**, open the relevant business entry.
2. Go to the **Submissions** tab.
3. Toggle '**Auto Approve**' on.

Once enabled, all future submissions from any Business Admin associated with that business will go live automatically.

### When to Use Auto-Approval

Use auto-approval for trusted businesses that:

- Have a proven track record of submitting high-quality content
- Require frequent, time-sensitive updates (e.g. large venues or partners)
- Have been trained and understand how to use the system well

*Tip: It's a good idea to monitor auto-approved content occasionally — especially if a business changes staff or content quality slips.*

### When to Avoid Auto-Approval

- For new Business Admins still learning the system
- If the business frequently misuses categories or uploads poor images
- If your brand reputation depends on tighter editorial control

Auto-approval works best as a **reward for trust** — not a default setting. Apply it selectively to support efficiency while maintaining content standards.