

- **Approval:** The options in this drop-down list refer to the rules for how approval by the various approvers will work. For example you can make it so that ALL approvers must approve the content or you can make it so that only ONE approver is required to approve the content before it will be published. The options are as follows:

**All:** All votes are needed to Approve the content. Only one member needs to reject the content in order for it to be rejected.

**One:** Regardless of how many approvers there are at this level, only one vote of approval is needed to approve the content and move the work to the next step in the workflow. With this option, the first and second person could reject the content and then the third person vote to approve it and the content would be approved. The content must wait for all approvers to vote. In order to Reject the content, all members at this level must reject it.

**Majority:** Approval votes from a majority of the members at this approval level is required for approval of the content. In order to reject the content, 50% or more of the members at this level must reject the content.

**First:** With this option, regardless of how many approvers there are, the content moves to the next step in the workflow based solely on the response from the very first person to review it. So if there are 4 approvers and the first one votes to approve it, the other 3 votes are no longer necessary. The content moves to the next step based on the first vote. Likewise the very first person to review it can reject it and it will be rejected. The final 3 will no longer have a vote but will receive a notification email advising what action has been taken.

**Note:** An Approver can vote multiple times if desired (only the latest vote counts). If the action represents a changed vote, the user receives a confirmation message and can add a new Note. After each vote, the page's approval/rejection status is evaluated based on the current tally of votes, the current rule for that level, and the current approval level membership.