Page Permissions have been set for view and edit permissions. This manual will show how to set the documents where the users that have access can add a document; and in return an email is sent to an individual to approve the document before being added to the School Site Master Documents.

First permission must be given to individual responsible for approving documents.

- Click on the bar behind the title of Documents
- Click Library Tab
- Click ‘List Settings’
- Under Permissions and Management
  - Click ‘Permissions for this document library’ (Need to set who is going to approve the content posted)
• Click ‘Stop Inheriting Permissions’
• Click ‘OK’

• Click ‘Grant Permissions’
Click on Home Site Page
Click on bar>Library Tab>Library Settings
Under General Settings click ‘Versioning settings’

• Type in name/names of approver/approvers
• Click ‘Show Options’
• Uncheck ‘Send an email invitation’
• Select Permission Level ‘Full Control’
• Click ‘Share’

The individual added will now show up in the list with Full Control permission level. This is the owner of the document app and the person who will approve documents added to the Master School Documents. Anyone with Full Control such as the School Site Admin can also approve.
Now the individual approving/rejecting documents will need to go to the document app and set an alert to receive an email when a new document is added.

- Click on the bar
- Click on the Library Tab
- Click ‘Alert Me’ on the Ribbon Bar
• Click ‘Set alert on this list’
• Title ‘Alert’
• Select ‘Change Type’
• Select ‘Someone else changes an event’
• Select when to send alert and optional time if user does not select send notification immediately
How does it work?

- Users upload documents
- Email Alert is sent to Approver
- Click on ‘View Documents’

- Document List will Open
- Click on the eclipse or 3 dots behind the document
- Click on the eclipse or 3 dots behind post ‘Approve/Reject’
• Once approved, users with view permissions will see the new document.
• Approvers will also receive an email showing the document has been changed.