

APPROVAL MANUAL

Content posts

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Introduction

This document contains all the information on how to request a revision or approve your Content posts.

Step 1: Receiving your content

When our team is done writing your Content posts, Captions and Hashtags you should receive an email/Whatsapp message containing a link where you can review your made content.

The link should look like this:

Please follow this link to complete this step: <https://docs.google.com/spreadsheets/d/1jla6GAwXPhv2KYQr8mKvzjTnrKE-F7HznHUTwdSXl5U/edit?usp=drivesdk>

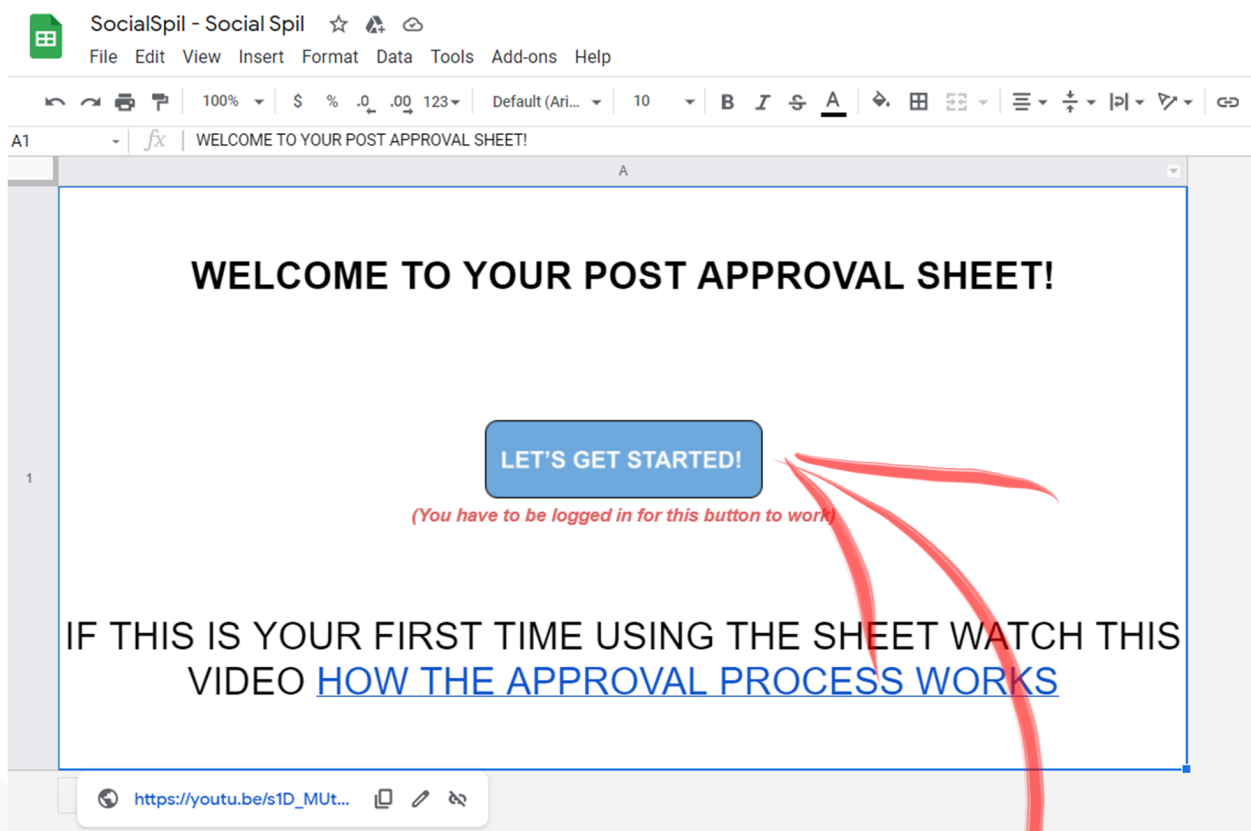
Please note: If you are not receiving the email or WhatsApp review link within 10 business days, please notify us.

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Step 2: Opening the Sheetfile

Once you opened the sheet link a home page should pop-up. It should look like this:



Click on Let's Get Started!

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Step 3.1: Authorizing the script

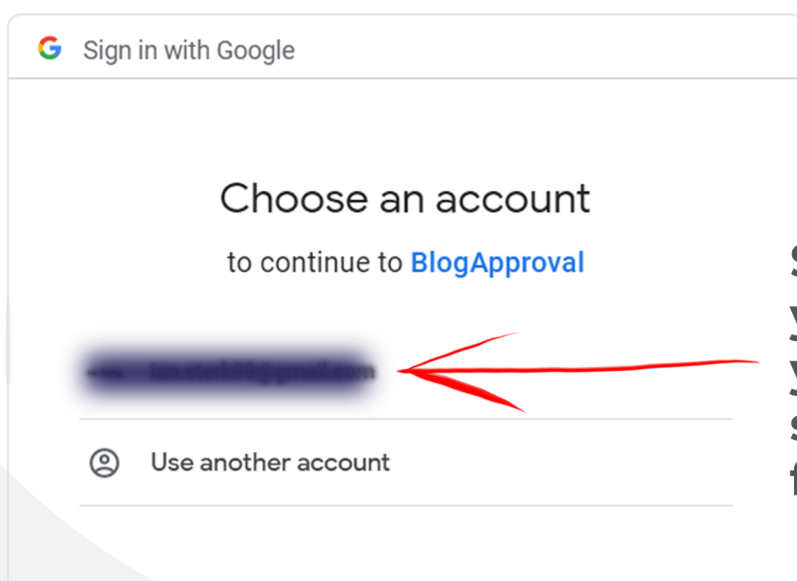
If It's your first time requesting a revision or approval, The script we use needs permission to start. Without this permission, the review script doesn't work.

Authorisation Required

A script attached to this document needs your permission to run.



Click On Continue



Select your account, If you dont trust our script you can always create a second google account for this

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Step 3.1: Authorizing the script

Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer (reviewyourcontent@gmail.com) verifies this app with Google, you shouldn't use it.

[Advanced](#)

Click On Advanced

BACK TO SAFETY

[Hide Advanced](#)

BACK TO SAFETY

Continue only if you understand the risks and trust the developer (reviewyourcontent@gmail.com).

[Go to BlogApproval \(unsafe\)](#)

Click On Link

Make sure that you trust BlogApproval

You may be sharing sensitive info with this site or app. Find out how BlogApproval will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your [Google Account](#).

[Find out about the risks](#)

Cancel

Allow


Click On Allow

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Step 4: Adding revision notes

Do you wish something to be changed on the content post like the: Image, caption, or hashtags? Add them to the revision box to the right. The image below shows where you can add your revision notes:

Post # Message		Revision Notes Request Edits Ap
<p>"Life is a wave, which in no two consecutive moments of its existence is composed of the same particles." - John Tyndall</p> <p>#SocialSpil #socialmedia #competition #marketinglife #marketing #effective #socialmediareach #organicreach #businessoutreach #successquotes</p>		<p>Revision Notes</p>
	<p>Social Spil</p> <p>Choose Your Plan</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	

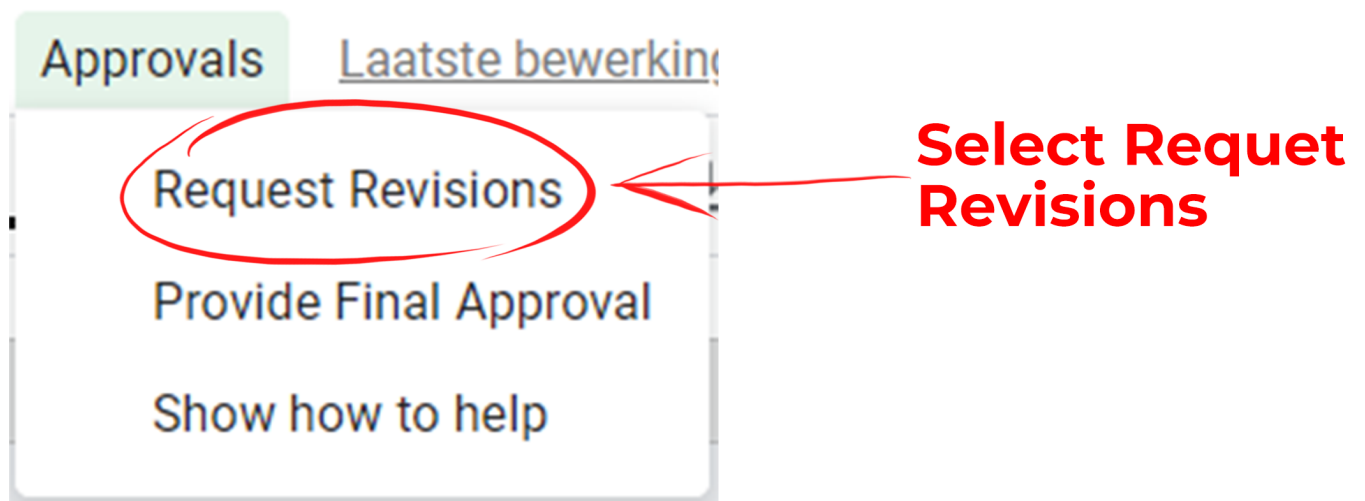
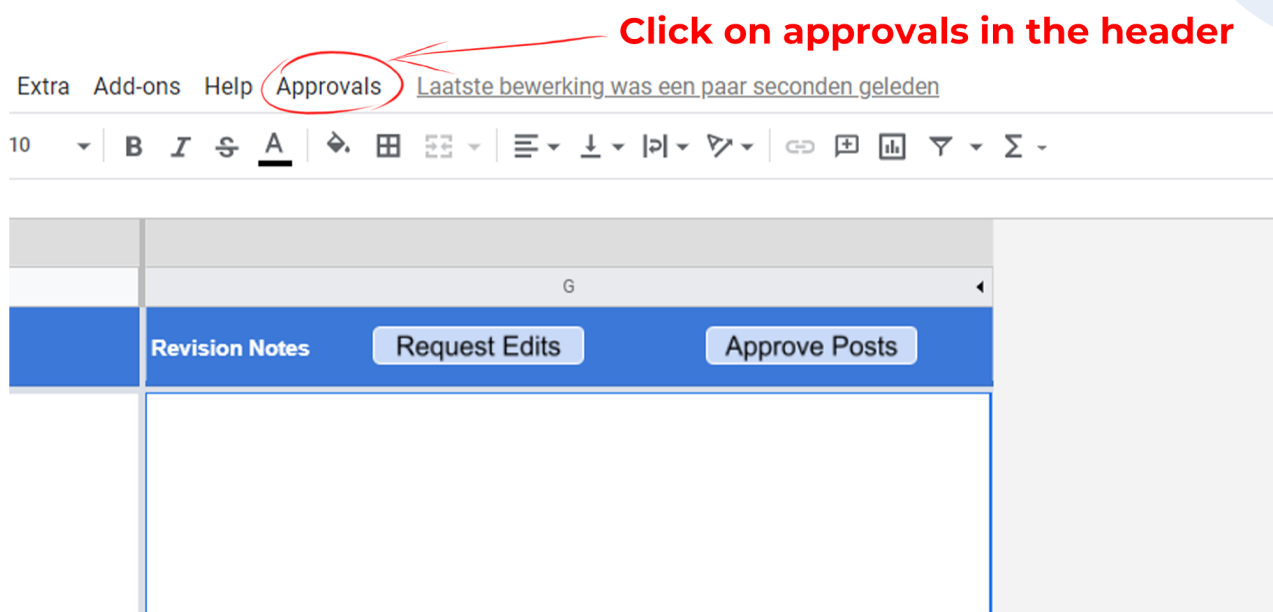
Please note: You can also add specific post dates in the revision note column, please request a revision if you did this.

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Step 3: Requesting a revision (optional)

Once the script has been authorized and added all your revision notes, you can request the revision. Please follow the steps below:



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Step 3: Requesting a revision (optional)

After waiting a couple of seconds, this message should pop-up, If this message shows, it means you successfully requested a revision on your content! Please remember to give us detailed revision notes so we can make the changes accordingly.

Please note: if you are not receiving this pop-up, please notify us.



You have sent a request to edit the blogs. We will send you an email requesting approval once the edits are completed.

OK

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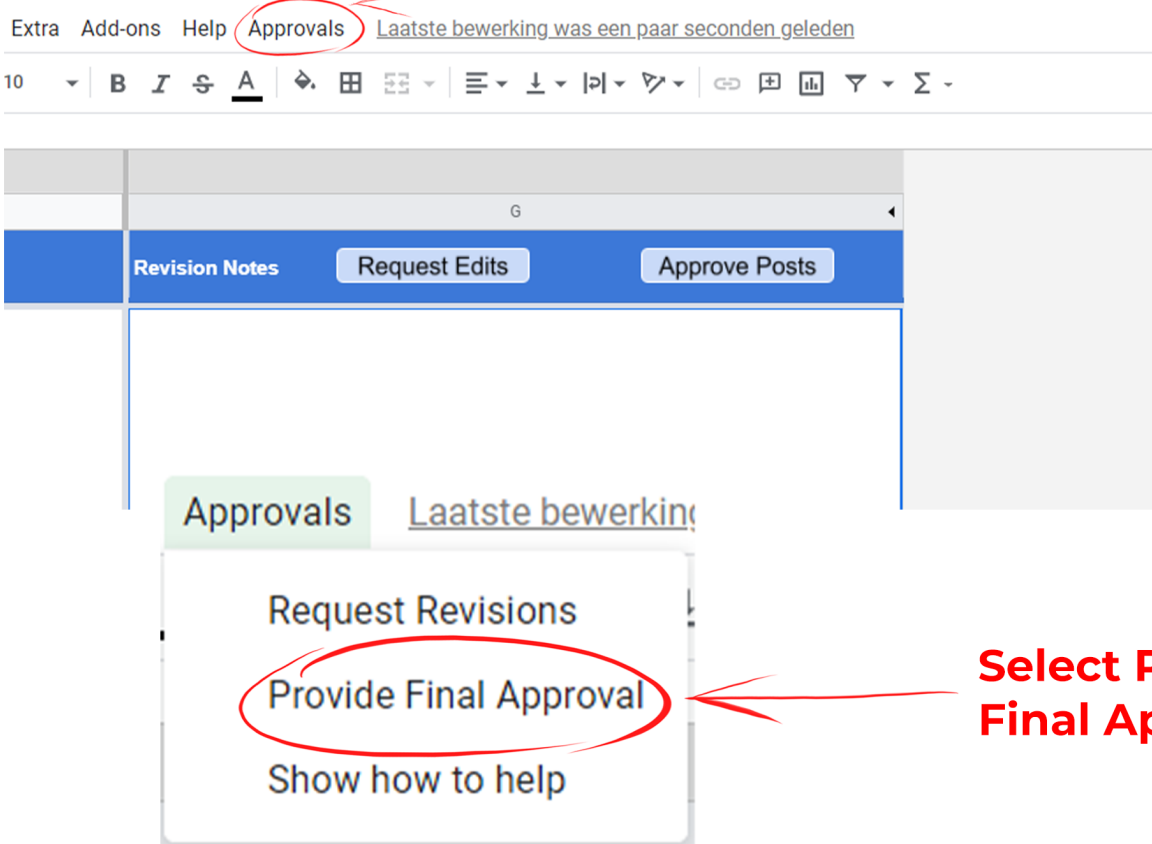
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Step 4: approving the Content posts

If you are delighted with the content posts, you can approve them. The instructions below will show you how to approve them.

Please note: If it's your first time approving the content, please read pages 4 and 5

Click on approvals in the header



The screenshot shows the WordPress dashboard header with the 'Approvals' menu item circled in red. Below the header, the 'Approvals' menu is open, and the 'Provide Final Approval' option is circled in red. A red arrow points from the text 'Select Provide Final Approval' to the circled option.

Select Provide Final Approval

After clicking on Provide Final Approval, wait a couple of seconds; after this, you should receive a pop-up message telling you that everything got approved. **We start publishing your content as soon as possible after you approved all the content.**

Please note: if you are not receiving this pop-up, please notify us.