

# APPROVAL MANUAL

Blog posts

## Content :

- ▶ Page 1: Contents
- ▶ Page 2: introduction and Receiving your content
- ▶ Page 3: Opening the DOC file and Making modifications and suggestions
- ▶ Page 4: Making modifications and suggestions (optional)
- ▶ Page 5: Authorizing the script
- ▶ Page 6: Authorizing the script
- ▶ Page 7: Requesting a revision (optional)
- ▶ Page 8: Requesting a revision (optional)
- ▶ Page 9: approving the blogs

# APPROVAL MANUAL

## Blog posts

### Introduction

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

### Step 1: Receiving your content

When our team is done writing your SEO-optimized blog posts, you should receive an email/Whatsapp message containing a link where you can review your blog posts.

### The link should look like this:

Please follow this link to complete this step: <https://docs.google.com/spreadsheets/d/1ila6GAwXPhv2KYQr8mKvzjTnrKE-F7HznHUTwdSXI5U/edit?usp=drivesdk>

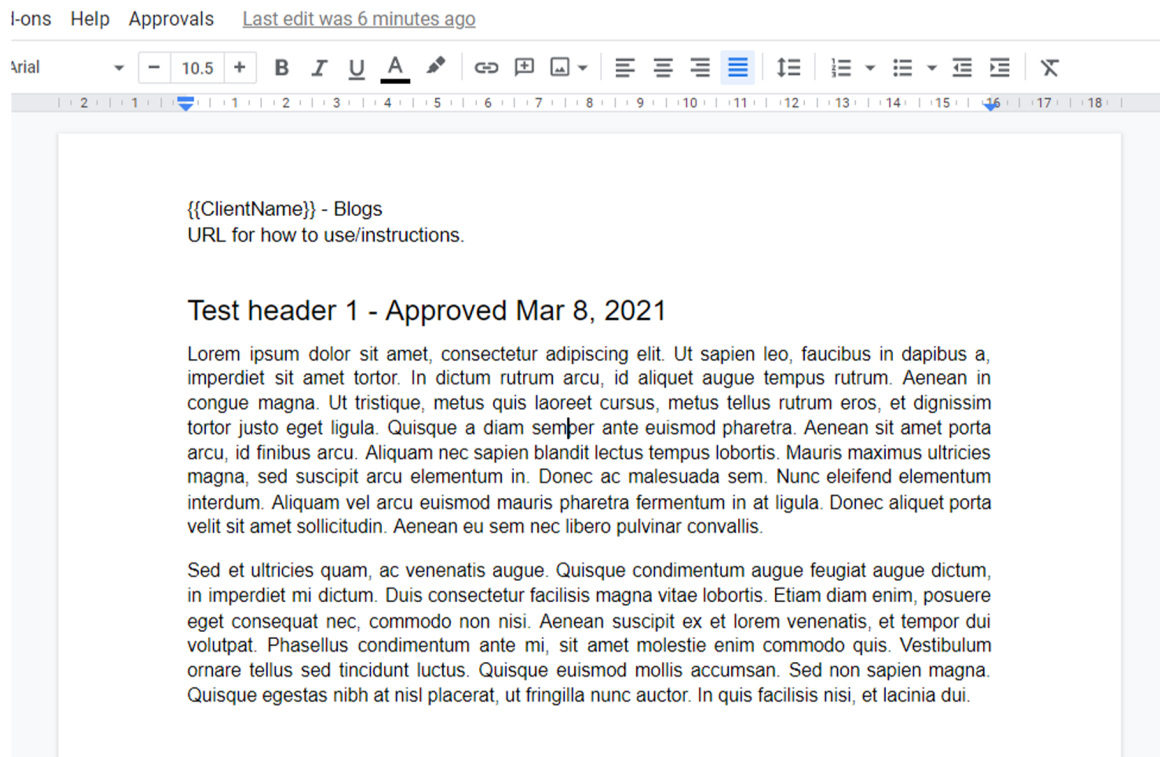
**Please note: If you are not receiving the email or WhatsApp review link within 10 business days, please notify us.**

# APPROVAL MANUAL

## Blog posts

### Step 2: Opening the DOC file

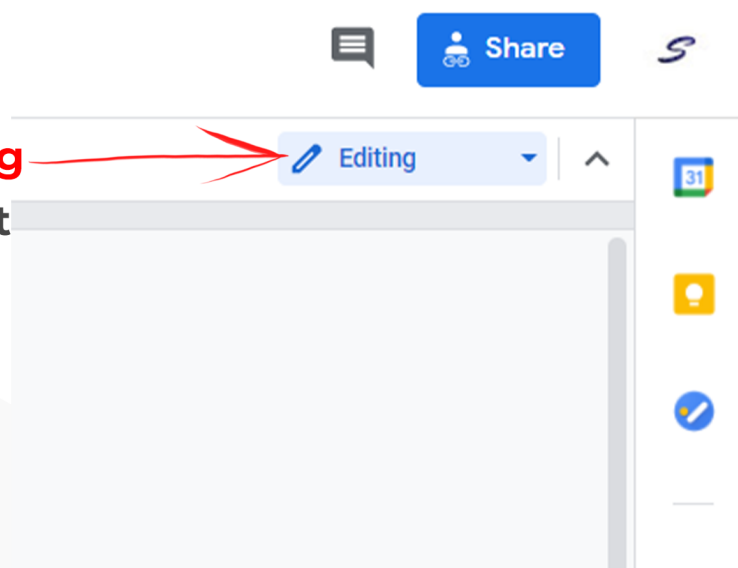
Open the DOC file containing the blog posts; You should see a file like this:



### Optional: Making modifications and suggestions

Feel free to edit your own blog posts, You can freely make modifications to the file. If you want to give our team suggestions on changes, **please follow these instructions below:**

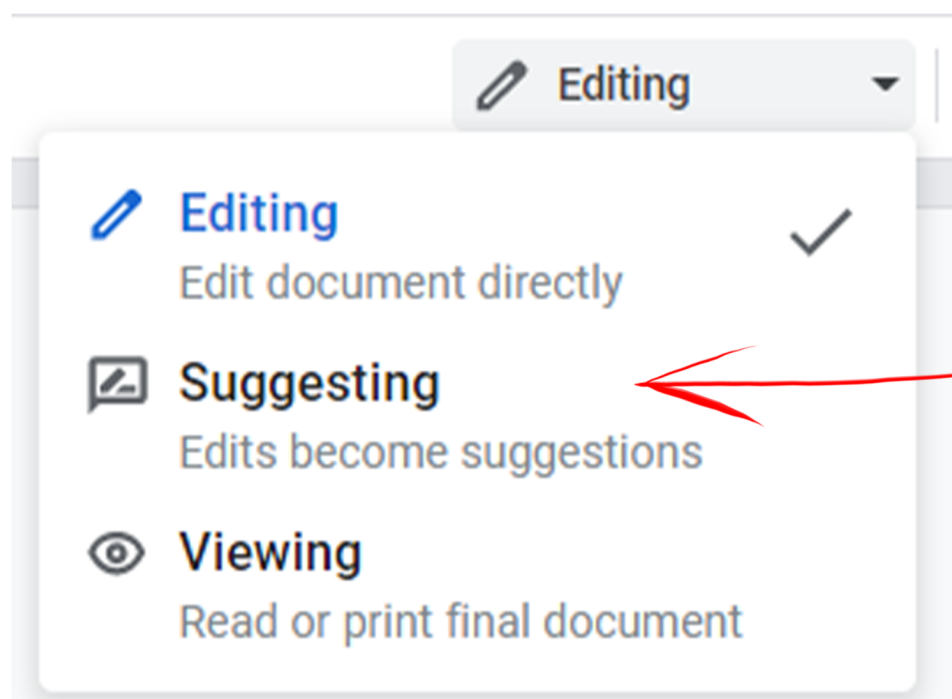
**Click on editing**  
**in the top right**  
**of the corner.**



# APPROVAL MANUAL

## Blog posts

### Optional: Making modifications and suggestions



**Enter the suggestion mode**

In the suggestion mode, you can make suggestions without editing the document. Our team can make the revisions based on the information you have given.

# APPROVAL MANUAL

## Blog posts

### Step 3.1: Authorizing the script

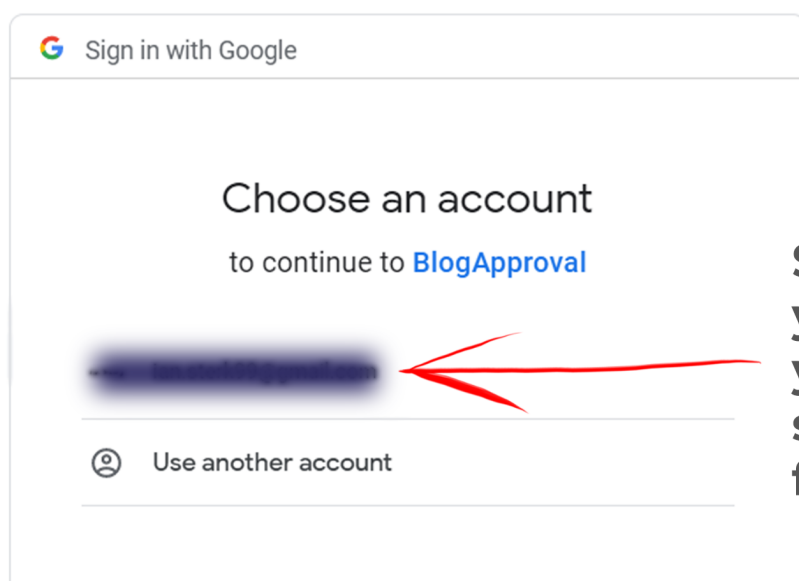
If It's your first time requesting a revision or approval, The script we use needs permission to start. Without this permission, the review script doesn't work.

#### 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**

# APPROVAL MANUAL

## Blog posts

### 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](mailto: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](mailto: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](#).

**Click On Allow**

[Find out about the risks](#)

Cancel

Allow

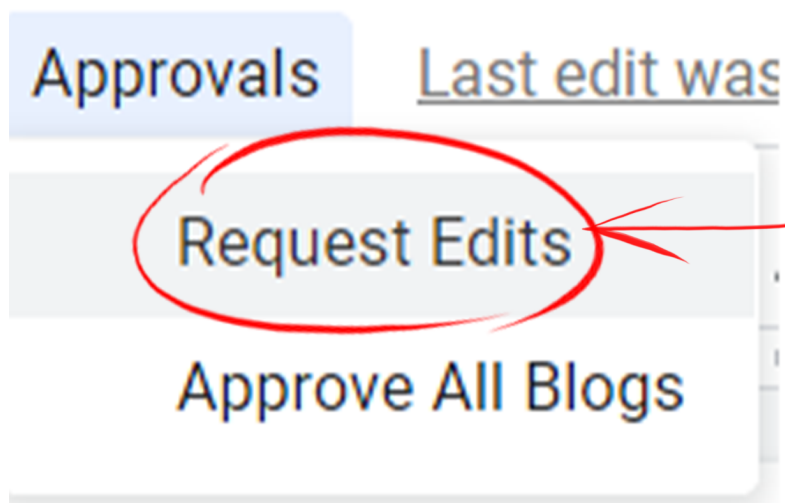
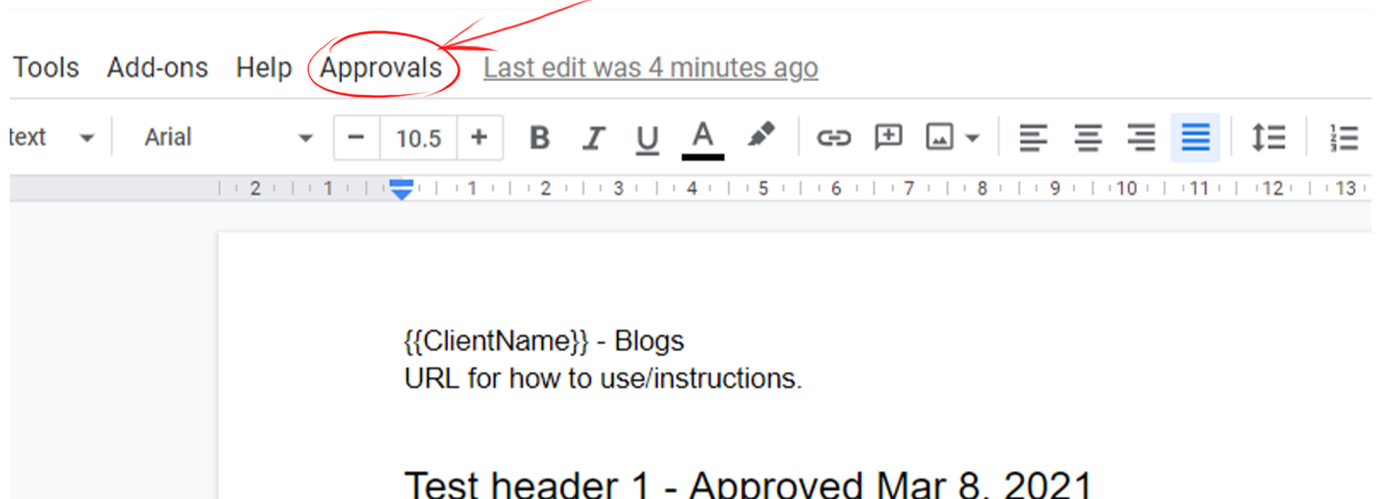
# APPROVAL MANUAL

Blog posts

## Step 3: Requesting a revision (optional)

Do you want our team to change or revise the blog posts? Then request a revision using the header menu. **The steps below will guide you on how to request a revision:**

**Click on** approvals in the header



**Select**  
request edits

# APPROVAL MANUAL

## Blog posts

### 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



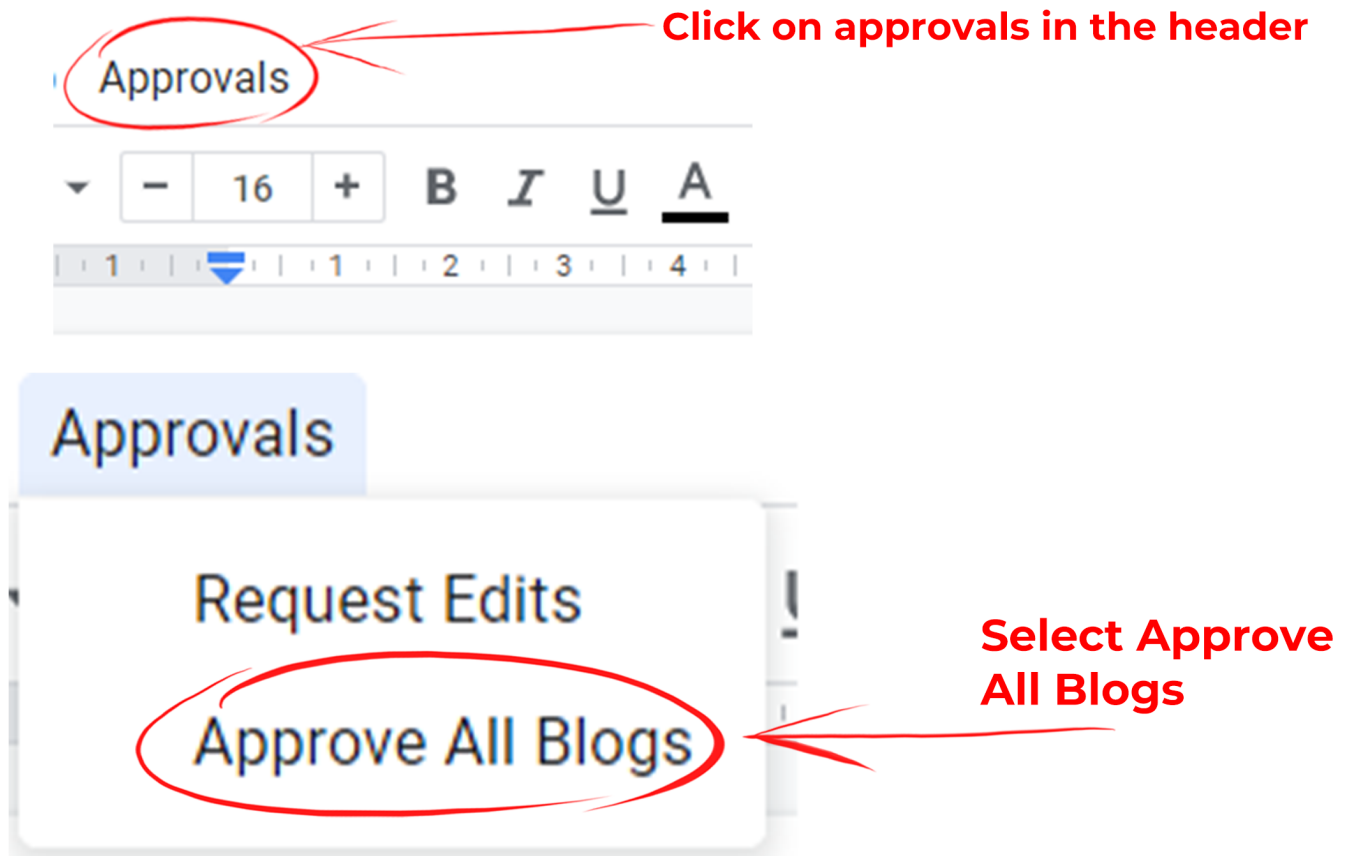
# APPROVAL MANUAL

## Blog posts

### Step 4: approving the Blog

If you are delighted with the blog 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**



After clicking on Approve, All Blogs wait a couple of seconds; after this, you should receive a pop-up message telling you that everything got approved.

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