

Assigning roles to reviewers


Overview

In a [content review](#), when assigning a reviewer you can assign a role.

The assignment of a role to a reviewer must be enabled for each individual approval in a workflow.


How do I know if I can assign a role to a reviewer?

Look for the **Role** dialogue box next to the user when assigning a user:

 In Progress

Assign for Review this page

Search for an user, then select from the list.

 Elle Brakus
elle

Role


Assigning a role to a reviewer

Click the **Role** option on the [workflow popup](#) and enter the name for the role of the reviewer.

- choose **Create** "*..role_name..*"
- select **Assign**

Assign for Review this page

Search for an user, then select from the list.

 **Elle Brakus**
elle

Developer

Create "Developer"


Assign Cancel

If roles have already been added for any previous reviewers, these will be available as an option choice.

In Progress

Assign for Review this page

Search for an user, then select from the list.

 **Suni Conn**
suni

Role


- Developer
- Lead Product Owner
- UX Designer**


An assigned reviewer role will be displayed when adding additional reviewers.

In Progress

Assign for Review this page

Search for an user, then select from the list.

 **Elle Brakus**
elle · Developer


 **Suni Conn**
suni · UX Designer

An assigned reviewer when viewing the workflow popup for the content review will see their reviewer role added as a lozenge to the popup.

In Progress

Review this page

DEVELOPER

Approve Reject 

Next: Approved Final: Approved

Enabling the assignment of a role to a reviewer

Each approval can be configured to enable the addition of a role to an assigned reviewer.

- edit the approval using workflow builder.



Edit approval

Edit content-focused review from the state *Review*



ADVANCED

Enable Roles

Allows to add roles to reviewers

Apply

Delete

Cancel

See also

User Guide:

- [Status Indicator Circles](#)

Reporting Guide:

- [Activity Report - Content](#)
- [My Document Actions - Profile](#)
- [Workflow Report Macro - Approvals](#)

Workflow Authoring Guide:

- [Reviews](#)
- [Roles and Permissions](#)

Administration Guides:

- [Notifications - Global](#)
- [Advanced Configuration - Global](#)

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