

6. Cymeradwyo Cynnwys (Cymedrolwyr yn Unig)

1. O'r ddewislen 'Content' ar frig y dudalen ar yr ochr chwith, dewiswch

'Approve Content'

TERMINALFOUR		
Content	~	🖀 Home
Create content		Site
Edit content		
Delete content		📥 Si
- Approve content		
Media library		
Content migration	~	
Measure	~	0
System administration	~	····· 🕀 🛛

2. Bydd tudalen 'Approve Content' yn ymddangos.

Approve content » review and approve content						
Display 10 🗸 records					Filter:	
Name *		Version ¢	Last modified \$	Last modified by \$	Workflow (Step)	
Aberystwyth University at the Urdd Eisteddfod all this week Home>>www.aber.ac.ul>>Home>>News>>News>>News>>News>>News>>News>>2016>>May	id: 184009	0.2	May 27, 2016 3:57 PM	Annie Carruthers		Actions -
About me content 2 Home>>www.aber.ac.ulo>Home>>Training Area>>2017>>October>>Suzy Shipman>>About Me Not translated	id: 207593	0.5	January 18, 2018 10:11 AM	Web Team Testing		🌣 Actions 👻
About me general content Home>>Non-AJ>>Mauritus Branch Campus>>Training Area>>Lakshmi Jeetah>>About Me	id: 170496	0.15	July 28, 2015 8:40 AM	Lakshmi Jeetah		Actions -
About me general content Home>vww aberas ulo>Home>Training Area>>2017>>October>Suzy Shipman>>About Me Not translated	id: 207560	1.2	November 28, 2017 3:07 PM	Web Team Testing		♠ Actions ◄
Access all Areas video Home>>www.abcrac.ul>>Home>>Events>>Access All Areas>>Access All Areas - Previous Events	id: 167434	0.1	June 2, 2015 5:54 AM	Suzy Shipman		Actions -
Access All Areas Video Home>>www.aber.ac.ul>>Home>>Events>>Access All Areas	id: 167460	0.2	June 3, 2015 12:56 PM	Sarah Bizby		Actions -
AU16117 SIP Statement Home>>www.aber.ac.ul>>Home>>News>News Archive>>2017>>April	id: 199968	0.2	April 28, 2017 1:44 PM	Arthur Dafis		Actions 👻
AU20113 Welsh universities driving growth Home>>www.aber.ac.ul>>Home>>News>NewsArchive>>2013>>June	id: 136201	1.1	June 11, 2013 10:08 AM	Arthur Dafis		Actions -
AU23016 Diamonds are forever, even artificial ones Home>>www.aber.ac.ul>>Home>>News>NewsArchive>>2016>>July	id: 185280	2.1	July 4, 2016 5:39 PM	Annie Carruthers		Actions 👻
AU34215 New Research Aims to Revolutionise Pollen Forecasting Home>>www.aber.ac.ul>>Home>>News>News>Archive>>2015>>October	id: 175911	0.1	October 21, 2015 12:07 PM			Actions -

3. Os ydych chi'n chwilio am ddarn penodol o gynnwys, gallwch drefnu'r rhestr yn ôl enw, yn ôl y dyddiad y cafodd ei addasu ddiwethaf, neu yn ôl y sawl a addasodd y cynnwys ddiwethaf. Cliciwch ar enwau'r colofnau i'w defnyddio i drefnu'r eitemau.



- 4. Os nad ydych eisoes wedi cael cipolwg ar y cynnwys i'w wirio:
 - a. Cliciwch ar y botwm 'Actions' ar y dde i'r adran a dewiswch 'Preview'.

Actions -	
 ✓ Approve ● Preview ● History 	
× Reject	
Actions -	

Sylwer: mae'n bosibl y gall y rhagolwg roi gwedd afluniedig i chi o'r dudalen os oes mwy nag un darn o gynnwys ynddo. Os nad ydych yn sicr, defnyddiwch y rhagolwg o'r adran yn hytrach i wirio'r dudalen.

- 5. Gallwch wirio beth sydd wedi newid yn y cynnwys drwy edrych ar yr hanes:
 - a. Cliciwch ar y botwm 'Actions' ar y dde i'r adran a dewiswch 'History'



b. Dangosir hanes y cynnwys:

O Content history						×
History						
Name	Version	Previous Version	Owner	Last modified	Last modified by	
About me general content	1.2	1.1		November 28, 2017 3:07 PM	Web Team Testing	
About me general content	1.1	1.0		November 28, 2017 2:52 PM	Web Team Testing	
About me general content	1.0	0.6		November 28, 2017 12:19 PM	Web Team Testing	
About me general content	0.6	0.5		November 28, 2017 12:15 PM	Web Team Testing	
About me general content	0.5	0.4		November 28, 2017 12:14 PM	Web Team Testing	
About me general content	0.4	0.3		November 28, 2017 12:13 PM	Web Team Testing	
About me general content	0.3	0.2		November 28, 2017 12:10 PM	Web Team Testing	
About me general content	0.2	0.1		November 28, 2017 12:04 PM	Web Team Testing	
About me general content	0.1	0.0		November 28, 2017 12:00 PM	Web Team Testing	
				Cancel	Compare selection	cted



- c. Ticiwch y blychau yn y golofn ar y dde ar gyfer y 2 fersiwn yr hoffech eu cymharu a chliciwch ar y botwm 'Compare selected'.
- d. Bydd y sgrin 'Compare versions' yn ymddangos, gan ddangos i chi ba newidiadau sydd wedi cael eu gwneud. Dangosir yr HTML yn hytrach na gwedd go iawn y cynnwys.

Compare versions			×
Version 1.2		Version 1.0	
Name	About me general content	Name	About me general content
Version	1.2	Version	1.0
Last modified	November 28, 2017 3:07 PM	Last modified	November 28, 2017 12:19 PM
Title	About Me	Title	About Me
Body	exb2-64 de*20757* mediaatriculters*{&public attributes&public, {&public attributes of neinghbbb attributes of neinghbbbb attributes of neinghbbbbb attributes of neinghbbbb attributes of neinghbbbbb attribute	Body	-th2-c4 dis ² Q7557" mediaatributes ² (&puot,attributes&puot, (&puot, addaput; &puot,c1ass&puot, addaput), (%puot,attributes&puot (&puot, addaput; &puot,c1ass&puot, addaput), %puot,addaput), %puot addaput; &puot,c1ass&puot,addaput), %puot,addaput astimi, (dis ² Sys-k), edis-kinet ³ /king/kinets bace out, 886C-(&puot,addaput), ginet ² /king/king/king/kinets/king/kinets/king/king/king/king/king/king/king/king
	Recenting, Year Year Year Year Year Year Year Year	Additional Options Tab Title	293.1971
	<i></i> > <u><i>the other</i>and more</u> >	Linkable	301:2017
Additional Options	293:1971		
Tab Title			
Linkable	301:2017		

- e. Os hoffech gymeradwyo neu wrthod y cynnwys yn seiliedig ar y gymhariaeth, cliciwch ar naill ai'r botwm 'Reject' neu 'Approve' ar waelod y sgrin. Fel arall cliciwch ar y botwm 'Cancel' neu'r X yn y gornel dde uchaf i ddychwelyd i'r sgrin 'Approve Content'.
- 6. Pan fyddwch yn barod i gymeradwyo'r cynnwys, cliciwch ar y botymau 'Actions' i'r dde o'r eitem a dewiswch 'Approve'

Actions -	
 ✓ Approve ● Preview ● History 	
× Reject	
Actions -	



7. Bydd sgrin 'Approve Content' yn ymddangos ble gallwch ychwanegu sylw os oes angen, a chliciwch ar y botwm 'Approve' terfynol i gwblhau'r broses:

P App	rove content		×
nt	Name Sections	About me general content Home>>www.aber.ac.uk>>Home>>Training Area>>2017>>October>>Suzy Shipman>>About Me	
the me>	Comment	Not translated	
me>		h.	
t me>>Training Area>>	2017>>October>>Suzy Shipman>>About Me	Cancel V Ap	prove

8. Dangosir neges lwyddo ar waelod y sgrin, a chaiff y cynnwys ei symud o'r rhestr gymeradwyo:

Content has been approved	
The selected content has been approved	Cop