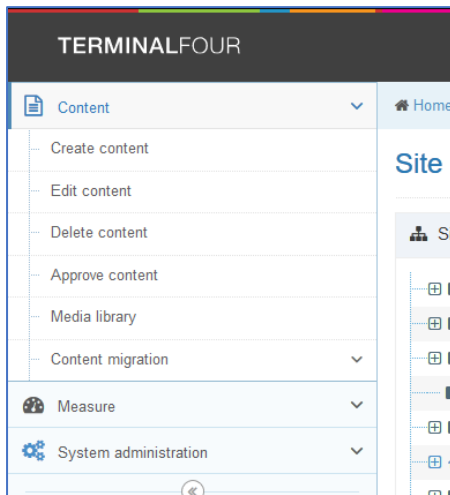


## 6. Cymeradwyo Cynnwys (Cymedrolwyr yn Unig)

- O'r ddewislen 'Content' ar frig y dudalen ar yr ochr chwith, dewiswch 'Approve Content'



- Bydd tudalen 'Approve Content' yn ymddangos.

Approve content > review and approve content

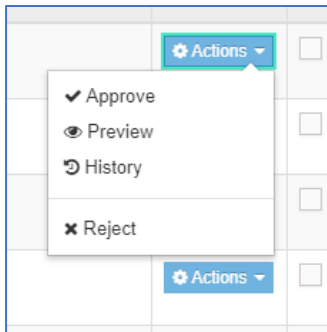
Display 10 records Filter:

Name	Version	Last modified	Last modified by	Workflow (Step)	Actions
Aberystwyth University at the Urded Eisteddfod all this week <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2016&gt;&gt;May</small>	0.2	May 27, 2016 3:57 PM	Annie Carruthers		Actions
About me content 2 <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;Training Area&gt;&gt;2017&gt;&gt;October&gt;&gt;Suzy Shipman&gt;&gt;About Me &lt;em&gt;Not translated&lt;/em&gt;</small>	0.5	January 18, 2018 10:11 AM	Web Team Testing		Actions
About me general content <small>Home&gt;&gt;Non-AU&gt;&gt;Mauritius Branch Campus&gt;&gt;Training Area&gt;&gt;Lakshmi Jeetah&gt;&gt;About Me</small>	0.15	July 28, 2015 8:40 AM	Lakshmi Jeetah		Actions
About me general content <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;Training Area&gt;&gt;2017&gt;&gt;October&gt;&gt;Suzy Shipman&gt;&gt;About Me &lt;em&gt;Not translated&lt;/em&gt;</small>	1.2	November 28, 2017 3:07 PM	Web Team Testing		Actions
Access all Areas video <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;Events&gt;&gt;Access All Areas&gt;&gt;Access All Areas - Previous Events</small>	0.1	June 2, 2015 5:54 AM	Suzy Shipman		Actions
Access All Areas Video <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;Events&gt;&gt;Access All Areas</small>	0.2	June 3, 2015 12:56 PM	Sarah Bizby		Actions
AU16117 SIP Statement <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2017&gt;&gt;April</small>	0.2	April 28, 2017 1:44 PM	Arthur Dafis		Actions
AU20113 Welsh universities driving growth <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2013&gt;&gt;June</small>	1.1	June 11, 2013 10:08 AM	Arthur Dafis		Actions
AU23016 Diamonds are forever, even artificial ones <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2016&gt;&gt;July</small>	2.1	July 4, 2016 5:39 PM	Annie Carruthers		Actions
AU34215 New Research Aims to Revolutionise Pollen Forecasting <small>Home&gt;&gt;www.aber.ac.uk&gt;&gt;Home&gt;&gt;News&gt;&gt;News Archive&gt;&gt;2015&gt;&gt;October</small>	0.1	October 21, 2015 12:07 PM			Actions

- 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:

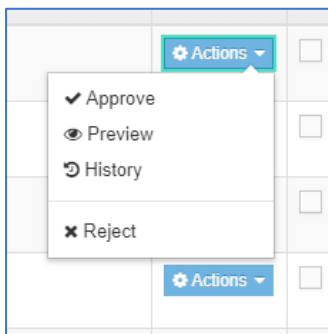
a. Cliciwch ar y botwm 'Actions' ar y dde i'r adran a dewiswch 'Preview'.



**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:

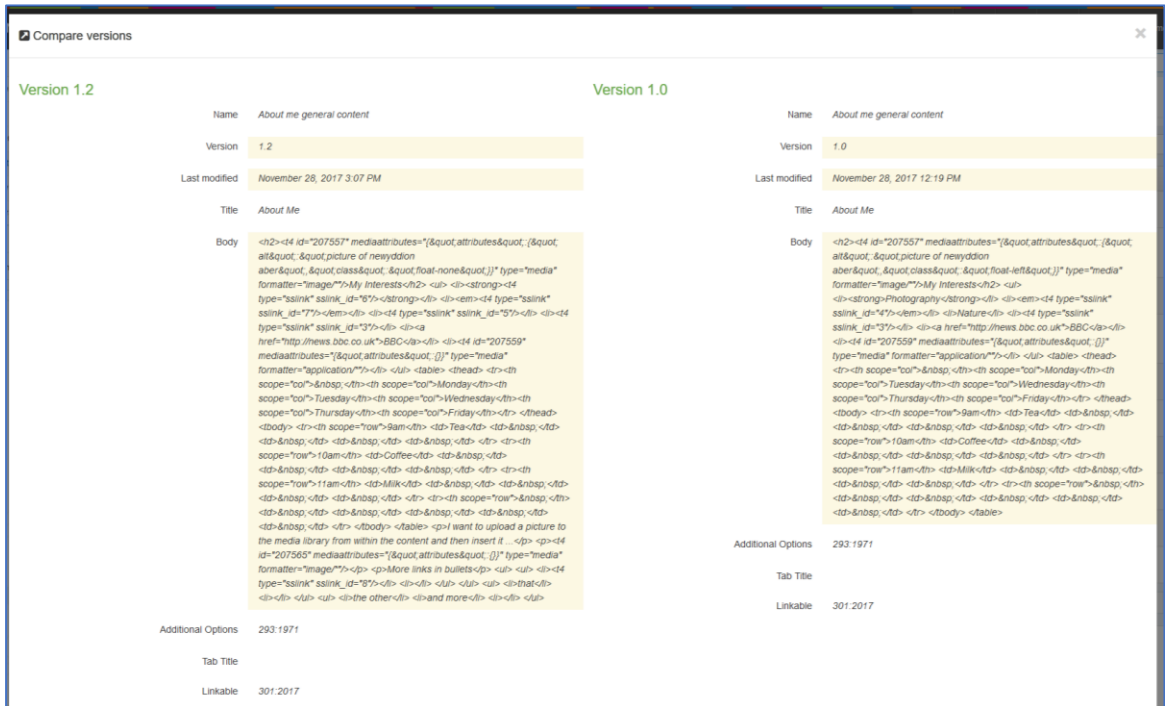
Content history

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

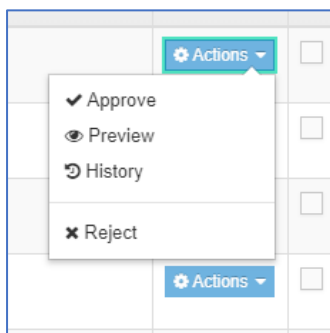
Cancel Compare selected

- 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.

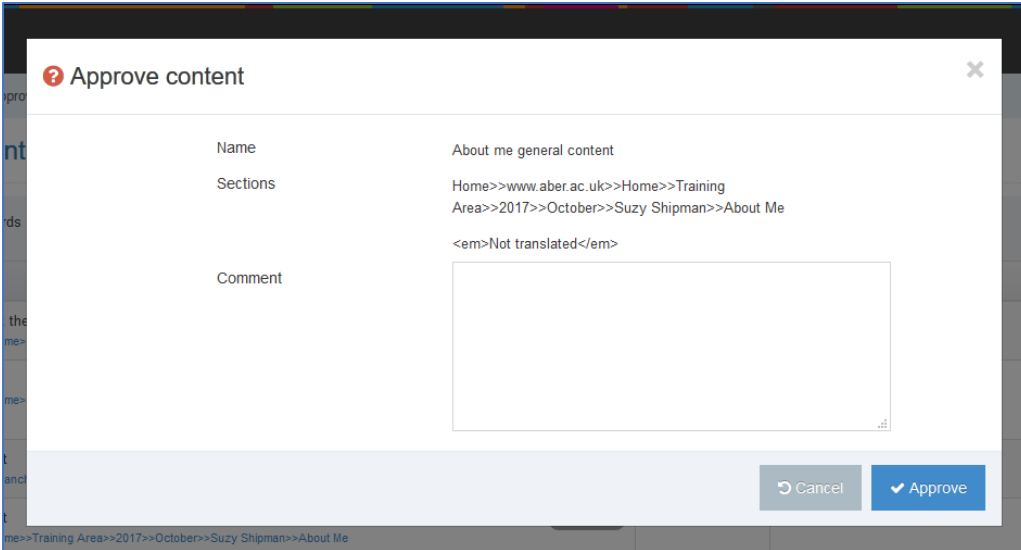


- e. Os hoffech gymeradwyo neu wrthod y cynnwys yn seiliedig ar y gymhariaeth, cliciwch ar naill ai'r botwm 'Reject' neu 'Approve' ar waelod y sgrin. Fel arall cliciwch ar y botwm 'Cancel' neu'r X yn y gornel dde uchaf i ddychwelyd i'r sgrin 'Approve Content'.

6. Pan fyddwch yn barod i gymeradwyo'r cynnwys, cliciwch ar y botymau 'Actions' i'r dde o'r eitem a dewiswch 'Approve'



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:



**Approve content**

Name	About me general content
Sections	Home>>www.aber.ac.uk>>Home>>Training Area>>2017>>October>>Suzy Shipman>>About Me
Comment	<input type="text" value="&lt;em&gt;Not translated&lt;/em&gt;"/>

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

