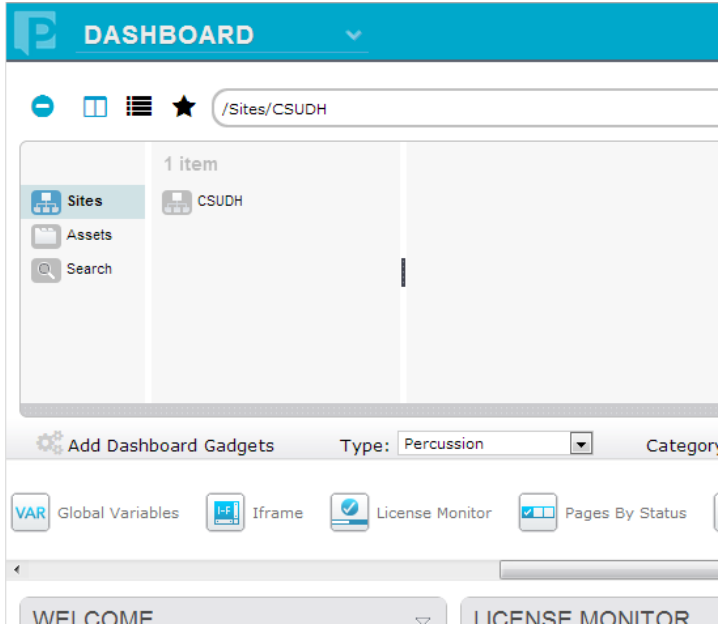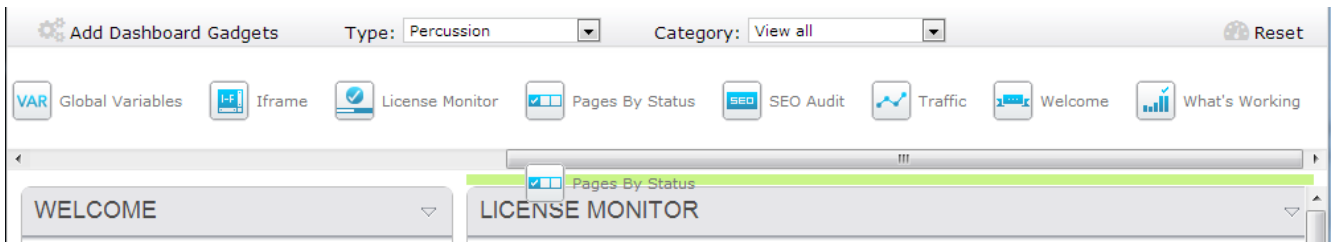In order to see the list of pages under Review status, users can add the Pages By Status widget on the Dashboard under the CM1 web console.
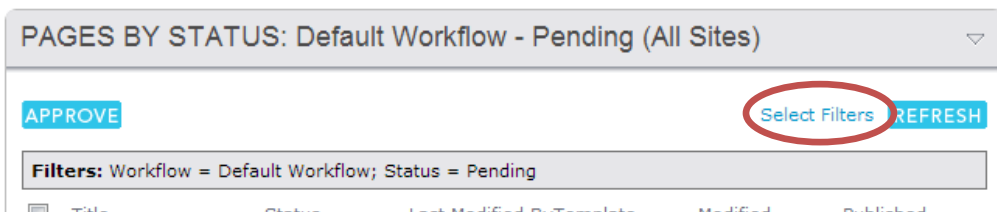
1. Expand Add Dashboard Gadgets and click on Pages By Status widget.

2. Drag the Pages by Status widget to the white area either above or below the License Monitor widget. Drop the widget when you see a green line.

3. Click on Select Filters of the Pages by Status gadget.

4. Change State to Review and click Search.

5. This will list all the pages that are in the review status.

6. Locate the file and click on the blue down-arrow at the end of the line. There are two options, open file and preview file.

7. Choose Open File to change the status. Once the file is opened, click the Edit button.
8. Under the Approve drop-down menu, Approve and Reject. Approve will change the page status to Pending which is waiting to be published. Choose reject if the page has to be fixed by the contributor

again.
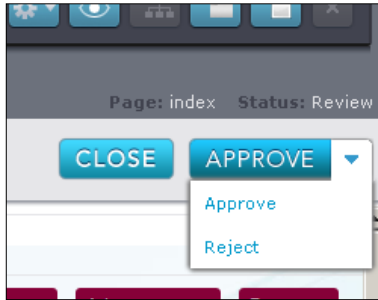
9. If there are documents and images associated with the approved pages, you will need to also approve those files under Assets.