










Color Coding Key to TerminalFour

Sections/content in TerminalFour are assigned one of three statuses and they are color-coded:

- Approved = Blue
- Pending = Orange
- Deleted (Inactive) = Red

Folders are color coded as well, and the following symbols further describe their status:

-  Normal section.
-  Hidden section.
-  Pending section.
-  Inactive section.
-  Internal link section.
-  External link section.
-  Mirrored section.
-  Archive section (content is not updated on publish).
-  eForm section.

You can change the status of a section or content by:

1. While performing the Editing a section action, choose your preferred status from the drop down menu.
2. While saving, you can Save or Save As Draft to give something a pending status. Save and Approve gives it an approved status.
3. While editing content, selecting the Delete button changes it to Deleted or Inactive status.