

Feature Tour



Transform the way you manage content

Reviews / Approvals

Add content reviews to get sign-off from process stakeholders
[User Guide](#) | [Authoring Guide](#)

Review

Technical Review

[Add comment](#)

[+ Add reviewer](#)

[Hide workflow](#)

In Progress **Review** **Approved**









Assign Reviewers

Assign reviewers from a list, or let the team decide
[User Guide](#) | [Authoring Guide](#)

Review

Assign for Technical Review

Search for an user, then hit the + button to assign.

-  **Pietre Carvel**
admin 
-  **Cassie Owens**
cowens 
-  **Dave Gee**
dgee 
-  **Mike Rink**
mike 

[Add note](#)

Assign [Cancel](#)

Verify Credentials

Optionally prompt reviewers to authenticate their identity
[User Guide](#) | [Authoring Guide](#)

Review

Technical Review

...

[Approve](#) [Reject](#) [+ Add reviewer](#)

[View workflow](#)

Track Review Process





See at a glance who's Approved or Rejected
[User Guide](#) | [Authoring Guide](#)

Review

Technical Review

Add comment

Approve Reject

[View workflow](#)

Review Groups





Create layered reviews and dependencies between reviews
[User Guide](#) | [Authoring Guide](#)





Sign-off Review

Technical

This approval requires 3 approvers

Approve Reject

<input checked="" type="radio"/> Grammar	
<input type="radio"/> Design	
<input checked="" type="radio"/> Technical	 

2 pending approvals [View workflow](#)





Add Tasks

Automatically add assignable tasks via the workflow, or let users add their own
[User Guide](#) | [Authoring Guide](#)

✓ 2 Tasks

What do you want to get done for this page?

+ New Task


- Check links work due on Feb 06, 2018   
Documentation site was updated, need to check links
-  Caption screenshots
Ensure title and alt text, add borders.

Set Deadlines


Add customisable deadlines to workflow states and tasks
[User Guide](#) | [Authoring Guide](#)

○ Approved

Approved ⋮

 in 6 months


This document has gone through an approval process before being published.

 Activity report

[View workflow](#)

Customisable Notifications

Send emails, add page banners, Confluence notifications and more...
[Authoring Guide](#)

 All tasks complete!
Review in progress.

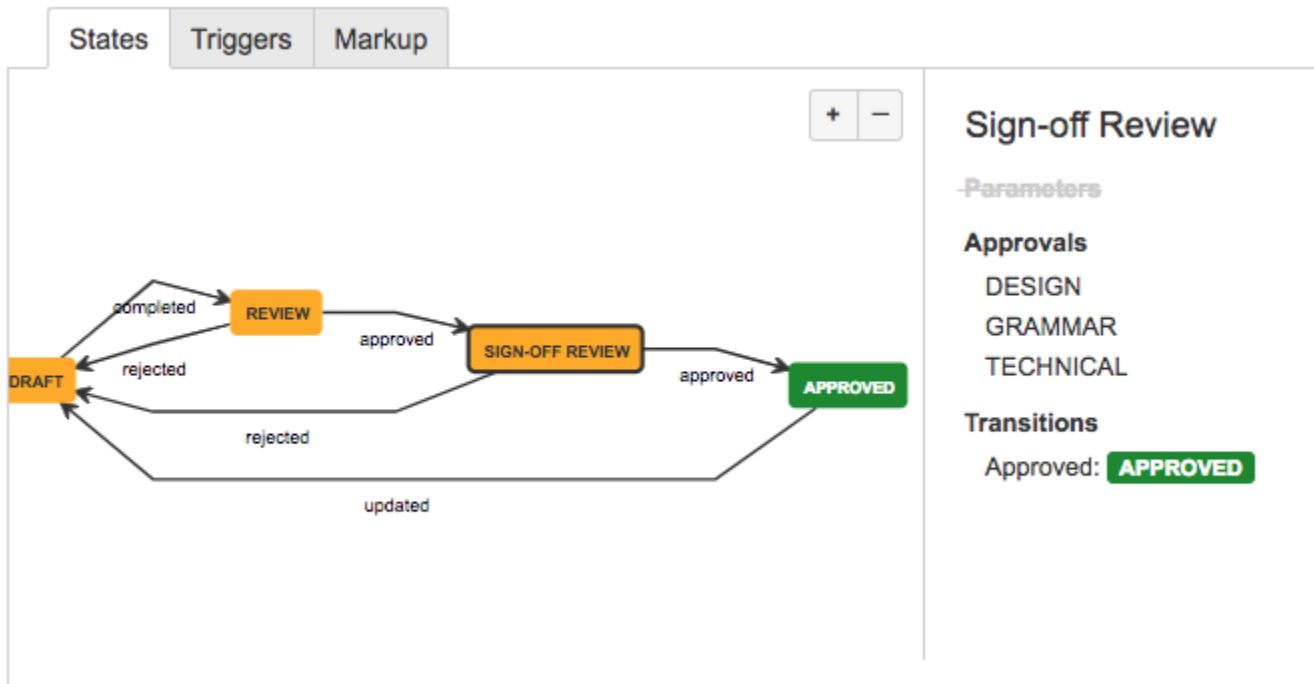
Trivial Workflow Creation

Everything you see above was achieved with this one simple script
[Authoring Guide](#) | [Macros](#) | [Examples](#)

```
{workflow:name=Feature Tour}
{state}
Draft|completed=Review|taskable=true|description=Complete tasks
to proceed}
  {task:Check links work|description=Documentation site was
updated, need to check links}
  {task:Caption screenshots|description=Ensure title and alt
text, add borders.}
{state}
{state:Review|approved=Sign-off Review|rejected=Draft}
  {approval:Technical Review|credentials=2|assignable=true}
{state}
{state:Sign-off Review|approved=Approved|rejected=Draft}
  {approval:Design|assignable=true|minimum=2}
  {approval:Grammar|assignable=true}
  {approval:Technical|assignable=true|minimum=3}
{state}
{state:Approved|final=true|updated=Draft|duedate=P6M}
{state}
{trigger:statechange|state=Review}
  {set-message:style=success|duration=PT1M}
  All tasks complete!
  Review in progress.
  {set-message}
{trigger}
{workflow}
```

Workflow Inspector

Examine your workflows with the interactive flowchart tool
[User Guide](#)



Publishing

Publish approved content to same space, separate space and even remote servers including Confluence Server, Data Center and Cloud
[Authoring Guide](#)



Full Audit Trail

Keep track of everything - including edits, comments, tasks and approvals
[Reporting Guide](#)

Pages / Robert Marshall's Home ← View Page ☆ Save for later ⋮

Basic approval

Display: ✎ Edits 💬 Comments ⚙ States ☑ Tasks Order by date: ↑ Newest [Export to CSV](#)


Jan 18, 2018	Actor	Type	Activity	Version
In progress	Robert Marshall	Comment	commented 7:49 AM Awaiting additional materials update.	
		Task	created task <i>Undertake grammar check</i> at 7:48 AM Undertake this once abstract complete	
	Robert Marshall	Task	created task <i>Add abstract</i> and assigned it to Robert Marshall at 7:38 AM	
	Robert Marshall	Edit	updated the page at 7:20 AM	
		Task	completed task <i>Create Content</i> at 7:15 AM done this	
	Robert Marshall	Task	created task <i>Create Content</i> and assigned it to Robert Marshall at 7:04 AM	
	Robert Marshall	Edit	updated the page at 6:51 AM	
		State	changed state to In progress at 6:50 AM	v1


Search Integration

Add filters for workflow states, approvals and more
[Reporting Guide](#) | [Developer Guide](#)


requires Confluence 5.9 or above

Workflow Approver ✕

 Dave Gee ✕

 Emma Rush ✕

Workflow Approval Assignee ✕

 Emmet Paris ✕

Workflow State ✕

Approved ✕



Workflow State Change ✕

Any date

Metadata

Set and edit metadata, [integrates](#) with third party apps
[User Guide](#) | [Authoring Guide](#) | [Space Admin Guide](#)

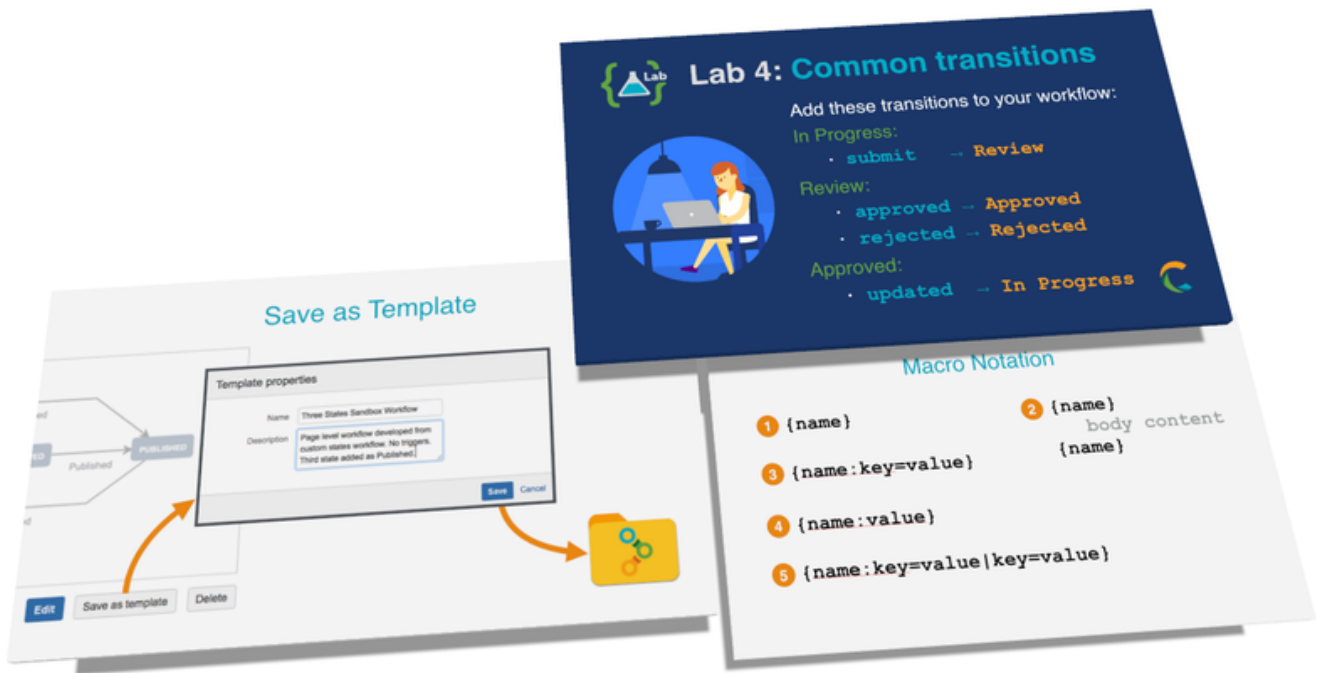
Workflow parameters

String field	<input style="width: 90%;" type="text" value="Sample text"/>
	<small>Example of a "string" field</small>
User field	 emmarush ▼
	<small>Example of a "user" field</small>
Group field	 confluence-users ▼
	<small>Example of a "group" field</small>
Duration field	<input style="width: 90%;" type="text" value="P1Y"/>
	<small>Example of a "duration" field</small>
List field	<input style="text-align: left; border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc;" type="text" value="First"/> ↕
	<small>Example of a "list" field</small>

Save
Cancel

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Themes, Document Exporters, Reporting, Metadata...
[Integration Guides](#) | [Developer Guides](#)



And so much more...

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