Feature Tour

*Transform the way you manage content*

Reviews / Approvals

Add content reviews to get sign-off from process stakeholders

User Guide | Authoring Guide

Assign Reviewers

Assign reviewers from a list, or let the team decide

User Guide | Authoring Guide
Verify Credentials

Optionally prompt reviewers to authenticate their identity

User Guide | Authoring Guide
Track Review Process
See at a glance who's Approved or Rejected
User Guide | Authoring Guide

Review Groups
Create layered reviews and dependencies between reviews
User Guide | Authoring Guide
Add Tasks

Automatically add assignable tasks via the workflow, or let users add their own

User Guide | Authoring Guide

Read Confirmation

Request read confirmation from users for published workflow content (or standalone content)

Automatically add users as readers via the workflow or let page editors add their own

User Guide | Authoring Guide
Set Deadlines
Add customisable deadlines to workflow states and tasks
User Guide | Authoring Guide

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 Page Simple Approval Workflow
 | label=featurepage}
  {description}
A Simple Approval Workflow, a page's state can be for 'In
Progress', 'Review', or 'Approved'.
Only 'Approved' pages are visible to Read-only users.
{description}
{state:In
Progress|submit=Review|taskable=true|colour=#ffab00}
  {task:name=Check feature definition|assignee=milo}
  {task:name=Update Milestones|assignee=suni|duedate=2020-
04-01 00:00}
  {task:name=Allocate team roles}
{state}
{state:Review|approved=Approved|colour=#ffab00}
  {approval:Technical Review|assignable=true|roles=true}
  {approval:Design Review|assignable=true}
  {approval:QA Review|user=&suni}
{state}
{state:Approved|final=true|updated=Review|expired=Review|duedate=P3M|cha
ngeduedate=true}
{state}
{read-ack:approverRequestOption=false|changeduedate=false}
{trigger:statechanged|state=Review}
  {set-message:style=success|duration=PT1M}
All tasks complete!
Review in progress.
{set-message}
{trigger}
{workflow}

Workflow Builder

Examine your workflows with the interactive flowchart tool and markup editor

User Guide

Publishing
Publish approved content to same space, separate space and even remote servers including Confluence Server, Data Center and Cloud

Full Audit Trail

Keep track of everything - including updates, read confirmation, versions, due dates and approvals using page activity report or the space document management report

Search Integration

Add filters for workflow states, approvals and more

Metadata
Set and edit metadata, integrates with third party apps

Online and Onsite Training
Learn how to get the most from the Comala Document Management app
Browse Courses

Third Party Integrations
Themes, Document Exporters, Reporting, Metadata...
Integration Guides | Developer Guides
And so much more...

Check out our online guides for more information