

Notifications

Overview

Workflows can utilise a wide array of notifications to keep content producers informed of progress.

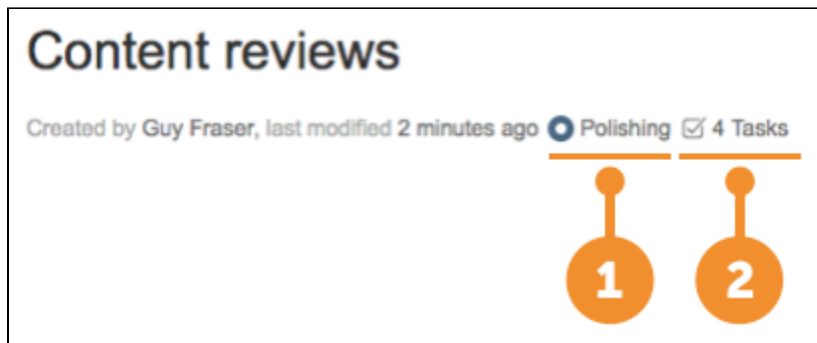
Workbox notifications

Confluence [workbox notifications](#) will be sent when:


- [Reviewers are assigned](#) to [Reviews](#)
- Tasks are [created](#), [edited](#) or [assigned](#)
- States or tasks reach their [Expiry Dates](#)

On-screen notifications


The [Workflow Status Bar](#) displays the current workflow state and the number of incomplete tasks below the page title.

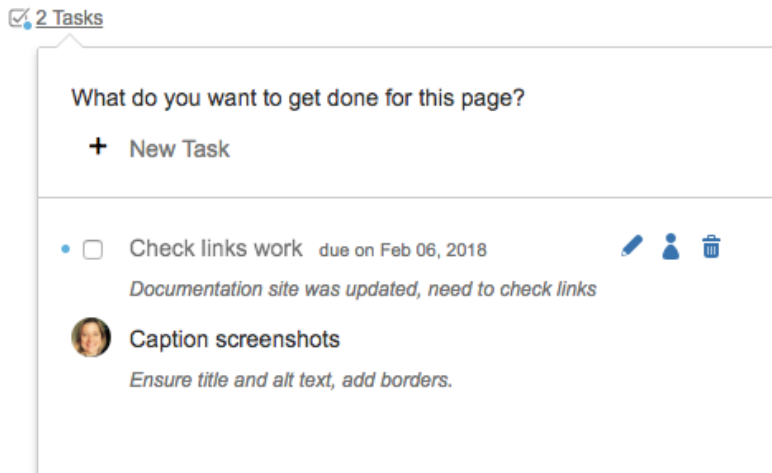


1. States

If the [Status Indicator Circles](#) is filled, , it means the user is assigned to a [Content review](#).

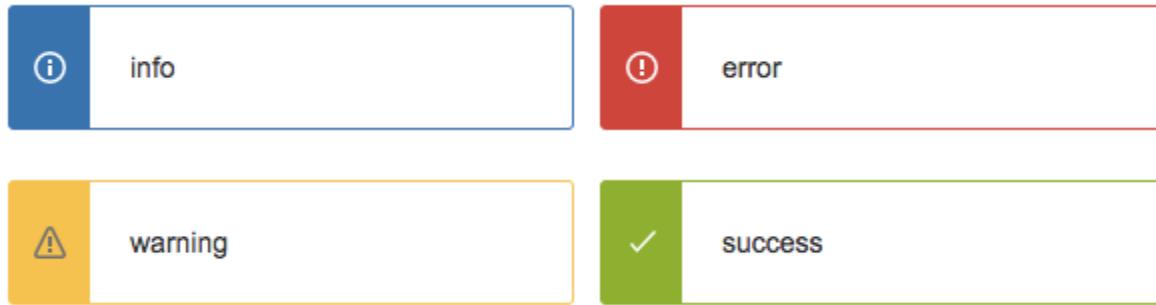
2. Tasks

A blue dot  indicates tasks which the user is assigned to.



Message banners

Message banners can be displayed during page creation (only in [Space Mode](#)) and when viewing a page.



For more information, see:

- [{workflow-instructions}](#)
- [{set-message}](#)

Headers and footers

Content, including [Report Macros](#) can be added to the page header and footer.

For more information, see:

- [{workflow}](#)
- [{pageheader}](#)
- [{pagefooter}](#)

Email notifications

By default, email notifications will be sent when:

- [Assigning reviewers to Reviews](#)
- Tasks are [created](#), [edited](#) or [assigned](#)
- States or tasks reach their [Expiry Dates](#)

In addition, [custom email notifications](#) can be sent in response to [Events](#).

For more information, see:

- [Notifications - Global](#)
- [Notifications - Space Tools](#)
- [{send-email}](#)

Comments

Page and blog post comments can be added by the workflow.

For more information, see:

- [{add-comment}](#)

Macros

- [add-comment macro](#) — Comment on a page or blog post
- [include-segment](#) — Insert wiki content in page header
- [pagefooter macro](#) — Add content to page footer
- [pageheader macro](#) — Add content to page header
- [pagestatus macro](#) — Display workflow state lozenge
- [send-email macro](#) — Send an email
- [set-message macro](#) — Add/remove a page message
- [workflow-instructions macro](#) — Add message to "create page/blog" screen

App configuration

Setting	Where	Notes
Approval – Assignee	<ul style="list-style-type: none"> • Notifications - Global • Notifications - Space Tools 	Should assigned reviewers receive notifications about review updates?
Email Any Address	<ul style="list-style-type: none"> • Configuration - Global 	Should the {send-email} macro be able to use email addresses that are not associated with registered users?
State Expired Notification	<ul style="list-style-type: none"> • Notifications - Global • Notifications - Space Tools 	Should page watchers receive notifications about state expiry?
Task – Assignee	<ul style="list-style-type: none"> • Notifications - Global • Notifications - Space Tools 	Should task assignees receive notifications for tasks they are assigned to?
Task – Page Watchers	<ul style="list-style-type: none"> • Notifications - Global • Notifications - Space Tools 	Should page watchers receive notifications about workflow tasks?
Workflow Activity and Drafts Visibility	<ul style="list-style-type: none"> • Configuration - Global • Configuration - Space Tools 	<p>Should View-only users be able to see workflow information?</p> <p>Note: Does not affect message banners unless their parameters state otherwise.</p>

See also

[Workflow Authoring Guide:](#)

- [Actions](#)
- [Event references](#)

[User Guide:](#)

- [Workflow Popup](#)
- [Content reviews](#)
- [Tasks Popup](#)

[Reporting Guide:](#)

- [Report on states](#)
- [Report on tasks](#)