

User Guide

Workflow Status Bar

- Status Indicator Circles
- Switch between draft and published

Workflow Popup

- Activity Report - Workflow Popup
- Content reviews
 - Assigning reviewers
 - Credentials prompt
 - Review groups
- Progress tracker
- Select a state
- State expiry date
- Workflow setup

Tasks Popup

- Create a task
- Assign a task
- Edit a task
- Task expiry date
- Complete a task
- Delete a task

Page Tools Menu

- Add Task - Page Tools
- Add Workflow - Page Tools
 - Custom states workflow
- Edit Workflow - Page Tools
- Export to Word and PDF - Page Tools
- Page Activity - Page Tools

Workflow inspector

- Save as template

Read Confirmation



Audience

This guide is aimed at end-users, content authors and content reviewers.

Related guides



