

Page vs. Space Mode

Overview

At Space level, Comala Document Management can operate in one of two modes: Page Mode or Space mode.

What is Page Mode?

In page mode, workflows are applied on a page-by-page basis, so each page has its own workflow. This is useful for development, testing and training, but difficult to manage!

- end-users choose which workflow to apply to an individual page or blog post
- workflow template selected by the user is cloned to a page, the original template is not affected
- user changes to the workflow added to a page only affect the page it's used on
- the updated workflow can be saved as a new space or global workflow template (if the user has edit permissions)

How do I enable page mode?

If enabled, a user can add a workflow to an individual page.

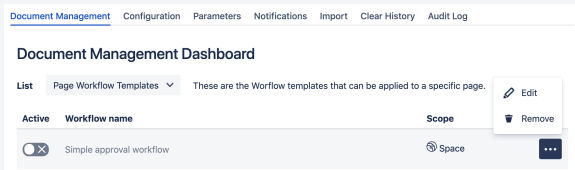
- page workflows for content in the space must be enabled by Confluence Global administrators.
- the individual user will need edit permission for the page to add a page workflow.

The **Add Workflow** option will only be enabled in the page action menu if there are no active workflows on the page.

Page workflow templates

Space admins can limit the workflow templates that be used in a space by

- accessing the [Document Management](#) tab in space tools.
- choosing the **List** drop-down **Page Workflow Templates** option.



The listed [page workflow templates](#) are either:

- global scope workflows that are workflows that have been enabled in the Document Management global workflows dashboard by a global administrator.
- space scope workflows that have been added by a space administrator.

Space admins can:

- make any space scope or global scope page workflow template active or inactive in the space.
- remove a space scope page workflow page template from the space.

Note that page workflow templates will be listed even if the space has been globally configured to restrict the use of page mode.

Even if all page workflow templates are removed or inactive in a space, users can still add a workflow with custom states as a page workflow.

What is Space Mode?

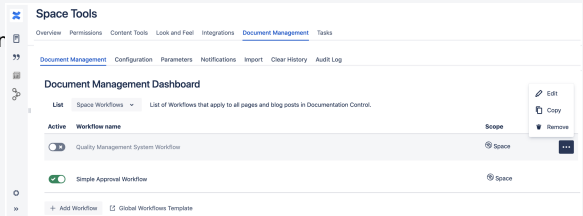
In space mode, workflows are applied to content in a space (optionally

- **Workflows are applied automatically on page creation**
- Space admin chooses which templates to apply to the space (if the user has edit permissions)
 - Changes to the template affect all content using that template

How do I enable Space Mode?

You'll need [space admin](#) privileges.

Global administrators can enable templates to the [Document Management](#) tab ("Document Management") in the [Space Tools](#) menu.



Only one workflow can be applied to content at any one time. Making a wo

- the active workflow placed highest in the dashboard will be the workflow applied
- content labels can be used to filter the application of a space workflow
- space scope workflows can be edited, copied or removed using the ellipsis menu

If a workflow is added to the dashboard with a global scope:

- it remains linked to the global template.
- any changes to the global workflow template will be implemented in the space.
- this global template is automatically active and will override all other active workflows
- it can only be edited at the global level.
- it cannot be deactivated. It must be removed from the space.

Where do I manage templates?

Both Space and Global scoped templates can be used:

- [Document Management - Space Tools](#)
- [Workflows - Global](#)

Templates can also be imported:

- [Import - Space Tools](#)
- [Import - Global](#)

App configuration

Setting	Where	Notes
Space Workflows	Configuration - Global	Confluence Admins can limit

Add workflow

Installed Workflow Templates [+ Create Workflow](#)

Add a workflow to this page and manage its content lifecycle.

Workflow with custom states
A workflow with the states you want to start with. You will be able to make further changes later.

In Progress Approved

See what else you can do with Conia Document Management!

Where do I manage page workflow templates?

On pages or blog posts:

- [Add Workflow - Page Tools](#)
- [Edit Workflow - Page Tools](#)

There's also a repository of templates in Space Tools:

- [Page Workflows - Space Tools](#)

App configuration

Setting	Where	Notes
Page Workflows	Configuration - Global	Confluence Admins can limit which spaces are allowed to use Page Mode.

Workflow management overview

