

User Guide

Workflow Status Bar

- Status Indicator Circles
- Switch between draft and published

Workflow Popup

- Activity Report - Workflow Popup
- Content reviews
 - Assigning reviewers
 - Assigning roles to reviewers
 - Credentials prompt
 - Review groups
- Progress tracker
- Select a state
- Require parameters
- 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 Builder

Read Confirmation

- Standalone Read Confirmation — Standalone read confirmation
- Workflow Read Confirmation
- Workflow Read Confirmation Configuration
- Request a Read Confirmation
- Read Confirmation Popup
 - Read confirmation popup menu
 - Editing Readers
 - Read confirmation due date
 - Read confirmation status
- User Read Assignments

E-Signature

- Authentication apps
- Using an approval signing token to undertake a review

Remote Publishing App



Audience

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

Related guides



