

Document Report - Space Sidebar

Overview

The **Document Report** lists all content/pages in the space that have a workflow applied.

By default, for each page and blog post listed the current workflow state is shown and if applicable, the [expiry date](#) of that state.

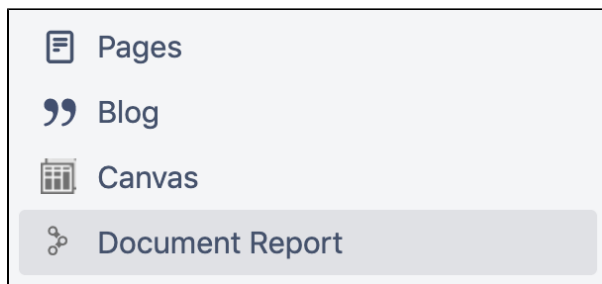
Permissions

By default, this report is only available to users who can [Add content](#) (pages or blog posts) to the space.

Admins can make it available to everyone by changing the [Workflow Activity and Drafts Visibility](#) global setting.

Viewing the report

Choose the **Document Report** option in the space sidebar.



Here is an example of what the report will look like.

Title	Updated by	Updated	State	Due date	Approved version
Mecurial Air Initialisation	admin	Jan 02, 2020	Approved		v5
Mecurial Project Design	Elle Brakus	Jan 02, 2020	Published		v4
Mecurial Air Project	Milo Towne	Jan 02, 2020	Published		v11
Mecurial Air Transition	Suni Conn	about an hour ago	Published		v5

Space, Confluence and System admins can click the ellipsis at the top right of the report to access the [Workflows Dashboard](#) screen.

Filtering

You can filter the report content by workflow and state.

Workflow: Any ▾ State: Published ▾ Settings ▾

Title ▾	Updated by	State ▾	Due date ▾	Approved version	Read Confirmation ▾
Mecurial Project Des	Elle Brakus	Published		v4	CONFIRMED
Mecurial Air Project	Milo Towne	Published		v11	PENDING
Mecurial Air Transiti	Suni Conn	Published		v5	PENDING

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i You can only filter the report by the space workflow name not a page workflow name.

Columns Settings

You can select the columns to display by clicking the **Settings** drop down menu.

Settings ▾

DISPLAYING COLUMNS

- Title
- Updated by
- Updated
- State
- Due date
- Approved version

AVAILABLE COLUMNS









- Read Confirmation

Check the required columns for display in the report. Uncheck any columns not required.

You can re-order the columns, by dragging them to the desired location in the **Settings** drop down list:

Document Management Report

Workflow: Any ▾ State: Any ▾ Settings ▾

Approved version	Title	Read Confirmation	Updated by	State	Due date	Approvals
v5	 Mecurial Air Initialisation	CONFIRMED	 admin	Approved		 PU
v4	 Mecurial Project Design	CONFIRMED	 Elle Brakus	Published		
v11	 Mecurial Air Project	PENDING	 Milo Towne	Published		
v5	 Mecurial Air Transition	PENDING	 Suni Conn	Published		

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See also

- [Report on states](#)