

Workflow Status Bar

Overview

When a workflow is applied to a page or blog post, the workflow status bar will be added below the page/blog heading:

Project Tracker

Created by admin, last modified on Jan 27, 2020



1. Workflow state

The name of the current workflow state is shown next to a colored [status indicator circle](#). If the circle is filled, it means you are assigned to a [content review](#).

You can choose the **State** link to open the [workflow popup](#):

The popup shows the current state 'Review' with a filled orange circle. The main title is 'Technical Review'. Below the title is an 'Add comment' text input field. There are three buttons: 'Approve' (with a checkmark icon), 'Reject' (with an 'x' icon), and 'Add reviewer' (with a plus icon). At the bottom, there is a progress bar with a blue segment on the left and a green segment on the right. Below the bar, it says 'Next: Approved' and 'Final: Approved', both with filled green circles.

2. Workflow tasks

If a workflow has outstanding tasks, you'll see a **Tasks** link, and the number of remaining tasks, next to the current workflow state.

Choose the **Tasks** link to open the [tasks popup](#):

3 Tasks

What do you want to get done for this page?

+ New Task

- Update Milestones due on Apr 01, 2020   
Review and amend milestones in line with current team dashboard
-  Check feature definition
Review against project MVP features
- Allocate team roles
Add lead project roles and user team roles

If you see a **blue dot** on the tasks icon, it means you are **assigned** to one or more of the tasks. The blue dot will also appear next to your assigned tasks in the tasks popup.

Tasks can be added automatically by the workflow on the transition into a state and (if enabled) manually by users:

- mouse-over each task to manually edit, assign or delete the task.
- to mark a task as completed, tick the checkbox for a task and select the displayed **Complete** button.

When all **tasks are complete**, the link will show **No Tasks**, or simply disappear.

3. Workflow with published content in the final state

If the workflow has a **final (published) state** and the content has previously been published:

- the status bar in a draft state will include a link to the published content in the published (final) state.
- the status bar in the published state will include a link to the current draft state content if the content is being edited (or awaiting review).

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Created by admin, last modified less than a minute ago  Published  1 Task (view "In Progress")

See also

User Guide:

- [Add Task - Page Tools](#)

Reporting Guide:

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

Workflow Authoring Guide:

- [States](#)
- [Tasks](#)

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