

Edit the workflow using workflow builder

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Edit the workflow using workflow builder

You can use workflow builder to:

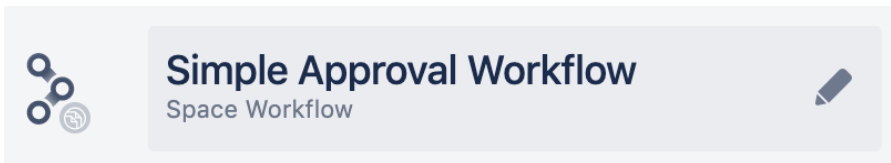
- edit the workflow name and description.
- disable/enable [read confirmation for the final state](#).
- add parameters and their values.
- add [workflow triggers](#) using markup. (These are logged as **Rules** in workflow builder).
- configure the display of the progress tracker bar in the workflow popup.
- add a content label filter to control the application of a space workflow to specific content.
- set the type of content to add and apply the workflow (pages, blog posts or both).

Using Workflow Builder

- [Access workflow builder](#)
- [Workflow panel in workflow builder](#)
- [Edit the workflow using workflow builder](#)
- [Edit page layout using workflow builder](#)
- [Edit workflow parameters using workflow builder](#)
- [Enable and edit read confirmation using workflow builder](#)
- [Edit states using workflow builder](#)
- [Markup editor in workflow builder](#)
- [Save as template](#)

Workflow editor

Choose the workflow name in the [workflow panel](#) to edit the workflow (or select the **Workflow** lozenge in the Navigator panel).



Use the workflow editor to amend/add the

- workflow name (required)
- workflow description (optional)
- the label filter for the application of the workflow based on the content labels (optional)



Edit Workflow

Edit details from Workflow *Simple Approval Workflow*



Name *

Simple Approval Workflow

Description

A Simple Approval Workflow, a page's state can be for 'Review', 'Approved' or 'Rejected'. Only 'Approved' pages are visible to Read-only users.

Labels

Content labels

Invert labels

Filter the content on which the workflow should be applied based on its labels.

> **ADVANCED**

Apply

Cancel

The **Advanced** menu allows you to further configure the workflow.

- use **Sticky labels** to set one or more labels that only admin users can remove from the page

Sticky Labels

simple × |

Only the admins will be able to remove them from the content.

- set the type of content the workflow will be applied to (pages, blog posts or both)

Content Types

Pages

Blog Posts

Which types of content should the workflow be applied to

A workflow is added and applied by default to both pages and blog posts.

Note that workflow builder will not allow both these checkboxes to be unchecked at the same time. If only one content type option is checked and you wish to change the content type the workflow is applied to, simply check the desired content type before unchecking the one that is not required.

- enabling/disabling the display of the progress tracker in the workflow popup on the content

Options

- Display Progress Tracker
- Update `{status}` macro when the workflow state changes

You can also check **Update `{status}` macro** to allow the workflow to update the Comala Page Status macro (if added to the page).

Add a trigger to a workflow using workflow editor

The **Advanced** menu also allows you to add the markup for triggers.

▼ ADVANCED


Triggers

```
1 {trigger:statechanged|state=Approved}
2   {set-message}
3   Published Page
4   {set-message}
5 {trigger}
6
```

Apply

Cancel

Any [triggers](#) added to a workflow are displayed as **Rules** for the workflow.



Simple Approval Workflow

Space Workflow

A Simple Approval Workflow, a page's state can be for 'Review', 'Approved' or 'Rejected'. Only 'Approved' pages are visible to Read-only users.

- ☰ Page Layout
- @ Parameters [+ add](#)
- ↻ Rules 1
- ✔ Read Confirmation

Workflow builder will display the context of each **Rule** added.



Rules can only be amended by editing the [trigger markup](#).

The workflow [states can be edited](#) by choosing an individual state in the [workflow panel](#).

See also

User Guide:

- [Access workflow builder](#)
- [49373050](#)
- [Edit states using workflow builder](#)
- [Markup editor in workflow builder](#)
- [Save as template](#)

Workflow Authoring Guide:

- [Getting Started](#)
- [Concepts](#)
- [Macros](#)
- [Using Workflow Builder](#)

Administration Guides:

- [Page vs. Space Mode](#)