

Document Management - Space Tools

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Overview

This screen allows [space admins](#) to choose whether the space runs in [space mode](#) or [page mode](#), and, if running in [space mode](#), which workflows to apply to all content in the space.

Space Tools

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Document Management Dashboard

Documentation · Support

List [Space Workflows](#) List of Workflows that apply to all pages and blog posts in Documentation Management.

Active Workflow name Scope

Quality Management System Workflow Space

Simple Approval Workflow Space

[+ Add Workflow](#) [Global Workflows Template](#)

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If there is one or more workflows listed on the "Workflows Dashboard", the space is running in [Space Mode](#), otherwise it's running in [Page Mode](#). You can view templates for [Page Mode](#) by clicking the [Page Workflows](#) link on the Workflows Dashboard screen.

In [space mode](#):

- Enabled workflows (green) are **automatically applied** to all content in the space
- If a workflow has filters ([content](#) and/or [label](#) parameters on the [{workflow} macro](#)), it will only be applied to content matching those filters
- Workflows are applied in the order in which they appear on the list
- Once a workflow has been applied to a piece of content, no other workflows will be considered for that piece of content

Add existing workflows

Click the "+ Add Workflow" button and choose from the available list of workflows.

The available workflows include those defined in [Workflows - Global](#), and also any from [Import - Space Tools](#).

Create a new workflow

There are two ways to create a workflow in the Workflows Dashboard:

1. Click the "+ Add Workflow" button, then choose "Create your own workflow"
2. From the Actions menu of an existing workflow in the workflow table, click "Copy"

Workflows table

A mockup of the table is shown below, with some details about the various elements:

Name		Scope	Actions
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<p>› Name of a Space scope workflow </p> <p>Clicking on the › or name to toggle description macro.</p> <p>Space scope only: Hover over name to show (edit workflow).</p>		Space	View ▾
<p>› Workflow with a label</p> <p>This workflow specifies a label – it will only apply to content with that label.</p>	PUBLISHED	Space	View ▾
<p>› Global scope workflow</p> <p>You can use workflows defined at the global level.</p> <p>If you want to edit a Global workflow, you must make a copy of it and edit that.</p>		Global	View ▾

See available [Page Workflows](#) | [Workflows - Global](#) Global link only shown if you are a Confluence Admin

View button / Actions menu

Flowchart Menu with more options

Option	What it does	As seen on...
View	Displays a flowchart of the workflow	All workflows
Edit	Opens the workflow editor. See: Workflow Authoring Guide	Space scoped workflows
Activate	Enables a previously disabled workflow.	Deactivated Space scope workflows
Disable	Disables a currently active workflow.	Active Space scoped workflows
Initialize States	Allows you to force content using the workflow in to a specific state. Learn More ›	Any active workflow
Copy	Creates a disabled Space scoped copy of the workflow	All workflows
Remove	Removes the workflow from the list (sometimes causing it to be deleted)	All workflows

Remove Warning

If you add a workflow to this screen by copying an existing workflow, or creating a new workflow, then removing it will actually delete it (because it only exists on the Document Management Dashboard).

You'll get a warning like this:

