

Workflows - Global

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Overview

This screen allows [Confluence Administrators](#) to manage Comala Document Management workflow templates available in the instance.

Global Workflow Templates

You can define Workflow Templates - templates for sequences of states, approvals, tasks and custom triggers - that can be linked directly to other spaces or copied and used as a starting point by a space administrator.

There are **34 pages** with active workflows across **4 spaces**.

Active	Workflow name	Space Categories	Linked
<input checked="" type="checkbox"/>	Simple approval workflow	None	
<input checked="" type="checkbox"/>	Content Review Workflow	None	 Edit
<input checked="" type="checkbox"/>	Content Expiry Workflow	None	 Copy
<input checked="" type="checkbox"/>	Quality Management System Workflow	None	 Remove
<input checked="" type="checkbox"/>			 Link workflow...

[+ Create Workflow](#)

Workflow dashboard table

The global workflow templates table lists all of the workflow templates added to the instance.

These can be made active or disabled for the instance by the Confluence Admin.

Active and disabled global workflow templates

Active	Enabled/Disabled	Notes
	Green tick - workflow template is enabled.	A workflow template enabled in the global workflow templates dashboard: <ul style="list-style-type: none">will be listed on the page workflow templates dashboard.will be available to add to the space workflows document management dashboard as a global scope workflow or a space scope workflow.
	Grey cross - workflow template is disabled.	A workflow template disabled in the global workflow templates dashboard: <ul style="list-style-type: none">will NOT be listed on the page workflow templates dashboard.will NOT be available to add to the space workflows document management dashboard in any space.

Disabling a workflow in the global workflow templates dashboard will not disable the linked global scope workflow in a space.

Deleting a workflow in the global workflow templates dashboard

- will remove the linked (global scope) workflow in a space
- will **NOT delete** any copy (space scope) of the workflow in a space

Workflow content label

If a workflow is labeled (see `label` parameter on `{workflow}` macro), a label lozenge will be shown after the workflow title.

Active	Workflow name	Space Categories	Linked
<input checked="" type="checkbox"/>	Content Expiry Workflow publishing	None	AF ...

The label will filter the application of the workflow to content with the label.

Spaces linked to the global workflow template

The **Linked** column provides details of how many spaces are using the workflow.

If a single space is using the workflow (global scope in the space workflows document management dashboard) the space key will be displayed as a hyperlink to the space workflows dashboard in the space using the workflow.

Active	Workflow name	Space Categories	Linked
<input checked="" type="checkbox"/>	Content Expiry Workflow publishing	None	AF
<input checked="" type="checkbox"/>	Global team approval workflow	project	2 Spaces

If there is more than one linked space, choose the number shown to display a list of the associated spaces.

Spaces linked to: Global team approval workflow



AF

DM

Linked spaces can be:

- where a global workflow template has been added as a global scope workflow.
- where a global workflow template is linked to the space category.

Space Categories

The **Space Categories** column allows you to link a workflow to one or more space categories.

When creating a new space, workflows can be added to a space based on the space category. When a new space is created with a category you still must use the [link feature](#) to link the workflow to the space category.

Active	Workflow name	Space Categories	Linked
<input checked="" type="checkbox"/>	Global team approval workflow	project 	2 Spaces 

Workflows can be [linked to existing spaces using space categories](#) by:

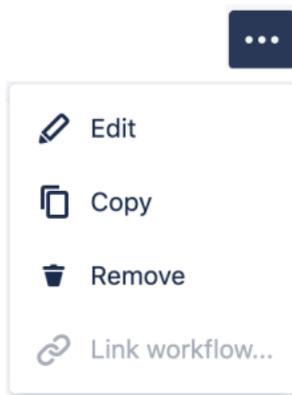
- adding one or more space categories to the workflow list entry in the global workflow templates dashboard.
- choosing **Link workflow...** in the action menu to [link the workflow to the space category](#)

Link workflow... is only active if the global workflow template has a space category added.

A global workflow template can be linked to more than one space category.

Actions menu

The **Actions** column provides options for interacting with the workflow itself.



- **Edit** allows editing of the workflow and opens workflow builder and the markup editor (for help with editing workflows, see [Workflow Authoring Guide](#)).
- **Copy** makes a new, deactivated copy of the workflow.
- **Remove** deletes the global workflow, also deleting it from any **Linked** spaces.
- **Link workflow...** links the workflow to space categories. Only active if **Space Categories** has at least one space category added. Any linked spaces will be displayed in the **Link** column.

Create a new workflow

The **+ Create Workflow** button allows you to create a completely new workflow from scratch using the workflow builder or the markup editor.

Note: A flowchart of the workflow hierarchy can be found on the main page of the [Administration Guides](#).

See also

[Administration Guides](#):

- [Document Management - Space Tools](#)
- [Space category workflows](#)
- [Page Workflows - Space Tools](#)
- [Page vs. Space Mode](#)

[Workflow Authoring Guide](#):

- [Getting Started](#)
- [Concepts](#)