# Configuration - Global

Screen Location: Confluence Administration  Workflows section  Configuration

## Overview

This screen is used to set Global configuration options.

## Configuration

Configuration

Configuration for workflow User Interface and Task behaviour.

✎ Edit

| | |
|---|---|
| Workflow Activity and Drafts Visibility | **Space Administrators and Page Editors** |
| Default Tasks Mode | **Lenient** |
| State's Task Behaviour | **If the page state changes, open tasks will be moved to new state** |
| Default Approval Workflow | **Simple approval workflow** |
| Approval Comment | **Optional** |
| | Require comment on Approval or Rejections. |
| Page Update Reset Approval | **Reset** |
| Published View Macro Transform | **Enabled** |
| | Changes the include and excerpt-include macros to render the workflow approved version of the referenced page. |
| Send Usage Statistics | ☑ |

Note: Some of these settings can be overridden at Space Level, on a space-by-space basis – see: Configuration - Space Tools

| Setting | Options | Notes |
|---|---|---|
| **Workflow Activity and Drafts Visibility**<br><br>Who can see workflow activity and unpublished drafts?<br><br>See also:<br><br>• Publishing<br>• Status Indicator Circles | **Space Administrators and Page Editors** | **Recommended for most use cases.**<br><br>Unpublished drafts and activity reports will not be visible to users who would otherwise normally be able to view the content. |
| | **Anybody** | Anyone who could normally view the content will be able to view drafts and activity reports. They will also be able to take part in Content reviews (v4.6+). |
| **Default Tasks Mode**<br><br>Who can complete tasks?<br><br>See also:<br><br>• Tasks | **Strict** | Only the task assignee or task creator. |
| | **Lenient** | **Recommended for most use cases.**<br><br>Any user who can edit the page/blog. |
| **State's Task Behaviour**<br><br>What happens to incomplete tasks from the current state if the workflow transitions to a new state? | **If the page state changes, open tasks will be closed** | Incomplete tasks will be closed. |

| See also: • Tasks | If the page state changes, open tasks will be moved to new state | **Recommended for most use cases.** Incomplete tasks will be copied to the new workflow state. |
|---|---|---|
| **Default Approval Workflow** | *List of workflows* | This option has been removed from versions 5+. *Prior to version 5, when clicking the workflows button on a page without a workflow, there was an option to add an "approval", which added whatever global workflow set as the default approval workflow to the page.* |
| **Approval Comment** Mandate reviewer comment when Approving or Rejecting content? See also: • Reviews | Optional | **Recommended for most use cases.** Comment is optional. |
| | Required | A comment must be added during content reviews. |
| **Page Update Reset Approval** If an approval (content review) is in progress, what effect does editing the content have? See also: • Reviews | Reset | Any existing Approve/Reject decisions will be reset. |
| | Ignore | Existing Approve/Reject decisions will be retained. |
| **Published View Macro Transform** Which version of content should the `{include}` and `{excerpt-include}` macros show? See also: • Same-space publishing | Enabled | **Recommended in most use cases.** Use published version if available, otherwise use latest version regardless of workflow state. |
| | Disabled | Show latest version, regardless of workflow state. |
| **User Onboarding** | *Checkbox* | When enabled introductory information and tips will be shown to new users: User Onboarding |
| **Send Usage Statistics** | *Checkbox* | When enabled, anonymous usage statistics will be sent to Comalatech to help improve the product. |

## Security

Security
Configure in which spaces page workflows can be defined. Spaces are indicated as a comma separated list of space keys. You can also define what users can import workflows.

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Space Workflows    **can be defined in any space**

Page Workflows    **can be defined in any space**

Workflow Importer Group    **confluence-users**

(Only members of this group can import workflows into spaces)

Email Any Address    **Disabled**

Allow the send email workflow macro to send to any email address, if disabled it will only be able to send emails to registered users.

| Setting | Options | Notes |
|---|---|---|

| **Space Workflows**<br><br>Which spaces can use [Space Mode](#)? | *List of spacekey* | A list of comma-separated space keys<br><br>Leave empty for no spaces, or specify `ANY` to indicate all spaces |
|---|---|---|
| **Page Workflows**<br><br>Which spaces can use [Page Mode](#)? | *List of spacekey* | A list of comma-separated space keys<br><br>Leave empty for no spaces, or specify `ANY` to indicate all spaces |
| **Workflow Importer Group**<br><br>Space admins in the specified group are allowed to import workflows.<br><br>See also:<br><br>• [Import - Global](#)<br>• [Import - Space Tools](#)<br>• [Workflows Exchange](#) | *User group* | Set as confluence-users to allow all space admins to import workflows.<br><br>Note: After a workflow is imported, it can be used just like any other workflow; the restriction only applies to the action of importing, not subsequent use.<br><br>⚠ Make sure you enter a valid user group name. |
| **Email Any Address**<br><br>Which email addresses can be used in the `{send-email}` [macro](#)?<br><br>See also:<br><br>• [Notifications - Global](#)<br>• [Notifications - Space Tools](#) | **Disabled** | **Recommended in most use cases.**<br><br>Only email addresses associated with a registered user account |
| | **Enable** | Any email address can be used |

## Loop Watchdog

These settings are used to detect infinite loops and terminate any offending workflows. It's recommended to leave the default values.



Loop Watchdog
Configure the parameters for the loop detection watchdog. The workflow engine will disable the workflow after the maximum events is reached in the given threshold time on a page by a single user.

Maximum Events    **20**

Time Threshold (seconds)    **20**

Likely causes of infinite loops include:

• cyclic or recursive use of the **{set-state}** macro
• cyclic use of the `duedate` parameter on the **{state}** macro.

| Setting | Options | Notes |
|---|---|---|
| **Maximum Events**<br><br>If this amount of events is exceeded on a single page by a single user, the threshold timer will start (see below). | *Number* | Default: `20` |
| **Time Threshold (seconds)**<br><br>If Maximum Events is exceeded for this amount of time, it will be treated as an infinite loop and the process will be terminatd. | *Number* | Default: `20` |