

Report on states

These are the ways you can keep track of workflow states...

At a glance

On the content, the current state is shown in the [workflow status bar](#)

Document Project

Created by admin, last modified just a moment ago Polishing 3 Tasks

A [filled circle](#) means you as the current user, are assigned to a [content review](#) in that state.

Document Project

Created by admin, last modified 6 minutes ago, pending approval — Review 3 Tasks

- the default color for each workflow status indicator circle is blue. This indicates that there is no workflow restriction for view only users
- the colored state indicator circle will be green if the current state has been defined as the [final state](#) in the workflow
- with a [final state](#) in the workflow, the indicator circles for all other states in the workflow are colored orange and considered as workflow draft states (unless a custom state color has been added)

In detail

Learn more about the current state in the [workflow popup](#)

Review (view "**Approved**")

Technical Review

...

Approve Reject + Add reviewer

Next: Approved Final: Approved

In context for the page

See state transitions in context of other actions in the [Activity Report - Content](#)

Filter by:		States	Edits	Tasks	Comments	Order by date:	Oldest	Export to CSV
Feb 22, 2021	Actor	Type	Activity	Version				
Review	Suni Conn	State	changed state to Review at 12:51 PM	v18				
Approved	Suni Conn	State	changed state to Approved at 12:51 PM	v18				
Review	Suni Conn	State	gave <i>Technical Review</i> approval at 12:51 PM					
		Task	completed task <i>Update UI Screenshots for v3.1.2</i> at 12:51 PM					
		Task	created task <i>Update UI Screenshots for v3.1.2</i> at 12:50 PM					
		State	changed state to Review at 12:50 PM	v18				
Polishing	Suni Conn	Task	created task <i>Update UI Screenshots for v3.1.2</i> at 12:42 PM					
		State	changed state to Polishing at 12:41 PM	v18				
Approved	admin	State	changed state to Approved at 12:41 PM	v18				
Review	admin	State	gave <i>Technical Review</i> approval at 12:41 PM					
	Elle Brakus	State	gave <i>Technical Review</i> approval at 12:40 PM					
		State	gave <i>Technical Review</i> rejection at 12:40 PM					

In context, document actions for the current user

See current pending document actions for tasks and approvals in the instance for the current user in the [My Comala Document Documents Action Report](#) in the user profile

People

Suni Conn

Profile
Tasks
Saved for later
Watches
Drafts
Network
Settings
Read Assignments
Document Actions
Signing Token

My Comala Document Management Actions

Type ▾

Action	Appears on	Due date
<input checked="" type="checkbox"/> Check current legal update online streams	Policy and Practice (Documentation Space)	5 days
<input checked="" type="checkbox"/> Review this page	Agile Project Management Policy (Documentation Management)	
<input checked="" type="checkbox"/> Technical	MSR Review (Documentation Management)	
<input checked="" type="checkbox"/> Team Leader Approval	Requirements Edit (Release and Deploy)	
<input checked="" type="checkbox"/> Add MVP v1 features suni	Feature Specification (GMT)	
<input checked="" type="checkbox"/> Review this page	Dynamic Air Project Outcomes (Documentation Management)	

In summary

Get a summary of workflow states for all content in a space using the [Document Management Report](#)

Document Management Report

Workflow: Any State: Any Settings

Title	Updated by	State	Changed By	Approvals	Read Confirmation
Dynamic Air Project Specification	admin	Approved	admin		PENDING
Mecurial Air Transition	admin	In Approval	Matilde Sipes		PENDING
Agile Project Management Policy	Matilde Sipes	Review	Matilde Sipes		PENDING
Dynamic Air Project Outcomes	Elle Brakus	Review	Elle Brakus		OVERDUE
Content Production Process	Elle Brakus	Approved	Matilde Sipes		

With macros

Add your own reports:

- [Page Status Macro](#)
- [Page Activity Macro](#)
- [Workflow Report Macro - States](#)
- [Workflow Report Macro - Stats](#)
- [Confluence Chart macro](#)

With search filters

Use workflow filters in Confluence search:

- [Confluence Search](#)
- [Content by Label macro](#)
- [Page Properties Report macro](#)

Requires **Confluence 5.8 or above**.