

# Workflow Report Macro - Approvals

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## Overview

The **approvals** report is used to display lists of content review information. It's great for keeping track of the content reviews taking place across multiple spaces.


## Permissions

By default, this report is only available to users who can [Add content](#) (pages or blog posts) to the space.

Admins can make it available to everyone by changing the [Workflow Activity and Drafts Visibility](#) setting.

## Adding the report

To add the report to a page

- In the page editor, choose **Insert**  **Other Macros Reporting Workflow Report**
- Set the **Type** setting to **approvals**
- Choose **Insert**

Here's how the macro looks on your page:

View: [Pending](#) | [Approved](#) | [Rejected](#)  
Approvals: [Review this page](#)

| Title  | Last Updated By | Updated            | State  | Status  |  |
|--|-----------------|--------------------|--|---|--|
| <a href="#">Project Planning Milestons</a>             | Adam Samuels    | May 06, 2020 10:46 |  Review   |   | Waiting for approval   |
| <a href="#">Project Dashboard</a>                      | Adam Samuels    | May 06, 2020 10:44 |  Review   |  (v.3)     | Requires approval from <a href="#">Adam Samuels</a>            |
| <a href="#">Mercurial Air Critical Design Features</a> | Adam Samuels    | Jan 22, 2020 12:30 |  Approved |  (Current) | Approved by <a href="#">Adam Samuels</a> on May 06, 2020 10:47 |
| <a href="#">Mercurial Project Specification</a>        | Adam Samuels    | Jan 22, 2020 08:08 |  Rejected |  (Current) | Approved by <a href="#">Adam Samuels</a> on Jan 22, 2020 08:08 |
| <a href="#">Mercurial Air Project Product Releases</a> | Adam Samuels    | Jan 22, 2020 07:10 |  Rejected |   | Waiting for approval   |
| <a href="#">Mercurial MVP</a>                          | Matilde Spies   | Jan 22, 2020 04:39 |  Rejected |  (Current) | Approved by <a href="#">Adam Samuels</a> on Jan 22, 2020 07:13 |






## Filters

Filters can be applied to the report by a user on the page.

| Filter           | Description                                  |
|------------------|--|
| <b>View</b>      | View Pending, Approved or Rejected approvals |
| <b>Approvals</b> | Which approval (name) to filter by           |

## Report Columns

| Report Column | Description |
|---------------|-------------|
| Title         | Page title  |

|                 |   |
|-----------------|---|
| Last updated by | User who last modified the page   |
| Updated         | Timestamp of page modification  |
| State           | Workflow state page is currently in   |
| Status          | <p>Displays one or more approval status icon(s) for approvals <i>in the current state</i> for each page and a hyperlink to the content version at the time when the approval became active.</p> <p>This is <b>only shown</b> when a named approval is selected in the filter options above the report header. Details for the status will also be displayed in the last (No name) column of the report.</p> <p><b>Status icon</b></p> <p>Choose the <b>Pending</b> filter along with the named <b>Approvals</b> filter</p> <ul style="list-style-type: none"> <li>active pending approval are displayed with a  (tick in circle)</li> </ul> <p>The active pending status icon will also include</p> <ul style="list-style-type: none"> <li>last approval decision  (star) is displayed. This indicates awaiting approval or the last approval decision for this approval was approved</li> <li>last approval decision  (cross) is displayed. This indicates the last approval decision for this approval was rejected</li> </ul> <p>If the approval is not active but pending (for example the approval limits reviewers to assignees and none have been assigned) the last approval decision will be displayed without the green tick.</p> <p>Choose the <b>Approved</b> or <b>Rejected</b> filter is along with the named <b>Approvals</b> filter</p> <ul style="list-style-type: none"> <li>completed Rejected approvals are displayed with a rejected decision icon  (large red cross)</li> <li>completed Approved approvals are displayed with an approved decision icon  (green tick in check box)</li> </ul> <p><b>Version link</b></p> <p>A link to the page version that existed when the approval became active. If no further edits have yet been made then the link will be to the <b>(Current)</b> version.</p> <p>If further edits have been made choosing the link displays a message warning the user that a more current version exists.</p> |
| (No name)       | <p>Details of the Approval status showing any action required and recent activity related to the approval.</p> <p>Only shown when an approval is selected in options above header.</p>  |

The report content can be customized by editing workflow report macro settings.

The on-page report filters will still be available for users unless the report macro is edited to **Hide Headers**.

## Customizing the report

You can customize the report macro with the following macro settings.

These settings can be used to display a report that lists approvals

- for specific a space(s)
- on content with specific label(s)
- on content with a named parent
- by approval name
- that are pending, approved or rejected
- for a specific approver

| Setting | Default | Notes |
|---------|---------|-------|
|---------|---------|-------|

|   |                      |  |
|---|----------------------|--|
| <b>Space Key(s)</b>   | <i>Current space</i> | Which space(s) should be included in the report? <ul style="list-style-type: none"> <li>• Leave empty to report on the current space</li> <li>• Specify one <a href="#">space key</a> to report on a specific space</li> <li>• List multiple <a href="#">space keys</a>, separated by commas, to report on multiple spaces</li> <li>• Specify <b>any</b> to report on all spaces.</li> </ul>   |
| <b>Approval</b>   |                      | <b>⚠ You must specify the name of a content review for this report to work.</b><br>The name is defined by the <code>{approval}</code> macro, and is shown in the <a href="#">Workflow Popup</a> during <a href="#">Content reviews</a> .   |
| <b>Max Entries</b>  | 20                   | The number of results to show per page.†   |
| <b>Filter</b>   | pending              | Which stage of the content review should the content be in? <ul style="list-style-type: none"> <li>• <b>pending</b> – the review is not yet complete</li> <li>• <b>approved</b> – the review was approved</li> <li>• <b>rejected</b> – the review was rejected</li> </ul>  |
| <b>Label</b>  |                      | Should the report be filtered by content label(s)? <ul style="list-style-type: none"> <li>• Leave empty to include all content</li> <li>• Specify one label name to filter to a specific label</li> <li>• List multiple label names, separated by commas, to filter to content with any of those labels</li> </ul> <p>If using a list of labels, you can prefix the list with <code>&amp;</code> (ampersand) to require that content has all the labels.</p> |
| <b>Parent Page Filter</b>   |                      | Should the report be filtered to a specific parent page and the child pages of the specific page? <ul style="list-style-type: none"> <li>• Leave empty to include all content in the space</li> <li>• Specify a page title to include the specified page and its child pages</li> </ul>  |
| <b>Approver</b>   |                      | Should the report be filtered to content that the specified user can currently review? <ul style="list-style-type: none"> <li>• Leave empty to include all content</li> <li>• Specify a username to filter to results which that user can review</li> <li>• Specify <code>@self</code> to filter to results that the current user can review</li> </ul>  |
| <b>Sort</b>   | modified             | Which column of the report should results be sorted by?  |
| <b>Sort Order</b>   | descending           | Should the sort be in ascending or descending order?   |
| † The macro has a 500-page limit for each report. If a larger report is required it may be useful to use the <a href="#">CQL REST API</a> . |                      |  |

## See also

### User Guide:

- [Content reviews](#)

### Workflow Authoring Guide:

- [Reviews](#)