

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	
Project Planning Milestons	Adam Samuels	May 06, 2020 10:46	 Review		Waiting for approval
Project Dashboard	Adam Samuels	May 06, 2020 10:44	 Review	 (v.3)	Requires approval from Adam Samuels
Mercurial Air Critical Design Features	Adam Samuels	Jan 22, 2020 12:30	 Approved	 (Current)	Approved by Adam Samuels on May 06, 2020 10:47
Mercurial Project Specification	Adam Samuels	Jan 22, 2020 08:08	 Rejected	 (Current)	Approved by Adam Samuels on Jan 22, 2020 08:08
Mercurial Air Project Product Releases	Adam Samuels	Jan 22, 2020 07:10	 Rejected		Waiting for approval
Mercurial MVP	Matilde Spies	Jan 22, 2020 04:39	 Rejected	 (Current)	Approved by Adam Samuels on Jan 22, 2020 07:13






Filters

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

Filter	Description
View	View Pending, Approved or Rejected approvals
Approvals	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 only shown 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>Status icon</p> <p>Choose the Pending filter along with the named Approvals filter</p> <ul style="list-style-type: none"> active pending approval are displayed with a  (tick in circle) <p>The active pending status icon will also include</p> <ul style="list-style-type: none"> last approval decision  (star) is displayed. This indicates awaiting approval or the last approval decision for this approval was approved last approval decision  (cross) is displayed. This indicates the last approval decision for this approval was rejected <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 Approved or Rejected filter is along with the named Approvals filter</p> <ul style="list-style-type: none"> completed Rejected approvals are displayed with a rejected decision icon  (large red cross) completed Approved approvals are displayed with an approved decision icon  (green tick in check box) <p>Version link</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 (Current) 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
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Space Key(s)	<i>Current space</i>	Which space(s) should be included in the report? <ul style="list-style-type: none"> • Leave empty to report on the current space • Specify one space key to report on a specific space • List multiple space keys, separated by commas, to report on multiple spaces • Specify any to report on all spaces.
Approval		⚠ You must specify the name of a content review for this report to work. The name is defined by the <code>{approval}</code> macro, and is shown in the Workflow Popup during Content reviews .
Max Entries	20	The number of results to show per page.†
Filter	pending	Which stage of the content review should the content be in? <ul style="list-style-type: none"> • pending – the review is not yet complete • approved – the review was approved • rejected – the review was rejected
Label		Should the report be filtered by content label(s)? <ul style="list-style-type: none"> • Leave empty to include all content • Specify one label name to filter to a specific label • List multiple label names, separated by commas, to filter to content with any of those labels <p>If using a list of labels, you can prefix the list with <code>&</code> (ampersand) to require that content has all the labels.</p>
Parent Page Filter		Should the report be filtered to a specific parent page and the child pages of the specific page? <ul style="list-style-type: none"> • Leave empty to include all content in the space • Specify a page title to include the specified page and its child pages
Approver		Should the report be filtered to content that the specified user can currently review? <ul style="list-style-type: none"> • Leave empty to include all content • Specify a username to filter to results which that user can review • Specify <code>@self</code> to filter to results that the current user can review
Sort	modified	Which column of the report should results be sorted by?
Sort Order	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 CQL REST API .		

See also

User Guide:

- [Content reviews](#)

Workflow Authoring Guide:

- [Reviews](#)