

Configuration - Space Tools

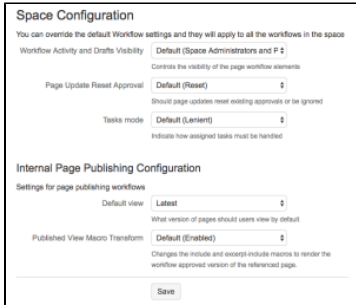
- Document Management
- Configuration
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Screen Location: [Space Tools](#) Document Management Configuration tab

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Overview

This screen allows [Space Admins](#) to configure how various workflow features operate within their Space.



Note: [Confluence Admins](#) define the defaults (and some other options not available at Space level) – see: [Configuration - Global](#).

Space Configuration

Setting	Options	Notes	Ver
Workflow Activity and Drafts Visibility Who can see workflow activity and unpublished drafts? See also: <ul style="list-style-type: none"> Publishing Status Indicator Circles 	Default	Recommended for most use cases. Use Global default (shown in parenthesis).	3.0 b6+
	Space Administrators and Page Editors	Unpublished drafts and activity reports will not be visible to users who would otherwise normally be able to view the content.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+).	
Page Update Reset Approval If an approval (content review) is in progress, what effect does editing the content have? See also: <ul style="list-style-type: none"> Reviews 	Default	Recommended for most use cases. Use Global default (shown in parenthesis).	4.7+
	Reset	Any existing Approve/Reject decisions will be reset.	
	Ignore	Existing Approve/Reject decisions will be retained.	
Tasks Mode Who can complete tasks? See also: <ul style="list-style-type: none"> Tasks 	Default	Recommended for most use cases. Use Global default (shown in parenthesis).	3.1+
	Lenient	Any user who can edit the page/blog.	
	Strict	Only the task assignee or task creator.	

Internal Page Publishing Configuration

These settings only take effect when using [Same-space publishing](#). See also: [Status Indicator Circles](#).

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<p>Default View</p> <p>When there is a published version, and also a subsequent unpublished draft version, which version should be viewed?</p> <p>Note: This primarily affects users who can edit the content, unless the "Workflow Activity and Drafts Visibility" setting is set to "Anybody" in which case it will affect all users.</p> <p>See also:</p> <ul style="list-style-type: none"> • Same-space publishing 	<p>Latest</p>	<p>Recommended for most use cases.</p> <p>The most recent version of content will be viewed by default, regardless of whether it is published or not.</p>	
<p>Published View Macro Transform</p> <p>Which version of content should the <code>{include}</code> and <code>{excerpt-include}</code> macros show?</p> <p>See also:</p> <ul style="list-style-type: none"> • Same-space publishing 	<p>Published</p>	<p>Unpublished drafts and activity reports will not be visible to users who would otherwise normally be able to view the content.</p>	
	<p>Default</p>	<p>Recommended in most use cases.</p> <p>Use Global default (shown in parenthesis).</p>	4.4.2+
	<p>Enabled</p>	<p>Use published content if available, otherwise use latest version even if not published.</p>	
	<p>Disabled</p>	<p>Show latest version, even if not published.</p>	