

Create Workflows

Workflows can be added globally, at the space level, and to individual pages.

Global Workflows

1. Go to the Confluence administration console
2. Click the *Workflows* menu item.

Global Workflow Templates

You can define Workflow Templates - templates for sequences of states, approvals, tasks and custom triggers - that can be linked directly to other spaces or copied and used as a starting point by a space administrator.

Name	Linked	Space Categories	Actions
Simple approval workflow The Simple Approval Workflow has 2 states. In Progress: Staff edit pages, not visible to non-team members. Approved: Staff approve, visible to public.	2 Spaces ANS NS	None	...
Editor and staff approval workflow	None	None	...
Content Review Workflow	None	None	...

- You can create a new workflow template from scratch using the workflow markup.
OR
- You can copy or edit one of the built in templates.
OR
- You can import a workflow from the workflow exchange.

Space Workflows

1. Click **Space Tools**.
2. Select **Workflows** in the **Space Tools** navigation bar.

Space Tools

Overview | Permissions | Content Tools | Look and Feel | Integrations | **Workflows**

Workflows | Configuration | Notifications | Import | Clear History | Audit Log

Workflows Dashboard

[Add Workflow](#)

List of Workflows to be applied to all pages and blog posts in the space.

Name	Scope	Actions
Staff Training Approvals training	Space	...
Travel Approvals travel	Space	...

[Page Workflows](#) | [Global Workflows](#)

The add workflow wizard will let you pick from the existing global templates or start from scratch using the workflow markup. When you add a global template by default it will be added with the global scope. This means that any changes to the global workflow template will be reflected in the workflow at the space level.

If you want to make space specific changes you can copy a global template. This will create a workflow with a space scope that can be edited in the space. Any changes will only apply to the single space.

Space workflows will apply to all page and/or blog posts in the space. You can also use the label param on the [workflow macro](#) to restrict a workflow to a subset of pages.



Multiple Space Workflows

While multiple space workflows can be defined, a page will only be able to have the states from a single workflow. Triggers from all applied workflows will fire however.

Page Workflows

[Create Workflows from a Page](#)