

Workflow Step

Relates To

CONTENT FLOW

Workflow Step

Prompt

A single stage in a [workflow](#) with at least one [reviewer](#) and an optional label.

Definition

One or more steps comprise a workflow. Each step contains at least one [reviewer](#) and a [status](#). During a step, the page status label is applied to the page and the previous step's status label is removed. The reviewer is responsible for approving (or rejecting) the step.

In a [Publishing Workflow](#), this might mean editing the page or commenting on the edits made by a previous reviewer and then clicking 'approve'. In a [Routing Workflow](#), this means acknowledging that you viewed the page.

By clicking on the buttons "Approve" or "Return," the workflow is advanced to the next step or returned to the previous step, respectively. At the beginning of each step, each reviewer in that step is notified that approval is needed for this page.

Info

Related

- [Editor](#)
- [Reviewer](#)
- [Creating a Workflow](#)