

Editing a Workflow

Requires

CONTENT FLOW

Editing a Workflow

Prompt

Learn how to edit an existing workflow.

Outcome

Suppose you have already [created a new workflow](#), but now you need to edit it. This guide describes the steps to do exactly that, from changing a reviewer to adding a label or renaming a workflow.

Steps

Navigate to the Available Workflows

On any page in the space where your workflow lives, navigate to the Available Workflows interface:

Confluence Sidebar > Space Tools > Content Tools > Apps > Available Workflows

The Available Workflows area lists all the workflows that can be used in this space.

Edit a Workflow

To the right of a workflow, click the "gear" icon and then click Edit. The Workflow Wizard will open.

Change Workflow Details

On the first tab you may edit the name, type, and visibility of the Workflow.

Define Workflow

The screenshot shows the 'Define Workflow' configuration interface with two tabs: 'Configure' (active) and 'Workflow'. The 'Configure' tab contains the following fields:

- Name:** A text input field containing 'Content Review' with a help icon to its right. Below it is the text: 'A descriptive name for this workflow'.
- Publishing:** A dropdown menu with 'Publishing' selected. Below it is the text: 'Page changes will be published on completion of workflow'.
- Visibility:** A dropdown menu with 'All Spaces' selected. Below it is the text: 'Where this workflow can be used'.
- Removable By:** A text input field containing 'content-writers'. Below it is the text: 'Restrict ability to remove active workflows from pages to space administrators and this user or user group.'
- Labels:** A text input field containing 'Add label'. Below it is a tag 'page_rehab' with a close icon. At the bottom is the text: 'Comma-separated list of labels applied to a page while the workflow is applied'.

At the bottom right of the form are two buttons: 'Save' (blue) and 'Cancel' (grey).

You can also specify an individual user or group who can remove the workflow once it has been initiated. Simply enter a username or group into the "Removable By" field. This ensures additional control over the content creation process.

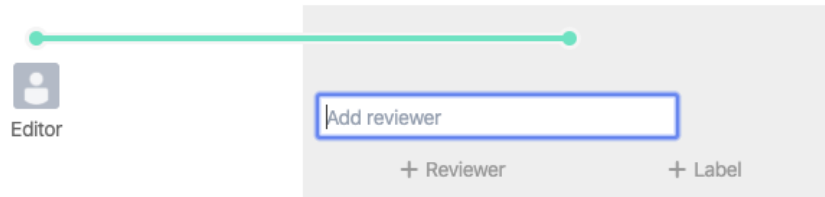
You may also set a label that will be added to pages when the workflow is initiated. These labels can be helpful for [tracking pages at various stages of the workflow](#).

Change Workflow Steps

In the next tab, each of the workflow's steps are defined. Click any step to select it and alter any of its [reviewers](#) or labels.

Define Workflow

Configure Workflow



Empty steps will be removed.

[+ Step](#) [Save](#) [Cancel](#)

Each step corresponds to a user or group and a label. The user or group is the reviewer who will be expected to view and "approve" the page during its processing, thereby advancing it to the next step. At each step, the label is applied to the page. (When a page is advanced in the workflow, the previous label is removed and the new label is added).

Save

Click "Save" to save your changes or "cancel" to cancel them.

Note



Edits to an existing workflow are visible only to pages that have the workflow applied *after* the changes were made. Any pages already in the workflow will continue to use the previous version of the workflow until completion (or until the workflow is removed and applied again).

Tip

Warning

Info

Related

- [Creating a Workflow](#)
- [Applying and Advancing a Workflow](#)
- [Automatic Workflow](#)