

Reviewing a Page with Content Flow

Requires

CONTENT FLOW

Reviewing a Page with Content Flow

Prompt

Use Content Flow's page review process to keep content relevant and useful.

Outcome

BrikIt Content Flow enables content creators and editors options for reviewing content after a given period of time. This is a handy feature to comply with records retention and archiving policies in your organization.

Steps

Set up a review policy

Follow the instructions on [Creating a Review or Archive Policy](#) to set the initial review period.

Check the Review and Archive list

After the time period you set in Step 1 has passed, any pages meeting the criteria will be listed together in Content Flow's Review and Archive page. In a space where the review policy applies, simply navigate as follows:

Space Tools  in the [Confluence sidebar](#) **Overview** **Apps** **Review and Archive** tab

From here, you can navigate to any pages needing review. You can also set up a [special dashboard in another space for tracking all pages under review](#).

Space Tools

[Overview](#) [Permissions](#) [Content Tools](#) [Look and Feel](#) [Integrations](#) [Apps](#) [Scroll Add-ons](#)

Review and Archive Policy

Review

Days after publishing

▼

1

Archive

Days in review

▼

20

Archive To Space

ARCHIVE



Leave blank to use the space trash

Save

Cancel

Pages Needing Review

Page

Will Be Archived

Here is a new page

Second Policy Page

Tertiary Policy Page

The Essence of Existence

Should be Automatic

This is a Blog Post

Message from Leadership

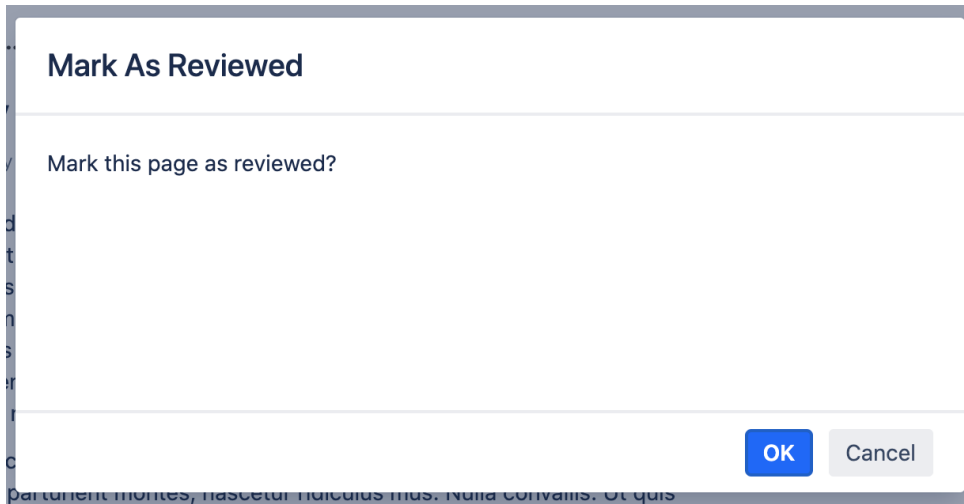
A New Title

Review a page

Check the page for inaccuracies, out-of-date content, and any other issues according to your retentions and review standards.

Click the Review flag icon, then click OK

Clicking the icon  opens the Review pop-up window.



If you have reviewed the page and it is OK, then click the OK button. This hides the flag icon and removes the page from the list noted in Step 2. It will also remove the [Review Label](#) if one was added in Step 1.

Proceed with reviewing the other pages

Note

Tip



Brikit Theme Press users: If you don't see the Review Flag Icon, it may be because this element is a hidden [Page Element](#) in your [Page Layout](#). You can either unhide page metadata, or, toggle open the [Confluence Page Tools Menu](#) and select "Mark As Reviewed". This will open the pop-up menu described above.

Warning

Info

Related

- [Creating a Review or Archive Policy](#)
- [Reviewer](#)
- [Scheduling a Page](#)