

How to Use Labels and Macros to Track Work

Requires

CONTENT FLOW

How to Use Labels and Macros to Track Work

Prompt

Set up a tracking dashboard to see pages in workflows or under review.

Outcome

Project managers, content editors, and team leads can construct a simple tracking page using macros to list pages in a workflow and under review. This can be a useful tool for tracking *all the pages across a site* that are under review.

Steps

Create a workflow

Ensure that the workflow, and each step of your workflow, has a unique label. These labels will be targeted by the macros on your dashboard to retrieve the pages at the various steps.

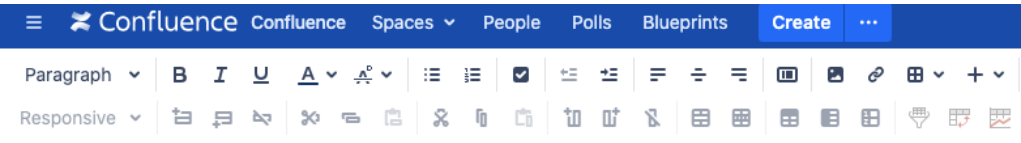
Create a review policy

As with the step above, ensure that your review policy uses a [Review Label](#).

Create a new page

Edit the page and insert a table

Your table should have clear headings to reflect the steps of the workflow. For example:



Dave-CF-Testing / Dashboard / [Dave-CF-Testing Home](#) / Content Creation and Review Dashboard

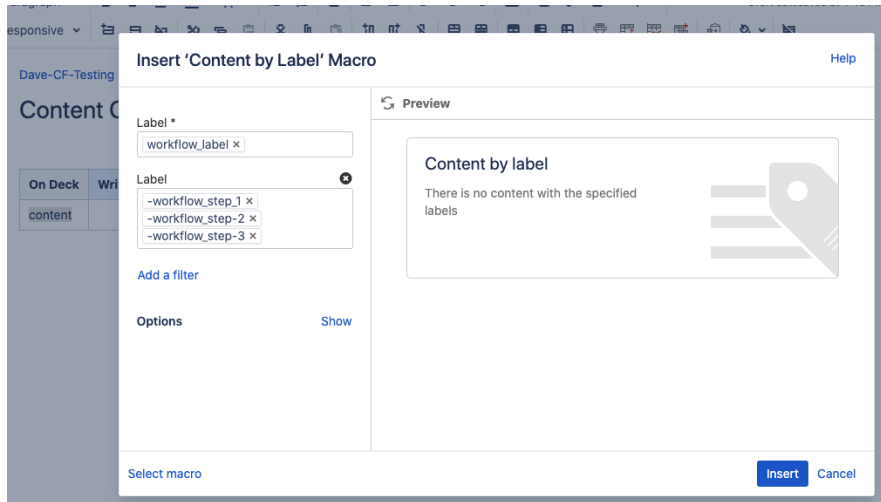
Content Creation and Review Dashboard

On Deck	Writing	Editor Review	Design Review	Final Approval	Under Review

Insert macros that target each label

In the second row of the table, and in each cell, insert a [Content by Label Macro](#), (or if using [Theme Press](#), insert a [Content Query Macro](#) for advanced options and styles).

In the macro parameters, specify the label corresponding to the step of the workflow (or the Review Label for the last column). Note that for the first cell, you can use the "NOT" operator to specify the workflow label and NOT the step labels. To do so, simply put a minus sign ("-") in front of the label; as in the image below:



Save the page

That's it! You now have a simple dashboard that will retrieve pages at each step of the workflow, and under review.

Note

Tip

Warning

Info

Related

- [Creating a Workflow](#)
- [Creating a Review or Archive Policy](#)
- [Reviewing a Page with Content Flow](#)