Documentation Workflows & Single Record Publishing
Content

Workflows
- Publishing in the Page module
- Publishing in the Workflow module

Single Record Publishing
- Publishing of single elements in the list module
Here you can see the complete view in the page module. The module bar contains the Overview (1), the Workflow (2) and the Publish Files module (3). The visibility of the modules depends on the respective user rights. In the middle is the page tree (4) and on the far right our page contents (5).
1. **The process stages**

To publish pages, there is a button (1) at the top right. It indicates that the page has just been changed. This is called a workflow status or an operation stage.

You can press this button and a new view will appear. Here you can choose between different statuses (2). Please note that the displayed workflows are only sample settings. The actual installation may contain more or less workflows and can be configured individually for each project. "Publish" and "Ready to publish" are always present. We recommend a workflow in the following order:

Published => Changed => approved => Ready to publish
2. Publication date

We are still on the same page. Next to the workflow steps you will see a bar with the small calendar icon at the end (3). Here you can determine when your content should be published. If the record has a "Scheduled Publishing" date and is "Ready to Publish" at that time, the record will be published automatically.

3. Workflow History

You can use the workflow history (4) to check on which date and time something was changed, who changed it and when the content should be published.
This is how your view looks like in the Workflow module (1). Here you can display the pages with different filters. The first box, which runs across the entire width, filters by title (2). The second filters by workflow status (3), the third by deleted status (4) and the fourth filters records by their level (5). In addition, the current workflow status of your page is displayed (6).
1. Workflow Status

When we click on the button of our Workflow Status, this accordion opens. Here you can assign the workflow status to the individual pages (1). In addition, a history is displayed here again, which gives information about changes on the page (2).
We are now in the list module (1). In order to see all pages at a glance, we must be in the highest level (2), in this case "Congratulations". To publish content or pages in the list module, they must be set to "Ready to publish" (3). Only then the small "Play-Icon" appears, with which we can publish with one click. The special thing about the list module is that individual contents can be published here as well.