

# Documentation Workflows & Single Record Publishing

**in2code.**

Wir leben TYPO3

# Content

## Workflows

Publishing in the Page module

Publishing in the Workflow module

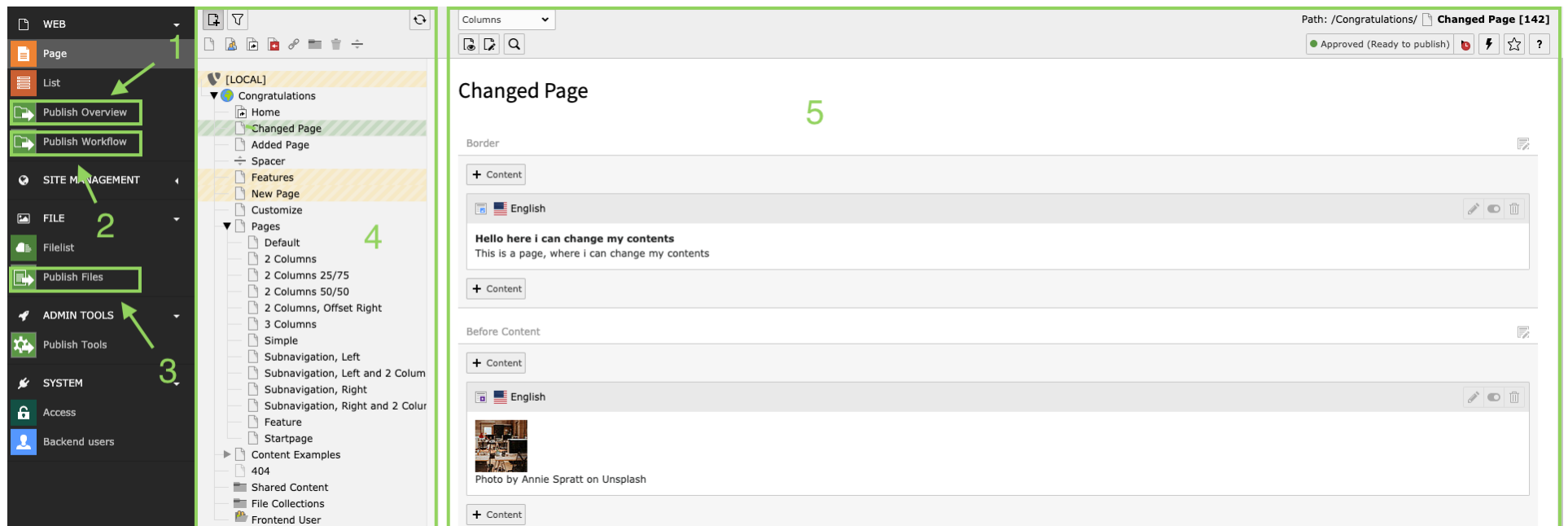
## Single Record Publishing

Publishing of single elements in the list module

# Workflows

## Publishing in the Page 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).

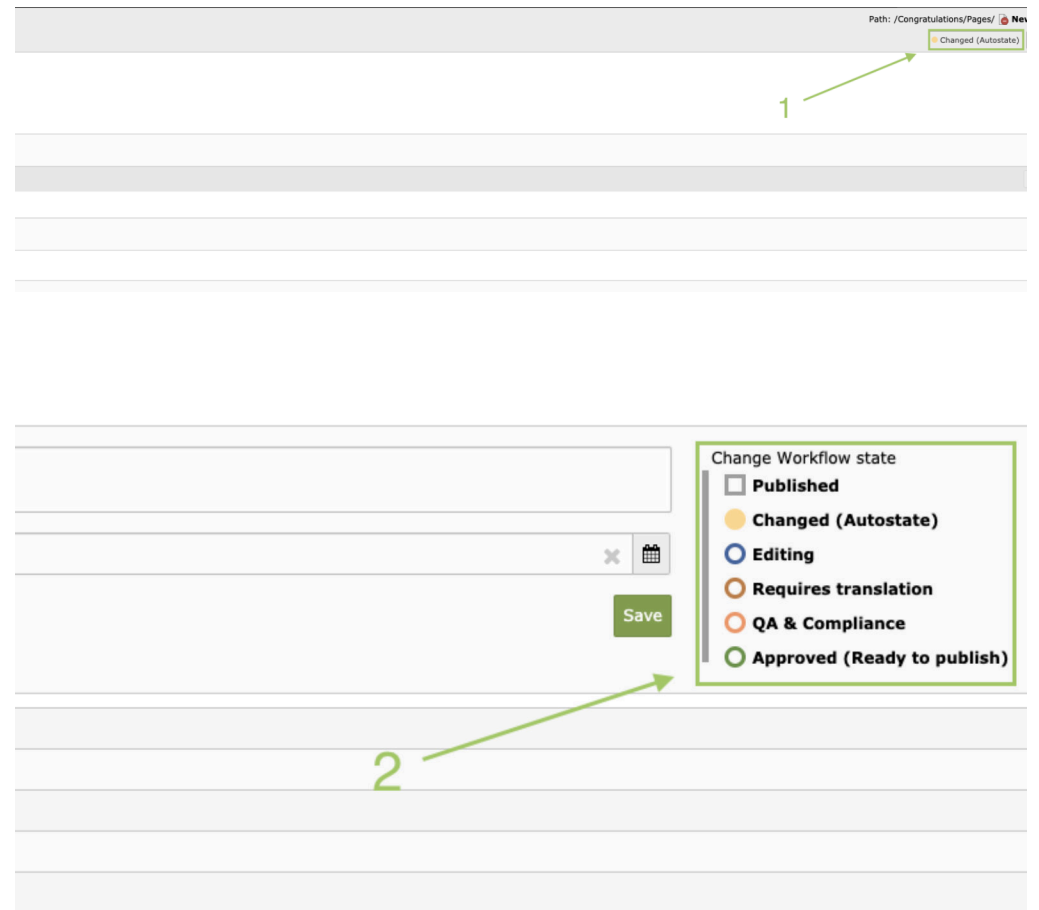


## 1. The process stages

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.

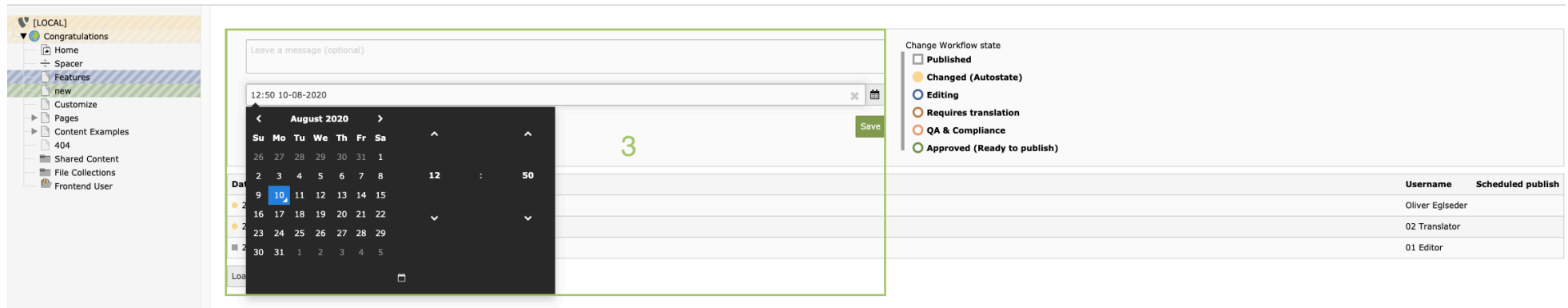
You can press this button and a new view will appear. Here you can choose between different statuses (2). Please note that the displayed workflows are only sample settings. The actual installation may contain more or less workflows and can be configured individually for each project. "Publish" and "Ready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

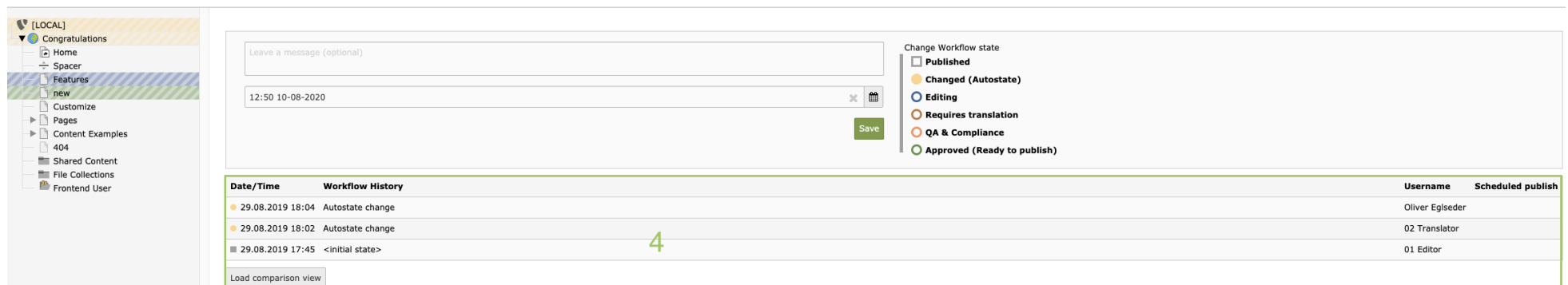


The screenshot shows a workflow interface with a sidebar on the left containing a tree view of content items. The main area has a top section with a message input field and a 'Save' button. Below this is a calendar pop-up for August 2020, showing the date 10-08-2020 at 12:50. To the right of the calendar is a 'Change Workflow state' section with radio buttons for 'Published', 'Changed (Autostate)', 'Editing', 'Requires translation', 'QA & Compliance', and 'Approved (Ready to publish)'. Below this is a table with columns 'Username' and 'Scheduled publish'.

Username	Scheduled publish
Oliver Eglseider	
02 Translator	
01 Editor	

## 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.



The screenshot shows the same workflow interface as before, but with the 'Workflow History' table visible. The table has columns 'Date/Time', 'Workflow History', 'Username', and 'Scheduled publish'. It lists three entries: '29.08.2019 18:04 Autostate change' by Oliver Eglseider, '29.08.2019 18:02 Autostate change' by 02 Translator, and '29.08.2019 17:45 <Initial state>' by 01 Editor. A 'Load comparison view' button is at the bottom left of the table.

Date/Time	Workflow History	Username	Scheduled publish
29.08.2019 18:04	Autostate change	Oliver Eglseider	
29.08.2019 18:02	Autostate change	02 Translator	
29.08.2019 17:45	<Initial state>	01 Editor	

# Workflows

## Publishing in the Workflow module

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).

The screenshot shows the Workflow module interface. On the left is a sidebar with a menu. The main area displays a list of workflow records with filters at the top. Green arrows and numbers 1 through 6 point to specific elements:

- 1: Points to the 'Publish Workflow' menu item in the sidebar.
- 2: Points to the 'Filter by title' dropdown menu.
- 3: Points to the 'Filter by workflow state' dropdown menu.
- 4: Points to the 'Filter by deleted-status' dropdown menu.
- 5: Points to the 'Filter records by their level' dropdown menu.
- 6: Points to the 'Workflow' status indicator in the rightmost column of the records table.

The records table shows the following data:

To delete	Path	Workflow
Deleted page	/Congratulations/Pages/To delete	Workflow
Deleted page	/Congratulations/Pages/Deleted page	Workflow
New page	/Congratulations/Pages/New page	Workflow

## 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).

New page

/Congratulations/Pages/New page

Workflow

Leave a message (optional)

Save

Change Workflow state

☐ Published

☒ Changed (Autostate)

☐ Editing

☐ Requires translation

☐ QA & Compliance

☐ Approved (Ready to publish)

2

Date/Time	Workflow History	Username	Scheduled publish
25.06.2020 08:58	Autostate change	aobermair	
25.06.2020 08:58	Autostate change	aobermair	
25.06.2020 08:57	<initial state>	aobermair	
25.06.2020 08:57	Autostate change	aobermair	

Load comparison view

# Single Record Publishing

## Publishing in the List module

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.

The screenshot displays the SAP Fiori List Module interface for the 'Congratulations' list. The left sidebar shows the navigation menu with 'List' highlighted. The main area shows the 'Congratulations' list with a table of items. The 'new' item is highlighted, and its status is 'Approved (Ready to publish)'. A green arrow points to the 'Approved (Ready to publish)' status, indicating the state required for publishing. The table columns include 'Page Title', 'Localization', and 'Description'. The 'new' item is the only one with the 'Approved (Ready to publish)' status.

Page Title	Localization	Description
Home	English [Site: main]	
Spacer	English [Site: main]	
Features	English [Site: main]	
new	English [Site: main]	Approved (Ready to publish)
Customize	English [Site: main]	
Pages	English [Site: main]	
Content Examples	English [Site: main]	
404	English [Site: main]	
Shared Content	English [Site: main]	
File Collections	English [Site: main]	
Frontend User	English [Site: main]	