

## Manage Space: Workflow

Version 13

Published 3/8/2017 06:46 PM by [Matt Trujillo](#) Last updated 1/16/2019 07:36 PM by [Grace Kamau](#)

A workflow consists of a series of moderation steps where the content must be approved before it gets published. Each step is based on a user role. Before the content becomes active, a person with the required role must approve the content.

For example, when an article is created, users in that space that have the Moderator role will be notified that they have content in their workflow. Once a Moderator approves the article, then users in that space with the Administrator role will be notified that they have content in their workflow. Once an Administrator approves the article, it will go live inside the space for everyone to view.



