Changing the Page Status

If you activated the workflow support of Scroll Versions, you can change the workflow status of each page. The workflow status is used to check if all pages are finished, then publish the working version of the documentation. For more information, see Workflow Management.

The workflow has three states:

- **Draft**: An Author is still working on the change. When an Author has finished the change he can Submit the page.
- **Review**: A Doc-Admin can review the change and Approve or Reject it.
- **Complete**: The change has been approved by the Doc-Admin. If the page has to be changed, the Doc-Admin can Restart it. Then it is in state Draft again.

**Before you begin:** Before changing the page status, you must activate the workflow management.

**Info**

If the workflow management is not activated, the status of all pages is automatically set to Complete.

If you activate the workflow management after you’ve already added pages, the status of all pages added before you activated the workflow management are set to Complete.

**Info**

If the page has no change in the working version, you must select the fallback version. For more information about fallback, see Adding Versions.

**To change the page status:**

1. Open the page you want to change the status.
   The status is displayed in the page info line.
2. Click the status.
   Depending on the current status, the next workflow action is displayed:
   - **Status: Draft** – Workflow Action(s): Submit
   - **Status: Review** – Workflow Action(s): Approve or Reject
   - **Status: Complete** – Workflow Action(s): Restart
3. Click the wanted **workflow action**. The message ‘Are you sure you want to execute the workflow action?’ is displayed.

![Image of confirmation message]

4. Click **Save**.

A confirmation message is displayed and the page is changed to the status you selected.