

Documentation Process Guide

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Get new content

The documentation is updated at intervals. **The updates are pushed to the INCOMING Spaces** which are only available to logged in users.

A workflow state "Updated" indicates that there might be some changes that are relevant to you. Get an overview on the pages called like "Update Status Overview Incoming"

You can switch between the status "Updated", "Review" and "Done". Some status transitions might only be possible for authorised users.

Find out what changes have occurred since the last status "Published"

If the are updated indicated on the Update Status Overview Pages, click on a page title to open it.

Page Activity

On each page you will find the "Page Activity" in the 3-dot-menu on the top right.

There, look for the status "Published" and note the corresponding version number.

The screenshot shows a table with columns: Filter by (States, Edits, Tasks, Comments), Order by date (Oldest), From (03. Mar 2021 to 04. Mar 2021), Actor (CT Admin), Type (Edit), and Activity. The activity log shows a sequence of state changes: Published (v. 141) -> ForReview -> Edit -> Published (v. 142) -> ForReview -> Edit -> Published (v. 143) -> ForReview. Red boxes highlight the 'Published' status entries and the state change entries.

Filter by:	States	Edits	Tasks	Comments	Order by date:	Oldest
From 03. Mar 2021 to 04. Mar 2021	Published	CT Admin	Edit	updated the page at 09:52		
				Published by Scroll Versions from space CTWLP and version Documentation		
	State	CT Admin	State	changed state to Published at 09:52		
	State	CT Admin	State	gave Editor in Chief approval at 09:52		
	State	CT Admin	State	changed state to ForReview at 09:52		
	State	CT Admin	State	gave Review approval at 09:52		
	Edit	CT Admin	Edit	updated the page at 09:52		
				Published by Scroll Versions from space CTWLP and version Documentation		
	State	CT Admin	State	changed state to Edit at 09:51		
	Published	CT Admin	Edit	updated the page at 09:51		
				Published by Scroll Versions from space CTWLP and version Documentation		
	State	CT Admin	State	changed state to Published at 09:51		
	State	CT Admin	State	gave Editor in Chief approval at 09:51		
	State	CT Admin	State	changed state to ForReview at 09:51		

Page History

Then go to the Page History, again via the 3-dot-menu on the top right.

Select the both versions and click on "Compare selected versions".

There, the page changes are highlighted.

The screenshot shows a table with columns: Pages, Page History, Version, Published, Changed By, and Comment. Versions v. 139 and v. 141 are selected. A red box highlights the 'Compare selected versions' button. Red arrows point from the selected versions to the button.

Pages	Page History	Version	Published	Changed By	Comment
	Compare selected versions				
<input checked="" type="checkbox"/>	v. 141	03. Mar 2021 09:52	CT Admin	Published by Scroll Versions from space CTWLP and version	
<input type="checkbox"/>	v. 140	03. Mar 2021 09:51	CT Admin	Published by Scroll Versions from space CTWLP and version	
<input checked="" type="checkbox"/>	v. 139	03. Mar 2021 09:51	CT Admin	Published by Scroll Versions from space CTWLP and version	
<input type="checkbox"/>	v. 138	03. Mar 2021 09:49	CT Admin	Published by Scroll Versions from space CTWLP and version	

Edit content

To edit content open the corresponding page in the space DE or EN.

After you finished your changes, switch the status to "In Review" to indicate you finished your changes.

To publish your changes, a authorised user can change the state to "Published". To reject the changes select "Reject" and the status switches back to "Edit".

Logged in users can switch between the "Published" and "Edit" page. **Anonymous visitors always see (only) the "Published" version of a page.**

Get an overview on the page "Page Status Overview".

Copy content

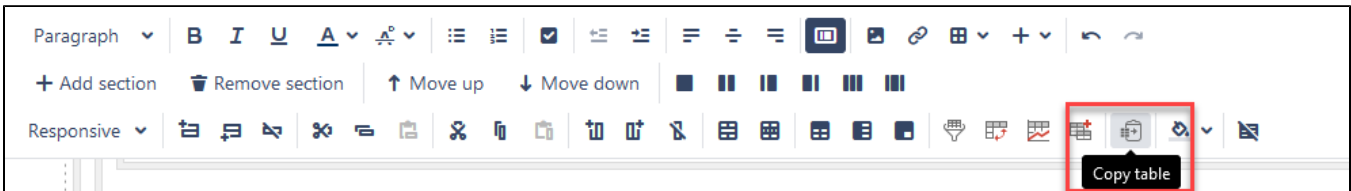
via the 3-dot-menu

You can copy a whole page by "Copy" a page via the three dot menu. Note to check the box to also copy the attachments if necessary.

Copy and paste

You can copy content from a page to another page via copy and paste in the edit mode.

To copy tables there is also a option "Copy table" in the menu when your cursor is in the table:



Copy and paste (Code Editor)

To copy the content of a whole page via the Source Editor "<>". It is located on the top right in the edit view.

Click on it, select the whole code and copy it. Go to the Source Editor in the desired page and paste the code there.

i The Source Editor only works in Edit view. It does not work in Create View, so the target page has to exist before you use it.

w It is absolutely not recommended to edit the code in the source editor. Broken code can prevent you from accessing content in Confluence.