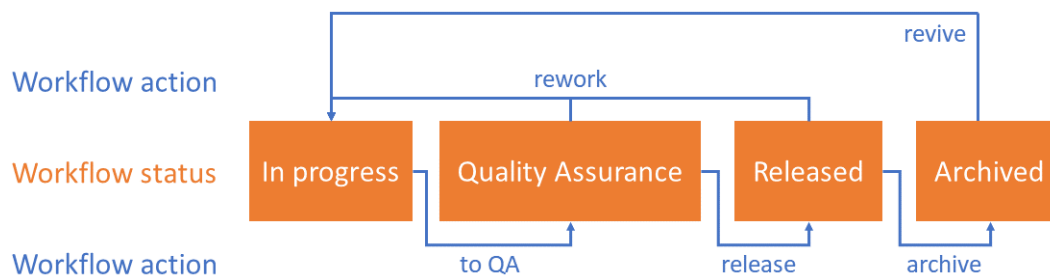# Workflow status of a document

This documentation will explain the terms workflow status and workflow action. It will also explore the special characteristics of individual workflow statuses and their impact on the Work Pool.

The Workflow function in tts performance suite is designed to manage the document lifecycle. A document is always linked to a particular **workflow status** and is always transferred from one status to the next (**workflow action**).

The workflow status is stored in the document properties, from where it can be changed via the workflow action. Furthermore, the workflow status can also be changed when uploading the document to the Curator.
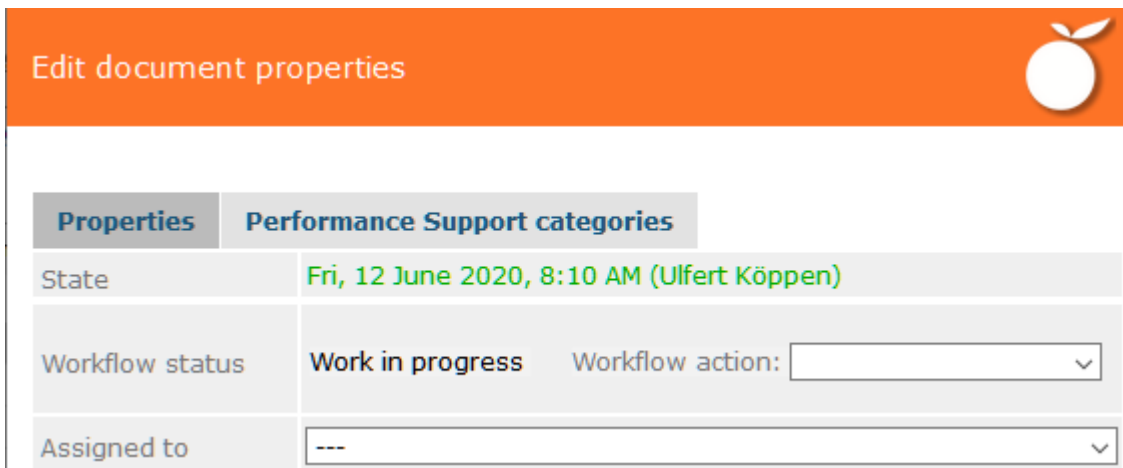
The workflow is always configured individually. Here follows an example of a workflow:

The workflow status is used to specify who exactly is to be allowed edit and release which content and when. This allows you to stipulate that particular documents can only be edited by specific groups of people. The same principle applies to changing a document's status. Only those individuals who have been authorized to do so can actually transfer a document to its next status or revert it to an earlier one.

There are three special characteristics that have to be considered with regard to the workflow:

- Whenever a document is given the "Released" status, it will be published, meaning that the document will be available to employees in both the Portal in tts performance suite and in QuickAccess.
- Whenever a released document is revised, the last published status remains available to employees in the Portal and in QuickAccess. The latest revisions only become effective when the document is released again.
- Whenever you no longer want a document to be displayed in the Portal or QuickAccess, it has to be archived. Upon archiving, the last released version will also be removed from view.

The Workflow function therefore facilitates the definition of a rigid sequence for the editing of content, resulting in the creation of reliable production processes. This way, all the people involved in a project can be efficiently integrated into the document creation procedure.

All documents that have to be edited by you are displayed in your personal **Work Pool** in accordance with the workflow, document types and authorizations. tts performance suite automatically identifies all the documents that are ready for editing. These can either be assigned to you **personally** (*Assigned to* field in the properties of a document) or **via your author role** (e.g. author, proofreader, knowledge manager). The Work Pool section of the *Curator* contains clearly arranged trays to facilitate this. This means that you always have a perfect overview of all the documents that have been assigned to you.

- The workflow is defined for every **document type** individually. This means that every document type can have different statuses and status transitions.
- The workflow can also be used to automatically control when a new **version** of a document is generated. This means that you don't have to pay any attention to the whole issue of versioning during the authoring process.