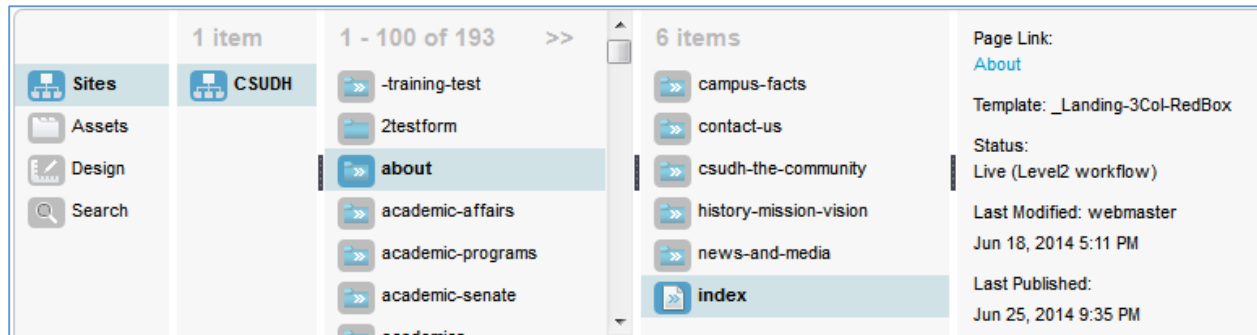# Understand Item Status and Workflow in CM1

Item Status

When a page or an asset is highlighted in the Finder under CM1, the detail information of this page/asset will be displayed in the column on the right side.

Includes:

- Page/Asset Link
- Template Name/Asset Type
- Status
- Last Modified Username
- Last Modified Date and Time
- Last Published Date and Time

Page/Asset Link – Click this link to preview the page/asset.

Template Name – The name of the template is being used to set up this item.

Asset Type
- File – Documents such as PDF, Word, Excel, PowerPoint, etc.
- Image Asset – Graphic images, e.g. file with extension .gif, .jpg, .png, etc.
- Rich Text – Shared asset in a Rich Text widget.

Last Modified – Username of the person who last modified this item. The date and time this item was updated.

Last Published – The date and time this item was published. This may be different from the Last Modified Date and Time due to mass publish or published after editing.

Status
- Draft – Either never published or resubmitted.
- Review – Submit button was clicked under Content tab. Editor of this workflow will receive an email with the page preview link. Requires editor to take action.
- Pending – Approve button was clicked under Content tab. Item is sitting in the publish queue and will be published during the next mass publish.
- Quick Edit – Item was edited after going live. New updates are saved but not publish yet.
- Live – Item was published.
- Archive – Item was removed from the live site.

Understand Item Status and Workflow in CM1

Workflow
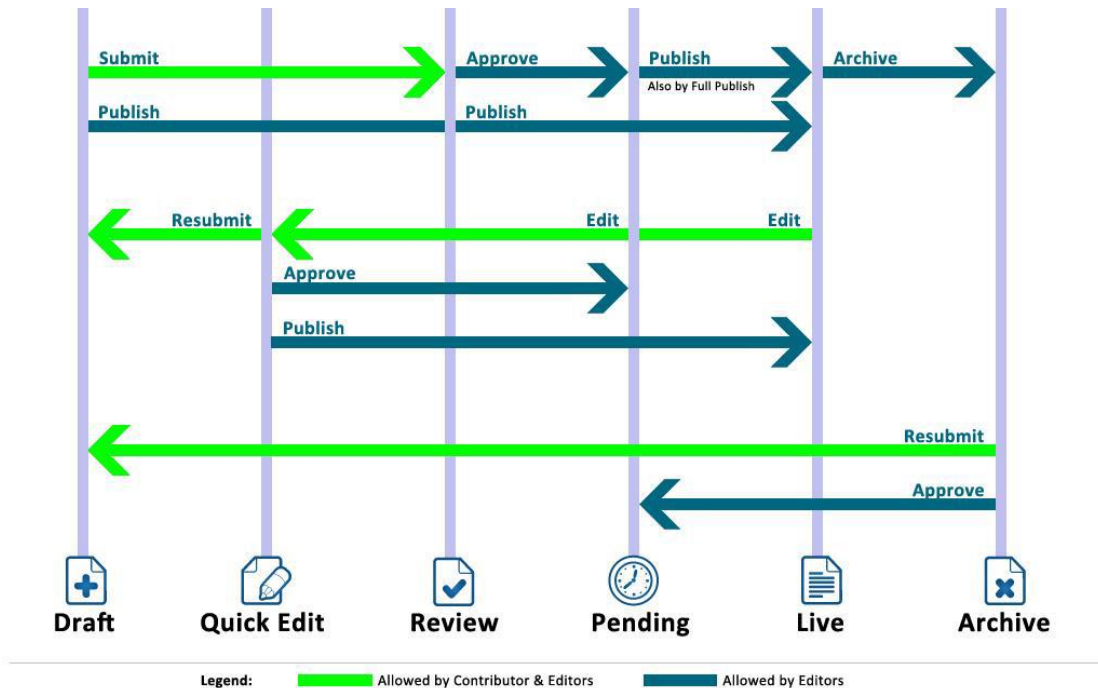
Content and assets in CM1 will progress through various stages of a workflow from creation to publish. At each stage of the workflow, Roles (Contributors or Editors) will have varying permissions to edit or approve items. The status of a content or asset item identifies which stage of the workflow it is in. These are:

Status: Draft - Contributor/Editor edits or creates a new item (page content or asset). It can be submitted for review.

Status: Review - Item is ready for review. Editor checks or edits content and style, and then sends the item back for edits, approves it for publishing, or publish it immediately.

Status: Pending - The item has been approved but has not yet been published. It is in the publishing queue. It may have a scheduled publish date; otherwise, it will be published during the next Full/Mass Publish cycle.

Status: Live - Item has been published to the live site.

Status: Quick Edit - Item was published/approved and has been opened for editing. It can also be resubmitted to Draft status.

Status: Archive - Item has been unpublished (removed from live site) by an Editor manually or by a scheduled unpublish-date. Items can be Approved to Pending status or can be Published to Live status.

Understand Item Status and Workflow in CM1

## What are the choices after editing an item under CM1?
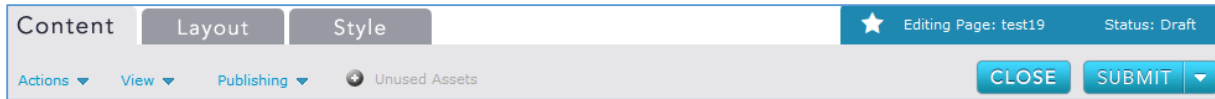
Close – Save and close the item for later updates. Item is not published to live site. Without closing the item (closing browser or browser tab will not close the item), other users will not be able to edit this item except the last modifier.

Submit – Editors will receive an email with a link to preview the item. Item status changes to Review.

Approve – The item status changes to Pending, added to publish queue, and will be published after the next mass publish. Updates on this item will not be published until the mass publish. (Editors only)
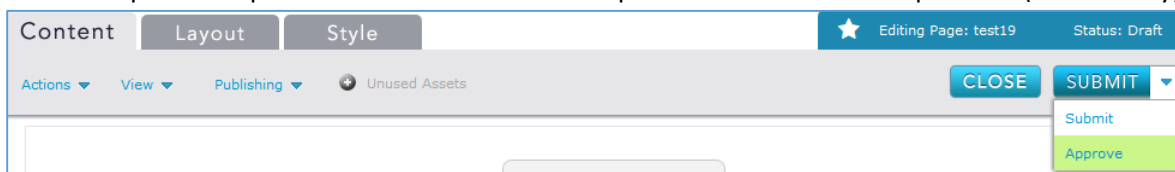
Publish – Publish the item to the live sit. Latest changes on this item will be updated on the live site after publishing. Item status changes to Live. (Editors only)
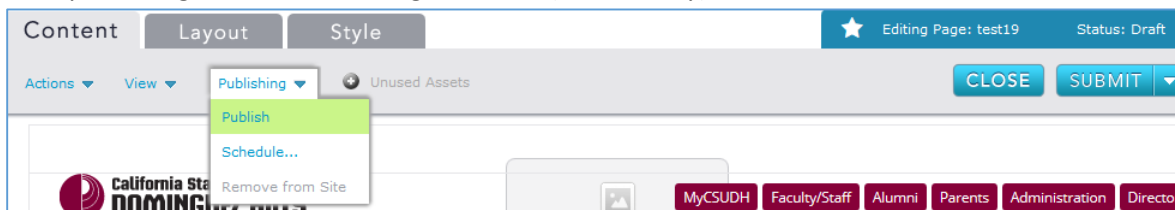
Resubmit – Send the item back to Draft status for further updates either from Quick Edit status or from Archive status. (Editors only)
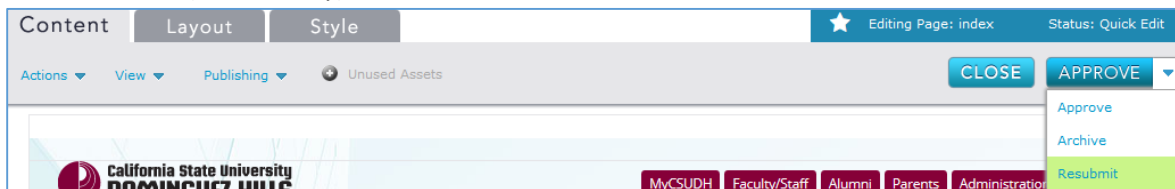
Archive – Remove the item from the live site. Status changes to Archive. (Editors only)