

# Comala Document Management

<https://marketplace.atlassian.com/apps/142>

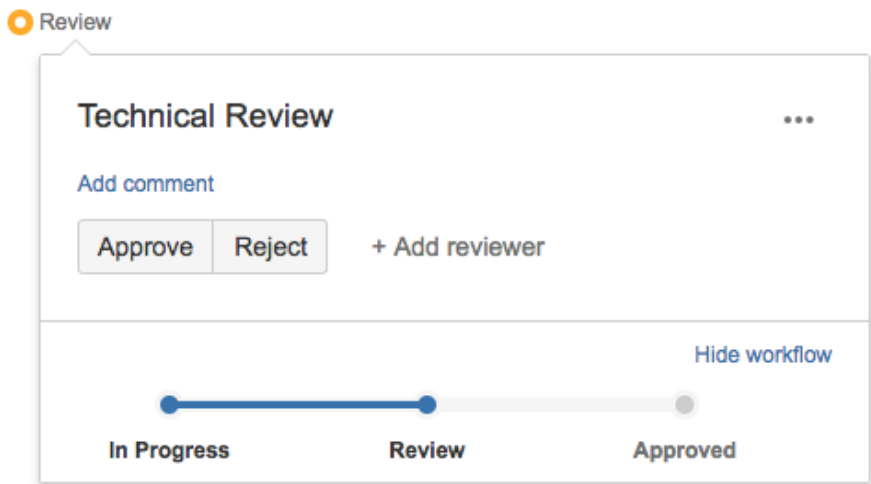
<http://wiki.comalatech.com/display/CWL>

## 改变管理内容的方式

### 评审/ 审批

添加内容评论以获得流程涉众的认可

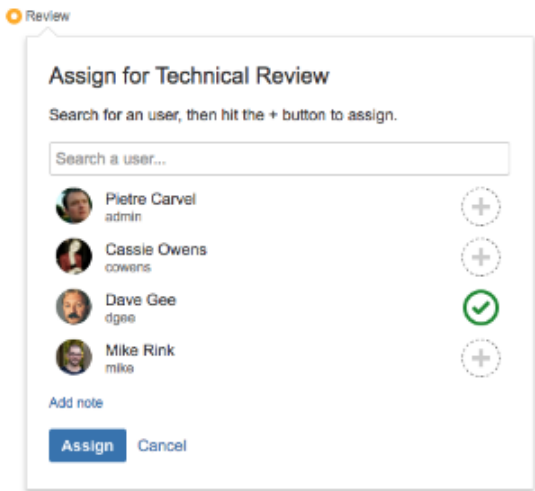
[User Guide](#) | [Authoring Guide](#)



### 指派评审人

从一个列表中指派评审人，或者让团队来决定

[User Guide](#) | [Authoring Guide](#)



### 验证评审

可选地提示审阅者验证其身份

[User Guide](#) | [Authoring Guide](#)

## Review

### Technical Review

Approve Reject [+ Add reviewer](#)

[View workflow](#)

## 跟踪评审过程





查看批准或拒绝的人  
[User Guide](#) | [Authoring Guide](#)

## Review

### Technical Review

[Add comment](#)

Approve Reject

[View workflow](#)

## 评审小组





创建分层审阅和审阅之间的依赖关系  
[User Guide](#) | [Authoring Guide](#)


## Sign-off Review


### Technical



This approval requires 3 approvers

Approve Reject

☒ Grammar 

☐ Design 

☒ Technical  

2 pending approvals

[View workflow](#)





## 增加任务

通过工作流自动添加可分配任务，或允许用户添加自己的任务  
[User Guide](#) | [Authoring Guide](#)

✓ 2 Tasks

What do you want to get done for this page?

+ New Task


- ☐ Check links work due on Feb 06, 2018     
*Documentation site was updated, need to check links*
-  Caption screenshots  
*Ensure title and alt text, add borders.*

## 设置截止日期


向工作流状态和任务添加可自定义的截止日期  
[User Guide](#) | [Authoring Guide](#)

● Approved

Approved ...

 in 6 months

This document has gone through an approval process before being published.

 Activity report

[View workflow](#)

## 工作流检查器

使用交互式流程图工具检查工作流  
[User Guide](#)

