

About Workflow (if required create Custom Workflow)

Workflow is a sequence of activities that are required for completing a task. In addition to this, you can create custom work flows by extending the built-in work flow process using the Sitefinity CMS. Leveraging this approach a work flow can be fit according to the organization's requirements.

Workflows are 3 types:

- i. Standard lifecycle management ----- Create and Publish
- ii. Approval before publishing ----- Create and Send for Approval » Publish
- iii. 2 levels of approval before publishing ---- Create and Send for Approval » Send for Publishing » Publish

By default, you use the standard lifecycle workflow

Steps to create workflow:

Step 1: Dashboard > Administration > Workflow > click on **define a workflow** the page shows like below

[← Back to workflow](#)

Define a workflow: Select a ty...

Workflow type

- ☒ **Approval before publishing**
Steps: *Edit > For Approval > Published*
- ☐ **2 levels of approval before publishing**
Steps: *Edit > For Approval > For Publishing > Published*
- ☐ **No approval workflow**
Steps: *Create > Publish*
Use No approval workflow to exclude selected content from workflow which is already applied [Learn more](#)

Continue

 or

Cancel

Step 2: Select workflow type

Click on **continue**

Step 3: Give name for workflow

Select approvers (if required)

Choose site/all sites

Select content

Choose “who can skip the workflow”

Click **save workflow**.