



Move content items through their workflow

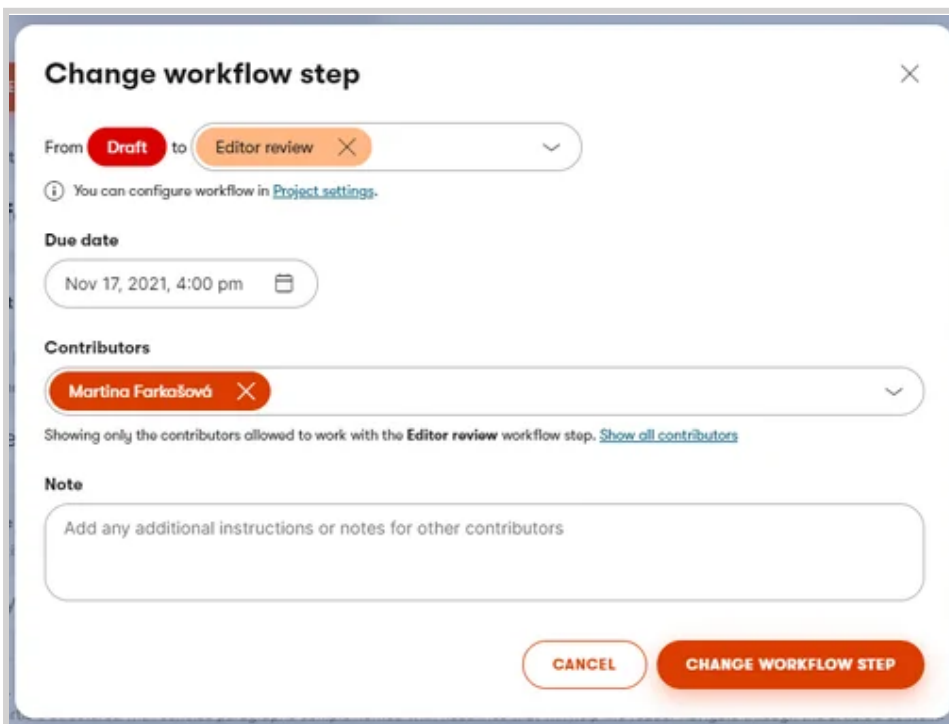
June 29, 2022 • Juraj Uhlár • 2 min read

Moving your content items through the workflow steps defined in your project [workflow settings](#) will help you keep progressing your content towards completion. For example, after finishing a draft of an article, you might want to change its workflow step to Review and [assign your editor](#) to the item.

Keep in mind that changing a workflow step depends on your [role permissions](#) and your project's [workflow setup](#).

Change the workflow step of a single item

1. In  **Content & assets**, click a content item you want to edit.
2. Click → **Change workflow step**.
3. Select the workflow step you want to set. The next step in the workflow is automatically preselected.
4. (Optional) Click  to set a due date for the item.
5. Assign contributors. You need to assign at least one contributor who can work with the new workflow step.
6. (Optional) Leave a note for contributors.
7. Click **Change workflow step**.



Change workflow step ×

From **Draft** to **Editor review** × ▼

ⓘ You can configure workflow in [Project settings](#).

Due date

Nov 17, 2021, 4:00 pm 📅

Contributors


Martina Farkašová × ▼

Showing only the contributors allowed to work with the **Editor review** workflow step. [Show all contributors](#)



Note

Add any additional instructions or notes for other contributors

CANCEL **CHANGE WORKFLOW STEP**



 See how to [assign contributors](#), add notes, and set due dates without changing the workflow step.

Change the workflow step for multiple items

1. In  **Content & assets**, select content items you want to update.
2. Click .
3. Choose **Change workflow step** and continue as with [a single item](#).
 - You can only set a workflow step all the selected items can transition to based on your [workflow setup](#). If they have no transition in common, you can't change their workflow step in bulk.

Move an item to a different workflow

If the content type of an item can [use multiple workflows](#) and your role has permission to work with the first step of the other workflows, you can move the item from one workflow to another.

1. In  **Content & assets**, click a content item you want to move to a different workflow.
2. In  **Content details**, click the item's workflow name.
3. Select the new workflow for the item.
4. Click **Change workflow**.

After you change workflow for an item, it moves to the first step of the new workflow.

What's next?

- [Assign content](#) to your content creators, create tasks for them, and set due dates.
- [Customize your content workflows](#) to match your processes.
- Take the [Kontent.ai authoring course](#) to get handy tips on how to structure your content, collaborate, or do a review for a colleague.
- [Set up custom roles](#) so that users can [see or update only the content assigned to them](#).