



Automate content lifecycle management for Confluence Cloud

Automate page statuses, notifications and archiving of Confluence Cloud content



About Midori



Experience

15+ years in the Atlassian Ecosystem

Platinum Marketplace Partner

Reliable maintenance, guaranteed support and top-notch docs

Powering 7000+ customers

Apple, Boeing, Salesforce, Oracle, SAP, SONY, etc.

What is Better Content Archiving?



Cloud Fortified

Passing all Atlassian mandated security requirements and international standards



Top rated app for Confluence Cloud

Content Lifecycle Management for Confluence Cloud

Content quality, automation for page statuses, notifications and archiving



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

Running the automations

Browsing archived content



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

Running the automations

Browsing archived content



Misconceptions

Most common beliefs from small and mid-sized teams

1. We don't have that many content to need CLM

It's very easy to create pages and content in Confluence. If you use Confluence on a daily basis, it will take less than 5 years for Confluence to grow uncontrollably into a mess.

The best time to create a content lifecycle management strategy is today!

2. Confluence clean-up should be a one-time operation

It is much easier to maintain an up-to-date Confluence than clean up thousands or hundreds of thousands of pages at once. Use an automation that cleans content in the background.

3. Content lifecycle should be a responsibility of one person

While there are admins and page owners, they don't know ALL the content and their purpose. Every Confluence contributor should share the responsibility of managing the content status.



Key benefits of Better Content Archiving

Why managing Confluence content lifecycle makes a difference

1. Saves your company money by automating the quality control of Confluence content

"[...]As an Atlassian Consultant, I have seen the app help different customers minimize the effort required for managing their content." - Dennis (Atlassian Consultant)

2. Helps your team be more productive by clearing obsolete content from Confluence

"We had been needing a solution like the Better Content Archiving app for years, as our knowledge repository surged past 1 million pages and 1,000 spaces." - PayPal (customer)

3. Maximizes your investment in Confluence by boosting user adoption

"Better Content Archiving takes the pain out of ensuring that large Confluence instances stay fresh, which aids user adoption and discovery of good content." - Appfire (customer)



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

Running the automations

Browsing archived content



Understanding your content quality

Global report about the current state of your Confluence content

The screenshot shows the Confluence user interface. At the top is a blue navigation bar with the Confluence logo, 'Home', 'Recent', 'Spaces', 'Teams', 'Apps', 'Templates', and 'Create'. A search bar is on the right. The left sidebar contains navigation options: Overview, Recent, Starred, Drafts, Tasks (0), and a list of spaces including 'Evan Walberg', 'Product Documentation...', 'People Operations', 'Procurement Guidelines', and 'Carol Jenkins'. The 'Apps' menu is open, showing 'Better Content Archiving' at the top, followed by 'POPULAR APPS' (Slack, Google Drive, Lucidchart), and options to 'Find new apps', 'Manage apps', and 'View app requests'. The main content area features a grid of app cards: 'Porting neural network t...' (visited 2 hours ago), 'Embedded Solutions' (visited 3 hours ago), 'Product requirements' (visited 20 hours ago), and 'People Operations Policies' (visited October 13, 2023). Below this is an 'Announcements' section with a message: 'We're keeping you in the loop. Stay in-the-know by following people and spaces. Their activity will show up in your feed, but you won't receive email notifications about it. Add to, or edit, your feed anytime.' with an 'Edit feed' button. The bottom of the feed shows a post by 'Dalia Lens' edited twice on October 11, 2023, featuring the 'Embedded Solutions' app and a snippet of text about AI in driving experience.



Understanding your content quality

View the page status in a space

The screenshot shows the Confluence interface for a space named 'Product documentation - AI Car'. The main heading is 'Better Content Archiving'. Below this is a 'Content Status Overview' section with an information icon and a tip: 'View the overall status of your pages and blogs. Browse them by clicking the numbers. Learn more about content status overview ^'. There is a 'Reports' button with a chart icon. To the right of the table are tabs for 'Pages', 'Blogs', and 'All', with 'All' being the active tab. The table below shows the status of content in the space.

Space	Contents	Tracked	Excluded	Expired	Not viewed	To archive	To review	Up-to-date
Product documentation - AI Car	52	100%	0 (0%)	6 (12%)	10 (19%)	21 (40%)	0 (0%)	15 (29%)



Understanding your content quality

View the status of a single page

The screenshot shows a Confluence page titled "Visual sensor signal processing" under the "Product Documentation - AI Car" space. The page is marked as "Expired" with a yellow icon. A dropdown menu is open over the "Expired" status, showing the following options:

- Expired
- Expiration date: 2023-09-05
- Last viewed by: Levente Szabo
- Last updated by: Dalia Lens
- Set owner
- Set expiration
- Remove expiration
- Set archiving
- Exclude
- Status details

The page content includes the following sections:

Visual sensor signal processing

Owned by Jack Powell
Last updated: Oct 11, 2023 by Dalia Lens • 3 min read • 4 people viewed • Expired

Unveiling the Power of Perception

Welcome to the "Visual Sensor Signal Processing" page, where we explore the interpretation and manipulation. In this section, we will delve into the technology processing, shedding light on how raw visual data is transformed into meaning cutting-edge AI-driven systems to see, understand, and respond to the world a

I. Introduction to Visual Sensor Signal Processing

Visual Sensor Signal Processing is the backbone of our AI-driven visual recognition utilization of advanced algorithms and techniques to process raw visual data cameras and LiDAR. By analyzing this data, our systems can recognize objects, scenes, and events informed decisions in real-time.

II. Key Components and Processes

****1. Image Acquisition:**

Visual sensor signal processing begins with the capture of images or video frames using high-resolution cameras. These sensors record the visual information from the environment, which serves as the input for further processing.

2. Image Preprocessing:

Raw images often require preprocessing to enhance quality and remove noise. Techniques like noise reduction, image stabilization, and color correction are applied to ensure that the input data is accurate and



Understanding your content quality

View the status of a single page

The screenshot shows the Confluence interface with a modal window displaying the content quality status of a page. The modal is titled "Status" and includes a "Close" button at the bottom right. The content explains that the page is in the "Product Documentation - AI Car" space and uses the "General Content Status Scheme". It lists several CQL queries used to determine the status, with the "Expired" status highlighted by a red box.

Status | CQL Fields | Support info

This page is in the **Product Documentation - AI Car** space.
The space is using the **General Content Status Scheme** scheme.

The content status scheme tests the following CQL queries to assign a status to this page.
The CQL marked with yellow ● was tested, but not matching. Green ● is the first matching. White ○ was not tested.

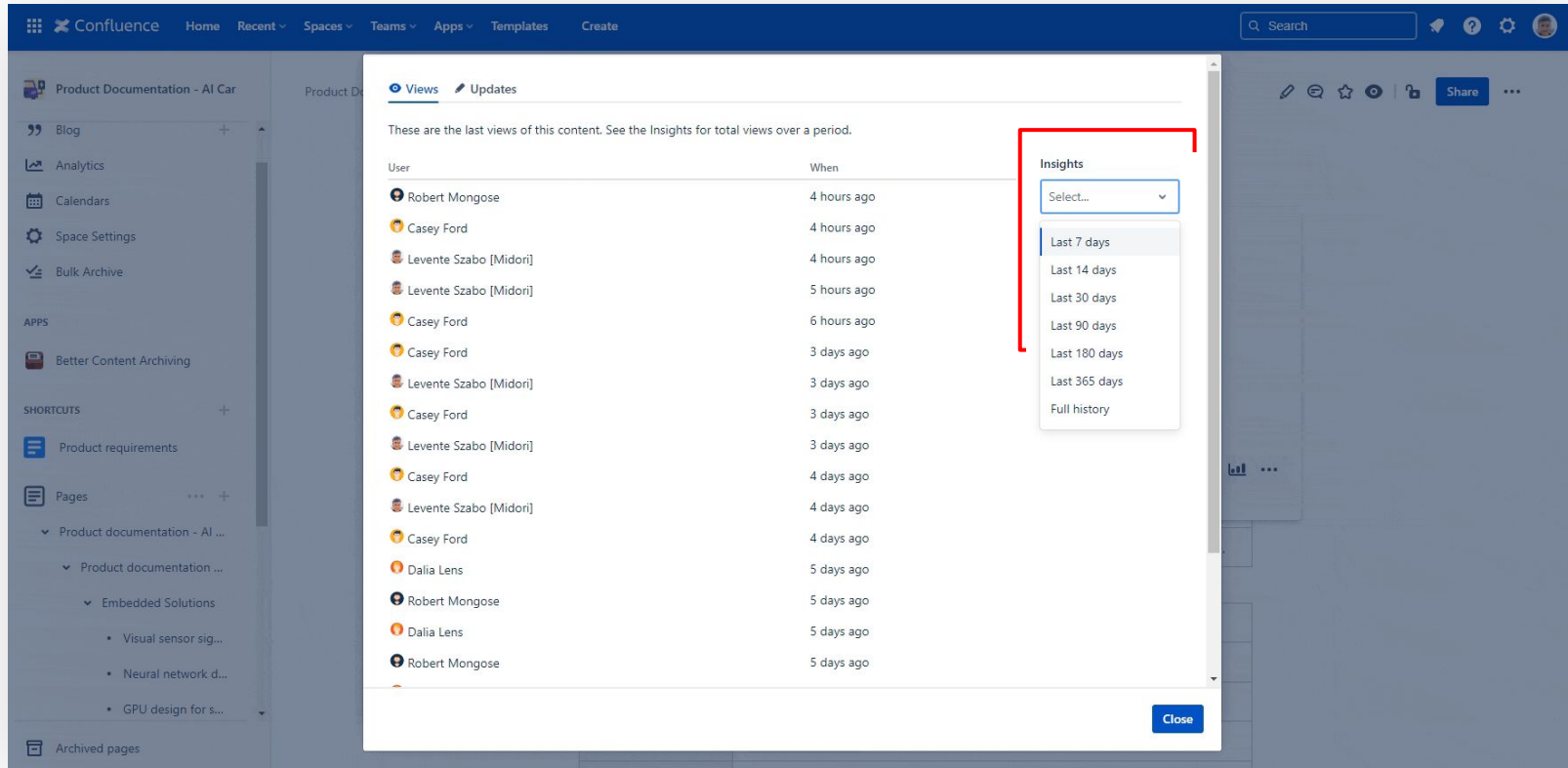
Status	CQL
Excluded This content is excluded from lifecycle management.	if the content matches: <code>arch.exclusion = "true"</code> ● or any of its ancestors matches: <code>arch.exclusion = "true"</code> and <code>arch.exclusion.inherited = "true"</code> ●
Evergreen This content stays valid without updates.	if the content matches: <code>label in ("evergreen","evergreen-single")</code> ● or any of its ancestors matches: <code>label = "evergreen"</code> ●
To archive This content will be archived soon.	if the content matches: <code>arch.archivingDate < now()</code> ● or any of its ancestors matches: <code>arch.archivingDate < now()</code> and <code>arch.archivingDate.inherited = "true"</code> ●
Expired This content has not been updated recently.	if the content matches: <code>arch.expirationDate < now()</code> ● (this status is not inherited from ancestors)
To review This content is waiting for a review.	if the content matches: <code>label = "to-review"</code> ○ (this status is not inherited from ancestors)
Not viewed This content has not been viewed recently.	if the content matches: <code>arch.event.lastViewedOn < now("-50d")</code> ○ (this status is not inherited from ancestors)
Up-to-date This content is up-to-date.	DEFAULT ○

Close



Confluence page analytics

View and update statistics for a single page



The screenshot shows the Confluence interface with a modal window displaying page analytics. The modal has tabs for 'Views' and 'Updates'. Below the tabs, a text prompt reads: "These are the last views of this content. See the Insights for total views over a period." Below this is a table with two columns: 'User' and 'When'. The table lists 16 view entries. To the right of the table is an 'Insights' dropdown menu with a 'Select...' option and a list of time ranges: 'Last 7 days', 'Last 14 days', 'Last 30 days', 'Last 90 days', 'Last 180 days', 'Last 365 days', and 'Full history'. A 'Close' button is located at the bottom right of the modal.

User	When
Robert Mongose	4 hours ago
Casey Ford	4 hours ago
Levente Szabo [Midori]	4 hours ago
Levente Szabo [Midori]	5 hours ago
Casey Ford	6 hours ago
Casey Ford	3 days ago
Levente Szabo [Midori]	3 days ago
Casey Ford	3 days ago
Levente Szabo [Midori]	3 days ago
Casey Ford	4 days ago
Levente Szabo [Midori]	4 days ago
Casey Ford	4 days ago
Dalia Lens	5 days ago
Robert Mongose	5 days ago
Dalia Lens	5 days ago
Robert Mongose	5 days ago



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

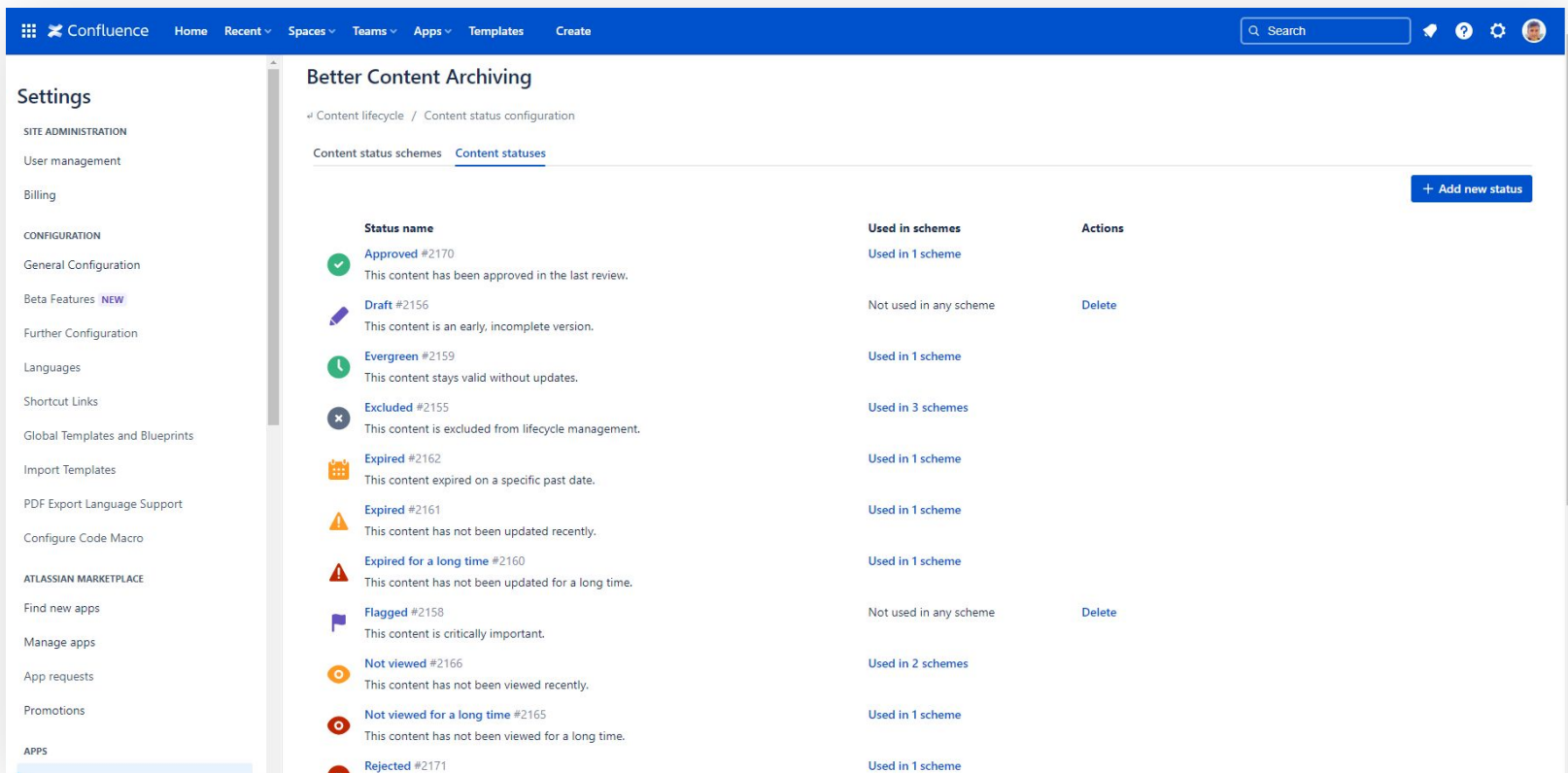
Running the automations

Browsing archived content



Configuring page statuses

Use page statuses that match your document management workflow














The screenshot shows the Confluence interface for configuring content statuses. The top navigation bar includes 'Confluence', 'Home', 'Recent', 'Spaces', 'Teams', 'Apps', 'Templates', and 'Create'. A search bar and user profile are on the right. The left sidebar lists 'Settings' categories: SITE ADMINISTRATION (User management, Billing), CONFIGURATION (General Configuration, Beta Features, Further Configuration, Languages, Shortcut Links, Global Templates and Blueprints, Import Templates, PDF Export Language Support, Configure Code Macro), ATlassian Marketplace (Find new apps, Manage apps, App requests, Promotions), and APPS.

Better Content Archiving

Content lifecycle / Content status configuration

Content status schemes Content statuses

[+ Add new status](#)

Status name	Used in schemes	Actions
 Approved #2170 This content has been approved in the last review.	Used in 1 scheme	
 Draft #2156 This content is an early, incomplete version.	Not used in any scheme	Delete
 Evergreen #2159 This content stays valid without updates.	Used in 1 scheme	
 Excluded #2155 This content is excluded from lifecycle management.	Used in 3 schemes	
 Expired #2162 This content expired on a specific past date.	Used in 1 scheme	
 Expired #2161 This content has not been updated recently.	Used in 1 scheme	
 Expired for a long time #2160 This content has not been updated for a long time.	Used in 1 scheme	
 Flagged #2158 This content is critically important.	Not used in any scheme	Delete
 Not viewed #2166 This content has not been viewed recently.	Used in 2 schemes	
 Not viewed for a long time #2165 This content has not been viewed for a long time.	Used in 1 scheme	
 Rejected #2171	Used in 1 scheme	



Configuring page status schemes

Page status schemes are collection of statuses applied to a space or spaces

Settings

- SITE ADMINISTRATION
 - User management
 - Billing
- CONFIGURATION
 - General Configuration
 - Further Configuration
 - Languages
 - Shortcut Links
 - Global Templates and Blueprints
 - Import Templates
 - PDF Export Language Support
 - Configure Code Macro
- ATLASSIAN MARKETPLACE
 - Find new apps
 - Manage apps
 - App requests
 - Promotions
- APPS
 - Better Content Archiving

Better Content Archiving

Content lifecycle / Content status configuration

Content status schemes Content statuses

i A content status scheme is a collection of content statuses that can be used in one or more Confluence spaces. The spaces without an explicitly set content status scheme will use the default one. [Learn more about content status schemes](#)

[+ Add new scheme](#) ⋮

Scheme name	Used in spaces	Actions
Expiration Tracking Content Status Scheme <small>ABC</small> This scheme contains statuses for tracking contents that expire periodically.	255 spaces	Apply to spaces Make default
General Content Status Scheme <small>DEFAULT</small> <small>ABC</small> This scheme contains statuses for general use.	211 space plus some spaces (as default)	Apply to spaces
Legal Contracts Expiration Tracking Scheme <small>ABC</small> This scheme applies only to legal documents and sets "Expired" status at periodic intervals (depending on the document type).	1 space	Apply to spaces Make default
Review Content Status Scheme <small>ABC</small> This scheme contains statuses for review workflows (approval processes).	21 space	Apply to spaces Make default
View Tracking Content Status Scheme <small>ABC</small> This scheme contains statuses for classifying content by the time passed since their last views.	Not used in any space	Apply to spaces Make default Delete



Configuring page status schemes

Page status schemes are collection of statuses applied to a space or spaces

Edit scheme

Name*
General Content Status Scheme

Description
This scheme contains statuses for general use.

Content statuses
[+ Add statuses](#)

Drag and drop statuses to the order of precedence. A content's status will be determined by the first CQL matching the content (direct status) or any of its ancestors (inherited status).

Status	CQL condition	Count
Excluded This content is excluded from lifecycle management.	arch.exclusion = "true"	0
	arch.exclusion = "true" and arch.exclusion. Or any of its ancestors matches this CQL query.	0
Evergreen This content stays valid without updates.	label in ("evergreen", "evergreen-single")	1
	label = "evergreen" Or any of its ancestors matches this CQL query.	1
To archive This content will be archived soon.	arch.archivingDate < now()	1
	arch.archivingDate < now() and arch.archivi Or any of its ancestors matches this CQL query.	0

Cancel Save



Configuring page status schemes

Page status schemes are collection of statuses applied to a space or spaces

The screenshot shows the 'Edit scheme' dialog in Confluence. The dialog lists several page status schemes, each with a description and associated CQL queries. The 'To review' scheme is currently selected, indicated by a blue checkmark. The 'Up-to-date' scheme is the default status.

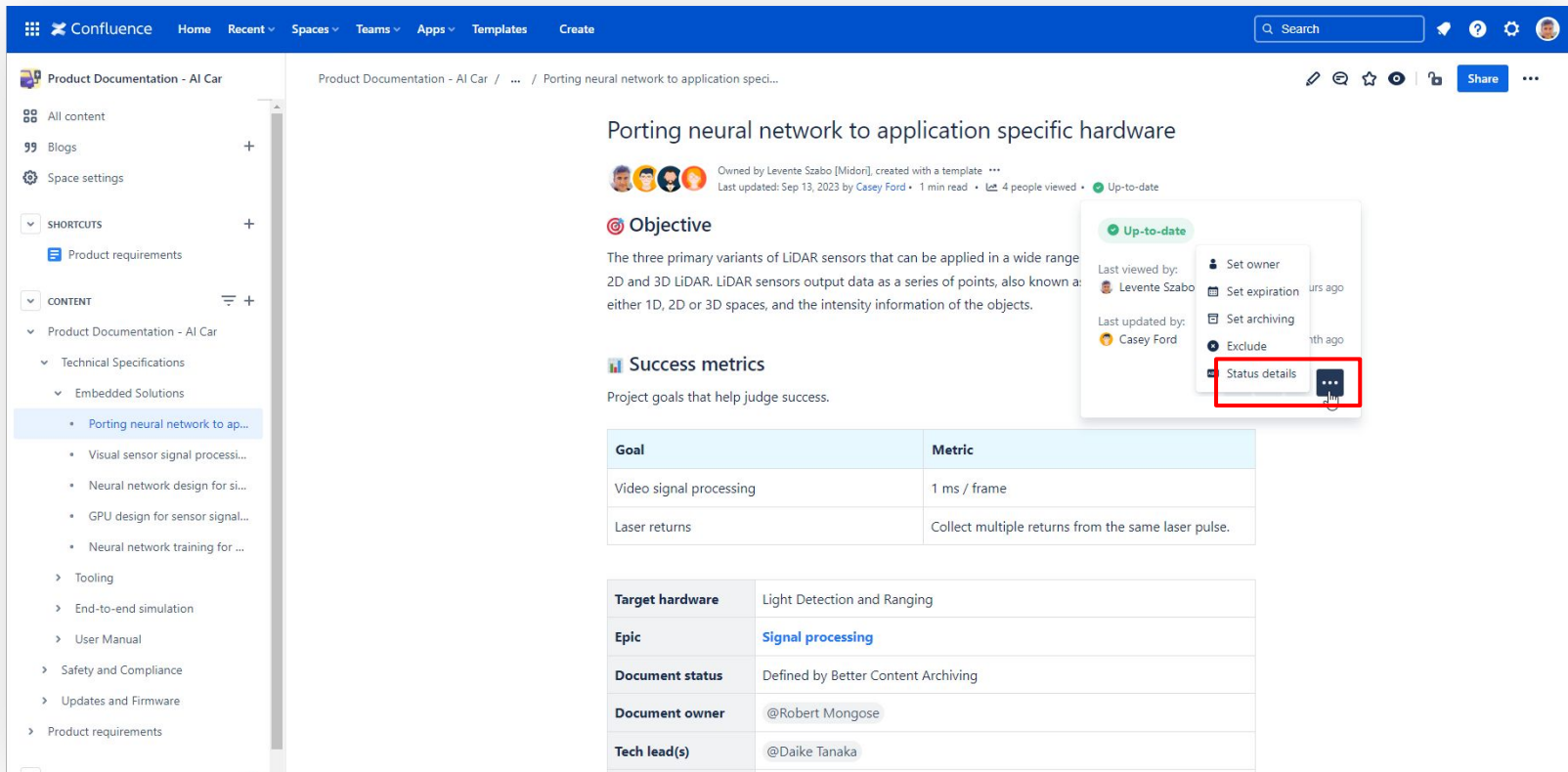
Status	Description	CQL Query	Count
Excluded	This content is excluded from lifecycle management.	<code>arch.exclusion = "true"</code> If the content matches this CQL query. <code>arch.exclusion = "true" and arch.exclusion.</code> Or any of its ancestors matches this CQL query.	0
To archive	This content will be archived soon.	<code>arch.archivingDate < now()</code> If the content matches this CQL query. <code>arch.archivingDate < now() and arch.archivi</code> Or any of its ancestors matches this CQL query.	1
Expired	This content has not been updated recently.	<code>arch.expirationDate < now()</code> If the content matches this CQL query. CQL query Or any of its ancestors matches this CQL query.	5
To review	This content is waiting for a review.	<code>label = "to-review"</code> If the content matches this CQL query. CQL query Or any of its ancestors matches this CQL query.	54
Not viewed	This content has not been viewed recently.	<code>arch.event.lastViewedOn < now("-100d")</code> If the content matches this CQL query. CQL query Or any of its ancestors matches this CQL query.	62
Up-to-date	This content is up-to-date.	CQL query not used Default status if none of the previous CQL filters match. CQL query not used	

Buttons: Cancel, Save, + Add new scheme



Configuring page status schemes

Page status schemes are collection of statuses applied to a space or spaces



The screenshot shows a Confluence page in a 'Product Documentation - AI Car' space. The page title is 'Porting neural network to application specific hardware'. The page content includes an objective, success metrics, and two tables. A status menu is open over the 'Success metrics' section, showing options like 'Set owner', 'Set expiration', 'Set archiving', 'Exclude', and 'Status details'. The 'Status details' option is highlighted with a red box.

Objective

The three primary variants of LiDAR sensors that can be applied in a wide range of 2D and 3D LiDAR. LiDAR sensors output data as a series of points, also known as point clouds, which can be used to create either 1D, 2D or 3D spaces, and the intensity information of the objects.

Success metrics

Project goals that help judge success.

Goal	Metric
Video signal processing	1 ms / frame
Laser returns	Collect multiple returns from the same laser pulse.

Target hardware	Light Detection and Ranging
Epic	Signal processing
Document status	Defined by Better Content Archiving
Document owner	@Robert Mongose
Tech lead(s)	@Daike Tanaka



Advanced page ownership

Bulk change page owners and notify them when needed

Product Documentation - AI Car

Product Documentation... / ... / Embedde

Set owner [Help](#)

💡 Set the content owner of this page.

The owner is responsible for the validity, currency and relevance of this page.

Content owner

Carol Jenkins × Daïke Tanaka × Jack Powell × |

Select the owner for this particular page.

Content tree owner

Select users

Select the owner for this page and its descendant pages.

Cancel **Set**

Target hardware

Light Detection and Ranging

Epic

[Signal processing](#)

Document status

Defined by Better Content Archiving

Document owner

@Robert Mongose

Tech lead(s)

@Daïke Tanaka



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

Running the automations

Browsing archived content



Configuring notification emails

Email content can be tailored to lifecycle events or personalized to users

The screenshot shows the Confluence user interface. At the top is a blue navigation bar with the Confluence logo, navigation links (Home, Recent, Spaces, Teams, Apps, Templates, Create), a search bar, and user profile icons. On the left is a 'Settings' sidebar with categories: SITE ADMINISTRATION (User management, Billing), CONFIGURATION (General Configuration, Beta Features NEW, Further Configuration, Languages, Shortcut Links, Global Templates and Blueprints, Import Templates, PDF Export Language Support, Configure Code Macro), ATlassian Marketplace (Find new apps, Manage apps, App requests, Promotions), and APPS.

The main content area is titled 'Better Content Archiving' and includes a breadcrumb trail: 'Content lifecycle / Notification configuration'. Below this is a sub-section for 'Notification schemes' with 'Notification email templates' selected. An information box states: 'All notification emails sent by the app are rendered from templates. Edit the templates here to add new sections (like explanations or tips), edit or remove existing sections, or translate texts to your users' natural language. Learn more about notification email templates'. A '+ Add new template' button is located in the top right of this section.

Template name	Used in schemes	Actions
<input checked="" type="checkbox"/> Approved notification Sent out when pages have been approved by the approver.	Used in 1 scheme	
<input checked="" type="checkbox"/> Archived Contents Sent when contents that were actually archived are reported.	Used in 1 scheme	
<input checked="" type="checkbox"/> Attention required notification Sent out for pages that have expiration dates approaching within a month.	Used in 1 scheme	
<input checked="" type="checkbox"/> Expired Contents Sent when expired contents are reported.	Used in 2 schemes	
<input checked="" type="checkbox"/> Not-viewed Contents Sent when not-viewed contents are reported.	Used in 2 schemes	
<input checked="" type="checkbox"/> To-archive Contents Sent when contents that will be archived soon are reported.	Used in 1 scheme	



Configuring notification emails

Email content can be tailored to lifecycle events or personalized to users

The screenshot shows the Confluence interface with the 'Settings' sidebar on the left. The 'Notification' section is expanded, and the 'Expired Contents' template is selected. The 'Edit template' dialog is open, showing the following fields:

- Name***: Expired Contents
- Description**: Sent when expired contents are reported.
- Email subject***: `{{totalContentCount}} content{{#if(gt totalContentCount 1)}}s{/if}} expired`
- Email content***:

```
<body>
<div id="email-body">
  <div id="email-content">
    <div class="instructions">
      &#x1F4A1;&nbsp;
      Discuss with your team if these are still up-to-date, then confirm, update or archive them.
    </div>
    <div>
      {{#each contents}}
        <div>
          <h3><a href="wiki/spaces/{{@key.key}}">{{@key.name}}</a></h3>
          <div class="space-metadata">
            <small><b>{{this.size}}</b> content{{#if(gt this.size 1)}}s{/if}} expired in <b>{{abbrevia
          </div>
          {{#each this}}
            <div class="content-item">
              {{#if (eq @type.apiValue "page")}}
                
```

Buttons: Cancel, Save, + Add new template



Configuring notification schemes

Set up your automatic notifications for page owners and others

Edit scheme

Name*
General Notification Scheme

Description
This scheme contains notifications for general use.

Notifications
[+ Add new notification](#)

Enabled

Schedule [+](#) [i](#)

Every four hours: 0 0/4 * * ?	Every day at 6AM: 0 6 * * ?	Every day at 8AM and 2PM: 0 8,14 * * ?
Every Monday at 6AM: 0 6 ? * MON	Every Monday and Wednesday at 6AM: 0 6 ? * MON.WED	From Monday to Friday at 6AM: 0 6 ? * MON-FRI
1st day in every month at 6AM: 0 6 1 * ?	1st and 15th day in every month at 6AM: 0 6 1,15 * ?	1st day in every quarter at 6AM: 0 6 1 1/3 ?

Search In Current pages at Archived pages

Email Template Not-viewed Content

Notify Last modifier Author Content owners Space administrators

Cancel [Save](#)



Configuring notification schemes

Set up emails to be sent out in a chain

The screenshot shows the Confluence 'Edit scheme' dialog box. The dialog is titled 'Edit scheme' and contains the following configuration options:

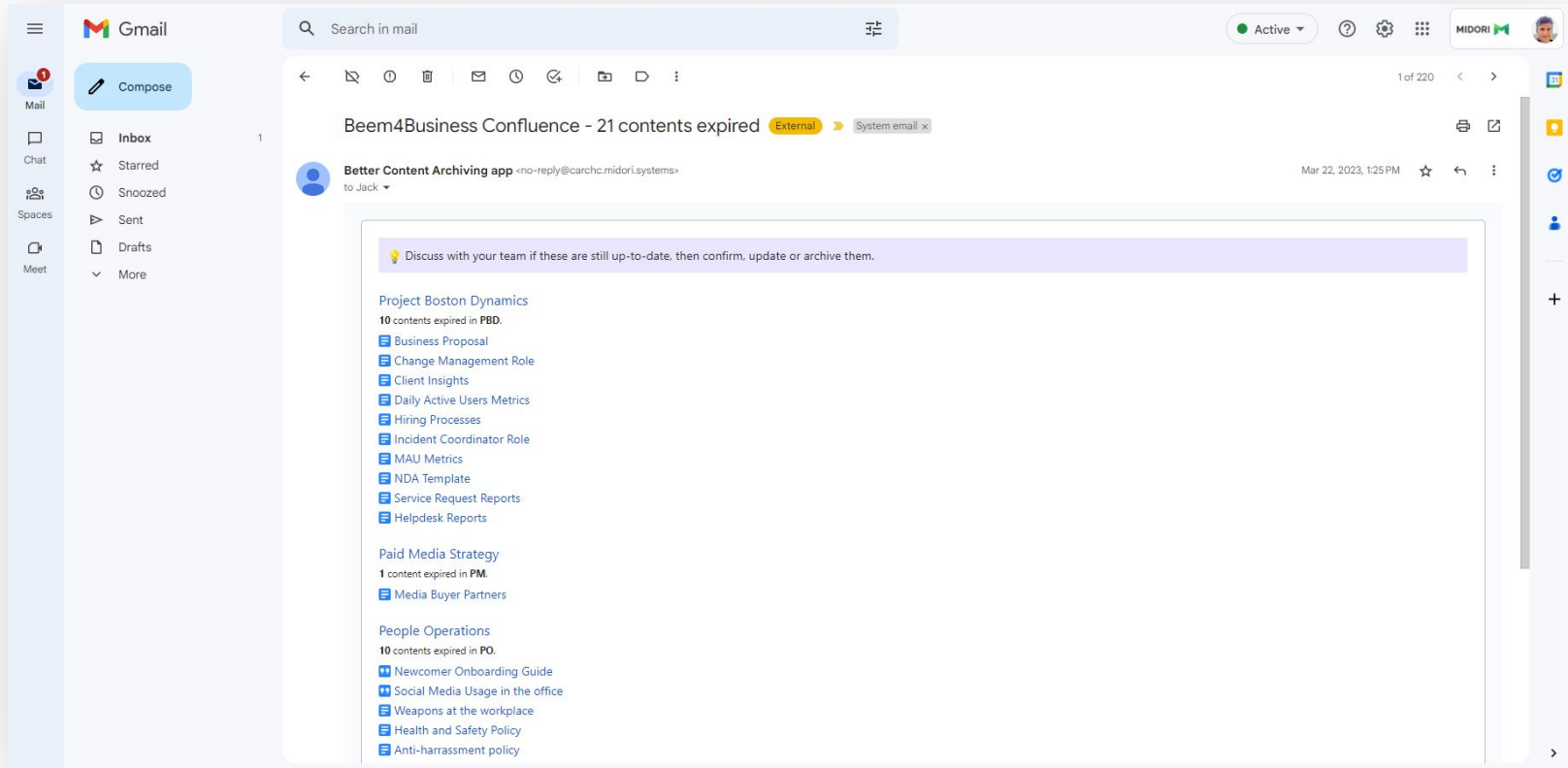
- Enabled:** A toggle switch that is turned on (green).
- Schedule:** A text input field containing the cron expression `0 4 * * ?`. Below the field is the instruction: 'Enter a cron expression to define the notification's schedule (in UTC)'. To the right of the field are icons for adding, deleting, and a clock.
- CQL Query:** A text input field containing the query `arch.status in ("Expired", "Expired for a long time")`. Below the field is the instruction: 'Enter a CQL query to search for the pages and blogs to include in the notification.' To the right of the field are icons for adding, deleting, and a blue circle with the number '35'.
- Search In:** A section with two checkboxes: 'Current pages and blog posts' and 'Archived pages'.
- Email Template:** A dropdown menu currently showing 'Expired Contents'.
- Notify:** A section with several checkboxes and a dropdown:
 - Last modifier
 - Author
 - Content owners
 - Space administrators
 - Users (with a 'Select users' dropdown menu)
 - Groups (with a 'Legal Team' dropdown menu)
- Enabled:** A second toggle switch that is turned on (green).
- Schedule:** A second text input field containing the cron expression `0 4 * * ?`. Below the field is the instruction: 'Enter a cron expression to define the notification's schedule (in UTC)'. To the right of the field are icons for adding, deleting, and a clock.
- CQL Query:** A second text input field containing the query `arch.status = "To archive"`. Below the field is the instruction: 'Enter a CQL query to search for the pages and blogs to include in the notification.' To the right of the field are icons for adding, deleting, and a blue circle with the number '1'.

At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons.



Configuring notification schemes

Set up emails to be sent out in a chain



The screenshot shows a Gmail interface with a notification email. The email is from 'Better Content Archiving app' and is titled 'Beem4Business Confluence - 21 contents expired'. The email body contains a list of expired content items, categorized into three groups: Project Boston Dynamics (10 items), Paid Media Strategy (1 item), and People Operations (10 items).

Beem4Business Confluence - 21 contents expired External System email x

Better Content Archiving app <no-reply@carhc.midori.systems>
to Jack

Mar 22, 2023, 1:25 PM

Discuss with your team if these are still up-to-date, then confirm, update or archive them.

Project Boston Dynamics
10 contents expired in **PBD**.

- Business Proposal
- Change Management Role
- Client Insights
- Daily Active Users Metrics
- Hiring Processes
- Incident Coordinator Role
- MAU Metrics
- NDA Template
- Service Request Reports
- Helpdesk Reports

Paid Media Strategy
1 content expired in **PM**.

- Media Buyer Partners

People Operations
10 contents expired in **PO**.

- Newcomer Onboarding Guide
- Social Media Usage in the office
- Weapons at the workplace
- Health and Safety Policy
- Anti-harassment policy



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

Running the automations

Browsing archived content



Configuring automation schemes

Use a dedicated automation engine for content lifecycle management

The screenshot shows the Confluence interface for configuring automation schemes. The top navigation bar includes 'Home', 'Recent', 'Spaces', 'Teams', 'Apps', 'Templates', and 'Create'. A search bar is on the right. The left sidebar shows 'Settings' with categories like 'CONFIGURATION', 'ATLASSIAN MARKETPLACE', and 'APPS'. The 'Better Content Archiving' page is active, showing a breadcrumb 'Content lifecycle / Automation configuration' and a sub-section 'Automation schemes'. An information box explains that an automation scheme is a collection of automations. Below is a table of existing schemes with columns for name, description, spaces used, and actions.

Scheme name	Used in spaces	Actions
Delete Archived Content Automation Scheme This automation periodically purges data that has been retained in the archives for the period dictated by GDPR requirements.	3 spaces	Apply to spaces Make default Delete
General Automation Scheme DEFAULT 1 OF 2 DISABLED This scheme contains archiving and deletion (disposition) automations for general use.	Some spaces (as default)	Apply to spaces
Policy Archiving Automation Scheme This automation scheme is for archiving expired or no longer relevant guides and process documentation.	Not used in any space	Apply to spaces Make default Delete
Tech Documentation Archiving Automation Scheme This scheme contains archiving and deletion (disposition) automations for the technical documentation.	1 space	Apply to spaces Make default Delete



Configuring automation schemes

Use a dedicated automation engine for content lifecycle management

The screenshot displays the 'Edit scheme' dialog box in the Confluence interface. The dialog is titled 'Edit scheme' and contains the following elements:

- Name:** A text input field containing 'General Automation Scheme'.
- Automations:** A section with a '+ Add new automation' button and the instruction 'Drag and drop automations to your preferred display order.'
- Automation 1:**
 - Enabled:** A toggle switch that is turned on (green).
 - Schedule:** A text input field containing the cron expression '0 0 ? * SUN', with a '+' icon and a clock icon to its right. Below the field is the text 'Enter a cron expression to define the automation's schedule (in UTC)'.
 - CQL Query:** A text input field containing 'arch.status = "To archive"', with a '+' icon and a '20' icon to its right. Below the field is the text 'Enter a CQL query to search for the pages and blogs to process by the automation.'
 - Action:** A dropdown menu with 'Archive' selected.
- Automation 2:**
 - Enabled:** A toggle switch that is turned off (grey).
 - Schedule:** A text input field containing the cron expression '0 2 ? * SUN', with a '+' icon and a clock icon to its right. Below the field is the text 'Enter a cron expression to define the automation's schedule (in UTC)'.
 - CQL Query:** A text input field containing 'arch.status = "To delete"', with a '+' icon and a '0' icon to its right. Below the field is the text 'Enter a CQL query to search for the pages and blogs to process by the automation.'
 - Action:** A dropdown menu with 'Delete' selected.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom right of the dialog.

In the background, the Confluence settings page is visible, showing the 'Automation schemes' section under 'Better Content Archiving'.



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

Running the automations

Browsing archived content



Running the automations

Running automations manually is also an option

The screenshot shows the Atlassian Confluence interface. The top navigation bar is blue with the Confluence logo and menu items: Home, Recent, Spaces, Teams, Apps, Templates, and Create. A search bar is on the right. The left sidebar contains a 'Settings' menu with categories: SITE ADMINISTRATION (User management, Billing), CONFIGURATION (General Configuration, Beta Features, Further Configuration, Languages, Shortcut Links, Global Templates and Blueprints, Import Templates, PDF Export Language Support, Configure Code Macro), ATlassian MARKETPLACE (Find new apps, Manage apps, App requests, Promotions), and APPS. The main content area is titled 'Better Content Archiving' and features a blue information banner: 'Start the background jobs for all spaces in one batch. Configure all the content lifecycle management features.' Below this are three panels: 'Jobs' (with sub-sections for Jobs and Job audit log), 'Configuration' (with sub-sections for Content status configuration, Notification configuration, and Automation configuration), and 'Administration' (with sub-sections for Exclude spaces and Integrity checks).

Settings

- SITE ADMINISTRATION
 - User management
 - Billing
- CONFIGURATION
 - General Configuration
 - Beta Features **NEW**
 - Further Configuration
 - Languages
 - Shortcut Links
 - Global Templates and Blueprints
 - Import Templates
 - PDF Export Language Support
 - Configure Code Macro
- ATLASSIAN MARKETPLACE
 - Find new apps
 - Manage apps
 - App requests
 - Promotions
- APPS

Better Content Archiving

i Start the background jobs for all spaces in one batch. Configure all the content lifecycle management features.

Jobs

Jobs
Start jobs to refresh content status, send notifications, archive contents, etc. in all spaces.

Job audit log
Review when the jobs were executed and check the results of prior executions.

Configuration

Content status configuration
Configure content statuses, group them to schemes and apply those to your spaces.

Notification configuration
Configure scheduled notifications, group them to schemes and apply those to your spaces.

Automation configuration
Configure automatic archive, copy, move and delete operations, group them to schemes and apply those to your spaces.

Administration

Exclude spaces
Disable content lifecycle management in those spaces where it is not required.

Integrity checks
Identify and resolve configuration errors if you are experiencing problems with the app.



Running the automations

Running automations manually is also an option

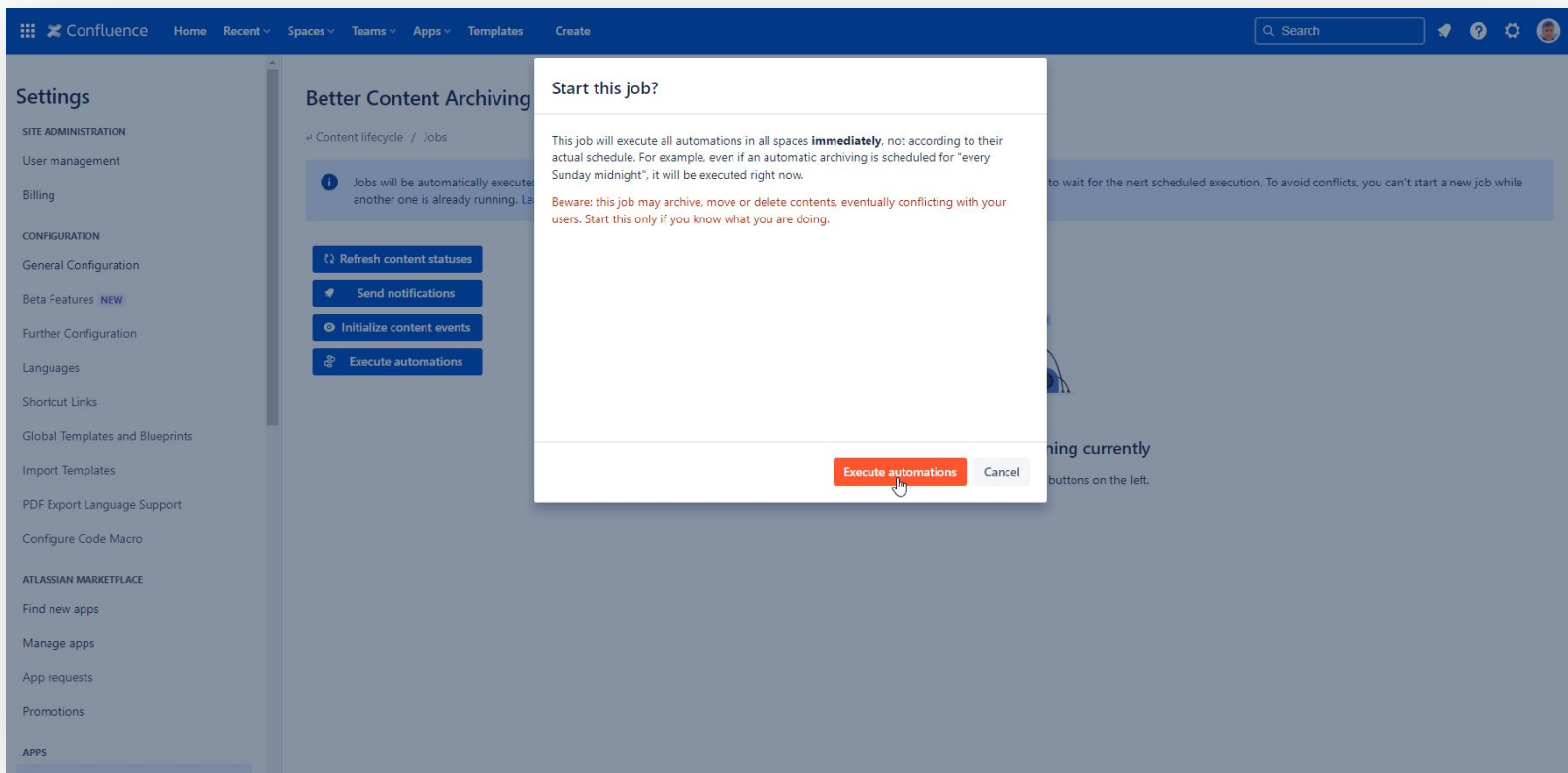
The screenshot displays the Atlassian Confluence interface for the 'Better Content Archiving' automation. The top navigation bar includes 'Confluence', 'Home', 'Recent', 'Spaces', 'Teams', 'Apps', 'Templates', and 'Create'. A search bar and utility icons are on the right. The left sidebar shows 'Settings' with categories: SITE ADMINISTRATION (User management, Billing), CONFIGURATION (General Configuration, Beta Features NEW, Further Configuration, Languages, Shortcut Links, Global Templates and Blueprints, Import Templates, PDF Export Language Support, Configure Code Macro), ATlassian MARKETPLACE (Find new apps, Manage apps, App requests, Promotions), and APPS.

The main content area is titled 'Better Content Archiving' with a breadcrumb 'Content lifecycle / Jobs'. An information message states: 'Jobs will be automatically executed on a recurring schedule. Start them manually here only in those rare cases when you don't want to wait for the next scheduled execution. To avoid conflicts, you can't start a new job while another one is already running. Learn more about jobs'. Below this are four buttons: 'Refresh content statuses', 'Send notifications', 'Initialize content events', and 'Execute automations'. A blue robot icon is positioned above the text: 'There is no job running currently. You can start one using the buttons on the left.'



Running the automations

Running automations manually is also an option



The screenshot shows the Confluence interface with a modal dialog box open. The dialog box is titled "Start this job?" and contains the following text:

This job will execute all automations in all spaces **immediately**, not according to their actual schedule. For example, even if an automatic archiving is scheduled for "every Sunday midnight", it will be executed right now.

Beware: this job may archive, move or delete contents, eventually conflicting with your users. Start this only if you know what you are doing.

At the bottom of the dialog box, there are two buttons: "Execute automations" (highlighted in red) and "Cancel". A mouse cursor is pointing at the "Execute automations" button.

The background shows the Confluence settings page for "Better Content Archiving". The left sidebar lists various settings categories: SITE ADMINISTRATION (User management, Billing), CONFIGURATION (General Configuration, Beta Features NEW, Further Configuration, Languages, Shortcut Links, Global Templates and Blueprints, Import Templates, PDF Export Language Support, Configure Code Macro), ATlassian Marketplace (Find new apps, Manage apps, App requests, Promotions), and APPS.



Automate content lifecycle management for Confluence Cloud

Misconceptions and benefits

Understanding your content quality

Configuring page statuses

Configuring notification emails

Configuring automations

Running the automations

Browsing archived content



Browsing archived content

Easily restore archived content

Confluence Home Recent Spaces Teams Apps Templates Create

Search

People Operations

Calendars
Space Settings
APPS
Better Content Archiving
SHORTCUTS
Pages
Policies: A Comprehensive Overvi...
Social media usage in the office
Responsible engagement
Brand guidelines
Etiquette
Confidentiality
Consequences
Legal guidelines
Security and privacy guidelines
Company association rules

People Operations

Policies: A Comprehensive Overview

Owned by Casey Ford, created with a template
Last updated: Jun 08, 2023 • 2 min read • 2 people viewed • Up-to-date

This knowledge base article aims to provide a comprehensive overview of company HR policies, highlighting their significance, common elements, and best practices for effective implementation.

To maintain accuracy and relevance, it is crucial to periodically review and update these policies, discarding any expired pages or documents.

This is a current list of expired documents:

Pages in People Operations space

The review due date has passed for the below policy documents

Title	Content status	Last updated	Last viewed
Employment classification policy	Up-to-date	Dalia Lens 2 months ago	Casey Ford 2 months ago
Leave and time off	Up-to-date	Robert Mongose 2 months ago	Levente Szabo [Midori] 4 hours ago
Non-discrimination and anti-harassment policy	Up-to-date	Dalia Lens 2 months ago	Dalia Lens 2 months ago
Pay and timekeeping	Up-to-date	Robert Mongose 2 months ago	Casey Ford 2 months ago
Travel Policy	Up-to-date	Dalia Lens 2 months ago	Levente Szabo [Midori] 2 months ago
Work Health and Safety Policy	Up-to-date	Robert Mongose 2 months ago	Levente Szabo [Midori] 4 hours ago

What is this list?

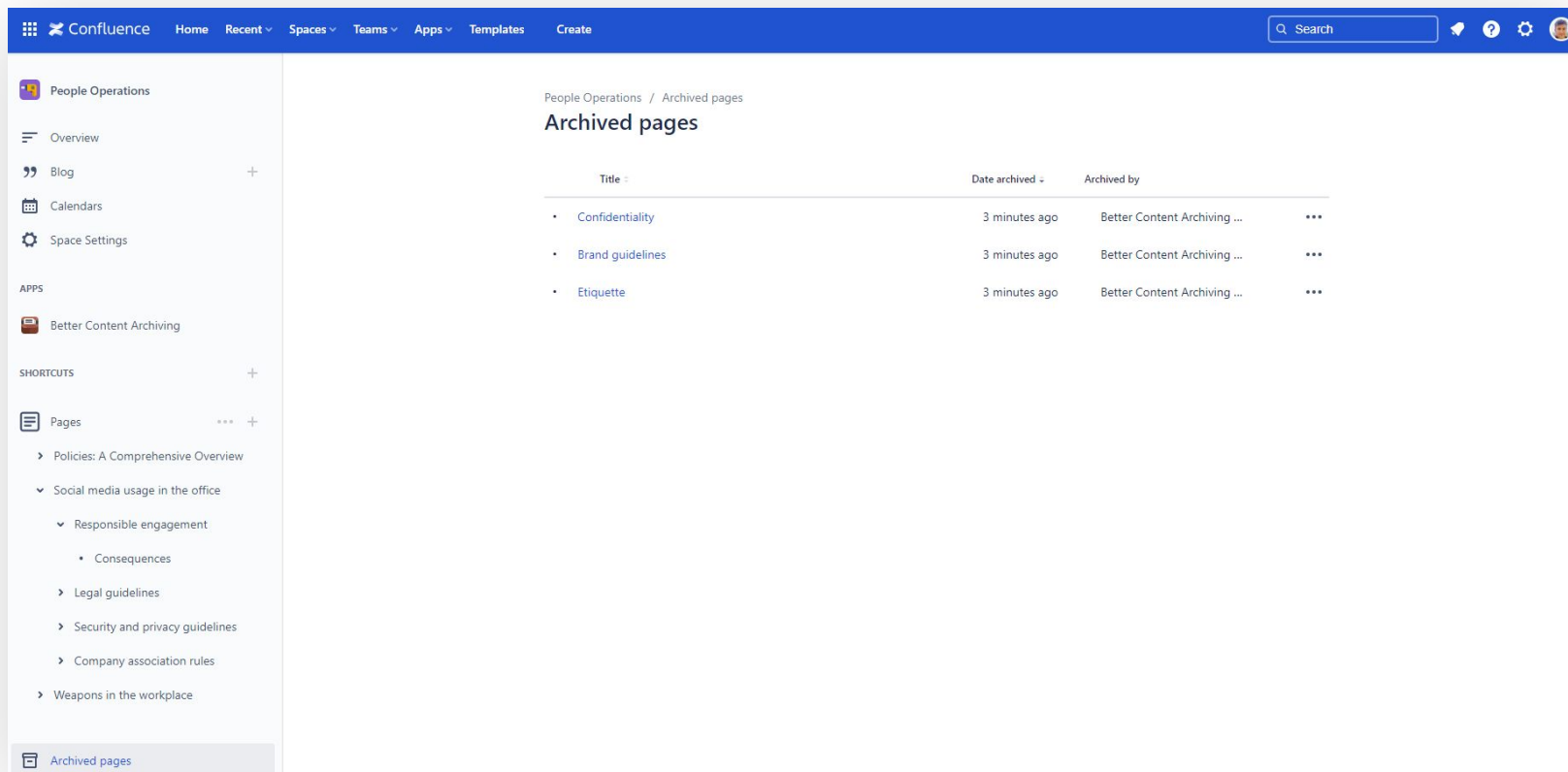
- Documents that have been marked "Expired" automatically based on content lifecycle management rules.
- The list updates dynamically when the review is done, no need to edit.
- Content owners and reviewers are automatically notified by Better Content Archiving for Confluence.

Archived pages



Browsing archived content

Easily restore archived content



The screenshot displays the Confluence user interface. At the top, a blue navigation bar contains the Confluence logo, navigation links (Home, Recent, Spaces, Teams, Apps, Templates, Create), a search bar, and utility icons (notifications, help, settings, profile). The left sidebar shows the 'People Operations' space with a menu including Overview, Blog, Calendars, Space Settings, and Apps. Under 'APPS', 'Better Content Archiving' is selected. Below this, 'SHORTCUTS' includes a 'Pages' section with a list of documents like 'Policies: A Comprehensive Overview' and 'Social media usage in the office'. The main content area shows the breadcrumb 'People Operations / Archived pages' and the title 'Archived pages'. A table lists the archived items:

Title	Date archived	Archived by
Confidentiality	3 minutes ago	Better Content Archiving ...
Brand guidelines	3 minutes ago	Better Content Archiving ...
Etiquette	3 minutes ago	Better Content Archiving ...





Thank you!



Levente Szabo • levente.szabo@midori-global.com

<https://www.midori-global.com/blog>