# Table of Contents

**Add/Edit Workflow** ..... 1

# Add/Edit Workflow

The Add/Edit Workflow page allows you to add or edit a job approval workflow and assign users to that workflow. Required fields are marked with a red asterisk (*).

## Add or edit a job approval workflow

All require fields are marked with a red asterisk (*).

| Field | Description |
|---|---|
| **Workflow Name** | Type a new workflow name. |

Under **Adjust Users in Workflow**

| Field | Description |
|---|---|
| **Available Users** | Click a user's name. It is added to the **Selected Users** field. Choose the order you want by selecting the user you want at the top first. |
| **Selected Users** | Any selected users' names appear here. Click a user's name to remove it from the field. |
| **Save & Continue** | Save your work and return to the next page. |
| **Cancel** | Cancel and return to the previous page. |

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https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
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