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# Add/Edit Workflow

The Add/Edit Workflow page allows you to add or edit a [job approval workflow](#) and assign users to that workflow.

## Add or edit a job approval workflow

All require fields are marked with a red asterisk(<fc #ff0000>\*</fc>).

Field	Description
<b>Workflow Name</b>	Type a new workflow name.

### Under **Adjust Users in Workflow**

Field	Description
<b>Available Users</b>	Click a user's name. It is added to the <b>Selected Users</b> field. Choose the order you want by selecting the user you want at the top first.
<b>Selected Users</b>	Any selected users' names appear here. Click a user's name to remove it from the field.

Click ✓ **Save & Continue** to save and return to the previous page. Click **Cancel** to return to the previous screen. You can also click **Job Approval Workflow** to return to the [Workflow](#) page.

From:  
<https://help.ascendertx.com/careerportal/> - CP

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<https://help.ascendertx.com/careerportal/doku.php/general/addeditworkflow?rev=1488481488>

Last update: **2019/12/10 09:31**

