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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
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.

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.

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

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