

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.

Add or edit a job approval workflow

All required 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.

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

Permanent link:
<https://help.ascendertx.com/careerportal/doku.php/general/addeditworkflow?rev=1488482635>

Last update: 2019/12/10 09:31

