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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. 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
<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.
<b>Save &amp; Continue</b>	Save your work and return to the next page.
<b>Cancel</b>	Cancel and return to the previous page.

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<https://help.ascendertx.com/careerportal/doku.php/general/addeditworkflow?rev=1575641799>

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