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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