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# Job Approval Workflow

The Job Approval Workflow page allows you to create the job approval workflow list available when | [posting a new job entry](#). A job approval workflow comprises users who must review and approve a job posting. A list of available job approval workflows is displayed in a grid on this page.

## Records

**Records** Click **Records** to select the number of records to display.

**Basic Navigation** See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

**Return to Admin Tools** You can return to the [Admin Tools](#) page at any time by clicking **Admin Tools**.

## View job approval workflows

The following job approval workflow information is displayed on this page.

| Field              | Description   |
|--------------------|---|
| <b>Name</b>        | Displays job approval workflow names.                             |
| <b>Created By</b>  | Displays the user who created the job approval workflow.          |
| <b>Create Date</b> | Displays the date and time the job approval workflow was created. |

## Add a job approval workflow

- Click **Add New +** to create a new job approval workflow. The [Add/Edit Job Approval Workflow](#) page will open.
- Enter the new job approval workflow information into the appropriate fields on the **Add/Edit Job Approval Workflow** page. Required fields are marked with a red asterisk (<fc #ff0000>\*</fc>).
- You are returned to the Job Approval Workflow page when you save or cancel your addition.
  - You can also click **Job Approval Workflow** to return to the Workflow page.

## Edit a job approval workflow

Editing a job approval workflow is facilitated using the [Add/Edit Job Approval Workflow](#) page.

- Click **Edit** to edit a job approval workflow row. The Add/Edit Job Approval Workflow page will open.
- Edit the job approval workflow information using the Add/Edit Job Approval Workflow page. Required fields are marked with a red asterisk (<fc #ff0000>\*</fc>).

- You are returned to the workflow page when you save or cancel your edit.
  - You can also click **Job Approval Workflow** to return to the Workflow page.

## Delete a job approval workflow

- Cancel and return to the previous page.

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