

# Table of Contents

**Job Approval Workflow** ..... 1



# 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

- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the row.
  - Click **Cancel** to return to the previous screen.

From:

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

Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/workflow?rev=1488476167>

Last update: **2019/12/10 09:30**

