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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
Name	Displays job approval workflow names.
Created By	Displays the user who created the job approval workflow.
Create Date	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.

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