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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 or edit a job approval workflow

Field	Description
Add New+ or Edit	Create or edit a new job approval workflow. The Add/Edit Job Approval Workflow page will open.

Delete a job approval workflow

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

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