

# How to Clone an Approval Workflow

To begin, navigate to the Admin tab. Locate Approval Workflows under the Site Data column.

Use the search bar or manually locate the desired workflow, then click Clone.

Give the cloned policy a new name.

If your site is part of a system, you can designate a new Applicability Group. If you don't see this option, don't be alarmed. Not all sites will require this step.

Make the necessary changes to your workflow by adding or removing users and/or steps.

When everything looks good, click Save Changes.