

# How to Edit 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 Edit.

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

When everything looks good, click Save Changes and Update In-progress Approvals.

The system will automatically update any in-progress Approvals to use the new workflow, as long as the change will not require the approval process to restart. If a workflow cannot be automatically switched, you can choose which workflows you would like to have restarted.