

How to Deactivate Workflows

Last Modified on 01/19/2021 3:08 pm CST

Why Deactivate?

A workflow is a collection of pages including forms, surveys, and information for an applicant or employee to fill out using HRCenter. Businesses always change so we can't expect our application process to stay the same.

Where Active Workflows Display

Active workflows will be listed for the recruiter or staffing specialist when assigning a new workflow to an employee in Beyond or Enterprise.

In Beyond

When you click assign new workflow from the employee record or search results, you will be able to pick a workflow from the list of active workflows:

Assign Onboarding Workflow

- 1 Select a Workflow
- 2 Choose Pages
- 3 Assign

Choose a workflow to assign for the 3 selected employees.

You have selected multiple employees. Please select an HRCenter tenant to determine the available workflows to assign. Any selected employee who is not part of this tenant will fail to be assigned the workflow.

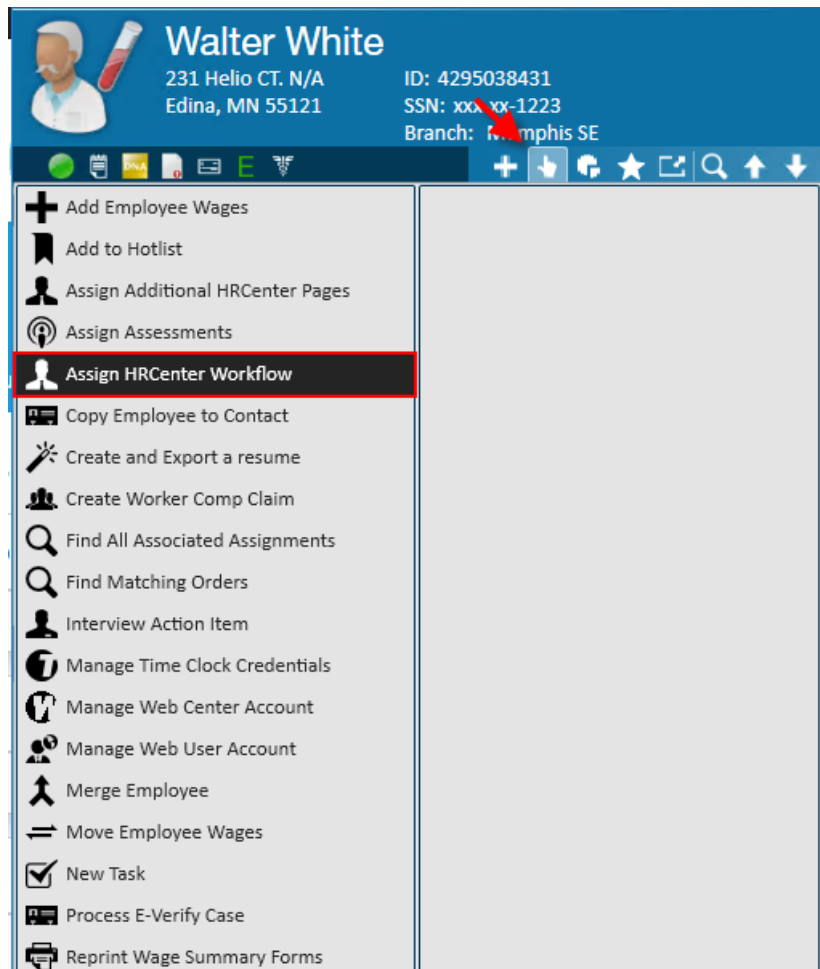
Tenant	twdemo	▼
Workflow		👉
*Required		
Start at Step		▼
*Required		
Language	English	▼

CANCEL NEXT >

To learn more about assigning workflows in Beyond, check out [Beyond - How to Assign a New HRCenter Workflow or Page](#)

In Enterprise

From the employee record, you can navigate to the actions button and select "Assign New Workflow." Here a list of active workflows will appear for the staffing specialist to choose from:

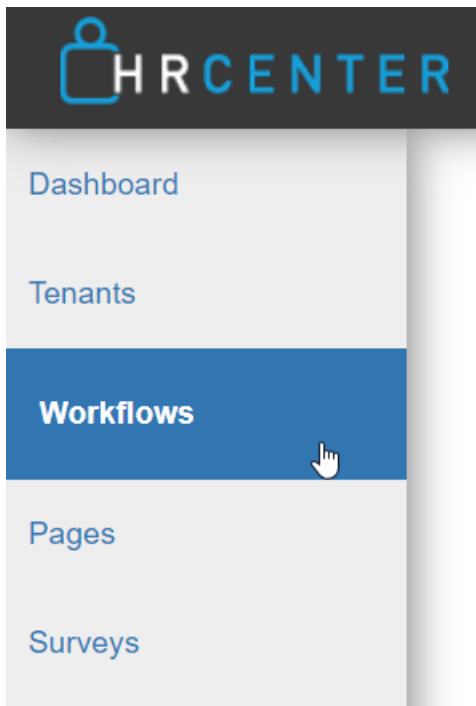


To learn more about assigning workflows in Enterprise, check out [Assigning HRCenter Workflows/pages from Enterprise](#)

To Deactivate a Workflow

When you identify a workflow that is no longer going to be used, you'll want to complete the following steps to deactivate it.

1. Begin by navigating to HRCenter Admin.
 - ***Note*** Access to HRCenter Admin is typically limited to a select group within your company. If you do not have access to HRCenter Admin but would like a workflow deactivated, please see your manager for assistance.
2. Once you have logged in, select the workflows tab on the left



3. Click on the name of the workflow you want to deactivate
4. Select the yellow deactivate button at the bottom of the settings for the workflow

Example Workflow

Example Workflow Settings

Name
The name of the workflow that will display to applicant.
Example Workflow

Description
The description of the workflow that will display to applicant.
This is an example workflow being used for TW University Video

Primary Actor Type
The type of user that this workflow can be assigned to. This cannot be changed once the workflow is created.
Employee

Public
Allow applicants to select this workflow during registration?
 No

Branch Visibility
If you would like this workflow to be branch specific, please select the branches this workflow should be limited to. If you would like this workflow to be available to all public branches, leave the selection blank.
Nothing selected

Steps
Steps are the logical parts that your workflow is broken into. For instance, you may have employees first complete an application step, and then an onboarding step.

1 Active or Inactive Step

Example Step 5 Pages [Edit](#) [Deactivate](#) [Translations](#) [Actions](#)

Actions
Actions are additional events that occur at the end of a workflow or step.

Darin's test [Add Action](#)

[Translations](#) [Deactivate](#) [Preview](#)

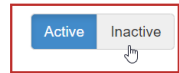
To Reactivate a Workflow

Maybe you have a workflow that is seasonal, or one that you are ready to start using again that you previously deactivated. You can always reactivate a deactivated workflow using the following steps:

1. Navigate to the workflows tab on the left

2. Select the inactive toggle to show deactivated workflows

Workflows



40 Workflows

All In 1

Basic App AJ Sales Demo

3. Select the workflow you want to reactivate

4. Choose the Green activate button to reactivate it

Address Validation Inactive

Address Validation Settings

Name
The name of the workflow that will display to applicant.
Address Validation

Description
The description of the workflow that will display to applicant.
Address Validation

Primary Actor Type
The type of user that this workflow can be assigned to. This cannot be changed once the workflow is created.
Employee

Public
Allow applicants to select this workflow during registration?
 No

Branch Visibility
If you would like this workflow to be branch specific, please select the branches this workflow should be limited to. If you would like this workflow to be available to all public branches, leave the selection blank.
Nothing selected

Steps
Steps are the logical parts that your workflow is broken into. For instance, you may have a step to complete an application step, and then an onboarding step.

1 Active or Inactive Step

Step1	1 Page	Edit	Deactivate
-------	--------	------	------------

Actions
Actions are additional events that occur at the end of a workflow or step.

Darin's test Add Action

Translations Activate

Related Articles