

## Rename The Stage

The stage name is displayed on the workflow pages of an assessment, policy, exception, ticket, incident, and so on. To change a stage name, select the stage and click **Edit**. Enter the new name and click **Save**.

- For assessment type workflows, you can only modify the stage name if there are no programs already in progress that use the workflow.
- For policies, exceptions, tickets, and incidents the new workflow stage name appears if the process began after you completed the change.