

Synchronizing the Workflow

If you make any modifications in the workflow that is associated with a program, you will need to make sure that changes are experienced at the program level as well.

1. Go to **Assessments > Programs**.
2. Locate the program of interest, check the box next to the program, and then select **Synchronize Workflow** in the **More Actions** drop-down list. A prompt box appears asking if you would like to synchronize the selected program with the latest template. Click **Yes** to inherit the changes. Note that the **Synchronize Workflow** action cannot be reverted.