

Assign Stakeholders

You can include roles, specific users, and teams as stakeholders in every workflow stage.

Stakeholders assigned to workflow stages are classified into the following two categories:

1. Task-performing stakeholders
2. Task-aware stakeholders

Task-performing stakeholders: This type of stakeholder performs different actions when the workflow enters a stage. By default, the stakeholders assigned to a workflow stage are task-performing stakeholders and have the



icon next to their name.

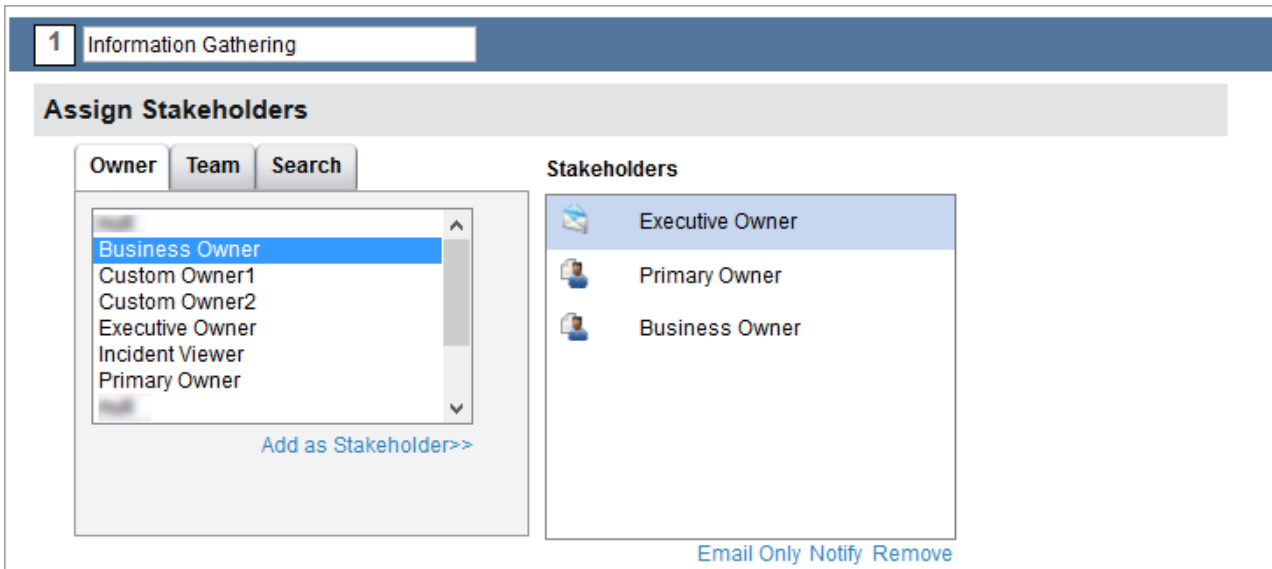
Task-aware stakeholders: This type of stakeholder cannot perform any action when the workflow enters the stage. Notifications are sent to this type of stakeholder so that they are aware of the workflow progress. To assign a user, team, or owner as task-aware stakeholder, add the user as stakeholder first, then select the stakeholder and click



Email Only. Task-aware stakeholders have the icon next to their name.

You must assign at least one task-performing stakeholder to every workflow stage. However, you can assign more than one stakeholder depending on your use case. The following table describes the selection options for assigning stakeholders to workflow stages:

Option	Description
Owner	Provides a list of ownership types. When selected, the user assigned to the Entity or Policy with the selected ownership type is automatically assigned as a stakeholder for the workflow stage.
Team	Provides a list of available teams. At least one team member must be assigned as an owner to the entity or policy.
Search	Allows you to search the User Directory to select users.



To assign stakeholders:

1. Select a workflow to open.
2. Click **Edit** at the top-right corner of the workflow details page.
3. Click a stage.
4. Perform one of the following options:
 - To add an ownership type as a stakeholder, click an owner type on the **Owner** tab.
 - To add a team as a stakeholder, click a team on the **Team** tab.
 - To add a user as stakeholder, click the **Search** tab, enter the search criteria, and click **Search**. Under **Search Results**, select the user.
5. Click **Add as Stakeholder**. The assigned stakeholders are indicated with a user icon next to their name.

If you have to assign a team in each workflow stage, ensure that the number of stakeholders in a team is less than 200. Otherwise, it may not be possible to advance a workflow stage when the workflow is assigned to an object such as policy, program, and so on.

To remove a stakeholder:

1. Select a workflow to open.
2. Click **Edit** at the top-right corner of the workflow details page.
3. Click the stage to open its details.
4. Under **Assign Stakeholders**, select the stakeholder, and click **Remove**. To remove multiple stakeholders within a stage, press and hold **CTRL** button on your keyboard, click the stakeholders to select them, and click **Remove**. The stakeholder(s) is removed.
5. Click **Save**.