Deleting Workflow Stages

It is possible to delete a workflow's stage in the event it was created in error, or it is no longer needed. Once the stage has been deleted, it will no longer be possible to assign anything to that stage.

As of RiskVision version 9.3.5, assessment workflow stages can also be deleted. An assessment workflow stage can only be deleted if no assessments are currently assigned to it. Attempting to delete an occupied workflow will result in the following message being displayed: "You cannot delete a workflow stage from this workflow because at least one assessment is in this workflow stage. Please contact RiskVision Support with any questions you may have."

You cannot delete a workflow stage from this workflow because at least one assessment is in this workflow stage. Please contact RiskVision Support you may have.	ort with any questions
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The error message displayed when a user attempts to delete a workflow stage with an assessment assigned to it.

To delete a workflow stage:

1. Navigate to Configuration > Workflows.

Home	Entities	Assessr	ments	Content	Analytics	Configuration					
Workflows	Questionn	aire Presenta	tion Optio	ns Email Te	mplates Esc	alation Ticket Mana	gement Preferences	Filters	Ownership Types	Assessment Configuration	Entity Configuration
🗼 Workflows 🛛 🚽 👗 Assessment Workflows											
Assessment V	Assessment Workflows Actions v 1-20 of 20										
Exception Workflows			New Details Delete Import Export				Filter by - Show all - V Refresh				
Assessment Workflows Policy Workflows			Type Name			▲ Stages					
Ticket Workflows Finding Workflows		5		Assessment	A	ACME Assessment Workflow			[Complete Questionnaire, Review of Questionnaire, Create Findings, Risk Response, Review Mitigations, Closed]		
			Assessment	ment Alternate Assessment Workflow			[Information Gathering, Review, Sign Off, Closed]		ring, Review, Sign Off,		
				Assessment	As	ssessment with Scoring				[Information Gathe Closed]	ring, Review, Sign Off,

The Workflow settings in Configuration.

- 2. Click a workflow on the grid to open the workflow settings. If needed, use the tree to the left or the filter dropdown menu on the far right to filter the results on the grid.
- 3. Click **Definition** in the pane to the left if it's not already selected.

Assessment Workflows >	> 🚴 Assessment Workflow: ACME Assessment Workflow	H Back					
Å Assessment Workflow: ACME Assessment Workflow 🖉 Export							
	Workflow Template Name ACME Assessment Workflow	<u>^</u>					
Definition	1 Complete Questionnaire						
Stages	Complete Questionnaire	•					
Applications	Stakeholders						
	IT Owner						
	Send to Next Stage						
	 Allow incomplete submission Automatically move assessments to the next stage when all Questionnaires are complete Automatically submit Questionnaires that are answered by automated controls 						
	Actions						
	Label Next Stage Email Template Prompt Credentials						
	Submit for Review Review of Questionnaire Do not send Email No Delegate Do not send Email	-					

The Workflow Details page.

4. Click Edit in the top-right of the workflow screen.

Assessment Workflows	Assessment Workflow: ACME Assessment Workflow		4 □ Back				
Assessment Workflow: ACME Assessment Workflow							
Definition Stages	Complete Name ACME Assessment Workflow 1 Complete Questionnaire Stakeholder(s): Executive Owner, IT Owner	🛃 Add New Stage 🚺 Add Terminal Stage					
Applications	2 Review of Questionnaire Stakeholder(s): Risk Oversight Team	8					
	3 Create Findings Stakeholder(s): Risk Oversight Team	8					
	4 Risk Response Stakeholder(s): General Manager	8					
	5 Review Mitigations Stakeholder(s): Risk Oversight Team	8					
	6 Closed Assign Stakeholders						
	Owner Team Search Stakeholders Attestation Owner Image: CRO Image: CRO	nail Only Assign To Remove					
	Options Show Private Comments						

The workflow edit screen.

- 5. Click the icon next to any stage to delete it.
- 6. Click **Save** to finalize your changes.