## **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 Supportion you may have.	rt 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	nents	Content	Analytics	Cont	figuration				
Workflows	Questionn	aire Presenta	tion Optior	ns Email Te	emplates Es	calation	Ticket Management Preferences	Filters	Ownership Types	Assessment Configuration	Entity Configuration
Å Workflows – Å Assessment Workflows											
Assessment Workflows Actions ~ 1-20 of 20											
Workflows Exception Workflows			New	New Details Delete Import Export					Filter by Show all - V Refresh		
Assessment Workflows Policy Workflows Ticket Workflows Finding Workflows			Туре	N	Name				▲ Stages		
			Assessment	A	ACME Assessment Workflow				[Complete Questionnaire, Review of Questionnaire, Create Findings, Risk Response, Review Mitigations, Closed]		
			Assessment	A	Alternate Assessment Workflow				[Information Gathering, Review, Sign Off, Closed]		
				Assessment	A	Assessmer	nt 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						
📩 Assessment Workflow: ACME Assessment Workflow 🔗 Export								
	Workflow Template Name ACME Assessment Workflow	<u> </u>						
Definition	1 Complete Questionnaire	- 1						
Stages		- 1						
Applications	Stakeholders							
Αρμικατιστις	Executive Owner      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		<b>4</b> □ Back
👗 Assessment Workflow	ACME Assessment Workflow		🤣 Save 😵 Cancel
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.