

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 with any questions you may have.

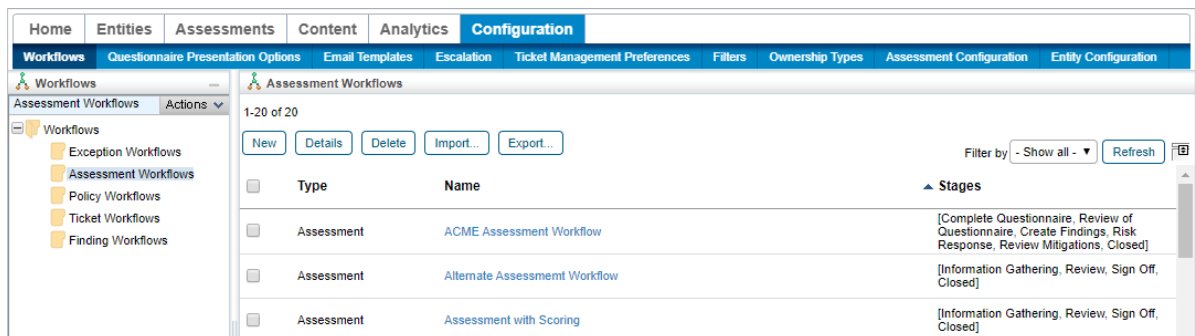
Prevent this page from creating additional dialogs

OK

The error message displayed when a user attempts to delete a workflow stage with an assessment assigned to it.

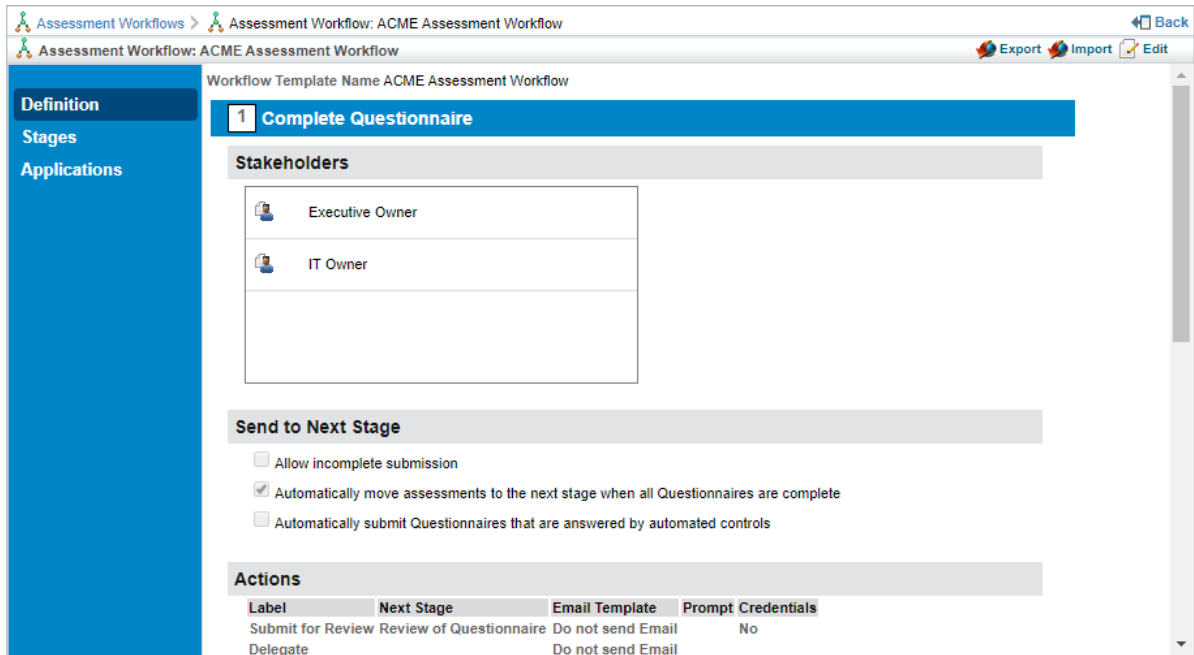
To delete a workflow stage:

1. Navigate to **Configuration > Workflows**.



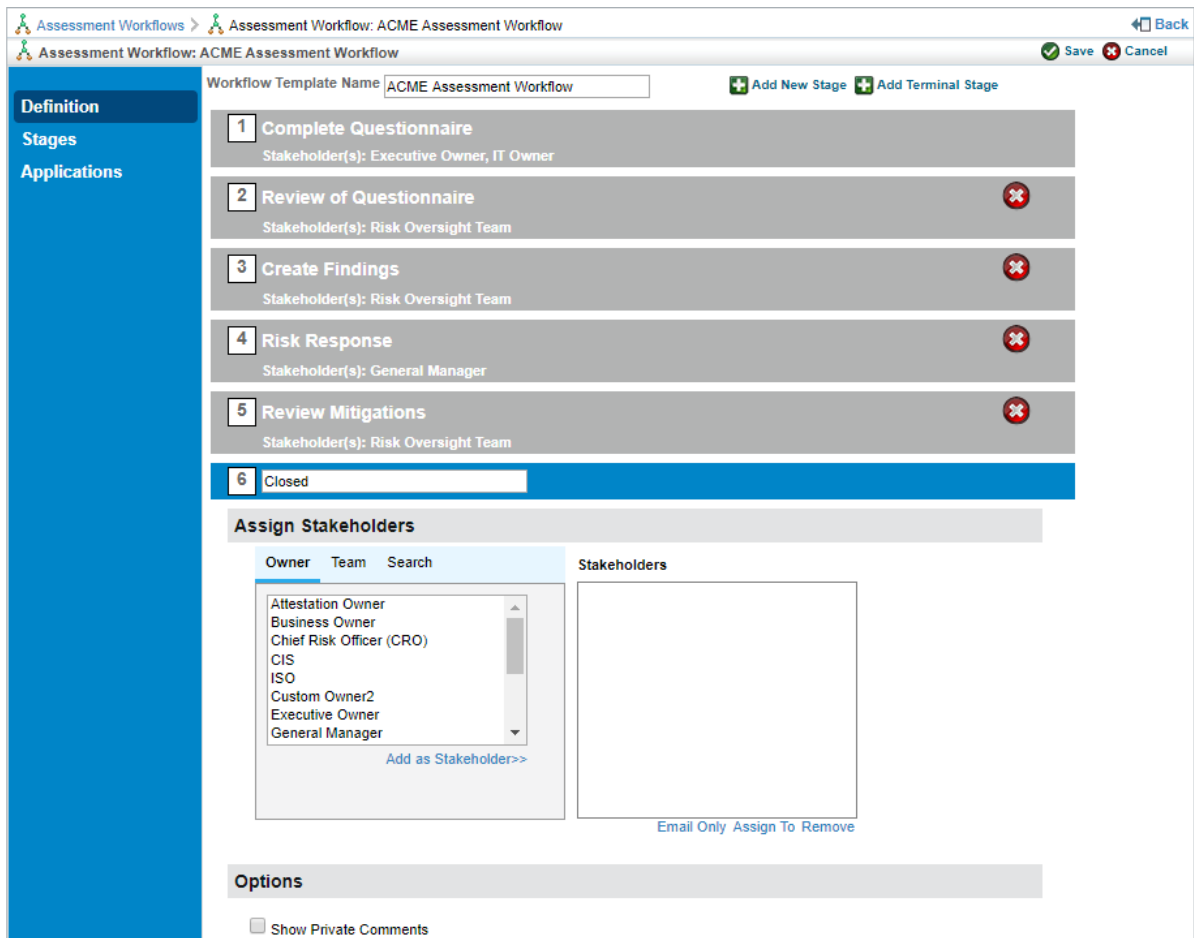
The Workflow settings in Configuration.

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.




The Workflow Details page.

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



The workflow edit screen.

5. Click the  icon next to any stage to delete it.

6. Click **Save** to finalize your changes.