



EDIT THE JOB DESCRIPTION & WORKFLOW

(JOB PREPARER)

Directions

The Job Workflow Start Report provides a preview of workflow that is about to begin. From here, Job Preparer can:


- preview/edit the email that the Job Preparer, Classification Approver and Position Updater will receive (view original email icon)
- preview/edit the workflow (view workflow detail icon)
- **start the workflow (view/edit job icon)**

Visual Example



Job Workflow Start Report

Job Revision Workflow(s)

Active Participants:

Action	Job	Details
	T Security Analyst 2 (TBD_747)	Revision was started.

Generated Emails

Action	Recipient	Details
	Job Preparer	Email Sent; Primary Step (#1) approver
	Classification Approver	Email Sent; Step (#2) approver
	Position Updater	Email Sent; Step (#3) approver

