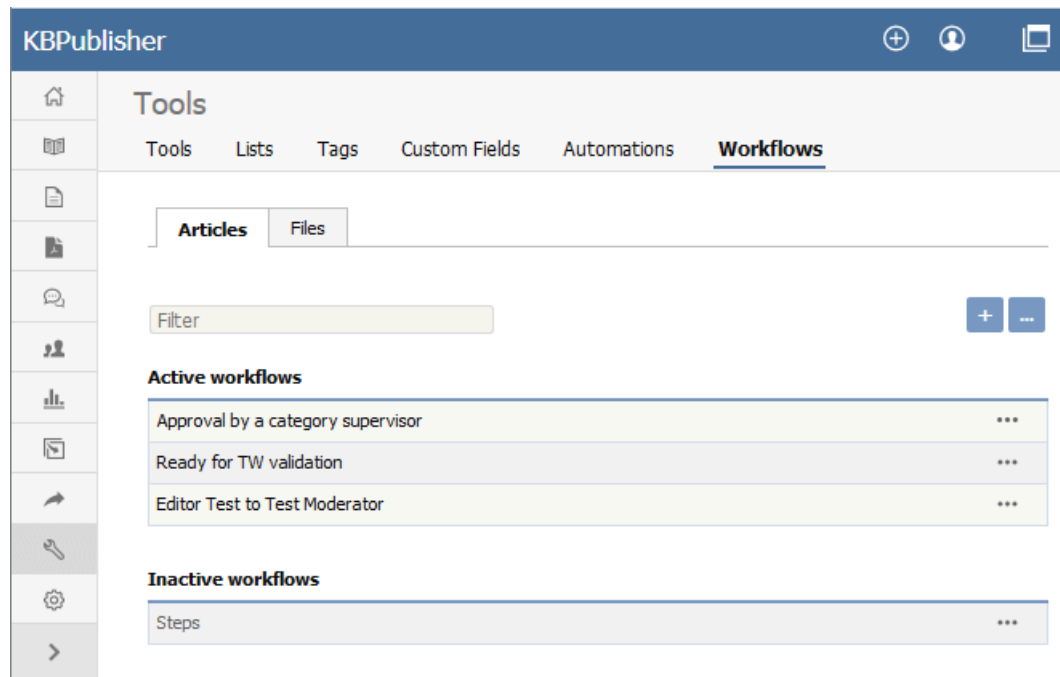# Manage Workflows

To access your workflows, select **Tools** from the menu bar. Then select the **Workflows** sub-tab:

The tab displays both your active and inactive workflows for either articles or files. Switch between the **Articles** and **Files** tabs to see all existing workflows. If the list is long, enter a keyword in the **Filter** field to display just the workflows that have that keyword in their titles. To restore the full list, remove all text from the **Filter** field.

For each workflow, you can click the button in the **Action** column and select an action to perform:

- **Set Active/Inactive** - Select to change the status of the workflow from active to inactive, or from inactive to active. A confirmation message appears to make sure you want to change this status.
- **Duplicate** - Make a copy of the workflow that you can then edit. This helps you quickly create workflows that are similar to existing ones.
- **Edit** - Edit the workflow. See Creating or editing a workflow.
- **Delete** - Select to delete the workflow. A confirmation message appears to confirm you want to do this.

Note: You cannot delete a workflow that is in use. Updates are limited while some drafts it relates to are being approved.

Add a Workflow

To add a workflow, click **Add new** and complete the form. See Creating or editing a workflow.

Reorder

To change the display order of the workflows, click the [**...**] icon and choose **Reorder** from dropdown menu.