

Workflow Administration

Download the PDF of this article.

In this Article

[Overview](#)

[Requirements](#)

[The All Workflows List](#)

[Search for a Workflow](#)

[View Workflow](#)

[Archive/Unarchive Workflows](#)

[Delete Workflows](#)

[Transfer Ownership](#)

[View Owner Profile](#)

Related Articles

Overview

As an administrator, you have visibility and control over all workflows across your entire FormAssembly instance from the Admin Dashboard. This centralized location allows you to view, search, manage, and maintain workflows regardless of who created them.

Requirements

The All Workflows page is available to admin users on Explorer, Team, and Enterprise plans.

The All Workflows List

The All Workflows page displays a comprehensive, sortable list of all workflows in your instance.

The table includes the following columns:

- **Status** - Active or Archived
- **Workflow ID** - Unique identifier for the workflow
- **Name** - The workflow's display name
- **Owner** - The user who owns the workflow
- **Completed** - Number of completed workflow responses
- **In Progress** - Number of workflow responses currently in progress
- **Total** - Total number of workflow responses
- **Completion Rate** - Percentage of workflow responses completed
- **Avg Duration** - Average time to complete the workflow
- **Last Completed** - Date and time of the most recent workflow response completion
- **Last Modified** - Date and time of the last modification to the workflow

Search for a Workflow

Quickly find specific workflows by searching for workflow names or IDs.

View Workflow

To view the published workflow:

- Locate the workflow you would like to view in the All Workflows list
 - Click the action menu (vertical ellipsis on the right) for the workflow
 - Select **View Workflow**
-

Archive/Unarchive Workflows

Archiving a workflow disables a workflow without deleting it. When archived, past responses can still be reviewed, and the workflow can still be edited.

- Locate the workflow in the All Workflows list
 - Click the action menu for the workflow
 - Select **Archive** to disable the workflow
 - To reactivate, select **Unarchive**
-

Delete Workflows

This action will permanently delete your workflow. All data collected by this workflow will also be deleted. Deleting your workflow will not delete the forms that make up the workflow.

- Locate the workflow in the All Workflows list
 - Click the action menu for the workflow
 - Select **Delete**
 - Confirm the deletion
-

Transfer Ownership

To reassign ownership of a workflow to another user:

- Locate the workflow in the All Workflows list
- Click the action menu for the workflow
- Select **Transfer Ownership**
- Choose a new owner from the available users
- Confirm the transfer

View Owner Profile

View a workflow owner's profile to see their account details and assigned user permissions, and quickly handle any needed user administrative tasks.

- Locate the workflow in the All Workflows list
 - Click the action menu for the workflow
 - Select **View Owner Profile**
-