

Saving a Workflow

- **Save First Time**
- **Save After First Time**
- **Save As**

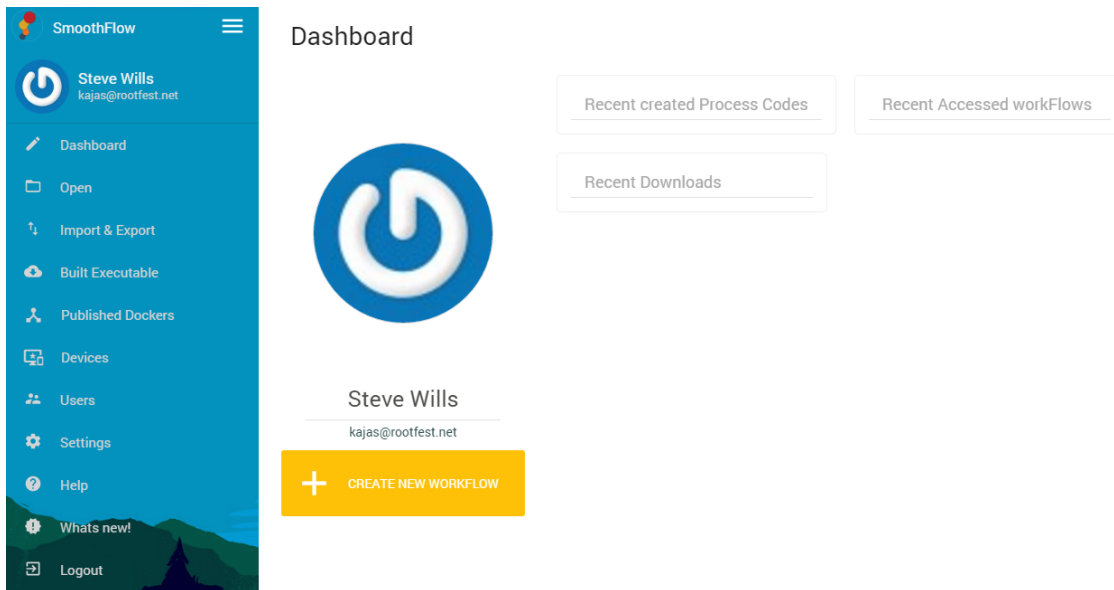
NOTE: When saving workflows the workflow attributes will be checked and a warning will be displayed prompting to fix them if available. Click Fix Them to continue the design and fix the errors. Click Skip to ignore the warning.

Save First Time

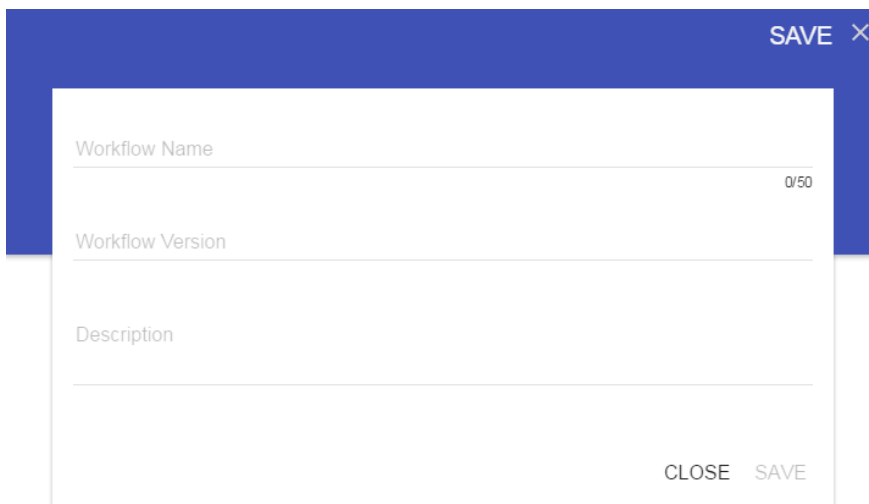
1. On the top left corner, click



. The Dashboard is displayed.



2. Click **Save Dashboard Left Pane**. The save window opens.

A screenshot of a 'SAVE' dialog box. The dialog has a blue header bar with the word 'SAVE' and a close button (X). The main area is white and contains three text input fields: 'Workflow Name' (with a character count '0/50'), 'Workflow Version', and 'Description'. At the bottom right of the dialog are two buttons: 'CLOSE' and 'SAVE'.

Fill the following information.

- **Workflow Name** - The Name of the Workflow
- **Workflow Version** - The Version of the Workflow
- **Description** - The Description of the Workflow

3. Click **Save**.

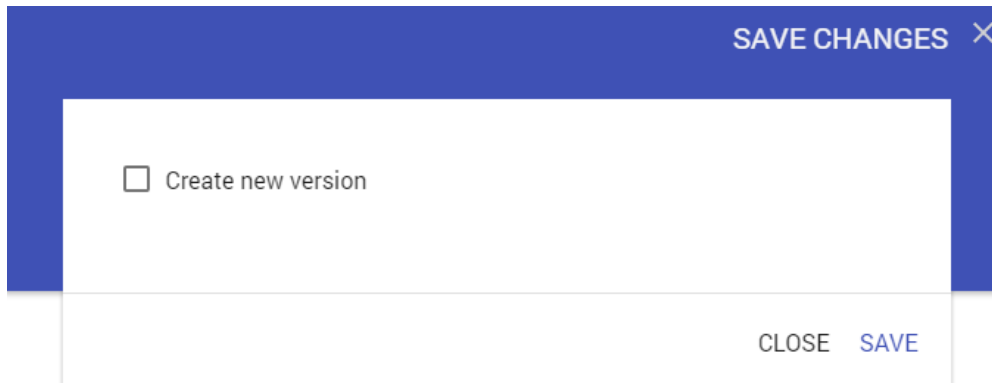
Save After First Time

1. On the top left corner, click



. The Dashboard is displayed.

2. Click Save **Dashboard Left Pane**. The save window opens.



3. Click Save to overwrite the current version
4. Select Create New version to create a new version of the workflow.
5. Click **Save**.

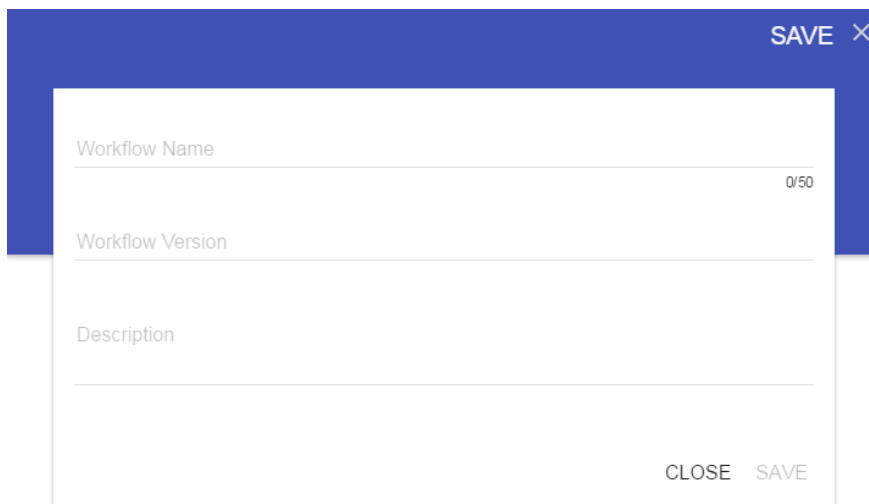
Save As

1. On the top left corner, click



. The Dashboard is displayed.

2. Click Save **Dashboard Left Pane**. The save window opens.



Fill the following information.

- **Workflow Name** - The Name of the Workflow
 - **Workflow Version** - The Version of the Workflow
 - **Description** - The Description of the Workflow
3. Click **Save**. The workflow will be saved as a new workflow.