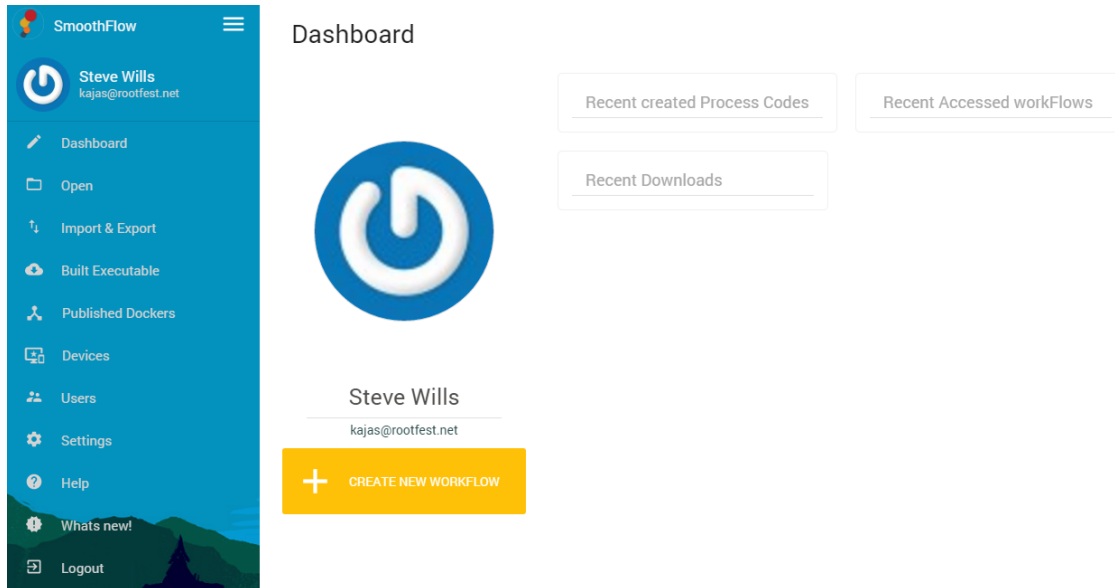# Opening a Workflow

To open a workflow:

1. On the top left corner, click
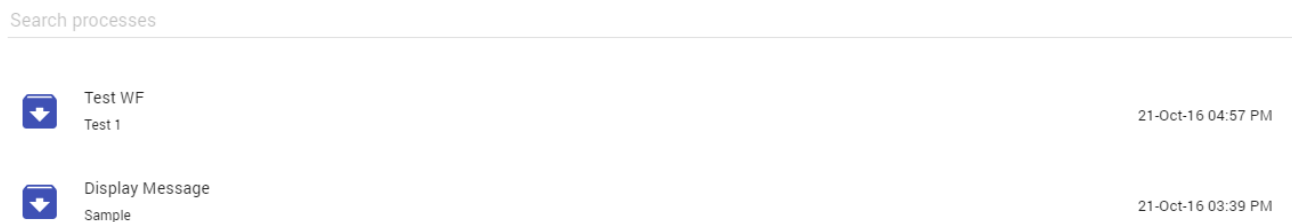

   . The Dashboard is displayed.

2. On the **Dashboard Left Pane**, click **Open**. The open window opens.

3. Select the required Workflow. Use the search box to filter the results. The next window opens with the existing versions of the selected workflow.

Open

← Test WF

Test 1   Steve Wills
                                                                              Oct 21, 2016 4:59:33 PM

Workflow Versions

V   1.1.0
        Display Message 2 - Oct 21, 2016 4:59:33 PM

V   1.0.0
        initiating new workflow - Oct 21, 2016 4:57:03 PM

This view shows the existing versions of the selected workflow with the updated time and comment.
NOTE: Click

to delete a version or the workflow in the respective area.

4. Select the required version. The workflow opens.