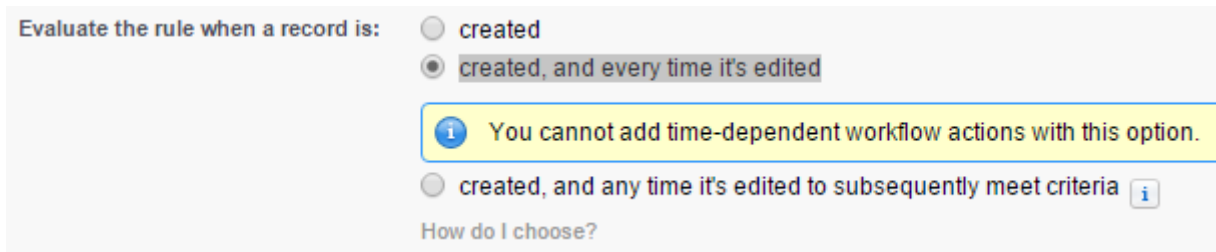


Run Time-Dependent Workflow on every record edit

If you ever wanted to create a Time-Dependent workflow rule that will be triggered every time a record is edited, your first instinct was probably to create a rule that is evaluated when a record is `created, and every time it's edited`. However, as the image below shows, `you cannot add time-dependent workflow actions with this option`.



Evaluate the rule when a record is:

- ☐ created
- ☒ created, and every time it's edited
- ☐ created, and any time it's edited to subsequently meet criteria i

How do I choose?

i You cannot add time-dependent workflow actions with this option.

How to overcome this limitation

Let's say you want to create a `Workflow Rule` that will notify an agent if an Opportunity hasn't been updated for 7 days.

To do this, start by creating a rule on Opportunity object. Specify the `Rule Name` and select the `Evaluation Criteria` to evaluate the rule when a record is `created, and any time it's edited to subsequently meet criteria`.

Next, for `Rule Criteria` select `Opportunity: Created Date` `not equal to` `BLANK`, as in the image below. By setting this criteria you are making sure that the workflow rule will be triggered every time since `Created Date` field will never be `blank`.

New Workflow Rule Opportunity

Step 2: Configure Workflow Rule

Enter the name, description, and criteria to trigger your workflow rule. In the next step, associate workflow actions with this workflow rule.

Edit Rule

Object	Opportunity
Rule Name	Refresh Stale Opportunity
Description	When opportunity hasn't been updated for 7 days, new task should be created for agent to check the opportunity

Evaluation Criteria

Evaluate the rule when a record is:

☐ created

☐ created, and every time it's edited

☒ created, and any time it's edited to subsequently meet criteria [i](#)

How do I choose?

Rule Criteria

Run this rule if the following criteria are met :

Field	Operator	Value	
Opportunity: Created Date	not equal to		AND
--None--	--None--		AND
--None--	--None--		AND
--None--	--None--		AND
--None--	--None--		

[Add Filter Logic...](#)

Finally, specify a Time-Dependent Workflow Action that is triggered 7 days after Opportunity: Last Modified Date and create a Task for the created action that will notify a specified user. Once you active your rule its Workflow Actions section should look similar to the image below.

Workflow Actions


Edit

Immediate Workflow Actions


No workflow actions have been added.

Time-Dependent Workflow Actions

[See an example](#)

 7 Days After Opportunity: Last Modified Date

Type	Description
Task	<u>Opportunity is getting stale</u>

 You cannot add new time triggers to an active rule. [Deactivate This Rule](#)

Edit

Conclusion

Now you have a `Time-Dependent Workflow` that will create a `Time-Dependent Action` every time you create or edit an Opportunity record.