

ServiceNow Application Developer

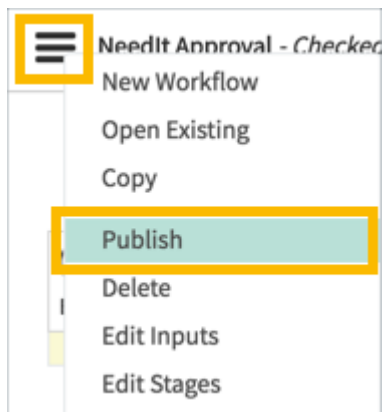
Workflow > Publishing Workflows

Workflows can have three states:

- **Checked out:** executes only for the user who has the workflow checked out
- **Published:** executes for all users and records meeting the workflow conditions
- **Unpublished:** no longer available for new contexts but may still be running for older contexts

When a workflow is checked out to a user for development, that version of the workflow runs only for the user who checked it out. Edits to a workflow are not put into the runtime environment for all users until the workflow is published. Workflows should not be published until development is complete and the workflow has been tested.

To publish a workflow, click the **Workflow Actions** button () in Workflow Editor and select the **Publish** menu item.



Only one published version of a workflow exists in runtime for new contexts. When a workflow is invoked, the current workflow definition is loaded into the workflow context.

