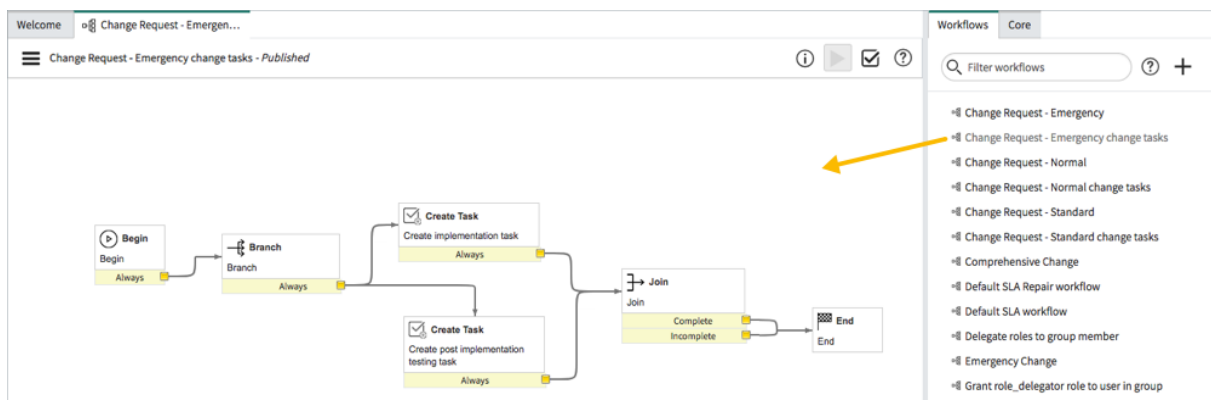# ServiceNow Application Developer

Workflow > Opening Existing Workflow

To open a workflow for editing, select the **Workflows** tab in the *Palette*. Click a workflow to open it in its own Workflow Editor tab.

Workflow Editor takes its scope from the window or tab that launched Workflow Editor. The Workflow Editor scope cannot be changed. Any workflow can be opened but only in-scope workflows are editable. Activity configuration fields are read-only for out-of-scope workflows.

Checking Out a Workflow

To prevent developers from making changes to a workflow that will impact other users, workflows need to be checked out before they can be edited. When a workflow is checked out, changes are applied to the workflow only for the user who checked it out. When development is complete, workflows must be published to be active in the environment.

To check out a workflow, open the **Workflow actions** menu (≡) and select the **Checkout** menu item.