


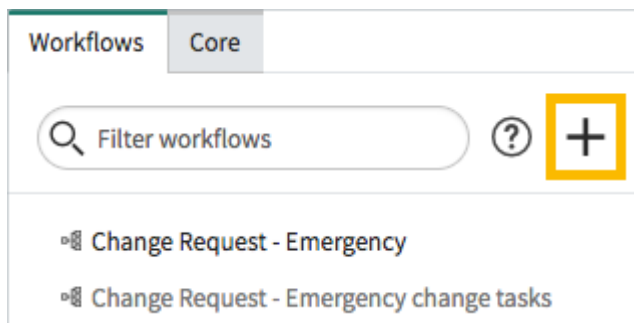
ServiceNow Application Developer

Workflow > Creating a Workflow

To create a workflow in Studio, click the **Create Application File** link, select **Workflow**, then click the **Create** button.

To create a workflow in Workflow Editor:

- Click the **New Workflow** button on the *Welcome* canvas tab
- Click the **New** () button on the *Workflows* palette tab.



Workflow Editor takes its scope from the window that launches it. As a result, new workflows have the same scope as the window that launched Workflow Editor.

Configure the workflow:

New Workflow
?

Workflow Version
New record
[New Workflow view*]
Submit

* Name
NeedIt Approval Workflow

* Table
NeedIt [x_58872_needit_needit]

Description
Workflow to manage NeedIt request approvals

Conditions

If condition matches
Run the workflow always

Condition
Add Filter Condition
Add "OR" Clause

State
is
Awaiting Approval
AND OR X

- **Name:** A unique name for the Workflow.
- **Table:** The table the Workflow executes against.
- **If condition matches:** What to do when the condition matches. None means the Workflow needs to be launched through a UI Action, script, or manually.
- **Description:** Describe the workflow to document what it does and how.
- **Condition:** Under what conditions should the Workflow run?

New workflows are automatically checked out to the user who created them. The workflow template contains *Begin* and *End* activities.

Welcome

NeedIt Approval Workflow



NeedIt Approval Workflow - *Checked out by me*

