

# Workflow Definitions List

A workflow definition is a template for a review or approval process. The definition contains specifications that determine when the template is available for selection (e.g., for which type of process and which document types) and the specific tasks that must be assigned within the workflow.

Users with Manage Workflow Templates feature permissions can add workflow definitions on the Workflow Definitions page, which can be accessed by selecting “View eTMF Configurations” from the More menu in the application header and then by selecting “Workflow Definitions” from the Breadcrumb menu. Click [here](#) for details on workflow definition specifications.

A workflow definition must be made *Effective* to be available for selection by users who initiate workflows. You can make the definition effective using the “Make Effective” Actions menu option.

If you need to make changes to the definition after it is *Effective*, you must first return it to *Draft* status using the “Revise” Actions menu option and then use the “Edit Metadata” option to actually make the changes. The *Effective* definition remains in use while edits are made to the *Draft* version. To use changes made in a *Draft* version, you must make the version *Effective* again.

An effective version can be made *Obsolete* in order to remove it from use. *Obsolete* definitions cannot be selected when initiating a workflow. To make an *Effective* workflow definition *Obsolete*, use the “Make Obsolete” Actions menu option. If needed, an *Obsolete* definition can be made *Effective* again using the “Make Effective” Actions menu option.