Workflow Task Definitions List

Workflow tasks represent individual steps that must be completed within a workflow. A given workflow may contain multiple tasks, where each task has an assigned meaning and dedicated recipients responsible for completing it.

The definition of a workflow task determines the following:

- The type of workflow in which the task can be used (Review or Approval)
- If applicable to an Approval workflow, the type of approval to collect (eSignature or eApproval)
- The meanings that can be attributed to the task (e.g., Regulatory Approval, Legal Approval, etc.)
- The minimum and maximum number of recipients that can be assigned to the task
- The groups of users who can be assigned to the task

Workflow tasks can be [defined and maintained](#) on the Workflow Task Definitions page, which is accessible in the View Configurations area to users with Manage Workflow Templates feature permissions. Once workflow task definitions are defined, they can be made *Effective* using the "Make Effective" Actions menu option and then added to one or more [workflow definitions](#).

Managing Workflow Task Definitions

If you need to make changes to the task definition after it is *Effective*, you must first return the definition 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.