

View workflows

Clicking on *Automation > Workflows*, a list of existing workflows will be displayed.

Workflows

Automation / Workflows NEW WORKFLOW

Search using name and notes RESET SEARCH

WORKFLOW NAME	TYPE	LAST UPDATE ON	LAST ACTIVATED ON	STATUS	ACTION
Abandoned cart #3	Abandoned cart 2 email	2018-10-12		<input type="checkbox"/>	
Birthday gift	Birthday series 1 email	2018-10-12	2018-10-12	<input checked="" type="checkbox"/>	
Welcome	Welcome series 2 email	2018-10-12		Draft	

For each workflow, the page indicates:

- name and description
- workflow type and number of emails configured in the workflow
- status (ON/OFF/draft)

For each workflow, the switch indicates that it's currently active, while the switch means that the workflow is disabled. If you are not done configuring the workflow, you will see it in "draft" status.

Click on the button of a workflow to perform these actions:

- **Edit:** modify the workflow. If the workflow is active, it will be disabled to make it editable. Keep in mind that if you change the workflow type, you'll have to configure it again from scratch,
- **Simulate:** run a simulation to check how many subscribers would be targeted by the first message in the workflow.
- **Statistics:** 24 hours after the workflow is activated, an [aggregate report](#) with all messages in the workflow will be available.
- **Copy:** create an identical copy of the workflow, with status OFF.
- **Delete:** delete workflow.

Clicking on the search icon in the upper right of the page you can perform a **search** among workflows by using at least one of the search criteria.

Search using name and notes RESET SEARCH

Select one or more tags Status Workflow type

Containing these messages...

- Name and description
- Tags (shows workflows containing at least of the selected tags)
- Status (active/draft/paused)
- Workflow type
- Messages in the workflow (shows workflows containing at least one of the select messages)