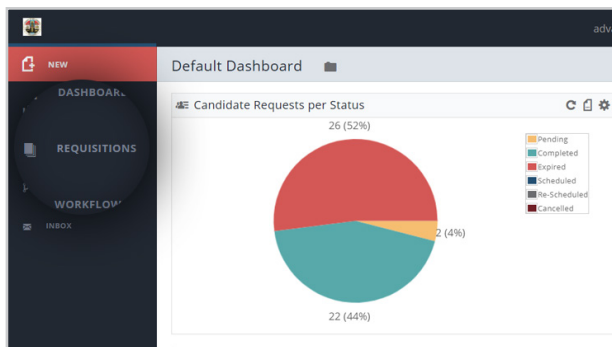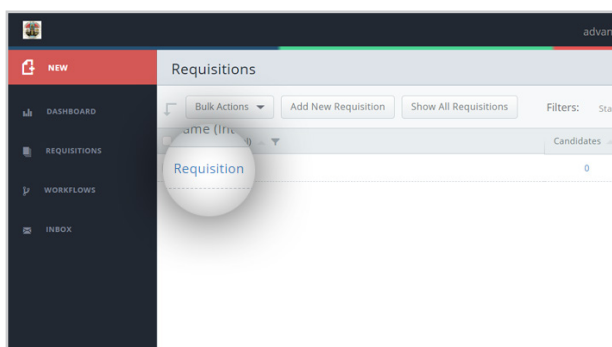# EDITING A WORKFLOW STAGE

This guide will cover the process of editing a Workflow Stage in your RIVS account.
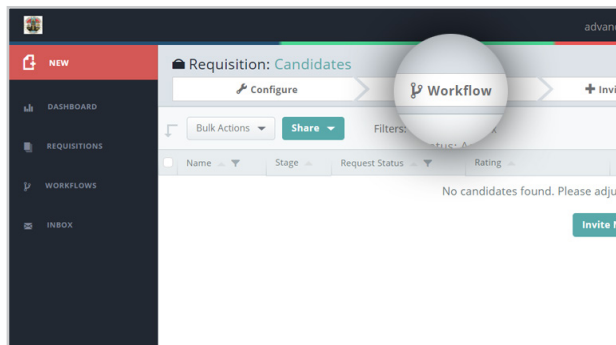

1 From the dashboard, select the Requisitions menu.
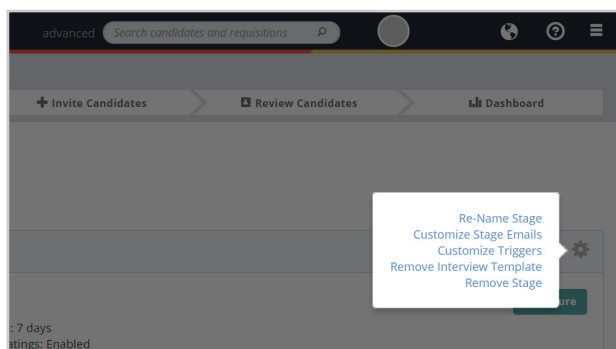

2 Select the requisition containing the workflow you want to edit.
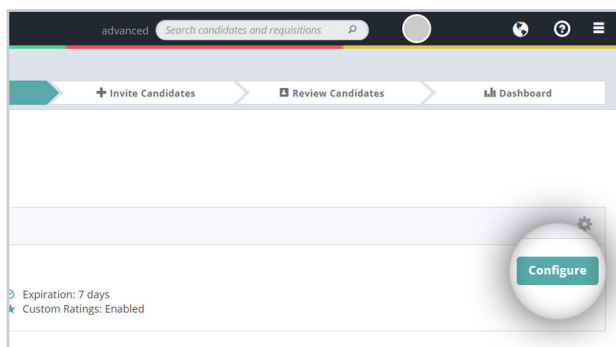
3 Select the Workflow tab.

4 On the right side of your screen, you will see a Gear Icon which will allow you to configure the workflow stage. Click on this Gear Icon to make changes, options include:

- **Re-Name Stage –** edit the name of the workflow stage.
- **Customize Stage Emails –** edit email templates that are sent to candidates. Emails are automatically triggered by specific events in the interview process. This can also be edited by clicking the Configure button.
- **Remove Interview Template –** allows you to remove the interview template associated with the selected workflow stage.
- **Remove Stage –** allows you to delete the selected workflow stage.

5 Click the Configure button to make edits to the workflow stage.

6 Under the Settings section, you can edit the interview type, the internal and external names of the workflow stage and the expiration date. Click Save after making any changes.

7 When editing the expiration date you have two options: Relative and Absolute

- **Relative Expiration –** A Relative Expiration will automatically set the expiration date for each candidate. Each candidate will have the number of days/hours you have set to complete their responses.
- **Absolute Expiration –** An Absolute Expiration forces all candidates to complete their responses by a specific date. This date will be presented to the candidate during the process.

8 Under the Customize Emails section, edit the email templates that are trigger by specific events in the interview process. Click the Edit button to edit a template. Under the Customize Emails section, edit the email templates that are trigger by specific events in the interview process. Click the Edit button to edit a template.

9 Under the Custom Ratings section, customize ratings by clicking the Customize Ratings button.
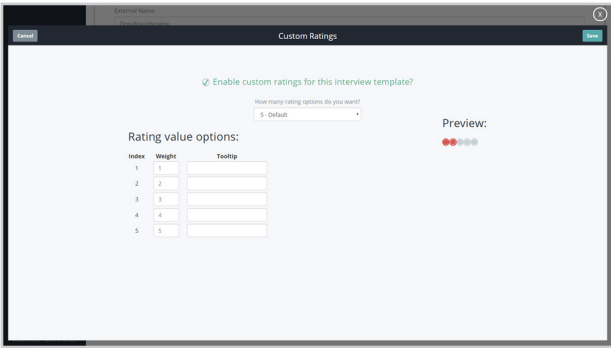
10 Click to enable custom ratings, configure the number of ratings, their weight, and the tooltip that will be displayed if you hover over the rating options. Click Save.
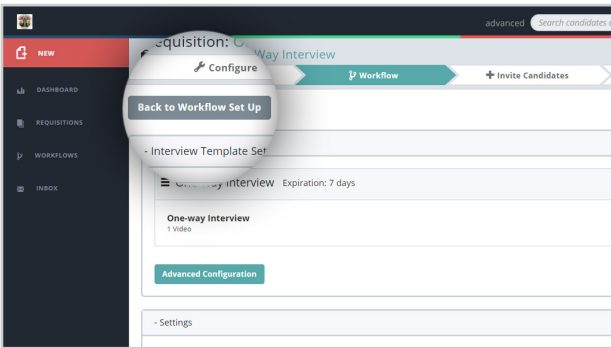
11 Click the Back to Workflow Set Up button to save your changes and return the to workflow menu.