

# Workflow Steps

When you first add a workflow, its only steps are **Start** and **Complete**. To build the workflow, drag and drop steps from the right panel onto the + symbols on the workflow, and fill in parameters that are required or optional for each step.

Most steps are available to all types of workflows, but a few are only included as choices in workflows triggered by a share activity.

The following table explains the behavior of each type of workflow step and defines its parameters.

Step	Description	Parameters	Workflow types (triggers)
<b>Start</b>	Begins running the workflow when the specified trigger occurs.	Depends on the trigger  See <a href="#">Workflow Triggers</a>	All
<b>Condition</b>	A condition defined by the user. If the condition is true, an action occurs; if it is not true a different action occurs	<b>Node Name</b> - Name of the node.  <b>Node Description</b> - For informational purposes; describes the node.  <b>Query</b> - Query that checks for the condition. You can either enter the query using the <a href="#">query builder</a> provided or choose <b>Text Editor (Advanced)</b> and enter the query freehand.	All
<b>Assign Variable Value</b>	Sets a variable to a value that may be used within the workflow.	<b>Node Name</b> - Name of the node.  <b>Node Description</b> - For informational purposes; describes the node.  <b>Variable Name</b> - A variable you define for the workflow.  <b>Value</b> - A value you give to the variable from system or workflow data, such as the file path or the current date, or that you enter freehand.	All
<b>Copy File</b>	Copies the file from <b>Source Path</b> to <b>Target Path</b> .	<b>Node Name</b> - Name of the node.  <b>Node Description</b> - For informational purposes; describes the node.  <b>Source Path</b> - Current path of the file.  <b>Target Path</b> - Path to copy the file to.  <b>Override</b> - Check to overwrite file of the same name if it exists; leave unchecked to save both existing and new files.	All
<b>Move File</b>	Moves the file from the <b>Source Path</b> to <b>Target Path</b> .	<b>Node Name</b> - Name of the node.  <b>Node Description</b> - For informational purposes; describes the node.  <b>Source Path</b> - Current path of the file.  <b>Target Path</b> - Path to move the file to.  <b>Override</b> - Check to overwrite file of the same name if it exists; leave unchecked to save both existing and new files.	All
<b>Create Directory</b>	Creates the directory specified in <b>Target Path</b>	<b>Node Name</b> - Name of the node.  <b>Node Description</b> - For informational purposes; describes the node.  <b>Target Path</b> - Choose existing path to create the directory in and append the new directory name.	All

<b>Wait for File Approval</b>	Requests approval for a file action. Approvers are automatically notified in their user portals.	<p><b>Node Name</b> - Name of the node.</p> <p><b>Node Description</b> - For informational purposes; describes the node.</p> <p><b>Approver Emails</b> - Emails of users who may approve the action. <b>Approval Count Number</b> determines how many of these users must approve the action.</p> <p><b>Custom Message</b> - The default message is <b>Please, approve this file</b>. Select this text and type over it to change the message.</p> <p><b>Approval Count Number</b> - Number of approvals required for the file action to occur.</p>	All except <b>Automatically on a share activity</b>
<b>Wait for Share Approval</b>	Requests approval for a file or folder share. Approvers are automatically notified in their user portals. See <a href="#">Share Approval Workflows</a> .	<p><b>Node Name</b> - Name of the node.</p> <p><b>Node Description</b> - For informational purposes; describes the node.</p> <p><b>Approver Emails</b> - Emails of users who may approve the share. <b>Approval Count Number</b> determines how many of these users must approve the share.</p> <p><b>Custom Message</b> - The default message is <b>Please, approve this share</b> . Select this text and type over it to change the message.</p> <p><b>Approval Count Number</b> - Number of approvals required for the share to become active.</p>	<b>Automatically on a share activity</b>
<b>Share Approve</b>	This action is triggered if a share in <b>Wait for Share Approval</b> is approved. It makes the share available to recipients. See <a href="#">Share Approval Workflows</a> .	<p><b>Node Name</b> - Name of the node.</p> <p><b>Node Description</b> - For informational purposes; describes the node.</p>	<b>Automatically on a share activity</b>
<b>Share Rejection</b>	This action is triggered if a share in <b>Wait for Share Approval</b> is rejected. It deletes the share. See <a href="#">Share Approval Workflows</a> .	<p><b>Node Name</b> - Name of the node.</p> <p><b>Node Description</b> - For informational purposes; describes the node.</p>	<b>Automatically on a share activity</b>
<b>Send Email</b>	Sends an email message to the <b>To</b> recipients.	<p><b>Node Name</b> - Name of the node.</p> <p><b>Node Description</b> - For informational purposes; describes the node.</p> <p><b>To</b> - Recipient email addresses</p> <p><b>Subject</b> - Subject of email.</p> <p><b>Body</b> - Body of email.</p>	All
<b>Complete</b>	Exits workflow processing	none	All