

Edit an automation

Open workflow detail, edit its template, channels, or schedule, and save only after reviewing the impact.

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Before you begin

- ✓ Open Workflows with the Manage automations permission.
- ✓ Identify the correct workflow and check whether it is active before changing content or timing.

1

STEP 1 OF 5 · 1 MIN

Choose the workflow

Open Workflows and select the row to edit or Open workflow. Detail shows its name, cadence, destinations, state, next run, and latest outcome.

Opening detail does not pause the workflow. If it is active, its schedule remains in effect while you review configuration.

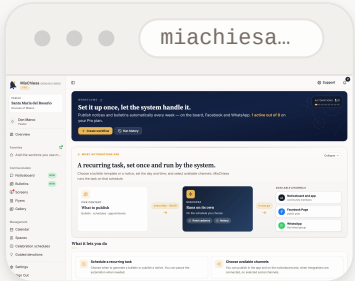


Fig. 1 Select the correct workflow row before changing configuration or schedule.

2

STEP 2 OF 5 · 1 MIN

Review Configurazione

The detail screen currently keeps its Italian labels. Under Configurazione, Sezioni include nel bollettino summarises template and content; Canali di pubblicazione shows the board and active integrations. Stato corrente highlights requirements and connections. Connect missing channels under Settings → Integrations.

Use Modifica on the relevant card. The two actions open separate panels for the template and sections or the publishing channels.

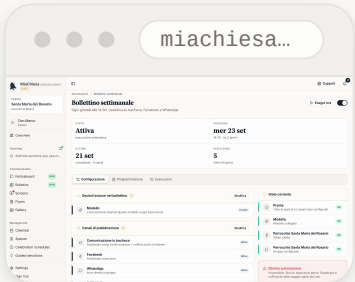


Fig. 2 Detail separates sections, channels, and current status; no editor is open yet.

3

STEP 3 OF 5 · 2 MIN

Prepare the change in the panel

In Modifica il modello, choose the bulletin template and sections. In Modifica canali di pubblicazione, check the board, notifications, and only the external channels that are already connected.

Annulla closes without saving; Salva applies the panel values. In the capture, the panel is only open: no change has been selected or saved.

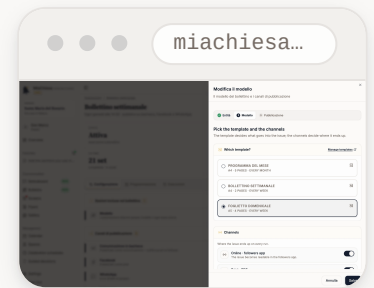


Fig. 3 The edit panel is open with current values. This is an unsaved state.

4

STEP 4 OF 5 · 2 MIN

Update the schedule

Open Programmazione to apply a Modello rapido or change frequency, days, and time. Review Riepilogo programmazione and the three computed upcoming runs in the Europe/Rome time zone.

Select Salva modifiche to apply the new cadence. Annulla resets the form to loaded values. Salta la prossima esecuzione is separate and immediately updates the next run date.

5

STEP 5 OF 5 · 1 MIN

Verify the final state

After saving, return to Configurazione and Programmazione to reread the values and next run. Check Esecuzioni after the next run to confirm actual behavior.

The current detail screen has no control to rename the workflow or edit its description; its available editors cover configuration and scheduling.

What you have achieved



Configuration or scheduling reflects the saved values.



The workflow keeps its active or inactive state; editing does not run it.