

# Workflow Runs

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The Workflow Runs report displays a list of past instances and running instances of workflows that have been triggered. This report is useful in ensuring workflows are running as expected and it is recommended that this checked on a regular basis. Alternatively, a notification workflow could be set up to send alerts for failing workflows.

## Viewing Details of Workflow Runs

To view the details of Workflow Runs:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at landing page.
3. In the Left Navigation Area, select **Workflows**. The Workflows expands to display list.
4. Select **Workflow Runs**. The Workflow Runs display.
5. Select the Workflow Run you want.
6. Select **ACTION**. The menu appears.
7. Select **View**. The Workflow Run displays.

The workflow run record displays all the information of the running workflow such as who triggered, when it was triggered, how many actions its taken and etc. More importantly, it also shows you any **Log Messages** that logged as a result of the **Log activity** if it was used in the workflow. This is helpful when troubleshooting a workflow.

## Workflow Run States

Status	Description
Queued	Indicates that the workflow is queued up to run.
	Indicates that the workflow paused because it is waiting on an action

Paused	from a user.
Status	Description
Failed	Indicates that the workflow has failed.
Completed	Indicated that the workflow has completed.
Long Running	Indicates that the workflow requires significant processing and is running in the background.

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