ELLM

Workflows in eLLM

The article explains how workflows in eLLM help automate multi-step processes by creating named pipelines that can be reused. Administrators can define, run, and manage workflows, with steps pausing for approval when necessary.

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What this product is for

Some tasks involve more than a single answer: they chain steps together, such as retrieving relevant material, using a tool, and pausing for approval before continuing. A workflow captures that sequence as a named pipeline so it can be run consistently whenever it is needed, rather than rebuilt by hand each time.

Main features

- Create named workflow definitions with a description and a set of steps.
- Run a workflow, optionally with a question to drive it.
- See a list of defined workflows and a list of recent runs.
- Delete workflows you no longer need.

How to use it

Creating a workflow

1. Sign in with an administrator account and open the **Workflows** page.
2. Create a new workflow, giving it a name, a description, and its steps.
3. Save it. It then appears in the list of defined workflows.

A workflow can combine steps such as retrieving document chunks, calling a connected tool, and pausing for human approval before continuing.

Running a workflow

1. Find the workflow in the defined workflows list.
2. Start a run. You can optionally provide a question to guide it.
3. Track progress in the recent runs list.

If a step needs approval, the run pauses until an administrator approves it on the approvals page, then continues.

Deleting a workflow

If a workflow is no longer needed, remove it from the workflows page. This deletes the definition; past run records remain in the recent runs history.

Common tasks

- **Set up a repeatable process:** create a workflow with the steps you want and save it.
- **Run an existing process:** start a run from the defined workflows list.
- **Check what happened:** open the recent runs list to see past and current runs.
- **Tidy up:** delete workflows you no longer use.

Things to know

- The workflows page is for administrators only.
- Creating and deleting workflows requires admin access; running a workflow and viewing runs is available to signed-in users where permitted.
- A workflow that includes a tool step needing approval will pause until an administrator approves it.
- Workflows can be associated with particular groups or triggered from chat, depending on how your deployment is configured.

Troubleshooting

- **My workflow run is paused:** it is likely waiting for approval of a tool step. Approve it on the approvals page to continue.
- **The defined workflows or recent runs list is empty:** no workflows have been created yet, or none have run.
- **I can't create or delete a workflow:** these actions need administrator access.

Frequently asked questions

What is a workflow made of?

A name, a description, and a set of steps that can include retrieval, tool calls, and approval pauses.

Do I have to give a question when running one?

No. A question is optional and is used to guide the run if provided.

Why did my workflow stop part-way?

It probably reached a step that needs approval. Once an administrator approves it, the run resumes.

Does deleting a workflow remove its history?

No. Deleting removes the definition; the record of past runs is kept.

Summary

Workflows turn a multi-step process into a named, repeatable pipeline. Administrators create them with a set of steps, run them as needed, and review the run history. Steps that require approval pause the run until an administrator signs off, keeping people in control of sensitive actions.

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