

How do I manage a flow in Flow Builder?

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ARTICLE

To manage a flow, select **Flows -> Manage** from the sidebar in Flow Builder. You will see a list of your recent flows that you have created. To manage a flow from a specific date range, select the date range shown to open the **Date filter** option. This allows you to select a specific range to make a query.

Select the three dots  located next to the name of a flow to select one of the following options:

- **See detail:** View the flow detail view. To know more about this view, you can see it in the Detailed report section.
- **Edit flow:** Edit a flow.
- **Cancel flow:** Cancel a flow. A confirmation modal to cancel the flow is displayed.
- **Deactivate flow:** Deactivate a flow. A confirmation modal to deactivate the flow is displayed.
- **Download report:** Download a report of a flow within a range of dates.

The **Manage** view contains the following columns of information:

- **State:** Current flow state.
- **Flow name:** Name assigned by the creator of the flow.
- **Total petitions:** Count of petitions in a time range selected.
- **Total services:** Services that have been executed during the selected time range.
- **Total tools:** Number of times a tool has been used within the flow.

The states that a flow can have are the following:

 **Active** Flow was created, activated, and has processed a request.

 **Pending** Flow created and activated, but no request has been made to it yet.

 **Cancel** Flow that was previously cancelled.

 **Inactive** An inactive flow.