



Manage your flows

Every time you log in to Zoho Flow, you will land on the My Flows page, where all of the flows in your organization will be available. You can perform multiple actions from here.

Create flows

To create a new flow:

1. Click **Create flow** in the top-right corner.

[Learn more about creating a new flow](#)

Create folders

To create a new folder:

1. Click the dropdown next to Create flow, then click **Create folder**.
2. Provide a name for the folder.
3. Choose the location of your folder. You can choose to place it under Home (My Flows) or inside another folder.
4. Click **Create**.

[Learn more about folders](#)

Filter and search for flows

You can search for specific flows or folders using the Search Bar. Additionally, you can filter different types of flows with the following options:

- **All folders:** Search for folders in your organization
- **All flows:** Search within all flows in your organization
- **Live:** Flows that are currently switched on
- **Paused:** Flows that are currently switched off but were previously switched on
- **Draft:** Flows that are currently in the Draft state

- **Owned:** Flows that you have created
- **Installed:** Flow templates that are installed from the Zoho Flow gallery, the marketplace, or widgets
- **Deprecated:** Flows that have deprecated triggers or actions

Switch on or off flows

You can switch flows on or off directly from the My Flows section by using the switch on/off toggle button on a flow.

 Flows that are incompletely built or have configuration issues cannot be switched on.

Delete flows

To delete a flow:

1. Hover over the flows you want to delete until the selection checkboxes appear.
2. Select the flows you want to delete.
3. Click **Delete** in the top panel.

 You can recover deleted flows within 90 days from the date of deletion. [Learn more](#)

Create copies of flows

Duplicating a flow allows you to create an identical copy, letting you make any changes to a flow configuration without affecting the original flow. To duplicate a flow:

1. Hover over the flow you want to copy until the selection checkbox appears.
2. Select the flow.
3. Click **Copy** on the top toolbar.
4. Provide a name for the duplicated flow.
5. Click **Create copy**.

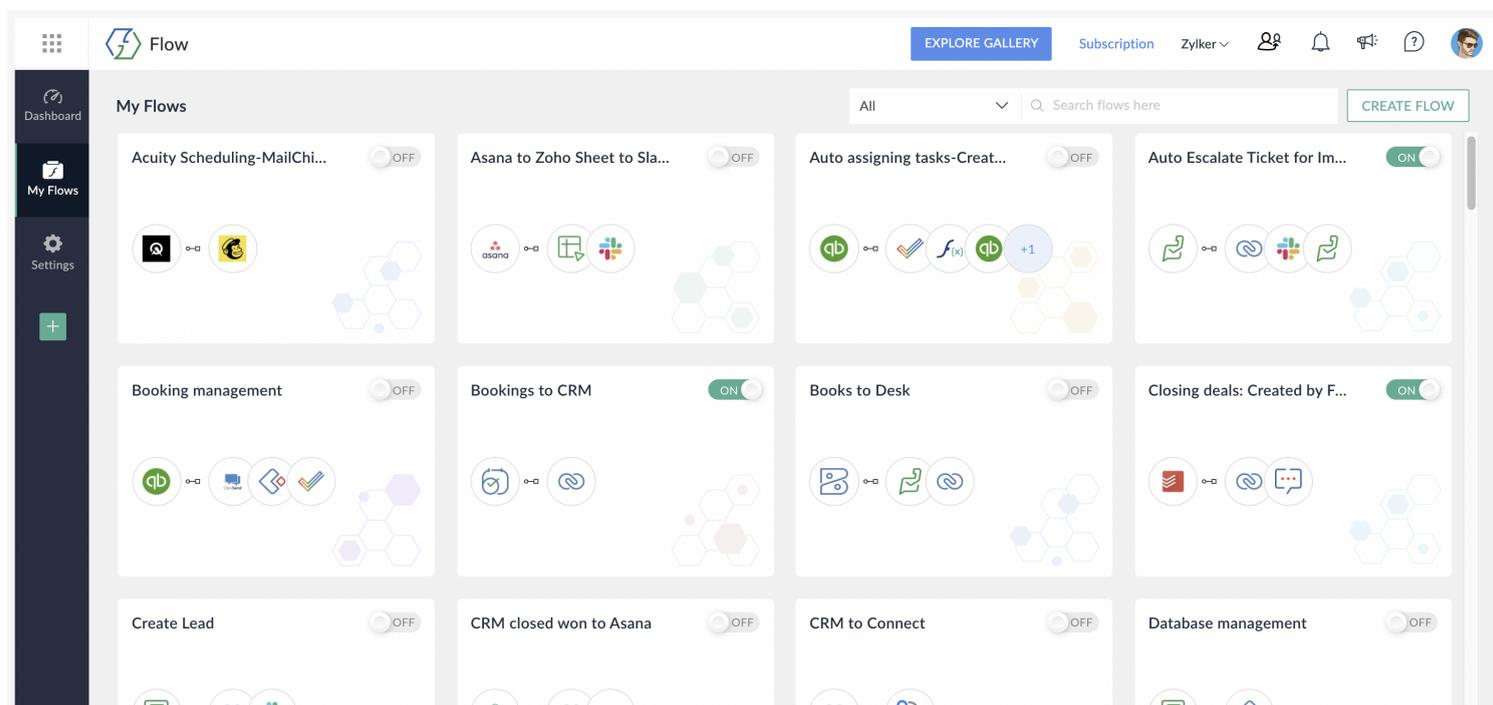
 You can only duplicate one flow at a time.

Move flows to folders

To better organize your flows, you can move them to different folders. To do this:

1. Hover over the flow you want to move until the selection checkbox appears.
2. Select the flow.
3. Click **Move** on the top toolbar.
4. In the dialog box that appears, select the destination folder.
5. Click **Move**.

From the My Flows section, you can click on a flow to view its **summary**, **builder**, and **history**.



Summary

This is where you land every time you click on a flow. Summary is a dashboard for the particular flow where you can view the record of executions graphically. The recent executions and the list of connections used in this flow will also be visible here. You can test, reconnect, or delete these connections from here.

To edit your flow name or description, hover your cursor near the field until the edit icon appears. Click on it, make the required changes, then click outside the box to save your changes.

Auto Escalate Ticket for Importan

SUMMARY BUILDER HISTORY YOUR FLOW IS ON ? X

Created on November 19, 2019 20:08

Flow Name *
Auto Escalate Ticket for Important Deals

Description
Please enter your description

Execution : Current Year

Month of Execution	Success	Failure
Mar-2021	3	0
Jul-2021	1	9

Donut chart showing 30% Success (4) and 70% Failure (9).

Recent Executions

Date & Time	Time Taken	Status
July 30, 2021		
6:34:24 PM	< 1 Second	Failed
4:06:27 PM	< 1 Second	Failed
8:50:49 AM	1 Second	Completed

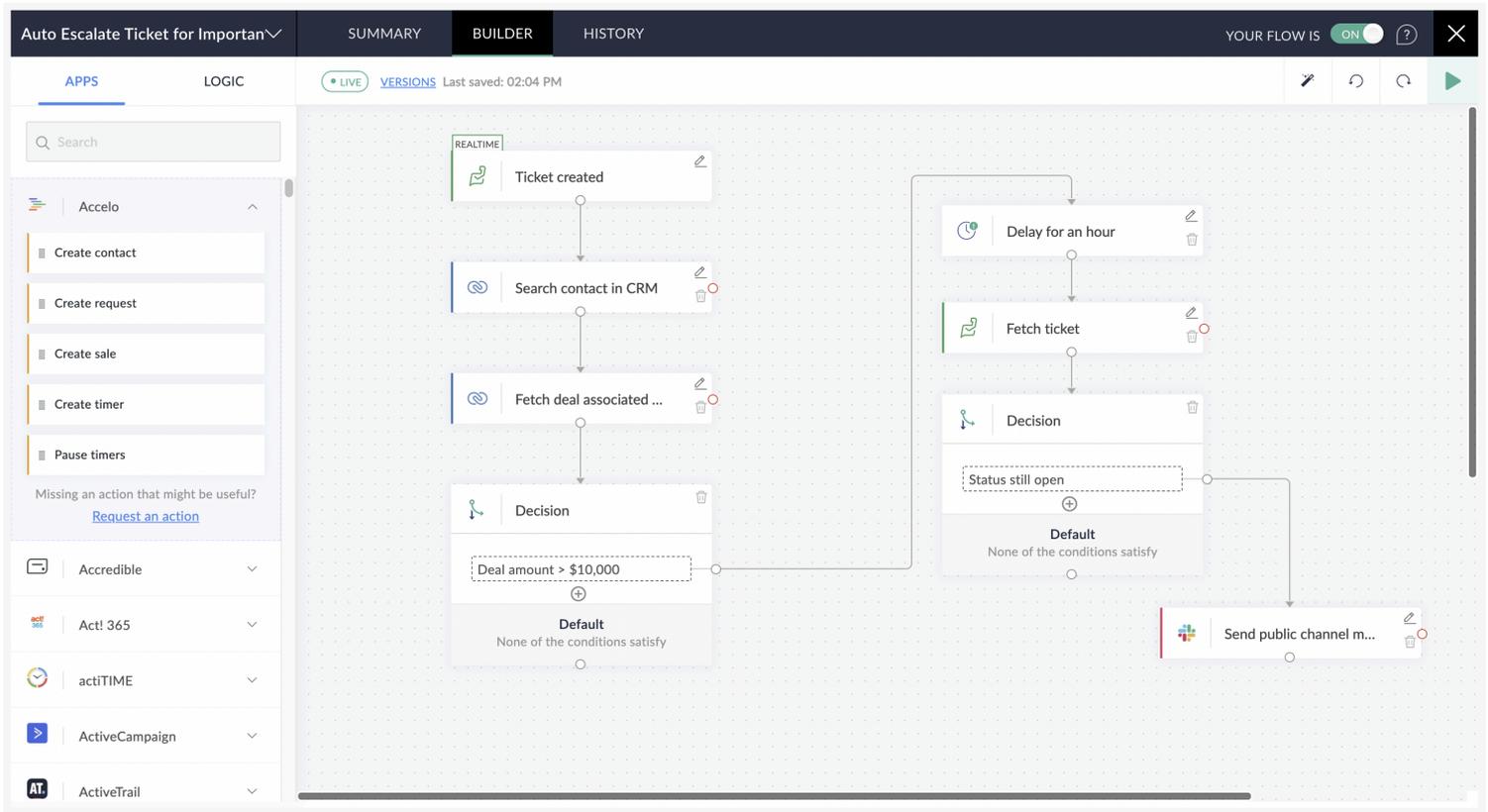
Connections

Connection Name	Created by	Last updated on	Action
Frank's Zoho De...	Frank	April 21, 2021 13:38	TEST
Frank's Zoho CR...	Frank	July 27, 2020 12:52	TEST
Frank's Slack Co...	Frank	October 31, 2018 16:33	TEST

Builder

Builder is where you build and edit your flows. The [builder tools](#) available in the top-right corner of the builder will help you in this process.

Switch your flow on or off using the slide button in the top-right corner of the page. When the flow is switched on, Zoho Flow will detect changes which trigger the workflow. When the flow is switched off, changes will not be detected. Switching off your flow will not affect the past executions.



History

Task history records every execution of the specific flow. Click on an execution to view more details about it. You can filter the list of executions by status and date for a refined list.

Task History

RUN

<input type="checkbox"/>	Date & Time	Time Taken	
July 30, 2021			
<input type="checkbox"/>	6:34:24 PM	< 1 Second	F
<input type="checkbox"/>	4:06:27 PM	< 1 Second	F
<input checked="" type="checkbox"/>	8:50:49 AM	1 Second	C
<input type="checkbox"/>	8:26:50 AM	< 1 Second	F
July 29, 2021			
<input type="checkbox"/>	10:58:45 PM	< 1 Second	F
<input type="checkbox"/>	10:29:39 PM	< 1 Second	F
<input type="checkbox"/>	10:11:06 PM	1 Second	F
<input type="checkbox"/>	7:19:29 PM	< 1 Second	F
<input type="checkbox"/>	5:26:26 PM	< 1 Second	F

Ticket created
Ticket created
● July 30, 2021 8:50:49 AM input output

Search contact in CRM
Fetch module entry
● July 30, 2021 8:50:49 AM input output

```

{
  "Checkbox_1": false,
  "Owner": {
    "name": "Frank Wilson",
    "id": "269352600000124009",
    "email": "frank@zylker.com"
  },
  "Email": "frank@zylker.com",
  "$currency_symbol": "$",
  "$review_process": {
    "approve": false,
    "reject": false,
    "resubmit": false
  },
  "Last_Activity_Time": "2021-07-30T08:50:46+05:30",
  "First_Name": "Frank",
  "Full_Name": "Frank Wilson",
  "Department": "Test",
  "Modified_By": {
    "name": "Frank Wilson",
    "id": "269352600000124009",
    "email": "frank@zylker.com"
  },
  "$state": "save",

```