

What is a workflow, and when should you use one?

Explain repeatability, steps, inputs, outputs, approvals, runs, and the boundary between an agent and a workflow.

A workflow is a reusable definition for completing a process through ordered steps. Each time someone starts it, Vibework creates a workflow run with its own inputs, step status, outputs, timestamps, and history.

Core workflow concepts

- Workflow: the reusable process definition.
- Run: one execution of that definition.
- Step: one unit of work, such as collecting a file, asking an agent, calling an operation, waiting for review, or presenting a result.
- Input: data supplied by a user, file, earlier step, or connected system.
- Output: data or a file produced by a step that can become a later step's input.
- Approval: a recorded human decision that allows, rejects, or returns proposed work.

Use a workflow when

- The same process happens repeatedly and should produce consistent outputs.
- Several inputs or steps must occur in a known order.
- Data must pass reliably between people, agents, functions, or connected systems.
- The process needs a review point, approval, status visibility, or durable run history.

Do not start with a workflow when

The problem is still exploratory, the steps change on every attempt, or a person needs a conversation more than a process. Complete the work in Chat first, learn the real steps and exceptions, and automate only the stable parts.

Run an existing workflow

1. Open Workflows and choose a workflow you are allowed to use.
2. Read its description and required inputs before starting.
3. Complete the form, choose approved files or connections, and start the run.
4. Follow step status and respond when the run requests input or approval.

5. Review the final outputs and any warnings before downloading, sharing, or using the result.

When a run fails or waits

Open the run and identify the first step that did not complete. Check its inputs, access, connection, and visible error. A waiting step may need a person rather than a retry. When contacting support, include the workflow and run IDs, the failed step, the time and time zone, and the expected versus actual result—never include passwords or secrets.