Workflows play a big role in everyday's Sharepoint 'Business as Usual' activities. Users need to get things approved by stakeholders before publishing the content to others. In Sharepoint, there's a built in Approval workflow template that you can enable on any list or library (this template will only be visible once you activated the Workflows Site Collection Feature). Once enabled, we can setup an Approval workflow by configuring some settings as below:
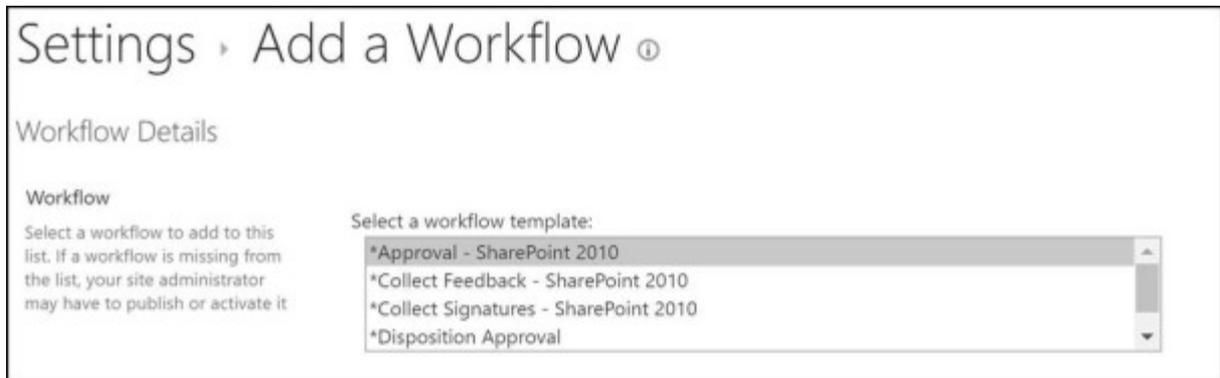
The Approval workflow initiation form, without any default values, looks like this.
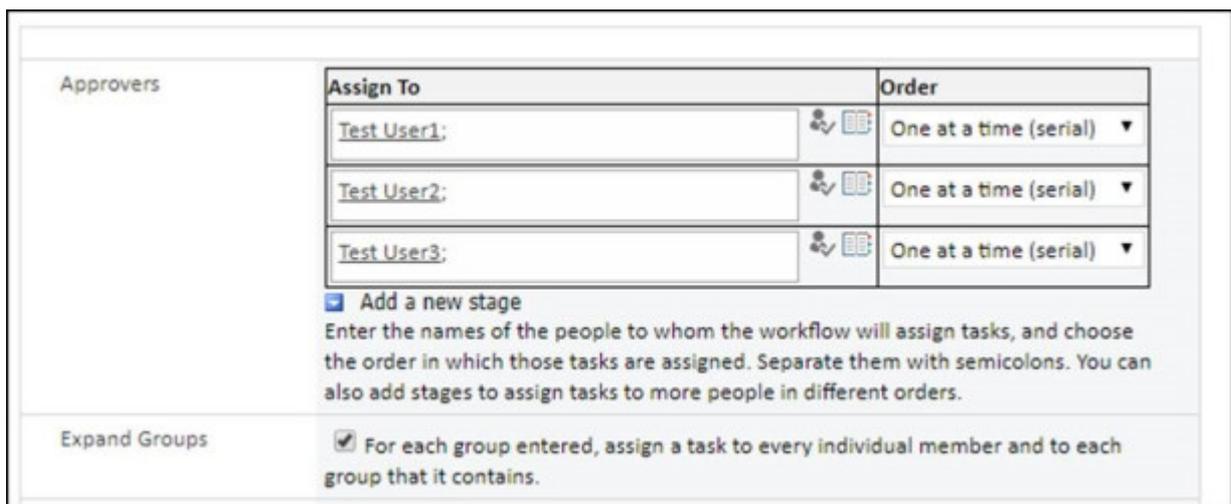
Initiator will fill in the list of approvers and set either serial or parallel approval. For the approvers listed in the workflow, they receive a task assigned to them, and they receive an email notification. For further information on how approval workflow works, read: https://support.office.com/en-us/article/understand-approval-workflows-in-sharepoint-2010-a24bcd14-0e3c-4449-b936-267d6c478579

Modifying existing workflow

What i would like to bring up in this topic, is that with workflows setup using these existing templates, you could actually go in and change the list of approvers by clicking on the Add or update assignees of Approval in the workflow in progress dashboard.

Initiator:
Started: 3/15/2018 8:49 PM
Last run: 3/15/2018 8:50 PM

Item: mi
Status: In Progress

□ Add or update assignees of Approval (3)
□ Cancel all Approval (3) tasks
□ Update active tasks of Approval (3)

If an error occurs or if this workflow stops responding, you can end it.
□ End this workflow.

In this example, workflow has already started and currently it is pending approval from Test User1, which is why the first stage is blank. You can modify the next two stages by adding Test User4 into the last stage.


Add or update participants

To add or update participants to this workflow, type the names of the people who need to be added to this process on the Participants lines.

| Participants			
			One at a time (serial) ▼
	Test User2;		One at a time (serial) ▼
	Test User3; Test User4;		One at a time (serial) ▼
	Enter the names of the people to whom the workflow will assign tasks, and choose the order in which those tasks are assigned. Separate them with semicolons. People added to the current stage will be assigned tasks after this form is submitted.		
Expand Groups	☑ For each group entered, assign a task to every individual member and to each group that it contains.		
Request	TEST		
	This message will be sent to the people assigned tasks.		

Custom List Workflow

Now, the above showcases how you could make use of Global Reusable Workflows (i.e. Approval template) to quickly create an approval workflow for a list. What happen if you would like to customise these workflows (i.e. email messages, subject line, approval logics, task forms). You can't unless you create a custom workflow in Sharepoint Designer.

What most people would do, is creating a custom Sharepoint Approval Workflow in Sharepoint Designer, and make use of the Approval Process action:
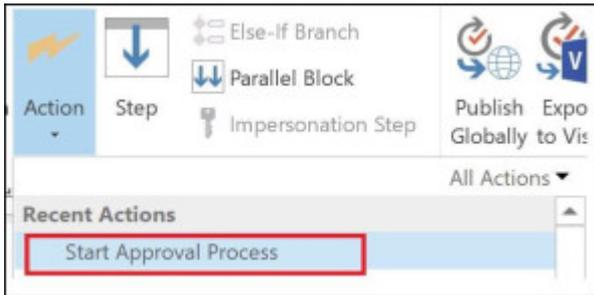
This action works the same way as the built in approval process, in which it would start a series of approvals. You could add an assignment parameter to the initiation form to collect the list of approvers:
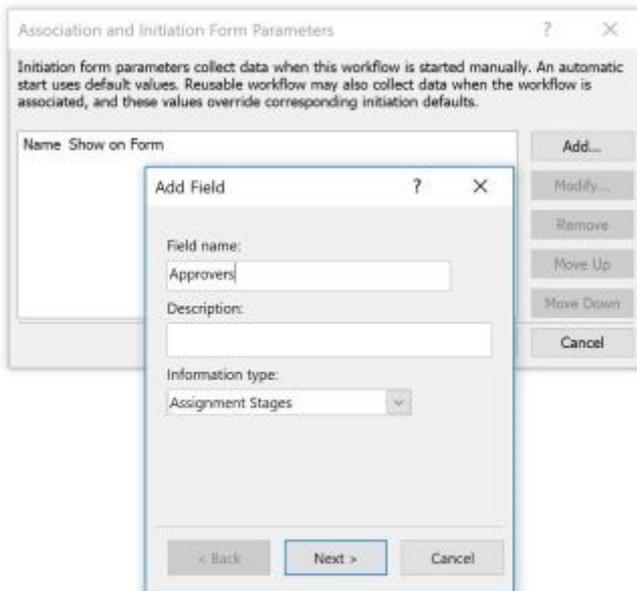
By doing so, we create the same initiation form as the built in approval workflow.

Bug! Cannot edit the workflow approval assignees
While this would all work great, there's one issue. Editing existing assignees will not work in this case. As soon as new changes are saved, the flow of the approval will mess up. Sharepoint will save the last row of approvers into the next stage of approvers, causing duplication.

i.e. Adding Test User4 into the last stage will cause Sharepoint to save it to the first stage.

And i have tested this on Sharepoint Online and Sharepoint 2013 on premise. The behaviour exists in both environments.

Confirmation from Microsoft support regarding the bug:
After liaising with Microsoft support, it's been confirmed that this is a bug from Sharepoint Designer and they have this in their backlog. (Hopefully there will be an update for SP Designer sometime in the future to address this...?)

Issue Description:
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Cannot add or update assignee to existing workflow.

Root cause:
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As confirmed with the product team, this is known issue and by design defect in SharePoint design tool.

Assessment:
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The product team has put this in their queue backlog, and is considering file a design change request to improve the defect in the future release version.

Use Reusable Workflow instead
If the business does require the functionality of changing existing flow of a workflow, then what you will need to use is customise the existing global reusable workflow. You can do so by copying and pasting the existing Approval Workflow in Sharepoint Designer and customize it. This will copy all the existing functions of the built in workflow and give you the ability to customize it just like creating a custom workflow. The only difference is these will be published at the site collection level, and then on your lists you will have to add it from there.

Name		Type	
Globally Reusable Workflow	˄		
Approval - SharePoint 2010		Globally Reusable Workflow	
Workflow Settings	arePoint 2010	Globally Reusable Workflow	
Edit Workflow	arePoint 2010	Globally Reusable Workflow	
Copy and Modify...			
Delete		Reusable Workflow	