

# Finance - Rules to create and maintain the documentation



## Create and maintain an operation

- [Create an operation](#)
- Once an operation is created it can be updated using the guidelines in [Create and Edit Pages](#)








## Publish an operation

Once an operation is completed, it has to be published using the [Finance approval workflow](#)

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Oct 18, 2018	Actor	Type	Activity	Version
Published	 <a href="#">Cátia Pinto</a>	Edit	updated the page at 12:07 am	
Oct 17, 2018				
	 <a href="#">Cátia Pinto</a>	State	changed state to <b>Published</b> at 10:07 pm	v16
Draft	 <a href="#">Cátia Pinto</a>	State	gave <i>Approvers</i> approval at 10:07 pm	
From Jun 15, 2018 to Jul 05, 2018				
	 <a href="#">Cátia Pinto</a>	Edit	updated the page at 12:41 pm	
	 <a href="#">Cátia Pinto</a>	State	changed state to <b>Draft</b> at 10:41 am	v12