

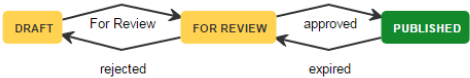
RtR approval workflow

A workflow is used to track and control documents through document inception to finalization.

How do we use the approval costing workflow

The SBS - RtR approval workflow is activated in 3 spaces:

- Finance Data & Reporting
- SAP Transactions
- Costing process laboratory - Operations



DRAFT

When a page is created in one of the 3 spaces with a workflow, it has the status draft.

Once the procedure is finalized, the author of the document changes the status to **FOR REVIEW** by clicking on

the icon 

test workflow **DRAFT**

Created by Charlotte Rollier just a moment

STEP 1

Edit Watch Share 

Draft Select State

For Review

Add an optional note

Accept Cancel

test workflow **FOR REVIEW**

Created by Charlotte Rollier, last modified 17 minutes ago

FOR REVIEW

The status of the page can be changed by someone who belongs to the group:

not have the privilege to view user profiles.

They are:

- CAM
- [Transversal Costing](#)
- [WW Process Experts Costing](#)

i If a name is missing in the group **costing-reviewers**, you can contact [SBS support](#)

The author can assign this step to someone who is in the **costing-reviewers**

click on **Assign**

1. Enter the name of the reviewer (if you can not find the name, it is not included in the costing-reviewers group)
2. Enter a comment
3. Click "Assign"

PUBLISHED

The procedure is published and accessible for every body

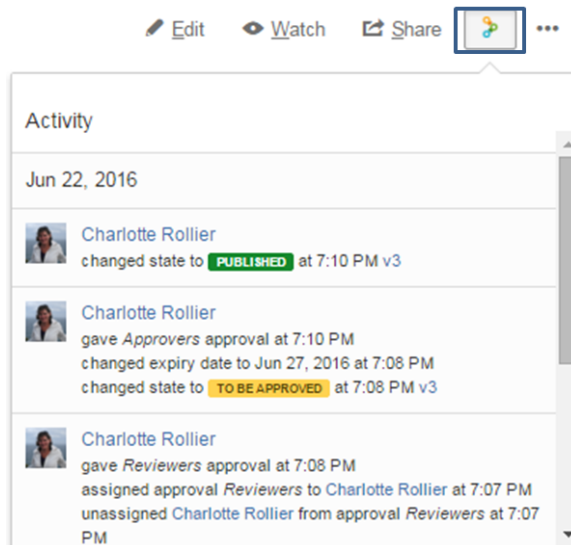
You can check the status of page:

1. The status beside the title of the page
2. You can see if someone is already in charge of the change of the status
3. You can see where you are in the workflow

test workflow **PUBLISHED**
Created by Charlotte Rollier, last modified about 8 hours ago

You can see the history of th workflow

by clicking 



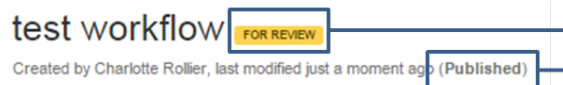
The screenshot shows the top navigation bar with 'Edit', 'Watch', 'Share', and a workflow icon (highlighted with a blue box). Below is the 'Activity' section for 'Jun 22, 2016'. It lists three actions by Charlotte Rollier: 1. 'changed state to PUBLISHED at 7:10 PM v3', 2. 'gave Approvers approval at 7:10 PM', 'changed expiry date to Jun 27, 2016 at 7:08 PM', and 'changed state to TO BE APPROVED at 7:08 PM v3', and 3. 'gave Reviewers approval at 7:08 PM', 'assigned approval Reviewers to Charlotte Rollier at 7:07 PM', and 'unassigned Charlotte Rollier from approval Reviewers at 7:07 PM'.

When a page is modified it comes back to the status **FOR REVIEW**

And it has to be reapproved.

The page that is visible by every body is the one that is **PUBLISHED**

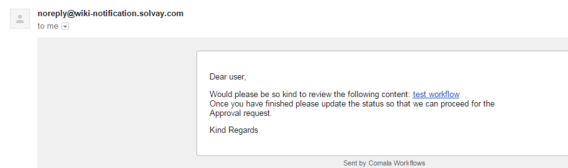
But contributors can see that there is a version "in progress" and can switch from the version "in progress" to **PUBLISHED**



The screenshot shows the title 'test workflow' and a status box 'FOR REVIEW'. Below the title, it says 'Created by Charlotte Rollier, last modified just a moment ago (Published)'. A blue box highlights the 'FOR REVIEW' status, and another blue box highlights the '(Published)' text.

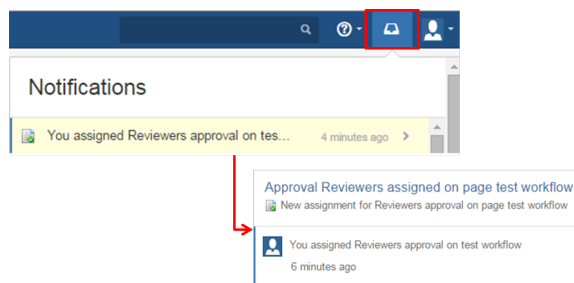
When a reviewer or an approver is assigned, he:

1. receives a notification by email



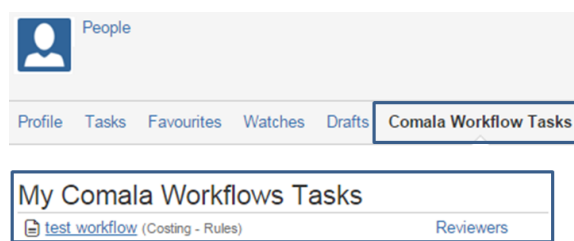
The screenshot shows an email notification from 'noreply@wiki-notification.solvay.com' to 'me'. The body of the email says: 'Dear user, Would please be so kind to review the following content: test_workflow Once you have finished please update the status so that we can proceed for the Approval request. Kind Regards Sent by Comala Workflows'.

2. has a notification in his box in Confluence



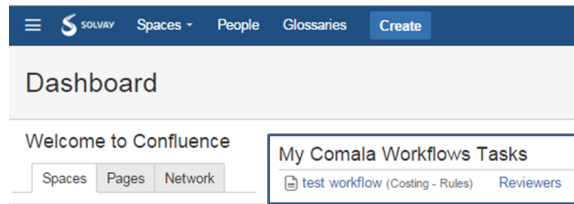
The screenshot shows the Confluence notifications panel. At the top, there's a notification: 'You assigned Reviewers approval on tes...' with a timestamp of '4 minutes ago'. Below this, there's a section titled 'Approval Reviewers assigned on page test workflow' with a sub-notification: 'New assignment for Reviewers approval on page test workflow'. At the bottom, there's another notification: 'You assigned Reviewers approval on test workflow' with a timestamp of '6 minutes ago'.

3. has a report of all pages he has to review/approve in "My Comala Workflows Tasks" (to be opened by clicking on his picture on right side of the menu)

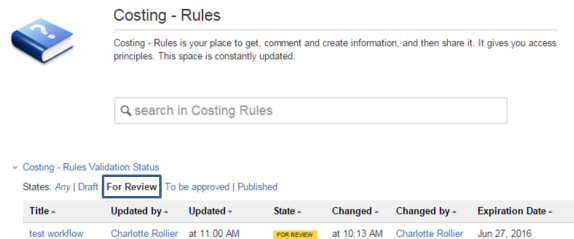


The screenshot shows the 'My Comala Workflows Tasks' page. At the top, there's a 'People' section with a user profile picture. Below this, there's a navigation bar with 'Profile', 'Tasks', 'Favourites', 'Watches', 'Drafts', and 'Comala Workflow Tasks' (highlighted with a blue box). The main content area is titled 'My Comala Workflows Tasks' and shows a table with one row: 'test_workflow (Costing - Rules)' with a 'Reviewers' column.

4. has a report of all pages he has to review/approve in "My Comala Workflows Tasks" on his home page (=Confluence dashboard)



5. can use the report on the home page of each space to see the status of each document and especially those with a pending validation



FAQ

The status of the page can be changed by someone who belongs to the group:
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- CAM
- [Transversal Costing](#)
- [WW Process Experts Costing](#)

The status of the page can be changed by someone who belongs to the group:

User list not rendered as you do not have the privilege to view user profiles.

They are:

- RCM
- [WW Process Experts Costing](#)

If someone is missing or should be excluded (if you know the person left the company or has a new job), you can contact [SBS support](#)

Are you sure you are looking the "in progress" version ? You can switch from the version "in progress" to the version "published" (that doesn't take into account your last modification) by clicking on "published" or "For review"

