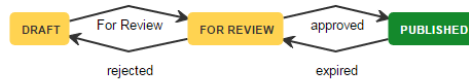


# SBS - RtR approval workflow

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

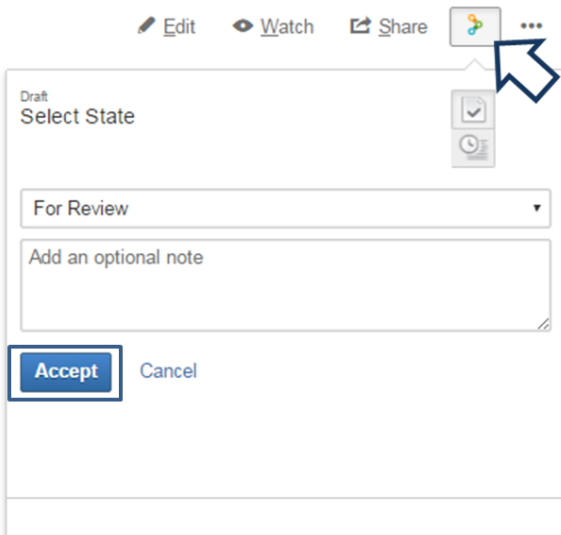
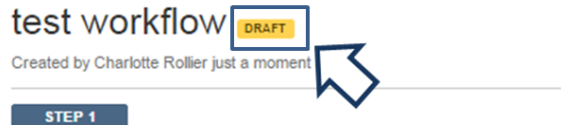
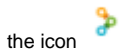
- Finance Data & Reporting
- SAP Transactions
- Costing process laboratory - Operations



**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



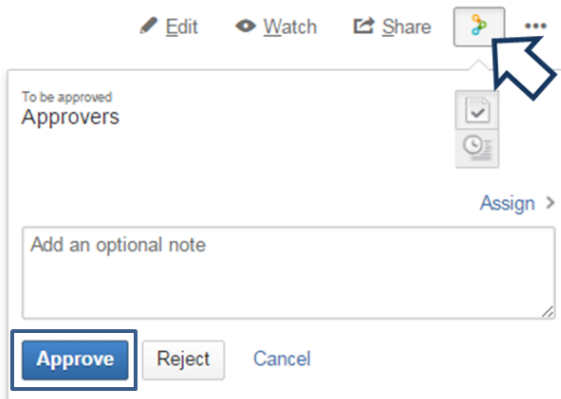
**FOR REVIEW**

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

Use list not rendered as you do 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"

For Review  
Reviewers

Edit Watch Share ...

Assign >

< Back to Workflow

Reviewers

Assign to... 1

Marielle Moinet

Dear Marielle, can you approve this procedure  
Thanks 2

Assign 3

PUBLISHED

The procedure is published and accessible for every body

test workflow **PUBLISHED**

Created by Charlotte Rollier, last modified about 8 hours ago