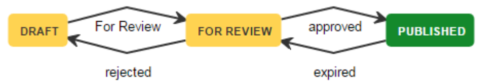
# SBS - RtR approval workflow

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

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

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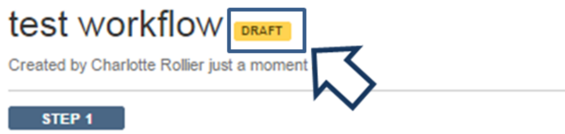
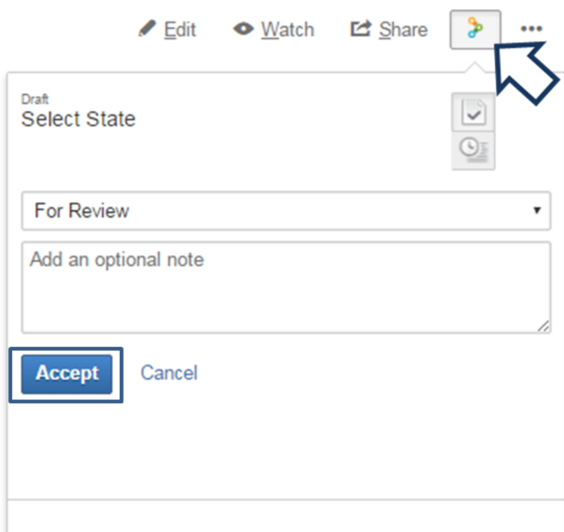
DRAFT

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 





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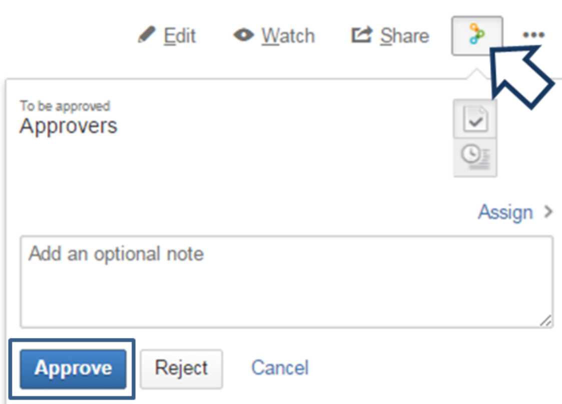
FOR REVIEW

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:

- CAM
- Transversal Costing
- WW Process Experts Costing

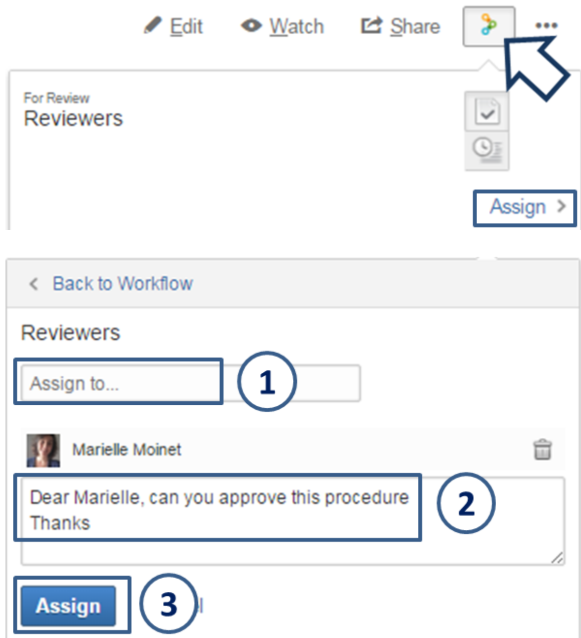


If a name if missing in the group **costing-reviewers**, you can contact SBS support

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"

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PUBLISHED

The procedure is published and accessible for every body