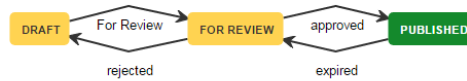


SBS - RtR approval workflow

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

the icon 

test workflow **DRAFT**

Created by Charlotte Rollier just a moment

STEP 1

The screenshot shows the 'Draft' workflow interface. At the top, there are icons for 'Edit', 'Watch', 'Share', and a workflow icon. Below these is a 'Draft' section with the title 'Select State'. A dropdown menu is open, showing 'For Review' as the selected option. Below the dropdown is a text area labeled 'Add an optional note'. At the bottom, there are two buttons: 'Accept' and 'Cancel'. A blue arrow points to the workflow icon in the top right corner.

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:

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

They are:

- CAM
- Transversal Costing
- WW Process Experts Costing

The screenshot shows the 'To be approved' workflow interface. At the top, there are icons for 'Edit', 'Watch', 'Share', and a workflow icon. Below these is a 'To be approved' section with the title 'Approvers'. A dropdown menu is open, showing 'Assign >' as the selected option. Below the dropdown is a text area labeled 'Add an optional note'. At the bottom, there are three buttons: 'Approve', 'Reject', and 'Cancel'. A blue arrow points to the workflow icon in the top right corner.

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"

The screenshot shows the 'For Review' interface. At the top, there are buttons for 'Edit', 'Watch', 'Share', and a menu icon. Below these is a section titled 'For Review' with a sub-header 'Reviewers'. A blue arrow points to the 'Assign' button. Below this is a section titled 'Reviewers' with a 'Back to Workflow' link. It contains a form with three numbered steps: 1. 'Assign to...' (a text input field), 2. 'Dear Marielle, can you approve this procedure Thanks' (a text area), and 3. 'Assign' (a button).

PUBLISHED

The procedure is published and accessible for every body

test workflow **PUBLISHED**

Created by Charlotte Rollier, last modified about 8 hours ago