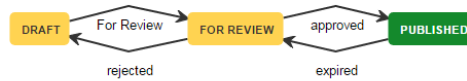


# SBS - RtR approval workflow

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

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:

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

They are:

- CAM
- Transversal Costing
- WW Process Experts Costing

Edit Watch Share  ...

To be approved

Approvers

Assign >

Add an optional note

Approve Reject Cancel

**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