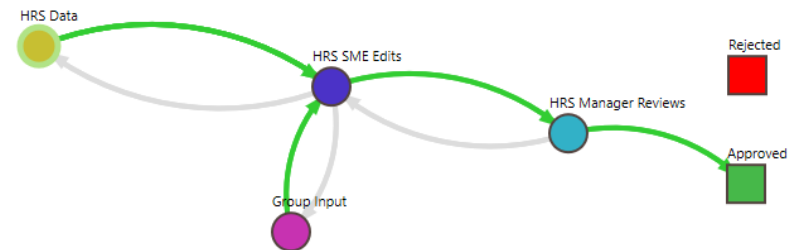


## QUICK GUIDE: Data Cookbook Workflows

The UWBI Data Cookbook contains several customized approval workflows that are used for approving an object (definition/specification) through a controlled set of stages and steps. Each institution BI Team designs and collaborates with the Central BI Team for creation of a workflow.

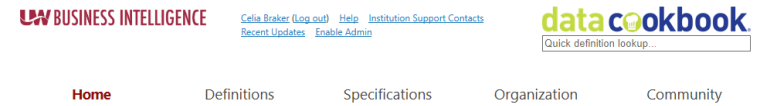
A workflow contains a set of stages and steps that determine who (Definition Creator, Subject Matter Expert (SME), and/or Management) can work on an object while it is in progress.

The example workflow to the right is when a new HRS Definition is created/drafted and then transitioned to the HRS SME to review and edit. From there, the HRS SME can choose to send it to the HRS Manager for review and approval or to a specific group for further input prior to sending to the HRS Manager.



The green arrows show the “happy path”, or the preferred flow of the process. The grey arrows show all alternative paths.

When a workflow is created or sent through workflow it generates a task on your Data Cookbook Home page and an email notification. You can access the task assigned to you from either your Data Cookbook Dashboard or by clicking on the linked content sent in the email.



### Definitions awaiting action from you

DC Data Cookbook <notifications@datacookbook.com>  
To: Braker, Celia

**Academic Level (UWGBY)** is now in the stage: "Drafting". And you have been assigned to the step: "Edit draft".

Version 3 updated

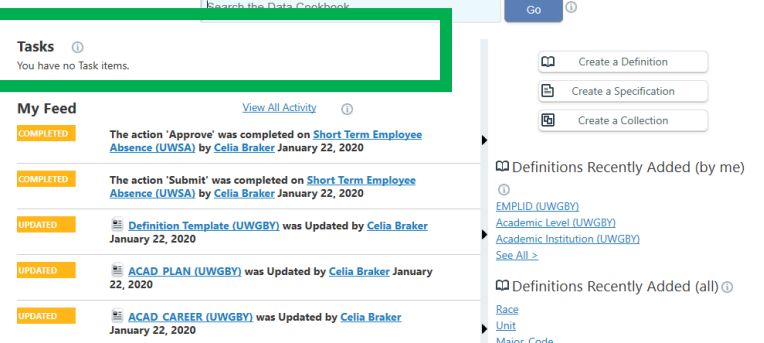
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