Collibra

Collibra Data Intelligence Cloud

Data Governance

Version 2023.03

Collibra Data Intelligence Cloud - Data Governance

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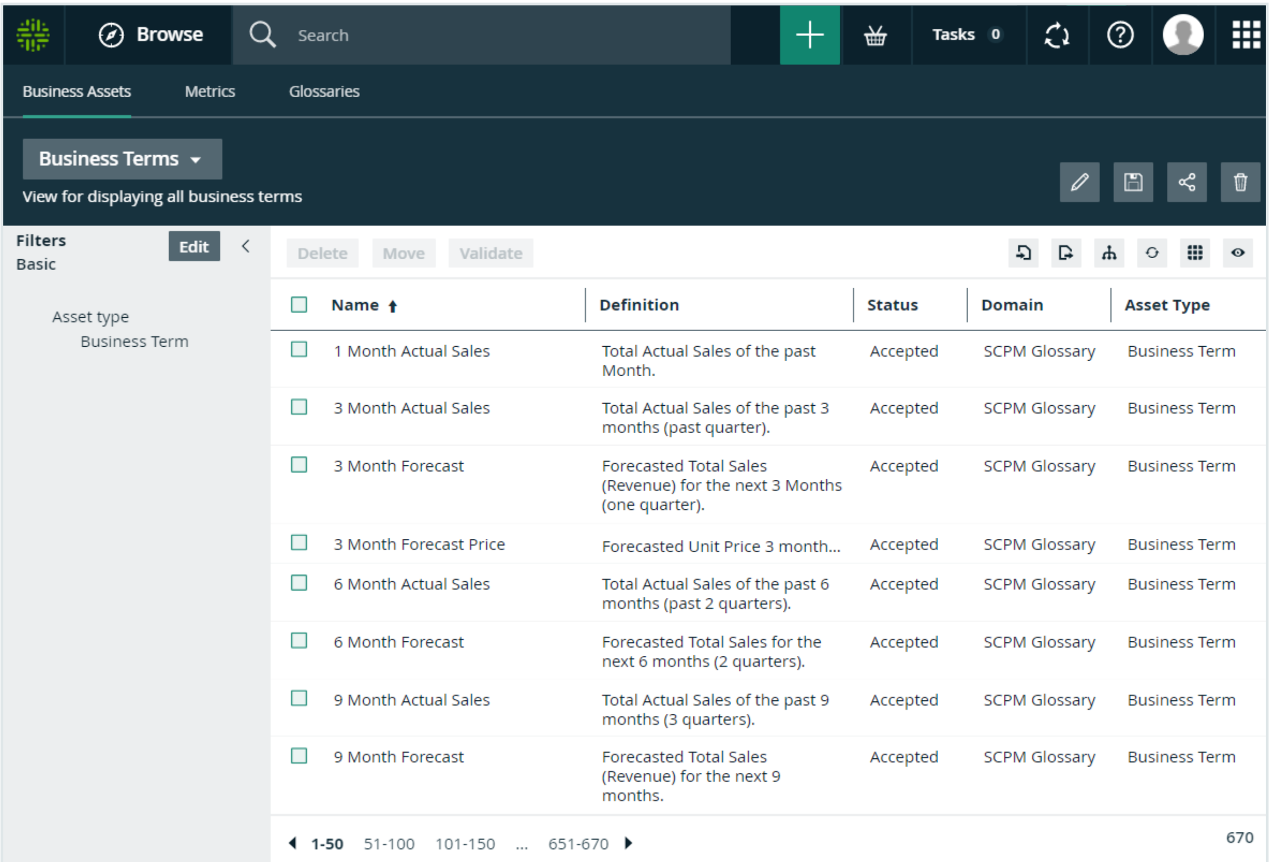
You can find the most up-to-date technical documentation on our Documentation Center at https://productresources.collibra.com/docs/collibra/latest/Content/to_data-governance.htm

Contents

Business Glossary

The Business Glossary application is your go-to system to govern your business terms. It contains a configurable range of asset types, their attributes, taxonomy and relations, as well as the status of their adoption. It is fully integrated with the technological assets as well as supported by Collibra's core features: reporting, traceability, comments, workflows, and so on.



The Business Glossary is key for decision makers to understand their digital assets from a business perspective.

Business Glossary submenu pages

Page	Description
Business Assets	Contains a table with all the business assets in Collibra.
Metrics	Contains a variety of statistics related to how the assets of the Business Glossary are used.
Glossaries	Contains a table with all the existing glossaries (domain type) in Collibra

Packaged metamodel for the Business Glossary

The Business Glossary has specific asset types and domain types.

Asset types

The table below contains the packaged asset types that are relevant for the Business Glossary.

Domain types

The table below contains the packaged domain types that are relevant for the Business Glossary.

Workflows

The table below contains the packaged workflows that are relevant for the Business Glossary.

Name	Description
Approval Process	The Approval Process workflow allows you to approve an asset in Collibra Data Intelligence Cloud. This is a more powerful version of the Simple Approval Process.

Name	Description
Assessments	This process notifies the Business Steward (by default) that an Assessment Review asset is ready for review and prompts the Business Steward to approve or reject the asset.
Cancel Process	This process notifies the concerned users of a workflow cancellation.
Escalation Process	This process is the default mechanism for the escalation of user tasks in workflows.
Propose New Business Asset	This process facilitates the creation of new Business Assets in the **Data Governance Council** community.
Propose New Business Term	This process facilitates the creation of new Business Term assets in the **Data Governance Council** community.
Simple Approval	The Simple Approval workflow is a single-step process that allows you to approve an asset in Collibra Data Intelligence Cloud.
Voting Sub-Process	The Voting Sub-Process is a workflow that can be called by other workflows when users need to vote. It is used within other packaged workflows such as the Approval Process, the Simple Approval or the Issue Management workflow. You can use this sub-process in new custom workflows. The result is a true or false boolean that is provided to the parent workflow.

Metrics pages

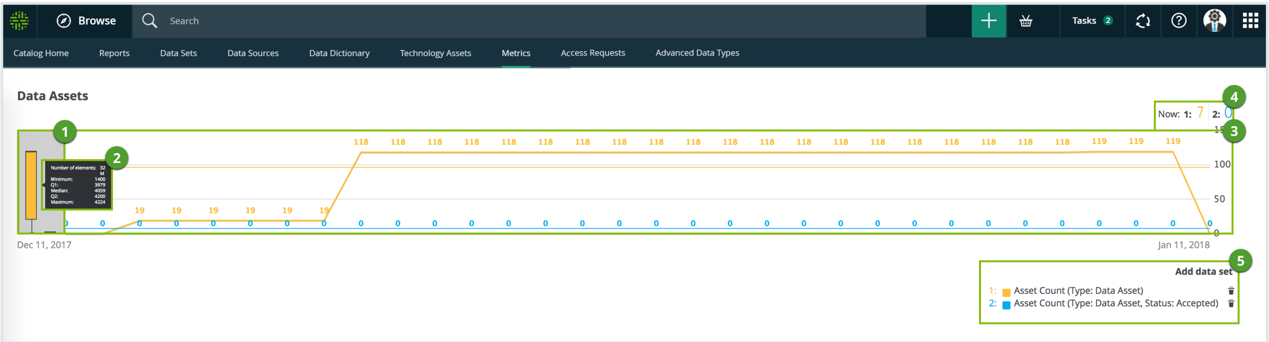
The Metrics pages contain a variety of statistics related to how an application is used. They pages consist of one or more graphs, their legends and some counters.

For each graph, you can edit the data set and the time range shown.

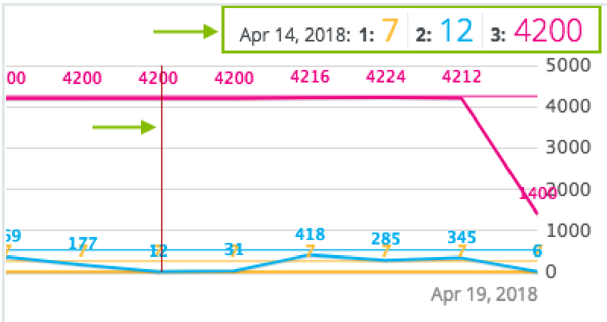
> Note On the **Metrics** page, the lines that are shown on a given graph are called data sets. Do not confuse these with data sets in the true context of CollibraData Catalog. On this page, when you click **Add data set**, it simply means that you want to add another line to the graph.

Components

The Metrics page consists of one or more graphs, their legend and some counters.



Number	Element	Description
1	Color-coded bars	The color-coded bars give a quick overview of the graph. The vertical line leading from the color-coded bar indicates the difference between the minimum and maximum values.
2	Data set details	More details about the graph. Hover your pointer over the color-coded bars to the left of each line of graph to view them.
	Number of elements	The amount of days in the time range.
	Minimum	The lowest count on any day in the data set.
	Q1	The first quartile, meaning the lowest 25% of the data set.
	Median	The median, meaning the middle value of the data set.
	Q3	The third quartile, meaning the lowest 75% of the data set.
	Maximum	The highest count on any day in the time range.

Number	Element	Description
3	Graph	The actual graph. What it shows exactly, depends on the data set. For example, it can show the number of assets viewed over the last month, or the number of licenses used. Tip You can edit the time range of the graph.
4	Counts by day	The counts for a specific day for each data set, by moving your mouse over the graph. The vertical red line identifies the day. The exact count for that day for each data set, is shown above the graph. 
5	Legend	The legend of the graph, which also allows you to add, edit and delete the data sets.

Add a data set to a metrics graph

You can add a data set to a graph on the Metrics pages, for example if you want to compare the amount of new assets of different types.

Steps

1. Open the product for which you want to see the metrics, for example Business Glossary.
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Under the relevant graph, to the right, click **Add data set**.

» The filter settings appear.

4. Enter the required information:

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type that you select, different fields become available.
Active Users	A daily count of the active users to have viewed the relevant assets. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Product**: Limit the results to active users within a specific Collibra Data Intelligence Cloud application. ◦ **Role**: Limit the results to active users that have been assigned a specific role.
Asset Count	A daily count of the relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Domain**: Limit the results to assets from a specific domain. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Status**: Limit the results to assets with a specific status. ◦ **Community**: Limit the results to a specific community.

Filter setting	Description
Changed Task Count	A daily count of workflow tasks that have been changed. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.
Domain Count	A daily count of the domains with relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community.
License Available	A daily count of Collibra licenses that have been available to users. This is calculated by subtracting the licenses in use from the total licenses your organization has. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.

Filter setting	Description
License Usage	A daily count of Collibra licenses in use by all users in your organization. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Page Hits	A daily count of Collibra asset page hits. You can restrict the count results via the following additional filters: ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Domain**: Limit the results to assets from a specific domain.
Task Count	A daily count of workflow tasks carried out. ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.

Filter setting	Description
Task Duration	A daily count of workflow task duration. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **User**: Limit the results to a specific user. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task**: Limit the results to a specific task.

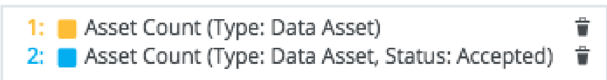
5. Click **Save data set**.

Edit a data set of a metrics graph

You can edit the data set that is shown in a graph on the Metrics pages.

Steps

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. In the legend under the relevant graph, click the data set you want to edit.

   » The filter configuration for the data set appears.
4. Enter the required information.

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type that you select, different fields become available.

Filter setting	Description
Active Users	A daily count of the active users to have viewed the relevant assets. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Product**: Limit the results to active users within a specific Collibra Data Intelligence Cloud application. ◦ **Role**: Limit the results to active users that have been assigned a specific role.
Asset Count	A daily count of the relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Domain**: Limit the results to assets from a specific domain. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Status**: Limit the results to assets with a specific status. ◦ **Community**: Limit the results to a specific community.
Changed Task Count	A daily count of workflow tasks that have been changed. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.

Filter setting	Description
Domain Count	A daily count of the domains with relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community.
License Available	A daily count of Collibra licenses that have been available to users. This is calculated by subtracting the licenses in use from the total licenses your organization has. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
License Usage	A daily count of Collibra licenses in use by all users in your organization. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Page Hits	A daily count of Collibra asset page hits. You can restrict the count results via the following additional filters: ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Domain**: Limit the results to assets from a specific domain.

<table>
<tr><th>Filter setting</th><th>Description</th></tr>
<tr><td>Task Count</td><td>A daily count of workflow tasks carried out.
Workflow: Limit the results to a task in a specific workflow.
Task Type: Limit the results to tasks of a specific type.
Task: Limit the results to a specific task.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Community: Limit the results to a specific community.
Task Status: Limit the results to tasks that have a specific status (Completed, Deleted or Unfinished).
User: Limit the results to a specific user.</td></tr>
<tr><td>Task Duration</td><td>A daily count of workflow task duration.

You can restrict the count results via the following additional filters:
Workflow: Limit the results to a task in a specific workflow.
Task Type: Limit the results to tasks of a specific type.
User: Limit the results to a specific user.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Community: Limit the results to a specific community.
Task: Limit the results to a specific task.</td></tr>
</table>

5. Click **Save data set.**
   » The updated data set is shown in the graph.

Edit the time range of a metrics graph

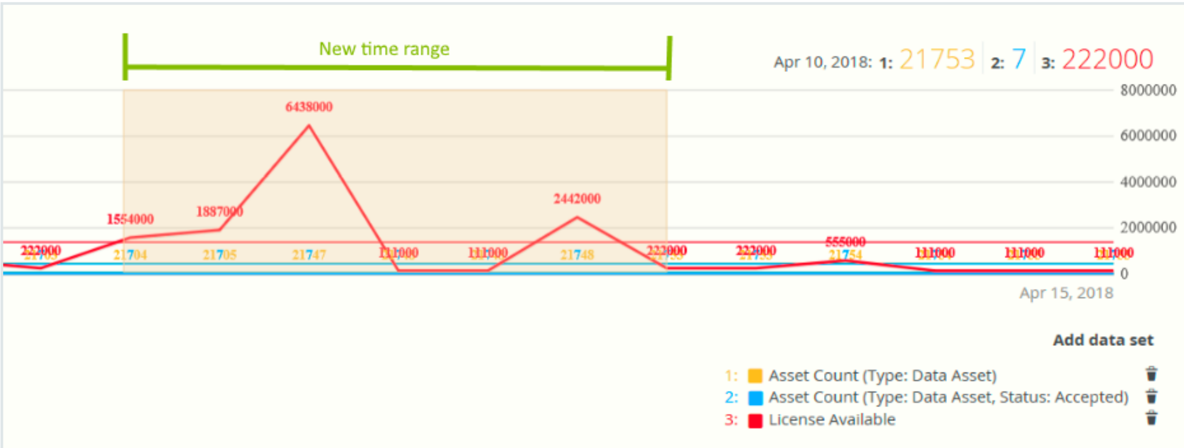
By default, the graphs on the Metrics pages are shown in daily increments, over a time range of one month. However, you can edit the time range to suit your needs.

There are two ways to edit the time range:

- Click and drag in the graph.
- Select the dates for the graph.

Click and drag in the graph

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Optionally, Add a data set to a metrics graph a data set to a graph.
4. In the relevant graph, click at (or near) the first date in your desired range, and drag to the right, toward the last date in your desired range.
   » While you are dragging, the color changes in the graph, indicating the resulting time range.

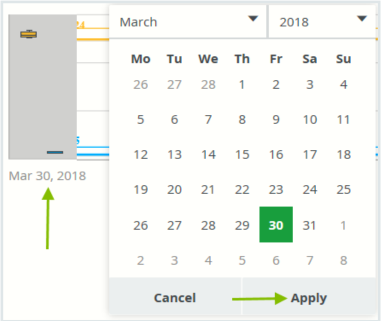


5. Release the mouse button.
   » The graph is adjusted to the new time range.

Select the dates for the graph

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Optionally, Add a data set to a metrics graph a data set to a graph.

4. On the left-hand side of the graph, click the date.
   » A date picker appears.



5. Click the first day of your desired time range, and then click **Apply**.
   » The graph is adjusted to the date you selected.
6. On the right-hand side of the graph, click on the date.
   » A date picker appears.
7. Click the last day of your desired time range, and then click **Apply**.
   » The graph is adjusted to the date you selected.

Remove a data set from a metrics graph

You can remove a data set that is shown in a graph on the Metrics pages if you don't want to see, for example, if you think there is too much information in a graph.

> Note Each graph will always show at least one data set. If it only contains one data set and you want to remove it, you first have to Add a data set to a metrics graph another data set. You can then remove the other one.

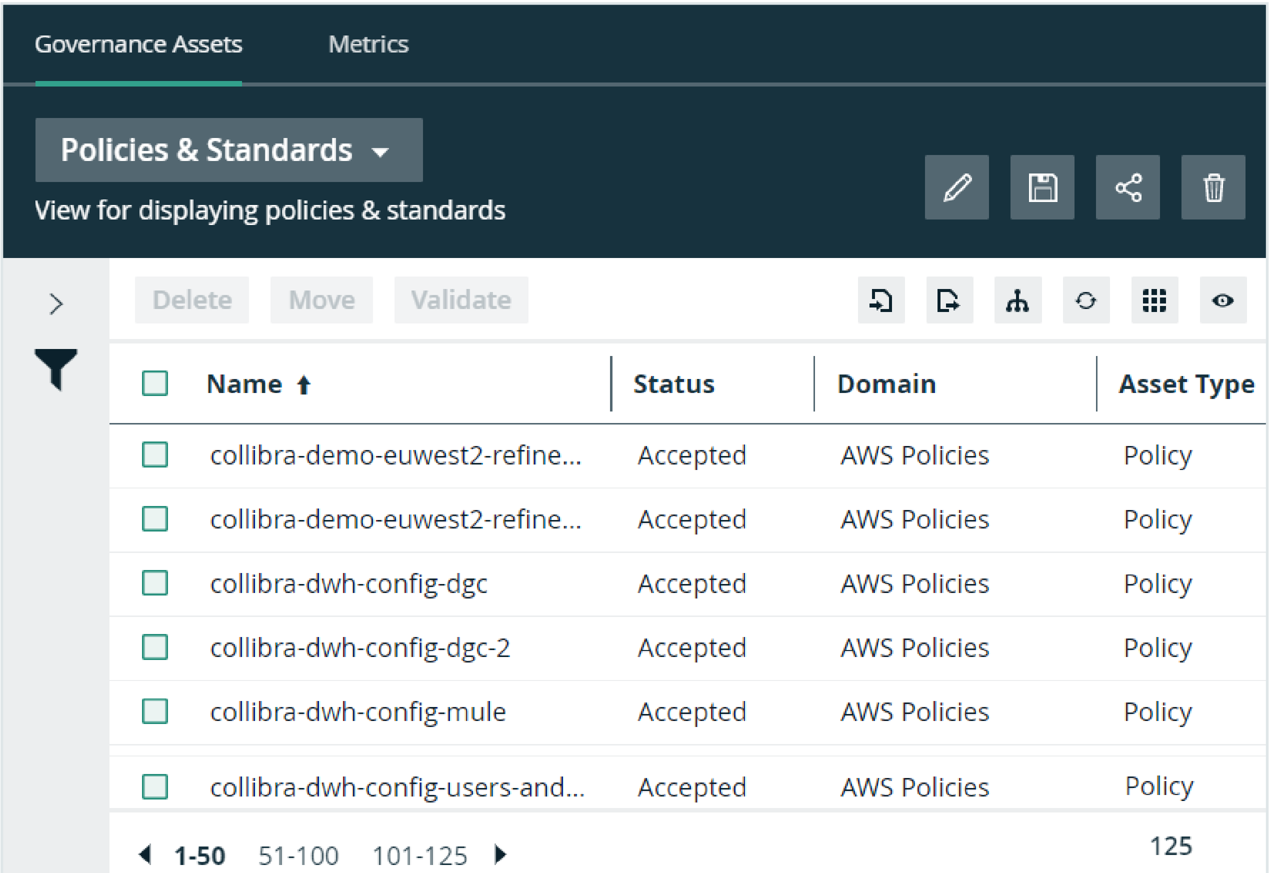
Steps

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. In the legend under the relevant graph, click on next to the data set you want to delete.

» The graph is updated.

Policy Manager

The Policy Manager application provides the key functions to adopt, implement and monitor the digital policies for the enterprise.



With Policy Manager, Collibra Data Intelligence Cloud users can easily have:

- An overview of the enterprise's governance assets.
    - Standards, for example ISO-standards or other local standards.
    - External regulations, for example GDPR.
    - Entities, such as EBA, ISO, EC, FDA and so on.
    - Internal regulations, for example policies, goals, constraints and so on.
    - Controls, like a dissemination plan.

- Risks, evaluation and mitigation, for example privacy risk and market access risk.
- Accreditation and certificates, for example conformance certificates.

- An overview of the policy lifecycle:
    - Adoption: See the regulations and the respective regulations, paragraphs, sections, to check the adoption of the applicable regulations throughout the enterprise.
    - Compliance: Monitor how the enterprise's data governance program can be traced to the policies and if there are compliance gaps.
    - Risks: Define the risks and their mitigation rules, and trace them to the policies and data assets

Policy Manager submenu pages

Page	Description
Governance Assets	Contains a table with Governance assets.
Metrics	Contains a variety of statistics related to how the assets of the Policy Manager are used.

Packaged metamodel for the Policy Manager

The Policy Manager has specific asset types and domain types.

Asset types

The table below contains the packaged asset types that are relevant for the Policy Manager.

Domain types

The table below contains the packaged domain types that are relevant for the Policy Manager.

Workflows

The table below contains the packaged workflows that are relevant for the Policy Manager.

Name	Description
Assessments	This process notifies the Business Steward (by default) that an Assessment Review asset is ready for review and prompts the Business Steward to approve or reject the asset.
Cancel Process	This process notifies the concerned users of a workflow cancellation.
Escalation Process	This process is the default mechanism for the escalation of user tasks in workflows.
Propose New Governance Asset	This process facilitates the creation of new Governance Assets in the **Data Governance Council** community.
Simple Approval	The Simple Approval workflow is a single-step process that allows you to approve an asset in Collibra Data Intelligence Cloud.
Voting Sub-Process	The Voting Sub-Process is a workflow that can be called by other workflows when users need to vote. It is used within other packaged workflows such as the Approval Process, the Simple Approval or the Issue Management workflow. You can use this sub-process in new custom workflows. The result is a true or false boolean that is provided to the parent workflow.

Metrics pages

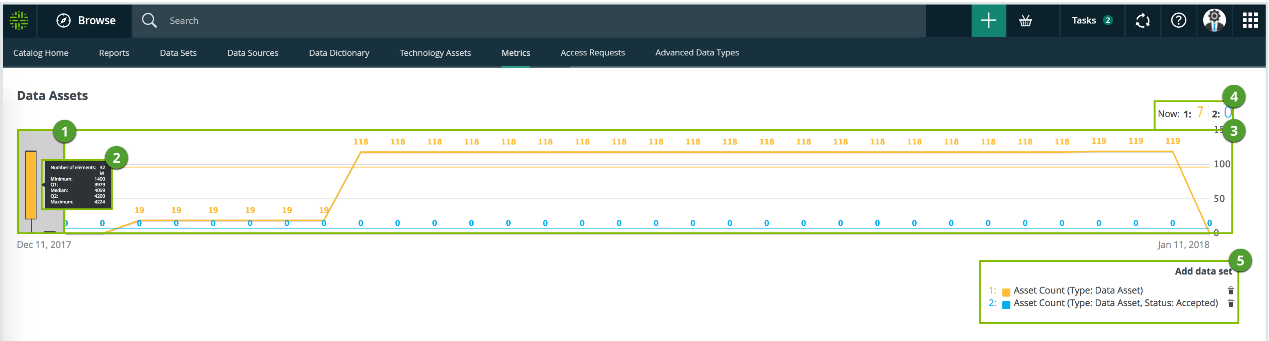
The Metrics pages contain a variety of statistics related to how an application is used. They pages consist of one or more graphs, their legends and some counters.

For each graph, you can edit the data set and the time range shown.

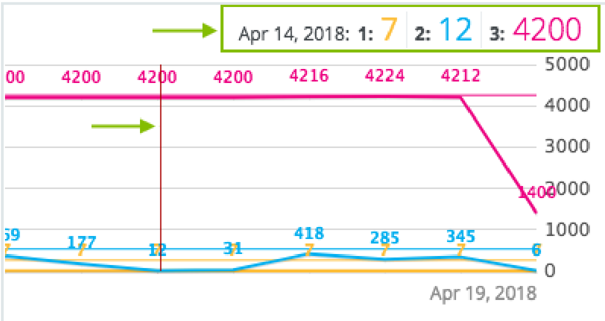
> Note On the **Metrics** page, the lines that are shown on a given graph are called data sets. Do not confuse these with data sets in the true context of CollibraData Catalog. On this page, when you click **Add data set**, it simply means that you want to add another line to the graph.

Components

The Metrics page consists of one or more graphs, their legend and some counters.



Number	Element	Description
1	Color-coded bars	The color-coded bars give a quick overview of the graph. The vertical line leading from the color-coded bar indicates the difference between the minimum and maximum values.
2	Data set details	More details about the graph. Hover your pointer over the color-coded bars to the left of each line of graph to view them.
	Number of elements	The amount of days in the time range.
	Minimum	The lowest count on any day in the data set.
	Q1	The first quartile, meaning the lowest 25% of the data set.
	Median	The median, meaning the middle value of the data set.
	Q3	The third quartile, meaning the lowest 75% of the data set.
	Maximum	The highest count on any day in the time range.

Number	Element	Description
3	Graph	The actual graph. What it shows exactly, depends on the data set. For example, it can show the number of assets viewed over the last month, or the number of licenses used. Tip You can edit the time range of the graph.
4	Counts by day	The counts for a specific day for each data set, by moving your mouse over the graph. The vertical red line identifies the day. The exact count for that day for each data set, is shown above the graph. 
5	Legend	The legend of the graph, which also allows you to add, edit and delete the data sets.

Add a data set to a metrics graph

You can add a data set to a graph on the Metrics pages, for example if you want to compare the amount of new assets of different types.

Steps

1. Open the product for which you want to see the metrics, for example Business Glossary.
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Under the relevant graph, to the right, click **Add data set**.

» The filter settings appear.

4. Enter the required information:

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type that you select, different fields become available.
Active Users	A daily count of the active users to have viewed the relevant assets. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Product**: Limit the results to active users within a specific Collibra Data Intelligence Cloud application. ◦ **Role**: Limit the results to active users that have been assigned a specific role.
Asset Count	A daily count of the relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Domain**: Limit the results to assets from a specific domain. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Status**: Limit the results to assets with a specific status. ◦ **Community**: Limit the results to a specific community.

Filter setting	Description
Changed Task Count	A daily count of workflow tasks that have been changed. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.
Domain Count	A daily count of the domains with relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community.
License Available	A daily count of Collibra licenses that have been available to users. This is calculated by subtracting the licenses in use from the total licenses your organization has. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.

<table>
<tr><th>Filter setting</th><th>Description</th></tr>
<tr><td>License Usage</td><td>A daily count of Collibra licenses in use by all users in your organization.

You can restrict the count results via the following additional filters:
License: Limit the results to active users with a specific license type.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.</td></tr>
<tr><td>Page Hits</td><td>A daily count of Collibra asset page hits.

You can restrict the count results via the following additional filters:
Community: Limit the results to a specific community.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Domain: Limit the results to assets from a specific domain.</td></tr>
<tr><td>Task Count</td><td>A daily count of workflow tasks carried out.
Workflow: Limit the results to a task in a specific workflow.
Task Type: Limit the results to tasks of a specific type.
Task: Limit the results to a specific task.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Community: Limit the results to a specific community.
Task Status: Limit the results to tasks that have a specific status (Completed, Deleted or Unfinished).
User: Limit the results to a specific user.</td></tr>
</table>

Filter setting	Description
Task Duration	A daily count of workflow task duration. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **User**: Limit the results to a specific user. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task**: Limit the results to a specific task.

5. Click **Save data set**.

Edit a data set of a metrics graph

You can edit the data set that is shown in a graph on the Metrics pages.

Steps

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. In the legend under the relevant graph, click the data set you want to edit.

   » The filter configuration for the data set appears.
4. Enter the required information.

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type that you select, different fields become available.

<table>
<tr><th>Filter setting</th><th>Description</th></tr>
<tr><td>Active Users</td><td>A daily count of the active users to have viewed the relevant assets.

You can restrict the count results via the following additional filters:
License: Limit the results to active users with a specific license type.
Community: Limit the results to a specific community.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Product: Limit the results to active users within a specific Collibra Data Intelligence Cloud application.
Role: Limit the results to active users that have been assigned a specific role.</td></tr>
<tr><td>Asset Count</td><td>A daily count of the relevant assets (either data or technology assets) that have been viewed.

You can restrict the count results via the following additional filters:
Type: Limit the results to a specific type.
Domain: Limit the results to assets from a specific domain.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Status: Limit the results to assets with a specific status.
Community: Limit the results to a specific community.</td></tr>
<tr><td>Changed Task Count</td><td>A daily count of workflow tasks that have been changed.

You can restrict the count results via the following additional filters:
Workflow: Limit the results to a task in a specific workflow.
Task Type: Limit the results to tasks of a specific type.
Task: Limit the results to a specific task.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Community: Limit the results to a specific community.
Task Status: Limit the results to tasks that have a specific status (Completed, Deleted or Unfinished).
User: Limit the results to a specific user.</td></tr>
</table>

Filter setting	Description
Domain Count	A daily count of the domains with relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community.
License Available	A daily count of Collibra licenses that have been available to users. This is calculated by subtracting the licenses in use from the total licenses your organization has. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
License Usage	A daily count of Collibra licenses in use by all users in your organization. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Page Hits	A daily count of Collibra asset page hits. You can restrict the count results via the following additional filters: ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Domain**: Limit the results to assets from a specific domain.

Filter setting	Description
Task Count	A daily count of workflow tasks carried out. ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.
Task Duration	A daily count of workflow task duration. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **User**: Limit the results to a specific user. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task**: Limit the results to a specific task.

5. Click **Save data set**.
   » The updated data set is shown in the graph.

Edit the time range of a metrics graph

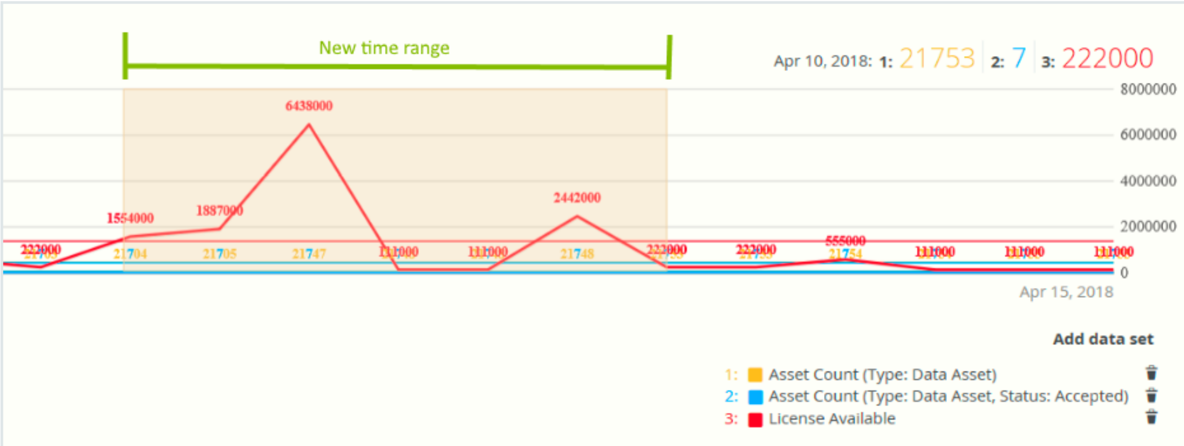
By default, the graphs on the Metrics pages are shown in daily increments, over a time range of one month. However, you can edit the time range to suit your needs.

There are two ways to edit the time range:

- Click and drag in the graph.
- Select the dates for the graph.

Click and drag in the graph

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Optionally, Add a data set to a metrics graph a data set to a graph.
4. In the relevant graph, click at (or near) the first date in your desired range, and drag to the right, toward the last date in your desired range.
   » While you are dragging, the color changes in the graph, indicating the resulting time range.

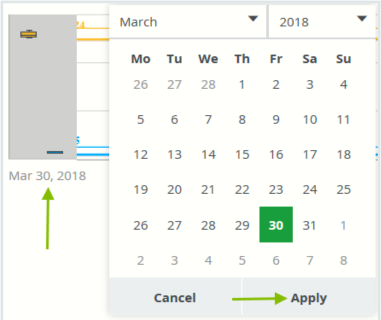


5. Release the mouse button.
   » The graph is adjusted to the new time range.

Select the dates for the graph

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Optionally, Add a data set to a metrics graph a data set to a graph.

4. On the left-hand side of the graph, click the date.
   » A date picker appears.



5. Click the first day of your desired time range, and then click **Apply**.
   » The graph is adjusted to the date you selected.
6. On the right-hand side of the graph, click on the date.
   » A date picker appears.
7. Click the last day of your desired time range, and then click **Apply**.
   » The graph is adjusted to the date you selected.

Remove a data set from a metrics graph

You can remove a data set that is shown in a graph on the Metrics pages if you don't want to see, for example, if you think there is too much information in a graph.

> Note Each graph will always show at least one data set. If it only contains one data set and you want to remove it, you first have to Add a data set to a metrics graph another data set. You can then remove the other one.

Steps

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. In the legend under the relevant graph, click on next to the data set you want to delete.

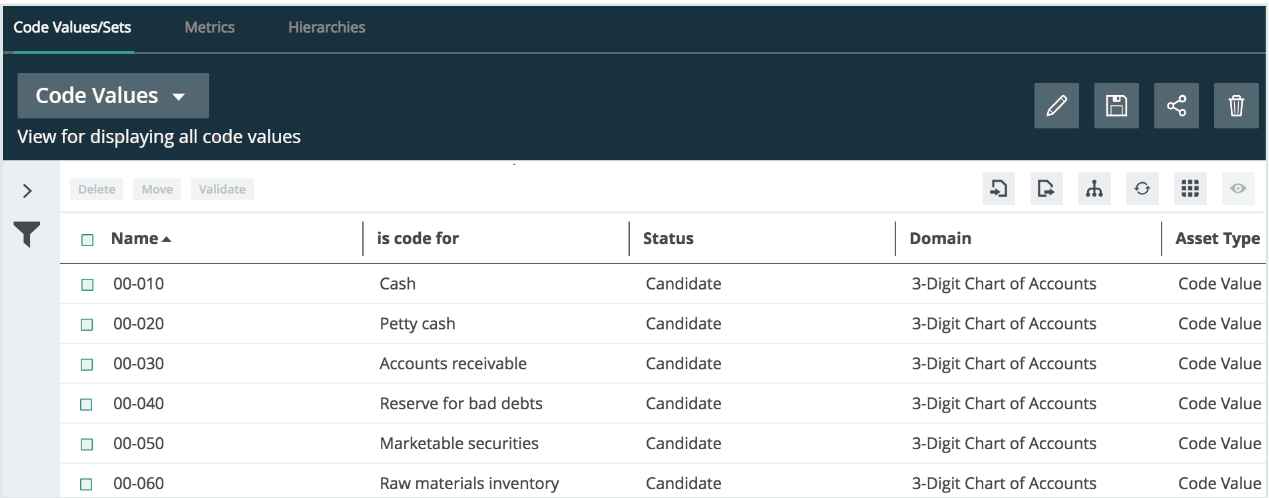
» The graph is updated.

Reference data

Reference data is data used to classify or categorize other data. Typically, they are static or slowly changing over time. Examples of reference data include units of measurement and country codes.

Reference Data application

The Collibra Reference Data application aims at a systematic approach to manage reference data, including code sets and code values. For example, you can define relations between Code Set assets and Column assets for which they are the allowed values, or between Code Value assets and the Business Assets that they represent. Additionally, you can define complex mappings between them in order to enable crosswalks from one information system to another, taking into account differences in the code sets through time.



Subpages

Reference Data has the following items in its submenu:

Reference data sub-page	Description
Code Value/Sets	Contains a table with all Code Value and Code Set assets in Collibra.
Metrics	Contains a variety of statistics related to how the assets of the Reference Data application are used.
Hierarchies	Contains a table with all Hierarchies domains in Collibra

Packaged metamodel for the Reference Data application

The Reference Data application has specific asset types and domain types.

Asset types

The table below contains the packaged asset types that are relevant for the Reference Data application.

Domain types

The table below contains the packaged domain types that are relevant for the Reference Data application.

Workflows

The table below contains the packaged workflows that are relevant for the Reference Data application.

Name	Description
Assessments	This process notifies the Business Steward (by default) that an Assessment Review asset is ready for review and prompts the Business Steward to approve or reject the asset.

Name	Description
Cancel Process	This process notifies the concerned users of a workflow cancellation.
Escalation Process	This process is the default mechanism for the escalation of user tasks in workflows.
Propose New Code Value	This process facilitates the creation of new Code Value assets in the **Data Governance Council** community.
Propose New Data Asset	This process facilitates the creation of new Data Assets in the **Data Governance Council** community.
Propose New Governance Asset	This process facilitates the creation of new Governance Assets in the **Data Governance Council** community.
Simple Approval	The Simple Approval workflow is a single-step process that allows you to approve an asset in Collibra Data Intelligence Cloud.
Voting Sub-Process	The Voting Sub-Process is a workflow that can be called by other workflows when users need to vote. It is used within other packaged workflows such as the Approval Process, the Simple Approval or the Issue Management workflow. You can use this sub-process in new custom workflows. The result is a true or false boolean that is provided to the parent workflow.

Reference data

Reference data is data that is used to structure and constrain other data. It is typically stable information with a known code set, which consists of code values that rarely change. As the name suggests, reference data is designed to be referenced by a wide variety of other data. This is done in order to create a standard vocabulary and structure across diverse systems and data sources.

> Example
> - country codes
> - language codes
> - product codes
> - account identifiers
> - ...

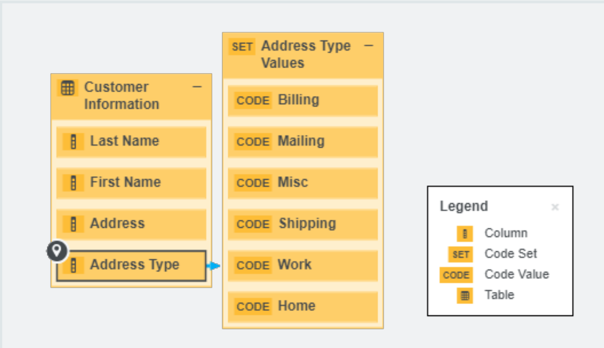
However, not all systems use the same versions of a code set for the same type of information. This leads to problems when these systems exchange information.

> Example
> The same organization could use the two-character country ISO codes for its Customer Relationship Management (CRM) system, but the three-character country ISO codes for its Enterprise Resource Planning (ERP) system.
>
> Besides technical problems, business users may have the following questions:
>
> - What version of the ISO country codes is used in each database?
> - What is the difference between the version of ISO country codes of last year as compared to the one currently operational internally?
> - If I cannot find a code for a specific account or project, whom should I report it to?

Reference Data in Collibra

The Collibra Reference Data application aims at a systematic approach to manage reference data, including code sets and code values. For example, you can define relations between Code Set assets and Column assets for which they are the allowed values, or between Code Value assets and the Business Assets that they represent. Additionally, you can define complex mappings between them in order to enable crosswalks from one information system to another, taking into account differences in the code sets through time.

Example
In the following diagram, you can see that the Customer Information table contains the Address Type column, which can only contain code values from the Address Type Values code set.



Reference data lifecycle

Reference data is relatively easy to govern because it concerns predictable data. Very often, the code sets are related to assets in the Business Glossary application..

Typically, managing reference data in Collibra Data Intelligence Cloud consists of the following phases:

<table>
<tr><th>Phase</th><th>Description</th></tr>
<tr><td>1. Creation</td><td>
Gather all existing reference data content, analyze it and enter the relevant parts in Collibra Data Intelligence Cloud as Code Set and Code Value assets. We recommend that you use a specific Codelist domain for each code set.
Tip You can create the assets manually, but usually it is easier to use the import functionality to enter thousands of assets in one go.
To fully describe the code set, you can create relations between the Code Set and Code Value assets on the one hand, and other relevant assets on the other:
<table>
<tr><th>Relation type</th><th>Head assets</th><th>Tail assets</th><th>Description</th></tr>
<tr><td>Code Value is part of / contains Code Set</td><td>Code Value assets</td><td>Code Set asset</td><td>Relations of this type link the Code Value assets to the corresponding Code Set asset.</td></tr>
<tr><td>Business Term has code / is code for Code Value</td><td>Business Term asset</td><td>Code Value asset</td><td>Relations of this type link Business Term assets to Code Value assets to provide more information about the meaning of the Code Value asset.</td></tr>
<tr><td>Data Element allowed value set / applies to Code Set</td><td>Column asset</td><td>Code Set asset</td><td>Relations of this type describe which code set is used to restrict the possible values of a column.</td></tr>
<tr><td>Data Element allowed value / allowed value for Code Value</td><td>Column asset</td><td>Code Value asset</td><td>Relations of this type describe the actual code values that are used in a column.</td></tr>
</table>
The outcome consists of Code Set and Code Value assets, organized in different Codelist domains. The assets can have relations to other assets and still have the Candidate status.
</td></tr>
</table>

Phase	Description
2. Completion	Create responsibilities by assigning users or user groups to roles for the respective Codelist domains: • The DataStewards improve the bulk import, and make it ready for review. They also have the final say in the approval process. • Subject Matter Experts review the correctness of the assets. • The Stakeholders comments on the assets and validate the correctness. Use the Approval and Simple Approval workflows to update and approve the Code Set and Code Value assets. The outcome consists of Code Set and Code Value assets with the **Approved** status.
3. Mapping	The DataStewards map code values and crosswalks between corresponding Code Value assets. A Crosswalk asset may have additional attributes to describe the transformation logic. Often, this transformation logic is hidden or implicit. The Crosswalk assets originally also have the Candidate status, so they should also be reviewed and approved via the Approval and Simple Approval workflows.
4. Publication and traceability	Once you have created the required assets and added the required relations, you can use diagrams to trace the lineage. The approved code values can also be provided to the business users in different ways: • You can export them in XLSX or CSV format. • The Collibra API also offers ways to push approved assets to external applications. You can configure this to take place regularly via custom workflows. To indicate that the code sets are published, you can create a new status, for example **Published**.
5. Use and maintain	Finally, the business users use the published code sets in their own applications, for example in reporting software. Typically, there will be inconsistencies or incompleteness in the code sets. These issues can be reported, which starts a workflow to fix the issue.

Approaches to reference data management

There are several general approaches to reference data management:

1. Represent the code values as attributes of a Business Asset.
2. Use relations between Code Value assets and Business Terms.

Approach 1: Code values as attributes of Business Assets

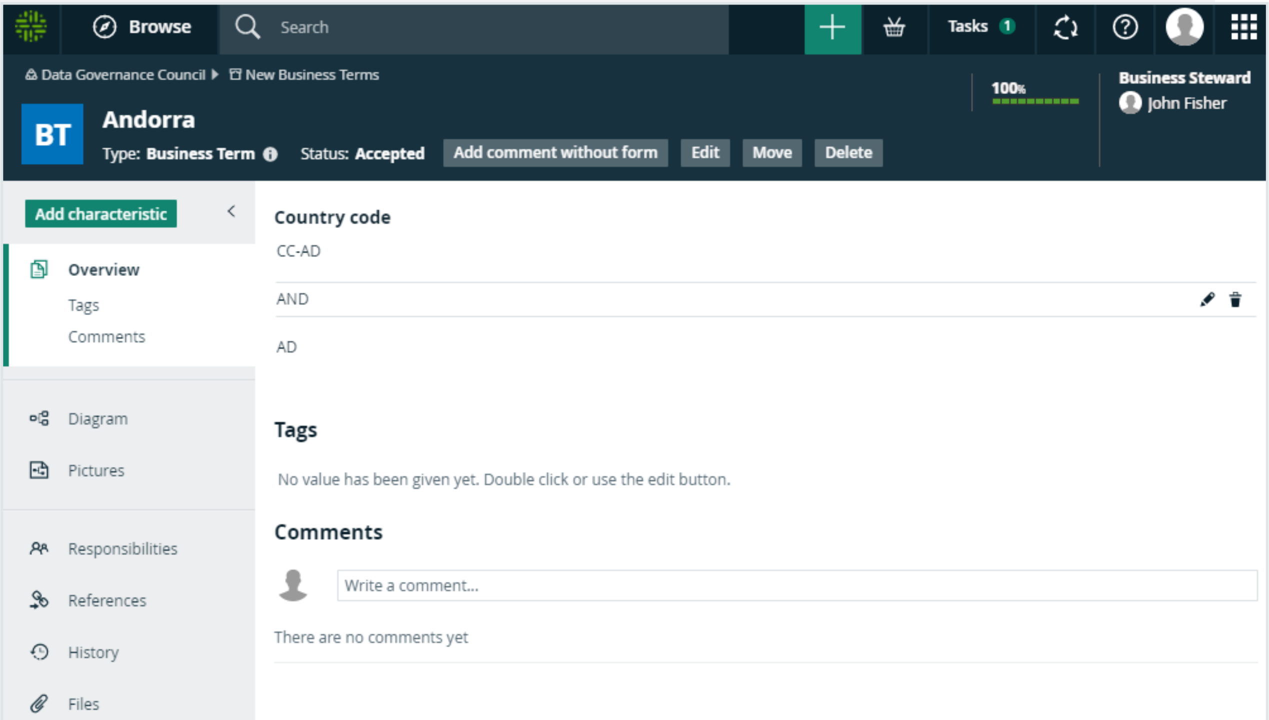
Prerequisites

- You have created a new asset type to use as the reference point for information about the code value. This is typically a child asset type of Business Asset or Business Term.
- You have created or imported assets of your new asset type for all code values.
- You have created a custom attribute type for each code set, for example ISO-2-digit, ISO-3-digit, and ISO Numeric.
- You have assigned the custom attribute types to the new asset type.

Approach

For each of the assets that represent a code value, enter the code values in the relevant attribute.

Example



Advantages

- This approach provides a simple overview of all code values on the asset page, which can suffice if the following conditions are met:
  - The code sets are very stable.
  - You will not add new code sets.
  - The code values do not need to traced to other assets.
  - You don't want to reuse the codes for other assets.

Disadvantages and limitations

- This approach does not allow for traceability:
  - You cannot see that the 2-digit country code is a value from a code set, or a column in a database.
  - You cannot easily see for which other assets each 2-digit country code is used.
  - You cannot link the 2-digit country codes to 3-digit country codes. As a consequence, you also cannot represent transformation logic.

- Each code set requires a different attribute type.
- The code sets are hard to maintain, especially if the code values are updated, for example an existing value is changed or a new code value is added,

Approach 2: Code values as assets with a relation to Business Terms

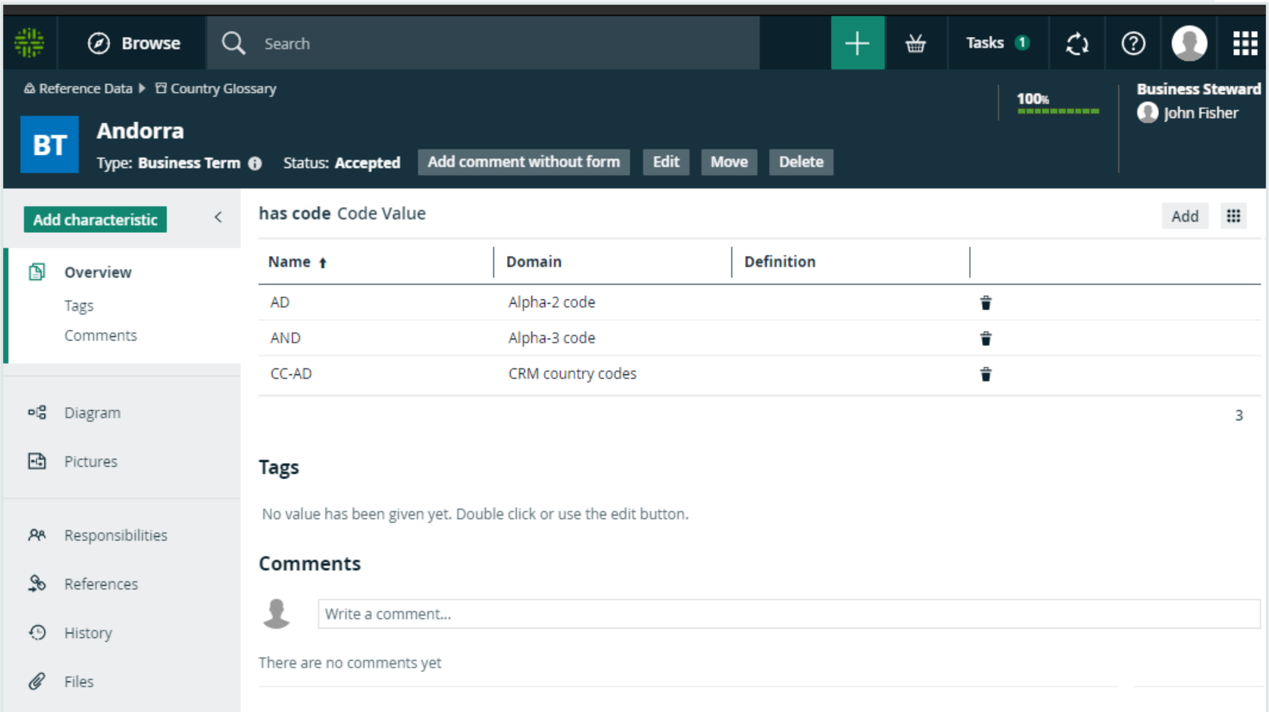
Prerequisites

- You have created Business Term assets for all code values.
- You have imported all Code Value assets, for example the ISO-2-digit, ISO-3-digit, and ISO Numeric data.
- You have created a Code Set asset for each code set.
- You have created relations of the type "Code Value is part of / contains Code Set" between the Code Value assets and the Code Set assets.

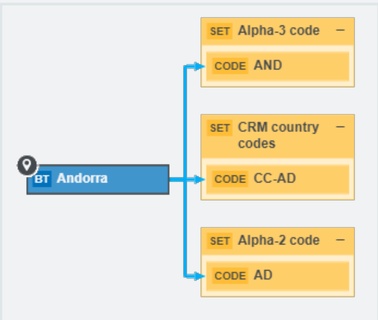
Approach

For each of the Business Term assets, you can create a relation of the type "Business Term has code / is code for Code Value" to the equivalent Code Value assets.

Example
Asset Page:



Traceability:



Advantages

- You don't have to make any changes to the asset types or attribute types.
- Each code value is an asset in itself, so you can manage it accordingly. For example, you can assign responsibilities and approve the Code Value assets with workflows.
- You can link each Code Value asset to multiple Business Assets.
- You can create new Code Values assets when required, without having to create or edit attribute types.

- You can use traceability diagrams to visualize the links between the Business Assets and the Code Value assets.

Disadvantages and limitations

- You need to create Business Assets for all code values.
- If you also need relations between the equivalent Code Value assets, you need a lot of relations.

Map code values and crosswalks

Different systems may use different reference data for the same type of information. This leads to problems when these systems exchange information.

> Example
> The same organization could use the two-character country ISO codes for its Customer Relationship Management (CRM) system, but the three-character country ISO codes for its Enterprise Resource Planning (ERP) system.
>
> Besides technical problems, business users may have the following questions:
>
> - What version of the ISO country codes is used in each database?
> - What is the difference between the version of ISO country codes of last year as compared to the one currently operational internally?
> - If I cannot find a code for a specific account or project, whom should I report it to?

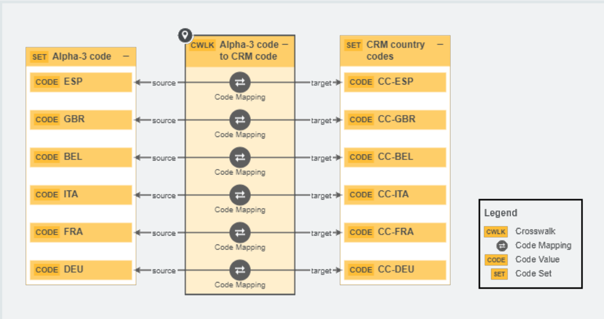
To resolve this challenge, you can map equivalent code values by means of complex relations between the corresponding Code Value assets and a Crosswalk asset, which can represent the transformation logic between the code values.

This has the following advantages:

- You can document the crosswalk between the code sets to which the code values belong.
- You can document exceptions and transformation logic between code values.

Example

A CRM system uses a modified version of the ISO 3-digit Code Set. In the CRM system, the developer added the prefix `CC-` to all the 3-digit ISO codes to show that they are country codes. For example, the code for Andorra is `CC-AND`. The mapping is always based on this Transformation Logic. This logic is important for users and should be described in Collibra Data Intelligence Cloud.



Prerequisites

- You have imported all Code Value assets, for example the ISO-3-digit, and the CRM country codes.

Steps

1. Create a Crosswalk asset to represent the mapping between the Code Set assets.
2. Create a relation of the type "Code Set source of / source Crosswalk" between the Code Set asset that contains the original code values and the Crosswalk asset.
3. Create a relation of the type "Code Set target of / target Crosswalk" between the Code Set asset that contains the resulting code values and the Crosswalk asset.
4. Create complex relations of the type "Code Mapping crosswalk" between all Code Value assets of the original code set and the corresponding Code Value assets of the resulting code set.
    a. In the tab pane, click **Add Characteristic**.
    b. Click **Code Mapping crosswalk**.

c. Enter the required information.

Field	Description
source	The original Code Value asset.
target	The resulting Code Value asset.
crosswalk	The Crosswalk asset that represent the transformation.

d. Click **Next**.

e. If required, click **Add Characteristic** > **Transformation Logic** to describe the transformation.

f. Click **Finish**.

Metrics pages

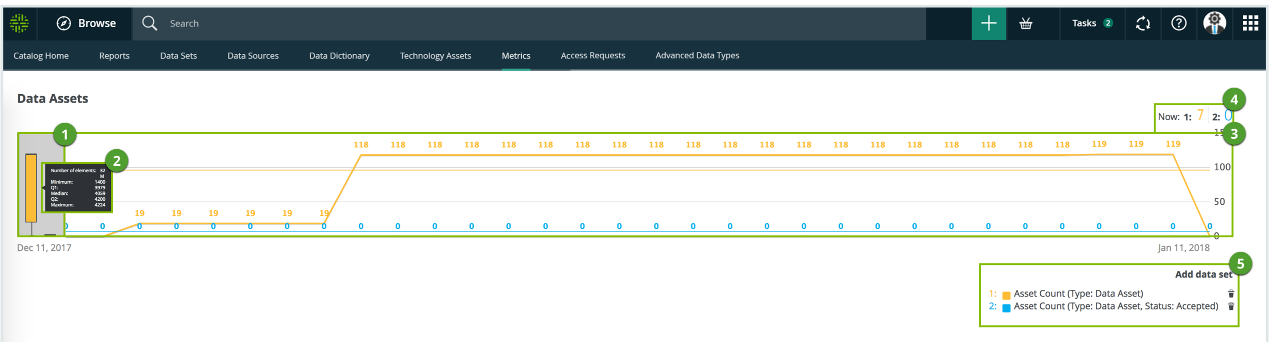
The Metrics pages contain a variety of statistics related to how an application is used. They pages consist of one or more graphs, their legends and some counters.

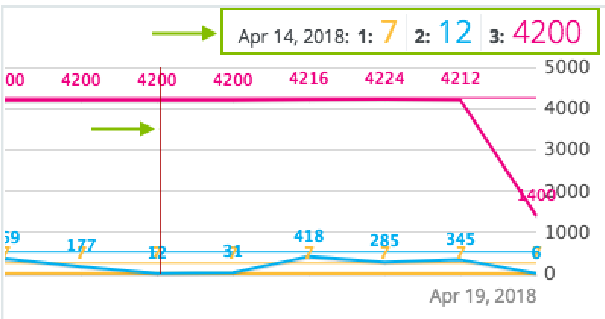
For each graph, you can edit the data set and the time range shown.

> Note On the **Metrics** page, the lines that are shown on a given graph are called data sets. Do not confuse these with data sets in the true context of CollibraData Catalog. On this page, when you click **Add data set**, it simply means that you want to add another line to the graph.

Components

The Metrics page consists of one or more graphs, their legend and some counters.



Number	Element	Description
1	Color-coded bars	The color-coded bars give a quick overview of the graph. The vertical line leading from the color-coded bar indicates the difference between the minimum and maximum values.
2	Data set details	More details about the graph. Hover your pointer over the color-coded bars to the left of each line of graph to view them.
	Number of elements	The amount of days in the time range.
	Minimum	The lowest count on any day in the data set.
	Q1	The first quartile, meaning the lowest 25% of the data set.
	Median	The median, meaning the middle value of the data set.
	Q3	The third quartile, meaning the lowest 75% of the data set.
	Maximum	The highest count on any day in the time range.
3	Graph	The actual graph. What it shows exactly, depends on the data set. For example, it can show the number of assets viewed over the last month, or the number of licenses used. Tip You can edit the time range of the graph.
4	Counts by day	The counts for a specific day for each data set, by moving your mouse over the graph. The vertical red line identifies the day. The exact count for that day for each data set, is shown above the graph. 

Number	Element	Description
5	Legend	The legend of the graph, which also allows you to add, edit and delete the data sets.

Add a data set to a metrics graph

You can add a data set to a graph on the Metrics pages, for example if you want to compare the amount of new assets of different types.

Steps

1. Open the product for which you want to see the metrics, for example Business Glossary.
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Under the relevant graph, to the right, click **Add data set**.
   » The filter settings appear.
4. Enter the required information:

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type that you select, different fields become available.
Active Users	A daily count of the active users to have viewed the relevant assets. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Product**: Limit the results to active users within a specific Collibra Data Intelligence Cloud application. ◦ **Role**: Limit the results to active users that have been assigned a specific role.

Filter setting	Description
Asset Count	A daily count of the relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Domain**: Limit the results to assets from a specific domain. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Status**: Limit the results to assets with a specific status. ◦ **Community**: Limit the results to a specific community.
Changed Task Count	A daily count of workflow tasks that have been changed. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.
Domain Count	A daily count of the domains with relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community.

<table>
<tr><th>Filter setting</th><th>Description</th></tr>
<tr><td>License Available</td><td> A daily count of Collibra licenses that have been available to users. This is calculated by subtracting the licenses in use from the total licenses your organization has. You can restrict the count results via the following additional filters: License: Limit the results to a specific type.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.</td></tr>
<tr><td>License Usage</td><td> A daily count of Collibra licenses in use by all users in your organization. You can restrict the count results via the following additional filters: License: Limit the results to active users with a specific license type.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.</td></tr>
<tr><td>Page Hits</td><td> A daily count of Collibra asset page hits. You can restrict the count results via the following additional filters: Community: Limit the results to a specific community.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Domain: Limit the results to assets from a specific domain.</td></tr>
<tr><td>Task Count</td><td> A daily count of workflow tasks carried out. Workflow: Limit the results to a task in a specific workflow.
Task Type: Limit the results to tasks of a specific type.
Task: Limit the results to a specific task.
Count Operation: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Community: Limit the results to a specific community.
Task Status: Limit the results to tasks that have a specific status (Completed, Deleted or Unfinished).
User: Limit the results to a specific user.</td></tr>
</table>

Filter setting	Description
Task Duration	A daily count of workflow task duration. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **User**: Limit the results to a specific user. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task**: Limit the results to a specific task.

5. Click **Save data set**.

Edit a data set of a metrics graph

You can edit the data set that is shown in a graph on the Metrics pages.

Steps

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. In the legend under the relevant graph, click the data set you want to edit.

   » The filter configuration for the data set appears.
4. Enter the required information.

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type that you select, different fields become available.

Filter setting	Description
Active Users	A daily count of the active users to have viewed the relevant assets. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Product**: Limit the results to active users within a specific Collibra Data Intelligence Cloud application. ◦ **Role**: Limit the results to active users that have been assigned a specific role.
Asset Count	A daily count of the relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Domain**: Limit the results to assets from a specific domain. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Status**: Limit the results to assets with a specific status. ◦ **Community**: Limit the results to a specific community.
Changed Task Count	A daily count of workflow tasks that have been changed. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.

Filter setting	Description
Domain Count	A daily count of the domains with relevant assets (either data or technology assets) that have been viewed. You can restrict the count results via the following additional filters: ◦ **Type**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community.
License Available	A daily count of Collibra licenses that have been available to users. This is calculated by subtracting the licenses in use from the total licenses your organization has. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to a specific type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
License Usage	A daily count of Collibra licenses in use by all users in your organization. You can restrict the count results via the following additional filters: ◦ **License**: Limit the results to active users with a specific license type. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month.
Page Hits	A daily count of Collibra asset page hits. You can restrict the count results via the following additional filters: ◦ **Community**: Limit the results to a specific community. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Domain**: Limit the results to assets from a specific domain.

Filter setting	Description
Task Count	A daily count of workflow tasks carried out. ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **Task**: Limit the results to a specific task. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task Status**: Limit the results to tasks that have a specific status (**Completed**, **Deleted** or **Unfinished**). ◦ **User**: Limit the results to a specific user.
Task Duration	A daily count of workflow task duration. You can restrict the count results via the following additional filters: ◦ **Workflow**: Limit the results to a task in a specific workflow. ◦ **Task Type**: Limit the results to tasks of a specific type. ◦ **User**: Limit the results to a specific user. ◦ **Count Operation**: Select the operation by which the results are shown in the template. For example, the sum of all values, the highest value or the lowest value each day over the last month. ◦ **Community**: Limit the results to a specific community. ◦ **Task**: Limit the results to a specific task.

5. Click **Save data set**.
   » The updated data set is shown in the graph.

Edit the time range of a metrics graph

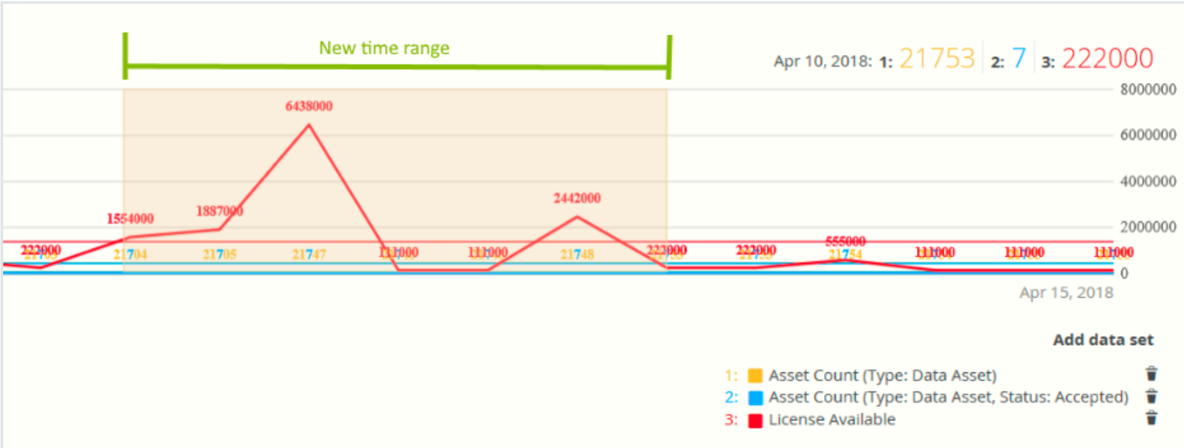
By default, the graphs on the Metrics pages are shown in daily increments, over a time range of one month. However, you can edit the time range to suit your needs.

There are two ways to edit the time range:

- Click and drag in the graph.
- Select the dates for the graph.

Click and drag in the graph

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Optionally, Add a data set to a metrics graph a data set to a graph.
4. In the relevant graph, click at (or near) the first date in your desired range, and drag to the right, toward the last date in your desired range.
   » While you are dragging, the color changes in the graph, indicating the resulting time range.

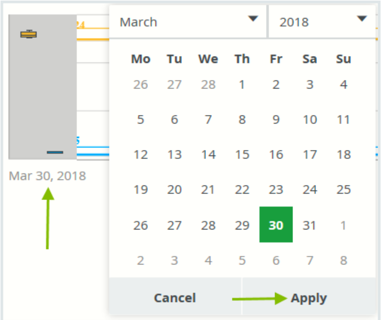


5. Release the mouse button.
   » The graph is adjusted to the new time range.

Select the dates for the graph

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. Optionally, Add a data set to a metrics graph a data set to a graph.

4. On the left-hand side of the graph, click the date.
   » A date picker appears.



5. Click the first day of your desired time range, and then click **Apply**.
   » The graph is adjusted to the date you selected.
6. On the right-hand side of the graph, click on the date.
   » A date picker appears.
7. Click the last day of your desired time range, and then click **Apply**.
   » The graph is adjusted to the date you selected.

Remove a data set from a metrics graph

You can remove a data set that is shown in a graph on the Metrics pages if you don't want to see, for example, if you think there is too much information in a graph.

> Note Each graph will always show at least one data set. If it only contains one data set and you want to remove it, you first have to Add a data set to a metrics graph another data set. You can then remove the other one.

Steps

1. Open the product for which you want to create an asset (for example, **Business Glossary**).
2. In the submenu, click **Metrics**.
   » The Metrics page appears.
3. In the legend under the relevant graph, click on 🗑 next to the data set you want to delete.

» The graph is updated.

Collibra Assessments

Assessments help you to validate the risks related to the personal data of your data subjects as a result of your business processes. They form an integral part of every privacy program.

Collibra Assessments enables you to create assessment templates and use these templates to conduct assessments.

Enable or disable Collibra Assessments

Collibra Assessments is packaged with Collibra Data Intelligence Cloud and is enabled by default.

If you are using an on-premises version of Collibra, you can disable and enable Collibra Assessments on your own. If, however, you are using a cloud version of Collibra, you need to open a ticket with your Collibra representative.

> Note   If you disable Collibra Assessments, the packaged resources remain in your Collibra environment. We recommend that you do not delete these resources if you intend to re-enable Collibra Assessments at a later date.

Steps

1. Open Collibra Console.
   » Collibra Console opens with the **Infrastructure** page.
2. In the tab pane, expand an environment to show its services.
3. In the tab pane, click the Data Governance Center service of that environment.
4. Click **Infrastructure configuration**.
5. Click **Edit configuration**.
6. In the tab pane, click **JVM configuration**.

7. Scroll to the bottom, and in the empty field, enter one of the following:
   - `-Dfeature.assessments=false`: Disables Collibra Assessments.
   - `-Dfeature.assessments=true`: Enables Collibra Assessments.
8. Click **Save all**.
9. Restart your Collibra environment.

Open Collibra Assessments

This topic describes how to open Collibra Assessments, including what you can do on the **Assessments** landing page.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

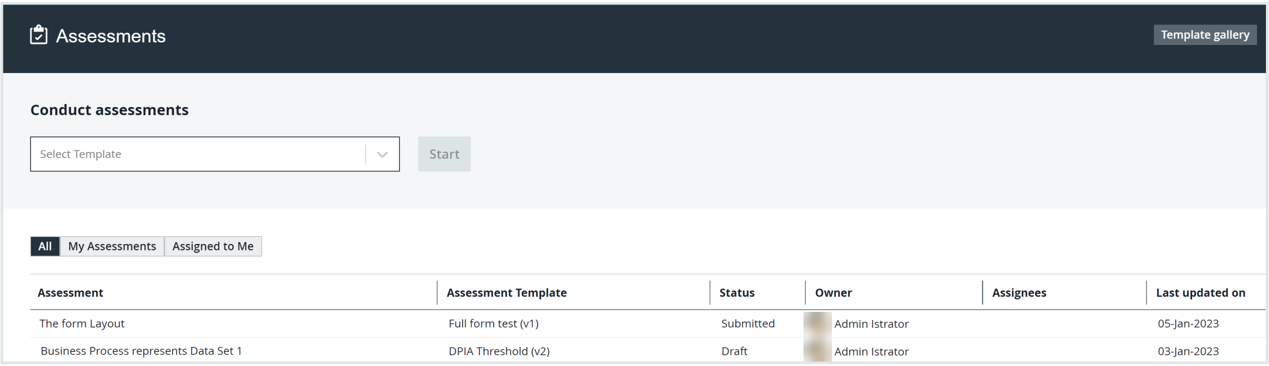
Steps

On the main menu, click , and then click **Assessments**.

» The **Assessments** landing page opens.

On the **Assessments** landing page, you can:

- Access the template gallery.
- Conduct an assessment.
- View public assessments, the assessments that you created, and the assessments that you are permitted to view. For more information, go to Assessment permissions.
- View the details of the assessments, such as the templates used to conduct the assessments; the statuses, owners, and assignees of the assessments; and the dates on which the assessments were last updated.


Assessments
Template gallery
Conduct assessments
Select Template
Start
All
My Assessments
Assigned to Me
Assessment
Assessment Template
Status
Owner
Assignees
Last updated on
The form Layout
Full form test (v1)
Submitted
Admin Istrator
05-Jan-2023
Business Process represents Data Set 1
DPIA Threshold (v2)
Draft
Admin Istrator
03-Jan-2023

Data Privacy assessments

While you can use Collibra Assessments to create your own templates for assessing assets, Collibra Assessments is packaged with templates that address data privacy. The following table describes the types of the Privacy assessment templates that are shown in the template gallery of Collibra Assessments.

Type	Assessment template	Description
Privacy Impact Assessment	• DPIA • PIA	Covers use cases for Data Protection Impact Assessment (DPIA), Privacy Impact Assessment (PIA), and other variations.
Validation Test Assessment	• DPIA Threshold • PIA Threshold	Covers various types of threshold assessments to determine the need for DPIA, PIA, or other assessments.
Balancing Test Assessment	LIA	Covers use cases for determining the legitimate interests of a business process and similar use cases.

Assessments resources

Collibra Data Intelligence Cloud is packaged with the following three resources, which are related to Collibra Assessments.

New Assessments domain

The New Assessments domain:

- Is in the Data Governance Council community.
- Is of the Assessment Review Register domain type.

- Can be selected as the destination for new Assessment Review assets when submitting assessments.

> Tip Ensure that the required responsibilities exist for the New Assessments domain.

Assessment Review asset type

If the **Governance** checkbox is selected in the template used in an assessment, when you submit the assessment for review, an Assessment Review asset is created in the domain of your choice.

Relation type

Head	Role	Co-role	Tail
Asset	is assessed by	assesses	Assessment Review

Required license, permissions, and responsibilities

To submit an assessment, you need the following:

- The **Standard** license.
- A resource role that has the following resource permissions for the domain that you select when submitting an assessment:
  - **Asset** > **Add**
  - **Attribute** > **Add**

  > Tip The necessary resource permissions are preconfigured for certain packaged resource roles such as Business User and Business Steward.

- A responsibility to act on the resource permissions that are conveyed to you via the resource role.

> Warning If the **Governance** checkbox is selected in the template used in an assessment, when you submit the assessment for review, an Assessment Review asset is created in your Collibra environment. For the Assessments Approval workflow to work, a Business Steward (by default) must be assigned to the domain selected when submitting an assessment. If the workflow was configured for a different resource role, the domain must have a responsibility created for that resource role.

Assessment templates

An assessment template is a set of questions designed to elicit information during an assessment. When conducting an assessment, you can provide information via the questions added to the template used in the assessment.

An assessment template can serve as an approved assessment from which to conduct an assessment, or a starting point from which to design customized templates. You can publish your customized templates to make them available for use throughout your organization.

Data Privacy is packaged with assessment templates that you can use as they are, or that you can copy and then edit to suit your needs. All versions of the templates are stored in the Collibra repository.

Template gallery

The template gallery contains both packaged assessment templates and customized assessment templates. This topic describes how to open the template gallery and what is shown on the template gallery.

Steps

1. Open Collibra Assessments.
2. Click **Template gallery**.
   » The **Template gallery** page opens.

Template gallery

The **Template gallery** page contains the following sections:

- **Privacy assessment templates:** Shows packaged assessment templates related to Data Privacy.
- **Custom templates:** Shows assessment templates that you have created, including copies of packaged Privacy assessment templates.

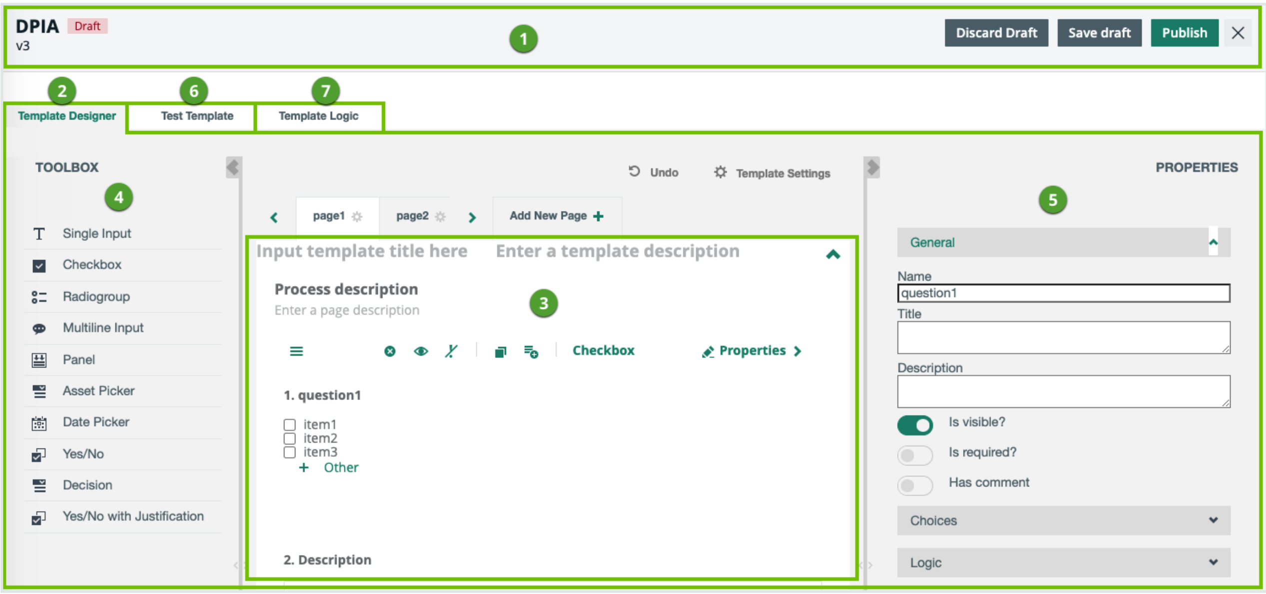
Each assessment template is shown as a tile containing the following details:

- The title of the template
- The status of the template (**Draft** or **Published**)
- A description of the template (if available)
- The version of the template (for example, **v1** or **v2**)

> Note You can copy packaged templates. You cannot, however, edit or delete packaged templates. The version and the status of packaged templates are always **v1** and **Published**, respectively.

Template editor

The template editor enables you to copy packaged Privacy assessment templates or create your own assessment templates.



The following table describes the sections and the tabs shown on the template editor.

No.	Section/Tab	Description
1	Action bar	• Template title, status, and version number. • Buttons to copy the template, discard or save a draft of the template, and publish the template. Note The availability of the buttons depends on the type of the template (packaged or customized) and the status of the template.
2	Template Designer	• Tabs for the various pages in the template. • The **Undo** button to revert the last edit you made to the template. • The **Template Settings** button to view the basic properties of the template, such as the title, the description, and the target asset type to be assessed.
3	Canvas	The body of the **Template Designer** tab where you can add questions and work with them.
4	Toolbox	Types of question, such as checkbox, comment, and date picker.
5	Properties	Context-specific settings, based on the active page or question in the building area.
6	Test Template	A preview of the result of your work on the **Template Designer** tab. On the **Test Template** tab, you can respond to your questions to test, for example, how the configured logic will work when conducting an assessment.
7	Template Logic	Logic conditions configured in the template. On the **Template Logic** tab, you can add, edit, and delete logic conditions.

Create a template

This topic describes how to create an assessment template using a basic flow.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery, and then click **Create new template**.
   » The **Template editor** page opens.
2. Enter the required information.

Section/Tab	Field	Description
Properties	Title	Enter a title for the template.
	Description (optional)	Enter a description for the template.
	Asset type (optional)	Select the target asset type to be assessed.
	Governance (optional)	If you want an asset to be created and the Assessments Approval workflow to be triggered when an assessment is conducted using this template, select the **Governance** checkbox. For more information, go to Governance for assessments.
Canvas > Page	Input page title here	Enter a title for the page.
	Enter a page description	Enter a description for the page.
Toolbox		Drag the required question type to the required location on the canvas.

3. Configure the settings for the questions.
4. Configure the logic conditions for the questions.

5. Add more pages and more questions, as needed.

   > Note Each page of a template appears as a separate section in the assessment.

6. Click **Save draft**.
   » The template is created with the version as **v1** and the status as **Draft**.

> Tip The new template is shown in the **Custom templates** section on the template gallery.

What's next?

- Publish the template.
- Export the template.

Action bar

The action bar of an assessment template shows the name, status (**Draft** or **Published**), and version of the template (for example, **v1** or **v2**). In addition, the action bar allows you to control the status of the template and publish the template for use throughout your organization. The following table describes the buttons shown on the action bar.

Button	Description
Copy tem-plate	This button is shown only on a packaged template. The button enables you to make a copy of the packaged template. Note The new template (copy) is added to the **Custom templates** section of the template gallery, with the version as **v1** and the status as **Draft**.

Button	Description
Discard draft	This button is shown only on a customized template that is in the **Draft** status. The button enables you to revert to the previous version of the template, regardless of the status of the template and whether or not you edited the template. Note • If you revert to a previous version of a v1 template, the template is permanently deleted from the template gallery. All published versions, however, remain archived in the Collibra repository. • You can copy packaged templates. You cannot, however, edit or delete packaged templates. The version and the status of packaged templates are always **v1** and **Published**, respectively.
Save draft	This button is shown only on a customized template that is in the **Draft** or **Published** status, and this button is enabled only when you edit the template. The button enables you to save the changes that you have made to the template. Note • If the status of the template is **Draft** and you click **Save draft**, the status remains **Draft** and the version does not change. • If the status of the template is **Published** and you click **Save draft**, the status becomes **Draft** and the version increases incrementally, even if you did not edit the template.
Publish	This button is shown only on a customized template that is in the **Draft** or **Published** status, and this button is enabled only when you edit the template. The button enables you to publish the template, which changes the status of the template to **Published**. Note • If the status of the template is **Draft** and you click **Publish**, the status becomes **Published** and the version does not change. • If the status of the template is **Published** and you click **Publish**, the status remains **Published** and the version increases incrementally, even if you did not edit the template.
×	This button closes the template without saving your changes. Note If you click the button, the status and version of the template do not change.

Toolbox

The toolbox on the **Template Designer** tab of an assessment template contains various types of questions, such as checkboxes, text boxes, and date pickers. You can use these question types to add questions and statements to the canvas to elicit input from the user conducting an assessment.

> Tip
> - Click a question type to add it to the current page or click and drag to a specific location on the page.
> - You can also add a question to the toolbox.

Question type	Allows you to...
Single Input	Enter a single line of text.
Checkbox	Select one or more of the predefined values.
Radiogroup	Select only one of the predefined values.
Multiline Input	Enter multiple lines of text.
Panel	Frame two or more questions, typically in reference to another question. Tip Let's imagine you have a Radiogroup question that asks if the organization has identified all Controllers. The possible responses are "Yes" and "No". You could then: • Follow this question with a Panel that contains three additional Controller-specific questions. • Configure a logic condition so that the Panel and the three questions it frames appear if the response to the Radiogroup question is "No".
Asset Picker	Select one or more assets of a predefined asset type.
Date Picker	Enter a date.
Yes/No	Select "Yes" or "No".

Question type	Allows you to...
Decision	Return the value "Yes" or "No", based on the scoring of Yes/No questions and a scoring threshold. For more information, see Working with scores and decisions.
Yes/No with Justification	Select "Yes" or "No" and enter a free-text justification.

Specifying an asset type for a template

When you create a template, you can specify a target asset type to be associated with the template. In this case, when a user selects the template for conducting an assessment, the accompanying drop-down list on the landing page will include all approved assets of the that asset type, in your Collibra Data Intelligence Cloud environment.

You can specify an asset type for a template when you:

- Copy a packaged template.
- Create a new template.
- Edit a custom template.

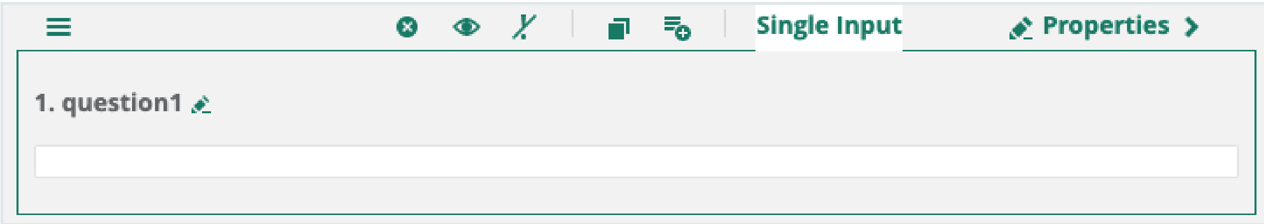
> Important If you don't specify an asset type for a template, you will not be able to select an asset to assess, when conducting the assessment. Instead, you will enter a short description of what you want to assess and then conduct the assessment without an underlying asset. When you submit the assessment for review, an Assessment Review asset is created in your Collibra environment, but without a relation to an underlying asset.

> Note You can still conduct an assessment without selecting an underlying asset, even if you specify a target asset type for the selected template.

Working with questions

The toolbox on the **Template Designer** tab of an assessment template contains various types of questions, such as checkboxes, text boxes, and date pickers. You can use these question types to add questions and statements to the canvas to elicit input from the user conducting an assessment.

Click a question on the canvas to view the available settings.



Icon	Description
	Edit the title. The edit icon appears when you hover over the question title. Alternatively, you can provide a title in the Properties.
	Click and drag the question to a different location on the page. Tip To move a question to another page, you can: 1. Click to add the question to the toolbox. 2. Go to the page on which you want to add the question. 3. Drag the question from the toolbox to the page.
	Delete the question from the building area. Tip If you think you might want to use the question at a later time, or add it to another page, you can click , to add the question to the toolbox. Deleting a question from the building area does not delete it from the toolbox.
	Specify whether or not the question title is visible.
	Specify whether a response to the question is optional or mandatory. Click to toggle between the two conditions. : Optional (default) : Mandatory

Icon	Description
	Copy the question. The copy appears directly below the active question.
	Add the question to the toolbox. Note You can add up to three questions, for a total of 13 question types in the toolbox. If you have 13 questions types and you add another one, the last question type in the toolbox is overwritten.
Question type label, for example Single Input	The question type. For some question types, you can click this button to toggle between two similar question types. Specifically: • If the question type is Single input, you can click this button to change it to a Comment, and vice versa. • If the question type is Checkbox, you can click this button to change it to a Radiogroup, and vice versa.
Properties >	Click to show the question properties in the **Properties**.
+	Click to add another choice to radiogroup or checkbox question.

Add a question to the toolbox

The toolbox includes a set of question types. You can customize the toolbox by adding up to three questions from the building area. These question can then be reused throughout your template.

> Tip This is helpful if, for example, you configure a checkbox question with the following values:
>
> - Successfully implemented
> - Partially implemented or planned
> - Not yet implemented or planned
> - Not applicable
>
> If you then add the question to the toolbox, you can reuse the question throughout your template, without having to configure the values each time.

> Note Any questions you add are not saved in the toolbox when you close the template, even if you save the changes you made in the template.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open a template, or create a new template.
2. Click on a question in the building area or add one to the building area.
3. Configure the question to suit your needs.
4. Click .
   » The question is added to the toolbox, as an additional question type.

   > Note You can add up to three questions, for a total of 13 question types in the toolbox. If you have 13 questions types and you add another one, the last question type in the toolbox is overwritten.

Configure values for checkbox a radiogroup questions

You can configure the values for checkbox and radiogroup questions.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open a template, or create a new template.
2. Click the relevant question or add a new question to the building area.
3. Do any the following:
   - Click next to a value, to edit the label.
   - Click next to a value and drag to reorder it among the other values.

- Click ✕ next to a value, to delete it.
- Click + to add another value.
- In **Properties**, expand the **Choices** section and select **Has other item**, to allow users to select the value "Other" and add free-text clarification.

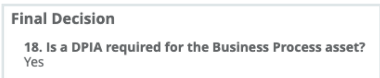
Yes/No question scores and decisions

You can configure a series of Yes/No questions, followed by a Decision question, so that when an assessment is conducted, the responses to the Yes/No questions determine the value shown in the Decision question.

You can assign weighted values, or scores, to Yes/No questions in your template. Then, if the response to a question is "Yes", the specified score is added to a total score. If the response is "No", the specified score is not added to the total score.

If the total score reaches a specified scoring threshold:

- Your Decision question returns the value "Yes", as the final decision.



- When the assessment is submitted for review, the assessment details page includes a button by which you can launch the resulting assessment, as specified when configuring the Decision question.

For more information on question types, see The toolbox.

Example

In this example, you design a template with the following:

- Yes/No questions and properties:

Question type	Title	Score property
Yes/No	Does the processing activity present a high level of risk for the rights and freedoms of the concerned data subjects?	2
Yes/No	Does the processing activity make innovative use of new technological or organizational solutions?	1
Yes/No	Does the processing activity match or combine data sets?	1

- Decision question and properties:

Question type	Title	Score threshold property	Assessment template property
Decision	Is a DPIA required for the Business Process asset?	2	DPIA

Result

During an assessment, the scores are added for each question to which the response is "Yes". If the total is less than 2, the decision for the question "Is a DPIA required for this asset?", is "No". If the sum is equal or greater than 2, the decision is "Yes".

Configure Yes/No question scores and decisions

You can assign weighted scores to Yes/No questions in your template. The scores are used to determine the decision shown to the user in your Decision question.

For more information on question types, see The toolbox.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open a template, or create a new template.
2. Add Yes/No questions to the template, or work with the existing Yes/No questions. You can also use Yes/No with Justification questions.
3. For the relevant Yes/No questions, specify the following properties:

Property	Description
Title	The question or statement. Example "Does the processing activity present a high level of risk for the rights and freedoms of the concerned data subjects?"
Score	The score for the question or statement. Note The score is added to the total if the user responds "Yes" to the question. If the user responds "No", the score is ignored.

4. In a Decision question, specify in the following properties:

Property	Description
Title	The question that appears in the final decision. Consider the fact that the decision value shown in the final decision will be "Yes" or "No". This should be in the form of a question. If the score threshold is met, the value returned is "Yes". If not, the value returned is "No". Example "Is a DPIA required for the Business Process asset?"
Score threshold	The limit at, or beyond, which the Decision question returns the value "Yes".
Assessment template	The assessment that should be conducted if the scoring threshold is met. Note When the assessment is submitted for review, the assessment details page includes a button to launch the assessment you specify here.

Properties

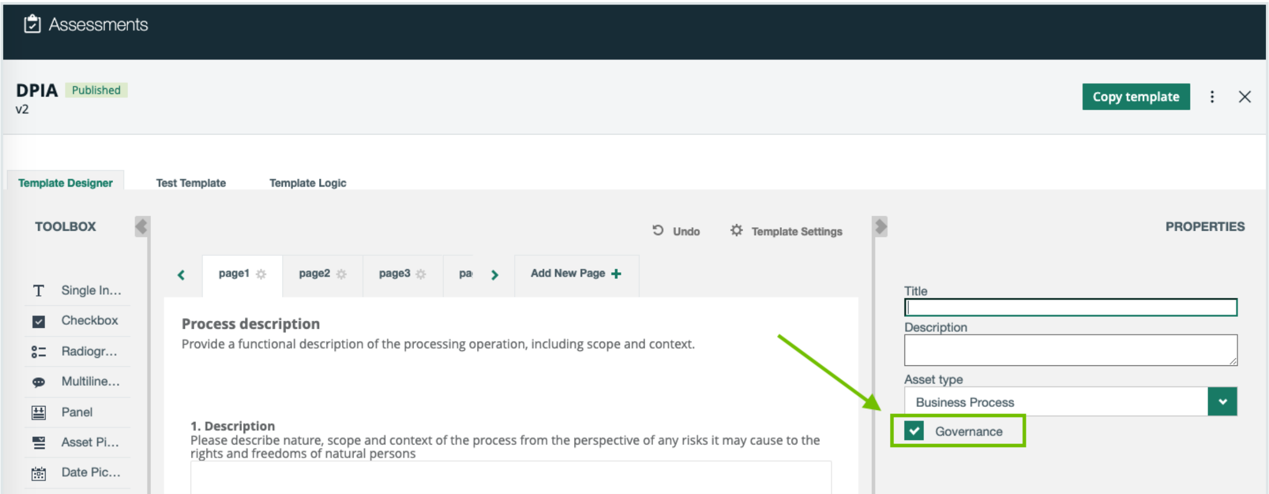
The **Properties** section on the Template Designer tab contains context-specific settings, based on the active page or question in the questions building area.

Property	Description
General	
Name	The ID of a question. Applies only to questions, not pages.
Score	The score allows you to give weighted importance to questions. This property is used in conjunction with the "Score threshold" and "Assessment template" properties described in this table. For more information, see Working with scores and decisions.
Title	The title of the template, page or question. The title of a question is the actual question or statement put forth in the assessment, for example "Have you identified all Controllers?"
Description	A description of the template, page or question.
Governance	The Governance option determines whether or not an assessment conducted from a specific template will create an asset in your Collibra environment and trigger the Assessments Approval workflow. See Governance for assessments.
Auto number questions	Determines whether or not the questions in your template are automatically numbered in the order they are arranged in the building area.
Is visible?	Determines whether or not the question is visible during an assessment.
Is required?	Determines whether the question is optional or mandatory, when conducting an assessment.
Input placeholder	Allows you to enter text that appears in a text field. The text is overwritten when the user enters text in the field.
Has comment	Determines whether or not a free-text field is available, allowing users to enter a comment pertaining to the question.

Property	Description
Comment text	Text that accompanies a free-text field that is available to users if you enable the "Has comment" property.
Score threshold	The value at, or above which, the accompanying Decision question returns a "Yes" value. This is property is used in conjunction with the "Score" and "Assessment template" properties described in this table. For more information, see Working with scores and decisions.
Assessment template	The template to use for the assessment that should be conducted if the value in the "Score threshold" property is reached. This is property is used in conjunction with the "Score" and "Score threshold" properties described in this table. For more information, see Working with scores and decisions.
Choice	
Has other Item	Allows you to select the value "Other" and add free-text clarification.
Logic	Allows you to define the logic for the selected question. See: • Logic settings in the Template Designer tab • Logic settings in the Template Logic tab

Governance for assessments

The Governance option determines whether or not an assessment conducted from a specific template will create an asset in your Collibra environment and trigger the Assessments Approval workflow. The Governance option is available in the **Properties** section on the Template Designer tab.



What happens if the Governance option is selected or cleared?

Selected/Cleared	Description
Selected	When you conduct an assessment that uses the template, the **Submit** button is available. When you click **Submit**: • The status of the assessment changes from Draft to Submitted. • An Assessment Review asset with the Under Review status is created in the domain of your choice, in your Collibra environment. • The Assessments Approval workflow is triggered and a task is assigned to the Business Steward. Tip You can configure the Assessments Approval workflow so that the task is assigned to a different resource role.
Cleared	When you conduct an assessment that uses the template, the **Complete** button is available. When you click **Complete**: • The status of the assessment changes from Draft to Completed. • No asset is created in your Collibra environment. • The Assessments Approval workflow is not triggered.

Configuring logic for questions and pages in a template

For each question or page in a template, you can configure logic, whereby if certain conditions are met, a specified action occurs.

You can create, edit and delete logic conditions using:

- The logic settings in the Template Designer tab.
- The logic settings in the Template Logic tab.

> Note
> - Any logic that you configure for a given question overrides the **Is visible?** and **Is required?** settings that you may have set in the **General** section in **Properties**.
> - Any logic that you configure via the Template Designer tab appears in the Template Logic tab, and vice versa, with the exception of page-related logic conditions, which can only be configured via the Template Designer tab and do not appear in the Template Logic tab.

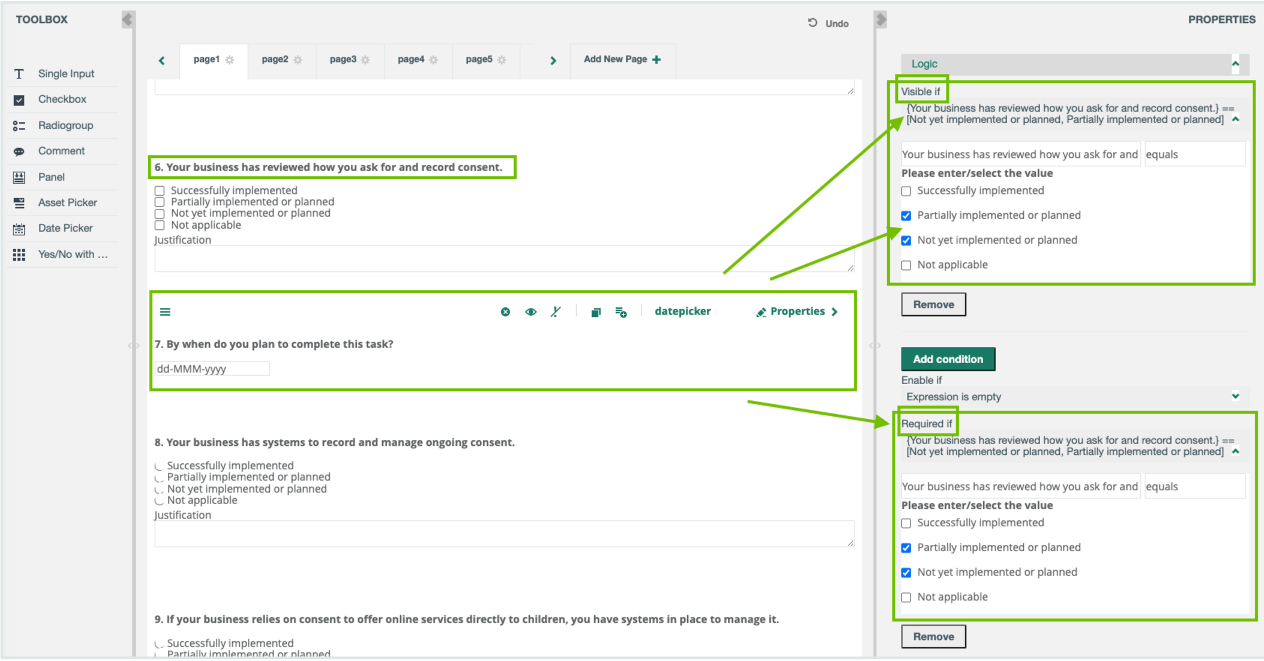
Example

Question 6 in your template, a checkbox question type, asks if your organization has reviewed how they ask for and record consent.

Question 7, a date picker question type, asks by when the task will be complete. If the response to Question 6 is "Successfully implemented" or "Not applicable", there is no need to show Question 7.

Therefore, you configure the logic for Question 7, as follows:

- **Visible if**: If the user responds to Question 6 with "Partially implemented or planned" or "Net yet implemented or planned", Question 7 is shown.
- **Required if**: Furthermore, if either of those values are selected for Question 6, Question 7 is a required question.



Create a logic condition for a question or page

There are two ways to create logic conditions in your template.

- Via the Template Designer tab
- Via the Template Logic tab

> Note Any logic that you configure via the Template Designer tab appears in the Template Logic tab, and vice versa, with the exception of page-related logic conditions, which can only be configured via the Template Designer tab and do not appear in the Template Logic tab.

Prerequisites

You have a global role that has the **Assessments** global permission.

Via the Template Designer tab

1. Go to the template gallery and open a template.
2. Click the question or page tab for which you want to create a logic condition.
3. In the **Properties**, expand the **Logic** settings.

4. Expand the settings for the relevant logic option:
   a. Visible if
   b. Enable if
   c. Required if
5. In the **Select question...** field, select the question to which the user's response can trigger the action.

   > Note The questions are ordered alphabetically, not in the order of which they appear in the template.

6. Click **equals**, and then select a logical operator.

   > Note Not all logical operators are applicable to all question types.

7. Enter or select a value.

Via the Template Logic tab

> Note You can only create page-related logic conditions via the Template Design tab.

1. Go to the template gallery and open a template.
2. Click the **Template Logic** tab.
   » A list of all logic conditions configured for the template is shown.
3. Specify the conditions:
   a. Click **Add New**.
   b. In the **Select question...** field, select the question to which the user's response can trigger the action.

      > Note The questions are ordered alphabetically, not in the order of which they appear in the template.

   c. Click **equals**, and then select a logical operator.

      > Note Not all logical operators are applicable to all question types.

   d. Enter or select a value.
4. Specify the action that occurs if the conditions are met:
   a. In the **Select an action to add...** drop-down list, select an action type.
   b. In the **Select question...** drop-down list, select the question that will be affected if the conditions are met.
5. Perform one of the following steps:
   - Click **Save and return**, to save the configurations and return to the list of logic conditions.
   - Click **Save**, to save your configurations.
   - Click **Return without saving**, to discard your configurations and return to the list of logic conditions.

Edit a logic condition for a specific question

There are two ways to edit the logic conditions in your template.

- Via the Template Designer tab
- Via the Template Logic tab

> Note Any logic that you configure via the Template Designer tab appears in the Template Logic tab, and vice versa, with the exception of page-related logic conditions, which can only be configured via the Template Designer tab and do not appear in the Template Logic tab.

Prerequisites

You have a global role that has the **Assessments** global permission.

Via the Template Designer tab

1. Go to the template gallery and open a template.
2. Click the question for which you want to edit the logic.
3. In the **Properties**, expand the **Logic** settings.
4. Expand the settings of the condition you want to edit.
5. Edit the condition to suit your needs.
   See Logic settings in the Template Designer tab.

Via the Template Logic tab

> Note You can only edit page-related logic conditions via the Template Design tab.

1. Go to the template gallery and open a template.
2. Click the **Template Logic** tab.
   » A list of all conditions configured for the template is shown.
3. Click next to the condition you want to edit.
4. Edit the condition to suit your needs.
   See Logic settings in the Template Logic tab.
5. Perform one of the following steps:
   - Click **Save and return**, to save the configurations and return to the list of logic conditions.
   - Click **Save**, to save your configurations.
   - Click **Return without saving**, to discard your configurations and return to the list of logic conditions.

Delete a logic condition for a specific question

There are two ways to delete the logic conditions in your template.

- Via the Template Designer tab
- Via the Template Logic tab

> Note Any logic that you configure via the Template Designer tab appears in the Template Logic tab, and vice versa, with the exception of page-related logic conditions, which can only be configured via the Template Designer tab and do not appear in the Template Logic tab.

Prerequisites

You have a global role that has the **Assessments** global permission.

Via the Template Designer tab

1. Go to the template gallery and open a template.
2. Click the question for which you want to configure logic.
3. In the **Properties** section, expand the **Logic** settings.
4. Expand the settings for the condition you want to delete.
5. Click **Remove**.

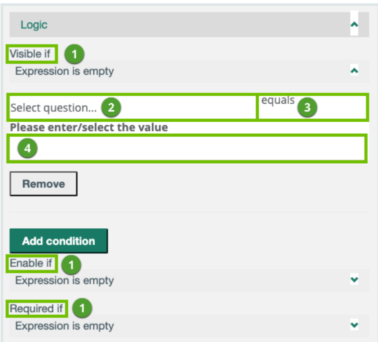
Via the Template Logic tab

> Note You can only delete page-related logic conditions via the Template Design tab.

1. Go to the template gallery and open a template.
2. Click the **Template Logic** tab.
   » A list of all conditions configured for the template is shown.
3. Click at the end of the row of the condition you want to delete.

Logic settings in the Template Designer tab

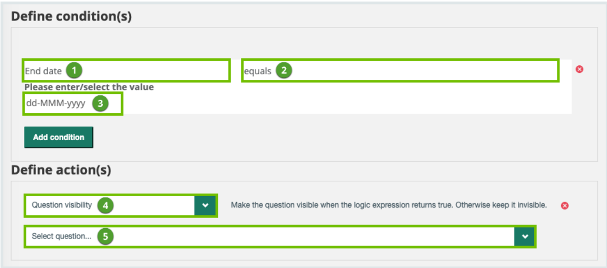
The following image shows the logic settings in the **Template Designer** tab.



<table>
<tr><th>Number</th><th>Setting</th><th>Description</th></tr>
<tr><td rowspan="3">1</td><td>Visible if</td><td>If the conditions are met, the question is shown in the assessment and you can respond to it.
If the conditions are not met, the question is not shown in the assessment.
Note This logic condition overrides the Is visible? setting in the General section in Properties.</td></tr>
<tr><td>Enable if</td><td>If the conditions are met, the question is enables, meaning you can respond to it.
If the conditions are not met, the question is disabled, meaning you cannot respond to it.</td></tr>
<tr><td>Required if</td><td>If the conditions are met, the question is mandatory and is identified by an asterisk (*). You must respond to mandatory questions before you can submit the assessment for review.
If the conditions are not met, the question is optional. You can submit the assessment for review without having responded to optional questions.
Note This logic condition overrides the Is required? setting in the General section in Properties.</td></tr>
<tr><td>2</td><td>Select question...</td><td>The question that determines whether or not the action will happen.</td></tr>
<tr><td>3</td><td>Logical operator</td><td>All or some of the following, based on the question type of the selected question.
is empty
is not empty
equals (default)
not equals
any of
all of</td></tr>
<tr><td>4</td><td>Value</td><td>The response to the question that determines whether or not the action will happen.</td></tr>
</table>

Logic settings in the Template Logic tab

The following image shows the logic settings in the **Template Logic** tab.



Number	Field	Description
1	Select question...	The question that determines whether or not the action will occur. Note In the previous example image, the "End date" question has been selected in order to show the **Please enter/select the value** field, which only appears once a question is selected.
2	Logical operator	All or some of the following, based on the question type of the selected question. • is empty • is not empty • equals (default) • not equals • any of • all of
3	Please enter/select the value	The response to the question that determines whether or not the action will occur.
4	Select an action to add...	The action that occurs if the conditions are met. Note In the previous example image, the "Question visibility" action has been selected in order to show the **Select question...** field, which only appears once an action is selected.
5	Select question...	The question that is subject to the action.

Copy a packaged template

You can copy any of the packaged templates.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open the packaged template that you want to copy.
2. In the **PROPERTIES** section, in the **Title** field, enter a title to identify the template.
3. Optionally, in the **Properties**:Add a description for your new template.Specify a target asset type to be assessed.Select or clear the **Governance** checkbox, to enable or disable governance for any assessments that will be conducted from this template.
4. Click **Copy template**.
   » The new template opens automatically. The template is also added in the **Custom templates** section of the template gallery, as a version 1, with the Draft status.

What's next?

- Edit the template.
- Publish the template.
- Export the template.

Edit a template

You can edit any of your custom templates.

> Tip You cannot edit the packaged templates, but you can copy them and edit the new templates.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open one of your customized templates.
2. Edit the template to suit your needs.
3. Click **Save draft**.
   - If the template you edited:
     - Had the Draft status, the status remains Draft and the version number remains the same.
     - Had the Published status, the status becomes Draft and the version number increases incrementally.

Discard a draft version of a template

If one of your custom templates is in the Draft status, you can revert the template to its last published version.

> Note
> - If your template is in the Published status, you can delete it, but you cannot revert it to its last version.
> - All versions of a template are archived in the DGC database, including the versions that have been deleted from the template gallery.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

> Note If you perform the following steps on a template that is in the Draft status and is on v1, the template is instead deleted because a previous version of the template does not exist.

1. Go to the template gallery, and then open a template that is in the Draft status.
2. Click **Discard Draft**.
   » The draft version of the template is deleted and the last published version of the template becomes available.

Delete a template

You can delete any of your custom templates. You cannot, however, delete the packaged templates.

> Note An assessment that is in the Draft status and was started using a deleted template is not affected. You can complete the assessment and submit it when you want. You cannot, however:
>
> - Conduct new assessments using a deleted template.
> - Copy an assessment that used a deleted template.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open the custom template that you want to delete.
2. In the upper-right corner, click ⋮ , and then click **Delete**.
   » The **Confirm delete** dialog box appears.
3. Click **Delete**.

Publish a template

Although it is more likely that you will publish templates that have the Draft status, you can also publish templates that have the Published status.

If you publish:

- A template that has the Draft status, the version number is unchanged, but the status becomes Published.

- A template that has the Published status, the status remains Published, but the version number is incrementally updated, even if you didn't edit the template.

> Note When conducting an assessment, in the drop-down list of available assessment types, only the latest versions of published templates are available. If a user starts conducting an assessment with version 1 of a specific template, the template remains unchanged throughout the assessment, even if newer versions of the template have since been published.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open a template.
2. Optionally, edit the template to suit your needs.
3. Click **Publish**.

   » The status of the template is Published and it is made available throughout your organization.

Export a template

You can export any of the custom templates in the template gallery. You can then import the templates to another Collibra environment. This is particularly useful for importing/exporting templates from a testing environment to a production environment.

> Note You can only export templates that have the Published status.

> Tip You can't export the packaged templates, but you can copy them and then export the copies.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. Go to the template gallery and open the custom template that you want to export.
2. In the upper-right corner, click ⋮ , and then click **Export**.
   » The template is exported to your hard drive as a JSON file.

What's next?

Import the template to another Collibra environment.

Import a template

You can import the custom templates that you've exported. This is particularly useful for importing/exporting templates from a testing environment to a production environment.

Prerequisites

- You have a global role that has the **Assessments** global permission.
- You've exported a custom template (JSON file) to your hard drive.

Steps

1. Go to the template gallery.
2. In the **Custom templates** section, click ⋮ , and then click **Import template**.
   » The **Import template** dialog box appears.
3. Do one of the following:
   a. In the **Import template** dialog box, click **Upload template**, and then select the template you want to upload.
   b. Find and drag the template you want to upload into the **Import template** dialog box.
4. If a template of the same name already exists in your environment, you are prompted enter a new name for the template you're importing.
5. Click **Import**.
   » The template is added to the template gallery. It retains its Published status.

> Important Version control when importing and exporting templates is currently not supported. As such, no matter the version of an exported template, all imported templates are v1.

Working with assessments

Assessments help you to validate the risks related to the personal data of your data subjects as a result of your business processes. You can conduct, edit and submit assessments of your assets. The Business Steward (by default) then reviews and approves or rejects the assessment.

> Tip You can configure the Assessments Approval workflow so that the task is assigned to a different resource role.

Conduct an assessment

You can conduct assessments of the assets in your Collibra Data Intelligence Cloud environment.

It is also likely that you will first onboard assets and then use Assessments to assess various aspects of those assets. You can, however, conduct an assessment before you onboard assets. That is, you can conduct an assessment without specifying an underlying asset. This can be helpful if you want to use an assessment to guide the onboarding of an asset.

This topic describes how to conduct an assessment with and without an asset.

Requirements and permissions

- You have a global role that has the **Assessments** global permission.
- To submit an assessment by which an Assessment Review asset is created, you need a global role that has the Policy Manager global permission. However, this is

not applicable for completing an assessment, because an Assessment Review asset is not created when completing an assessment.

Steps

1. Open Assessments.
2. Enter the required information.

Field	Description
Select Template	Select the template that you want to use for your assessment. Tip This field contains a list of published templates.
To conduct an assessment with an asset:	
Select <asset type>	Select the asset that you want to assess. Tip This drop-down list box contains assets of a specified asset type. An empty drop-down list box indicates that an asset type is not specified for the template that you selected.
To conduct an assessment without identifying an underlying asset:	
I do not have a <asset type> yet	Select this checkbox.
Describe what you want to assess	Enter a description of what you want to assess.

3. Click **Start**.
4. Respond to the assessment questions.
5. Optional: On the **Properties** tab, modify the permissions.
6. Perform one of the following steps:
   - Click **Save draft**.
   - Click **Submit**. The **Submit** button is shown if the Governance option is selected in the template that is used for the assessment.

Then, in the **Submit assessment** dialog box, select the domain in which you want the Assessment Review asset to be created, and then click **Submit**.

- Click **Complete**. The **Complete** button is shown if the Governance option is cleared in the template that is used for the assessment.
  Then, in the **Complete assessment** dialog box, click **Confirm**.

What's next?

What happens when you save, complete or submit an assessment?.

Assessment permissions

You can protect the sensitive information in your assessments by providing granular permissions to your assessments. When conducting an assessment, you can set one or more assignees for the assessment on the **Properties** tab. In addition, you can define if the assessment will be visible to only the owner and the assignees (private) or to everyone (public). Assessment permissions ensure that other users do not edit, complete, or submit your assessment unless you have added them as assignees.

> Note
> - By default, the assessments that are created in 2023.02 or later are private. That is, only the owner and assignees can view those assessments.
> - By default, the assessments that were created prior to 2023.02 are public. That is, everyone can view those assessments. If an assessment that you created prior to 2023.02 contains sensitive information and is in the Draft status, we recommend that you change the permissions of that assessment so that only you and the assignees that you select can view the assessment.

Modify the assessment permissions

To modify the permissions when conducting an assessment, on the **Properties** tab, in the **View Permissions** section, select one of the following options:

- **Everyone:** Everyone can view the assessment. Only you can edit, complete, or submit the assessment.
- **Only Owner and Assignees:** Only you and the assignees that you select can view, edit, complete, or submit the assessment. For more information, go to the next

section.

If you selected the **Only Owner and Assignees** option, in the **Assignees** field, you can indicate the allowed assignees by selecting their names.

> Note A user with the **Sysadmin** global role can edit the assessment if it is in the Draft status, regardless of the assessment permissions.

Permissions granted to the assessment assignees

The assignees of an assessment can do all of the following:

- View the assessment regardless of its status.
- Edit the assessment if it is in the Draft status.
- Complete or submit the assessment if it is in the Draft status.
- Copy the assessment regardless of its status.
- Download a PDF of the assessment regardless of its status.

Edit an assessment

You can edit an assessment that is in the Draft status.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

1. Open Assessments.
2. Click the assessment that you want to edit.
   » The assessment details page opens.
3. Click **Edit Draft**.
4. Edit the responses to the assessment questions.

   > Tip You can also edit the name of the assessment if the assessment was created without an asset.

5. Perform one of the following steps:
    - Click **Save draft**.
    - Complete or submit the assessment.

What's next?

What happens when you save, complete or submit an assessment?

Copy an assessment

You can copy an assessment that is in the Draft status. The new assessment will include all the responses and the view permissions from the assessment that you are copying, with the exception of the assignees of the assessment.

> Note You can copy an assessment only if the template that is used in the assessment is the latest version of the template. You cannot copy an assessment that uses the previous version of the template, regardless of the status of the assessment.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

1. Open Assessments.
2. Click the assessment that you want to copy.
   » The assessment details page opens.
3. In the upper-right corner of the page, click ⋮, and then click **Copy**.
   » A message stating that the assessment is copied appears, and the new assessment immediately opens in the Draft status. In the **Properties** section, the **Created on** field shows the current date and time.

What's next?

You can edit, submit, or delete the assessment.

Complete or submit an assessment

You can complete or submit an assessment that is in the Draft status.

> Important The Governance option, as set in the template that was used for your assessment, determines whether or not an Assessment Review asset is created in your Collibra environment. It also determines whether the **Submit** button or the **Complete** button is available when you are conducting an assessment.

Requirements and permissions

- You have a global role that has the **Assessments** global permission.
- To submit an assessment by which an Assessment Review asset is created, you need a global role that has the Policy Manager global permission. However, this is not applicable for completing an assessment, because an Assessment Review asset is not created when completing an assessment.

Steps

1. Open Assessments.
2. Click the assessment that you want to submit.
   » The assessment details page opens.
3. Click **Edit Draft**.
4. Optional: Edit the responses to the assessment questions.
5. Perform one of the following steps:
   - Click **Submit**. The **Submit** button is shown if the Governance option is selected in the template that is used for the assessment.
     Then, in the **Submit assessment** dialog box, select the domain in which you want the Assessment Review asset to be created, and then click **Submit**.
   - Click **Complete**. The **Complete** button is shown if the Governance option is cleared in the template that is used for the assessment.
     Then, in the **Complete assessment** dialog box, click **Confirm**.

What's next?

For information about the interaction between Collibra Assessments and Collibra Data Intelligence Cloud when you submit an assessment, go to What happens when you save, complete or submit an assessment?.

Delete an assessment

You can delete an assessment, regardless of its status, if you created the assessment.

> Note If you delete a submitted assessment, the linked Assessment Review asset will not be automatically deleted. You need to manually delete it in your Collibra Data Intelligence Cloud environment.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

1. Open Assessments.
2. Click the assessment that you want to delete.
   » The assessment details page opens.
3. In the upper-right corner of the page, click ⋮ , and then click **Delete assessment**.
   » The **Delete assessment** dialog box appears.

   > Tip If you are deleting a submitted assessment, you can click the link in the dialog box to open the Assessment Review asset to delete the asset.

4. Click **Delete**.
   » The assessment is deleted and is no longer shown in the table on the **Assessments** landing page.

Mark an assessment as obsolete

You can mark an assessment that is in the Submitted status as obsolete. If you mark an assessment as obsolete, the status of the Assessment Review asset that was created in your Collibra environment also becomes Obsolete.

Obsolete assessments remain in the list of assessments on the **Assessments** landing page.

> Note You cannot delete an assessment that is in the Obsolete status.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

1. Open Assessments.
2. Click the assessment that you want to mark as obsolete.
   » The assessment details page opens.
3. In the upper-right corner of the page, click ⋮ , and then click **Mark as obsolete**.
   » The **Mark as obsolete** dialog box appears.
4. Click **Mark**.

What happens when you save, complete, or submit an assessment

This topic explains the interaction between Collibra Assessments and your Collibra Data Intelligence Cloud environment, when you:

- Save a draft of an assessment.
- Complete an assessment.
- Submit an assessment for review.

> Important The Governance option, as set in the template that was used for your assessment, determines whether or not an Assessment Review asset is created in your Collibra environment. It also determines whether the **Submit** button or the **Complete** button is available when you are conducting an assessment.

Save a draft of an assessment

When conducting an assessment, if you click **Save draft**:

- The assessment is added to the list of assessments on the landing page. In addition, the assessment moves to the Draft status. You can continue to edit and save the assessment.
- The Collibra Data Intelligence Cloud environment is not affected. An Assessment Review asset is created only when you submit an assessment for review.

Complete an assessment

When conducting an assessment, if you click **Complete**:

- The assessment:
  - Is added to the list of assessments on the landing page.

    > Tip Click the assessment to open the details page.

  - Moves to the Completed status and can no longer be edited.
  - Is stored in the DGC database with details such as the date when the assessment was created and the name of the user who submitted the assessment.
- The Collibra Data Intelligence Cloud environment is not affected.

Submit an assessment for review

When conducting an assessment, if you click **Submit**:

- The assessment:
  - Is added to the list of assessments on the landing page.

    > Tip Click the assessment to open the details page.

    - Moves to the Submitted status and can no longer be edited.
    - Is stored in the DGC database with details such as the date when the assessment was created and the name of the user who submitted the assessment.
- An Assessment Review asset in the Under Review status is created in the domain that you specified, in your Collibra Data Intelligence Cloud environment.
    - All responses to the assessment questions are captured as attributes of the Assessment Review asset.
    - The Assessment Review asset is related to the underlying asset via the relation type *[Asset] is assessed by / assesses [Assessment Review]*, unless the assessment was conducted without an underlying asset.

      > Tip On the assessment details page, click **View submission** to open the Assessment Review asset page in your Collibra environment.

- The Assessments Approval workflow is triggered. The workflow notifies the Business Steward (by default) that an assessment is ready for review.

  > Note If the Business Steward (default) responsibility does not exist for the domain, the Assessment Review is still created, but the Assessments Approval workflow is not triggered. You can configure the workflow so that the task is assigned to a different resource role.

Assessment details page

When you conduct an assessment and click **Save draft** or **Submit for review**, the assessment is shown on the **Assessments** landing page. You can click the assessment to view its details.

The assessment details page:

- Shows the responses to all answered questions.
- Identifies the date and time on which the assessment was started.
- Identifies the date and time on which the last changes were made to the assessment.

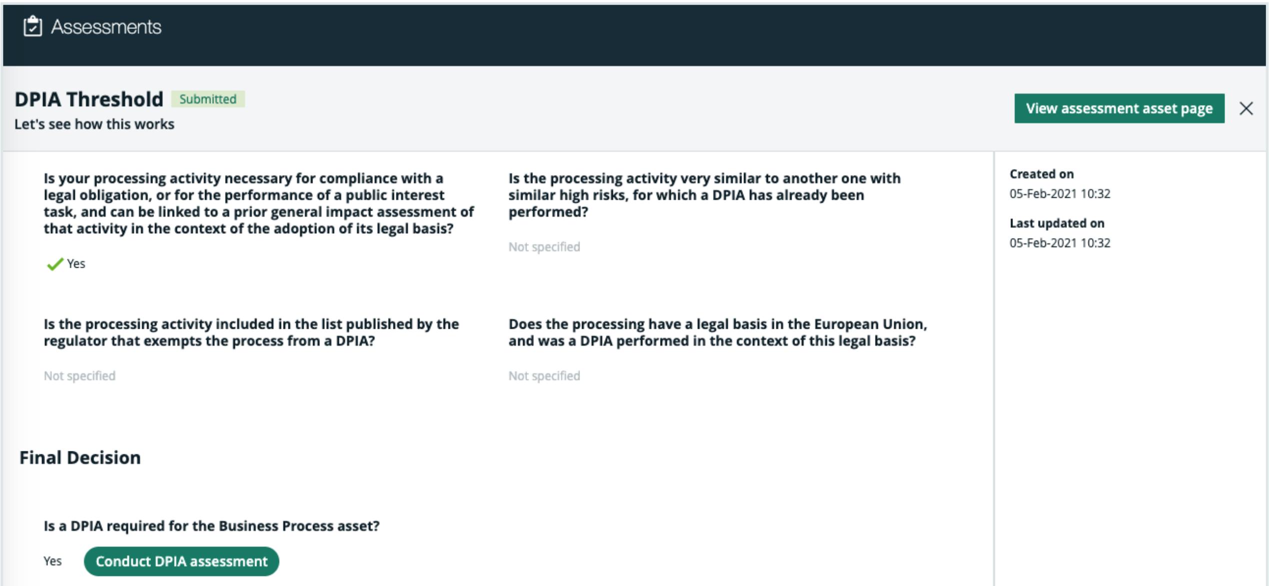
  > Note You cannot edit an assessment that is in the Submitted or Completed status.

- Includes the **Edit draft** button for assessments in the Draft status.

- Includes the following for assessments in the Published status:
  - A button to the launch a follow-up assessment, if the template that was used included a Yes/No and Decision questions and the score threshold was reached.
  - The **View submission** button, to access the Assessment Review asset page in your Collibra Data Intelligence Cloud environment.

    > Note If the Assessment Review asset was deleted from your Collibra environment:
    > - The status of the assessment remains Submitted.
    > - Clicking the **View submission** button shows the following message: Entity not found.

The following example shows the assessment details page of a published assessment in which it was determined, by the responses to the Yes/No questions, that a DPIA assessment should be conducted for the underlying asset.



Download a PDF of an assessment

You can download a PDF of any assessment, regardless of its status. The PDF captures all of the information shown on the assessment details page.

Requirements and permissions

You have a global role that has the **Assessments** global permission.

Steps

1. Open Assessments.
2. Click the assessment for which you want to download a PDF.
   » The assessment details page opens.
3. In the upper-right corner of the page, click ⋮ , and then click **Download PDF**.
   » The PDF is downloaded to your hard drive.

Approve or reject an assessment

When you submit an assessment for review, an Assessment Review asset is created in the domain of your choice, in your Collibra Data Intelligence Cloud environment.

The Business Steward (by default) for the domain is notified that there is an assessment to review and a workflow task prompts the review and approval or rejection of the Assessment Review asset.

> Important This does not apply to assessments for which the Governance option was cleared in the template used for the assessment. In that case, no asset is created in your Collibra environment and no workflow is triggered.

> Tip You can configure the Assessments Approval workflow so that the task is assigned to a different resource role.

> Note Neither the Assessment Review asset nor the submitted assessment can be edited.

Prerequisites

You have a global role that has the **Assessments** global permission.

Steps

1. In your Collibra environment, go to **My Tasks** and click the relevant task.

   » The task is shown in the sidebar.
2. Review the assessment details, as necessary.

   > Tip To review the assessment details, you can:
   > - In the sidebar, click the Assessment Review asset name to go to the asset page.
   > - Click **View details in assessment app** to review the details in Collibra Assessments.

3. In the sidebar, click **Approve** or **Reject**.

Result

- The status of the Assessment Review asset becomes Approved or Rejected, accordingly.
- The status of the assessment in Collibra Assessments remains Submitted, regardless of whether the assessment is approved or rejected.

The Assessments Approval workflow

This process notifies the Business Steward (by default) that an Assessment Review asset is ready for review and prompts the Business Steward to approve or reject the asset. You can configure the workflow to work with a resource role other than the Business Steward.

> Warning For the Assessments Approval workflow to work, a Business Steward (by default) must be assigned to the domain selected when submitting an assessment. If the workflow was configured for a different resource role, the domain must have a responsibility created for that resource role.

> Important The Assessments Approval workflow is relevant and triggered only if the Governance option is selected in the template that was used for your assessment.

Assessments workflow description

When you submit an assessment for review:

- An Assessment Review asset in the Under Review status is created in the domain that you specified, in your Collibra Data Intelligence Cloud environment.
- The Assessments Approval workflow is triggered. The workflow notifies the Business Steward (by default) that an assessment is ready for review.

> Note Neither the Assessment Review asset nor the submitted assessment can be edited.

> Important The Assessments Approval workflow is not relevant and not triggered if the Governance option is cleared in the template that was used for your assessment.

Relevant resource roles

The following table shows the relevant resource role and the workflow tasks they can carry out.

Resource role	Task	Required
Business Steward (by default)	• Review assessment • Approve or reject assessment	Yes

Workflow initiator

The workflow starts when you submit an assessment for review.

Status progression of the Assessment Review asset in your Collibra environment

Status	Description
Under Review	The initial status of the Assessment Review asset.
Approved	The assessment is approved.
Rejected	The assessment is rejected.

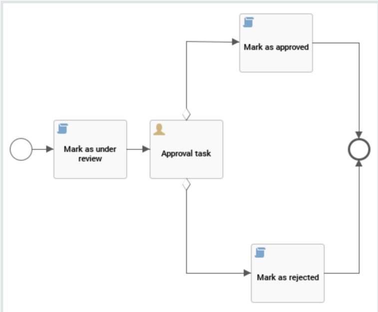
> Note Once the Assessment Review asset is approved or rejected, it cannot be edited.

Status progression of the assessment in Collibra Assessments

Condition	Status
Any user starts an assessment.	Draft
Any user submits an assessment for review. Note The **Submit** button is available if the Governance option is selected in the template used for the assessment.	Submitted
Any user completes an assessment. Note The **Complete** button is available if the Governance option is cleared in the template used for the assessment.	Completed
The Assessment Review asset in your Collibra environment is approved.	Submitted
The Assessment Review asset in your Collibra environment is rejected.	Obsolete

Assessments workflow walk-through

Diagram



Start the workflow

When you submit an assessment for review in Collibra Assessments:

- An Assessment Review asset in the Under Review status is created in the domain that you specified, in your Collibra Data Intelligence Cloud environment.
- The Assessments Approval workflow is triggered.

In Collibra Assessments, click **View submission**, to open the Assessment Review asset page in your Collibra environment.

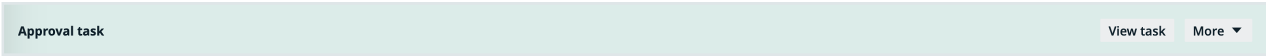
Review the assessment

Any user can:

- Review the Assessment Review asset and its attributes, in your Collibra environment.
- Click the **view details in assessment app** link on the Assessment Review asset page, to view the assessment details in Collibra Assessments.

Approve or reject the assessment

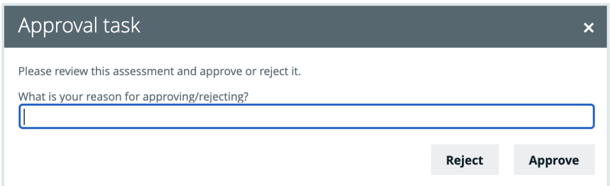
As the Business Steward (by default), when you open the Assessment Review asset page, a workflow task prompts you to approve the assessment.



Click **View task**.

> Tip You can also access the task via the My Tasks page. In the side pane, click **More**, and then click **View task**.

The **Approval task** dialog box prompts the Business Steward (by default) to approve or reject the assessment.

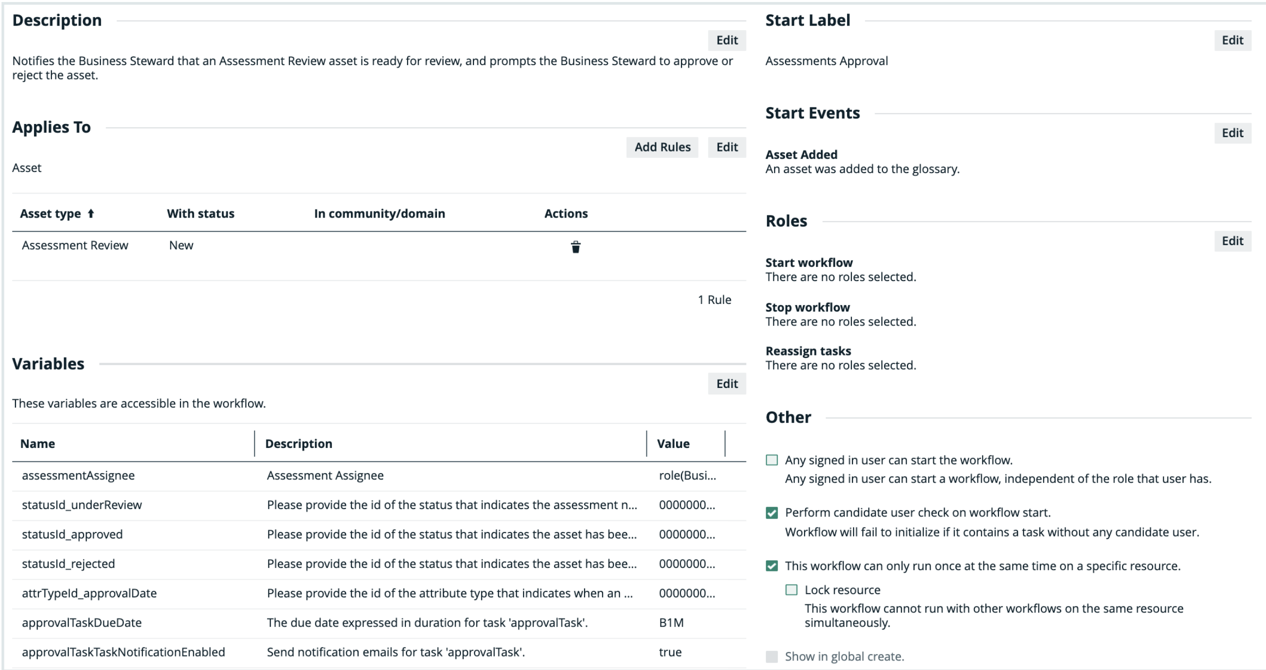


If the assessment is approved, the status of the Assessment Review asset becomes Approved.

If the assessment is rejected, the status of the Assessment Review asset becomes Rejected.

Assessments Approval workflow configuration

Access the workflow configuration via ⚙ **Settings** → **Workflows** → **Definitions** → **Assessments Approval**.



Applies to

This workflow applies to the following asset types:

Asset type	Restriction	Remark
Assessment Review	None	None

> Note When you select a parent asset type, it includes all of its children. For example, if you select **Business Asset**, the workflow also applies to **Business Term** because it is a type of **Business Asset**.

Configuration variables

You can edit the configuration variables directly from the workflow definition page by clicking ✎ in the upper-right corner of the variables table.

Variable	Description	Default value
assessmentAssignee	The resource role to which the task is assigned when the workflow is triggered. Warning For the workflow to work, the resource role specified here must be present as a responsibility in the domain specified when submitting an assessment.	role(Business Steward)
statusId_underReview	The UUID of the status that indicates the assessment needs to be reviewed before approval.	00000000-0000-0000-0000-000000005020
statusId_approved	The UUID of the status that indicates the asset has been approved.	00000000-0000-0000-0000-000000005025
statusId_rejected	The UUID of the status that indicates the asset has been rejected.	00000000-0000-0000-0000-000000005010
attrTypeId_approvalDate	The UUID of the attribute type that indicates when an assessment review was approved.	00000000-0000-0000-0000-000000000272
approvalTaskDueDate	The due date expressed in duration for task 'approvalTask'.	B1M
approvalTaskTaskNotificationEnabled	Send notification emails for task 'approvalTask'.	True
approvalTaskEscalationDuration	The escalation time duration for task 'approvalTask'.	B1M
approvalTaskEscalationType	The escalation type for task 'approvalTask'.	Mail

Start label

The start label is the name of the workflow when it is visible as a button on a resource page or in the drop-down list when you add it as a button on a dashboard. You can find the **Start Label** section in the upper-right corner of the workflow definition page.

Default value: Assessments Approval

Click **Edit** to edit the label.

Start Event

A start event is an event that triggers the workflow, for example starting the workflow when an asset is created.

By default, this workflow is configured to start when an asset is added. Specifically, the workflow starts when an assessment is submitted and the Assessment Review asset is created in your Collibra environment.

Roles

The roles define the permissions to manage the workflow. For example, if a certain tasks must be urgently executed but the responsible person is on sick leave, a user with the defined role can reassign that task to somebody else.

Action	Roles
Start workflow [1]	There are no roles selected.
Stop workflow [2]	There are no roles selected.
Reassign tasks [3]	There are no roles selected.

[1] The button with the start label is available to users with these roles.
[2] The option to cancel the workflow is available to users with these roles.
[3] The option to reassign the task is available to users with these roles.

Other

The settings in this section define global restrictions that apply to the workflow such as:

- Accessibility to guest or logged in users.
- Checking that the roles required by the workflow are not empty.
- Preventing the same worflow or other workflows from running on the same resource.
- Making the workflow available to be added to a dashboard.

Setting	Enabled
Any guest user can start the workflow.	No
Any signed in user can start the workflow.	No
Perform candidate user check on workflow start.	Yes
This workflow can only run once at the same time on a specific resource.	Yes
Lock resource.	No
Show in global create.	No

Configure the resource role for the Assessments Approval workflow

By default, the Assessments Approval workflow is configured to work with the Business Steward resource role. You can configure it to work with any resource role.

> Warning For the Assessments Approval workflow to work, the resource role that you configure here must be assigned to the domain you specify when submitting an assessment.

Steps

1. On the main menu, click ⠿, and then click ⚙ **Settings**.
   » The Collibra settings page opens.

2. Click **Workflows**.
   » The Workflows settings page appears on the **Definitions** tab page.
3. Click the Assessments Approval workflow.
4. In the **Variables** section, click **Edit**.
   » The **Variables** dialog box appears.
5. In the variable **Assessment Assignee** field, enter the resource role to which the review task should be assigned, for example: *role(Privacy Steward)*.
6. Scroll to the bottom of the **Variables** dialog box, and then click **Submit**.

Customize the Assessments Approval workflow

You can customize the Assessments Approval workflow. Follow this procedure to ensure that your customizations are not overridden if we need to update the packaged workflows.

Steps

1. On the main menu, click ⠿, and then click ⚙ **Settings**.
   » The Collibra settings page opens.
2. Click **Workflows**.
   » The Workflows settings page appears on the **Definitions** tab page.
3. Click **Assessments Approval**.
4. In the top-right corner of the page, click ❚❚, to disable the workflow.
5. In the tab pane, click **Flow**.
6. Copy all of the code of the workflow definition.
7. Paste the code into the text editor of your choice, and then edit the code to suit your needs.

> Warning You must edit the process id and the process name. They must both be unique.

```
<?xml version="1.0" encoding="UTF-8"?>
<definitions xmlns="http://www.omg.org/spec/BPMN/20100524/MODEL" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instan
xmlns:flowable="http://flowable.org/bpmn" xmlns:bpmndi="http://www.omg.org/spec/BPMN/20100524/DI" xmlns:omgdc="http
xmlns:omgdi="http://www.omg.org/spec/DD/20100524/DI" xmlns:design="http://flowable.org/design" typeLanguage="http:/
expressionLanguage="http://www.w3.org/1999/XPath" targetNamespace="http://www.collibra.com/apiv2" design:palette="f
  <process id="assessmentsWorkflow" name="Assessments Approval" isExecutable="true" flowable:candidateStarterGroups
    <documentation>Notifies the Business Steward that an Assessment Review asset is ready for review, and prompts t
    <extensionElements>
      <design:stencilid><![CDATA[BPMNDiagram]]></design:stencilid>
      <design:language><![CDATA[English]]></design:language>
      <design:creationdate><![CDATA[2020-12-08T14:11:49.406Z]]></design:creationdate>
```

8. Save your text file with the file extension BPMN.
9. Go back to the Workflows settings page and the **Definitions** tab, which shows the full list of workflows in your Collibra environment.
10. Near the top of the page, click **Upload a file**, to search for your workflow BPMN file, or drag and drop your file into the upload box.
    » Your workflow is uploaded to the Workflows settings page.
11. In the table row with your uploaded workflow, click ▶ , to enable the workflow.

> Tip   After you've uploaded your customized workflow, you can edit the start event, the resource roles associated with the workflow and configure other settings to suit your needs.