Collibra

Collibra Platform Self-Hosted

Data Governance

Version 2023.11

Collibra

Collibra Platform Self-Hosted - Data Governance

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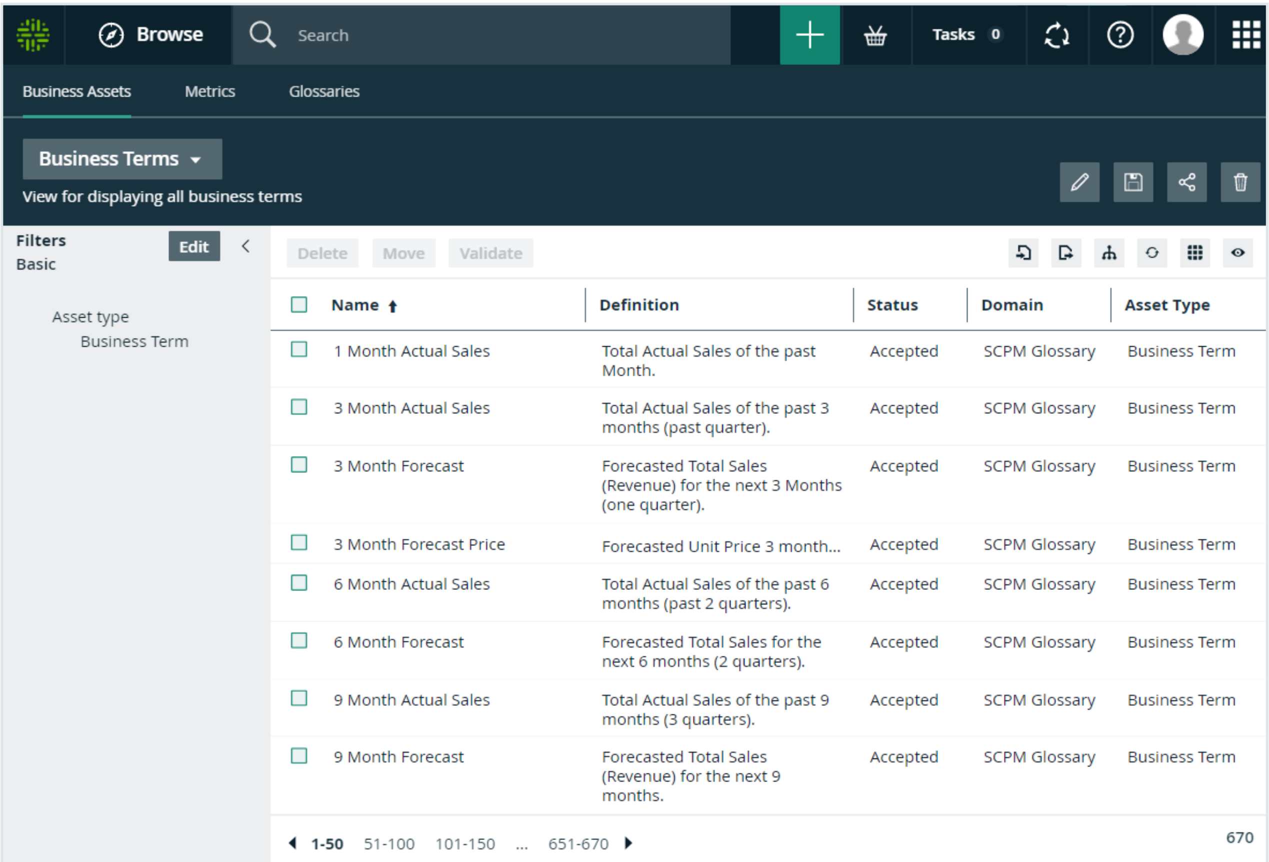
You can find the most up-to-date technical documentation on our Documentation Center at

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 Platform Self-Hosted. 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 Platform Self-Hosted.
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

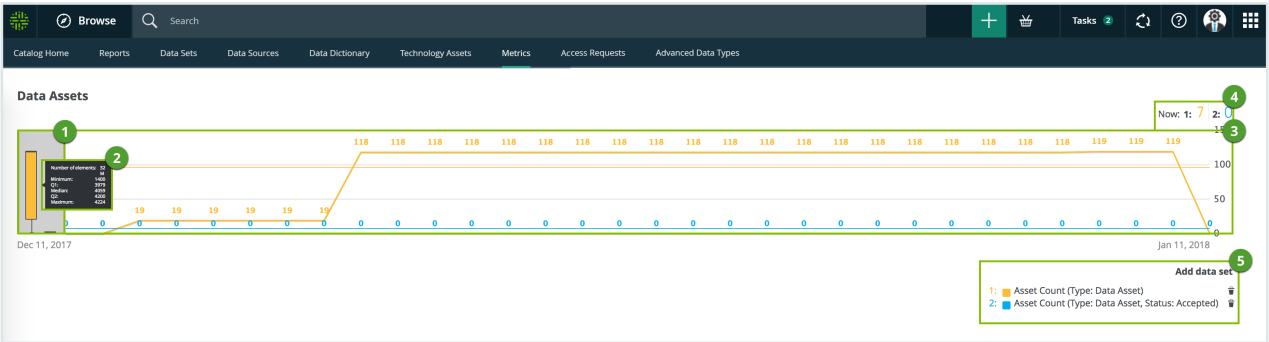
The Metrics pages contain a variety of statistics related to how an application is used. They pages consist of one or more graphs, their legends and some counters.

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

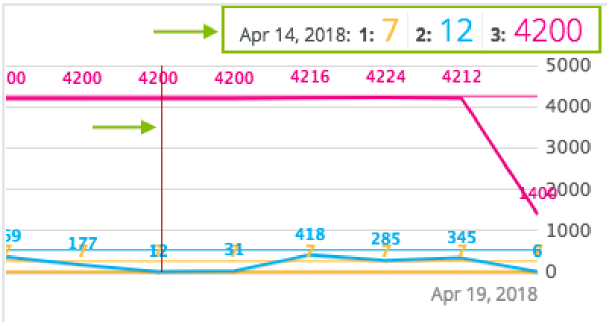
> Note On the **Metrics** page, the lines that are shown on a given graph are called data sets. Do not confuse these with data sets in the true context of CollibraData Catalog. On this page, when you click **Add data set**, it simply means that you want to add another line to the graph.

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 Platform Self-Hosted 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 Platform Self-Hosted 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

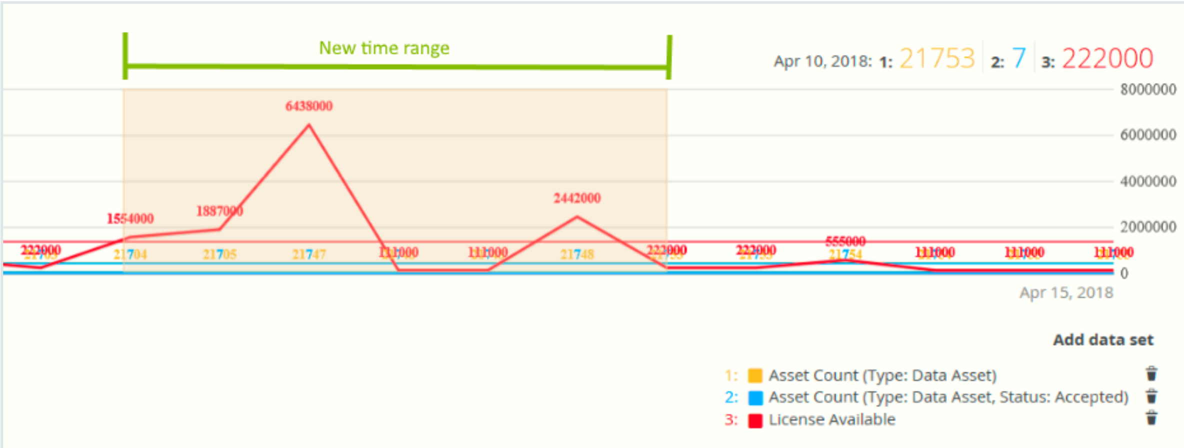
By default, the graphs on the Metrics pages are shown in daily increments, over a time range of one month. However, you can edit the time range to suit your needs.

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.

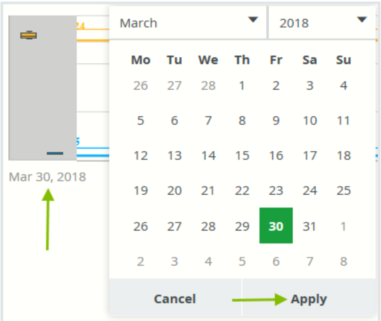


5. Release the mouse button.
   » The graph is adjusted to the new time range.

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.

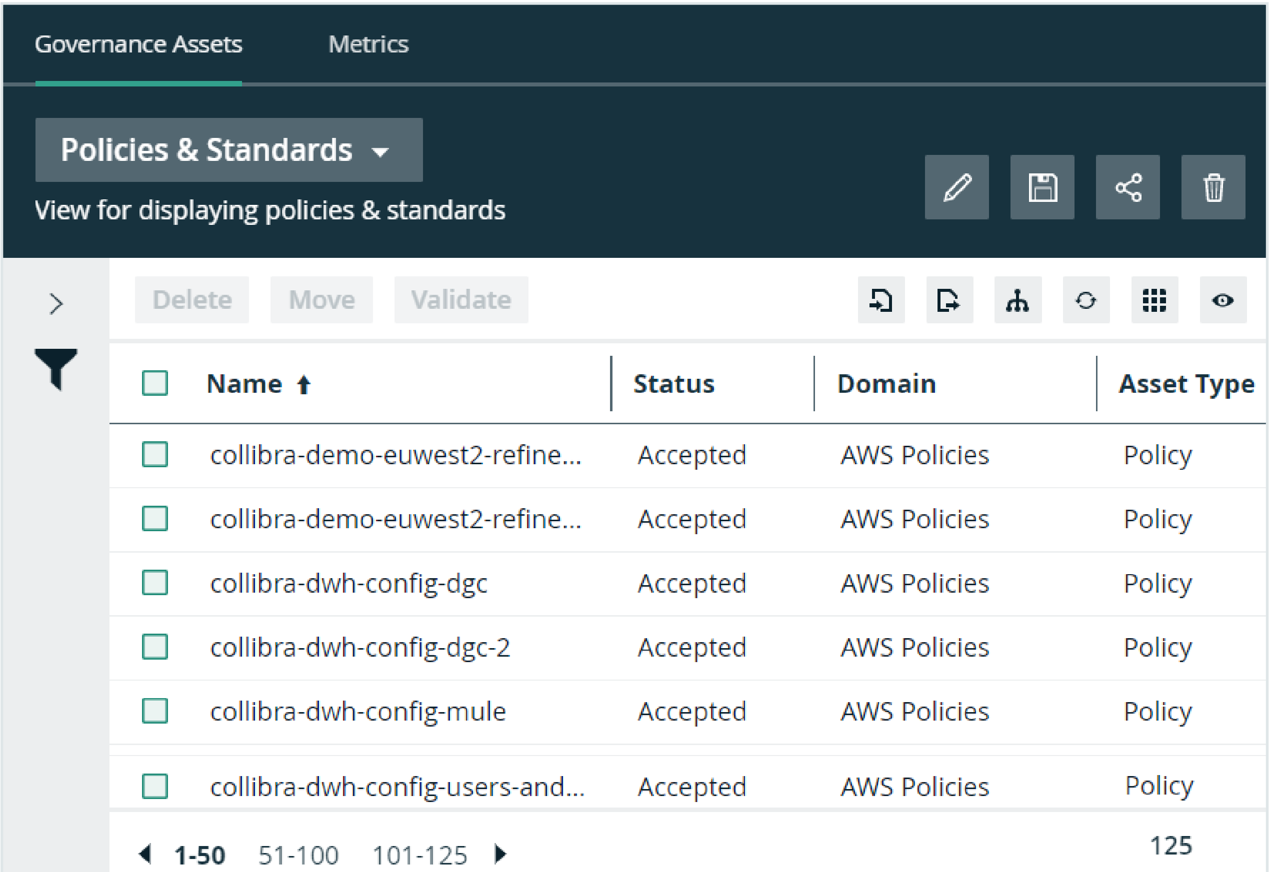
Steps

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.

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 Platform Self-Hosted 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 Platform Self-Hosted.
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

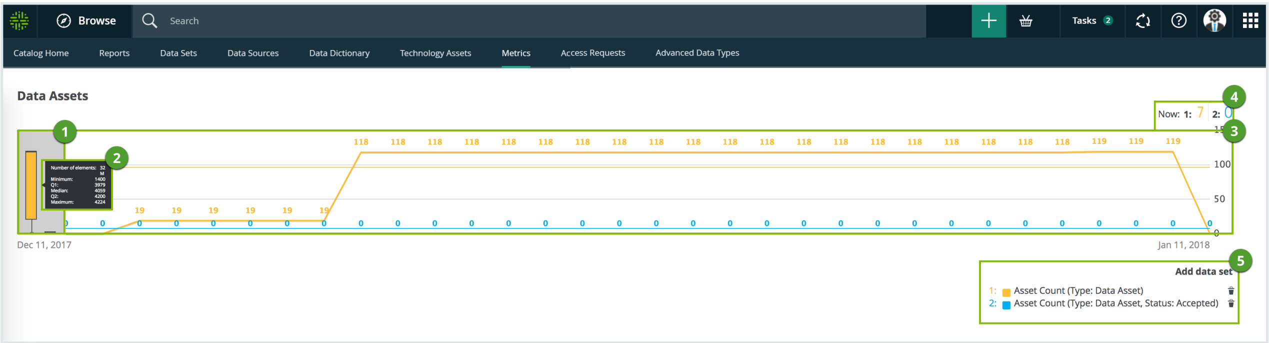
The Metrics pages contain a variety of statistics related to how an application is used. They pages consist of one or more graphs, their legends and some counters.

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

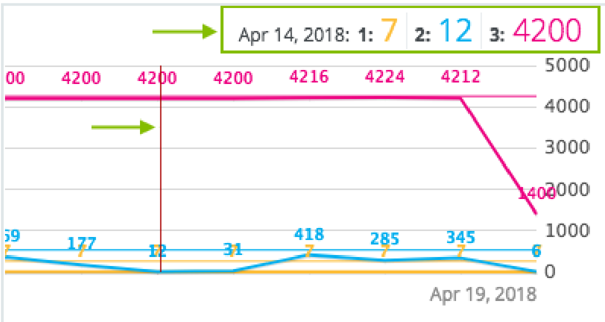
> Note On the **Metrics** page, the lines that are shown on a given graph are called data sets. Do not confuse these with data sets in the true context of CollibraData Catalog. On this page, when you click **Add data set**, it simply means that you want to add another line to the graph.

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 Platform Self-Hosted 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.

<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 Platform Self-Hosted 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>

<table>
<tr><th>Filter setting</th><th>Description</th></tr>
<tr><td>Domain Count</td><td> 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.</td></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>
</table>

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

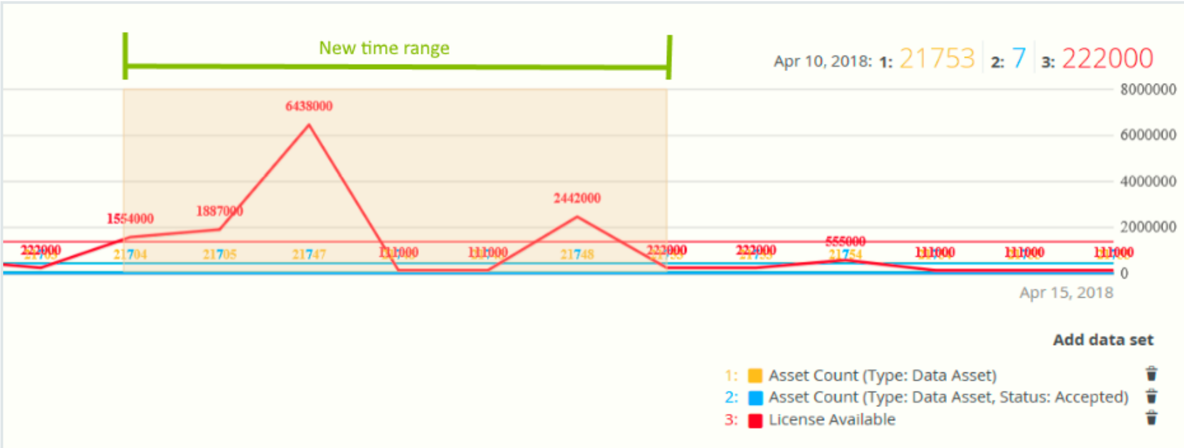
By default, the graphs on the Metrics pages are shown in daily increments, over a time range of one month. However, you can edit the time range to suit your needs.

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.

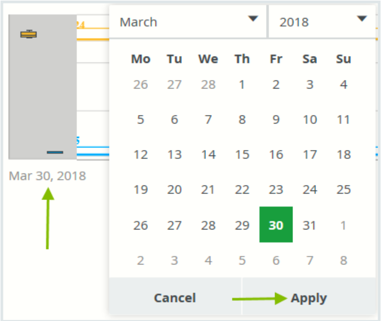


5. Release the mouse button.
   » The graph is adjusted to the new time range.

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.

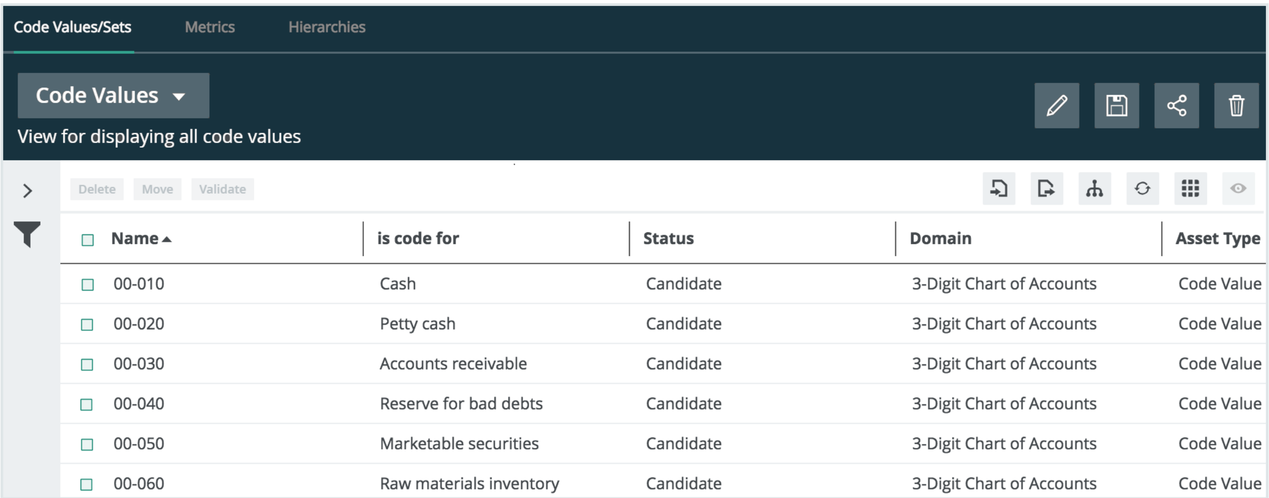
» The graph is updated.

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 on 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 Platform Self-Hosted.
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
> - ...

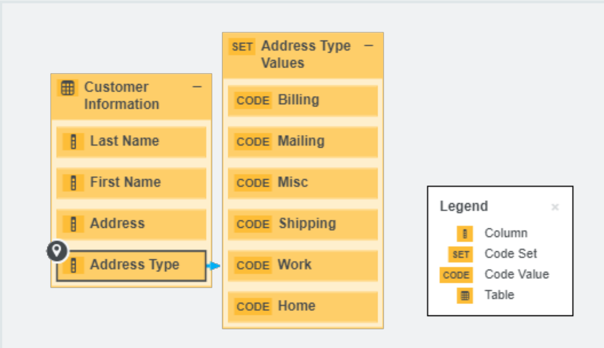
However, not all systems use the same versions of a code set for the same type of information. This leads to problems when these systems exchange information.

> 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. Often, the code sets are related to the assets in the Business Glossary application.

The process of managing reference data in Collibra Platform Self-Hosted generally involves the following phases.

<table>
<tr><th>Phase</th><th>Description</th></tr>
<tr><td>1. Create</td><td>
Gather all existing reference data content, analyze it, and enter the relevant parts in Collibra Platform Self-Hosted 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 at the same time.
To describe the code set completely, you can create relations between the Code Set and Code Value assets, as well as other relevant assets.
<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. Complete	Create responsibilities by assigning users or user groups to roles for the respective Codelist domains: • The DataStewards improve the bulk import and prepare it for review. They also hold the ultimate decision-making authority in the approval process. • Subject Matter Experts review the correctness of the assets. • The Stakeholders comment 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. Map	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. Therefore, they should also be reviewed and approved via the Approval and Simple Approval workflows.
4. Publish and trace	After 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 to an XLSX or CSV file using Collibra workflows. However, this file will be attached to a community or domain within Collibra. • You can use the Collibra APIs to pull information from Collibra via external orchestrators, ETL tools, or programming languages. To indicate that the code sets are published, you can create a status, for example, **Published**.
5. Use and main-tain	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

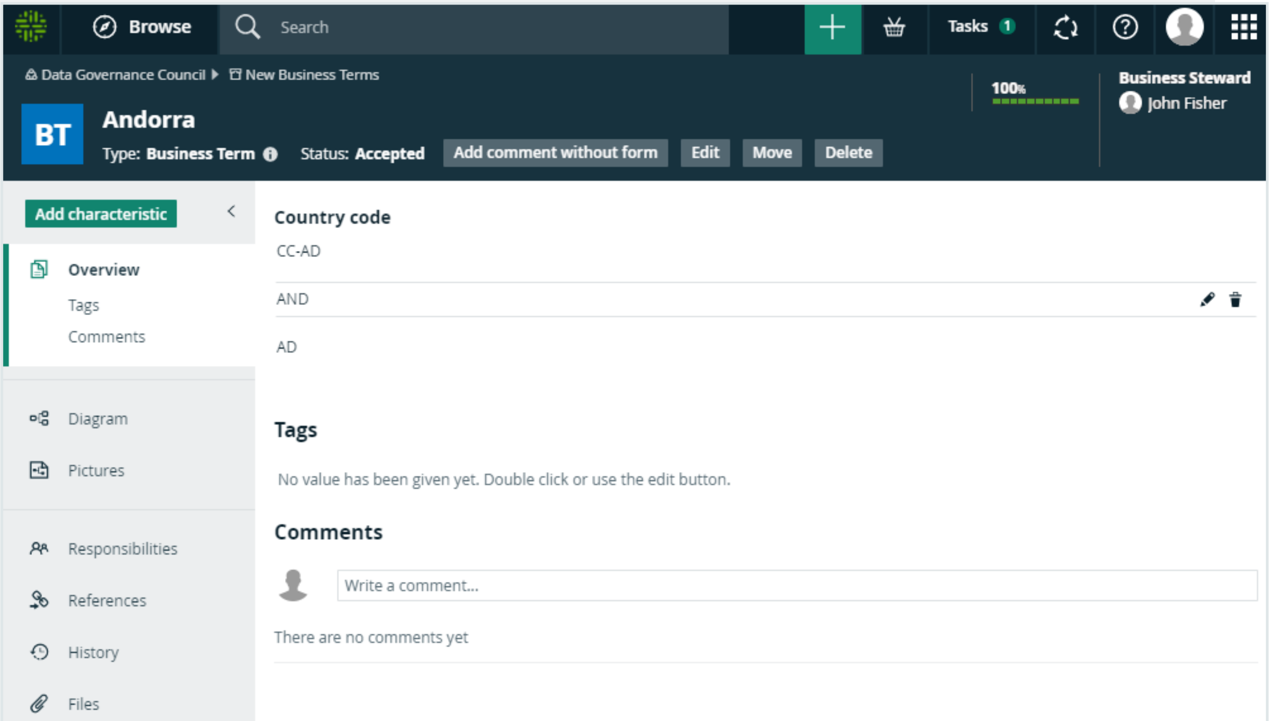
Prerequisites

- 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

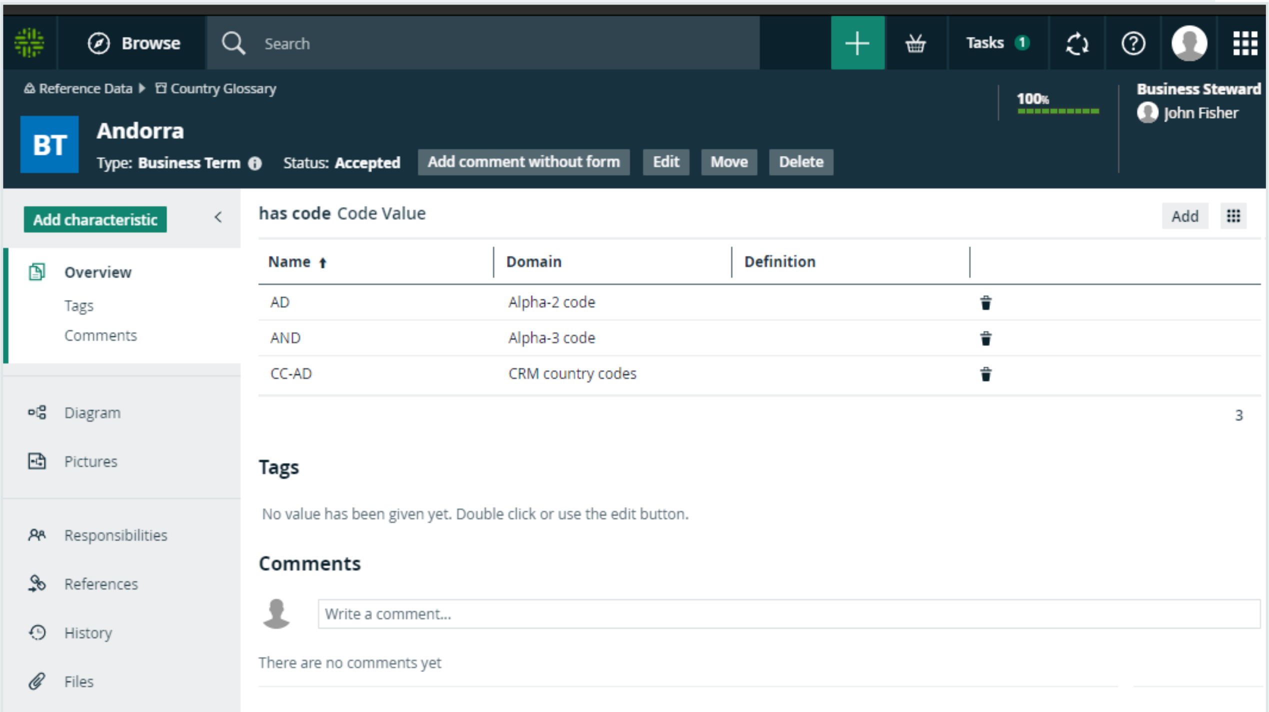
Prerequisites

- 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.

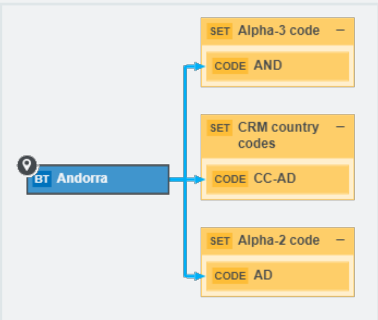
Approach

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.

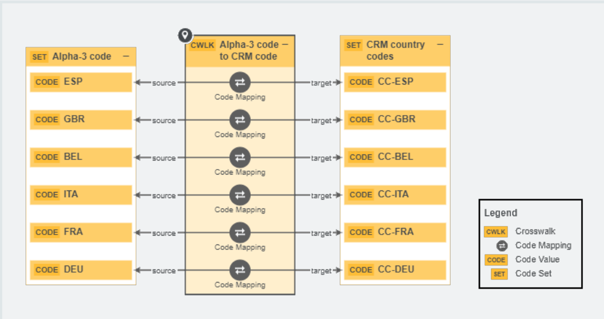
> Example
> The same organization could use the two-character country ISO codes for its Customer Relationship Management (CRM) system, but the three-character country ISO codes for its Enterprise Resource Planning (ERP) system.
>
> Besides technical problems, business users may have the following questions:
>
> - 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 Platform Self-Hosted.



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

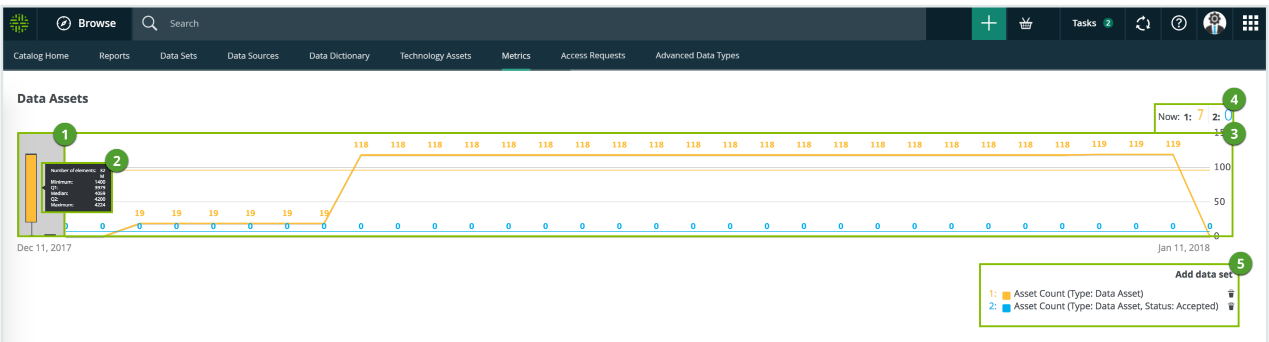
The Metrics pages contain a variety of statistics related to how an application is used. They pages consist of one or more graphs, their legends and some counters.

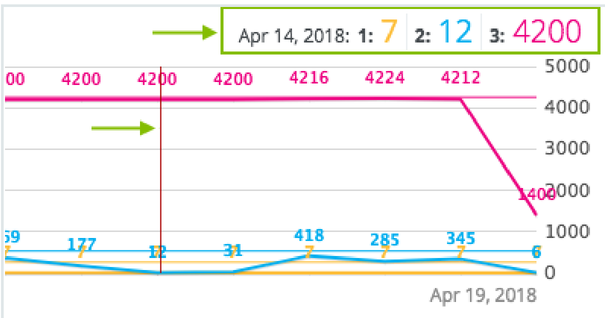
For each graph, you can edit the data set and the time range shown.

> 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 Platform Self-Hosted 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.

<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 Platform Self-Hosted 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

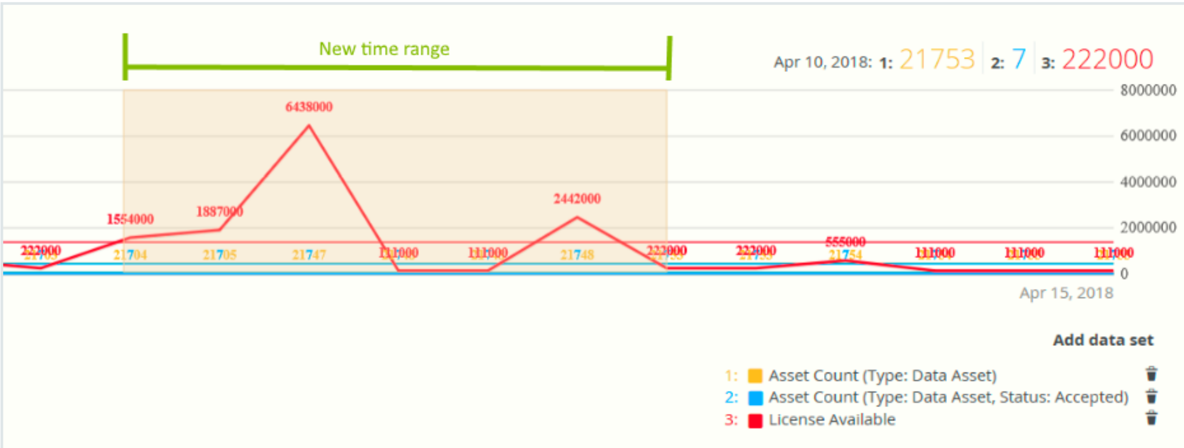
By default, the graphs on the Metrics pages are shown in daily increments, over a time range of one month. However, you can edit the time range to suit your needs.

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.

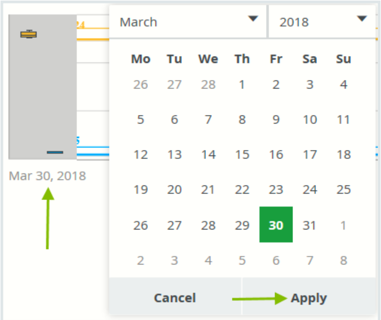


5. Release the mouse button.
   » The graph is adjusted to the new time range.

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.

Collibra Assessments

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

Assessments are essentially questionnaires designed to evaluate the risks associated with how your organization uses or processes data. They help in identifying data-related risks and also in mitigating those risks.

With Collibra Assessments, you can conduct assessments using the Privacy packaged templates or using your own templates.

Scenarios for using Assessments

Privacy Managers or Data Protection Officers often rely on spreadsheets to record and track assessments aimed at identifying data usage risks. However, this approach can lead to errors and is not scalable. Collibra Assessments offers a simpler and more efficient solution to this problem, making the entire process more accurate and easier to manage.

This topic describes how assessment templates can be customized to address critical aspects of data management and compliance, including managing Critical Data Elements (CDEs), ensuring BCBS 239 compliance, adhering to NIST frameworks, and effectively managing vendor risks.

Business Continuity Planning (BCP) support

BCP is a plan to recover from disasters such as data breaches.

You can use Assessments to identify potential data risks and implement safeguards to support BCP. For example, you can customize an assessment template to include the following questions:

- Does the business process involve the use of personal information (PI)?
- Does the business process handle a high volume of PI?
- Is the business process considered high risk?
- What remediation actions should be taken to mitigate risks associated with the business process?

CDE management

Critical Data Elements (CDEs) are data that is crucial for the success of an organization. Disruptions to CDEs could lead to disruptions to business functions. However, CDEs that are critical for one business may not be critical for another.

You can use Assessments to understand how CDEs are identified, prioritized, monitored, and reported across different businesses. For example, you can customize an assessment template to include the following questions:

- What data is necessary to generate financial statements?
- What data is necessary for regulatory reporting?
- What data supports transaction decisions?

BCBS 239 compliance

BSBC 239 is a regulation that applies to financial institutions and offers guidance on risk data aggregation and risk reporting, which includes customer data.

You can use Assessments to determine if your organization complies with BCBS 239. For example, you can customize an assessment template to include the following questions:

- What critical data is used for managing risks?
- Which systems or controls are used for handling and reporting this data?

NIST frameworks compliance

The NIST Cybersecurity Framework offers guidance on handling cybersecurity risks, while the NIST Privacy Framework helps organizations address privacy risks. Both frameworks recommend appointing someone to oversee access control policies.

You can use Assessments to determine if your organization complies with the NIST frameworks. For example, you can customize an assessment template to include the following question: Does your organization have a designated owner responsible for data control policies and procedures?

Vendor risk management

Vendor risk management involves understanding, controlling, and reducing risks when working with third-party vendors.

Assessments can be used to examine the onboarding process for new vendors. For example, you can customize an assessment template to include the following questions:

- Does the onboarding include training on safe data handling?
- What measures are in place to safeguard sensitive data?
- What measures are in place for data sharing with vendors?

Additionally, you can use Assessments to identify and record risks associated with data usage across different departments, such as Cybersecurity, Compliance, Risk, Procurement, and third-party management. By doing so, Assessments can help you understand how data is used within various operations. For example, the Procurement department can use Assessments to ensure that third-party vendors align with internal policies when handling customer data.

Enable or disable Collibra Assessments

Collibra Assessments is packaged with Collibra Platform Self-Hosted 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

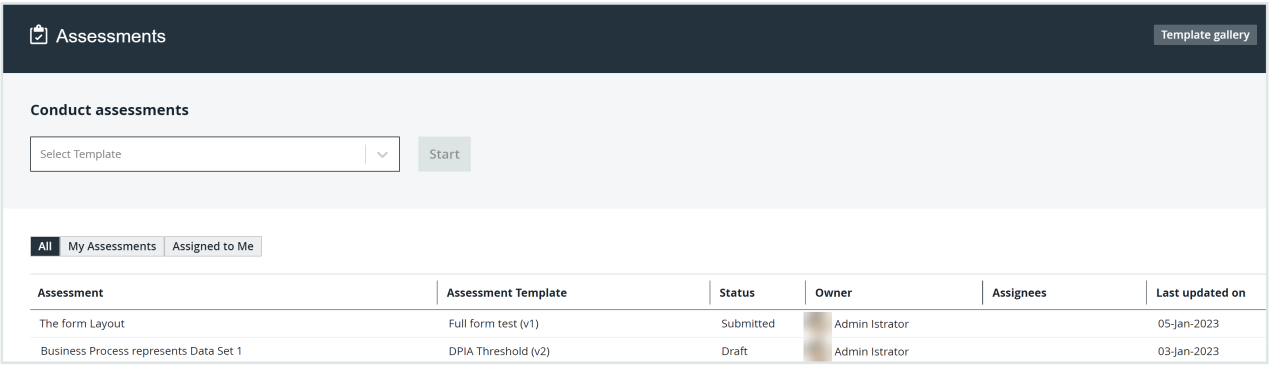
Requirements and permissions

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. The table that is shown on this page contains public assessments; the assessments that you created; and the assessments that you are permitted to view.



Assessments landing page

The following table describes the columns that are shown in the table on the **Assessments** landing page.

Column	Description
Assessment	The name of the assessment.
Assessment Template	The template that was used to conduct the assessment.
Status	The status of the assessment.
Owner	The name of the user who owns the assessment.
Assignees	The names of the users who are assigned to the assessment.
Last Updated On	The date when the assessment was last updated.

What's next?

Create a template or Conduct an assessment.

Packaged resources for Assessments

Collibra Platform Self-Hosted 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 domain for a new Assessment Review asset when submitting an assessment for review.

> 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 that is 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

Assessments API

Many organizations depend on manual processes and spreadsheets to track or manage assessments and questionnaires, which can be time-consuming, resource-intensive, and error-prone. Collibra Assessments offers a solution to these challenges through its REST API. This API allows you to extract data from Collibra Assessments for data processing, reporting, trend analysis, making informed data governance decisions, or reintegrating the data into Collibra assets. With the API, you can:

- **Get a list of assessments:** You can use this method to generate reports, dashboards, and graphs based on aggregated data from the conducted assessments.
- **Get a list of assessment templates:** You can use this method to plan and configure assessments to align with your specific needs.
- **Retrieve an assessment:** You can use this method to generate customized reports, start process automation, and notify the owner and assignees of the assessment.
- **Start an assessment:** You can use this method to create follow-up assessments based on existing ones, for example, DPIA periodic reviews.

> Note You can also call the Assessments API within a workflow to retrieve or start an assessment from the workflow. For more information, go to Start or retrieve an assessment via workflows.

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

Template gallery is a page in Collibra Assessments that contains both packaged assessment templates and customized assessment templates.

This topic describes how to open the **Template gallery** page and what is shown on the page.

Open the Template gallery page

Steps

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

Template gallery page

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 status of packaged templates is **Published**. The version of packaged templates is controlled by Collibra.

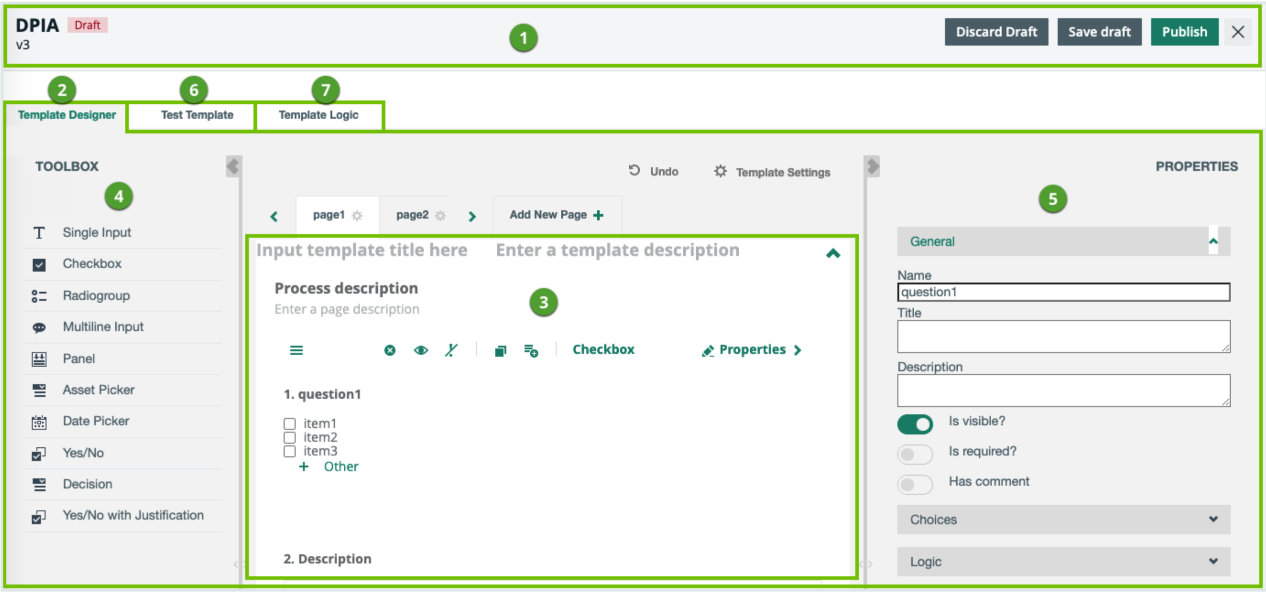
Data Privacy templates

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	Template	Description
Privacy Impact Assessment	• DPIA • PIA	• Data Protection Impact Assessment (DPIA): Identifies risks from data processing activities. • Privacy Impact Assessment (PIA): Identifies risks from a business project.
Validation Test Assessment	• DPIA Threshold • PIA Threshold	• DPIA Threshold: Determines if a full DPIA assessment needs to be conducted. • PIA Threshold: Determines if a full PIA assessment needs to be conducted.
Balancing Test Assessment	LIA	Legitimate Interests Assessment (LIA): Determines the legitimate interests of a business process or determines the lawful basis or legally permissible reason for processing data.

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.

No.	Section/Tab	Description
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. Open the **Template gallery** page.
2. Click **Create new template**.
   » The **Template editor** page opens.
3. Enter the required information.
   Details

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.

4. Configure the settings for the questions.
5. Configure the logic conditions for the questions.
6. Add more pages and more questions, as needed.

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

7. 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 template	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**.
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 status of packaged templates is **Published**. The version of packaged templates is controlled by Collibra.

<table>
<tr><th>Button</th><th>Description</th></tr>
<tr><td>Save draft</td><td>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.</td></tr>
<tr><td>Publish</td><td>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.</td></tr>
<tr><td></td><td>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.</td></tr>
</table>

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".
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.

Asset type in a template

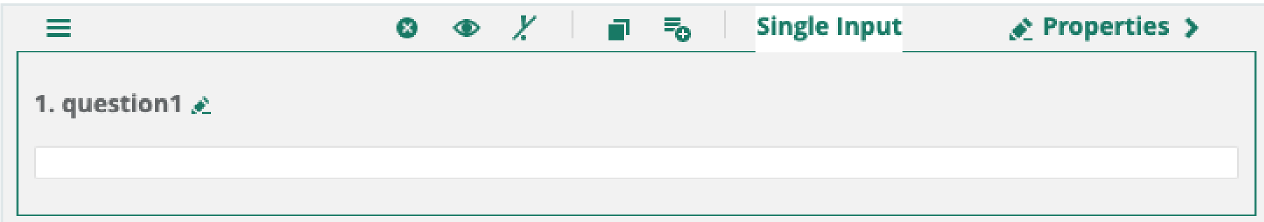
When creating, copying, or editing a template, you can select an asset type in the template. This allows users to select from a list of assets of the selected asset type when conducting assessments using that template.

> Note
> - If a template does not have an asset type, when users conduct an assessment using the template, they cannot select an asset to assess. They can, however, enter a description of what they want to assess.
> - Even if a template has an asset type, when users conduct an assessment using the template, they can choose not to select an asset.
> - When an assessment without an asset is submitted for review, the Assessment Review asset that is subsequently created in Collibra does not have a relation to an underlying asset.

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.

Icon	Description
	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
	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.

Icon	Description
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. Open the **Template gallery** page 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. Open the **Template gallery** page 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.

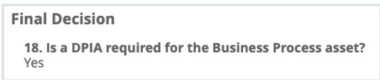
Yes/No question scores and decisions

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. Open the **Template gallery** page 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

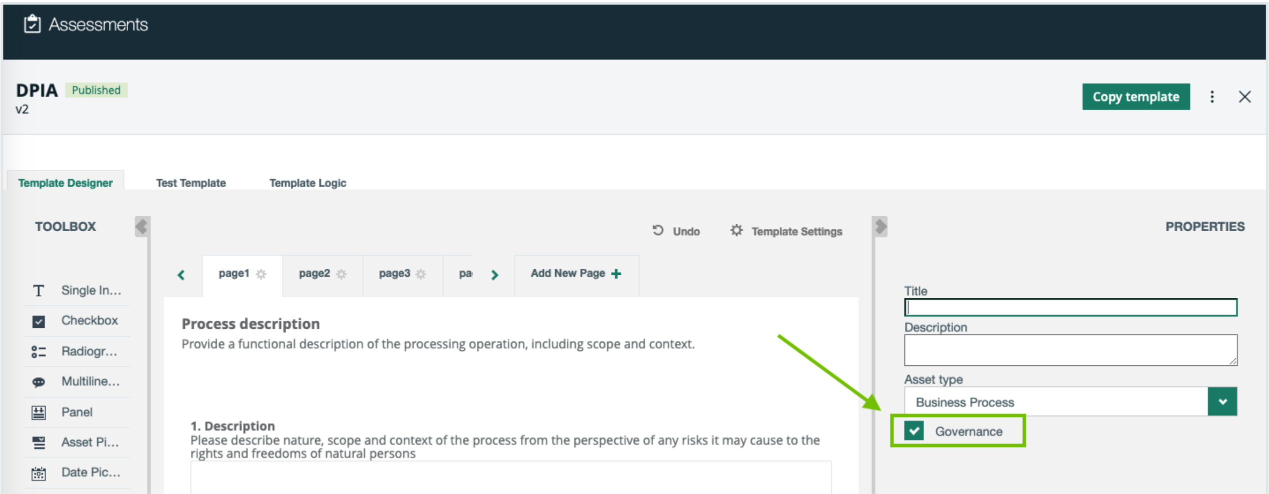
The **Properties** section on the Template Designer tab contains context-specific settings, based on the active page or question in the questions building area.

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 of an assessment template determines whether or not an assessment conducted from the template will create an asset in your Collibra environment and trigger the Assessments Approval workflow. For more information, go to 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.
Comment text	Text that accompanies a free-text field that is available to users if you enable the "Has comment" property.

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



The **Governance** option enables the automatic creation of an asset in Collibra to represent an assessment in Collibra Assessments when the assessment is submitted. The assessment asset created in Collibra can be linked to other assets, for example, Business Process or Data Category.

What happens if the Governance option is selected or cleared?

The following table describes the outcome of selecting and clearing the **Governance** option on an assessment template.

Status	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 in the **Under Review** status is created in your Collibra environment in the domain that you selected when submitting the assessment. • 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.

Status	Description
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.

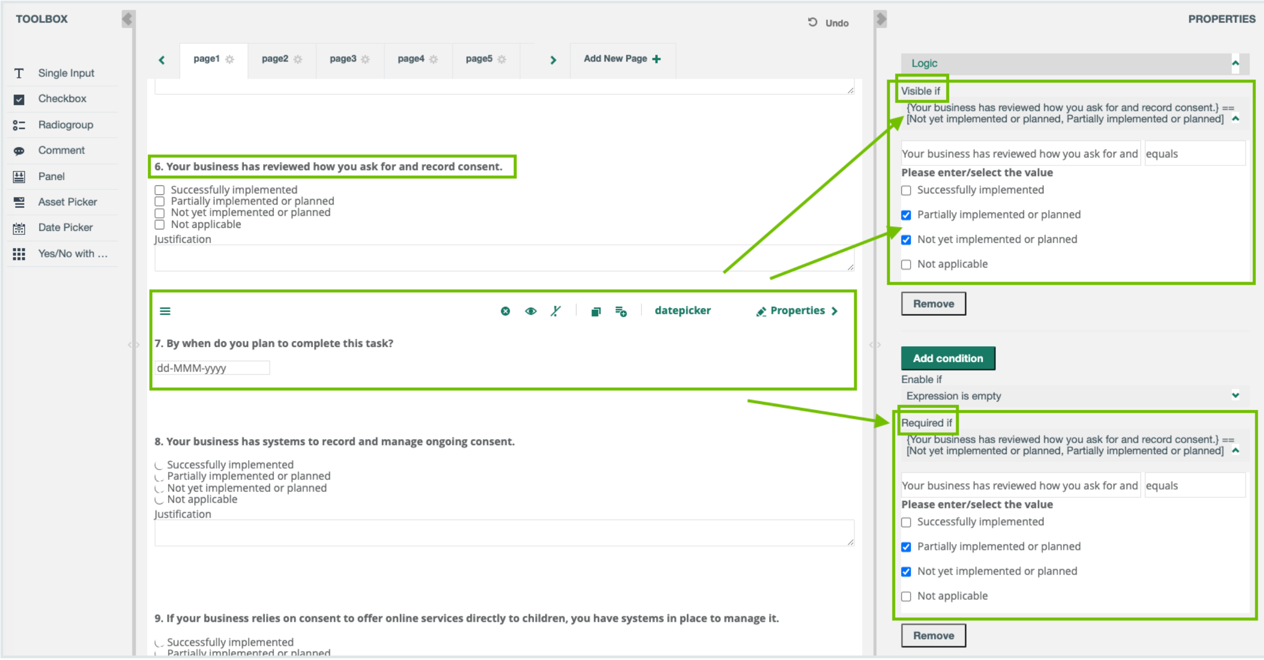
Example

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. Open the **Template gallery** page 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. Open the **Template gallery** page 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. Open the **Template gallery** page 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. Open the **Template gallery** page 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. Open the **Template gallery** page 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**.

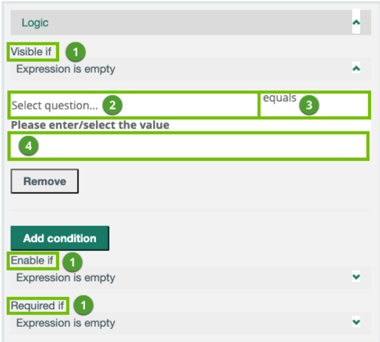
Via the Template Logic tab

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

1. Open the **Template gallery** page 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.

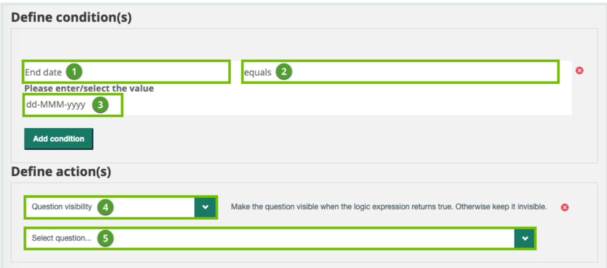


Number	Setting	Description
1	Visible if	• If the conditions are met, the question is shown in the assessment and you can respond to it. • If the conditions are not met, the question is not shown in the assessment. Note This logic condition overrides the **Is visible?** setting in the **General** section in **Properties**.
	Enable if	• 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.
	Required if	• 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**.
2	Select question...	The question that determines whether or not the action will happen.

Number	Setting	Description
3	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
4	Value	The response to the question that determines whether or not the action will happen.

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.

Number	Field	Description
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. Open the **Template gallery** page 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. Open the **Template gallery** page 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. Open the **Template gallery** page, 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. Open the **Template gallery** page and open the custom template that you want to delete.
2. In the upper-right corner of the page, 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.

> 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. Open the **Template gallery** page 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

If you want to use a published custom assessment template in another Collibra environment, you can export the template and then import it to the other Collibra environment. You can use this feature when you want to import a custom template from your testing environment to your production environment.

> Note
> - You can export only those custom templates whose status is **Published**.
> - While you cannot export a packaged assessment template, you can copy it and then export the copy.

Requirements and permissions

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

Steps

1. Open the **Template gallery** page.
2. In the **Custom templates** section, click the custom template that you want to export.
3. In the upper-right corner of the page, click ⋮ , and then click **Export**.
   » The template is exported to your computer as a JSON file.

What's next?

Import the template to another Collibra environment.

Import a template

You can import the custom template that was exported. You can use this feature when you want to import a custom template from your testing environment to your production environment.

Requirements and permissions

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

Before you begin

Export the custom template that you want to import.

Steps

1. Open the **Template gallery** page.
2. In the **Custom templates** section, click ⋮ , and then click **Import template**.
   » The **Import template** dialog box appears.
3. Click **Upload template**, and then select the template that you want to import.

   > Tip If a template of the same name already exists in your environment, you are prompted to enter a new name for the template that you are importing.

4. Click **Import**.
   » A message stating that the template is imported appears. The template is added to the **Custom templates**.

Note
- The status of an imported template is **Published**.
- The version of an imported template is **v1**, regardless of the version of the template that was exported for the import.

Assessments

You can conduct an assessment of an asset via Collibra Assessments. After you conduct an assessment, depending on the governance requirements of the template used to conduct the assessment, you can either complete the assessment or submit the assessment to the Business Steward for approval.

Conduct an assessment

You can conduct assessments on the assets within your Collibra Platform Self-Hosted environment. Typically, you would onboard an asset and then conduct an assessment on the asset. However, you can also conduct an assessment before onboarding an asset. This can be useful in guiding the onboarding process.

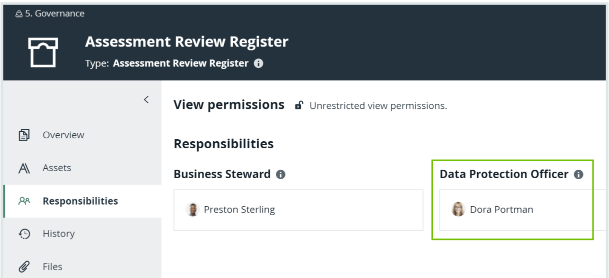
This topic describes how to conduct an assessment both with and without a specific asset.

Note The **Governance** checkbox in the template used in an assessment determines which button (**Complete** or **Submit**) is shown when conducting an assessment.

- The **Complete** button is shown if the **Governance** checkbox is not selected.
- The **Submit** button is shown if the **Governance** checkbox is selected. When you submit an assessment, an Assessment Review asset is created in your Collibra environment.

Requirements and permissions

- You have a global role that has the **Assessments** global permission.
- For submitting an assessment for approval: You have a global role that has the **Policy Manager** global permission, because an Assessment Review asset is created when you submit an assessment.The **Business Steward** role is assigned to the domain that you will select when submitting the assessment. You are assigned a responsibility with the resource role that has the **Asset** > **Add** and **Attribute** > **Add** resource permissions on the domain or its community. **Data Protection Officer** is the resource role that has the required resource permissions. **Dora Portman** is the user who will submit the assessment. **Assessment Review Register** is the domain that she will select when submitting the 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 a specific asset:	

Field	Description
Select <asset type>	Select the asset that you want to assess. Tip This field contains assets of a specified asset type. If an asset type has not been specified for the selected template, this field is empty.
To conduct an assessment without a specific asset:	
<asset type> not yet available	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. On the **Properties** tab, set the assessment permissions:
   a. In the **View Permissions** subsection, select one of the following options:
      - **Everyone:** The assessment will be visible to everyone.
      - **Only Owner and Assignees:** The assessment will be visible to only you and the assignees that you select in the **Assignees** field.

   b. In the **Edit Permissions** subsection, in the **Assignees** field, select the names of the users to whom you want to provide the ability to view or edit the assessment.

      Tip For more information about the permissions that the assignees have, go to Assessment permission details.
6. Perform one of the following steps:
   - Click **Save draft**.
   - Click **Complete**, and then, in the **Complete assessment** dialog box, click **Confirm**.
     » The status of the assessment shows **Completed**.
   - Click **Submit**.
     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**.

> Tip In the **Domain** field on the **Submit asssessment** dialog box, only the domains of the **Assessment Review Register** domain type are shown.

» The status of the assessment shows **Submitted**, and the **View submission** button is shown to enable you to view the Assessment Review asset.

What's next?

- Edit an assessment.
- Complete or submit an assessment.

Start or retrieve an assessment via workflows

You can call the Assessments API within your workflows to start or retrieve an assessment. This is done via Java delegates that can be integrated into the service tasks. The delegates handle tasks such as parameter parsing and authentication, serving as intermediaries between your workflows and the Assessments API.

> Note The API can only begin an assessment in the **Draft** status. It cannot complete or submit the assessment.

The following predefined Java delegates are available:

- **ConductAssessmentDelegate:** Allows you to start an assessment via a workflow.
- **GetAssessmentDelegate:** Allows you to retrieve the details of an assessment available in Collibra Assessments via a workflow.

ConductAssessmentDelegate

Properties
Class:
`com.collibra.assessments.api.v1.workflow.delegate.ConductAssessmentDelegate`

The following table contains the properties of the input and output parameters for **ConductAssessmentDelegate**.

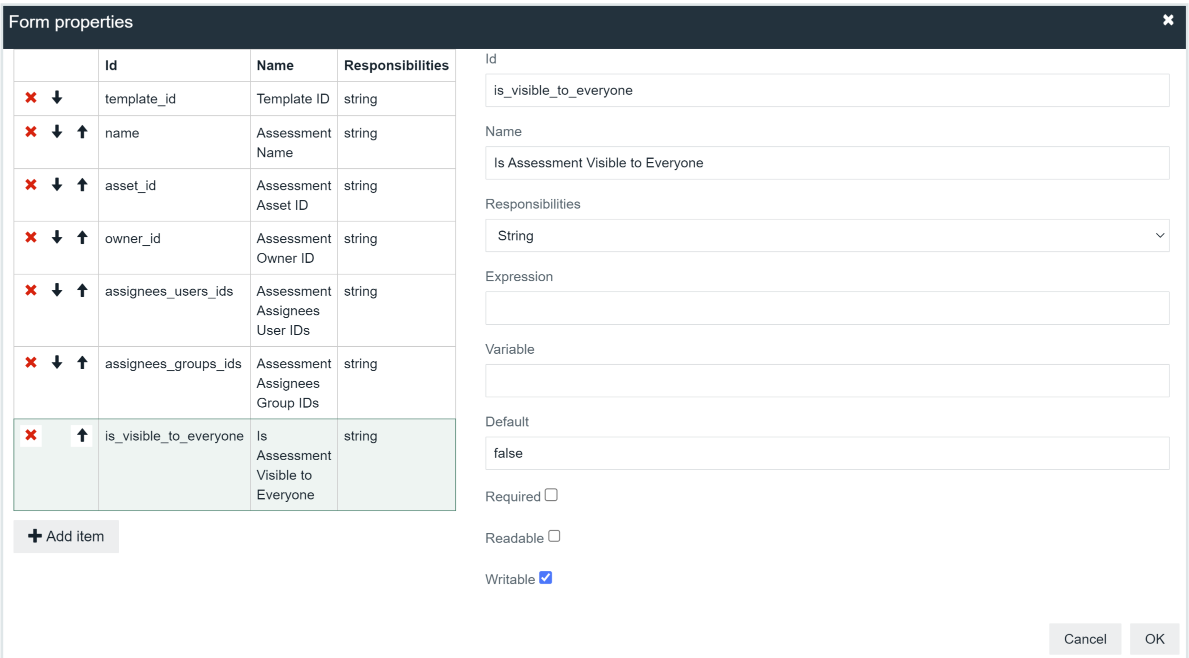
Parameter ID	Type	Description	Example
Input			
template_id Note This parameter is required.	String	ID of the template.	002c7cac-92d0-451e-b979-8ef0857a34b4
name	String	Name of the assessment.	Legal Checks
asset_id	String	ID of the asset in Collibra.	9e6ba6fa-ae24-41c8-9b42-08e7c4231689
owner_id	String	ID of the Collibra user to be used as the owner of the assessment.	0e787414-fd78-48a0-bfdd-69411b26c65b
assignees_users_ids	String	Comma-separated list of IDs of the Collibra users to be used as the assignees of the assessment.	d615a9fe-8d8c-4287-80aa-5b058519ca45 or d615a9fe-8d8c-4287-80aa-5b058519ca45,537bc3e8-14f5-4d44-acac-565aacab2e43
assignees_groups_ids	String	Comma-separated list of IDs of the Collibra groups to be used as the assignees of the assessment.	387b34f5-eac8-467c-89b6-5ee7c2e7368b or 387b34f5-eac8-467c-89b6-5ee7c2e7368b, 3421c6a6-534c-435f-b570-32c6d41fb854
is_visible_to_everyone	String	Boolean.	false or true

Parameter ID	Type	Description	Example
Output			
result	String	ID of the assessment created.	60dfe2b6-0215-4a30-86dd-4ee235a1821e

Example

The following steps describe how to integrate **ConductAssessmentDelegate** into a workflow.

1. On the main menu, click , and then click **Workflow Designer**.
   » The Workflow Designer page opens.
2. Create a process.
   » The process editor page opens.
3. On the canvas, click the start event.
   » Attributes for the start event are shown in the right pane.
4. In the **Details** section, click **Form properties**.
   » The **Form properties** dialog box appears.
5. Click **Add item**.
6. Enter the information for the first input parameter from the table in the **Properties** section above.
7. Repeat Steps 5 and 6 for each input parameter.



8. Click **OK**.
9. Drag the following activities from the palette in the left pane to the canvas:
    - **Service task**
    - **Script task**
    - **End event**
10. On the canvas, add the following sequence flows:
    - From the start event to the service task.
    - From the service task to the script task.
    - From the script task to the end event.
11. Click the service task.

    » Attributes for the service task are shown in the right pane.
12. In the **Details** section, in the **Class** field, enter `com.collibra.assessments.api.v1.workflow.delegate.ConductAssessmentDelegate`.

    > Tip This class enables the service task to call **ConductAssessmentDelegate**.

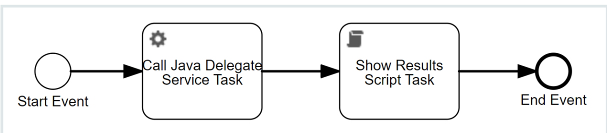
13. Click the script task.

    » Attributes for the script task are shown in the right pane.
14. In the **Details** section, click **Script**.

    The **Script** dialog box appears.
15. In the dialog box, enter the following.

    ```
    def delegateResults = execution.getVariable("result")
    println "The Java Delegate service task returned the fol-
    lowing results: " + delegateResults
    ```

16. Click **OK**.
17. To save the workflow, in the process editor menu bar, click .



GetAssessmentDelegate

Properties

Class:

`com.collibra.assessments.api.v1.workflow.delegate.GetAssessmentDelegate`

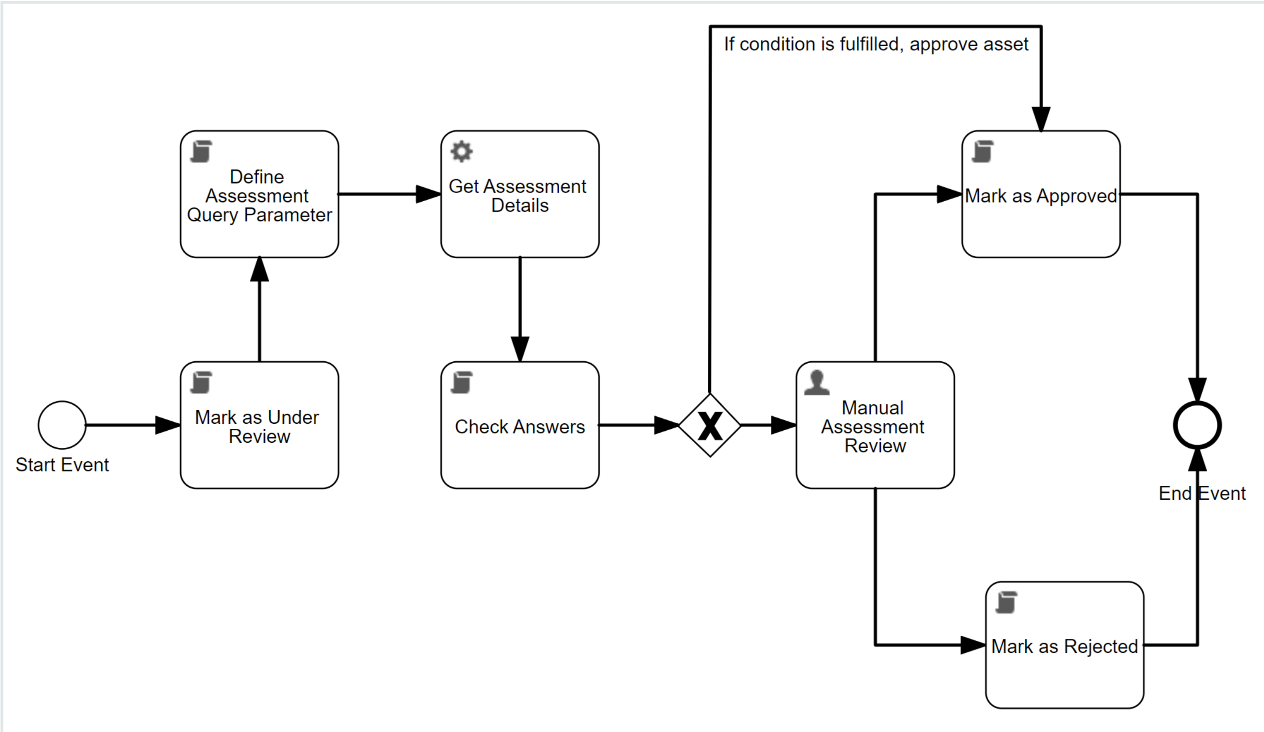
The following table contains the properties of the input and output parameters for **GetAssessmentDelegate**.

Parameter ID	Type	Description	Example
Input			
assessment_id	String	ID of the assessment.	002c7cac-92d0-451e-b979-8ef0857a34b4
assessment_review_id	String	ID of the assessment review asset.	9e6ba6fa-ae24-41c8-9b42-08e7c4231689
Output			

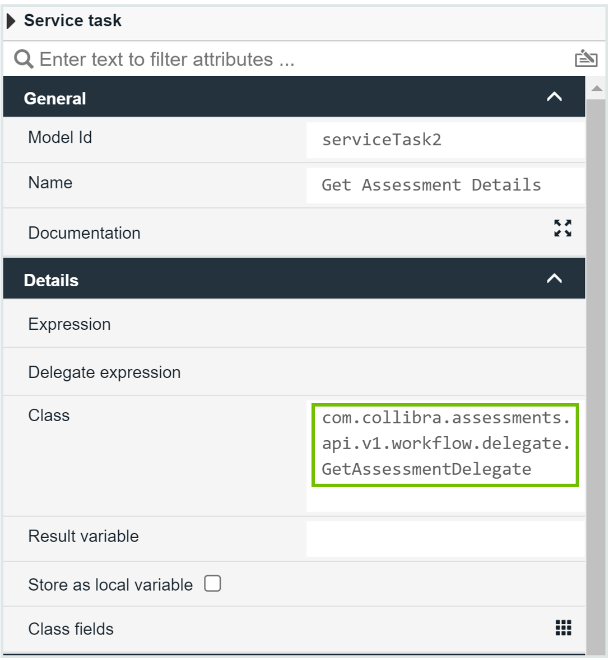
Parameter ID	Type	Description	Example
result	Map<String, Object>	The assessment.	

Example

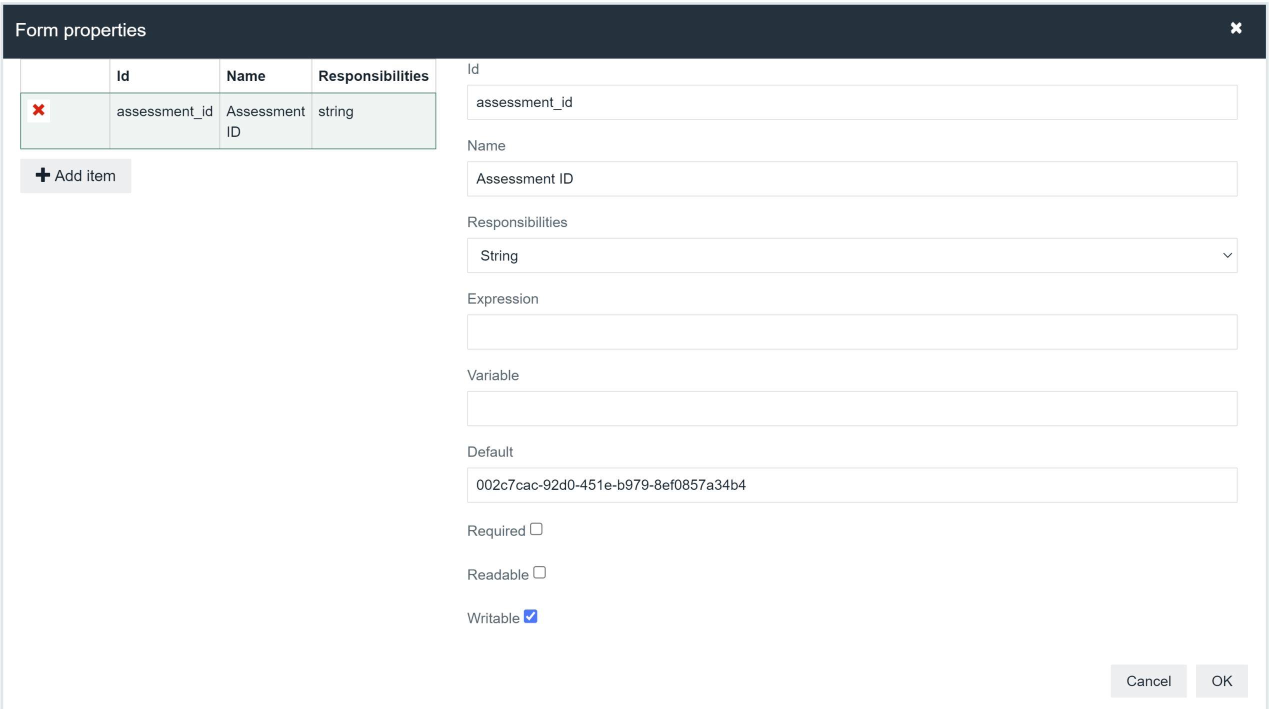
The following image shows an assessment approval workflow that automatically approves the assessment based on certain answers.



The workflow uses **GetAssessmentDelegate** to fetch the details of the assessment when the assessment is submitted.



GetAssessmentDelegate expects the workflow to have either the **assessment_id** parameter or the **assessment_review_id** parameter as a string in the form properties of the workflow.



The following is an example of how the **assessment_id** parameter can be declared as a form property within the workflow.

```
<activiti:formProperty id="assessment_id" name="Assessment ID"
type="string" default="725ca8b5-8a8d-40fa-91b9-3323b70ed524"
readable="false"/>
```

The following is an example of how the **assessment_review_id** parameter can be programmatically declared.

```
execution.setVariable("assessment_review_id", item.id.toString())
```

To call the Assessments API, **GetAssessmentDelegate** uses the declared value `725ca8b5-8a8d-40fa-91b9-3323b70ed524` or `item.id.toString()`. If the call is successful, the assessment details are stored in a result variable that can be accessed in the next task, **Check Answers**. The answers can then be used for processing and automating business decisions.

```
def assessmentDetails = execution.getVariable("result")

def shouldAutomaticallyApprove = false

for (questionAnswer in assessmentDetails.content) {
   if (questionAnswer.id == "controllersSpecified") {
      if ((questionAnswer.answer != null) && (questionAnswer.answer.value == true)) {
        shouldAutomaticallyApprove = true;
      }
   }
}

execution.setVariable("shouldAutomaticallyApprove", shouldAutomaticallyApprove)
```

Manage access for a workflow user

By default, a workflow user is allowed to view only public assessments. To allow the workflow user to view both private and public assessments, you can assign the **Assessments Admin** global role to the user via the following POST request.

`/rest/2.0/responsibilities with body`

```
                {
                "roleId": "00000000-0000-0000-0000-
000000005080",
                "ownerId": "00000000-0000-0000-0000-
000000900003"
                }
```

The request results in the addition of the workflow user to the **Members** cell of the **Assessments Admin** global role.

Name	Description	Required license	Members
Assessments	Allows usage of Assessments functionality.	Read-only	Everyone
Assessments Admin	View all assessments and edit assessment permissions.	Read-only	Workflow User

Tip   If you no longer want the workflow user to be able to view private assessments, remove the workflow user from the **Members** cell of the **Assessments Admin** global role.

Assessment permissions

You can protect the sensitive information in your assessments by giving specific permissions to individuals. This includes choosing whether the assessment is private or public and assigning people to the assessment. These permissions limit who can view and edit the assessment and thus prevent unauthorized access.

> Note
> - By default, the assessments that were created in Collibra 2023.02 or newer are private and are visible to only the owners and assignees of those assessments.
> - By default, the assessments that were created in Collibra 2023.01 or older are public and visible to everyone. If such an assessment contains sensitive information and is in the **Draft** status, we recommend editing the permissions of that assessment so that it is visible to only you and the assignees that you select.

Watch a video

Edit assessment permissions

Assessment permissions control who can view or edit an assessment. You can edit the view permissions and the assignment of an assessment, regardless of its status.

> Note
> - If you have the **Sysadmin** global role, you can also edit the ownership of an assessment, regardless of its status.
> - When you edit the permissions of a submitted assessment, a comment showing the new permissions is automatically added to the **History** tab of the linked asset.

Steps

1. Open Assessments.
1. Click the assessment for which you want to edit the permissions.
2. In the upper-right corner of the page, click ⋮ , and then click **Edit Permissions**.
3. In the **View Permissions** subsection, select one of the following options:
   - **Everyone:** The assessment will be visible to everyone.
   - **Only Owner and Assignees:** The assessment will be visible to only you and the assignees that you select in the **Assignees** field.
4. In the **Edit Permissions** subsection, in the **Assignees** field, select the names of the users to whom you want to provide the ability to view or edit the assessment.

   > Tip For more information about the permissions that the assignees have, go to Assessment permission details.

   > Note If you are an administrator and want to change the owner of the assessment, in the **Owner** field, select the name of the new owner.

5. Click **Save**.

Assessment permission details

The following table shows the permissions granted to the assignee and owner of an assessment and those granted to an Assessments Admin.

> Note
> - The owner of an assessment refers to the user whose name is shown in the **Owner** field in the **Properties** section of the assessment.
> - The assignees of an assessment refer to the users whose names are shown in the **Assignees** field in the **Properties** section of the assessment.
> - Assessments Admin refers to a user who has the **Assessments Admin** global role.

Permission	Assignee	Owner	Assessments Admin
View the assessment.	Yes	Yes	Yes, even if they are not the owner or assignee

Permission	Assignee	Owner	Assessments Admin
Edit the assessment.	Yes	Yes	Yes, even if they are not the owner or assignee
Copy the assessment.	Yes	Yes	Yes, even if they are not the owner or assignee
Complete or submit the assessment.	Yes	Yes	No
Download a PDF of the assessment.	Yes	Yes	Yes, even if they are not the owner or assignee
Mark the assessment as obsolete	No	Yes	No
Delete the assessment.	No	Yes	No
Change the view permissions of the assessment.	No	Yes	Yes, even if they are not the owner or assignee
Change the owner and assignees of the assessment.	No	No	Yes, even if they are not the owner or assignee

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 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 only if the template that is used in the assessment is not deleted and is the latest version. You cannot copy an assessment that uses a previous version of a template, regardless of the status of the assessment.

When you copy an assessment, 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.

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 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 and the **Owner** field shows your name.

> Note The **Owner** field of the new assessment (the copy) shows the name of the user who copied the assessment instead of the name of the user who created the original assessment.

What's next?

You can edit, submit, or delete the assessment.

Complete or submit an assessment

You can complete an assessment or submit it for approval if the assessment is in the **Draft** status.

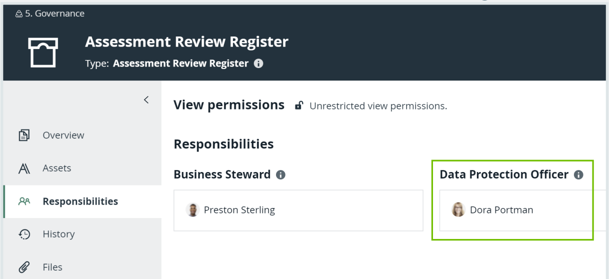
This topic describes how to complete an assessment that is already created, or submit it for approval.

> Note The **Governance** checkbox in the template used in an assessment determines which button (**Complete** or **Submit**) is shown when conducting an assessment.
>
> - The **Complete** button is shown if the **Governance** checkbox is not selected.
> - The **Submit** button is shown if the **Governance** checkbox is selected. When you submit an assessment, an Assessment Review asset is created in your Collibra environment.

Requirements and permissions

- You have a global role that has the **Assessments** global permission.
- For submitting an assessment for approval:
    - You have a global role that has the **Policy Manager** global permission, because an Assessment Review asset is created when you submit an assessment.
    - The **Business Steward** role is assigned to the domain that you will select when submitting the assessment.
    - You are assigned a responsibility with the resource role that has the **Asset** > **Add** and **Attribute** > **Add** resource permissions on the domain or its

community.

> Example **Data Protection Officer** is the resource role that has the required resource permissions. **Dora Portman** is the user who will submit the assessment. **Assessment Review Register** is the domain that she will select when submitting the assessment.
>
> 
>

- You are the owner or the assignee of the assessment that you want to complete or submit for approval.

Steps

1. Open Assessments.
2. Click the assessment that you want to complete or submit for approval.
   » The assessment page opens.
3. Click **Edit Draft**.
4. Optional: Edit the responses to the assessment questions.
5. Perform one of the following steps:
   - Click **Complete**, and then, in the **Complete assessment** dialog box, click **Confirm**.
     » The status of the assessment shows **Completed**.
   - Click **Submit**.
     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**.

     > Tip In the **Domain** field on the **Submit asssessment** dialog box, only the domains of the **Assessment Review Register** domain type are shown.

     » The status of the assessment shows **Submitted**, and the **View submission** button is shown to enable you to view the Assessment Review asset.

Note 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 are the owner of 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 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 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 linked 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 **Completed** or **Submitted** status as obsolete, if you are the owner of the assessment.

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

> Note Obsolete assessments remain in the table on the **Assessments** landing page.

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 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**.
   » The status of the assessment becomes **Obsolete**.

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

The following table describes the outcome of saving a draft of an assessment, completing an assessment, and submitting an assessment for review.

> Note The **Governance** checkbox in the template used in an assessment determines which button (**Complete** or **Submit**) is shown when conducting an assessment.
>
> - The **Complete** button is shown if the **Governance** checkbox is not selected.
> - The **Submit** button is shown if the **Governance** checkbox is selected. When you submit an assessment, an Assessment Review asset is created in your Collibra environment.

Action	Outcome		
	Status	**Can you edit the assessment?**	**Is the Collibra environment affected?**
Clicking **Save draft**	Draft	Yes	No
Clicking **Complete**	Completed	No	No
Clicking **Submit**	Submitted	No	Yes

Note When you complete an assessment or submit an assessment for review, the assessment is stored in the Collibra repository with details such as the date when the assessment was created and the name of the user who submitted the assessment.

What happens when you submit an assessment

When you submit an assessment, the Collibra Platform Self-Hosted environment is affected as follows:

- In your Collibra environment, an Assessment Review asset in the **Under Review** status is created in the domain that you selected when submitting the assessment.

  Tip To open the Assessment Review asset page in your Collibra environment, on the assessment page, click **View submission**.

- All responses to the assessment questions are recorded as attributes of the Assessment Review asset.
- If the assessment was conducted on an existing asset: The Assessment Review asset is related to the asset via the following relation type: *[Asset] is assessed by / assesses [Assessment Review]*
- The Assessments Approval workflow is triggered. This workflow notifies, by default, the Business Steward that an assessment is ready for review.

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:

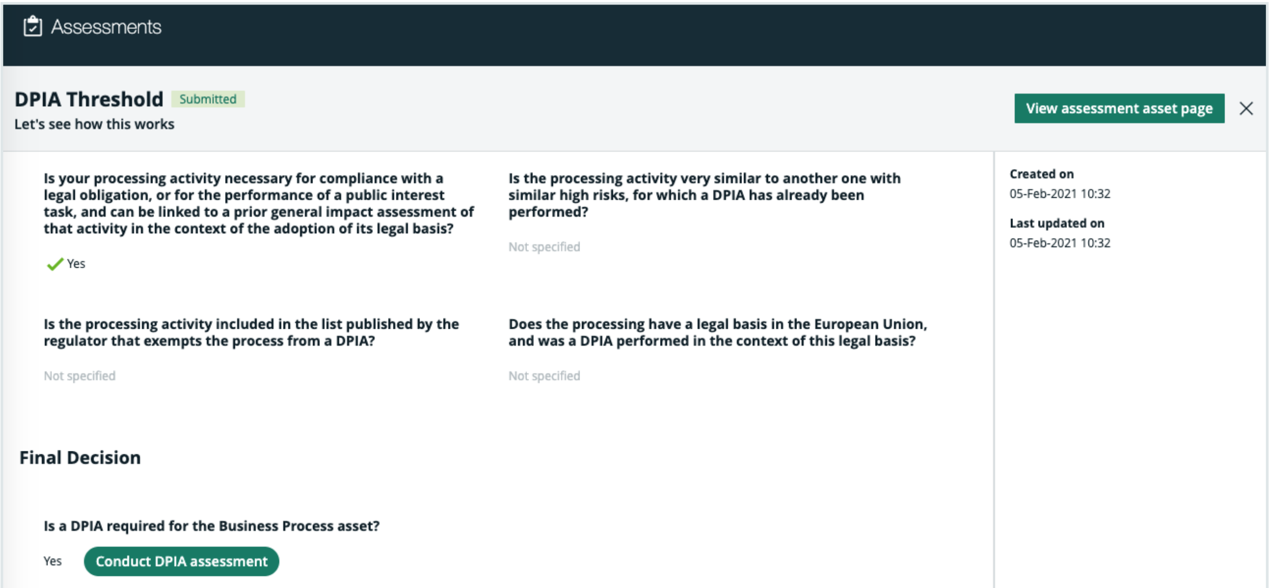
- Shows the responses to all answered questions.
- Identifies the date and time on which the assessment was started.
- Identifies the date and time on which the last changes were made to the assessment.

  > 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 Platform Self-Hosted 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 Platform Self-Hosted 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:

- In your Collibra environment, an Assessment Review asset in the **Under Review** status is created in the domain that you selected when submitting the assessment.
- The Assessments Approval workflow is triggered. This workflow notifies, by default, the Business Steward 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.

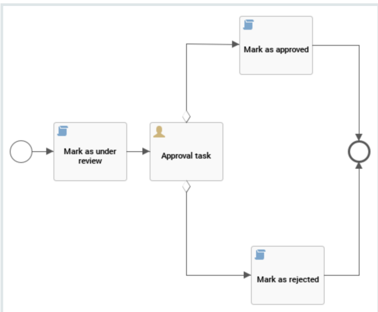
> Note Once the Assessment Review asset is approved or rejected, it cannot be edited.

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:

- In your Collibra environment, an Assessment Review asset in the **Under Review** status is created in the domain that you selected when submitting the assessment.
- The Assessments Approval workflow is triggered.

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

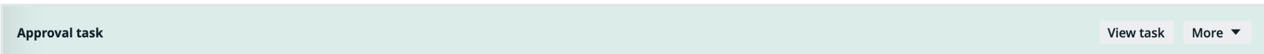
Review the assessment

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

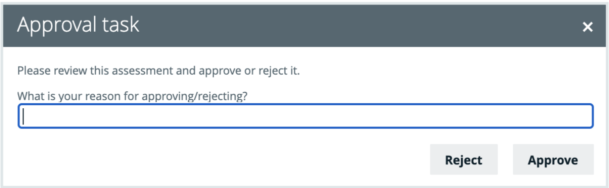
As the Business Steward (by default), when you open the Assessment Review asset page, a workflow task prompts you to approve the assessment.



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.

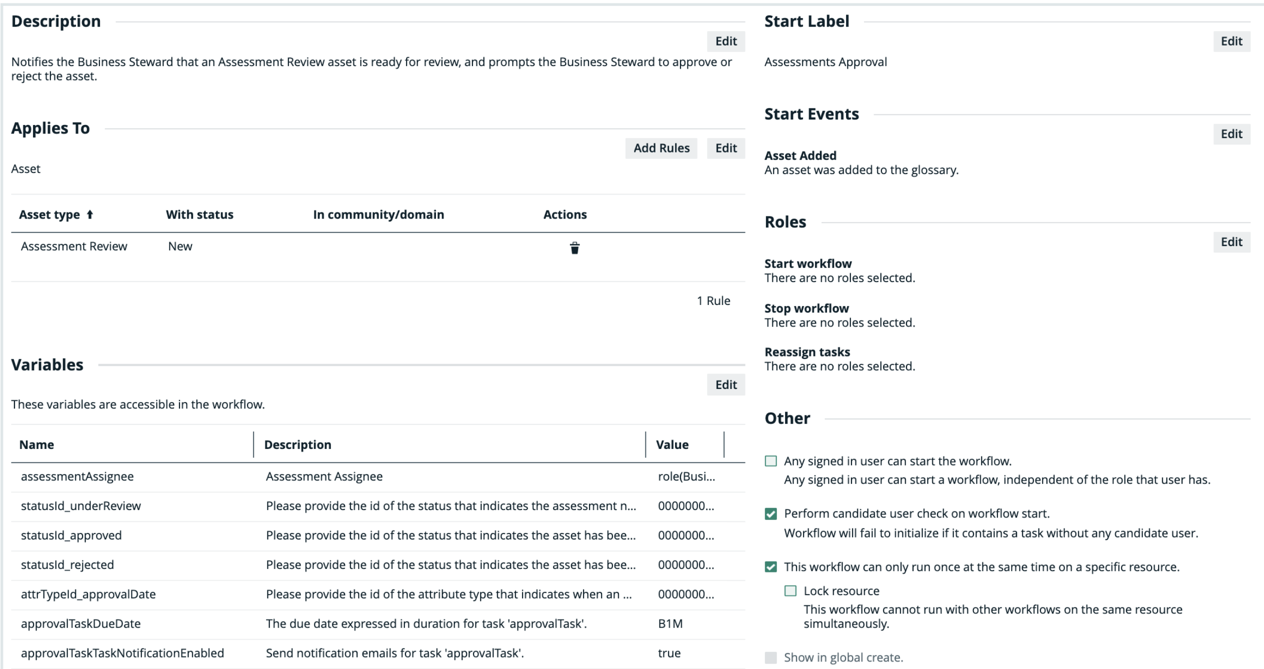


If the assessment is approved, the status of the Assessment Review asset becomes Approved.

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

Variable	Description	Default value
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.

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

[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.

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
<?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.