Collibra

Collibra Platform

Data Governance

Version 2025.06

Collibra

Collibra Platform - Data Governance

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

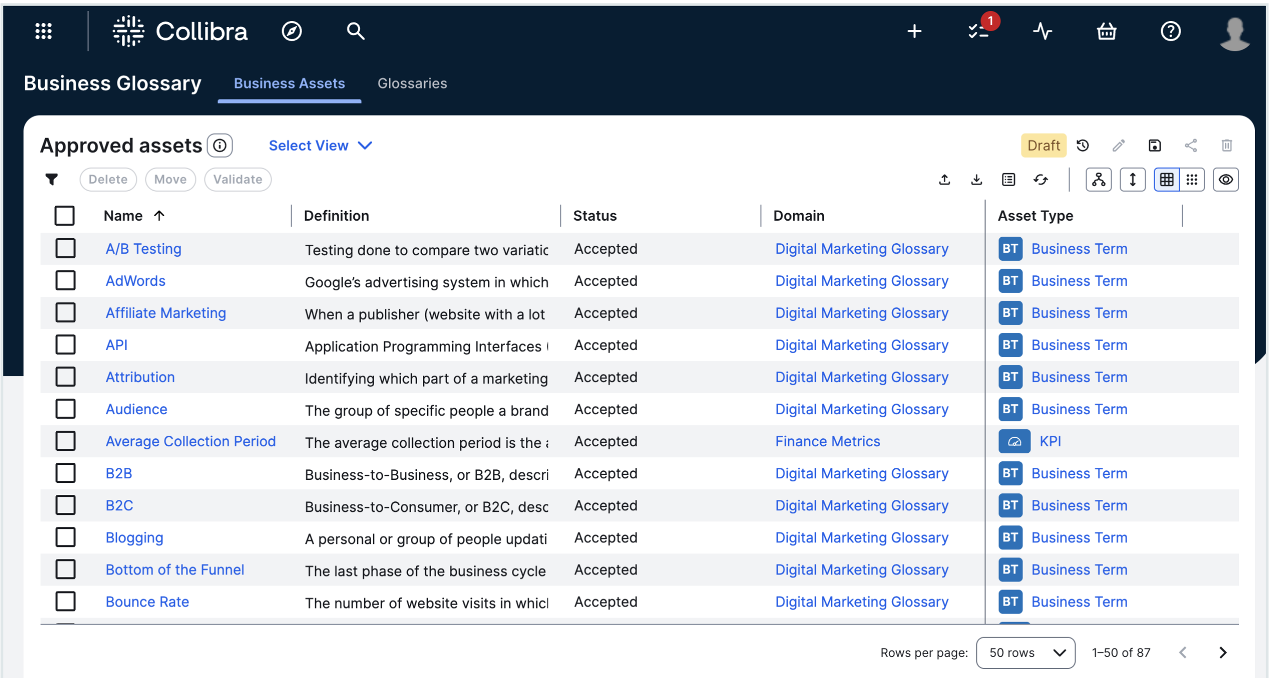
https://productresources.collibra.com/docs/collibra/latest/#cshid=data-governance

Contents

Business Glossary

Business Glossary 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 and also supported by Collibra's core features such as reporting, traceability, comments, and workflows.

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



Business Glossary tabs

Tab	Description
Business Assets	Contains a table with all the business assets in Collibra.
Glossaries	Contains a table with all the existing glossaries (domain type) in Collibra

Out-of-the-box metamodel for Business Glossary

Business Glossary has specific asset types and domain types.

Asset types

The following table contains out-of-the-box asset types that are relevant for Business Glossary.

Domain types

The following table contains out-of-the-box domain types that are relevant for Business Glossary.

Workflows

The table below contains out-of-the-box workflows that are relevant for Business Glossary.

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

Name	Description
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 out-of-the-box 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.

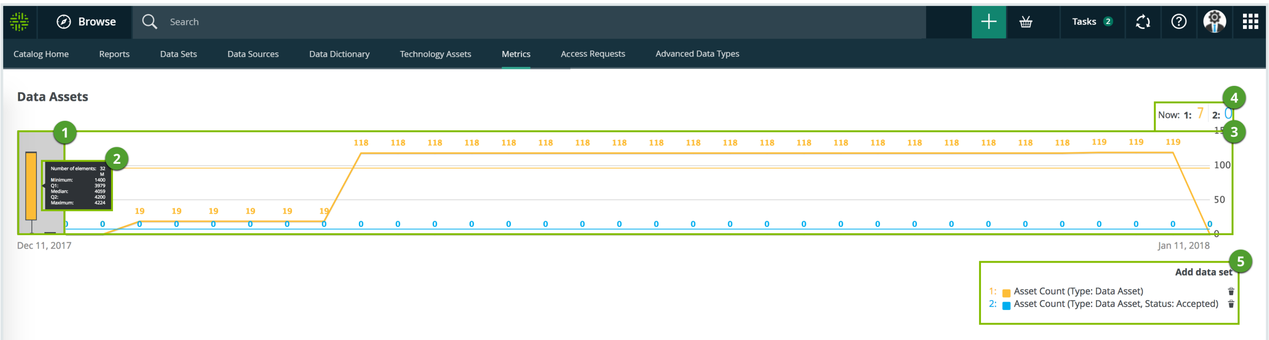
Metrics pages

This feature **isn't available** in the latest user interface.

The Metrics pages contain a variety of statistics related to how an application is used. The pages contain 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 Collibra Data Catalog. On this page, when you click **Add data set**, it simply means that you want to add another line to the graph.

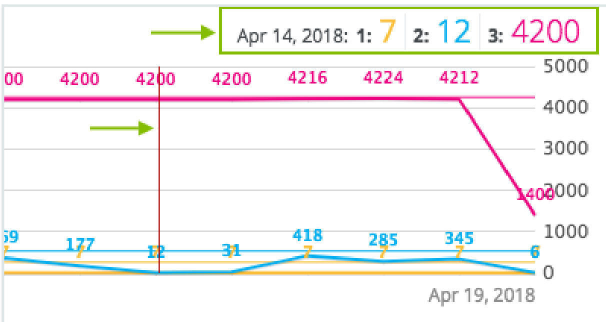


Number	Element	Description
1	Color-coded bars	A quick overview of the graph. The vertical line leading from the color-coded bar indicates the difference between the minimum and maximum values.

Number	Element	Description
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 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.

Number	Element	Description
4	Counts by day	Hover your pointer over the graph to see the counts for a specific day for each data set. 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.

Prerequisites

Your environment uses the classic UI.

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 is shown.
4. Enter the required information.

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type 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 application. ◦ **Role**: Limit the results to active users that have been assigned a specific role.

<table>
<tr><th>Filter setting</th><th>Description</th></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>
<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>
</table>

Filter setting	Description
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.
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.

Prerequisites

Your environment uses the classic UI.

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 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 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.
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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:

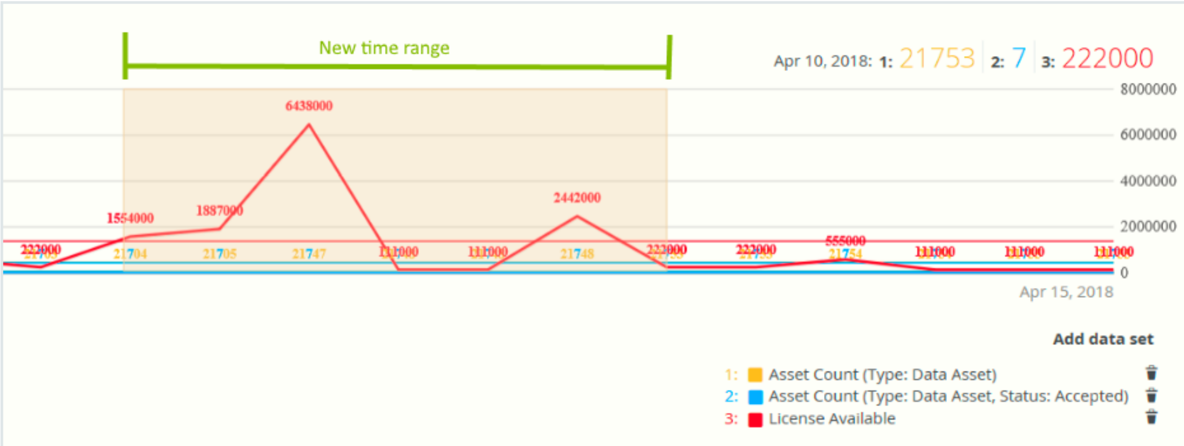
- Dragging within the graph.
- Selecting the dates for the graph.

Prerequisites

Your environment uses the classic UI.

Drag within 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. Optional: Add a data set to a metrics graph a data set to a graph.
4. In the relevant graph, drag the first date in the required range to the right, towards the last date in the range.
   » While you are dragging, the color changes in the graph, indicating the resulting time range.

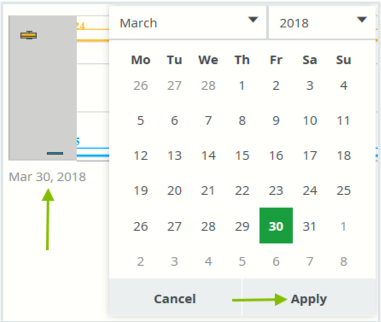


   » The graph is adjusted to the new time range.

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. Optional: 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 the required 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 the date.
   » A date picker appears.
7. Click the last day of the required 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, for example, 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 need to first Add a data set to a metrics graph another data set. You can then remove the other one.

Prerequisites

Your environment uses the classic UI.

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 next to the data set you want to delete.

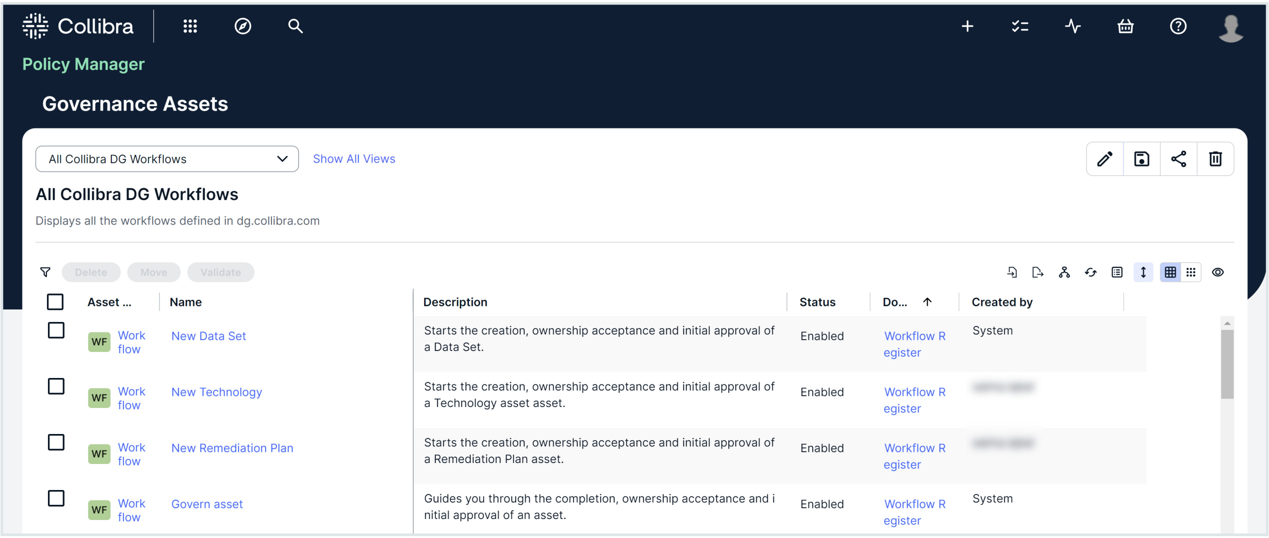
» The graph is updated.

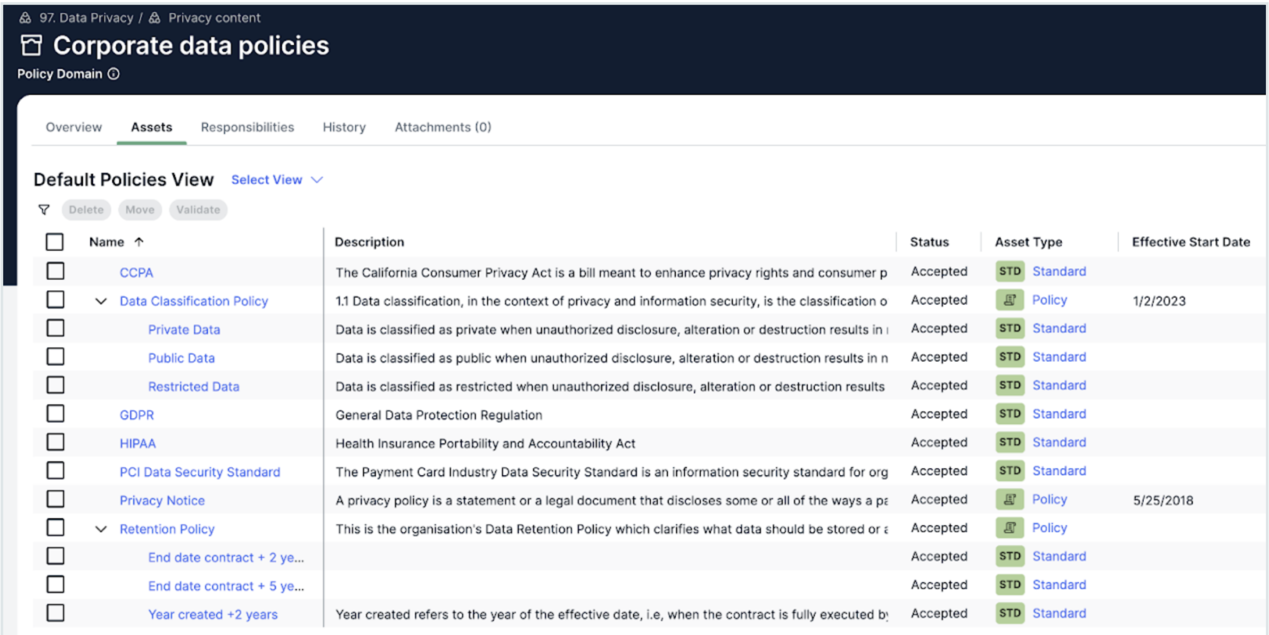
Policy Manager

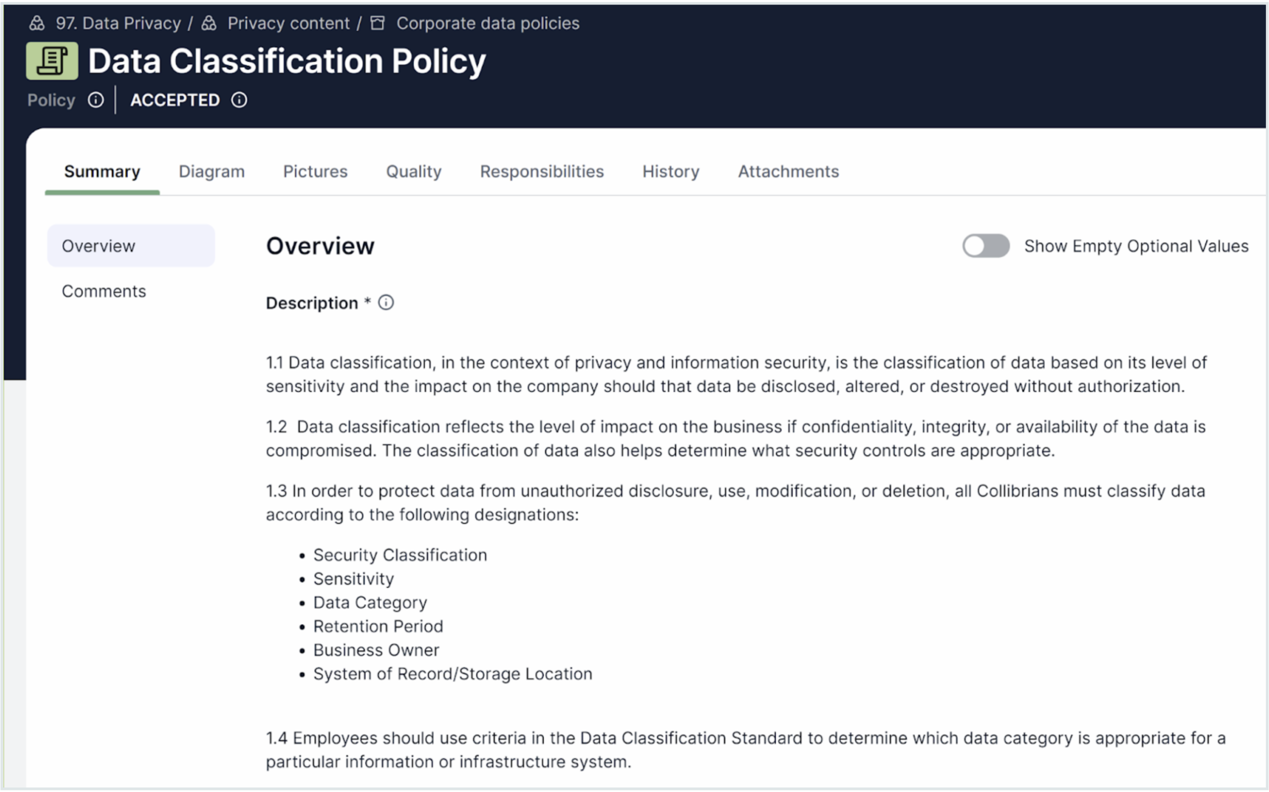
Policy Manager allows you to store and show the metadata of your policies and regulations, allowing you to link the metadata to your knowledge graph. It provides key functions to adopt, implement, and monitor the digital policies for your organization.

Successful data governance programs rely on well-defined policies and regulations to safeguard both data and users. Policy Manager simplifies this process by offering a place to create and manage data policies. It provides an overview of your organization's governance assets, such as Standards, Regulations, and Risks.

Policy Manager helps keep your data safe by classifying data based on sensitivity and linking these classifications to specific data. For example, personal information, which requires stringent protection, can be managed efficiently. Your organization's Privacy team can create Data Classification Policies to classify data according to its sensitivity. They can then link the Policy asset to relevant resources to track compliance.


Collibra
Policy Manager
Governance Assets
All Collibra DG Workflows
Show All Views
All Collibra DG Workflows
Displays all the workflows defined in dg.collibra.com
Delete
Move
Validate
Asset ...
Name
Description
Status
Do...
Created by
WF Work flow
New Data Set
Starts the creation, ownership acceptance and initial approval of a Data Set.
Enabled
Workflow Register
System
WF Work flow
New Technology
Starts the creation, ownership acceptance and initial approval of a Technology asset asset.
Enabled
Workflow Register
WF Work flow
New Remediation Plan
Starts the creation, ownership acceptance and initial approval of a Remediation Plan asset.
Enabled
Workflow Register
WF Work flow
Govern asset
Guides you through the completion, ownership acceptance and initial approval of an asset.
Enabled
Workflow Register
System


97. Data Privacy / Privacy content
Corporate data policies
Policy Domain
Overview
Assets
Responsibilities
History
Attachments (0)
Default Policies View
Select View
Delete
Move
Validate
Name
Description
Status
Asset Type
Effective Start Date
CCPA
The California Consumer Privacy Act is a bill meant to enhance privacy rights and consumer p
Accepted
STD Standard
Data Classification Policy
1.1 Data classification, in the context of privacy and information security, is the classification o
Accepted
Policy
1/2/2023
Private Data
Data is classified as private when unauthorized disclosure, alteration or destruction results in
Accepted
STD Standard
Public Data
Data is classified as public when unauthorized disclosure, alteration or destruction results in n
Accepted
STD Standard
Restricted Data
Data is classified as restricted when unauthorized disclosure, alteration or destruction results
Accepted
STD Standard
GDPR
General Data Protection Regulation
Accepted
STD Standard
HIPAA
Health Insurance Portability and Accountability Act
Accepted
STD Standard
PCI Data Security Standard
The Payment Card Industry Data Security Standard is an information security standard for org
Accepted
STD Standard
Privacy Notice
A privacy policy is a statement or a legal document that discloses some or all of the ways a pa
Accepted
Policy
5/25/2018
Retention Policy
This is the organisation's Data Retention Policy which clarifies what data should be stored or a
Accepted
Policy
End date contract + 2 ye...
Accepted
STD Standard
End date contract + 5 ye...
Accepted
STD Standard
Year created +2 years
Year created refers to the year of the effective date, i.e, when the contract is fully executed by
Accepted
STD Standard



With Policy Manager, you can easily have the following:

- An overview of the enterprise's governance assets.
    - Standards, such as ISO-standards or other local standards.
    - External regulations, such as GDPR.
    - Entities, such as EBA, ISO, EC, and FDA.
    - Internal regulations, such as policies, goals, and constraints.
    - Controls, such as a dissemination plan.
    - Risks, evaluation, and mitigation, such as privacy risk and market access risk.
    - Accreditation and certificates, such as conformance certificates.
- An overview of the policy lifecycle:
    - Adoption: See the regulations and the respective regulations, paragraphs, and 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 use cases

Policy Manager helps keep your data safe by:

- Classifying data based on sensitivity
- Connecting these classifications to specific data

Personal information

In any organization, personal information needs to be adequately protected. Typically, your Privacy team sets up the Data Classification Policy, where they classify the data based on how sensitive or critical it is.

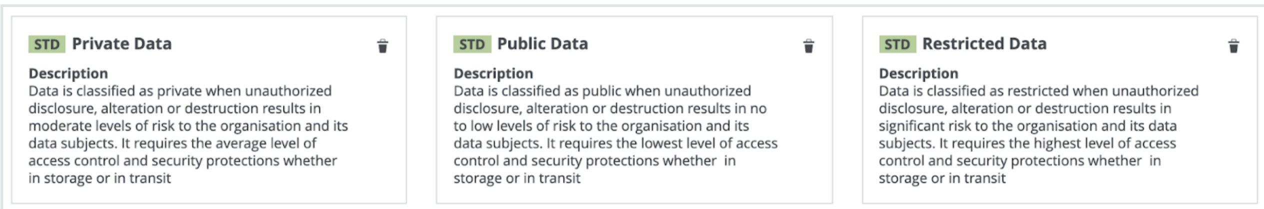
Consider the following three classifications for sensitivity:

- Public data: Least sensitive data.
- Private data: Slightly more sensitive than public data.
- Restricted data: Most sensitive data and therefore needs the highest level of protection.

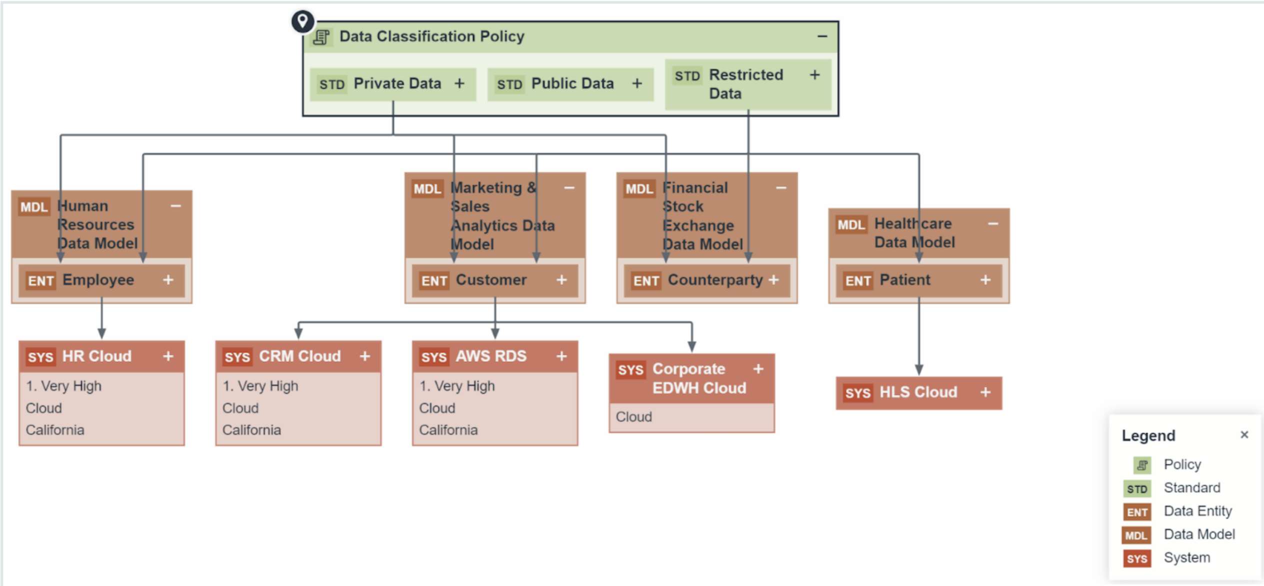
These classifications help determine what level of security is needed for the applications that store or move the data.

A Policy asset and its standards can be linked to the relevant assets, such as Data assets or Technology assets, via the “complies with” relation.

The following image shows the standard subassets of the Data Classification Policy asset.

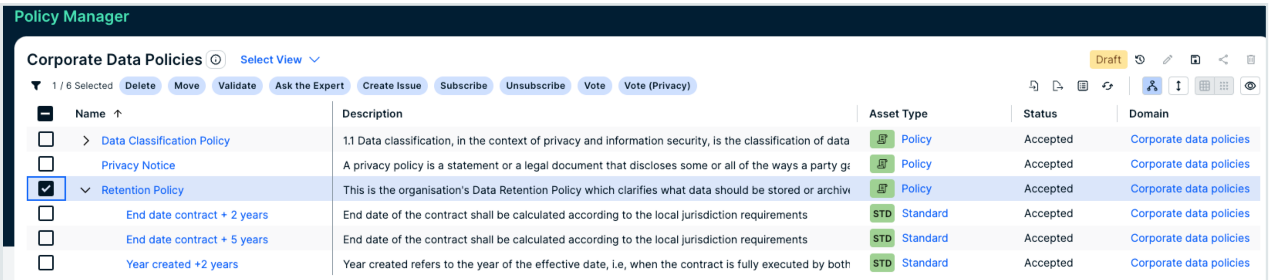


The following image shows a diagram depicting how the Data Classification Policy asset is cascaded down into logical and physical data layers.



Retention policy

Retention policy defines how long data should be retained. For example, some personal data might need to be stored only for one year. Policy Manager helps enforce these retention policies, ensuring that information is removed when it's no longer needed.

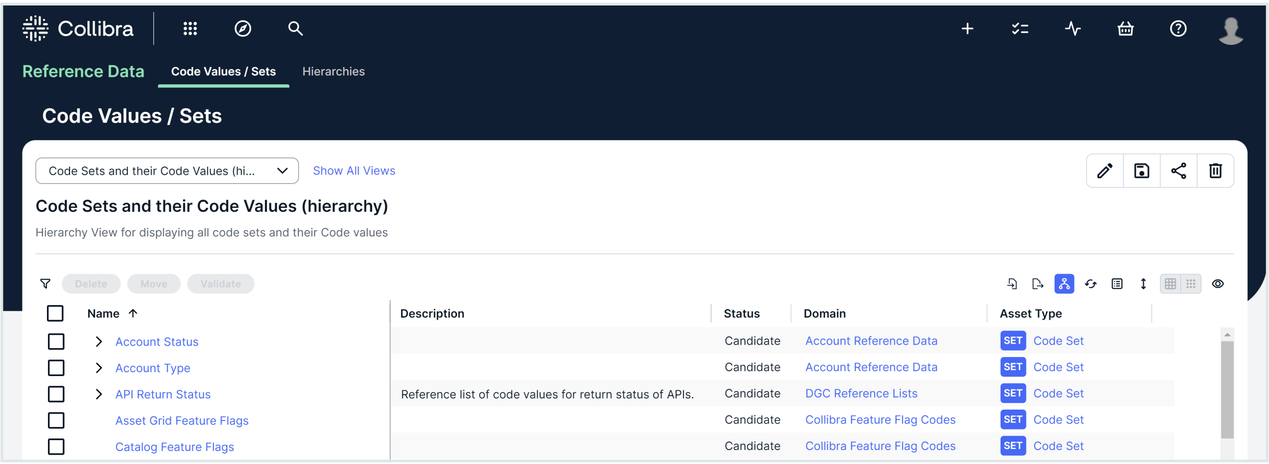


Reference Data

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

The 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 the differences in the code sets through time.

With all the reference data gathered in a single place, you can build an organization-wide understanding of how your data is organized, classified, and collected.



Reference Data tabs

Reference Data contains the following tabs.

Reference data sub-page	Description
Code Value/Sets	Contains a table with all Code Value and Code Set assets in Collibra.
Hierarchies	Contains a table with all Hierarchies domains in Collibra

Out-of-the-box metamodel for Reference Data

Reference Data has specific asset types and domain types.

Asset types

The following table contains out-of-the-box asset types that are relevant for Reference Data.

Domain types

The following table contains out-of-the-box domain types that are relevant for Reference Data.

Workflows

The following table contains out-of-the-box workflows that are relevant for Reference Data.

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.

Name	Description
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.
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 out-of-the-box 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.

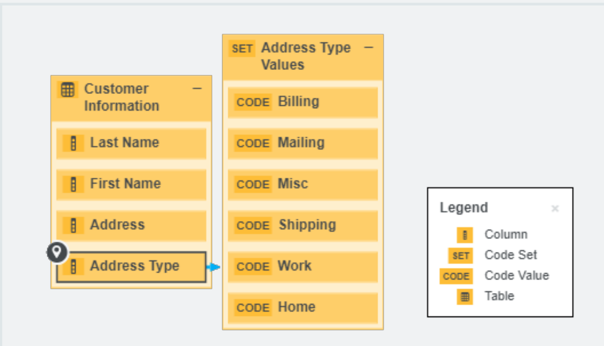
Besides technical problems, business users may have the following questions:

- 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 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 the 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 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 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 maintain	Finally, the business users use the published code sets in their own applications, for example, in reporting software. Typically, there will be inconsistencies or incompleteness in the code sets. These issues can be reported, which starts a workflow to fix the issue.

Approaches to reference data management

There are several general approaches to reference data management:

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

Approach 1: Code values as attributes of Business Assets

Prerequisites

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

Approach

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

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

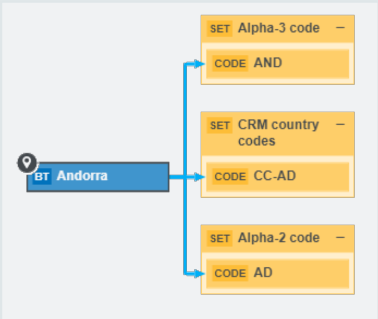
- You have created Business Term assets for all code values.
- You have imported all Code Value assets, for example the ISO-2-digit, ISO-3-digit, and ISO Numeric data.
- You have created a Code Set asset for each code set.
- You have created relations of the type "Code Value is part of / contains Code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

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:

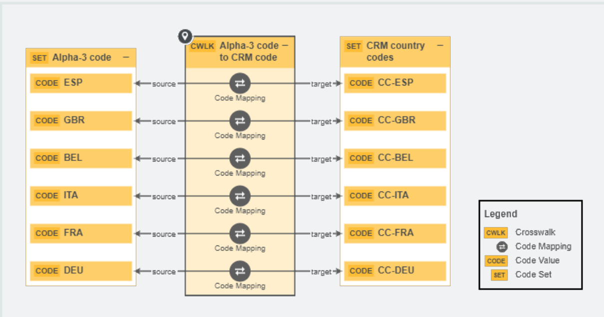
- What version of the ISO country codes is used in each database?
- What is the difference between the version of ISO country codes of last year as compared to the one currently operational internally?
- If I cannot find a code for a specific account or project, whom should I report it to?

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.



Prerequisites

Ensure that 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. Select the **Show empty values** option.
   b. Click the **Code Mapping** field.
      » The **Add a Complex Relation** dialog box appears.
   c. Click **Code Mapping crosswalk**.
      » The **Add Code Mapping** dialog box appears.
   d. Enter the required information.

Field	Description
Source	The original Code Value asset.
Target	The resulting Code Value asset.
Crosswalk	The Crosswalk asset that represents the transformation.

   e. Optional: Click **OPTIONAL CHARACTERISTICS**, and then, in the **Transformation Logic** field, describe the transformation.
   f. Click **Save**.

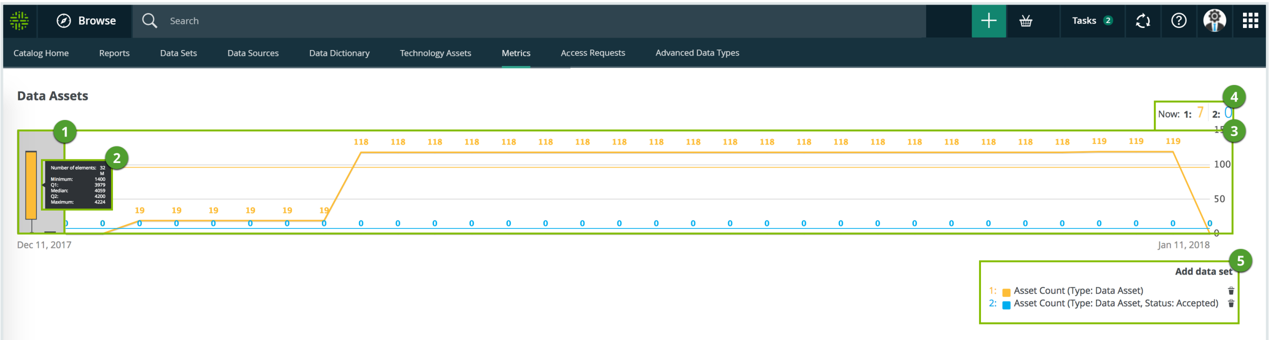
Metrics pages

This feature **isn't available** in the latest user interface.

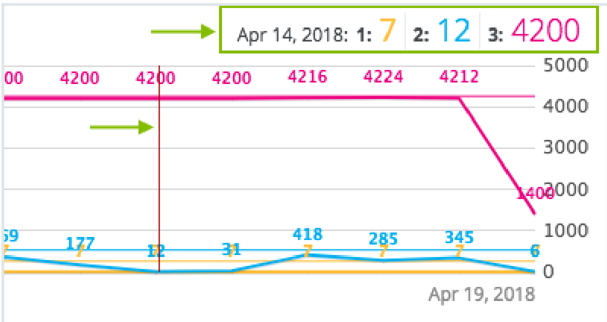
The Metrics pages contain a variety of statistics related to how an application is used. The pages contain one or more graphs, their legends, and some counters.

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 Collibra Data Catalog. On this page, when you click **Add data set**, it simply means that you want to add another line to the graph.



Number	Element	Description
1	Color-coded bars	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 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	Hover your pointer over the graph to see the counts for a specific day for each data set. 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.

Prerequisites

Your environment uses the classic UI.

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 is shown.
4. Enter the required information.

Filter setting	Description
Filter Type	The type of data that will be counted. Depending on the filter type 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 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.
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**.

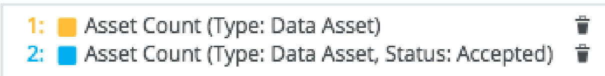
Edit a data set of a metrics graph

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

Prerequisites

Your environment uses the classic UI.

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 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 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:

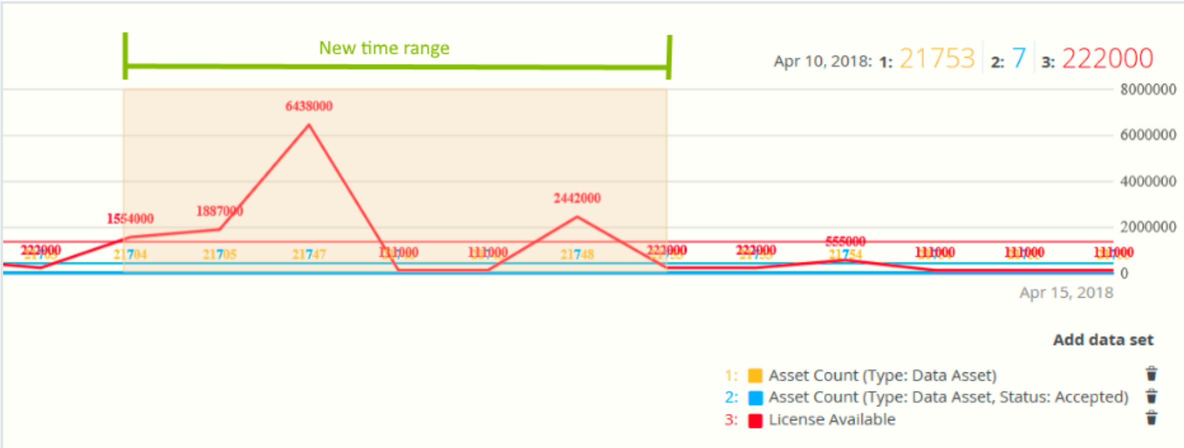
- Dragging within the graph.
- Selecting the dates for the graph.

Prerequisites

Your environment uses the classic UI.

Drag within 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. Optional: Add a data set to a metrics graph a data set to a graph.
4. In the relevant graph, drag the first date in the required range to the right, towards the last date in the range.
   » While you are dragging, the color changes in the graph, indicating the resulting time range.

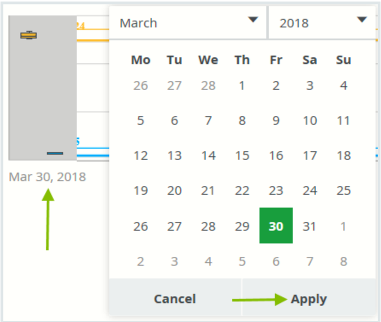


» The graph is adjusted to the new time range.

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. Optional: 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 the required 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 the date.
   » A date picker appears.
7. Click the last day of the required 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, for example, 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 need to first Add a data set to a metrics graph another data set. You can then remove the other one.

Prerequisites

Your environment uses the classic UI.

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 🗑 next to the data set you want to delete.

» The graph is updated.

Assessments

Assessments provides questionnaires designed to evaluate the risks associated with how your organization uses or processes data. It offers a range of predefined templates for conducting assessments, while also offering the flexibility to create custom templates tailored to your specific needs. It can help in identifying data-related risks and also in mitigating those risks.

Assessments basics

Assessments use cases

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. 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.

> **Tip** Assessments can also be incorporated into your workflows.

Assessments out-of-the-box resources

The following three resources related to Collibra Assessments are available out of the box.

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 **Require a review** setting is enabled in the template that is used in an assessment, when you submit the assessment, 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 offers a solution to these challenges through the Collibra Assessments REST API, which has Version 1 and Version 2. This API allows you to extract data from Assessments for data processing, reporting, trend analysis, making informed data governance decisions, or reintegrating the data into Collibra assets.

Collibra Assessments REST API Version 1

With the Version 1 API, you can:

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

Collibra Assessments REST API Version 2

With the Version 2 API, you can:

- **Retrieve an assessment:** To generate customized reports, start process automation, and notify the owner and assignees of the assessment.
- **Start an assessment:** To create a follow-up assessment based on an existing one, for example, DPIA periodic review.
- **Edit an assessment:** To update assessment details, such as editing responses or properties. You can pre-fill questions in the assessment with information about the asset.
- **Complete or submit an assessment:** To finalize an assessment by marking it as complete or submitting it for review.
- **Retake an assessment:** To restart an assessment to address changes, for example, when the assessment is rejected.
- **Import an assessment:** To import an assessment from an external source into Collibra.

> **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 Create or retrieve an assessment via workflows.

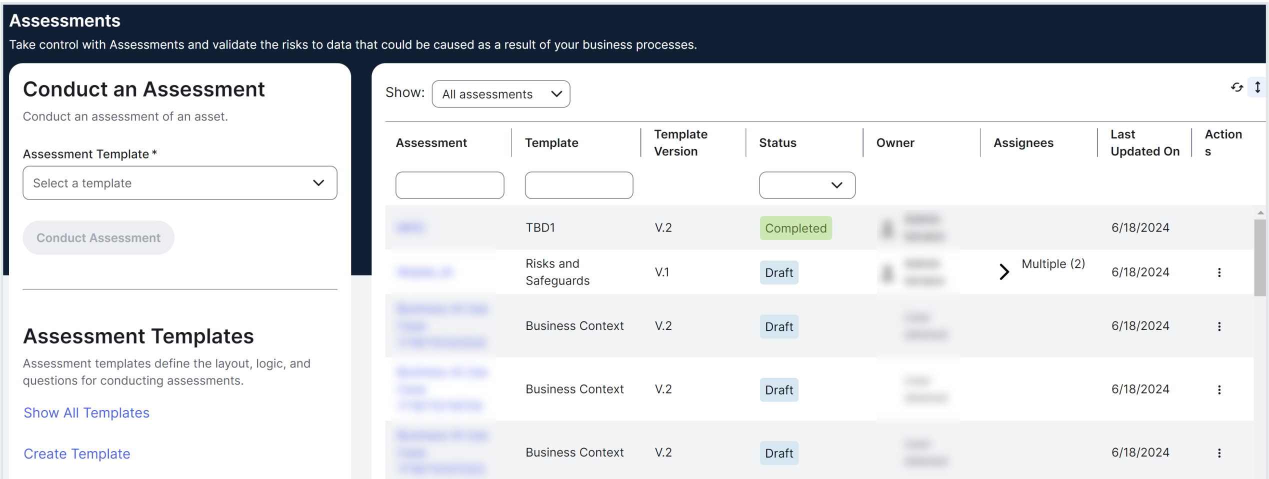
Open Assessments

Prerequisites

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

Steps

On the main toolbar, click → **Assessments**.
» The Assessments landing page opens. The table on the landing page contains public assessments, the assessments you created, and the assessments you are permitted to view.



Assessments landing page

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

Column	Description
Assessment	Name of the assessment.
Template	Template used in the assessment.
Template Version	Template version used in the assessment.
Status	Status of the assessment.
Owner	Name of the user who owns the assessment.
Assignees	Names of the users who are assigned to the assessment.
Last Updated On	Date when the assessment was last updated.
Actions	Option to retake the assessment.

What's next?

Create a template or conduct an assessment.

Working with assessment templates

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

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 custom templates to make them available for use throughout your organization.

Assessment templates are shown only if you have a global role that has the **Assessments** > **Manage Templates** global permission. Collibra assessment templates are shown only if the **Show out of the box templates** setting is enabled in Collibra Console or Collibra settings. Collibra assessment templates can be used as they are, or they can be copied and then edited as needed. All versions of the templates are stored in the Collibra repository.

Templates page

> **Note**
> - Assessment templates are shown only if you have a global role that has the **Assessments** > **Manage Templates** global permission.
> - Collibra assessment templates are shown only if the **Show out of the box templates** setting is enabled in Collibra Console or Collibra settings.

Open the All Templates page

To open the **All Templates** page, on the Assessments landing page, click **Show All Templates**.

Sections on the All Templates page

The **All Templates** page contains the following sections:

- **Collibra Templates:** Shows all out-of-the-box assessment templates. The status of Collibra templates is **Published**, and their versions are controlled by Collibra. You can copy

Collibra templates, but you can't edit or delete them. For more information, go to Collibra templates.

- **Custom Templates:** Shows the assessment templates that you or others created or imported, including any copies of Collibra templates.

Open a template

To open a template, on the **All Templates** page, click the tile containing the template.

Collibra templates

You can use Assessments to create your own templates for assessing assets, or you can use any of the Collibra (out-of-the-box) templates. Assessments also includes an out-of-the-box template for Collibra AI Governance customers.

> **Note**
> - Assessment templates are shown only if you have a global role that has the **Assessments** > **Manage Templates** global permission.
> - Collibra assessment templates are shown only if the **Show out of the box templates** setting is enabled in Collibra Console or Collibra settings.

The following table describes the Collibra templates shown on the templates page.

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

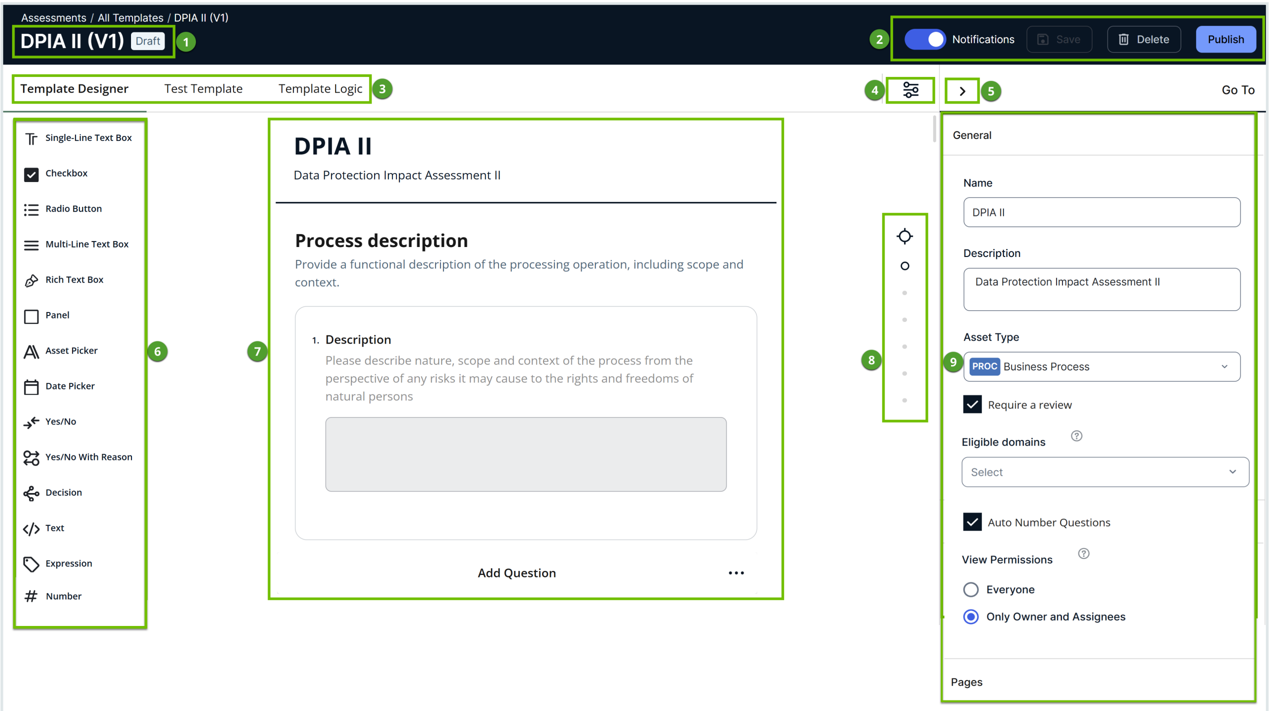
Type	Template	Associated asset type*	Description
AI Governance	Business Context	AI Use Case	Allows you to provide details about how your AI use case will impact the business. Your organization will use this information to understand the business needs and requirements associated with implementing your AI use case.
AI Governance	Data and AI Models	AI Use Case	Allows you to provide details about the AI models and data that will be used for the AI use case. Your organization will use this information to understand the potential workload and risks associated with implementing your AI use case.
AI Governance	Legal and Ethics	AI Use Case	Helps you to identify potential legal and ethical risks associated with the AI use case. Answers will become a part of the AI use case definition.
AI Governance	Risks and Safeguards	AI Use Case	Helps you to identify and document potential business-related risks associated with the AI use case, as well as available safeguards. This will help your organization determine the overall risk of this Use Case.
AI Governance	EU AI Act Assessment	AI Use Case	Helps you to determine the applicability of the European Union's Artificial Intelligence Act to a proposed AI use case.
AI Governance	NIST AI Risk Management Framework (in preview)	AI Use Case	Helps you align with the NIST AI Risk Management Framework by evaluating AI systems across its core functions — Govern, Map, Measure, and Manage — to support responsible and trustworthy AI use.
AI Governance	Model Business Context	AI Model	Helps you to define business context, estimate resources, identify stakeholders, and ensure alignment with goals and organizational constraints.

Type	Template	Associated asset type*	Description
AI Governance	Model Information Collection	AI Model	Allows you to provide details about the AI model you'll be training and using.
AI Governance	Model Data Collection	AI Model	Allows you to provide details on the data you will use and collect with the AI model that is being assessed.

* For information on associated asset types, go to Asset type in a template.

Template editor

The template editor enables you to copy the Collibra assessment templates or create your own templates. The following table describes what is shown on the template editor.



No.	Description
1	Name, version number, and status (**Draft** or **Published**) of the template.
2	Action bar, which contains buttons to control the template status.

No.	Description
3	• **Template Designer:** A space for designing your template. • **Test Template:** A preview of the template. You can enter responses to test, for example, how the configured logic will work when conducting an assessment. • **Template Logic:** Logic conditions configured in the template. You can add, edit, and delete logic conditions.
4	Icon to open the general settings of the template, such as name, description, and the target asset type to be assessed.
5	Icon to hide the sidebar.
6	Toolbox, which contains different types of fields to add to the canvas.
7	Canvas where you can add pages and fields and work with them.
8	Icons to navigate to specific pages in the template.
9	Context-specific template settings, which are based on the page or field that you have currently selected on the canvas.

Create a template

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

Prerequisites

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

Steps

1. Open the templates page.
2. Click **Create Template**.
   » The template page opens.
3. In the sidebar, enter the required information.
4. Click **Add Question** or drag the required field types to the canvas.
5. Configure the settings for the fields.
6. Configure the logic conditions for the fields.

7. Add more pages and more fields if needed.

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

8. Click **Save**.

   » The template is created with the version as **V1** and the status as **Draft**. The new template is shown in the **Custom Templates** section on the templates page.

What's next?

- Publish the template.
- Export the template.

Template actions

Action bar in an assessment template contains buttons that control the status of the template and publish the template for use throughout your organization. The following table describes the buttons that may be shown on the action bar.

Button	Description
Notifications	This option is shown after a template is created. It automatically sends an email to someone whenever they are set as the owner or assignee of the assessment that uses the template. It is intended to simplify communication and ensure that everyone involved in an assessment is promptly informed. The **Notifications** option is applied to all versions of the template. This means that if an assessment was conducted using an old version of this template and you selected the option in the new version of the template, the change is applied to that assessment too. You don't need to click **Publish** on the template for the change to be applied. By default, notifications are enabled for Collibra templates and new custom templates, and disabled for any custom templates that were created before the Collibra 2024.10 release.

Button	Description
Save as New Template	This button: • Is shown only for Collibra templates. • Allows you to make a copy of the template. • Is enabled only after you edit the content of the template. **Note** The new template (copy) is added to the **Custom Templates** section of the **All Templates** page, with the version as **V1** and the status as **Draft**.
Discard Version	This button is shown only on a custom 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. • The status of Collibra templates is **Published**, and their versions are controlled by Collibra. You can copy Collibra templates, but you can't edit or delete them.
Delete	This button is shown only in a custom template that is in the **Draft** or **Published** status. The template is permanently deleted from the template gallery. All published versions, however, remain archived in the Collibra repository.
Save	This button is shown only on a custom template that is in the **Draft** or **Published** status. The button is enabled only when you edit the template. It allows you to save the changes you have made to the template. **Note** • If the status of the template is **Draft** and you click **Save**, the status remains **Draft** and the version does not change. • If the status of the template is **Published** and you click **Save**, the status becomes **Draft** and the version increases incrementally, even if you didn't edit the template.

Button	Description
Publish	This button is shown only on a custom template that is in the **Draft** or **Published** status. The button is enabled only when you edit the template. It allows you to publish the template, changing 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 didn't edit the template.
Export	If you want to use a published custom assessment template in another Collibra environment, you can export the template and then import it into 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.

Template fields

Template fields are the questions and statements that are presented in an assessment. These fields are available in the toolbox in the left pane on the **Template Designer** tab of an assessment template. The toolbox contains input fields, such as text boxes and date pickers, for asking questions and collecting input from users conducting an assessment. It also contains logic fields, such as decision makers and expressions, for showing conditional text to users. You can organize these fields into panel containers.

Tip

- To add a field from the toolbox to the canvas, click the field or drag the field to a specific location on the canvas.
- You can also add your own field to the toolbox. For more information, go to Add your own template field.

The following table describes the fields shown in the toolbox.

Field	Description
Single-Line Text Box	Allows users to enter a single line of text.

Field	Description
Number	Allows users to enter a numeric value such as an integer (whole number) or decimal, using a period as the decimal separator. This field also accepts a negative numeric value and supports up to 15 characters.
Checkbox	Allows users to select one or more of the predefined values.
Radio Button	Allows users to select only one of the predefined values.
Multi-Line Text Box	Allows users to enter multiple lines of text.
Rich Text Box	Allows users to enter and format rich text.
Panel	Frames two or more fields, typically in reference to another field. **Tip** Suppose that you have a Radio Button field that asks if the organization has identified all Controllers. The possible responses are Yes and No. You could then: • Follow the Radio Button field 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 Radio Button question is No.
Asset Picker	Allows users to select one or more assets of a predefined asset type.
User Picker	Allows users to select one or more users and user groups.
Date Picker	Allows users to enter a date.
Yes/No	Allows users to select Yes or No.
Yes/No With Reason	Allows users to select Yes or No and also enter a free-text reason.
Decision	Shows the value Yes or No based on the scoring of Yes/No fields and a scoring threshold.For more information, go to Working with scores and decisions.
Text	Shows a predefined rich text.
Expression	Shows a predefined text based on the scores obtained from certain fields. For more information, go to Expression.

Working with a template field

Template fields are the questions and statements that are presented in an assessment. These fields are available in the toolbox in the left pane on the **Template Designer** tab of an assessment template. The toolbox contains input fields, such as text boxes and date pickers, for asking questions and collecting input from users conducting an assessment. It also contains logic fields, such as decision makers and expressions, for showing conditional text to users. You can organize these fields into panel containers.

The settings for a field are shown in the sidebar when you click the field on the canvas.

The following table describes the options shown for a field on the canvas. These options are dependent on the field type.

Icon	Description
Required	Specifies if the field is optional or required. If you have marked the field as required, an asterisk (*) appears next to the field.
Delete	Deletes the field from the canvas. This action doesn't delete the field from the toolbox.
	Tip If you have configured the field and want to use the field at a later time instead of deleting it, or want to add it to another page, click **Add to Toolbox**. This action adds your configured field to the toolbox so you can reuse it. Fields added to the toolbox aren't saved once you close the template, even if you click **Save**.
Add to Tool-box	Adds the field, including its configuration, to the toolbox so you can reuse it later. For more information, go to Add your own template field.
	Tip You can add up to three fields to the toolbox. If you try to add another field, the last field in the toolbox is overwritten.
	Drags the field to a different location on the page.
	Tip To move the field to another page, you can: 1. Click **Add to Toolbox** to add the field to the toolbox. 2. Go to the page on which you want to add the field. 3. Drag the field from the toolbox to the page.

Icon	Description
⊕ and ⊖	⊕ Adds the corresponding option to a Radio Group or Checkbox field. ⊖ Deletes the corresponding option from a Radio Group or Checkbox field.

Checkbox and radio button

You can configure the values for the Checkbox and Radio Button fields.

Prerequisites

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

Steps

1. Open or create a template.
2. Click the relevant question or add a new question to the building area.
3. Do any the following:
    - Click the question text field to edit it.
    - Click ⠿ next to an item and drag to reorder it among the other items.
    - Click ⊖ next to a value to delete it.
    - Click ⊕ to add another value.
    - In the sidebar, select the **Show the Comment Box** checkbox to add a free-text field to allow the user to add context.

Scores and decisions

Scores and decisions in assessment templates help automate decision-making. You can assign numerical values (scores) to specific fields in a template, such as Checkbox, Radio Button, or Yes/No fields. These scores are used to calculate a total score based on user responses. A Decision field then uses the total score to determine an outcome, such as Yes or No.

In this topic

Fields that support scoring

You can assign scores to each option in the following fields in a template:

- Checkbox
- Radio Button
- Yes/No
- Yes/No With Reason

How scores and decisions work together

Scores are weighted numerical values that you can assign to the options in the supported fields. When a user conducts an assessment, their responses in these fields are converted into scores. These scores are added together to calculate the total score.

A Decision field automates decision-making based on the total score. You can configure the Decision field with a scoring threshold to determine the outcome:

- If the total score meets or exceeds the threshold, the Decision field shows **Yes**.
- If the total score is below the threshold, the Decision field shows **No**.

When a user submits an assessment, a Decision field showing **Yes** may include a button to start another assessment. This button is available only if you selected an assessment template when configuring the Decision field.

> **Tip** For information about how scores can be used to show specific text to users based on their responses, go to Expression.

Example

Suppose that you have created a template with three Yes/No fields and one Decision field configured as follows.

Field	Name	Score
Yes/No	Does the processing activity present a high level of risk for the rights and freedoms of the concerned data subjects?	Yes: 2 No: 0
Yes/No	Does the processing activity make innovative use of new technological or organizational solutions?	Yes: 1 No: 0
Yes/No	Does the processing activity match or combine data sets?	Yes: 1 No: 0

Field	Name	Score threshold	Assessment template
Decision	Is a DPIA required for the Business Process asset?	2	DPIA

Then, when a user conducts an assessment, the scores for their responses are added together to calculate the total score. The Decision field uses this total score to determine whether it meets the scoring threshold of 2.

If the total score is less than 2, the decision for the question **Is a DPIA required for this asset?** is **No**.

If the total score is 2 or greater, the decision for the question **Is a DPIA required for this asset?** is **Yes**.

1. Does the processing activity present a high level of risk for the rights and freedoms of the concerned data subjects?

✓ Yes

Last Edited: about 2 hours ago by

2. Does the processing activity make innovative use of new technological or organizational solutions?

✕ No

Last Edited: about 2 hours ago by

3. Does the processing activity match or combine data sets?

✕ No

Last Edited: about 2 hours ago by

4. Is a DPIA required for the Business Process asset?

✓ Yes Conduct DPIA Assessment

Configure scores and decisions

You can assign weighted scores to certain fields in an assessment template. These scores determine the decision shown to users in the Decision field when they conduct an assessment.

Prerequisites

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

Steps

1. Open or create a template.
2. Add fields that support scoring, or use the existing fields.
3. Specify the following settings for the fields.

Setting	Description
Name	Question shown to users when conducting an assessment. **Example** Does the processing activity present a high level of risk for the rights and freedoms of the concerned data subjects?
Scores	Score for each option in the question.

4. Specify the following settings for a Decision field.

Setting	Description
Name	Question shown to users as the final decision when conducting an assessment. Consider the fact that the decision value shown in the final decision will be **Yes** or **No**. If the score threshold is met, **Yes** is shown. If not, **No** is shown. **Example** "Is a DPIA required for the Business Process asset?"
Score Threshold	Value at or above which the Decision field shows **Yes**.

Setting	Description
Assessment Template	Assessment template that should be used to conduct an assessment if the scoring threshold is met. **Note** When the assessment is submitted, the assessment details page includes a button to launch an assessment. That assessment uses the template you specify here.

Add your own template field

You can customize the toolbox in the left pane in an assessment template by adding up to three fields from the canvas using the **Add to Toolbox** option. This option copies the field, including its configuration, and adds it to the toolbox so you can reuse the configured version of the field throughout the template. Thus, the fields that are added to the toolbox are essentially the configured versions of the standard toolbox fields.

> **Note**
> - When you add a field to the toolbox, its values in the **ID**, **Name**, and **Copy Response to Assessed Asset** fields aren't copied.
> - The fields you add to the toolbox aren't saved in the toolbox when you close the template, even if you save your changes.

> **Example** Suppose that you have configured a Checkbox field, which is a standard toolbox field, with the following values:
>
> - Successfully implemented
> - Partially implemented or planned
> - Not yet implemented or planned
> - Not applicable
>
> If you then add the configured field to the toolbox, you can reuse the configured field throughout your template, without having to configure the values each time.

Prerequisites

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

Steps

1. Open or create a template.
2. On the canvas, click the field you want to configure before adding to the toolbox.

   > **Tip** If the field hasn't been added to the canvas yet, click the field in the toolbox.

3. Configure the field in the sidebar.
4. On the canvas, click ⊕ **Add to Toolbox** below the field.

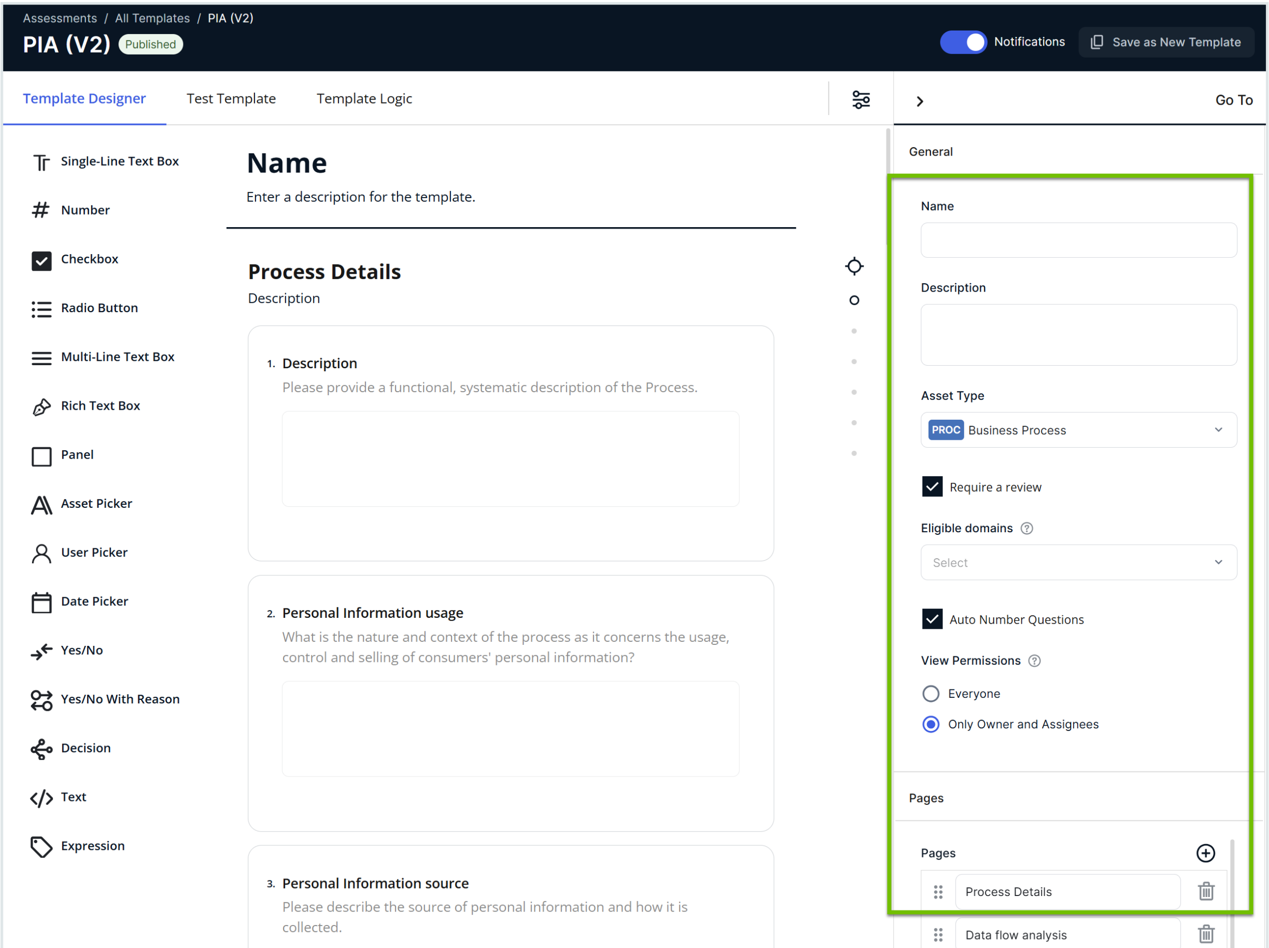
   » The configured field is added to the toolbox as an additional field.

   > **Note** You can add up to three fields to the toolbox. If you try to add another field, the last field in the toolbox is overwritten.

Template settings

Template settings include general settings for the entire assessment template itself, as well as specific settings for each page and field within the template. To open the template settings, on the **Template Designer** tab of the template, in the header, click or . This opens a sidebar containing context-specific settings. That is, the settings shown in the sidebar depend on whatever is currently in focus. For example, if you clicked a Checkbox field on the canvas, the sidebar shows settings related to the Checkbox field. If you then click the page itself, the sidebar shows settings related to the page.

> **Tip** At any point, if you want the sidebar to show the general settings related to the template, click .



In this topic

Template-specific settings

The following table describes the settings specific to a template.

Setting	Description
Name	Name for the template. **Note** This appears in an assessment.
Description	Description for the template.

Setting	Description
Asset Type	Determines which asset type is associated with the template. For more information, go to Asset type in a template .
Require a review	Determines if an assessment creates an Assessment Review asset and triggers the Assessments Approval workflow. For more information, go to Governance in assessments.
Eligible domains	Determines which domains are available for selection to users when they submit an assessment. This setting appears only if the **Require a review** setting is enabled. When a user submits an assessment, an Assessment Review asset is created in the domain they select. For more information, go to Governance in assessments.
Auto Number Questions	Determines if the fields in the template are automatically numbered based on their order in the canvas.
View Permissions	Determines if an assessment is visible to everyone or to only the owner and assignees of the assessment. By default, the **Only Owner and Assignees** option is selected. Updating this setting in a template doesn't affect the view permissions of any existing assessments. Only new assessments inherit the updated view permissions. For more information, go to Assessment permissions.
Pages	Options to add, reorder, and delete pages.

Page-specific settings

The following table describes the settings specific to a page in a template.

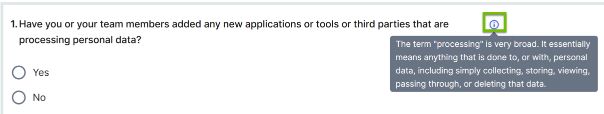
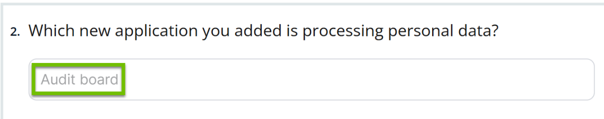
Setting	Description
Page title	Name for the page. **Note** This appears in an assessment.
Page description	Description for the page. **Note** This appears in an assessment.

Setting	Description
Make the page visible if	Conditions for when the page should appear in an assessment.

Field-specific settings

The following table describes the settings specific to a field in a template.

Setting	Applicable field	Description
ID	All	ID of the field. This is set by default, but you can edit it.
Name	All except Text	Actual question or statement presented in an assessment, for example, *Have you identified all Controllers?*
Description	All	Description for the field. **Note** This appears in an assessment. You can format the descriptions of fields using the rich text editor. Use bold, italics, bullet points, and other formatting options to highlight important information and improve readability. Add links to relevant articles (for example, EU AI Act) or other external documents to provide additional context, helping users better understand the purpose and relevance of each question when they conduct assessments.
Visible	All	Determines if the field is shown in an assessment.
Required	All	Determines if the field requires a response to complete or submit an assessment.
Maximum character limit	Single-Line Text Box, Multi-Line Text Box	Determines the maximum number of characters that can be entered in the fields, the default being 1.

Setting	Applicable field	Description
Allow decimals	Number	Determines if the Number field accepts only an integer (whole number) or also a decimal. If you clear this checkbox, the Number field will accept only a whole number.
Display a hint	All except Panel and Text	Determines if the field contains a tooltip. You can use a tooltip to show a longer description or contextual help for the field. This setting is used in conjunction with the **Hint text** setting.
Hint text	All except Panel and Text	Text for the tooltip. This setting is used in conjunction with the **Display a hint** setting. 
Placeholder	Single-Line Text Box, Multi-Line Text Box, Rich Text Box	Filler text that is shown in the field until users enter a response. 
Show the Comment Box	Checkbox, Radio Button, Yes/No, Yes/No With Reason	Determines if a free-text box is available for users to enter a comment pertaining to the question.
Show the "Other (describe)" Option	Checkbox, Radio Button	Determines if an additional option is shown. When users select the additional option, a text box appears for them to enter a comment pertaining to the additional option.
Score	Checkbox, Radio Button, Yes/No, Yes/No With Reason	Weighted scores for the options in the field. This setting is used in conjunction with the **Score Threshold** and **Assessment Template** settings. For more information, go to Working with scores and decisions.

Setting	Applicable field	Description
Score Threshold	Decision	Value at or above which the accompanying **Decision** field returns the value **Yes**. This setting is used in conjunction with the **Score** and **Assessment Template** settings. For more information, go to Working with scores and decisions.
Assessment Template	Decision	Template to use for the assessment that should be conducted if the value in the **Score Threshold** setting is reached. This setting is used in conjunction with the **Score** and **Score Threshold** settings. For more information, go to Working with scores and decisions.
Options	Checkbox, Radio Button	Options to add, edit, reorder, and delete items.
Asset Types	Asset Picker	Determines which asset types are associated with the asset picker. For more information, go to Asset picker.
Include Child Asset Types	Asset Picker	Determines if child asset types of the asset types you selected are also associated with the asset picker. For more information, go to Asset picker.
Asset Status	Asset Picker	Determines which asset statuses are associated with the asset picker. For more information, go to Asset picker.
Allow Multiple	Asset Picker, User Picker	For Asset Picker: Determines if users can select one or multiple assets in the asset picker. This setting is used in conjunction with the **Asset Types** setting. For more information, go to Asset picker. For User Picker: Determines if users can select one or multiple users and user groups in the user picker.
HTML Markup	Text	Rich text for showing in an assessment. You can use this field to add rich text within the pages.
Expression	Expression	Expression that defines thresholds for showing a specific message based on the scores obtained from certain fields. For more information, go to Expression.
Logic	All	Conditions for the active field. For more information, go to: • Logic settings on the Template Designer tab • Logic settings on the Template Logic tab

Setting	Applicable field	Description
Copy Response to Assessed Asset	All except Panel, User Picker, and Text	Copies the user's response in the associated field to the selected characteristic of the linked asset. For more information, go to Copy response to asset.

Asset type in a template

When working on an assessment template, you can specify an asset type to associate with it. This ensures that users selecting the template for assessments can select and evaluate assets of only the specified asset type or its subtypes. If a template doesn't have an asset type, users selecting the template for assessments can't select an asset. Instead, they are prompted to enter a description of what they want to assess.

Even if a template has an asset type, users can choose not to select any asset for an assessment. If an assessment without an asset is submitted, the Assessment Review asset that is subsequently created in Collibra does not have a relation to an underlying asset.

Governance in assessments

Require a review setting

The **Require a review** setting in an assessment template determines if assessments create an asset and trigger an approval workflow when submitted. This setting is enabled by default and can be found in the sidebar on the **Template Designer** tab. If the setting is enabled in a template, when a user submits an assessment using the template, an Assessment Review asset is created to represent the assessment. Additionally, a review task is created to approve or reject the asset.

Tip

- When an assessment is submitted, the Assessment Review asset is created in the domain that the user selected.
- The Assessment Review asset can also be linked to other assets, for example, Business Process or Data Category.

Eligible domains setting

When you enable the **Require a review** setting in a template, the **Eligible domains** setting appears. This setting allows you to set which domains are available for selection to users when they submit assessments using the template. The drop-down list in the **Eligible domains** setting includes only domains whose domain type is **Assessment Review Register**. The list also includes domain descriptions if any.

> **Tip**
> - If you set only one eligible domain, it is automatically selected when users submit assessments.
> - If you don't set any eligible domain, users can select any domain of the **Assessment Review Register** domain type when they submit assessments.
> - Users can’t select a domain they don’t have permission to access, even if the domain is set as eligible.

Outcome of the Require a review setting

The following table describes the outcome of enabling or disabling the **Require a review** setting in a template for users conducting assessments using the template.

Status	Outcome
Enabled	The **Submit for Review** button is shown in the assessment. Clicking the button: • Changes the status of the assessment from **Draft** to **Submitted**. • Creates an Assessment Review asset in the **New** or **Under Review** status in the domain that the user selected when submitting the assessment. • Triggers the Assessments Approval workflow, assigning a task to the Business Steward. You can configure the Assessments Approval workflow so that the task is assigned to a different resource role.
Disabled	The **Complete** button is shown in the assessment. Clicking the button: • Changes the status of the assessment from **Draft** to **Completed**. • Doesn't create any asset. • Doesn't trigger any workflow.

Asset picker

This topic is applicable only to the latest UI. For a similar feature in the classic UI, go to Template fields.

The Asset Picker field in an assessment template allows you to define which assets are available for selection in the asset drop-down list in the assessment for users. You can specify the asset types and statuses based on which the assets in the drop-down list should be filtered.

> **Tip** If you want the asset drop-down list in the assessment to show all assets, leave the **Asset Types** and **Asset Status** settings blank in the template.

In the template, on the **Template Designer** tab, when you click an Asset Picker field, the following field-specific settings appear in the sidebar for you to configure.

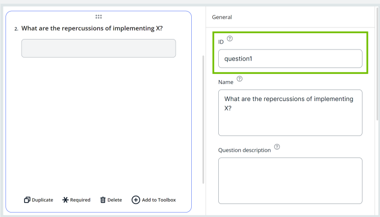
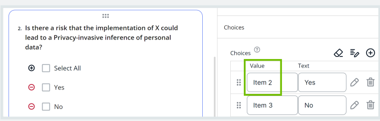
Setting	Description
Asset Types	Select this checkbox if you want the asset drop-down list to contain only those assets that match the asset types you select here.
Include Child Asset Types	Select this checkbox if you want the asset drop-down list to contain those assets that match the asset types you selected as well as their respective child asset types, for a more inclusive selection.
Asset Status	Select the statuses by which you want the assets in the asset drop-down list to be filtered. If the **Asset Types** setting is blank and the **Asset Status** setting has a value, the asset picker will include all asset types that match the asset statuses you select here.
Allow Multiple	Select this checkbox if you want to allow users to select multiple assets from the asset drop-down list.

> **Note** The **Asset Types** and **Asset Status** settings work together with an AND condition. Suppose that **Accepted** is a status that is applicable to only Acronym assets. Now, if **Asset Types** contains *Acronym* and *Report*, and **Asset Status** contains *Accepted*, then the asset drop-down list will contain only assets whose asset type is **Acronym** and status is **Accepted**. It won't contain assets whose asset type is **Report**.

Expression

The Expression field in an assessment template allows you to write an expression to define conditions for showing a specific text based on responses or parameters assigned to fields. The expression evaluates the conditions you define and determines which text to show. For example, you can write an expression to assign risk levels based on the total score and determine the risk level text to show.

Using an expression, you can dynamically evaluate and present information based on the values obtained from specific fields, allowing for customized text to be shown.

> **Note**
>
> - When writing an expression, use IDs instead of display names. For example, if the display name of a text box is **Explain** and its ID is **question1**, use **question1** in the expression.
>
> 
>
>
> - Similarly, if the display text of a checkbox is **Yes** and its value is **Item 1**, use **Item 1** in the expression.
>
> 
>

In this topic

How to use an expression to assign risk levels based on total score

This example shows how to use an Expression field to assign risk levels based on the total score obtained from Yes/No fields in a template. The expression used in the example uses an immediate if (iif) function to determine the risk level.

Suppose that your template contains the following fields:

- A Yes/No field whose ID is **Q1** and score is **5**.
- A Yes/No field whose ID is **Q2** and score is **10**.

You want to assign the risk level based on the sum of the scores of Q1 and Q2, as follows:

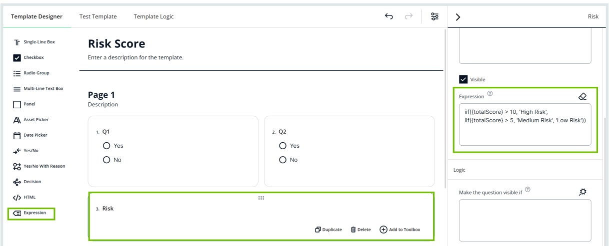
- If the total score is greater than 10, show **High Risk**.
- Otherwise, if the total score is greater than 5, show **Medium Risk**.
- Otherwise, show **Low Risk**.

Then, you can use the Expression field to provide the following expression:

```
iif({totalScore} > 10, 'High Risk', iif({totalScore} > 5, 'Medium
Risk', 'Low Risk'))
```

The outer iif function checks if the total score is greater than 10. If true, it returns **High Risk**. If false, it evaluates the second iif function.

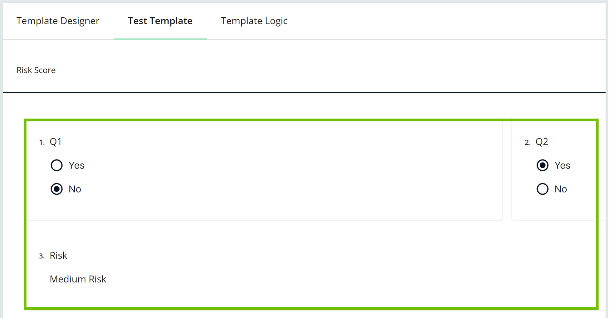
The second iif function checks if the total score is greater than 5. If true, it returns **Medium Risk**. If false, it returns **Low Risk**.



Depending on the combination of responses to fields Q1 and Q2, the Expression field, which is named **Risk** in this example, shows the corresponding risk level text.

- If Q1 and Q2 have the value **Yes**, the total score becomes 15. Therefore, the **Risk** field shows the value **High Risk**.
- If Q1 has the value **Yes** and Q2 has the value **No**, the total score becomes 5. Therefore, the **Risk** field shows the value **Low Risk**.

- If Q1 has the value **No** and Q2 has the value **Yes**, the total score becomes 10. Therefore, the **Risk** field shows the value **Medium Risk**.
- If Q1 and Q2 have the value **No**, the total score becomes 0. Therefore, the **Risk** field shows the value **Low Risk**.



How to use an expression to assign action levels based on responses

This example shows how to use an Expression field to assign action levels based on the responses to specific fields in a template. The expression used in the example uses an immediate if (iif) function to determine the action level.

Suppose that your template contains the following fields:

- A text box whose ID is **Q1**.
- A checkbox whose ID is **Q2**.
  - The value of the **Yes** text in the checkbox is **Item 2**.

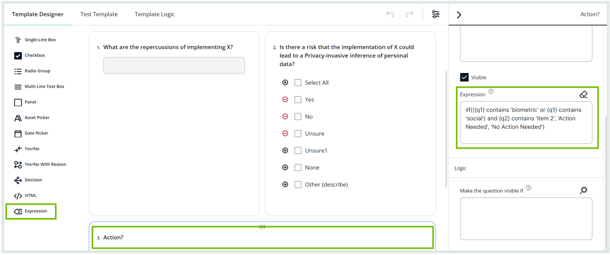
You want to assign the action level based on the responses to Q1 and Q1, as follows:

- If Q1 contains **biometric** or **social** and if Q2 is **Yes**, show **Action Needed**.
- Otherwise, show **No Action Needed**.

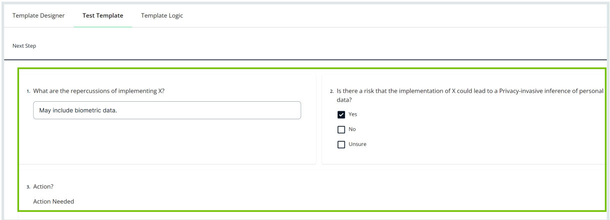
Then, you can use the Expression field to enter the following expression:

```
iif(({q1} contains 'biometric' or {q1} contains 'social') and {q2}
contains 'item 2', 'Action Needed', 'No Action Needed')
```

The iif function checks if Q1 contains "biometric" or "social" and if Q2 is "Yes". If true, it returns **Action Needed**. If false, it returns **No Action Needed**.



Depending on the combination of responses to fields Q1 and Q2, the Expression field, which is named **Action** in this example, shows the corresponding action level text.



Copy response to asset

This feature is **available only** in the latest UI.

You can automatically copy a user's response from an assessment field to a specific characteristic of the asset being assessed using the **Copy Response to Assessed Asset** setting in the template. This setting is shown in the sidebar on the **Template Designer** tab only if the **Asset Type** setting contains a value.

> **Note** The **Copy Response to Assessed Asset** setting isn't available for the Panel, User Picker, and Text fields.

In this topic

When is the response copied?

- If the **Require a review** setting in the template is disabled, the response is copied to the assessed asset when the assessment is completed.

- If the **Require a review** setting in the template is enabled, the response is copied to the assessed asset when the Assessment Review asset is approved.

Asset characteristic

When you select the **Copy Response to Assessed Asset** checkbox in the sidebar, the **Asset Characteristic** drop-down list appears, containing characteristics that meet the following criteria:

- The characteristics are associated with the template's asset type (that is, the value in the **Asset Type** setting). That is, the characteristics are included in the global or scoped assignment of the asset type.
- The characteristics are compatible with the selected field. For example, if the selected field is Date Picker, only the characteristics that support a date value are shown in the list. For more information, go to the next section.
- If the selected field is Asset Picker, only relation types that have at least one source or target asset type in common with the field's asset types.

> **Note**
> - A characteristic can be linked to only one field in a template. Once a characteristic is selected for a field, the characteristic doesn't appear as an option in the **Asset Characteristic** drop-down list for other fields, even if it is compatible.
> - Comments, such as those in a checkbox or a similar field, are never copied to an asset.

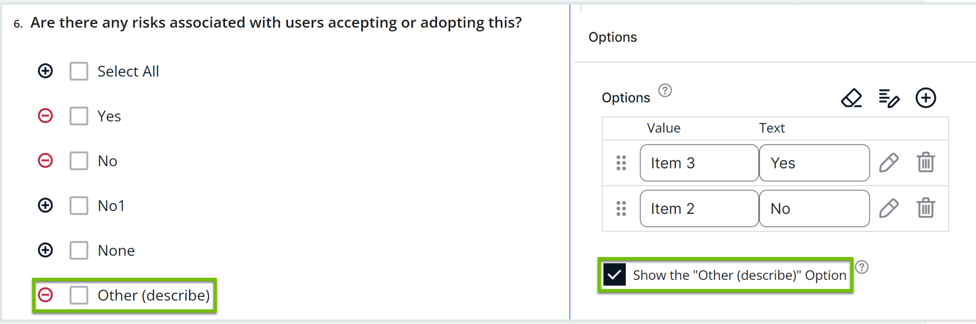
Template field and asset characteristic mapping

The following table shows the type of the characteristics shown in the **Asset Characteristic** drop-down list for a given template field.

Template field	Asset characteristic type
Single-Line Text Box	Text
Number	Numeric, Text

Template field	Asset characteristic type
Checkbox	Text, Multiple selection

> **Tip** If the template is configured to show an additional option for the field and a user selects the additional option when conducting the assessment, the value is copied only if the type of the selected characteristic is Text.



Template field	Asset characteristic type
Radio Button	Text, Selection

> **Tip** If the template is configured to show an additional option for the field and a user selects the additional option when conducting the assessment, the value is copied only if the type of the selected characteristic is Text.

Template field	Asset characteristic type
Multi-Line Text Box	Text
Rich Text Box	Text
Asset Picker	Relation
Date Picker	Date
Yes/No	True/False
Yes/No With Reason	Text
Decision	True/False
Expression	Text

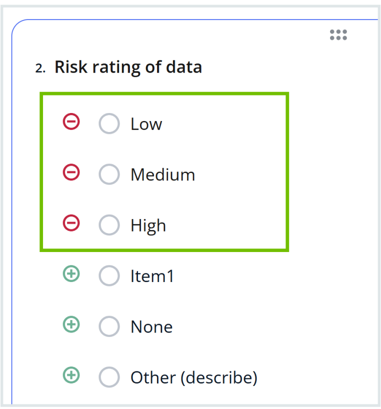
Replace answers

If the selected field is Checkbox or Radio Button and you select an attribute of type **Selection** or **Multiple selection** in the **Asset Characteristic** drop-down list, the **Replace answers** button appears in the sidebar. This button allows you to replace all the options in the Checkbox or Radio Button field with the values allowed for the selected attribute.

Example

Suppose that you have mapped a Radio Button field (**Risk rating of data**) to an attribute of type Selection (**Overall Risk Rating**).

The allowed values for **Overall Risk Rating** are **Low**, **Medium**, and **High**. You want the **Risk rating of data** field to show these three allowed values as answer options for users. Instead of manually configuring each option for the field, you can click **Replace answers**. This ensures that the field's answer options match the attribute's allowed values.



Logic

For each page or field in an assessment 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 on the **Template Designer** tab and the **Template Logic** tab.

> **Note**
> - Any logic you configure for a given field takes priority over the **Visible** and **Required** settings that you may have set in the sidebar.
> - Any logic you configure via the **Template Designer** tab appears on the **Template Logic** tab, and vice versa.

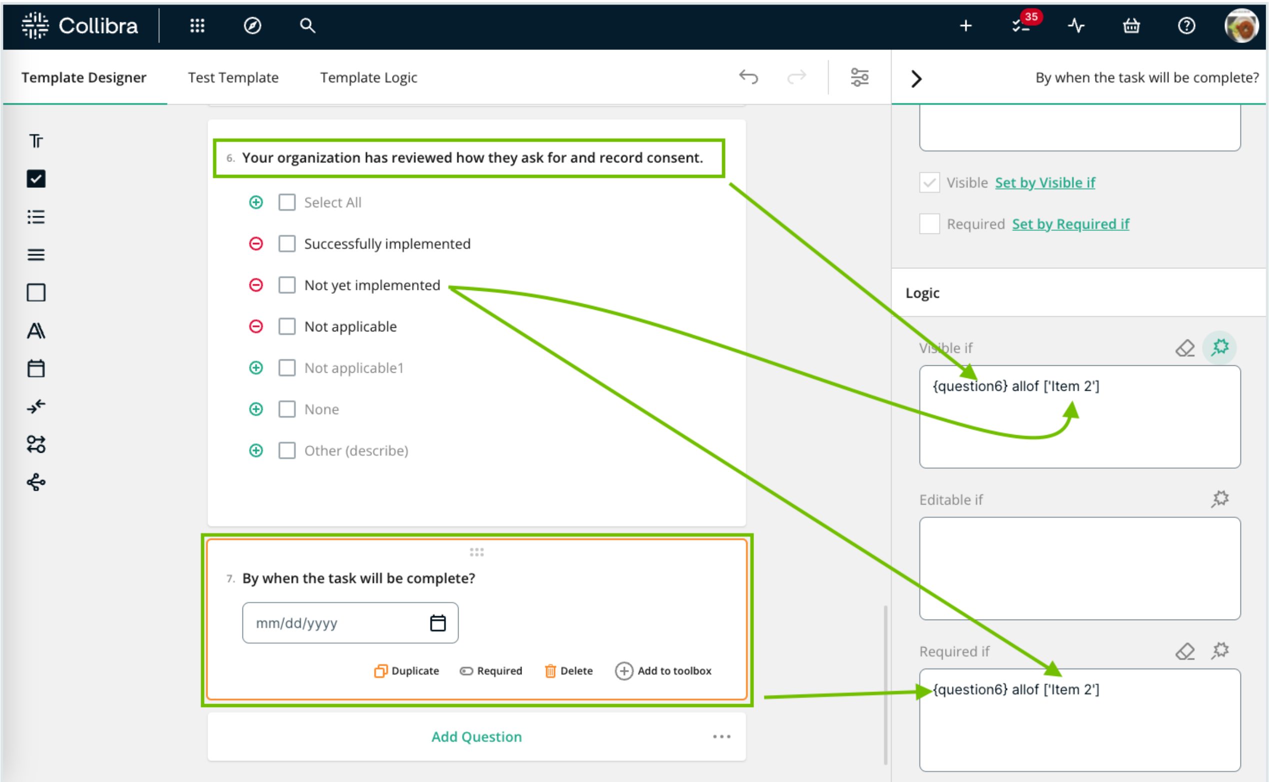
Example

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

Question 7, a Date Picker field, 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 "Not yet implemented," Question 7 is shown.
- **Required If**: Furthermore, if the user responds to Question 6 with "Not yet implemented," Question 7 is a mandatory 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 you configure via the **Template Designer** tab appears on the **Template Logic** tab, and vice versa.

Prerequisites

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

Via the Template Designer tab

1. Open the templates page, and then click a template.
2. Click the question for which you want to create a logic condition.

3. In the **Assessment Settings**, expand the **Logic** settings.
4. In the **Visible if** section, click , to open the logic condition wizard.

   The **Visible if** dialog box appears.
5. Click **Select...**, and then 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 / All of**, and then select a logical operator.

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

7. Enter or select the relevant value or values.
8. Optionally, to add another logic condition, click **Add Condition**, and then:
   a. Select **and** to add an inclusion condition, or select **or**, to add an exclusion condition.
   b. Click **Select...**, and then select the question to which the user's response can trigger the action.
   c. Click **Equals / All of**, and then select a logical operator.
9. Click **Apply**.

Via the Template Logic tab

1. Open the templates page, and then click 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 Rule**.
   b. In the **Select...** 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 / All of**, and then select a logical operator.

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

d. Enter or select the relevant value or values.

4. Optionally, to add another logic condition, click **Add Condition**, and then:
   a. Select **and** to add an inclusion condition, or select **or**, to add an exclusion condition.
   b. Click **Select...**, and then select the question to which the user's response can trigger the action.
   c. Click **Equals / All of**, and then select a logical operator.
5. Specify the action that occurs if the conditions are met:
   a. Click **Select action...**, and then select an action type.
   b. Click **Select question...**, and then select the question that will be affected if the conditions are met.
6. Optionally, click **Add Action**, to specify another action that should occur if the conditions are met.
7. Click **Done**.
   » The logic condition rule or rules that you created are shown.

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 you configure via the **Template Designer** tab appears on the **Template Logic** tab, and vice versa.

Prerequisites

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

Via the Template Designer tab

1. Open the templates page, and then click a template.
2. Click the question for which you want to edit the logic.
3. In the **Assessment Settings**, expand the **Logic** settings.
4. Click .
5. Edit the condition to suit your needs.
   See Logic settings in the Template Designer tab.
6. Click **Apply**.

Via the Template Logic tab

1. Open the templates page, and then click 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. Click **Done**.

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 you configure via the **Template Designer** tab appears on the **Template Logic** tab, and vice versa.

Prerequisites

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

Via the Template Designer tab

1. Open the templates page, and then click a template.
2. Click the question for which you want to delete logic.
3. In the **Assessment Settings** section, expand the **Logic** settings.
4. Click above the condition you want to delete, or click in the text box and manually delete the logic string.

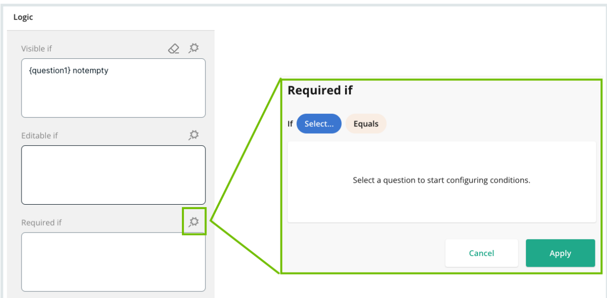
Via the Template Logic tab

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

1. Open the templates page, and then click 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 on the Template Designer tab

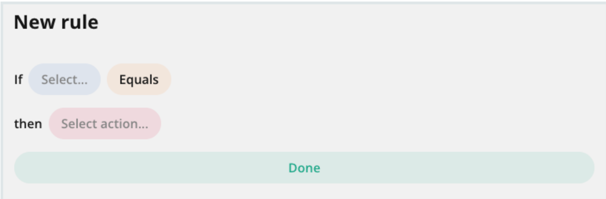
The following table describes the template settings shown in the **Logic** section in the sidebar on the **Template Designer** tab.



<table>
<tr><th>Number</th><th>Setting</th><th>Description</th></tr>
<tr><td>1</td><td>Visible If</td><td>If the defined conditions are met, the field is shown in the assessment.
If the defined conditions aren't met, the field isn't shown in the assessment. Note This logic condition takes priority over the Visible template setting. </td></tr>
<tr><td></td><td>Editable If</td><td>If the defined conditions are met, the field is enabled in the assessment and users can enter a response in the field.
If the defined conditions aren't met, the field is disabled in the assessment and users can't enter a response in the field.</td></tr>
<tr><td></td><td>Required If</td><td>If the defined conditions are met, the field is mandatory and is identified by an asterisk (*) in the assessment. Users need to enter a response in the field before they can complete or submit the assessment.
If the defined conditions aren't met, the field is optional in the assessment. Users can complete or submit the assessment without entering a response in the field. Note This logic condition takes priority over the Required template setting. </td></tr>
<tr><td>2</td><td>Select...</td><td>Field that determines whether or not the action (visible, editable, required) will happen.</td></tr>
<tr><td>3</td><td>Equals / All of</td><td> Logical operator. All or some of the following, based on the type of the selected field: Empty
Not empty
Equals (default, depending on the field type)
Does not equal
Any of
All of (default, depending on the field type)</td></tr>
<tr><td>4</td><td>Value</td><td>Response in the field that determines whether or not the action will happen.</td></tr>
</table>

Logic settings on the Template Logic tab

The following table describes the fields shown on the **Template Logic** tab.



Field	Description
Select...	Field that determines whether or not the action (visible, editable, required) will happen.
Equals / All of	Logical operator. All or some of the following, based on the type of the selected field: • Empty • Not empty • Equals (default, depending on the question type) • Does not equal • Any of • All of (default, depending on the question type)
Value	Response in the field that determines whether or not the action will happen.
Add Condition	Add additional conditions. This is shown only after you configure the first condition.
Select action...	Action that happens if all conditions are met.

Copy a template

You can copy only Collibra assessment templates.

Note

- Assessment templates are shown only if you have a global role that has the **Assessments** > **Manage Templates** global permission.
- Collibra assessment templates are shown only if the **Show out of the box templates** setting is enabled in Collibra Console or Collibra settings.

Prerequisites

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

Steps

1. Open the Collibra template.
2. In the sidebar, in the **Name** field, enter a name to identify the template.
3. If needed, enter the required information.
4. Click **Save as New Template**.

   » The new template opens in the **Draft** status with the version as **V1**. The template is also added to the **Custom Templates** section on the **All Templates** page.

What's next?

Edit, publish, or export the template.

Edit a template

You can edit only custom assessment templates. Collibra templates can't be edited, but you can copy them and then edit their copies.

Note

- Assessment templates are shown only if you have a global role that has the **Assessments** > **Manage Templates** global permission.
- Collibra assessment templates are shown only if the **Show out of the box templates** setting is enabled in Collibra Console or Collibra settings.

Prerequisites

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

Steps

1. Open the custom template.
2. Edit the template.

   > **Tip** For information about the template fields and settings, go to Template fields and Template settings.

3. Click **Save**.
   » Your changes are saved.

> **Note** If the template's previous status was **Draft**, both the status and the version number remain the same. If its previous status was **Published**, the status becomes **Draft** and the version number is incremented.

Discard a draft template

When you edit and save a published template, its status changes to **Draft** and its version number is incremented. You can discard the draft and revert the template to its last published version using the **Discard Version** button, which restores the **Published** status and original version number.

> **Note**
> - If a template is in the **Published** status, you can delete it, but you can't revert it to its last version.
> - Collibra keeps a record of all versions of a template, including the versions that have been deleted.

Prerequisites

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

Steps

1. Open the templates page, and then open the template whose draft you want to discard.
2. Click **More** → **Discard Version**.

   » The draft version of the template is deleted and the last published version of the template becomes available.

Publish a template

Although it is more likely that you will publish templates whose status is **Draft**, you can also publish templates whose status is already **Published**.

> **Note** Only the latest versions of published templates are available for conducting assessments. If you conduct an assessment using a specific version of a template, that version remains unchanged for the entire assessment, even if a newer version of the template has since been published.

Prerequisites

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

Steps

1. Open the template.
2. If needed, edit the template.
3. Click **Publish**.

   » The template is published and available for conducting assessments.

> **Note** If the template's previous status was **Draft**, the status becomes **Published** and the version number remains the same. If its previous status was **Published**, the status remains the same and the version number is incremented.

Export a template

You can export only custom assessment templates whose status is **Published**. Collibra templates can't be exported, but you can copy them and then export their copies.

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

Prerequisites

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

Steps

1. Open the custom template.
2. Click **More** → **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 use the Import Template feature to, for example, import a custom template from your testing environment to your production environment.

In this topic

Prerequisites

- You have a global role that has the **Assessments** > **Manage Templates** global permission.
- Export the custom template that you want to import.

Steps

1. Open the templates page.
2. In the **Custom Templates** section, click **Import Template**.
   » The **Import a Template** dialog box appears.
3. Click the **Upload a JSON file** prompt, and then select the file you want to import. Alternatively, you can drop the file into the dialog box.
4. If needed, change the value in the **Template Name** field.
5. Click **Import**.
   » The imported template is added to the **Custom Templates** section.

Template name

The template you are trying to import may have the same name as that of a template already in Collibra. Here, the term *name* refers to the title of the template in the JSON file, not the file name.

- If a Collibra (out-of-the-box) template with the same name already exists, a new template is created without replacing the existing Collibra template. The imported template has the status **Draft**, version **V1**, and a number appended to its name to differentiate it from the existing template. For example, if the existing template's name is **Collibra**, the imported template's name becomes **Collibra (2)**. You can also rename the imported template in the **Template Name** field during the import.
- If a custom template with the same name already exists, you can choose one of the following options:
  - **Import as a new version of the existing template:** Replaces the existing template with your imported one. The existing template's ID is retained so that any integrations, such as workflows, continue to work. The imported template has the status **Draft** and its version is incremented. For example, if the existing template's version was **V1**, it now becomes **V2**.

    - **Import as a new template:** Creates a new template without replacing the existing one. The imported template has the status **Draft**, version **V1**, and a number appended to its name to differentiate it from the existing template. For example, if the existing template's name is **Custom**, the imported template's name becomes **Custom (2)**. You can also rename the imported template in the **Template Name** field during the import.
- If a template with the same name doesn't exist, you can still import your template as a new version of an existing custom template using the following option:
    - **Import as a new version of the existing template:** Replaces the existing template you select in the **Template** field with your imported one. The imported template has the status **Draft** and its version is incremented. For example, if the existing template's version was **V1**, it now becomes **V2**. You can also rename the imported template in the **Template Name** field during the import.

Delete a template

You can delete only custom assessment templates. If, however, the template you want to delete is used in an assessment that is in the **Draft** status, you can't delete the template. Collibra templates can't be deleted.

> **Note**
> - Assessment templates are shown only if you have a global role that has the **Assessments** > **Manage Templates** global permission.
> - Collibra assessment templates are shown only if the **Show out of the box templates** setting is enabled in Collibra Console or Collibra settings.

Prerequisites

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

Steps

1. Open the custom template.
2. Click **More** → **Delete**.

Working with assessments

You can conduct an assessment of an asset via 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 an assessment on an asset within your Collibra environment. Typically, you onboard an asset and then conduct an assessment on the asset. However, you can also conduct an assessment prior to onboarding an asset, which can be useful in guiding the onboarding process.

This topic describes how to create and conduct an assessment both with and without a specific asset. If you had already created an assessment and now want to complete or submit it, go to Complete or submit an assessment. If you want to start an assessment via a link, go to Conduct an assessment via a linkYou can create or conduct an assessment with or without a specific asset directly via a link.Prerequisites You have a global role that has the Assessments > Conduct assessments global permission.StepsOn the address bar of your browser, enter a link in the following format. FormatExampleTo create an assessment with a specific asset[your Collibra instance]/assessments/conduct?assetId=[ID of the asset in Collibra]&templateId=[ID of a published assessment template]https://doc.collibra.com/assessments/conduct?assetId=019102db-f625-7ebb-89f7-3df92ed34923&templateId=4565e602-2a78-11eb-adc1-0242ac120002To create an assessment without a specific asset[your Collibra instance]/assessments/conduct?assetName=[Name for the assessment]&templateId=[ID of a published assessment template]https://doc.collibra.com/assessments/conduct?assetName=Risk%20Management&templateId=4565e602-2a78-11eb-adc1-0242ac120002 An assessment is created in the Draft status and the assessment page opens.What's next?Complete or submit the assessment..

Note The Require a review setting in the template used in the assessment determines which button (**Complete** or **Submit for Review**) is shown when conducting the assessment.

- The **Complete** button is shown if the **Require a review** setting is disabled. When you complete an assessment, no asset is created.
- The **Submit for Review** button is shown if the **Require a review** setting is enabled. When you submit an assessment, an Assessment Review asset is created.

Prerequisites

- You have a global role that has the **Assessments** > **Conduct assessments** global permission.
- To submit an assessment: The following must be true for the domain (or its community) that is selected when submitting the assessment.
  - At least one user is assigned the Business Steward resource role.
  - The Business Steward has a global role with the **Workflow** > **Participate in Workflow** global permission, for example, AI Business User or AI Legal Reviewer.

Tip If you are going to be using AI Governance, meaning you have the AI Business User or AI Legal Reviewer global permission, and you have the Business Steward resource role for the domain (for the **Asset** > **Add** and **Attribute** > **Add** resource permissions), then you already meet the requirements mentioned here, without further configuration.

Steps

1. Open Assessments.
2. In the **Conduct Assessment** section, enter the required information.

   Show more information

Field	Description
Template	Select the template you want to use in the assessment. This field contains a list of published templates.

Field	Description
Does the Asset Exist in Collibra?	This field is shown only if a specific asset type is associated with the selected template. To conduct an assessment with a specific asset, select **Yes**, and then select the asset in the **Asset** field. To conduct an assessment without a specific asset, select **No**, and then enter a name for the assessment in the **Assessment Name** field.
Assessment Name	This field is shown only if an asset type isn't associated with the selected template. Enter a name for the assessment.

3. Click **Conduct Assessment**.
   » An assessment is created in the **Draft** status and the assessment page opens.
4. Enter your responses.
   » Your responses are automatically saved.

   > **Tip** If someone else saved their response to the same question first, a dialog box appears to notify you. You can then choose to click one of the following buttons:
   > - **Override Changes:** This replaces their response with yours.
   > - **Copy Answer and Refresh:** This replaces your response with theirs, while copying your response to the clipboard for potential use later. That is, after reviewing their response, if you decide to replace it with yours, you can simply paste your copied response. Answers to certain types of questions, such as checkboxes, radio buttons, and asset pickers, can't be copied to the clipboard.

5. Optional: In the **Properties** sidebar, edit the assessment permissions.
   Show more information
   To edit a permission, in the **Properties** sidebar, click the current value, select the required option, and then click the checkmark (Save) icon or simply click outside to save your change.

Section	Option	Description
Permission to View	Everyone	Everyone can view the assessment.
	Only Owner and Assignees	Only the owner and the assignees you select in the **Assignees** field can view the assessment. **Tip** You can use the **View Permissions** setting in the assessment template to set the default view permission for all assessments that use that template.
Permission to Edit	Owner	Shows your name by default and can't be changed. You can always edit your own assessment. **Tip** 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.
	Assignees	Only the assignees can view and edit the assessment. The owner can always edit their own assessment.

6. Do one of the following depending on which button is shown:
    - Click **Complete**, and then, in the **Complete This Assessment** dialog box, click **Complete**.

      » The status of the assessment becomes **Completed**.
    - Click **Submit for Review**. Then, in the **Submit This Assessment** dialog box, select the domain in which you want the Assessment Review asset to be created, and then click **Submit**.

      > **Note** In the **Domain** field in the **Submit assessment** dialog box, only domains of the type **Assessment Review Register** are shown. If you don't have the option to select a domain, it means that a single target domain has been specified in the Eligible domains setting in the assessment template.

      » The status of the assessment becomes **Submitted**, and the **Open the Review Asset** button appears to enable you to view the Assessment Review asset.

What's next?

What happens after you save, complete, or submit an assessment.

Conduct an assessment via a link

You can create or conduct an assessment with or without a specific asset directly via a link.

Prerequisites

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

Steps

1. On the address bar of your browser, enter a link in the following format.

Format	Example
To create an assessment with a specific asset	
`[your Collibra instance]/assessments/conduct?assetId=[ID of the asset in Collibra]&templateId=[ID of a published assessment template]`	`https://doc.collibra.com/assessments/conduct?assetId=019102db-f625-7ebb-89f7-3df92ed34923&templateId=4565e602-2a78-11eb-adc1-0242ac120002`
To create an assessment without a specific asset	
`[your Collibra instance]/assessments/conduct?assetName=[Name for the assessment]&templateId=[ID of a published assessment template]`	`https://doc.collibra.com/assessments/conduct?assetName=Risk%20Management&templateId=4565e602-2a78-11eb-adc1-0242ac120002`

» An assessment is created in the **Draft** status and the assessment page opens.

What's next?

Complete or submit an assessment.

Assessment details page

When conducting an assessment, if you click **Complete** 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 all responses.
- Shows the name of the user who owns the assessment and the names of the assignees.
- Shows the date and time when the assessment was created and when it was last updated.

  > **Note** If the assessment was never updated, the **Last Updated** field has the same value as the **Created** field in the **Properties** sidebar.

- Shows the following if the assessment is in the **Completed** or **Submitted** status:
  - A button to the launch a follow-up assessment, if the associated template included the Yes/No and Decision fields and the score threshold was reached.
  - The **Open the Review Asset** button to access the Assessment Review asset page in your environment. If the Assessment Review asset was deleted from your environment, the status of the assessment still remains **Submitted**.

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.

Assessments automatically inherit the view permission from the associated template. However, if you are the owner of the assessment or an Assessments administrator, you can still change the default view permission in the assessment if needed. If you are an administrator, you can also change the owner of an assessment, regardless of its status.

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. 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.

> **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, we recommend editing the permissions of that assessment so that it is visible to only you and the assignees that you select.

In this topic

Terminology

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

Assessment permission details

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

Permission	Assignees	Owner	Assessments administrator
View an assessment	Yes	Yes	Yes, even if they aren't the owner or assignee
Edit an assessment whose status is Draft	Yes	Yes	No
Copy an assessment	Yes	Yes	Yes, even if they aren't the owner or assignee
Complete or submit an assessment	Yes	Yes	No

Permission	Assignees	Owner	Assessments administrator
Edit an assessment whose status is Completed or Submitted	No	No	No
Download a PDF of an assessment	Yes	Yes	Yes, even if they aren't the owner or assignee
Mark an assessment as obsolete	No	Yes	No
Delete an assessment	No	Yes	No
Change the view permission of an assessment	No	Yes	Yes, even if they aren't the owner or assignee
Change the owner of an assessment	No	No	Yes, even if they aren't the owner or assignee
Change the assignees of an assessment	No	Yes	Yes, even if they aren't the owner or assignee

Change assessment permissions

Prerequisites

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

Steps

1. Open Assessments.
1. Click the assessment whose permissions you want to edit.
2. In the **Properties** sidebar, click the current value in each of the following sections, select the required option, and then click the Save icon.

Section	Option	Description
Permission to View	Everyone	Everyone can view the assessment.
	Only Owner and Assignees	Only the owner and the assignees you select in the **Assignees** field can view the assessment. **Tip** You can use the **View Permissions** setting in the assessment template to set the default view permission for all assessments that use that template.
Permission to Edit	Owner	Shows your name by default and can't be changed. You can always edit your own assessment. **Tip** 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.
	Assignees	Only the assignees can view and edit the assessment. The owner can always edit their own assessment.

Assessment comments

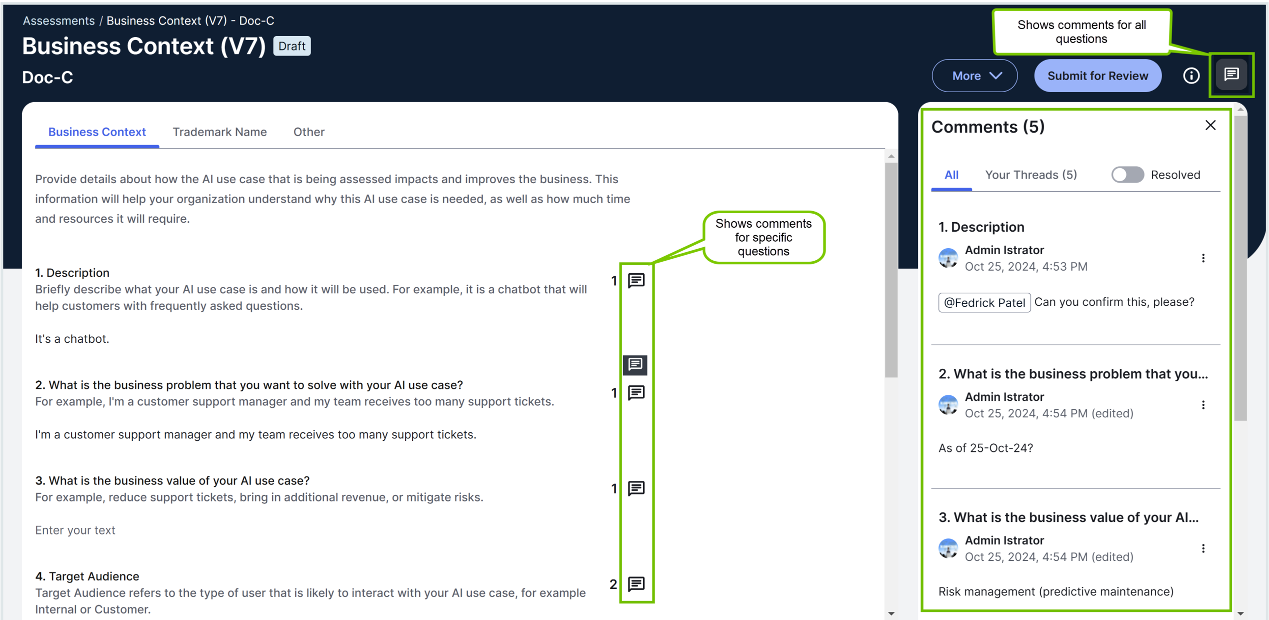
> **Important** This feature is **available only** in the latest UI.

Introduction

You can collaborate on any assessment by adding comments directly to specific questions and mentioning (tagging) others. Mentioned users receive email notifications, facilitating faster response time and transparency, while eliminating the need for offline discussions. This feature is particularly useful if you aren't sure about your response to an assessment question and would like someone to review it before completing or submitting the assessment.

Tip

- You can add a comment in an assessment if you can view the assessment.
- Up to 250 comments (excluding replies) can be added to an assessment, with each comment allowing up to 50 replies.



Comments sidebar

The **Comments** sidebar opens when you click (Comments) in the title bar, or when you click a question or next to a question.

Note Simply clicking in the title bar doesn't allow you to add a comment. A comment can be added only if you click the next to a question.

Comments in the **Comments** sidebar are sorted by question. Within each question, the comments are arranged in descending order by date, with the most recent comment shown first. Resolved comments are hidden by default but can be viewed by switching on the **Show Resolved** option. A resolved thread is indicated by a green checkmark.

> **Note**
> - To view the comments for all questions, click in the title bar.
> - To view the comments for a specific question or to add a comment to a question, click the question itself or the next to the question. Clicking the question again (or next to the question again) shows comments for all questions.

The following table describes the tabs shown in the **Comments** sidebar.

Tab	Description
All	Shows all comments, regardless of who added them. Replies to a comment are nested within the comment as a thread.
Your Threads	Shows all the comments in which you are a participant. You become a participant when you: • Add a comment. • Reply to a comment. • Are mentioned in a comment or reply.

Add a comment

You can add a comment to any question in an assessment, regardless of the status of the assessment.

> **Note** Adding a comment in a new assessment that isn't saved yet creates the assessment.

Steps

1. Click a question or next to it.
   » The **Comments** sidebar opens with the comment box.

   > **Tip** If no comment has been added yet, click **Add a comment** to open the comment box.

2. Enter your comment.

> **Tip** To mention someone, select @ from the toolbar or enter @ followed by their username.

3. Click **Comment**.
   » Your comment is added. If you mentioned someone, they are notified by email.

Reply to a comment

You can reply to any comment. Replying to a comment notifies the participants in the thread by email, even if they weren't mentioned using @. A participant is someone who started the thread, replied in the thread, or is mentioned in the thread.

Prerequisites

You are assigned a responsibility on the community, domain, or asset with a resource role that has the **Comment** > **Add** resource permission.

Steps

1. In the title bar, click .
   » The **Comments** sidebar is shown.
2. Select the comment, and then enter your reply.

> **Tip** To mention someone, select @ from the toolbar or enter @ followed by their username.

3. Click **Reply**.
   » Your reply is added. Thread participants, if any, are notified by email.

Edit a comment

You can edit your own comment, including your reply. Editing a comment doesn't notify anyone, even if you mention them using @.

Steps

1. In the title bar, click .
   » The **Comments** sidebar is shown.
2. Click ⋮ → **Edit** next to the comment.
3. Edit the comment.
4. Click **Save**.
   » Your edited comment is saved.

Resolve a comment

Any participant in a thread can mark a comment thread as resolved. A participant is someone who started the thread, replied in the thread, or is mentioned in the thread. Resolving a thread doesn't notify anyone.

When you resolve a thread, all the replies within that thread are also resolved. You can't resolve a reply.

Steps

1. In the title bar, click .
   » The **Comments** sidebar is shown.
2. Click ⋮ → **Resolve** next to the thread.
   » The thread is resolved and it disappears.

Tip

- Resolved threads are hidden by default. To view all resolved threads, switch on the **Show Resolved** option. A resolved thread is indicated by a green checkmark.
- Resolved threads can't be edited unless they are reopened.

Reopen a comment

Any participant in a thread can reopen a resolved comment thread. A participant is someone who started the thread, replied in the thread, or is mentioned in the thread.

Reopening a thread doesn't notify anyone. Also, if you want to edit your own resolved thread, you need to reopen it first.

Steps

1. In the title bar, click .
   » The **Comments** sidebar is shown.
2. Switch on the **Show Resolved** option.

   > **Tip** A resolved thread is indicated by a green checkmark.

3. Click ⋮ → **Re-open** next to the resolved thread.
   » The thread is reopened. If the thread is yours, you can edit it.

Delete a comment

You can delete your own comment, including your reply. Deleting a comment doesn't notify anyone.

When you delete a comment, all the replies within that comment are also deleted.

Steps

1. In the title bar, click .
   » The **Comments** sidebar is shown.
2. Click ⋮ → **Delete** next to the comment.

Who is notified and when

The owner and the assignees of an assessment are always notified for all comments, regardless of whether they are a participant or not.

Suppose that a user named Ariel starts a thread. The following table shows who is notified by email and when.

Scenario	Who is notified
Ariel adds a comment	Owner and assignees of the assessment
Ariel mentions Bob	Bob, owner, and assignees
Bob replies	Ariel, owner, and assignees
Cora replies	Ariel, Bob, owner, and assignees
Bob replies again	Ariel, Cora, owner, and assignees
Bob replies again and mentions Joe in the reply	Ariel, Cora, Joe, owner, and assignees

Create or retrieve an assessment via workflows

You can call the Assessments API within your workflows to create, retrieve, or retake 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.

The following predefined Java delegates are available:

- **ConductAssessmentDelegate**: Allows you to create an assessment in the **Draft** status via a workflow.
- **GetAssessmentDelegate**: Allows you to retrieve the details of an assessment via a workflow.
- **RetakeAssessmentDelegate**: Allows you to trigger a retake of an assessment via a workflow based on certain conditions (for example, when an assessment is rejected).

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

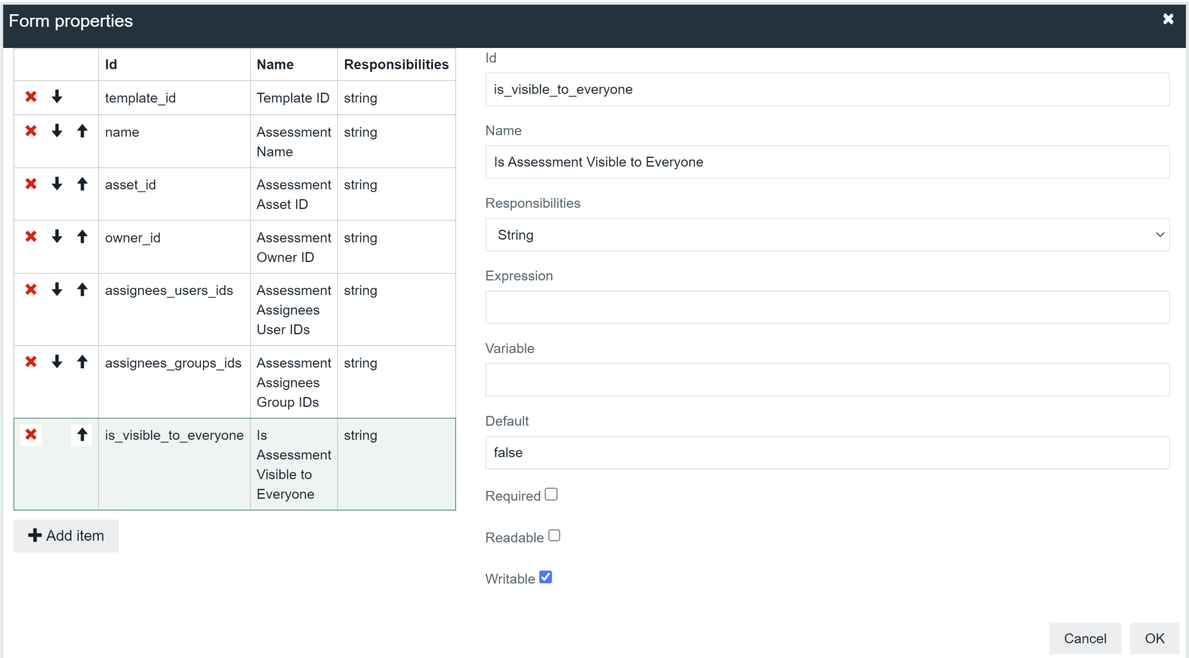
Parameter ID	Type	Description	Example
is_visible_to_every-one	String	Boolean.	false or true
Output			
result	String	ID of the assessment created.	60dfe2b6-0215-4a30-86dd-4ee235a1821e

Example

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

1. On the main toolbar, 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**.

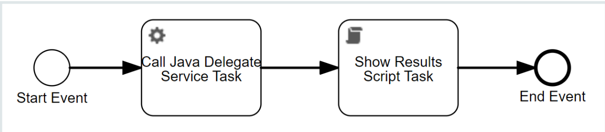
13. Click the script task.

    » 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**.

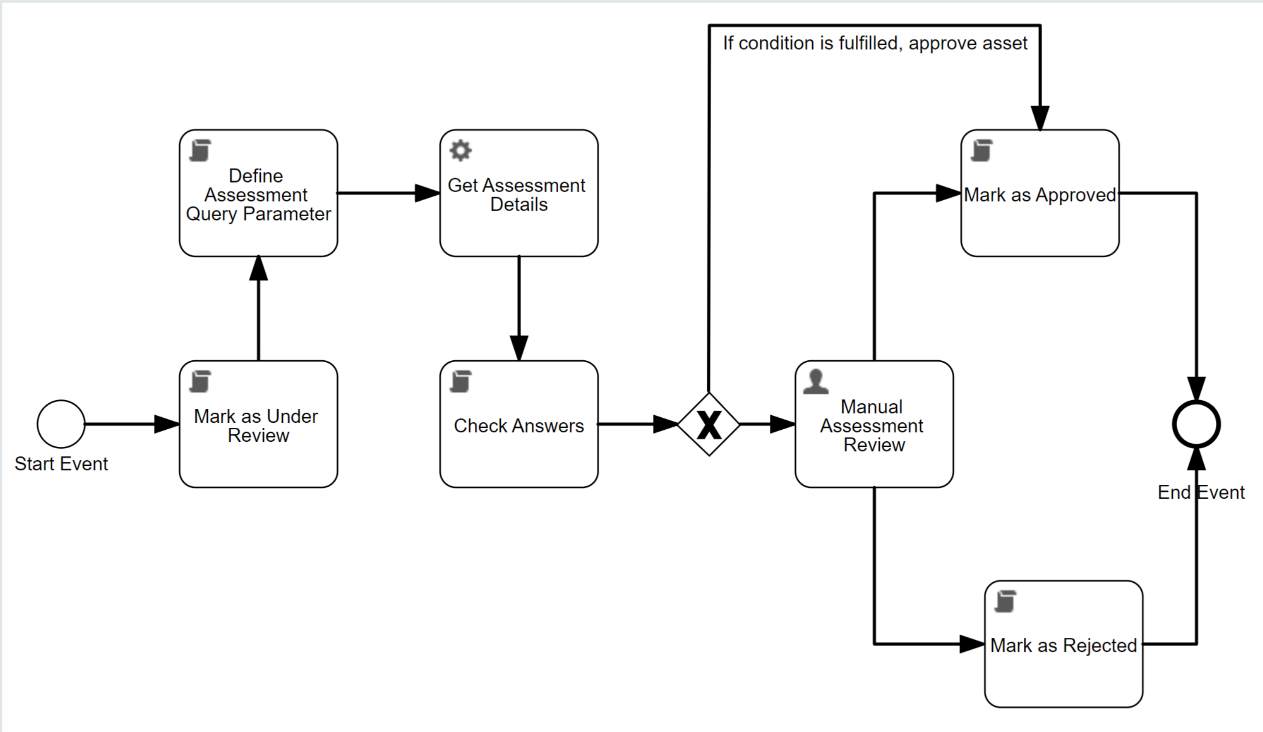
Parameter ID	Type	Description	Example
Input			
assessment_id	String	ID of the assessment.	002c7cac-92d0-451e-b979-8ef0857a34b4
assessment_review_id	String	ID of the assessment review asset.	9e6ba6fa-ae24-41c8-9b42-08e7c4231689

Parameter ID	Type	Description	Example
Output			

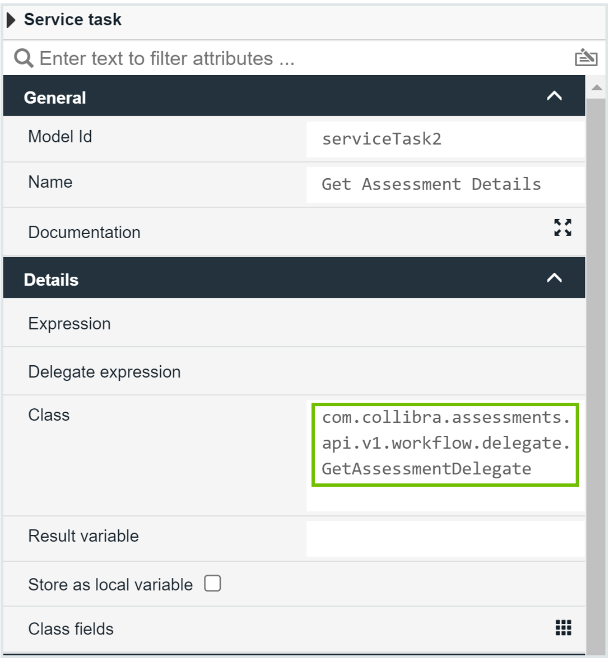
Parameter ID	Type	Description	Example
result	Map<String, Object>	The assessment.	

Example

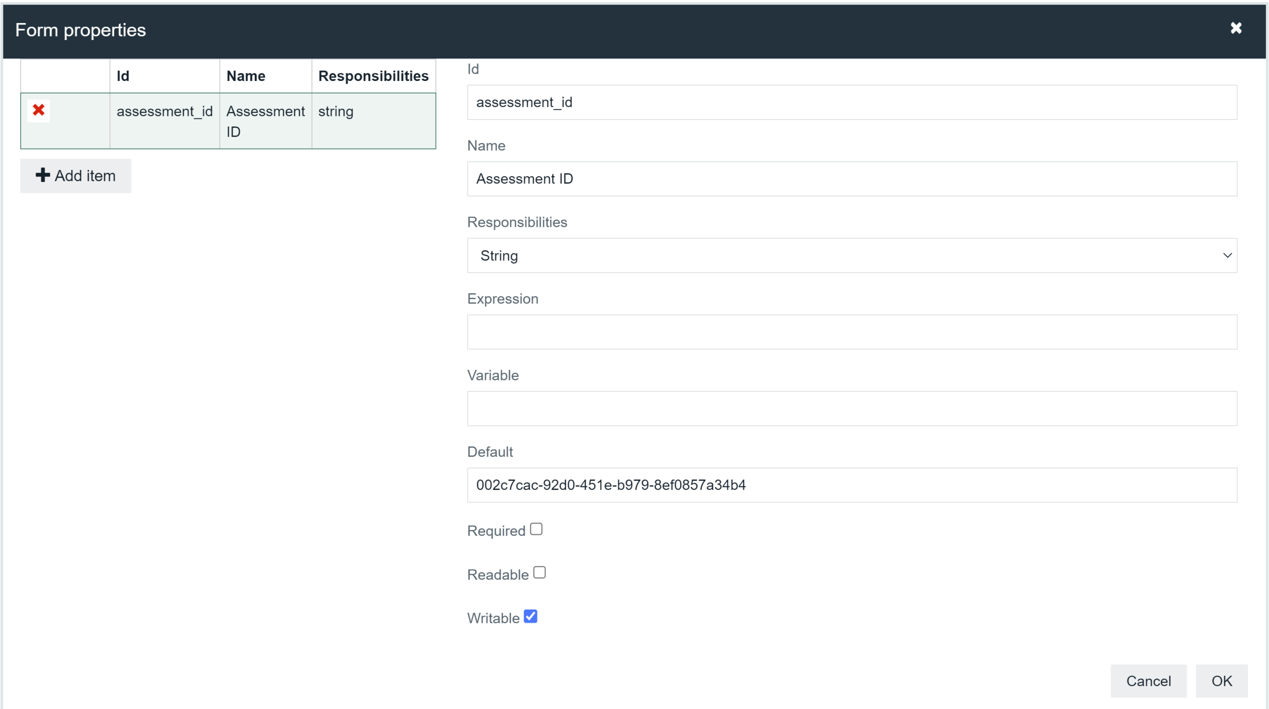
The following image shows an assessment approval workflow that uses **GetAssessmentDelegate** to automatically approve an assessment based on certain answers.



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)
```

RetakeAssessmentDelegate

Properties

Class:

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

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

Parameter ID	Type	Description	Example
Input			
assessment_id **Note** This parameter is required.	String	ID of the assessment.	002c7cac-92d0-451e-b979-8ef0857a34b4
owner_id	String	ID of the Collibra user to be used as the owner of the new (retaken) assessment. If this value is not provided, the owner of the original assessment is used.	0e787414-fd78-48a0-bfdd-69411b26c65b
Output			

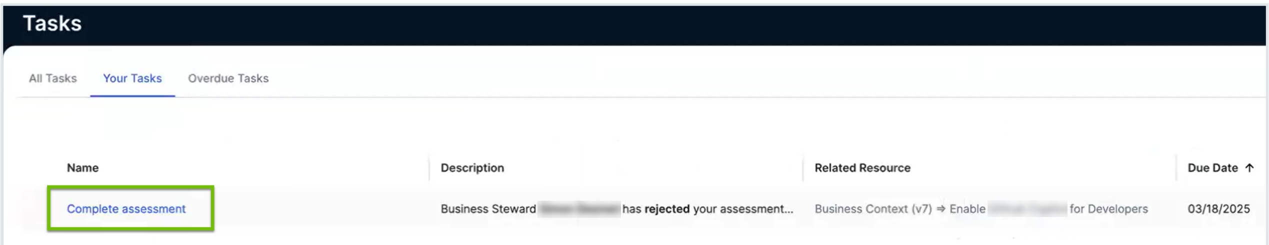
Parameter ID	Type	Description	Example
result	String	ID of the new assessment.	60dfe2b6-0215-4a30-86dd-4ee235a1821e

Example

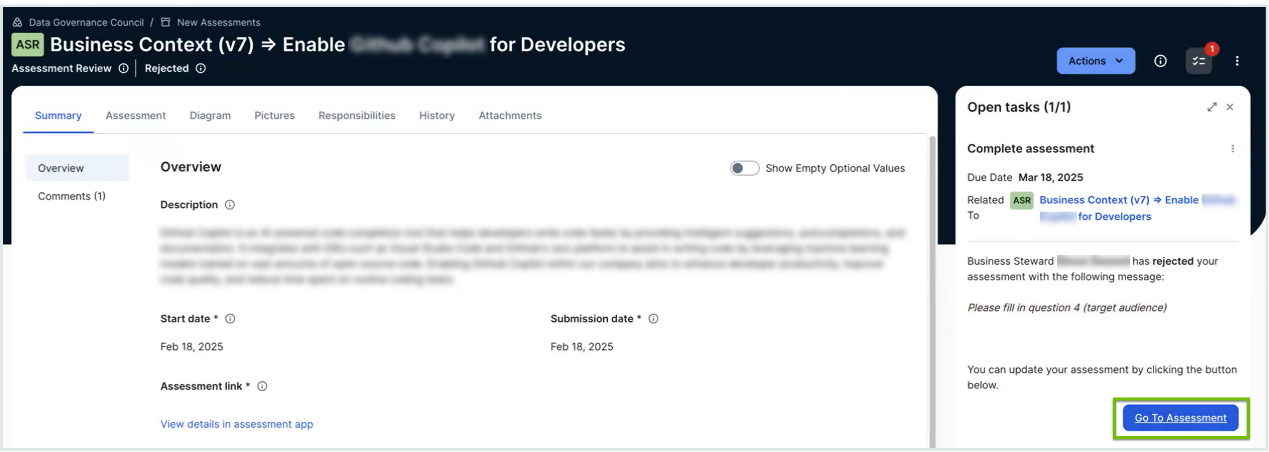
The following example shows how **RetakeAssessmentDelegate** can be used in a workflow to make the process of retaking a rejected assessment more efficient.

Suppose that a user submits an assessment for review. Once an assessment is submitted, it can't be edited. If the reviewer finds missing or incorrect information in the assessment, they provide feedback and reject the assessment. Typically, this ends the review lifecycle. The user would need to manually go to the original assessment and retake it to address the feedback.

You can, however, integrate **RetakeAssessmentDelegate** into the workflow such that a task is automatically created for the user to retake the assessment when their assessment is rejected.



The user clicks the task and is taken to the Assessment Review asset page containing a link to a draft version of the assessment.



The draft already contains the original content, so the user doesn't need to start from scratch. This is equivalent to retaking the original assessment. The user can simply update the draft based on the reviewer's feedback and submit it again for review. The reviewer then reviews and approves the new assessment, ending the review lifecyle more meaningfully.

With this updated workflow, the user doesn't need to recreate the original assessment or manually go to the original assessment to retake it. Instead, they can directly retake the assessment via the task. The updated workflow streamlines the process of retaking and resubmitting assessments, making it easier for users to address feedback.

> **Note** **RetakeAssessmentDelegate** isn't integrated into the workflow out of the box.

Edit an assessment

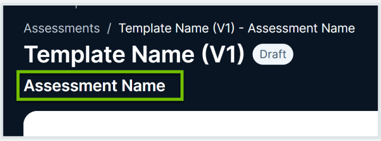
You can edit an assessment or its name only if its status is **Draft**.

Prerequisites

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

Steps

1. Open Assessments.
2. Click the assessment you want to edit.
   » The assessment page opens.
3. Edit the responses.
   Your responses are automatically saved.

   > **Tip** You can also edit the name of the assessment if it was created without an asset. To edit the name, click the name, edit it, and then click outside to save it.
   >
   > 
   >

What's next?

Complete or submit an assessment.

Retake an assessment

Important This topic is **applicable only** to the latest UI. For a similar feature in the classic UI, go to Copy an assessment.

When you retake an assessment, a duplicate of the assessment is created in the **Draft** status. The new assessment inherits the responses and the view permission from the original assessment, with the exception of the assignees. You become the owner of the new assessment.

You can retake an assessment from the Assessments landing page directly, or from the Assessment Review asset page created when an assessment is submitted. This topic, however, describes how to retake an assessment from an assessment page.

Note

- You can't retake an assessment whose template is deleted.
- You can retake an assessment whose template is updated. That is, you can retake an assessment even if it uses an older version of a template. The new assessment, however, always uses the latest version of the template. This means any changes in the latest template, such as added, edited, or removed questions, are reflected in the new assessment.
    - If a question was removed from the latest template, it isn't shown in the new assessment.
    - If a new question was added to the latest template, it is shown and highlighted in the new assessment to prompt you to fill it.
    - If a question's response was edited in the new assessment, it is highlighted in the new assessment.

Prerequisites

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

Steps

1. Open Assessments.
2. Click the assessment you want to retake.
   » The assessment page opens.
3. Click **Retake**.

   > **Tip** If you can't find this button, click **More** → **Retake**.

   » The new assessment is created and its assessment page opens in the **Draft** status. In the **Properties** sidebar of the new assessment, the **Owner** field shows your name, instead of the name of the user who created the original assessment. The **Created** field shows the date and time when the assessment was retaken.

What's next?

Edit, complete, or delete the assessment.

Copy an assessment

> **Note** This topic is applicable only to the classic UI. For a similar feature in the latest UI, go to Retake an assessment.

When you copy an assessment, a duplicate of the assessment is created in the **Draft** status. The new assessment includes all the responses and view permissions from the original assessment, with the exception of assignees.

> **Note** You can't copy an assessment whose template is deleted or updated.

Prerequisites

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

Steps

1. Open Assessments.
2. Click the assessment you want to copy.
   » The assessment page opens.
3. In the upper-right corner of the page, click ⋮ , and then click **Copy**.
   » The new assessment immediately opens in the **Draft** status.

> **Note** In the **Properties** section of the new assessment, the **Owner** field shows the name of the user who copied the assessment, instead of the name of the user who created the original assessment. The **Created on** field shows the date and time when the assessment was copied.

What's next?

Edit, complete, or delete the assessment.

Complete or submit an assessment

You can complete an assessment or submit it for review only if its status is **Draft**. This topic describes how to complete or submit an assessment that is already created. If you haven't already created an assessment, go to Conduct an assessment.

> **Note** The **Require a review** setting in the template used in the assessment determines which button (**Complete** or **Submit for Review**) is shown when conducting the assessment.
>
> - The **Complete** button is shown if the **Require a review** setting is disabled. When you complete an assessment, no asset is created.
> - The **Submit for Review** button is shown if the **Require a review** setting is enabled. When you submit an assessment, an Assessment Review asset is created.

Prerequisites

- You have a global role that has the **Assessments** > **Conduct assessments** global permission.

- You are the owner or assignee of the assessment you want to complete or submit.
- To submit an assessment: The following must be true for the domain (or its community) that is selected when submitting the assessment.
  - At least one user is assigned the Business Steward resource role.
  - The Business Steward has a global role with the **Workflow** > **Participate in Workflow** global permission, for example, AI Business User or AI Legal Reviewer.

> **Tip** If you are going to be using AI Governance, meaning you have the AI Business User or AI Legal Reviewer global permission, and you have the Business Steward resource role for the domain (for the **Asset** > **Add** and **Attribute** > **Add** resource permissions), then you already meet the requirements mentioned here, without further configuration.

Steps

1. Open Assessments.
2. Click the assessment you want to complete or submit.
   » The assessment page opens.
3. Enter or edit the responses.
   » Your responses are automatically saved.

> **Tip** If someone else saved their response to the same question first, a dialog box appears to notify you. You can then choose to click one of the following buttons:
> - **Override Changes:** This replaces their response with yours.
> - **Copy Answer and Refresh:** This replaces your response with theirs, while copying your response to the clipboard for potential use later. That is, after reviewing their response, if you decide to replace it with yours, you can simply paste your copied response. Answers to certain types of questions, such as checkboxes, radio buttons, and asset pickers, can't be copied to the clipboard.

4. Do one of the following depending on which button is shown:
   - Click **Complete**, and then, in the **Complete This Assessment** dialog box, click **Complete**.
     » The status of the assessment becomes **Completed**.
   - Click **Submit for Review**. Then, in the **Submit This Assessment** dialog box, select the domain in which you want the Assessment Review asset to be created, and then click **Submit**.

> **Note** In the **Domain** field in the **Submit assessment** dialog box, only domains of the type **Assessment Review Register** are shown. If you don't have the option to select a domain, it means that a single target domain has been specified in the **Eligible domains** setting in the assessment template.

» The status of the assessment becomes **Submitted**, and the **Open the Review Asset** button appears to enable you to view the Assessment Review asset.

> **Note** For information about the interaction between Collibra Assessments and Collibra Platform when you submit an assessment, go to What happens after you save, complete, or submit an assessment.

What happens after 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.

> **Note** The **Require a review** setting in the template used in the assessment determines which button (**Complete** or **Submit for Review**) is shown when conducting the assessment.
>
> - The **Complete** button is shown if the **Require a review** setting is disabled. When you complete an assessment, no asset is created.
> - The **Submit for Review** button is shown if the **Require a review** setting is enabled. When you submit an assessment, an Assessment Review asset is created.

Action	Outcome		
	Status	Can you edit the assessment?	Is the Collibra environment affected?
Entering a response in a new assessment	Draft	Yes	No
Clicking **Complete**	Completed	No	No

Action	Outcome		
	Status	Can you edit the assessment?	Is the Collibra environment affected?
Clicking **Submit for Review**	Submitted	No	Yes

When you submit an assessment

When you submit an assessment:

- An Assessment Review asset is created in the domain you selected when submitting the assessment. The domain type is **Assessment Review Register**. If the Assessments Approval workflow is disabled, the asset status is **New**. If the workflow is enabled, the asset status is **Under Review**.

  > **Tip** To open the Assessment Review asset page, on the assessment page, click **Open the Review Asset**.

- The assessment responses are shown on the **Assessment** tab of the asset page.
- If the assessment was conducted on an existing asset, the Assessment Review asset is related to that asset via the following relation type: *[Asset] is assessed by / assesses [Assessment Review]*
- The Assessments Approval workflow is triggered. This workflow notifies the Business Steward (by default) that an Assessment Review asset is ready for review, prompting them to approve or reject the asset. They can also retake the assessment via **Actions** → **Retake Assessment** on the asset page.

Approve or reject an assessment

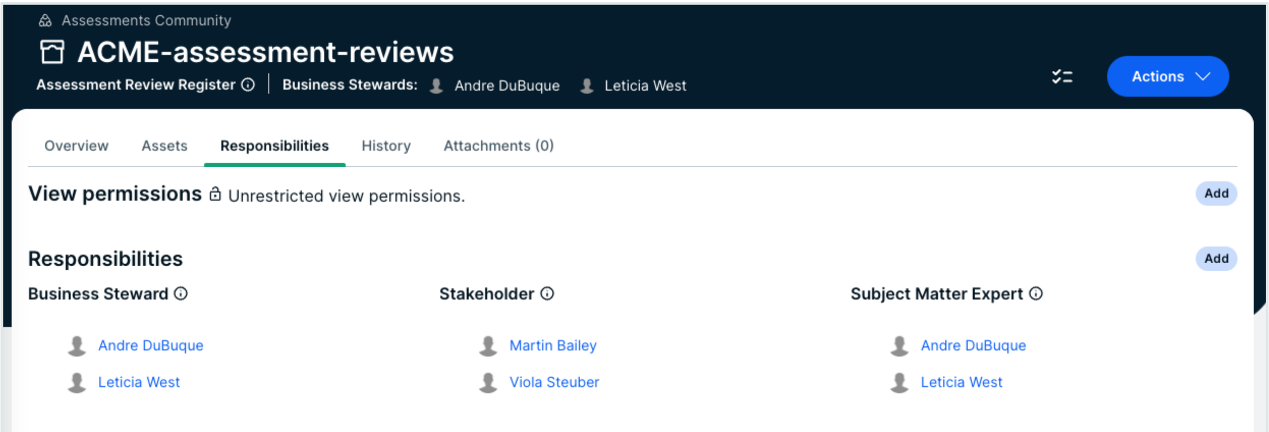
When an assessment is submitted, an Assessment Review asset is created in the domain the user selected when submitting the assessment and a Review Assessment task is created. This behavior is applicable to only those assessments that use a template in which the **Require a review** setting is enabled.

> **Note** After an Assessment Review asset is approved or rejected, it can't be edited.

Prerequisites

The following resource roles are added as responsibilities to the domain of the Assessment Review asset:

- Business Steward
- Stakeholder
- Subject Matter Expert



Steps

1. Open the **Tasks** page, and then click the relevant **Review Assessment** task.
   » The Assessment Review asset page opens.
2. Review the assessment.

   > **Tip**
   > - To view the assessment responses, click the **Assessment** tab.
   > - To view the assessment details, on the **Overview** tab, click **View details in assessment app**.

3. In the **Open tasks** sidebar, enter a reason for approving or rejecting the assessment, and then click **Approve** or **Reject**.
   » The status of the Assessment Review asset becomes **Approved** or **Rejected**. The reason you entered is added as a comment on the asset page.
   » The status of the assessment remains **Submitted**, regardless of whether the assessment is approved or rejected.

> **Tip** You can also retake the assessment from the asset page via **Actions** → **Retake Assessment**.

Mark an assessment as obsolete

You can mark an assessment that is in the **Completed** or **Submitted** status as obsolete only if you are the owner of the assessment. If you mark a submitted assessment as obsolete, the status of the Assessment Review asset that was created during submission also becomes **Obsolete**. Obsolete assessments are also shown in the table on the Assessments landing page.

Prerequisites

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

Steps

1. Open Assessments.
2. Click the assessment you want to mark as obsolete.
   » The assessment page opens.
3. Click **More** → **Mark as Obsolete**.
   » The status of the assessment becomes **Obsolete**.

Download an assessment

You can print an assessment or download it as a PDF using the **Print** button. The printed or PDF version of an assessment doesn't contain the descriptions or tooltips of questions.

Prerequisites

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

Steps

1. Open Assessments.
2. Click the assessment you want to print.
3. Click **Print**.

   > **Tip** If you can't find the **Print** button, go to **More** → **Print**.

Delete an assessment

You can delete an assessment only if you are the owner of the assessment. If you delete a submitted assessment, any pending approval task or the linked Assessment Review asset won't be automatically deleted. You need to manually delete the asset.

Prerequisites

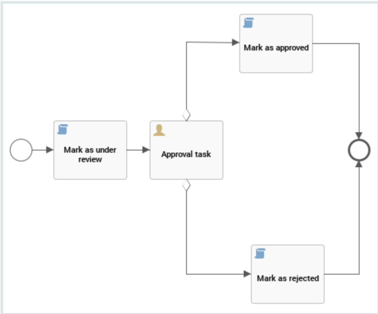
You have a global role that has the **Assessments** > **Conduct assessments** global permission.

Steps

1. Open Assessments.
2. Click the assessment you want to delete.
   » The assessment page opens.
3. Click **More** → **Delete**.
   » The assessment is deleted.

Assessments Approval workflow

The Assessments Approval workflow facilitates a formal review process for assessments that require approval. It is relevant and triggered only if the **Require a review** setting is enabled in the template used in the assessments.



Workflow requirements

For the Assessments Approval workflow to function:

- A Business Steward must be added as a responsibility to the domain (or its community) that is selected when submitting the assessment.
- The Business Steward must have a global role with the **Workflow** > **Participate in Workflow** global permission.
- If the workflow is configured for a different resource role, that resource role must be added as a responsibility to the domain.

Starting the workflow

When you submit an assessment:

- An Assessment Review asset is created in the domain you selected when submitting the assessment. The domain type is **Assessment Review Register**. If the Assessments Approval workflow is disabled, the asset status is **New**. If the workflow is enabled, the asset status is **Under Review**.

  > **Tip** To open the Assessment Review asset page, on the assessment page, click **Open the Review Asset**. Neither the **Assessment** tab on the asset page nor the submitted assessment can be edited.

- The Assessments Approval workflow is triggered. This workflow notifies the Business Steward (by default) that an Assessment Review asset is ready for review, prompting them to approve or reject the asset. They can also retake the assessment via **Actions** →

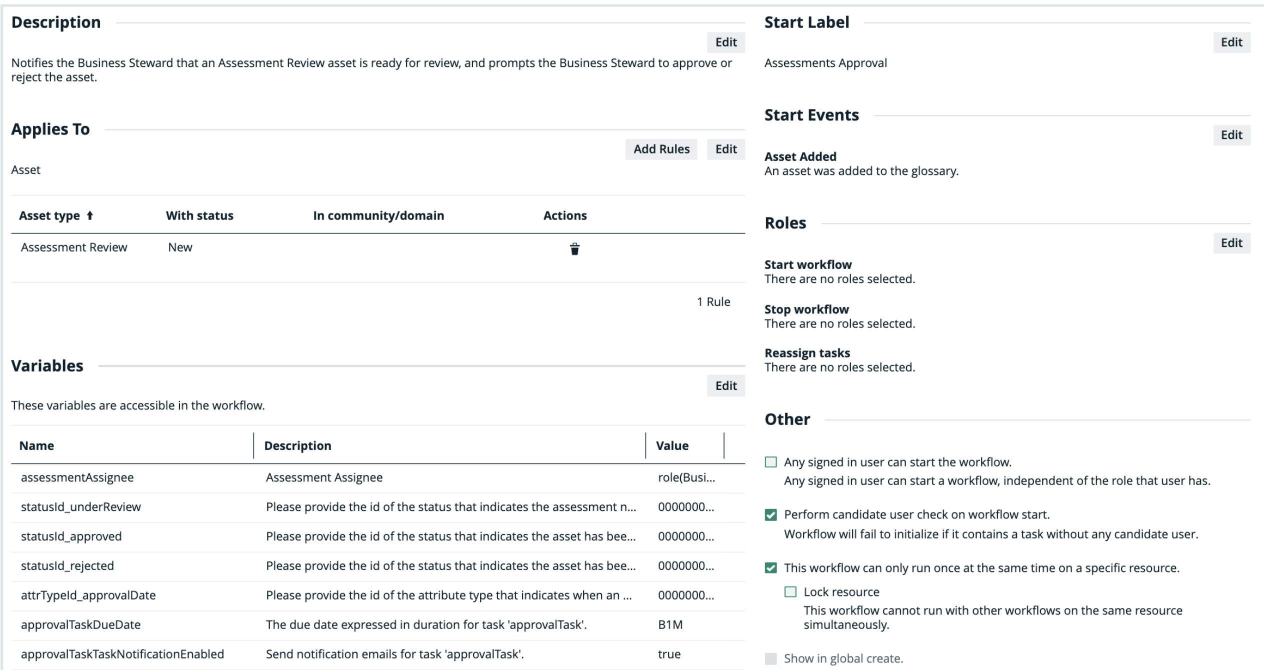
Retake Assessment on the asset page. If needed, the workflow can also be configured to work with a resource role other than Business Steward.

Reviewing the Assessment Review asset

Go to Approve or reject an assessment.

Assessments Approval workflow configuration

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



Applies to

This workflow applies to the following asset types:

Asset type	Restriction	Remark
Assessment Review	None	None

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

Configuration variables

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

Variable	Description	Default value
assessmentAssignee	The resource role to which the task is assigned when the workflow is triggered. **Warning** For the workflow to work, the resource role specified here must be present as a responsibility in the domain specified when submitting an assessment.	role(Business Steward)
statusId_underReview	The UUID of the status that indicates the assessment needs to be reviewed before approval.	00000000-0000-0000-0000-000000005020
statusId_approved	The UUID of the status that indicates the asset has been approved.	00000000-0000-0000-0000-000000005025
statusId_rejected	The UUID of the status that indicates the asset has been rejected.	00000000-0000-0000-0000-000000005010
attrTypeId_approvalDate	The UUID of the attribute type that indicates when an assessment review was approved.	00000000-0000-0000-0000-000000000272

Variable	Description	Default value
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

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.

---

[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.

> **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 toolbar, click → **Settings**.
   » The **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

> **Please read** The Assessments Approval workflow resets every time your environment restarts, removing any changes you made. To keep your changes, always customize a copy of the workflow instead of the original.

Assessments Approval is an out-of-the-box workflow, which is redeployed every time your environment restarts. As a result, any changes you make to the workflow are lost. To prevent this, disable the workflow, create a copy, customize the copy, and then enable the copy. This approach also ensures that your changes aren't lost when Collibra needs to update out-of-the-box workflows.

Steps

1. On the main toolbar, click → **Settings**.
   » The **Settings** page opens.

2. Click **Workflows**.
   » The **Definitions** tab opens.
3. Click **Assessments Approval**.
4. To disable the workflow, in the upper-right corner of the page, click ⏸.
5. Click the **Flow** tab.
6. Copy all of the code of the workflow definition.
7. Paste the code into any text editor, and then edit the code as needed.

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

8. Save your text file with the file extension BPMN.
9. Go back to the **Definitions** tab, which shows the full list of workflows in your Collibra environment.
10. Upload your BPMN file using the **Upload a file** button. Alternatively, you can drop the file into the upload box.
    » Your customized workflow is uploaded to your Collibra environment.
11. To enable your customized workflow, in the row with the workflow, click ▶.

> **Tip** After you upload your customized workflow, you can edit the start event and the resource roles associated with the workflow, and also configure other settings as needed.