Table of Content

NOTE:

This example outlines the structure of the User Guide ('Concept' functionality of Data Governance platform), which was initially developed in the Help Pages Editor instead of using Microsoft Word.

The text links to the Product Glossary, which is part of the Help Center and other product documents, facilitating smoother navigation through the user guides for users.

Concepts

The X concept plays two roles:

- When you [create a new object](), it can be first created as a [concept]().
- When you need to make a change to the source object you can do so through the [concept]().

The concept provides a way to collaborate effectively by allowing other users to make and apply changes to the object without having to make changes directly to the source object.

There is one more use case when you can appreciate the concept functionality:

- When you feel like proposing a change, but you don't have permission to make changes to the object, you still have the possibility to create an object concept and then share the concept with an authorized user to approve and apply the changes.

This document provides a guideline on how to work with the concepts:

Object concept

You can face the object concept in different scenarios: when you add a new object, the object concept is created first or you create a on an existing object. For, example, when making changes and you'd like to avoid changing the document itself.

> Alternatively, the object can have the **create_without_concept** feature enabled in the packages. When this feature is set, the object is created right away as soon as you add a new object.

1. You can publish the concept by clicking Publish object. The button will remain disabled until all mandatory attributes are filled. However, not all objects require mandatory attributes; it depends on the template. If there are no mandatory fields, the button will be enabled.

2. In the header, you can see the user who submitted the concept and the time.

3. Optionally, add a note, that will be displayed in the table of concepts.

Create concept

When you need to make changes to an existing document, you can create a concept of that document. This concept will not be visible to anyone until it's applied or shared with someone.

1. On the object page click the 3-dot menu at the top right of the middle panel.
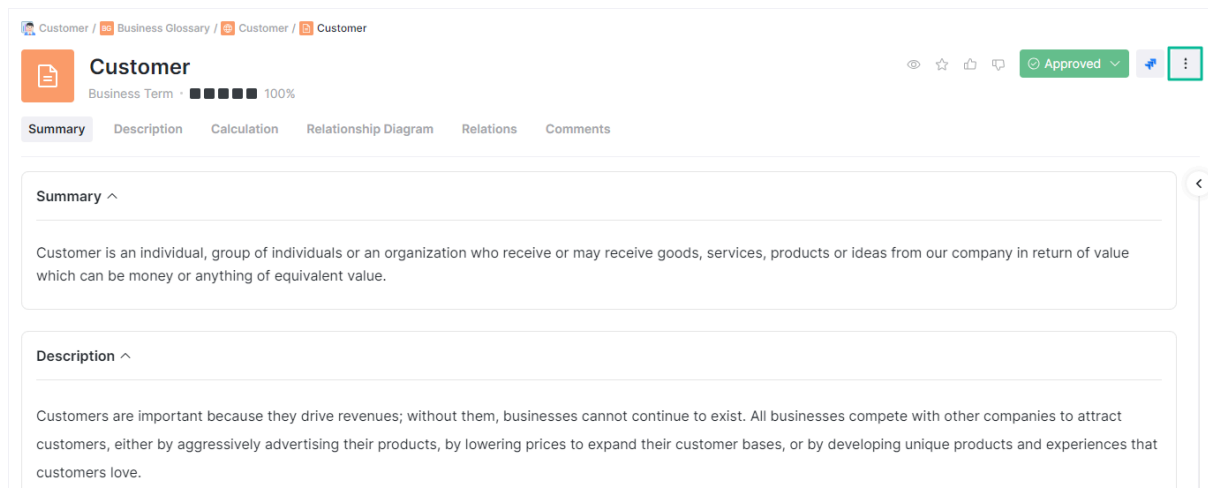
2. Select Create concept.
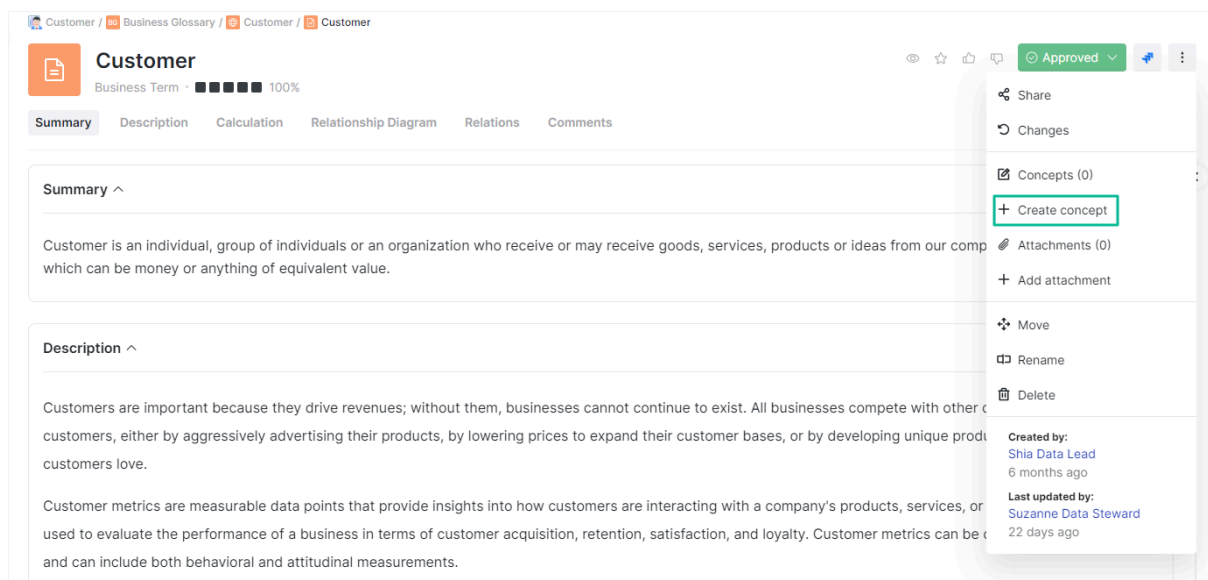
3. Once done with the changes, apply them by clicking Apply/View changes.

4. You can view your changes highlighted in green when adding a value or red strikethrough when removing it.

5. Click Apply concept to apply changes or Back to concept editor to make further changes.

6. In the confirmation modal click Apply concept.

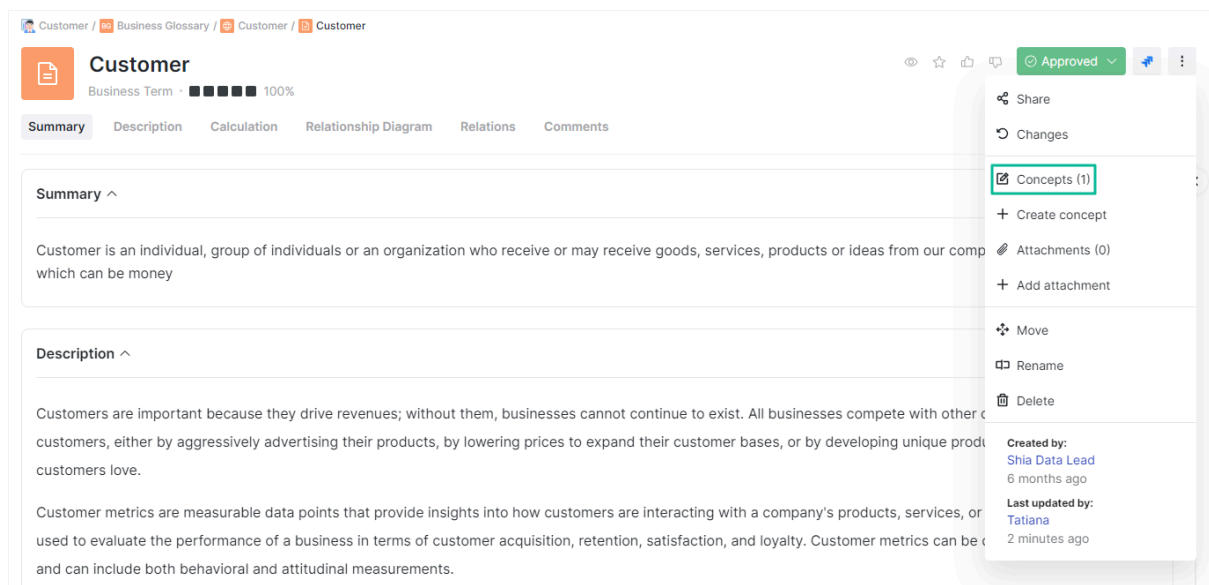# View concept

Concepts can be viewed on the space-app overview page and object page.

1. Click the 3-dot menu at the top right of the middle panel.
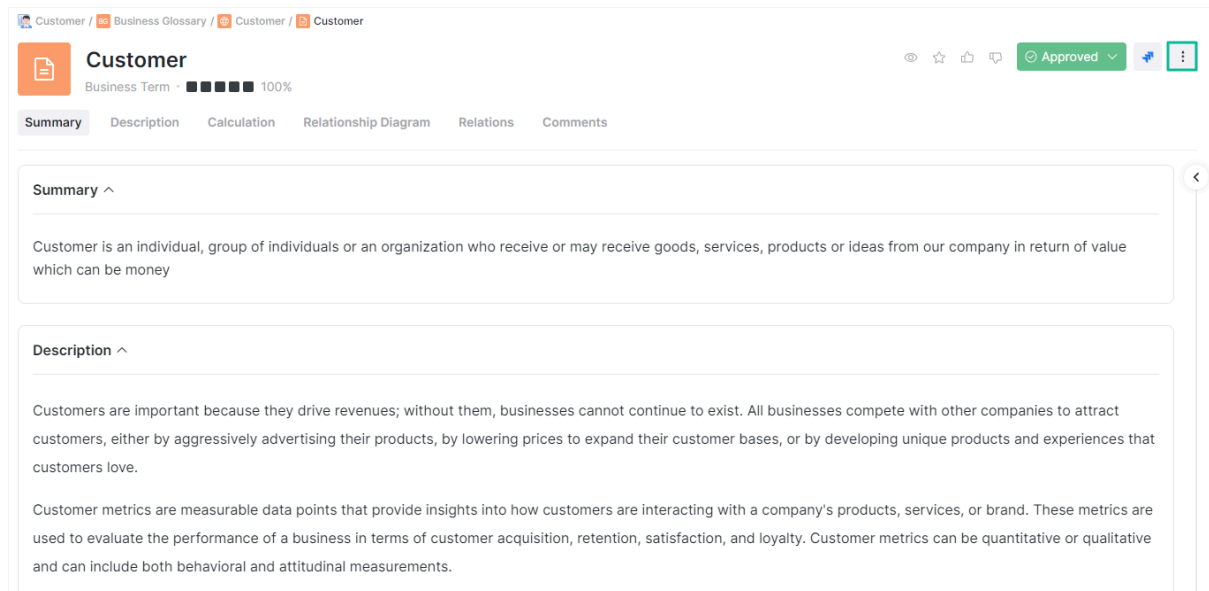
2. The number of unpublished concepts shows in brackets. Click Concepts.

3. It opens the Table of Concepts page. On the page you can view additional information under two sections:

- My concepts - concepts created by you.
- Concepts shared with me - concepts that someone else has shared with you.

4. Click View all concepts. As an admin user, you will be able to see your concepts, concepts shared with you and other users' concepts.