

# Table of Content

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## *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.


Party (Customer) /  / Concept\_UserGuide / Concept editor



## Concept\_UserGuide

 Concept


**Publish object**  0 

 You are editing a concept of unpublished object  
 Created by Administrator DawisoDemoCompany (01/02/2023, 14:09) and updated by Administrator DawisoDemoCompany (01/02/2023, 14:09).  
☐ Concept does not have any note, click here to edit.


---

**Summary** Description Relationship Diagram Relations Comments


---


**Summary \*** 

No content


**Description \*** 



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.


Party (Customer) /  / Concept\_UserGuide / Concept editor



## Concept\_UserGuide

 Concept


**Publish object**  0 

 You are editing a concept of unpublished object  
 Created by Administrator DawisoDemoCompany (01/02/2023, 14:09) and updated by Administrator DawisoDemoCompany (01/02/2023, 14:09).  
☐ Concept does not have any note, click here to edit.


---

**Summary** Description Relationship Diagram Relations Comments

---


**Summary \*** 

No content

**Description \*** 

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

Party (Customer) / Concept\_UserGuide / Concept editor



## Concept\_UserGuide

Concept

Publish object 0


**Information:** You are editing a concept of unpublished object  
 Created by Administrator DawisoDemoCompany (01/02/2023, 14:09) and updated by Administrator DawisoDemoCompany (01/02/2023, 14:09).

**Note:** Concept does not have any note, click here to edit.

Summary	Description	Relationship Diagram	Relations	Comments
<b>Summary *</b> <div></div>				
No content				
<b>Description *</b> <div></div>				

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

Party (Customer) / Concept\_UserGuide / Concept editor



## Concept\_UserGuide

Concept

Publish object 0

**Information:** You are editing a concept of unpublished object  
 Created by Administrator DawisoDemoCompany (01/02/2023, 14:09) and updated by Administrator DawisoDemoCompany (01/02/2023, 14:09).

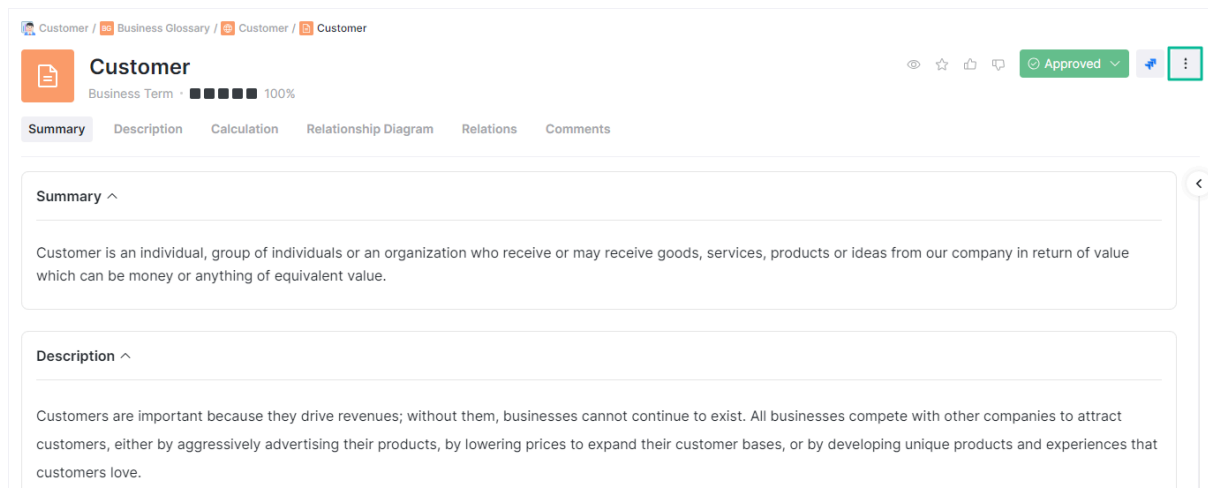
**Note:** Concept does not have any note, [click here to edit.](#)

Summary	Description	Relationship Diagram	Relations	Comments
<b>Summary *</b> <div></div>				
No content				
<b>Description *</b> <div></div>				

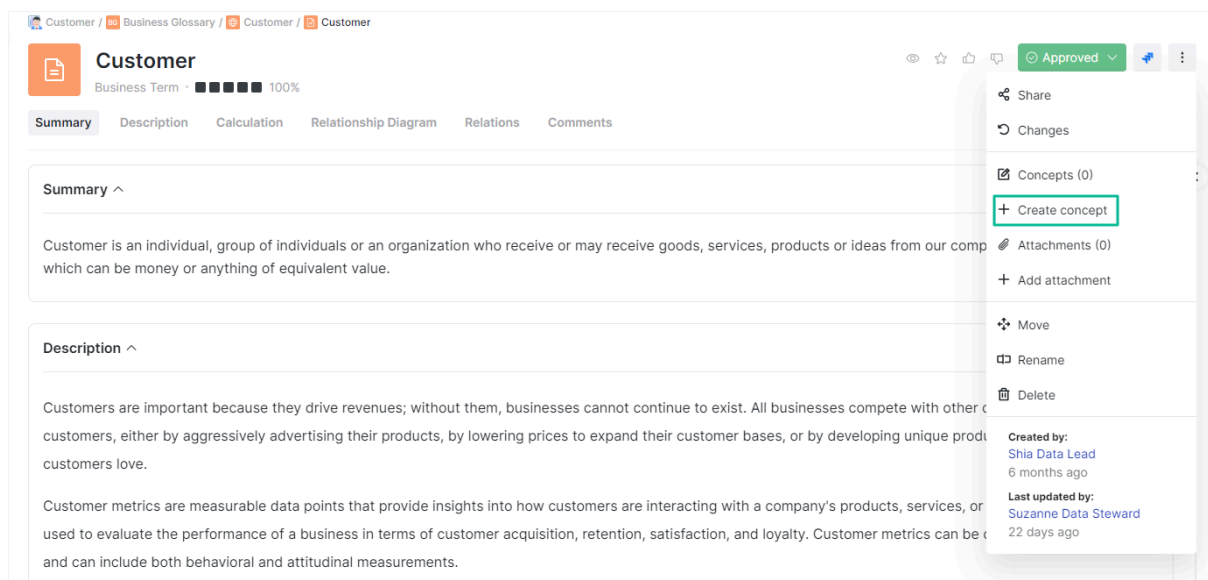
# Create concept

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.

Customer / Business Glossary / Customer / Concept editor

**Customer** Concept Apply/view changes

① You are editing an object concept  
Created from version 11009 by Tatiana (03/08/2023, 21:57) and updated by Tatiana (03/08/2023, 21:57).  
□ Concept does not have any note, click here to edit.

**Summary** Description Calculation Relationship Diagram Relations Comments

**Summary** ^

Customer is an individual, group of individuals or an organization who receive or may receive goods, services, products or ideas from our company in return of value which can be money or anything of equivalent value.

**Description** ^

Customers are important because they drive revenues; without them, businesses cannot continue to exist. All businesses compete with other companies to attract customers, either by aggressively advertising their products, by lowering prices to expand their customer bases, or by developing unique products and experiences that customers love.

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

Customer / Business Glossary / Customer / Concept changes

**Customer** Apply concept Back to concept editor

**Summary** Description Calculation Relationship Diagram Relations Comments

**Summary** ^

Customer is an individual, group of individuals or an organization who receive or may receive goods, services, products or ideas from our company in return of value which can be money ~~or anything of equivalent value.~~

**Description** ^

Customers are important because they drive revenues; without them, businesses cannot continue to exist. All businesses compete with other companies to attract customers, either by aggressively advertising their products, by lowering prices to expand their customer bases, or by developing unique products and experiences that customers love.

Customer metrics are measurable data points that provide insights into how customers are interacting with a company's products, services, or brand. These metrics are used to evaluate the performance of a business in terms of customer acquisition, retention, satisfaction, and loyalty. Customer metrics can be quantitative or qualitative and can include both behavioral and attitudinal measurements.

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

Customer / Business Glossary / Customer / Customer / Concept changes

## Customer

Apply concept Back to concept editor

Summary Description Calculation Relationship Diagram Relations Comments

**Summary** ^

Customer is an individual, group of individuals or an organization who receive or may receive goods, services, products or ideas from our company in return of value which can be money, or anything of equivalent value.

**Description** ^

Customers are important because they drive revenues; without them, businesses cannot continue to exist. All businesses compete with other companies to attract customers, either by aggressively advertising their products, by lowering prices to expand their customer bases, or by developing unique products and experiences that customers love.

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6. In the confirmation modal click **Apply concept**.

Customer / Business Glossary / Customer / Customer / Concept changes

## Customer

Apply concept Back to concept editor

Summary Description Calculation Relationship Diagram Relations Comments

**Summary** ^

Customer is an individual, group of individuals or an organization who receive or may receive goods, services, products or ideas from our company in return of value which can be money, or anything of equivalent value.

**Description** ^

Customers are important because they drive revenues; without them, businesses cannot continue to exist. All businesses compete with other companies to attract customers, either by aggressively advertising their products, by lowering prices to expand their customer bases, or by developing unique products and experiences that customers love.

Customer metrics are measurable data points that provide insights into how customers are interacting with a company's products, services, or brand. These metrics are used to evaluate the performance of a business in terms of customer acquisition, retention, satisfaction, and loyalty. Customer metrics can be quantitative or qualitative and can include both behavioral and attitudinal measurements.

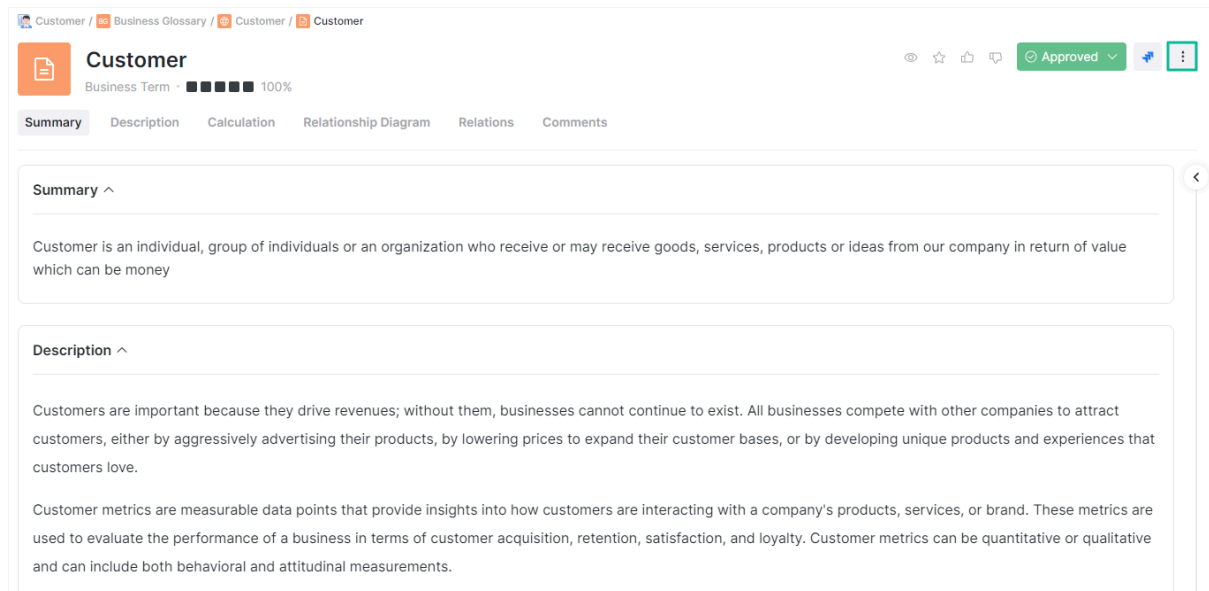
Are you sure you want to apply this concept? ✕

Cancel Apply concept

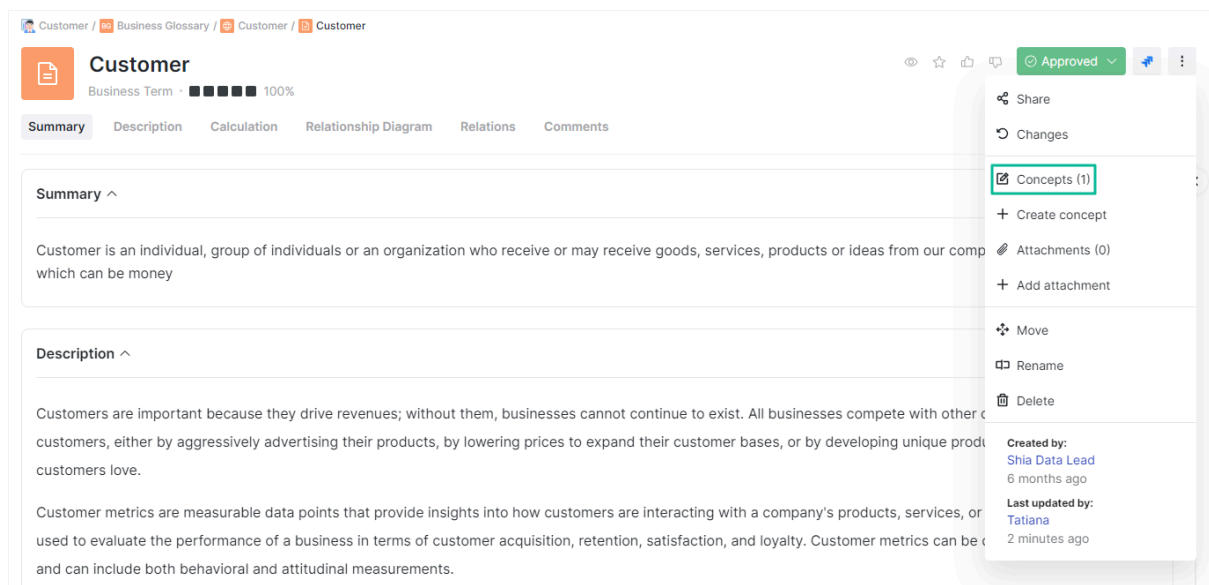
# View concept

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.

Customer / Business Glossary / Customer / Concepts

 **Concepts** [+ Create concept](#) [View all concepts](#)

**My concepts**

Concept	Created	Last changed	Shared to	Note	Number of changes
<a href="#">View concept</a>	03/08/2023, 22:29 (Tatiana)	03/08/2023, 22:30 (Tatiana)	Not shared	-	4


Rows per page: 20

**Concepts shared with me**

There are no items here.

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.

**My concepts**

Concept	Object	Space	Created	Last changed	Shared to	Note	Number of changes
<a href="#">View concept</a>	Customer	 Customer	03/08/2023, 22:29 (Tatiana)	03/08/2023, 22:30 (Tatiana)	Not shared	-	4




Rows per page: 20

**Concepts shared with me**

There are no items here.

Rows per page: 20

**Other concepts**

Concept	Object	Space	Created	Last changed	Shared to	Note	Number of chan...
<a href="#">View unpublished concept</a>	Profit Analysis	 Sales	26/04/2023, 13:31 (Petra)	28/04/2023, 13:32 (Penny SME)	Not shared	-	1
<a href="#">View unpublished concept</a>	KPI Related	 Production & Purchasing	16/05/2023, 11:27 (martin.nevicky)	16/05/2023, 13:39 (Betty Business Owner)	Not shared	-	0
<a href="#">View unpublished concept</a>	KPI Related	 Human Resources	16/05/2023, 11:32 (martin.nevicky)	16/05/2023, 13:39 (Shia Data Protection Offic...	Not shared	-	0