

[Working with workflows](#)

# Working with model workflows

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Manage lifecycle processes within your ValidMind Platform UI setup using workflows and transitions.

## Prerequisites

- The model is registered in the model inventory
- You've already customized your resource statuses for use in workflows
- Workflows have already been set up for use with your models
- You are assigned a role that has access to complete actions set up by workflows

## See model statuses

To review the overall workflow status for a model:

1. Log in to the ValidMind Platform UI.
2. In the left sidebar, click Model Inventory.
3. Select a model by clicking on it or find your model by applying a filter or searching for it.
4. On the landing page of your model, locate the Model Status section:
  - Click → **See workflow** to open the detailed workflow associated with that model.
  - The current workflow state will be highlighted on this detail view.

Model Inventory / **Workflow Demo**

**OWNERS** Beck

**DEVELOPERS** Beck

**VALIDATORS**

**TIER** 4

**MODEL STATUS** IN INITIAL VALIDATION

**GROUP** All

**PURPOSE** Example model for workflow documentation.

**ASSUMPTIONS**

**DATA SOURCES**

**BUSINESS UNIT** Marketing

**USE CASE** Attrition/Churn Management

**IS VENDOR MODEL** X

## See model documentation statuses

To review the workflow status of a model's documentation:

1. Log in to the ValidMind Platform UI.
2. In the left sidebar, click **Model Inventory**.
3. Select a model by clicking on it or find your model by applying a filter or searching for it.
4. In the left sidebar that appears for your model, click **Documentation**.

On this **Documentation** page, locate Document Status:

- Click → **See workflow** to open the detailed workflow associated with that model's documentation.
- The current workflow state will be highlighted on this detail view.

## Transition workflow statuses

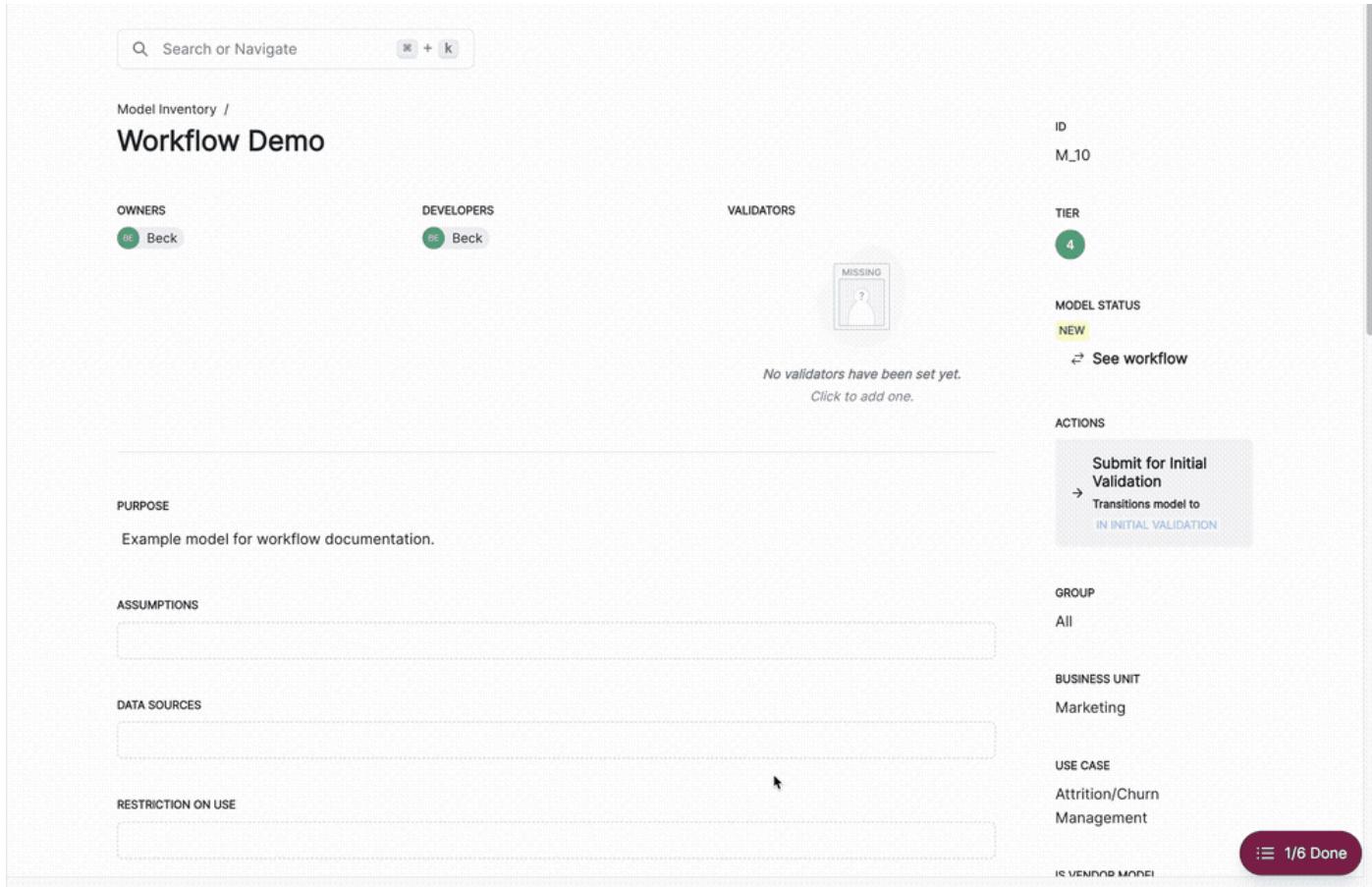
Depending on the configuration of your workflows, you may or may not be able to move a model into another workflow state as actions can be gated to only users of certain roles. When all the actions that can be performed by your role are completed for that model or model documentation at that stage of the workflow, the Actions section will disappear from view.

To transition the overall workflow status for a model:

1. Log in to the ValidMind Platform UI.
2. In the left sidebar, click Model Inventory.
3. Select a model by clicking on it or find your model by applying a filter or searching for it.
4. If an action is available to your role, you'll see it listed in the Actions section on the model's landing page.

Click → to open up the Transition panel for your selected action. This arrow will be followed by the action name:

- On the Transition panel, enter a Note then click **Submit**.
- A toast will indicate that your status has been successfully transitioned.



The screenshot shows the 'Workflow Demo' model in the Model Inventory. The top navigation bar includes a search bar and a sidebar with 'Model Inventory / Workflow Demo'. The main content area displays the model's details:

- OWNER**: Beck
- DEVELOPERS**: Beck
- VALIDATORS**: None (status: MISSING)
- TIER**: 4
- MODEL STATUS**: NEW
- ACTIONS**: Submit for Initial Validation (with a note: → Transitions model to IN INITIAL VALIDATION)
- PURPOSE**: Example model for workflow documentation.
- ASSUMPTIONS**: (empty field)
- DATA SOURCES**: (empty field)
- RESTRICTION ON USE**: (empty field)
- GROUP**: All
- BUSINESS UNIT**: Marketing
- USE CASE**: Attrition/Churn Management
- IS VENDOR MODEL**: (checkbox)

A progress bar at the bottom right indicates '1/6 Done'.

## Transition model documentation statuses

To transition the workflow status of a model's documentation:

1. Log in to the ValidMind Platform UI.
2. In the left sidebar, click Model Inventory.
3. Select a model by clicking on it or find your model by applying a filter or searching for it.
4. In the left sidebar that appears for your model, click **Documentation**.

## 5. If an action is available to your role, you'll see it listed in the Actions section.

Click → to open up the Transition panel for your selected action. This arrow will be followed by the action name:

- On the Transition panel, enter a Note then click **Submit**.
- A toast will indicate that your status has been successfully transitioned.

## What's next

### Customize resource statuses

Statuses can be manipulated via workflow transitions and are used to track the progress of resources through your organization's processes.

### Set up model workflows

Workflows can be configured to match your organizational needs for overseeing model development, validation, or implementation activities.