

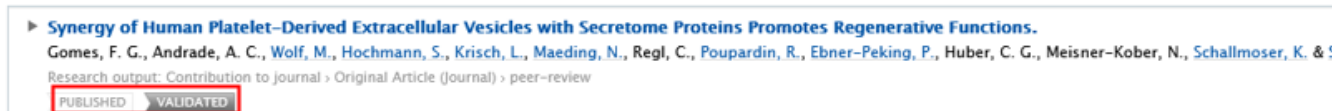
10. Workflows

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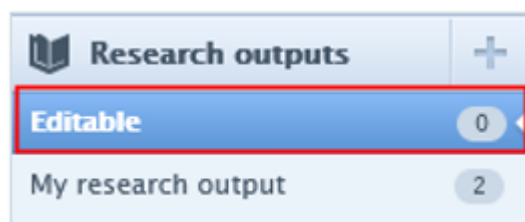
10.1. Workflows in General

Workflows allow to keep **track of the information status** in Pure. For example, an incomplete publication entry has the workflow status *Entry in progress*, while a validated publication has the status *Validated*.

The 'label' under the record shows the workflow status (in this case it is *Validated*).



In the category *Editable* you can find the Research outputs; you can still edit (they have not yet gone through the validation process):



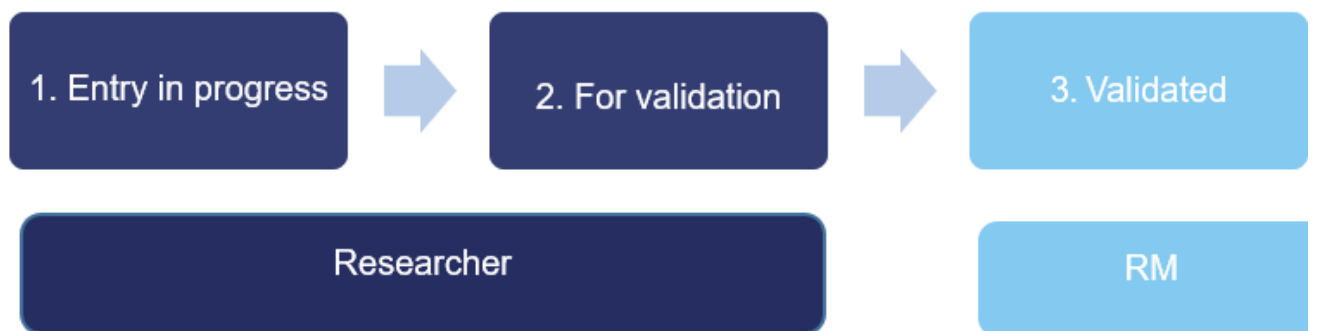
The content types of Activities, Prizes, Press/Media, and Curriculum Vita have no workflows.

10.2. Workflow of Research Outputs

The content type Research outputs have a **3-step** workflow.

1. Entry in progress: The Research output entry still is in progress and being worked on.
2. For Validation: The Research output is awaiting validation approval.
3. Validation: The RM has validated the Research output.

Once the publication has undergone the validation process, the Researcher cannot edit anything but read the record.



10.3. Workflow of Projects

The content type Projects has a **4-step** workflow:

1. Entry in progress: The project entry still is in progress and being worked on.
2. For Approval: The project is awaiting internal approval from the PURE-Editor.
3. Approved: This step has not been used.
4. Validated: The project has been validated by the PURE-Editor.

Once the Project has undergone the approving process, the Researcher cannot edit anything but read the record.

