


3.3.2 Configure Review of Asset

The asset review process has to undergo three steps:

1. Compliance Review.
2. Processing Review.
3. Quality Review.

I. Compliance Review


This is the first step of asset review. An asset appears under **Compliance Review** when the user who uploaded the asset sends the asset for review and the number of accept votes required by the **Compliance Review Configuration** is not **0**.

 The number of accepts and rejects for any asset review step varies from **0** to **15**.

 When the **Number of people needed to accept an asset to approve it** for **Compliance Review Configuration** is kept as **0**: The asset *skips this review step* and moves to the next review step depending on the project's configuration, or it is assigned the **Completed** status if no accept votes are required for the remaining review steps.

When the **Number of people needed to accept an asset to approve it** for **Compliance Review Configuration** is kept as **1**: The asset goes to the **Compliance** state when sent for review from the Draft state. Any user having the **Compliance Review** permission can review the asset and either accept or reject it.

When the **Number of people needed to accept an asset to approve it** for **Compliance Review Configuration** is kept as anything *greater than 1* (i.e., **2-15**): The asset retains the **Compliance** state until it receives the required number of accept votes, according to the project's configuration, to move to the next state per the project's configuration.

 If an asset is *accepted or modified*, then it is passed for the next review step according to the project's configuration, or it is assigned the **Completed** status if no accept votes are required for the remaining review steps. *If rejected*, it is assigned the **Rejected** state with HIPAA compliance image. This image is returned to the uploader.

II. Processing Review


This is the second step of asset review. An asset appears under **Processing Review** in three cases:

- a. If the asset has been accepted in the Compliance Review when the configuration for processing is anything other than **0**.
- b. If the configuration for Compliance Review for accept is **0** and for Processing Review is a value other than **0**.
- c. If the Project Manager has changed the state of the asset to Processing.

 When the **Number of people needed to accept an asset to approve it** for **Processing Review Configuration** is kept as **0**: The asset *skips this review step* and moves to the **Quality Review** if it is required according to the project's configuration, or it is assigned the **Completed** status if no accept votes are required for the Quality Review.

When the **Number of people needed to accept an asset to approve it** for **Processing Review Configuration** is kept as **1**: The asset is able to attain the **Processing** state from its previous state. Any user with the **Processing Review permission** can review the asset and either accept or reject it.

When the **Number of people needed to accept an asset to approve it** for **Processing Review Configuration** is kept as anything *greater than 1* (i.e., **2-15**): The asset retains the Processing state until it receives the required number of votes, per the project's configuration, to move to the next state according to the project's configuration.

 If the asset is *accepted or modified*, the asset is passed for the Quality Review according to the project's configuration, or it is assigned the **Completed** status if no accept votes are required for the Quality Review. *If rejected*, it is placed in a **Rejected** state and it is returned to the uploader for further modifications.

III. Quality Review

This is the third and final step of review. An asset appears under **Quality Review** in four cases:

- a. If the asset has been accepted in the Processing Review when the configuration for Quality Review is anything other than **0**.
- b. If the configuration for Processing Review for accepts is **0** and the value for accept for Quality Review is a value other than **0**.
- c. If the configuration for Compliance Review and Processing Review for accepts is **0**.
- d. If the Project Manager has changed the state of the Asset to Quality.



When the **Number of people needed to accept an asset to approve it** for **Quality Review Configuration** is kept as **0**: The asset *skips this review process* and moves to the **Completed** state.

When the **Number of people needed to accept an asset to approve it** for **Quality Review Configuration** is kept as **1**: The asset is able to attain the **Quality** state from its previous state. Any user with the **Quality Review permission** can review the asset and either accept or reject the asset.

When the **Number of people needed to accept an asset to approve it** for **Quality Review Configuration** is kept as anything *greater than 1* (i.e., **2-15**): The asset retains the Quality state until it receives the required number of votes, per the project's configuration, to move to the **Completed** state.



If the asset is *accepted or modified*, then it passes to a Completed state and, *if rejected*, it is placed in a Rejected state and is returned to the uploader for further modifications.