

.Dockets v1

On this page we explore Dockets as the functional unit of work when working with the Workbench.

The aim of a Workbench Docket is to deliver a reviewed and approved bundle of formalized norms which can be exported and (re)used in an application or service, often as (part of) an operational business decision.

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The Docket as a means to an end

The Docket is a means to an end: the goal and scope of a Docket is determined by the *function of the bundle it produces*. This can range from purely analytical (producing an analysis of a certain regulation to discuss or study) to functional (a modeled and persistently linked policy decision as part of the business design of an application).

In the context of Be Informed it will often be the latter. So, what policy do you want to capture? What decision or question should this part of the application or service be able to handle? When deciding on suitable dockets, it can help to keep the following characteristics of the resulting bundles in mind:

- Topic
- Reusability
- Ownership
- Changeability

Examples of the goal of a Docket:

- Capture the relevant regulations for students and highly skilled workers that want to reside in the Netherlands according to the Aliens Act of the IND.
- Capturing the regulations regarding a valid Dutch ID.
- Analyzing the relevant regulations concerning an extension of a home.
- Capture the relevant GDPR regulations concerning the processing of permit applications for a parking space.
- Capture the relevant regulations determining somebody's eligibility for a payment mortgage (bank policy, financial authorities, governmental).

Creating a Docket will require analyzing and annotating sources and their formalization into frames. This work is organized in projects, which are dedicated to a specific Domain Specific Language (DSL), such as Terms, FLINT or Scenario's. The number and scope of projects is determined by the available manpower and expertise and can take many forms.

The Docket as a whole is the functional result you are working towards. A project is a unit of work for your team. See '[Docket projects](#)' for more information.

Selecting or creating a Docket

After logging into the Workbench you will be presented with the Dockets overview:

Workbench

Dockets

Account

en

Steven Taylor

Dockets

<< Filters

Name

>

Docket owner

Date created

dd-mm-yyyy

>

<<

Dockets

+ Create

Name	Owner	Date created
Regulations Dutch Aliens Act	Robert Carter	11-02-2026
Impactanalyse update AWB	Robert Carter	11-02-2026
Geldige documenten voor grensoverschrijding [NL]	Robert Carter	11-02-2026
Vreemdelingen wetgeving [NL]	Robert Carter	11-02-2026
USLM test files	Robert Carter	11-02-2026
Research Grant	Steven Taylor	11-02-2026
Utrecht University Library Lending Regulation	Elly Wang	11-02-2026

On this screen you can:

- see all of the dockets available to you;
- search or navigate to a specific docket;
- create a new docket;
- create a Docket by uploading an existing frames bundle; or
- filter on docket name, docket owner or date created.
 - Note: You can horizontally collapse the Filters column with the << button.

In the upper right corner you can see the current user, an option to switch languages () and a dropdown with one or more shortcuts (). Depending on the role of user one or more links are shown here:

- Documentation portal;
- Bundle registry (only available for Bundle managers, Workbench administrators and Tenant administrators);
- Restart Documentation portal (only available for Docket managers and Tenant administrators).

You can open a Docket by clicking on its name. Also, when hovering the mouse at the end of a specific Docket row, a Quick view button appears. (This kind of Quick view button can be found on most rows of most lists.)

Dockets

+ Create

Name	Owner	Date created	
Child Disability Payment	Robert Carter	17-12-2024	
Utrecht University Library Lending Regulation	Elly Wang	17-12-2024	Quick view
Research Grant	Steven Taylor	17-12-2024	
USLM test files	Robert Carter	17-12-2024	
Vreemdelingen wetgeving [NL]	Robert Carter	17-12-2024	
Geldige documenten voor grensoverschrijding [NL]	Robert Carter	17-12-2024	
Regulations Dutch Aliens Act	Robert Carter	17-12-2024	

Utrecht University Library Lending Regulation



 Details

State

Projects

Owner

 Elly Wang

Description

This docket will capture rules concerning borrowing books and other materials at the Utrecht University Library. It focuses on borrowing and returning books and applicable fines when you return books too late. Out of scope is the application for a library card or address changes.

 Related Projects

Name

High level analysis

Fines

Project type

FLINT

FLINT

 Show details

When clicking 'Show details' you will open the Docket.

Creating a docket

When creating a new Docket a popup appears where you can give it a name and description. The description field can be used for more information about the intent and scope of the Docket.

Create docket



Name

Docket description

Cancel

Finish

As a Docket list task you can also upload a frames bundle and create a new Docket with that (one) project. The frames bundle is the .zip file containing both the model .json file and the metadata json file pertaining to a DSL type you get when finalizing a Docket.

After creating a Docket this way, you can add new projects as desired, or import more frame bundles to create more projects. Each imported bundle will create a project of the correct DSL type, containing all frames from the imported bundle.

Upload frames bundle

Select frame bundle to import

Browse

ⓘ Allowed extensions are: zip

ⓘ Maximum file upload size is 100.00 MB

Name for Docket

Cancel

Finish

These frames are available throughout the Docket, the same as with newly made projects. The frames also include their source references. However, source references can only be shown (and followed) if these sources are also attached to this Docket. If they aren't, you will only see the frames and their components.

Note that annotations are not part of a frame bundle, and thus not available through exporting/importing.

The Docket overview tab

After creating or selecting a Docket you are taken to its overview tab:

Workbench

Dockets

Account

Steven Taylor

Dockets

Utrecht University Library Lending Regulation

Docket overview

Utrecht University Library Lending Regulation

Docket overview

Review

Finalize

History

Tasks

Docket details

Edit docket

Owner

Elly Wang

Description

This docket will capture rules concerning borrowing books and other materials at the Utrecht University Library. It focuses on borrowing and returning books and applicable fines when you return books too late. Out of scope is the application for a library card or address changes.

Creation date

11-02-2026

Latest bundle version

0.1.0

Latest bundle version publication date

11-02-2026

Docket type

Regular

Assignments

User

Assignment type

Elly Wang

Docket owner

Robert Carter

Analyst

Sofia Adams

Analyst

Steven Taylor

Reviewer

Elly Wang

Reviewer

Time periods

No time periods available

Create

Projects

Project name	Project status	Project type	State	Time limit type	Indicator	Expiration date	Assignments
High level analysis	In progress	FLINT		Project time limit		11-03-2026	
Fines	In progress	FLINT		Project time limit		11-03-2026	

Documents from source register

Add source of norms

Name	Used version	Latest version	Last modified by	Last modified on
Utrecht University Library Lending Regulation	0.1.1	0.1.1	Elly Wang	11-02-2026

Docket details

The overview shows the main aspects of a Docket. Via the 'Edit docket' button you can change its name, description, owner and whether terms in this Docket can be referenced from other Dockets.

Update docket details

X

Name

Utrecht University Library Lending Regulation

Description

This docket will capture rules concerning borrowing books and other materials at the Utrecht University Library. It focuses on borrowing and returning books and applicable fines when you return books too late. Out of scope is the application for a library card or address changes.

Owner

Elly Wang

Cancel

Finish

Term references between Dockets

While modeling frames, you have the option to relate the frame to a relevant term that provides useful context or information regarding that frame. Terms are defined through the Term DSL. Often, the term you relate to is part of a term project in the Docket you are working on.

However, you can also use terms from one Docket in another Docket. This reuse of terms can prevent a lot of double work. This is done by designating a Docket as a 'reference' docket, allowing other Dockets to refer to terms created in that Docket.

First, allow a Docket to be referred to. This option is available through the Edit Docket button. This Docket is now a potential source of terms.

Workbench Dockets Account Set up Bundle registry

Dockets Company-wide Terms Docket overview

Company-wide Terms

Docket overview Review Finalize History

Docket details Edit docket

Owner Steven Taylor

Description This docket contains all terms that are used throughout our entire company. It is the single source of all terms.

Creation date 20-05-2026

Latest bundle version

Latest bundle version publication date

Docket type Regular

References allowed Yes

Assignments Add assignment

User Steven Taylor

Assignment type Docket owner

Time periods No time periods available

Projects Add project Project support

Project name	Project status	Project type	State	Indicator	Expiration date	Assignments
General Terms	In progress	Terms				
Terms PD	In progress	Terms				

Then, create a dependency in other Dockets who will (potentially) be referring to terms in the first Docket.

Project name Project status Project type State Indicator Expiration date Assignments

Business Scenarios In progress

Eligibility Rules In progress

High level Requirements In progress

Terms In progress

Create docket dependency

Select dependent docket

Company-wide Terms

Cancel Finish

Frame bundle dependency No frame bundle dependency available

Docket dependencies No docket dependencies available

Documents from source register

Name	Used version	Latest version	Last modified by	Last modified on
Research Grant - Sources - High level requirements	0.1.1	0.1.1	Steven Taylor	20-05-2026

Now, whenever you want to refer to a term from a frame, you can choose from the Term DSL project in your own Docket but also the Term DSL project in the referred Docket.

Now in this docket (Research Grant) you can refer to locally defined docket-terms, as well as terms from the docket called Company-wide Terms:

Workbench Dockets Account Set up Bundle registry

Dockets Act overview Related term Arid terms reference

Terms

Sort by: Docket name F1

Term	Docket name	Term	Description
☐ Research Grant		Expenditure	contract between the funder (such as a government body, foundation, or institution) and the recipient (an individual, organization, or institution).
☐ Research Grant		Applicant	The term "expenditure" refers to the act of spending money or using resources, typically for a specific purpose. It's a core concept in personal finance, business, and government budgeting — essentially covering any outflow of funds.
☐ Research Grant		Amount of grant	The term "applicant" refers to a person or organization that formally requests something — usually by filling out and submitting an application. In the context of grants, jobs, admissions, or permits, the applicant is the party seeking approval, funding, or acceptance.
☐ Company-wide Terms		Research Grant	The term "Amount of grant" refers to the total sum of money awarded to an individual, organization, or institution as part of a grant agreement. Grants are typically provided by governments, foundations, or other funding bodies to support specific projects, research, education, or services — often without the expectation of repayment.

Close Select

Assignments

Here the users assigned to work on this docket can be viewed, added or removed. Adding, updating and removing assignments can only be done by the owner of the docket. When adding a user, start by typing his or her name and the available tenant users will be shown. Users have to be added to the available tenant pool by an administrator. For each team member, you can assign multiple roles as needed. Do note that these roles are related to their activity in this docket, and are not related to their Workbench user roles and permissions.

This list offers several mouseover row tasks: Quick view details, Update assignment or Remove an assignment from this docket.

Assignments		Add assignment	
User	Assignment type		
 Elly Wang	Docket owner		
 Robert Carter	Analyst		
 Sofia Adams	Analyst	Update assignment	
 Steven Taylor	Reviewer		
 Elly Wang	Reviewer		

Update team member

Assignment type

Analyst

Team member

 Robert Carter

Remarks - optional

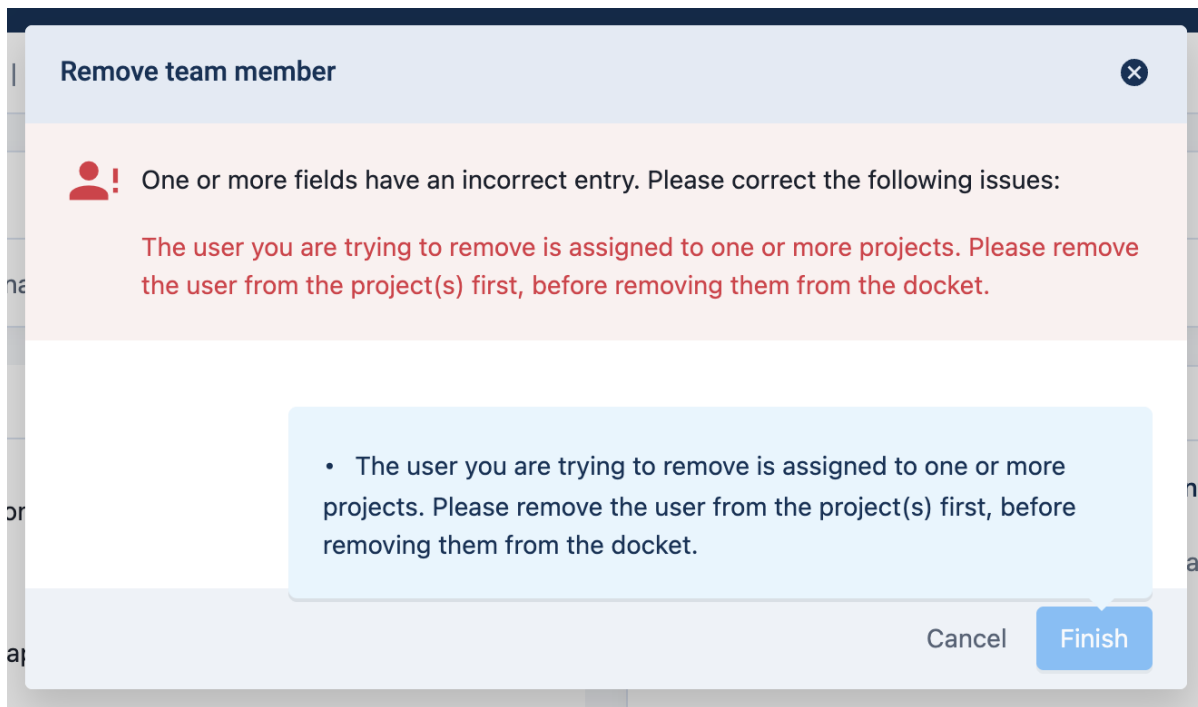
no special remarks

Cancel

Update team member

Removing users from dockets

Before removing a user from a docket, ensure they are removed from all associated projects. Additionally, a docket must always have at least one assigned user, the docket owner.



Projects

Here the current projects are shown. Each project has one or more team members assignment to it. The number, DSL type and scope of the projects that are useful depend on the Docket's goal, the sources of norms, the available team members and their expertise and experience. See [Docket projects](#) for more information.

A mouseover row tasks allow you to Quick view the details of a project. Another row task allows you to either remove or add a time limit to a project. (Adjusting a time limit can be done in the project overview.)

High level analysis

Details

Project description

In this project we annotate and capture the high level acts, duties and conditions concerning borrowing and returning material. Incurring a fine will be named but not detailed.

State

Prepare project

Docket Id

312

Status

In progress

Assignments

Assignment type

User

Analyst

Robert Carter

Analyst

Sofia Adams

Reviewer

Steven Taylor

Reviewer

Elly Wang

Time limits

Time limit type

Project time limit

State

Running

Begin date

11-02-2026

Expiration date

11-03-2026

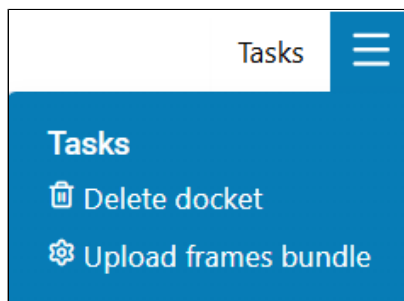
End date

-

Show details

Create project from existing bundle

As a Docket task you can import a frames bundle and create a project of the correct DSL type filled with these frames.



The bundle is the .zip file containing both the model .json file and the metadata json file pertaining to a DSL type you get when finalizing a Docket.

The project will now contain all frames from the imported project. These frames are available throughout the Docket, the same as with other projects. The frames also include their source references. However, source references can only be shown (and followed) if these sources are also attached to this Docket. If they aren't, you will only see the frames and their components.

Note that annotations are not part of a frame bundle, and thus not available through exporting/importing.

Documents

We have both documents from the source register and supporting documents.

Documents from source register

In this list the sources of norms related to the Docket are shown. When adding a Source of norms a popup opens. Here you can search and select from what is available in the source register by typing its name.

Add source of norms

Search for sources

Proceed to select the version of the document

Reason for adding this document - optional

Utrecht University Library Lending Regulation

11-02-2026

Cancel

Next

After selecting a Source of norms and clicking next, you have the option to select a specific version of that source:

Add source of norms

Select the bundle version

	Name	Version	External version number
☒	Utrecht University Library Lending Regulation	0.1.1	

Cancel

Previous

Add source

All sources of norms you can add to the Docket in this way must already be processed and part of the Source register. Furthermore, it is important to realize you do not actually import the source into the Docket. You make the source *available* in the Docket. All information about references to text fragments of a source (from simple colored markings to frames) are saved in the Docket and its frames bundle. Nothing you do in the Docket changes the source material. For more information about the Source register see [sources and the source register](#).

The document list shows both the used version (in this Docket) and the latest version (in the Source register). When there is a newer, published version in the Source register, the list offers additional row tasks.

Documents from source register

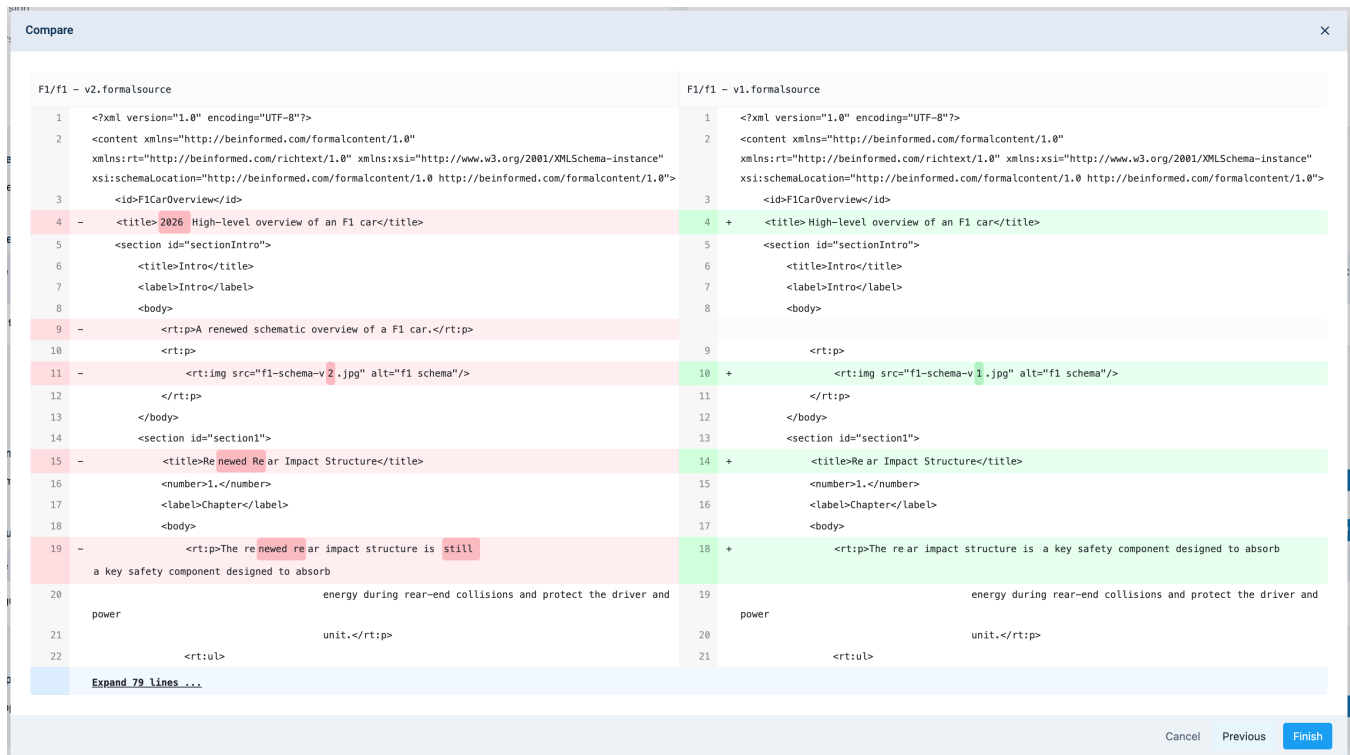
Add source of norms

Name	Used version	Latest version	Last modified by	Last modified on
Government directive for a private lending library at home	0.1.2	0.1.3	Fred Black	06-08
Readman for applying for and	0.1.0	0.1.0		08-06-2026

Use latest version

These tasks are:

- Use latest version:** The latest version of the document is used in the Docket. A validation of all frames that contain a reference to this source is performed automatically. The Workbench checks whether the highlighted source text referenced by the frame can still be located in the new document version and whether the section in which the text was originally highlighted still exists. This helps ensure that frames remain correctly linked to the underlying regulatory source. If potential issues are detected, they are reported as source reference warnings.
- Compare:** Opens a side-by-side view of the used and latest document versions. In this view, both versions are displayed next to each other, with changes clearly highlighted.



Supporting documents

Besides the official sources of norms you can freely add supporting documents to the Docket. The allowed file types and file size are shown in the popup.

Add supporting document

Name

Document

Browse

Allowed extensions are: jpg, xlsx, tiff, bmp, gif, png, docx, pptx, txt, pdf, ppt, jpeg, doc, odp, odt, xls, ods

Maximum file upload size is 100.00 MB

Cancel

Finish

Activity log

At the bottom of the Docket overview you can find the Activity log. This shows all create, delete and update actions on the Docket level, such as adding projects or removing sources.

>>

Filters

>>

Projects

Project name	Project status	Project type	State	Indicator
Legal analysis	In progress	Legal analysis		
Terms	In progress	Terms		

Activity log

Event type	Date/time occurred	User
Add project	26-06-2026 15:01	Steven Taylor
Add project	26-06-2026 14:59	Steven Taylor
Create docket	26-06-2026 14:59	Steven Taylor

The Docket and project review tabs

The Docket review tab (and project review tab) offer a high-level overview of all the frames belonging to a Docket (or project). It can be used to assign, review, study or discuss the state of the frames and the work as a whole. You can filter on specific frame states, or search for frames by name. Manually assigning states also allow for work management.

For more information about the Review tab see [review modeled frames](#).

The Docket finalize tab

Eventually the frame model you are working on in a Docket is deemed fit for publishing. Note that this does not have to mean it is completely finished. Maybe you want to test the current state of the model as part of an application development, or you wish to study and discuss it through a Documentation portal with other stakeholders than the norm engineers.

For more information about the Finalize tab see [finalize and export frame bundles](#).

Further reading

- [Docket projects](#)
- [Annotating sources](#)
- [Interpret sources and model frames](#)
- [Review modeled frames](#)
- [Finalize and export frame bundles](#)