

.Sources and the source register v1

On this page we explore the importing, validation and publishing of sources of norms.

A source of norms is any documentation that contains a rule, a norm, a criterion, et cetera. The information is often available as a body of text, not as structured data. Typical examples are laws and other government regulations or business instructions. For the Workbench to understand a source, it has to be formatted in a specific formalsource.xml format which it can understand. A source register is where formalized sources are managed and published as bundles for organizational use, general use or commodification. Source bundles are a separate entity from frame bundles.

Formal Source XML

The XML schema for sources is called the [Formal Source XML](#). It is a section based structure which supports optional time-versions of these sections. The Source register build into the Workbench supports this format.

Existing regulatory XML open standards which are structured and rich enough can be transformed into a Formal Source with relative ease. The Workbench can import these sources and transform them in the required format automatically. Currently we offer this support for BWB (Basis Wetten Bestand) XML files of the Dutch government and USLM XML files of the US Government.

If a source or source format is not (yet) supported you can always transform it yourself into the required Formal Source structure.

Acquiring, transforming, publishing and/or managing sources in the register will often be a separate responsibility from working with sources in the Workbench. Since the sources are the foundation of the models, the correct source, correct version and version control is paramount. To this end, a designated source manager is advisable. A norm engineer can request the source manager to add a source.

On this page:

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- [Add or import sources](#)
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Add or import sources

Sources are published in a Source register. Apart from the build-in Source register of the Workbench, other source registers may become available depending on your organization and partnerships. The build-in Source register enables you to import sources, perform some validations and create source based bundles.

As soon as you have created such a source bundle the source becomes available to the users of the Workbench.



The screenshot shows the 'Source register' interface in the Workbench. The top navigation bar includes 'Workbench', 'Dockets', 'Source register', 'Account', and 'Bundle registry'. The user 'Fred Black' is logged in. The main content area is titled 'Source of norms' and features a table with columns: Name, Owner, Source of norms type, Language, and Date created. Two sources are listed: 'Roadmap for applying for and realizing a private lending library at home' and 'Government directive for a private lending library at home', both owned by 'Fred Black' and created on '04-06-2026'. On the left, there are filters for 'Name' and 'Commonly accepted title'. On the right, a '+ Tasks' dropdown menu is open, showing options: '+ Add Formal Source (XML)', '+ Import BWB (Basiswettenbestand)', '+ Import EUR-Lex', '+ Import USLM', '+ Add text', and '+ Import source bundle'.

Name	Owner	Source of norms type	Language	Date created
Roadmap for applying for and realizing a private lending library at home	Fred Black	Formal source	English	04-06-2026
Government directive for a private lending library at home	Fred Black	Formal source	English	04-06-2026

Add Formal Source (XML)

The 'Add Formal Source (XML)' task opens a form in which you can browse to the relevant Formal source file and add it to this register. Note that the file must have a .formalsource extension.

Import Formal source XML

Formal Source File (.formalsource)

*.formalsource
Browse

Here you can upload a Formal Source File containing the XML format (.formalsource)
Allowed extensions are: formalsource
Maximum file upload size is 86.29 MB

Description - optional

Source type

Choose an option

Cancel
Create source of norms

The form is able to retrieve the identifier and title from this XML document as it understands the structure of the source.

In the list of sources, you can now find your newly imported file with the status 'In Progress'. This is because you need to validate, complete and publish the source still.

Import BWB (Basiswettenbestand)

With the task 'Import BWB (Basiswettenbestand)' you can import documents from the Dutch national portal for regulations (wetten.nl). The BWB format follows a legalization oriented structure. The import task will automatically transform the BWB documents into a Formal Source XML file.

Import BWB to formal source

Basiswettenbestand (BWB)

*.xml
Browse

You can upload a "basiswettenbestand" here. This law comes from the website: wetten.overheid.nl
Allowed extensions are: xml
Maximum file upload size is 86.29 MB

Source type

Choose an option

Cancel
Finish

Import EUR-Lex

With the task 'Import EUR-Lex' organizations with access to the EUR-Lex web service can retrieve legal sources in XML format and import them directly into the Source register.

Import EUR-Lex to formal source

✕

EUR-Lex

*.xml

Browse

You can upload an "EUR-Lex" XML file here. Via the EUR-Lex webservice sources can be retrieved in XML format.

① Allowed extensions are: xml

① Maximum file upload size is 100.00 MB

Cancel

Finish

Import USLM (United States Legislative Markup)

With the task 'Import USLM' you can import documents from the US Government. The import task will automatically transform the USLM documents into a Formal Source XML file.

Import USLM to formal source

✕

United States Legislative Markup

*.xml

Browse

You can upload a "USLM file" here.

Allowed extensions are: xml

Maximum file upload size is 86.29 MB

Source type

Choose an option

Cancel

Finish

We support the following USLM document types:

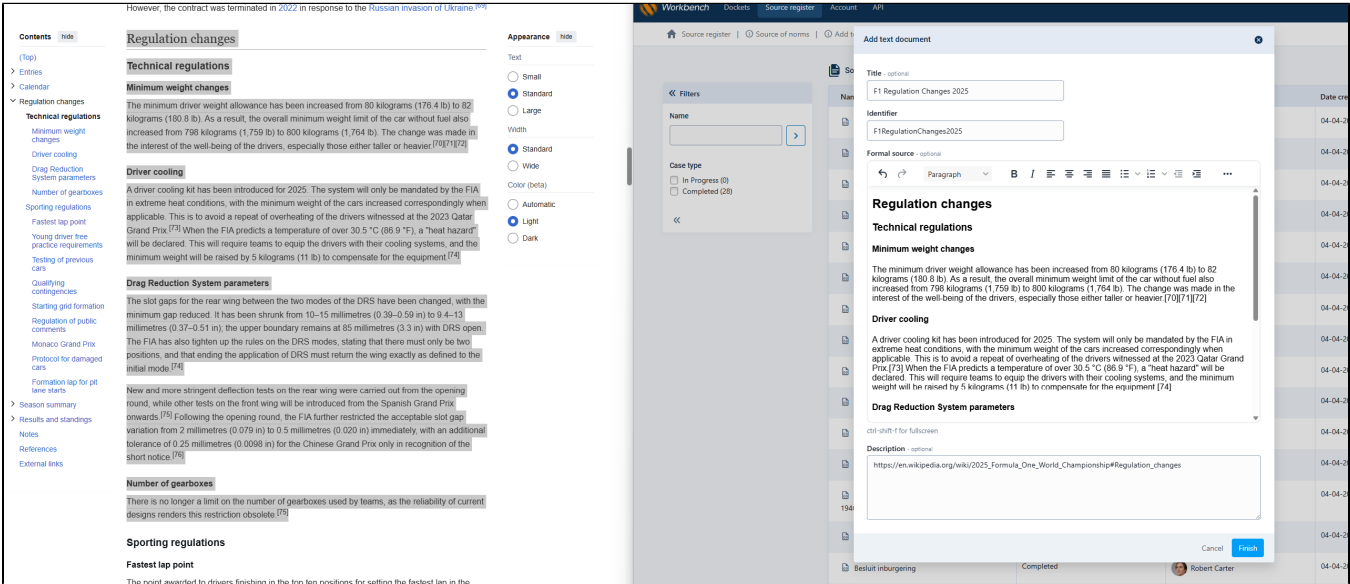
- A 'pLaw' (public or private law). This is a document containing an approved bill, whether public or private. These can be found [here](#) on govinfo.gov.
- A 'statute'. This is a document containing an enacted bill. These can be found [here](#) on govinfo.gov.
- A 'statuteCompilation'. This is a document containing a statute compilation; these are compilations of public laws that incorporate the amendments made to the underlying statute since it was originally enacted. These can be found [here](#) on govinfo.gov.

USLM is an open standard that the US government plans to use as a default and is described at <https://github.com/usgpo/uslm>.

Support for unstructured sources

With the 'Add text' task you can import text from various sources to create your own source. A rich text editor is shown in which you can copy and paste your content, for instance from PDF's, websites or Word. This feature is best suited for smaller, unstructured sources. When the sources are expansive or available in a structured format like XML you might be better of transforming these sources into the Formal Source structure and import as Formal Source.

After pasting your content you can change or add headers to the different sections. These headings will be used to structure the document, and will be available in the resulting Table of Contents when working with this source. If you don't see the expected table of contents, please review the used headings.



Tip: Use ctrl-shift-f for full screen mode. This makes makes editing/adding headers easier.

Import source bundle

With the 'Import source bundle' task you can import source bundles. You can import from a bundle registry, or by uploading a (local) source bundle.

Import source bundle

Select kind of import

Select kind of import

☒ Import from bundle registry

☐ Upload a source bundle

Cancel

Next

When you choose to import from a bundle registry, select the correct repository and after that the bundle within that repository:

Import source bundle

Upload bundle

Select source bundle to import

Browse

ⓘ Allowed extensions are: zip

ⓘ Maximum file upload size is 86.29 MB

Cancel

Previous

Next

Import source bundle

Bundles

ⓘ

Selected repository: **Gerhards**

Select bundle

Choose an option

com.beinformed.frames.HeelLentLeest.LegalAnalysis

com.beinformed.source.BesluitInburgering

com.beinformed.source.F1Regulation

com.beinformed.source.Vreemdelingenwet2000

Cancel

Previous

Next

When you choose to upload a (local) source bundle, browse to the correct bundle:

Import source bundle

Repository

Select repository

Choose an option

Cancel

Previous

Next

Source types

When importing a source into or creating a source in the Workbench you are required to enter a source type. The source type indicates what kind of source this is. There are 10 source types in the Workbench:

1. Legislation
2. Judgement
3. Policy
4. Debate
5. Amendment
6. Guidance
7. Casus
8. Legal scenario
9. Practical example
10. Supporting document

The source type helps keep track of what kind of sources you are using. It can be used to filter the entire selection of sources present in the source register. It is also used to group sources when visualizing them in the Documentation portal. A source type is mandatory for publishing a source, since this is used to categorize that source.

Source overview, versions & metadata

When selecting a source in the source register you are shown the Source overview. This displays the generic metadata associated with the source. This metadata applies to the source as a whole and is not tied to a specific version.

WorkbenchSource registerAccountSet upBundel registry

Source registerUtrecht University Library Lending RegulationOverview

Utrecht University Library Lending Regulation

OverviewManage versionsBrowse versionsPublish versionsHistoryTasks

Details

Update metadataDelete source

IDENTIFIERUULLR001

LATEST VERSION0.1.1

SOURCE OF NORMS TYPEformalsource

CREATORUtrecht University Library

PUBLISHERUtrecht University Library

LANGUAGEen

TYPE-

ABBREVIATIONULLR

SUBJECTLibrary

REPLACES-

DESCRIPTIONUtrecht University Library Lending regulation from the website

REMARKS-

PUBLICATION NUMBER-

JURISDICTION-

(GOVERNMENT) THEME-

REFERENCE-

Documents

VersionExternal version numberTitleCreation datePublication dateSignature date

1123Utrecht University Library Lending Regulation12-02-2026

2456Utrecht University Library Lending Regulation12-02-2026

+ Add new version

Filters

Powered bybe informed

Update generic metadata

When selecting 'Update metadata' on the source you are shown the generic metadata fields for sources. Although the fields are optional, providing the information is strongly recommended to improve source management and discoverability.

When importing sources such as **USLM** and **BWB**, the system attempts to automatically extract this metadata from the source documents. Keep in mind that this extraction is not always fully accurate, since these formats are not consistently used in the same way. Carefully review the extracted metadata before accepting and publishing the source for use across the organization.

Workbench

Source register | Account | Set up | Bundle registry

Source register | Utrecht University Library Lending Regulation | Overview | Details | Update source of norms

Utrecht University Library Lending Regulation

Overview | Manage versions | Browse versions | Publish versions | History

Details

IDENTIFIER

UULLR001

LATEST VERSION

0.1.1

LANGUAGE

en

TYPE

-

DESCRIPTION

Utrecht University Library Lending regulation from the website

REMARKS

-

REFERENCE

-

Documents

Version	External version number
1	123
2	456

Update source of norms

Name

Utrecht University Library Lending Regulation

Identifier

UULLR001

Description - optional

Utrecht University Library Lending regulation from the website

Creator - optional

Utrecht University Library

Publisher - optional

Utrecht University Library

Language - optional

English

Type - optional

Abbreviation - optional

UULR

Subject - optional

Library

Replaces - optional

Remarks - optional

Use this field to add other relevant data for this source

Jurisdiction - optional

(Government) theme - optional

Tasks

Update metadata

Delete source

PUBLISHER

Utrecht University Library

REPLACES

-

(GOVERNMENT) THEME

-

+ Add new version

Publication date	Signature date

Update metadata for a specific version

Each version of a source also maintains its own version-specific metadata. You can modify this metadata using the row task actions or through the Manage versions tab.

Documents

Version	External version number	Title	Creation date	Publication date	Signature date
1	123	Utrecht University Library Lending Regulation	12-02-2026		
2	456	Utrecht University Library Lending Regulation	12-02-2026		

+ Add new version

Update metadata

Version-specific data includes fields such as Publication Date, Effective Date, and External Version Number. These fields are optional, as this information is not always available. It is strongly recommended to provide them when available to improve clarity and usability.

Update metadata

×

Title - optional

Utrecht University Library Lending Regulat

Publication date - optional

dd-mm-yyyy

Signature date - optional

dd-mm-yyyy

External version number - optional

123

Effective date - optional

dd-mm-yyyy

Cancel

Finish

Source validation

Before you can use (a versions of) a source in a docket, you must validate that the documents are correctly structured, properly converted and that all required images are included.

Workbench

Source register

Account

Set up

Bundle registry

Source register

Utrecht University Library Lending Regulation

Manage versions

Utrecht University Library Lending Regulation

Overview

Manage versions

Browse versions

Publish versions

History

Documents

Version ?1

External version number

Title

Creation date

Creator

2

456

Utrecht University Library Lending Regulation

12-02-2026

Fred Black

1

123

Utrecht University Library Lending Regulation

12-02-2026

Fred Black

Images to add

Version ?1

Image record id

Original filename

Status

Last modified on

2

1616

logo.png

12-02-2026

1

885

logo.png

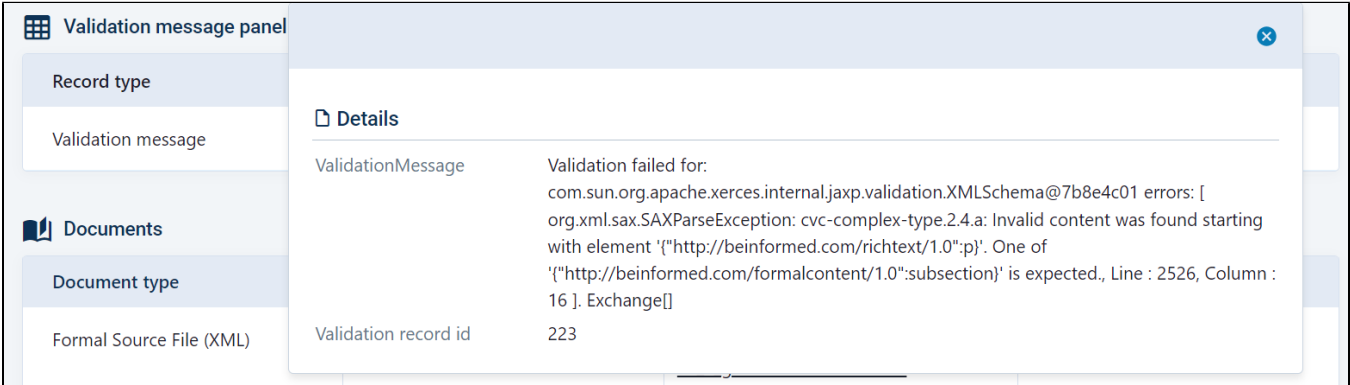
12-02-2026

The Manage versions tab shows any source format validation errors and a list of images that are missing and need to be added. This information is shown per version, as images can differ between versions.

When adding images, pay close attention to the version information in the columns to ensure you update the correct version.

Source format validations

Formal Sources uploaded directly or created through the import function (such as BWB) are automatically validated. Our build-in validator checks to see if the format is valid against the required XML-schema. This is especially relevant if you have automatically transformed a certain source into a formal source. To see if there are issues, open the file. When there is an issue a validation message is created and you can see the technical details.



When an issue occurs it often means the transformation scripts have to be reviewed since the original XML probably contained an unforeseen construction. After updating your transformation scripts you can try again.

If the error occurs while using a build-in import function you can contact support at support@beinformed.com.

Source image references

Apart from the format validation, an imported source is automatically scanned for references to images. These images aren't part of the Formal Source XML file itself and have to be added.

The list 'Images to add' will show a list of any image references that the system has found. The list 'Images' will show successfully added images.

In the example below you can see the Workbench has found a reference to an image with the name 'logo.png'. You can add this image through the upload row task.



The upload row task also lets you upload multiple images, for example if there is a long list of items to add. The Workbench will automatically check the file names of the uploads with the names in the references.

When you have uploaded all required images the list 'Images to add' will be zero. All uploaded images will be visible in the Images list.

Browse versions

In the Browse versions tab you can view and preview different versions before publishing them. This is useful for checking that everything looks correct—for example, that the right images are included in each version.

Workbench Source register Account Set up Bundle registry

Source register | Utrecht University Library Lending Regulation | Browse versions

Utrecht University Library Lending Regulation

Overview Manage versions **Browse versions** Publish versions History

Sources ▼ Utrecht University Library Lending Regulation

Utrecht University Library Lending Regulation - v2 regulations

Utrecht University Library Lending Regulation - v1

1. registration and library card

2. Change of address

3. Borrowing

4. Loan period and renewal

5. Fines system

0 0 0 0

If you use material from Utrecht University Library, you agree to the applicable regulations.

2. Registration and library card

1

At registration you will receive a library card which is non-transferable.

2

If you only want to consult material (do not borrow it), you do not need a library card. You can apply for a free reading room card.

3

Have you lost your library card or has it been stolen? To prevent misuse, you must warn the library immediately. You will receive a new library card against payment of administration costs and on presentation of a valid proof of identity.

4

Borrowers below the age of 18 are supposed to have subscribed to the library with the consent of their parents/legal guardians. Any liability resulting from the subscription taken out by their underage children/pupils must be accepted by the parents/legal guardians.

3. Change of address

1

Utrecht University students can notify Student Services of their change of address. The change of address will be automatically processed in the University Library borrowers' register. Utrecht University staff and other visitors can notify desk staff of their change of address. You must show proof of identity.

2

Any consequences of not notifying the library of your change of address in time, are completely at your own risk and at your own expense.

4. Borrowing

1

You can check out books using the self-issue machine. Have you forgotten your library card? Please go to the service desk where you borrow the book on presentation of a valid proof of identity.

2

Details

Title Utrecht University Library Lending Regulation - v2

Document Reference UULLR001

Source case Id 311

Document Id 315

DocumentID /documents/315

Version 2

External version number 456

Publication date -

Signature date -

Effective date -

Valid document true

Original documentid -

Link to original location -

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You can select the version you want to view from the drop-down menu located above the table of contents. The version number is displayed after the document title. Version-specific metadata is shown on the right side of the document.

Edit metadata and compare versions

The edit icon on the right offers two tasks:

- The 'Edit metadata' task allows you to update the version-specific metadata directly.
- The 'Compare this version' task allows you to compare the currently viewed version with another version of the same document.

Workbench Source register Account Set up Bundle registry

Source register | Utrecht University Library Lending Regulation | Browse versions

Utrecht University Library Lending Regulation

Overview Manage versions **Browse versions** Publish versions History

Sources ▼ Utrecht University Library Lending Regulation

Table of contents

1. Lending regulations

2. Registration and library card

3. Change of address

4. Borrowing

5. Loan period and renewal

6. Fines system

0 0 0 0

If you use material from Utrecht University Library, you agree to the applicable regulations.

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4

Borrowers below the age of 18 are supposed to have subscribed to the library with the consent of their parents/legal guardians. Any liability resulting from the subscription taken out by their underage children/pupils must be accepted by the parents/legal guardians.

Details

Title ULLR
Lending Regulation - v2

Document Reference UULLR001

Source case Id 311

Document Id 315

DocumentID /documents/315

Version 2

External version number 456

Publication date -

Signature date -

Effective date -

Valid document true

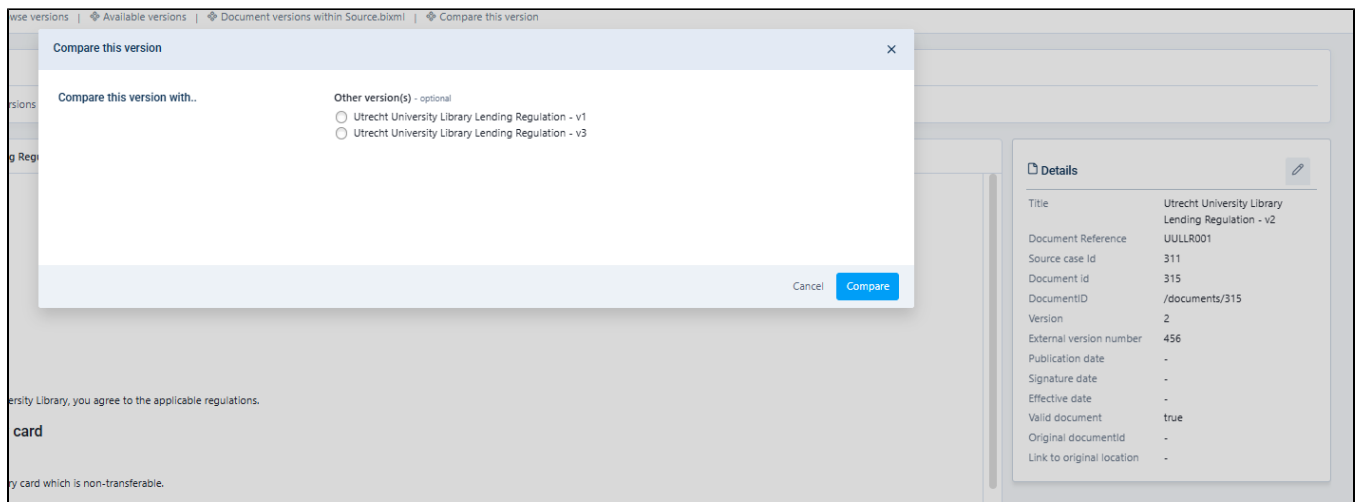
Original documentid -

Link to original location -

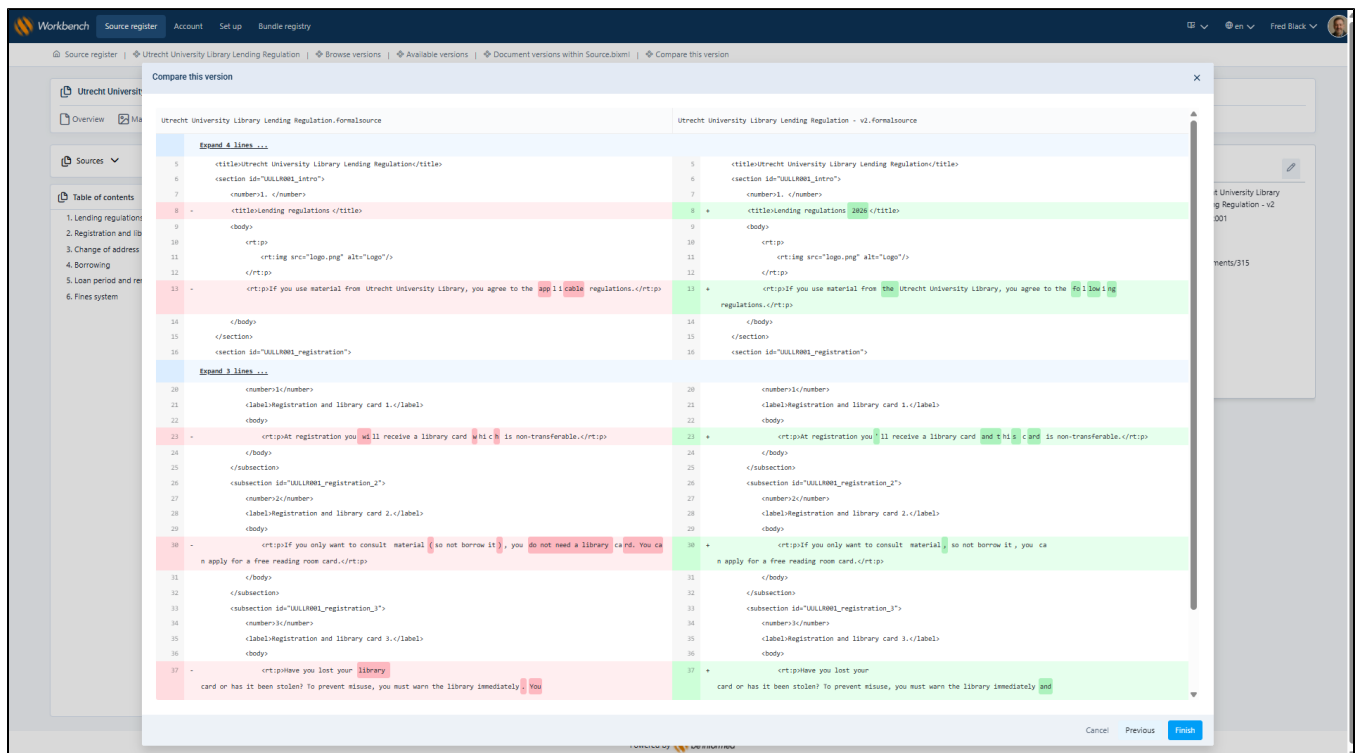
Update metadata

Compare this version

The compare dialog displays the available versions from which you can select:



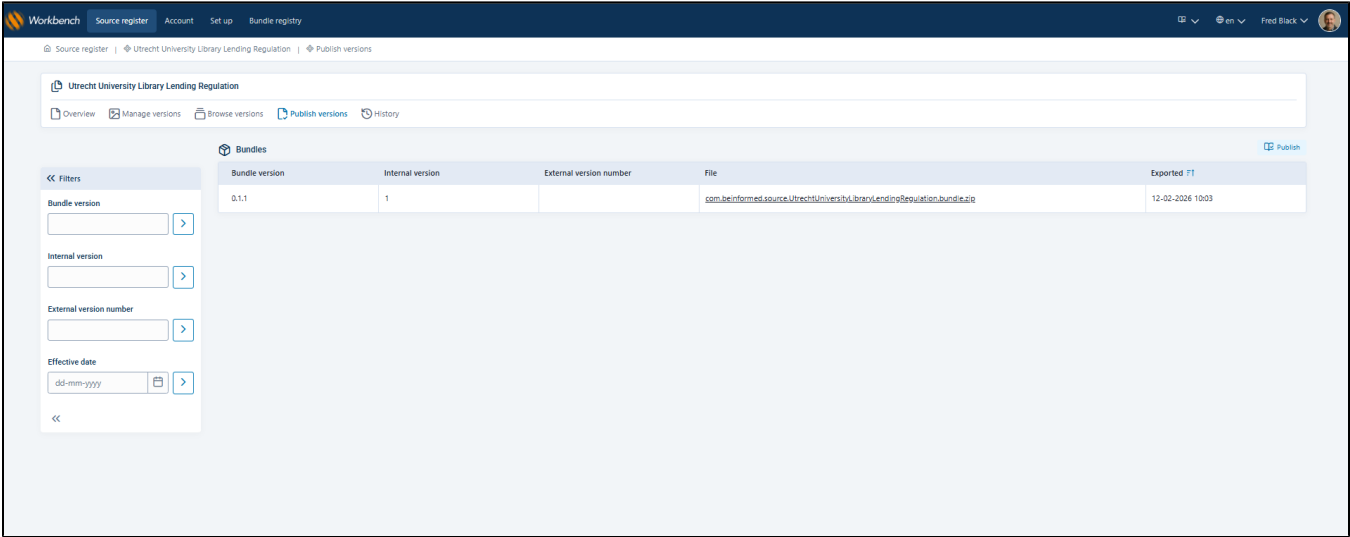
The result is an overview of the two document versions, with visual indicators showing where they differ. Light highlighting marks the entire sentence or paragraph, which is often sufficient to identify differences. Darker highlighting indicates the exact differences at the character level.



This allows the source manager to quickly assess the magnitude of the changes between versions.

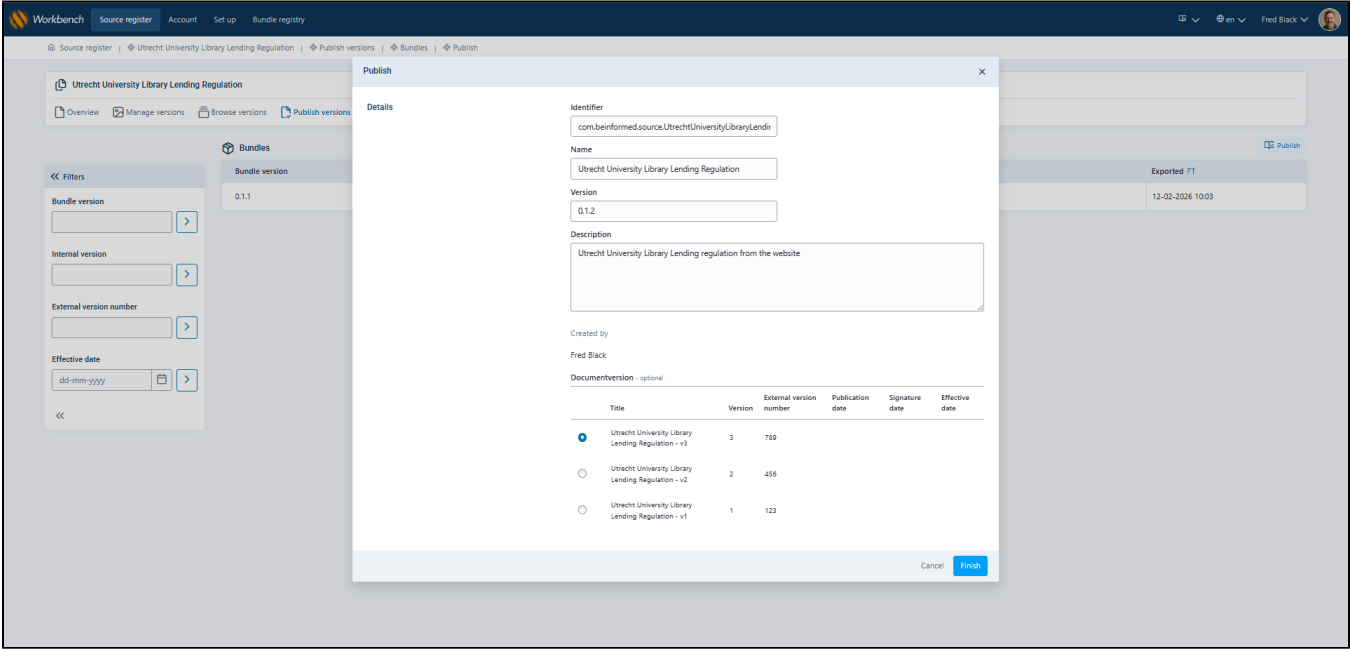
Publish versions as versioned bundles

When there are no XML validation error messages, the source has a source type and you have made sure all images have been added, you can publish the bundle on the Publish versions tab.



All published versions of the bundle are listed on this tab.

When you click the Publish button on the right, you can choose which document version you want as a new bundle version. By default, the latest version is selected. But you can choose a specific version—for example, if you need to publish an earlier version for reference or compliance purposes.



The newly published version is added to the list:

Workbench Source register Account Set up Bundle registry

Source register | Utrecht University Library Lending Regulation | Publish versions

Utrecht University Library Lending Regulation

Overview Manage versions Browse versions Publish versions History

Filters

Bundle version

Internal version

External version number

Effective date

dd-mm-yyyy

Bundles

Bundle version	Internal version	External version number	File	Exported FT
0.1.2	3	789	com.beinformed.source.UtrechtUniversityLibraryLendingRegulation.bundle.zip	12-02-2026 13:29
0.1.1	1		com.beinformed.source.UtrechtUniversityLibraryLendingRegulation.bundle.zip	12-02-2026 10:03

Publish

The version number is updated automatically.

If you need the source bundle files themselves (for example to send to a partner organization), you can click on the underlined file name to download the source bundle as a .zip file.

When a new version of an already existing source becomes available, all dockets using that source will be notified that a newer version is available. The docket manager can then decide on how they want to deal with this update.

Bundle registry and Documentation portal

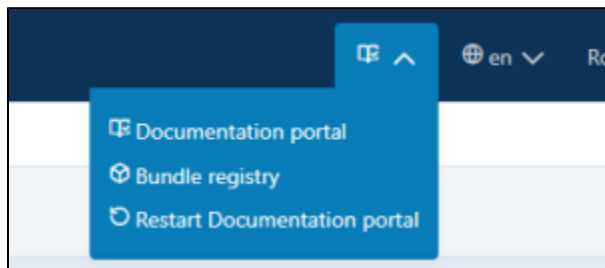
Additional tasks for the source manager are available in the main menu (depending on user permissions).

Publishing a source sends the corresponding bundle to the Bundle registry, where it is stored with a version number, publication date and author information for the relevant tenant.

The repository in the Bundle registry also serves the Documentation Portal. As a result, publishing a source makes it available in both the Bundle registry and the Documentation Portal.

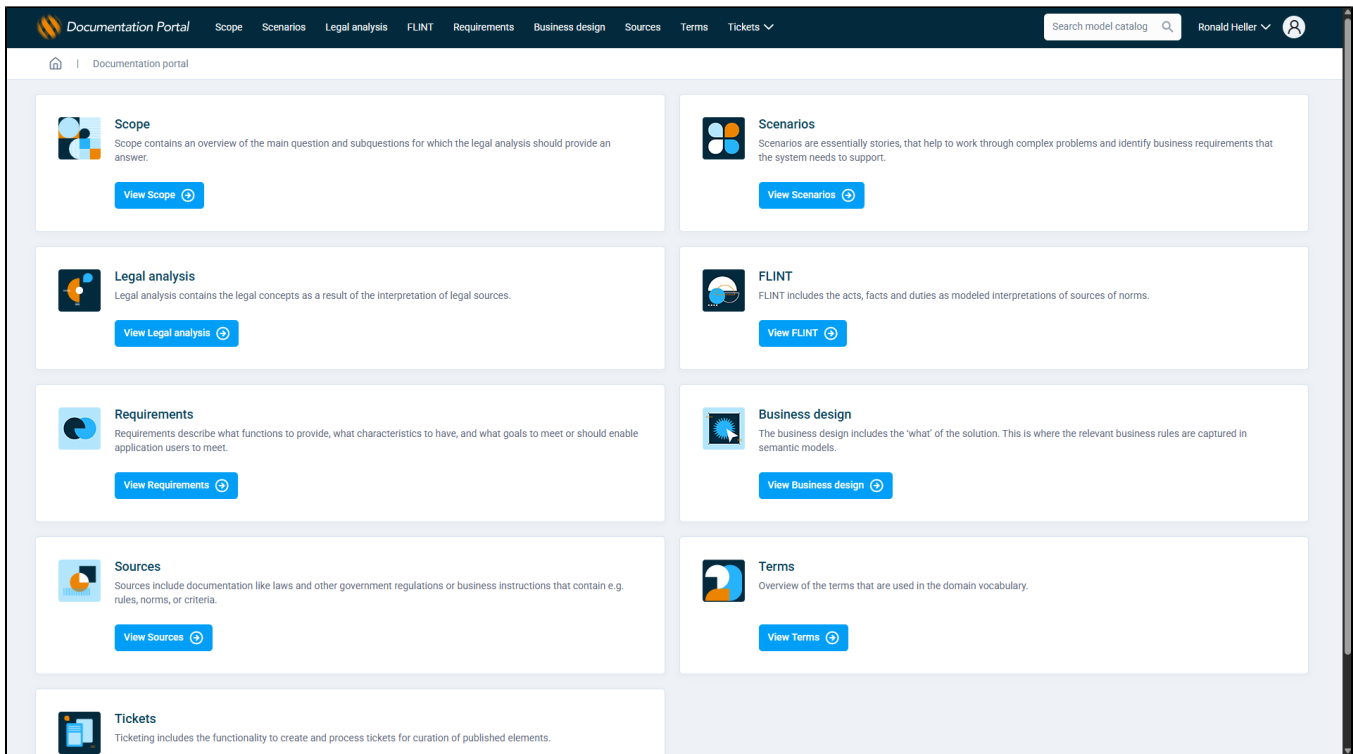
To display newly published sources in the Documentation Portal, a restart of the portal is required. This is done manually, not automatically, allowing managers to control the timing of updates.

The Documentation Portal and Bundle registry can be accessed via the links in the menu:



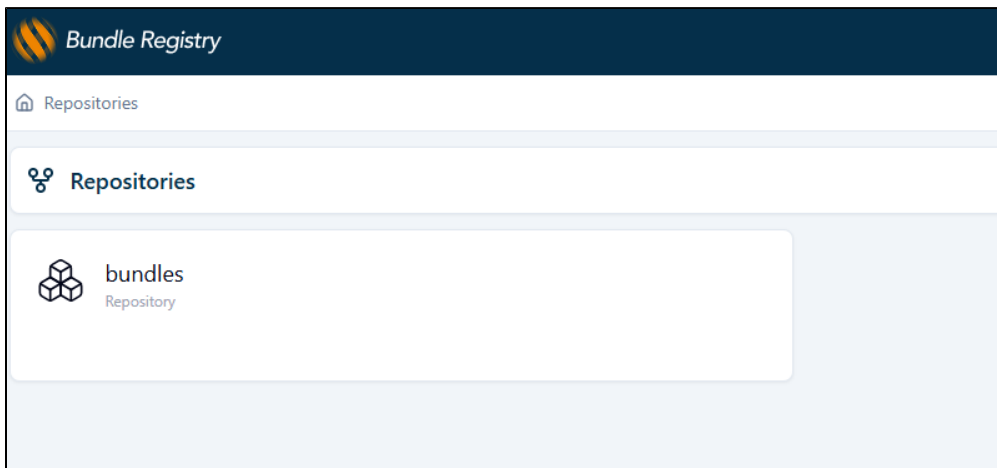
Documentation portal

The Documentation Portal provides an online catalog of all source bundles and frame bundles published by the Workbench and BMS to the Bundle Registry. Users can browse all bundle content and relationships through linked navigation. A ticket mechanism enables users to report errors or ask questions on specific pages, providing feedback directly to both legal and business analysts.



Bundle registry

The Bundle Registry is the central storage location where the Workbench and BMS publish all source bundles and frame bundles. It's the authoritative repository from which the Workbench registers, updates, and retrieves these bundles for downstream use.



Further reading

- [Documentation portal](#)