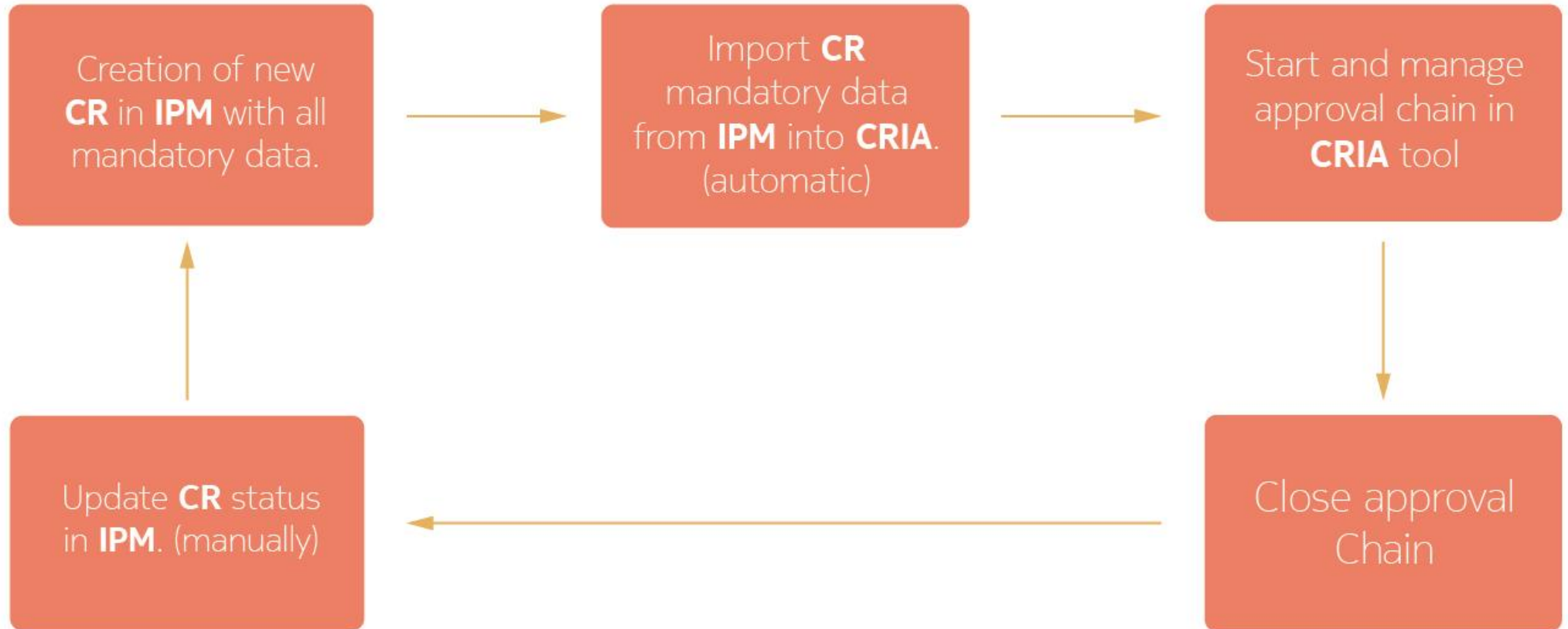


ZINA WORKFLOW MANAGEMENT User's guide

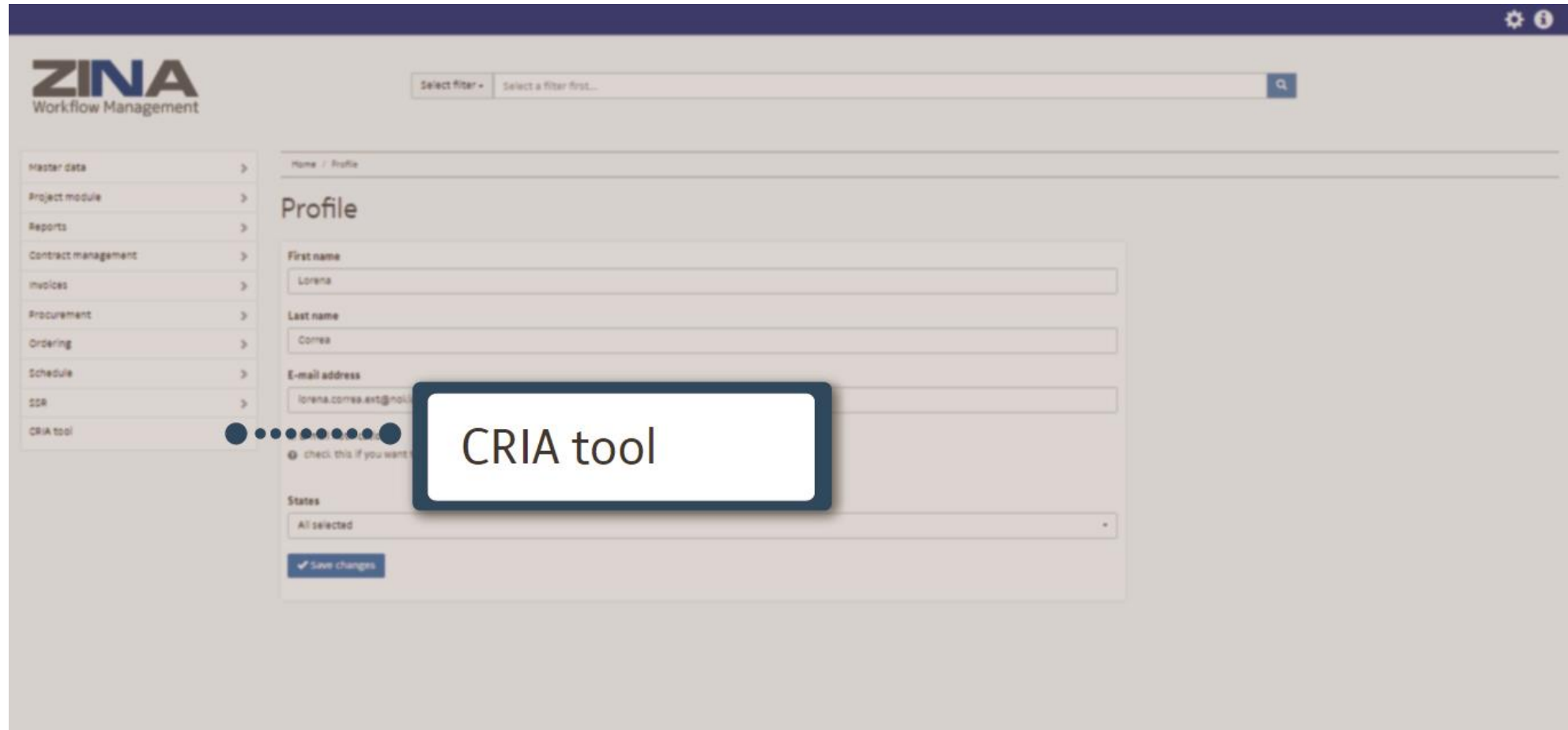
CRIA - Cancel Change
Request Bundle

- CRIA stands for Change Request Innovative Automation. It's a tool developed by Business Operations team for Latin America.
- CRIA tool aims to allow automation in the approval chain for Change Requests and centralize the database with information associated with these CRs.
- CRIA acts in the process of Change Requests approval. It is still needed and mandatory the usage of IPM for all other processes associated with CRs.
- This document describes the operational procedures for end users to import CR data from IPM and the benefits of the CRIA tool usage.

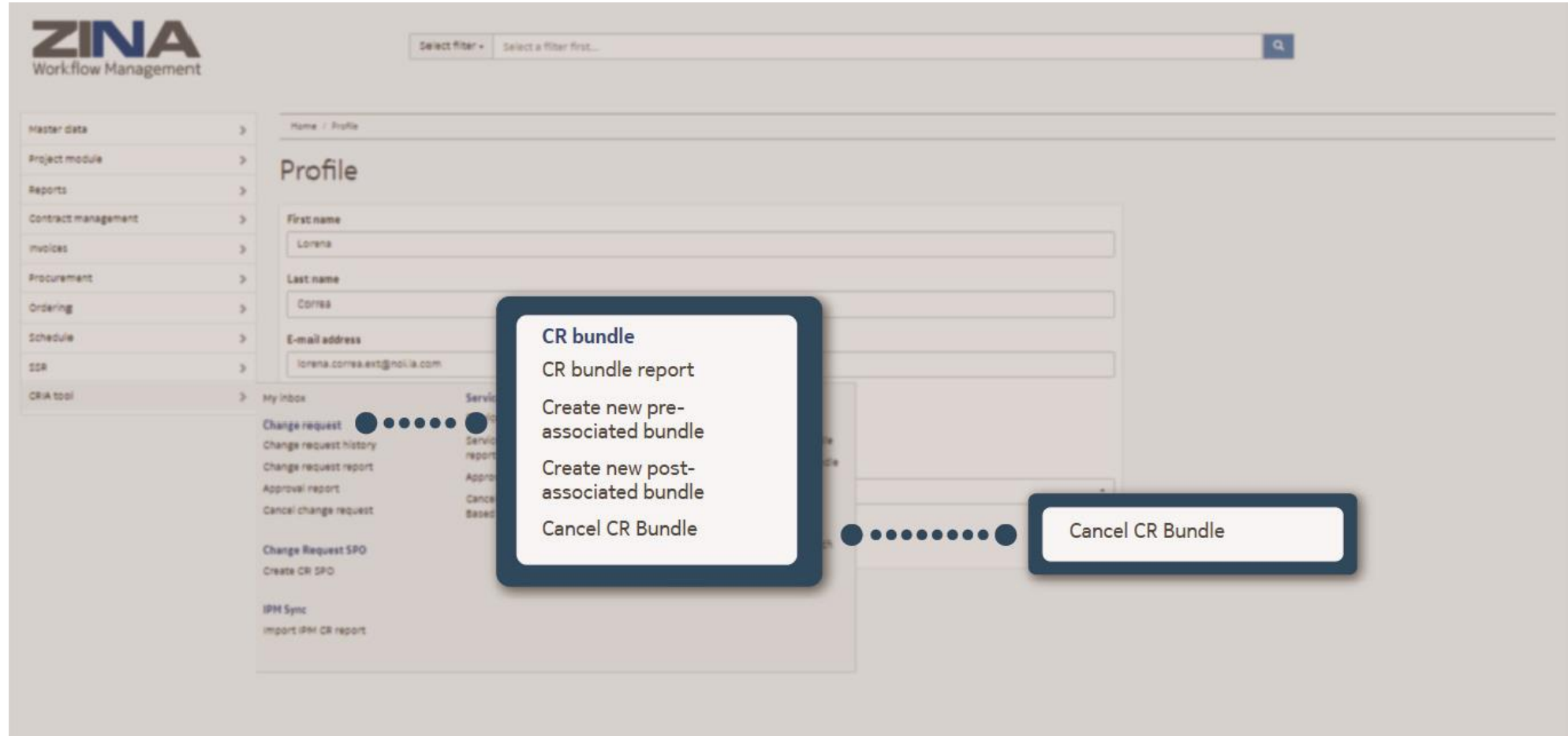
CR workflow using IPM and CRIA.



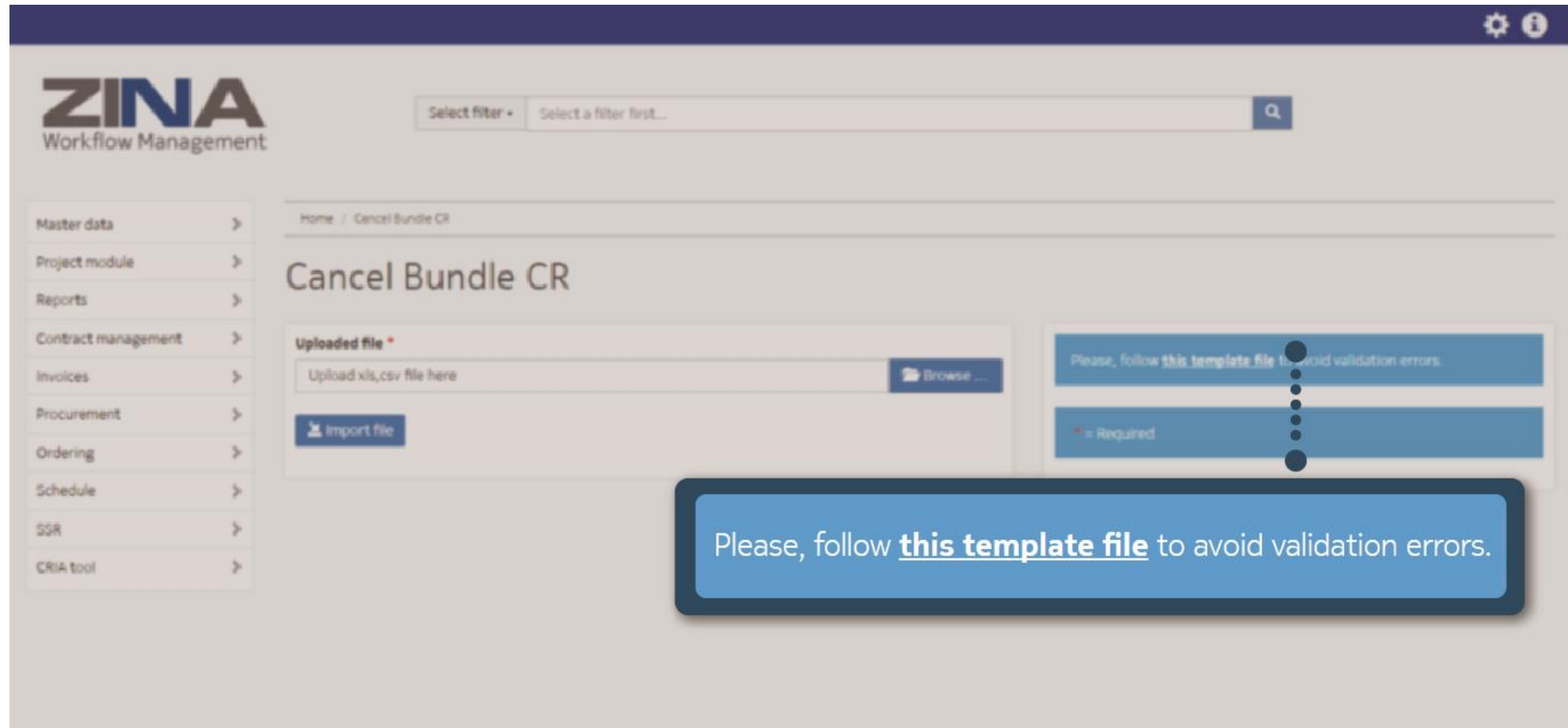
In the side menu, display the "CRIA Tool" options.



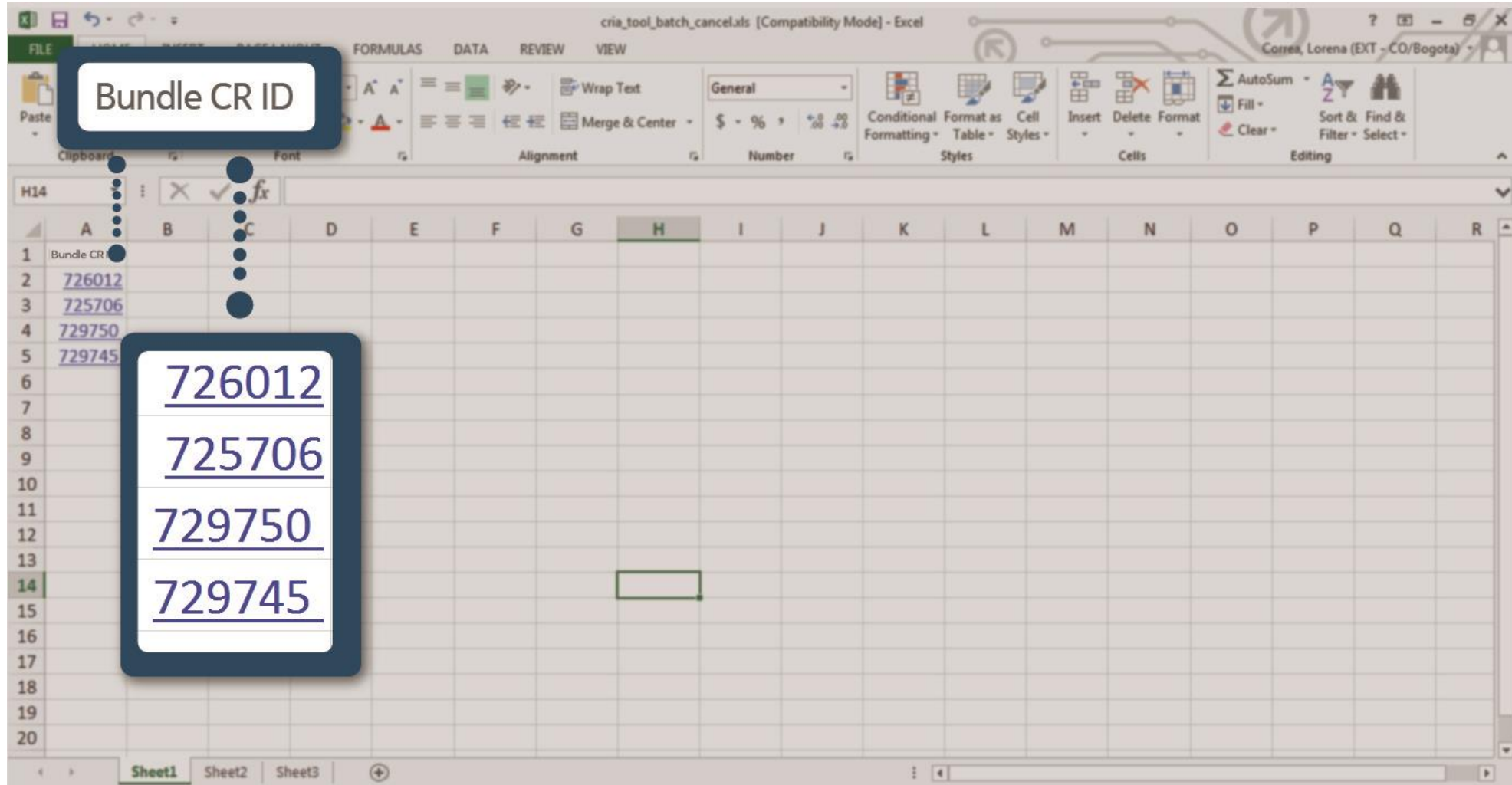
Select the "CRIA - Cancel Change Request Bundle" option as the image indicates.



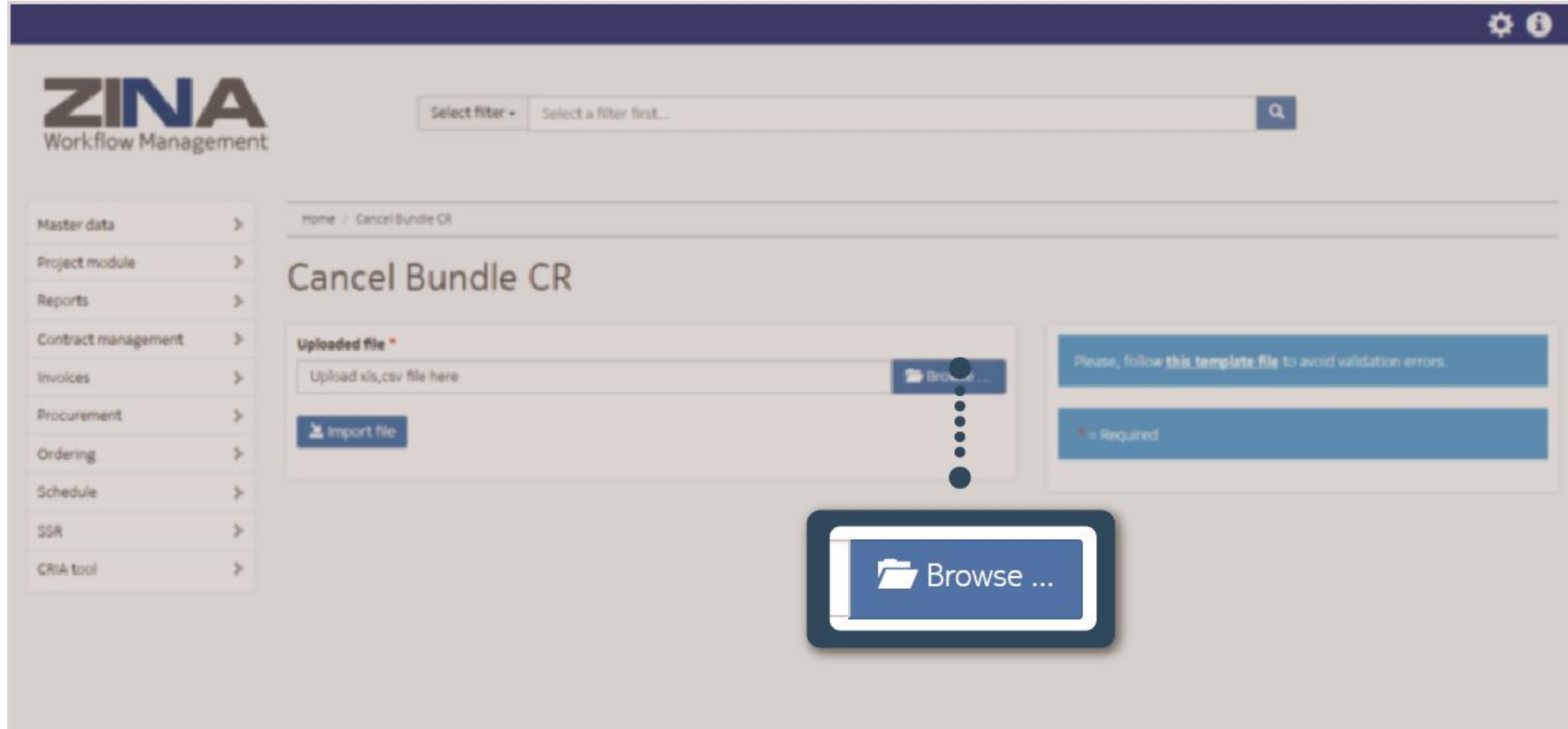
To cancel a "Change Request Bundle" download the example template in .xls format, in the blue color option indicated in the following image.



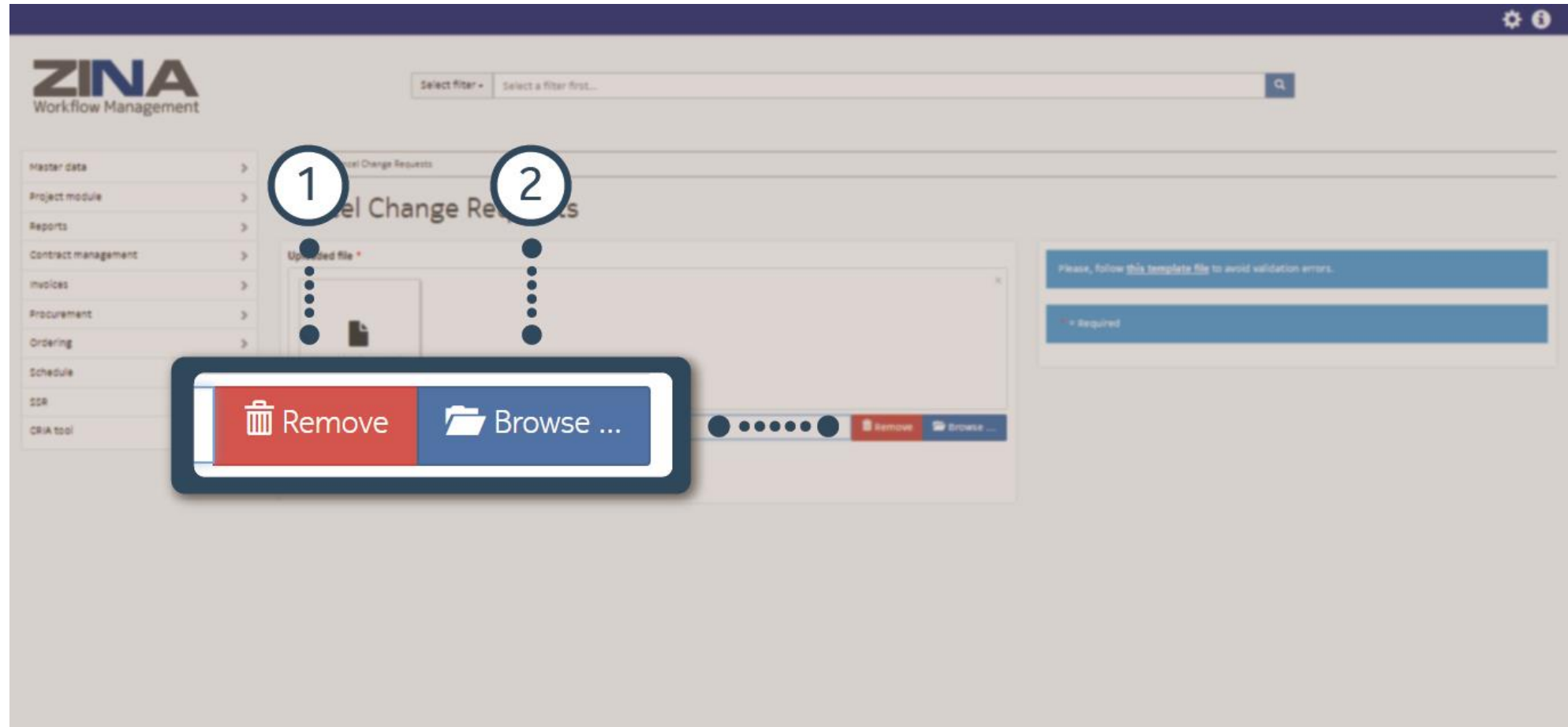
Complete "Bundle CR ID" column with Change Request IDs to will be canceled.



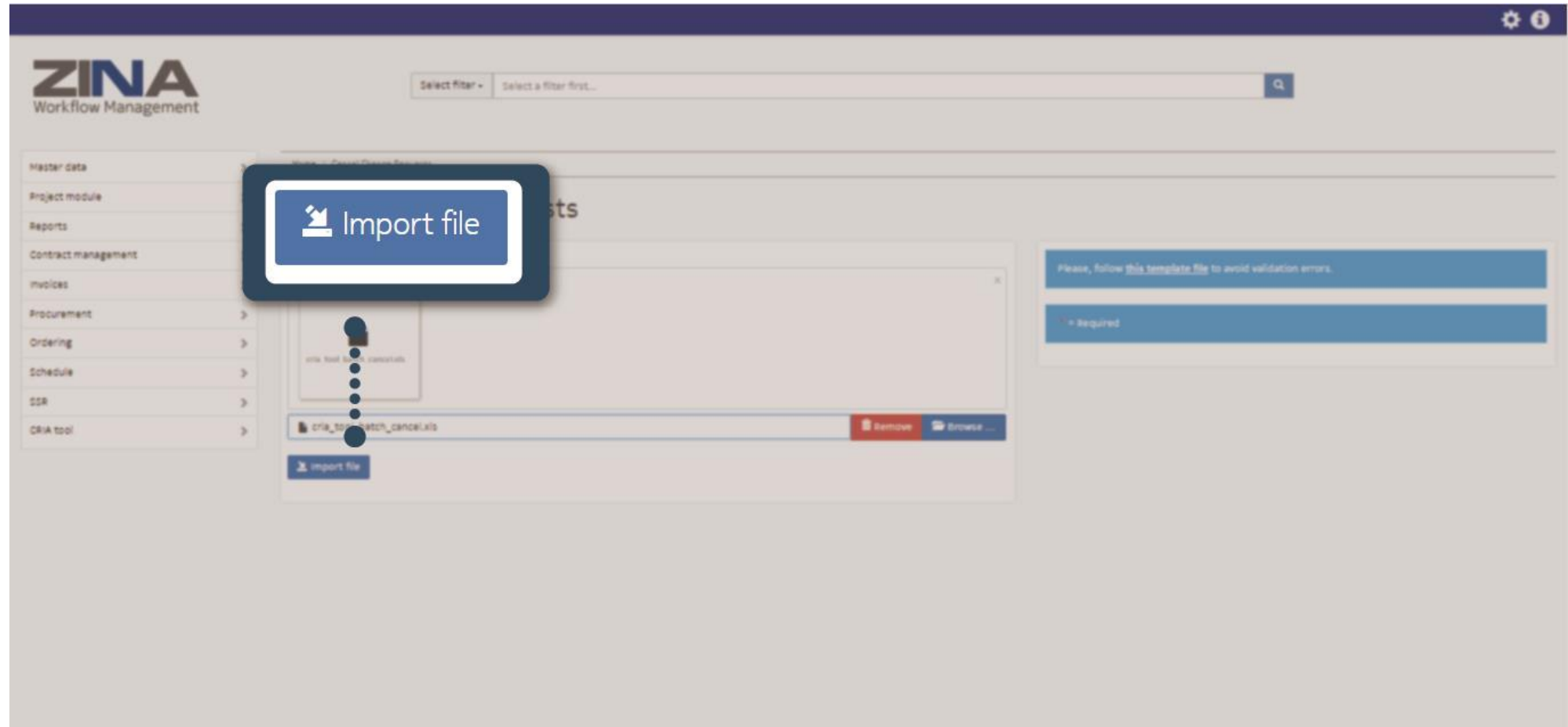
Once you have your .xls document with required fields completed, click on the blue "Browse" button and load the document from your computer.



To discard the already uploaded document, click on the red button "Remove" and to modify or upload a new one click on the blue "Browse" option, as shown in the image.



Once you have finished uploading the file, click on the blue "Import file" button, as the following image indicates.



If your import process was successful, you will see a green alert indicating that your file has been imported successfully, otherwise check your .xls document and perform the import process again.

The screenshot displays the ZINA Workflow Management interface. A green alert box at the top center contains the text "The file was imported successfully". Below the alert is a table with the following columns: CR ID, Date, CR Name, CT/Sub project, Vendor/Supplier, Total Cost, Approved/Rejected on, Next Approver, and Status. The table contains six rows of data, all with a status of "Success".

CR ID	Date	CR Name	CT/Sub project	Vendor/Supplier	Total Cost	Approved/Rejected on	Next Approver	Status
729730 (HGT SENI)	19-Feb-2017	Generador Provisorio 24/7	Claro Chile		7,420.87 EUR			Success
729743 (HGT SENI)	19-Feb-2017	Generador Provisorio 24/7	Claro Chile		7,420.87 EUR			Success
729746 (HGT SENI)	19-Feb-2017	Generador Provisorio 24/7	Claro Chile		7,420.87 EUR			Success
729751 (HGT SENI)	19-Feb-2017	Generador Provisorio 24/7	Claro Chile		7,849.00 EUR			Success
729752 (HGT SENI)	19-Feb-2017	Generador Provisorio 24/7	Claro Chile		7,849.00 EUR			Success
729776 (HGT SENI)	19-Feb-2017	Generador Provisorio 24/7	Claro Chile		7,849.00 EUR			Success

If you need any further assistance, user management and support, please get in touch with our team at support.zina@nokia.com.

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