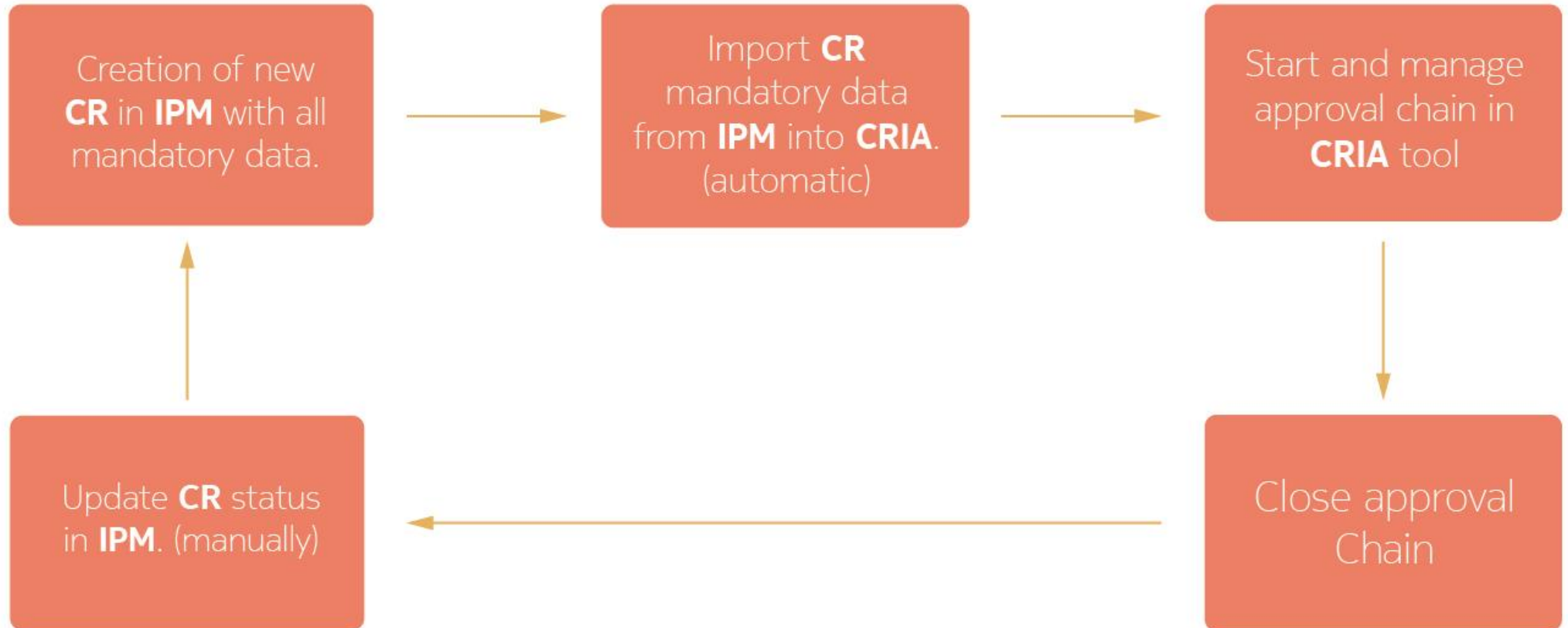


# **ZINA WORKFLOW MANAGEMENT User's guide**

CR Bundle Report

- 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 CR Bundle menu, you will have 3 possibilities:

1. **CR bundle report:** View CR bundle detail report.
2. **Create a pre-associated Bundle CR:** In this bundle, we already know all Change Requests that must be included in the package before sending bundle request for approval. (CT TIM Brazil is the only team using this feature at this moment)
3. **Create a post-associated Bundle CR:** In this bundle, we request a Bundle cost amount approval previously to the definition of Change Requests. We will have a pre-approved budget and we will control budget expenditure by including individual CR's costs.

In the side menu,  
display the “CRIA  
Tool” options.

The screenshot displays the ZINA Workflow Management interface. On the left is a side menu with the following items: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SDR, and CRIA tool. The main content area shows the 'Profile' page with fields for First name (Lorena), Last name (Correa), and E-mail address (lorena.correa.ext@nokia.com). Below these fields is a checkbox labeled 'check this if you want' and a 'States' dropdown menu set to 'All selected'. A 'Save changes' button is at the bottom. A callout box with the text 'CRIA tool' has a dotted line pointing to the 'CRIA tool' option in the side menu.

Select the “CR Bundle Report” option as the image indicates.

The screenshot shows the ZINA Workflow Management interface. On the left is a sidebar menu with options: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SSR, and CR bundle tool. The main content area is titled 'Profile' and shows user information for Lorena Correa. Below the profile section, there are three columns of links. The third column, titled 'CR bundle', contains the following links: CR bundle report, Create new pre-associated bundle, Create new post-associated bundle, Tutorials, Creating tool - user guide, Creating tool - key user for launch, and Creating tool - approvers info session. A blue box highlights the 'CR bundle report' link. To the right of the screenshot, a dark blue box contains the text: 'CR bundle', 'CR bundle report', 'Create new pre-associated bundle', 'Create new post-associated bundle', 'Tutorials', 'Creating tool - user guide', 'Creating tool - key user for launch', and 'Creating tool - approvers info session'.

You can filter Change Request Bundle History list, click on “Filter information” blue button.

ZINA

Workflow Management

Select filter -

Select a filter first...

Q

Master data >

Project module >

Reports >

Contract management >

Invoices >

Procurement >

Ordering >

Schedule >

SSR >

CRIA tool >

Home / CRIA tool / CR bundles /

CR bundles

Bundle ID

Type ID here

Filter information

ID	Name	Approval Date	Cost Value(€)	Sales Value(€)	Amount Consumed(€)	Approval Status
1001	Bundle Q1 2014 Claro Chile	02-Jan-2014	65,000.00	100,000.00	33,108.36 (30.94%)	Approved
1031	Bundle Q2 2014 Claro Chile	24-Apr-2014	65,000.00	100,000.00	42,780.31 (65.78%)	Approved
1038	Bundle Q3 2014 Claro Chile	11-Jul-2014	65,000.00	100,000.00	41,220.81 (63.42%)	Approved
1041	Bundle Q4 2014 Claro Chile	31-Oct-2014	65,000.00	100,000.00	16,821.72 (25.88%)	Approved

Bundle ID

Type ID here

Filter information

1093	Bundle Q1 2016 Claro Chile	01-Mar-2016	65,000.00	100,000.00	52,322.78 (80.50%)	Approved
1105	Claro Arg - CR Bundle_Q2_2016	25-Apr-2016	275,889.00	840,804.00	180,915.84 (65.58%)	Approved
1106	Claro Arg - CR Bundle_Q3_Q2_2016	25-Apr-2016	31,878.00	82,780.00	30,363.30 (95.15%)	Approved
1108	Bundle Q2 2016 Claro Chile	19-May-2016	84,500.00	130,000.00	61,633.02 (72.94%)	Approved

Select a specific bundle from the list, as the image shows.

ZINA  
Workflow Management

Select filter ▾

Select a filter first...

Q

Master data >

Project module >

Reports >

Contract management >

Invoices >

Procurement >

Ordering >

Schedule >

SSR >

CRIA tool >

Home / CRIA tool / CR bundles /

CR bundles

Bundle ID

Type ID here

Filter information

ID			Cost Value(€)	Sales Value(€)	Amount Consumed(€)	Approval Status
1001			85,000.00	100,000.00	33,108.39 (30.94%)	Approved
1031	Bundle Q2 2014 Claro Chile		85,000.00	100,000.00	42,760.31 (50.79%)	Approved
1038	Bundle Q3 2014 Claro Chile		85,000.00	100,000.00	41,220.91 (48.42%)	Approved
1041	Bundle Q4 2014 Claro Chile	31-Oct-2014	85,000.00	100,000.00	16,821.72 (19.88%)	Approved
1050	Bundle Q1 2015 Claro Chile		136,000.00	210,000.00	44,499.42 (32.72%)	Approved
1058	Delta Bundle Q1 2015 Claro Chile	08-May-2015	16,000.00	122,000.00	14,867.39 (91.67%)	Approved
1059	Bundle Q2 2015 Claro Chile	08-May-2015	85,000.00	100,000.00	0 (0.00%)	Rejected
1060	Bundle Q2 2015 Claro Chile	08-May-2015	85,000.00	100,000.00	38,337.91 (38.98%)	Approved
1070	Bundle Q3 2015 Claro Chile	01-Sep-2015	130,000.00	200,000.00	14,749.82 (11.35%)	Approved
1079	Bundle Q4 2015 Claro Chile	14-Oct-2015	130,000.00	200,000.00	27,026.70 (20.79%)	Approved
1098	Bundle Q1 2016 Claro Chile	01-Mar-2016	85,000.00	100,000.00	82,822.79 (90.80%)	Approved
1105	Claro Arg - CR Bundle_Q2_2016	25-Apr-2016	275,889.00	840,304.00	180,913.64 (65.98%)	Approved
1106	Claro Arg - CR Bundle_Q3_Q2_2016	25-Apr-2016	31,878.00	82,780.00	30,363.30 (93.23%)	Approved
1108	Bundle Q2 2016 Claro Chile	19-May-2016	84,500.00	130,000.00	61,633.02 (72.94%)	Approved

1001

You will be able to check general bundle information and for Post-associated cases, you will be able to track the % of utilization of bundle budget and the list of CRs that were associated with this bundle (as per they individual creation).

ZINA  
Workflow Management

Master data

Project module

Reports

Contract management

Invoices

Procurement

Ordering

Schedule

SSR

CRIA tool

Bundle Q1 2014 Claro Chile ✓

Maria Fernanda Lecuna

Claro Chile

Business case for billable change request without customer PO

65,000.00

33,108.39 (50.94%)

100,000.00

60,729.80 (60.73%)

CRs associated to this bundle

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

**NOKIA**