

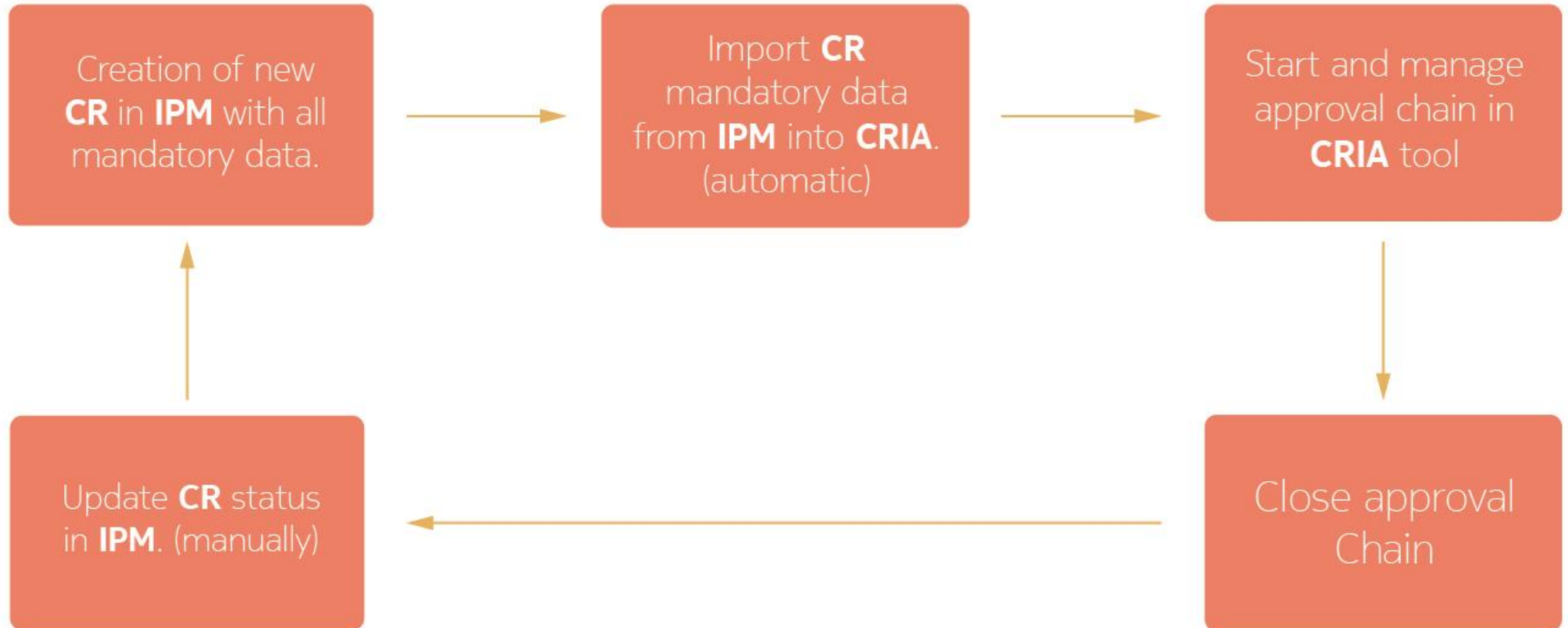
# **ZINA WORKFLOW MANAGEMENT**

## **User's guide**

Create new post-associated  
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 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 shows 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 'CRIA tool' item is highlighted with a blue dot, and a callout box labeled 'CRIA tool' points to it. 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). There is also a checkbox for 'check this if you want' and a 'States' dropdown menu set to 'All selected'. A 'Save changes' button is at the bottom.

Select the "Create new post-associated bundle" option as the image indicates.

The screenshot displays 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 CRIA tool. The main content area is titled 'Profile' and shows user details for 'Lorena Correa'. A blue callout box highlights the 'Create new post-associated bundle' button in the 'My inbox' section. To the right, a dark blue box contains a list of links under the heading 'CR bundle' and 'Tutorials'.

**ZINA**  
Work.flow Management

Select filter - Select a filter first...

Home / Profile

### Profile

First name: Lorena  
Last name: Correa  
E-mail address: lorena.correa.ext@nokia.com

**Create new post-associated bundle**

**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
- Creating tool - approvers info session

**My inbox**

- Change request
- Change request history
- Change request report
- Approval report
- Cancel change request
- Change Request SPO
- Create CR SPO
- IPM Sync
- Import IPM CR report

**Services Non B2B & Task Based**

- Services Non B2B & Task Based
- Services Non B2B & Task Based report
- Approval report
- Cancel Services Non B2B & Task Based

**ICR bundle**

- ICR bundle report
- Create new pre-associated bundle
- Create new post-associated bundle

**Tutorials**

- Creating tool - user guide
- Creating tool - key user for launch
- Creating tool - approvers info session

Edit a bundle name and provide a general bundle description.

The screenshot displays the ZINA Workflow Management application interface. A modal form is open for editing a bundle. The form has a dark blue header bar with a search icon. The main content area is white and contains two sections: 'Name' with a red asterisk indicating a required field, and 'Description'. Below the modal, there is a 'Bundle Sales Value (EUR)' field and a 'Save changes' button. The background shows a sidebar with navigation links: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SDR, and CRIA tool.

**ZINA**  
Workflow Management

Select filter • Select a filter first...

Name \*

Description

Bundle Sales Value (EUR)

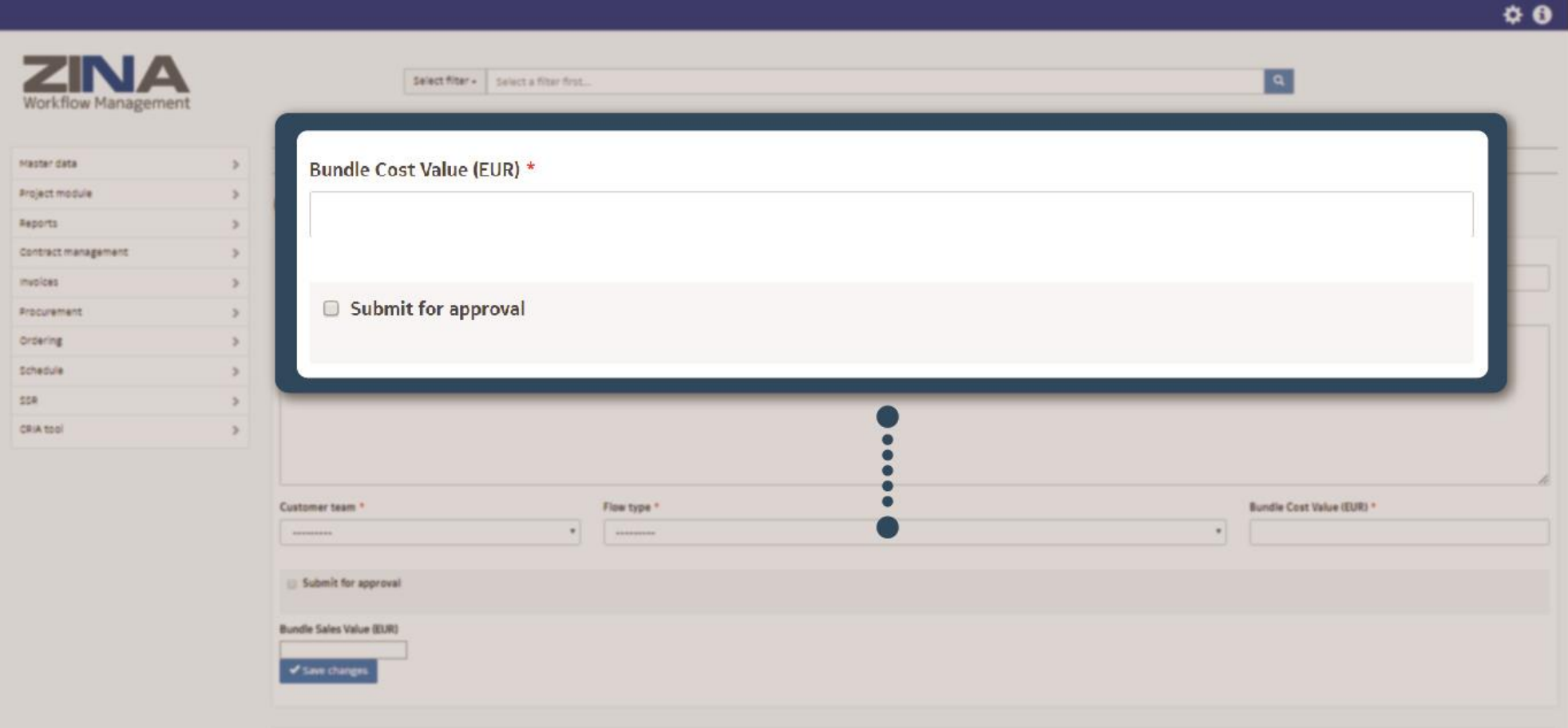
Save changes

Select customer team of Bundle (only available for those allowed by Key Users) and define the type of flow to be used.

The screenshot displays the ZINA Workflow Management interface. A modal form is open, allowing users to create a new post-associated bundle. The modal contains two dropdown menus: 'Customer team' and 'Flow type', both marked with a red asterisk indicating they are required fields. Below the modal, the main form is visible, showing the same 'Customer team' and 'Flow type' dropdowns, a 'Bundle Cost Value (EUR)' field, a 'Submit for approval' button, and a 'Bundle Sales Value (EUR)' field with a 'Save changes' button. A vertical ellipsis of six dots is positioned between the modal and the main form, indicating a sequence of steps.



Then, complete Bundle Cost Value field in Euros and check the box if bundle should be sent for approval chain.



The screenshot displays the ZINA Workflow Management interface. On the left, a sidebar lists navigation options: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SDR, and CRIA tool. The main content area features a search bar at the top with the text 'Select filter' and 'Select a filter first...'. Below this, a modal window is open, highlighting the 'Bundle Cost Value (EUR) \*' field, which is currently empty. Below the input field, there is a checkbox labeled 'Submit for approval'. The background interface includes a vertical ellipsis menu in the center, and at the bottom, there are fields for 'Customer team \*', 'Flow type \*', and 'Bundle Cost Value (EUR) \*', along with a 'Submit for approval' checkbox and a 'Bundle Sales Value (EUR)' field. A 'Save changes' button is located at the bottom left of the main form area.

Complete Bundle Sales Value field in Euros and click on the “Save changes” blue button, as the image shows.

The screenshot displays 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, SDR, and CR/A tool. The main content area is titled 'CR bundle' and contains several input fields: 'Name', 'Description', 'Customer team', 'Bundle Sales Value (EUR)', and 'Bundle Cost Value (EUR)'. A 'Submit for approval' button is also visible. A modal dialog box is overlaid on the 'Bundle Sales Value (EUR)' field, containing the text 'Bundle Sales Value (EUR)' and a blue button with a checkmark and the text 'Save changes'.

If your creation process was successful, you will see a green alert indicating that Your Bundle has been submitted successfully.

ZINA

Workflow Management

Select filter ▾

Select a filter first...

Q

Master data >

Project module >

Reports >

Contract management >

Invoices >

Procurement >

Ordering >

Schedule >

SSR >

CR >

Home / CR tool / CR bundles / 131

CR Bundle 1151

Your Bundle has been submitted successfully.

Name	TEST MKT @
Responsible	Lorena Correa
Customer team	Claro Argentina

Your Bundle has been submitted successfully.

Submission date	02-Mar-2017
Description	test

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**