

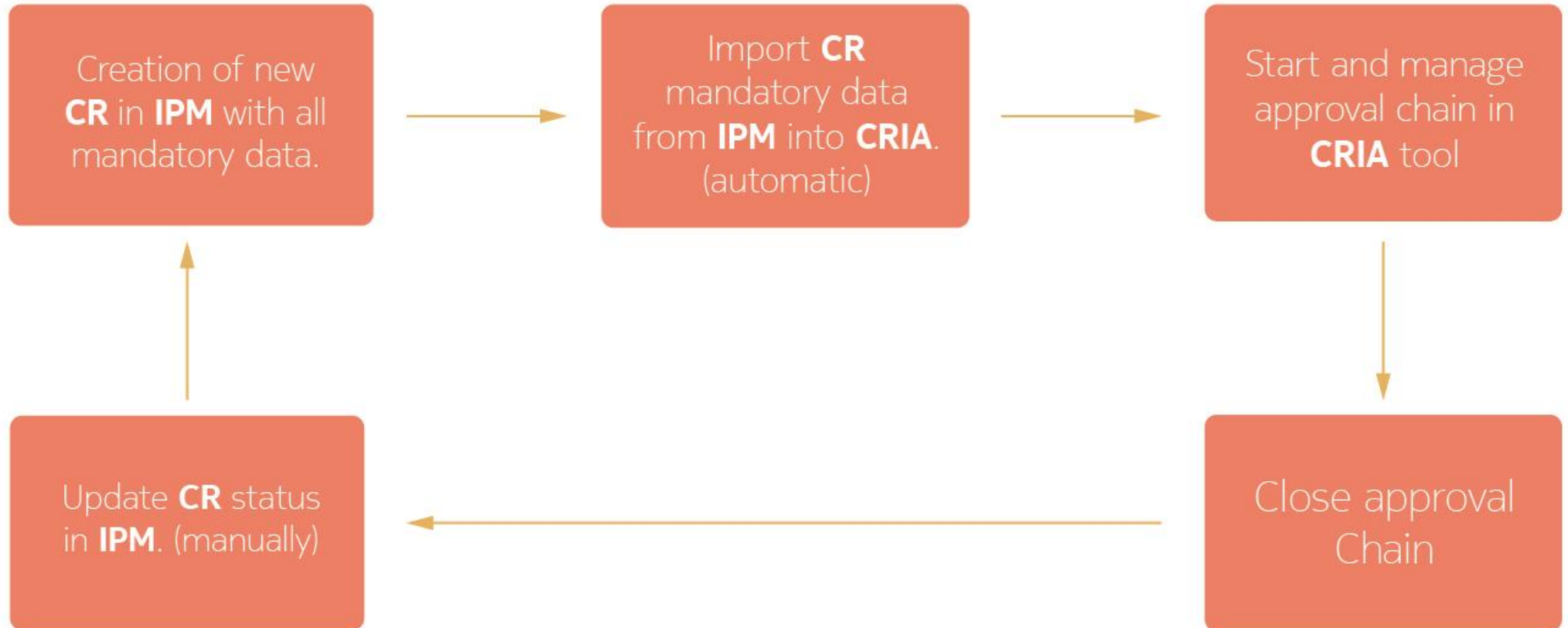
ZINA WORKFLOW MANAGEMENT

User's guide

Create new pre-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 displays the ZINA Workflow Management web application. On the left, a vertical side menu contains the following items: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SDR, and CRIA tool. The 'CRIA tool' item is highlighted, and a callout box with the text 'CRIA tool' points to it. The main content area shows the 'Profile' page for a user named Lorena Correa. The form includes input 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 currently set to 'All selected'. At the bottom of the form is a blue button labeled 'Save changes'.

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

The screenshot shows the ZINA Work-flow 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' with an email address 'lorena.correa.ext@nokia.com'. A callout box highlights the 'Create new pre-associated bundle' option in the 'My inbox' section. To the right, a dark blue box contains a list of links under the heading 'CR bundle' and 'Tutorials'.

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

Edit a bundle name and provide a general bundle description.

The screenshot displays the ZINA Workflow Management 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 interface includes a sidebar with navigation links: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SDR, and CRIA tool. A filter dropdown is visible at the top right of the main content area.

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. On the left, a sidebar lists various modules: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, CSR, and CRA tool. The main area shows a form for creating a new pre-associated bundle. A modal window is overlaid on the form, highlighting two dropdown menus: 'Customer team' and 'Flow type'. Below the modal, the form fields are visible: 'Customer team', 'Flow type', 'Exchange Rate', 'Bpm ids', and 'Bundle Cost Value (EUR)'. A note at the bottom left states 'The Euro value in local currency.'

Then, complete
Bundle Cost Value
in Euros and
Exchange rate
fields.

The screenshot displays the ZINA Workflow Management interface. A modal window is open, prompting the user to enter the following information:

- Bundle Cost Value (EUR) ***: A text input field for the bundle cost value in Euros.
- Exchange Rate ***: A text input field for the exchange rate.

The background interface includes a sidebar menu with options: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main content area shows a form with fields for Customer team, Flow type, Exchange Rate, and Bpm id. A vertical ellipsis icon is visible on the right side of the form.

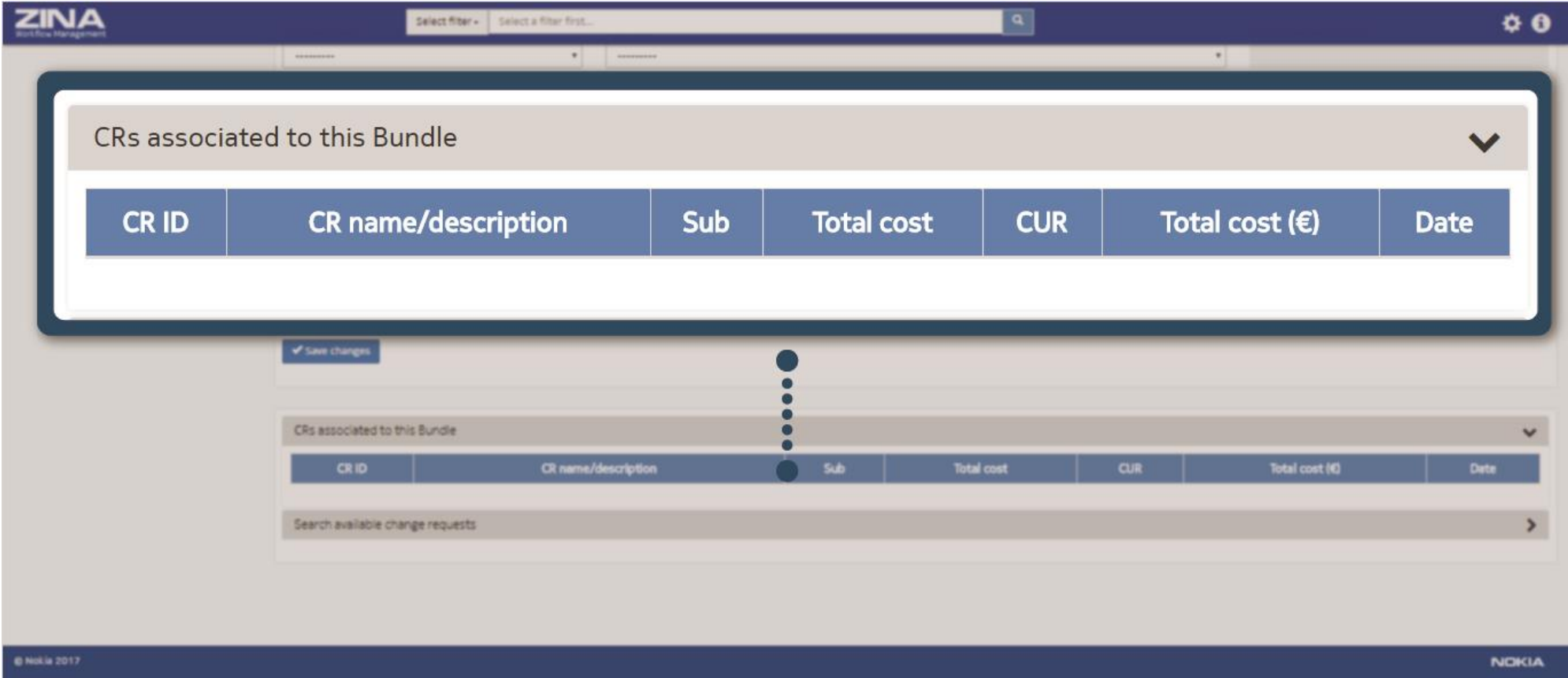
Complete the lpm ids field with a Change Request ID number.

The screenshot displays the ZINA Workflow Management application. A modal window is open, titled "The Euro value in local currency." Below the title, there is a field labeled "lpm ids *" which is currently empty. The background interface shows a sidebar with navigation options: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SSR, and CRIA tool. At the top of the main area, there is a filter bar with the text "Select filter -" and "Select a filter first...".

Check the box if bundle should be sent for approval chain and click on the “Save changes” blue button, as the image shows.



The screenshot displays the ZINA WorkFlow Management interface. A modal dialog box is centered on the screen, featuring a checkbox labeled "Submit for approval" and a blue button labeled "Save changes" with a checkmark icon. The background interface includes a search bar at the top with the text "Select filter - Select a filter first...", a sidebar on the left with a "CRIA tool" link, and a main content area with a vertical list of items, each having a "Submit for approval" checkbox and a "Save changes" button. At the bottom of the main content area, there are two sections: "CRs associated to this Bundle" and "Search available change requests", both with right-pointing arrows. The footer of the interface shows "© Nokia 2017" on the left and the "NOKIA" logo on the right.

View CRs associated to this Bundle, in the gray option the image shows.



Search available change requests

▼

CR ID	<input type="text"/>
Sub	<input type="text"/>
Date (from)	<div><div></div><input type="text"/></div>
Date (to)	<div><div></div><input type="text"/></div>

Filter information

☐ Show all CRs (including not available for bundle)

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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