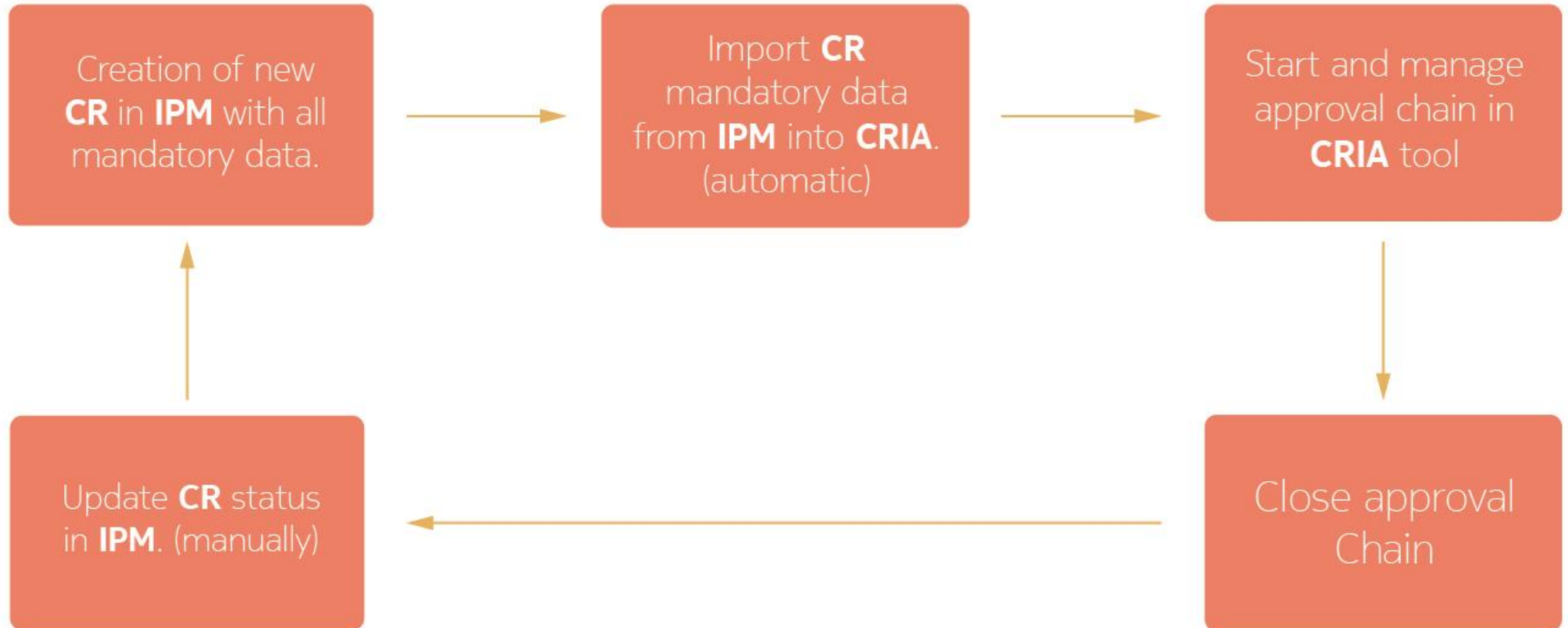


# **ZINA WORKFLOW MANAGEMENT User's guide**

CRIA – Massive PM  
Update

- 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.

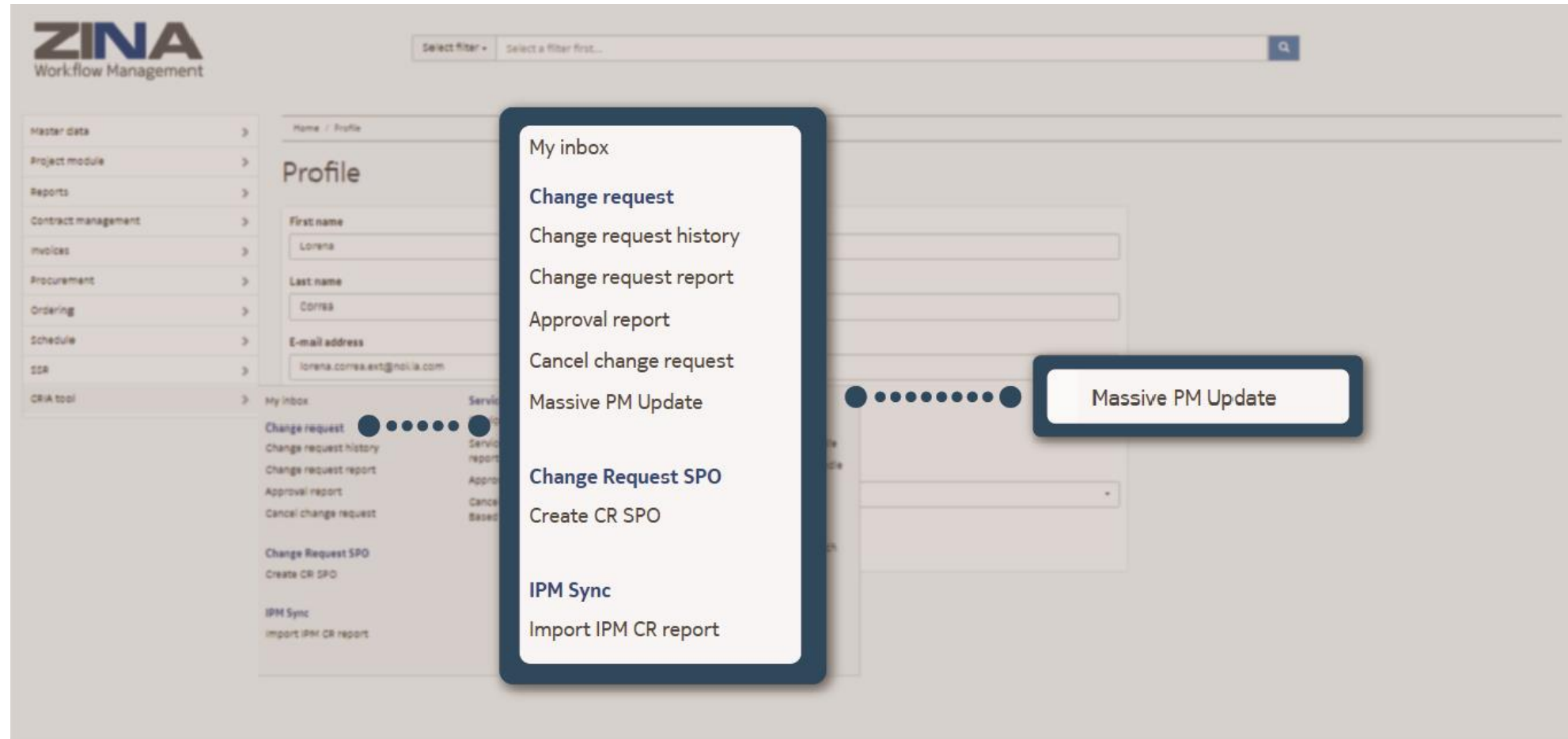
CR workflow  
using IPM and  
CRIA.



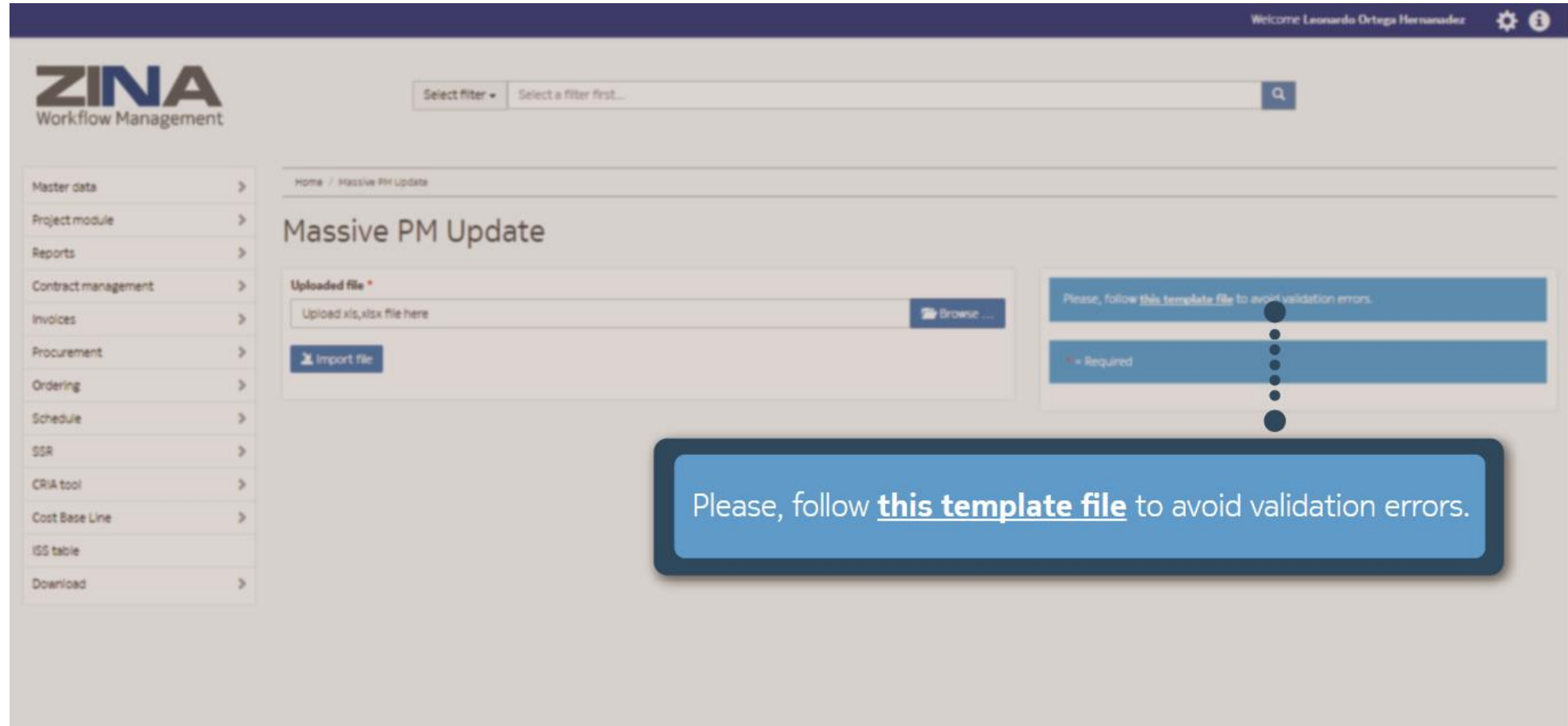
In the side menu, display the "CRIA Tool" options.

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, and a callout box with the text 'CRIA tool' points to it. The main content area displays the 'Profile' page for a user named Lorena Correa. The profile form includes 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 of the form.

Select the "CRIA - Massive PM Update" option as the image indicates.



To generate a "Massive Project Manager Upload" download the example template in .xls format, in the blue color option indicated in the following image.



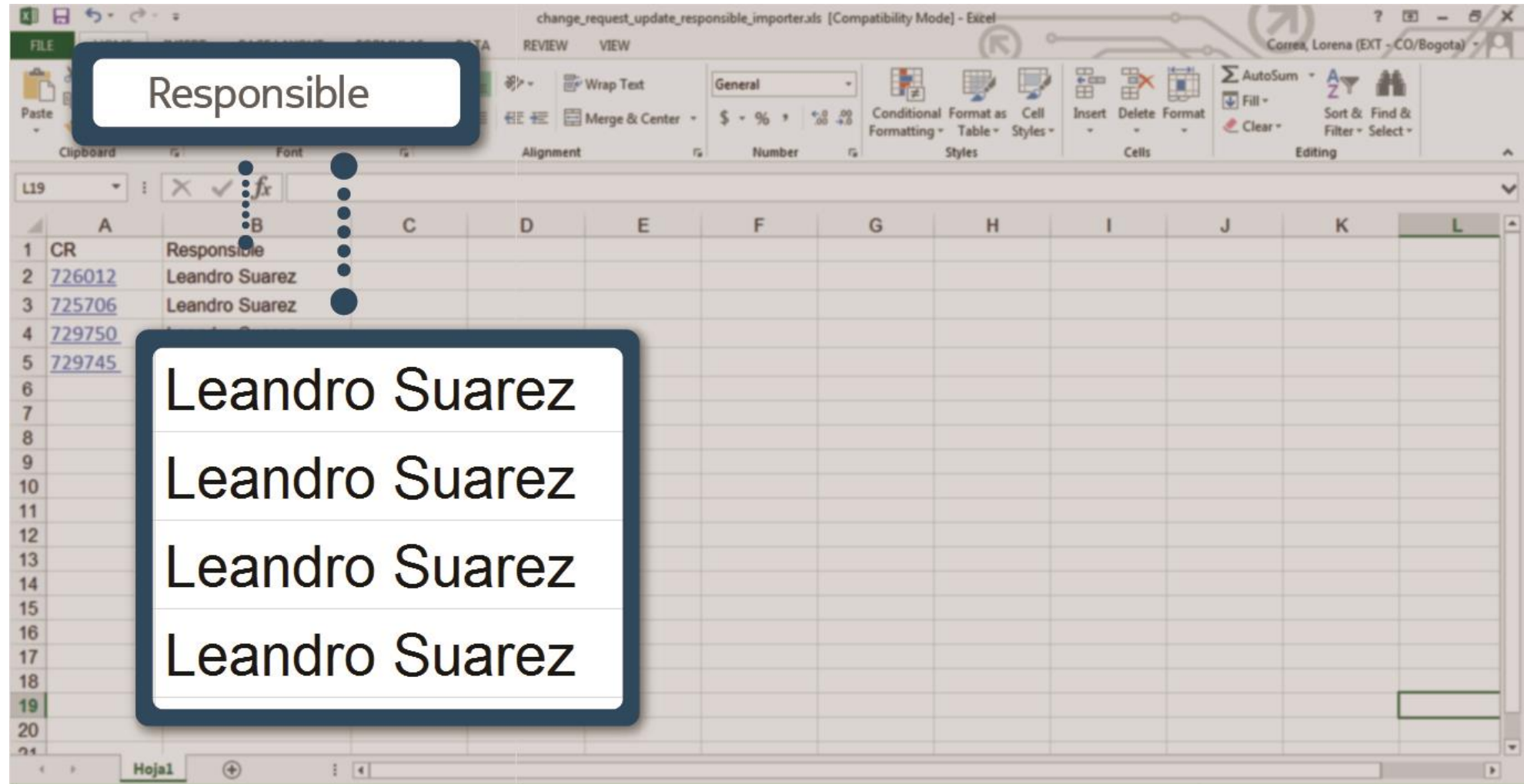
Complete the first "Change Request (CR) ID" column that corresponds to the number of "item list" set in the .xls document.

CR

720450

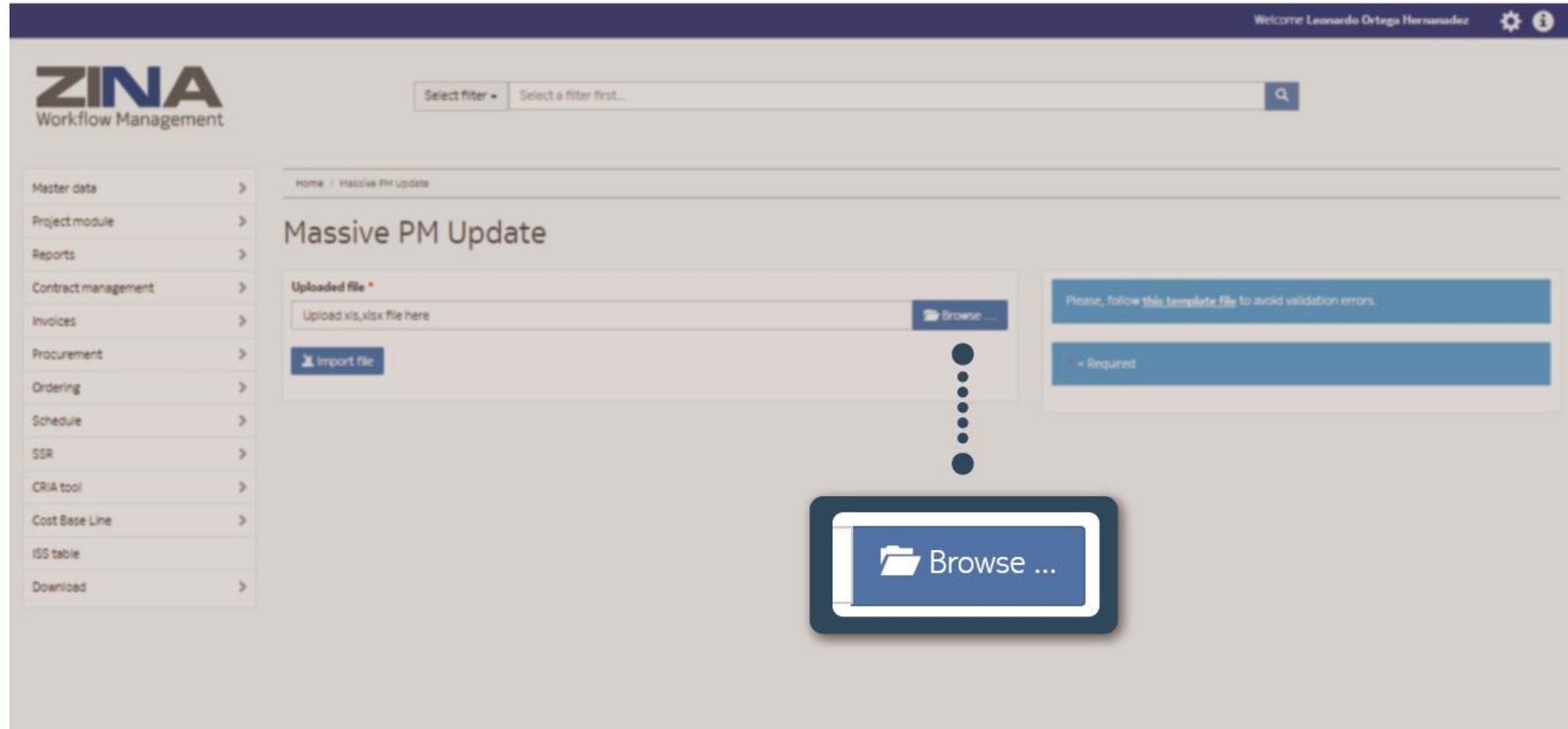
CR ID	Date	CR Name	CT/Sub project	Vendor/Supplier	Total Cost	Approved/ Rejected on	Next Approver	Status
720450	04-Jan-2017	CRF 2017-0002	Claro Chile CL Claro Chile Sitios Rurales		25.62 EUR		Stefano Villanueva Bianchini	

Then, type the Project Manager responsible user in the second column, as the image shows.

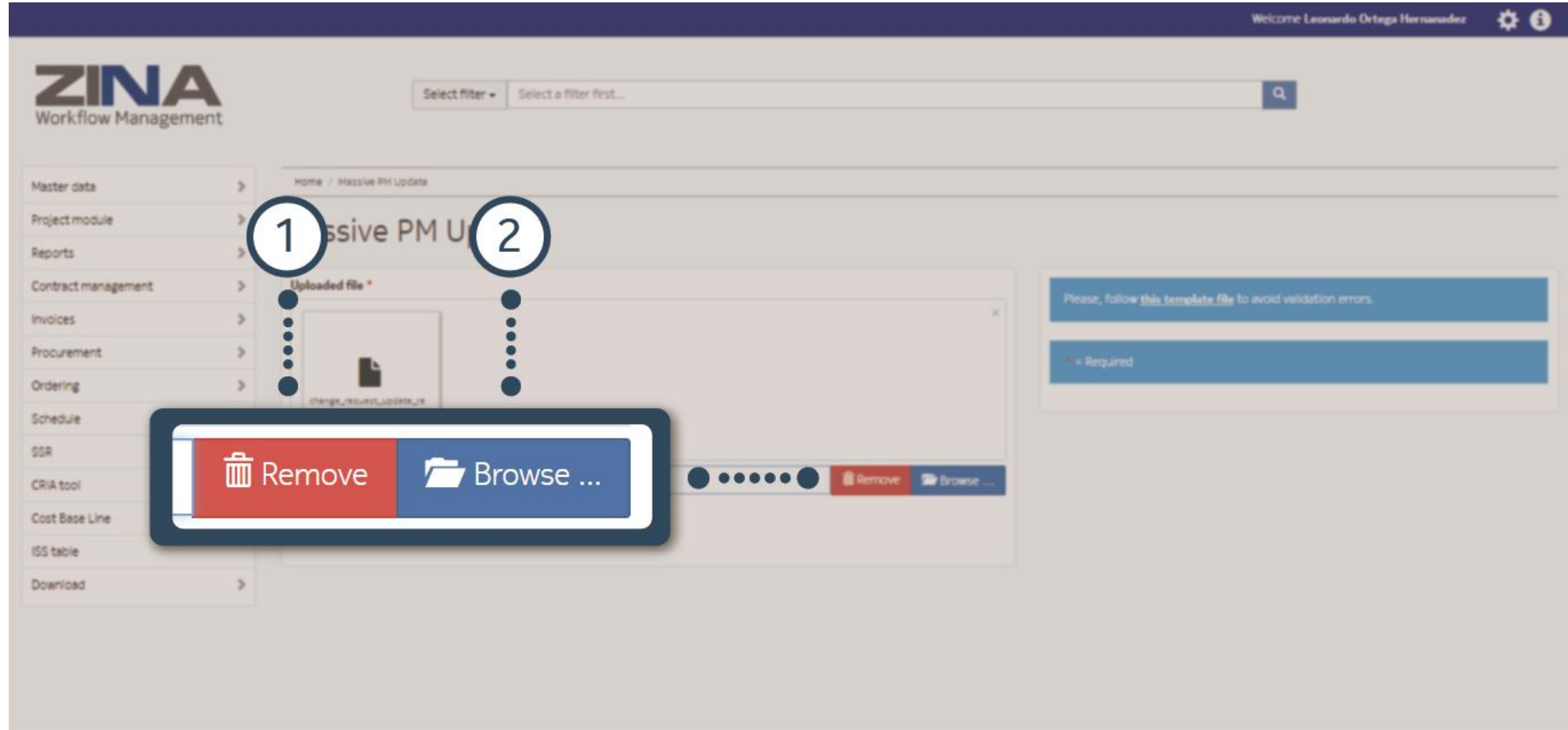




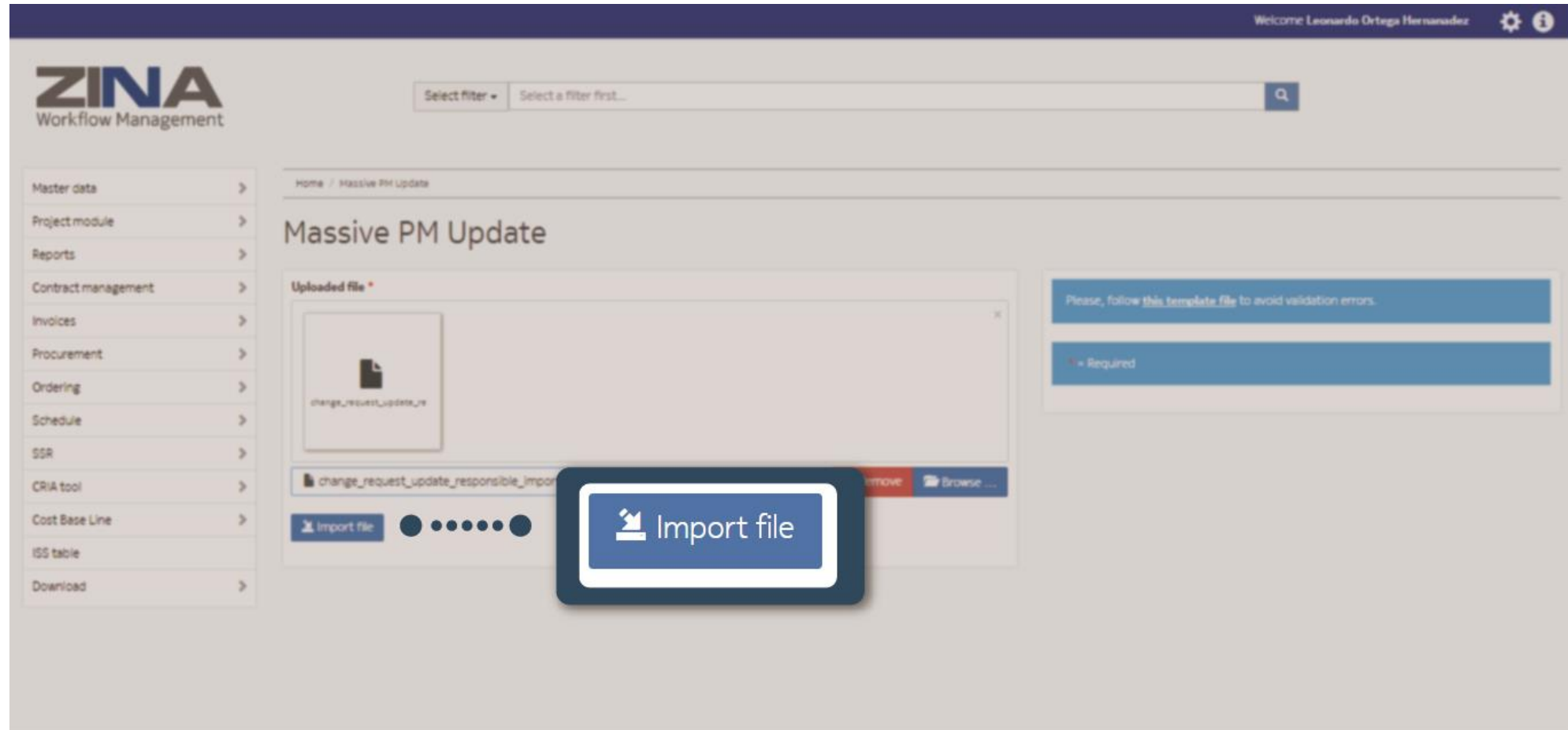
Once you have your .xls document with the required fields complete, click on the blue "Browse" button and load the document from your computer.



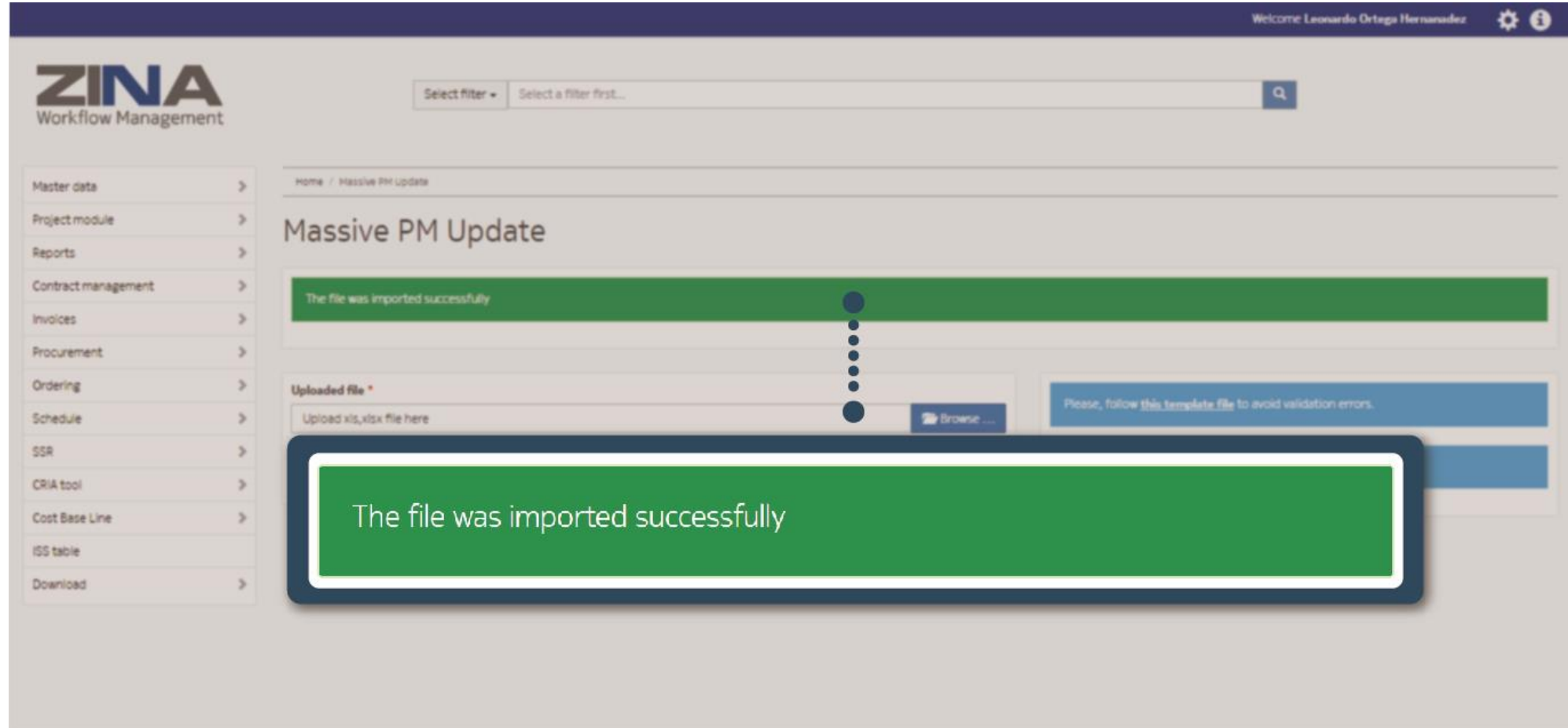
To discard the already uploaded document, click on the red button "Remove" and to modify or upload a new one click on the blue "Browse" option, as shown in the image.



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.



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**