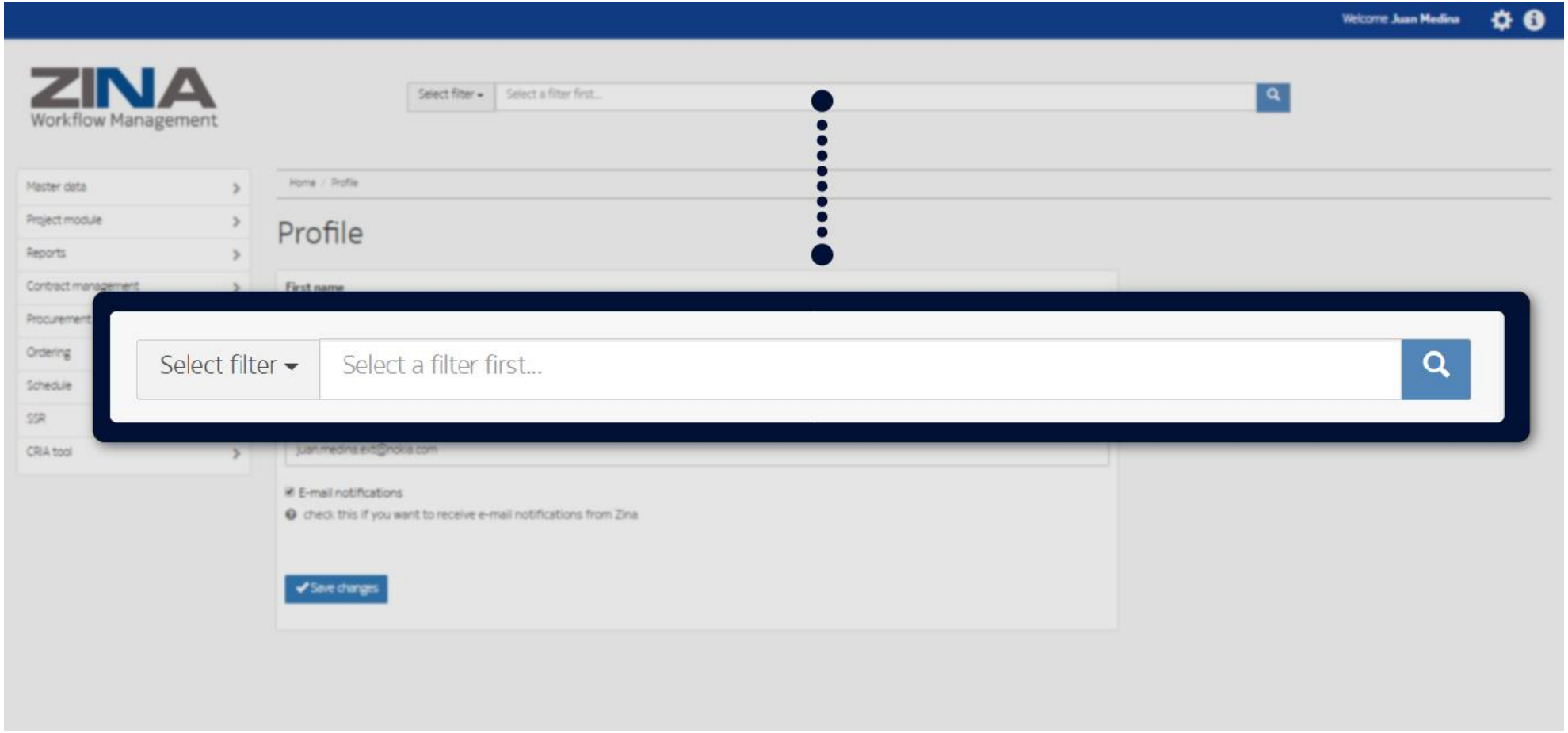
# ZINA WORKFLOW MANAGEMENT User's guide

## Single SSR Creation

ZINA LAT applies to: All f-Nokia CTs in LAT

ZINA

In the search bar type the Work Package number.

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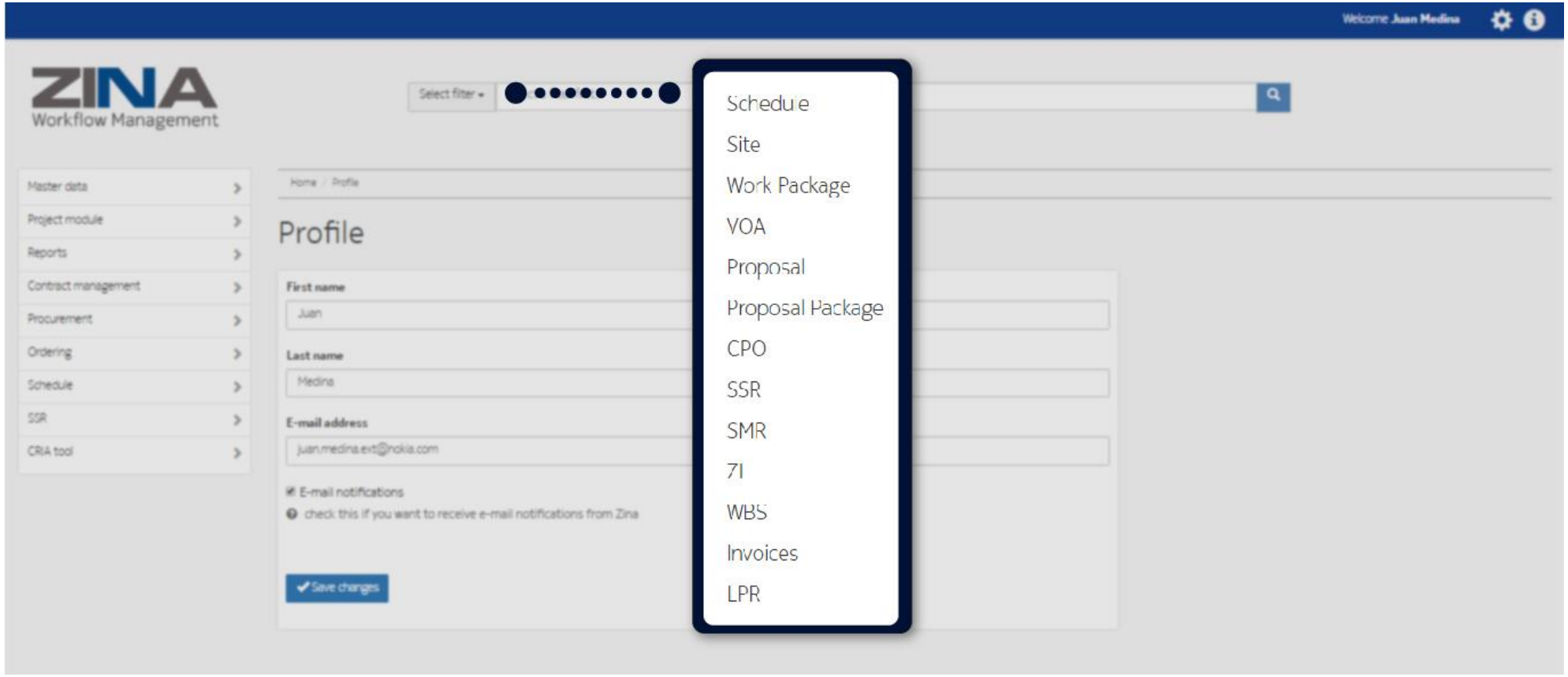
In "Select filter" menu, select "Work Package" option and click on the search icon.

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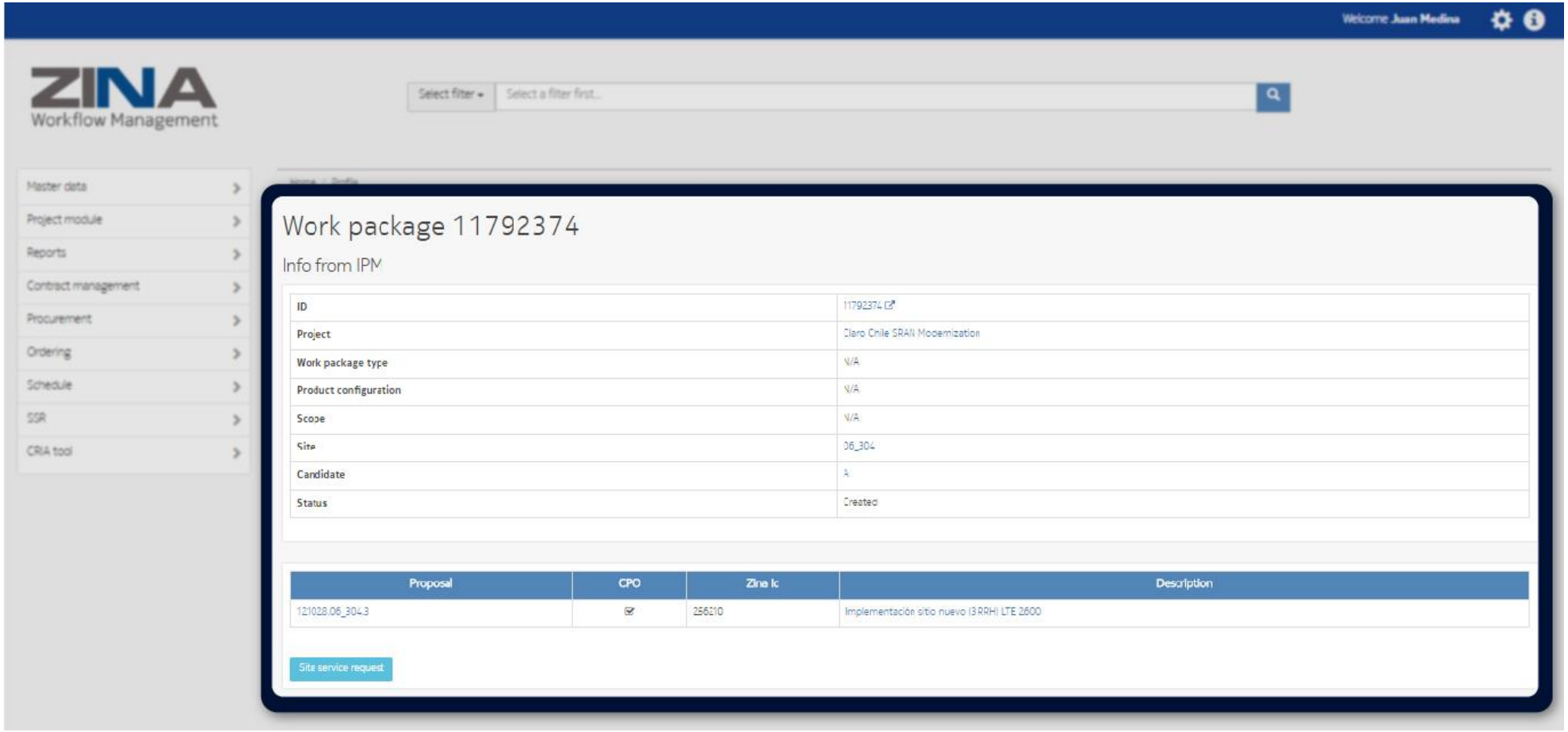
You will find basic info in the Work Package detail.

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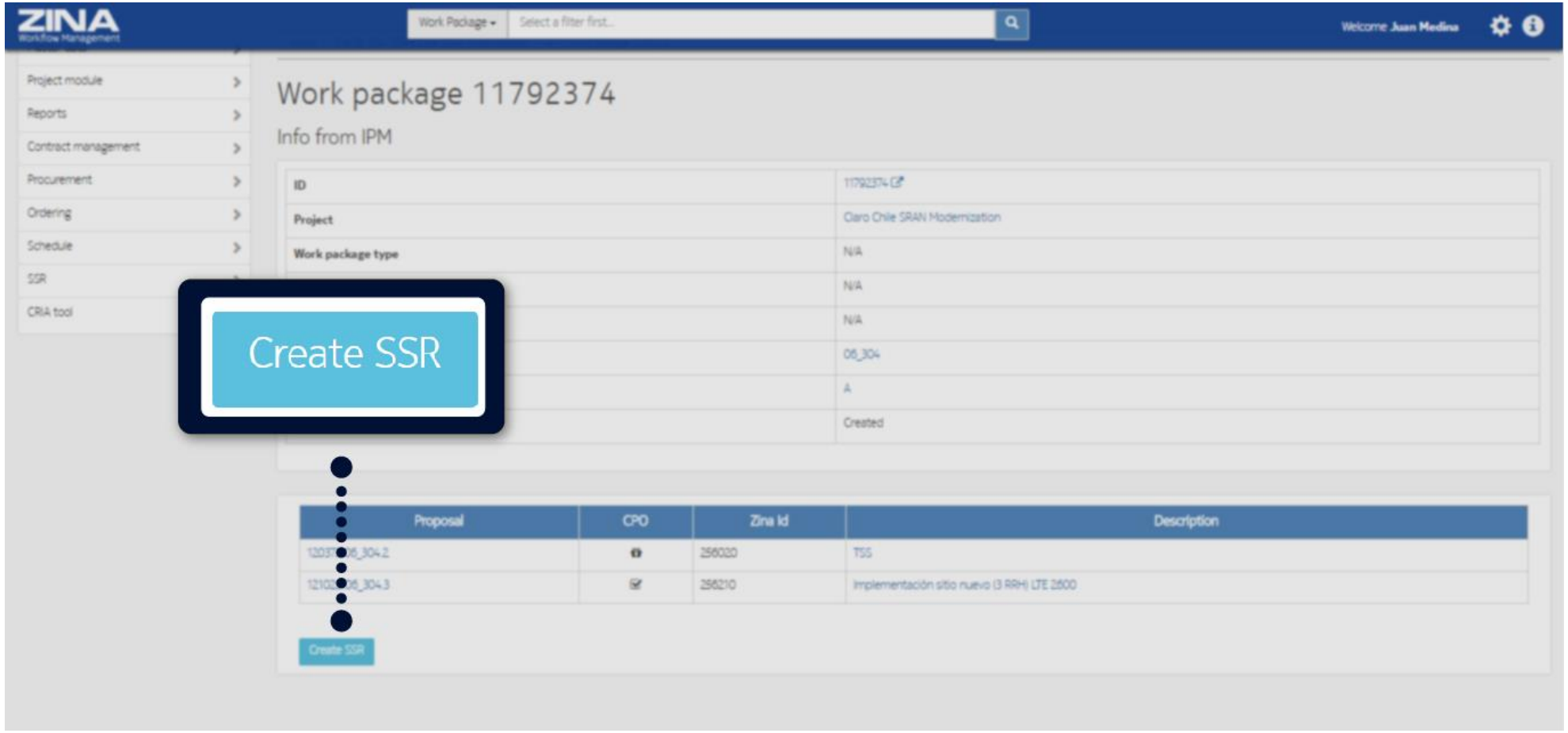
Click on "Site Services request“ blue button, as the image shows.

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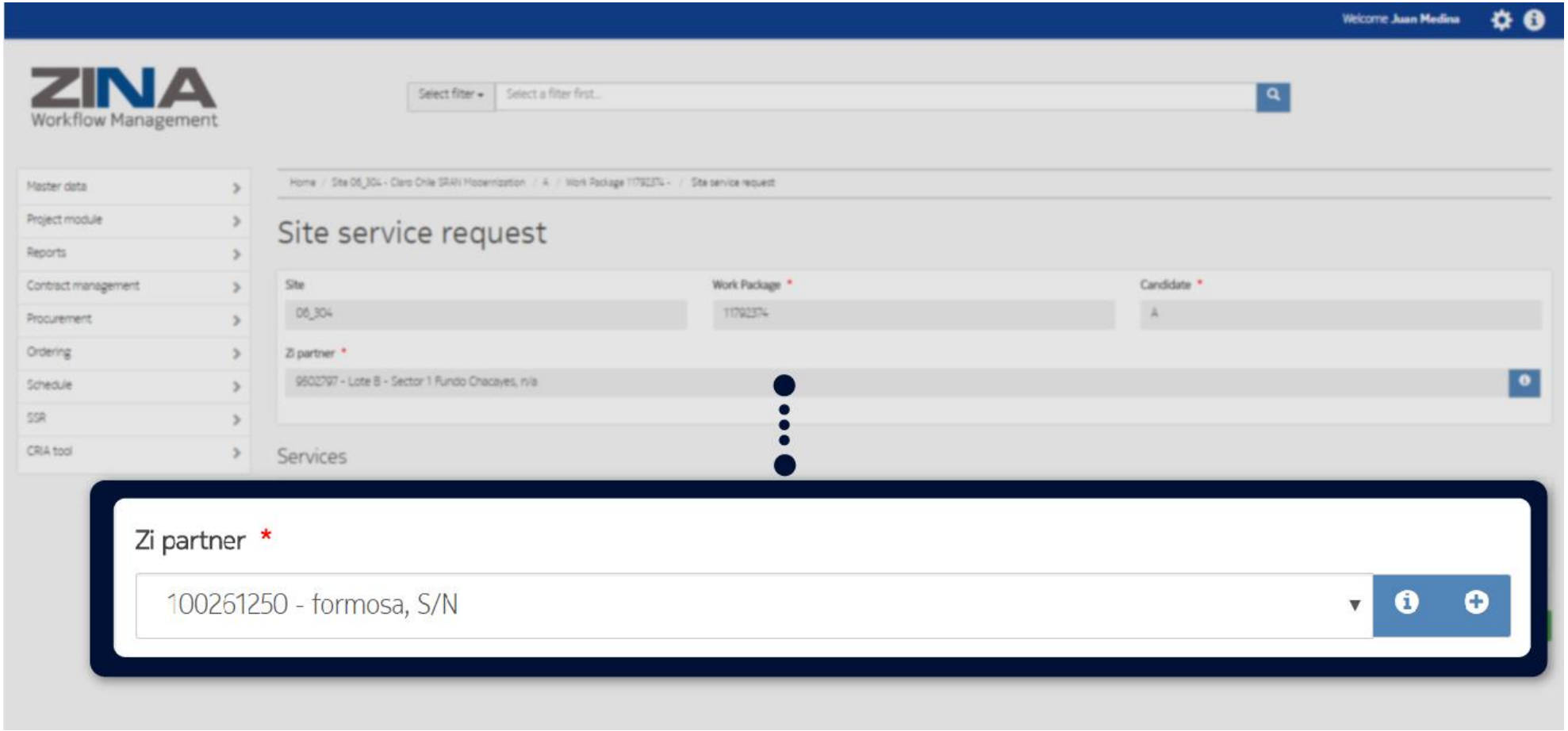
Once you select the "Site Services Request" option, display the "ZI partner" options and choose one, according to the corresponding user data.

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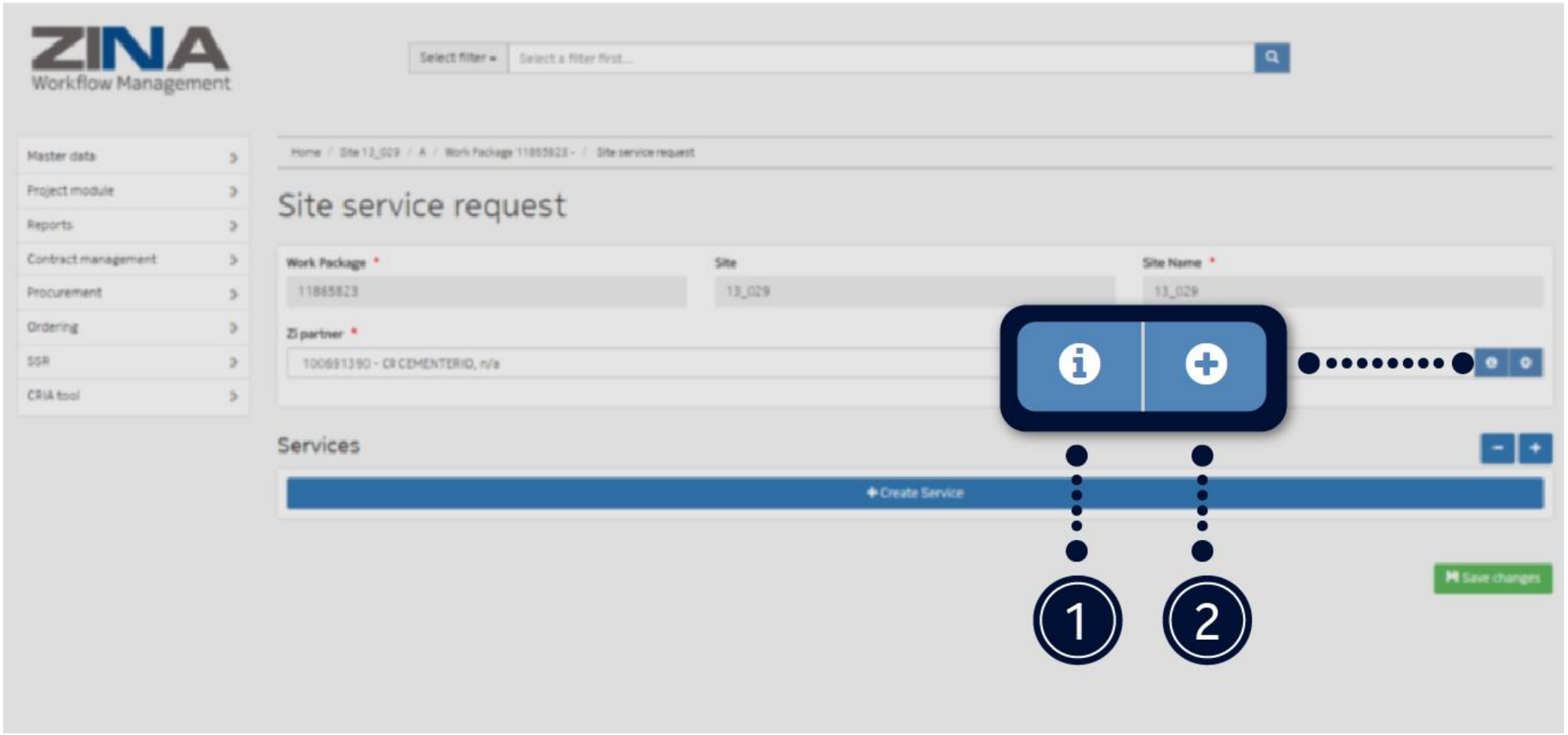
1. Review the data of the "ZI Partner" previously selected, without making any modifications.
2. Use to add a new "ZI partner" according to the user's IPM data.

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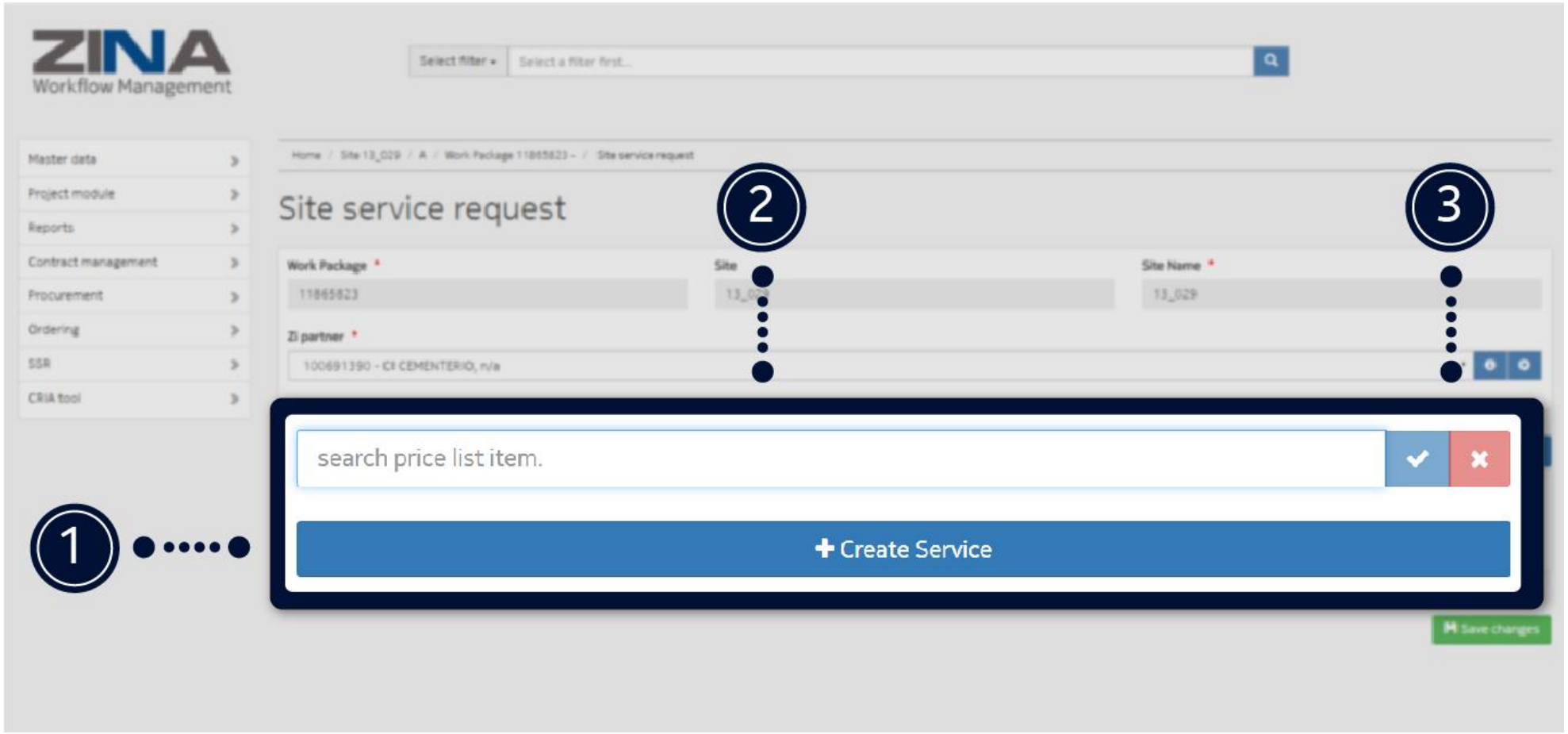
1. Click on “Create Service” blue button.
2. Find the “Price list item” associated with the "Work package" number.
3. Approve or reject the “Service” and continue the process.

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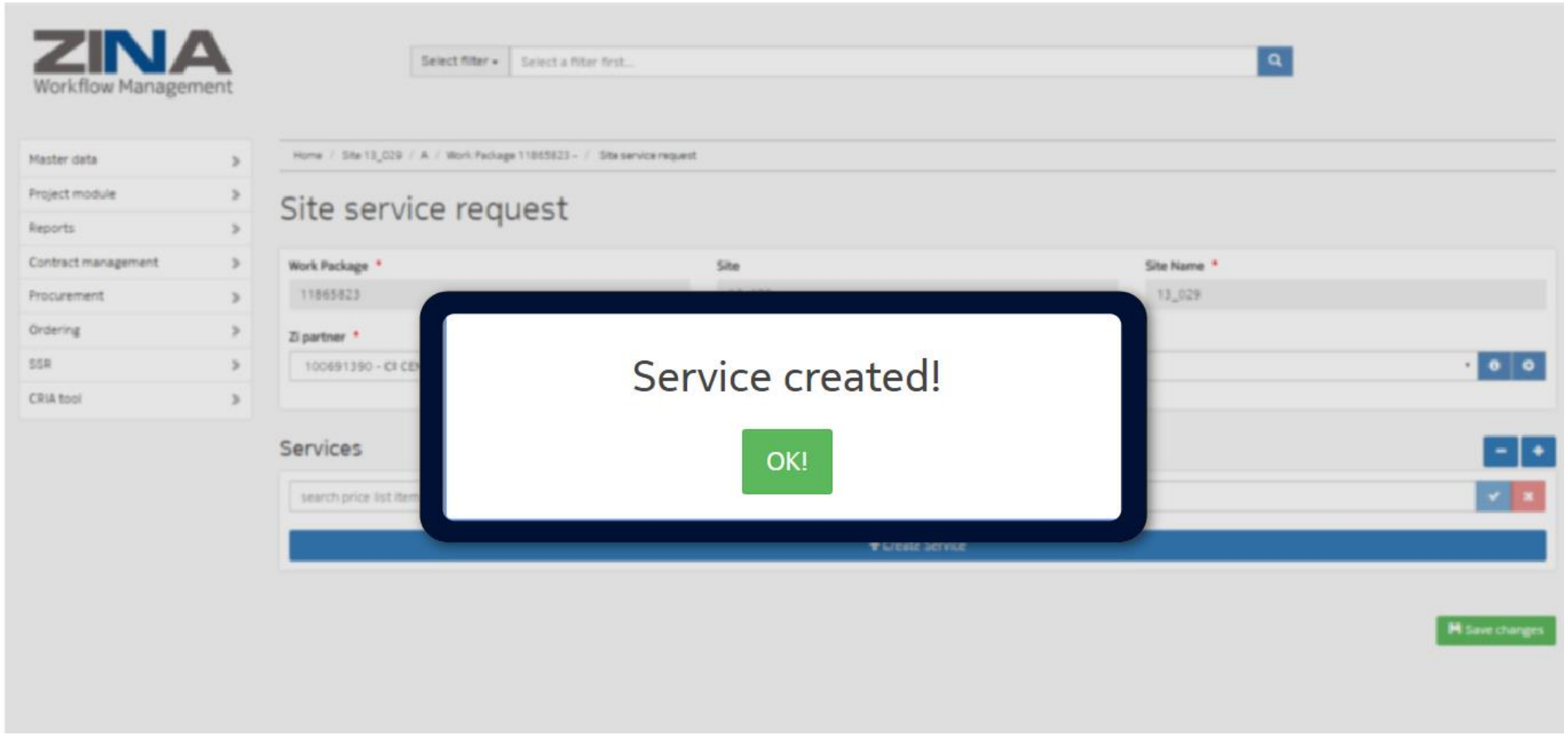
If you approved a “Service" an alert appears. Click on "OK" green button to exit and continue.

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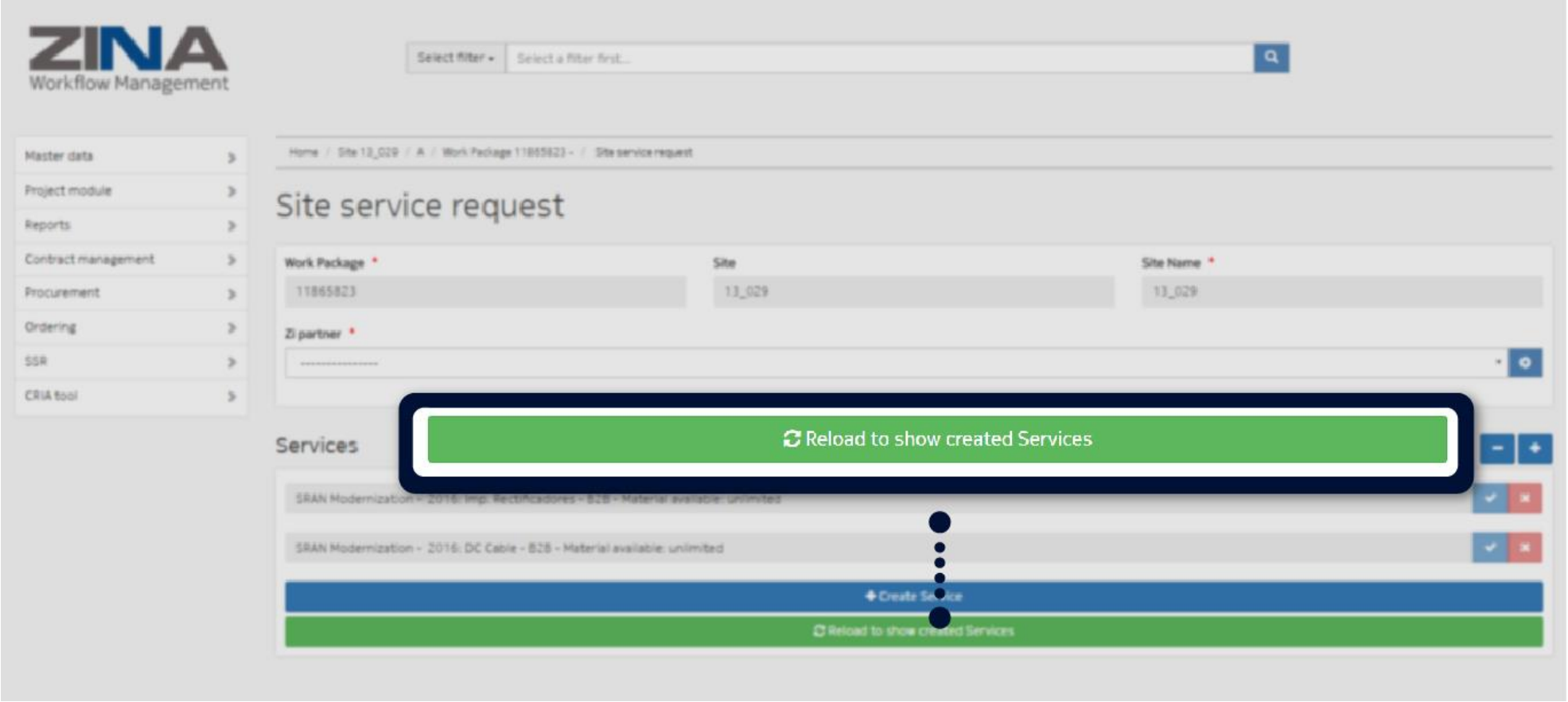
Click on “Reload to show created services”, as the image indicates.

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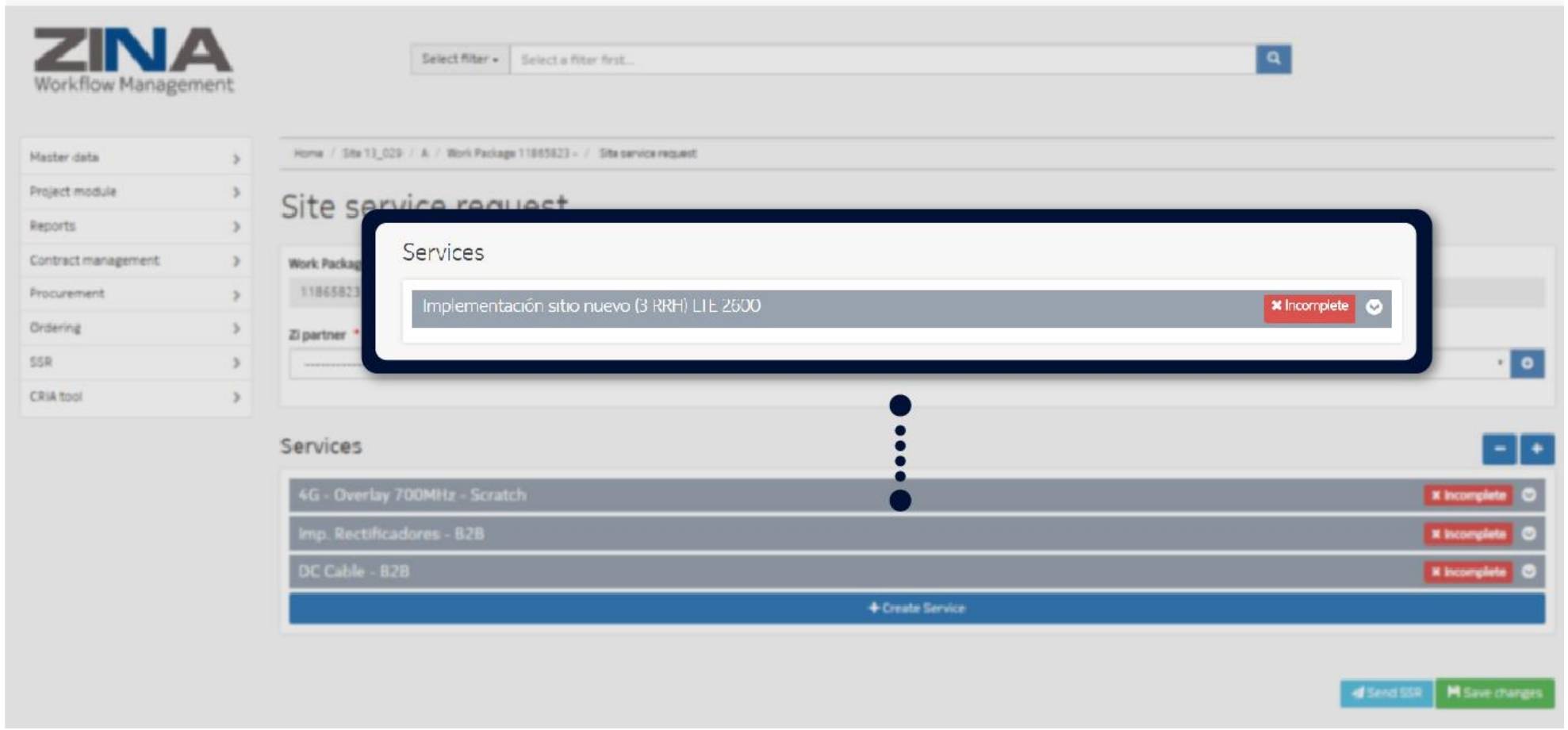
After completing the "Zi Partner" field, you must update the information in the "Services" format that is in the "Incomplete" state, by displaying the form by clicking on the "Services" gray bar.

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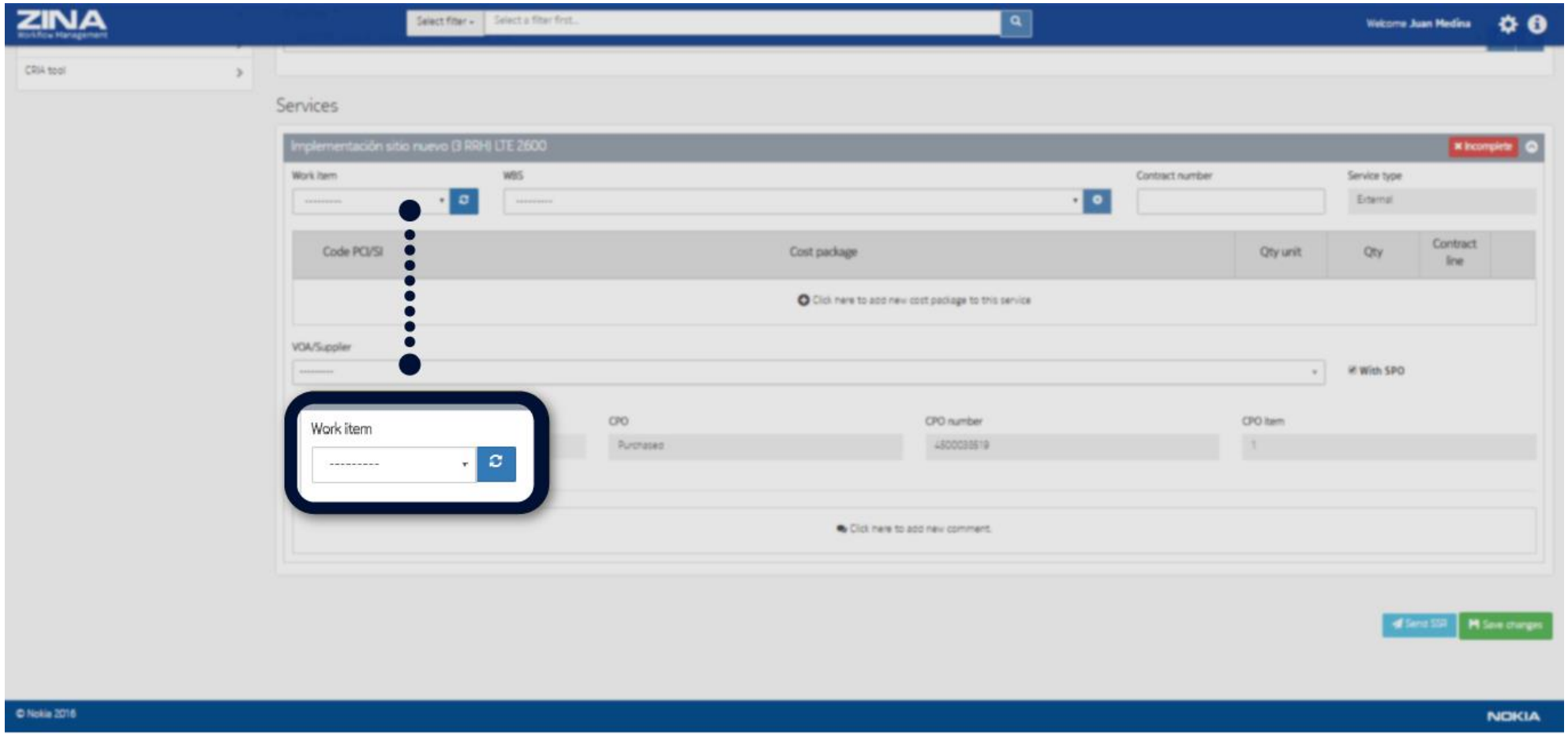
Fill the form fields and select the options in the "Work item" field, if this option is not available, click on the blue icon to refresh.

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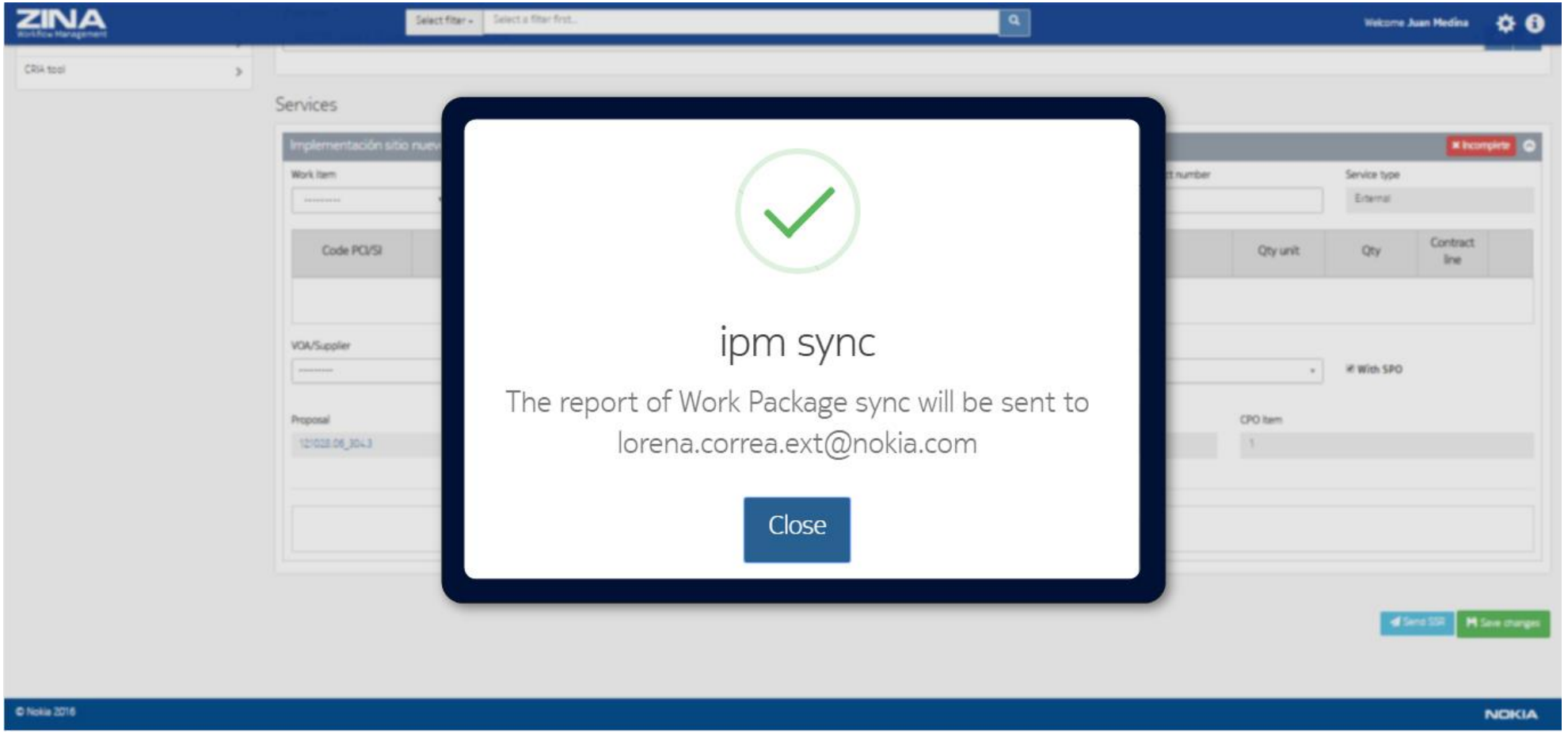
If the "Work item" option is updated correctly, it generates a validation box, as the image shows.

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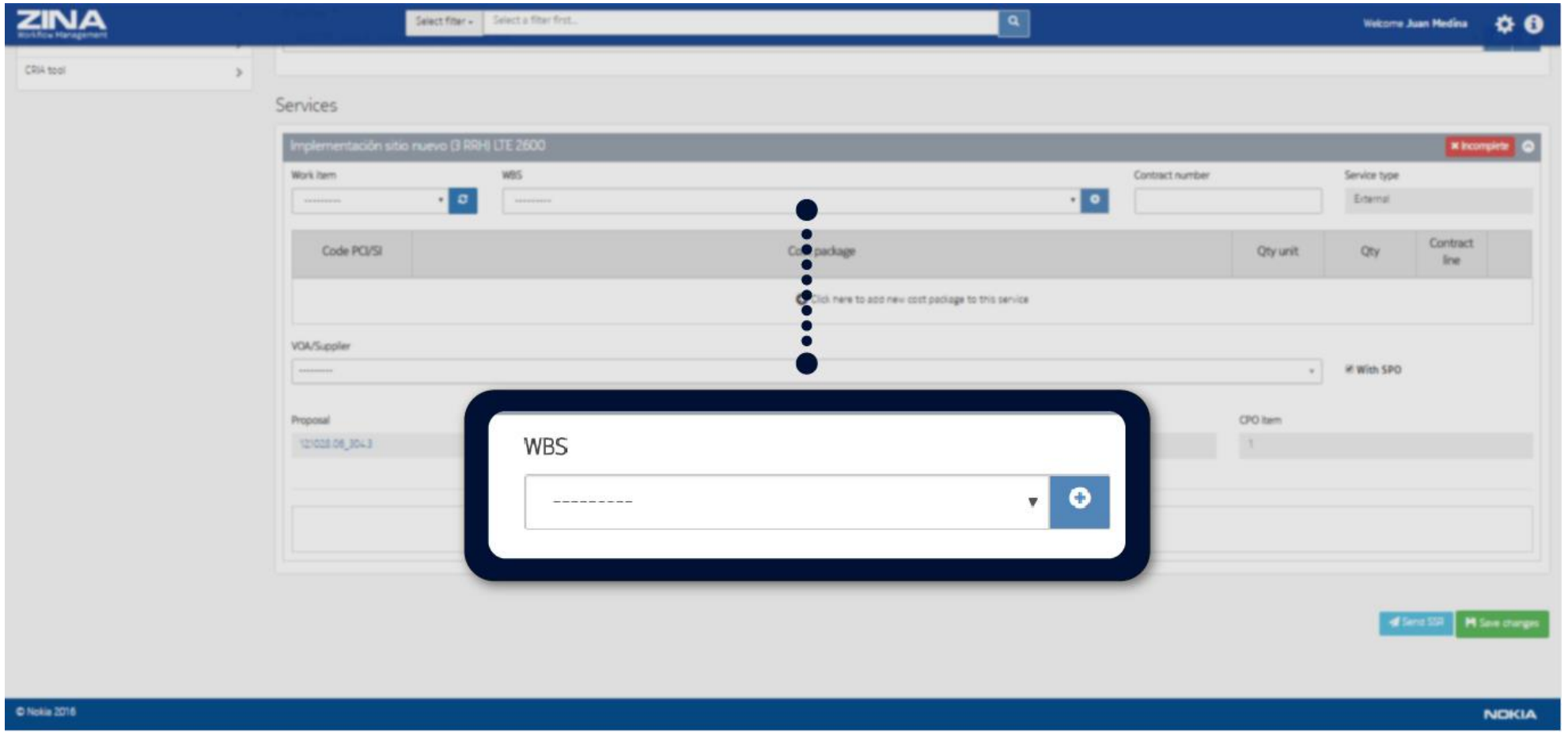
Display the "WBS" field, if this option is empty, click on the "+" (plus) icon to generate the WBS information.

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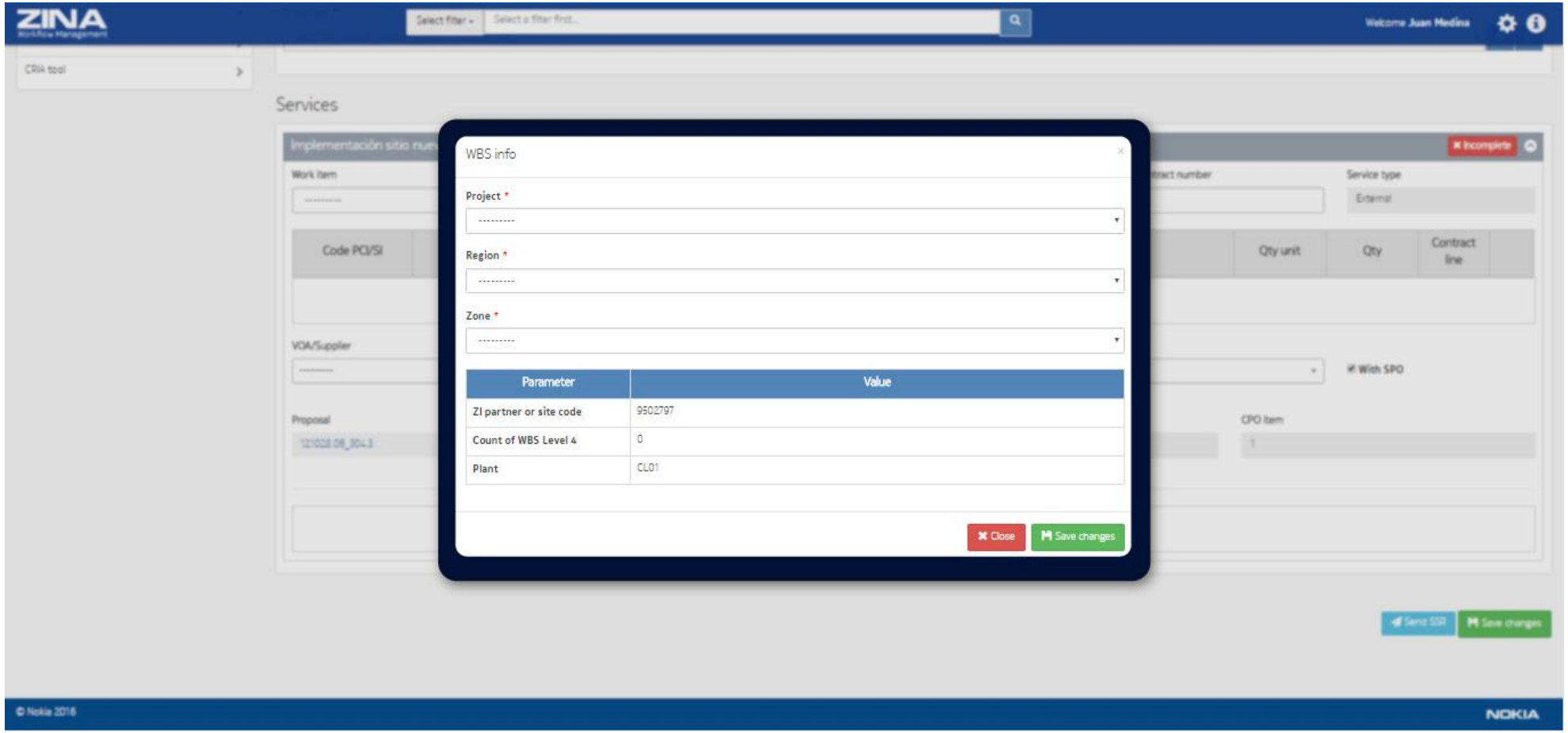
To generate new "WBS" info, display and select appropriate options, click on "Save changes" green button to keep the changes or click on "close" red button to exit.

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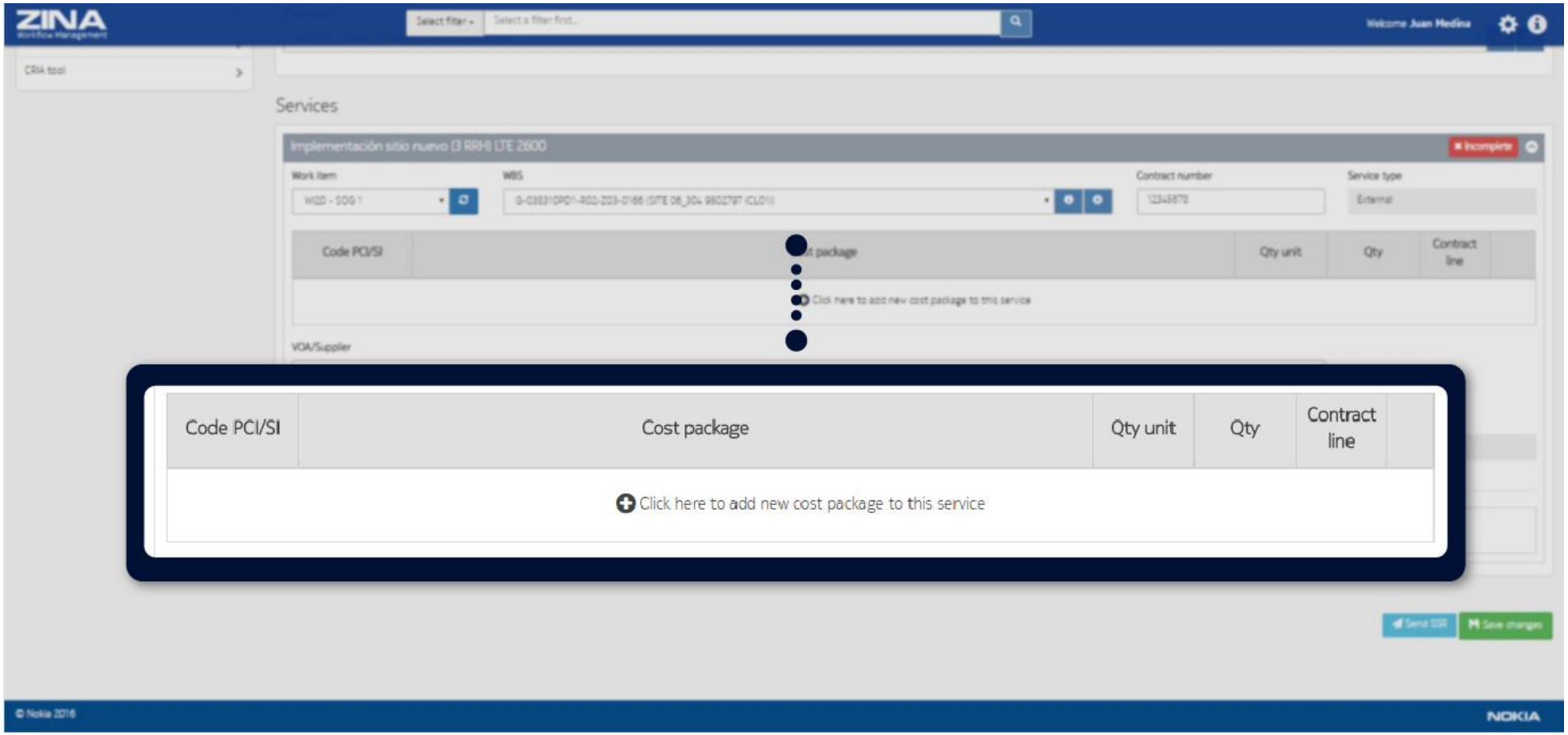
ZINA

Add the "Cost package" info for that service by clicking on the "+" (plus) gray icon, as the image indicates.

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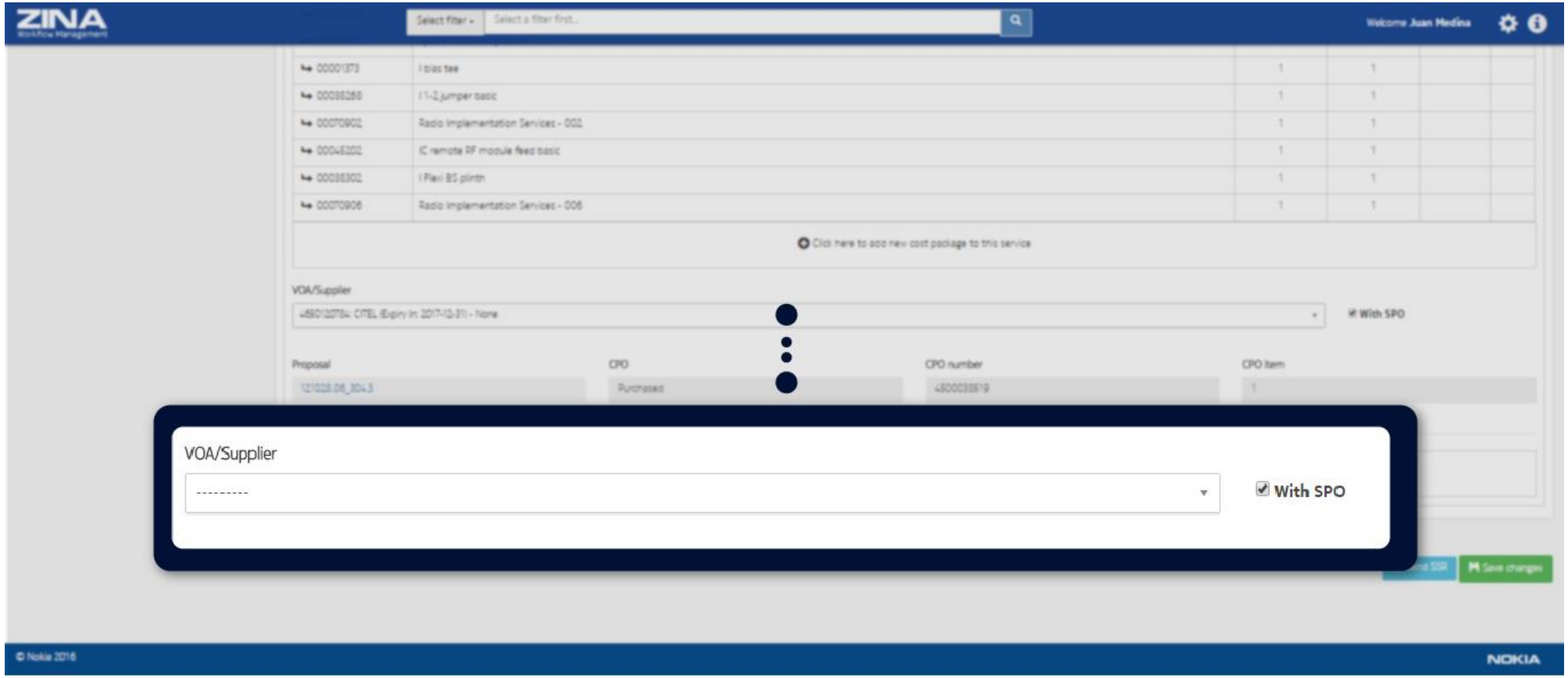
Then, deploy and select the "VOA / Supplier" information.

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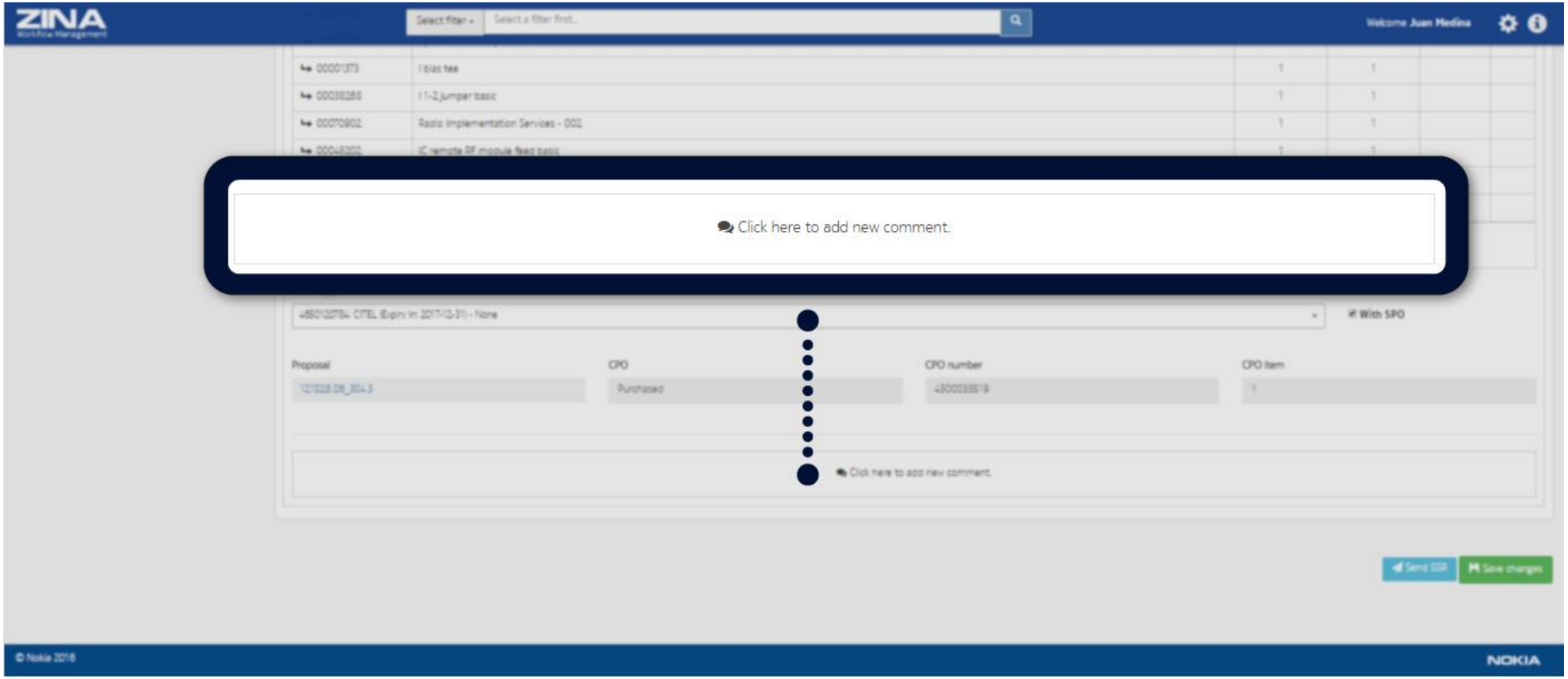
Click on the "Add new comments" field, as the image shows.

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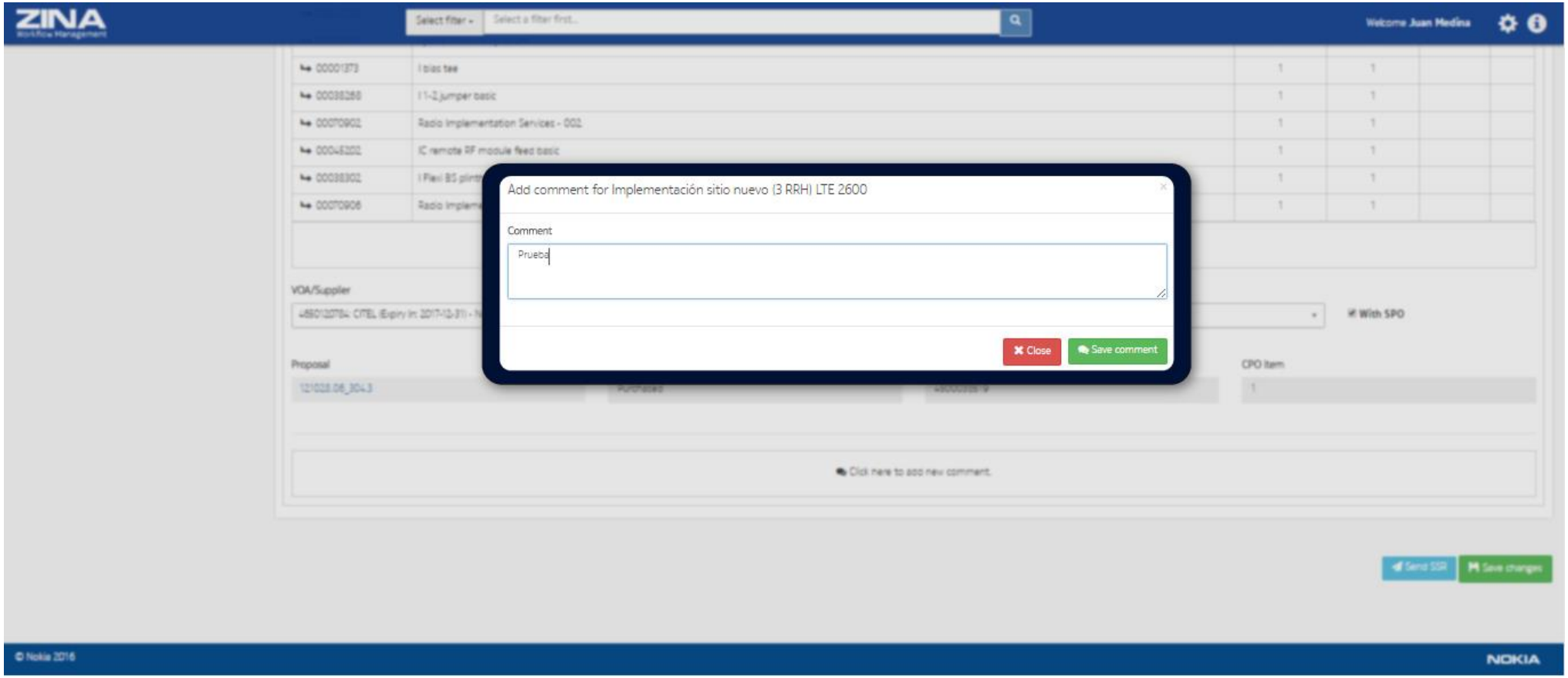
Add your comments and click on "Save changes" green button to keep comments or click on "Close" red button to exit.

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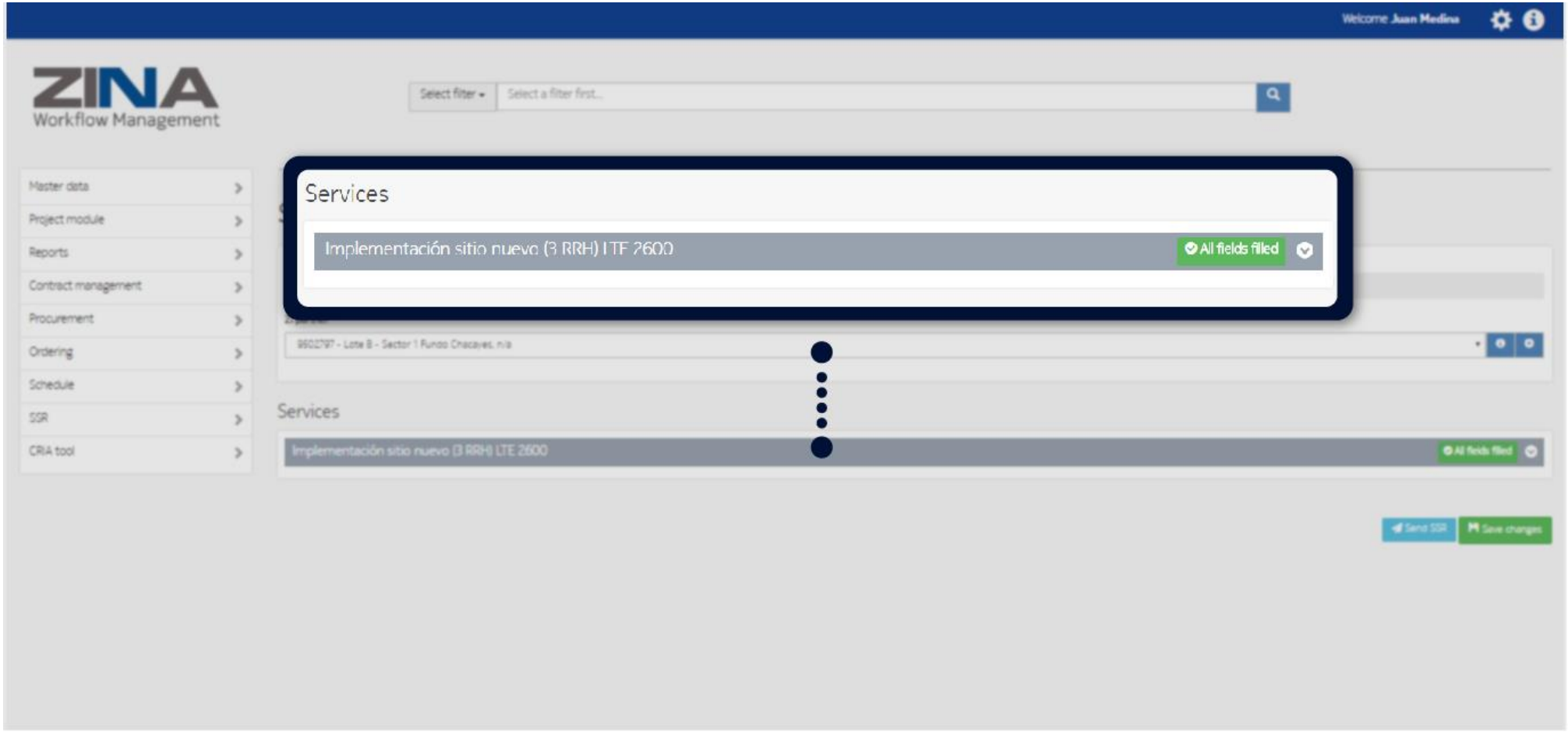
Make sure that the "Services" form is in the "Complete" state as the image shows.

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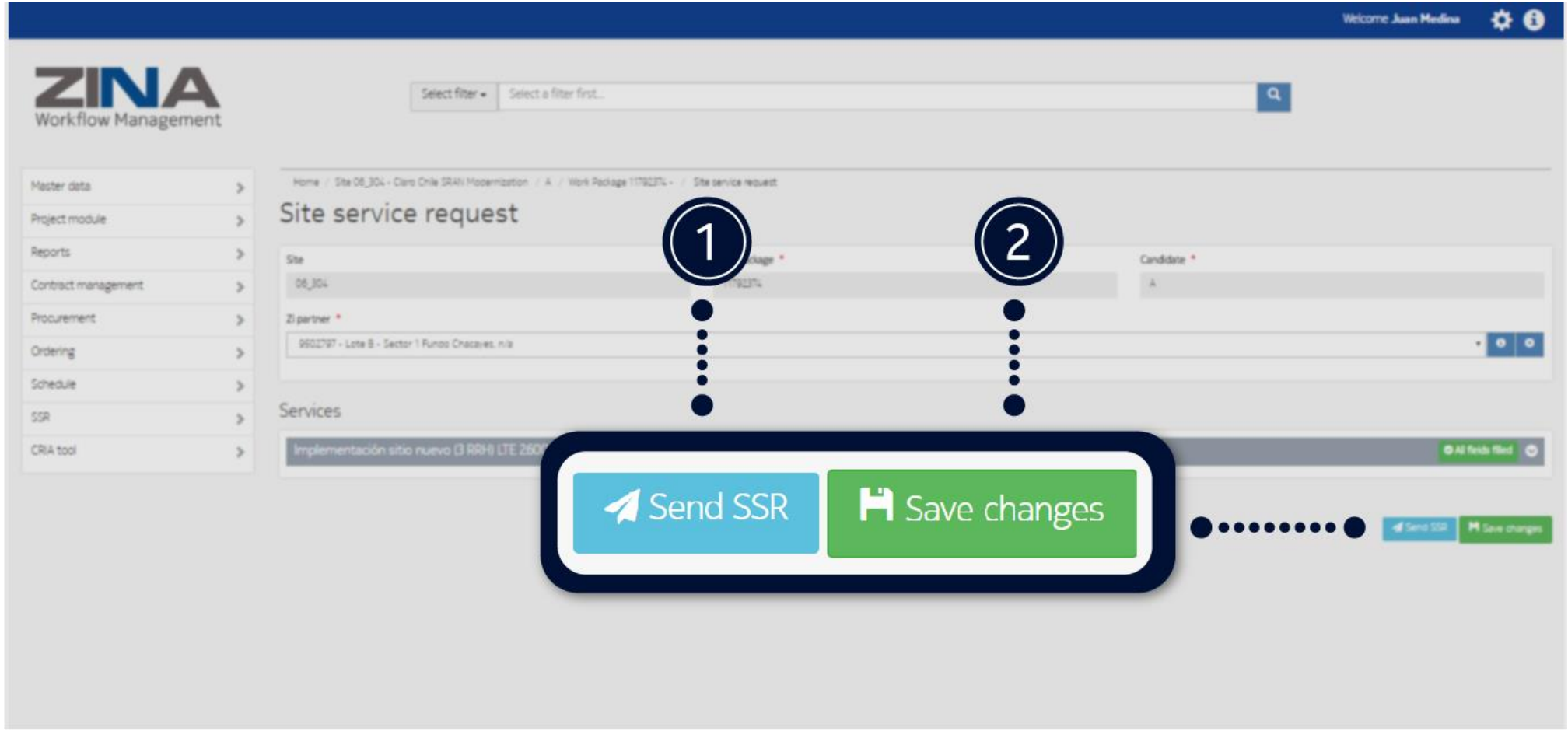
1. Click on "Send SSR" blue button, you will receive an email notification indicates the status of your process.
2. Click on "Save changes“ green button to keep the changes. (Save in incomplete status your service order.)

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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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