

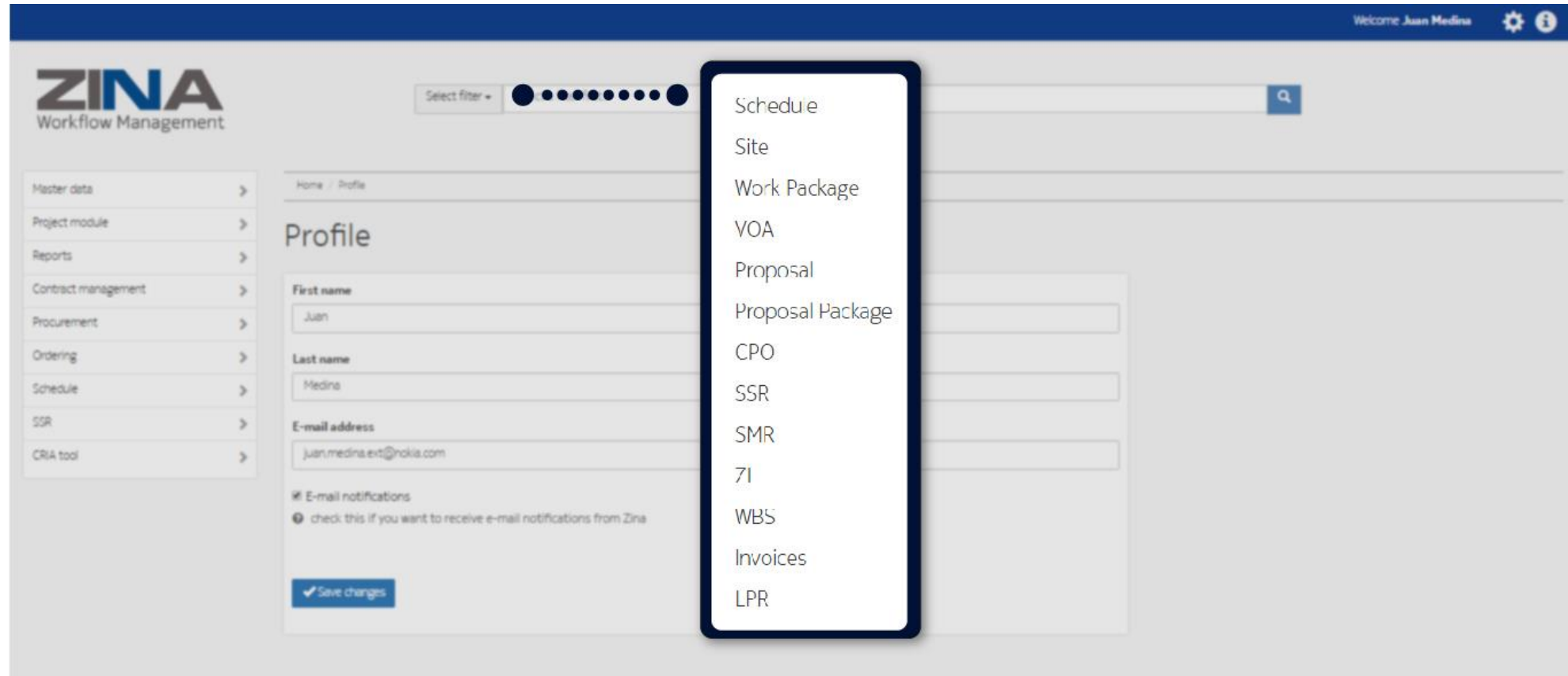
ZINA WORKFLOW MANAGEMENT User's guide

Single SSR Creation

In the search bar
type the Work
Package number.

The screenshot displays the ZINA Workflow Management application interface. At the top, a blue header bar contains the text "Welcome Juan Medina" and icons for settings and user information. Below the header, the ZINA logo and "Workflow Management" text are visible. A navigation menu on the left lists various modules: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main content area shows a "Profile" page for the user "Juan Medina". A search bar is prominently displayed in the center, with a dark blue border and a magnifying glass icon. The search bar contains the text "Select filter" and "Select a filter first...". Below the search bar, there is a section for "E-mail notifications" with a checkbox and a "Save changes" button. A vertical ellipsis menu is visible on the right side of the profile page.

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



You will find basic info in the Work Package detail.

ZINA

Workflow Management

Select filter

Select a filter first...

Q

Master data

Project module

Reports

Contract management

Procurement

Ordering

Schedule

SSR

CRIA tool

Work package 11792374

Info from IPM

ID	11792374 CP
Project	Claro Chile SRAN Modernization
Work package type	N/A
Product configuration	N/A
Scope	N/A
Site	06_304
Candidate	A
Status	Created

Proposal	CPO	Zina Id	Description
121028_06_304.3	<input checked="" type="checkbox"/>	256210	Implementación sitio nuevo (3 RRH) LTE 2600

Site service request

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

ZINA
Workflow Management

Work Package ▾ Select a filter first... 🔍

Welcome Juan Medina ⚙️ ⓘ

Project module >

Reports >

Contract management >

Procurement >

Ordering >

Schedule >

SSR

CRIA tool

Work package 11792374

Info from IPM

ID	11792374 🔗
Project	Claro Chile SRAN Modernization
Work package type	N/A
	N/A
	N/A
	06_304
	A
	Created

●

●

●

●

●

●

●

Proposal	CPO	Zina Id	Description
12037016_304.2	📄	256030	TSS
12103016_304.3	📄	256210	Implementación sitio nuevo (3 RRH) LTE 2500

Create SSR

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

The screenshot displays the ZINA Workflow Management interface. The top navigation bar includes the ZINA logo and a search bar. The left sidebar lists various modules: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main content area shows the 'Site service request' form. The form includes fields for Site (06_304), Work Package (11792374), Candidate (A), and Zi partner (9502797 - Lote B - Sector 1 Fundo Chacayes, n/a). A callout box highlights the 'Zi partner' field, showing a dropdown menu with the selected value '100261250 - formosa, S/N'.

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.

The screenshot shows the ZINA Workflow Management interface. The main heading is "Site service request". The form contains the following fields:

- Work Package:** 11865823
- Site:** 13_029
- Site Name:** 13_029
- ZI partner:** 100691390 - CR CEMENTERID, n/a

A blue box highlights the "ZI partner" field. Below this box, two numbered circles (1 and 2) are shown, with lines pointing to the "i" (info) and "+" (add) icons respectively, indicating the steps for reviewing or adding a partner.

The "Services" section at the bottom has a blue bar with a "+ Create Service" button. A green "Save changes" button is located at the bottom right.

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.

The screenshot displays the ZINA Workflow Management interface for creating a 'Site service request'. The interface includes a sidebar with navigation options: Master data, Project module, Reports, Contract management, Procurement, Ordering, SSR, and CRIA tool. The main form area is titled 'Site service request' and contains fields for Work Package (11865823), Site (13_029), Site Name (13_029), and ZI partner (100691390 - CI CEMENTERIO, n/a). A search bar at the top right allows filtering. A modal window is open, showing a search for 'price list item' with a blue '+ Create Service' button. A green 'Save changes' button is located at the bottom right. Numbered callouts 1, 2, and 3 indicate the steps: 1 points to the '+ Create Service' button, 2 points to the 'Site' field, and 3 points to the 'Site Name' field.

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

The screenshot displays the ZINA Workflow Management interface. On the left is a sidebar menu with options: Master data, Project module, Reports, Contract management, Procurement, Ordering, SSR, and CRIA tool. The main content area is titled 'Site service request' and shows a form with fields for Work Package (11865823), Site (13_029), and Site Name (13_029). A modal alert box with a dark blue border is centered over the form, containing the text 'Service created!' and a green 'OK!' button. At the bottom right of the interface is a green 'Save changes' button.

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

The screenshot shows the ZINA Workflow Management interface. The top navigation bar includes the ZINA logo and a search bar. The left sidebar contains a menu with items like Master data, Project module, Reports, Contract management, Procurement, Ordering, SSR, and CRIA tool. The main content area is titled 'Site service request' and contains a form with fields for Work Package (11865823), Site (13_029), and Site Name (13_029). Below the form, there is a 'Services' section with a table of services. A green button labeled 'Reload to show created Services' is highlighted with a dark blue border and a white arrow. Below this button, there is a table with two rows of services, each with a 'Create Service' button and a 'Reload to show created Services' button.

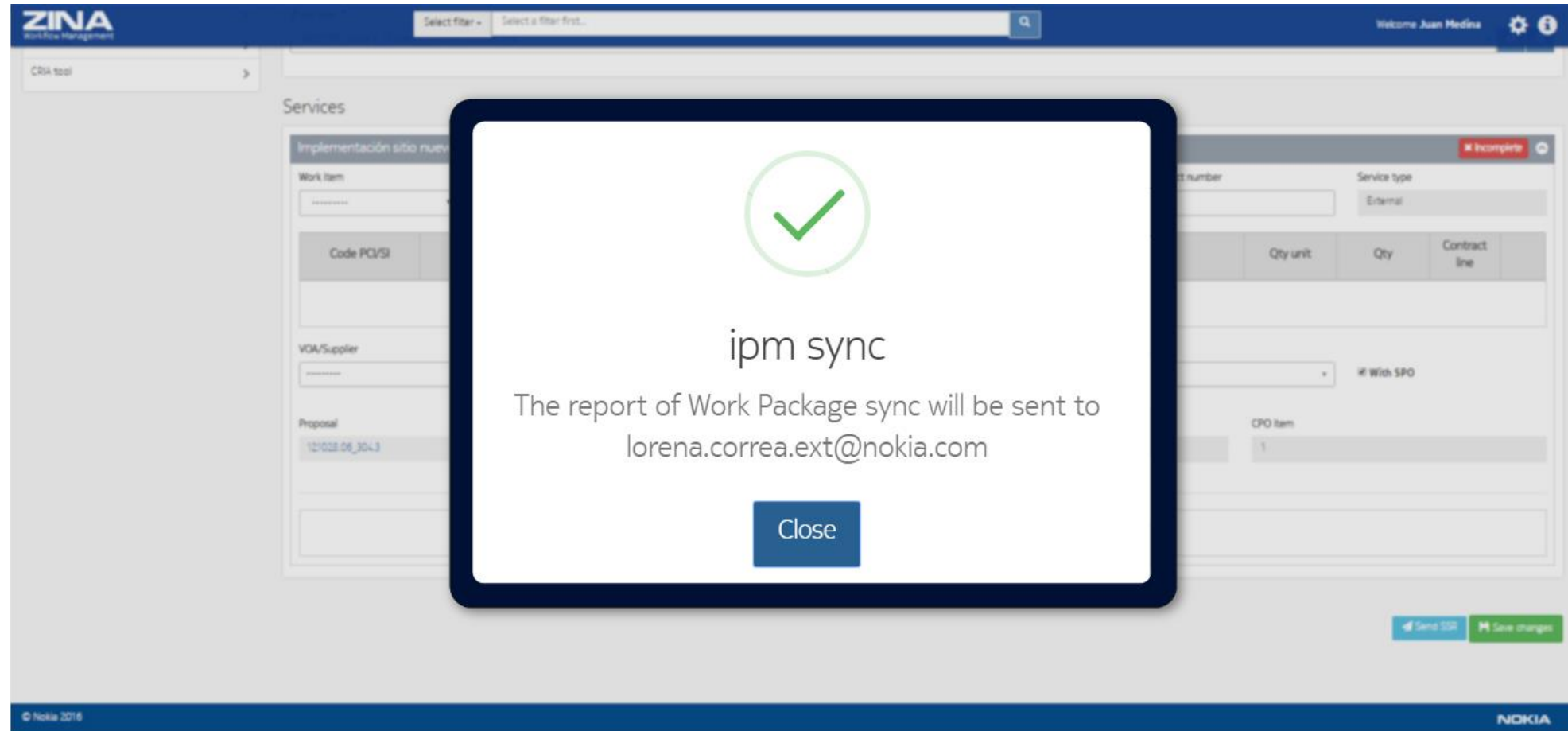
After completing the "Zi Partner" field, you must update the information in the "Services" format that is in the "Incomplete" state, by displaying the form by clicking on the "Services" gray bar.

The screenshot shows the ZINA Workflow Management interface. On the left is a sidebar with navigation links: Master data, Project module, Reports, Contract management, Procurement, Ordering, SSR, and CRIA tool. The main area displays the 'Site service request' form. A modal window titled 'Services' is open, showing a list of services. The first service, 'Implementación sitio nuevo (3 RRH) LIE 2500', is highlighted in gray and has a red 'Incomplete' status indicator. Below the modal, a table lists other services: '4G - Overlay 700MHz - Scratch', 'Imp. Rectificadores - B2B', and 'DC Cable - B2B', all with 'Incomplete' status. A blue bar at the bottom of the table says '+ Create Service'. At the bottom right of the page are buttons for 'Send SSR' and 'Save changes'.

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.

The screenshot displays the ZINA Work Item Management interface. The top navigation bar includes the ZINA logo, a search filter, and a user profile. The main content area is titled 'Services' and shows a form for 'Implementación sitio nuevo (3 RRH) LTE 2600'. The form includes fields for 'Work item', 'WBS', 'Contract number', and 'Service type'. A table below these fields lists 'Code PCI/SI', 'Cost package', 'Qty unit', 'Qty', and 'Contract line'. A 'VOA/Supplier' dropdown is also present. A 'Work item' field is highlighted with a blue box and a refresh icon. A vertical dotted line connects the 'Work item' field to the 'Code PCI/SI' field. The bottom of the interface shows 'CPO' details and a 'Click here to add new comment' link. The footer includes '© Nokia 2016' and the NOKIA logo.

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



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

ZINA
WorkFlow Management

Select filter + Select a filter first...

Welcome Juan Medina

CRIA tool

Services

Implementación sitio nuevo (3 RRH) LTE 2600 Incomplete

Work Item WBS Contract number Service type

Code PCI/SI Cost package Qty unit Qty Contract line

Click here to add new cost package to this service

VOA/Supplier

Proposal 121028 06_304.3

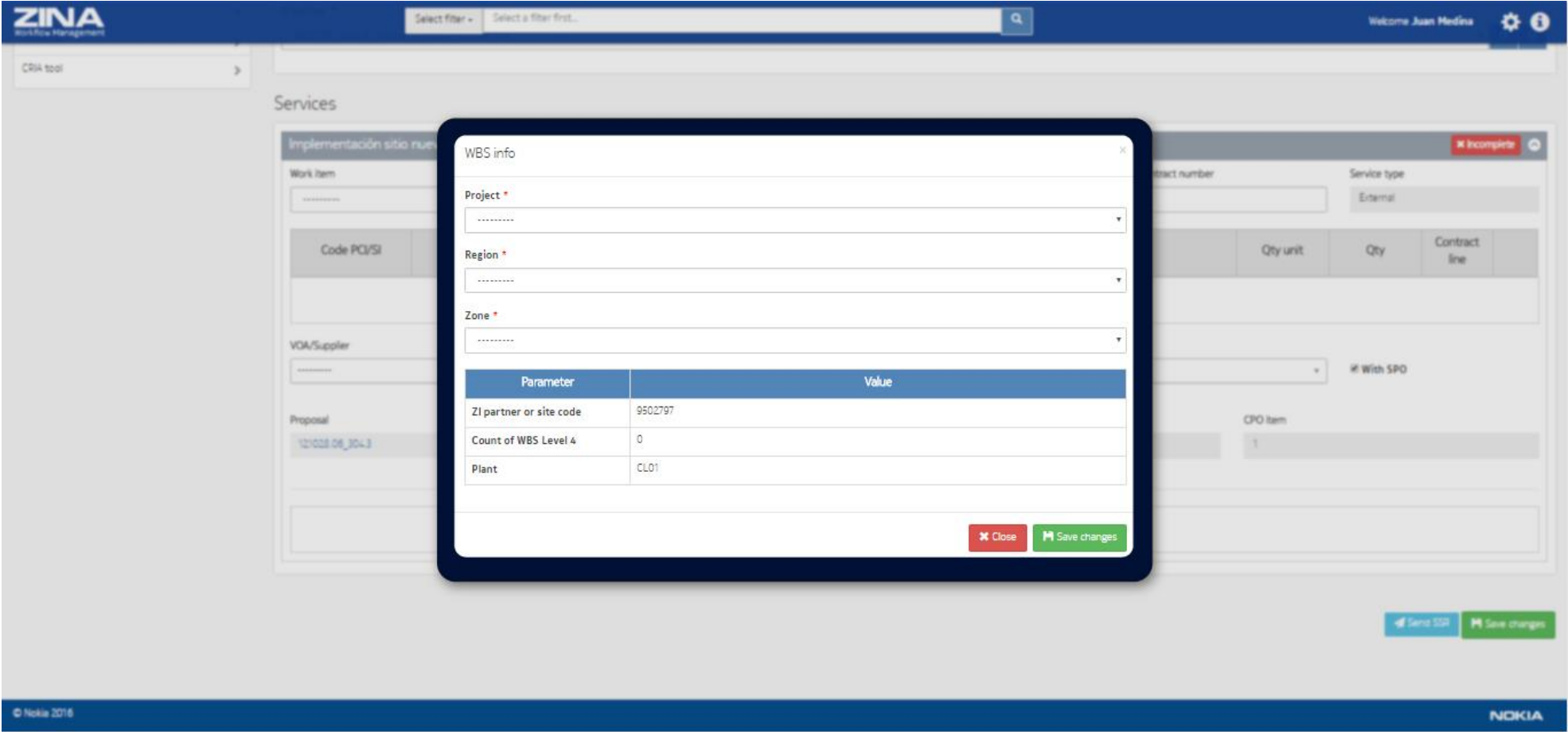
CPO Item 1

WBS

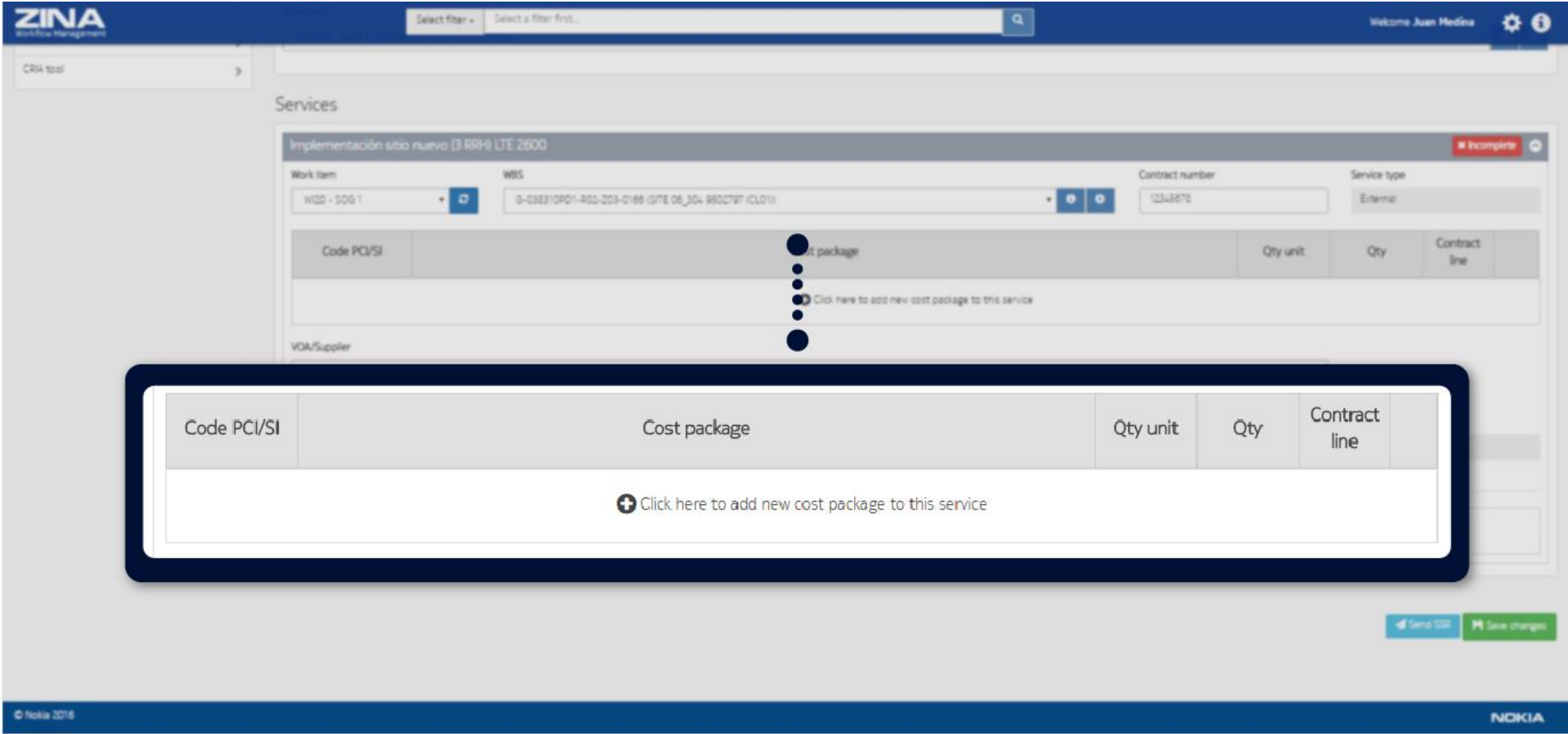
Save SSR Save changes

© Nokia 2016 NOKIA

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.



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



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

ZINA
Workflow Management

Select filter - Select a filter first...

Welcome Juan Medina

00001373	1 bias tee	1	1
00038288	1 1-2 jumper basic	1	1
00070902	Radio Implementation Services - 002	1	1
00048202	1C remote RF module feed basic	1	1
00038302	1 Flexi BS plinth	1	1
00070906	Radio Implementation Services - 006	1	1

Click here to add new cost package to this service

VOA/Supplier
4860120764 C/TEL (Epiry in: 2017-12-31) - none

With SPO

Proposal
121028_06_304.3

CPO
Purchased

CPO number
4800038819

CPO item
1

VOA/Supplier

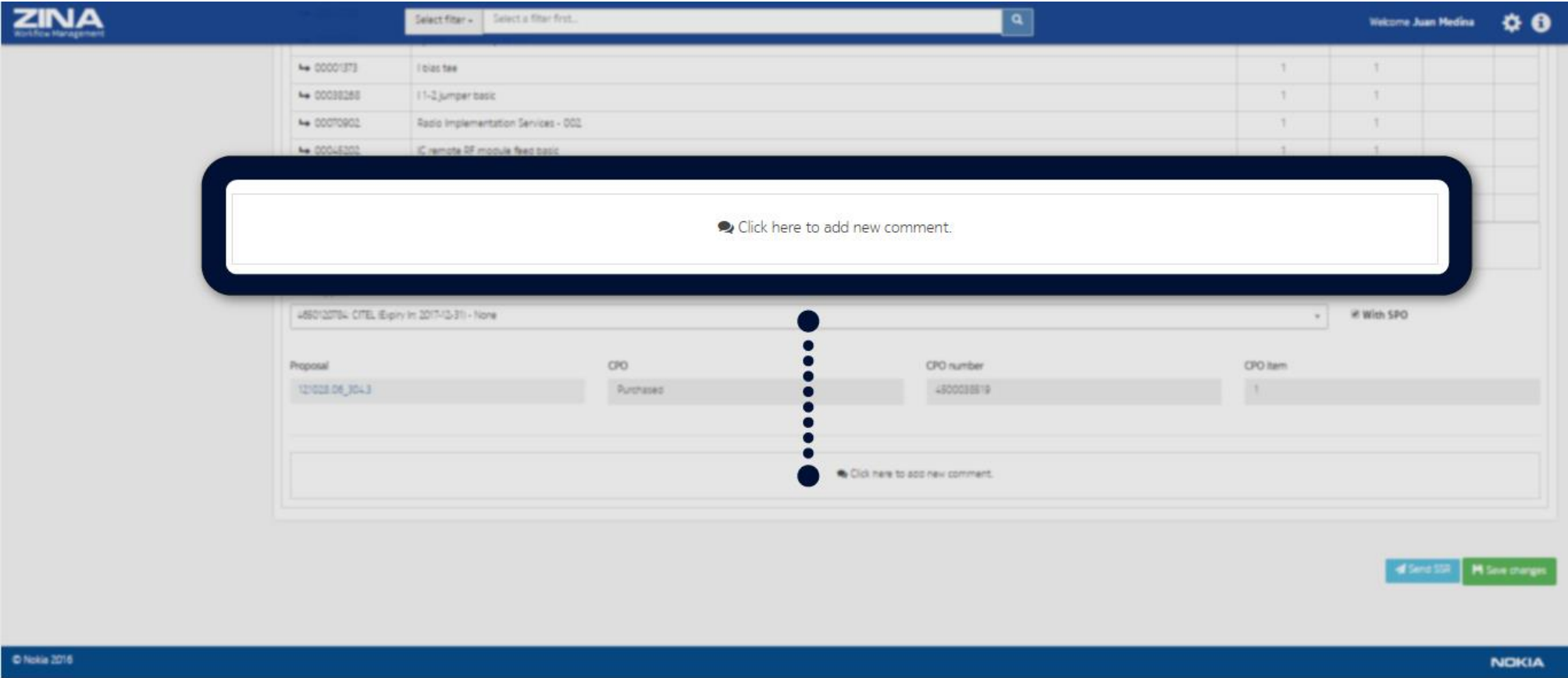
With SPO

Create SSR Save changes

© Nokia 2016

NOKIA

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



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

The screenshot displays the ZINA Workflow Management interface. A modal dialog box is open, titled "Add comment for Implementación sitio nuevo (3 RRH) LTE 2600". The dialog contains a text input field with the word "Prueba" entered. Below the input field are two buttons: a red "Close" button and a green "Save comment" button. The background interface shows a table with columns for item ID, description, and status. The table contains several rows of data, including items like "1 site tee", "11-2 jumper basic", and "Radio Implementation Services - 002". At the bottom of the interface, there are buttons for "Send SSR" and "Save changes".

Item ID	Description	Status
00001373	1 site tee	1
00088288	11-2 jumper basic	1
00070902	Radio Implementation Services - 002	1
00046202	IC remote RF module feed basic	1
00088302	1 Flex BS plant	1
00070906	Radio Implementation Services - 002	1

Make sure that the "Services" form is in the "Complete" state 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, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main area shows a 'Services' form titled 'Implementación sitio nuevo (3 RRH) LTE 2600'. A green status bar at the bottom right of the form indicates 'All fields filled'. Below the form, a table lists the service details, including the same title and a green status bar. At the bottom right, there are buttons for 'Send SSR' and 'Save changes'.

Services

Implementación sitio nuevo (3 RRH) LTE 2600

All fields filled

Services

Implementación sitio nuevo (3 RRH) LTE 2600

All fields filled

Send SSR Save changes

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.)

The screenshot displays the ZINA Workflow Management interface for creating a 'Site service request'. The form includes the following fields:

- Site:** 06_304
- ZI partner:** 9602797 - Lote B - Sector 1 Fundo Chacaves, n/a
- Candidate:** A

The 'Services' section shows 'Implementación sitio nuevo (3 RRH) LTE 2600'. A status bar at the bottom right indicates 'All fields filled'.

Two numbered circles highlight the action buttons:

- 1:** Points to the 'Send SSR' button (blue).
- 2:** Points to the 'Save changes' button (green).

A dark blue rounded rectangle encloses both the 'Send SSR' and 'Save changes' buttons, with a dotted line extending to the right.

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

NOKIA