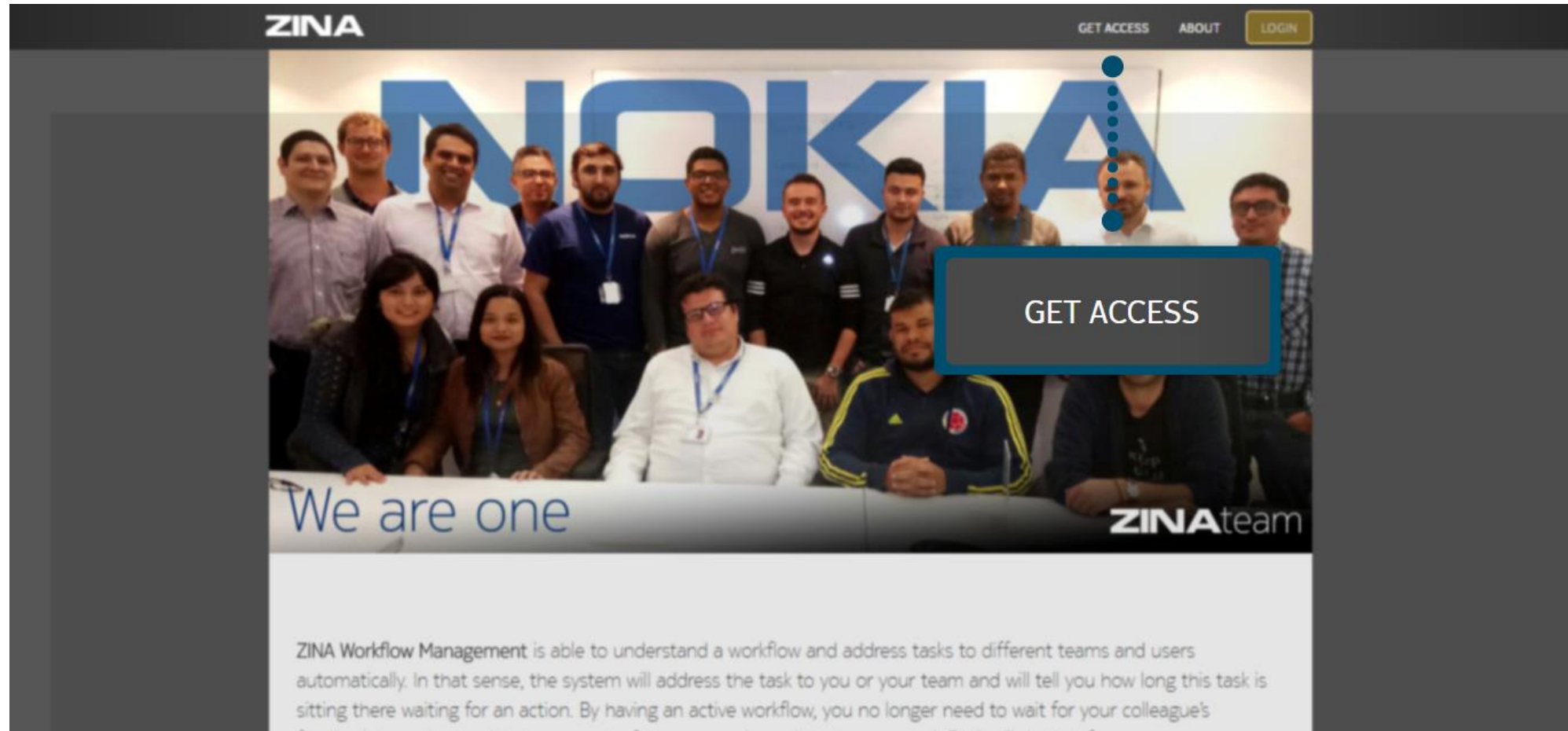


# **ZINA WORKFLOW MANAGEMENT**

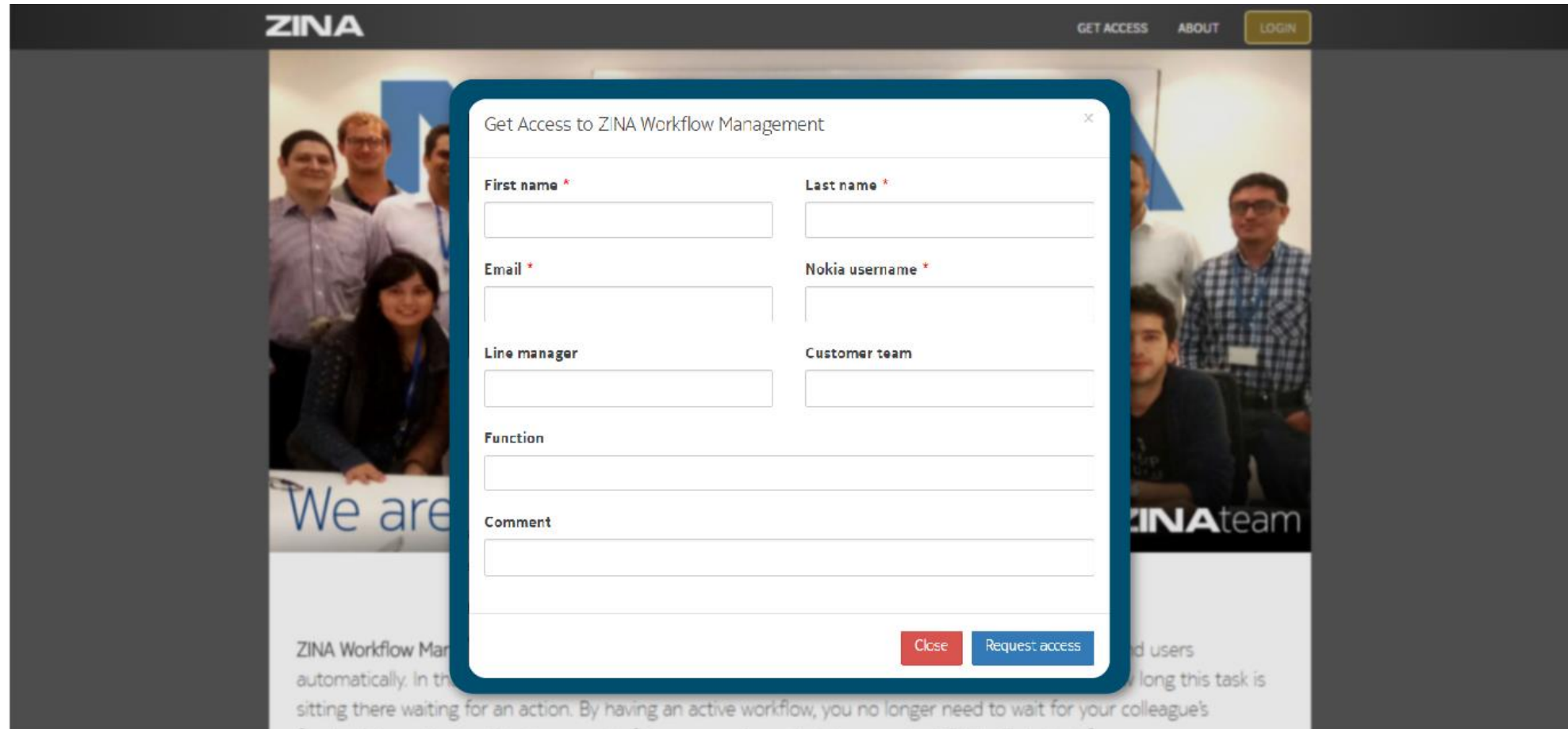
## **User's guide**

User Intranet access

Access to ZINA Workflow management from NSN INTRA by typing <http://zina.net.nokia.com> in your browser' search bar.



A form will be displayed. It will contain basic data to access ZINA Workflow Management. Fields marked with a star (\*) are required. Keep in mind that if you are requesting access with an external e-mail (not @nokia.com) the remaining fields must be populated.



**ZINA** GET ACCESS ABOUT LOGIN

Get Access to ZINA Workflow Management

First name \* Last name \*

Email \* Nokia username \*

Line manager Customer team

Function

Comment

Close Request access

We are ZINAteam

ZINA Workflow Man... automatically. In the... how long this task is... sitting there waiting for an action. By having an active workflow, you no longer need to wait for your colleague's

Click on "Request Access" blue button to proceed or "Close" red button to discard your request and close the registration pop-up.

**ZINA** GET ACCESS ABOUT LOGIN

Get Access to ZINA Workflow Management

First name \*

Last name \*

Email \*

Nokia username \*

Line manager

Customer team

Function

Comment

Close Request access

**ZINAteam**

1 2

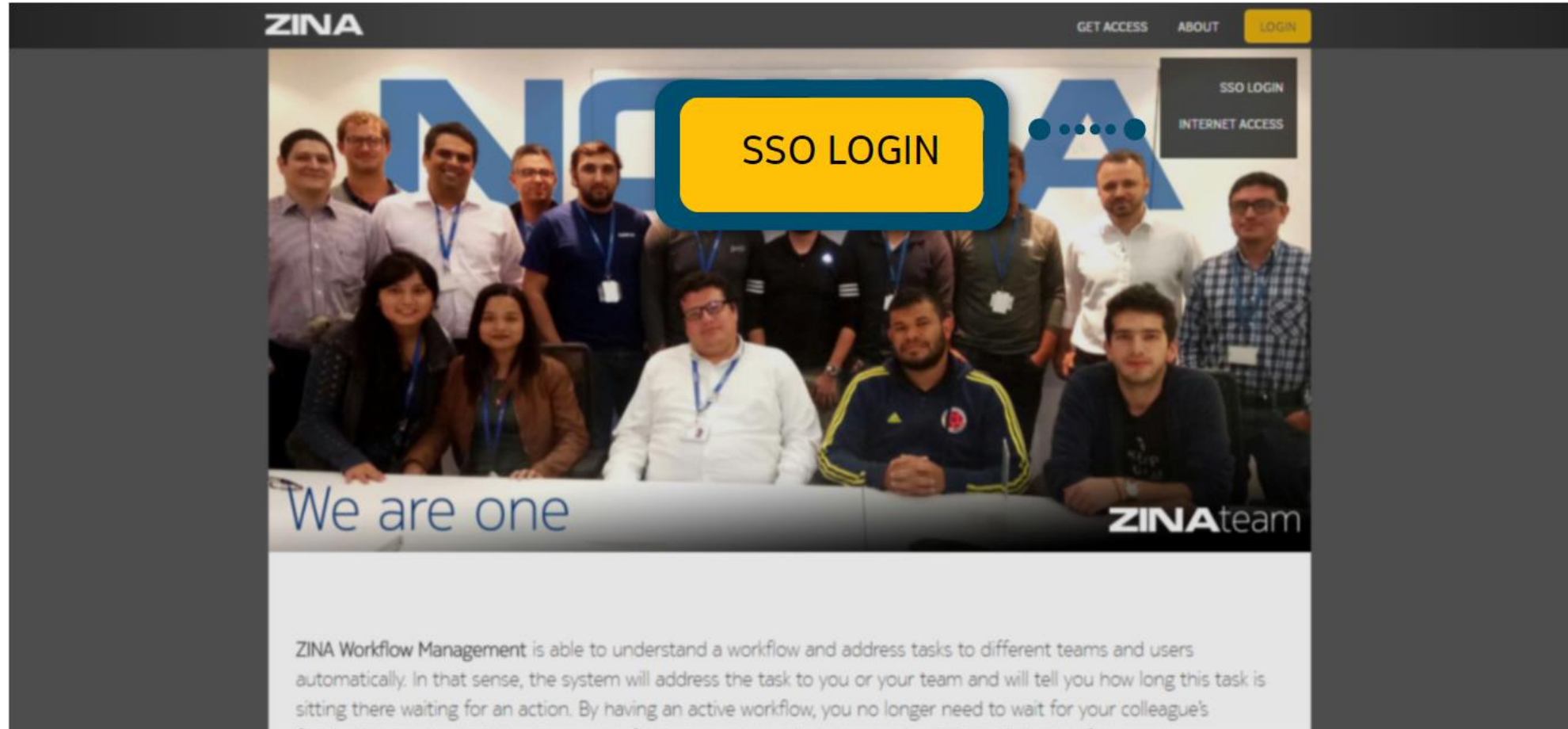
Close Request access

sitting there waiting for an action. By having an active workflow, you no longer need to wait for your colleagues to offer your team and will

You will receive an email when your access is ready. Since you will be accessing ZINA Workflow Management through INTRANET you will be asked to type your regular network password. Then you display the options on “LOGIN” button enabled at the top right of the page.

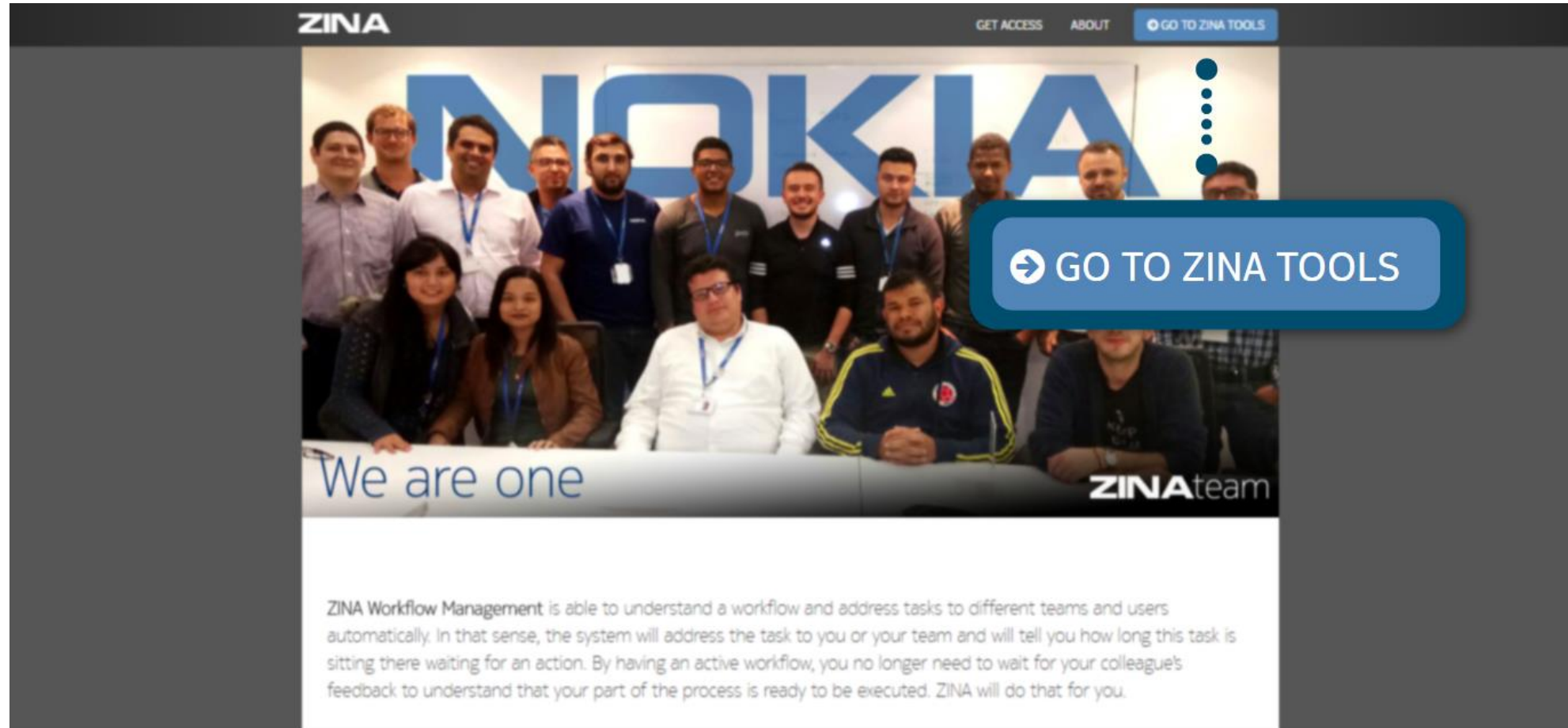




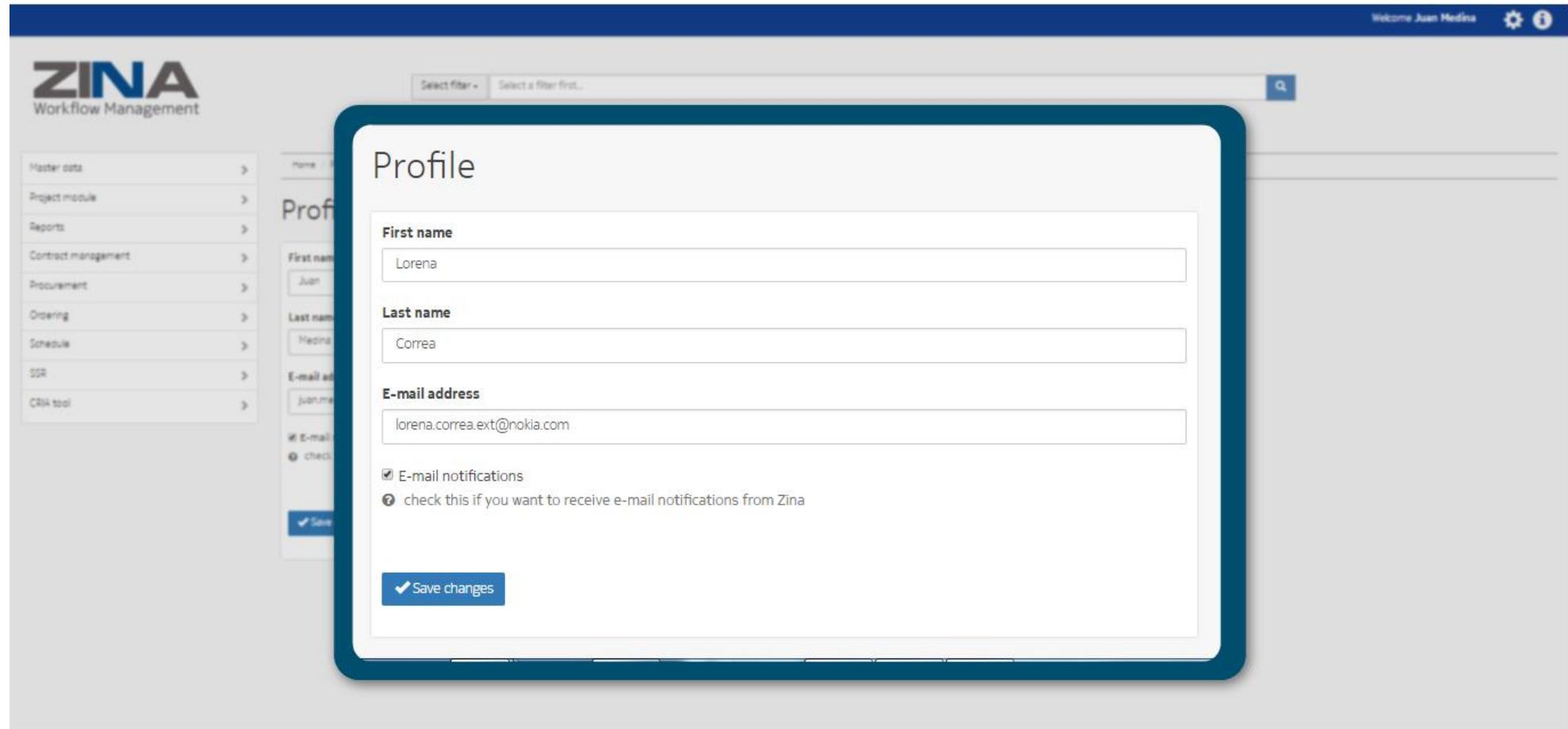


Select “SSO LOGIN” option, as the image shows.

Then you will be a "Go to ZINA Tools" blue button enabled at the top right of the page, so you will be able to enter the application.



You will find your profile information as a first screen with all the features enabled for your profile at the left side.



The screenshot displays the ZINA Workflow Management interface. A modal window titled "Profile" is open, showing the following fields and options:

- First name:** Lorena
- Last name:** Correa
- E-mail address:** lorena.correa.ext@nokia.com
- ☒ **E-mail notifications**  
 ⓘ check this if you want to receive e-mail notifications from Zina
- Save changes** (button)

The background interface includes a sidebar with a menu (Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, CRM tool) and a top navigation bar with a search filter and a user welcome message.



To log out at any time, click on the gear icon at the top right of your screen.

The screenshot displays the ZINA Workflow Management user interface. At the top, a dark blue header bar contains the text "Welcome Juan Medina" and a gear icon. Below the header, the ZINA logo and "Workflow Management" text are visible on the left. A sidebar on the left lists navigation options: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CBIA tool. The main content area shows the "Profile" page with fields for First name (Juan), Last name (Medina), and E-mail address (juan.medina.ext@nokia.com). There is also a checkbox for "E-mail notifications" and a "Save changes" button. A large gear icon is prominently displayed on the right side of the page, indicating the settings menu.

Select log out and you will exit the application.

The screenshot displays the ZINA Workflow Management application interface. At the top, a blue header bar contains the 'ZINA Workflow Management' logo on the left, a search bar in the center, and a user menu on the right. The user menu includes options for 'Settings', 'Change password', and 'Log out'. Below the header, the main content area is divided into a sidebar and a central profile section. The sidebar lists various application modules: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SDR, and CBIA tool. The central profile section, titled 'Profile', contains fields for 'First name' (Juan), 'Last name' (Medina), and 'E-mail address' (juan.medina-e-it@nokia.com). It also includes a checkbox for 'E-mail notifications' and a 'Save changes' button. A red box highlights the 'Log out' button in the user menu.

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**