

# A3015 - Help for controllers

## Overview

As a controller, you will be notified each time you need to review an Action and its Benefits.

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## Where to start

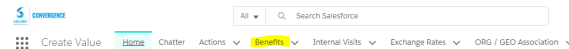
### STEP 1

Open app "Create Value"

blocked URL

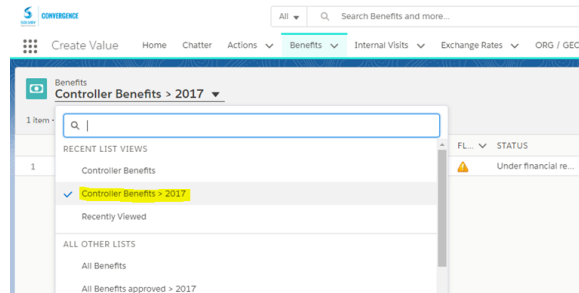
### STEP 2

Go to tab 'Benefits'



### STEP 3

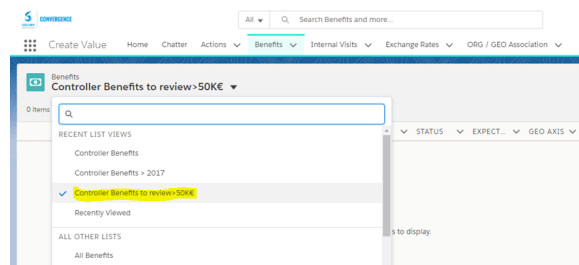
Choose view "Controller Benefits >2017"



### STEP 4

All your Benefits, already reviewed or not are displayed.

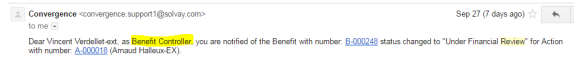
Choose view "Controller Benefits to review >50K€" to only display Benefits to review.



## How to review an Action and its Benefits

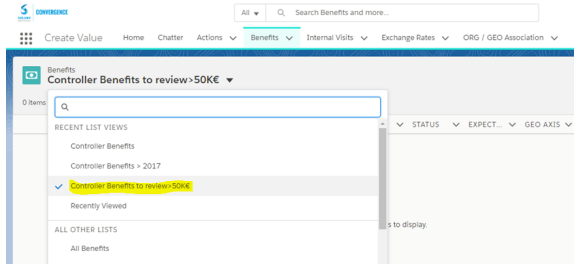
### STEP 1

Either you directly go to the Action from the email notification you received...



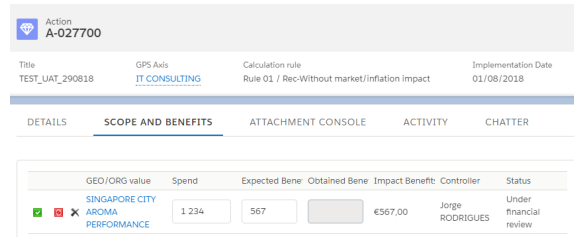
**STEP 2**

...Or you choose view "Controller Benefits to review >50K€" to display Benefits to review.



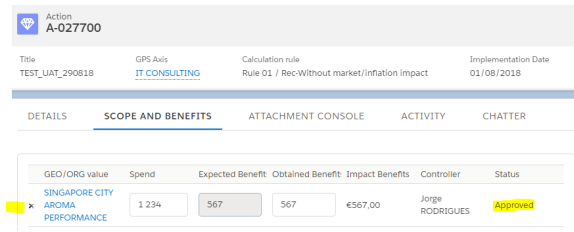
**STEP 3**

Open the Action to be reviewed and go to tab "Scope & Benefits"



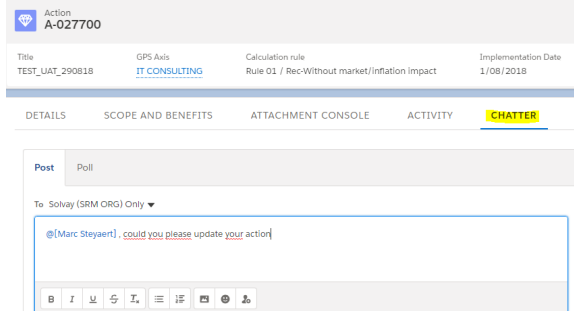
**STEP 4**

Click on the green icon to approve or the red one to reject. No further action is required. Repeat the same process for each Benefit to be approved.



**STEP 5**

Use Chatter to collaborate with your buyer on this Action if he or she needs to improve or update it.



**STEP 6**

If you need to change your review, let's say from Approved to Rejected, open the Benefit first by clicking on its GEO /ORG value.

GEO/ORG value	Spend	Expected Benefit	Obtained Benefit	Impact Benefits	Controller	Status
SINGAPORE CITY AROMA PERFORMANCE	1.234	567	567	€567.00	Jorge RODRIGUES	Approved

**STEP 7**

Then change Benefit status and save it.

## How to mass validate Actions & Benefits

**STEP 1**

Go to Tab 'Benefits'  
Choose view "Controller Benefits to mass validate <50K€" to display Benefits to review in mass.

**STEP 2**

Select Benefits you would like to approve in mass

REINE	ACTION	ACTION TITLE	OWNER OF	IMPLSEME	FL	STATUS	EXPR	GEO AXIS	E	O	C
B-057170	A-027700	TEST_UAT_290818	Yvanne Peth-ent	1/08/2018	▲	Under Financial re...	567.00	SINGAPORE CITY	567		EUR
B-057171	A-027700	TEST_UAT_290818	Yvanne Peth-ent	1/08/2018	▲	Under Financial re...	543.00	PARIS	543		EUR

**STEP 3**

Double click on the pen, next to Benefit Status

**STEP 4**

Choose status

**STEP 5**

Click on "All ... selected records", "Apply" and "Save".

BENE.	ACTION	ACTION TITLE	OWNER OF	IMPLEME.	FL.	STATUS	EXPE.	GEO AXIS	E.	O.	C.
1	B-027170	A-027700	TEST_LM1_200618	Yvonne Peltier-ent	1/08/2018	Under financial review	567	CITY	567	567	EUR
2	B-027171	A-027700	TEST_LM1_200618	Yvonne Peltier-ent	1/08/2018	Under financial review	543	S43	543	543	EUR

**STEP 6**

All Benefits are now validated.

BENE.	ACTION	ACTION TITLE	OWNER OF	IMPLEME.	FL.	STATUS	EXPE.	GEO AXIS	E.	O.	C.
1	B-027170	A-027700	TEST_LM1_200618	Yvonne Peltier-ent	1/08/2018	Approved	567.00	SINGAPORE CITY	567	567	EUR
2	B-027171	A-027700	TEST_LM1_200618	Yvonne Peltier-ent	1/08/2018	Approved	543.00	BRAS	543	543	EUR

## Related articles

- [B - Salesforce terminology](#)
- [A11 - Introduction to Convergence](#)

## Need help

### How to ask for assistance?

*Dear Salesforce Convergence user,*

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
  - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
  - I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
  - Process : Data & Analysis
  - PTP-Subprocess: Purchasing Tools Support
  - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

*Convergence Team.*