

Launch Product Revision - User Manual

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1. Introduction

This document will guide the user on how users can access the Product Revision application and perform their activities in this newly designed tool. Also this document will guide them about the features of the Product Revision tool and how they can utilize the same in their day to day business needs.

1. a. Scope

- Walkthrough of the Launch Product Revision Application.

1. a. Assumptions

- All the appropriate access has to be provided to the users prior to sharing this Guide.
- Users going through this training document are well aware of these workflows.

1. a. Definition, acronyms and abbreviation

Terms	Definition
PR	Product Revision
BPM	Business Process Management

S No	Notification	To Whom
------	--------------	---------

1	Project Initiation	To all the users that are chosen in the project team.
2	Task Activated	Only to Task Owner
3	Reassignment	To previous task owner, new owner and to the person who performed the reassignment
4	Delegation	To the person to whom the task is delegated and to the person who performed the delegation
5	Process On Hold	To all the users that are chosen in the project team for that project.
6	Process Resumed	To all the users that are chosen in the project team for that project
7	Process Killed	To all the users that are chosen in the project team for that project
8	Approval Rejection	To all the users that are chosen in the project team for that project

1. a. Initiating the request

The process is capable of initiating below types of request:

- Users need to enter all the details, to enable the Submit button.
- All the mandatory fields are marked with "*" and attachments with a message in red.
- As soon as a user enters Plant, Market they will get an option to choose the Project team.
- Users need to select 'Does Specification Exist', if Yes then an option will be provided to search for specification via SAP Code from SAP and the results will be displayed on the screen.
- If No is selected then users have to manually enter the specification details in the screen.

1. a. Project Team

Project team is created or identified based on certain business rules that run in the background as soon as the user clicks on the Project Team icon in the Request Page. The business rules mentioned below:

The business rule is a combination of below:

1. Region
2. Plant
3. Market
4. Function

This means that a user has to be active in all of these attributes in order to get their name in the Project Team suggested by the system. Since multiple people could fulfill these criteria the hence system lets the user (Requestor) choose the best possible user against each and every Function.

Please note that as soon as user completes the team selection, the team icon will turn Green indicating that team selection is completed. However if user clicks again on the icon, team will be removed as system will try to identify the latest team for a new selection.

Please Note: As soon the user selects the team and click on submit button, the system will trigger a notification to all the users chosen as a part of the project with some basic project details.

1. a. Different ways to access user tasks

The user can access the tasks assigned to them from 4 ways mentioned below:

1. **Launch Inbox:** All the tasks assigned to the users can be located under this Tab. However once a user submit (Completes) the task, it will be removed from their inbox. Inbox will only display 'Active' tasks.

2. **Notifications:** Users will be notified by the system if incase any task is assigned to them and they need to perform any action. User needs to watch their mailbox with subject "Action Required (Project Name)". The users can open the email and will find a hyperlink in the mail body. Users can click on it and it will directly open their task in another tab of your chrome browser.
3. **Dashboard:** Users can look into their projects, click on the Project Name to get an insight of its current status. Further, they can click on any phase which shows 'Active (in blue color)' to drill down to the stage level view, where they can find the tasks list under that phase and can see if any of the tasks is assigned to them by looking into the 'Owner' column of stage level view.
4. **Task List Management:** User can go to this tab, use the Quick search with their name to identify any tasks opened and assigned against their name. **IMPORTANT NOTE: this tab will only display the most recent 80 tasks generated by the system regardless of their status.** For this reason, it is likely a user will not be able to find any tasks against their name due to the restricted number of results. **Hence users should always rely on either the email Notifications or Launch Inbox for the most reliable list of active tasks.**
 - a. Identifying the basic information in Header Section

You can find some basic information about the project in the header section of your tasks, dashboard.

test120_FGP_2020/262	ProcessType:FGP	Plant: Bangpoo (8701)	0
----------------------	-----------------	-----------------------	---

The header will contain below details:

- **Project Name** – This is the project name with a format of 'ProductName_ProcessType_currentYear/FourDigitSystemGeneratedNumber'
- **Plant Name & Plant SAP Code** – Displays Plant Name along with SAP code.
- **Process Type** – Displays the process type initiated (FGP)
- **More Information Section** – In the right most section you will find an "Information Icon". By clicking that icon a side navigation window will open containing further details of the project primarily captured during project initiation i.e Market, Business Justification, Creation Date, Requester



Name etc.

1. Different ways to access Attachments

Attachments can be accessed via 2 different ways mentioned below:

1. Any attachments made against a task can be visible at the bottom of the very same task in a tabular format. Users can click on the Attachment to download it (if a file) or open it (if a URL) in a new tab. If required a user can remove the attachment by clicking on the Trash icon under column remove.

Attachment	Description	Attachment Type	Uploaded by	Remove
https://www.google.com	NA	Analytical Methods Review	Bhatnagar-ext, Prateek	

1. Go to dashboard, search for your project. Open the project by clicking to the hyperlink under column shortId. This will open Process Level View locate the paper clip icon in the top right section of the screen click to view all the attachments made against the project.



1. a. Basic lookouts to complete the task

- When a task is assigned to you, look into your Launch Inbox.
- Open the task by clicking to the task Id hyperlink.
- Fill all the fields that contains "*" marks stating Mandatory fields. (displaying additional warning message in red)
- Put all the mandatory attachments (if any mandatory a message in red will be displayed).
- In case of multiple attachments, you first need to select the 'Attachment Type' from the dropdown then only the paperclip option will be activated for you to make an attachment.
- Once all the details are filled in the screen, then only your 'submit' button will be enabled.
- Please note the submit button will not be enabled if in case you have picked someone else's task and you are not the owner of that task.

1. a. Product Revision Workflow walk through

Below section will guide you on how to access and proceed with end to end flow for Product Revision process:

- **Request Initiation:** As soon as the user puts in all the relative information and select the project team the 'Submit' button will be enabled. There are certain questions on the basis of which few attachments become mandatory and will be displayed in red.

Specification Revision(SIM) - Project Initiated (Test01_FGP_2020/265)



Launch-No-Reply@solway.com

to me, sriram.sharma-ext, vinay.agrawal-ext ▾



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COMMUNICATION

Project Team creation

The following Specification Revision project Team has been created for the below project :

Project: Test01_FGP_2020/265

Process Name: Specification Revision

Plant Name: Baltimore

Market: AGRO

Region: NA East

Launch Id: 2020/265

Material Name: Test01

Business Justification: Test01

Access Application by clicking [here](#)

Product Stewardship: IAN BARTLETT

TDS Admin: DARLENE CLARK

SAP Administrator: CARLOS MORALES

Global QC Manager: PRATEEK BHATNAGAR-EX

Market Approver: ANOOPAM ROY-EXT

Regional QC Manager: DAVID LEVINSTIM

Plant Lab Manager: PRATEEK BHATNAGAR-EX

R&I Market Lab Manager: BRUNA BURGER

- **Task Assignment & Inbox:** If any task is assigned to the user, they need to go to their inbox to verify. Else they should check their Solvay Gmail mailbox for the notification

 								
LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT PRODUCT DASHBOARD								
global search ... 								
TaskID	Project Name	Task Type	Process Type	Phase	Market	Plant	Created	Modified
94435	MEMO3_FGP_2020/225	Global Quality Approval	FGP	Pre Approval	AGRO	Baltimore	08/05/2020 16:04:31	08/05/2020 16:04:31
88961	DIETHYLENE GLYCOL BULK_RM0_2020/126	Approval summary	RMQ	R&I	COATINGS,AGRO,INDUSTRIAL FORMULATIONS	Pasadena	01/09/2020 19:35:53	01/09/2020 19:35:54

- **Task Activated Notification:** User will be notified with the email with subject "Action Required (Project Name)". This notification will only be sent to the user to whom the task is assigned. The user can click on the hyper link as displayed in the below screenshot to open the task from the mailbox directly without hitting the application URL. The email will look like below:

Specification Revision(SIM) - Action Required (Test01_FGP_2020/265) :



Launch-No-Reply@solway.com

to me, sriram.sharma-ext, vinay.agrawal-ext ▾



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COMMUNICATION

New Task

The following Specification Revision Task has been activated.

Task: [Plant Approval \(Baltimore\)](#)

Assigned to: PRATEEK BHATNAGAR-EX

Process Name: Specification Revision

Project: Test01_FGP_2020/265

Launch Id: 2020/265

Material Name: Test01

Plant Name: Baltimore

Plant SAP Code: 0241

Business Justification: Test01

- **Regional QC Approval:** User needs to complete this task by filling required comments. Regional Quality Control Manager has an option to Approve to move the process ahead or to Reject which will re-start the process. Please note that this task is a dynamic task i.e. it will generate based on the Region for the selected plant.

SOLVAY **ASAP**

LAUNCH REQUEST LAUNCH INDEX TASK LIST MANAGEMENT PRODUCT DASHBOARD

Test01_FGP_2020/265 Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 PR Code(S) or SKI: Test01

Business Justification: Test01

Customer Specific Product Name: Test01 Customer Specific Product Code: Test01

Is this a Customer Specific Spec? ☒ Yes ☐ No

Is this a Customer Specific Product? ☒ Yes ☐ No

Is a new or review of existent analytical method required? ☒ Yes ☐ No

Has review of site analytical capability been performed? ☒ Yes ☐ No

Are Specs required Globally? ☒ Yes ☐ No

Does Specification Exist? ☒ Yes ☐ No

Specifications

Regional Alignment needed? ☒ Yes ☐ No

Specs reviewed Globally? ☒ Yes ☐ No

Remarks: Attached

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhramar-ent, Prateek	

APPROVE REJECT SAVE & CLOSE CANCEL

- **Plant Approval:** User needs to complete this task by filling required comments. Plant Lab Manager has an option to Approve to move the process ahead or to Reject which will re-start the process. Please note that this task is a dynamic task i.e. it will generate based on the plants selected.

SOLVAY **ASAP**

LAUNCH REQUEST LAUNCH INDEX TASK LIST MANAGEMENT PRODUCT DASHBOARD

Test01_FGP_2020/265 Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 PR Code(S) or SKI: Test01

Business Justification: Test01

Customer Specific Product Name: Test01 Customer Specific Product Code: Test01

Is this a Customer Specific Spec? ☒ Yes ☐ No

Is this a Customer Specific Product? ☒ Yes ☐ No

Is a new or review of existent analytical method required? ☒ Yes ☐ No

Has review of site analytical capability been performed? ☒ Yes ☐ No

Are Specs required Globally? ☒ Yes ☐ No

Does Specification Exist? ☒ Yes ☐ No

Specifications

Imp Plant Cmp	Grp Counter	Master Imp Char	Master Imp Char Plant	Master Imp Char Test	Unit of Measure	LL	UL	Selected Set	Imp Method	Imp Method Plant
test	fg	fg	fg	gf	gg	fg	fg	fg	g	ggg

Remarks: aASAg

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhramar-ent, Prateek	

APPROVE REJECT SAVE & CLOSE CANCEL

- **Global QC Approval:** User needs to complete this task by filling required comments. Global Quality Director has an option to Approve to move the process ahead or to Reject which will re-start the process.

LAUNCH REQUEST

LAUNCH INFO

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FSP_2020/265

Process Type: FSP

Plant: Baltimore (0241)

Product Name

Test01

Alt Code/ID or SKC

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☒ Yes
 ☐ No

Is this a Customer Specific Product?

☒ Yes
 ☐ No

Is a new or review of existent analytical method required?

☒ Yes
 ☐ No

Has review of site analytical capability been performed?

☒ Yes
 ☐ No

Are Specs required Globally?

☒ Yes
 ☐ No

Does Specification Exist?

☐ Yes
 ☒ No

Specifications

Regional Alignment needed?

☒ Yes
 ☐ No

Specs reviewed Globally?

☒ Yes
 ☐ No

Review *

o|

Select an Attachment

+

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhatnager-ent, Prateek	

APPROVE

REJECT

SAVE & CLOSE

CANCEL

- Regulatory Approval:** User needs to complete this task by filling required comments. Product Stewardship has an option to Approve to move the process ahead or to Reject which will re-start the process.

LAUNCH REQUEST

LAUNCH INFO

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FSP_2020/265

Process Type: FSP

Plant: Baltimore (0241)

Product Name

Test01

Alt Code/ID or SKC

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☒ Yes
 ☐ No

Is this a Customer Specific Product?

☒ Yes
 ☐ No

Is a new or review of existent analytical method required?

☒ Yes
 ☐ No

Has review of site analytical capability been performed?

☒ Yes
 ☐ No

Are Specs required Globally?

☒ Yes
 ☐ No

Does Specification Exist?

☐ Yes
 ☒ No

Specifications

Regional Alignment needed?

☒ Yes
 ☐ No

Specs reviewed Globally?

☒ Yes
 ☐ No

Review *

o|

Select an Attachment

+

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhatnager-ent, Prateek	

APPROVE

REJECT

SAVE & CLOSE

CANCEL

- Market Approval:** This is a dynamic task i.e. based on Markets selected, the task will be generated and assigned to their respective market owner. Implementation date needs to be provided as a mandatory field.

LAUNCH REQUEST

LAUNCH INBOX

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FGP_2020/265

Process Type: FGP

Plant: Baltimore (0241)

Product Name

Test01

PR Code(SDS or SDS)

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☒ Yes
 ☐ No

Is this a Customer Specific Product?

☒ Yes
 ☐ No

Is a new or review of existent analytical method required?

☒ Yes
 ☐ No

Has review of site analytical capability been performed?

☒ Yes
 ☐ No

Are Specs required Globally?

☒ Yes
 ☐ No

Does Specification Exist?

☐ Yes
 ☒ No

Implementation Date

Enter date

Remarks

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhatnagar-ent, Puneek	

APPROVE

REJECT

SAVE & CLOSE

CANCEL

- R&I Market Lab:** This is a dynamic task i.e. based on Markets selected, the task will be generated and assigned to their respective market owner.

LAUNCH REQUEST

LAUNCH INBOX

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FGP_2020/265

Process Type: FGP

Plant: Baltimore (0241)

Product Name

Test01

PR Code(SDS or SDS)

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☐ Yes
 ☒ No

Is this a Customer Specific Product?

☐ Yes
 ☒ No

Is a new or review of existent analytical method required?

☒ Yes
 ☐ No

Has review of site analytical capability been performed?

☒ Yes
 ☐ No

Are Specs required Globally?

☒ Yes
 ☐ No

Does Specification Exist?

☐ Yes
 ☒ No

Remarks

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhatnagar-ent, Puneek	

APPROVE

REJECT

SAVE & CLOSE

CANCEL

- Finalize Spec in LIMS:** User needs to provide the confirmation on LIMS update. If a user chooses a 'No' option for LIMS confirmation then the system will not allow the user to submit the task. The submit button will only be enabled if the Implementation date is passed.

LAUNCH REQUEST

LAUNCH INFO

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FGP_2020/265

Process Type: FGP

Plant: Baltimore (0241)

Product Name

Test01

PR Created in SAP

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☒ Yes
☐ No

Is this a Customer Specific Product?

☒ Yes
☐ No

Is a new or review of existent analytical method required?

☒ Yes
☐ No

Has review of site analytical capability been performed?

☒ Yes
☐ No

Are Specs required Globally?

☒ Yes
☐ No

Does Specification Exist?

☐ Yes
☒ No

LIMS Update Completed?

☒ Yes
☐ No

Comments*

ASD4

Select an Attachment

+

📎

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhatnagar-ent, Prateek	🗑

SUBMIT

SAVE & CLOSE

CANCEL

- Finalize Spec in SAP:** User needs to provide the confirmation on SAPupdate. If a user chooses a 'No' option for SAP confirmation then the system will not allow the user to submit the task. The submit button will only be enabled if the Implementation date is passed.

LAUNCH REQUEST

LAUNCH INFO

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FGP_2020/265

Process Type: FGP

Plant: Baltimore (0241)

Product Name

Test01

PR Created in SAP

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☐ Yes
☒ No

Is this a Customer Specific Product?

☒ Yes
☐ No

Is a new or review of existent analytical method required?

☒ Yes
☐ No

Has review of site analytical capability been performed?

☒ Yes
☐ No

Are Specs required Globally?

☒ Yes
☐ No

Does Specification Exist?

☐ Yes
☒ No

SAP Update Completed?

☒ Yes
☐ No

Comments*

AS4

Select an Attachment

+

📎

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhatnagar-ent, Prateek	🗑

SUBMIT

SAVE & CLOSE

CANCEL

- Finalize TDS:** User needs to provide the confirmation on TDS update. If a user chooses a 'No' option for TDS confirmation then the system will not allow the user to submit the task. The submit button will only be enabled if the Implementation date is passed

LAUNCH REQUEST

LAUNCH INBOX

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FGP_2020/265

Process Type: FGP

Plant: Baltimore (0241)

Product Name

Test01

PR Code(RD or SRD)

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☒ Yes
☐ No

Is this a Customer Specific Product?

☒ Yes
☐ No

Is a new or review of existent analytical method required?

☒ Yes
☐ No

Has review of site analytical capability been performed?

☒ Yes
☐ No

Are Specs required Globally?

☒ Yes
☐ No

Does Specification Exist?

☐ Yes
☒ No

Is TDS Update Complete?

☒ Yes
☐ No

Comments *

Test01

Select an Attachment

+

-

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	N/A	Analytical Methods Review	Bhatnagar-ent, Prateek	

SUBMIT

SAVE & CLOSE

CANCEL

- Confirm Communication:** User needs to provide the confirmation of communication to the customer. If the user chooses Yes then communication date and a mandatory communication document needs to be uploaded. If the user chooses No then justification needs to be provided.

LAUNCH REQUEST

LAUNCH INBOX

TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Test01_FGP_2020/265

Process Type: FGP

Plant: Baltimore (0241)

Product Name

Test01

PR Code(RD or SRD)

Test01

Business Justification

Test01

Customer Specific Product Name

Test01

Customer Specific Product Code

Test01

Is this a Customer Specific Spec?

☐ Yes
☒ No

Is this a Customer Specific Product?

☒ Yes
☐ No

Is a new or review of existent analytical method required?

☒ Yes
☐ No

Has review of site analytical capability been performed?

☒ Yes
☐ No

Are Specs required Globally?

☒ Yes
☐ No

Does Specification Exist?

☐ Yes
☒ No

Is Communication Sent To Customer ?

☒ Yes
☐ No

Communication Sent Date

Enter date ...

Select an Attachment

+

-

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	N/A	Analytical Methods Review	Bhatnagar-ent, Prateek	

SUBMIT

SAVE & CLOSE

BACK

1. a. Product Revision Dashboard Walkthrough

- Project Initiated:**

LAUNCH REQUEST

LAUNCH INBOX

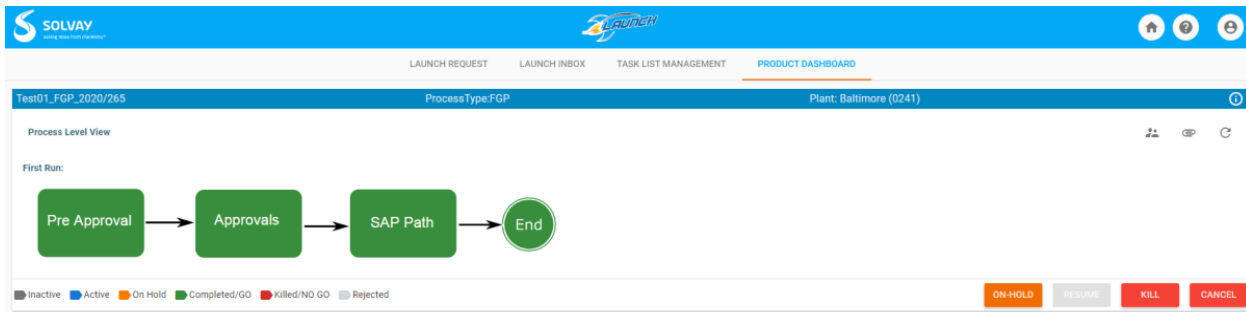
TASK LIST MANAGEMENT

PRODUCT DASHBOARD

Quick search ...

ShortID	Product Name	PRCode	Plant Name	Market	Phase	Created On	Requestor	Status
ShortID	ProductName	PRCode	Plant Name	Market	Phase	Creation Date	Requestor	Status
2020/265	Test01	Test01	BALTIMORE	AGRO	Approvals	26-10-2020	Bhatnagar-ent, Prateek	COMPLETED
2020/264	as	asd	BALTIMORE	AGRO	Pre Approval	26-10-2020	Bhatnagar-ent, Prateek	ACTIVE
2020/263	TEST	123	BALTIMORE	AGRO	Pre Approval	26-10-2020	Bhatnagar-ent, Prateek	ACTIVE
2020/262	test120	test120	BANGPOO,BALTIMORE	AGRO,AMINES	Pre Approval	19-10-2020	Jha-ent, Anikita	ACTIVE

- Process Level view:** User must click on the hyperlink under Column ShortId to open the process level view



- **Stage Level View:** User can click the stages that are displayed as active to get more details about the tasks under this phase/stage, task owners, creation date, last modified date and an option to reassign the task.

Test01_FGP_2020/265 ProcessType:FGP Plant: Baltimore (0241)

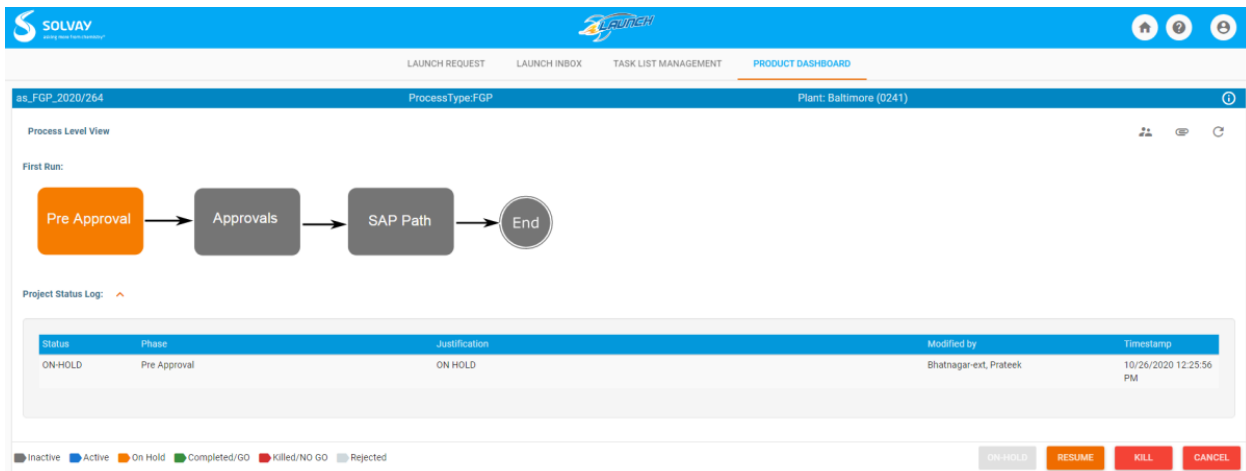
Stage Level View

Function	Owner	Delegated to	Reassign	Task	Created On	Updated On	Status
Product Stewardship	IAN BARTLETT	No Delegation		Regulatory Approval	10/26/2020 11:48:39	10/26/2020 11:51:24	Completed
Market	ANOOPIAM ROY-EXT	No Delegation		Market Approval (AGRO)	10/26/2020 11:48:44	10/26/2020 11:54:49	Completed
R&I Market Lab	BRUNA BURGER	No Delegation		R&I Market Lab (AGRO)	10/26/2020 11:48:44	10/26/2020 11:57:53	Completed

Legend: Inactive, Active, On Hold, Completed, Killed, Rejected

Button: BACK

- **Project On-Hold:** The current Active Phase will be suspended and is represented by the below mentioned color along with its remarks.



- **Project Resumed:** The on Hold process can be resumed again and will be displayed via Blue color, an indication to be active again. Resume comments can be seen at the bottom of the page under "Project Status Logs"

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT **PRODUCT DASHBOARD**

ss_FGP_2020/264 ProcessType:FGP Plant: Baltimore (0241)

Process Level View

First Run:

```

graph LR
    A[Pre Approval] --> B[Approvals]
    B --> C[SAP Path]
    C --> D((End))
  
```

Project Status Log:

Status	Phase	Justification	Modified by	Timestamp
RESUMED	Pre Approval	RESUME	Bhatnagar-ext, Prateek	10/26/2020 12:26:47 PM
ON-HOLD	Pre Approval	ON HOLD	Bhatnagar-ext, Prateek	10/26/2020 12:25:56 PM

Inactive Active On Hold Completed/GO Killed/NO GO Rejected

ON-HOLD RESUME KILL CANCEL

- **Project Killed:** When the project is Killed "It cannot be reverted" and is represented via Red color.

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT **PRODUCT DASHBOARD**

ss_FGP_2020/264 ProcessType:FGP Plant: Baltimore (0241)

Process Level View

First Run:

```

graph LR
    A[Pre Approval] --> B[Approvals]
    B --> C[SAP Path]
    C --> D((End))
  
```

Project Status Log:

Status	Phase	Justification	Modified by	Timestamp
KILLED	Pre Approval	KILLED	Bhatnagar-ext, Prateek	10/26/2020 12:27:30 PM
RESUMED	Pre Approval	RESUME	Bhatnagar-ext, Prateek	10/26/2020 12:26:47 PM
ON-HOLD	Pre Approval	ON HOLD	Bhatnagar-ext, Prateek	10/26/2020 12:25:56 PM

Inactive Active On Hold Completed/GO Killed/NO GO Rejected

ON-HOLD RESUME KILL CANCEL

1. Security

a. Permissions

Current permissions are being setup in the system as per below:

- Product Revision Request –**
 - Only Regional Quality Control can initiate the request.
 - Dashboard –**
 - Super User – Can access full applications without any filters.
 - Project Leader – Can see all the projects based on the Region(s) they belong to.
 - Regional User – Can see all the projects based on the Region(s) they belong to.
 - All users – Can access or see projects restricted only to their Plants.
 - On-Hold, Resume & Kill Buttons will only be enabled for Regional QC & Super Users.
 - Reassignment – Only Task Owner, Project Leaders (as per Region), and super users can perform this activity.
- Error handling & contact support**

- An automatic email will trigger the BPM support team if incase of any process failure via Freshdesk ticketing tool.
- In case the user is facing any issues while performing any activity in the application or accessing the application, they may perform any if the below activities to trigger a support request:
 - **Email to Freshdesk support:**
 - Send an email to 'IS-CAPG-BPM@solvaysbs.freshdesk.com'
 - Provide all the details of the issue i.e. Task Name, Project Name, Issue details etc
 - If possible a snippet would help the support team rectify the issue in the shortest period of time.
 - **Create a freshdesk ticket via Application "Solvay Support":**
 - Click on the Home Icon at the header section.
 - Click on Solvay Support - Start
 - Enter the details and click on submit.
 - **Open a ticket manually via Freshdesk:**
 - Login to Freshdesk Tool URL - {+}<https://sbs-support.solvay.com>+blocked URL

■ Choose an option to create a new ticket, and chose the below options:

Type *	IS Request
Subtype *	Support
Functional Area *	BPM (Techno)
IS-Process	IS Techno
IS-Subprocess	ERP Integration
IS-Category	BPM
Application *	BPM - Other