

# 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

## 2. Training Details

### 1. a. Application URLs

You can access the application by hitting the below URLs in your CHROME browser:

To access **Test** Environment: <https://bpmsim.solvay.com>

To access **Live** Environment: <https://bpm.solvay.com>

**Please Note:** That you need not to provide any username and password while accessing the application. The application has a 'Single Sign On' feature. Which will enable the user to login in automatically once the URL is used on the browser within Solvay Intranet.

### 1. a. Basic Information about Application

As soon as user hits the URL in browser they will be viewing the below screen:

ShortID	Product Name	PRCode	Plant Name	Market	Phase	Created On	Requestor	Status
2020/253	tttt	tt	BANGPOO,BALTIMORE	AGRO,AMINES	Pre Approval	06-10-2020	Roy-ext, Anoopam	ACTIVE
2020/261	ttt100	ttt100	BANGPOO,BALTIMORE	AGRO,AMINES	Pre Approval	14-10-2020		ACTIVE
2020/243	tteytr	fgdgh	BANGPOO	AGRO	SAP Path	03-09-2020	Agrawal-ext, Vinay	ON-HOLD
2020/235	TOTO2	123456	HALIFAX	HPC	Pre Approval	24-08-2020	MENEZ, Philippe	ACTIVE
2020/233	TOTO	1456	HALIFAX	HPC	Pre Approval	24-08-2020	MENEZ, Philippe	ACTIVE
2020/241	testProduct	1234	BANGPOO,BALTIMORE	AGRO,AMINES	Approvals	01-09-2020	Agrawal-ext, Vinay	COMPLETED
2020/250	Test500	Test500	BANGPOO,BALTIMORE	AGRO,AMINES	SAP Path	01-10-2020		ACTIVE
2020/234	test43	testCode	BANGPOO	AMINES	SAP Path	24-08-2020	Agrawal-ext, Vinay	ACTIVE
2020/238	Test2	Test	BALTIMORE	AGRO	Pre Approval	25-08-2020	Goodman, Kenneth	ACTIVE
2020/262	test120	test120	BANGPOO,BALTIMORE	AGRO,AMINES	Pre Approval	19-10-2020	Jha-ext, Anikita	ACTIVE
2020/249	test105	test105	BANGPOO	AGRO	Pre Approval	01-10-2020	Jha-ext, Anikita	ACTIVE
2020/251	test1000	test1000	BANGPOO, LONG BEACH	HPC, INDUSTRIAL FORMULATIONS	Pre Approval	05-10-2020		ACTIVE
2020/245	test100	test100	BLUE ISLAND, BANGPOO	AMINES, INDUSTRIAL FORMULATIONS	Pre Approval	14-09-2020	Jha-ext, Anikita	KILLED
2020/236	Test	Test	BALTIMORE	AGRO	Pre Approval	24-08-2020	Goodman, Kenneth	ACTIVE
2020/258	t90	t90	BALTIMORE	AMINES	Pre Approval	09-10-2020		ACTIVE

Please find the details of each Tab that is visible in the application and what can be achieved from that tab:

- **Launch Request:** This tab will give the user the ability to initiate the Launch request into the system. Also this Tab will only be accessible to 'Regional Quality Control' to initiate Product Revision Process.
- **Launch Inbox:** This tab will act like the inbox you have in your mailbox i.e. any 'Active' task that is assigned to you will be visible to you under this tab. Users can click on TaskId (which will

be a hyperlink) to open the task and perform their activity. Please note that as soon you complete your activity or submit the task it will disappear from your inbox.

- **Task List Management:** This tab will provide users to look into all the latest tasks regardless of their status, projects, and assignments. Users can click on the TaskId (which will be a hyperlink) to open the task. *However the user cannot submit, save the task if it is not assigned to them.*
- **Product Dashboard:** This tab gives users the ability to track the status of their projects. Users can see only the projects for the region they are associated with. Users can see the basic details of the project i.e. Market, Requester, Plant, Process Status etc. Users can click on project name to check the process status and further click on any box in the flow diagram to drill down the tasks associated with that stage of the process.

### 1. Application Features

Below listed are the features of this application that users can utilize:

- Project Team creation based on dynamic Business Rules.
- Reassignment and delegation features from the Dashboard.
- Place the process On Hold if awaiting any confirmation or details or to prevent any further movement of process until the information is received or the issue is resolved.
- Resume the process once the information is received or the issue is resolved.
- Kill the process, if the decision is taken to cease all work and the project will never be resumed.
- Restricted access based on Roles.
- Single Sign on feature.

### 1. Notifications

Below are the scenarios and list of Notification that system will send to the appropriate users automatically:

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.

- 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.
- 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.
- 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.**
  - Identifying the basic information in Header Section**

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



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



1. **Different ways to access Attachments**

Attachments can be accessed via 2 different ways mentioned below:

- 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
<a href="https://www.google.com">https://www.google.com</a>	NA	Analytical Methods Review	Bhatnagar-ext, Prateek	

- 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.

Product Name: Test01 | Business Justification: Test01

Plant: Baltimore | Business: AGRO | Project Team Selection: [Add]

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

Imp Plant	Qty Counter	Master Imp Char	Master Imp Char Flare	Master Imp Char Test	Unit of Measure	LL	UL	Selected Set	Imp Method	Imp Method Plant
test	fg	fg	fgf	gf	00	fg	fg	fg	0	000

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Etharagere-t, Prateek	[Remove]

[SUBMIT] [BACK]

- Project Team Creation during Initiation:** If any function or department has only one user identified via business rules then the system will pre populate the user.

Project Team

R&D Market Lab (AGRO)

- BRUNA BURGER
- CLARA VERNAY
- DANNY TANKERSLEY
- DEREK PAKENHAM
- FRANCESCO LOPEZ

Market Approver (AGRO):

Product Stewardship: TDS Admin

SAP Administrator: Global Quality Director

Support Team:

[SUBMIT]

- Successful Request Creation:** As soon as user clicks on 'Submit' button in request screen, the request will be created in the system and it will display below success message containing the 'Project Name' in the format 'ProductName\_ProcessType\_CurrentYear/SystemGeneratedUniqueNumber'

The following project Test01\_FGP\_2020/265 has been successfully created.

- Notifications:** As soon as a new request gets created the system will send a notification with subject "Project Initiated (Project Name)" to all the persons which are chosen to contribute in this project for Product Revision workflow.

# Specification Revision(SIM) - Project Initiated (Test01\_FGP\_2020/265)



Launch-No-Reply@solvay.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

TaskID	Project Name	Task Type	Process Type	Phase	Market	Plant	Created	Modified
94435	MDM03_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_RMO_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** **QSPIDER** 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) = 000  
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: #024042

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhargava-Ext, 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** **QSPIDER** 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) = 000  
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	Imp Counter	Master Imp Char	Master Imp Char Plant	Master Imp Char Text	Unit of Measure	LL	UL	Selected Set	Imp Method	Imp Method Plant
test	fg	fg	fg	of	00	fg	fg	fg	0	000

Remarks: #ASAg

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
https://www.google.com	NA	Analytical Methods Review	Bhargava-Ext, 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.

**SOLVAY** A @ E

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

---

**Test01\_FGP\_2020/265**   Process Type: FGP   **Plant: Baltimore (0241)**

Product Name: Test01   **HS Code/HS or 898:** 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\***

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
<a href="https://www.google.com">https://www.google.com</a>	NA	Analytical Methods Review	Bhatnagar-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.

**SOLVAY** A @ E

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

---

**Test01\_FGP\_2020/265**   Process Type: FGP   **Plant: Baltimore (0241)**

Product Name: Test01   **HS Code/HS or 898:** 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\***

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
<a href="https://www.google.com">https://www.google.com</a>	NA	Analytical Methods Review	Bhatnagar-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.

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

**Test01\_FGP\_2020/265** Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 PK Code: 000 or 000  
 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:

Remarks:

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
<a href="https://www.google.com">https://www.google.com</a>	NA	Analytical Methods Review	Bhatnagar-ec, Pravek	

- **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.

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

**Test01\_FGP\_2020/265** Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 PK Code: 000 or 000  
 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
<a href="https://www.google.com">https://www.google.com</a>	NA	Analytical Methods Review	Bhatnagar-ec, Pravek	

- **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 INDEX TASK LIST MANAGEMENT PRODUCT DASHBOARD

Test01\_FGP\_2020/265 Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 PR Created in SRM: 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?  No  Yes

LIMS Update Completed?  Yes  No

Comments: ASDAS

Select an Attachment

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

SUBMIT SAVE & CLOSE CANCEL

- **Finalize Spec in SAP:** User needs to provide the confirmation on SAP update. 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 INDEX TASK LIST MANAGEMENT PRODUCT DASHBOARD

Test01\_FGP\_2020/265 Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 PR Created in SRM: 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?  No  Yes

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?  No  Yes

SAP Update Completed?  Yes  No

Comments: ASDAS

Select an Attachment

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

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT PRODUCT DASHBOARD

Test01\_FGP\_2020/265 Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 HQ Code/RS 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

Is TDS Update Complete?  Yes  No

Comments: **BasAQ**

Select an Attachment

Attachment	Description	Attachment Type	Uploaded By	Remove
<a href="https://www.google.com">https://www.google.com</a>	NA	Analytical Methods Review	Bhatnagar-ext, 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.

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT PRODUCT DASHBOARD

Test01\_FGP\_2020/265 Process Type: FGP Plant: Baltimore (0241)

Product Name: Test01 HQ Code/RS 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

Is Communication Sent To Customer?  Yes  No

Communication Sent Date:  Enter date

Select an Attachment

Communication Attachment is Mandatory

Attachment	Description	Attachment Type	Uploaded By	Remove
<a href="https://www.google.com">https://www.google.com</a>	NA	Analytical Methods Review	Bhatnagar-ext, Prateek	

Submit Save & Close Back

1. a. Product Revision Dashboard Walkthrough

- **Project Initiated:**

SOLVAY **LAUNCH**

LAUNCH REQUEST LAUNCH INBOX TASK LIST MANAGEMENT PRODUCT DASHBOARD

Quick search ...

ShortID	Product Name	PRCode	Plant Name	Market	Phase	Created On	Requestor	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2020/265	Test01	Test01	BALTIMORE	AGRO	Approvals	26-10-2020	Bhatnagar-ext, Prateek	COMPLETED
2020/264	as	asd	BALTIMORE	AGRO	Pie Approval	26-10-2020	Bhatnagar-ext, Prateek	ACTIVE
2020/263	TEST	123	BALTIMORE	AGRO	Pie Approval	26-10-2020	Bhatnagar-ext, Prateek	ACTIVE
2020/262	test120	test120	BANGPOO,BALTIMORE	AGRO,AMINES	Pie Approval	19-10-2020	Jha-ext, Anikita	ACTIVE

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

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

Test01\_FGP\_2020/265 ProcessType:FGP Plant: Baltimore (0241)

Process Level View

First Run:

```

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

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

ON-HOLD RESUME KILL CANCEL

- 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.

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

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	<span style="color: green;">●</span>
Market	ANODPAM ROY-EXT	No Delegation		Market Approval (AGRO)	10/26/2020 11:48:44	10/26/2020 11:54:49	<span style="color: green;">●</span>
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	<span style="color: green;">●</span>

Inactive 
  Active 
  On Hold 
  Completed 
  Killed 
  Rejected

BACK

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

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
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 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"

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
KILLED	Pre Approval	KILLED	Bhatnagar-ext, Prateek	10/26/2020 12:27:30 PM

Legend: Inactive (grey), Active (blue), On Hold (orange), Completed/GO (green), Killed/NO GO (red), Rejected (light blue)

Buttons: ON-HOLD, RESUME, KILL, CANCEL

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

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

Legend: Inactive (grey), Active (blue), On Hold (orange), Completed/GO (green), Killed/NO GO (red), Rejected (light blue)

Buttons: 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 in case 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 of the below activities to trigger a support request:
  - *Email to Freshdesk support:*
    - Send an email to 'JS-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 *	<input type="text" value="IS Request"/>
Subtype *	<input type="text" value="Support"/>
Functional Area *	<input type="text" value="BPM (Techno)"/>
IS-Process	<input type="text" value="IS Techno"/>
IS-Subprocess	<input type="text" value="ERP Integration"/>
IS-Category	<input type="text" value="BPM"/>
Application *	<input type="text" value="BPM - Other"/>