

Lesson Learn Paperless Website

CTO DIVISION

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Objective

- Smoothly Process
- Reduce Paper and Time

- Analysis Data
- Use to familiar with technology
- Knowledge Approval Process Flow

Login

We can login from <http://172.16.50.222/A3A4/> link to our WebA3A4 website.

Firstly, We can open Mozilla  and then type <http://172.16.50.222/A3A4/> in Mozilla AddressBar



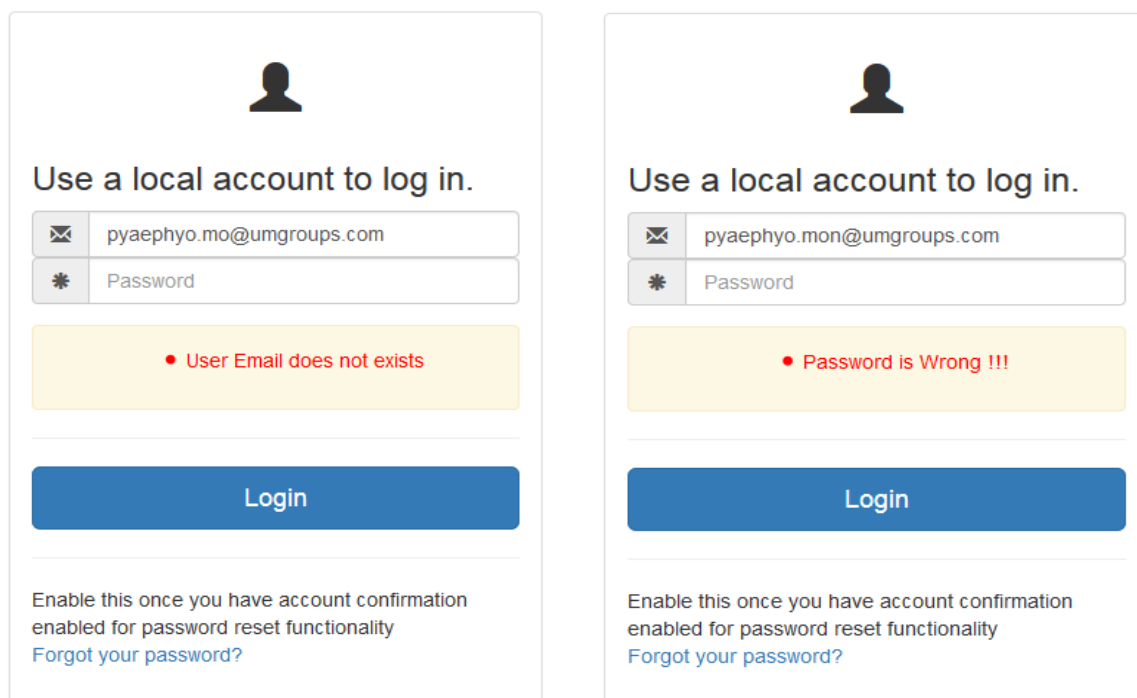
Alternatively, We can open internet from our phone, we can enter these address link

<http://103.116.190.9:8080/A3A4/> from everywhere.

We can correctly type our user name and password in appear Login Box.

Example Login Email Link and password is employee users and then press Login.

If you will type incorrectly username and password, "Wrong user name or password" error message will display.



The image displays two identical login forms side-by-side. Each form has a header with a user icon and the text "Use a local account to log in." Below this are two input fields: an email field and a password field. The email field contains "pyaephyo.mo@umgroups.com" and the password field contains "Password". Below the input fields is a yellow error message box. The left form shows the error "• User Email does not exists" and the right form shows "• Password is Wrong !!!". At the bottom of each form is a blue "Login" button. Below the button, there is a note: "Enable this once you have account confirmation enabled for password reset functionality" and a link "Forgot your password?".

Use a local account to log in.

✉ pyaephyo.mo@umgroups.com

* Password

• User Email does not exists

Login

Enable this once you have account confirmation enabled for password reset functionality
[Forgot your password?](#)

Use a local account to log in.

✉ pyaephyo.mon@umgroups.com

* Password

• Password is Wrong !!!

Login

Enable this once you have account confirmation enabled for password reset functionality
[Forgot your password?](#)

FORGET PASSWORD

- Actually, if you forget your password, you can click **Forget Password** link. And then, you can get your password transmission your email link.
- You should need to correct your email address. Therefore, you will receive new password in your mail.

Login

Enable this once you have account confirmation enabled for password reset functionality

[Forgot your password?](#)

Forgot Password?

You can reset your password here.

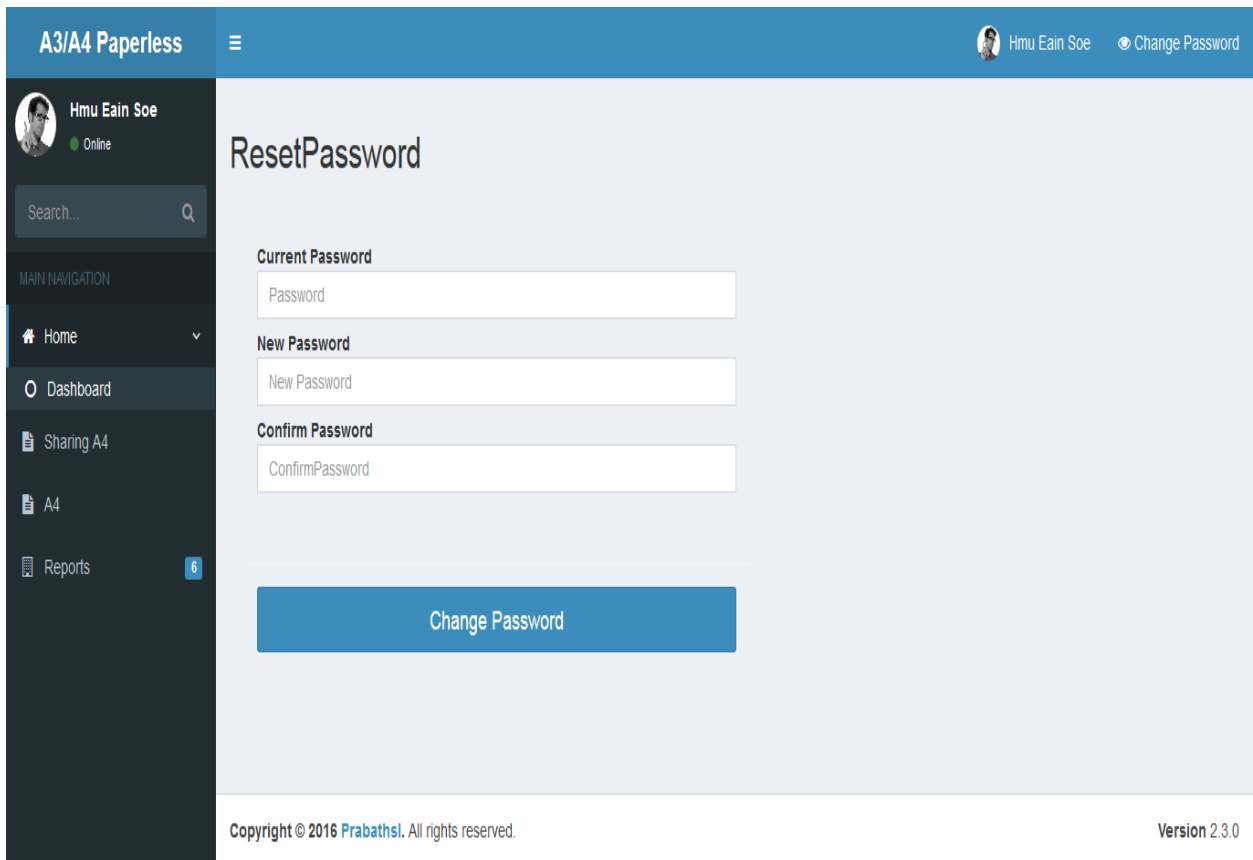


Send My Password

Change Password

- If user wants to change user password, user need to enter Login that you can click

 Change Password



The screenshot displays the 'A3/A4 Paperless' web application interface. The top navigation bar is blue and contains the text 'A3/A4 Paperless' on the left, a hamburger menu icon in the center, and a user profile section on the right with a circular avatar, the name 'Hmu Eain Soe', a green 'Online' status indicator, and a 'Change Password' link. The left sidebar is dark grey and features a search bar, the text 'MAIN NAVIGATION', and a list of menu items: 'Home' (with a dropdown arrow), 'Dashboard', 'Sharing A4', 'A4', and 'Reports' (with a blue badge showing the number '6'). The main content area has a light blue background and is titled 'ResetPassword'. It contains three input fields: 'Current Password' (placeholder 'Password'), 'New Password' (placeholder 'New Password'), and 'Confirm Password' (placeholder 'ConfirmPassword'). Below these fields is a large blue button labeled 'Change Password'. At the bottom of the page, the footer contains the copyright notice 'Copyright © 2016 Prabathsl. All rights reserved.' on the left and 'Version 2.3.0' on the right.

A4 And Lesson Learn

➤ To write Lesson Learn, Click A4 & Lesson Learn.

A3/A4 Paperless

May Hnin Phyu

Online

Search...

MAIN NAVIGATION

Home

Dashboard

Sharing A4 & Lesson Learn

Monthly ManPower Collection

A4 Earliest Checking

A4 & Lesson Learn

TSB

A3

UserRole

Selection A4 Type

A4 & Lesson Learn

+ New A4

+ New Lesson Learn

Issue Month :

Division/Business/Branch Name

Select A4 OR Lesson Learn ☒ A4 ☐ Lesson Learn

Show 10 entries

Employee Name	Department	Business Unit	Issue Date	Document No	Improvement Theme	A4 Status	View	Edit	Revise	Approved
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 22, 2018	10-CTO-ADS-SUG-006-00	testttt	SubmitA4ByEmployee	View	Edit	Revise	FacilitatorApprove
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 15, 2018	10-CTO-ADS-SUG-005-01	testing	Approved	View	Edit	Revise	Approved
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 15, 2018	10-CTO-ADS-SUG-004-00	tewst	Approved	View	Edit	Revise	Approved
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 13, 2018		test	Draft	View	Edit	Revise	Still Uploading

New Lesson Learn

➤ If user want to use this Lesson Learn Form, user need to click

[+ New Lesson Learn](#)

A4 & Lesson Learn

[+ New A4](#)

[+ New Lesson Learn](#)

Issue Month :

Division/Business/Branch Name

Select A4 OR Lesson Learn

☒ A4 ☐ Lesson Learn

Show 10 entries

Search:

Employee Name	Department	Business Unit	Issue Date	Document No	Improvement Theme	A4 Status	View	Edit	Revise	Approved
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 22, 2018	10-CTO-ADS-SUG-006-00	testttt	SubmitA4ByEmployee	View	Edit	Revise	FacilitatorApprove
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 15, 2018	10-CTO-ADS-SUG-005-01	testing	Approved	View	Edit	Revise	Approved
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 15, 2018	10-CTO-ADS-SUG-004-00	tewst	Approved	View	Edit	Revise	Approved
May Hnin Phyu	Application Developing & Supporting	Corporate Technology Organization	September 13, 2018		test	Draft	View	Edit	Revise	Still Uploading

- If user have Assistant General Manager (AGM), user can fill for this Assistant Manager Name within superior name.
- If user haven't Assistant General Manager (AGM), user can fill your name within superior name.

A4 & Lesson Learn

LESSON LEARN FORM

Issue Date: September 22, 2018

Proposed By: May Hnin Phyu ×

Proposed By Email: mayhnin.phyu@umgroups.com

Designation: Senior Staff

Department Name: Application Developing & Supporting

Division/BU/Branch Name: Corporate Technology Organization

Document No: 10 CTO ADS LFF 00

Superior Name : Ye' Zaw (EmpNo :1657 & Deaprtment :Application Developing & Supporting & BusinessUnit :Corporate Technology Organization) ×

- Browse for file allow 1MB.If file size is over 1MB, user can see alert message.

D. What is the learning?

Enter Lessons Learned

E. Action (Corrective / Preventive)

Enter Deliverables

Attached file (Option)

Browse... EDMS User Guide - FPD.pptx

Uploaded file size is greater than 1MB.Please Try Again !!

OK

➤ If user fill details in Lesson Learn Form, user can click Add Lesson Learn.

A4 & Lesson Learn

[Back](#)

LESSON LEARN FORM

Issue Date: September 22, 2018

Proposed By:

May Hnin Phyu

Proposed By Email:

mayhnin.phyu@umgroups.com

Designation:

Senior Staff

Department Name:

Application Developing & Supporting

Division/BU/Branch Name:

Corporate Technology Organization

Document No:

10 CTO ADS LFF 00

Superior Name :

Ye' Zaw (EmpNo :1657 & Deaprtment :Application
Developing & Supporting & BusinessUnit :Corporate
Technology Organization)

Type Employee Name

Superior Email:

ye.zaw@umgroups.com

A. Lesson Learn Title

Enter Lesson Learn Title

B. What was wrong?

Enter What was wrong?

C. Why it was wrong?

Enter Why it was wrong?

D. What is the learning?

Enter Lessons Learned

E. Action (Corrective / Preventive)

Enter Deliverables

Attached file (Option)

[Browse...](#) No file selected.

Create By:

May Hnin Phyu


Create Date:

9/22/2018 11:56:34 AM

[Add LF](#)

[Draft LF](#)


- If user want to temporary store for this Lesson Learn, user can click [Draft LF](#) button. If user clicked Draft button, LF Status will Draft. And then, if user want to submit this Lesson Learn, user can click [Edit](#) button.

Show 10 ▾ entries										
Search: <input type="text"/>										
LF Title	LFDOCNO	BUBRDIVNAME	DepartmentName	LF Status	ProposedBy	IssueDate	View	Edit	Revise	Approved
		Corporate Technology Organization	Application Developing & Supporting	Draft 	Hmu Eain Soe	August 02, 2018	View	Edit	Revise	Still Uploading
test		Corporate Technology Organization	Application Developing & Supporting	Draft	May Hnin Phyu	August 02, 2018	View	Edit	Revise	Still Uploading
		Corporate Technology Organization	Application Developing & Supporting	Draft	Aye Theingi Lwin	August 02, 2018	View	Edit	Revise	Still Uploading

After clicking Add LF, Superior can receive mail from this user and then Superior can enter Lesson Learn Form Link.

Superior can choose ☒ Approve Approve or ☐ Reject Reject .

If Superior rejected or chose another Grade (eg - A, D), Superior will notice to fill Remark.

 Reply  Reply All  Forward



nwenwe.win1@umgroups.com

nwenwe.win1@umgroups.com

Superior Check Start on 10-CTO-ADS-LFF-006-01 of Nwe Nwe Win (2)

Dear Superior,

U/Daw Nwe Nwe Win (2) submitted Lesson Learn for (October 2018). Please kindly check and approve of Lesson Learn Form. "[Lesson Learn Form](#)".

Thanks and Best Regards,
Nwe Nwe Win (2)

Superior Case

Superior Name: Nwe Nwe Win (2)

Superior By Grade: ☐ A ☐ B ☒ C ☐ D

Status: ☐ Approve ☒ Reject

Superior's Remark:

Please Fill Reject Remark

Create By: Nwe Nwe Win (2)

Create Date: 9/25/2018 8:46:42 AM

Save

- If Superior approved, CBPIC can receive mail from this Superior and then CBPIC can enter LF Form Link.
- CBPIC can choose Grade.

- CBPIC can choose ☒ **Approve** Approve or Reject ☐ **Reject** .
- If CBPIC rejected or chose another Grade, CBPIC will notice to fill Remark.
- CBPIC can choose ☐ **Normal** Normal or ☒ **Good** Good .
- If CBPIC Type are choosing Normal, this Lesson Learn can be finished by CBPIC approval condition.
- If CBPIC Type are choosing Good, this Lesson Learn will reach to CB Head.

CB PIC Case

CB PIC Name:

Khine Tin Zar Nwe

CB PIC Grade:

☐ A
 ☐ B
 ☐ C
 ☒ D

Status

☒ Approve
 ☐ Reject

CB PIC's Remark

Type

☒ Normal
 ☐ Good

Create By:

Nwe Nwe Win (2)

Create Date:

9/25/2018 8:29:25 AM

Save

- If CBPIC approved, CB Head can receive mail from this CBPIC and then CB Head can enter LF Form Link.
- CB Head can choose ☒ **Approve** Approve or Reject ☐ **Reject** .
- If CB Head rejected, CB Head will notice to fill Remark.

- If CB Head, CBPIC and facilitator can get user permission at least can choose Division/Business/Branch, they can see according to their Division/Business/Branch Lesson Learn files.

A4 & Lesson Learn

+ New A4

+ New Lesson Learn

Issue Month :

Division/Business/Branch Name

Select A4 OR Lesson Learn

Show 10 entries

Search:

Lesson Learn Title	LFDOCNO	BUBRDIVNAME	DepartmentName	LF Status	ProposedBy	IssueDate	View	Edit	Revise	Approved
test	10-CTO-ADS-LFF-005-00	Corporate Technology Organization	Application Developing & Supporting	RejectedByCBPIC	Nwe Nwe Win (2)	September 25, 2018	View	Edit	Revise	Rejected
test	10-CTO-ADS-LFF-013-00	Corporate Technology Organization	Application Developing & Supporting	ApprovedByCBPIC	Aye Theingi Lwin	September 25, 2018	View	Edit	Revise	CBHeadApprove
test	10-CTO-ADS-LFF-001-00	Corporate Technology Organization	Application Developing & Supporting	RejectedBySuperior	May Hnin Phyu	September 22, 2018	View	Edit	Revise	Rejected
test	10-CTO-ADS-LFF-004-00	Corporate Technology Organization	Application Developing & Supporting	ApprovedBySuperior	May Hnin Phyu	September 11, 2018	View	Edit	Revise	CBPICApprove

How To Submit Lesson Learn Form?

- If user need to submit from the Lesson Learn Form. Lesson Learn Form have four buttons.
- [View](#) User can look Lesson Learn Form Data.

- **Edit** User can Edit Lesson Learn Form before Superior are undefined to approve this Lesson Learn Form.
- **Revise** If Superior or CBPIC or CB Head can be rejected by user Lesson Learn Form, user can prepare this reject Lesson Learn Form. And then, user need to send Revise button.
- **SuperiorApprove** Superior can approve for user in this Lesson Learn Form.
- **CBPICApprove** CBPIC can approve for user in this Lesson Learn Form.
- **CBHeadApprove** CB Head can approve for user in this Lesson Learn Form.

After approving CBPIC or CBHEAD, user can see **Approved** button.

Lesson Learn File Report

- After approving Lesson Learn record, User want to see can get Report >> Lesson Learn File Report.

LF File Report

Employee Name:	<input type="text" value="EmployeeName"/>
Department Name	<input type="text"/>
BU/Branch/Division :	<input type="text"/>
From Month:	<input type="text"/>
LF Type	<input type="text"/>

Lesson Learn Master List Report

- If user want to know Business Unit Lesson Learn achievement, user can get Report >> Lesson Learn Master List Report.

LF Master List Report

BU/BR/DIV Name

From Month:

To Month:

LF Type

Status:

☒ Approved ☐ All

Generate Report