

Quality Manual User Guide

CIO Division

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Objective


- ✓ Smoothly Process
- ✓ Reduce Process Time
- ✓ Analysis Data
- ✓ Knowledge Approval Process Flow

Login

A3A4 Paperless Website Network Address Link(available UMG Network in Yangon Area) <http://172.16.50.222/A3A4>

A3A4 Paperless Website Internet Access Address Link (available internet access anywhere (e.g. Mobile Internet, Branch Internet,)) <http://103.116.190.9:8080/A3A4>

All Active Employees of UMG, already existed in A3A4 System with Office Mail, can access A3A4 Paperless Website.



Use a local account to log in.


✉	Email Address
✳	Password

Login


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


Forget Passwords

If you forget your Login password, you can get password via email by clicking send my password button.



Use a local account to log in.

 Email Address


 Password

Login

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


Forgot Password?

You can reset your password here.


 Email Address


Send My Password

Red Message will show when your mail or password was wrong.



Use a local account to log in.


 mayhnin.phyu@umgoups.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.

 mayhnin.phyu@umgoups.com


 Password

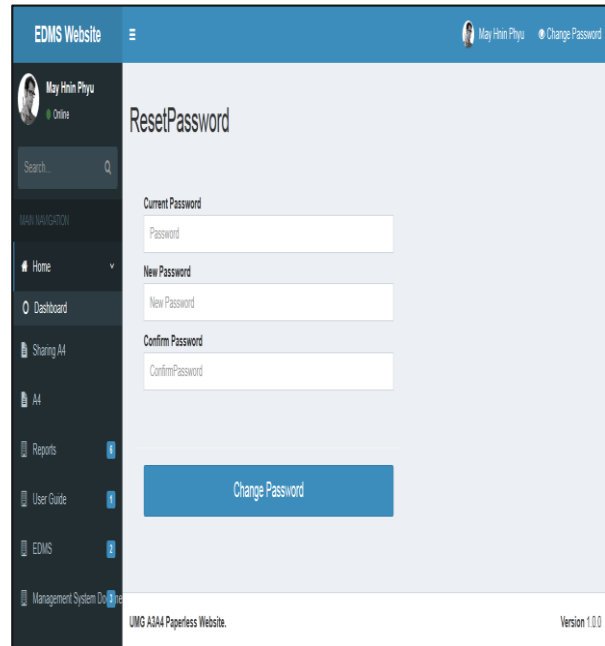
• Password is Wrong !!!

Login

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

Change Passwords

- If you want to change your Login password, you can change password by clicking  change password button. After password has changed EDMS website log in again.



How to submit Quality Manual Form?

If user need to submit from the Quality Manual Form. There are

View

User can look Quality Manual information.

CMSEdit

User can edit Quality Manual Form before GM approved this form.

Modify

If GM or COO can be rejected quality manual form, user can prepare this quality manual form.

Revise

After approving this Quality Manual Form from COO, user can resend new quality manual by clicking Revise button.

HRDEdit

When status is 'Approved', HRD can prepare image file by clicking HRD Edit button.

GMApprove

GM can approve this quality manual form.

ChiefApprove

COO can approve this quality manual form.

Create New Quality Manual Form

If user want to add New Quality Manual Form, user can click

[+ New Quality Manual](#)

If user want to save for this quality manual, user can click

[Add Quality Manual](#)

Actually, user want to temporary store for this quality manual, can click

[Draft Quality Manual](#)

Quality Manual										
+ New Quality Manual						Issue Month : <input type="text"/>				
Show <input type="text" value="10"/> entries						Search: <input type="text"/>				
PrepareBy	DOCNO	IssueDate	CreatedDate	Status	View	HRDEdit	CMSEdit	Modify	Revise	Approved
May Hnin Phyu	10-CIO-ADD-QMN-004-01	October 23, 2019	October 23, 2019	Approved	View	HRDEdit	CMSEdit	Modify	Revise	Approved
May Hnin Phyu	10-CIO-ADD-QMN-004-00	October 23, 2019	October 23, 2019	Obsolete	View	HRDEdit	CMSEdit	Modify	Revise	Obsolete
Nwe Nwe Win (2)	10-CIO-ADD-QMN-003-00	October 22, 2019	October 22, 2019	ApprovedByGM	View	HRDEdit	CMSEdit	Modify	Revise	ChiefApprove
May Hnin Phyu	10-CIO-ADD-QMN-001-00	October 17, 2019	October 17, 2019	Approved	View	HRDEdit	CMSEdit	Modify	Revise	Approved
Nwe Nwe Win (2)	10-CIO-ADD-QMN-002-00	October 17, 2019	October 17, 2019	Obsolete	View	HRDEdit	CMSEdit	Modify	Revise	Obsolete
Nwe Nwe Win (2)	10-CIO-ADD-QMN-002-02	October 17, 2019	October 17, 2019	RejectedByGM	View	HRDEdit	CMSEdit	Modify	Revise	Reject Case

10/23/2019 3:27:50 PM

Draft Quality Manual

Quality Manual

Back

Quality Manual Form

Issue Date :October 23, 2019

Doc No :10CIOCADDQMN00

PrepareBy :Nwe Nwe Win (2)

Prepare By Email :nwenwe.win1@umgroups.com

Division/BU/Branch Name :Corporate Information Organization

Department Name :Application Developing

GM Name :GM Name is Require

GM Email :GM Email

COO Name :COO Name is Require

COO Email :Enter COO Email

Table of Content

Table of content field is Require

Introduction

Introduction field is Require

When user can click save [Add Quality Manual](#) button, user forget to fill important data can display red color text.

You should fill attachment only image file of your Quality Manual.

How to know your submitted Quality Manual Approval Status?

- ✓ We can know by seeing Quality Manual status, their Quality Manual approved or rejected from GM or COO.
- ✓ If your Quality Manual status is “Approved”, your submitted Quality Manual Form is complete with approval.
- ✓ When your Quality Manual status is “Obsolete”, your submitted Quality Manual Form is cancel.

Quality Manual

[+ New Quality Manual](#)

Issue Month :

Show entries

Search:

PrepareBy	DOCNO	IssueDate	CreatedDate	Status	View	HRD Edit	CMS Edit	Modify	Revise	Approved
May Hnin Phyu	10-CIO-ADD-QMN-004-01	October 23, 2019	October 23, 2019	Approved	View	HRDEdit	CMSEdit	Modify	Revise	Approved
May Hnin Phyu	10-CIO-ADD-QMN-004-00	October 23, 2019	October 23, 2019	Obsolete	View	HRDEdit	CMSEdit	Modify	Revise	Obsolete
Nwe Nwe Win (2)	10-CIO-ADD-QMN-003-00	October 22, 2019	October 22, 2019	ApprovedByGM	View	HRDEdit	CMSEdit	Modify	Revise	ChiefApprove
May Hnin Phyu	10-CIO-ADD-QMN-001-00	October 17, 2019	October 17, 2019	Approved	View	HRDEdit	CMSEdit	Modify	Revise	Approved
Nwe Nwe Win (2)	10-CIO-ADD-QMN-002-00	October 17, 2019	October 17, 2019	Obsolete	View	HRDEdit	CMSEdit	Modify	Revise	Obsolete
Nwe Nwe Win (2)	10-CIO-ADD-QMN-002-02	October 17, 2019	October 17, 2019	RejectedByGM	View	HRDEdit	CMSEdit	Modify	Revise	Reject Case
Nwe Nwe Win (2)	10-CIO-ADD-QMN-002-01	October 17, 2019	October 17, 2019	Obsolete	View	HRDEdit	CMSEdit	Modify	Revise	Obsolete

GM or COO Approval Flow

If user will send New Quality Manual to GM and then GM will receive user' mail.






GM can enter Quality Manual Form link and GM can approve or reject this quality manual. Actually, GM want to reject for user Quality Manual, GM need to write “Remark”.

The screenshot shows a web form titled 'GM Case'. It contains the following fields and controls:

- GM Name :** Nwe Nwe Win (2)
- Quality Manual Status :** Radio buttons for 'Approve' and 'Reject'. The 'Reject' option is selected.
- Related GM's Remark :** A text input field with the placeholder 'Enter GM's Remark'.
- GM Sign Attached :** A section for attaching a signature, featuring a red text prompt 'Please Fill Reject Remark', a placeholder image box, and a 'Browse...' button.
- Approve:** A blue button at the bottom right of the form.

If GM approved this quality manual, COO will receive this quality manual with mail.

 Reply  Reply All  Forward



nwenwe.win1@umgroups.com

nwenwe.win1@umgroups.com

Approving of 10-CIO-ADD-QMN-002-01 of Nwe Nwe Win (2)

Dear Chief ,

I approved Quality Manual For (17/10/2019) .Please kindly check and approve, of Quality Manual. "[Quality Manual Form](#)".

Thanks and Best Regards,
Nwe Nwe Win (2)

COO can enter Quality Manual Form link and COO can approve or reject this quality manual. Actually, COO want to reject for user Quality Manual, COO need to write "Remark".

COO Case

COO Name :

Nwe Nwe Win (2)


Quality Manual Status :

☐ Approve ☒ Reject

Related COO's Remark :

Enter COO's Remark

COO Sign Attached :



Please Fill Reject Remark

No ...d.