Quality Manual User Guide

CIO Division

Content

- Objective

- Login

- Forget Passwords

- Change Passwords

- How to submit Quality Manual Form?

- Create New Quality Manual Form

- How to know your submitted Quality Manual Approval Status?

- GM or COO Approval Flow

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.

Forget Passwords

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

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

Change Passwords

> ➢ If you want to change your Login password, you can change password by clicking [👁 Change Password] change password button. After password has changed EDMS website log in again.
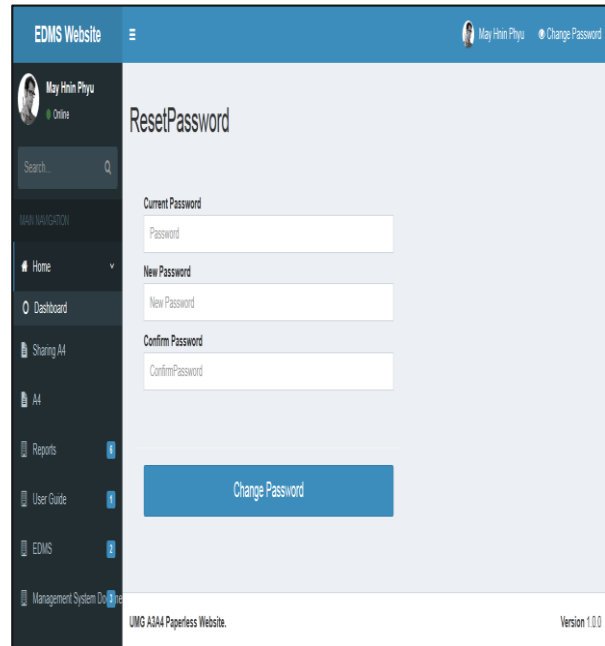
How to submit Quality Manual Form?

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].

CrossReferenceMatrix

[Rich text editor toolbar: Source | B I U abc x₂ x² | Styles Format]

Revisionsheet

[Rich text editor toolbar: Source | B I U abc x₂ x² | Styles Format]

Distributionsheet

[Rich text editor toolbar: Source | B I U abc x₂ x² | Styles Format]

Prepare By Sign Attached :

Browse...   No ...d.

Created Date: 10/23/2019 3:27:50 PM

[Add Quality Manual]   [Draft Quality Manual]

Quality Manual

Back

Quality Manual Form

Issue Date :	October 23, 2019
Doc No :	10	CIO	ADD	QMN		00
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

Source | B I U abc x₂ x² | Styles | Format

Table of content field is Require

Introduction

Source | B I U abc x₂ x² | Styles | Format

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.

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".

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
	Please Fill Reject Remark
COO Sign Attached :	
	Browse... No ...d.