TSB Paperless Website

CTO DIVISION

Contents

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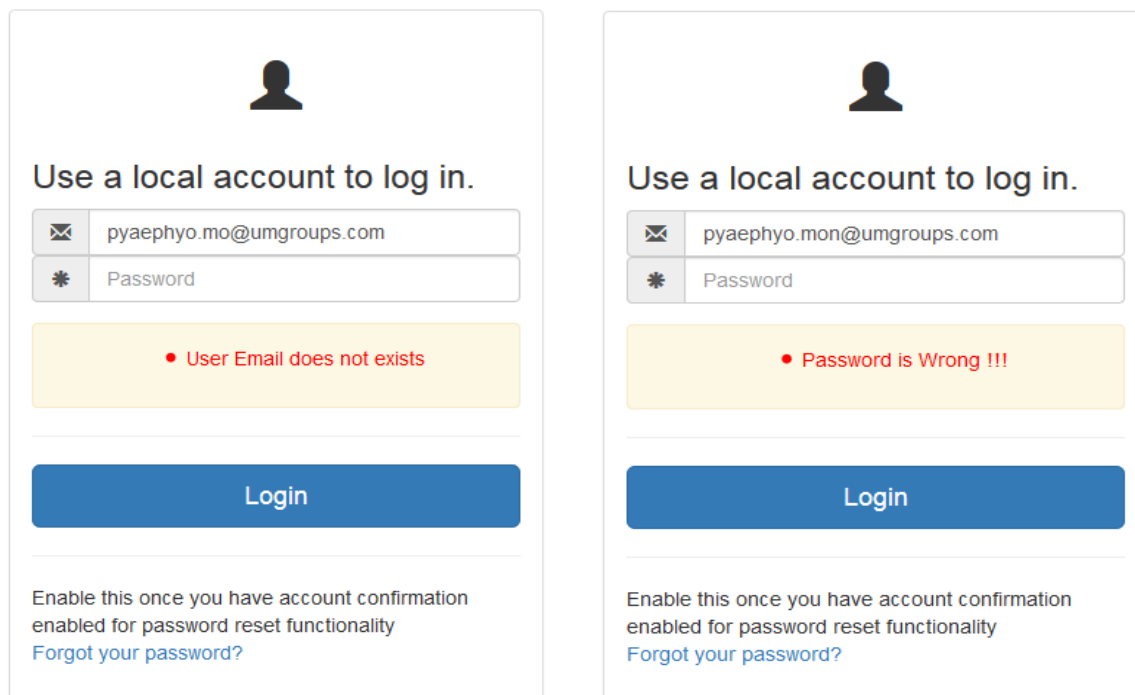
Alternatively, We can open internet from our phone, we can enter these address link

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.
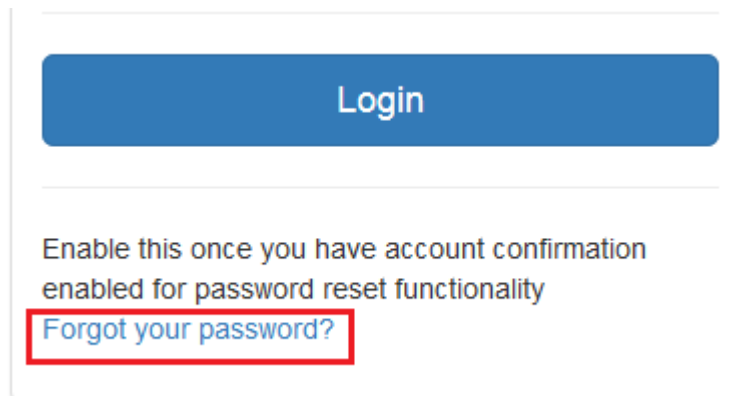
Figure: WEB A3/A4 Paperless Login with error message

FORGET PASSWORD

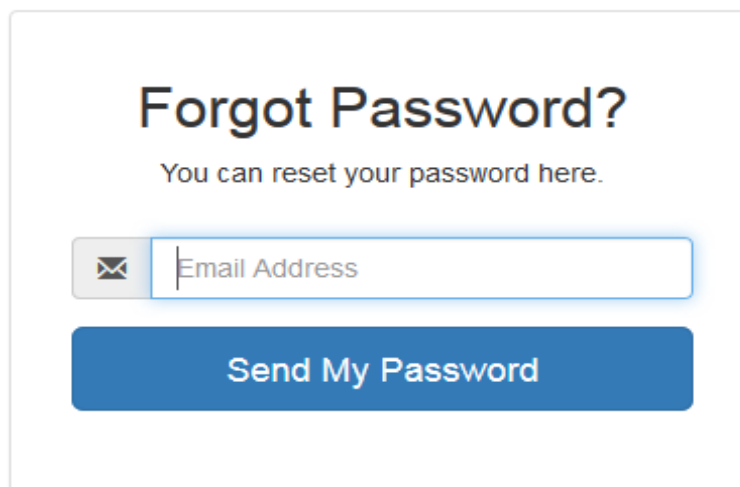> ➢ Actually, if you forget your password, you can click <mark>Forget Password</mark> link. And then, you can get your password transmission your email link.
> ➢ You should need to correct your email address. Therefore, you will receive new password in your mail.
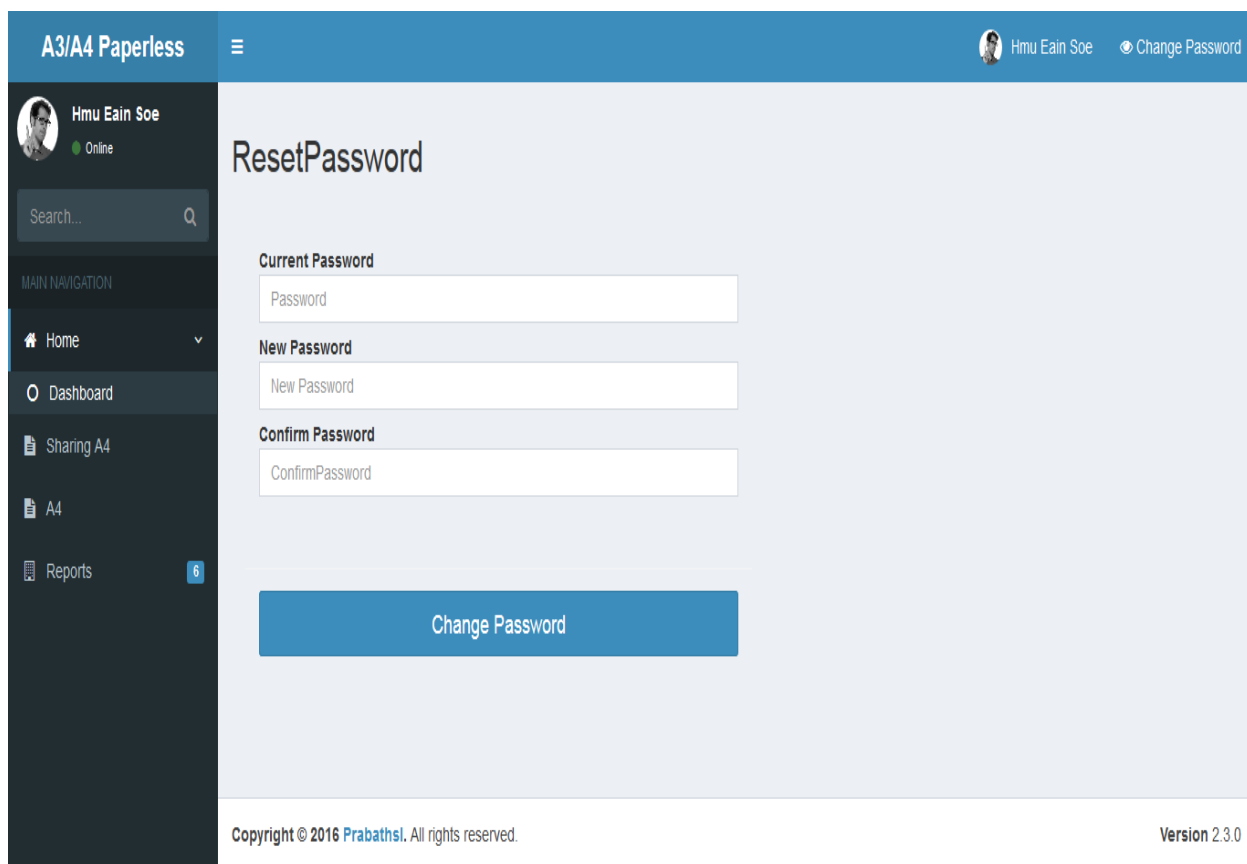
Change Password

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

click ![Change Password button] .

How to Submit TSB?

> ➢ If user need to submit from the TSB Form. TSB Form have four buttons.

View User can look TSB data.

Edit User can Edit TSB Form before PIC are undefined grade.

Revise If PIC can be rejected by user TSB, user can prepare this reject TSB. And then, user need to send Revise button.

PIC Approve PIC can define user Grade in this TSB Form.

Create New TSB

- If user want to add New TSB Form, user can click **+ New TSB** .

- Actually, if user data is troubleshooting problem, user can choose troubleshooting button. If user data is other service job, user can choose other service job button.

- User need to notice for Knowledge Sharing button because over rank3 users only can choose Knowledge Sharing button.

- If user want to save for this TSB Form, user can click **Add TSB** .

- Actually, user want to temporary store for this TSB, user can click **Draft TSB** .And then, user can see **Still Uploading** button appearing at first page. If user want to submit this TSB, user can click to update **Edit** . After clicking Edit Button, user want to again temporary store for this TSB data, user can click **Draft TSB** .

- After clicked Edit Button, user can prepare TSB data. And then; user can update TSB data with update button **Update TSB** .

- If and when user can click save TSB button, user forget to fill important data can display red color text.

TSB

+ New TSB

Division/Business/Branch Name [_____ ▾]

Show [10 ▾] entries   Search: [_____]

Business Unit	Department Name	Issue Date	TSB Number	Bulletine Type	Machine Type	Subject	TSB Status	View	Edit	Revise	Approved
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018	0023/CTO /OCT/2018/00	Troubleshooting	test	test	RejectedByTSBPIC	View	Edit	Revise	Rejected
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018		Troubleshooting			DraftTSB	View	Edit	Revise	Still Uploading
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018	0024/CTO /OCT/2018/01	Troubleshooting	testing	dfsdf	Approved	View	Edit	Revise	Approved
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018	0028/CTO /OCT/2018/00	Other Service Job	gfdgfg	gvfgfdg	Approved	View	Edit	Revise	Approved
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018	0022/CTO /OCT/2018/00	Troubleshooting	gh	hfghfh	Approved	View	Edit	Revise	Approved
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018	0027/CTO /OCT/2018/00	Troubleshooting	tt	ttt	RejectedByTSBPIC	View	Edit	Revise	Rejected
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018	0025/CTO /OCT/2018/00	Other Service Job	gfdg	dgsdfgd	Approved	View	Edit	Revise	Approved
Corporate Technology Organization	Application Developing & Supporting	October 12, 2018	0026/CTO /OCT/2018/00	Other Service Job	test	vnbn	Approved	View	Edit	Revise	Approved
Corporate Technology Organization	Application Developing & Supporting	October 10, 2018	0020/CTO /OCT/2018/00	Other Service Job	dfsdfd	Test	SubmitTSBByEmployee	View	Edit	Revise	PIC Approve
Corporate Technology Organization	Application Developing & Supporting	October 10, 2018	0019/CTO /OCT/2018/01	Troubleshooting	test@	test@	Approved	View	Edit	Revise	Approved

- If only PIC can get user permission at least can choose Division/Business/Branch, PIC can see according to their Division/Business/Branch TSB files.

- If user will send New TSB to the PIC and then PIC will receive user's mail. And then, service head and service admin will receive user's TSB form. Service Head and Service Admin can see only view for this user's TSB file.
- PIC can define user's grade by mail. Actually, PIC want to reject for user TSB and want to define grade for user TSB, PIC need to write "Remark".
- After approving PIC, user can see [Approved] button.

- ➢ PIC can enter TSB Form link and can define user's Grade and Remark.
- ➢ If the PIC can be defined user's Grade TSB Form by clicking "Save" button.

TDD PIC Case

TDD PIC Name:	Pyae Phyo Mon
TDD PIC Email:	pyaephyo.mon@umgroups.com
TSB Grade:	○ A ○ B ◉ C
PIC Remark	Enter TSB PIC Remark
TSB Status	◉ Approved ○ Reject
TSB Type:	○ Sharing ◉ Normal

Save

Report

1. TSB Master List Report

2. TSB Assessment Report

3. TSB Trainer Achievement Report

TSB Master List Report

➢ If user want to retrieve TSB data, user can get Report->> TSB Master List Report.

TSB Master List Report

Employee Name:	[ ]
	Type Employee Name
Department Name	Application Developing & Supporting ⌄
Division/Business/Branch Name	Corporate Technology Organization ⌄
From Month:	September 1, 2018 To Month: October 12, 2018
Generate with:	⦿ PDF ◯ Excel

Generate Report

TSB Assessment Record Report

➢ If user want to retrieve TSB Assessment data, user can get Report->> TSB Assessment Report.

TSB Assessment Record Report

Division/Business/Branch Name	Corporate Technology Organization ▾
From Month:	October 12, 2018 To Month: October 12, 2018
Status:	◉ Approved ○ All
Generate with:	◉ PDF ○ Excel

Generate Report

TSB Trainer Achievement Report

➢ If user want to retrieve TSB achievement grade, user can get Report->> TSB Trainer Achievement Report.

TSB Monthly Grade Report

From Month: [October, 2018]   To Month: [October, 2018]

[Generate Report]