

For Smart Factory



Operating |
User |

MANUAL



MES^{3D}

ERP + MES + SCADA

Auto & S.I

User Manual

- I. ERP > Approvals
- II. ERP > My Documents
- III. ERP > My Approver Line

Table of Contents



APPROVALS



Explain

I. Approvals

Approvals list information

The screenshot shows the SAP Approvals list interface. The top navigation bar includes 'ERP', 'Master Plan', 'Sales', 'Purchase', 'Account', 'Approvals', 'Payroll', and 'Time Off'. The 'Approvals' tab is highlighted. Below the navigation bar, there is a search bar (1) and a 'Create' button (2). A download icon (4) is also visible. The main content area displays a table of approvals with columns: Number, Document Title, Created By, Creation On, Tags, and State. The table contains three rows of data, with the second row (A000002) highlighted by a red box and a callout (3). The left sidebar shows filters for 'APPROVAL STATE', 'CHECKED STATE', and 'MY DOCUMENT'.

Number	Document Title	Created By	Creation On	Tags	State
A000001		Mitchell Admin			Submitted
A000002	2222	Mitchell Admin			Submitted
A000003		Mitchell Admin			Draft

Step by step:

1. Search function
2. "Create": create approvals
3. Information about the list of created approvals.
4. Download excel function

APPROVALS



Explain

I. Approvals

Choose document

The screenshot shows the SAP ERP interface for creating a document. The breadcrumb navigation at the top left is "Approvals / Create Document", which is highlighted with a red rectangular box. Below the breadcrumb, there is a search bar with "Template Type" and "Search..." options, and buttons for "Filters", "Group By", and "Favorites". The main content area displays a grid of cards. The first card is labeled "Bổ sung" and the second is labeled "Absences". The "Absences" card is highlighted with a blue circle and a hand cursor, and a purple circle with the number "1" is positioned next to it. Each card has a "New Document" button.

Step by step:

After selecting "Create"

1. Select Document

APPROVALS



Explain

I. Approvals

Create document information

ERP Master Plan Sales Purchase Account Approvals Payroll Time Off 48 24 AutonSI

Approvals Create Document / New

Save Discard

SUBMIT ATTACH DOCUMENT TEMPLATE Draft Submitted In progress Approved Refused Cancel

Title Document

Reason

Ngày

Nội dung

Information Approver(s)

Retention Period

Security Approval

Priority

My Approver Line

Created By Mitchell Admin

Creation On 11/09/2023 07:48:57

Category

Tags

Information Approver(s) 2

Name	Approve Type	Department	Job Title	Job Position	Status	Date
Add a line						

Cooperation

Step by step:

1. Fill in the information:

Title Document

Reason

Ngày

In the tab information

Retention Period

Security Approval

Priority

My Approver Line

Category

Tags

2. In the tab Approver (s)

3. Select Name Approver and Cooperation

4. Click SUBMIT to apply

5. Attach Document

6. Click the button to apply template

7. Click the button "Save" to add or "Discard" to cancel

APPROVALS



Explain

II. My Documents

Document list information

My Documents

Search_

Filters Group By Favorites 1-5 / 5

Number	Document Title	Created By	Creation On	Source Document	Tags	State
A000005	Absences	Mitchell Admin	11/09/2023 07:52:59			Cancel
A000004		Mitchell Admin	11/09/2023 05:30:00			Cancel
A000003		Mitchell Admin	11/07/2023 13:25:07			Draft
A000002		Mitchell Admin	11/07/2023 13:13:17			Submitted
A000001		Mitchell Admin	11/07/2023 13:10:01			Submitted

Step by step:

1. Search function
2. Information about the list of created approvals.
3. Download excel function

APPROVALS



Explain

III. My Approver Line

Approver list information

ERP Master Plan Sales Purchase Account Approvals Payroll Time Off

Approver Line

Search_

+ Create

Download

Filters Group By Favorites

1-4/4

Name
Mr Tuấn
Mr Hiếu
Ms My

Step by step:

1. Search function
2. Information about the list of created approvals.
3. Click the button to create
4. Download excel function

APPROVALS



Explain

III. My Approver Line

Create Approver information

ERP Master Plan Sales Purchase Account Approvals Payroll Time Off 48 24 AutoSI

Approver Line / New

2

✓ Save ✕ Discard

1

Name

Approver(s)

Name	Approve Type	Department	Job Title	Job Position
Add a line				

Cooperation

Send message Log note 0 Follow 0

Today

Mitchell Admin
Creating a new record...

Step by step:

1. Fill in the information
2. Click the "Save" to add or "Discard" to cancel

APPROVALS



Explain

III. My Approver Line

Modify Approver

ERP Master Plan Sales Purchase Account Approvals Payroll Time Off 48 24 AutonSI

Approver Line / Mr.Yoon

1 Edit 4 + Create Action 5/5

Name Mr.Yoon

Send message Log note 0 Following

Approver Line / Mr.Yoon

3 Save Discard

2 Name Mr.Yoon

Name	Approve Type	Department	Job Title	Job Position
Add a line				

Cooperation

Step by step:

1. Click the button to modify
2. Fill in the information
3. Click the “Save” to save or “Discard” to refresh
4. Click the button to create approver line



Thank you for using
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