



Partex Star Group Automation

User Manual (USER)

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1. Sign IN

1.0. Sign in:

User can sign in by using valid AD Username and Password.

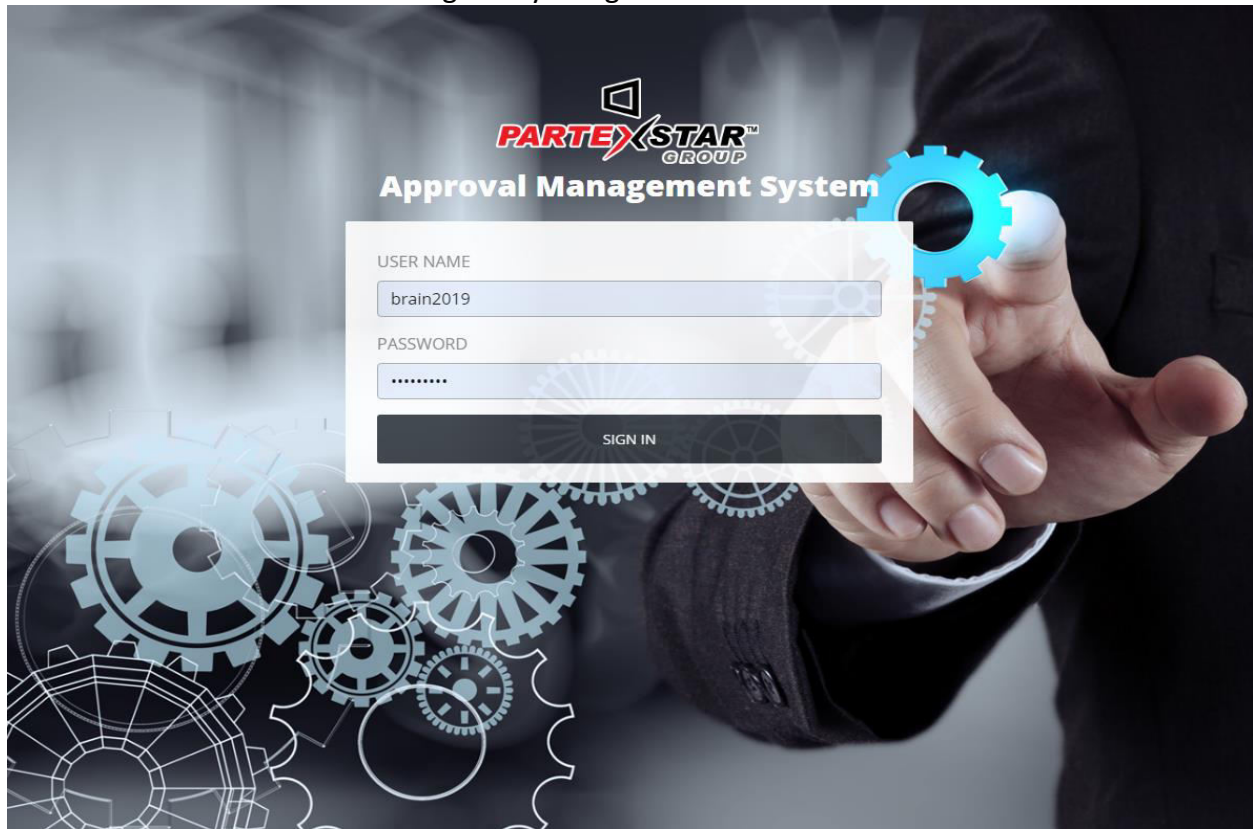


Fig: Sign in page

2. Dashboard

2.0. Dashboard:

After successful sign in user will land into dashboard page where user can see total number of inbox, pending request, Archive and Users. All the icon are linkable here so user can go to the following option from here by clicking individual icon.

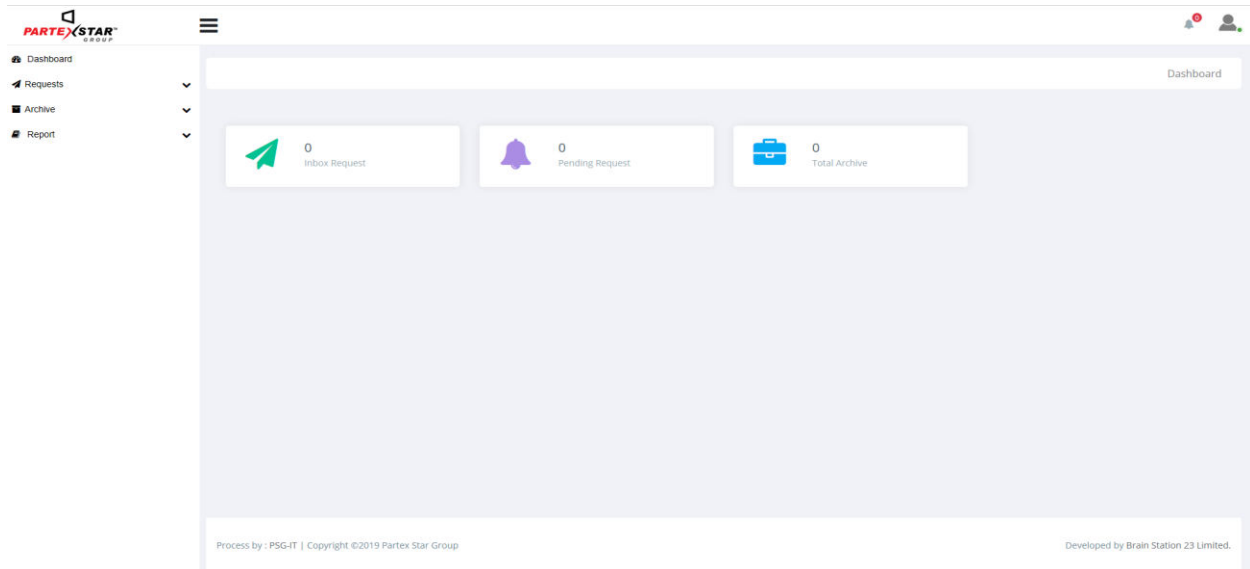


Fig: Dashboard Page

3. Request

3.0. Request:

By clicking request from left panel user can see all the request sub field Inbox, New, My request status, Drafts, Request for info, Approved, Rejected in menu bar.

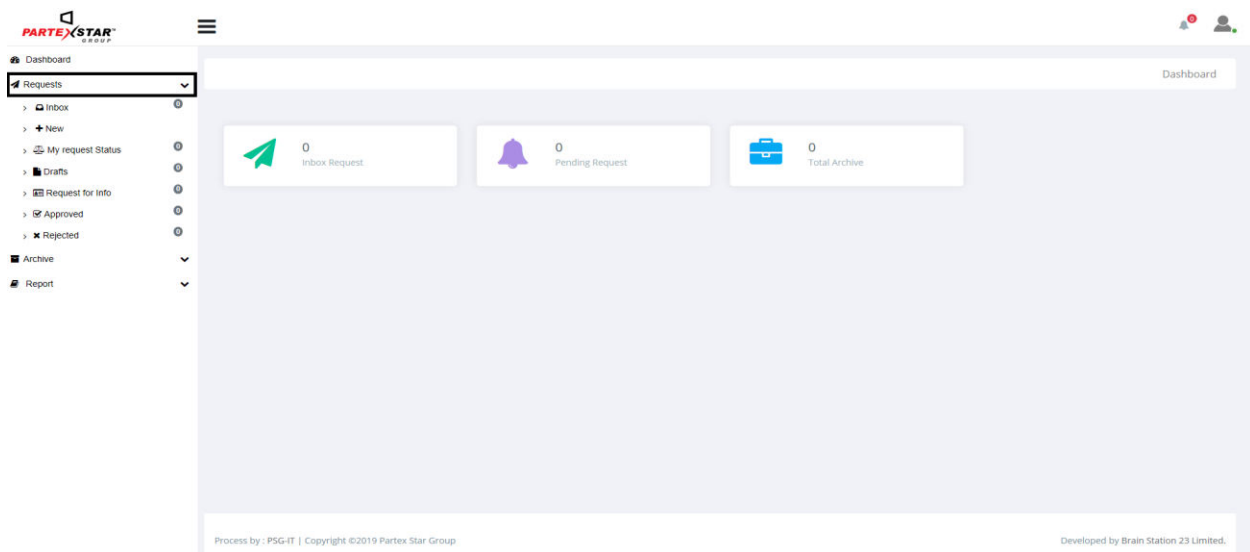


Fig: Request Panel

3.1. Inbox:

By clicking inbox user can see all his/her request status and is there any request waiting for his/her approval. There is a search field for searching any specific request.

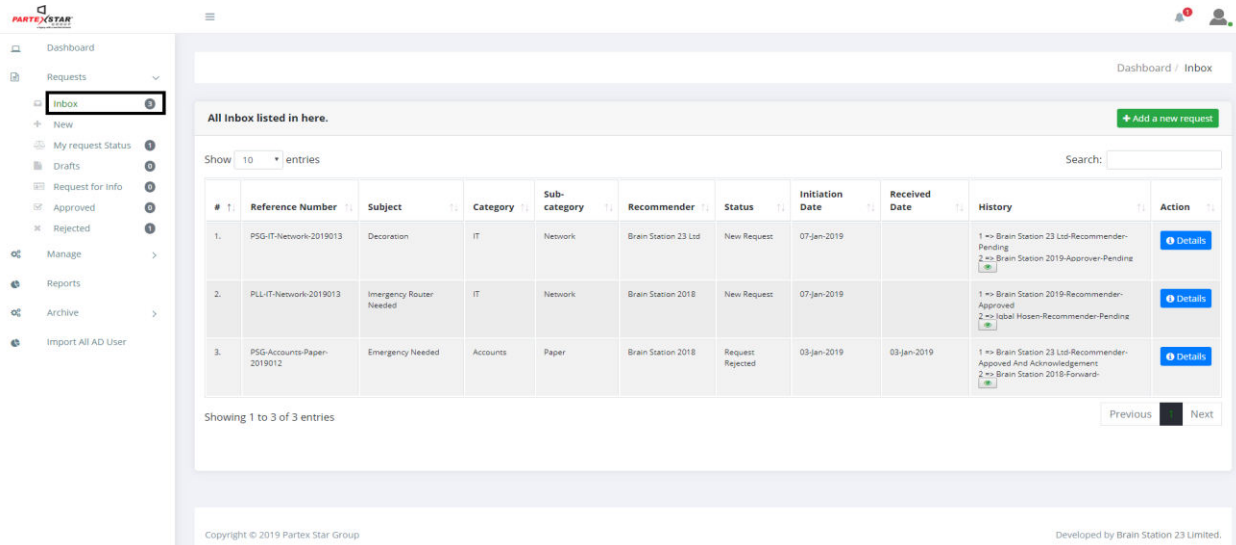


Fig: Inbox Page

3.1.1. Creating a request:

User can create a new request from inbox. To create a new request click **“Add a new request”** from inbox page/ **“New”** button from menu bar a new webpage will appear and user have to fill all the require dropdown (Company, Category, Sub-category), chose recommender and approver from search option and fill the mandatory input field(Subject, Description). And finally click submit button to create a fresh request successfully. There is also an attachment field for user to add attachment if needed (attachment must be below 2mb).

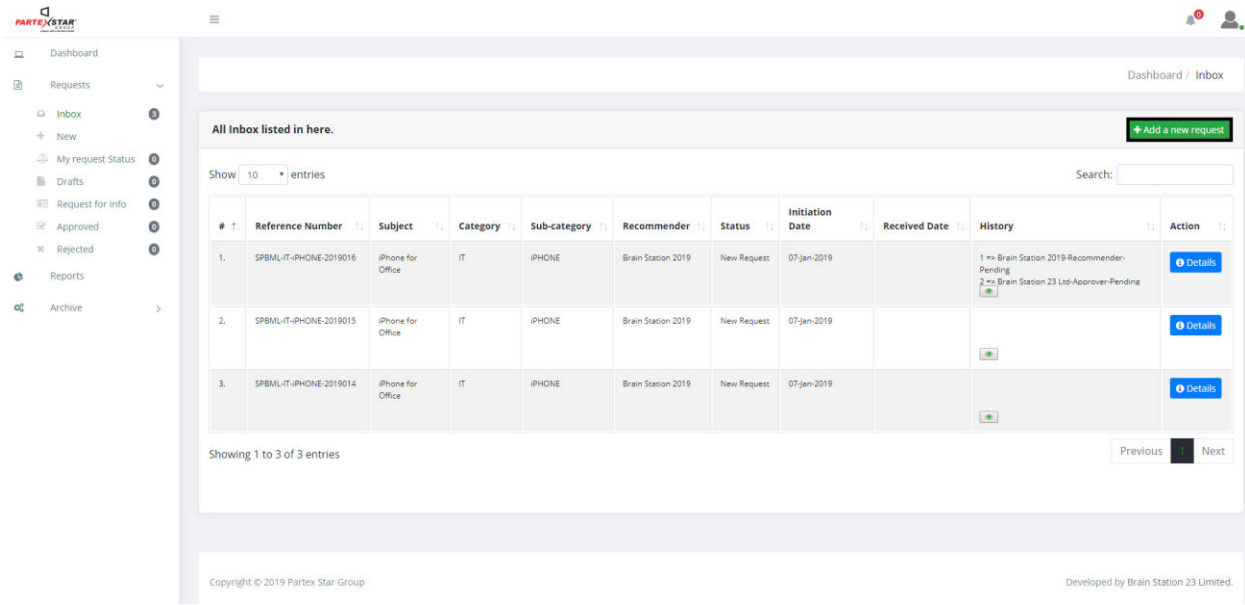


Fig: Create a new request step 1

OR

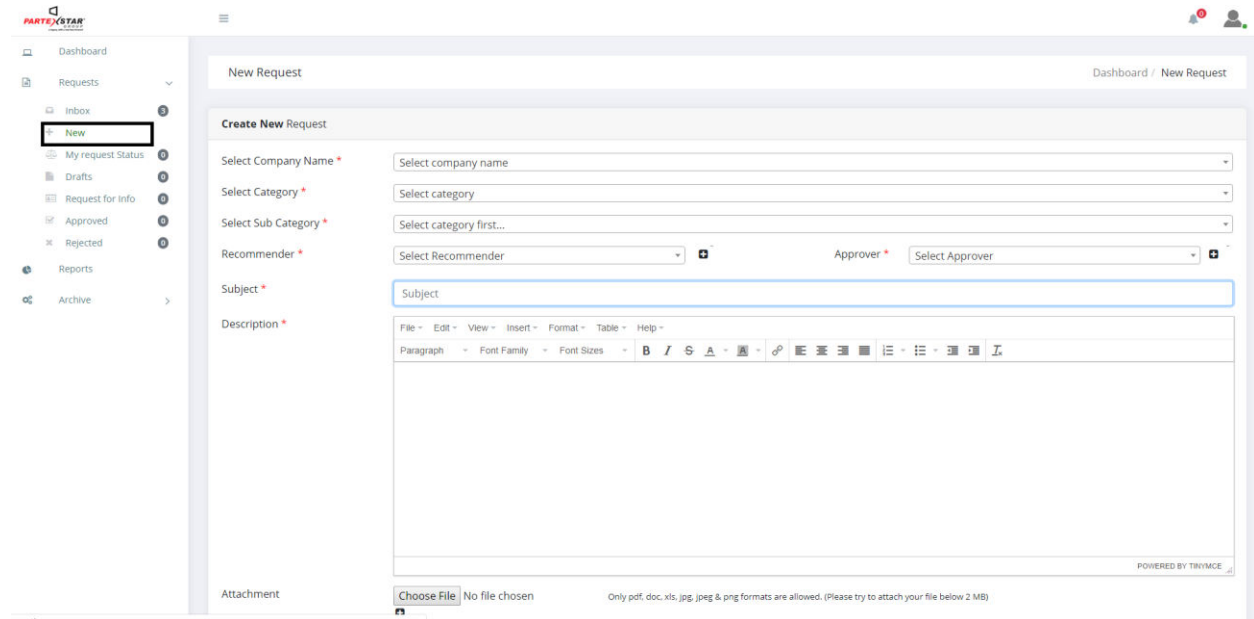


Fig: Create a new request step 2

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for info

Approved

Rejected

Reports

Archive

Select Sub Category *

Select category first...

Recommender *

Select Recommender

Approver *

Select Approver

Subject *

Description *

testing

Telenor

Decoracion

test1

324

P x SPAN

8 WORDS POWERED BY TINYMCE

Attachment

Choose File

No file chosen

Only pdf, doc, xls, jpeg & png formats are allowed. (Please try to attach your file below 2 MB)

Back

Save as draft

Submit

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Fig: Create a new request step 2

There is also an advance search option for finding recommender/approver and user can add multiple recommender and approver by clicking '+' Button.

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for info

Approved

Rejected

Manage

Reports

Archive

Import All AD User

Create New Request

Select Company Name *

Partex Laminates Limited

Select Category *

Select Sub Category *

Recommender *

Subject *

Description *

Search User

Search User Info

Advanced search

#	Name	Email	Designation	Department	Phone.No
<input type="checkbox"/>	Ashik-E Alahi	ashik@psgbd.com	Senior Officer,, CX1	IT	01708121535
<input type="checkbox"/>	Md. Sharifur Rahman	sharifur@psgbd.com	Senior Manager, Enterprise Application, CX1	IT & ERP	+8801730377
<input type="checkbox"/>	Iqbal Hosen	iqbal.hosen@psgbd.com	Senior Manager, Enterprise Application, CX1	IT & ERP	+8801711748
<input type="checkbox"/>	Azmal Hossain	azmal@psgbd.com	Senior Manager, CX2	IT	+8801729210

Selected User

Close

Save changes

Attachment

Back

Save as draft

Submit

279 WORDS POWERED BY TINYMCE

below 2 MB)

Fig: Search recommender/approver

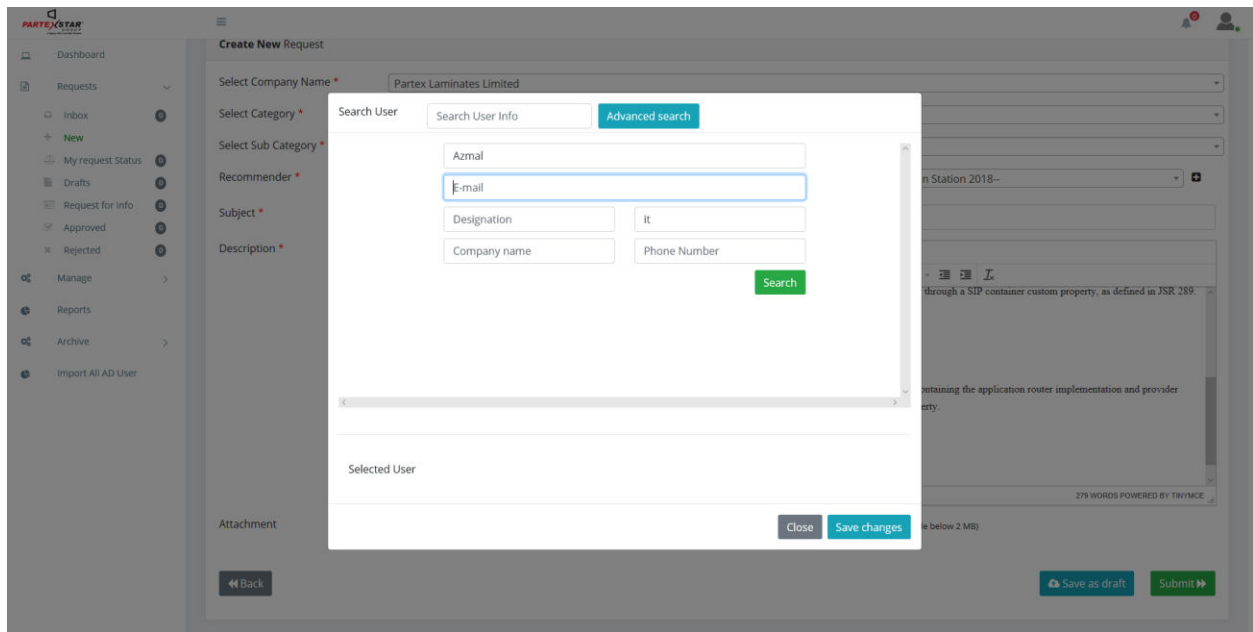


Fig: Advance Search recommender/approver.

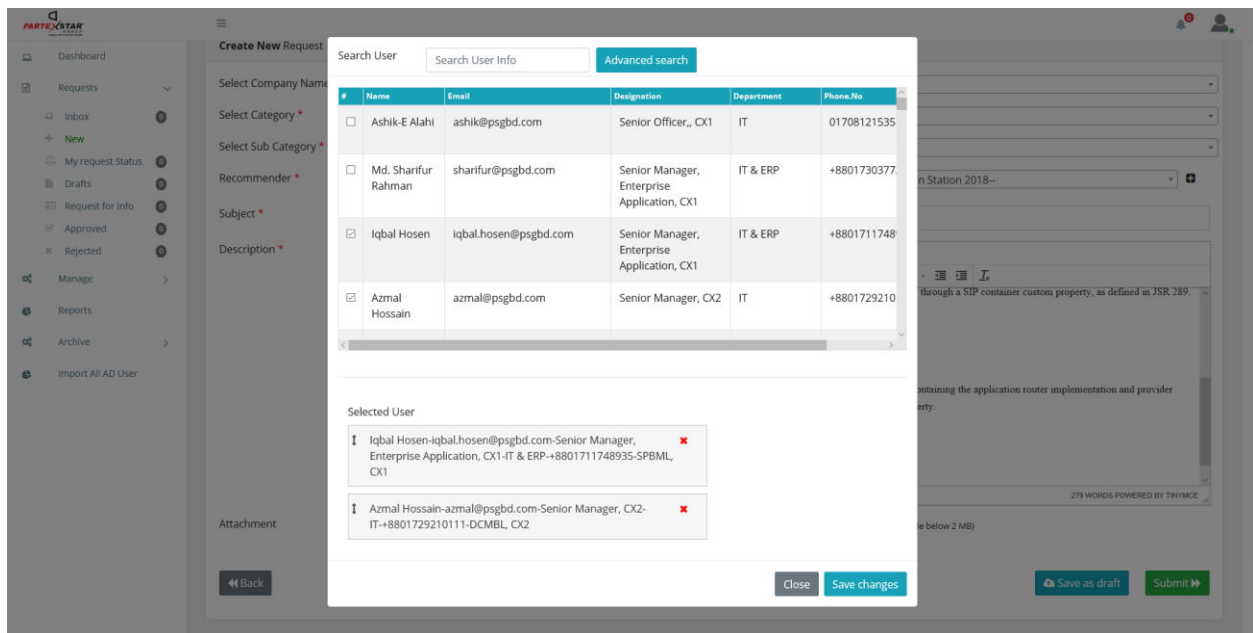


Fig: Selecting multiple recommender/approver.

3.1.2. Approve a request:

To approve a request which are waiting for user approval at first click **Details** button from inbox page to see the details of the request and then from details page click **Approve** checkbox and send request to next step by clicking **Submit** button from details page. There is also a comment box and an attachment field available to add attachment.

Dashboard / Inbox

All Inbox listed in here. [+ Add a new request](#)

Show 10 entries Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoration	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLI-IT-Network-2019013	Emergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibael Hosen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2018-Forward-	Details

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

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Fig: Approve a request step 1

Comment Box

File Edit View Insert Format Table Help

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1

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Previous Comment

SL	Name	Comment	Status	Date
----	------	---------	--------	------

Attachment 1789-1546838724-router.docx

Attachment [Choose File](#) No file chosen

Only pdf, doc, xls, jpg, jpeg & png formats are allowed.

[Approve](#) [Reject](#) [Request for Info](#) [Forward](#) [Approve and Forward](#) [Approve and Acknowledgement](#)

Fig: Approve a request step 2

Dashboard

Requests

- Inbox
- New
- My request Status
- Drafts
- Request for info
- Approved
- Rejected

Reports

Archive

Previous Comment

SL	Name	Comment	Status	Date
----	------	---------	--------	------

Attachment

1789-1546838724-router.docx

Attachment

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Only pdf, doc, xls, jpeg, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Back Submit

Fig: Approve a request step 3

3.1.3. Reject a request:

To reject a request which are waiting for user approval at first click **Details** button from inbox page to see the details of the request and then from details page click **Reject** checkbox and send request to next step by clicking **Submit** button from details page. There is also a comment box and an attachment field available to add attachment.

Dashboard / Inbox

All Inbox listed in here.

Show 10 entries

Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoracion	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLL-IT-Network-2019013	Imergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibal Hosen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2018-Forward	Details

Showing 1 to 3 of 3 entries

Previous Next

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Fig: Reject a request step 1

Comment Box

File Edit View Insert Format Table Help

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Previous Comment

SL	Name	Comment	Status	Date
----	------	---------	--------	------

Attachment

Attachment

Choose File No file chosen

Only pdf, doc, xls, jpg, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Fig: Reject a request step 2

Comment Box

File Edit View Insert Format Table Help

Paragraph Telenor 11pt B I S A - - - - -

P x SPAN 9 WORDS POWERED BY TRYMCE

Previous Comment

SL	Name	Comment	Status	Date
----	------	---------	--------	------

Attachment

Attachment

Choose File No file chosen

Only pdf, doc, xls, jpg, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Back Submit

Fig: Reject a request step 3

3.1.4. Request for info:

To perform “request for info” for request which are waiting for user approval at first click **Details** button from inbox page to see the details of the request and then from details page click **Request for info** checkbox and choose by whom you are demanding info from search (By default it is selected as initiator) and finally click **Submit** for sending the request to next step. There is also a comment box and an attachment field available to add attachment.

Dashboard / Inbox

All Inbox listed in here. [+ Add a new request](#)

Show 10 entries Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoracion	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLL-IT-Network-2019013	Imgergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibael Hosen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2019-Forward	Details

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

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Fig: Request for info step 1

Dashboard / Details View Request

Details view Request

Company Name * Partex Laminates Limited

Category * IT

Sub Category * Network

Recommender * Brain Station 2019 Approver * Brain Station 2018

Subject * Imgergency Router Needed

Description

The SIP application router is used by the SIP container to select the order in which applications are run within the container.

The SIP container can invoke multiple applications in order to deploy a complete service or function. This modular and compositional approach makes it easier for application developers to develop new applications. The modular applications can be more easily combined and managed, while individual application implementations remain independent.

The application router is responsible for selecting the correct applications in the correct order to service an incoming message. An application router is required for a container to function, but it is a separate logical entity from the container. The application router is based on the JSR 289 specification. See the specification for more about the application router function.

Lightshot
Screenshot
Click here to

Fig: Request for info step 2

Dashboard / Request for Info

Previous Comment

SL	Name	Comment	Status	Date

Attachment 1789-1546838724-router.docx

Attachment [Choose File](#) No file chosen

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[Approve](#)
[Reject](#)
[Request for Info](#)
[Approve and Acknowledgement](#)

Brain Station 23 Ltd

Azmal Hossain-azmal@psgbd.com-Senior Manager, CX2-IT-+8801729210111

Kazi Khaled Hossain-kkhossain@psgbd.com-Assst. Manager, CX2-Distribution_01972003588

[Forward](#)
[Approve and Forward](#)

[Submit](#)

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Fig: Request for info step 3

3.1.5. Forward a request:

To forward a request to other user Click **Forward** checkbox from details page and choose by whom you are forwarding then click **Submit** button to send the request to next step. There is also a comment box and an attachment field available to add attachment.

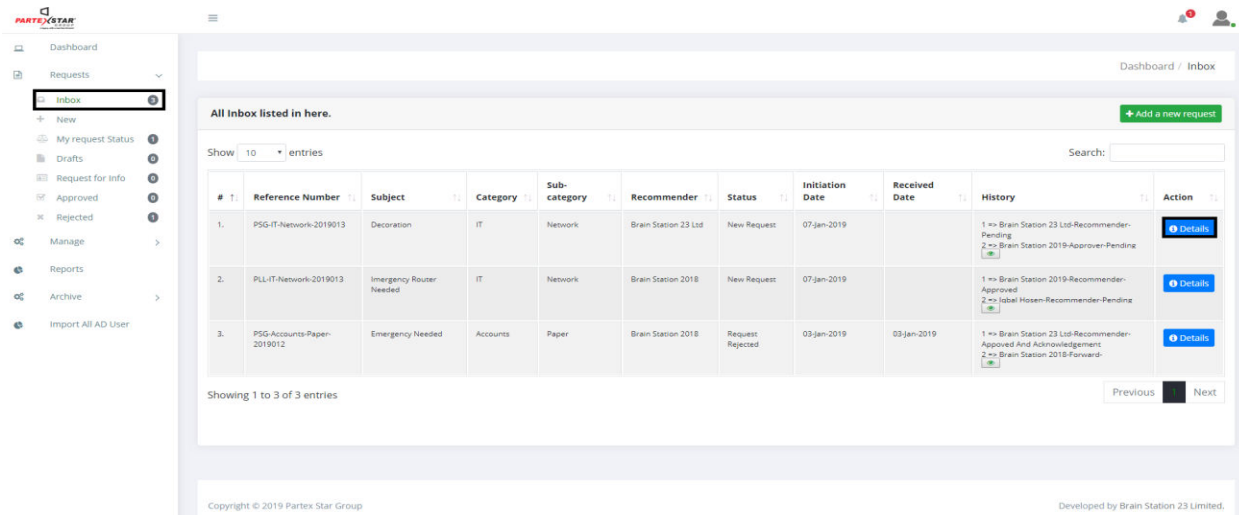


Fig: Forward a request step 1

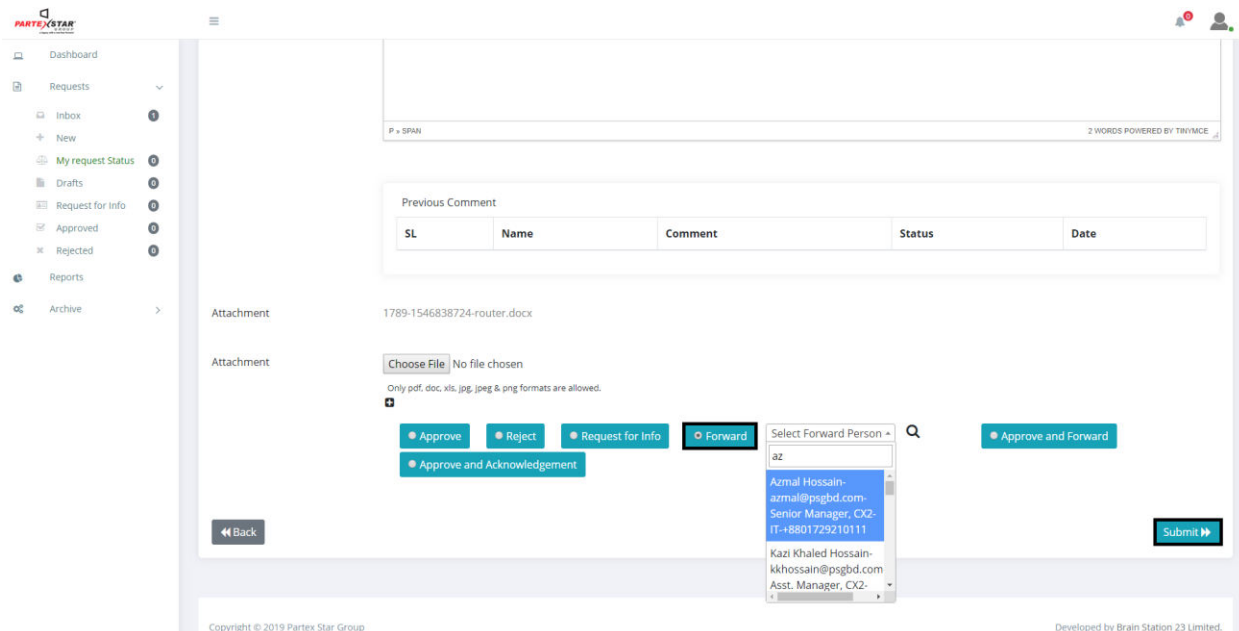


Fig: Forward a request step 2

3.1.6. Approve and forward:

To approve and forward a request to other user Click **Approve and forward** checkbox from details page and choose by whom you are

forwarding then click **Submit** button to send the request to next step. There is also a comment box and an attachment field available to add attachment.

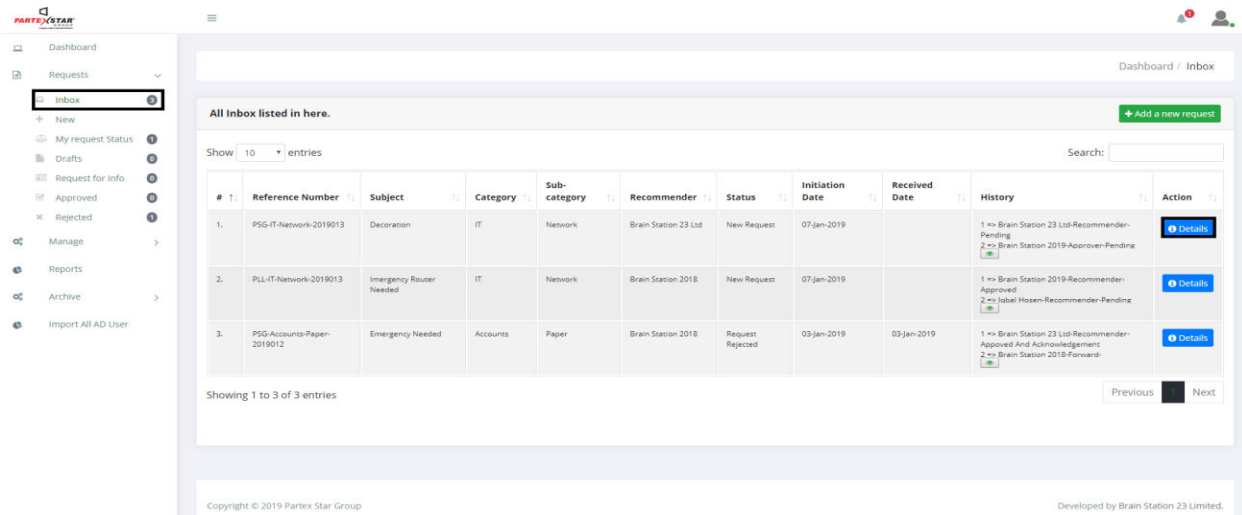


Fig: Approve and forward a request step 1

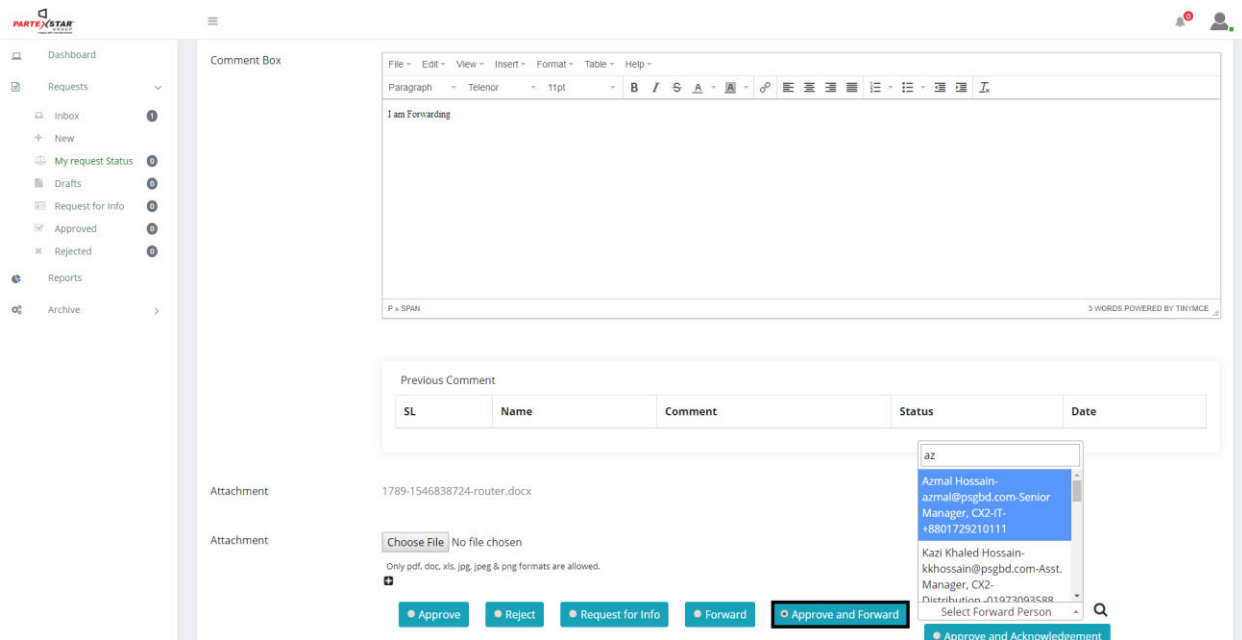


Fig: Approve and forward a request step 2

PartexStar

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for Info

Approved

Rejected

Reports

Archive

1789-1546838724-router.docx

Choose File No file chosen

Only pdf, doc, xls, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Select Forward Person

Submit

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Fig: Approve and forward a request step 3

3.1.7. Approve and acknowledgement:

To approve and send a notification to other user Click **Approve and acknowledgement** checkbox from details page and choose by whom you want to send a notification, then click **Submit** button to send the request to next step. There is also a comment box and an attachment field available to add attachment.

PartexStar

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for Info

Approved

Rejected

Manage

Reports

Archive

Import All AD User

Dashboard / Inbox

All Inbox listed in here.

+ Add a new request

Show 10 entries

Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoracion	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLL-IT-Network-2019013	Emergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibael Hosen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2018-Forward	Details

Showing 1 to 3 of 3 entries

Previous Next

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Fig: Approve and acknowledgement a request step 1

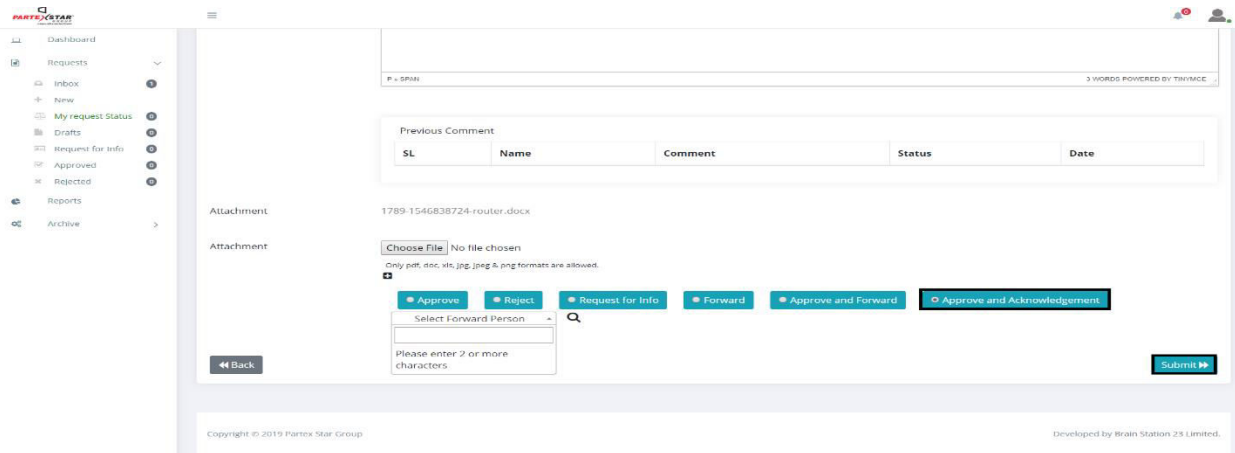


Fig: Approve and acknowledgement a request step 2

3.2. My Request Status:

From my request status user can see those request which are pending for approval. User can also see the details of any pending request by clicking “**Details**” button from “My request status” page.

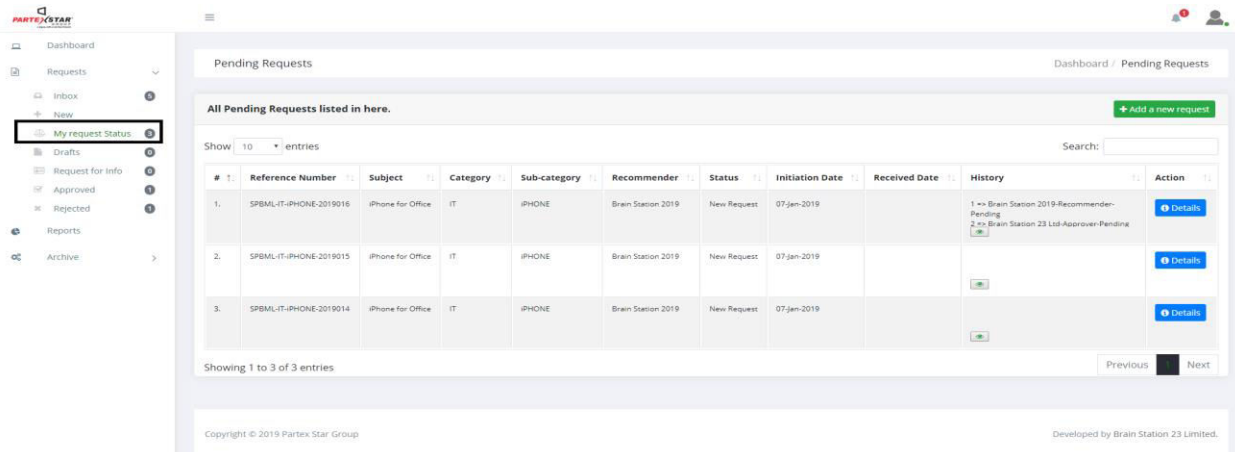


Fig: My request status page

Fig: My request status details page

3.3. Drafts:

From “Drafts” user can see all the request which are saved by him/her for further Posting. From here user can edit any saved request and submit anytime for posting a request.

Fig: Save as drafts

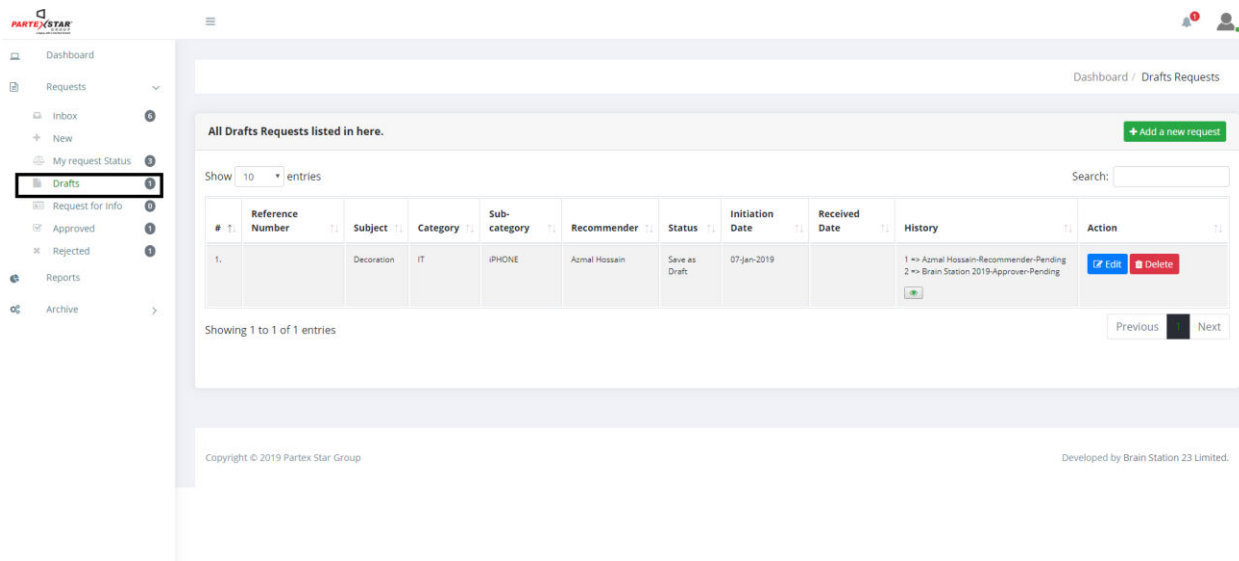


Fig: View drafts item and further edit.

3.4. Request for info:

If any recommender/approver is demanding any info from user, he/she can see those request by clicking “**Request for info**” option and add information by clicking “**Details**” button. After adding information click “**Submit**” for send the request to next step.

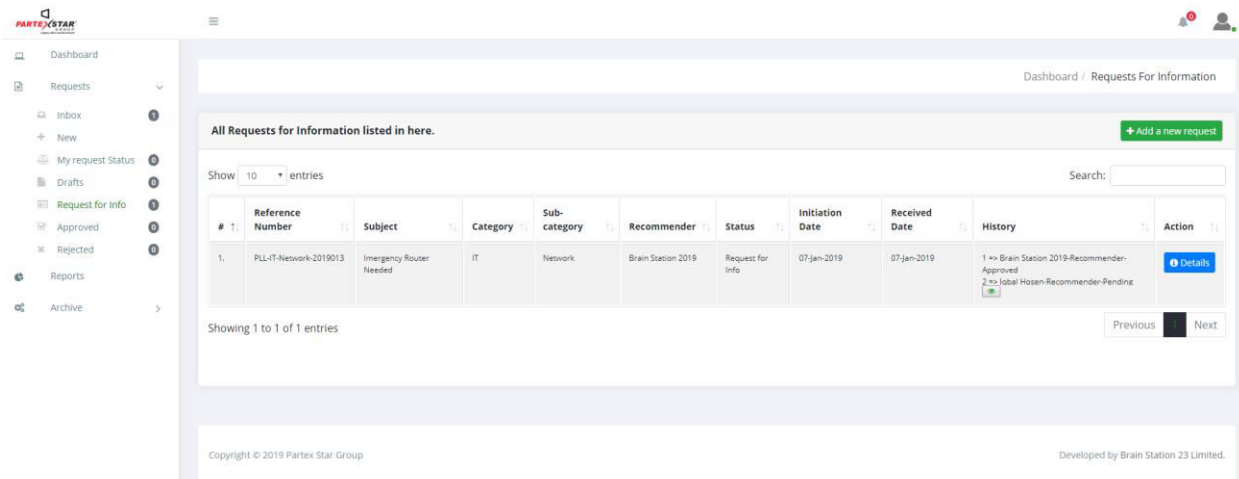


Fig: View Request for info

PARTIXSTAR
Comment Box

- Dashboard
- Requests
 - Inbox
 - New
 - My request Status
 - Drafts
 - Request for info
 - Approved
 - Rejected
- Reports
- Archive

File Edit View Insert Format Table Help

Paragraph Telenor 11pt B I S A [Color Picker] [Link Icon]

[Text Alignment Icons] [List Icons] [Table Icon]

I

0 WORDS POWERED BY TWIMCIE

Previous Comment

SL	Name	Comment	Status	Date
#1	Brain Station 2019	I am Forwarding	2019-01-07 07:11:51	07-Jan-2019 07:11:51
#2	Brain Station 2018		2019-01-07 07:17:43	07-Jan-2019 07:17:43

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Attachment Choose File No file chosen

Only pdf, doc, xls, ipex, docx & one formats are allowed.

PARTIXSTAR

- Dashboard
- Requests
- Inbox
- New
- My request Status
- Drafts
- Request for info
- Approved
- Rejected
- Reports
- Archive

P > SPAN 0 WORDS POWERED BY TINYMCE

Previous Comment

SL	Name	Comment	Status	Date
#1	Brain Station 2019	I am Forwarding	2019-01-07 07:11:51	07-Jan-2019 07:11:51
#2	Brain Station 2018		2019-01-07 07:17:43	07-Jan-2019 07:17:43

Attachment
1789-1546838724-router.docx

Attachment
 No file chosen
Only pdf, doc, xls, jpeg & png formats are allowed.

3.5. **Approved:**

By clicking “**Approved**” option user can see all approve request list created by user and can see details of the request by clicking “**Details**” button.

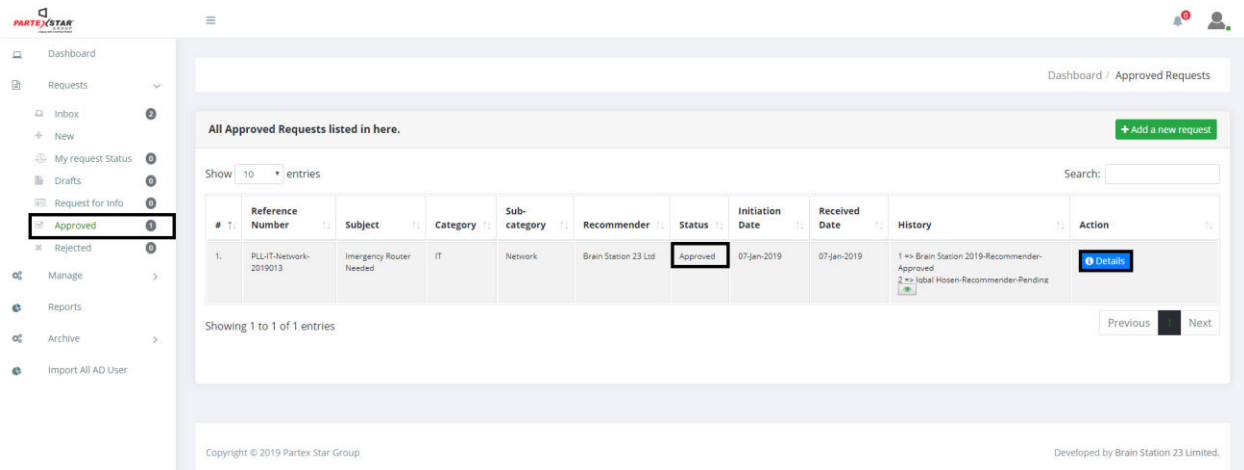


Fig: Approved request list

3.6. Rejected:

By clicking “**Rejected**” option user can see all approve request list created by you and can see details by clicking “**Details**” button.

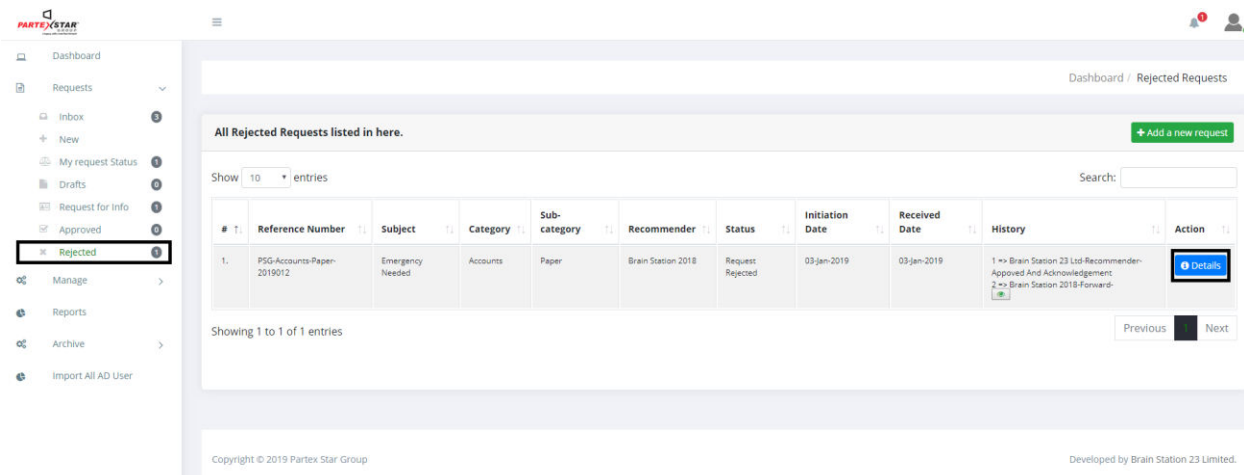


Fig: Rejected Request List

4. Reports

4.1. Reports:

By clicking **Reports** user can only see those request which are initiate by him using searching option. And take a print of report as pdf format. User can use search filter for specific report search by giving individual information. By clicking “view” button user can see details of any report. From Initiated Reports user can see those reports which are they initiated. From Recommended/ approved Reports user can see those request which are they recommend/approve.

Report Search

Dashboard / Report Search

Report Search

Start Date: 04-02-2019 End Date: 04-02-2019

Category: Select category Sub-Category: Select category first...

Status: Select Status Search Text: Text Serch

Search

Report Search listed in here.

Show 10 entries

Sl.no	Action	Reference No	Initiator Name	Category	Sub-Category	Subject	Status	History	Initiation Date	Received Date
1	View		Brain Station 23 Ltd	IT	ERP	test	Save as Draft	1 >> Brain Station 23 Ltd-Initiator-Initiate 2 >> Brain Station 2018-Recommender-Pending 3 >> Brain Station 2019-Recommender-Pending 4 >> Azmal Hossain-Approver-Pending 5 >> Nazmul Hossain-Approver-Pending 6 >> Md. Azmol Mahmud-Approver-Pending 7 >> Nazmus Sekib-Approver-Pending	04-Feb-2019	

Fig: Report search (Initiated Reports)

Report Search

Dashboard / Report Search

Report Search

Start Date: 04-02-2019 End Date: 04-02-2019

Category: Select category Sub-Category: Select category first...

Status: Select Status Search Text: Text Serch

Search

Report Search listed in here.

Show 10 entries

Sl.no	Action	Reference No	Initiator Name	Category	Sub-Category	Subject	Status	History	Initiation Date	Received Date
1	View		Brain Station 23 Ltd	IT	ERP	test	Save as Draft	1 >> Brain Station 23 Ltd-Initiator-Initiate 2 >> Brain Station 2018-Recommender-Pending 3 >> Brain Station 2019-Recommender-Pending 4 >> Azmal Hossain-Approver-Pending 5 >> Nazmul Hossain-Approver-Pending 6 >> Md. Azmol Mahmud-Approver-Pending 7 >> Nazmus Sekib-Approver-Pending	04-Feb-2019	

Fig: Report search (Recommended/approval Reports)

Details View Request

Dashboard / Details View Request

Details view Request

Company Name * Partex Laminates Limited

Category * HR

Sub Category * Accessories

Recommender * Brain Station 23 Ltd Approver * Brain Station 2019

Subject * ddkmndetj

Description deueju

Previous Comment

SL	Name	Comment	Status	Date
#1	Brain Station 23 Ltd		2019-01-16 09:40:55	16-Jan-2019 09:40:55

History Log

Fig: Report Details view

5. Archive:

5.2. Archive:

By clicking **Archive** user can find two option live and archive. From live he/she can see all the approved request and send them to archive by clicking “Archive” button. User can send approved request (initiate by him) to archive by clicking “Archive” button from live page. He can also see the details from here by clicking details button

Live Archive

Dashboard / Live Archive

Live Data Search

Start Date Start Date End Date End Date

Category Select Category Sub-Category Select Category first...

Search Text Text Serch [Search](#)

All Live Archive listed in here. [Save](#)

Show 10 entries Search:

	Action	Reference Number	Subject	Category	Sub-category	Recommender	Status	History	Initiation Date	Received Date
1	Archive Details	Cafe De Partex»Accounts»Accessories-2019021	testing	Accounts	Accessories	Brain Station 2019	Approved	1 => Brain Station 2019-Initiator-Initiate 2 => Brain Station 23 Ltd-Recommend-Recommended	01-Jan-1970	

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

Fig: Archive

To send multiple request in archive at a same time first mark item from left column and click “Send to Archive” button to send all the request in archive.

Live Data Search

Start Date: End Date:

Category: Sub-Category:

Search Text:

All Live Archive listed in here.

Show 10 entries

Action	Reference Number	Subject	Category	Sub-category	Recommender	Status	History	Initiation Date	Received Date
1 <input type="button" value="Archive"/> <input type="button" value="Details"/>	PSG-IT-ERP-2019022	Cheaply priced furniture courier services Cheaply priced furniture courier services Cheaply priced furniture courier services	IT	ERP	Brain Station 2019	Approved	1 -> Brain Station 2019-Initiator-Initiate 2 -> Brain Station 23 Ltd-Recommender-Recommended	01-Jan-1970	
2 <input type="button" value="Archive"/> <input type="button" value="Details"/>	Cafe De ParTex-Accounts-Accessories-2019021	testing	Accounts	Accessories	Brain Station 2019	Approved	1 -> Brain Station 2019-Initiator-Initiate 2 -> Brain Station 23 Ltd-Recommender-Recommended	01-Jan-1970	

Showing 1 to 2 of 2 entries

Previous 1 Next

Fig: Archive (Send multiple item to archive)

Live Archive Dashboard / Live Archive

Live Data Search

Start Date: End Date:

Category: Sub-Category:

Search Text:

All Live Archive listed in here.

Show 10 entries

Action	Reference Number	Subject	Category	Sub-category	Recommender	Status	History	Initiation Date	Received Date
1 <input type="button" value="Archive"/> <input type="button" value="Details"/>	Cafe De ParTex-Accounts-Accessories-2019021	testing	Accounts	Accessories	Brain Station 2019	Approved	1 -> Brain Station 2019-Initiator-Initiate 2 -> Brain Station 23 Ltd-Recommender-Recommended	01-Jan-1970	

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig: Sending live to archive and details view.

