



# FAIRPRICE END USER USER MANUAL

DOCUMENT SHARE APPLICATION



## Contents

<b>1. OVERVIEW.....</b>	<b>2</b>
1.1. Description .....	2
1.2. Purpose .....	2
1.3. Details .....	2
<b>2. FAIRPRICE USER ONBOARDING .....</b>	<b>3</b>
2.1. Description .....	3
2.2. Procedure.....	3
<b>3. ACCESS SUPPLIER KIT .....</b>	<b>6</b>
3.1. Description .....	6
3.2. Procedure.....	6
<b>4. INBOX DOCUMENTS.....</b>	<b>8</b>
4.1. Description .....	8
4.2. Procedure.....	8
<b>5. OUTBOX DOCUMENTS .....</b>	<b>9</b>
<b>5.1. Access Outbox Documents .....</b>	<b>9</b>
5.1.1. Description .....	9
5.1.2. Procedure .....	9
<b>5.2. View Document Share Details.....</b>	<b>11</b>
5.2.1. Description .....	11
5.2.2. Procedure .....	11
<b>5.3. Create Document Share .....</b>	<b>15</b>
5.3.1. Description .....	15
5.3.2. Procedure .....	15
<b>5.4. Save Document Placeholder Draft .....</b>	<b>18</b>
5.4.1. Description .....	18
5.4.2. Procedure .....	18
<b>5.5. Update /Deletion Of Documents Placeholder Draft .....</b>	<b>20</b>
5.5.1. Description .....	20
5.5.2. Procedure .....	20
<b>5.6. Add/Drop Participants .....</b>	<b>22</b>
5.6.1. Description .....	22
5.6.2. Functions .....	22
5.6.3. Procedure .....	22
<b>5.7. Upload Documents To Existing Outbox Placeholders .....</b>	<b>24</b>
5.7.1. Description .....	24
5.7.2. Procedure .....	24

# 1. Overview

## 1.1. Description

This section covers the screen design adopted by the application

## 1.2. Purpose

The section will help the guide the user over the processes interactions

## 1.3. Details

The FairPrice user view comprises of four sections on the view

- The application menu section → badge **1**  
The section contains the application menus
  - Supplier Kit:- this menu is used to access the common documents available to all suppliers
  - Inbox :- this menu is used to access to Inbox documents
  - Outbox:- this menu is used to access the Outbox documents
- The application header section→ badge **2**  
The section is contains the context label, the user profile and logout button
  - Context label:- this menu is used to access the account management functions
  - User Profile :- this menu is used to access the logged on user profile
  - Logout button :- this invokes the logout event of the user
- The details view section with → badge **3**  
The section is updated on any action from the menus, or any actions from the details context
- The application tool bar with→ badge **4**  
The section contain the context menu

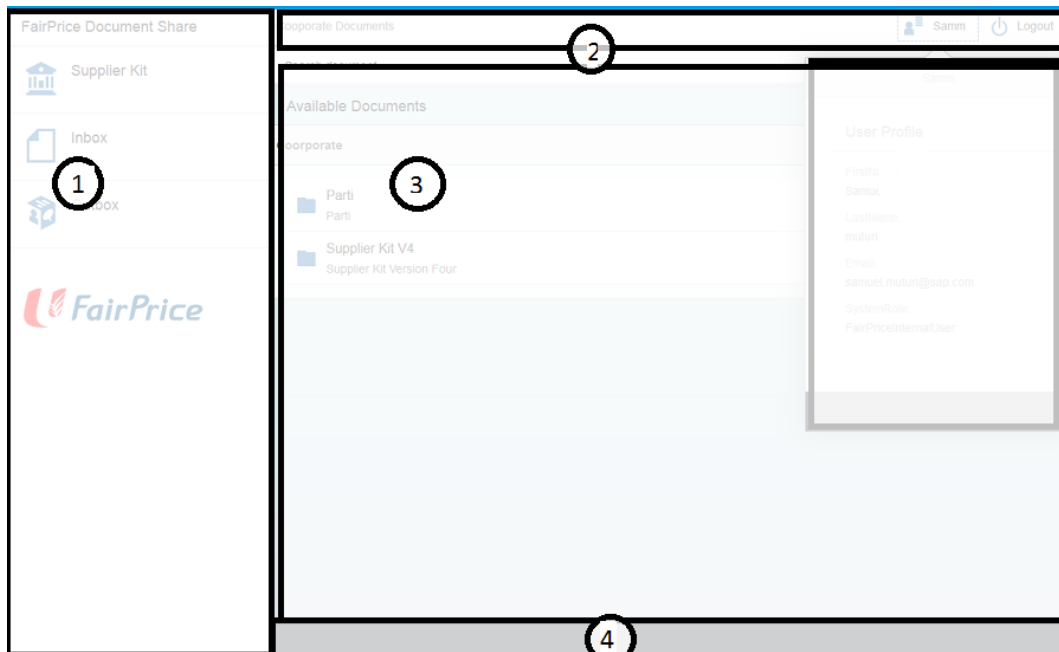


Figure 1: Application view section

## 2. FairPrice User Onboarding

### 2.1. Description

This section covers the steps involved in the completion of a FairPrice user account onboarding

### 2.2. Procedure

- (1) For all the Internal users that are onboarding to access cloud solution for the first time, there are required to first authenticate against SCI on the url below with their LDAP-ID and password  
<https://apqkwn8xb.accounts.ondemand.com>
- (2) Once the above step is successful, the FairPrice administrator will expect the following details from the end user
  - a. User email address
  - b. List of vendors the user interacts with
- (3) Once the administrator onboards the user, an activation link sent to the user via email; with the subject as '**Activate Your Account for Document Share**' as illustrated below

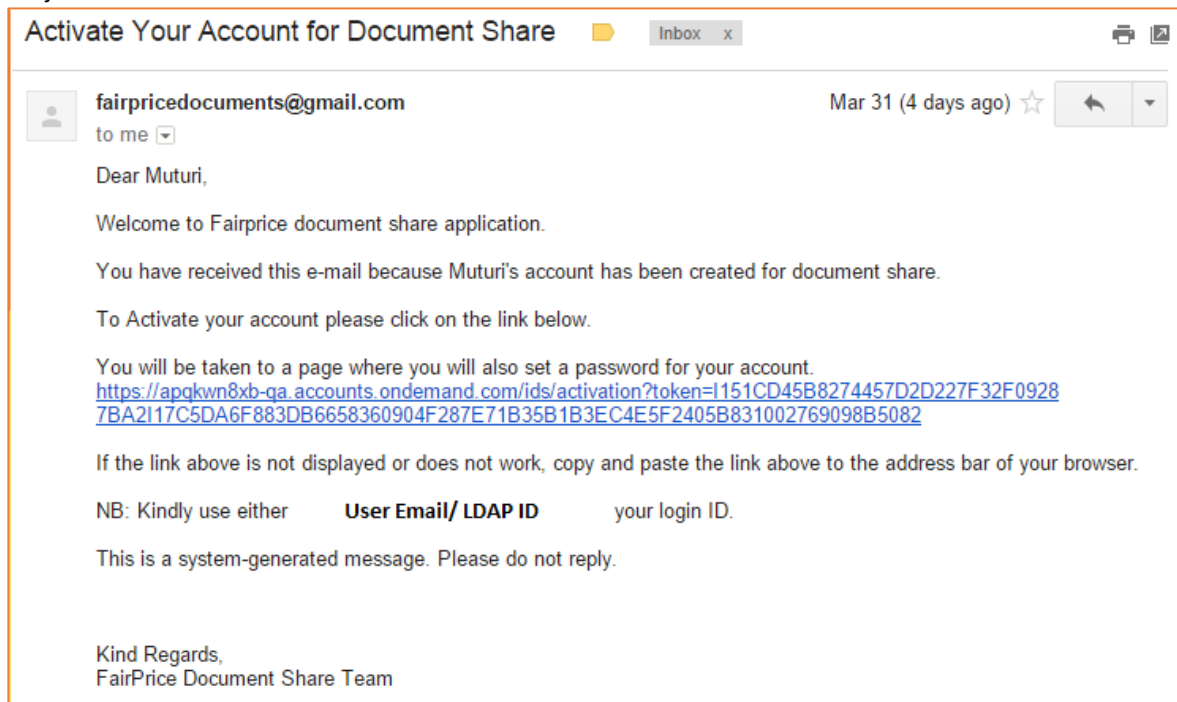
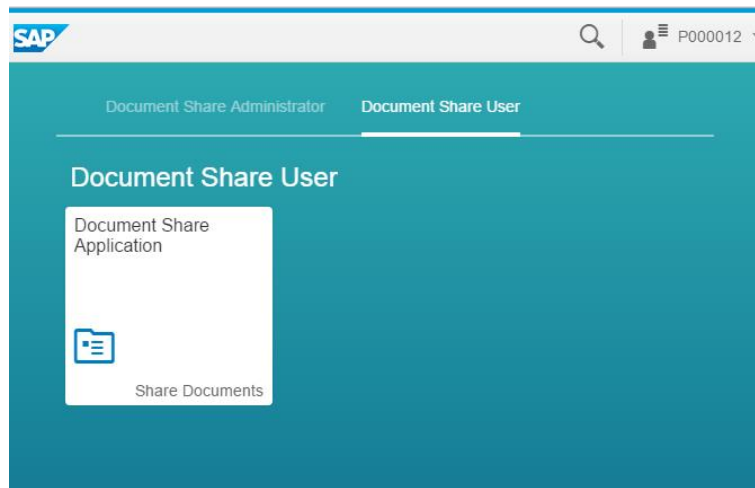


Figure 2: Activation email

- (4) For subsequent access of the 'document share application', you need to use the Fiori launchpad. To access
- Click on the below  
<https://flpnwc-c21b1a448.dispatcher.ap1.hana.ondemand.com/sites?siteId=7780042a-39a8-4654-9b21-452d207b6477#Shell-home>
  - Login with the LDAP userID and password
  - Select the Document share group



- Click on the document share application; this should open a new tab loading the documents share application.

(5) Once accessed the link, the account is validated

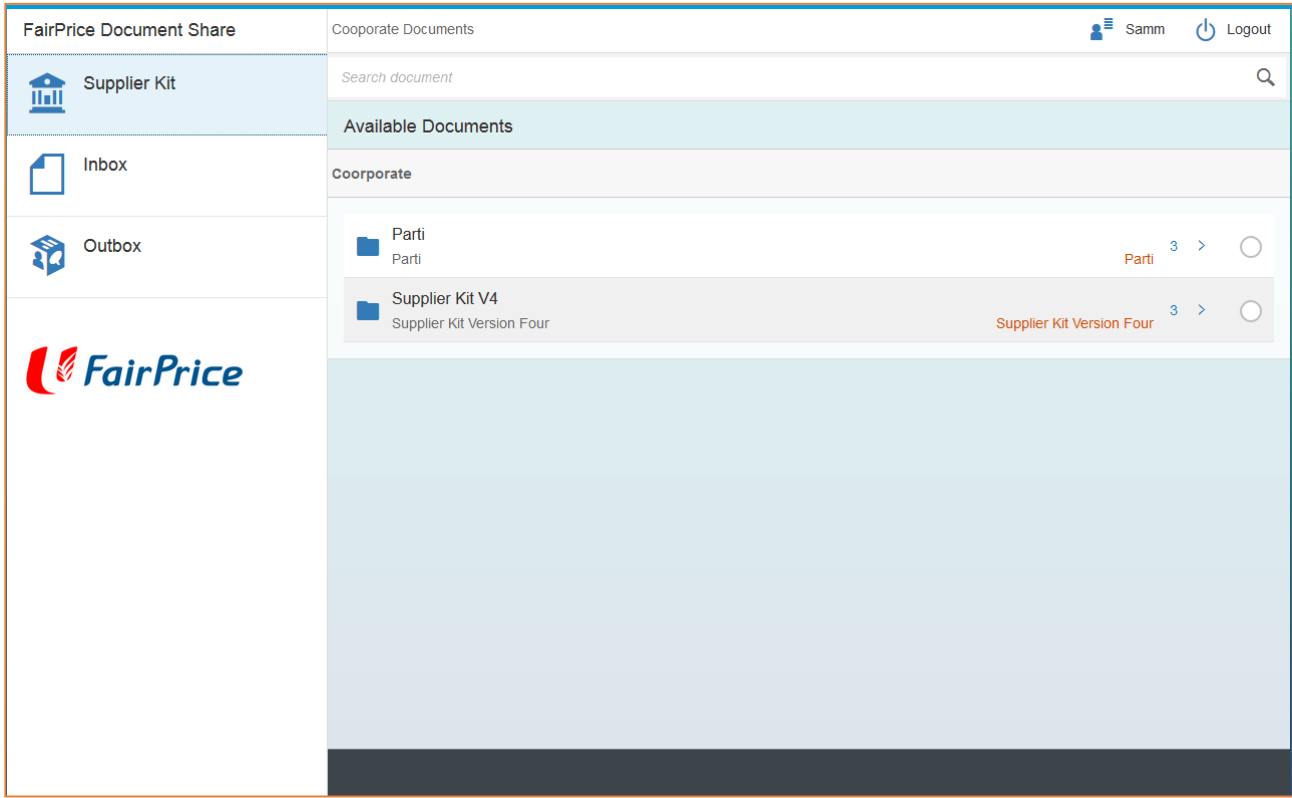


Figure 3: FairPrice User account default view

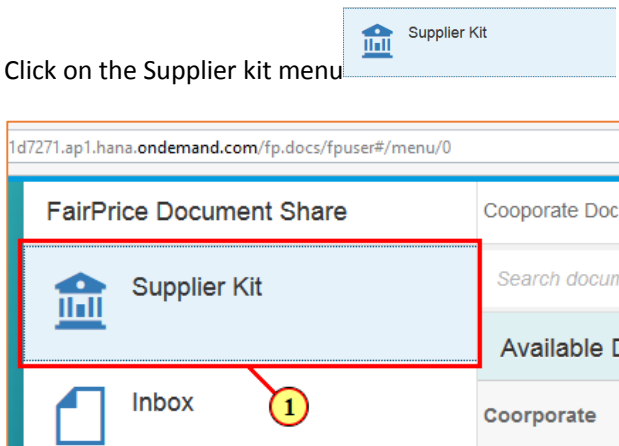
## 3. Access Supplier Kit

### 3.1. Description

This section covers the steps involved in accessing the supplier kit

### 3.2. Procedure

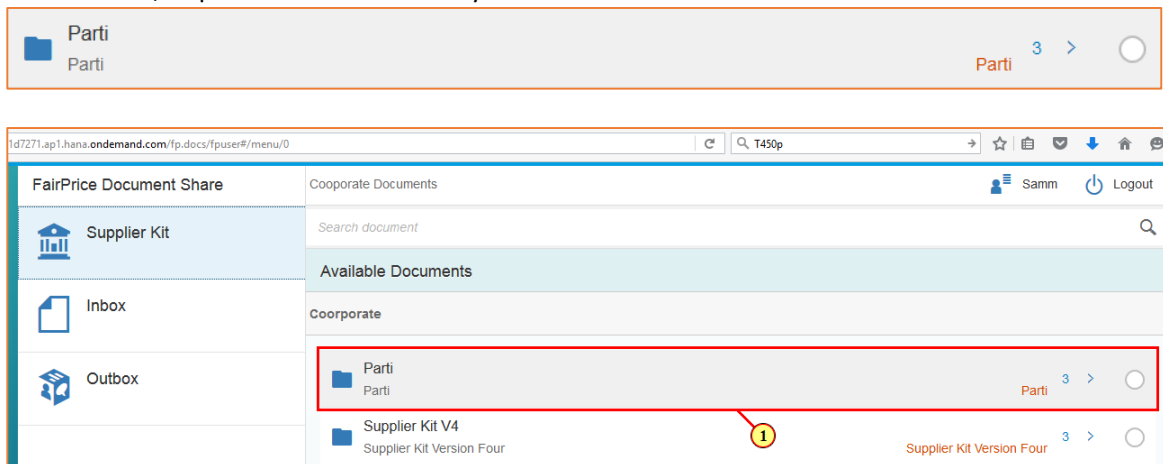
- (1) Click on the Supplier kit menu



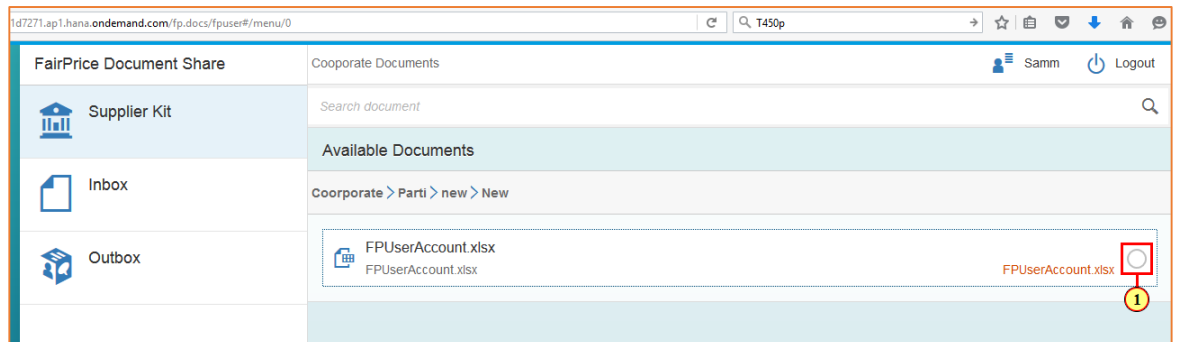
- (2) Select the document you want to access

NB: The options available for document access from this location are

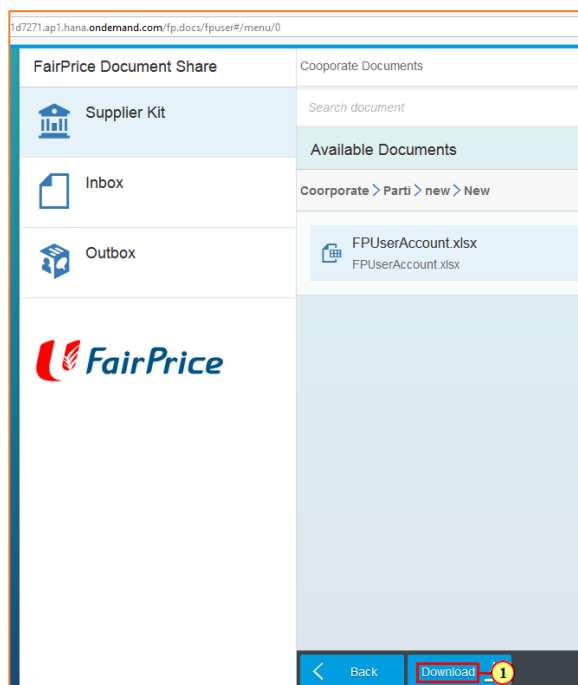
- i. Document download individually
  - ii. Navigation in and out of document location tree
- i) To drill down, require to click on the entry item as shown below



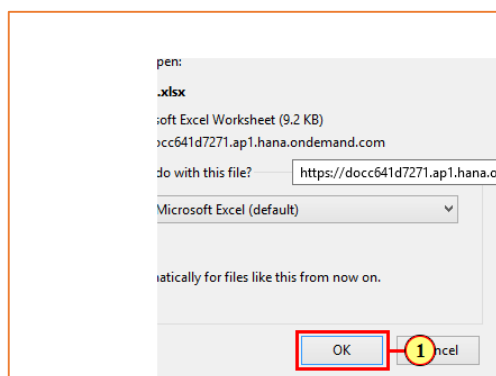
- ii) To download the document
- (1) Either click on the document or
  - (2) Follow procedure below
- Select the entry item as below



→ Click on the download button **Download**



→ Save the downloaded document





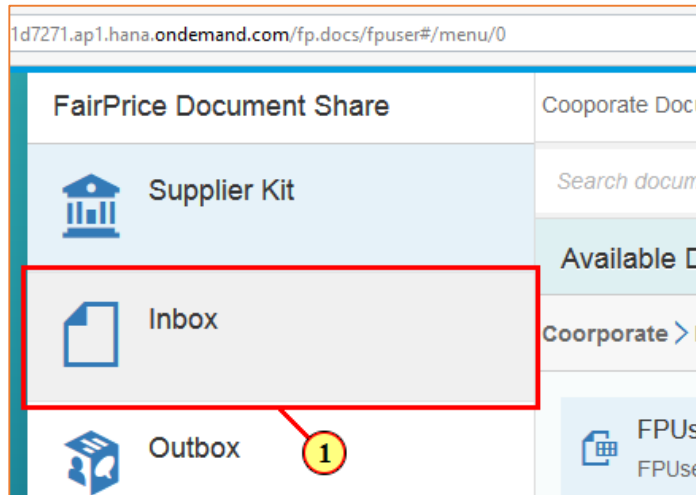
## 4. Inbox Documents

### 4.1. Description

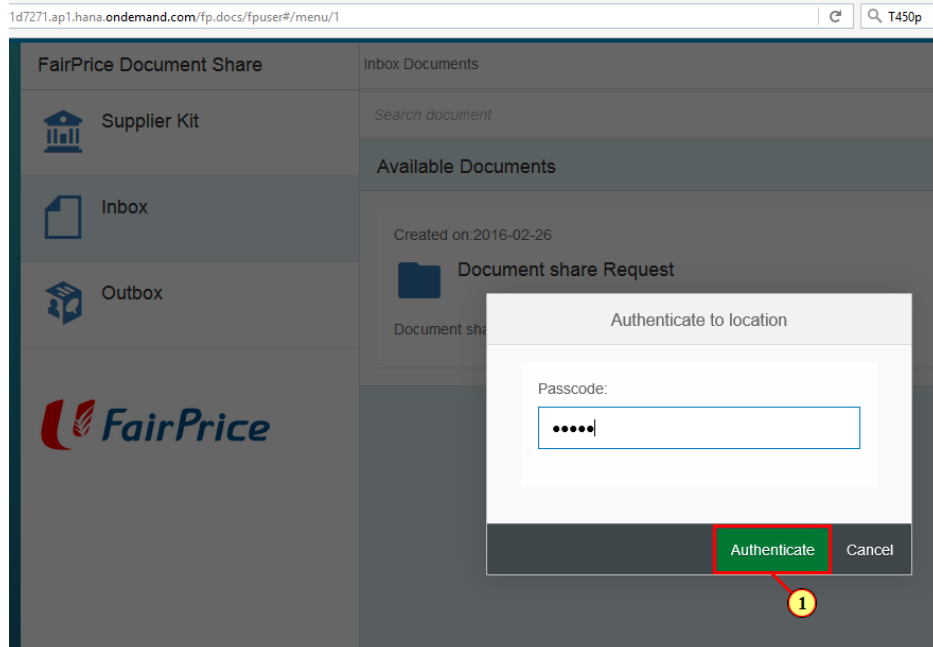
This section covers the steps involved in accessing the Inbox documents; these are the documents shared by the vendor with FairPrice

### 4.2. Procedure

- (1) To select access shared documents, click on the Inbox menu item from the menu section, highlighted below



- (2) To access the documents, click on the document entry
  - (a) If location is passcode secure, please refer to the email notification for password.



- (b) If it is not password secured, access is granted to access the documents

## 5. Outbox Documents

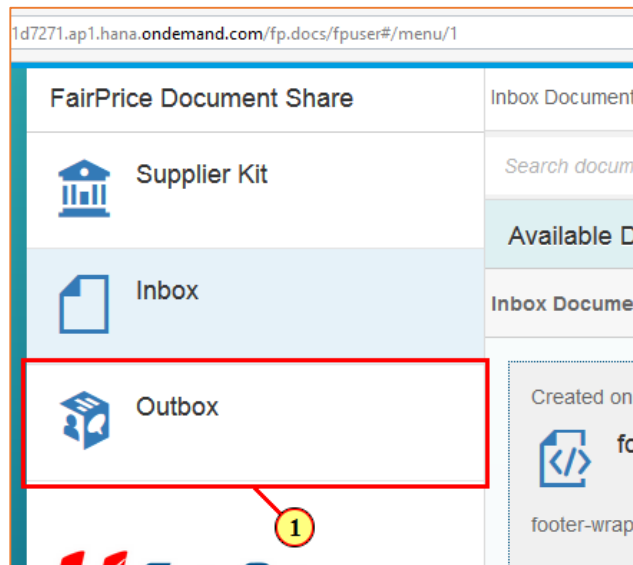
### 5.1. Access Outbox Documents

#### 5.1.1. Description

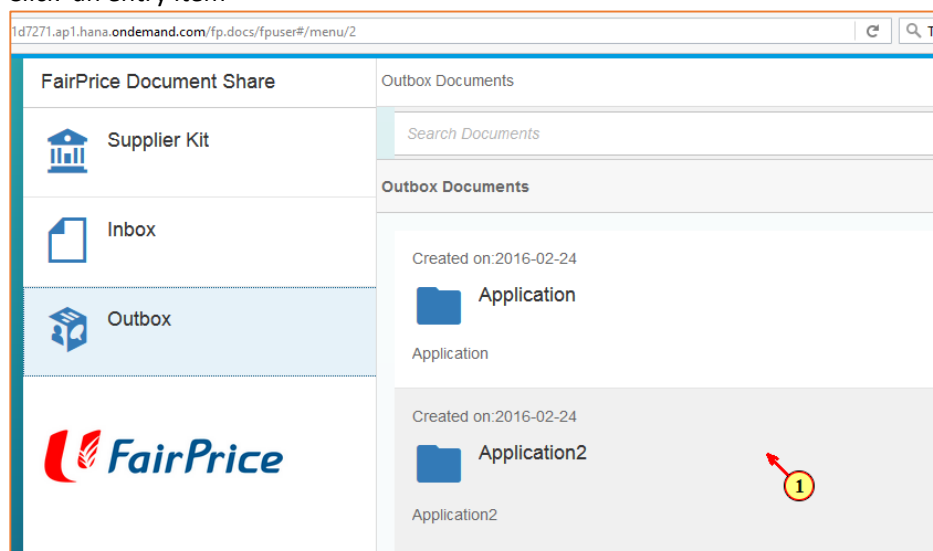
This section covers the steps involved in accessing the Outbox documents; these are the documents shared by the currently logged on user

#### 5.1.2. Procedure

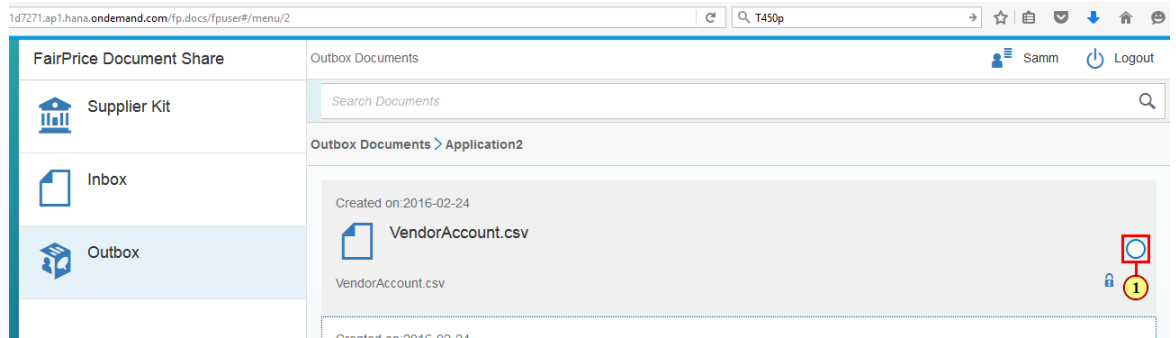
- (1) To select access shared documents, click on the Outbox menu item from the menu section, highlighted below




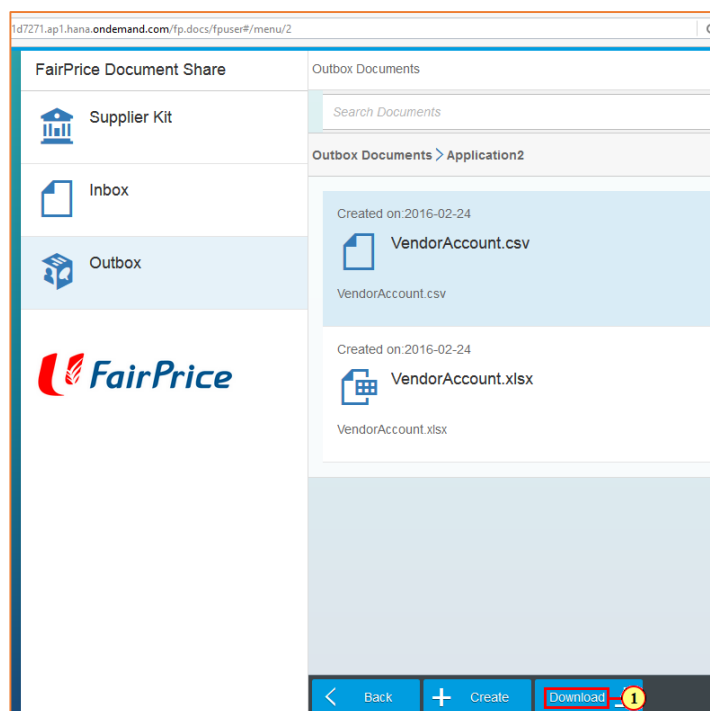
- (2) To access documents
  - a. Click an entry item



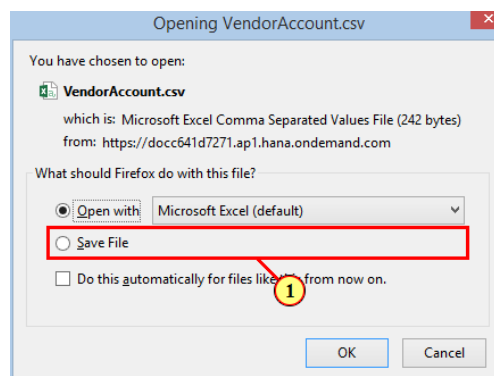
- b. A list of the documents shared is listed



- c. To download the document, either
- Click on the item or
  - Select the item  and from the application toolbar click on download
- i. Click on download **Download**



- ii. Save document to desired location











## 5.2. View Document Share Details

### 5.2.1. Description



This section covers the steps involved in accessing viewing the shared documents details

### 5.2.2. Procedure

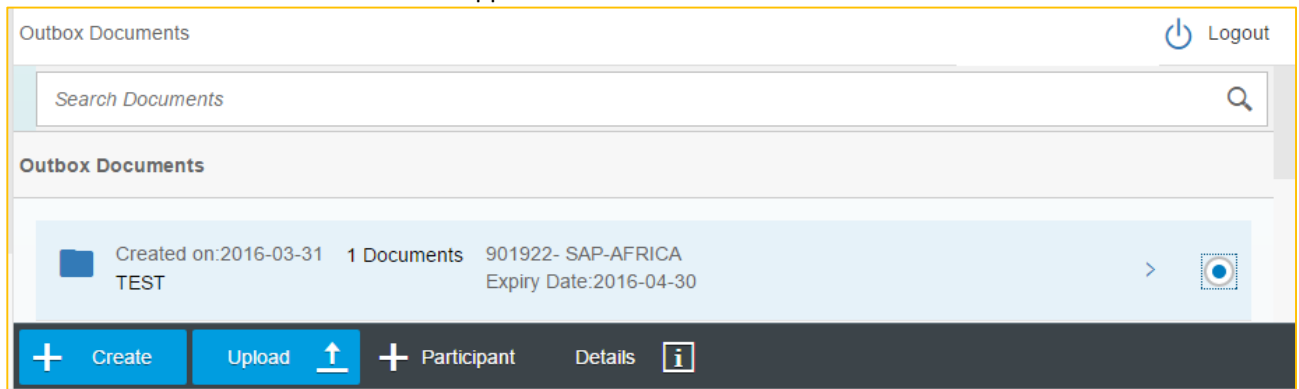
- (1) To select access shared documents, click on the Outbox menu item from the menu section,
- (2) Select the entry item of the shared documents

Search Documents					
Outbox Documents					
	Created on:2016-03-31 TEST	1 Documents	901922- SAP-AFRICA Expiry Date:2016-04-30	>	
	Created on:2016-03-31 erwe	1 Documents	901920- SAP-ASIA Expiry Date:2016-04-30	>	
	Created on:2016-03-31 21.00.2015	1 Documents	901922- SAP-AFRICA Expiry Date:2016-04-30	>	
	Created on:2016-03-30 were	2 Documents	901920- SAP-ASIA Expiry Date:2016-04-29	>	

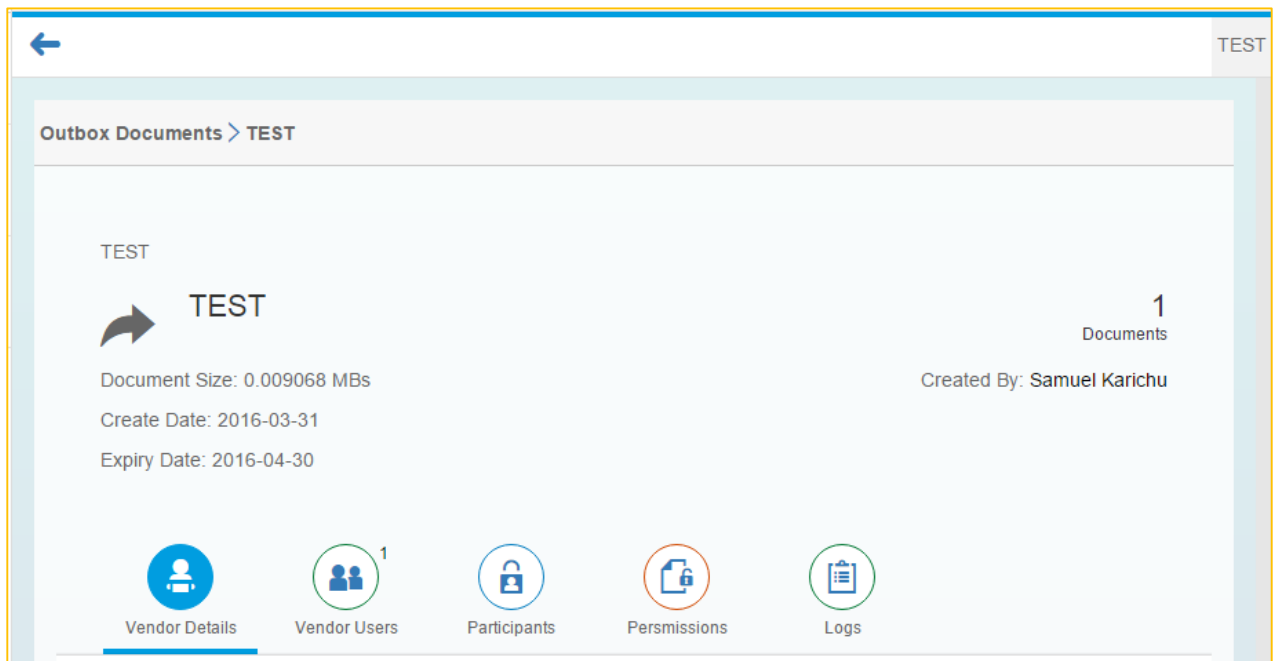
**NB: Below is a description of the line items**

Outbox Documents				
	Created on:2016-03-31 TEST	1 Documents	901922- SAP-AFRICA Expiry Date:2016-04-30	> 
<div> <div>Documents' 'placeholder' name, as will appear on email</div> <div>Number of documents in the placeholder</div> <div>'Placeholder' expiry date. Individual documents in the placeholder may expire on separate dates</div> <div>'Company with which the document has been shared'</div> </div>				

- (3) Click on the details menu item from the application tool bar

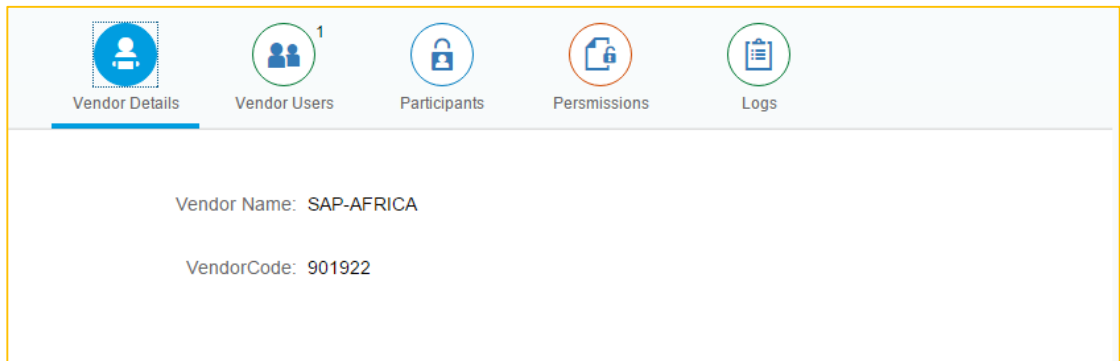


- (4) Documents shared details view open with the request details; which contains tabs with the document share request information



## Functions

- a. **Vendor Details tab:-** Contains the vendor details



Vendor Details

Vendor Users

Participants

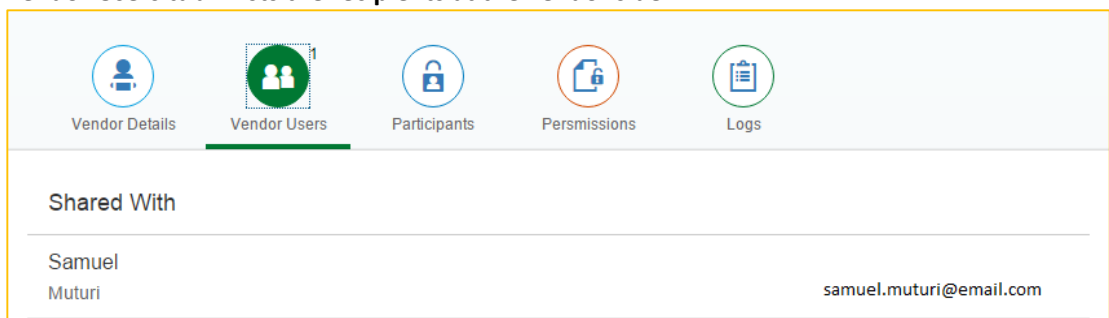
Permissions

Logs

Vendor Name: SAP-AFRICA

VendorCode: 901922

- b. **Vendor Users tab:-** Lists the recipients at the vendor side



Vendor Details

Vendor Users

Participants

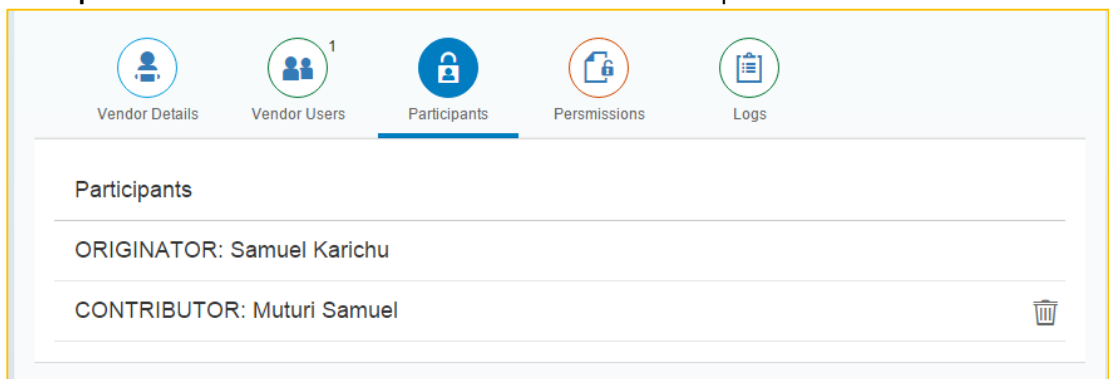
Permissions

Logs

Shared With

Samuel Muturi samuel.muturi@email.com

- c. **Participant tab:** Lists the internal users that have access to the placeholder



Vendor Details

Vendor Users

Participants

Permissions

Logs

Participants

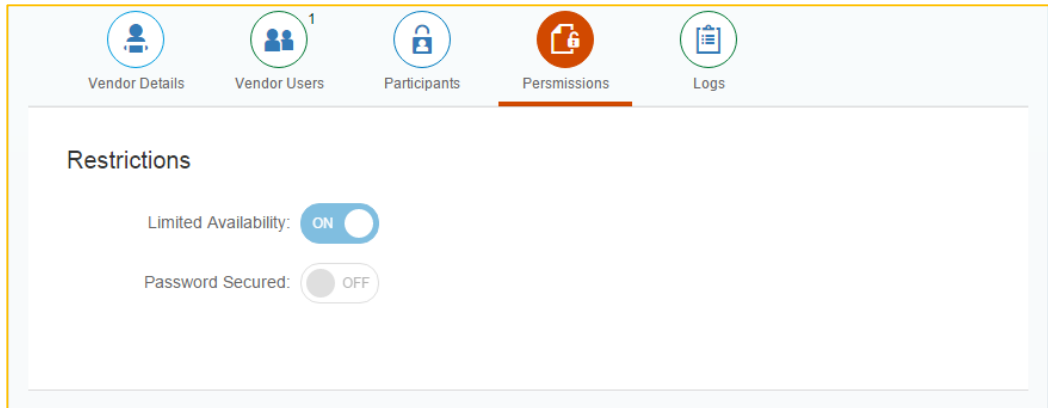
ORIGINATOR: Samuel Karichu

CONTRIBUTOR: Muturi Samuel

### Notes:

- A participant can either be ORIGINATOR/CONTRIBUTOR.
  - An 'ORIGINATOR' is a participant that initiates the document share request
  - A 'CONTRIBUTOR' is a participant that access the documents for subsequent uploads or share requests
- Participants are FairPrice users "Recipients"

- d. **Permissions Tab:-** Shows which restrictions are active on the placeholder



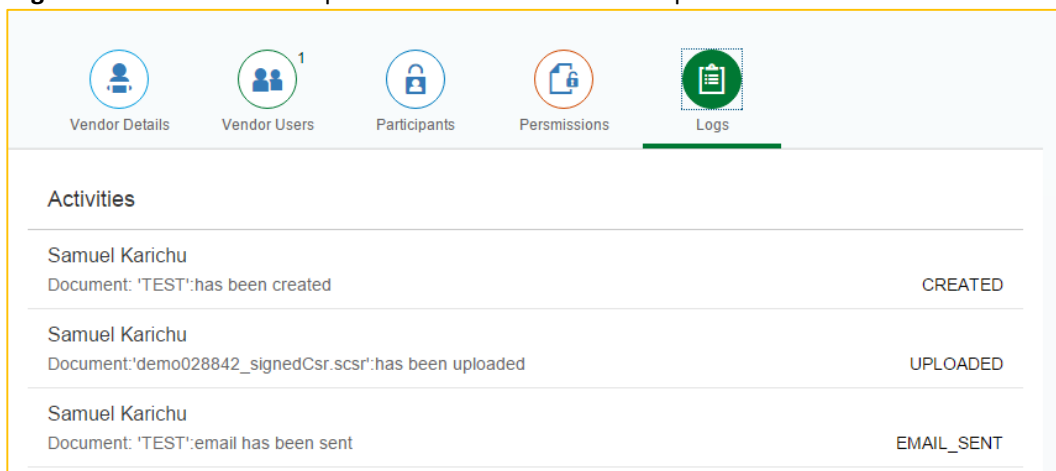
Vendor Details Vendor Users Participants **Permissions** Logs

Restrictions

Limited Availability: ☒ ON

Password Secured: ☐ OFF

- e. **Logs tab:** shows the actions performed on the 'documents placeholder'



Vendor Details Vendor Users Participants Permissions **Logs**


Activities	
Samuel Karichu Document: 'TEST':has been created	CREATED
Samuel Karichu Document:'demo028842_signedCsr.scsrc':has been uploaded	UPLOADED
Samuel Karichu Document: 'TEST':email has been sent	EMAIL_SENT

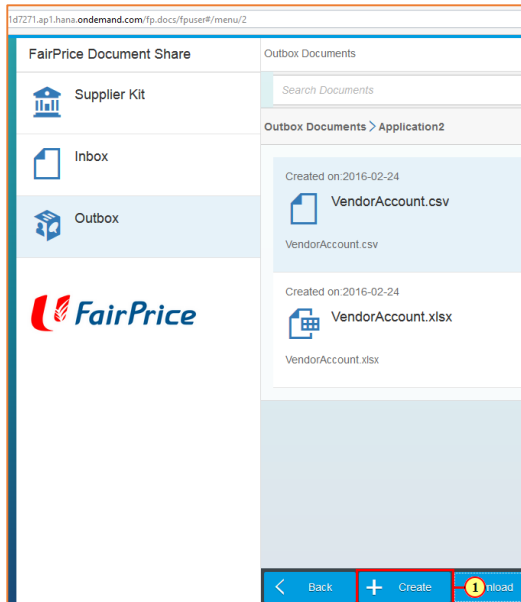
## 5.3. Create Document Share

### 5.3.1. Description

This section covers the steps involved in creation of a document share request

### 5.3.2. Procedure

- (1) Click on the Outbox menu item from the menu section, 



- (2) Create document share request →
  - a. Type in the details required for share request
  - b. Select the vendor
  - c. Select Functional area of the vendor which related to the information being shared
  - d. Select the recipient(s) at the vendor side
  - e. Selected the internal participants; by default the user logged is added as a participant denoted as 'ORIGINATOR'
  - f. Optionally secure document with password
  - g. Optionally limit document availability
  - h. Click on save.



Create Document Share

Document share name: Docs-Sales 04.04.2016

Document share reason: Score Cards

Vendor: 901920 - SAP-ASIA

Select Functional Area: Sales

Share with:

Internal Participants:

Manage Document Confidentiality

Secure with passc...: OFF

Limit Availability: OFF

Cancel

Save

Click  save.

- Upload documents to the created placeholder. i.e. 'Docs-Sales o4.04.2016'

← Shared with others

Score Cards

Docs-Sales 04.04.2016

Score Cards

1 Emails

Score Cards

Uploaded Documents

FairpriceEndUser User Manual.docx

FairpriceEndUser User Manual.docx

FairpriceEndUser User Manual.docx

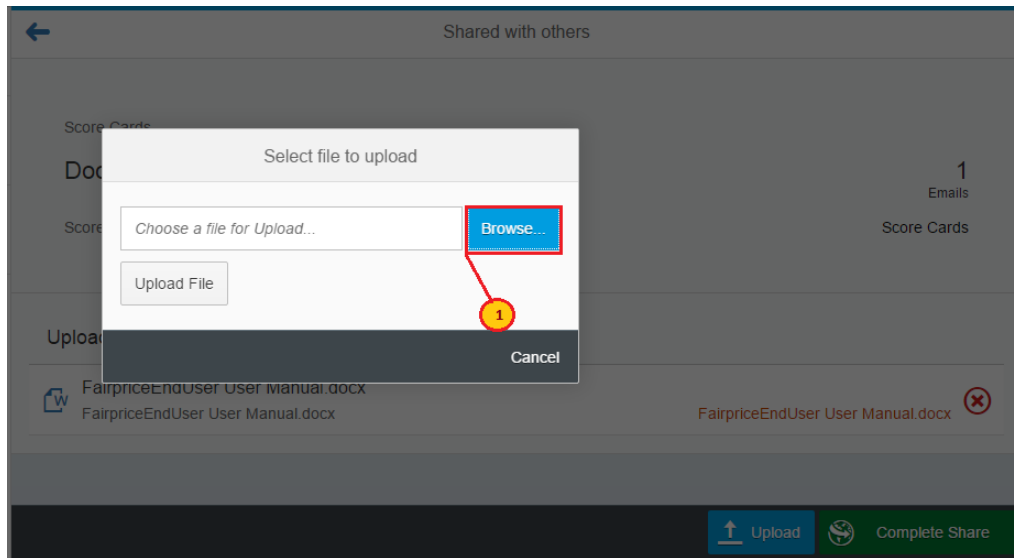
Upload

Complete Share

- Optionally delete the uploaded file(s)

(5) Upload pop-over

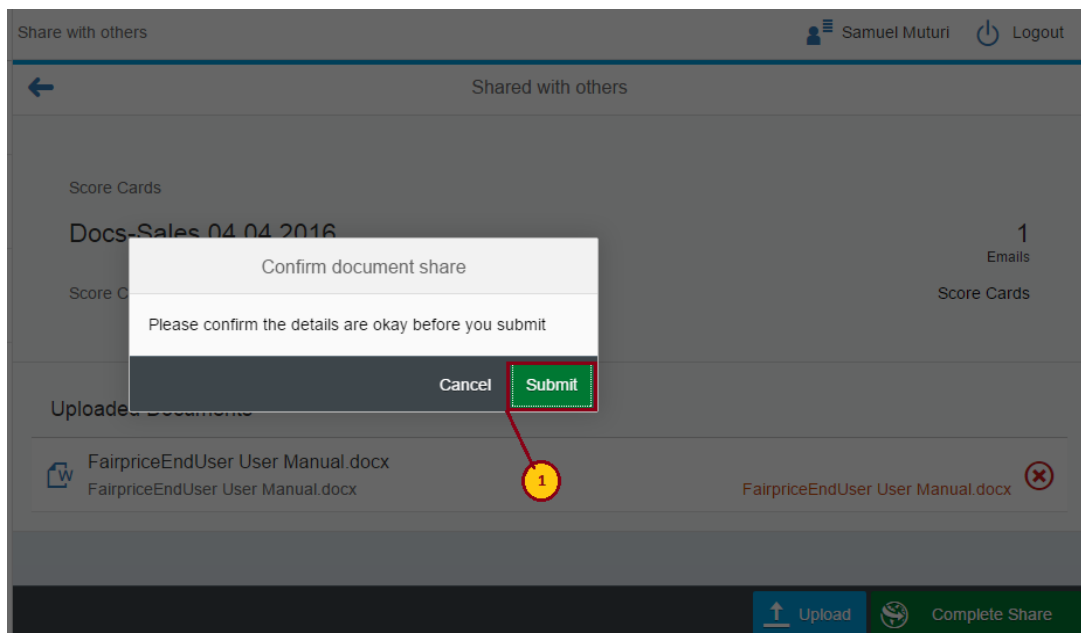
Browse...



(6) Select the file and click on upload document

Upload File

(7) Release document for share



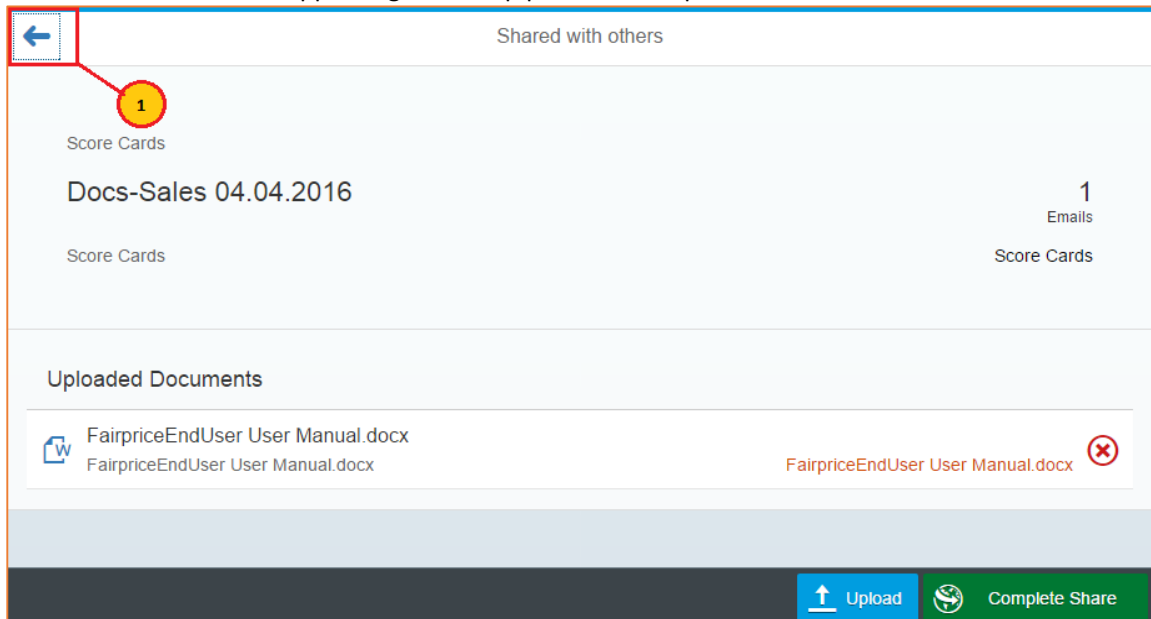
## 5.4. Save Document Placeholder Draft

### 5.4.1. Description

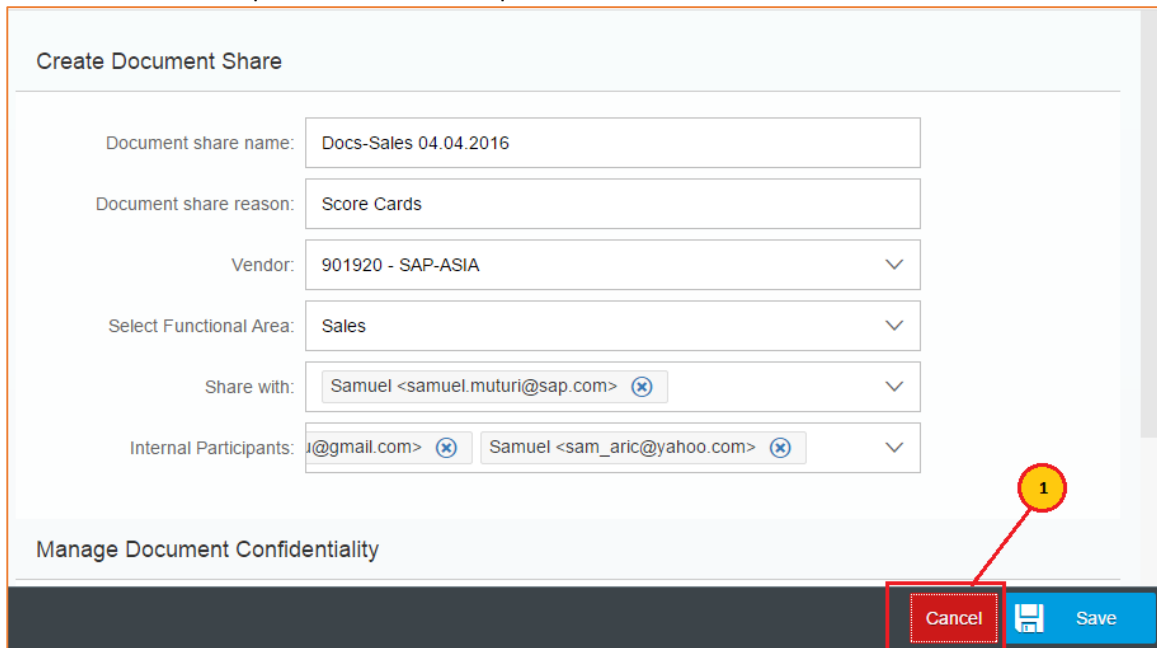
This section covers the steps involved in creation of a document share request as draft

### 5.4.2. Procedure

- Follow the steps documented in 5.3.2 through to step 3
- Optionally upload documents to the placeholder
- Click on the back button appearing at the top panel of the uploads view



- On the previous view, click on the cancel button; this action will save the placeholder content in its current state, but recipients details are not persisted.



e) The document is persisted as a draft and shown as below

Search Documents

Outbox Documents

Created on:2016-04-04  
Docs-Sales 04.04.2016

1 Documents

901920- SAP-ASIA  
Expiry Date:2016-05-04

DRAFT

1

>

## 5.5. Update /Deletion Of Documents Placeholder Draft

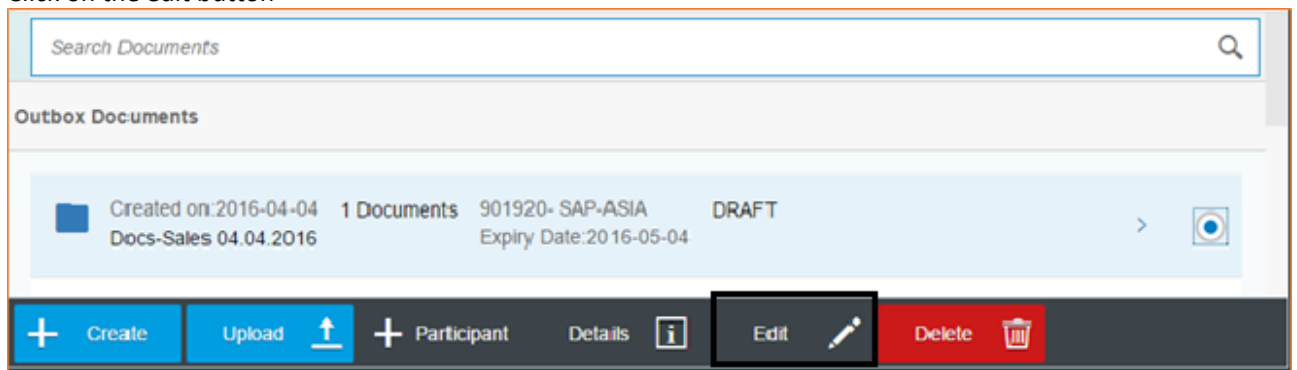
### 5.5.1. Description

This section covers the steps involved in updating an existing documents share draft for release. Also covers the deletion of drafts

### 5.5.2. Procedure

#### 5.5.2.1. Update placeholder in draft state

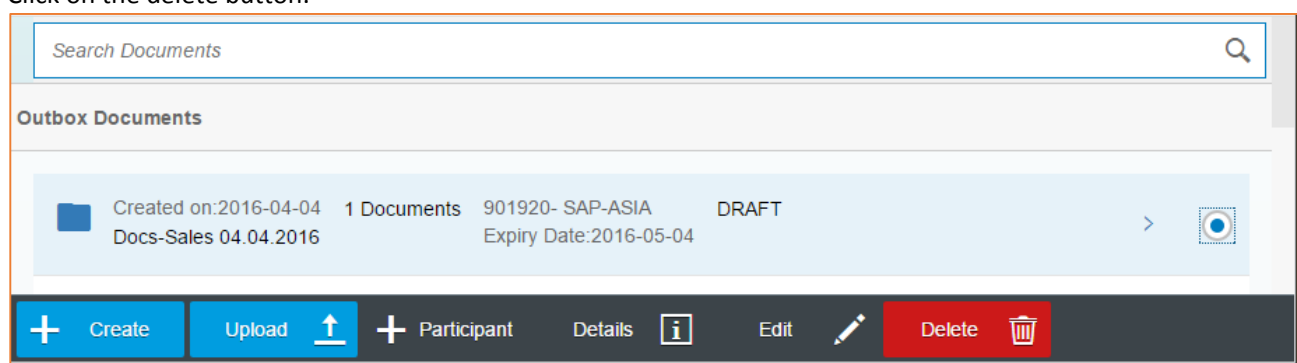
- Select the placeholder in the draft state; this is denoted as 'DRAFT' as highlighted in the section 5.4
- Click on the edit button



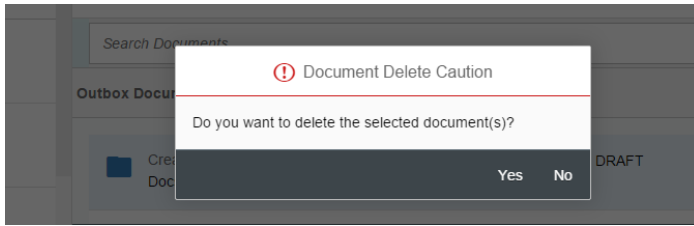
- Update the placeholder details
- Click on save → upload documents to the placeholder
- Click on complete share button → Confirm to release the document, else cancel to perform any update further.

#### 5.5.2.2. Delete documents in draft state

- Select the placeholder in the draft state; this is denoted as 'DRAFT' as highlighted in the section 5.4 above.
- Click on the delete button.



- Confirm intent



- d) Successful deletion will refresh the documents in the Outbox

## 5.6. Add/Drop Participants

### 5.6.1. Description

This section covers the steps involved in allowing an internal user to access documents shared with the vendor.

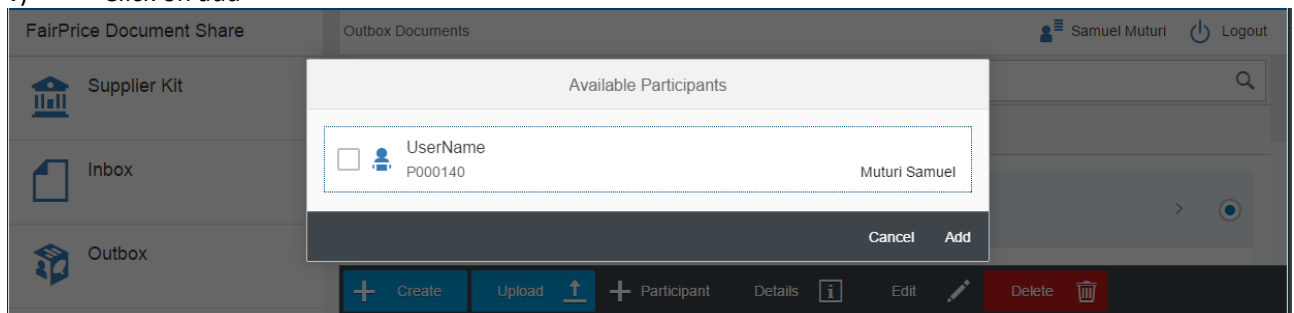
### 5.6.2. Functions

- i) Addition of participants is possible for document placeholder in draft and released state
- ii) The request initiator can deny access or grant access to participant.  
**NB:**
  - a) A participant is notified by email on two events on both events; add or drop participant from a placeholder
  - b) A participant has to be linked to the vendor with whom the information is being shared with.

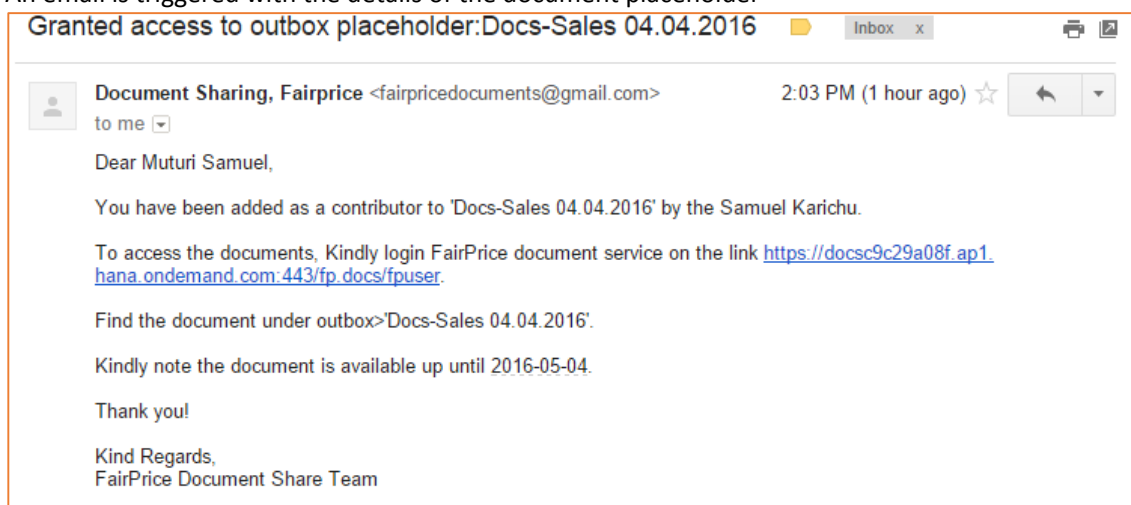
### 5.6.3. Procedure

#### 5.6.3.1. Add participant

- i) Select the placeholder line item under 'Outbox' Menu
- ii) Click on + Participant
- iii) From the resultant pop dialog with a list of the participant
- iv) Select the desired participant(s)
- v) Click on add

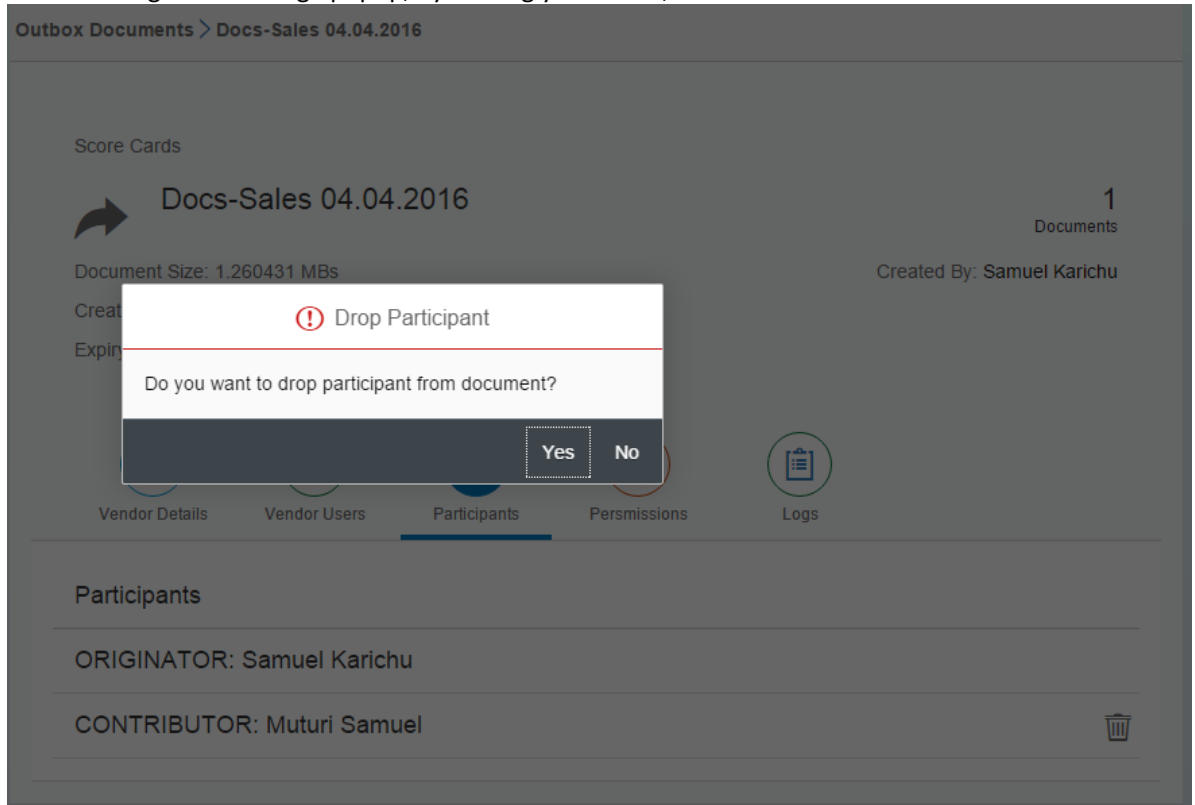


- vi) An email is triggered with the details of the document placeholder

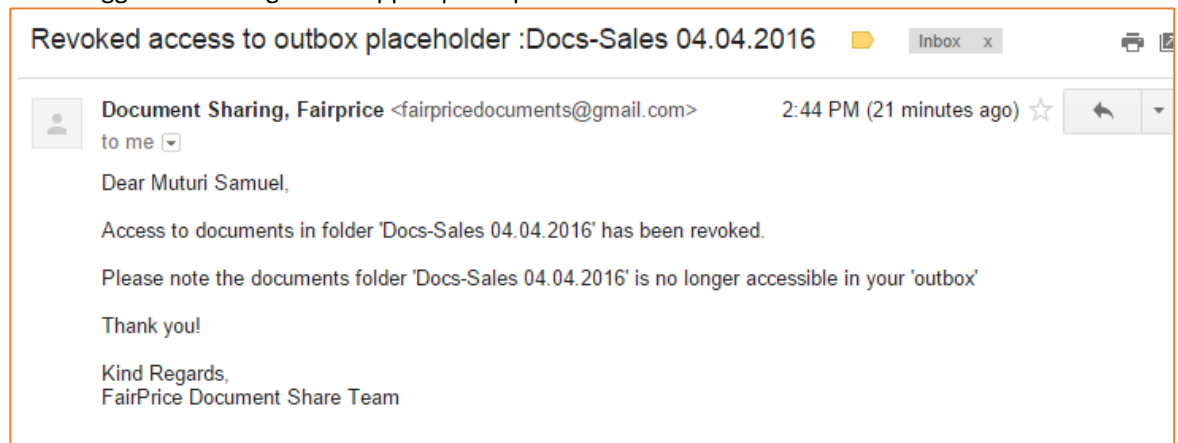


### 5.6.3.2. Remove participant

- i) Select the placeholder line item under 'Outbox' Menu
- ii) Select "Details button"
- iii) Click on "Participant tab"
- iv) Select the contributor you intend to drop
- v) Acknowledge the message popup, by clicking yes button; if clicked on YES



- vi) Email triggered advising 'the dropped participant' of the action





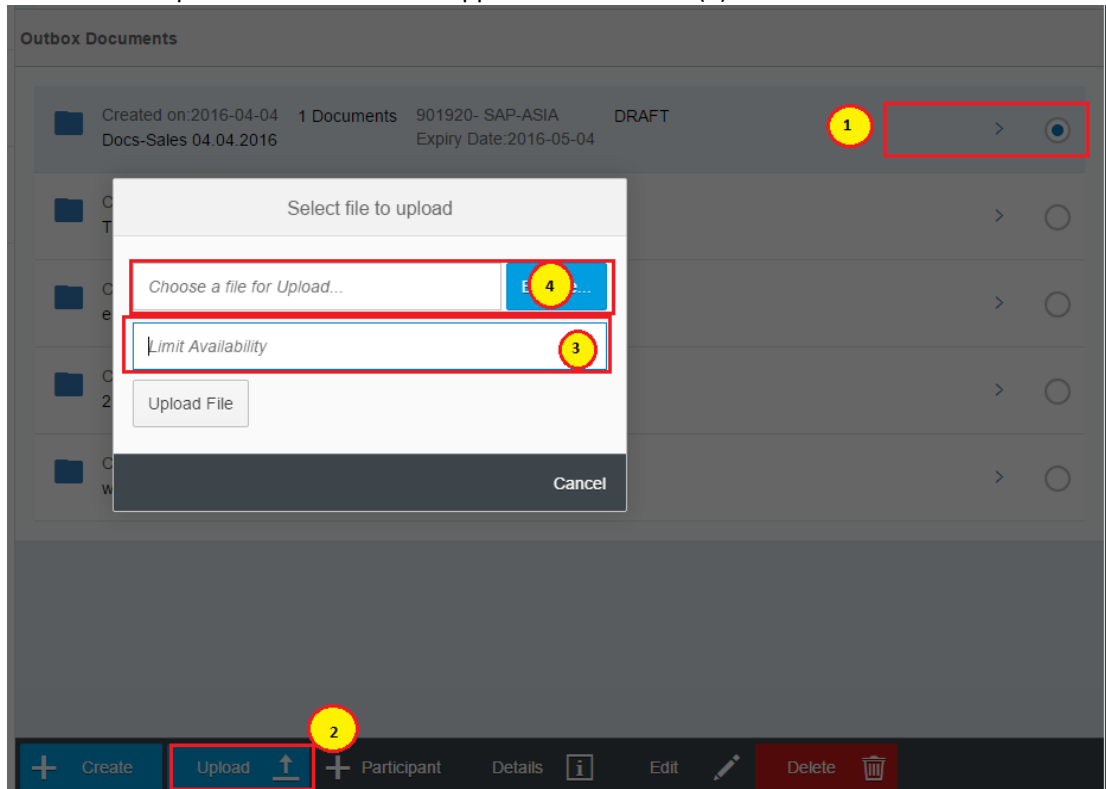
## 5.7. Upload Documents To Existing Outbox Placeholders

### 5.7.1. Description

This section covers the steps involved in uploading documents to an existing 'Outbox' placeholder

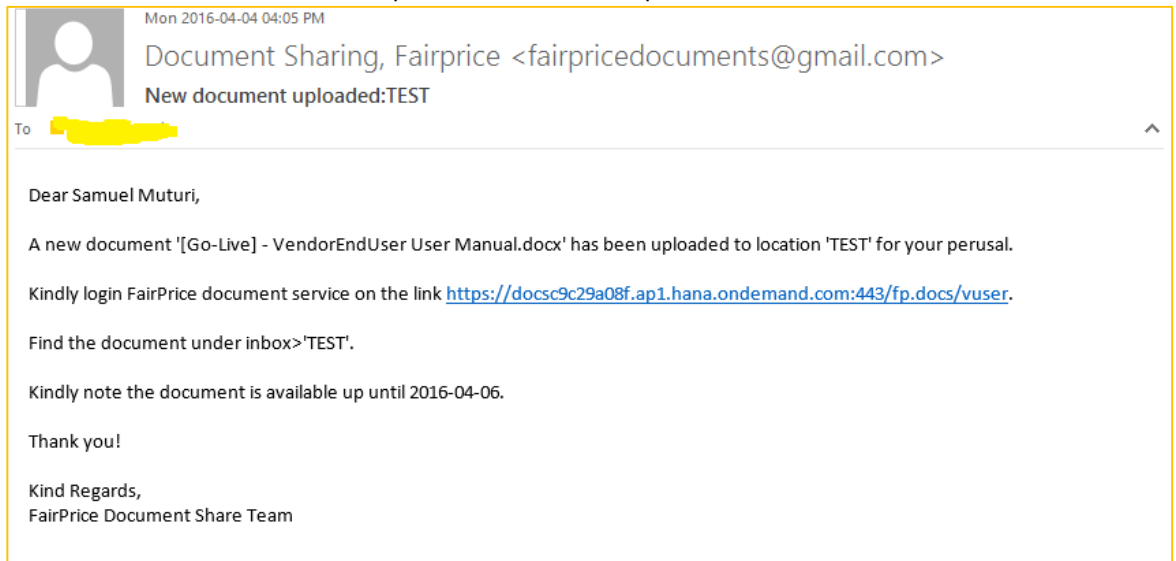
### 5.7.2. Procedure

- i) Select the placeholder line item under "Outbox" Menu(1)
- ii) Click on the "Upload" button from the application menu bar (2)

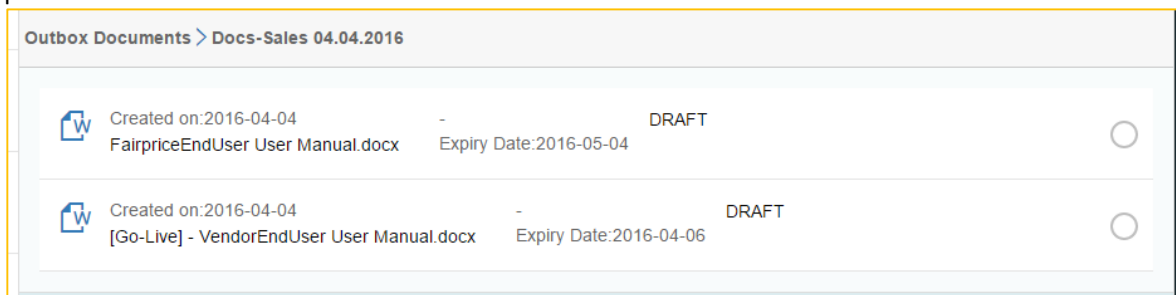


- iii) Enter the no of days the file should be available on the limit availability field(3)  
**NB:** If no input, the system defaults to maximum retention period of 30days.
- iv) Browse and selected document you intend to upload (4)
- v) Click on the 'Upload File' Button

- vi) If successful,
- a. A notification is sent to all the recipients of the selected placeholders at the vendor side.



- b. The upload redirects to the upload destination 'placeholder listing all the files in the target placeholder.



NB: From the above list, you will notice the expiry dates are different at the document level.  
The system will clear the documents as and when they expire

- vii) Else, the upload failure reason is displayed to the user.