**Fixed Asset Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Button** | **From** | **To whom** | **Content** |
| Save Button--> automatically request | Sale Representative  営業担当者  [Level-3]? | Send mail to Eigyou buchou  営業部長 | Subject: [Fixed Assets Field Inspection] Field Survey Form [Fixed Assets] Notification of Sales Manager Request  Text: To each  Fixed asset field inspection data has been confirmed.  Check the data and approve it.  Link ← Press to link to field survey form [Fixed assets] |
| Approve Button  承認ボタン | Eigyou Buchou  営業部長 [Level-2]? | Account manager  経理部長 Keiri TL  経理TL Keiri Tantousha  経理担当者 | Subject: [Fixed Assets Field Inspection] Field Survey Form [Fixed Assets] Sales Department Approval Notice  Text:  To each  Fixed asset field inspection data has been approved.  Link ← Press to link to field survey form [Fixed assets] |
| Approve Cancel Button  承認キャンセルボタン | Eigyou Buchou 営業部長  [Level-2]? | To: Eigyou Tantousha  営業担当者  Cc: Eigyou Kenrisha  営業管理者 | Subject: [Fixed Assets Field Inspection] Field Survey Form [Fixed Assets] Sales Department Approval Cancellation Notice  Text:  To sales representatives  As a result of checking the fixed asset field inspection data of the month, it was not approved.  Please check again and request again.  Link ← Press to link to field survey form [Fixed assets] |