

## WorkON User Manual: “China Access Application”

WorkON link.

<https://rb-wam-ap.bosch.com/workon01ap/plugins/servlet/redirect/create/APAAF/apaaf.issue.type.standard>

### \*Replacement: For BCSC employee apply a new card

#### Step 1: Input “Request Details”

- Target Location: BCSC
- Purpose: Replacement
- Personnel number: Input Bosch ID then click look up button
- Applicant information: select “Remark”

**User Information**

Name: YAO Qiwei (CN/ESC-FCM) Telephone: +86(510)8059-8093

Target Location\*: BCSC

Purpose: ☒ Replacement ☐ Local Access Extension ☐ External Temporary ☐ Cross Access

**General information**

- The applicant(s) will be given the same access authorization once approved.  
- Please input Personnel Number that separated by comma in below text area if more than one applicant, then click lookup button.

Personnel number\*: 85611093 Click here

e.g. 88123456,88654321

Applicant information

Personnel Number*	Name*	Cost Center	Company code*	Org. Unit*	Employee Type*	Badge CS number	Remark	Manual add	Del...
85611093	Ms. 姚琪玮/YAO...	000088C...	BCSC-Wx	CN/ESC-FCM	Regular Employee			no	

Badge CS number is Badge card serial number, which is mandatory for Cross Access purpose at the beginning to avoid more risks.

- Access Area: Click “Add”, default will pop up, input “9999” (Valid to)
- Application Reason and Declaration
- Add Attachment

Access Area\*

Target Area*	Valid to*	Description	Del...
Remain the access	9999		

Application Reason\*

Remarks:

- 1) Associate should keep the access card well and report to PRS immediately if there is any loss;
- 2) The functions of the access card will be authorized according to the work and duty of every associates;
- 3) Associate should return the access card to PRS by his/her last working day;
- 4) Lending or borrowing of access card is strictly prohibited;
- 5) Location regulations need to be fulfilled: [Link](#)
- 6) GYM application: [Link](#)
- 7) Visitor declarations link

Declaration ☐ \* The acknowledged security requirements of captioned access controlled area will be followed strictly.

Attachment

- Demagnetization & Damage by work: Attach copy of employee card
- Damage by self & Lose: Attach FIN receipt  
(Pay 50 RMB to FIN. Beneficiary name: Bosch Innovation and Software Development (Wuxi) Co., Ltd.  
Bank Account: 554745822019)  
Also, can exchange 50 DAN points for a card in the DAN system.

## Step 2: Click “Workflow”

——Manually add your HOD into the workflow.

Request Details Workflow

Serial

Approval list\*















Add an approver

Valid entry Duplicate entry Invalid entry  
Any changes in Target Location & Purpose will change the workflow.

Serial

Approval list\*

Add an approver

1	PRR Printer	HUA Chenxi (CN/ESC-HRL)	      
2	PRR Authorization	YAO Qiwei (CN/ESC-FCM)	      

Valid entry Duplicate entry Invalid entry  
Any changes in Target Location & Purpose will change the workflow.

## Step 3: Click “Send request” to raise the request.

Request Details Workflow

Serial

Approval list\*















Add an approver

Valid entry Duplicate entry Invalid entry  
Any changes in Target Location & Purpose will change the workflow.

Serial

Approval list\*

Add an approver

1	PRR Printer	HUA Chenxi (CN/ESC-HRL)	      
2	PRR Authorization	YAO Qiwei (CN/ESC-FCM)	      

Valid entry Duplicate entry Invalid entry  
Any changes in Target Location & Purpose will change the workflow.

[Privacy Note](#)

Save as Draft **Send request** Reset

## \*Local Access Extension: For BCSC employee add access authorization

### Step 1: Input "Request Details"

- Target Location: BCSC
- Purpose: Local Access Extension
- Personnel number: Input Bosch ID then click look up button
- Applicant information: Fill CS number on the back of your card into "Badge CS number"

**User Information**

Name: YAO Qiwei (CN/ESC-FCM) Telephone: +86(510)8059-8093

Target Location\*: BCSC

Purpose: ☒ Local Access Extension ☐ Replacement ☐ External Temporary ☐ Cross Access

**General Information**

The applicant(s) will be given the same access authorization once approved.  
Please input Personnel Number that separated by comma in below text area if more than one applicant, then click lookup button.

Personnel number\*: 85611093 Click here [Look up](#)

e.g. 88123456,88654321

Applicant information	Personnel Number*	Name*	Cost Center	Company code*	Org. Unit*	Employee Type*	Badge CS number	Remark	Manual add	Del...
	85611093	Ms. 姚琪伟/YAO...	000088C...	BCSC-WX	CN/ESC-FCM	Regular Employee			no	

- Access Area: Click "Add" and select "Target Area", input "9999" (Valid to)

**Access Area\***

[Add](#) [Duplicate selected row](#)

Target Area*	Valid to*	Description	Del...
	Select date		
Network Room --- Hua Chenxi			
CCTV Room-----Hua Chenxi			
GYM-----Hua Chenxi			
Normal-----Hua Chenxi			

Application Reason\*

- Application Reason and Declaration
- Add Attachment

Application Reason\*

#### Remarks:

- 1) Associate should keep the access card well and report to PRS immediately if there is any loss;
- 2) The functions of the access card will be authorized according to the work and duty of every associates;
- 3) Associate should return the access card to PRS by his/her last working day;
- 4) Lending or borrowing of access card is strictly prohibited;
- 5) Location regulations need to be fulfilled: [Link](#)
- 6) GYM application: [Link](#)
- 7) Visitor declarations link

Declaration ☐ \* The acknowledged security requirements of captioned access controlled area will be followed strictly.

Attachment [Add Attachment](#) [Manage Attachment](#) [Download All Attachments](#)

- If you apply for access of gym, you need to attach a signed commitment.

## Step 2: Click “Workflow”

——Manually add your HOD and Access area owner into the workflow.

**Serial**

Approval list\*

1 Head of Department

Valid entry Duplicate entry Invalid entry

Any changes in Target Location & Purpose will change the workflow.

**Parallel**

Approval list

1 Access area owner Please delete if duplicate with HoD

Valid entry Duplicate entry Invalid entry

Any changes in Target Location & Purpose will change the workflow.

Target Area\*

Network Room Hua Chenxi

CCTV Room Hua Chenxi

GYM Hua Chenxi

Normal Hua Chenxi

## Step 3: Click “Send request” to raise the request.

**Request Details** **Workflow**

**Serial**

Approval list\*

Add an approver

Valid entry Duplicate entry Invalid entry

Any changes in Target Location & Purpose will change the workflow.

**Serial**

Approval list\*

Add an approver

1 PRS Printer HUA Chenxi (CN/ESC-HRL)

2 PRS Authorization YAO Qiwei (CN/ESC-FCM)

Valid entry Duplicate entry Invalid entry

Any changes in Target Location & Purpose will change the workflow.

[Privacy Note](#)

Save as Draft **Send request** Reset

## \*External Temporary: For provider apply Long-term visitor card & access authorization

### Step 1: Input "Request Details"

- Target Location: BCSC
- Purpose: External Temporary
- Personnel number: Input provider ID then click look up button
- Applicant information: Input provider information and select "External Vendor"

**User Information**

Name: YAO Qiwei (CN/ESC-FCM) Telephone: +86(510)8059-8093

Target Location\*: BCSC

Purpose: ☐ Replacement ☐ Local Access Extension ☒ External Temporary ☐ Cross Access

**General information**

- The applicant(s) will be given the same access authorization once approved.  
- Please input Personnel Number that separated by comma in below text area if more than one applicant, then click lookup button.

Personnel number\*: 320200199001011111 Click here [Look up](#)

Applicant information

Personnel Number*	Name*	Cost Center	Company code*	Org. Unit*	Employee Type*	Badge CS number	Remark	Manual add	Del...
320200199001011111	张三		XXXX	XXXX	External Vendor			yes	

Badge CS number is Badge card serial number, which is mandatory for Cross Access purpose at the beginning to avoid more risks.

- Access Area: "Valid to" half a year at most
- Application Reason and Declaration
- Add Attachment: Attach a copy of ID card

Access Area\*

[Add](#) [Duplicate selected row](#)

Target Area*	Valid to*	Description	Del...
Normal-----Hua Chenxi	Select date		

Application Reason\*

Remarks:

- 1) Associate should keep the access card well and report to PRS immediately if there is any loss;
- 2) The functions of the access card will be authorized according to the work and duty of every associates;
- 3) Associate should return the access card to PRS by his/her last working day;
- 4) Lending or borrowing of access card is strictly prohibited;
- 5) Location regulations need to be fulfilled: [Link](#)
- 6) GYM application: [Link](#)
- 7) Visitor declarations link

Declaration ☐ \* The acknowledged security requirements of captioned access controlled area will be followed strictly.

Attachment [Add Attachment](#) [Manage Attachment](#) [Download All Attachments](#)

[Privacy Note](#)

[Save as Draft](#) [Send request](#) [Reset](#)

## Step 2: Click “Workflow”

——Manually add your HOD and Access area owner into the workflow.










Request Details Workflow

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**Serial**

Approval list\*

Add an approver

1	  Head of Department	HAN Beibei (BCSC-HRL, BCSC-ADM)	      
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☒ Valid entry ☐ Duplicate entry ☐ Invalid entry

Any changes in Target Location & Purpose will change the workflow.

**Parallel**

Approval list

Add an approver

1	  Access area owner	HUA Chenxi (BCSC-HRL)	      
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☒ Valid entry ☐ Duplicate entry ☐ Invalid entry

Any changes in Target Location & Purpose will change the workflow.

**Serial**

Approval list\*

Add an approver

1	  PRS Authorization	YAO Qiwei (CN/ESC-FCM)	      
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☒ Valid entry ☐ Duplicate entry ☐ Invalid entry

Any changes in Target Location & Purpose will change the workflow.

Step 3: Click “Send request” to raise the request.

## \*Cross Access: Bosch employees from other site apply access authorization

### Step 1: Input "Request Details"

- Target Location: BCSC
- Purpose: Cross Access
- Personnel number: Input Bosch ID then click look up button
- Applicant information: Fill CS number on the back of your card into "Badge CS number"

**User Information**

Name: YAO Qiwei (CN/ESC-FCM) Telephone: +86(510)8059-8093

Target Location\*: BCSC

Purpose: ☐ Replacement ☐ Local Access Extension ☐ External Temporary ☒ Cross Access

**General Information**

- The applicant(s) will be given the same access authorization once approved.  
- Please input Personnel Number that separated by comma in below text area if more than one applicant, then click lookup button.

Personnel number\*: 85611093 Click here Look up

Applicant information

Personnel Number*	Name*	Cost Center	Company code*	Org Unit*	Employee Type*	Badge CS number	Remark	Manual add	Del...
85611093	Ms. 姚琪伟YAO...	000088C...	BCSC-Wx	CN/ESC-FCM	Regular Employee				

Badge CS number is Badge card serial number, which is mandatory for Cross Access purpose at the beginning to avoid more risks.

➤ Access Area: Click "Add" and select "Target Area", "Valid to" half a year at most

➤ Application Reason and Declaration

➤ Add Attachment: Attach a copy of Bosch Employee card

**Access Area\*** Add Duplicate selected row

Target Area*	Valid to*	Description	Del...
Normal-----Hua Chenxi	Select date		

**Application Reason\***

**Remarks:**

- 1) Associate should keep the access card well and report to PRS immediately if there is any loss;
- 2) The functions of the access card will be authorized according to the work and duty of every associates;
- 3) Associate should return the access card to PRS by his/her last working day;
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**Attachment** Add Attachment Manage Attachment Download All Attachments

[Privacy Note](#)

Save as Draft Send request Reset






### Step 2: Click "Workflow"

——Manually add your HOD and Access area owner into the workflow.

## Serial

Approval list\*

Add an approver

1	  Head of Department	HAN Beibei (BCSC-HRL, BCSC-ADM)	      
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☒ Valid entry ☐ Duplicate entry ☐ Invalid entry

Any changes in Target Location &amp; Purpose will change the workflow.

## Parallel

Approval list

Add an approver

1	  Access area owner	HUA Chenxi (BCSC-HRL)	      
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







☒ Valid entry ☐ Duplicate entry ☐ Invalid entry

Any changes in Target Location &amp; Purpose will change the workflow.

## Serial

Approval list\*

Add an approver

1	  PRS Authorization	YAO Qiwei (CN/ESC-FCM)	      
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☒ Valid entry ☐ Duplicate entry ☐ Invalid entry

Any changes in Target Location &amp; Purpose will change the workflow.

Step 3: Click “Send request” to raise the request.