


## VISUAL WORK INSTRUCTION

TITLE / DESCRIPTION OF PROCESS		Change Item data in Exact		
CREATED BY	OBJECTIVE	PREREQUISITES		EXPECTED RESULTS
Reno	Change of Item data	Access to Exact and Microsoft Power Apps		Changed Item data
PROCESS NUMBER				
1				
INITIAL ISSUE DATE				
03-05-2021				
CURRENT VERSION				
1.0.0				
STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP		EXPECTED RESULTS
1)	<p>In this scenario, we will be changing Item data.</p> <p>Navigate to the 'apps.powerapps' button</p> <p>Left-click to open the app to begin using it, and click on 'Create new item'</p>			See illustration

2)

Under 'Exact Request Form' fill in the specified fields.

'\*' indicates that the field is mandatory, therefore data input is required.  
'i' click on icon for addition information and instructions.

'Field' field of change should have data changed for only that specific field.

'Old value' and 'New value' fields represent the as-is and to-be data value in active branch.

'Priority' indicates the level of urgency and service level agreement of request.

'Comment' field should be used for only additional details.

✕

Exact Request Form

✓

\* Admin

i

Find Admin

▼

\* Item Number

\* Field

i

Find Field of Change

▼

\* Old Value

i

\* New Value

Priority

i

Find items

▼

Comments

N/A

See illustration

3)

Review all fields are fulfilled in the 'Exact Request Form' according to the standard business rules.

Left-click 'Submit item'

✕

Exact Request Form

✓

\* Admin

500

i

▼

\* Item Number

119049012

\* Field

Purchase VAT

i

▼

\* Old Value

0

i

\* New Value

119

Priority

Regular

i

▼

Comments

To be changed on supplier 101429

See illustration

