

# China Legal Database

User manual

06 October 2023

For internal only

# Table of Contents

<b>1. Introduction .....</b>	<b>4</b>
1.1 Flow chart .....	4
1.2 About this document .....	5
1.3 How to use this document .....	5
1.4 Supported browsers .....	6
1.5 Version History of this document.....	6
<b>2. Getting started .....</b>	<b>8</b>
<b>3. Submitting requests.....</b>	<b>10</b>
<b>4. Viewing submitted requests .....</b>	<b>14</b>
4.1 Viewing request details.....	14
4.2 Editing the request .....	16
4.3 View Version History .....	18
<b>5. Managing Pending user Lists (For Legal Team) .....</b>	<b>21</b>
5.1 Adding single record .....	22
5.2 Bulk adding records.....	22
<b>6. Managing Legal Team List .....</b>	<b>26</b>



# 1

## Introduction

# 1. Introduction

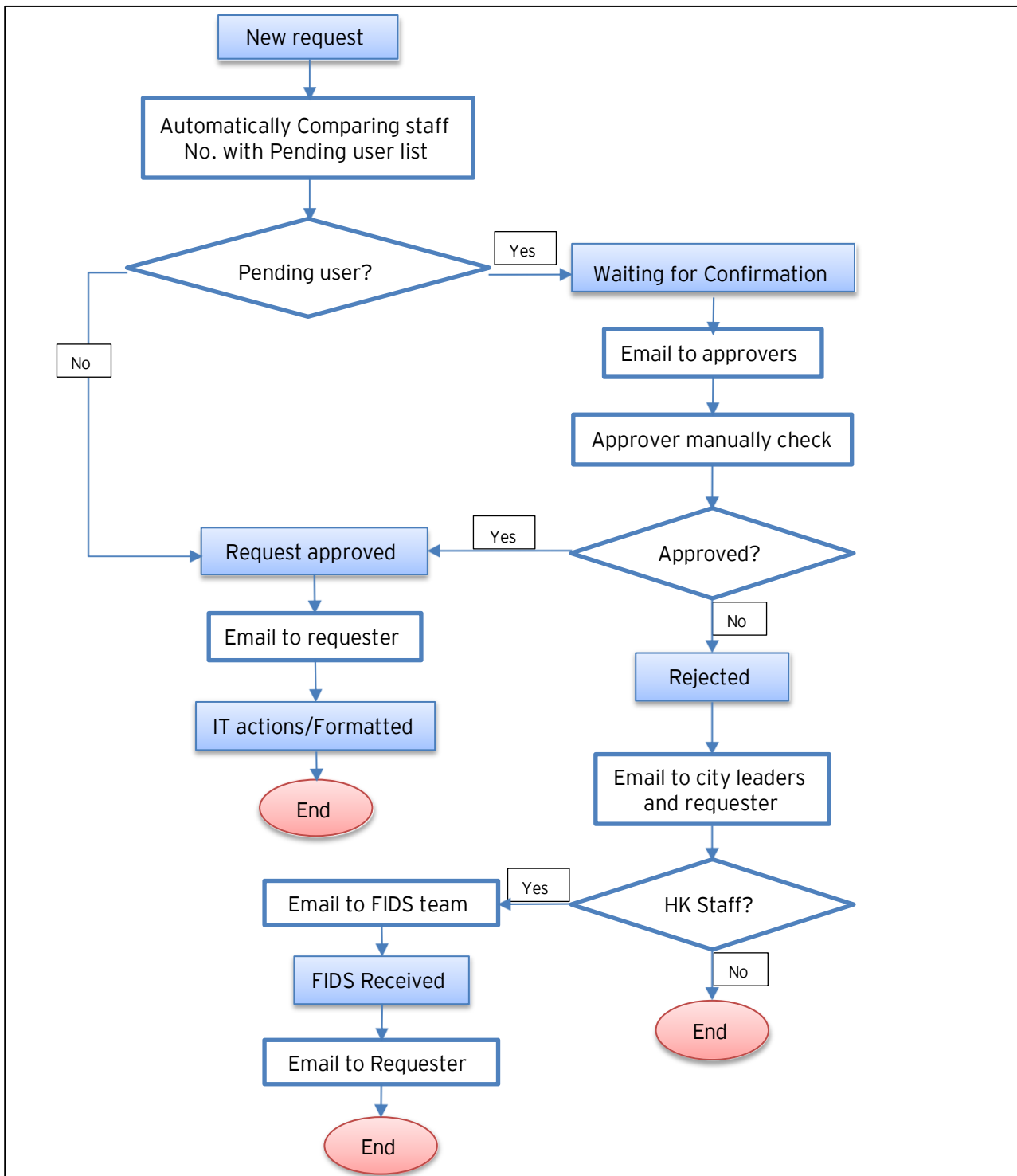
Before formatting the computer by OSTS, an approval from Legal Department needs to be made to avoid losing important data. This web tool is used to obtain approval from Legal Department before formatting the computer of a user to avoid losing important data. This is a replacement of the old Lotus Notes database of the Legal DPN project.

Lotus Notes Legal DB - Prior to June 24,2023

Legal DB SharePoint Site - June 25, 2023 to September 29, 2023

## 1.1 Flow chart

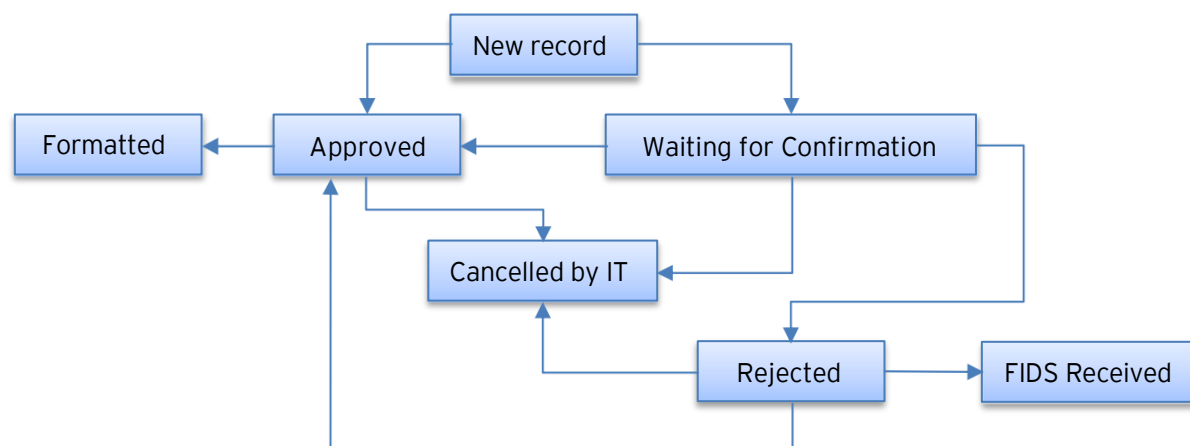
Following is the brief flow chart of the Legal DPN request process.



City leaders list:

Location	Leader	OSTS Primary Contact	OSTS Secondary Contact
Beijing	Juliet Qiu	Jacky R Wang	Bear Shen
Shanghai	Jerry YH Chen	Shi Yuan Li	Bruce YH Lu
Guangzhou	Michael Chen	Donny Xiao	Jimmy Wang
Shenzhen	Kerry Li	Vincent Li	Sam Gan
Dalian (GDS)	Charlie Chi	Julie ZL Li	
Hongkong	Tom See	Sisley Chow	Raymond WM Law
Tianjin	Juliet Qiu	Ray R Li	
Qingdao	Juliet Qiu	Diamond Gao	
Dalian/Shenyang	Juliet Qiu	Sheng Zhen Yang	
Suzhou	Jerry YH Chen	Haiby Qian	
Hangzhou	Jerry YH Chen	Neil Shao	
Chengdu/Chongqing	Jerry YH Chen	Fox Zhao	
Xi'an	Jerry YH Chen	Da Wei Wu	
Zhengzhou	Jerry YH Chen	Jun Nan Zhao	
Kunming	Kerry Li	Martin GJ Wang	Vincent Li
Haikou	Michael Chen	Jimmy Wang	Donny Xiao
Nanjing	Jerry YH Chen	Shi Yuan Li	Kay ZH Liu
Hefei	Jerry YH Chen	Shi Yuan Li	
Ningbo	Jerry YH Chen	Shi Yuan Li	Neil Shao
Taiyuan	Juliet Qiu	Ray R Li	
Jinan	Juliet Qiu	Diamond Gao	
Xiamen	Donny Xiao	Michael Chen	
Changsha	Kerry Li	Birny Yuan	Sam Gan
Macau	Tom See		

Following is the Status flow:



## 1.2 About this document

This document specifies the functionalities available in the tool and their use. It intends to equip the user with functional knowledge and skills of the tool to carry out various admin-related transactions in a faster, smoother, and more efficient manner.

## 1.3 How to use this document

Use this document in conjunction with the tool. Read it before you use it for the first time. Refer to it whenever you need guidance during subsequent use.

### 1.2.1 Icons used in this document



Specific note about the topic or step



Additional information to improve your experience with the tool

## 1.4 Supported browsers

Recommended browsers are **Microsoft Edge** and **Chrome**.

## 1.5 Version History of this document

Version No.	Modification Date	Author	Comment
1.0	2021.12.02	Lydia H Wang	Initial version
2.0	2021.12.07	Lydia H Wang	Logic and workflow updated based
3.0	2021.12.17	Lydia H Wang	Updated City leader list
4.0	2023.04.10	Lydia H Wang	Updated HK flow and
5.0	2023.10.06	Lynn RL Wang	Updated City leader list Updated Legal Database new tool content





## 2

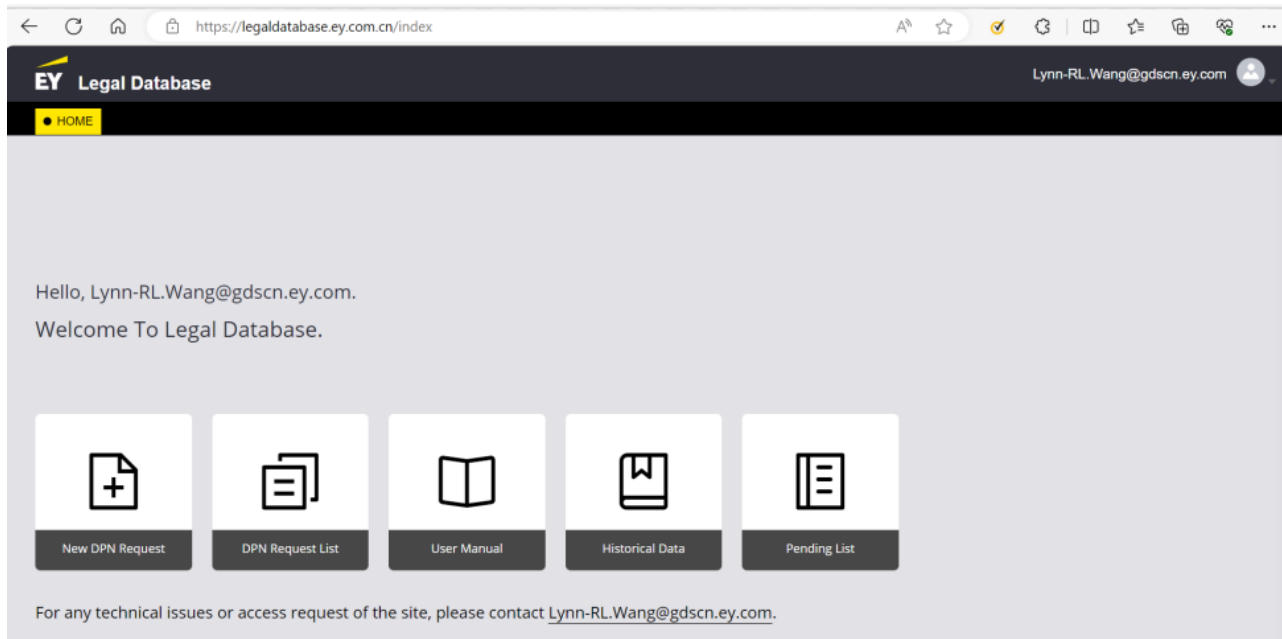
## Getting started

## 2. Getting started

Make sure you are connected to internet or EY office network.

Access the tool at the following URL:

<https://legaldatabase.ey.com.cn/>

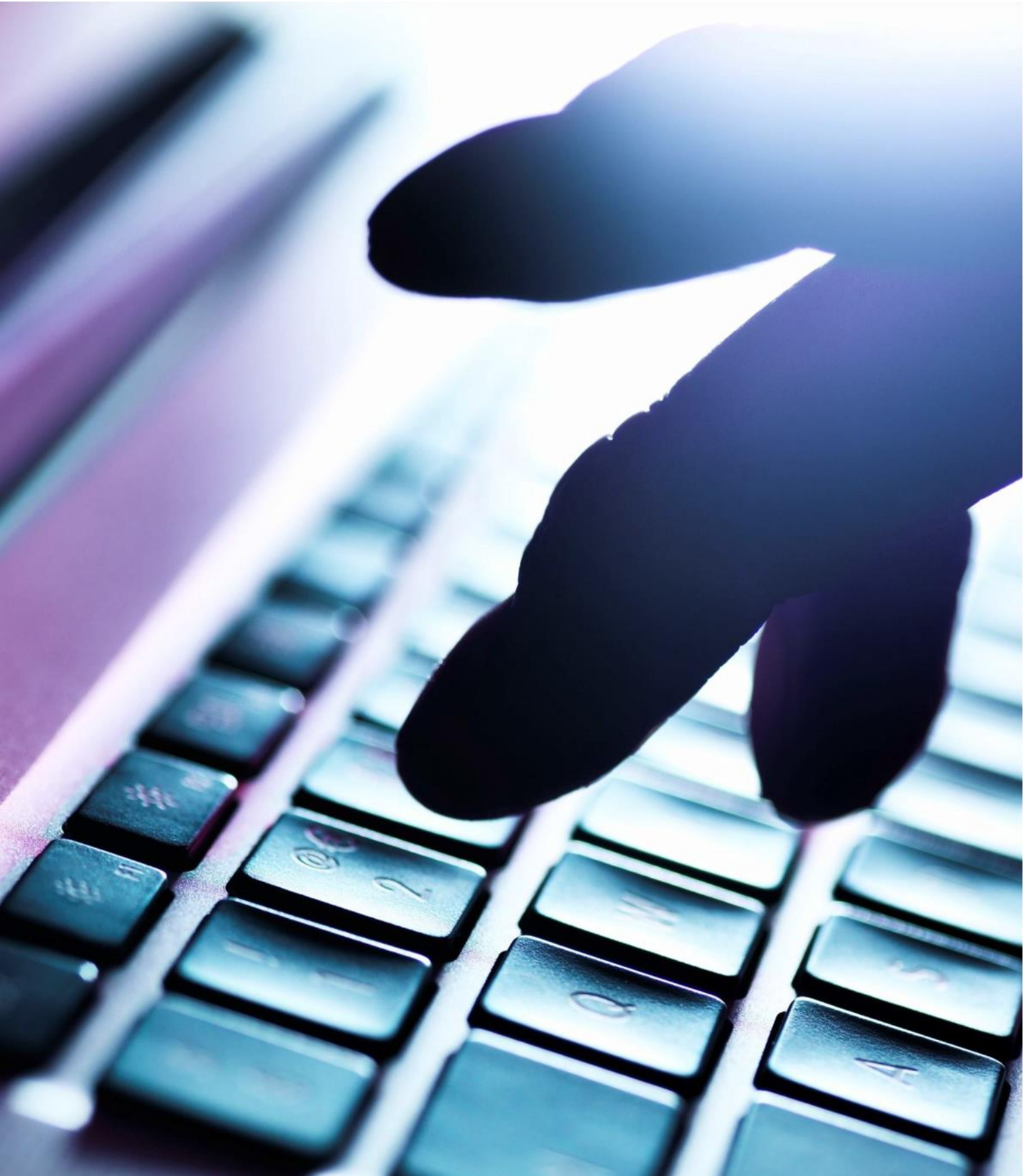


For first time login, your EY email address and windows password is required.

Upon successful login, the home page displays a search bar, a link to access the creating new record page, and a link to the existing record list of Legal DPN requests, as well as the links to pending list.

Note: Pending List interface is for Legal Team Only, if you belong to OSTs, Service Desk or FIDS Team, you are not able to view the tab.



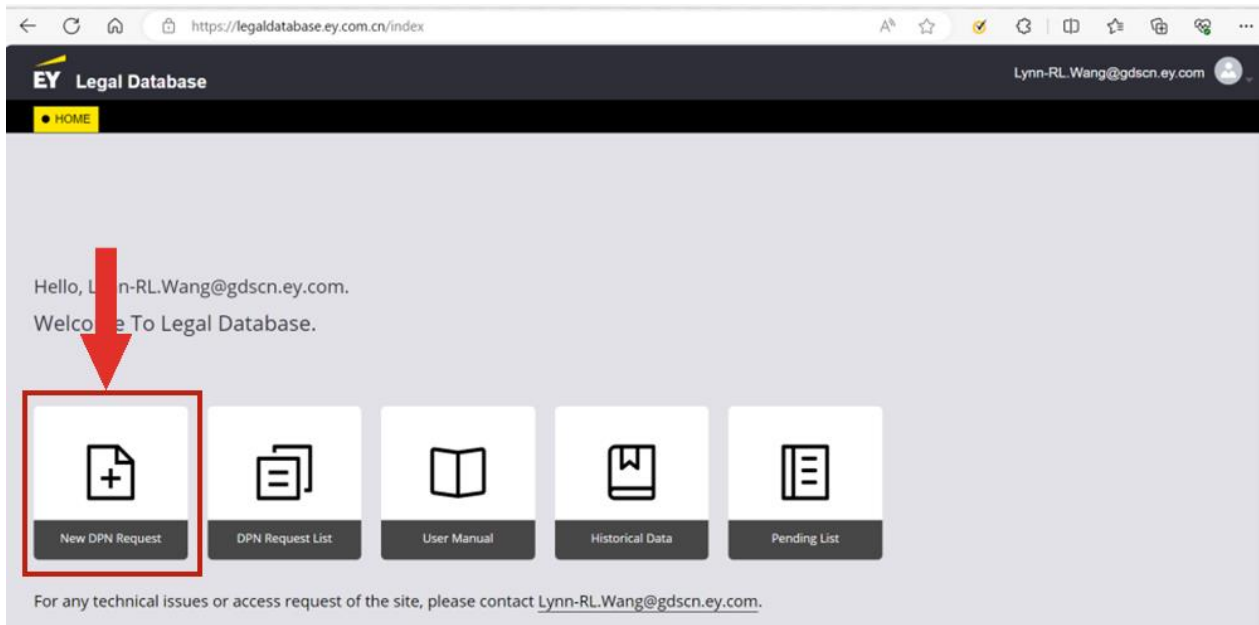


# 3

## Submitting Requests

### 3. Submitting requests

By clicking the link of creating a new record, you will be navigated to the request form which allows you to submit a new request. Complete all the mandatory items marked with red asterisk \* at the end of the space provided.



**EY Legal Database** Lynn-RL.Wang@gdscn.ey.com

HOME New DPN Request

\* Staff No. (GPN) xe030052139

\* LPN 0052139

\* Staff Name Lynn RL Wang

\* Email Lynn-RL.Wang@gdscn.ey.com

\* Office Dalian

\* Department / Service Line CBS

\* EY Rank Assistant Director

Status New Record

1. Use Staff GPN No. to search staff information, which is mandatory, once it's filled in and is a valid staff No., the rest staff information (Email, Staff Name, Office, Department/Service Line, EY Rank) will be automatically populated in the below textboxes.

In case the Staff GPN No. cannot be found, please contact support team.

Staff Name, Office, Department, and EY Rank allows to manually input in case the data are not stored correctly for resigned staff.

Continue to fill in the rest of the fields accordingly and click Save button to save the request form.

**EY Legal Database** Lynn-RL.Wang@gdscn.ey.com

**HOME** • New DPN Request

---

Date Returned to IT

\* Device Type

\* Device Location

\* EY Asset No

Serial No. (For OSS)

\* Remark

\* Received By  ✓

2. Status - This field is defined as "New Record" and cannot be changed when creating a new record. But it will be changed later during further process.
3. Date Returned to IT - Use this field to record the date when the PC is returned to IT.
4. Device Type - Use this field to mark the device type of the PC. It's a dropdown list with the following options:

Desktop
Laptop
Hard Disk
External HD
U-Disk

5. Device Location: To record the location of the device.
6. EY Assess No. - Fill in the EY Assess No.
7. Serial No. (For OSS) - Fill in the Serial No. of the PC.
8. Remark - Choose the Remark in the dropdown list:

Desktop Upgrade
Hard Disk Bad Sector Required Replacement
HD Can't be detected! Need to replace with new one
Laptop Upgrade
On Loan PC Data
Pool Machine
Reinstall System
Resigned Staff
Retired
Returned Machine
Seconded Staff
Staff Transfer
Swap Laptop
Swap Laptop to Desktop Computer
System Error can't login Windows, need reinstall
Transfer Machine
Virus Infection required to reinstall Hard Disk

9. Format? - By default, the box is not checked on.
10. Received By - Fill in windows login name or internet email address of the user who received the PC. Currently the field is not searchable, a Green check mark will display once the correct email address has been validated.

\* Received By  ✓



Once request is submitted, it will wait for Legal Team for further review.

After Legal Team trigger the review, the system will compare the staff GPN with the Pending User List.

- ★ If the Staff No. is not in the list, the Status of the request will be changed to **Approved**. And the system will send an email notification to the requester.
- ★ If the Staff No. is in the list, the Status of the request will be changed to **Waiting for Confirmation** automatically, and the system will send an email to the approvers (Legal team) as well as the requester. The approvers will need to check and edit the record and approve or reject the record manually. Go to section 4.2 to refer to how to edit a request.





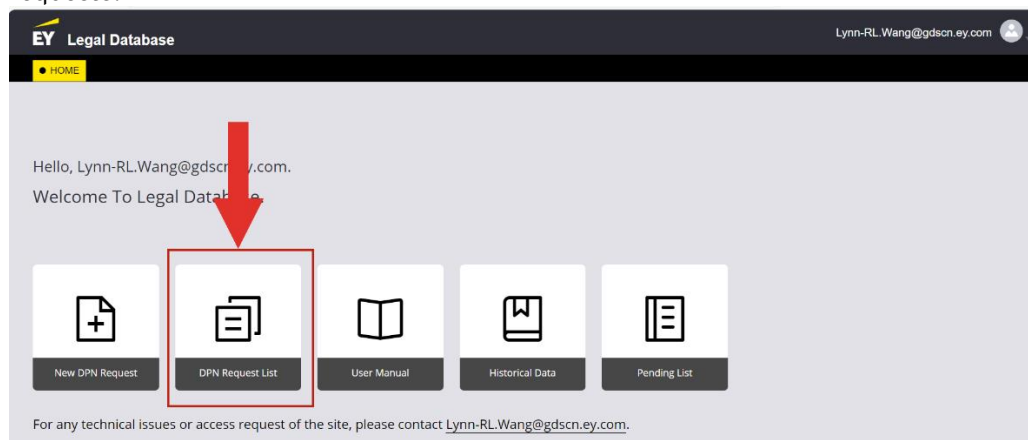
# 4

## Viewing submitted requests

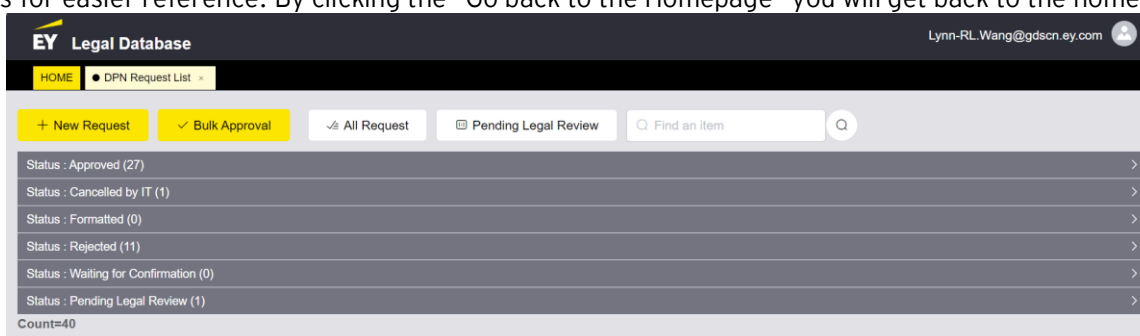


## 4. Viewing submitted requests

In the **Homepage**, you can click on the link of DPN Request List to navigate to the list of all submitted requests.

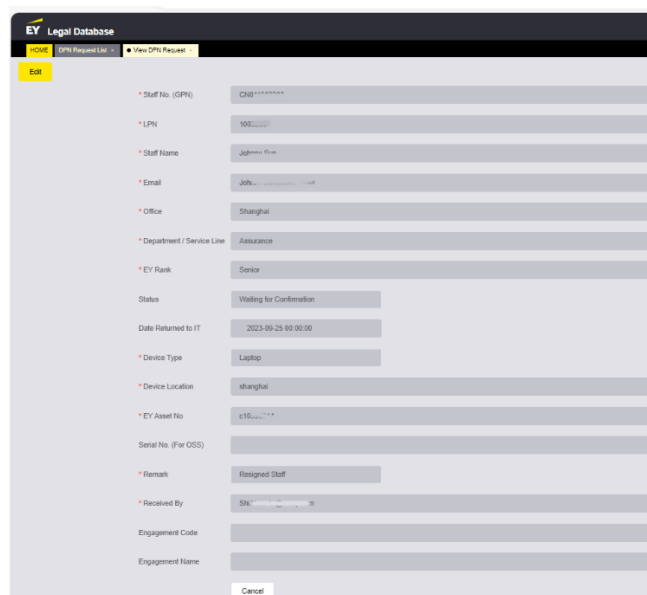


In the list you can access a list of all the submitted requests. You can search, sort and filter the available fields. For example, you can search by Staff No., Status, Serial No., etc. By default, the list is grouped by Status for easier reference. By clicking the “Go back to the Homepage” you will get back to the homepage.



### 4.1 Viewing request details

Clicking on the request will give you more information about it.



## 4.2 Editing the request

IT team and FIDS team will only be able to edit the **Status** field of the existing requests, while **Legal team members** are able to **edit all fields** of the existing requests.

There are two ways to continue edit the content of the request form. One is to open the request form in read mode as shown in the above section 4.1 and click on the “Edit” button in the top left corner of the page.

The screenshot shows the 'View DPN Request' form in the EY Legal Database. The 'Edit' button in the top left corner is highlighted with a red box. The form contains the following fields:

Field	Value
* Staff No. (GPN)	CN010579470
* LPN	1000000000
* Staff Name	Johnny Chen
* Email	Johnny.Chen@ey.com
* Office	Shanghai
* Department / Service Line	Assurance
* EY Rank	Senior
Status	Waiting for Confirmation
Date Returned to IT	2023-09-25 00:00:00
* Device Type	Laptop
* Device Location	shanghai
* EY Asset No	c100000000
Serial No. (For OSS)	
* Remark	Resigned Staff
* Received By	Shi...
Engagement Code	
Engagement Name	

A 'Cancel' button is located at the bottom right of the form.

The other way to edit the request is to click the three dots symbols next to the “Staff No.” column of any particular request on the listing page and click “Edit item” to start edit the content.

The screenshot shows the 'DPN Request List' table in the EY Legal Database. The table has columns: Staff No., LPN, and Staff Name. A dropdown menu is open for the 'Staff No.' column, showing 'View Item' and 'Edit Item' options.

	Staff No. ▾	LPN ▾	Staff Name
<input type="checkbox"/>	CN010579470	...	Abby Chen
<input type="checkbox"/>	CN010532510		Rena Li
<input type="checkbox"/>	CN010391614		Jasmine

The dropdown menu for the 'Staff No.' column shows the following options:

- View Item
- Edit Item

In the edit mode, the **Status** field is turned into a dropdown list, and different statuses will have different options to change. Below is the mapping that in different status what options are available.

Current Status	Available Options		
	OSTS	Legal	FIDS
Approved	Formatted Cancelled by IT	Reject	Un-editable
Cancelled by IT	Un-editable	Un-editable	Un-editable
Formatted	Un-editable	Un-editable	Un-editable
Rejected	Cancelled by IT	Approved	FIDS Received
Waiting for Confirmation	Cancelled by IT	Approved Rejected	Un-editable
Pending Legal Review	Cancelled by IT	Approved Rejected	Un-editable

Please note when status is **Rejected**, the **Reject Reason** field will appear which is used to record the reason of rejection.

Status

Rejected

\* Reject Reason

And when status is **Cancelled by IT**, the **Cancel Reason** field will appear which is used to record the reason of cancellation.

Status

Cancelled by IT

Cancel Reason:

Once a request (for HK user) is rejected, FIDS team will receive an email to inform them that they need to go to IT to take the hard disk, and then they need to edit the request to change the "Status" to "FIDS Received" and input the "FIDS Received by" and "FIDS Received Date" fields.

Status

FIDS Received

FIDS Received by

FIDS Received Date

In the edit mode for Legal team, two more fields will appear which are Engagement Code and Engagement Name. The Engagement Code is an 8 digits number and once it's filled in, the Engagement Name field will be automatically populated.

Engagement Code

Engagement Name



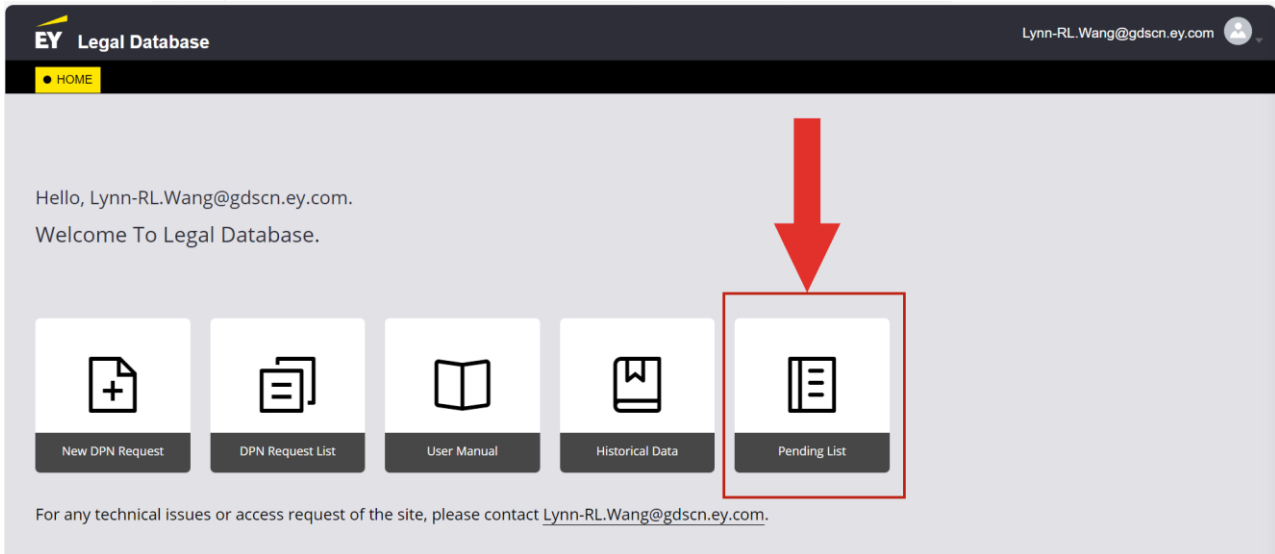
## 5

# Managing Pending user Lists (For Legal Team Only)

## 5. Managing Pending user Lists (For Legal Team)

The Pending user List is used to store the staff numbers which need to be reviewed manually if Legal DPN requests are raised for these users. The list needs to be maintained if there are staffs need to be added or removed.

In the **Homepage**, you can click on the link of Pending List to navigate to the list.



In the list you can access creating new records for staff numbers and viewing all the existing records. The default sorting of the list is time descending, which means the newest record is at the top of the list. You can search, sort, and filter the existing staff numbers.

Two ways of adding new record of staff number:

### 5.1 Adding single record

By clicking on the “New Item” label you will be able to add a single record of staff number, as showing below:

The screenshot displays the 'New Pending' form within the EY Legal Database. A yellow button labeled '+ New Item' is positioned at the top left. The form itself has a dark header with the EY logo and 'Legal Database' text. Below the header, a navigation bar shows 'HOME', 'Pending List', and 'New Pending'. The form contains five input fields, each preceded by an asterisk: 'LPN', 'Name in Batch Approval List', 'GPN', 'Email Address', and 'User Name'. At the bottom of the form, there are two buttons: 'Save' (yellow) and 'Cancel' (white).

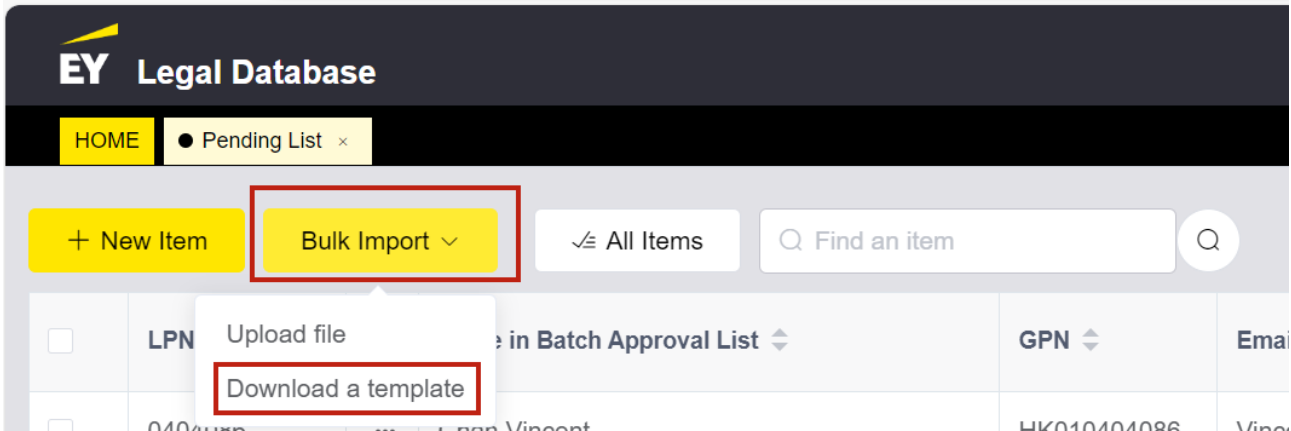
Key in the staff number and click Save button to save the record.



# 5.2 Bulk adding records

If you need to add multiple records in one time, there is a quick way to bulk add.

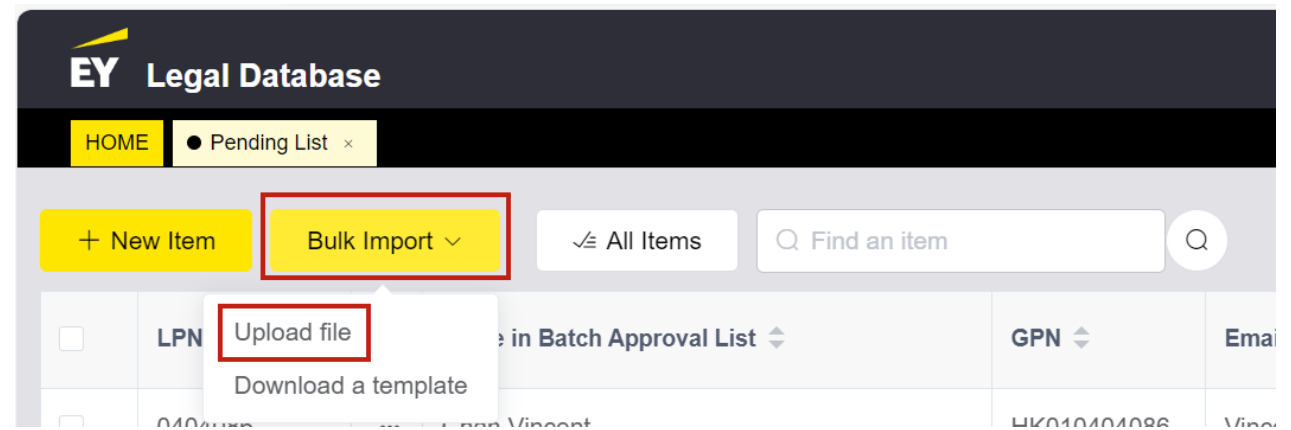
- 1. Click “Bulk Import”, “Download a template” to your local pc.



- 2. File in the new DPN user list in the template

	A	B	C	D	E
1	LPN*	Name in Batch Approval List	GPN*	Email Address*	User Name
2					
3					
4					
5					

- 3. Upload the list by click “Bulk Import” “Upload file”





6

## Managing Legal Team List

## 6. Managing Legal Team List

This Legal DPN DB system validates Legal Team members in this Legal Team list.  
Please contact application support team for any access management request.

-- End of document --