USER MANUAL

Master Work Flow Tool (MWT).

Material Master - Approver

Feb, 2015

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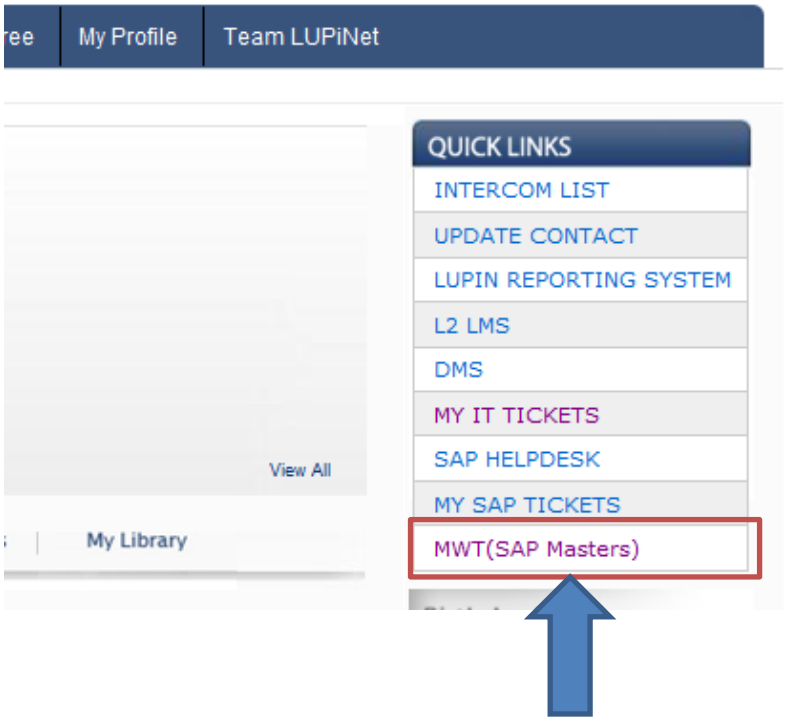
I. General Section

A. Login

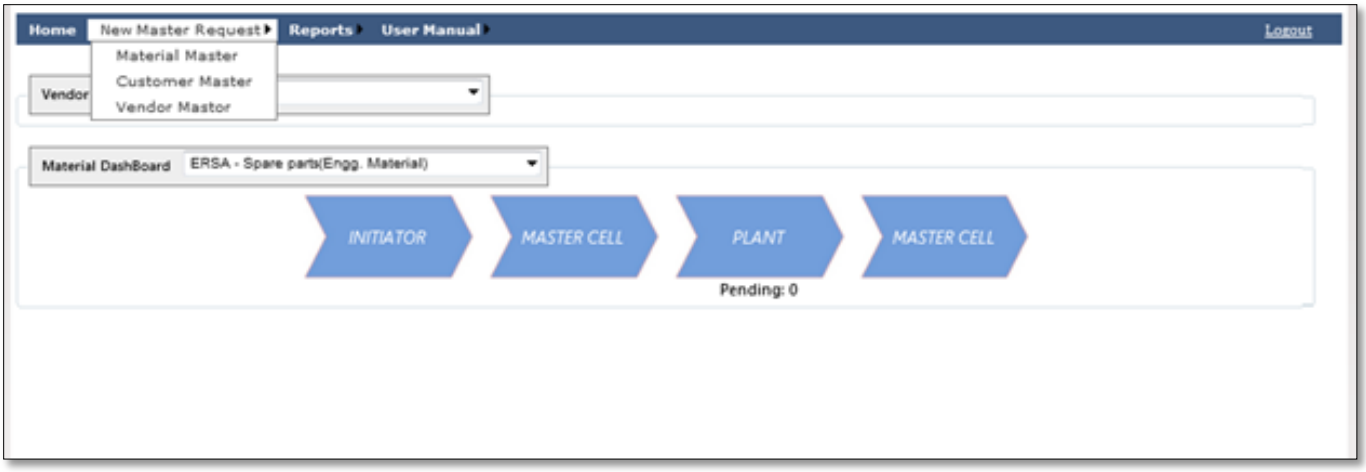
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per Material Type

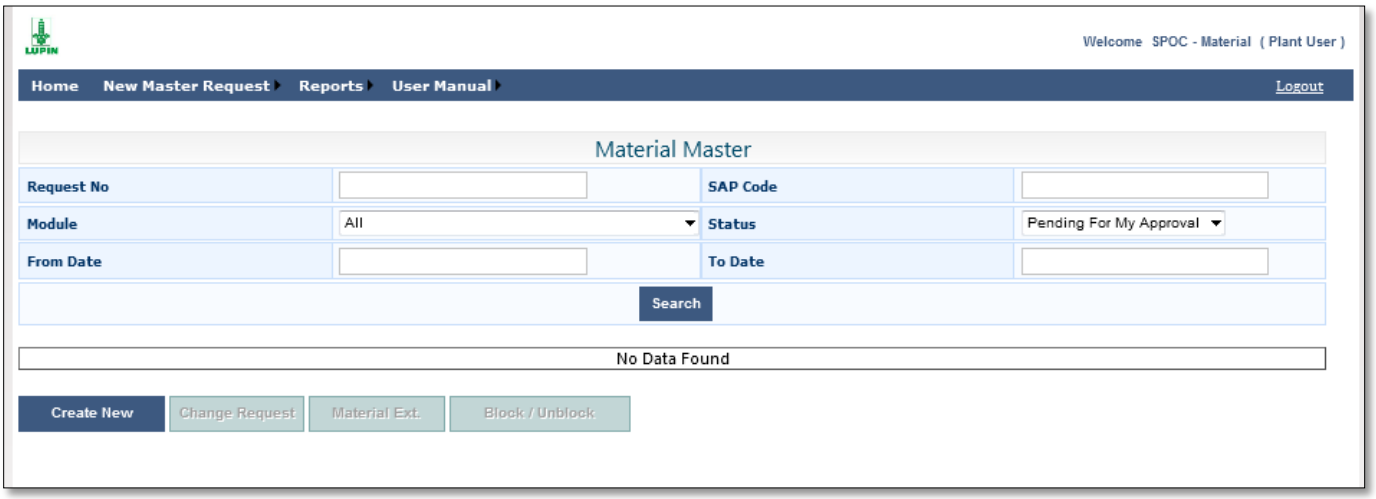
Use navigation Menu to Access the Material Master section



II. Material Master Section

Following section can be used for the following actions:

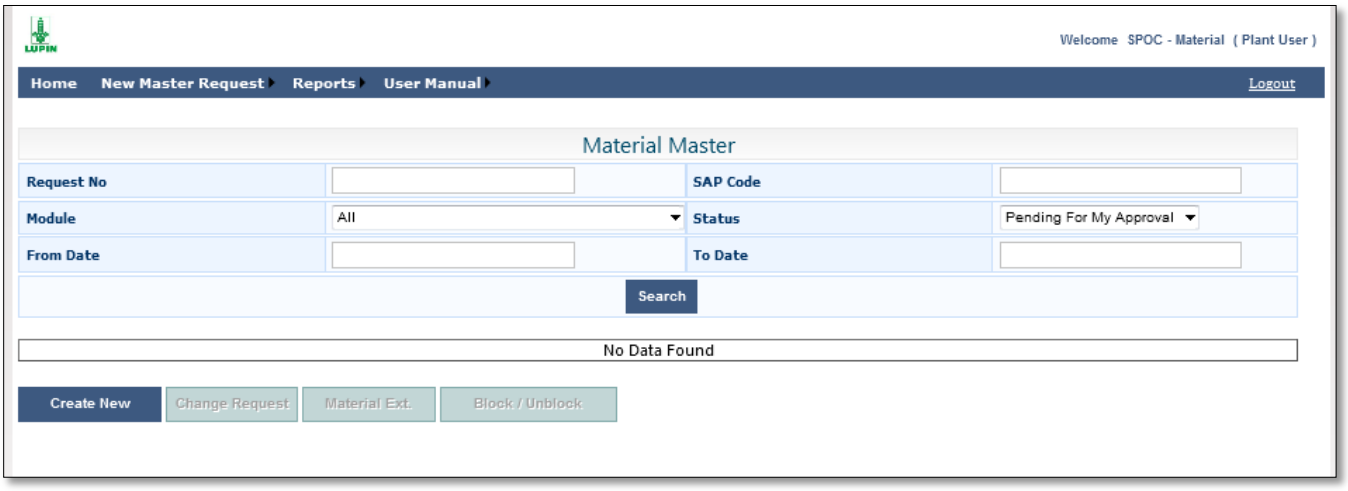
1. Search Material Master as per the criteria
    a. Pending for your approval
    b. Created by you
    c. Roll backed to you
    d. Incomplete
    e. Rejected By Me
    f. Approved
2. Create Material Master
3. Change Request
4. Material Extension
5. Material Master Block / Unblock Request



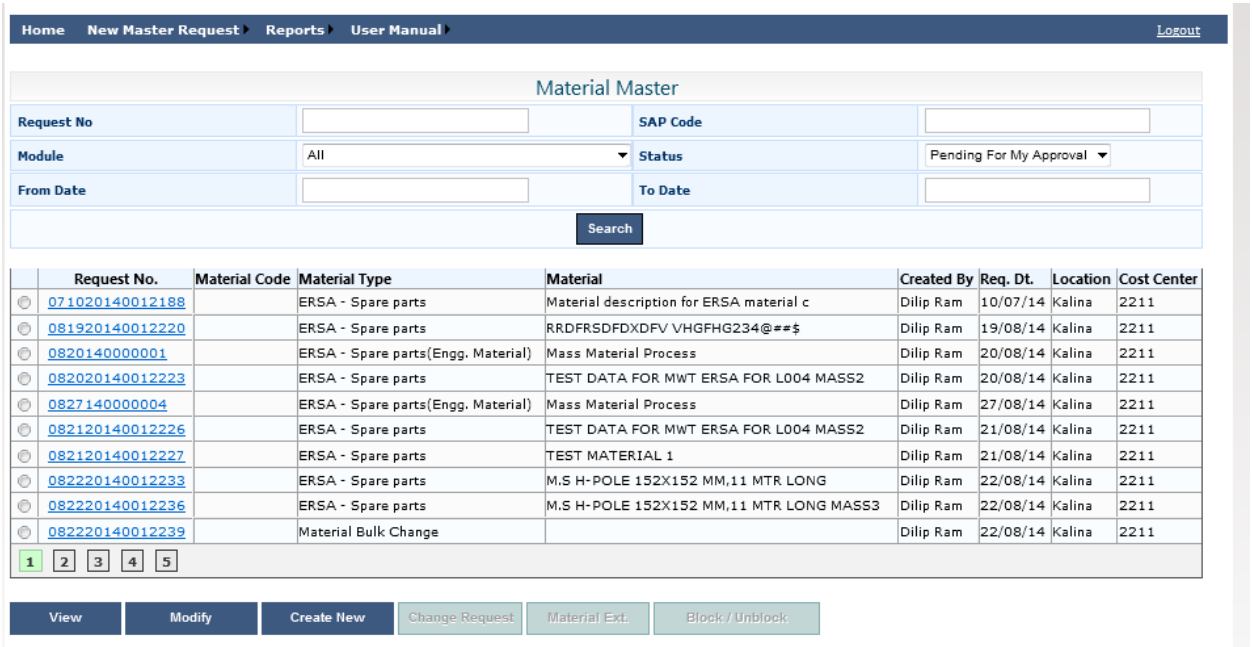
A. Pending For Approval Material Master Request

i. Search

– Select the status as “Pending for My Approval” and click “Search”.

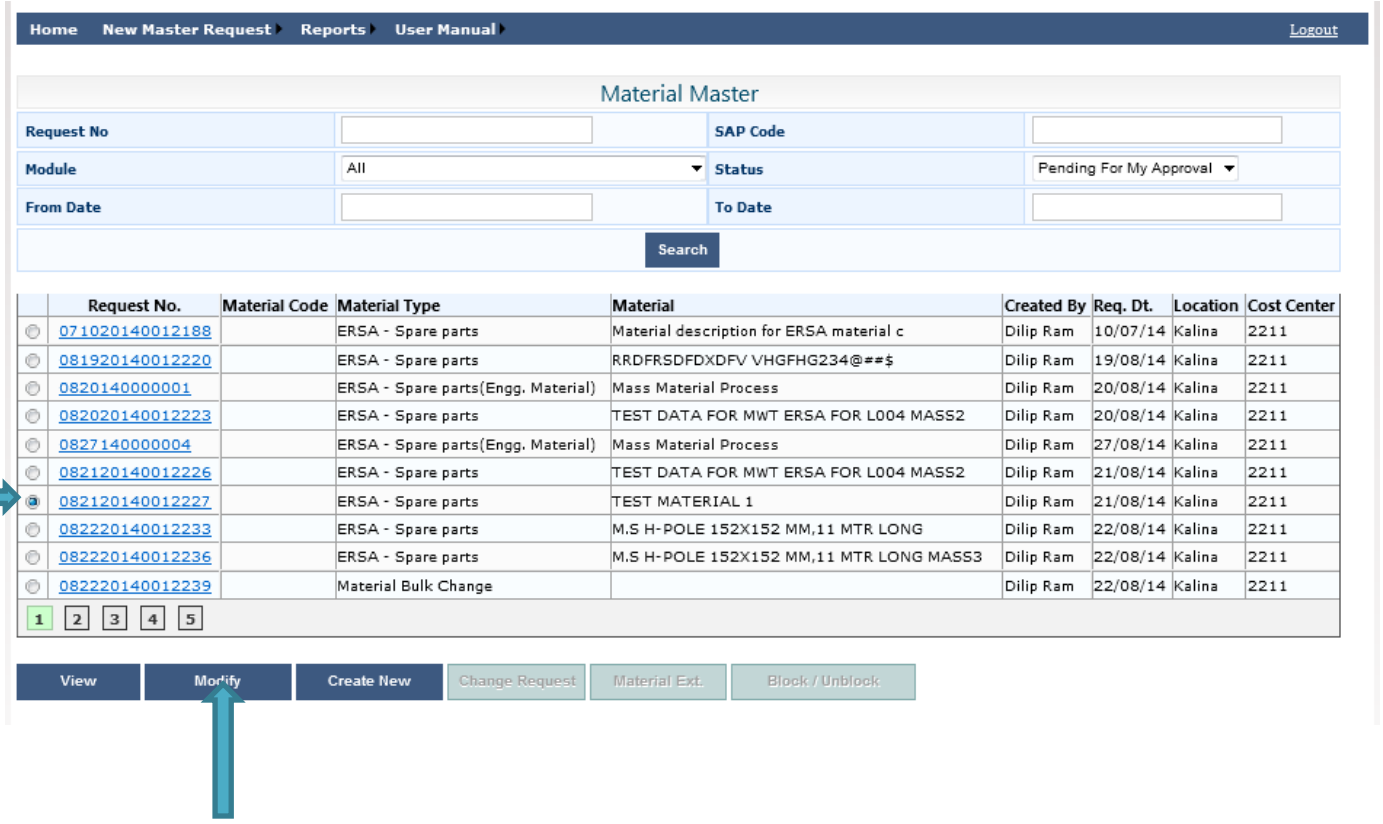


– Requests pending for your approval will be displayed.



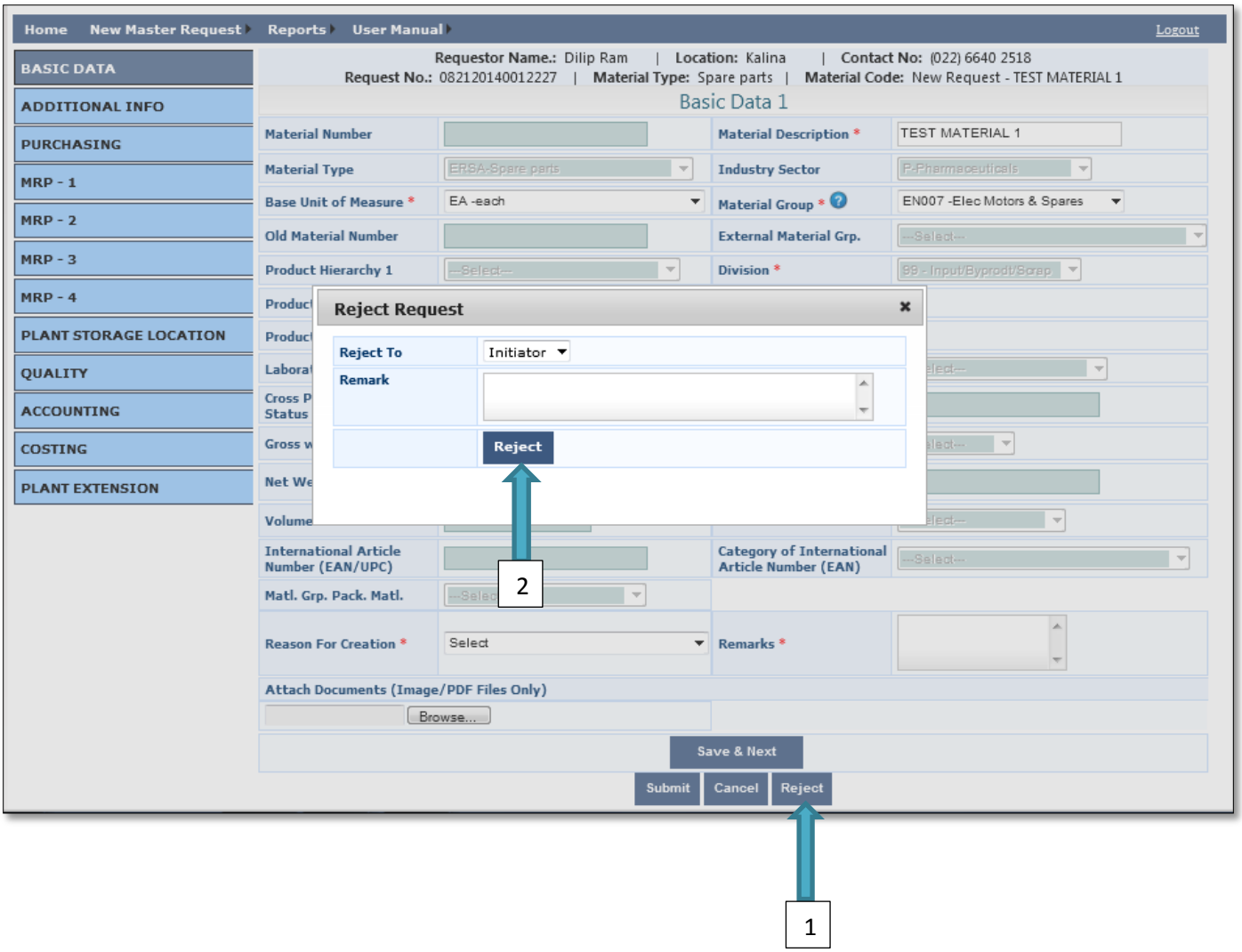
ii. Material Selection

- Please select the Material Request to be processed.
- Click Modify to proceed.



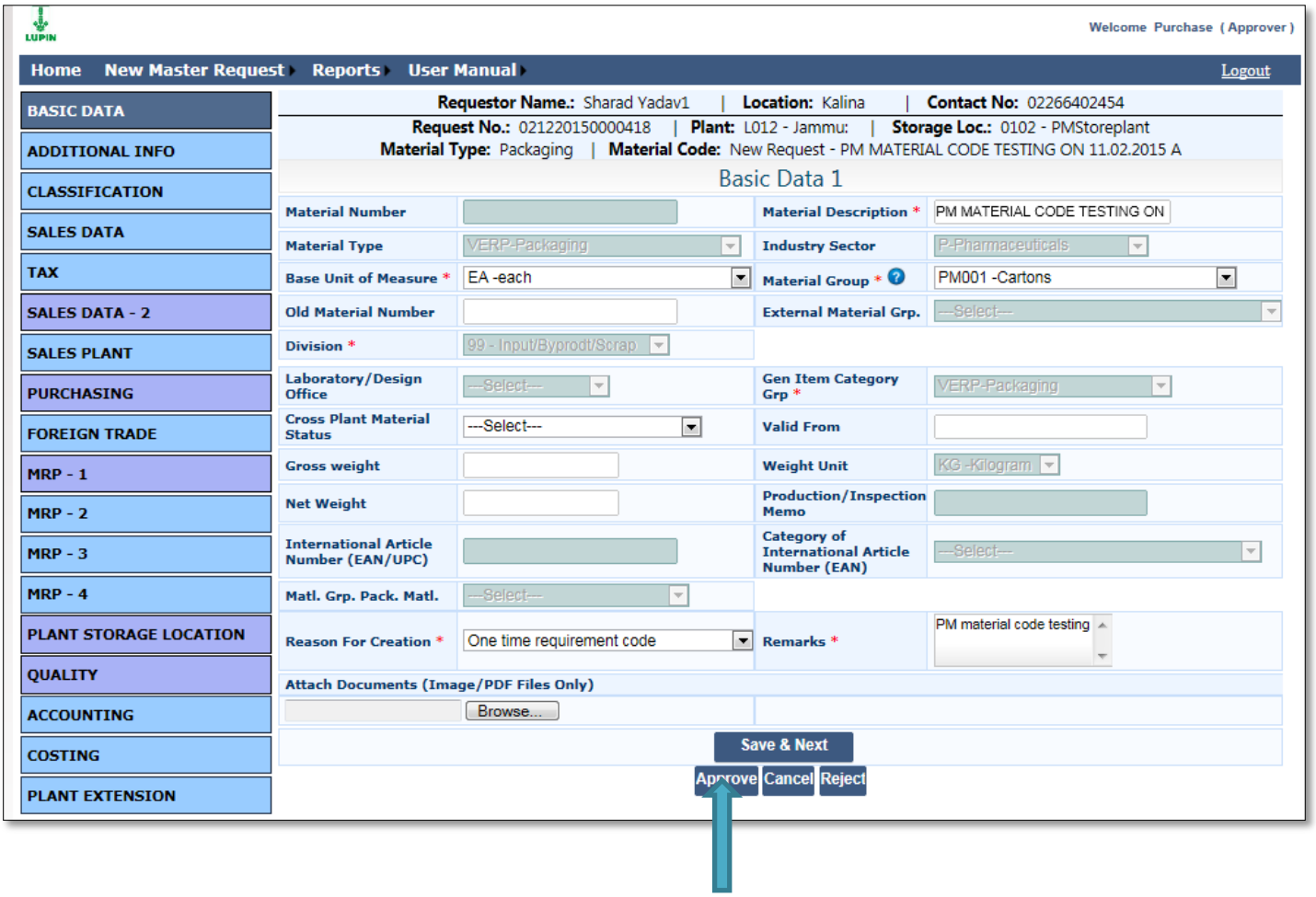
iii. Request Rejection

- Please verify the data filled in all the sections.
- Verify the data is incorrect or insufficient.
- Click on Reject
- Select the Reject to Option.
- Please Fill in the Remarks and click “Reject”.
- An Alert mail will be sent to the related users.



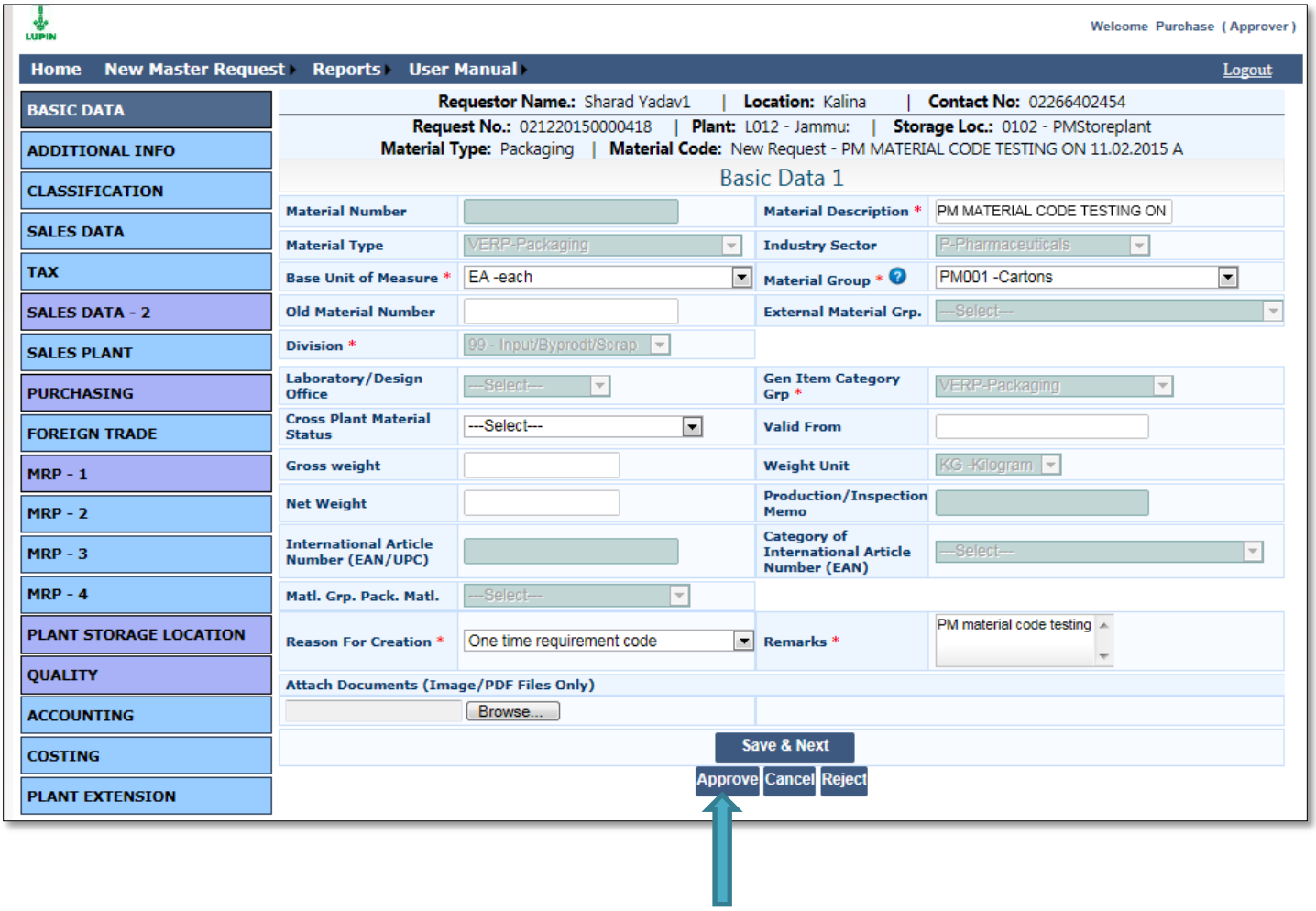
iv. Request Modification

- Please verify the data filled in all the sections.
- Specifically check the highlighted sections, as those are the one with mandatory fields.
- The section without the save and next option are just for reference.
- If any modification are required, do the modifications and click on 'Save & Next'.



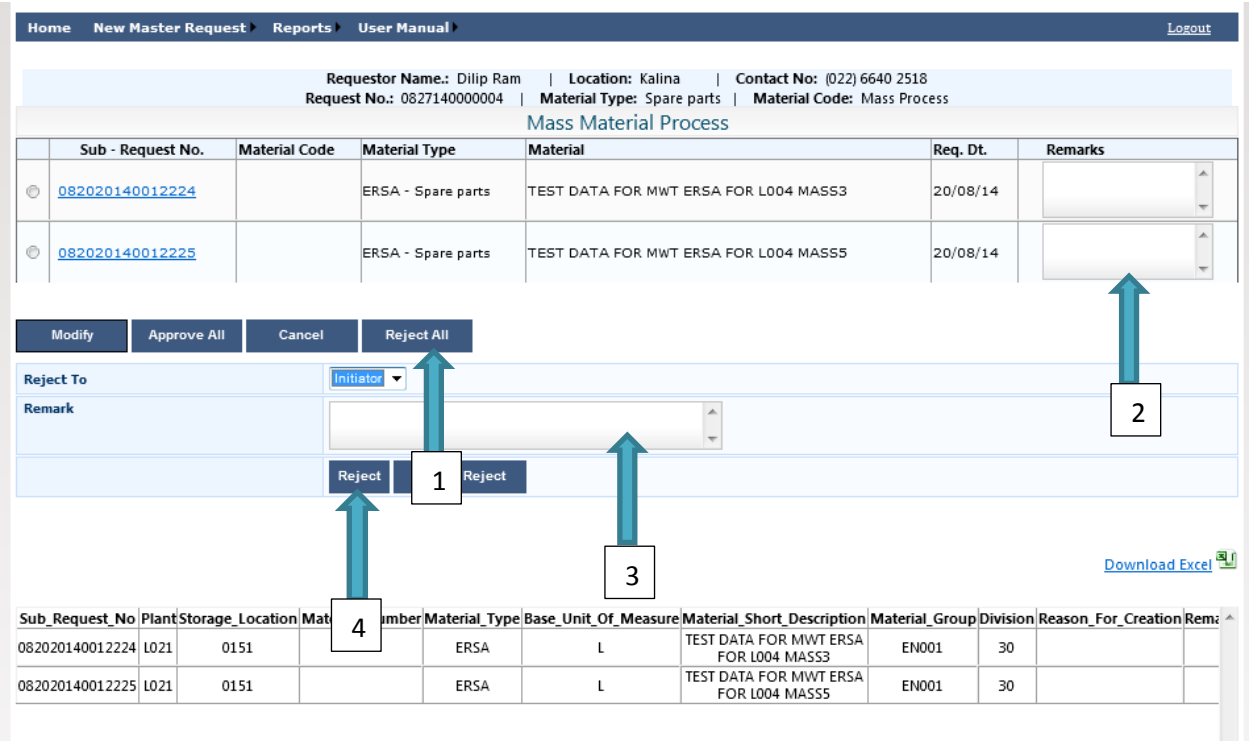
v. Request Approval

- Please verify the data filled in all the sections.
- Verify the data is correct or sufficient.
- Click on “Approve”.
- An Alert mail will be sent to the related users.



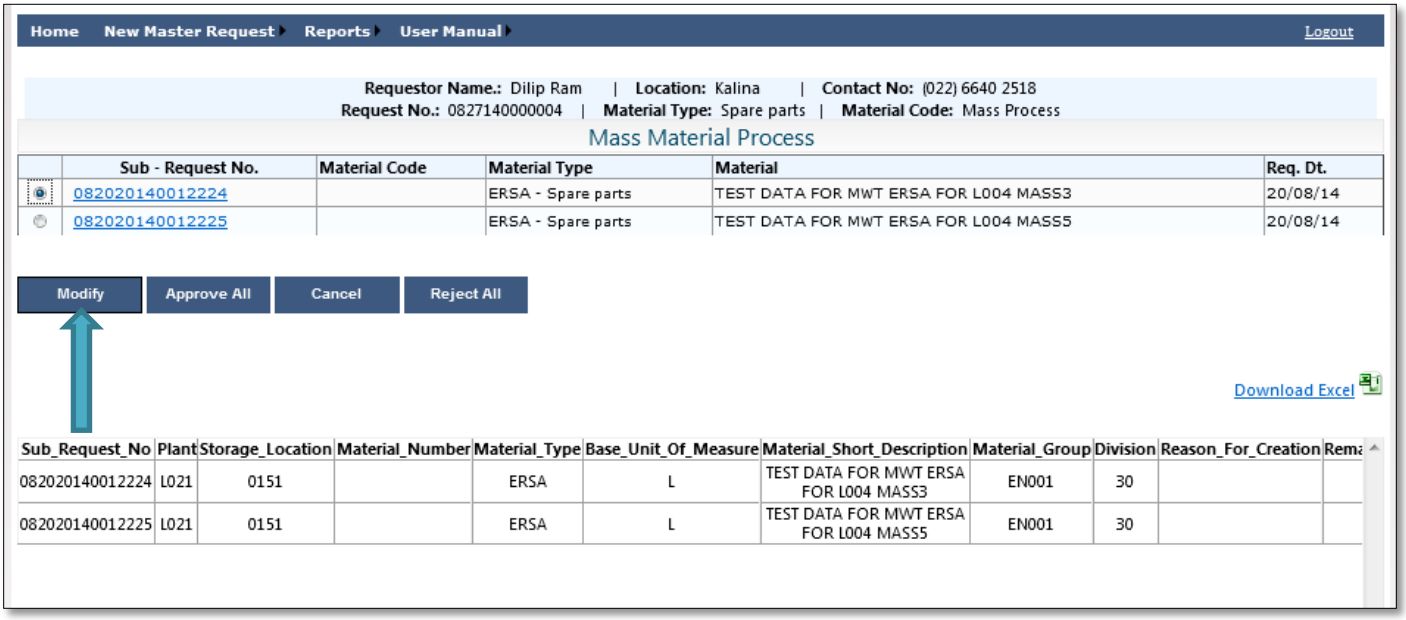
vi. Request Mass Rejection

- Please verify the data filled in all the sections.
- Verify the data is incorrect or insufficient.
- Click on 'Reject All'
- Select the Reject to Option.
- Please fill in the individual rejection remarks if applicable.
- Please Fill in the Remarks and click "Reject".
- An Alert mail will be sent to the related users.

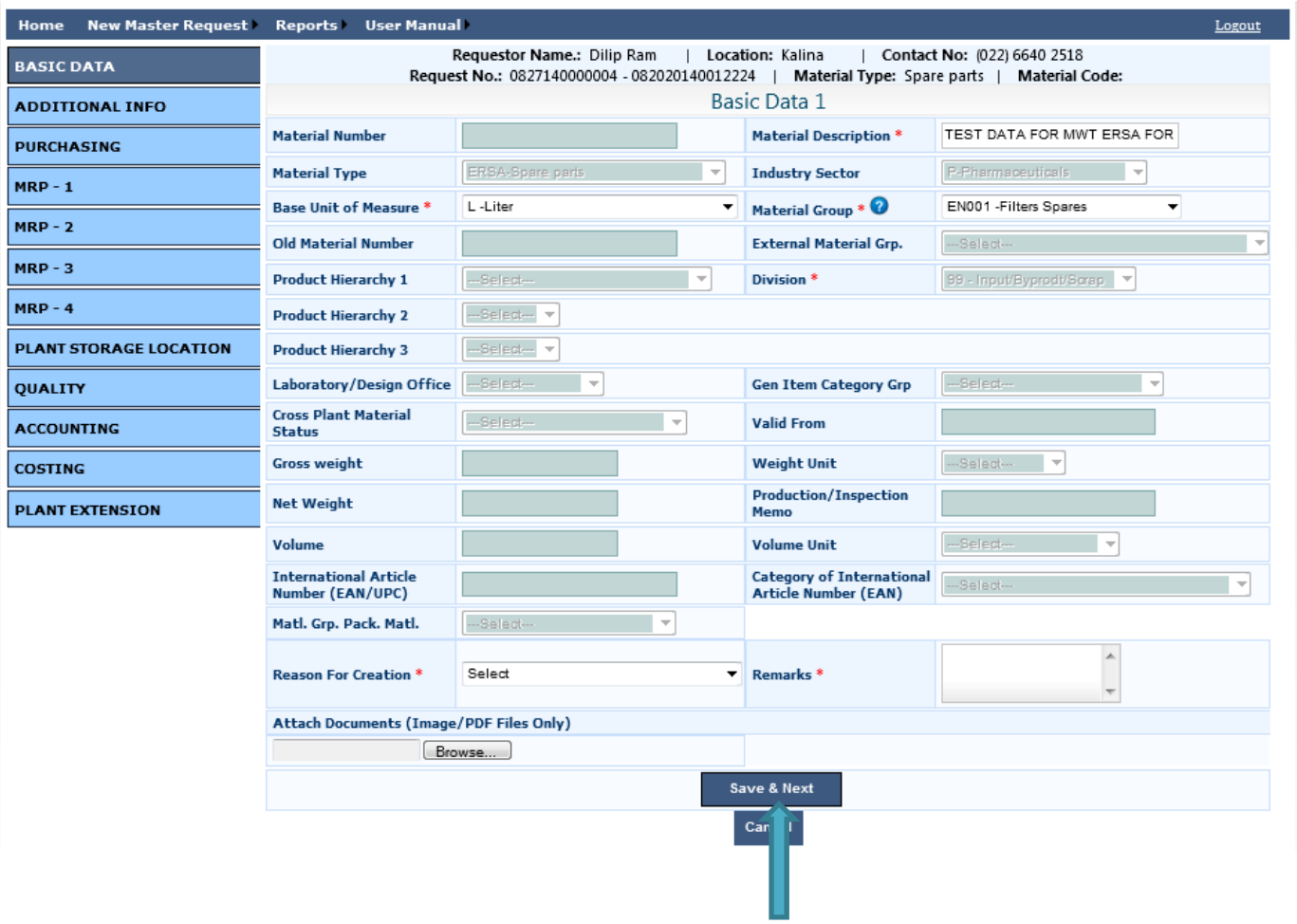


vii. Request Mass Modification

- Select the request to be modified.
- Click on Modify to proceed further.

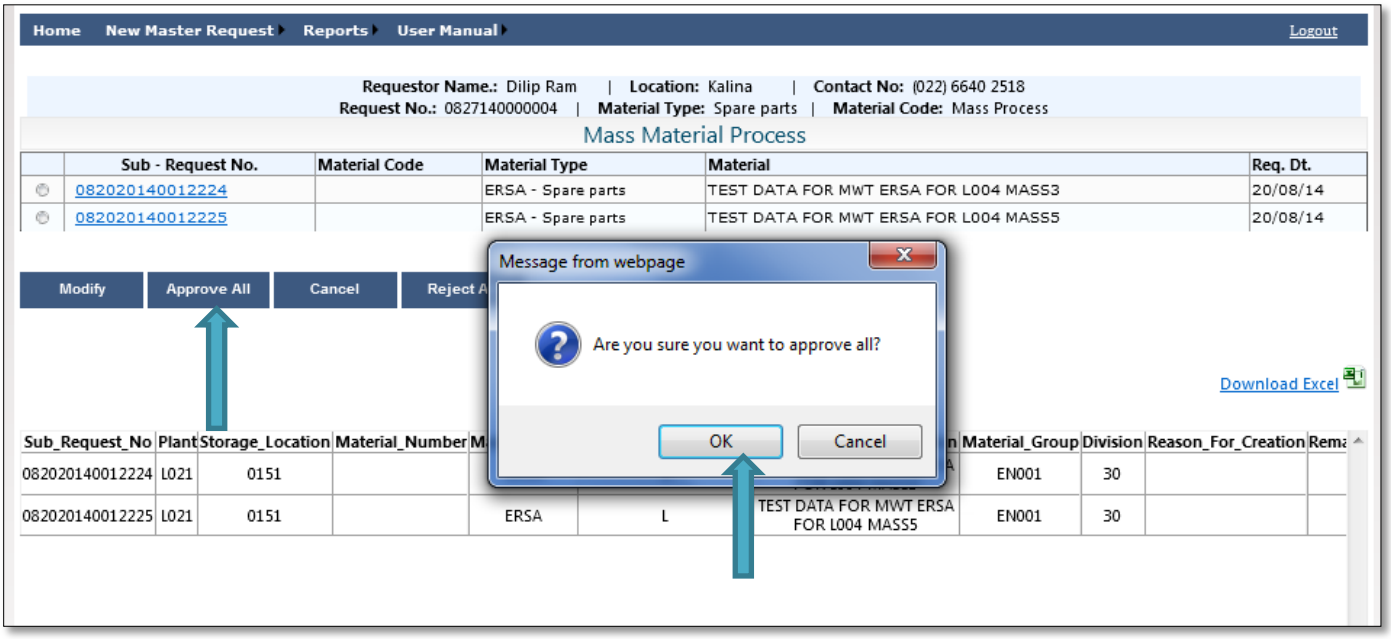


- Please verify the data filled in all the sections.
- If any modification are required, do the modifications and click on ‘Save & Next’.



viii. Request Mass Approval

- Please verify the data filled in all the sections.
- Verify the data is correct or sufficient.
- Click on “Approve All”.
- It will ask you to confirm ‘Are you sure you want to approve?’
- Click ‘OK’ to confirm.
- An Alert mail will be sent to the related users.



Thank You!