

SOP - v5 MT212 (CR)

24 Dec., 2020

Carla
MIS



■ Mail Notice

□ Mail Subject : [Project] RFQ E-Approve Mail Notice

RFQ E-Approve Flow

Kickoff Number : P19080008

Project Name : WG620221-AP (RFQ)

Project Type : RFQ

RFQ Solution : TEST

RFQ Solution Version : 1

CR (LG_SCM_CR_CRS@arcadyan.com) : ARCMIS v5 #MT212

-- mispub dbo.zp_rfq_status_update

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Pre-Project :

	Item	Kickoff No.	Project Name	Create Date	Status	Reason	Close	Close Date	
No Records									

Expand All Groups Collapse All Groups

	Solution	Version	Qty.	Unit Price	Remark	Create By	Create Date	Update By	
No Records									

Ready |

■ Sheet : RFQ Information

"Pre-Project" 選項

- 非 CR
 - ◆ 空白
- CR
 - ◆ 所有 RFQ 簽核的 Pre-Project 清單

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Pre-Project : P19080008 / WG620221-AP (RFQ)

Item	Kickoff No.	Project Name	Create Date	Status	Reason	Close	Close Date
1	P19080008	WG620221-AP (RFQ)	2020/11/18 16:03:57			<input type="checkbox"/>	

Project Type : RFQ Request Date : 2019/08/12
End Customer : AP AMAZON Product Application : 2nh.11n 2.4GHz/5.0GHz, Gateway NC
ODM / OEM / OBM : CM Estimated MP Schedule :
FCST Per Year : Estimated Pilot Run Schedule :
Can add 2nd Source : N Chipset Solution : IPQ6018; QCN5022; QCN5052; QCA8072

Expand All Groups Collapse All Groups

Solution	Version	Qty.	Unit Price	Remark	Create By	Create Date	Update By
▶ Solution : IPQ6018 - Need Process : No	Version: 1						
▶ Solution : QCA8072 - Need Process : No	Version: 1						
▶ Solution : QCN5022 - Need Process : No	Version: 1						
▶ Solution : QCN5052 - Need Process : No	Version: 1						
▶ Solution : TEST - Need Process : Yes	Version: 1						

dw1 retrieved

■ Sheet : RFQ Information

□ "Solution" 清單

- 依 Solution 區分群組
 - ◆ 依 Solution 管控 Version
 - ◆ Expand All Groups : 展開所有 Solution
 - ◆ Collapse All Groups : 收合所有 Solution
 - ◆ Need Process : 呈現 "Yes" 代表此 Solution 需要執行 "Approve"
 - ◆ Version : 呈現此 Solution 最後的 Version

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Pre-Project: P19080008 / WG620221-AP (RFQ)

	Item	Kickoff No.	Project Name	Create Date	Status	Reason	Close	Close Date
	1	P19080008	WG620221-AP (RFQ)	2020/11/18 15:02:57			<input type="checkbox"/>	
		Project Type : RFQ		0GHz, Gateway NC				
		End Customer : AP AMAZON		Estimated Pilot Run				
		ODM / OEM / OBM : CM		Estimated Pilot Run				
		FCST Per Year :		Estimated Pilot Run				
		Can add 2nd Source : N		Ch				

New Row
Delete Row
Import ...
Export ...
Copy
Copy & Paste Selected Rows
Fill Down Current Column
Close

Expand All Groups Collapse All Groups

	Solution	Version	Qt	Remark	Create By	Create Date	Update By
	▶ Solution : IPQ6018 - Need Process : No						Version: 1
	▶ Solution : QCA8072 - Need Process : No						Version: 1
	▶ Solution : QCN5022 - Need Process : No						Version: 1
	▶ Solution : QCN5052 - Need Process : No						Version: 1
	▶ Solution : TEST - Need Process : Yes						Version: 1

dw7 retrieved | Average:非數值 Count:0 Sum:0

■ Sheet : RFQ Information

□ "Pre-Project" 右鍵 Function : Close

- 必須填寫 "Status" (Award / Failed / Depose) 才允許執行
若 "Status" 選擇 "Failed" / "Depose" , 則 "Reason" 必須填值
已執行 "Close" 的 RFQ , 不能再對此 RFQ 進行任何動作 (無法執行 "New Version")

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Pre-Project: P19080008 / WG620221-AP (RFQ)

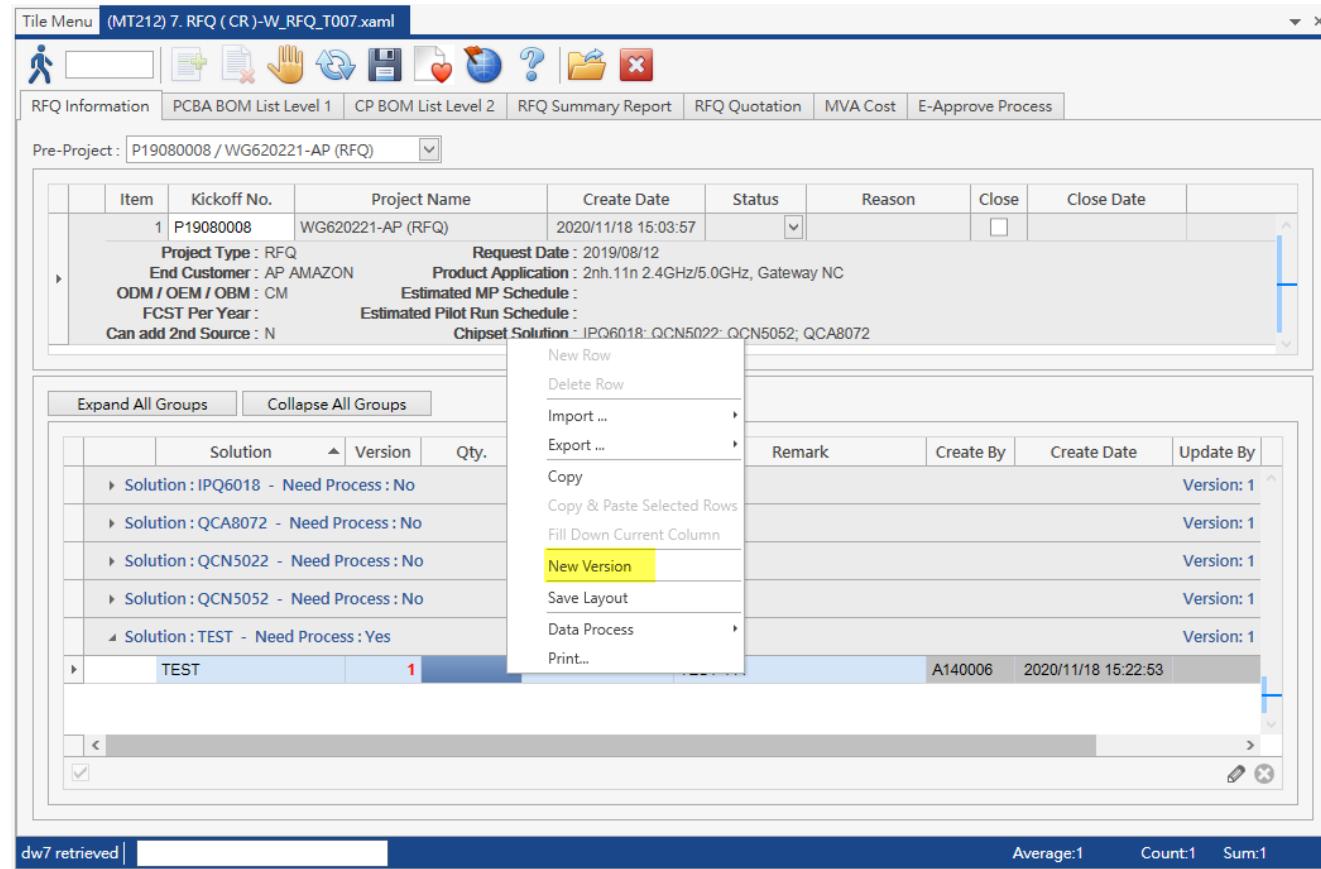
Item	Kickoff No.	Project Name	Create Date	Status	Reason	Close	Close Date
1	P19080008	WG620221-AP (RFQ)	2020/11/18 15:03:57	<input type="button" value="▼"/>		<input type="checkbox"/>	

Project Type : RFQ Request Date : 2019/08/12
End Customer : AP AMAZON Product Application : 2nh.11n 2.4GHz/5.0GHz, Gateway NC
ODM / OEM / OBM : CM Estimated MP Schedule :
FCST Per Year : Estimated Pilot Run Schedule :
Can add 2nd Source : N Chipset Solution : IPQ6018; QCN5022; QCN5052; QCA8072

New Row Delete Row Import ... Export ... Copy Copy & Paste Selected Rows Fill Down Current Column New Version Save Layout Data Process Print...

Remark Create By Create Date Update By Version: 1 Version: 1 Version: 1 Version: 1 Version: 1 Version: 1 Version: 1

dw7 retrieved | Average:1 Count:1 Sum:1



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■ Sheet : RFQ Information

□ "Solution" 右鍵 Function : New Version

- 若 Solution 資料需要變更，透過此功能，會產生一份新的 Solution 簽核流程資料，重新開始簽核
會複製目前的 Solution 所有資料到 New Version 的 Solution 中

Old Version 的資料會保留，不允許進行任何異動

執行條件：

- ◆ Level 1 CR 已 Approve & Level 2 CR 尚未 In-Process
- ◆ RFQ 簽核流程結束
- ◆ Sheet : RFQ Quotation 尚未執行 "Import RFQ Quotation"
- ◆ Pre-Project 尚未執行 "Close"

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Pre-Project: P19080008 / WG620221-AP (RFQ)

Item	Kickoff No.	Project Name	Create Date	Status	Reason	Close	Close Date
1	P19080008	WG620221-AP (RFQ)	2020/11/18 15:03:57	<input type="button" value="▼"/>		<input type="checkbox"/>	

Project Type : RFQ Request Date : 2019/08/12
End Customer : AP AMAZON Product Application : 2nh.11n 2.4GHz/5.0GHz, Gateway NC
ODM / OEM / OBM : CM Estimated MP Schedule :
FCST Per Year : Estimated Pilot Run Schedule :
Can add 2nd Source : N Chipset Solution : IPQ6018; QCN5022; QCN5052; QCA8072

Expand All Groups Collapse All Groups

Solution	Version	Qty.	Unit Price	Remark	Create By	Create Date	Update By
▶ Solution : IPQ6018 - Need Process : No							Version: 1
▶ Solution : QCA8072 - Need Process : No							Version: 1
▶ Solution : QCN5022 - Need Process : No							Version: 1
▶ Solution : QCN5052 - Need Process : No							Version: 1
◀ Solution : TEST - Need Process : Yes							Version: 1
▶ TEST	1		TEST 111	A140006	2020/11/18 15:22:53		

dw7 retrieved | Average:1 Count:1 Sum:1

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Solution : TEST - Version : 1

	Item	Sourcer Approve	Customer Category	Sub-Category	ARC Category	ARC Part No.	ARC Part No. Description	User Key in Description	MFG Vendor	M
▶	1	<input type="checkbox"/>	2.4 GHz WiFi	WiFi IC chipse	05-01 RBOM	11500000003J	*MOSFET UT2305A...			
	2	<input type="checkbox"/>	5 GHz WiFi	WiFi IC chipse	New Row	00J		TR NPN METR3904-G...	MATSUKI	METR
	3	<input type="checkbox"/>	Chipset	Chipset	Delete Row	23J	*C EL 2Khr 1000uF...			
	4	<input type="checkbox"/>	DDR	DDR	Import ...	00J	*SDRAM DDR3 SC...			
	5	<input type="checkbox"/>	DDR	DDR	Export ...	01J	R02 BOX KIT WE41...			
	6	<input type="checkbox"/>	Flash	Flash	Copy	00J	R01 FRONT COVE...			
	7	<input type="checkbox"/>	I/O Interfa...	FXS (Incl. Ch	Copy & Paste Selected Rows	03MAS	*CAP EL 100uF/16...			
	8	<input type="checkbox"/>	I/O Interfa...	FXS (Incl. Ch	Fill Down Current Column	00A	MONTHLY LABEL...			
	9	<input type="checkbox"/>	Others RF	Dect ULE / C	Import Notes RFQ	65J	C SMD CER 10uF 1...			
	10	<input type="checkbox"/>	PCB	PCB(notes)	Approve		155x125			
	11	<input type="checkbox"/>	PCB	PCB(notes)	Reject		100mmx100mm			
	12	<input type="checkbox"/>	PCB	PCB(notes)	Save Layout		120mmx120mm			
	13	<input type="checkbox"/>	PCB	PCB(notes)	Data Process	39J	135mmx135mm			
	14	<input type="checkbox"/>	Processor	STB SoC (CF	Print...			TEST 111		
	15	<input type="checkbox"/>	power & c...	Passive Cooli...						
	16	<input type="checkbox"/>	power & c...	Passive Cooli...	05-01. RBOM	20410700003J	*C EL 100uF 20% 1...			

dw7 retrieved | Average:1 Count:1 Sum:1

Window

■ Sheet : PCBA BOM List Level 1

- 左上角會呈現選擇的是哪筆 Solution 及其 Version
- 依 Solution 呈現 RF / RD 填寫的 BOM List 資料
- 右鍵 Function : Import Notes RFQ
 - 轉入 Notes RFQ 資料 (會排除已轉入的資料)
- 右鍵 Function : Reject
 - 系統會退回前一個關卡，並發送信件給前一關卡 Owner

■ Sheet : PCBA BOM List Level 1

□ 右鍵 Function : Approve

- 規則
 - ◆ "CNC U/P (USD)" or "AVC U/P (USD)" 其中一個必須 ≥ 0
 - ◆ 當 2nd Source 有值時 , "CNC 2nd U/P (USD)" or "AVC 2nd U/P (USD)" 其中一個必須 > 0
2nd Source 分類
 - 2nd Source Part No.
 - 2nd Source MFG Vendor & 2nd Source MFG Part No. (兩個必須同時有值)
- Level 1 流程結束

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Solution : TEST - Version : 1

	Item	Sourcer Approve	Customer Category	Sub-Category	ARC Category	ARC Part No.	ARC Part No. Description	User Key in Description	MFG Vendor	M
1	Adapter		Adapter	Adapter(notes)				2.5A		
2	Adapter		Adapter		New Row			1A		
3	Adapter		Adapter		Delete Row			2A		
4	Adapter		Adapter		Import ...			3.5A		
5	Cable		Cable		Export ...			RJ45		
6	Cable		Cable		Copy			RJ45		
7	Cable		Cable		Copy & Paste Selected Rows			RJ45		
8	Cable		Cable		Fill Down Current Column			RJ45		
9	Cable		Cable		Import Notes RFQ					
10	Filter		Filter		Approve					
11	Filter		Filter		Reject					
12	Housing		Housing		Save Layout					
13	Housing		Housing		Data Process					
14	Housing		Housing		Print...					
15	Housing		Housing							
16	Housing		Chassis	Chassis(notes)			125200009600J 腳墊4顆			
17	Housing T...		Chassis Toolin...				Tooling			
18	Packaging		Packaging	Packaging(notes)						

dw7 retrieved | Average:1 Count:1 Sum:1

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■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Solution : TEST - Version : 1

	MFG Vendor	MFG Part No.	Location	Qty. Kit	Sourcer	CNC U/P (USD)	CNC Total Amount (USD)	AVC U/P (USD)	AVC Total Amount (USD)	2nd Sc Part
▶				1.0000	彭郁婷	3.150000	3.1500	3.150000	3.1500	
				1.0000	彭郁婷	1.700000	1.7000	1.700000	1.7000	
				1.0000		1.520000	1.5200	1.520000	1.5200	
				1.0000	彭郁婷	11.200000	11.2000	11.200000	11.2000	
				1.0000	彭郁婷	0.460000	0.4600	0.460000	0.4600	
				1.0000	彭郁婷	0.670000	0.6700	0.670000	0.6700	
				1.0000	彭郁婷	0.256000	0.2560	0.256000	0.2560	
				1.0000	彭郁婷	0.256000	0.2560	0.256000	0.2560	
				1.0000	彭郁婷	0.101500	0.1015	0.101500	0.1015	
				1.0000	陳昭岑	0.500000	0.5000	0.500000	0.5000	
				1.0000	陳昭岑	0.500000	0.5000	0.500000	0.5000	
				1.0000	鍾京容	2.450000	2.4500	2.450000	2.4500	
				1.0000	鍾京容	0.000000	0.0000	0.000000	0.0000	
				1.0000	鍾京容	0.000000	0.0000	0.000000	0.0000	
				1.0000	鍾京容	0.000000	0.0000	0.000000	0.0000	
				1.0000	鍾京容	0.000000	0.0000	0.000000	0.0000	
				1.0000	鍾京容	0.720000	0.7200	0.720000	0.7200	
				1.0000	鍾京容	07.000000	07.0000	07.000000	07.0000	
							Total : 675.6495		Total : 675.6495	
							<		>	
							<input checked="" type="checkbox"/>		<input type="checkbox"/>	

dw7 retrieved | Average:1 Count:1 Sum:1

■ Sheet : CP BOM List Level 2

- 左上角會呈現選擇的是哪筆 Solution 及其 Version
- 依 Solution 呈現 Notes RFQ & CP Level 填寫的 BOM List 資料
- 右鍵 Function : Import Notes RFQ
 - 轉入 Notes RFQ 資料 (會排除已轉入的資料 ; 不會轉入 PCB 的資料 [PCB 歸類在 Level 1])
- 右鍵 Function : Reject
 - 系統會退回前一個關卡 , 並發送信件給前一關卡 Owner

■ Sheet : CP BOM List Level 2

□ 右鍵 Function : Approve

- 規則
 - ◆ "CNC U/P (USD)" or "AVC U/P (USD)" 其中一個必須 ≥ 0
 - ◆ 當 2nd Source 有值時 , "CNC 2nd U/P (USD)" or "AVC 2nd U/P (USD)" 其中一個必須 > 0
2nd Source 分類
 - 2nd Source Part No.
 - 2nd Source MFG Vendor & 2nd Source MFG Part No. (兩個必須同時有值)
- RFQ 簽核流程結束

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Solution : TEST - Version : 1

File	Home	Page Layout	View	A	B	C	D	E	F	G
1				Category	RFQ Quotation	RFQ Cost	RFQ Delta	RFQ Gap%	Source From	Remark
2	Chipset					1.0500			#MT212 PCBA BOM List Level 1	
3	Flash					0.0000			#MT212 PCBA BOM List Level 1	
4	DDR					2.2200			#MT212 PCBA BOM List Level 1	
5	PCB					6.9500			#MT212 PCBA BOM List Level 1	
6	2.4 GHz Wifi					0.0229			#MT212 PCBA BOM List Level 1	
7	5 GHz Wifi					6.9600			#MT212 PCBA BOM List Level 1	
8	I/O Interfaces					8.4040			#MT212 PCBA BOM List Level 1	
9	Others RF					0.0248			#MT212 PCBA BOM List Level 1	
10	Processor					3.1305			#MT212 PCBA BOM List Level 1	
11	power & cooling					2.0800			#MT212 PCBA BOM List Level 1	
12										
13	PCBA Cost					30.8422				
14	Housing					2.4500			#MT212 CP BOM List Level 2	
15	Housing Tooling					0.7200			#MT212 CP BOM List Level 2	
16	Thermal					6.5130			#MT212 CP BOM List Level 2	
17	Thermal Tooling					0.2750			#MT212 CP BOM List Level 2	
18	Adapter					17.5700			#MT212 CP BOM List Level 2	
19	Filter					1.0000			#MT212 CP BOM List Level 2	
20	Cable					1.7435			#MT212 CP BOM List Level 2	
21	Packing					645.3780			#MT212 CP BOM List Level 2	
22										
22	BOM Cost					706.1917				

dw4 retrieved | Category

Average: 非數值 Count: 0 Sum: 0

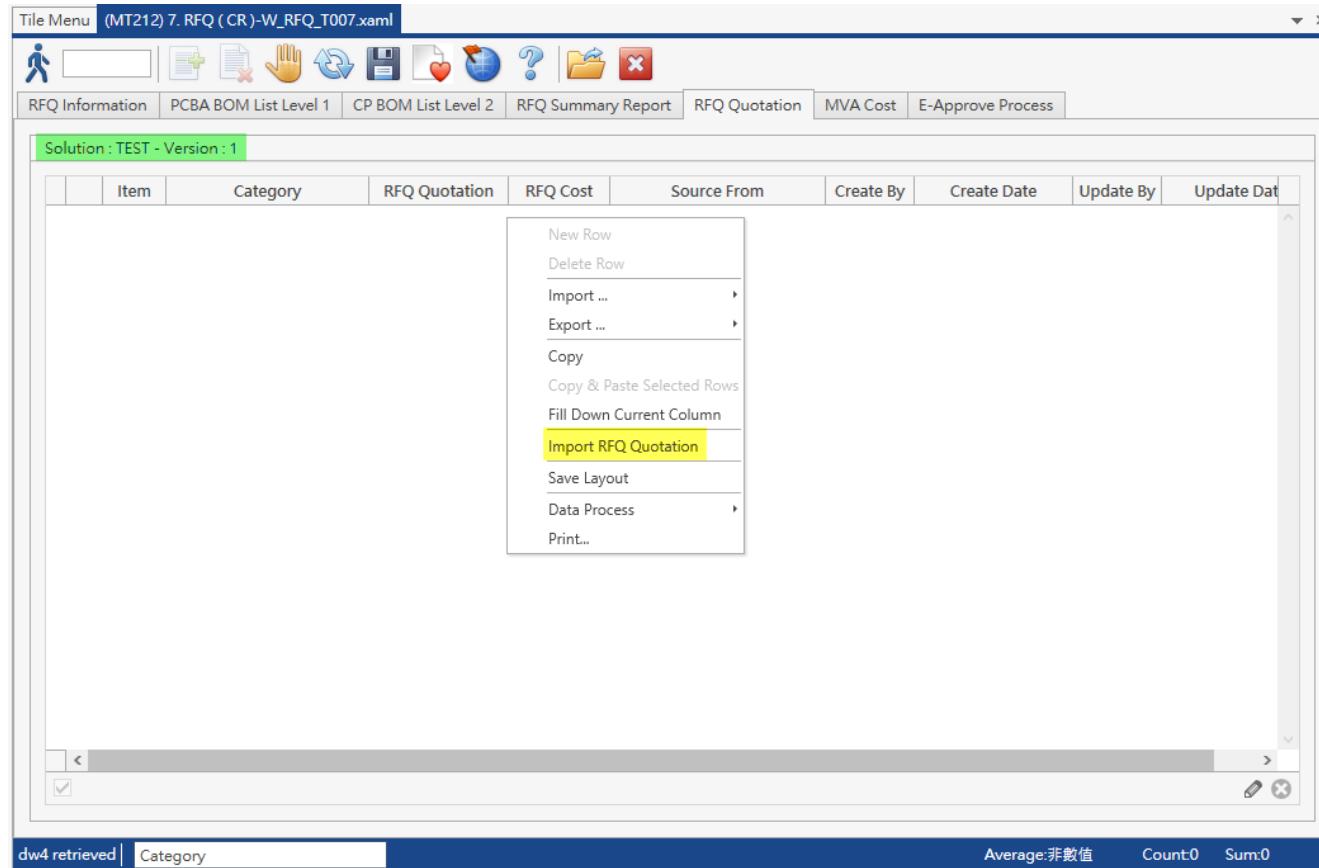
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20

■ Sheet : RFQ Summary Report

- 左上角會呈現選擇的是哪筆 Solution 及其 Version
- 呈現 RFQ Summary 報表

■ Window



The screenshot shows a software application window titled "Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml". The window contains a toolbar with various icons and a navigation bar with tabs: RFQ Information, PCBA BOM List Level 1, CP BOM List Level 2, RFQ Summary Report, RFQ Quotation (selected), MVA Cost, and E-Approve Process. Below the navigation bar is a message box stating "Solution : TEST - Version : 1". A data grid is displayed with columns: Item, Category, RFQ Quotation, RFQ Cost, Source From, Create By, Create Date, Update By, and Update Date. A context menu is open over the grid, listing options: New Row, Delete Row, Import ..., Export ..., Copy, Copy & Paste Selected Rows, Fill Down Current Column, Import RFQ Quotation (highlighted with a yellow box), Save Layout, Data Process, and Print... . At the bottom of the grid, there is a toolbar with icons for search, filter, and other operations. The status bar at the bottom shows "dw4 retrieved | Category", "Average:非數值", "Count0", and "Sum0".

■ Sheet : RFQ Quotation

- 左上角會呈現選擇的是哪筆 Solution 及其 Version
- 只呈現 RFQ Summary Report 單獨項目的清單
 - 套用計算公式的項目不會呈現在畫面上 (Ex. : PCBA Cost , ... 等項目不會出現在畫面上)
- 右鍵 Function : Import RFQ Quotation
 - 執行條件 :
 - ◆ RFQ 簽核流程結束
 - ◆ Solution 未執行過 "Import RFQ Quotation"
 - ◆ Pre-Project 尚未執行 "Close"
 - 將 RFQ Summary Report 的資料匯入系統 , 讓 CR 維護最終版的 "RFQ Quotation" 資料
 - 執行過 "Import RFQ Quotation" 的 Solution , 就不能再使用 "New Version"

■ Window

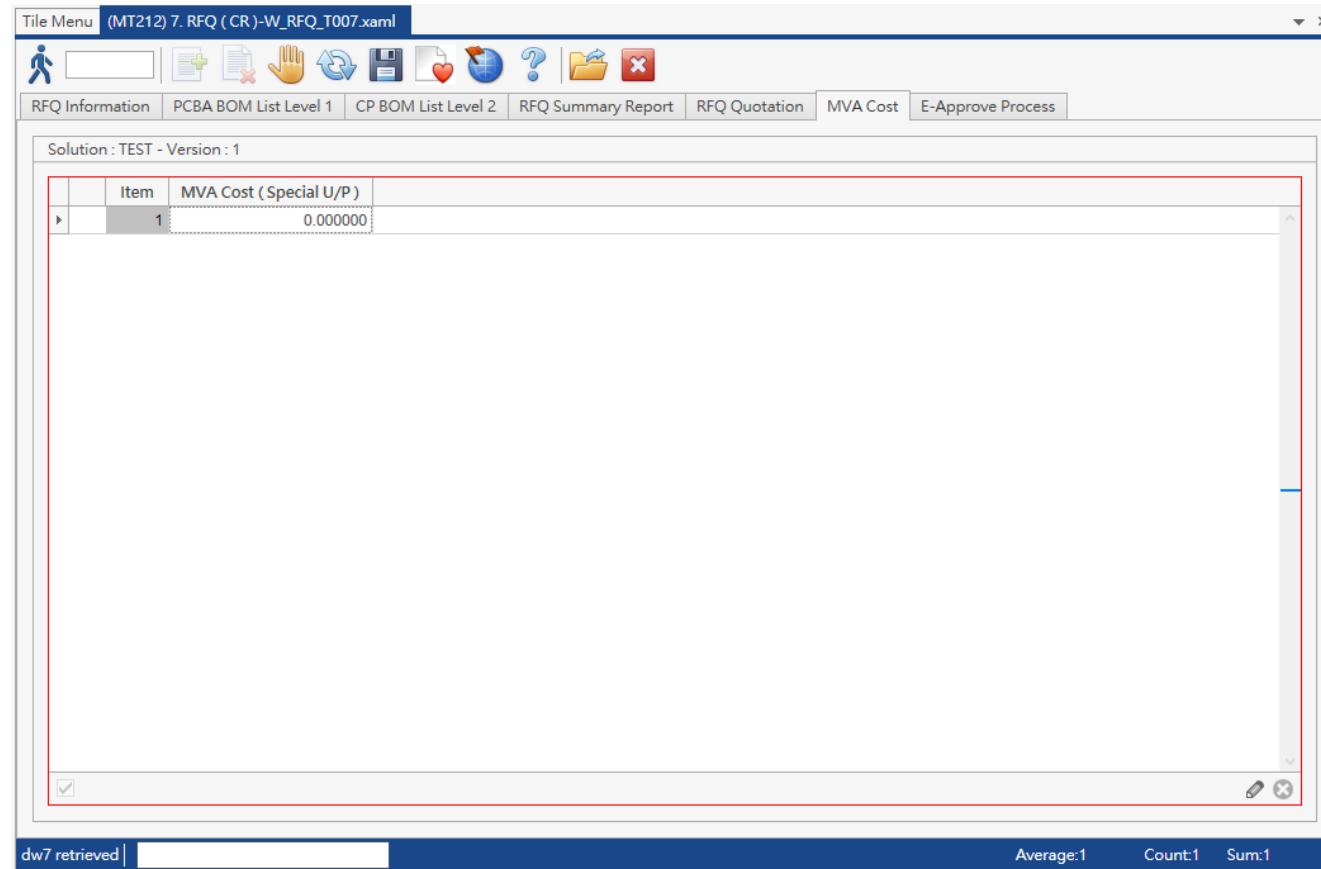
Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml

RFQ Information PCBA BOM List Level 1 CP BOM List Level 2 RFQ Summary Report RFQ Quotation MVA Cost E-Approve Process

Solution : TEST - Version : 1

	Item	MVA Cost (Special U/P)
>	1	0.000000

dw7 retrieved | Average:1 Count:1 Sum:1



■ Sheet : MVA Cost

□ 填寫 Special MVA Cost 金額

□ 符合以下條件時，才允許修改資料

- RFQ 簽核流程結束

- Pre-Project 尚未執行 "Close"

□ RFQ Summary Report - MVA 規則

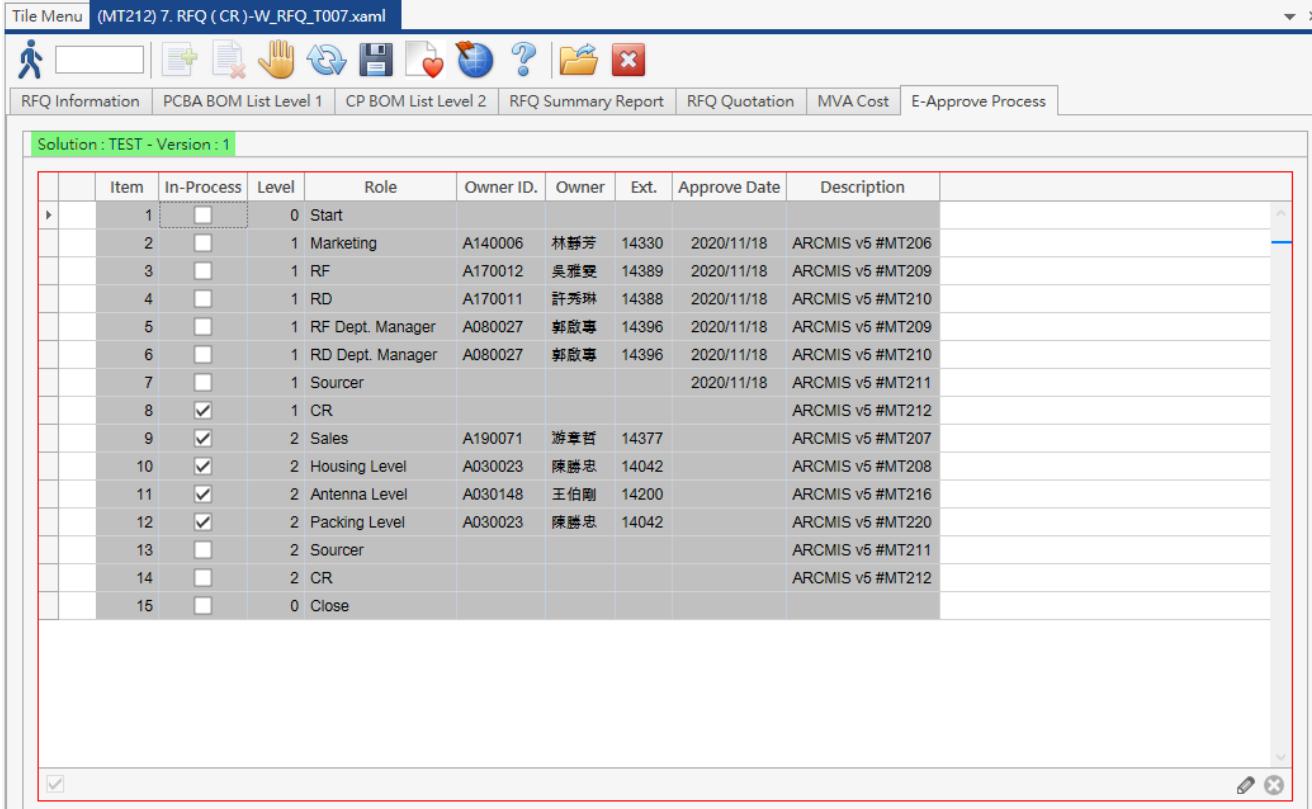
- 判斷 Special MVA Cost 金額是否大於 0

◆ Yes : 直接呈現 Special MVA Cost

◆ No : 依 #MT207 "Sheet : MVA Cost" - "Option" 設定抓取 MVA Cost

■ Window

Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml



The screenshot shows a software application window titled "Tile Menu (MT212) 7. RFQ (CR)-W_RFQ_T007.xaml". The top menu bar includes icons for file operations like Open, Save, Print, and Exit, along with links for RFQ Information, PCBA BOM List Level 1, CP BOM List Level 2, RFQ Summary Report, RFQ Quotation, MVA Cost, and E-Approve Process.

The main content area displays a table titled "Solution : TEST - Version : 1". The table has columns for Item, In-Process, Level, Role, Owner ID, Owner, Ext., Approve Date, and Description. A red border highlights the first two columns. The data rows are as follows:

Item	In-Process	Level	Role	Owner ID	Owner	Ext.	Approve Date	Description
1	<input type="checkbox"/>	0	Start					
2	<input type="checkbox"/>	1	Marketing	A140006	林靜芳	14330	2020/11/18	ARCMIS v5 #MT206
3	<input type="checkbox"/>	1	RF	A170012	吳雅斐	14389	2020/11/18	ARCMIS v5 #MT209
4	<input type="checkbox"/>	1	RD	A170011	許秀琳	14388	2020/11/18	ARCMIS v5 #MT210
5	<input type="checkbox"/>	1	RF Dept. Manager	A080027	郭啟專	14396	2020/11/18	ARCMIS v5 #MT209
6	<input type="checkbox"/>	1	RD Dept. Manager	A080027	郭啟專	14396	2020/11/18	ARCMIS v5 #MT210
7	<input type="checkbox"/>	1	Sourcer				2020/11/18	ARCMIS v5 #MT211
8	<input checked="" type="checkbox"/>	1	CR					ARCMIS v5 #MT212
9	<input checked="" type="checkbox"/>	2	Sales	A190071	游章哲	14377		ARCMIS v5 #MT207
10	<input checked="" type="checkbox"/>	2	Housing Level	A030023	陳勝忠	14042		ARCMIS v5 #MT208
11	<input checked="" type="checkbox"/>	2	Antenna Level	A030148	王伯剛	14200		ARCMIS v5 #MT216
12	<input checked="" type="checkbox"/>	2	Packing Level	A030023	陳勝忠	14042		ARCMIS v5 #MT220
13	<input type="checkbox"/>	2	Sourcer					ARCMIS v5 #MT211
14	<input type="checkbox"/>	2	CR					ARCMIS v5 #MT212
15	<input type="checkbox"/>	0	Close					

At the bottom left, there is a status bar with "dw7 retrieved" and a progress bar. At the bottom right, it shows "Average:非數值", "Count:0", and "Sum:0".

■ Sheet : E-Approve Process

- 左上角會呈現選擇的是哪筆 Solution 及其 Version
- RFQ E-Approve Step Information
 - In-Process : 呈現 "打勾" 代表 RFQ 流程正在等待此關卡 Approve
 - Approve Date : 呈現執行 "Approve" 的日期

■ Notice

□ 允許在 Sheet : PCBA BOM List Level 1 進行資料異動條件

- Level 1 "CR" Step : "In-Process" 打勾
- 使用者工號 = CR Team Member

□ 允許在 Sheet : CP BOM List Level 2 進行資料異動條件

- Level 2 "CR" Step : "In-Process" 打勾
- 使用者工號 = CR Team Member

■ Notice

□ 因為 CR 關卡有區分 Level 1 & Level 2

- 當 Level 1 & Level 2 同時 In-Process 時
系統只會允許 User 先針對 Level 1 作業
而 Level 2 要等 Level 1 "Approve" 後，才允許作業



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