

E-BAST User Manual

Instruction

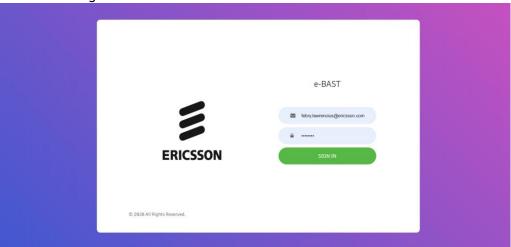


1 User Functional Task

The following are the steps in the use of Features in the e-BAST application.

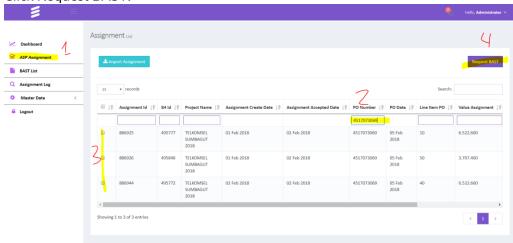
1.1 Login

- Open the browser and fill the address.
 Link Address for Telkom Account: https://ebast-telkom.eidtools.tech
 Link Address for ISAT Account: https://ebast-isat.eidtools.tech
- 2. Enter the username & password.
- 3. Click button sign in.



1.2 Submit BAST

- 1. Click ASP Assignment menu.
- 2. Then search PO Number in searching field
- 3. Tick the assignment that you want to submit.
- 4. Click Request BAST.

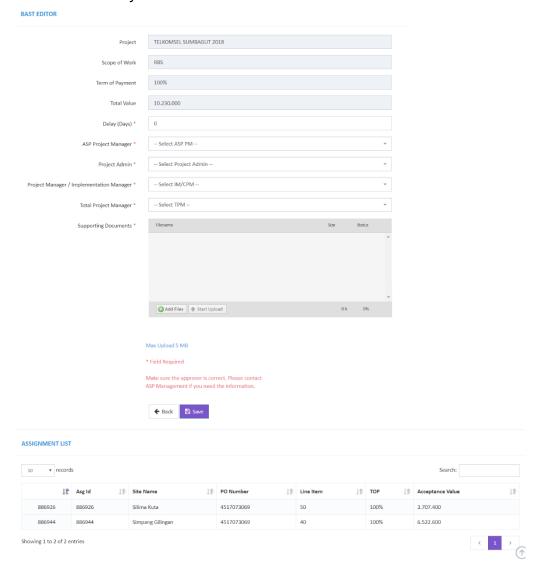


5. Input Delay, Approver for your BAST and attachment. If you don't know about approver please contact the project team.

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- 6. Don't forget to count manually your BAST value to make sure the value is correct.
- 7. Click save to save your BAST submit.

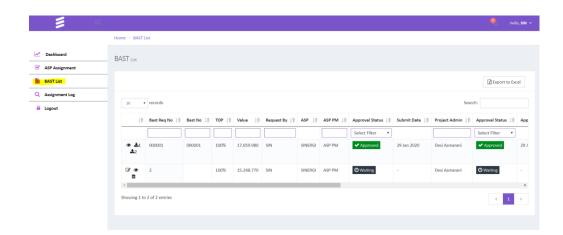


1.3 Monitoring BAST Approval

- 1. Click menu BAST List.
- 2. Now you can track approval BAST in the system.
- 3. You can see the Rejection Reason in the rightmost column.
- 4. Click button Export To Excel if you want to download the list of data to excel format.

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1.4 Download BAST Document

- 1. BAST Document will generate by system if BAST submission already approved by last approver (TPM).
- 2. Open BAST List, then click button ♣1 to generate BAST Page 1 and click ♣2 to generate BAST Page 2.

1.5 Contact Support

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