

Artwork  
Management  
System  
User  
Manual

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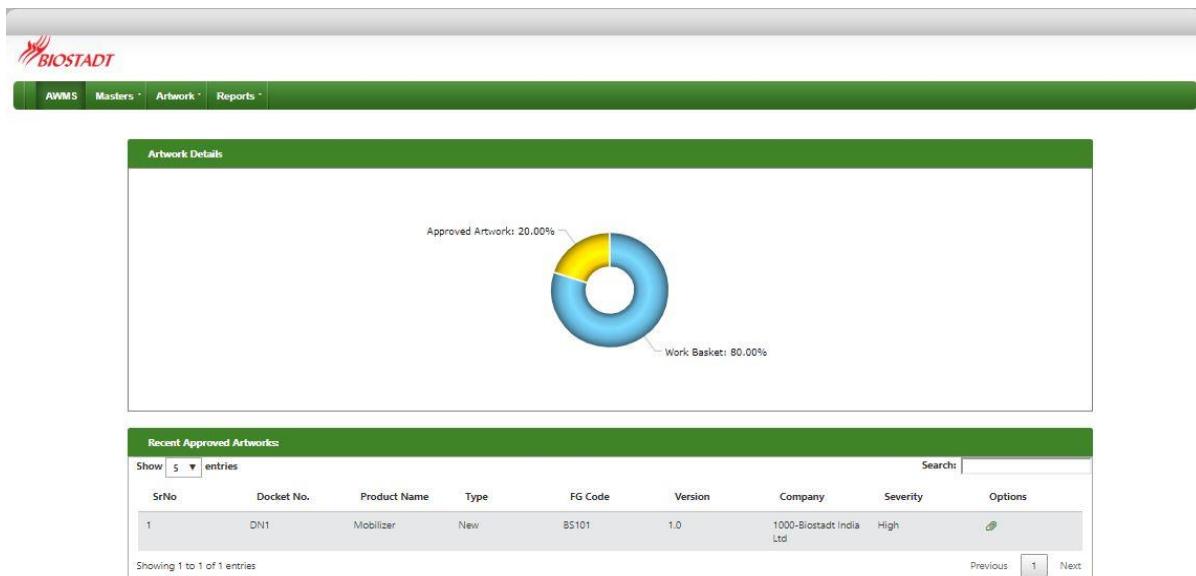
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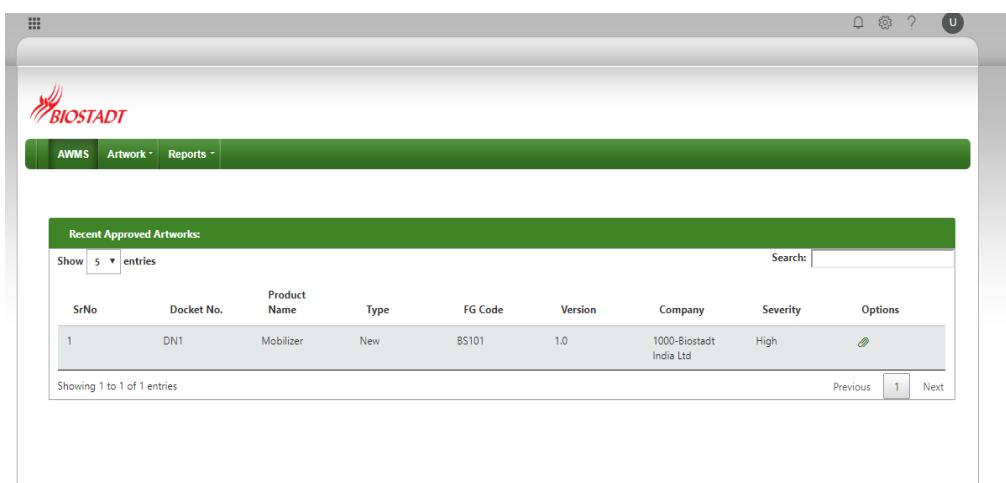
## 1. Dashboard

Following are the two types of artwork management system dashboard

### A. For Admin: -



### B. All Users: -



## 2. Masters

### 2.1 Admin Master: -

#### Navigation: -

To Open Admin Details Click on Admin Master tab

The screenshot shows the BIOSTADT application interface. At the top, there is a navigation bar with tabs: AWMS, Masters, Artwork, and Report. The 'Masters' tab is currently selected. A green speech bubble points to the 'Admin Master' option under the 'Masters' tab, with the text 'To Open Admin Details Click on Admin Master tab'. Below the navigation bar, there is a sidebar with sections for Business (Approve Duration, Business Master), ID (Company Master, Company Division Relation), and a search bar labeled 'Search:'. The main content area displays a table titled 'Admin Master' with one entry: ID 1, Admin SP Admin. There are buttons for Update and Delete.

#### Dashboard: -

When Click on Admin Master tab All Admin Records Displayed

The screenshot shows the BIOSTADT application interface after clicking the 'Admin Master' tab. A green speech bubble points to the 'Admin Master' tab in the top navigation bar, with the text 'When Click on Admin Master tab All Admin Records Displayed'. The main content area displays a table titled 'Admin Master' with one entry: ID 1, Admin SP Admin. There are buttons for Update and Delete. The sidebar on the left remains the same as in the previous screenshot.

#### Add Form: -

Add Admin Entry on Click Submit

The screenshot shows the BIOSTADT application interface with the 'Add Admin' form open. A green speech bubble points to the 'Submit' button in the bottom right corner of the form, with the text 'Add Admin Entry on Click Submit'. The form has a single field 'Admin:' with a placeholder 'Please Enter Admin'. Below the form are buttons for 'Submit' and 'Cancel'. In the background, the 'Admin Master' table is visible with one entry: ID 1, Admin SP Admin. There are buttons for Update and Delete. The sidebar on the left remains the same.

#### Validation: -

**Admin: \***  
Please Enter Admin

Enter a name or email address...

Submit Cancel

Mandatory field

The screenshot shows the 'Add Admin' form with validation errors. A red error message 'Admin: \* Please Enter Admin' is displayed above the input field. The input field itself contains the placeholder 'Enter a name or email address...'. A green speech bubble points to the 'Mandatory field' label, which is located at the bottom right of the form. The 'Submit' and 'Cancel' buttons are at the bottom of the form.

### Submit Event: -



### Update Form: -



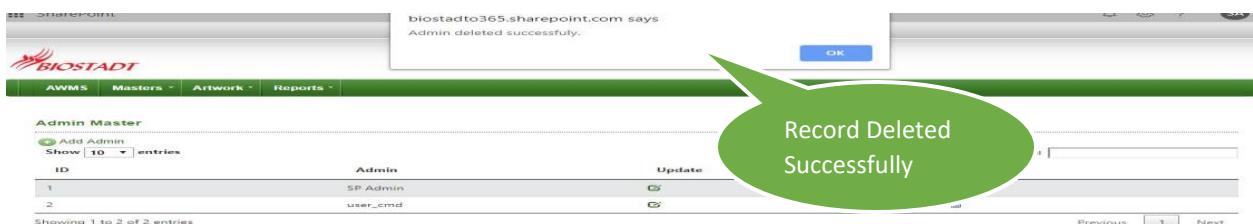
### Update Admin: -



### Delete Admin Entry: -



### Delete Message: -



## **2.2 Department Master: -**

### Navigation: -

To Open Department Details Click on Department Master tab

Sr. No.	ID	Organization Code	Organization Name	Business Code	Business Name	Division Code	Division Name	Update	Delete	
1	1	Biostadt India	1100	Domestic	AGR	Crop Care	10	Biological		
2	2	Biostadt India	1500	Export	AGR	Crop Care	10	Biological		
3	3	Biostadt India	1100	Domestic	AGR	Crop Care	11	Speciality		
4	4	Biostadt India	1100	Domestic	AGR	Crop Care	12	Pesticide		
5	5	Biostadt India	1100	Domestic	AGR	Crop Care	14	Fertilizer		

### Dashboard: -

When Click on Department Master tab All Records

ID	Department	Update	Delete
1	Marketing		
2	Sales		
3	Design		
4	Packaging		
5	Legal		
6	RnD		
7	Operation		
8	Development		

### Add Form: -

Add Department Entry on Click Submit

### Validation: -

Mandatory Field

Please Enter Department

### Submit Add Form: -

biostadt365.sharepoint.com says  
Department s added sucessfully.

OK

Entry Added Successfully

## Edit Form: -

A screenshot of a SharePoint list titled 'Department'. The list shows five entries: ID 1 (Marketing), ID 2 (Sales), ID 3 (Design), ID 4 (Packaging), and ID 5 (Legal). To the right of each entry is a set of icons: a pencil for 'Update', a person icon for 'Edit Record', and a trash can for 'Delete'. A green callout bubble with the text 'Click On button to Edit Record' points to the 'Edit Record' icon for the Sales entry.

## Update Form: -

A screenshot of a modal dialog box titled 'Update Department'. It contains a single input field labeled 'Department \*' with the value 'Sales'. Below the input field are two buttons: 'Submit' and 'Cancel'. A green callout bubble with the text 'Update Entry Form' points to the 'Submit' button.

## Update Department: -

A screenshot of a SharePoint list titled 'Department'. A confirmation message box is overlaid on the screen, stating 'biostadtto365.sharepoint.com says Department ss updated sucessfully.' with an 'OK' button. A green callout bubble with the text 'Entry Updated Successfully' points to the message box.

## Delete Record: -

A screenshot of a SharePoint list titled 'Department Master'. The list shows four entries: ID 1 (Marketing), ID 2 (Sales), ID 3 (Design), and ID 4 (Packaging). To the right of each entry is a set of icons: a pencil for 'Update', a person icon for 'Edit Record', and a trash can for 'Delete'. A green callout bubble with the text 'Click on Delete Icon for Deletion of Record' points to the 'Delete' icon for the Sales entry.

## Delete Confirmation: -

A screenshot of a SharePoint list titled 'Department'. A confirmation message box is overlaid on the screen, asking 'Are you sure ?' with 'OK' and 'Cancel' buttons. A green callout bubble with the text 'Delete Confirmation' points to the message box.

## Record Deleted: -

A screenshot of a SharePoint list titled 'Department'. A confirmation message box is overlaid on the screen, stating 'biostadtto365.sharepoint.com says Department deleted successfully.' with an 'OK' button. A green callout bubble with the text 'Record Deleted Successfully' points to the message box.

## **2.3 Designation Master: -**

### Navigation: -

To Open Designation Details Click on Designation Master tab

The screenshot shows a navigation bar with 'AWMS' and 'Masters' selected. Under 'Masters', there are several options: Admin Master, Approve Duration, Business Master, Change User Role, Company Master, Company Division Relation, Department Master, and Designation Master. The 'Designation Master' option is highlighted with a green background. Below the navigation bar is a table with columns 'ID', 'Designation', 'Update', and 'Delete'. Three records are listed: Marketing, Sales, and Design.

### Dashboard: -

When Click on Designation Master tab All Records Displayed

The screenshot shows a dashboard for 'BIOSTADT' with tabs for AWMS, Masters, Artwork, and Reports. The 'Masters' tab is selected. Under 'Designation Master', it says 'Show 10 entries'. A table below lists one record: ID 1, Designation 'Developer', with 'Update' and 'Delete' buttons. A green speech bubble points to the 'Designation Master' tab in the navigation bar.

### Add Form: -

Add Entry Form

The screenshot shows the 'Add Designation' form. It has fields for 'Designation : \*' and 'Division : \*'. There are 'Submit' and 'Cancel' buttons. In the background, the 'Designation Master' table shows one record: ID 1, Designation 'Developer'.

### Validation: -

Mandatory fields

The screenshot shows the 'Add Division' form with validation errors. The 'Division Code : \*' field has an error message 'Please Enter Division Code'. The 'Division : \*' field also has an error message 'Please Enter Division Name'. There are 'Submit' and 'Cancel' buttons.

### Submit Designation: -

Entry Added Successfully

The screenshot shows a success message: 'biostadto365.sharepoint.com says Division a-a added sucessfully.' with an 'OK' button. Below it is a processing icon and a 'Submit' button.

## Edit Designation: -

Division Master

Add Division Show 10 entries

ID	Division Code	Division Name	Update	Delete
11	a	a		

Showing 11 to 11 of 11 entries

Click On button to Edit Record

Edit Record

Previous 1 2 Next

## Update Form: -

BIOSTADT

AWMS Masters Artwork Reports

Designation Master

Add Designation Show 10 entries

ID	Designation	Update	Delete
1	Developer		
2	ss		

Showing 1 to 2 of 2 entries

Update Designation

Designation: \* SS

Submit Cancel

Update Entry Form

## Designation Updated: -

biostadto365.sharepoint.com says  
Designation ss1 updated sucessfully.

OK

Entry Updated Successfully

Update Designation

Designation: \* SS1

Submit Cancel

## Delete Designation Entry: -

Division Master

Add Division Show 10 entries

ID	Division Code	Division Name	Update	Delete
11	a	a		

Showing 11 to 11 of 11 entries

Delete Record

1 2 Next

Click on Delete Icon for Deletion of Record

## Delete Confirmation: -

SharePoint

AWMS Masters Artwork Reports

Designation Master

Add Designation Show 10 entries

ID	Division Code	Division Name	Update	Delete
11	a	a		

Are you sure ?

OK Cancel

Delete Confirmation

## Designation Deleted: -

biostadto365.sharepoint.com says  
Division entry deleted successfully.

OK

Entry Deleted Successfully

Division Master

Add Division Show 10 entries

ID	Division Code	Division Name	Update	Delete
11	a	a		

Showing 11 to 11 of 11 entries

Previous 1 2 Next

## 2.4 Employee Master: -

### Navigation: -

To Open Employee Details Click on Employee Master tab

The screenshot shows the AWMS application interface. On the left, there is a navigation menu with options like AWMS, Masters, Artwork, and Reports. Under the Masters section, there is a dropdown menu with items such as Admin Master, Approve Duration, Business Master, Change User Role, Company Master, Company Division R, Department Master, Designation Master, Division Master, and Employee Master. The 'Employee Master' option is highlighted with a green oval. On the right, there is a table displaying employee details with columns for Role, Designation, Department, and actions (Search, Update, Delete). The table has several rows of data.

### Dashboard: -

When Click on Employee Master tab All Records Displayed

The screenshot shows the BIOSTADT application interface. On the left, there is a navigation menu with options like AWMS, Masters, Artwork, and Reports. Under the Masters section, there is a dropdown menu with items such as Add Employee, Show 10 entries, and Employee Master. The 'Employee Master' option is highlighted with a green oval. On the right, there is a table displaying employee details with columns for SrNo, Email, Name, EmpID, Role, Designation, Department, Update, and Delete. The table has four rows of data.

### Add Form: -

Add Entry Form

The screenshot shows the BIOSTADT application interface. On the left, there is a navigation menu with options like AWMS, Masters, Artwork, and Reports. Under the Masters section, there is a dropdown menu with items such as Add Employee, Show 10 entries, and Employee Master. The 'Employee Master' option is highlighted with a green oval. In the center, there is a modal window titled 'Add Employee' containing various input fields for adding a new employee. The fields include First Name, Middle Name, Last Name, Employee ID, Gender, Manager, Department, Address, Country, State, City, and Pincode. Each field has a red asterisk indicating it is mandatory. Buttons for 'Submit' and 'Cancel' are at the bottom of the form.

### Validation: -

Mandatory fields

The screenshot shows the BIOSTADT application interface. On the left, there is a navigation menu with options like AWMS, Masters, Artwork, and Reports. Under the Masters section, there is a dropdown menu with items such as Add Employee, Show 10 entries, and Employee Master. The 'Employee Master' option is highlighted with a green oval. In the center, there is a modal window titled 'Add Employee' showing validation errors for mandatory fields. Fields like First Name, Middle Name, Last Name, Employee ID, Manager, Department, Address, Country, State, City, and Pincode are marked with red borders and error messages. Buttons for 'Submit' and 'Cancel' are at the bottom of the form.

### Add Form Submitted: -

Entry Added Successfully

The screenshot shows the BIOSTADT application interface. A success message 'Entry Added Successfully' is displayed in a green oval at the top. Below the message, there is a blue button labeled 'OK'. The background shows the BIOSTADT application interface with the navigation menu and the 'Employee Master' table.

## Edit Record: -

**Employee Master**

**On Click Edit Update Form Opened**

SrNo	Email	Name	EmplID	Role	Designation	Department	Update	Delete
21	SP Admin	a1 a a	a	CMD	Developer	Sales		

Showing 21 to 21 of 21 entries

**Edit Record** 2 3 Next

## Update Form: -

**Update Form**

**Update Employee**

First Name: \* a Middle Name: \* a Last Name: \* a  
 Birth Date: \* 27/05/2019 Gender: \* Male Employee ID: \* a  
 Email: \* SP Admin x Manager: \* user\_hod x  
 Role: \* CMD Designation: \* Developer Department: \* Sales  
 Address: \* Country: \* India State: \* Lakshadweep City: \* South Island Pincode: 2333  
 Submit Cancel

## Employee Entry Updated: -

**Entry Updated Successfully**

biostadto365.sharepoint.com says  
Employee Entry updated sucessfully.

**OK**

## Delete Entry: -

**Employee Master**

**Click on Delete Icon for deletion of record**

**Delete**

SrNo	Email	Name	EmplID	Role	Designation	Department	Update	Delete
21	SP Admin	a1 a a	a	CMD	Developer	Sales		

Showing 21 to 21 of 21 entries

Previous 1 2 **Delete Record**

## Delete Confirmation: -

**Delete Confirmation**

biostadto365.sharepoint.com says  
Are you sure ?

**OK** **Cancel**

## Employee Entry Deleted: -

**Record Deleted Successfully**

biostadto365.sharepoint.com says  
Employee entry deleted successfully.

**OK**

## 2.5 Company Master: -

### Navigation: -

To Open Company Details Click on Company Master tab

ID	CompanyCode	Address	City	State	Country	Pincode	Update	Delete
1	1000	Warali	Mumbai	Maharashtra	India	400018		
2	2000	Warali	Mumbai	Maharashtra	India	400018		
3	3000	Warali	Mumbai	Maharashtra	India	400018		

### Dashboard: -

When Click on Company Master tab All Records Displayed

ID	CompanyName	CompanyCode	Address	City	State	Country	Pincode	Update	Delete
1	Biostadt India Ltd	1000	Warali	Mumbai	Maharashtra	India	400018		
2	Neo Bio	2000	Warali	Mumbai	Maharashtra	India	400018		
3	Nandi Seeds	3000	Warali	Mumbai	Maharashtra	India	400018		

### Add Form: -

Add New Company Entry Form

Company Code: *	<input type="text"/>
Company: *	<input type="text"/>
Address: *	<input type="text"/>
Country: *	Select Country
State: *	<input type="text"/>
City: *	<input type="text"/>
Pincode:	<input type="text"/>

Submit Cancel

### Validation: -

Mandatory fields

Company Code: *	<input type="text"/> Please Enter Company Code
Company: *	<input type="text"/> Please Enter Company Name
Address: *	<input type="text"/> Please Enter Address
Country: *	Select Country Please Select Country
State: *	<input type="text"/> Please Select State
City: *	<input type="text"/> Please Select City
Pincode:	

Submit Cancel

### Company Form Submitted: -

biostadto365.sharepoint.com says  
Company a-a added sucessfully.

OK

Entry Added Successfully

PROCESSING

Please Enter Address

Country: \*

India  
Please Select Country

## Edit Click: -

For Update Record Click on Edit Icon

ID	CompanyName	CompanyCode	Address	City	State	Country	Pincode	Actions
1	Biostadt India Ltd	1000	Warali	Mumbai	Maharashtra	India	400018	
2	Neo Bio	2000	Warali	Mumbai	Maharashtra	India	400018	
3	Nandi Seeds	3000	Warali	Mumbai	Maharashtra	India	400018	
4	a	a	a	Delhi	Himachal Pradesh	India	a	

Showing 1 to 4 of 4 entries

## Update Form: -

Update Company Entry Form

Update Company

Company Code: *	<input type="text" value="a"/>
Company: *	<input type="text" value="a"/>
Address: *	<input type="text" value="a"/>
Country: *	<input type="text" value="India"/>
State: *	<input type="text" value="Himachal Pradesh"/>
City: *	<input type="text" value="Hamirpur"/>
Pincode: *	<input type="text" value="a"/>

Submit Cancel

## Company Updated: -

biostadto365.sharepoint.com says  
Company a-a updated sucessfully.

OK

## Delete Click: -

Click on Delete Icon for Deletion of Record

ID	CompanyName	CompanyCode	Address	City	State	Country	Pincode	Actions
1	Biostadt India Ltd	1000	Warali	Mumbai	Maharashtra	India	400018	
2	Neo Bio	2000	Warali	Mumbai	Maharashtra	India	400018	
3	Nandi Seeds	3000	Warali	Mumbai	Maharashtra	India	400018	
4	a	a	a	Delhi	Himachal Pradesh	India	a	

Showing 1 to 4 of 4 entries

## Delete Confirmation: -

biostadto365.sharepoint.com says  
Are you sure?

OK Cancel

## Company Entry Deleted: -

biostadto365.sharepoint.com says  
Company deleted successfully.

OK

Entry Deleted Successfully

## 2.6 Organization Master: -

### Navigation: -

The screenshot shows the BIOSTADT application interface. At the top, there is a navigation bar with links for AWMS, Masters, Artwork, and Reports. Below the navigation bar, a sidebar titled "Organization Master" lists various master categories: Admin Master, Approve Duration, Business Master, Change User Role, Company Master, Company Division, Department Master, Designation Master, Division Master, Employee Master, Mail Template, Organization Master (which is highlighted in green), and Vendor Master. The main content area displays a table with columns for ID, Organization Code, Organization Name, Update, and Delete. A green callout bubble points to the "Organization Master" tab in the sidebar with the text: "To Open Organization Details Click on Organization Master tab".

### Dashboard: -

The screenshot shows the BIOSTADT application interface. At the top, there is a navigation bar with links for AWMS, Masters, Artwork, and Reports. Below the navigation bar, a sidebar titled "Organization Master" lists various master categories: Add Organization, Show 10 entries, Organization Code, Organization Name, Update, and Delete. The main content area displays a table with columns for ID, Organization Code, Organization Name, Update, and Delete. A green callout bubble points to the "Organization Master" tab in the sidebar with the text: "When Click on Organization Master tab All Records Displayed".

### Add Form: -

The screenshot shows the BIOSTADT application interface. At the top, there is a navigation bar with links for AWMS, Masters, Artwork, and Reports. Below the navigation bar, a sidebar titled "Organization Master" lists various master categories: Add Organization, Show 10 entries, Organization Code, Organization Name, Update, and Delete. The main content area is titled "Add Organization" and contains two input fields: "Organization Code: \*" and "Organization Name: \*". Below the fields are "Submit" and "Cancel" buttons. A green callout bubble points to the "Add Organization" button with the text: "Add Organization Form".

### Validation: -

The screenshot shows the BIOSTADT application interface. At the top, there is a navigation bar with links for AWMS, Masters, Artwork, and Reports. Below the navigation bar, a sidebar titled "Organization Master" lists various master categories: Add Organization, Show 10 entries, Organization Code, Organization Name, Update, and Delete. The main content area is titled "Add Organization" and contains two input fields: "Organization Code: \*" and "Organization Name: \*". Both fields have red borders and error messages: "Please Enter Organization Code" and "Please Enter Organization Name". Below the fields are "Submit" and "Cancel" buttons. A green callout bubble points to the validation messages with the text: "Mandatory fields".

### Form Submitted: -

The screenshot shows the BIOSTADT application interface. At the top, there is a navigation bar with links for AWMS, Masters, Artwork, and Reports. Below the navigation bar, a sidebar titled "Organization Master" lists various master categories: Add Organization, Show 10 entries, Organization Code, Organization Name, Update, and Delete. The main content area displays a message: "biostadto365.sharepoint.com says Organization a-a added sucessfully." A green callout bubble points to the message with the text: "Entry Added Successfully".

## Edit Click: -

Click on Edit icon to Update Record

ID	Organization Code	Organization Name	Update	Delete
1	1100	Domestic		
2	1500	Export		
3	2100	Domestic		
4	2500	Export		
5	3100	Domestic		
6	a	a		

## Update Form: -

Update Organization Form

## Form Updated: -



## Delete Click: -

Click on Delete Icon for deletion of record

ID	Organization Code	Organization Name	Update	Delete
1	1100	Domestic		
2	1500	Export		
3	2100	Domestic		
4	2500	Export		
5	3100	Domestic		
6	a	a		

## Delete Confirmation: -



## Entry Deleted: -



## 2.7 Business Master: -

### Navigation: -



### Dashboard: -

When Click on Business Master tab All Records Displayed

ID	Business Code	Business Name	Update	Delete
1	AGR	Crop Care		
2	SEE	Seed		
3	ING	Ingene		
4	AQU	Aqua		

### Add Form: -

Add Business Form

Business Master

ID	Business Code	Business Name	Update	Delete
1	AGR	Crop Care		
2	SEE	Seed		
3	ING	Ingene		
4	AQU	Aqua		

### Validation: -

Mandatory fields

Business Code: \*

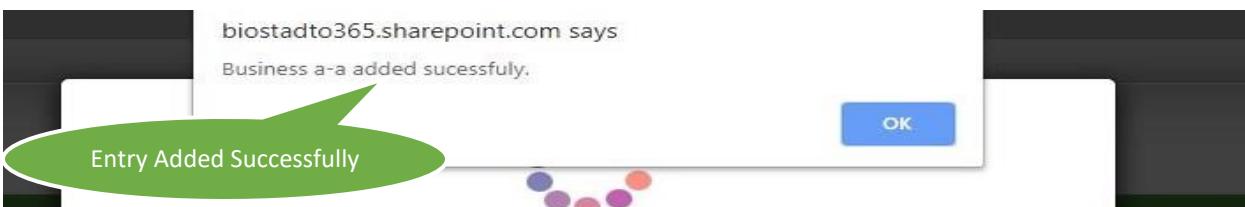
Please Enter Business Code

Business Name: \*

Please Enter Business Name

Submit Cancel

### Form Submitted: -



## Edit Click: -

BIOSTADT AWMS Masters - Artwork - Reports -

**Business Master**

Add Business Show 10 entries

ID	Business Code	Business Name	Update	Delete
1	AGR	Crop Care		
2	SEE	Seed		
3	ING	Ingene		
4	AQU	Aqua		
5	a	a		

Showing 1 to 5 of 5 entries

[Edit Record](#) Previous 1 Next

Click on Edit Icon to update record

## Update Form: -

BIOSTADT AWMS Masters - Artwork - Reports -

**Business Master**

Add Business Show 10 entries

**Update Business**

Business Code: *	a
Business Name: *	a

Submit Cancel

Search: Delete

ID	Business Code	Business Name	Update	Delete
1	AGR	Crop Care		
2	SEE	Seed		
3	ING	Ingene		
4	AQU	Aqua		
5	a	a		

Update Business Form

## Form Updated: -

biostadto365.sharepoint.com says

Business a-a updated sucessfully.

OK

Entry Updated Successfully

## Delete Click: -

BIOSTADT AWMS Masters - Artwork - Reports -

**Business Master**

Add Business Show 10 entries

ID	Business Code	Business Name	Update	Delete
1	AGR	Crop Care		
2	SEE	Seed		
3	ING	Ingene		
4	AQU	Aqua		
5	a	a		

Showing 1 to 5 of 5 entries

[Delete Record](#) Previous 1 Next

Click on Delete for Deletion of Record

## Delete Confirmation: -

SharePoint

biostadto365.sharepoint.com says

Are you sure?

OK Cancel

Delete Confirmation

## Entry Deleted: -

SharePoint

biostadto365.sharepoint.com says

Business entry deleted successfully.

OK

Entry Deleted Successfully

BIOSTADT AWMS Masters - Artwork - Reports -

**Business Master**

Add Business Show 10 entries

ID	Business Code	Business Name	Update	Delete
1	AGR	Crop Care		

## **2.8 Division Master: -**

### Navigation: -

To Open Division Details Click on Division Master tab

ID	Division Code	Division Name	Update	Delete
1	10	Biological		
2	11	Speciality		
3	12	Pesticide		
4	14	Fertilizer		

### Dashboard: -

When Click on Division Master tab All Records Displayed

ID	Division Code	Division Name	Update	Delete
1	10	Biological		
2	11	Speciality		
3	12	Pesticide		
4	14	Fertilizer		
5	20	HIQ Seed		
6	22	HyZyme		
7	28	Nandi seeds		
8	30	Aqua		
9	40	Insecta Bio		

### Add Form: -

Add Division Form

Division Code: *	<input type="text"/>
Division : *	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

### Validation: -

Mandatory Fields

Division Code: *	<input type="text"/> Please Enter Division Code
Division : *	<input type="text"/> Please Enter Division Name
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

### Form Submitted: -

biostadto365.sharepoint.com says  
Division a-a added sucessfully.

OK

Entry Added Successfully

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

### Edit Click: -

Division Master

Add Division Show 10 entries

ID	Division Code	Division Name	Update	Delete
11	a	a		

Showing 11 to 11 of 11 entries

Search:

Edit Record

Previous 1 2 Next

Click on Edit to update record

### Update Form: -

AWMS Masters Artwork Reports

Division Master

Add Division Show 10 entries

ID

11

Showing 11 to 11 of 11 entries

Search:

Delete

Previous 1 2 Next

Update Division Form

Update Division

Division Code: \* a

Division: \* a

Submit Cancel

### Form Updated: -

biostadto365.sharepoint.com says  
Division a-a updated sucessfully.

OK

Processing

Submit Cancel

Entry Updated Successfully

### Delete Click: -

Division Master

Add Division Show 10 entries

ID	Division Code	Division Name	Update	Delete
11	a	a		

Showing 11 to 11 of 11 entries

Search:

Delete Record

Previous 1 2 Next

Click on delete for deletion of record

### Delete Confirmation: -

biostadto365.sharepoint.com says  
Are you sure?

OK Cancel

Delete Confirmation

### Entry Deleted: -

biostadto365.sharepoint.com says  
Division entry deleted successfully.

OK

Record Deleted Successfully

Division Master

Add Division Show 10 entries

ID	Division Code	Division Name	Update	Delete
11	a	a		

Showing 11 to 11 of 11 entries

Search:

Delete

Previous 1 2 Next

## 2.9 Company Division Relation Master: -

Navigation: -

To Open Company Division Relation Details Click on tab

Screenshot of the BIOSTADT AWMS application. The top navigation bar includes AWMS, Masters, Artwork, and a dropdown for Company. A sub-menu under Company shows options like Admin Master, Approve Dura, Business Master, Change User Role, and Company Master. The 'Company Division Relation' option is highlighted with a green oval. Below the menu is a table with columns: ID, Company Code, Company Name, Organization Code, Organization Name, Business Code, Business Name, Division Code, Division Name, Update, and Delete. One record is listed: ID 1, Company Code 1000, Company Name Warali, Organization Code 1100, Organization Name Domestic, Business Code AGR, Business Name Crop Care, Division Code 10, Division Name Biological.

Dashboard: -

When Click on Company Division Relation Master Tab All Records

Screenshot of the BIOSTADT AWMS application showing the 'Company Division Relation Master' dashboard. The table displays two records. Record 1: Sr. No. 1, Company Code 1000, Company Name Biostadt India Ltd, Organization Code 1100, Organization Name Domestic, Business Code AGR, Business Name Crop Care, Division Code 10, Division Name Biological. Record 2: Sr. No. 2, Company Code 1000, Company Name Biostadt India Ltd, Organization Code 1500, Organization Name Export, Business Code AGR, Business Name Crop Care, Division Code 10, Division Name Biological.

Add Form: -

Add Form

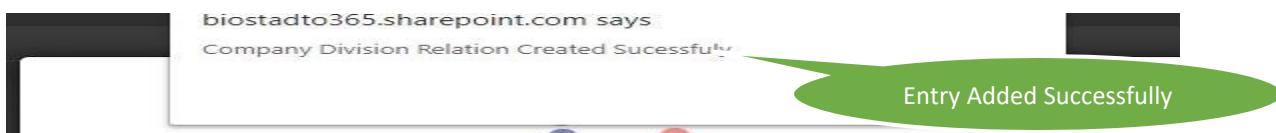
Screenshot of the 'Add Company Division Relation' form. It contains four rows of input fields: 'Company Name:' with a dropdown labeled 'Select', 'Organization Name:' with a dropdown labeled 'Select', 'Business Name:' with a dropdown labeled 'Select', and 'Division Name:' with a dropdown labeled 'Select'. At the bottom are 'Submit' and 'Cancel' buttons.

Validation: -

Mandatory fields

Screenshot of the 'Add Company Division Relation' form showing validation errors for mandatory fields. Each field has a red border and an error message: 'Company Name: \* Please Select Company Name', 'Organization Name: \* Please Select Organization Name', 'Business Name: \* Please Select Business Name', and 'Division Name: \* Please Select Division Name'. The 'Submit' and 'Cancel' buttons are at the bottom.

### Form Submitted: -



### Edit Click: -

Create Business Relation										Search:
Sr. No.	Company Code	Company Name	Organization Code	Organization Name	Business	Division Code	Division Name	Update	Delete	
11	1000	Biostadt India Ltd	1500			30	Aqua			
12	2000	Neo Bio	2100			2	Pesticide			
13	2000	Neo Bio	2100			40	Ingene Bio			
14	2000	Neo Bio	2500			42	Ingene Pest			
15	3000	Nandi Seeds	3100	Domestic		28	Nandi seeds			
16	2000	Neo Bio	1100	Domestic	AGR	10	Biological			
17	1000	Biostadt India Ltd	1100	Domestic	AGR	Crop Care				Ingene Pest
18	a	a	1100	Domestic	AGR	Crop Care	10			Biological
19	a	a	1500	Export	AGR	Crop Care	10			Biological

Showing 11 to 19 of 19 entries

[Edit Record](#) | 2 | Next

Click on Edit to Update Record

### Update Form: -

Update Company Division Relation

Company Name: *	a-a
Organization Name: *	1100-Domestic
Business Name: *	AGR-Crop Care
Division Name: *	10-Biological
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Update Form

### Form Updated: -

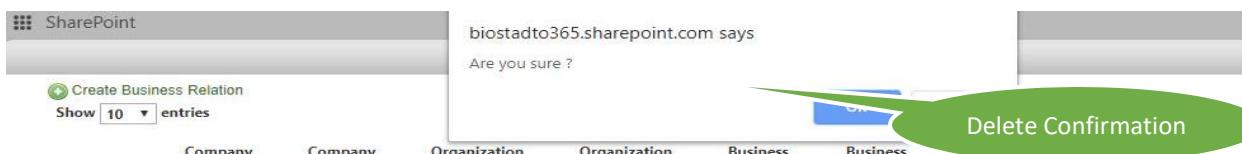


### Delete Click: -

19	a	a	1500	Export	AGR	
----	---	---	------	--------	-----	--

Click on delete for deletion of entry

### Delete Confirmation: -



### Entry Deleted: -



## **2.10 Mail Template: -**

### Navigation: -

To Open Mail Template Details Click on Mail Template tab

Sr.No.	Role Level	Mail Subject	Action Type	Update
1	Company Master	Company Stage	Request Updated By Initiator	Submit
2	Company Division	Approved	Request Approved By CMD	Approved
3	Department Master	Emend	Request Emend By CMD	Emend
4	Designation Master	Request Submitted By Draft	Submit	Request Submitted By Draft
5	Division Master	Request Approved By Designer	Approved	Request Approved By Designer
	Employee Master			
	Mail Template			

### Dashboard: -

When Click on Mail Template tab All Records Displayed

Sr.No.	Role Level	Mail Subject	Action Type	Update
1	Concept	Concept Stage	Request Updated By Initiator	Submit
2	CMD	CMD Stage	Request Approved By CMD	Approved
3	CMD	CMD Stage	Request Emend By CMD	Emend
4	Draft	Draft Stage	Request Submitted By Draft	Submit
5	Design	Design Stage	Request Approved By Designer	Approved

### Add Form: -

Add Mail Template Form

Role Level: *	Select
Mail Subject: *	
Mail Body: *	
Action Type: *	
<b>Submit</b> <b>Cancel</b>	

### Validation: -

Mandatory fields

Role Level: \*  
Select  
Please Select Role Level

Mail Subject: \*  
Please Enter Subject

Mail Body: \*  
Please Enter Mail Body

Action Type: \*

### Action Type Submit: -

For Stage: Concept, Draft, HOD.

Action Type Submit for Submit Form

Role Level: *	Concept
Mail Subject: *	W
Mail Body: *	W
Action Type: *	Select Select <b>Submit</b>
<b>Submit</b> <b>Cancel</b>	

### Action Type Approve/Emend: -

For Stage- CMD, Design, Marketing 1, Marketing 2, Packaging, Legal, Organization, Development, R&D, Purchase.

The screenshot shows a form titled 'Add Mail Details'. It includes fields for 'Role Level' (set to 'CMD'), 'Mail Subject' (containing 'W'), 'Mail Body' (containing 'W'), and 'Action Type' (a dropdown menu with options: Select, Select, Approved, Emend). A green speech bubble points to the 'Approved' option in the dropdown, labeled 'Action Type for Approve/Emend Form'.

### Edit Click: -

The screenshot shows a 'Mail Template' list view. It includes columns for Sr.No., Role Level, Mail Subject, Mail Body, Action Type, and a 'Edit Record' link. A green speech bubble points to the 'Edit Record' link, labeled 'Click on edit to Update Record'.

### Update Form: -

The screenshot shows a 'Update Mail Details' form. It includes fields for 'Role Level' (set to 'Concept'), 'Mail Subject' (set to 'Concept Stage'), 'Mail Body' (containing 'Request Updated By Initiator'), and 'Action Type' (set to 'Submit'). A green speech bubble points to the form, labeled 'Mail Template Update form'.

### Form Updated: -

The screenshot shows a success message dialog box from 'biostadtto365.sharepoint.com'. It says 'Mail Template Updated Sucessfully.' with an 'OK' button. A green speech bubble points to the message, labeled 'Entry Updated Successfully'.

## **2.11 Vendor Master: -**

### Navigation: -

To Open Vendor Details  
Click on Vendor Master tab

### Dashboard: -

Vendor Details

### Add Form: -

Vendor Master Add Form

### Validation: -

Mandatory fields

### Form Submitted: -

Entry Added Successfully

## Edit Click: -

Click on Edit to Update Record

ID	VendorName	Address	City	State	Country	Pincode
1	DKC	Worli	Mumbai	Maharashtra	India	400018
2	a	a	Kerala	Karnataka	India	22333

## Update Form: -

Vendor Master Update Form

Vendor Name *	a
Address *	a
Country *	India
State *	Karnataka
City *	Bantwal
Pincode *	22333

## Form Updated: -

Entry Updated Successfully

1	DKC	Worli	Mumbai	Maharashtra	India	400018
2	a	a	Kerala	Karnataka	India	22333

## Delete Click: -

Click on Delete for deletion of entry

ID	VendorName	Address	City	State	Country	Pincode
1	DKC	Worli	Mumbai	Maharashtra	India	400018
2	a	a	Kerala	Karnataka	India	22333

## Delete Confirmation: -

Delete Confirmation

1	DKC	Worli	Mumbai	Maharashtra	India	400018
2	a	a	Kerala	Karnataka	India	22333

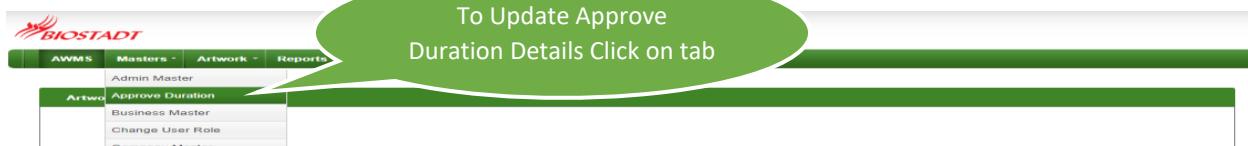
## Entry Deleted: -

Entry Deleted Successfully

1	DKC	Worli	Mumbai	Maharashtra	India	400018
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## **2.12 Approve Duration: -**

Navigation: -



Dashboard: -

When Click on Approve Duration tab All Records Displayed

ID	StageName	StageApproveDuration	Action
1	Concept	15	
2	CMD	1	
3	Draft	4	
4	Design	4	
5	Marketing 1	2	
6	Departmental	2	
7	Purchase	2	
8	Marketing 2	1	
9	HOD	1	

Edit Click: -

On Click Edit Approval Duration Form Opened

ID	StageName	StageApproveDuration	Action
1	Concept	15	
2	CMD	1	Edit Record

Update Form: -

User Role Update Form

Stage:	Value
Stage:	Concept
Approve Duration:	15

Form Updated: -

biostadtto365.sharepoint.com says  
Approve Limit Duration Updated Successfully

OK

On Click Submit Approval Duration Updated Successfully

## 2.13 Change User Role: -

Navigation: -

The screenshot shows a top navigation bar with 'BIOSTADT' logo and tabs for 'AWMS', 'Masters', 'Artwork', and 'Reports'. Below this is a sub-navigation menu with 'Change' and 'Show' dropdowns. Under 'Change', there are options: 'Admin Master', 'Approve Duration', and 'Business Master'. Under 'Show', there is '10 entries'. A green callout bubble points to the 'Change User Role' tab, which is highlighted in green. The main content area displays a table with columns: SrNo, Product Name, FGCode, Stage, Status, Pending With, Company, and Options. A search bar is at the top right.

Dashboard: -

The screenshot shows the same AWMS interface as above, but now the 'Change User Role' table is populated with 4 entries. The table columns are: SrNo, Docket No., Product Name, FGCode, Stage, Status, Pending With, Company, and Options. The first entry has Docket No. DN2, Product Name Hi Tone, FGCode -, Stage CMD, Status Pending, Pending With user\_cmd, Company 1000-Biostadt India Ltd, and Options with edit and delete icons. The second entry has Docket No. DN3, Product Name Test P1, FGCode BS101, Stage Departmental, Status Pending, Pending With Departmental, Company 1000-Biostadt India Ltd, and Options with edit and delete icons. The third entry has Docket No. DN4, Product Name Test 2, FGCode -, Stage Draft, Status Pending, Pending With user\_mkt1, user\_mkt2, user\_mkt3, user\_mkt4, Company 1000-Biostadt India Ltd, and Options with edit and delete icons. The fourth entry has Docket No. DNS, Product Name AA, FGCode -, Stage Draft, Status Pending, Pending With user\_mkt2, Company 2000-Neo Bio, and Options with edit and delete icons. A green callout bubble points to the table with the text 'When Click on Change User Role Tab All Records Displayed'.

Edit Click: -

The screenshot shows the 'Change User Role' table from the previous dashboard view. The second row (Docket No. DN3) has an 'Options' column containing edit and delete icons. A green callout bubble points to the 'Edit' icon with the text 'On Click Edit Change User Role Form Opened'.

Update Form: -

The screenshot shows a modal dialog titled 'Change User Role'. It contains two sections: 'Product Details' and 'CMD'. The 'Product Details' section includes fields for Product Name (Hi Tone), Docket No. (DN2), Requestor Name (user\_mkt1), Request Date (30/05/2019), Artwork Type (Normal), Severity (1100-Domestic), Company (1000-Biostadt India Ltd), Organization (New), and Division (10-Biological). The 'CMD' section includes a field for CMD (user\_cmd@biostadt0365.onmicrosoft.com) and a checkbox for 'Select All'. At the bottom are 'Submit' and 'Cancel' buttons. A green callout bubble points to the 'Update User Role Form'.

## Validation: -

Change User Role

Product Name: Hi Tone	Docket No.: DN2
Requestor Name: user_mkt1	Request Date: 30/05/2019
Artwork Type: Normal	Severity: 1100-Domestic
Company: 1000-Biostadt India Ltd.	Organization: New
Business: AGR-Crop Care	Division: 10-Biological

CMD: \*

Select All  
Please Select CMD User

Mandatory fields

## Form Updated: -



### 3. Artwork

#### 3.1 New Artwork: -

Navigation: -

The screenshot shows the BIOSTADT AWMS interface. At the top, there is a navigation bar with tabs: AWMS, Masters, Artwork (which is currently selected), and Reports. A green callout bubble points to the 'Artwork' tab with the text "For Creating New Artwork Request Click on tab". Below the navigation bar is a search bar labeled "Search: [ ]". Under the "Artwork" tab, there is a sub-menu with options: New Artwork, Work Basket, Approved Artwork, and History. The "Work Basket" section shows "Show 10 entries". To the right of the sub-menu is a table with columns: SrNo, Docket No., Name, Type, FG Code, Stage, Status, PendingWith, Company, and Options.

Only Marketing Person Raise Request: -

A screenshot of a browser window with the URL <https://biostadt365.sharepoint.com/sites/AWMS/Pages/NewArtwork.aspx>. A modal dialog box is displayed with the text "biostadt365.sharepoint.com says Only Marketing Person has authority to raise new request" and an "OK" button. A green callout bubble points to this message with the text "Only Marketing Stage Approver allow to Raise Request".

Add Form: -

A screenshot of the "Add Request" form. The form includes fields for Company, Organization, Business, Division, Design Dummy Pack, Prototype, Theme, Competition Pack, Attachment (Choose Files), and Share With Marketing (a dropdown list containing four email addresses). A green callout bubble points to the "Share With Marketing" section with the text "New Artwork Form".

Validation: -

A screenshot of the "Add Request" validation form. The form contains various input fields with validation messages in red. A green callout bubble points to the validation messages with the text "Mandatory fields".

Field	Validation Message
Product Name:	Please Enter Product Name
Artwork Type:	Please Select Artwork Type
Company:	Please Select Company
Business:	Please Select Business
Design Dummy Pack:	Please Enter Design Dummy Pack
Prototype:	
Theme:	

### Artwork Type: - New/Revise

BIOSTADT

AWMS Artwork Reports

Add Request

Product Name: \*

Artwork Type: \*

- Select
- Select New
- Revise**

Severity: \*

Organization: \*

### If Artwork Type Revise: - Select FG Code

Product Name: \*

Artwork Type: \*

- Revise**

FG Code: \*

Company: \*

Business: \*

Design Dummy Pack: \*

Severity: \*

Organization: \*

Division: \*

### FG Code Validation: -

Product Name: \*

a

Artwork Type: \*

- Revise

Severity: \*

High

FG Code: \*

Select

Please Select FGCode

Company: \*

Organization: \*

### Artwork Request Created: -



When Artwork Request Created Request Displays in Work Basket Library.

If Artwork Type New Request Pending with CMD Stage, If Artwork Type Revise Request Pending with Draft Stage.

## When Artwork Created Mail sent to

- Initiator:

Artwork Request Created

From: AWMS  
To: user\_mkt1  
Reply To: no-reply@sharepointonline.com

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1

June 5, 2019 12:45 PM

Mail Sent to Initiator

- CMD/ Draft Stage User (as per Artwork Type):

Artwork Request Created

From: AWMS  
To: user\_cmd  
Reply To: no-reply@sharepointonline.com

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1

Please Click here to Update Request

June 5, 2019 12:45 PM

Mail Sent to Next Stage Approvers

- Share with Marketing User:

Artwork Request Created

From: AWMS  
To: user\_mkt2  
Reply To: no-reply@sharepointonline.com

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1

June 5, 2019 12:45 PM

Mail Sent to Share with Marketing Stage Users

### 3.2 Work Basket: -

#### Navigation: -

The screenshot shows the BIOSTADT AWMS interface. The top navigation bar includes 'AWMS', 'Artwork -', and 'Reports -'. Below this, a sub-menu for 'Artwork' has 'New Artwork' and 'Work Basket' options. The main content area is titled 'Work Basket' and displays a table of pending artwork requests. The table columns are: SrNo, History, Product Name, Type, FG Code, Version, Company, Severity, and Options. Two entries are listed: DN1 (Mobilizer, New, BS101, 1.0, 1000-Biostadt India Ltd, High) and DN6 (Biochemical, New, A100, 1.0, 1000-Biostadt India Ltd, High). At the bottom, there are search, previous, next, and refresh buttons.

Under Navigation Artwork tab click on Work Basket tab, Work Basket library opened.

When Artwork Request Created by Marketing User, Request moves for approval sequentially different stages.

If Artwork is created with Artwork type “New” and Request is sent to CMD Stage User whose role is “CMD”.

If Previous Artwork is used for Artwork, then Artwork is created with Artwork type “Revise” and Request sent to Draft Stage User whose role is “Marketing”.

All Approvers need to login with credentials. After that Click on Under Navigation Artwork Tab → Work Basket All pending requests displays.

#### A. Concept Stage: -

##### Dashboard: -

When CMD Stage user emend request, it comes to Concept Stage for Updating. Initiator and Share with Marketing User allows to update artwork details.

Under Options displays three buttons. Edit , View Request , Print Artwork .

The screenshot shows the BIOSTADT AWMS interface with the 'Work Basket' library open. The table displays four pending artwork requests. The columns are: SrNo, Docket No., Product Name, Type, FG Code, Stage, Status, PendingWith, Company, and Options. The rows are: 1. DN2 (Hi Tone, New, CMD, Pending), 2. DN3 (Test P1, Revise, BS101, Departmental), 3. DN4 (Test 2, New, Draft), and 4. DN6 (Biochemical, New, Concept). A green callout bubble points to the last three rows with the text 'Artwork Pending with Concept Stage'.

##### Concept Stage Form: -

When User click on Edit icon then respective Docket No form is opened. Form give the information about artwork. On Form displays two buttons Submit form and Cancel form.

**Concept Stage**

<b>Product Name:</b> *	Biochemical			
<b>Artwork Type:</b> *	New	<b>Severity:</b> *	High	
<b>Company:</b> *	1000-Biostadt India Ltd		<b>Organization:</b> *	1100-Domestic
<b>Business:</b> *	AGR-Crop Care		<b>Division:</b> *	10-Biological
<b>Design Dummy Pack:</b> *	Dummy Pack			
<b>Prototype:</b>	Test			
<b>Theme:</b>	Green			

**Concept Stage Form**

When Artwork Updated by Concept Stage Request again goes to CMD Stage.

#### Mail sent to:

- Initiator (Marketing User):

**Concept Stage**

From: AWMS  
To: user\_mkt2, user\_mkt1  
Reply To: no-reply@sharepointonline.com

Request Updated By Initiator

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1

**Mail Sent to Existing Approvers**

- CMD (CMD User):

**Concept Stage**

From: AWMS  
To: user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Updated By Initiator

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1

Please Click here to Update Request

**Mail Sent to Next Stage Approvers**

#### B. CMD Stage: -

##### Dashboard: -

Under Options displays three buttons. Edit , View Request , Print Artwork .

**Work Basket**

Show 10 entries

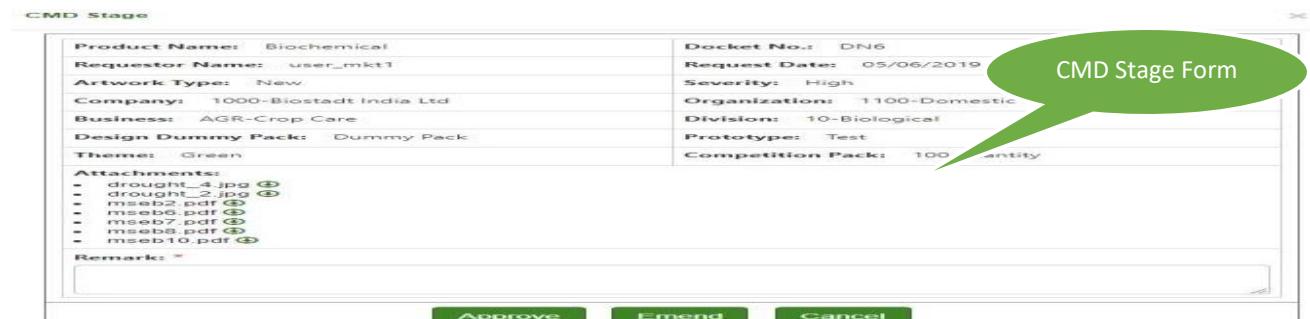
Search:

SrNo	Docket No.	Product Name	Type	FG Code	Stage	Status	PendingWith	Company	Options
1	DN2	Hi Tone	New		CMD	Pending	user_cmd	1000-Biostadt India Ltd	  
2					Departmental	Pending	Departmental	1000-Biostadt India Ltd	 
3					Draft	Pending	user_mkt1,user_mkt2,user_mkt3,user_mkt4	1000-Biostadt India Ltd	
4					Draft	Pending	user_mkt2	2000-Neo Bio	 
5	DN6				CMD	Pending	user_cmd	1000-Biostadt India Ltd	  

**Artwork Pending with CMD Stage**

## CMD Stage Form: -

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve Artwork, Emend Artwork, Cancel form.



The screenshot shows the 'CMD Stage' form. It includes fields for Product Name (Biochemical), Requestor Name (user\_mkt1), Artwork Type (New), Company (1000-Biostadt India Ltd), Business (AGR-Crop Care), Design Dummy Pack (Dummy Pack), Theme (Green), Docket No. (DN6), Request Date (05/06/2019), Severity (High), Organization (1100-Domestic), Division (10-Biological), Prototype (Test), Competition Pack (100), and Quantity. There is a section for Attachments with several PDF files listed, and a Remarks field containing 'Approved By CMD'. At the bottom are three buttons: Approve, Emend, and Cancel.

## CMD Approve Artwork: -

When click on  Request sent to Draft Artwork Stage.



The screenshot shows the same 'CMD Stage' form after the 'Approve' button was clicked. The 'Remarks' field now contains 'Approved By CMD'. A large green speech bubble points to this field with the text 'On Click Approve Button Request Approved Successfully'.

## **Mail Sent to**

- CMD User, Initiator, Share with Marketing user:



The screenshot shows an email message from 'AWMS' to 'user\_mkt2', 'user\_mkt1', and 'user\_cmd'. The subject is 'Request Approved By CMD'. The message body displays the details of the artwork request: Docket No. DN6, Artwork Name Biochemical, Severity High, Request Date 05/06/2019, Initiator user\_mkt1, and Approved By user\_cmd (CMD). A green speech bubble points to the message body with the text 'Mail Sent to Existing Approvers'.

- Draft Stage User (Marketing User):



The screenshot shows another email message from 'AWMS' to 'user\_mkt2', 'user\_mkt1', and 'user\_cmd'. The subject is 'Request Approved By CMD'. The message body displays the same artwork request details. A green speech bubble points to the message body with the text 'Mail Sent to Next Stage Approvers'.

## CMD Emend Artwork: -

When click on **Emend** Request sent to Concept Stage (Initiator)

**CMD Stage**

Product Name:	Biochemical	Docket No.:	DN6
Requestor Name:	user_mkt1	Request Date:	05/06/2019
Artwork Type:	New	Severity:	High
Company:	1000-Biostadt India Ltd	Organization:	1100-Domestic
Business:	AGR-Crop Care	Division:	10-Biological
Design Dummy Pack:	Dummy Pack	Prototype:	Test
Theme:	Green	Competition Part...	
<b>Attachments:</b>			
<ul style="list-style-type: none"> <li>drought_4.jpg</li> <li>dwg_1.dwg</li> <li>mseb2.pdf</li> <li>mseb6.pdf</li> <li>mseb7.pdf</li> <li>mseb8.pdf</li> <li>mseb10.pdf</li> </ul>			
<b>Remark:</b> *			
<input type="button" value="Emend By CMD"/>			
<input type="button" value="Approve"/> <input type="button" value="Emend"/> <input type="button" value="Cancel"/>			

On Click Emend Button  
Request Emend Successfully

## **Mail Sent to**

- CMD User, Initiator, Share with Marketing user:

**CMD Stage**

From: AWMS

To: user\_mkt2, user\_mkt1, user\_cmd

Reply To: no-reply@sharepointonline.com

June 5, 2019 12:54 PM

**Request Emend By CMD**

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_cmd (CMD)

Mail Sent to  
Existing Approvers

- Concept Stage User (Marketing User):

**CMD Stage**

From: AWMS

To: user\_mkt2, user\_mkt1

Reply To: no-reply@sharepointonline.com

June 5, 2019 12:54 PM

**Request Emend By CMD**

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_cmd (CMD)

Please Click here to Approve Request

Mail Sent to Concept  
Stage Approvers

## **C. Draft Stage: -**

### Dashboard: -

When CMD Stage user Approve request, it comes to Draft Stage. Initiator and Share with Marketing User allows to update artwork details.

Under Options displays three buttons. Edit , View Request , Print Artwork .

SrNo	Docket No.	Product Name	Type	FG Code	Stage	Share with	Company	Options
1	DN2	Hi Tone	New	CMD	Pending	user_cmd	1000-Biostadt India Ltd	
2	DN3	Test P1	Revise	BS101	Departmental	Pending	Departmental	
3	DN4	Test 2	New		Draft	Pending	user_mkt1,user_mkt2,user_mkt3,user_mkt4	
4	DN6	Biochemical	New		Draft	Pending	user_mkt2,user_mkt1	

### Draft Stage Form: -

When User click on Edit icon then respective Docket No form is opened. Form give the information about artwork. On Form displays two buttons Submit and Cancel form.

Mfg. Location:	Division:
Composition/formula:	Component Details:
AW Code:	Bar Code:
Legal Requirements:	

For Next Stage Approval select user from Share with Marketing/Designer is necessary.

Share with:  Designer  Marketing  
 user\_designer1@biostadt0365.onmicrosoft.com  
 user\_designer2@biostadt0365.onmicrosoft.com

Please Select User

Mandatory fields

When Artwork Submitted by Draft Stage Request goes to Design Stage.

If Share with User is from Marketing, then Selected user have rights to approve/emend request in design stage.

Otherwise if Share with user is from Designer then selected user have rights to approve/emend request.

## Mail sent to:

- Initiator (Marketing User) and CMD:

Mail Sent to Existing Approvers

<b>Draft Stage</b>	
From: AWMS	
To: user_mkt2, user_mkt1, user_cmd	
Reply To: no-reply@sharepointonline.com	
Request Submitted By Draft	
Following are the details of Artwork Request:	
Docket No.	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Submitted By	user_mkt1 (Draft)

- Designer:

Mail Sent to Next Stage Approvers

<b>Draft Stage</b>	
From: AWMS	
To: user_designer1	
Reply To: no-reply@sharepointonline.com	
Request Submitted By Draft	
Following are the details of Artwork Request:	
Docket No.	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Submitted By	user_mkt1 (Draft)
Please Click here to Approve Request	

## D. Design Stage: -

### Dashboard: -

Under Options displays three buttons. Edit , View Request , Print Artwork .

Artwork Pending with Design Stage

Work Basket									
Show 10 entries									
SrNo	Docket No.	Product Name	Type	FG Code	Stage	Status	PendingWith	Company	Options
1	DN6	Biochemical	New		Design	Pending	user_designer1	1000-Biostadt India Ltd	  

### Design Stage Form: -

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options

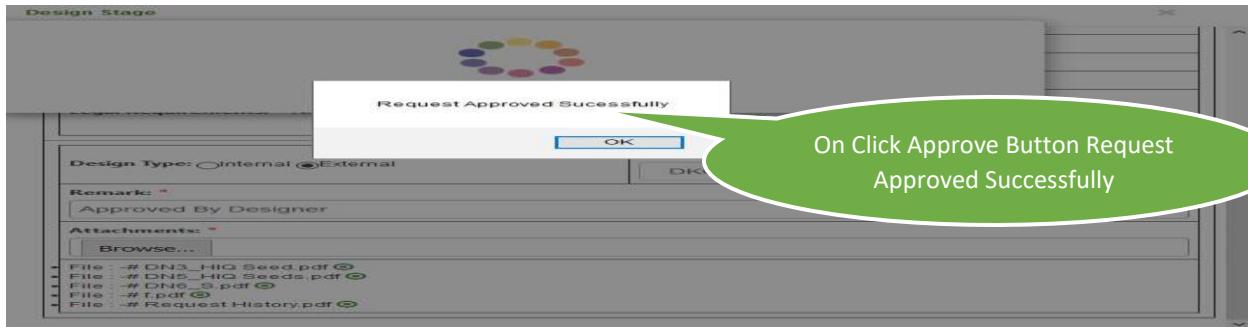
Approve  Artwork, Emend  Artwork, Cancel  form.

Design Stage Form

Design: Greend	Text Matter: Arial
Mfg. Location: Pune	Division: ddd
Composition/formula: dsd	Component Details: NA
AW Code: 122	Bar Code: 122
Legal Requirements: NA	Attachments: mseb3.pdf mseb2.pdf mseb1.pdf
Design Type: <input type="radio"/> Internal <input checked="" type="radio"/> External	
Remark: *	
Attachments: * <input type="button" value="Browse..."/>	
<input type="button" value="Approve"/> <input type="button" value="Emend"/> <input type="button" value="Cancel"/>	

## Design Approve Artwork: -

When click on **Approve** Request sent to Marketing 1 Artwork Stage.



## **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer:

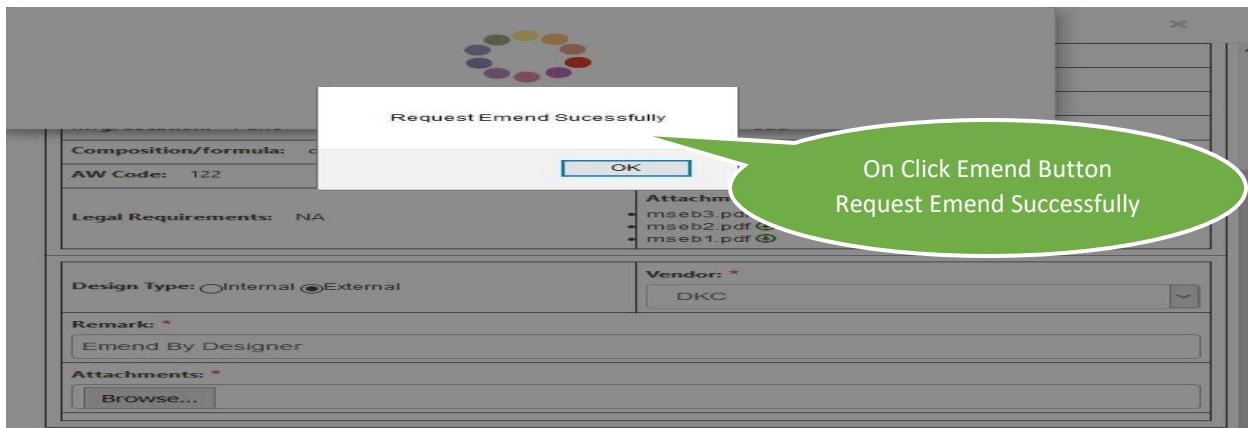
A screenshot of a software application window titled "Design Stage". In the center, a modal dialog box displays the message "Request Approved By Designer" and "Following are the details of Artwork Request:" with an "OK" button. A green callout bubble points to this message with the text "Mail Sent to Existing Approvers". The background form contains fields for "Docket No" (DN6), "Artwork Name" (Biochemical), "Severity" (High), "Request Date" (05/06/2019), "Initiator" (user\_mkt1), and "Approved By" (user\_designer1 (Design)).

- Marketing 1 User (Marketing User):

A screenshot of a software application window titled "Design Stage". In the center, a modal dialog box displays the message "Request Approved By Designer" and "Following are the details of Artwork Request:" with an "OK" button. A green callout bubble points to this message with the text "Mail Sent to Next Stage Approvers". The background form contains fields for "Docket No" (DN6), "Artwork Name" (Biochemical), "Severity" (High), "Request Date" (05/06/2019), "Initiator" (user\_mkt1), and "Approved By" (user\_designer1 (Design)).

## Design Emend Artwork: -

When click on **Emend** Request sent to Draft Stage (Marketing Users)



## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer:

Design Stage

From: AWMS  
To: user\_mkt2, user\_mkt1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Emend By Designer  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_designer1 (Design)

June 5, 2019 1:13 PM

Mail Sent to Existing Approvers

- Draft Stage User (Marketing User):

Design Stage

From: AWMS  
To: user\_mkt2, user\_mkt1  
Reply To: no-reply@sharepointonline.com

Request Emend By Designer  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_designer1 (Design)

Please Click here to Approve Request

June 5, 2019 1:13 PM

Mail Sent to Draft Stage Approvers

## E. Marketing I Stage: -

### Dashboard: -

Under Options displays three buttons. Edit , View Request , Print Artwork .



AWMS Artwork Reports

Work Basket

Show 10 entries

SrNo	Docket No.	Product Name	Type	FG Code	Category	Department	Marketing 1	Pending	Completed
1	DN2	Hi Tone	New	C	Chemical	Marketing 1	Pending	Completed	Completed
2	DN3	Test P1	Revise	BS101	Departmental	Marketing 1	Pending	Completed	Completed
3	DN4	Test 2	New	Draft	Marketing 1	Pending	Completed	Completed	Completed
4	DN6	Biochemical	New	Marketing 1	Pending	Completed	Completed	Completed	Completed

Search:

Company Options

- 1000-Biostadt India Ltd   
- 1000-Biostadt India Ltd  
- 1000-Biostadt India Ltd  
- 1000-Biostadt India Ltd  

Artwork Pending with Marketing 1 Stage

### Marketing 1 Stage Form with Validation: -

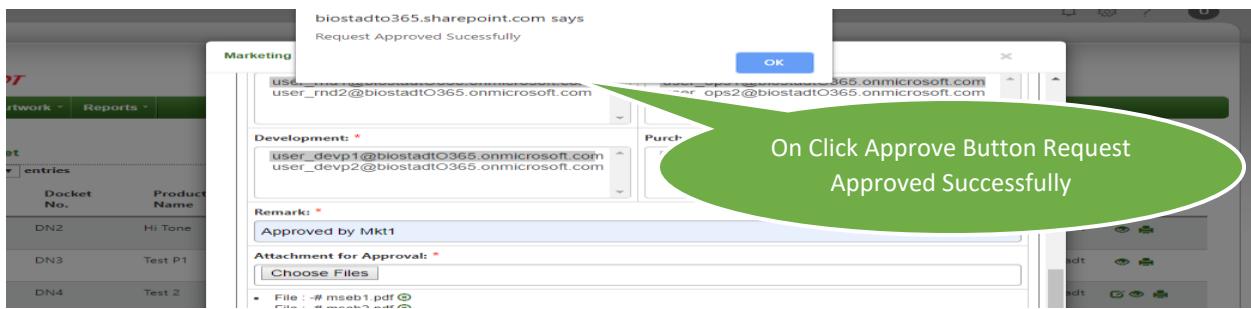
When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve  Artwork, Emend  Artwork, Cancel  form.

**Marketing Stage I**

<ul style="list-style-type: none"> <li>• f.pdf </li> <li>• Request History.pdf </li> </ul>	
<b>Packaging:</b> * <input type="text" value="user_packaging1@biostadtO365.onmicrosoft.com"/> <input type="text" value="user_packaging2@biostadtO365.onmicrosoft.com"/>  Please Select Packaging User	<b>Legal:</b> * <input type="text" value="user_legal1@biostadtO365.onmicrosoft.com"/> <input type="text" value="user_legal2@biostadtO365.onmicrosoft.com"/>  Please Select Legal User
<b>R &amp; D:</b> * <input type="text" value="user_rnd1@biostadtO365.onmicrosoft.com"/> <input type="text" value="user_rnd2@biostadtO365.onmicrosoft.com"/>  Please Select R & D User	<b>Operation:</b> * <input type="text" value="user_ops1@biostadtO365.onmicrosoft.com"/> <input type="text" value="user_ops2@biostadtO365.onmicrosoft.com"/>  Please Select Operation User
<b>Development:</b> * <input type="text" value="user_devp1@biostadtO365.onmicrosoft.com"/> <input type="text" value="user_devp2@biostadtO365.onmicrosoft.com"/>  Please Select Development User	<b>Purchase:</b> <input type="text" value="user_purchase1@biostadtO365.onmicrosoft.com"/> <input type="text" value="user_purchase2@biostadtO365.onmicrosoft.com"/>  Please Select Purchase User
<b>Remark:</b> <input type="text" value="Please Enter Remark"/>	

### Marketing 1 Approve Artwork: -

When click on **Approve** Request sent to Departmental Artwork Stage.



### **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer:

**Marketing Stage 1**

From: AWMS  
To: [user\\_mkt2](#) ([user\\_mkt1](#)) ([user\\_designer1](#)) ([user\\_cmd1](#))  
Reply To: [no-reply@sharepointonline.com](#)

Request Approved By Marketing 1  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	<a href="#">user_mkt1</a>
Approved By	<a href="#">user_mkt1</a> (Marketing 1)

Mail Sent to Existing Approvers

- Departmental Stage User (Packaging, Legal, R&D, Operations, Development):

**Marketing Stage 1**

From: AWMS  
To: [user\\_packaging1](#) ([user\\_legal1](#)) ([user\\_rnd1](#)) ([user\\_ops1](#)) ([user\\_devp1](#))  
Reply To: [no-reply@sharepointonline.com](#)

Request Approved By Marketing 1  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	<a href="#">user_mkt1</a>
Approved By	<a href="#">user_mkt1</a> (Marketing 1)

Please Click here to Approve Request

Mail Sent to Next Stage Approvers

### Marketing 1 Emend Artwork: -

When click on **Emend** Request sent to Design Stage (Share with Marketing Users/ Designer Users)

biostadt0365.sharepoint.com says  
Request Emend Sucessfully

Marketing	
Packaging:	<input type="text" value="user_packaging1@biostadt0365.onmicrosoft.com"/> <input type="text" value="user_packaging2@biostadt0365.onmicrosoft.com"/>
R & D:	<input type="text" value="user_rnd1@biostadt0365.onmicrosoft.com"/> <input type="text" value="user_rnd2@biostadt0365.onmicrosoft.com"/>
Development:	<input type="text" value="user_devp1@biostadt0365.onmicrosoft.com"/> <input type="text" value="user_devp2@biostadt0365.onmicrosoft.com"/>
Operational:	<input type="text" value="user_ops1@biostadt0365.onmicrosoft.com"/> <input type="text" value="user_ops2@biostadt0365.onmicrosoft.com"/>
Purchase:	<input type="text" value="user_purchase1@biostadt0365.onmicrosoft.com"/> <input type="text" value="user_purchase2@biostadt0365.onmicrosoft.com"/>
Remark:	<input type="text" value="Emend by Marketing 1"/>

On Click Emend Button Request  
Emend Successfully

## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer:

Marketing Stage 1

From: AWMS

To: user\_mkt2, user\_mkt1, user\_designer1, user\_cmd

Reply To: no-reply@sharepointonline.com

June 5, 2019 1:19 PM

Request Emend By Marketing 1

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_mkt1 (Marketing 1)

Mail Sent to  
Existing Approvers

- Design Stage User (Designer):

Marketing Stage 1

From: AWMS

To: user\_designer1

Reply To: no-reply@sharepointonline.com

June 5, 2019 1:19 PM

Request Emend By Marketing 1

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_mkt1 (Marketing 1)

Please Click here to Approve Request

Mail Sent to Design  
Stage Approvers

## F. Departmental Stage: -

### Dashboard: -

Under Options displays three buttons. Edit , View Request , Print Artwork .

**BIOSTADT**

AWMS Artwork Reports

Work Basket

Show 10 entries

SrNo	Docket No.	Product Name	Type	FG Code	Stage	Options
1	DN2	Hi Tone	New		CMD	  
2	DN3	Test P1	Revise	BS101	Departmental Pending	  
3	DN4	Test 2	New		Draft Pending	  
4	DN6	Biochemical	New		Departmental Pending	  

Artwork Pending with  
Departmental Stage

## **1. Packaging Approver: -**

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve

**Approve**

Artwork, Emend

**Emend**

Artwork, Cancel

**Cancel**

form.

Departmental Stage - Packaging		Docket No.: DN6	
Product Name:	Biochemical	Request Date:	05/06/2019
Requestor Name:	user_mkt1	Severity:	High
Artwork Type:	New	Organization:	1100-Domestic
Company:	1000-Biostadt India Ltd	Division:	10-Biological
Business:	AGR-Crop Care		
Attachments:	<ul style="list-style-type: none"><li>- mseb1.pdf </li><li>- mseb2.pdf </li><li>- mseb3.pdf </li><li>- mseb4.pdf </li><li>- mseb5.pdf </li><li>- mseb6.pdf </li><li>- mseb7.pdf </li><li>- mseb8.pdf </li><li>- mseb9.pdf </li></ul>		
Check Details:	Dimensions	<input type="radio"/> Yes	<input type="radio"/> No
	Suitability for Printing Process	<input type="radio"/> Yes	<input type="radio"/> No
	Artwork Code	<input type="radio"/> Yes	<input type="radio"/> No
	Text Margins	<input type="radio"/> Yes	<input type="radio"/> No
	Pack Information	<input type="radio"/> Yes	<input type="radio"/> No

Packaging  
Form Details

## **Packaging Stage Approve Artwork: -**

When click on **Approve** Request is approved. If all Departmental Stage users approve artwork, request sent to next Stage (Purchase Stage).



biostadtto365.sharepoint.com says  
Request Approved Successfully

**OK**

mseb4.pdf 	mseb5.pdf 	mseb6.pdf 	mseb7.pdf 	mseb8.pdf 	mseb9.pdf 	mseb10.pdf 
Check Details:	Dimensions	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A		
	Suitability for Printing Process	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A		
	Artwork Code	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A		
	Text Margins	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A		
	Pack Information	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A		
Remark: *	Approved By Packaging					

On Click Approve Button Request  
Approved Successfully

## **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

Departmental Stage - Packaging

From: AWMS

To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1, user\_designer1, user\_cmd

Reply To: no-reply@sharepointonline.com

Request Approved By Packaging

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Packaging)

Mail Sent to Next  
Stage Approvers

- Departmental Stage User (Packaging, Legal, R&D, Operations, Development):

**Departmental Stage - Packaging**

From: AWMS  
To: user\_packaging1 user\_legal1 user\_rnd1 user\_ops1 user\_devp1  
Reply To: no-reply@sharepointonline.com

Request Approved By Packaging  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Packaging)

Please Click here to Approve Request

Mail Sent to Departmental Stage Approvers

### Packaging User Emend Artwork: -

When click on **Emend** Request sent to Marketing 1 Stage (Marketing Users)

biostadto365.sharepoint.com says  
Request Emend Sucessfully

OK

PROCESSING

mseb5.pdf  
mseb6.pdf  
mseb7.pdf  
mseb8.pdf  
mseb9.pdf

Check Details:

Dimensions	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Suitability for Printing Process	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
Artwork Code	<input type="radio"/> Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> N/A
Text Margins	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
Pack Information	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Remark: \*  
Emend By Packaging

On Click Emend Button  
Request Emend Successfully

### Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - Packaging**

From: AWMS  
To: user\_mkt2 user\_mkt1 user\_packaging1 user\_legal1 user\_rnd1 user\_ops1 user\_devp1 user\_designer1 user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Emend By Packaging  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_packaging1 (Packaging)

Mail Sent to Existing Approvers

▪ Marketing 1 Stage User:

Departmental Stage - Packaging		June 5, 2019 1:51 PM
From: AWMS		
To: user_mkt2, user_mkt1, user_packaging1, user_legal1, user_rnd1, user_ops1, user_devp1, user_designer1, user_cmd		
Reply To: no-reply@sharepointonline.com		
Request Emend By Packaging		
<b>Following are the details of Artwork Request:</b>		
Docket No	DN6	
Artwork Name	Biochemical	
Severity	High	
Request Date	05/06/2019	
Initiator	user_mkt1	
Emend By	user_packaging1 (Packaging)	

Mail Sent to  
Marketing Stage 1

**2. Legal Approver: -**

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve

**Approve**

Artwork, Emend

**Emend**

Artwork, Cancel

**Cancel**

form.

Departmental Stage - Legal		X	
Product Name:	Test P1	Docket No.:	DN3
Requestor Name:	user_mkt1	Request Date:	31/05/2019
Artwork Type:	Revise	Severity:	Low
Company:	1000-Biostadt India Ltd	Organization:	1500-Export
Business:	AGR-Crop Care	Division:	42-Ingene Pest
<b>Attachments:</b> <ul style="list-style-type: none"> <li>unselling-sell-less-to-win-more - Copy (2).pdf </li> <li>unselling-sell-less-to-win-more - Copy (3).pdf </li> <li>unselling-sell-less-to-win-more - Copy (4).pdf </li> <li>unselling-sell-less-to-win-more - Copy.pdf </li> <li>unselling-sell-less-to-win-more.pdf </li> </ul>			
Check Details:	Legal Metrology	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
	Product name registered R / TM	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
	Statutory act compliance	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
	Accreditations details	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	

Legal Stage  
Form

Legal Stage Approve Artwork: -

When click on **Approve** Request is approved. If all Departmental Stage users approve artwork, request sent to next Stage (Purchase Stage).

biostadto365.sharepoint.com says		OK																
Request Approve Sucessfully		X																
<p>Department</p> <table border="1"> <tr> <td>Business: AGR-Crop Care</td> <td>Division:</td> </tr> <tr> <td colspan="2"> <b>Attachments:</b> <ul style="list-style-type: none"> <li>mseb2.pdf </li> <li>mseb3.pdf </li> <li>mseb4.pdf </li> <li>mseb5.pdf </li> <li>mseb6.pdf </li> <li>mseb7.pdf </li> <li>mseb8.pdf </li> <li>mseb9.pdf </li> <li>mseb10.pdf </li> </ul> </td> </tr> <tr> <td rowspan="4">Check Details:</td> <td>Legal Metrology</td> <td> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A         </td> </tr> <tr> <td>Product name registered R / TM</td> <td> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A         </td> </tr> <tr> <td>Statutory act compliance</td> <td> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A         </td> </tr> <tr> <td>Accreditations details</td> <td> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A         </td> </tr> <tr> <td colspan="3">Remark: *</td> </tr> </table>			Business: AGR-Crop Care	Division:	<b>Attachments:</b> <ul style="list-style-type: none"> <li>mseb2.pdf </li> <li>mseb3.pdf </li> <li>mseb4.pdf </li> <li>mseb5.pdf </li> <li>mseb6.pdf </li> <li>mseb7.pdf </li> <li>mseb8.pdf </li> <li>mseb9.pdf </li> <li>mseb10.pdf </li> </ul>		Check Details:	Legal Metrology	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Product name registered R / TM	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Statutory act compliance	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Accreditations details	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Remark: *		
Business: AGR-Crop Care	Division:																	
<b>Attachments:</b> <ul style="list-style-type: none"> <li>mseb2.pdf </li> <li>mseb3.pdf </li> <li>mseb4.pdf </li> <li>mseb5.pdf </li> <li>mseb6.pdf </li> <li>mseb7.pdf </li> <li>mseb8.pdf </li> <li>mseb9.pdf </li> <li>mseb10.pdf </li> </ul>																		
Check Details:	Legal Metrology	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A																
	Product name registered R / TM	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A																
	Statutory act compliance	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A																
	Accreditations details	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A																
Remark: *																		

On Click Approve Button  
Request Approved Successfully

## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - Legal**

From: AWMS  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Approved By Legal

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Legal)

June 5, 2019 2:18 PM

Mail Sent to Existing Approvers

- Departmental Stage User (Packaging, Legal, R&D, Operations, Development):

**Departmental Stage - Legal**

From: AWMS  
To: user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1  
Reply To: no-reply@sharepointonline.com

Request Approved By Legal

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Legal)

Please Click here to Approve Request

June 5, 2019 2:19 PM

Mail Sent to All Departmental Stage Approvers

## Legal Stage Emend Artwork: -

When click on **Emend** Request sent to Marketing 1 Stage (Marketing Users)



## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - Legal**

From: AWMS  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Emend By Legal

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_legal1 (Legal)

June 5, 2019 1:52 PM

Mail Sent to Existing Approvers

- Marketing 1 Stage User:

Mail Sent to Marketing  
1 Approvers

Departmental Stage - Legal		June 5, 2019 1:52 PM
From:	AWMS	
To:	user_mkt2 user_mkt1	
Reply To:	no-reply@sharepointonline.com	
<b>Request Amend By Legal</b>		
<b>Following are the details of Artwork Request:</b>		
Docket No	DN6	
Artwork Name	Biochemical	
Severity	High	
Request Date	05/06/2019	
Initiator	user_mkt1	
Amend By	user_legal1 (Legal)	
<a href="#">Please Click here to Approve Request</a>		

### 3. R&D Approver: -

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve

**Approve**

Artwork, Emend

**Emend**

Artwork, Cancel

**Cancel**

form.

Departmental Stage - RnD		
Product Name:	Biochemical	
Requestor Name:	user_mkt1	
Artwork Type:	New	
Company:	1000-Biostadt India Ltd	
Business:	AGR-Crop Care	
Docket No.:	DN6	
Request Date:	05/06/2019	
Severity:	High	
Organization:	1100-Domestic	
Division:	10-Biological	
<b>Attachments:</b>		
<ul style="list-style-type: none"> <li>- mseb1.pdf </li> <li>- mseb2.pdf </li> <li>- mseb3.pdf </li> <li>- mseb4.pdf </li> <li>- mseb5.pdf </li> <li>- mseb6.pdf </li> <li>- mseb7.pdf </li> <li>- mseb8.pdf </li> <li>- mseb9.pdf </li> <li>- mseb10.pdf </li> </ul>		
<b>Check Details:</b>	Composition/formula	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Product Category / Class	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Application / Dosage / Storage	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	Special Instructions Compliance	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

R & D Stage Form

### R&D Stage Approve Artwork: -

When click on **Approve** Request is approved. If all Departmental Stage users approve artwork, request sent to next Stage (Purchase Stage).



Request Approve Sucessfully

**OK**

On Click Approve Button  
Request Approved Successfully

mseb1.pdf 	mseb2.pdf 	mseb3.pdf 	mseb4.pdf 	mseb5.pdf 	mseb6.pdf 	mseb7.pdf 	mseb8.pdf 	mseb9.pdf 
<b>Check Details:</b>		Composition/formula	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A					
		Product Category / Class	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A					
		Application / Dosage / Storage	<input type="radio"/> Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> N/A					
		Special Instructions Compliance	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A					
<b>Remark:</b> *		Approved By RnD						

## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - R&D**

From: AWMS  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Approved By R&D  
Following are the details of Artwork Request:  

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (RnD)

June 5, 2019 2:18 PM

Mail Sent to Existing Approvers

- Departmental Stage User (Packaging, Legal, R&D, Operations, Development):

**Departmental Stage - R&D**

From: AWMS  
To: user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1  
Reply To: no-reply@sharepointonline.com

Request Approved By R&D  
Following are the details of Artwork Request:  

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (RnD)

Please Click here to Approve Request

Mail Sent to Departmental Stage Approvers

## R&D Stage Emend Artwork: -

When click on **Emend** Request sent to Marketing 1 Stage (Marketing Users)

**Departmental Stage - RnD**

Request Emend Sucessfully

OK

On Click Emend Button Request Emend Successfully

Emend By R&D

## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - R&D**

From: AWMS  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Emend By R&D  
Following are the details of Artwork Request:  

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_rnd1 (RnD)

June 5, 2019 2:00 PM

Mail Sent to Existing Approvers

- Marketing 1 Stage User:

Mail Sent to Marketing  
1 Approvers

Departmental Stage - R&D		June 5, 2019 2:00 PM
From:	AVMS	
To:	user_mkt2 user_mkt1	
Reply To:	no-reply@sharepointonline.com	
<b>Request Emend By R&amp;D</b>		
Following are the details of Artwork Request:		
Docket No	DN6	
Artwork Name	Biochemical	
Severity	High	
Request Date	05/06/2019	
Initiator	user_mkt1	
Emend By	user_rnd1 (RnD)	
<a href="#">Please Click here to Approve Request</a>		

#### 4. Development Stage Approver: -

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve **Approve** Artwork, Emend **Emend** Artwork, Cancel **Cancel** form.

Departmental Stage - Development							
<b>Product Name:</b> Biochemical	<b>Docket No.:</b> DN6						
<b>Requestor Name:</b> user_mkt1	<b>Request Date:</b> 05/06/2019						
<b>Artwork Type:</b> New	<b>Severity:</b> High						
<b>Company:</b> 1000-Biostadt India Ltd	<b>Organization:</b> 1100-Domestic						
<b>Business:</b> AGR-Crop Care	<b>Division:</b> 10-Biological						
<b>Attachments:</b> <ul style="list-style-type: none"> <li>mseb1.pdf</li> <li>mseb2.pdf</li> <li>mseb3.pdf</li> <li>mseb4.pdf</li> <li>mseb5.pdf</li> <li>mseb6.pdf</li> <li>mseb7.pdf</li> <li>mseb8.pdf</li> <li>mseb9.pdf</li> </ul>							
<b>Check Details:</b>	<table border="1"> <tr> <td>A/W approved for label claim w.r.t. Lic</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</td> </tr> <tr> <td>Registration no./ CIB details</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</td> </tr> <tr> <td>Pack endorsement w.r.t. pack size, primary &amp; secondary packing (if applicable)</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</td> </tr> </table>	A/W approved for label claim w.r.t. Lic	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Registration no./ CIB details	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Pack endorsement w.r.t. pack size, primary & secondary packing (if applicable)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
A/W approved for label claim w.r.t. Lic	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
Registration no./ CIB details	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
Pack endorsement w.r.t. pack size, primary & secondary packing (if applicable)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
<b>Remark:</b> *							

Development Stage Form

#### Development Stage Approve Artwork: -

When click on **Approve** Request is approved. If all Departmental Stage users approve artwork, request sent to next Stage (Purchase Stage).



PROCESSING

This site says...  
Request Approved Successfully

**OK**

<b>Check Details:</b>	<table border="1"> <tr> <td>A/W approved for label claim w.r.t. Lic</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</td> </tr> <tr> <td>Registration no./ CIB details</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</td> </tr> <tr> <td>Pack endorsement w.r.t. pack size, primary &amp; secondary packing (if applicable)</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</td> </tr> </table>	A/W approved for label claim w.r.t. Lic	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Registration no./ CIB details	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Pack endorsement w.r.t. pack size, primary & secondary packing (if applicable)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
A/W approved for label claim w.r.t. Lic	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
Registration no./ CIB details	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
Pack endorsement w.r.t. pack size, primary & secondary packing (if applicable)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
<b>Remark:</b>	Approved By Development						

On Click Approve Button Request Approved Successfully

## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - Development**

From: AWMS  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

June 5, 2019 2:15 PM

**Request Approved By Development**  
**Following are the details of Artwork Request:**

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Development)

Mail Sent to  
Existing Approvers

- Departmental Stage User (Packaging, Legal, R&D, Operations, Development):

**Departmental Stage - Development**

From: AWMS  
To: user\_packaging1, user\_legal1, user\_mdt1, user\_ops1, user\_devp1  
Reply To: no-reply@sharepointonline.com

June 5, 2019 2:15 PM

**Request Approved By Development**  
**Following are the details of Artwork Request:**

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Development)

Please Click here to Approve Request

Mail Sent to  
Departmental Approvers

## Development Stage Emend Artwork: -

When click on **Emend** Request sent to Marketing 1 Stage (Marketing Users)

This site says...  
Request Emend Sucessfully

OK

claim w.r.t. Lic details

endorsement w.r.t. pack size, primary & secondary packing (if applicable)

Remark: \*

Emend By Development

## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - Development**

From: AWMS  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devp1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

June 5, 2019 2:10 PM

**Request Emend By Development**  
**Following are the details of Artwork Request:**

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_ops1 (Development)

Mail Sent to  
Existing Approvers

- Marketing 1 Stage User:

June 5, 2019 2:10 PM

Departmental Stage - Development	
From:	AVWMS
To:	user_mkt2 (user_mkt1) no-reply@sharepointonline.com
Reply To:	no-reply@sharepointonline.com
Request Emend By Development	
Following are the details of Artwork Request:	
Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_ops1 (Development)
Please Click here to Approve Request	

Mail Sent to Marketing  
1 Approvers

### 5. Operation Stage Approver: -

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve

**Approve**

Artwork, Emend

**Emend**

Artwork, Cancel

**Cancel**

form.

**Departmental Stage - Operations**

Artwork Type: New	Severity: High				
Company: 1000-Biostadt India Ltd	Organization: 1100-Domestic				
Business: AGR-Crop Care	Division: 10-Biological				
<b>Attachments:</b>					
<ul style="list-style-type: none"> <li>mseb2.pdf</li> <li>mseb3.pdf</li> <li>mseb4.pdf</li> <li>mseb5.pdf</li> <li>mseb6.pdf</li> <li>mseb7.pdf</li> <li>mseb8.pdf</li> <li>mseb9.pdf</li> <li>mseb10.pdf</li> </ul>					
Check Details:	<table border="1"> <tr> <td>Overprinting Space</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A</td> </tr> <tr> <td>Filling &amp; packing m/c suitability</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A</td> </tr> </table>	Overprinting Space	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Filling & packing m/c suitability	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
Overprinting Space	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A				
Filling & packing m/c suitability	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A				
<b>Remark:</b> *					
<input type="button" value="Approve"/> <input type="button" value="Emend"/> <input type="button" value="Cancel"/>					

Operating  
Stage Form

### Operation Stage Approve Artwork: -

When click on  Request is approved. If all Departmental Stage users approve artwork, request sent to next Stage (Purchase Stage).

biostadto365.sharepoint.com says  
Request Approve Sucessfully

**OK**

Business: AGR-Crop Care					
<b>Attachments:</b>					
<ul style="list-style-type: none"> <li>mseb1.pdf</li> <li>mseb2.pdf</li> <li>mseb3.pdf</li> <li>mseb4.pdf</li> <li>mseb5.pdf</li> <li>mseb6.pdf</li> <li>mseb7.pdf</li> <li>mseb8.pdf</li> <li>mseb9.pdf</li> </ul>					
Check Details:	<table border="1"> <tr> <td>Overprinting Space</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A</td> </tr> <tr> <td>Filling &amp; packing m/c suitability</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</td> </tr> </table>	Overprinting Space	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Filling & packing m/c suitability	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Overprinting Space	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A				
Filling & packing m/c suitability	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A				

On Click Approve Button Request  
Approved Successfully

## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - Operations**

From: (AVMS)  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devt1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Approved By Operations  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Operations)

June 5, 2019 2:50 PM

Mail Sent to  
Existing Approvers

- Departmental Stage User (Packaging, Legal, R&D, Operations, Development):

**Departmental Stage - Legal**

From: (AVMS)  
To: user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devt1  
Reply To: no-reply@sharepointonline.com

Request Approved By Legal  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Legal)

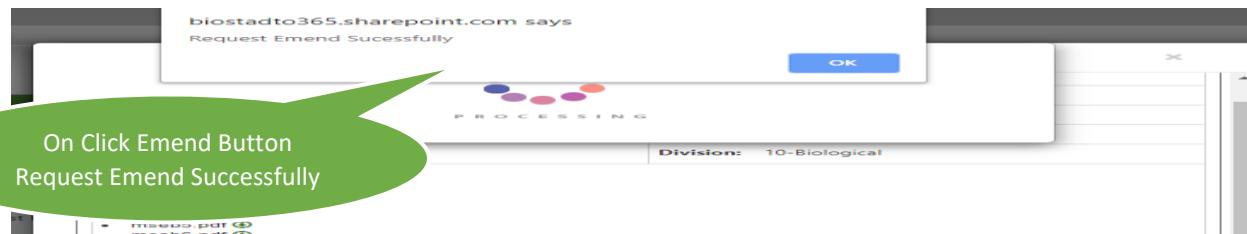
Please Click here to Approve Request

June 5, 2019 2:51 PM

Mail Sent to  
Next Approvers

## Operation Stage Emend Artwork: -

When click on **Emend** Request sent to Marketing 1 Stage (Marketing Users)



## Mail Sent to

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

**Departmental Stage - Operations**

From: (AVMS)  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devt1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Emend By Operations  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_ops1 (Operations)

June 5, 2019 2:10 PM

Mail Sent to  
Existing Approvers

- Marketing 1 Stage User:

**Departmental Stage - Operations**

From: (AVMS)  
To: user\_mkt2, user\_mkt1, user\_packaging1, user\_legal1, user\_rnd1, user\_ops1, user\_devt1, user\_designer1, user\_cmd  
Reply To: no-reply@sharepointonline.com

Request Emend By Operations  
Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Emend By	user_ops1 (Operations)

Please Click here to Approve Request

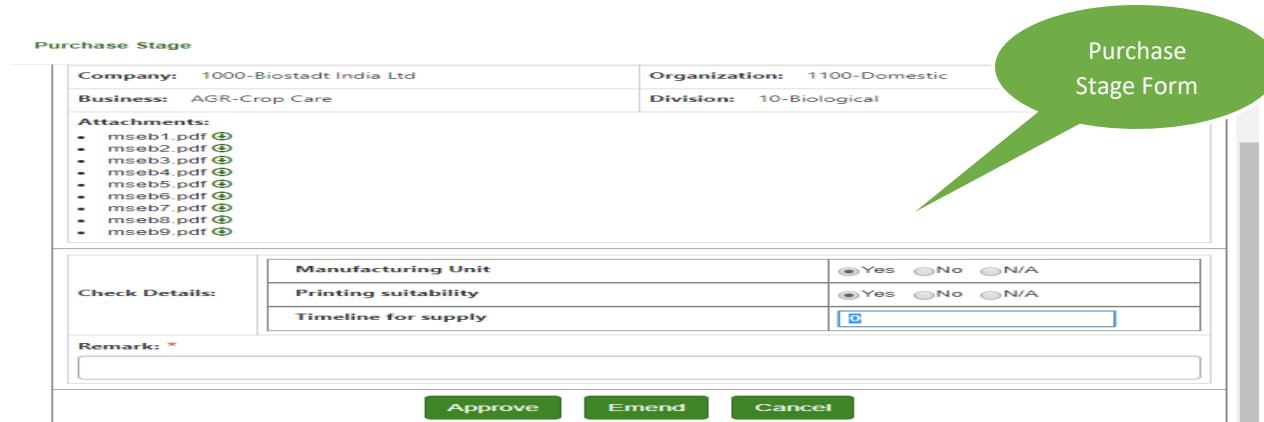
June 5, 2019 2:10 PM

Mail Sent to Marketing  
1 Approvers

## G. Purchase Stage: -

### Purchase Stage Form: -

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve Artwork, Emend Artwork, Cancel form.



The screenshot shows a 'Purchase Stage' form. At the top, it displays company details: 'Company: 1000-Biostadt India Ltd' and 'Organization: 1100-Domestic'. Below this, there's a section for 'Attachments' containing a list of PDF files. The main body of the form includes sections for 'Check Details', 'Manufacturing Unit', 'Printing suitability', and 'Timeline for supply'. There are also radio buttons for 'Yes', 'No', and 'N/A' for each of these sections. A 'Remark:' field with a red asterisk is present, along with a text area for notes. At the bottom, there are three buttons: 'Approve', 'Emend', and 'Cancel'. A green speech bubble on the right side of the form is labeled 'Purchase Stage Form'.

### Purchase Approve Artwork: -

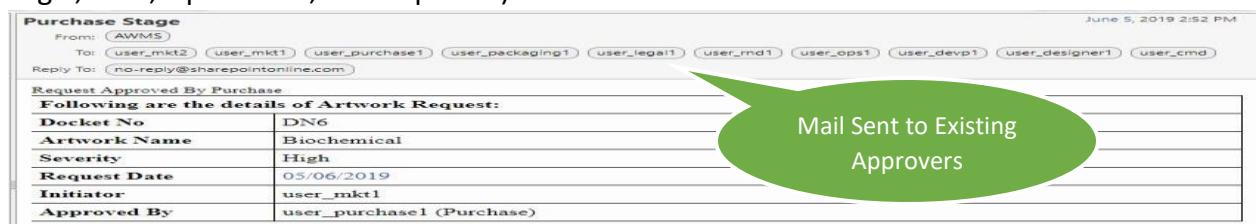
When click on  Request sent to Marketing 2 Artwork Stage.



A screenshot of a SharePoint application window. A modal dialog box is open, displaying the message 'biostadtto365.sharepoint.com says Request Approve Sucessfully' with an 'OK' button. Below the dialog, the main content area shows a list of attachments and several rows of data for 'Check Details', 'Manufacturing Unit', 'Printing suitability', and 'Timeline for supply'. A green speech bubble on the right side of the screen is labeled 'On Click Approve Button Request Approved Successfully'.

### **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:



A screenshot of a 'Purchase Stage' form. The top part shows form details like 'From: AWMS', 'To: user\_mkt2, user\_mkt1, user\_purchase1, user\_packaging1, user\_legal1, user\_rnd1, user\_opst, user\_devpt, user\_designer1, user\_cmd', and 'Reply To: no-reply@sharepointonline.com'. The bottom part contains a table with columns for 'Docket No', 'Artwork Name', 'Severity', 'Request Date', 'Initiator', and 'Approved By'. A green speech bubble on the right side of the form is labeled 'Mail Sent to Existing Approvers'.

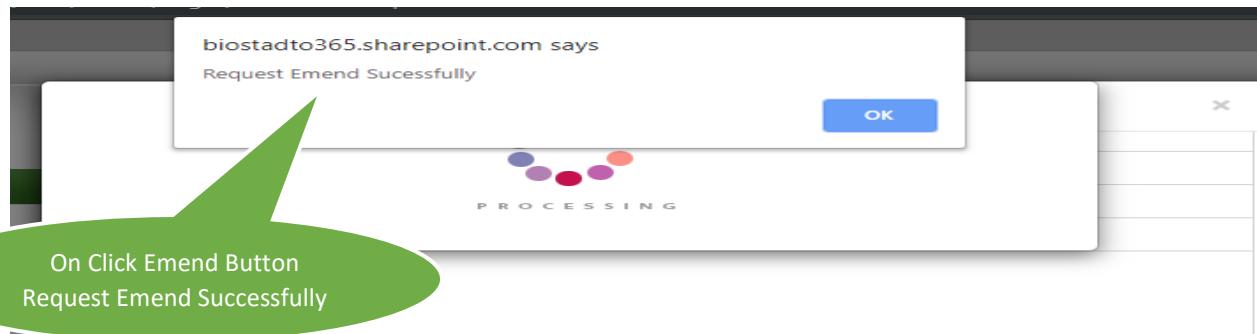
Mail Sent to Next Stage Approvers

- Marketing 2 Stage (Marketing User):

<b>Purchase Stage</b>		June 5, 2019 2:52 PM
From: AWMS		
To: user_mkt2, user_mkt1		
Reply To: no-reply@sharepointonline.com		
<b>Request Approved By Purchase</b>		
<b>Following are the details of Artwork Request:</b>		
Docket No	DN6	
Artwork Name	Biochemical	
Severity	High	
Request Date	05/06/2019	
Initiator	user_mkt1	
Approved By	user_purchase1 (Purchase)	
<b>Please Click here to Approve Request</b>		

### Purchase Stage Emend Artwork: -

When click on **Emend** Request sent to Marketing 1 (Marketing Users).



### **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users, Purchase User.
- Marketing Stage 1 (Marketing User) for approval.

### **H. Marketing 2 Stage: -**

#### Dashboard: -

Artwork Pending with Marketing 2 Stage

Work Basket						
SrNo	Docket No.	Product Name	Type	FG Code	Stage	Status
1	DN2	Hi Tone	New	CMD	Pending	
2	DN3	Test P1	Revise	BS101	Departmental	Pending
3	DN4	Test 2	New		Draft	Pending
4	DN6	Biochemical	New		Marketing	Pending

Showing 1 to 4 of 4 entries

## Marketing 2 Stage Form with Validation: -

When User click on Edit  icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Approve **Approve** Artwork, Emend **Emend** Artwork, Cancel **Cancel** form.

If Artwork Type New, then FG Code is mandatory filled.

Product Name: Biochemical	Docket No.: DN6
Requestor Name: user_mkt1	Request Date: 05/06/2019
Artwork Type: New	Severity: High
Company: 1000-Biostadt India Ltd	Organization: 1100-Domestic
Business: AGR-Crop Care	Division: 10-Biological
<b>Attachments:</b> - mseb1.pdf - mseb2.pdf - mseb3.pdf - mseb4.pdf - mseb5.pdf - mseb6.pdf - mseb7.pdf - mseb8.pdf - mseb9.pdf - mseb10.pdf	
FG Code: *  Please Enter FG Code	
Remark: *	

Mandatory field

## Marketing 2 Approve Artwork: -

When click on **Approve** Request sent to HOD Artwork Stage.

Attachment - mseb1.pdf - mseb2.pdf - mseb3.pdf - mseb4.pdf - mseb5.pdf - mseb6.pdf - mseb7.pdf - mseb8.pdf - mseb9.pdf - mseb10.pdf	This site says... Request Approved Successfully
FG Code: *	A100 Please Enter FG Code

On Click Approve Button  
Request Approved Successfully

## **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users:

Marketing Stage 2		June 5, 2019 3:08 PM
From:	AWMS	
To:	user_mkt2 user_mkt1 user_purchase1 user_packaging1 user_legal1 user_rnd1 user_ops1 user_devp1 user_designer1 user_cmd	
Reply To:	no-reply@sharepointonline.com	
Request Approved By Marketing 2		
Following are the details of Artwork Request:		
Docket No	DN6	
Artwork Name	Biochemical	
Severity	High	
Request Date	05/06/2019	
Initiator	user_mkt1	
Approved By	user_mkt1 (Marketing 2)	

Mail Sent to Existing Approvers

- HOD Stage:**

June 5, 2019 3:08 PM

**Marketing Stage 2**

From: AWMS  
To: user\_hod  
Reply To: no-reply@sharepointonline.com

Request Approved By Marketing 2

Following are the details of Artwork Request:

Docket No	DN6
Artwork Name	Biochemical
Severity	High
Request Date	05/06/2019
Initiator	user_mkt1
Approved By	user_mkt1 (Marketing 2)

Please Click here to Approve Request

Mail Sent to Next Approvers

### Marketing 2 Stage Emend Artwork: -

When click on **Emend** Request sent to Marketing 1 (Marketing Users).

This site says...  
Request Emend Sucessfully

OK

On Click Emend Request Emend Successfully

### **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users
- Marketing Stage 1 (Marketing User) for approval

#### I. **HOD Stage: -**

##### Dashboard: -

**BIOSTADT**

AWMS Artwork Reports

**Work Basket**

Show 10 entries

SrNo	Docket No.	Product Name	Type	FG Code	Stage	Actions
1	DN2	Hi Tone	New	CMD	Pending	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2	DN3	Test P1	Revise	BS101	Departmental	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
3	DN4	Test 2	New		Draft	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
4	DN6	Biochemical	New	A100	HOD	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 4 of 4 entries

Search:

Company Options

1000-Biostadt India Ltd	<a href="#">View</a> <a href="#">Edit</a>
1000-Biostadt India Ltd	<a href="#">View</a> <a href="#">Edit</a>
1000-Biostadt India Ltd	<a href="#">View</a> <a href="#">Edit</a>
1000-Biostadt India Ltd	<a href="#">View</a> <a href="#">Edit</a>
1000-Biostadt India Ltd	<a href="#">View</a> <a href="#">Edit</a>

Artwork Pending with HOD Stage

### HOD Stage Form with Validation: -

When User click on Edit icon then respective Docket No form is opened. Form give the information about artwork. Approver need to fill Remark. Form have three options Submit Artwork, Cancel form.

### HOD User Submit Artwork: -

When click on **Submit** Artwork is Submitted and removed from Work Basket Library.

### **Mail Sent to**

- CMD User, Initiator, Share with Marketing user, Designer, Departmental (Packaging, Legal, R&D, Operations, Development) Users, Purchase User:

- HOD Stage User: -

Mail Sent to HOD

<b>HOD Stage</b>		June 5, 2019 3:12 PM
From: AWMS		
To: user_hod		
Reply To: no-reply@sharepointonline.com		
<b>Request Submitted By HOD</b>		
<b>Following are the details of Artwork Request:</b>		
Docket No	DN6	
Artwork Name	Biochemical	
Severity	High	
Request Date	05/06/2019	
Initiator	user_mkt1	
Submitted By	user_hod (HOD)	

### **3.3 Approved Artwork: -**

Approved Artwork Library keep recently approved artworks with its versions. Data table Options  shows all documents related to artwork.

#### Navigation: -



To Open Approved Artwork Details, Click on tab

SrNo	Product Name	Type	FG Code	Version	Company	Severity	Options	
1	DN1	Mobilizer	New	BS101	1.0	1000-Biostadt India Ltd	High	
2	DN6	Biochemical	New	A100	1.0	1000-Biostadt India Ltd	High	

Showing 1 to 2 of 2 entries

Previous  Next

#### Dashboard: -



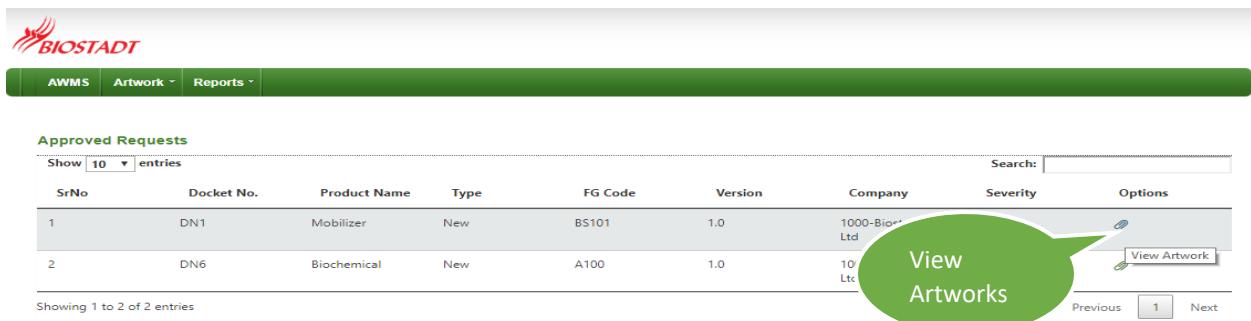
All Approved Artwork Displayed

SrNo	Docket No.	Product Name	Type	FG Code	Version	Company	Severity	Options
1	DN1	Mobilizer	New	BS101	1.0	1000-Biostadt India Ltd	High	
2	DN6	Biochemical	New	A100	1.0	1000-Biostadt India Ltd	High	

Showing 1 to 2 of 2 entries

Previous  Next

#### Onclick View Artwork : -



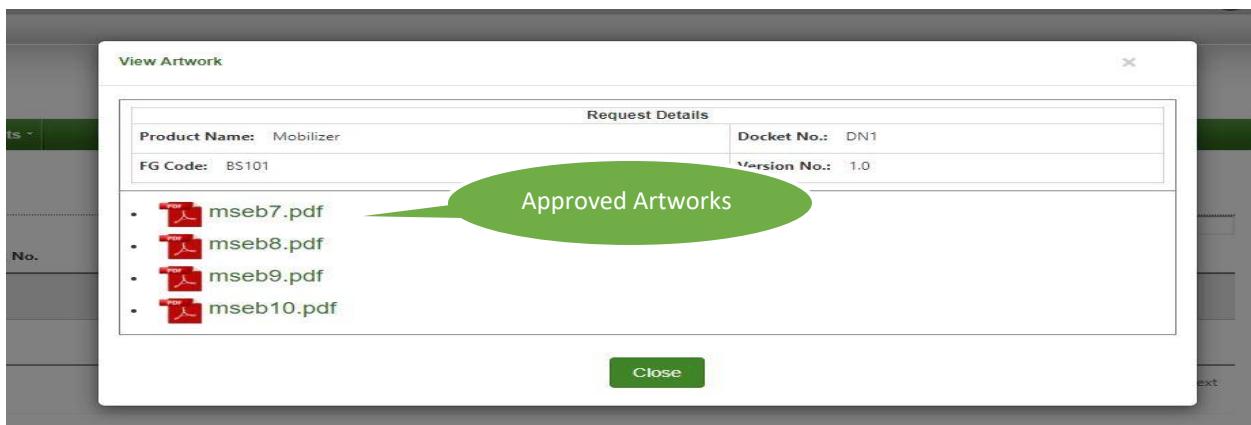
View Artworks

SrNo	Docket No.	Product Name	Type	FG Code	Version	Company	Severity	Options
1	DN1	Mobilizer	New	BS101	1.0	1000-Biostadt India Ltd	High	
2	DN6	Biochemical	New	A100	1.0	1000-Biostadt India Ltd	High	

Showing 1 to 2 of 2 entries

Previous  Next

#### View Artwork Form: -



Approved Artworks

Request Details	
Product Name:	Mobilizer
FG Code:	BS101
Docket No.:	DN1
Version No.:	1.0

- mseb7.pdf
- mseb8.pdf
- mseb9.pdf
- mseb10.pdf

Close

### **3.4 History: -**

When HOD Submit Artwork, The Artwork moves to Approved Artwork Library. If Approved Artwork have previous version, then previous versions are kept in History Library and In Approved Artwork version updated.

#### **Navigation:** -

The screenshot shows the AWMS application interface. At the top, there is a navigation bar with tabs for AWMS, Artwork, and Reports. Below this, a dropdown menu under 'Artwork' shows options like New Artwork and Work Basket. A green callout bubble points to the 'History' tab in the table header of a data grid. The data grid lists two entries: DN1 and DN6. The columns include SrNo, History, Product Name, Type, FG Code, Version, Company, Severity, and Options. A search bar and pagination controls are at the bottom.

#### **Dashboard:** -

In History Library have three options View Artwork Details , Print Details , View Artwork

The screenshot shows the AWMS application interface with the 'Artwork History' section selected. The toolbar includes buttons for View, Print, and Approved Artworks. A green callout bubble points to the 'View' button. Three other green bubbles point to the 'Print' button, the 'Approved Artworks' button, and the 'View' button again.

#### **Onclick View Artwork Details :** -

The screenshot shows a 'View Request Details' modal window. It contains sections for Requestor Name, Request Date, Artwork Type, Severity, Company, Organization, Business, Division, Design Dummy Pack, Prototype, Theme, Competition Pack, and Approval History. The Approval History table lists stages like Concept and CMD with their respective dates, approvers, actions, and attachments. A green callout bubble points to the 'Approval History' table, with the text 'Artwork Approval History'.

## Onclick Print Artwork :-

The screenshot shows a software interface with two main windows. On the left, a 'Print' dialog box is open, displaying settings for printing 'Total: 7 pages'. It includes options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). A green speech bubble labeled 'Print Artwork Approval History' points from the bottom left towards the right window. On the right, a table titled 'DNT\_Mobilizer' shows 'Report History' for a product named 'Mobilizer'. The table has columns for 'Stage Name', 'Request Date', 'Approved Date', 'Approved By', 'Actions', and 'Attachments'. Several rows are listed, each corresponding to a different stage like 'Concept', 'CMD', 'Design', etc., with specific dates and users like 'user\_mk11' and 'user\_mk12'. A green speech bubble labeled 'Approval History' points from the bottom right towards the top right of the table.

## View Artwork :-

The screenshot shows a 'View Artwork' dialog box. At the top, it displays 'Request Details' with fields for 'Product Name' (Mobilizer), 'FG Code' (BS101), 'Docket No.' (DN1), and 'Version No.' (1.0). Below this, a list of 'Approved Artworks' is shown, each with a small thumbnail icon and a file name: 'mseb7.pdf', 'mseb8.pdf', 'mseb9.pdf', and 'mseb10.pdf'. A green speech bubble labeled 'Approved Artworks' points from the bottom right towards the list of files.

## 4. Reports

### 4.1 Audit Log: -

Audit Log Reports show all details related to artwork. Only Admin User can view these reports.

#### Navigation: -

To Open Audit Log Reports, Click on tab

SrNo	Docket No.	Product Name	FG Code	Version	Company	Organization	Business	Division	Severity	Options
1	DN1	Mobilizer	BS101	1.0	1000-Biostadt India Ltd	1100-Domestic	AGR-Crop Care	10-Biological	High	

#### Dashboard: -

In Audit Log Reports have two Options View Artwork Details , Print Artwork .

All Artworks Logs Displayed

SrNo	Docket No.	Product Name	FG Code	Version	Company	Organization	Business	Division	Severity	Options
1	DN1	Mobilizer	BS101	1.0	1000-Biostadt India Ltd	1100-Domestic	AGR-Crop Care	10-Biological	High	
2	DN2	Hi Tone			1000-Biostadt India Ltd	1100-Domestic	AGR-Crop Care	10-Biological	Normal	
3	DN3	Test P1	BS101		1000-Biostadt India Ltd	1500-Export	AGR-Crop Care	42-Ingen Pest	Normal	
4	DN4	Test 2			1000-Biostadt India Ltd	1100-Domestic	SEE-Seed	20-HIQ Seed	Normal	

#### On click View Artwork Details : -

View form shown Artwork request details, approval history.

View Request Details

Requestor Name: user_mkt1	Request Date: 30/05/2019
Artwork Type: New	Severity: High
Company: 1000-Biostadt India Ltd	Organization: 1100-Domestic
Business: AGR-Crop Care	Division: 10-Biological
Design Dummy Pack: Design	Prototype: prototype
Theme: green	Competition Pack: 12

Approval History

Stage Name	Request Date	Approve Date	Approved By	Action	Attachments
Concept	30/05/2019	30/05/2019	user_mkt1	Submit	<ul style="list-style-type: none"> <li>mseb1.pdf </li> <li>mseb2.pdf </li> <li>mseb3.pdf </li> <li>mseb4.pdf </li> <li>mseb5.pdf </li> <li>mseb6.pdf </li> </ul>
CMD	30/05/2019	30/05/2019	user_cmd	Emend	<ul style="list-style-type: none"> <li>mseb4.pdf </li> <li>mseb5.pdf </li> <li>mseb6.pdf </li> </ul>
	Remark:	Emend By CMD			

Artwork Approval History

## Onclick Print Artwork :-

All Audit log details print onclick print artwork.

Print

Total: 7 pages

Save Cancel

Destination Save as PDF

Pages All

Layout Portrait

More settings

Print Artwork Approval History

## 4.2 Audit Flow- People Based: -

Navigation: -

AWMS Masters Artwork Reports

Audit Log Audit Flow-People Based

Show 10 entries Artwork Duration with Stage

Docket No. Search Artwork

SrNo Name FG Code Version Company Organization Business Division Severity Options

1 DN1 Mobilizer BS101 1.0 1000-Biostadt India Ltd 1100-Domestic AGR-Crop Care 10-Biological High

To Open Approvers Flow Based Reports, Click on tab

Filter: -

Audit flow report is filter based report. Select Filter **Employee Name:**  and click on **Go** Button. All records related to that displayed.

AWMS Masters Artwork Reports

Employee Name: Select Go

Filter with Employee Name

If filter not selected: -



Dashboard: -

A screenshot of the BIOSTADT dashboard. The top navigation bar includes the BIOSTADT logo and links for AWMS, Masters, Artwork, and Reports. Below the navigation, there's a search bar with 'Employee Name: user\_mkt1' and buttons for 'Go', 'Print', and 'Export TO CSV'. A table below shows approval details for a filtered request. A green callout bubble to the right of the table states 'Approval Details displayed related to filter'.

SrNo	Request ID	Product Name	FG Code	Docket No.	Version	Stage	Req Date	Approve Date	Limit Duration	Approve Duration	Late Close
1	1	Mobilizer	BS101	DN1	1.0	Concept	30/05/2019	30/05/2019	0	0	0
2	1	Mobilizer	BS101	DN1	1.0	Marketing 1	30/05/2019	30/05/2019	2	1	0
3	1	Mobilizer	BS101	DN1	1.0	Marketing 1	30/05/2019	30/05/2019	2	1	0
4	1	Mobilizer	BS101	DN1	1.0	Marketing 1	30/05/2019	30/05/2019	2	1	0
5	1	Mobilizer	BS101	DN1	1.0	Marketing 1	30/05/2019	30/05/2019	2	1	0
6	1	Mobilizer	BS101	DN1	1.0	Marketing 1	30/05/2019	30/05/2019	2	1	0

Print and Export to CSV buttons are available. All filter record print using onclick Print Button. All filter records are stored in csv format using Onclick Export to CSV button.

#### **4.3 Artwork Duration with Stage: -**

Artwork duration report shown all details related to approval duration.

Navigation: -

A screenshot of the BIOSTADT navigation menu. The top navigation bar includes the BIOSTADT logo and links for AWMS, Masters, Artwork, and Reports. Below the navigation, there's a dropdown menu for 'Artwork' containing 'Audit Log', 'Audit Flow-People Based', and 'Artwork Duration with Stage'. The 'Artwork Duration with Stage' tab is highlighted. A green callout bubble to the right of the menu states 'To Open Approval Duration Reports, Click on tab'.

Filter: -

Audit flow report is filter based report. Select Filter and click on Button. All records related to that displayed.

A screenshot of the BIOSTADT filter interface. The top navigation bar includes the BIOSTADT logo and links for AWMS, Masters, Artwork, and Reports. Below the navigation, there's a dropdown menu for 'Artwork' with 'Artwork Docket No: Select' and a 'Go' button. A green callout bubble to the right of the dropdown states 'Docket Number Filter'.

### If filter not selected: -



### Dashboard: -

Docket No.	Product Name	Request Date	Approve Date	Audit Log Date	Approve Duration	Late Close
DN1	Mobilizer					
1	Concept	30/05/2019	30/05/2019		0	0
2	CMD	30/05/2019	30/05/2019		1	0
3	Concept	30/05/2019	30/05/2019	15	1	0
4	CMD	30/05/2019	30/05/2019		1	0
5	Draft	30/05/2019	30/05/2019		4	0
6	Design	30/05/2019	30/05/2019		4	0
7	Draft	30/05/2019	30/05/2019		4	0
8	Design	30/05/2019	30/05/2019		4	0
9	Marketing 1	30/05/2019	30/05/2019	2	1	0
10	Design	30/05/2019	30/05/2019	4	1	0

Print **Print** and Export to CSV **Export TO CSV** buttons are available. All filter record print using onclick Print Button. All filter records are stored in csv format using Onclick Export to CSV button.

### **4.4 Search Artwork: -**

Search Artwork is filter based report. It is customizing report.

#### Filters: -

- ❖ Company Name: **Company:-**  Select ▾
- ❖ Organization: **Organization:-**
- ❖ Business: **Business:-**
- ❖ Division: **Division:-**
- ❖ FG Code: **FG Code:-**  Select ▾

#### Navigation: -



**Dashboard: -**

The screenshot shows the BIOSTADT AWMS dashboard. At the top, there is a navigation bar with links for AWMS, Masters, and Artwork. Below the navigation bar, there are four dropdown filters: Company (Select), Organization (Select), Business (Select), and Division (Select). There is also a dropdown for FG Code (Select) and a Print button. To the right of the filters is an Export TO CSV button. Below the filters, there is a table with two rows of data. The table has columns for SrNo, Docket No., Product Name, FG Code, and Ver. The first row contains '1' and 'DN1' in the first two columns, 'Mobilizer' in Product Name, 'BS101' in FG Code, and '1.0' in Ver. The second row contains '2' and 'DN6' in the first two columns, 'Biochemical' in Product Name, 'A100' in FG Code, and '1.0' in Ver. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries.' On the right side of the dashboard, there is a search bar labeled 'Search' and a table with two rows. The first row has columns for Division (10-Biological), Severity (High), and Options (with a pencil icon). The second row is identical. At the bottom right, there are buttons for Previous, Next, and a page number '1'.

Select Filters Company, Division, Organization, Business, FG Code

On Click OK Button all Approved Artwork Displayed

SrNo	Docket No.	Product Name	FG Code	Ver
1	DN1	Mobilizer	BS101	1.0
2	DN6	Biochemical	A100	1.0

Print **Print** and Export to CSV **Export TO CSV** buttons are available. All filter record print using onclick Print Button. All filter records are stored in csv format using Onclick Export to CSV button.