



ORION DEAL DESK
Data Center
Operations and User Guide

PREPARED FOR : VADS Berhad



ORION
Operation & User Guide



VERSION CONTROL

Version No.	Change Description	Author	Date
V 1.0	Orion User Guide	Norman Sara	12 th November 2016
V 2.0	Orion User Guide based on the new design	Norman Sara	14 th March 2017

If the document is a controlled document, then it must contain the Version Control Section (as above).



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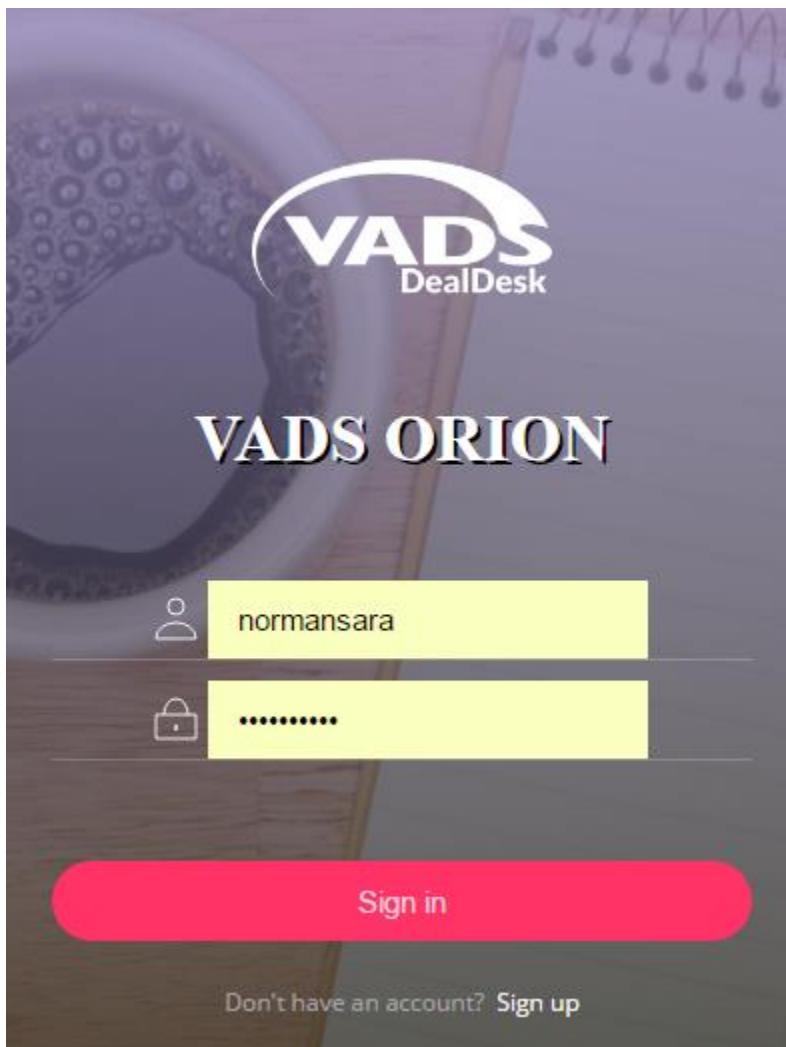
1) Logon to System

1. *Logon page*

To login to the Orion System, go to the URL

<http://49.236.195.52/rapid4/login.aspx?AppID=127c9cb2-eacc-41ff-ab3c-a100a87519fe>

the **Login** page will show as below;



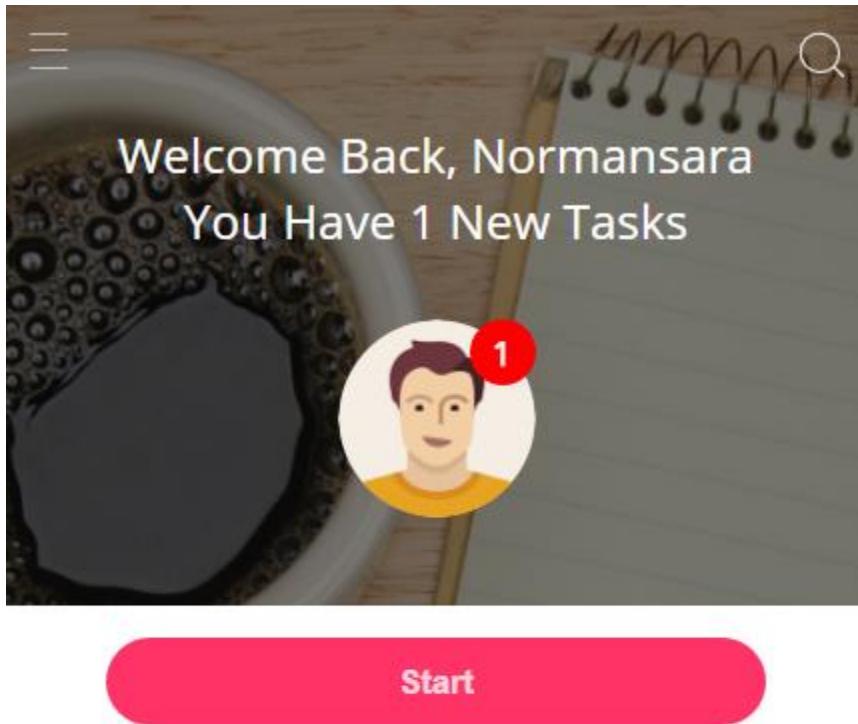
After enter the

<input type="text"/> Username	<input type="password"/> Password
--------------------------------------	--

then click on the **Sign in** button

2. Welcome Page

Once you log into the system, you can see **Welcome Page** as below.



From this page, user can see the **pending task and no of pending task**.



Request evaluation for quotation
12/Nov/2016 02:01 PM By Normansara

The following button lead the action as below;

Start

- **Start button**, the system will take you to the main page.

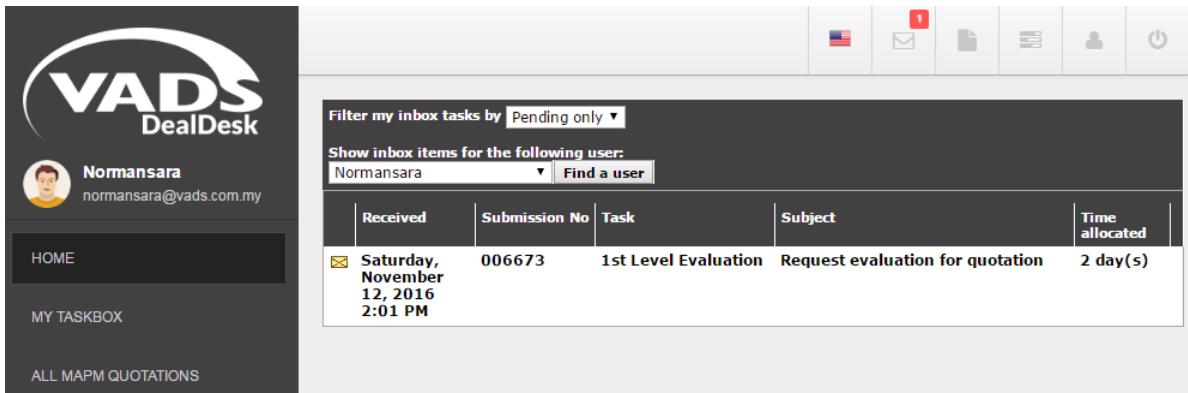


- **Sign out button**, will log you out from the system.

2) Main Page and Menu

1. Main Page

Below were the *Main Page* of the system.



The screenshot shows the VADS DealDesk interface. On the left, there's a sidebar with a user profile for 'Normansara' (normansara@vads.com.my), navigation links for 'HOME', 'MY TASKBOX', and 'ALL MAPM QUOTATIONS'. The main area displays a task list titled 'Filter my inbox tasks by Pending only'. It shows one item: 'Saturday, November 12, 2016 2:01 PM' with 'Submission No 006673', 'Task 1st Level Evaluation', 'Subject Request evaluation for quotation', and 'Time allocated 2 day(s)'. A top navigation bar includes icons for USA flag, envelope (with a red notification bubble), file, grid, user, and power.

2. Top Right Menu

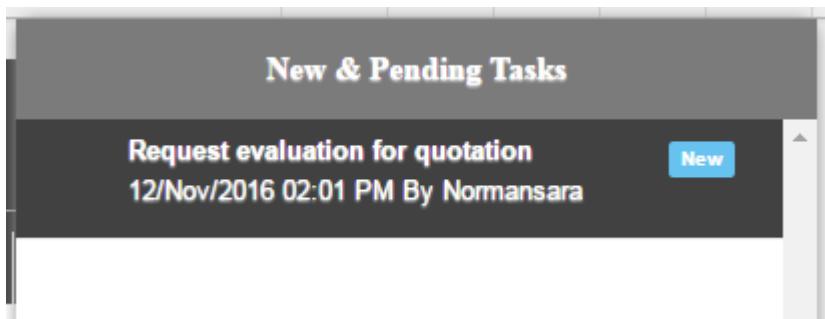


On the *Top Right Menu* function as below;



a. - *New & Pending Task*;

List of new and pending quotation or tasks that need to take action by the user.



The modal window has a title 'New & Pending Tasks'. It displays a single task: 'Request evaluation for quotation' submitted '12/Nov/2016 02:01 PM By Normansara'. There is a 'New' button in the top right corner.

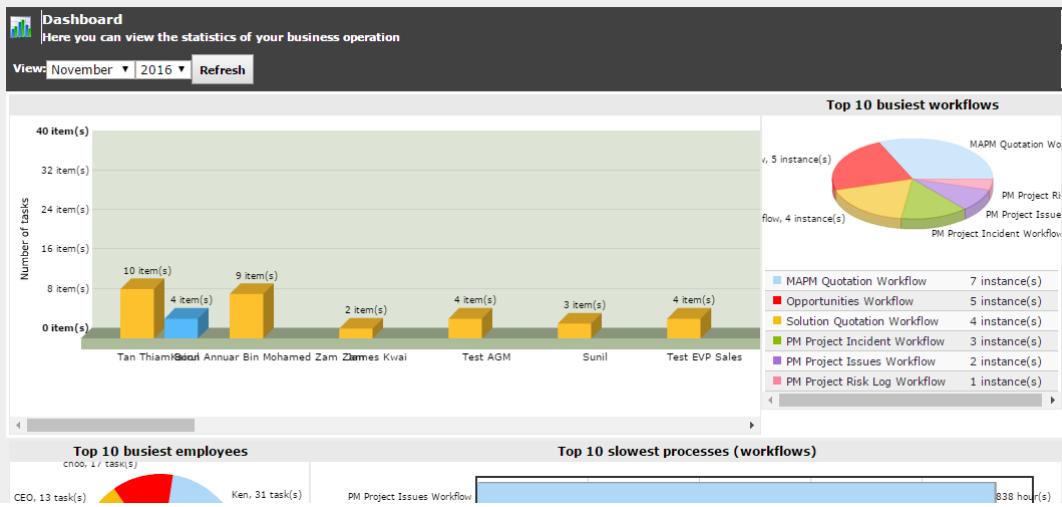
b. - *Submission*

List of quotation that been submit by the user.

Filter my submissions by Pending only ▾				
Date Started	Submission Number	Date Last Updated	Workflow	Status
Saturday, November 12, 2016 2:00 PM	006673	Saturday, November 12, 2016 2:01 PM	MAPM Quotation Workflow	PENDING

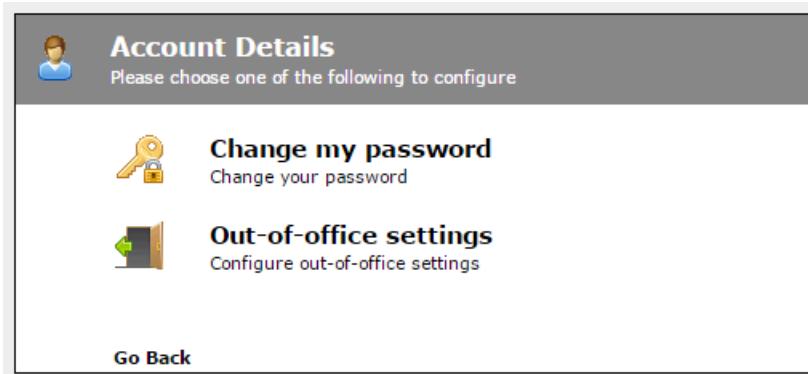
c. - *Dashboard*

This page will display some charts to user.



d. - *Account Management*

This is where user can change the password and set notification when he/she out of office.



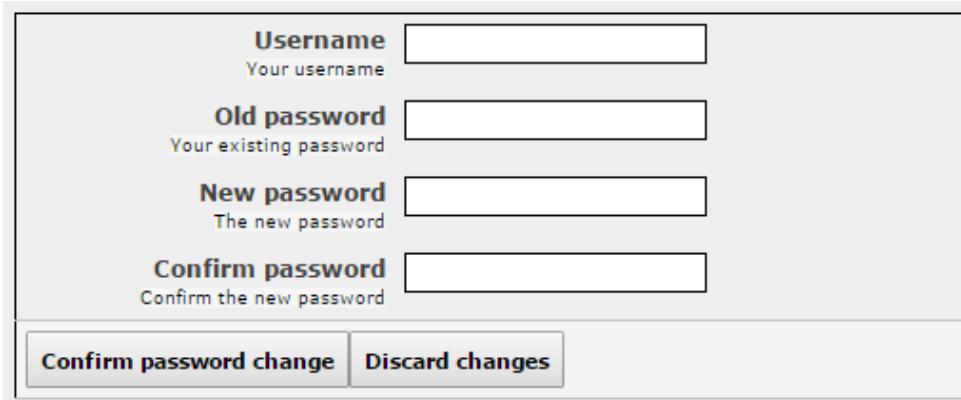
Account Details
Please choose one of the following to configure

Change my password
Change your password

Out-of-office settings
Configure out-of-office settings

[Go Back](#)

- Change my password



Username
Your username

Old password
Your existing password

New password
The new password

Confirm password
Confirm the new password

Confirm password change **Discard changes**

- Out-of-office-setting
 - Click on the *Create a new out-of-office rule* link



 [Create a new out-of-office rule](#)

<input type="checkbox"/> Delete	User	Start date	End date	Reason for being out of office	Covering officer
There are currently no records					

[Go Back](#)

- Page as below will be display. Fill in the fields as below;
 - *From*
 - *Until*
 - *Assign for – the user name who is out of the office*
 - *Reason*
 - *Covering officer – the user “Assign for” task will be cover by “Covering Officer”*
 - *Example:* - if the Team Lead is on MC for 2 weeks, the all the task will be assign to Sales Specialist.
 - *From : 05/11/2016 : 8:00AM*
 - *Until : 19/11/2016 : 5:00PM*
 - *Assign for – Team Lead Name (Test Sales Specialist)*

- *Reason – MC for 2 Weeks*
- *Covering Officer – Sales Specialist (Nur Rashida)*
- *Every task that under “Assign for” name will automatically send to “Covering Officer”*
- Click on the **Create now** button at the bottom to save
- Or **Discard changes** to cancel.

From* 14 November 2016 08 00 AM

Until* 16 November 2016 05 00 PM

Assign for* Test Sales Specialist Find a user

Reason for being out-of-office

Covering officer* Nur Rashida Find a user

Create now Discard changes

- After save the page as below will be display

Create a new out-of-office rule				
<input type="checkbox"/> Delete	User	Start date	End date	Reason for being out of office
Go Back				
	Test Sales Specialist	Monday, November 14, 2016 8:00 AM	Wednesday, November 16, 2016 5:00 PM	Nur Rashida

- If you want to delete, *tick on the checkbox* and click on the **Delete** button on the top.

<input type="checkbox"/> Delete	User	Start date	End date
<input checked="" type="checkbox"/>	Test Sales Specialist	Monday, November 14, 2016 8:00 AM	Wednesday, November 16, 2016 5:00 PM
Go Back			

- The notification can be seen by user in the workflow details, in the quotation under Submission Information

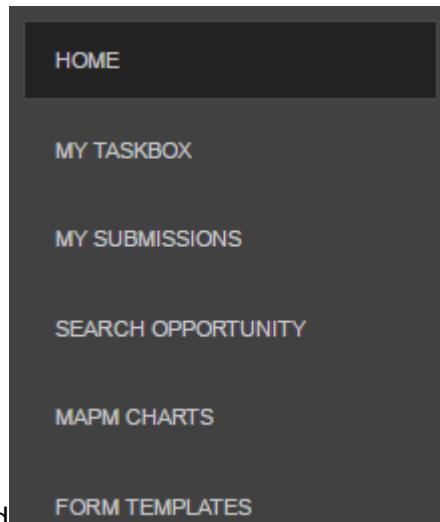
Bubble	Date/time	Description
Start	Monday, November 14, 2016 3:55 PM	Submitted to workflow
SS Insert Product & Price	Monday, November 14, 2016 3:55 PM	No users to send to
Submitter Review Quote before Approval	Monday, November 14, 2016 3:55 PM	Test Sales Specialist out of office, task reassigned to Nur Rashida
Submitter Review Quote before Approval	Monday, November 14, 2016 3:55 PM	Action request sent to Nur Rashida Time allocated is 24 hour(s)

e.  - Log out

3. Left Menu

The *Left Menu* will be display based on the user role.

- Assistant General Manager or Sales Specialist Team Lead User



- Solution User



ORION
Operation & User Guide

rapid4
Enterprise App
Builder

HOME

MY TASKBOX

MY SUBMISSIONS

ALL CMT



3) Opportunity

Quotation can be created by **Assistant General Manager** and **Sales Specialist Team Lead**.

- From the **Main Page**, the system will display Opportunity List as below;

Filter my inbox tasks by Pending only ▾					
	Received	Submission No	Task	Subject	Time allocated
<input type="checkbox"/> Delete	✉ 15/Mar/2017 12:34 PM	010942	VADS AGM Enterprise	160227-35495 - CP project Janda Baik PHG for 'SAMUDRA ENGINEERS SDN BHD' by AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang)	5 day(s)

- Click on the Opportunity link

15/Mar/2017 010942 VADS AGM Enterprise 160227-35495 - CP project Janda Baik PHG for 'SAMUDRA ENGINEERS SDN BHD' by AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang)

- The system displayed the Opportunity details form in view mode as below;

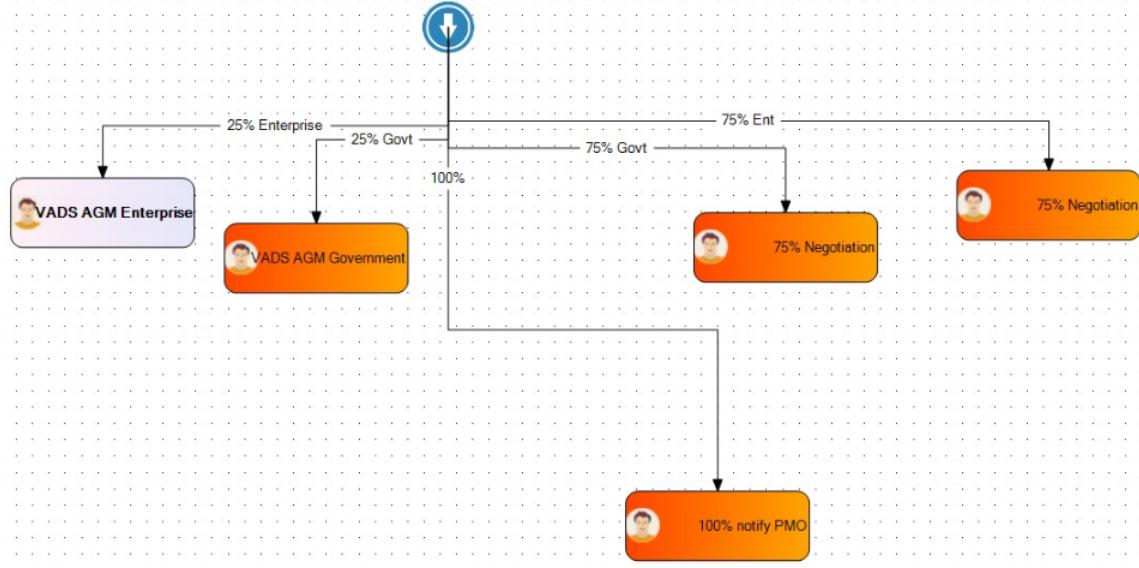
	<div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> Workflow Status Post a message Seek Input Rework item Reassign Quotation Created Edit Return to Inbox </div> <div style="background-color: #e0e0e0; padding: 5px; border-radius: 10px; margin-bottom: 5px;"> Opportunities </div> <div style="margin-bottom: 10px;"> Opportunity ID 160227-35495 </div> <div> * Opportunity Name CP project Janda Baik PHG </div> <div> Opportunity Owner Name AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang) </div> <div> * Search Account SAMUDRA ENGINEERS SDN BHD </div> <div> Account Name SAMUDRA ENGINEERS SDN BHD </div> <div> Account Category Enterprise </div> <div> * Close Date 01/Nov/2016 </div> <div> SalesforceType New Sales </div> <div> Type </div> <div> Lead Source </div> <div> Primary Campaign Source </div> <div> Stage Proposal </div> <div> Probability 25 (%) </div> <div> Budget Confirmed Yes </div> <div> Discovery Completed </div> <div> ROI Analysis Completed </div> <div> Loss Reason </div> <div> Description </div> <div> Next Step </div> <div style="background-color: #004a89; color: white; padding: 2px 0; margin-top: 5px;"> Additional Information </div>	
--	---	--

Action button function

	<p>In the View Mode, at top of the page there are “Return to Inbox”, “Edit”, “Quotation Created”, “Reassign”, “Rework Item”, “Seek Input”, “Post a Message” and “Workflow Status” Action button</p> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> Workflow Status Post a message Seek Input Rework item Reassign Quotation Created Edit Return to Inbox </div> <div style="background-color: #e0e0e0; padding: 5px; border-radius: 10px; margin-bottom: 5px;"> Return to listing </div> <p>When the user click on the button Return to listing, the system will display the “My Taskbox” list.</p>	
--	--	--

	 When the user click on the button , the system will display the quotation from view mode to editable mode.
	 When the user click on the button , the system will complete this Opportunity flow.
	 When the user click on the button , user can assign other user this opportunity task.
	 When the user click on the button , user can ask other user to update the opportunity and revert back.
	 When the user click on the button , user can ask advice or for further information or advice regarding this quotation from others.
	 When the user click on the button , the system will post a message on the submission information details.

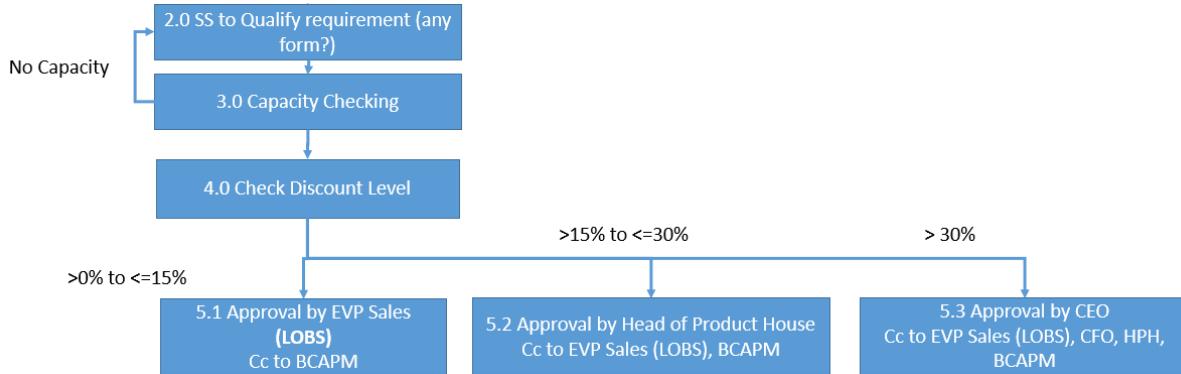
When the user click on the button  , the system show the current status in the workflow.



4) Quotation - Productized

- a. Create Quotation by Assistance General Manager or Sales Specialist Team Lead

Quotation Submission Workflow (Productized)



To create the DC Quotation, go to the bottom of the page and click on the “**Create DC Quotation**” button.



The system will pop-up a confirmation message.

49.236.195.52 says:

Are you sure you wish to generate a DC Quotation?

OK

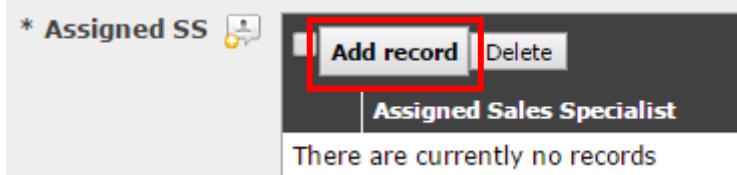
Cancel

When the user click on “OK” button, the system will create **Quotation Link** in the DC Quotation sub form.

	<p>Quotations</p> <p>MAPM Pricing Request Form Click Here To View PRFO02</p> <p>MAPM Quotations </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Quotation Ref No</th> <th style="background-color: black; color: white;">Quotation Status</th> </tr> </thead> <tbody> <tr> <td>VADS/ICT/150317/130/TAGM</td> <td>Pending</td> </tr> </tbody> </table> <p>Solution CMT </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Quotation Ref No</th> <th style="background-color: black; color: white;">Quotation Status</th> </tr> </thead> <tbody> <tr> <td colspan="2">There are currently no records</td> </tr> </tbody> </table> <p>DC Productized Quotations </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Quotation Ref No</th> <th style="background-color: black; color: white;">Quotation Status</th> </tr> </thead> <tbody> <tr> <td>VADS/ICT/180317/136/TAGM</td> <td>Draft</td> </tr> </tbody> </table> <p>DC NonProductized Quotations </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Quotation Ref No</th> <th style="background-color: black; color: white;">Quotation Status</th> </tr> </thead> <tbody> <tr> <td colspan="2">There are currently no records</td> </tr> </tbody> </table>	Quotation Ref No	Quotation Status	VADS/ICT/150317/130/TAGM	Pending	Quotation Ref No	Quotation Status	There are currently no records		Quotation Ref No	Quotation Status	VADS/ICT/180317/136/TAGM	Draft	Quotation Ref No	Quotation Status	There are currently no records		
Quotation Ref No	Quotation Status																	
VADS/ICT/150317/130/TAGM	Pending																	
Quotation Ref No	Quotation Status																	
There are currently no records																		
Quotation Ref No	Quotation Status																	
VADS/ICT/180317/136/TAGM	Draft																	
Quotation Ref No	Quotation Status																	
There are currently no records																		
	<p>Click on the DC Productized Quotations link in the Quotation Section. The system open the quotation in new windows.</p> <p>DC Productized Quotations</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">Quotation Ref No</th> <th style="background-color: black; color: white;">Quotation Status</th> </tr> </thead> <tbody> <tr> <td>VADS/ICT/180317/136/TAGM</td> <td>Draft</td> </tr> </tbody> </table> <p>Go to Quotation Windows tab, the DC Quotation form must be in Edit Mode.</p> <p>DC Productized Quotation</p> <p>* Please select Contract Period</p> <p>DC Productized Quotation</p> <p>Created by Test AGM Date created 18/Mar/2017 09:15 AM Quotation Ref No VADS/ICT/180317/136/TAGM Quotation Status Draft Quotation Expiry 30 Quotation Date 18 March 2017 Number of days to expire</p> <p>Customer Profile</p> <p>Opportunity ID 151002-28113 Opportunity Name UPGRADE DOME 10mbps Company Name SPECIFIC RESOURCES SDN BHD Company No Customer Category Enterprise Address City Postcode State Country Malaysia General Line Website</p> <p>Quotation Details</p> <p>* Assigned SS <input type="checkbox"/> Add record Delete Assigned SS Remark There are currently no records</p> <p>Contract Period --Please select a value-- Find no. of years</p> <p>Line Items <input type="checkbox"/> Add record Delete</p>	Quotation Ref No	Quotation Status	VADS/ICT/180317/136/TAGM	Draft													
Quotation Ref No	Quotation Status																	
VADS/ICT/180317/136/TAGM	Draft																	

User need to make sure the following information fill-in

- Contract Period = 1/2/3/4/5 Years
- Assigned Sales Specialist

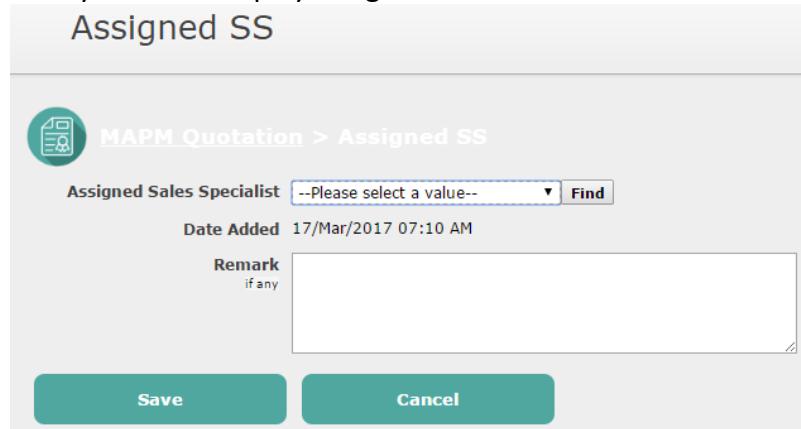


* Assigned SS  Add record Delete

Assigned Sales Specialist

There are currently no records

- To add Sales Specialist click on the "**Add Record**" button
- The system will display Assigned SS form as below



Assigned SS

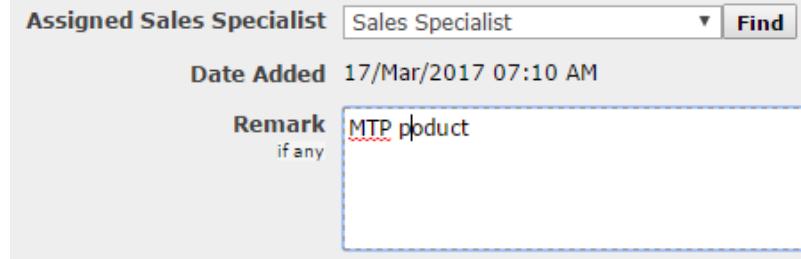
MAPM Quotation > Assigned SS

Assigned Sales Specialist

Date Added 17/Mar/2017 07:10 AM

Remark
if any

- Select the Assigned Sales Specialist from the drop down list



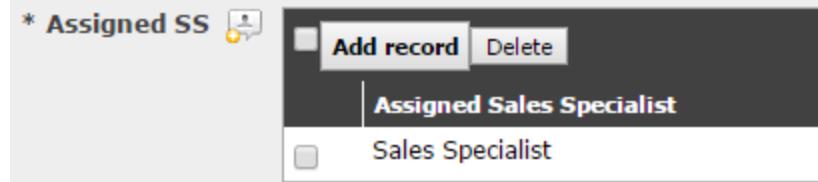
Assigned Sales Specialist

Date Added 17/Mar/2017 07:10 AM

Remark
if any

MTP product

- Click on "**Save**" button



* Assigned SS  Add record Delete

Assigned Sales Specialist

Sales Specialist

❖ AFTER EVERY CHANGES PLEASE SAVE THE QUOTATION

Line Items

<input type="checkbox"/> Add record	<input type="button" value="Delete"/>		
Product	Full Product Description	Expenditure Type	S
<input type="checkbox"/> Datacenter CoLocation (Colo)		Capex	

After the line items has been crated, please make sure that the system auto create below items for each product;

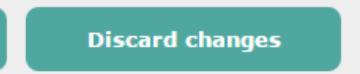
- Terms & Conditions

Terms & Conditions	
<input type="checkbox"/> Add record	<input type="button" value="Delete"/>
Product	
<input type="checkbox"/> Datacenter CoLocation (Colo)	

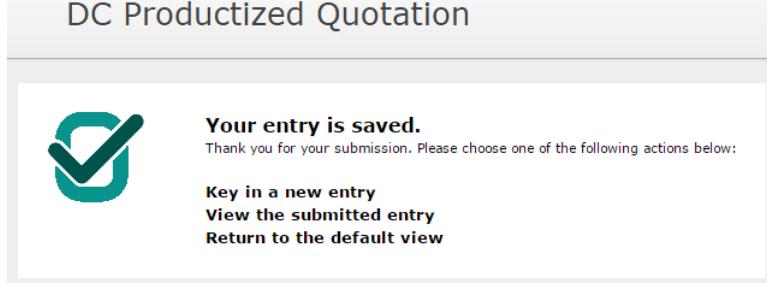
- SST

SST	
<input type="checkbox"/> Add record	<input type="button" value="Delete"/>
SST Attachment	
<input type="checkbox"/> New Masterlist_DCServ_071216v1.xlsx	

At the bottom of this **editable mode form**, user can see button as below;

**Save****Save and submit****Discard changes****Save**

- Click on the “**Save**” button the system display message the entry is saved as below;



DC Productized Quotation

 **Your entry is saved.**

Thank you for your submission. Please choose one of the following actions below:

[Key in a new entry](#)
[View the submitted entry](#)
[Return to the default view](#)

Save and submit

- the system will ask for confirmation

Important note (if any)



Confirm

Cancel

Check last flow

- after click on the “**Confirm**” button, the system submit the quotation to workflow process and display the submission ID.

MAPM Quotation



Thank you. Your submission ID is 010957

Thank you for your submission. Please choose one of the following actions below:

[Key in a new entry](#)

[View the submitted entry](#)

[View the status of the submitted entry](#)

[Return to the default view](#)

To view the *Quotation workflow status*, user can click on the “***View the submitted entry***” or “***View the status of the submitted entry***”

At the submission section, user can view quotation workflow status as below;

Submission information

The following is information related to this particular submission

Submission No. 010964
Submitted By Test AGM
Date Started 18/Mar/2017 10:05 AM

History

Bubble	Date/time	Description
Start	18/Mar/2017 10:05 AM	Submitted to workflow
SS Insert Product & Price	18/Mar/2017 10:05 AM	Action request sent to Sales Specialist Time allocated is 3 day(s)

Discard changes

- Click on the “***Discard changes***” button, the system will display ***Quotation Details View Form***.

	<h3 style="text-align: center;">DC Productized Quotation</h3> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #004a89; color: white; padding: 5px; margin-bottom: 5px;"> DC Productized Quotation </div> <div style="margin-bottom: 10px;"> Created by Test AGM Quotation Ref No VADS/ICT/180317/136/TAGM Quotation Expiry 30 <small>Number of days to expire</small> </div> <div style="background-color: #004a89; color: white; padding: 2px 5px; margin-bottom: 5px;"> Customer Profile </div> <div style="margin-bottom: 10px;"> Opportunity ID 151002-28113 Company Name SPECIFIC RESOURCES SDN BHD Customer Category Enterprise City State General Line </div> <div style="background-color: #004a89; color: white; padding: 2px 5px; margin-bottom: 5px;"> Quotation Details </div> <div style="margin-bottom: 10px;"> * Assigned SS Assigned SS <small>Sales Specialist</small> </div> <div style="text-align: center; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Edit data Save and submit Cancel </div> <ul style="list-style-type: none"> ○ Edit data - the system change the quotation details from view mode to editable mode ○ Save and submit - the system save the data and submit the quotation to workflow process ○ Cancel - the system display "My Taxkbox" list </div>
	b. Update Quotation
	i. Create the product and price by Sales Specialist
	On welcome page, the user can see the notification as below;



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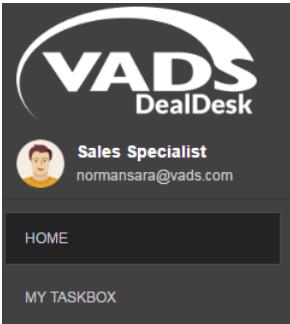
rapid4
Enterprise App
Builder



UPGRADE DOME 10mbps for SPECIFIC
RESOURCES SDN BHD
18/Mar/2017 10:05 AM By Test AGM

If the user click on the **Start** button.

The system will display home page as below;



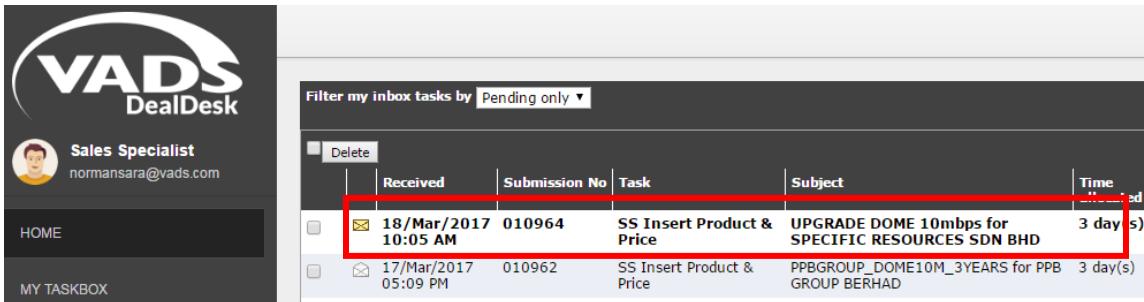
Search
Search by a combination of any fields shown below

Switch to advanced search

Opportunity ID
Opportunity Name
Opportunity Owner Name

To go to the list of the task, the user need to click on the **MY TASKBOX** on the left hand-side menu.

The system will display “My Taskbox” list

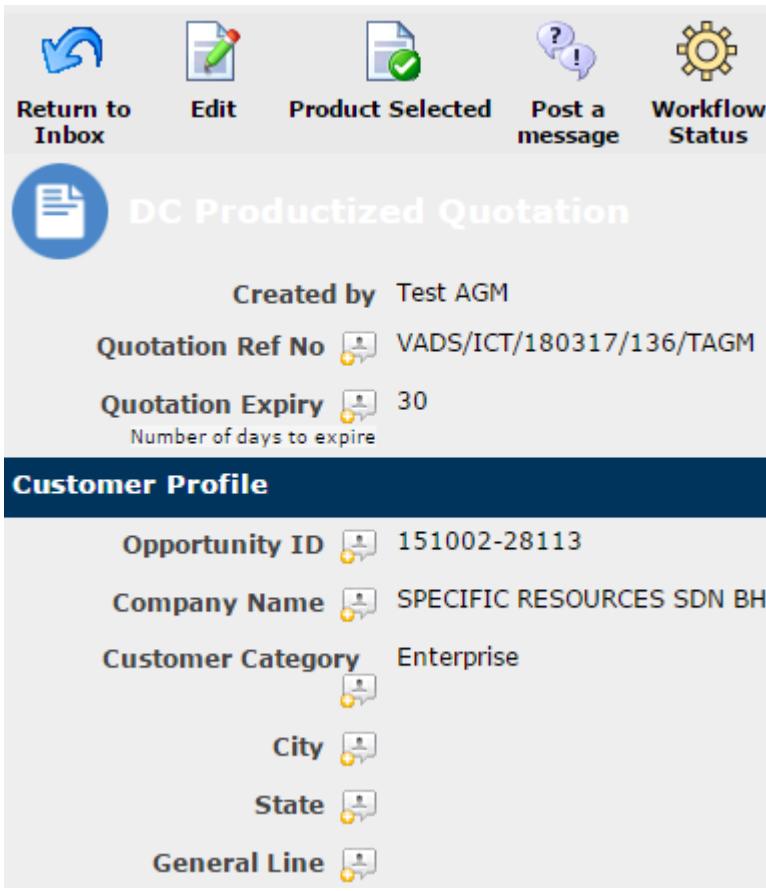


Received	Submission No	Task	Subject	Time
18/03/2017 10:05 AM	010964	SS Insert Product & Price	UPGRADE DOME 10mbps for SPECIFIC RESOURCES SDN BHD	3 day(s)
17/03/2017 05:09 PM	010962	SS Insert Product & Price	PPBGROUP_DOME10M_3YEARS for PPB GROUP BERHAD	3 day(s)

Click on the Quotation Link which is the “*SS Insert Product & Price*” task name.

18/03/2017 010964 SS Insert Product & UPGRADE DOME 10mbps for 3 day(s)
10:05 AM Price SPECIFIC RESOURCES SDN BHD

The system will display the Quotation Details Form in View Mode as below;



DC Productized Quotation

Created by Test AGM

Quotation Ref No VADS/ICT/180317/136/TAGM

Quotation Expiry 30
Number of days to expire

Customer Profile

Opportunity ID 151002-28113

Company Name SPECIFIC RESOURCES SDN BHD

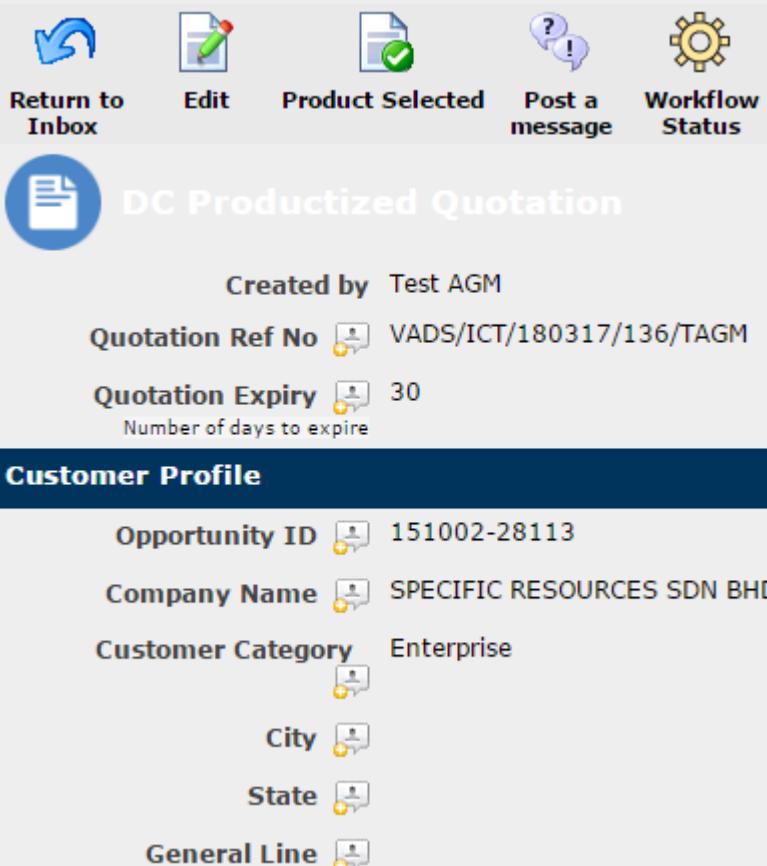
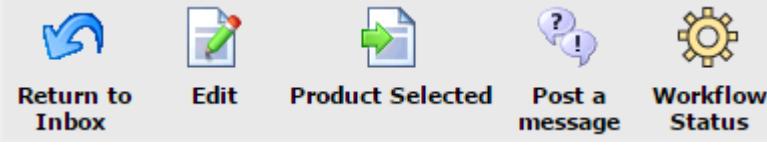
Customer Category Enterprise

City

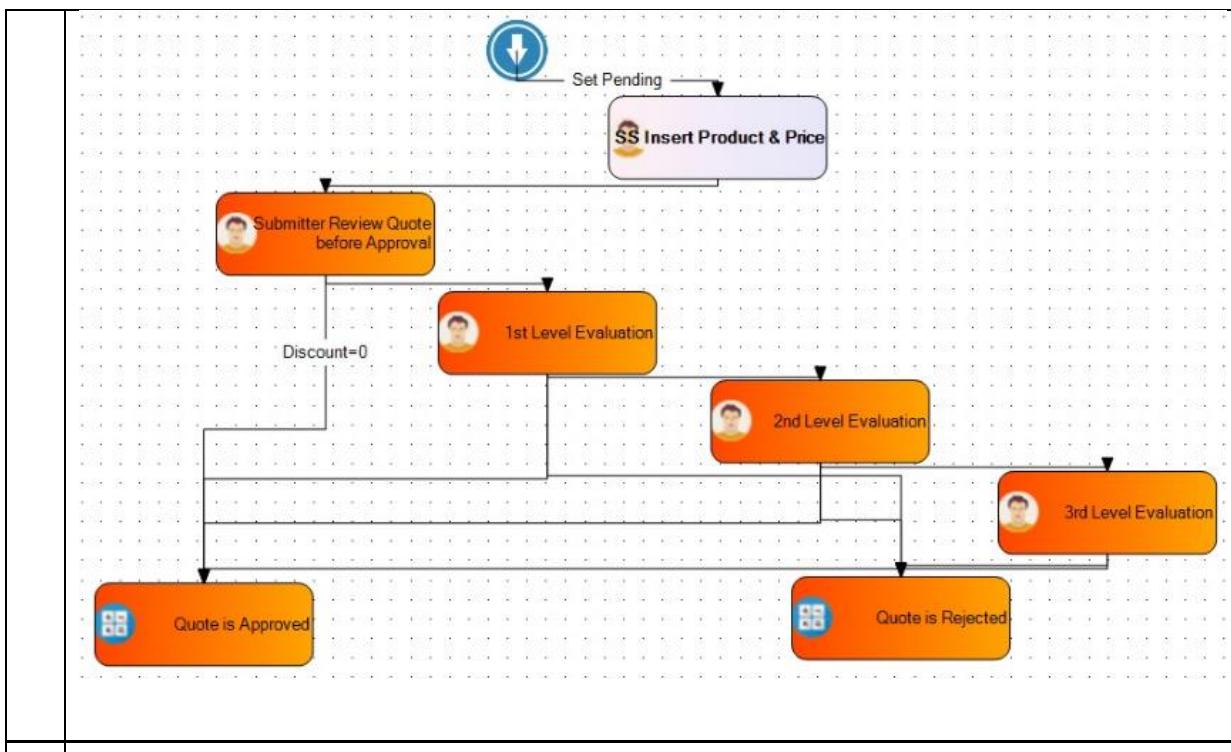
State

General Line

If the user click on the notification link;

	<p>UPGRADE DOME 10mbps for SPECIFIC RESOURCES SDN BHD 18/Mar/2017 10:05 AM By Test AGM</p> <p>The system will display the Quotation Details Form in View Mode as below;</p>  <p>The screenshot shows the Quotation Details Form in View Mode. At the top, there are five action buttons: "Return to Inbox" (arrow), "Edit" (pencil), "Product Selected" (document with checkmark), "Post a message" (speech bubbles), and "Workflow Status" (gear). Below these buttons, the title "DC Productized Quotation" is displayed next to a document icon. Underneath the title, the following information is shown: Created by: Test AGM Quotation Ref No: VADS/ICT/180317/136/TAGM Quotation Expiry: 30 (Number of days to expire) Customer Profile Opportunity ID: 151002-28113 Company Name: SPECIFIC RESOURCES SDN BHD Customer Category: Enterprise City: (empty) State: (empty) General Line: (empty)</p>
	Action button function
	In the View Mode , at top of the page there are " Return to Inbox ", " Edit ", " Product Selected ", " Post a Message " and " Workflow Status " Action button 

	 <p>When the user click on the button Return to listing, the system will display the “My Taskbox” list.</p>
	 <p>When the user click on the button Edit, the system will display the quotation from view mode to editable mode.</p>
	 <p>When the user click on the button Product Selected, the system will proceed to next workflow process which is Submitter review this quotation.</p>
	 <p>When the user click on the button Post a message, the system will post a message on the submission information details.</p>
	 <p>When the user click on the button Workflow Status, the system show the current status in the quotation workflow as below;</p>



Create/Update the Product and Price

To **update the product and price** click on the “**Edit**” action button.

DC Quotation form must be in **Edit Mode**.

In the **DC Quotation** form, under **Quotation Details** section.

The screenshot shows the 'Quotation Details' section of the DC Quotation form. It includes fields for 'Assigned SS' (with a dropdown menu showing 'Sales Specialist'), 'Contract Period' (set to '1 Year'), and a 'Line Items' table. The 'Line Items' table has columns for 'Product', 'Full Product Descr', and 'Datacenter CoLocation (Colo)'. Buttons for 'Add record' and 'Delete' are visible at the top of the table.

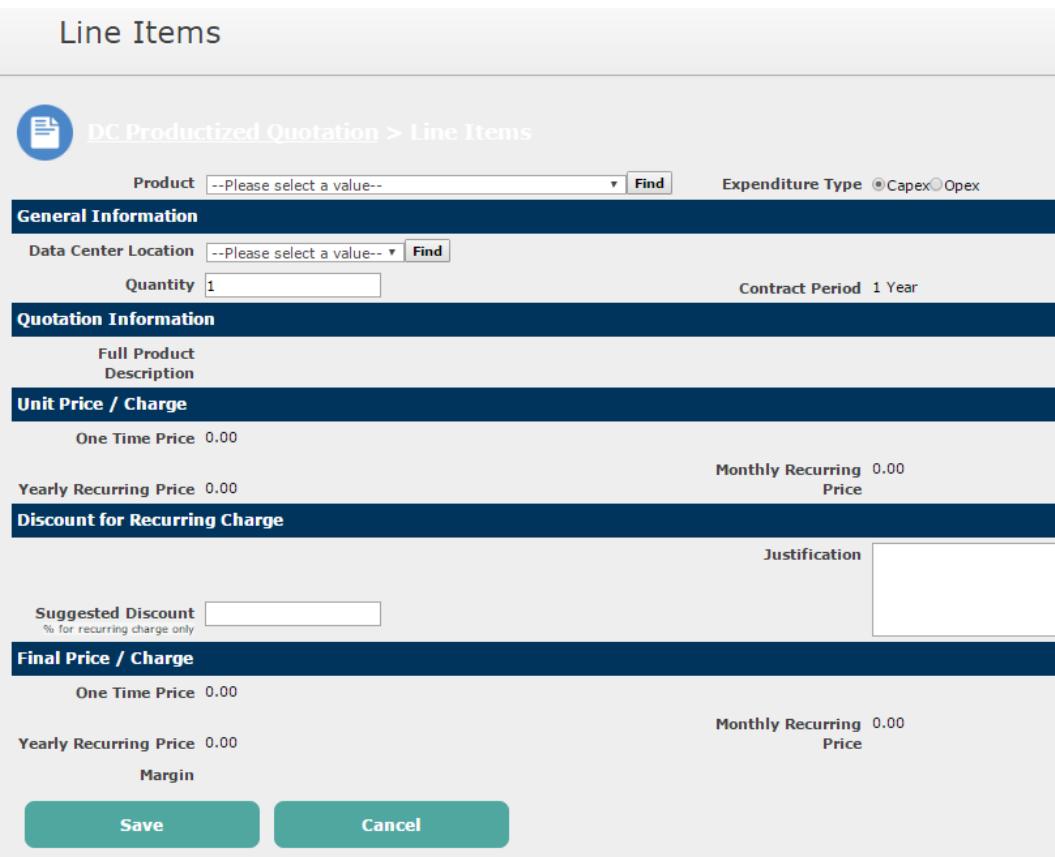
i. Create Line items

In the **DC Quotation** form, under **Quotation Details** section.

Click on the **Add Record** on the *Line Items*.



The system will display Line Items form as below



A detailed screenshot of the "DC Productized Quotation > Line Items" form. The form is divided into several sections:

- General Information:** Includes fields for "Product" (dropdown menu with placeholder "Please select a value"), "Expenditure Type" (radio buttons for Capex and Opex), "Data Center Location" (dropdown menu with placeholder "Please select a value"), "Find" button, "Quantity" (input field with value "1"), and "Contract Period" (dropdown menu with value "1 Year").
- Quotation Information:** Includes a "Full Product Description" section.
- Unit Price / Charge:** Includes "One Time Price" (value "0.00") and "Yearly Recurring Price" (value "0.00").
- Discount for Recurring Charge:** Includes a "Suggested Discount" input field (placeholder "% for recurring charge only") and a "Justification" text area.
- Final Price / Charge:** Includes "One Time Price" (value "0.00") and "Yearly Recurring Price" (value "0.00").

At the bottom of the form are two buttons: "Save" and "Cancel".

User can fill-in the following information

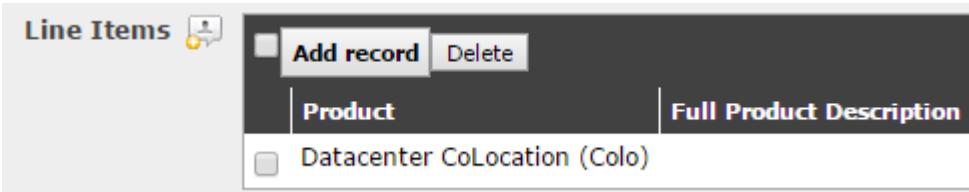
- Product
- Product selection
- General Information
 - Location
 - Quantity
- Discount for Recurring Charges
 - Suggested Discount

- Justification for discount

To save the line items, click “Save” at the bottom of the page

In the **DC Quotation** form, under **Quotation Details** section.

DC Productized **Line Items** were shown as below.



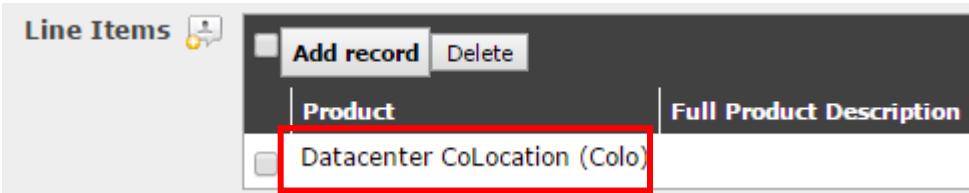
❖ **AFTER EVERY CHANGES PLEASE SAVE THE QUOTATION**

ii. Update Line items

DC Quotation form must be in **Edit Mode**.

In the **DC Quotation** form, under **Quotation Details** section.

Click on the **Line Items**.



The system will display Line Items in Edit Mode form as below



User can change the following information

- Product selection
- General Information
 - Location
 - Quantity
- Discount for Recurring Charges
 - Suggested Discount
 - Justification for discount

To save the line items, click “Save” at the bottom of the page

❖ AFTER EVERY CHANGES PLEASE SAVE THE QUOTATION

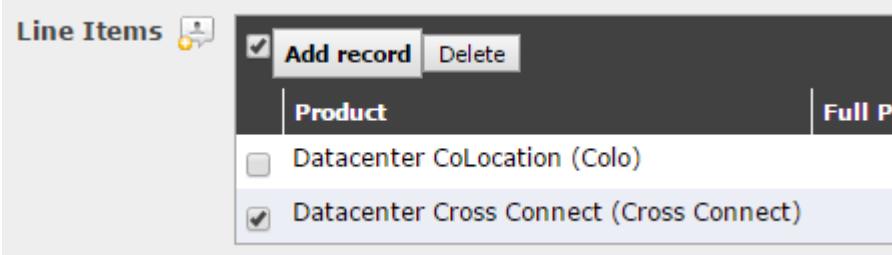
iii. Delete Line items

DC Quotation form must be in **Edit Mode**.

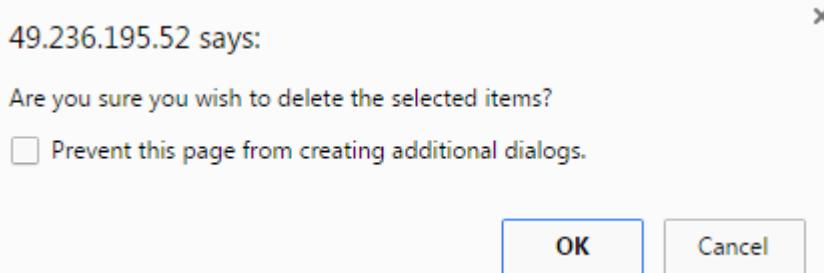
In the **DC Quotation** form, under **Quotation Details** section.

1. Delete Line Item

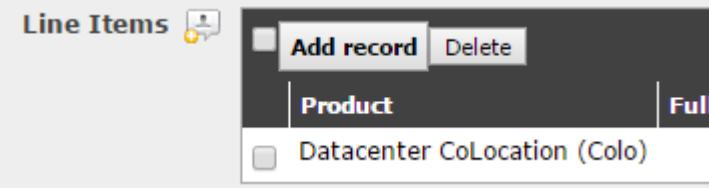
- a. Click on the checkbox on the selected line item



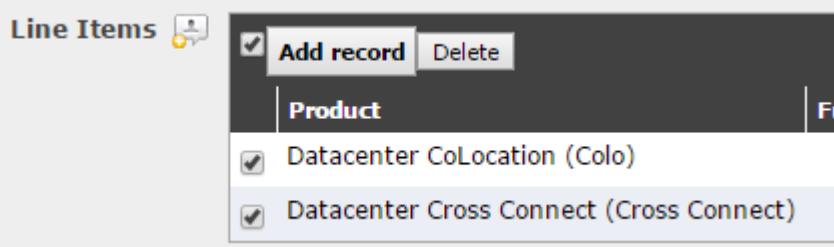
- b. Click on the Delete Button
- c. The system alert the user with message as below



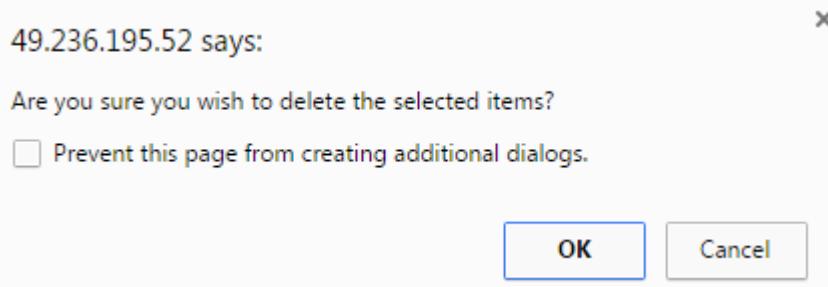
- d. The system will delete selected row

**2. Delete All**

- Click on the checkbox next to Add Record button



- Click on the Delete Button
- The system alert the user with message as below



- The system will delete all row

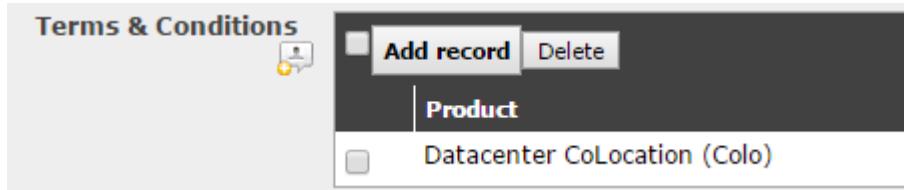


❖ **AFTER EVERY CHANGES PLEASE REMEMBER TO SAVE THE QUOTATION**

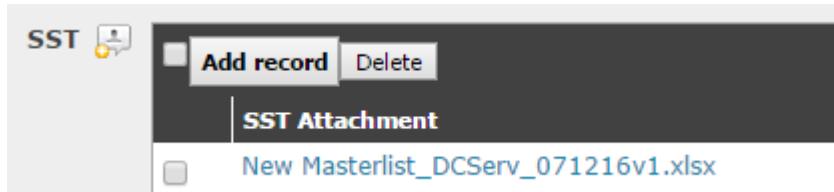


After the line items has been crated, please make sure that the system auto create below items for each product;

- Terms & Conditions



- SST



At the bottom of this **editable mode form**, user can see button as below;

Save

Save and submit

Discard changes

Save

- Click on the “**Save**” button the system display message the entry is saved as below;

DC Productized Quotation



Your entry is saved.

Thank you for your submission. Please choose one of the following actions below:

[Key in a new entry](#)
[View the submitted entry](#)
[Return to the default view](#)

Save and submit

- the system will ask for confirmation

Important note (if any)

Confirm

Cancel

Check last flow

- after click on the “**Confirm**” button, the system submit the quotation to workflow process and display the submission ID.

MAPM Quotation



Thank you. Your submission ID is 010957

Thank you for your submission. Please choose one of the following actions below:

- Key in a new entry
- View the submitted entry
- View the status of the submitted entry
- Return to the default view

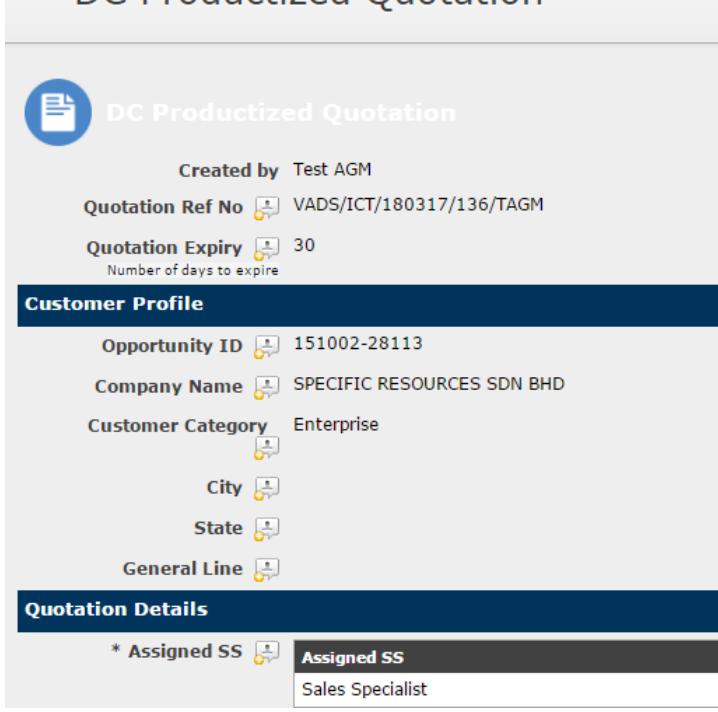
To view the *Quotation workflow status*, user can click on the “***View the submitted entry***” or “***View the status of the submitted entry***”

At the submission section, user can view quotation workflow status as below;

Submission information			
The following is information related to this particular submission			
	Submission No.	010964	
	Submitted By	Test AGM	
	Date Started	18/Mar/2017 10:05 AM	
History	Bubble	Date/time	
	Start	18/Mar/2017 10:05 AM	Submitted to workflow
	SS Insert Product & Price	18/Mar/2017 10:05 AM	Action request sent to Sales Specialist Time allocated is 3 day(s)

Discard changes

- Click on the “**Discard changes**” button, the system will display ***Quotation Details View Form***.

	<h3>DC Productized Quotation</h3>  <p>The screenshot shows a 'DC Productized Quotation' view mode form. At the top, it displays basic information: 'Created by' (Test AGM), 'Quotation Ref No' (VADS/ICT/180317/136/TAGM), and 'Quotation Expiry' (30 days). Below this is a 'Customer Profile' section containing fields for Opportunity ID (151002-28113), Company Name (SPECIFIC RESOURCES SDN BHD), Customer Category (Enterprise), City, State, and General Line. Under 'Quotation Details', there is a dropdown for 'Assigned SS' set to 'Sales Specialist'. At the bottom of the form are three buttons: 'Edit data', 'Save and submit', and 'Cancel'.</p> <ul style="list-style-type: none"> - And at the bottom of this view mode form, user can see button as below;
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Edit data - the system change the quotation details from view mode to editable mode ○ Save and submit - the system save the data and submit the quotation to workflow process ○ Cancel - the system display "My Taxkbox" list
	<p>Product Selected</p> <p>After update or fill-in the product line items, the submitter to review the quotation. The user need to click on the "Product Selected" action button.</p> <p>The system will display message action as below;</p>

Submit an action - 'Product Selected'
You can use this screen to submit your action

Digital Fingerprint

This ensures that the content of the submission is exactly the same as when it was submitted



This submission, its data and uploaded file contents have been checked and verified to be untampered with.

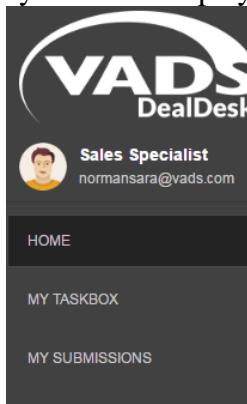
Remarks

These remarks will be saved together with your action in the history area

Confirm **Discard Changes**

- User can fill-in the below information”, and click on the “Confirm” button
 - Remarks
- and click on the “Confirm” button;

- Confirm** - system send the quotation to the submitter to review and then system will display the home page



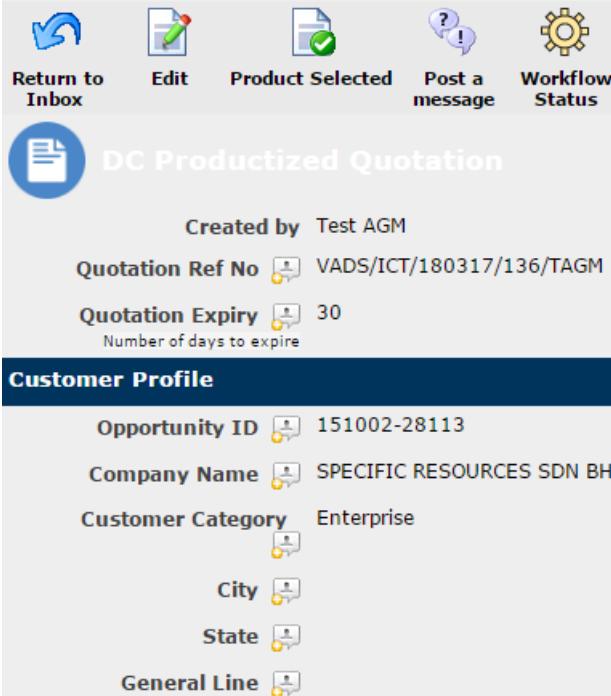
Search
Search by a combination of any fields shown below

Switch to advanced search

Search **Clear all**

Opportunity ID	<input type="text"/>
Opportunity Name	<input type="text"/>
Opportunity Owner Name	<input type="text"/>
Account Name	<input type="text"/>
Account Category	<input type="text"/> Any

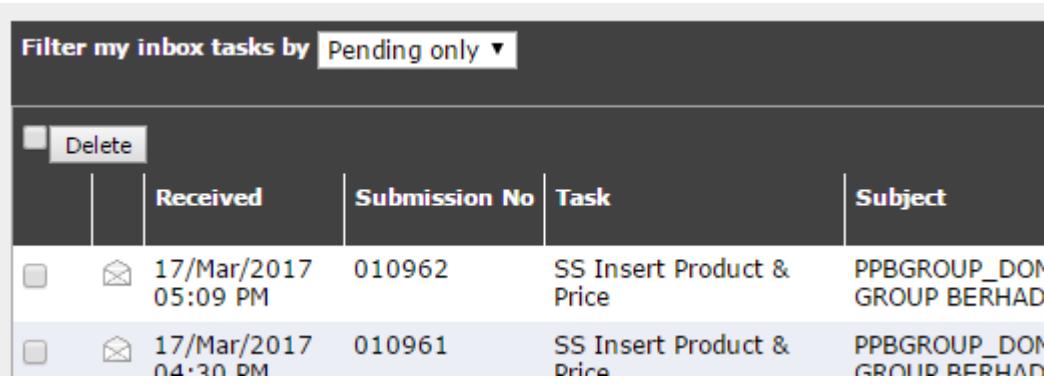
- Discard Changes** - system cancel this form and display back to Quotation Details View Form



The screenshot shows the 'DC Productized Quotation' screen. At the top, there are five buttons: 'Return to Inbox' (blue arrow), 'Edit' (pencil), 'Product Selected' (checkmark), 'Post a message' (speech bubble), and 'Workflow Status' (gear). Below these are sections for 'Quotation Ref No' (VADS/ICT/180317/136/TAGM) and 'Quotation Expiry' (30 days). A dark blue bar labeled 'Customer Profile' contains fields for 'Opportunity ID' (151002-28113), 'Company Name' (SPECIFIC RESOURCES SDN BHD), 'Customer Category' (Enterprise), 'City', 'State', and 'General Line'.

If the user want to see the quotation workflow status, he/she can on **MY TASKBOX** on the left hand-side menu.

The system display “My Taskbox” pending list



The screenshot shows the 'My Taskbox' interface with a filter dropdown set to 'Pending only'. It lists two tasks:

	Received	Submission No	Task	Subject
<input type="checkbox"/>	17/Mar/2017 05:09 PM	010962	SS Insert Product & Price	PPBGROUP_DOM GROUP BERHAD
<input type="checkbox"/>	17/Mar/2017 04:30 PM	010961	SS Insert Product & Price	PPBGROUP_DOM GROUP BERHAD

Change the Filter to “**All tasks**”, the system will list all the task

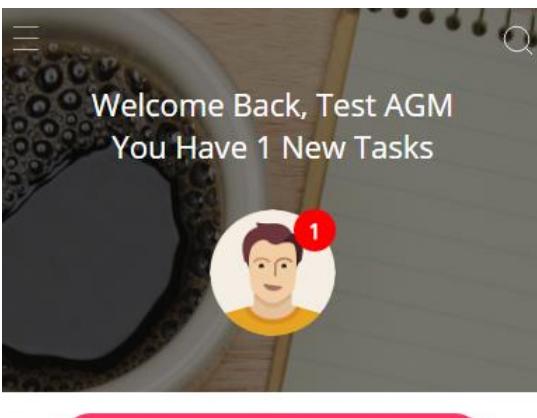
Filter my inbox tasks by All tasks ▾				
<input type="checkbox"/> Delete	Received	Submission No	Task	Subject
<input type="checkbox"/>	✉ 18/Mar/2017 10:05 AM	010964	SS Insert Product & Price	UPGRADE DOME 10m RESOURCES SDN BHD
<input type="checkbox"/>	✉ 18/Mar/2017 06:32 AM	010963	SS Ack Price	UPGRADE DOME 10m RESOURCES SDN BHD

Click on the selected task, the system will display the Quotation Details View Form. The quotation workflow status show at Submission Information section as below;

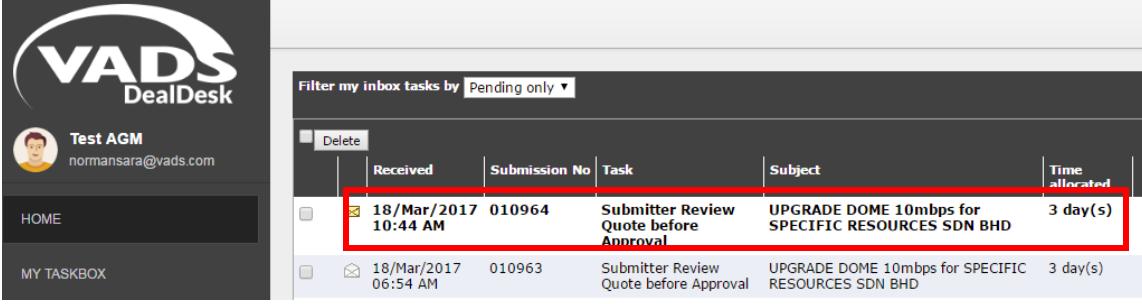
Submission information				
The following is information related to this particular submission				
Submission No.	010964			
Submitted By	Test AGM			
Date Received	18/Mar/2017 10:05 AM			
History	Bubble	Date/time	Description	Remarks
	Start	18/Mar/2017 10:05 AM	Submitted to workflow	
	SS Insert Product & Price	18/Mar/2017 10:05 AM	Action request sent to Sales Specialist ⌚ Time allocated is 3 day(s)	
	SS Insert Product & Price	18/Mar/2017 10:44 AM	'Product Selected' by Sales Specialist	product selected
	Submitter Review Quote before Approval	18/Mar/2017 10:44 AM	Action request sent to Test AGM ⌚ Time allocated is 3 day(s)	

ii. Revise the Quotation by Sales Specialist Team Lead/Assistant General Manager

On welcome page, the user can see the notification as below;



UPGRADE DOME 10mbps for SPECIFIC
RESOURCES SDN BHD
18/Mar/2017 10:44 AM By Test AGM

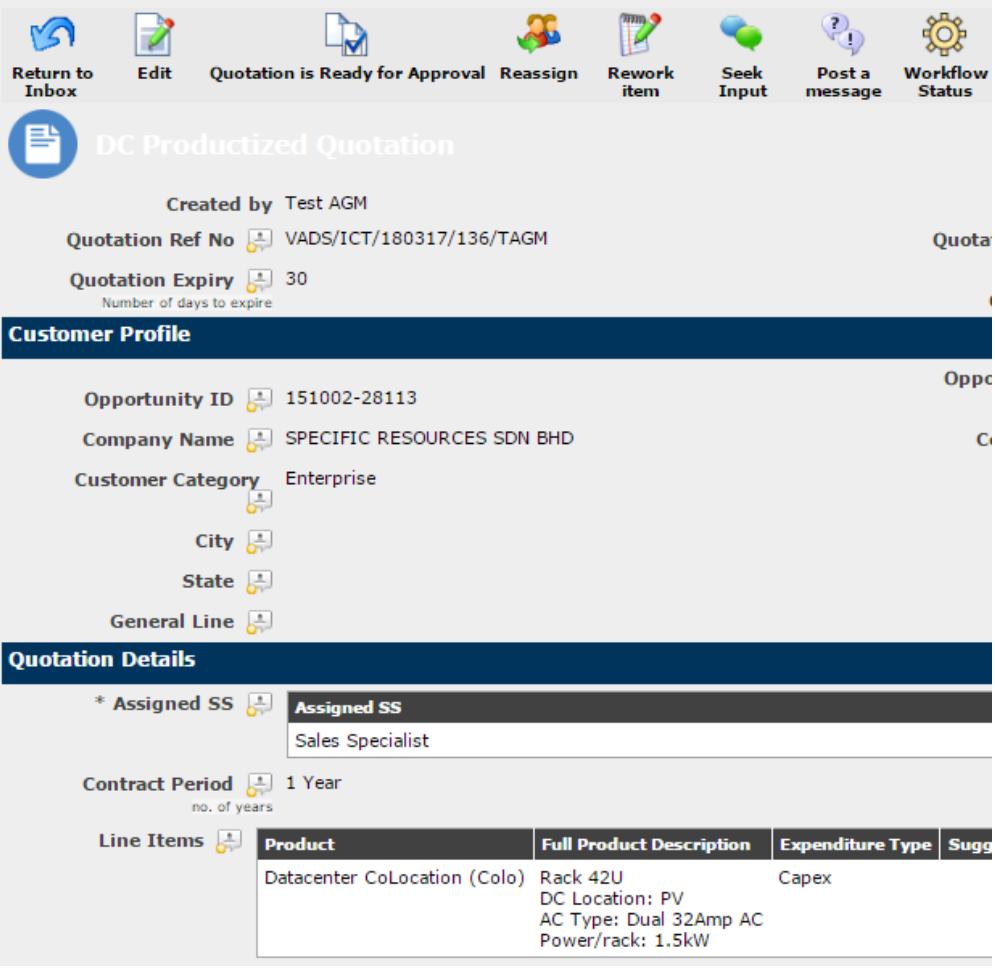
	<p>If the user click on the Start button.</p> <p>The system will display “My Taskbox” list</p>  <p>Click on the Quotation Link which is the “Submitter Review Quote before Approval” task name.</p> <table><tr><td>18/Mar/2017 010964 10:44 AM</td><td>Submitter Review Quote before Approval</td><td>UPGRADE DOME 10mbps for SPECIFIC RESOURCES SDN BHD</td><td>3 day(s)</td></tr></table> <p>The system will display the Quotation Details Form in View Mode as below;</p>	18/Mar/2017 010964 10:44 AM	Submitter Review Quote before Approval	UPGRADE DOME 10mbps for SPECIFIC RESOURCES SDN BHD	3 day(s)
18/Mar/2017 010964 10:44 AM	Submitter Review Quote before Approval	UPGRADE DOME 10mbps for SPECIFIC RESOURCES SDN BHD	3 day(s)		



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Operation & User Guide

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	<p>If the user click on the notification link;</p> <p> UPGRADE DOME 10mbps for SPECIFIC RESOURCES SDN BHD 18/Mar/2017 10:05 AM By Test AGM</p> <p>The system will display the Quotation Details Form in View Mode as below;</p>

	<p>Action button function</p> <p>In the View Mode, at top of the page there are “Return to Inbox”, “Edit”, “Quotation is Ready for Approval”, “Reassign”, “Rework Item”, “Seek Input”, “Post a Message” and “Workflow Status” Action button</p> <div style="text-align: center;"> </div> <p>When the user click on the button Return to listing, the system will display the “My Taskbox” list.</p>	

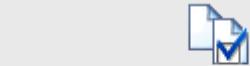


Edit

When the user click on the button  , the system will display the quotation from view mode to editable mode. User can edit the quotation and line items.



Quotation is Ready for Approval

When the user click on the button  , the system will proceed to next workflow process which is Submitter to review Quotation.



Reassign

When the user click on the button  , user can assign other user review this quotation.



Rework item

When the user click on the button  , user can ask the Sales Specialist to update the line items and revert back.



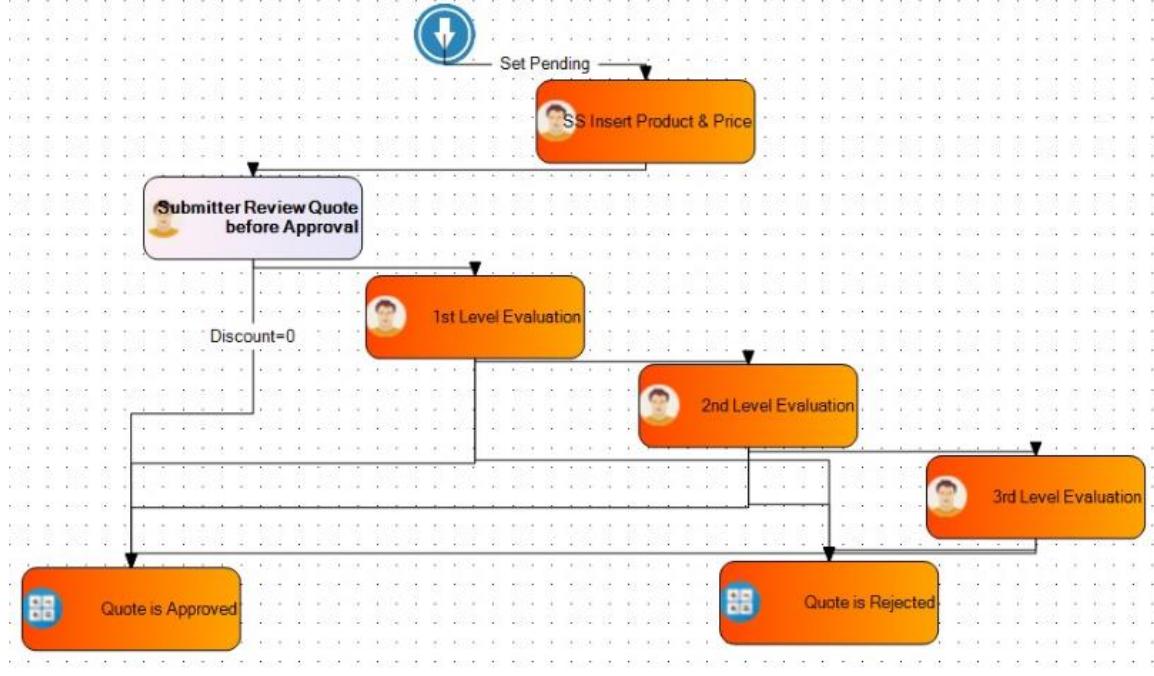
Seek Input

When the user click on the button  , user can ask for further information or advice regarding this quotation from others.



Post a message

When the user click on the button  , the system will post a message on the submission information details.

	<p>When the user click on the button  , the system show the current status in the quotation workflow as below;</p>  <pre> graph TD Start(()) --> SetPending[Set Pending] SetPending --> InsertProduct[SS Insert Product & Price] InsertProduct --> Review[Submitter Review Quote before Approval] Review --> Evaluation1[1st Level Evaluation] Evaluation1 --> Evaluation2[2nd Level Evaluation] Evaluation2 --> Evaluation3[3rd Level Evaluation] Evaluation3 --> Approved[Quote is Approved] Evaluation3 --> Rejected[Quote is Rejected] Review -- "Discount=0" --> Approved </pre>
	<p>Update/Review the Product Price</p>
	<p>To update or review the product price click on the “Edit” action button.</p> <p>DC Quotation form must be in Edit Mode.</p> <p>In the DC Quotation form, under Quotation Details section.</p>

Quotation Details

* Assigned SS  

<input type="checkbox"/>	Assigned SS
<input type="checkbox"/>	Sales Specialist

Contract Period  
no. of years

Line Items  

<input type="checkbox"/>	Add record	Delete
Product	Full Product Description	Expenditure Type
<input type="checkbox"/>	Datacenter CoLocation (Colo)	Rack 42U DC Location: PV AC Type: Dual 32Amp AC Power/rack: 1.5kW

Click on the *Line Items*.

Line Items  

<input type="checkbox"/>	Add record	Delete
Product	Full Product Description	Expenditure Type
<input type="checkbox"/>	Datacenter CoLocation (Colo)	Rack 42U DC Location: PV AC Type: Dual 32Amp AC Power/rack: 1.5kW

The system popup Product line item window as below;



Line Items

DC Productized Quotation > Line Items

Product Datacenter CoLocation (Colo) Expenditure Type Capex Opex

General Information

Data Center Location PV
Quantity 1 Contract Period 1 Year

DC-COLO

Location Type Basic Power 1.5kW
Rack 42U Dual Amp Dual 32Amp AC

Quotation Information

Full Product Rack 42U
Description DC Location: PV
AC Type: Dual 32Amp AC
Power/rack: 1.5kW

Unit Price / Charge

One Time Price 2,500.00 Monthly Recurring Price 1,800.00
Yearly Recurring Price 21,600.00

Discount for Recurring Charge

Suggested Discount 5.00 % for recurring charge only Justification 5%

Final Price / Charge

One Time Price 2,500.00 Monthly Recurring Price 1,710.00
Yearly Recurring Price 20,520.00 Margin 0.00

User can update the following information

- General Information
 - Data Center Location
 - Quantity
- Discount for Recurring Charges
 - Suggested Discount
 - Justification for discount

To save the line items, click “**Save**” at the bottom of the page.

Final Price / Charge

One Time Price 2,500.00

Yearly Recurring Price 20,520.00

Margin 0.00

Save

Cancel

After click “Save” button, the system update the line item as below;

Line Items		Add record	Delete	Product	Full Product Description	Expenditure Type	Suggested Discount	One Time Price	
<input type="checkbox"/>	Datacenter CoLocation (Colo)	Rack 42U DC Location: PV AC Type: Dual 32Amp AC Power/rack: 1.5kW				Capex	5.00	2,500.00	

In the **Quotation Details Editable Form**, click on the “Save” button to save the quotation and the system display the **Quotation Details View Form**

Return to Inbox
Edit
Quotation is Ready for Approval
Reassign
Rework item
Seek Input
Post a message
Workflow Status

DC Productized Quotation

Created by Test AGM
 Quotation Ref No VADS/ICT/180317/136/TAGM
 Quotation Expiry 30
 Number of days to expire

Customer Profile

Opportunity ID 151002-28113
 Company Name SPECIFIC RESOURCES SDN BHD
 Customer Category Enterprise
 City
 State
 General Line

Quotation Details

* Assigned SS Sales Specialist
 Contract Period 1 Year
 no. of years

Product	Full Product Description	Expenditure Type	Sug
Datacenter CoLocation (Colo)	Rack 42U DC Location: PV AC Type: Dual 32Amp AC Power/rack: 1.5kW	Capex	

	<p>Quotation is Ready for Approval</p>																					
	<p>After update or review the quotation, the quotation need to send for approval. The user need to click on the "<i>Quotation is Ready for Approval</i>" action button.</p> <p>The system will display message action as below;</p> <div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <p style="text-align: center;">Submit an action - 'Quotation is Ready for Approval' You can use this screen to submit your action</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; vertical-align: top;"> Digital Fingerprint <small>This ensures that the content of the submission is exactly the same as when it was submitted</small> </td> <td style="width: 80%;"> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> ✓ This submission, its data and uploaded file contents have been checked and verified to be untampered with. </div> </td> </tr> <tr> <td style="vertical-align: top;"> Remarks <small>These remarks will be saved together with your action in the history area</small> </td> <td style="border: 1px solid #ccc; padding: 5px; height: 100px; width: 100%;"></td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"> <input type="button" value="Confirm"/> <input type="button" value="Discard Changes"/> </td> </tr> </table> </div> <ul style="list-style-type: none"> • User can fill-in the below information”, and click on the “Confirm” button <ul style="list-style-type: none"> ○ Remarks • and click on the “Confirm” button; <ul style="list-style-type: none"> ○ <input type="button" value="Confirm"/> - system send the quotation to the submitter to review and then system will display the home page <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> </div> <div style="width: 45%;"> <p>Filter my inbox tasks by Pending only ▾</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Delete</th> <th style="width: 15%;">Received</th> <th style="width: 15%;">Submission No</th> <th style="width: 20%;">Task</th> <th style="width: 30%;">Subject</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>18/Mar/2017 06:54 AM</td> <td>010963</td> <td>Submitter Review Quote before Approval</td> <td>UPGRADE DC RESOURCES</td> </tr> <tr> <td><input type="checkbox"/></td> <td>16/Mar/2017 09:33 PM</td> <td>010952</td> <td>VADS AGM Enterprise</td> <td>160117-334 PPBGROUP_I GROUP BERH /Ent Account</td> </tr> </tbody> </table> </div> </div> <ul style="list-style-type: none"> ○ <input type="button" value="Discard Changes"/> - system cancel this form and display back to Quotation Details View Form 	Digital Fingerprint <small>This ensures that the content of the submission is exactly the same as when it was submitted</small>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> ✓ This submission, its data and uploaded file contents have been checked and verified to be untampered with. </div>	Remarks <small>These remarks will be saved together with your action in the history area</small>		<input type="button" value="Confirm"/> <input type="button" value="Discard Changes"/>		Delete	Received	Submission No	Task	Subject	<input type="checkbox"/>	18/Mar/2017 06:54 AM	010963	Submitter Review Quote before Approval	UPGRADE DC RESOURCES	<input type="checkbox"/>	16/Mar/2017 09:33 PM	010952	VADS AGM Enterprise	160117-334 PPBGROUP_I GROUP BERH /Ent Account
Digital Fingerprint <small>This ensures that the content of the submission is exactly the same as when it was submitted</small>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> ✓ This submission, its data and uploaded file contents have been checked and verified to be untampered with. </div>																					
Remarks <small>These remarks will be saved together with your action in the history area</small>																						
<input type="button" value="Confirm"/> <input type="button" value="Discard Changes"/>																						
Delete	Received	Submission No	Task	Subject																		
<input type="checkbox"/>	18/Mar/2017 06:54 AM	010963	Submitter Review Quote before Approval	UPGRADE DC RESOURCES																		
<input type="checkbox"/>	16/Mar/2017 09:33 PM	010952	VADS AGM Enterprise	160117-334 PPBGROUP_I GROUP BERH /Ent Account																		



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The screenshot displays a software interface for managing quotations. At the top, there is a toolbar with various icons and buttons:

- Return to Inbox
- Edit
- Quotation is Ready for Approval
- Reassign
- Rework item
- Seek Input
- Post a message
- Workflow Status

Below the toolbar, the main content area shows a quotation record titled "DC Productized Quotation". Key details include:

- Created by: Test AGM
- Quotation Ref No: VADS/ICT/180317/136/TAGM
- Quotation Expiry: 30 (Number of days to expire)

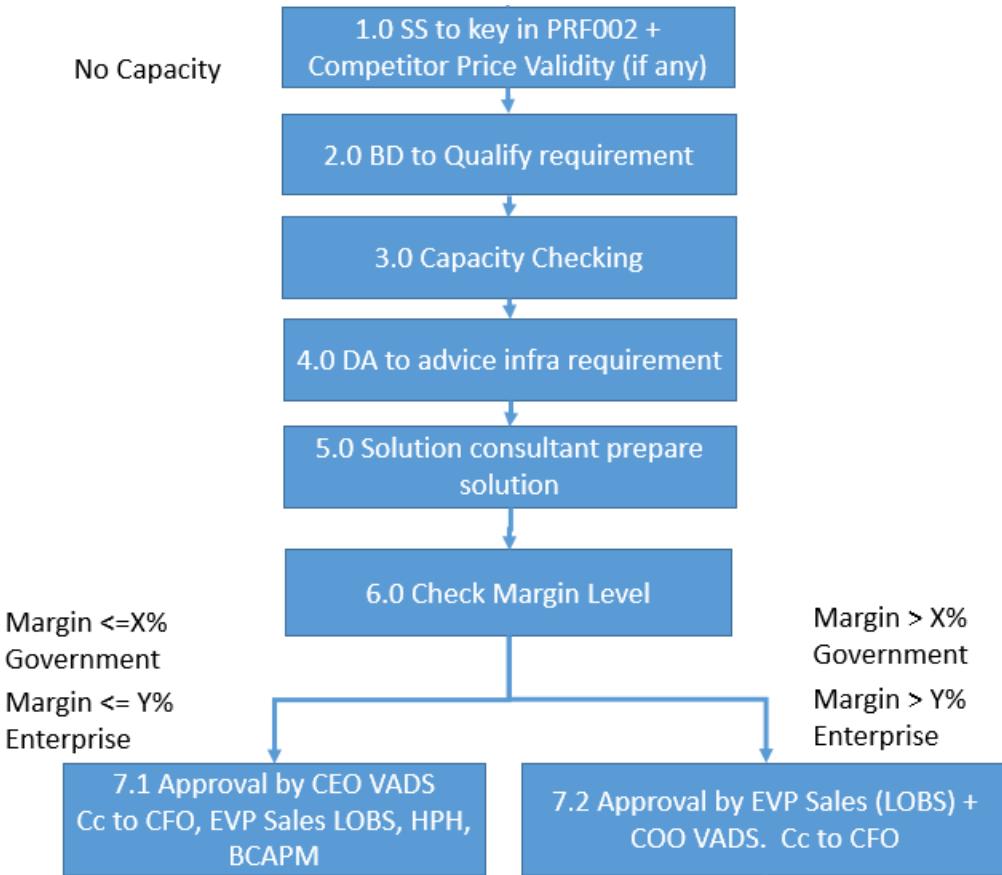
A section titled "Customer Profile" contains the following information:

- Opportunity ID: 151002-28113
- Company Name: SPECIFIC RESOURCES SDN BHD
- Customer Category: Enterprise
- City: (dropdown menu)
- State: (dropdown menu)
- General Line: (dropdown menu)

5) Quotation – non Productized

a. Create Quotation

Quotation Submission Workflow (non Productized)



To create the DC Quotation, go to the bottom of the page and click on the “**Create DC Non Productized Quotation**” button.

Save

Discard changes

Create MAPM Quotation

Create CMT

Create DC Quotation

Create DC NonProductized

The system will pop-up a confirmation message.

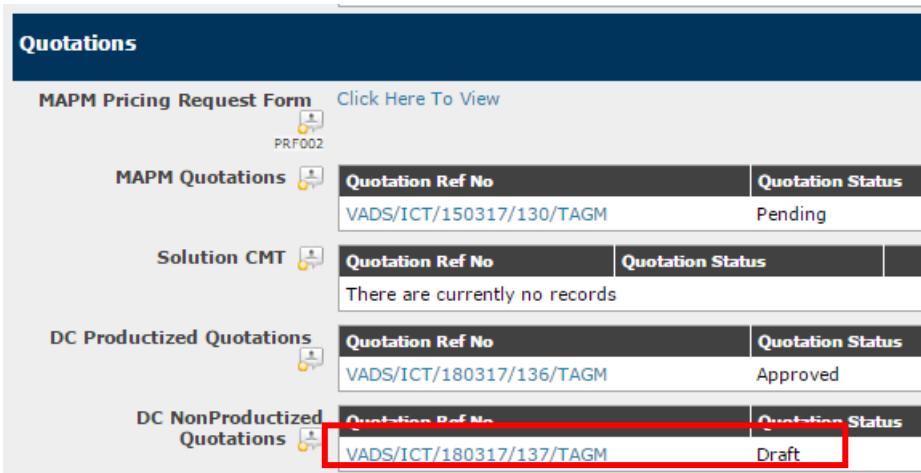
49.236.195.52 says:

Are you sure you wish to generate a DC NonProductized Quotation?

OK

Cancel

When the user click on “**OK**” button, the system will create **DC Non Productized Quotation Link** in the DC Non Productized Quotation sub form.



The screenshot shows the Quotations section with the following data:

Quotation Type	Quotation Ref No	Quotation Status
MAPM Pricing Request Form	VADS/ICT/150317/130/TAGM	Pending
MAPM Quotations		
Solution CMT		
DC Productized Quotations	VADS/ICT/180317/136/TAGM	Approved
DC NonProductized Quotations	VADS/ICT/180317/137/TAGM	Draft

Click on the **DC Non Productized Quotations link** in the Quotation Section. The system open the quotation in new windows.



The screenshot shows the DC NonProductized Quotations sub-form with the following data:

Quotation Ref No	Quotation Status
VADS/ICT/180317/137/TAGM	Draft

Go to **Quotation Windows tab**, the **DC Non Productized Quotation** form must be in **Edit Mode**.

	<h3 style="margin: 0;">DC Non Productized Quotation</h3> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>DC Non Productized Quotation</p> <p>Created by Test AGM Quotation Ref No VADS/ICT/180317/137/TAGM Quotation Expiry 30 (No. of days to expire)</p> <p>Date created 18/Mar/2017 12:19 PM Quotation Status Draft Quotation Date 18 March 2017</p> <p>Customer Profile</p> <p>Opportunity ID 151002-28113 Company Name SPECIFIC RESOURCES SDN BHD Customer Category Enterprise City State General Line</p> <p>Opportunity Name UPGRADE DOME 10mbps Company No Address Post Code Country Malaysia Website</p> <p>Quotation Details</p> <p>* Assigned SS <input type="button" value="Add record"/> <input type="button" value="Delete"/> Assigned SS There are currently no records</p> <p>Non-Productized Type <input checked="" type="radio"/> Colo <input type="radio"/> DR</p> <p>Contract Period <input type="button" value="no years"/> --Please select a value-- <input type="button" value="Quotation Type"/> select type of quote</p> <p>Line Items <input type="button" value="Add record"/> <input type="button" value="Delete"/> DCI Product MBIS Product Full Description One Time Price Monthly Recurring Price There are currently no records</p> </div> <p>User need to make sure the following information fill-in</p> <ul style="list-style-type: none"> • Non-Productized Type = Colo/DR • Contract Period = 1/2/3/4/5 Years • Quotation Type = Normal/Tender • Assigned Sales Specialist <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>* Assigned SS <input type="button" value="Add record"/> <input type="button" value="Delete"/></p> <p>Add record Delete</p> <p>Assigned Sales Specialist</p> <p>There are currently no records</p> <ul style="list-style-type: none"> ○ To add Sales Specialist click on the "Add Record" button ○ The system will display Assigned SS form as below </div>	
--	---	--

Assigned SS



MAPM Quotation > Assigned SS

Assigned Sales Specialist

Date Added 17/Mar/2017 07:10 AM

Remark
if any

- Select the Assigned Sales Specialist from the drop down list



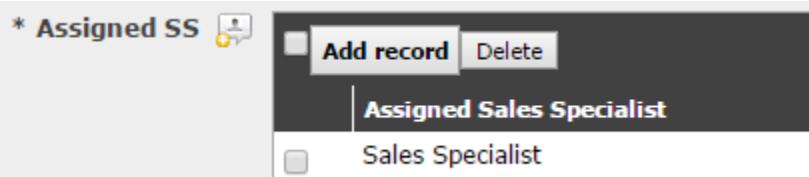
Assigned Sales Specialist

Date Added 17/Mar/2017 07:10 AM

Remark
if any

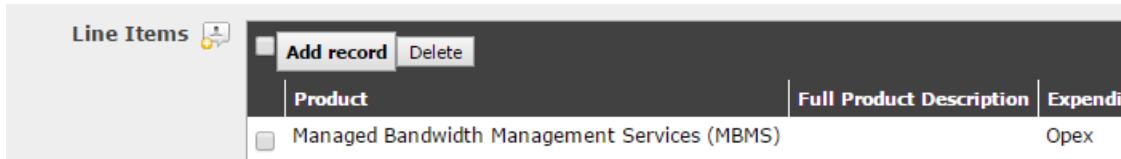
MTP product

- Click on “Save” button



❖ AFTER EVERY CHANGES PLEASE SAVE THE QUOTATION

After the line items has been crated, please make sure that the system auto create below items for each product;



- Terms & Conditions

• **SST**

Managed Bandwidth Management Services (MBMS)

Managed Bandwidth Management Service.doc

At the bottom of the page the user can see button as below;

Save

Save and submit

Discard changes

Save

- Click on the “**Save**” button the system will save the data and the system will display “**My Taskbox**” list

Filter my inbox tasks by Pending only ▾					
<input type="checkbox"/> Delete	Received	Submission No	Task	Subject	Time allocated
<input type="checkbox"/>	16/Mar/2017 09:33 PM	010952	VADS AGM Enterprise	160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang)	5 day(s)

Save and submit

- the system will ask for confirmation

Important note (if any)

Confirm

Cancel

Check last flow

- after click on the “**Confirm**” button, the system submit the quotation to Sales Specialist to fill-in the product information, then display the submission ID.

MAPM Quotation

**Thank you. Your submission ID is 010957**

Thank you for your submission. Please choose one of the following actions below:

- [Key in a new entry](#)
- [View the submitted entry](#)
- [View the status of the submitted entry](#)
- [Return to the default view](#)

To view the *Quotation workflow status*, user can click on the “View the submitted entry” or “View the status of the submitted entry”

Discard changes

- Click on the “**Discard changes**” button, the system will display **Quotation Details View Form**.

**MAPM Quotation**

Created by Test AGM

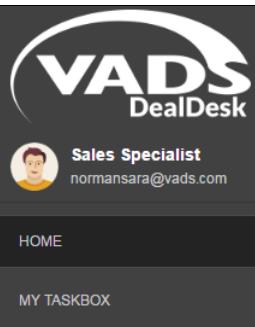
Quotation Ref No  VADS/ICT/150317/131/TAGMQuotation Expiry  30
Number of days to expire**Customer Profile**Opportunity ID  160117-33463Company Name  PPB GROUP BERHADCustomer Category  Enterprise
City  KLState  Wilayah Persekutuan Kuala LumpurGeneral Line **Quotation Details**Productized Type  Managed ServicesContract Period  1 YearScope of Work  Scope of WorksLine Items 

Product	Full Product Description	Expenditure Type
Managed Telepresence (MTP)		Opex

- And at the bottom of this **view mode form** user can see button as below;

Edit data**Save and submit****Cancel**

	<ul style="list-style-type: none">○ Edit data - the system change the quotation details from view mode to editable mode○ Save and submit - the system save the data and submit the quotation to workflow process○ Cancel - the system display "My Taxkbox" list
	b. Update Quotation
	i. Fill-in the Product information by Sales Specialist
	<p>On welcome page, the user can see the notification as below;</p>  <p>The screenshot shows a mobile application interface. At the top, it says "Welcome Back, Sales Specialist" and "You Have 1 New Tasks". Below this is a circular profile picture of a person with a red notification badge containing the number "1". At the bottom, there is a pink button labeled "Start". Below the button, there is a message from "PPBGROUP_DOME10M_3YEARS for PPB GROUP BERHAD" received "17/Mar/2017 12:45 PM By Test AGM".</p>
	<p>If the user click on the Start button.</p> <p>The system will display home page as below;</p>



Search
Search by a combination of any fields shown below

Switch to advanced search

Opportunity ID:

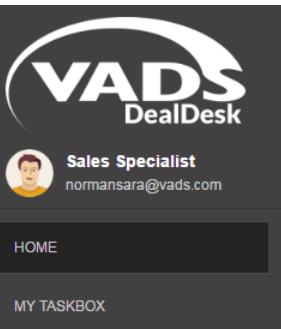
Opportunity Name:

Opportunity Owner Name:

Search Clear all

To go to the list of the task, the user need to click on the **MY TASKBOX** on the left hand-side menu.

The system will display “My Taskbox” list



Filter my inbox tasks by Pending only ▾				
<input type="checkbox"/> Delete	Received	Submission No	Task	Subject
<input type="checkbox"/>	✉ 17/Mar/2017 12:45 PM	010957	SS Insert Product & Price	PPBGROUP_DOME10M_3YEARS for PPB GROUP BERHAD
<input type="checkbox"/>	✉ 16/Mar/2017 02:52 PM	10942	Seek Input	Your input was requested
<input type="checkbox"/>	✉ 13/Mar/2017 010937		SS Insert Product &	MANAGED WIFI (HOTEL) for PREMIUM

Click on the Quotation Link which is the “**SS Insert Product & Price**” task name.

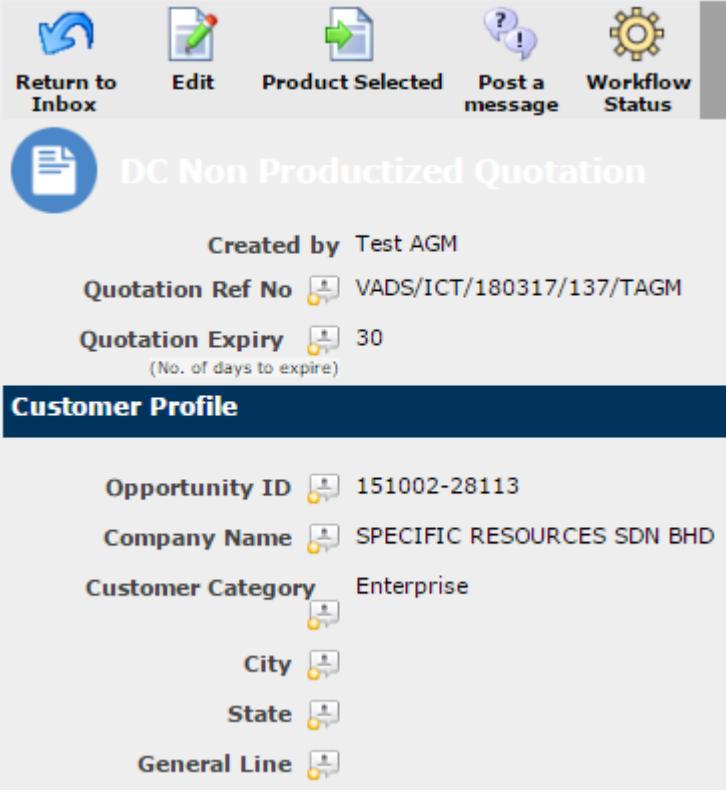
17/Mar/2017 010957 SS Insert Product & Price PPBGROUP_DOME10M_3YEARS for PPB GROUP BERHAD

The system will display the Quotation Details Form in View Mode as below;



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	 <p>The screenshot shows the Quotation Details Form in View Mode. At the top, there is a toolbar with five icons: 'Return to Inbox' (blue arrow), 'Edit' (pencil), 'Product Selected' (green arrow), 'Post a message' (speech bubble), and 'Workflow Status' (gear). Below the toolbar, the title 'DC Non Productized Quotation' is displayed with a blue document icon. Underneath the title, it says 'Created by Test AGM'. The 'Quotation Ref No' is listed as VADS/ICT/180317/137/TAGM. The 'Quotation Expiry' is set to 30 days. A dark blue header bar labeled 'Customer Profile' spans across the form. Below this, the customer profile details are listed: Opportunity ID (151002-28113), Company Name (SPECIFIC RESOURCES SDN BHD), Customer Category (Enterprise), City, State, and General Line.</p>
	<p>If the user click on the notification link;</p> <p> PPBGROUP_DOME10M_3YEARS for PPB GROUP BERHAD 17/Mar/2017 12:45 PM By Test AGM</p> <p>The system will display the Quotation Details Form in View Mode as below;</p>

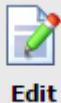
	 <p>DC Non Productized Quotation</p> <p>Created by Test AGM</p> <p>Quotation Ref No VADS/ICT/180317/137/TAGM</p> <p>Quotation Expiry 30 (No. of days to expire)</p> <p>Customer Profile</p> <p>Opportunity ID 151002-28113</p> <p>Company Name SPECIFIC RESOURCES SDN BHD</p> <p>Customer Category Enterprise</p> <p>City</p> <p>State</p> <p>General Line</p>	
--	---	--

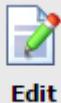
Action button function

In the **View Mode**, at top of the page there are “**Return to Inbox**”, “**Edit**”, “**Product Selected**”, “**Post a Message**” and “**Workflow Status**” Action button



When the user click on the button  , the system will display the “**My Taskbox**” list.



When the user click on the button  , the system will display the quotation from view mode to editable mode.



When the user click on the button  , the system will proceed the quotation to next workflow process which is Product Owner to fill-in the price.



When the user click on the button  , the system will post a message on the submission information details.



When the user click on the button  , the system show the current status in the quotation workflow as below;

	<pre> graph TD A[SS Insert Product & Price] --> B[BD to Verify] B --> C[DA to advice Infra] C --> D[Solution Consultant] D --> E[Evaluation] E -- appv --> F[Approved] E -- rej --> G[Rejected] </pre>
	<p>Update/Fill-in the Product price</p>
	<p>To update the product price click on the "Edit" action button.</p> <p>DC Non-Productized Quotation form must be in Edit Mode.</p> <p>In the DC Non-Productized Quotation form, under Quotation Details section.</p>

Quotation Details*** Assigned SS** 

<input type="checkbox"/>	Assigned SS
<input type="checkbox"/>	Sales Specialist

Non-Productized Type  Colo
 DR**Contract Period** 

no of years

1

Line Items  Add record DCI Product MBIS Product Full Description

Cage Size : 10

*i. Create Line items*In the **DC Quotation** form, under **Quotation Details** section.Click on the **Add Record** on the **Line Items**.**Line Items**  Add record Product Full Product Description

There are currently no records

The system will display Line Items form as below

Line Items



DC Productized Quotation > Line Items

Product --Please select a value--

Expenditure Type Capex Opex

General Information

Data Center Location --Please select a value--

Quantity 1

Contract Period 1 Year

Quotation Information

Full Product
Description

Unit Price / Charge

One Time Price 0.00

Monthly Recurring 0.00
Price

Discount for Recurring Charge

Justification

Suggested Discount

% for recurring charge only

Final Price / Charge

One Time Price 0.00

Monthly Recurring 0.00
Price

Yearly Recurring Price 0.00

Margin

User can fill-in the following information

- Product

To save the line items, click “Save” at the bottom of the page

In the **DC Quotation** form, under **Quotation Details** section.

DC Productized **Line Items** were shown as below.

Line Items	
<input type="button" value="Add record"/>	<input type="button" value="Delete"/>
Product	Full Product Description
Datacenter CoLocation (Colo)	

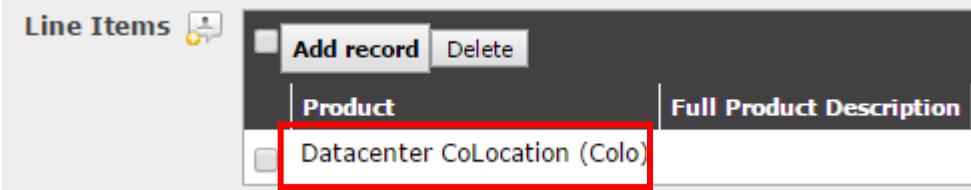
❖ AFTER EVERY CHANGES PLEASE SAVE THE QUOTATION

ii. Update Line items

DC Quotation form must be in **Edit Mode**.

In the **DC Quotation** form, under **Quotation Details** section.

Click on the **Line Items**.



The screenshot shows a grid titled "Line Items" with a toolbar at the top containing "Add record" and "Delete" buttons. The grid has two columns: "Product" and "Full Product Description". A single row is visible, showing "Datacenter CoLocation (Colo)" in the Product column. This row is highlighted with a red rectangular box.

The system will display Line Items in Edit Mode form as below



The screenshot shows the "DC Productized Quotation > Line Items" edit form. It includes sections for "General Information", "DC-COLO", and "Quotation Information". In the "General Information" section, there are fields for "Product" (set to "Datacenter CoLocation (Colo)"), "Expenditure Type" (radio buttons for Capex and Opex), "Data Center Location" (dropdown with placeholder "Please select a value"), "Quantity" (input field with value "1"), and "Contract Period" (set to "1 Year"). The "DC-COLO" section contains fields for "Location Type" (dropdown with placeholder "Please select a value") and "Power" (dropdown with placeholder "Please select a value"). The "Quotation Information" section contains fields for "Rack" (dropdown with placeholder "Please select a value") and "Dual Amp" (dropdown with placeholder "Please select a value").

User can change the following information

- Product

To save the line items, click "Save" at the bottom of the page

❖ **AFTER EVERY CHANGES PLEASE SAVE THE QUOTATION**

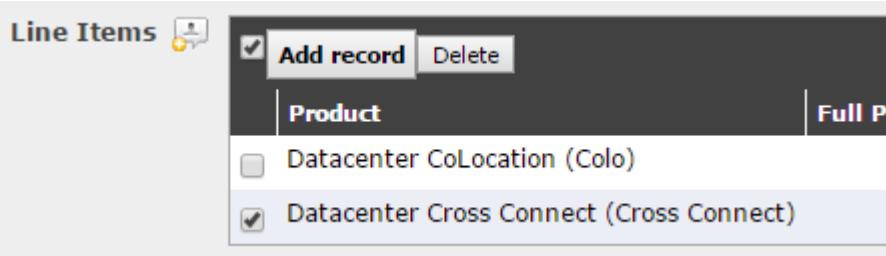
iii. Delete Line items

DC Quotation form must be in **Edit Mode**.

In the **DC Quotation** form, under **Quotation Details** section.

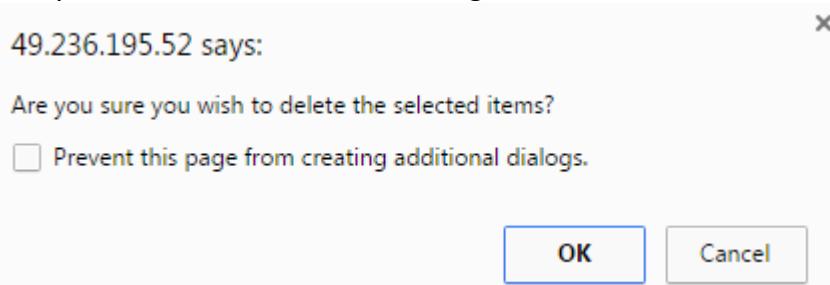
3. Delete Line Item

- a. Click on the checkbox on the selected line item

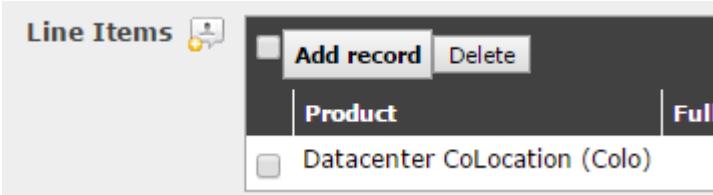


- b. Click on the Delete Button

- c. The system alert the user with message as below

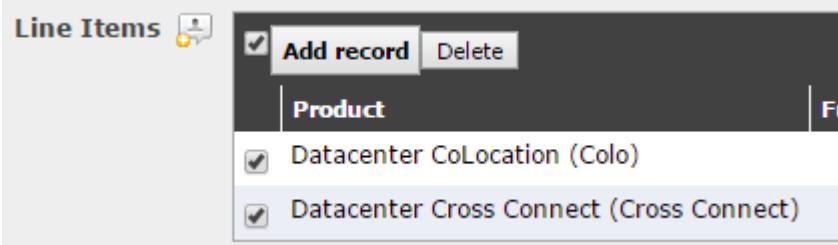


- d. The system will delete selected row



4. Delete All

- a. Click on the checkbox next to Add Record button



- b. Click on the Delete Button

- c. The system alert the user with message as below

49.236.195.52 says:

Are you sure you wish to delete the selected items?

Prevent this page from creating additional dialogs.

OK

Cancel

- d. The system will delete all row

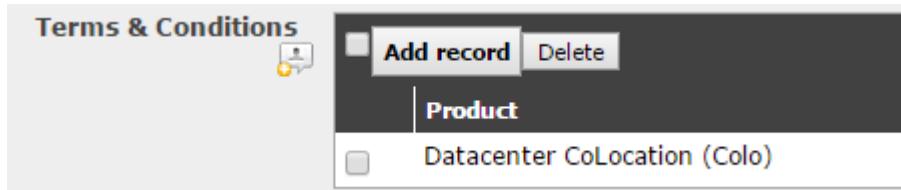


❖ **AFTER EVERY CHANGES PLEASE REMEMBER TO SAVE THE QUOTATION**

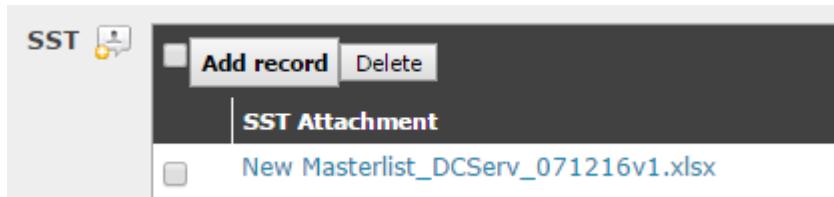


After the line items has been crated, please make sure that the system auto create below items for each product;

- Terms & Conditions



- SST



At the bottom of this **editable mode form**, user can see button as below;

Save

Save and submit

Discard changes

Save

- Click on the “**Save**” button the system display message the entry is saved as below;

DC Productized Quotation



Your entry is saved.

Thank you for your submission. Please choose one of the following actions below:

[Key in a new entry](#)
[View the submitted entry](#)
[Return to the default view](#)

Save and submit

- the system will ask for confirmation

Important note (if any)

Confirm

Cancel

Check last flow

- after click on the “**Confirm**” button, the system submit the quotation to workflow process and display the submission ID.

MAPM Quotation



Thank you. Your submission ID is 010957

Thank you for your submission. Please choose one of the following actions below:

[Key in a new entry](#)
[View the submitted entry](#)
[View the status of the submitted entry](#)
[Return to the default view](#)

To view the *Quotation workflow status*, user can click on the “***View the submitted entry***” or “***View the status of the submitted entry***”

At the submission section, user can view quotation workflow status as below;

Submission information											
The following is information related to this particular submission											
Submission No. 010964 Submitted By Test AGM Date Started 18/Mar/2017 10:05 AM											
History	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bubble</th> <th>Date/time</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Start 18/Mar/2017 10:05 AM</td> <td>Submitted to workflow</td> </tr> <tr> <td></td> <td>SS Insert Product & Price 18/Mar/2017 10:05 AM</td> <td>Action request sent to Sales Specialist Time allocated is 3 day(s)</td> </tr> </tbody> </table>	Bubble	Date/time	Description		Start 18/Mar/2017 10:05 AM	Submitted to workflow		SS Insert Product & Price 18/Mar/2017 10:05 AM	Action request sent to Sales Specialist Time allocated is 3 day(s)	
Bubble	Date/time	Description									
	Start 18/Mar/2017 10:05 AM	Submitted to workflow									
	SS Insert Product & Price 18/Mar/2017 10:05 AM	Action request sent to Sales Specialist Time allocated is 3 day(s)									

Discard changes

- Click on the “**Discard changes**” button, the system will display **Quotation Details View Form**.

DC Productized Quotation

	DC Productized Quotation
Created by Test AGM	
Quotation Ref No VADS/ICT/180317/136/TAGM	
Quotation Expiry 30 <small>Number of days to expire</small>	
Customer Profile	
Opportunity ID 151002-28113	
Company Name SPECIFIC RESOURCES SDN BHD	
Customer Category Enterprise	
City	
State	
General Line	
Quotation Details	
* Assigned SS Assigned SS	
Sales Specialist	

- And at the bottom of this **view mode form**, user can see button as below;

Edit data

Save and submit

Cancel

Edit data

- - the system change the quotation details from view mode to editable mode

	<ul style="list-style-type: none"> ○ Save and submit - the system save the data and submit the quotation to workflow process ○ Cancel - the system display “My Taskbox” list
	<p>Product Selected</p> <p>After update or fill-in the product line items, the Business Development to verify the quotation. The user need to click on the “Product Selected” action button.</p> <p>The system will display message action as below;</p> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc; border-radius: 5px;"> <p>Submit an action - 'Product Selected' You can use this screen to submit your action</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Digital Fingerprint</p> <p>This ensures that the content of the submission is exactly the same as when it was submitted</p> </div> <div style="width: 60%;">  <p>This submission, its data and uploaded file contents have been checked and verified to be untampered with.</p> </div> </div> <div style="margin-top: 10px;"> <p>Remarks</p> <p>These remarks will be saved together with your action in the history area</p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Confirm Discard Changes </div> </div> <ul style="list-style-type: none"> • User can fill-in the below information”, and click on the “Confirm” button <ul style="list-style-type: none"> ○ Remarks • and click on the “Confirm” button;

- **Confirm** - system send the quotation to Product Owner to fill-in the price and cost, then system will display the home page

The screenshot shows the VADS DealDesk interface. On the left, there's a sidebar with a user profile picture, name ('Sales Specialist normansara@vads.com'), and navigation links: HOME, MY TASKBOX, and MY SUBMISSIONS. To the right is a search bar with fields for Opportunity ID, Opportunity Name, Opportunity Owner Name, Account Name, and Account Category.

- **Discard Changes** - system cancel this form and display back to Quotation Details View Form

The screenshot shows the 'DC Non Productized Quotation' details view. At the top, there are five buttons: Return to Inbox, Edit, Product Selected, Post a message, and Workflow Status. Below this is a section titled 'DC Non Productized Quotation' with icons for document, phone, and gear. It displays information: Created by Test AGM, Quotation Ref No VADS/ICT/180317/137/TAGM, and Quotation Expiry 30 (No. of days to expire). A 'Customer Profile' section follows, listing: Opportunity ID 151002-28113, Company Name SPECIFIC RESOURCES SDN BHD, Customer Category Enterprise, City, State, and General Line.

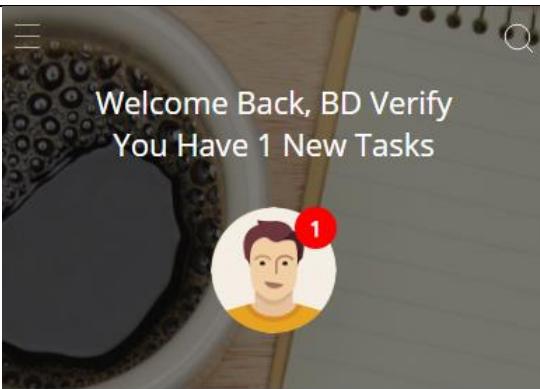
i. Requirement Verify by Business Development

On welcome page, the user can see the notification as below;



ORION Operation & User Guide

rapid4 Enterprise App Builder



Your action is needed on submission 010965
18/Mar/2017 01:38 PM By Test AGM

If the user click on the **Start** button.

The system will display “My Taskbox” list

Received	Submission No	Task	Subject	Time allocated
✉ 18/Mar/2017 010965 01:38 PM	BD to Verify	Your action is needed on submission 010965	3 day(s)	

Click on the Quotation Link which is the “**BD to Verify**” task name.

18/Mar/2017 010965
01:38 PM

BD to Verify

Your action is needed on
submission 010965

3 day(s)

The system will display the Quotation Details Form in View Mode as below;



ORION

Operation & User Guide

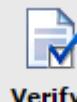
rapid4 Enterprise App Builder

	The screenshot shows the Quotation Details Form in View Mode. At the top, there is a toolbar with icons for 'Return to Inbox' (blue arrow), 'Edit' (pencil), 'Verify' (checkmark), 'Reassign' (two people), 'Post a message' (speech bubble with question mark), and 'Workflow Status' (gear). Below the toolbar, the title 'DC Non Productized Quotation' is displayed next to a blue document icon. Underneath the title, it says 'Created by Test AGM'. The 'Quotation Ref No' is listed as 'VADS/ICT/180317/137/TAGM'. The 'Quotation Expiry' is set to '30' days. A dark blue header bar labeled 'Customer Profile' spans across the form. Below this, various customer details are listed with small orange edit icons: 'Opportunity ID' (151002-28113), 'Company Name' (SPECIFIC RESOURCES SDN BHD), 'Customer Category' (Enterprise), 'City', 'State', and 'General Line'. <p>Created by Test AGM</p> <p>Quotation Ref No VADS/ICT/180317/137/TAGM</p> <p>Quotation Expiry 30 (No. of days to expire)</p> <p>Customer Profile</p> <p>Opportunity ID 151002-28113</p> <p>Company Name SPECIFIC RESOURCES SDN BHD</p> <p>Customer Category Enterprise</p> <p>City</p> <p>State</p> <p>General Line</p>
	If the user click on the notification link; Your action is needed on submission 010965 18/Mar/2017 01:38 PM By Test AGM The system will display the Quotation Details Form in View Mode as below;

	 <p>DC Non Productized Quotation</p> <p>Created by Test AGM</p> <p>Quotation Ref No VADS/ICT/180317/137/TAGM</p> <p>Quotation Expiry 30 (No. of days to expire)</p> <p>Customer Profile</p> <p>Opportunity ID 151002-28113</p> <p>Company Name SPECIFIC RESOURCES SDN BHD</p> <p>Customer Category Enterprise</p> <p>City</p> <p>State</p> <p>General Line</p>
	<p>Action button function</p> <p>In the View Mode, at top of the page there are “Return to Inbox”, “Edit”, “Verify”, “Reassign”, “Post a Message” and “Workflow Status” Action button</p>  <p>When the user click on the button , the system will display the “My Taskbox” list.</p>



When the user click on the button  , the system will display the quotation from view mode to editable mode.



When the user click on the button  , the system will proceed to next workflow process which is Datacenter Admin to advice Infra.



When the user click on the button  , user can assign other user this opportunity task.



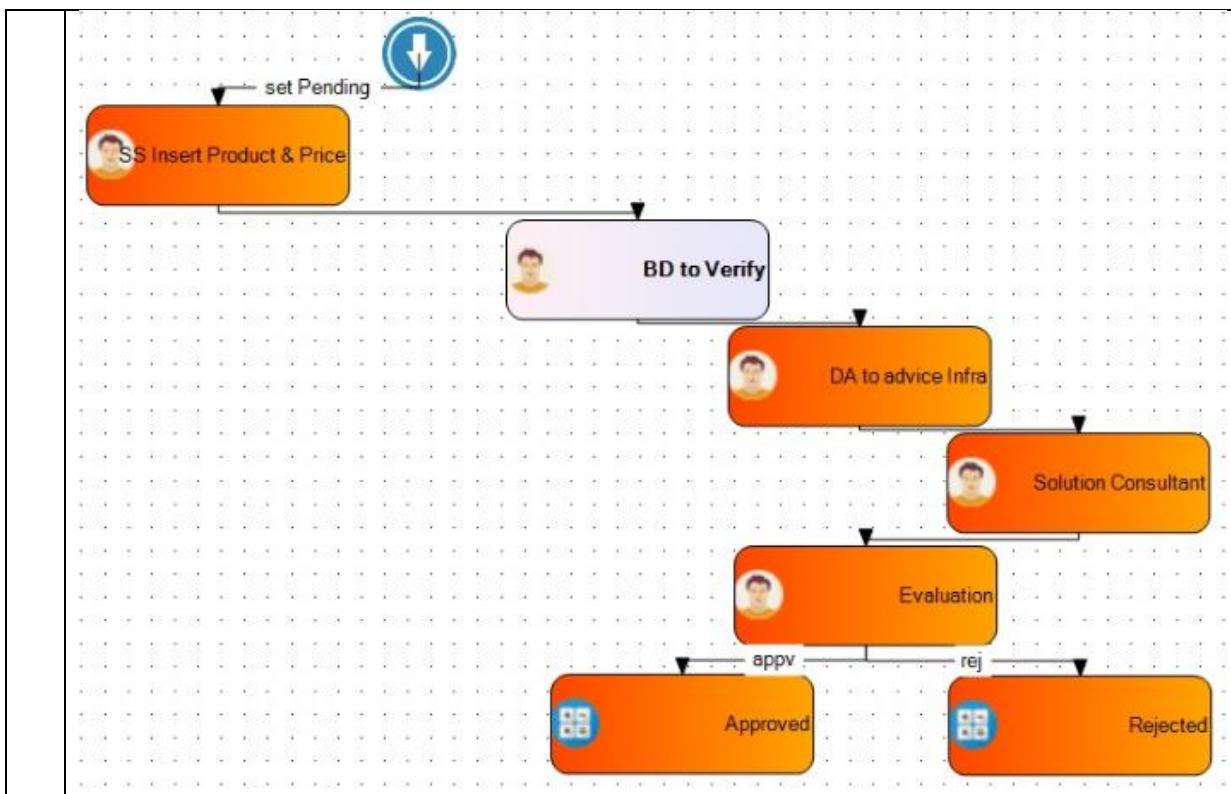
Post a message

When the user click on the button  , the system will post a message on the submission information details.



Workflow Status

When the user click on the button  , the system show the current status in the workflow.



Business Development Verification

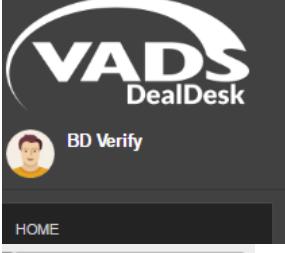
After business development verify the requirement, datacenter administrator need to advice regarding the infra. The BD user need to click on the “**Verify**” action button.

The system will display message action as below;

Submit an action - 'Verify'
You can use this screen to submit your action

Digital Fingerprint This ensures that the content of the submission is exactly the same as when it was submitted	This submission, its data and uploaded file contents have been checked and verified to be untampered with.
Remarks These remarks will be saved together with your action in the history area	<input type="text"/>
<input type="button" value="Confirm"/> <input type="button" value="Discard Changes"/>	

- User can fill-in the below information,

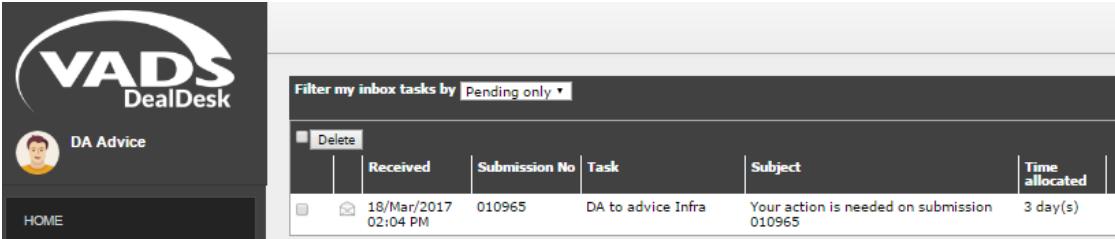
	<ul style="list-style-type: none"> ○ Remarks ● and click on the button below; <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="button" value="Confirm"/> </div> <ul style="list-style-type: none"> ○ <input type="button" value="Confirm"/> - system send the quotation to Datacenter administrator, then system will display the home page <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Filter my inbox tasks by Pending only ▾</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Delete</th> <th style="width: 10%;">Received</th> <th style="width: 10%;">Submission No</th> <th style="width: 10%;">Task</th> <th style="width: 10%;">Subject</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>There are currently no records</p> </div> </div> <ul style="list-style-type: none"> ○ <input type="button" value="Discard Changes"/> - system cancel this form and display back to Quotation <p>Details View Form</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="display: flex; justify-content: space-around; font-size: small; margin-bottom: 5px;"> </div> <p>DC Non Productized Quotation</p> <p>Created by Test AGM</p> <p>Quotation Ref No VADS/ICT/180317/137/TAGM</p> <p>Quotation Expiry 30 (No. of days to expire)</p> <p>Customer Profile</p> <p>Opportunity ID 151002-28113</p> <p>Company Name SPECIFIC RESOURCES SDN BHD</p> <p>Customer Category Enterprise</p> <p>City </p> <p>State </p> <p>General Line </p> </div>	Delete	Received	Submission No	Task	Subject					
Delete	Received	Submission No	Task	Subject							
	ii. Advice Infra by Datacenter Administrator										
	On welcome page, the user can see the notification as below;										



Your action is needed on submission 010965
18/Mar/2017 02:04 PM By Test AGM

If the user click on the **Start** button.

The system will display “My Taskbox” list

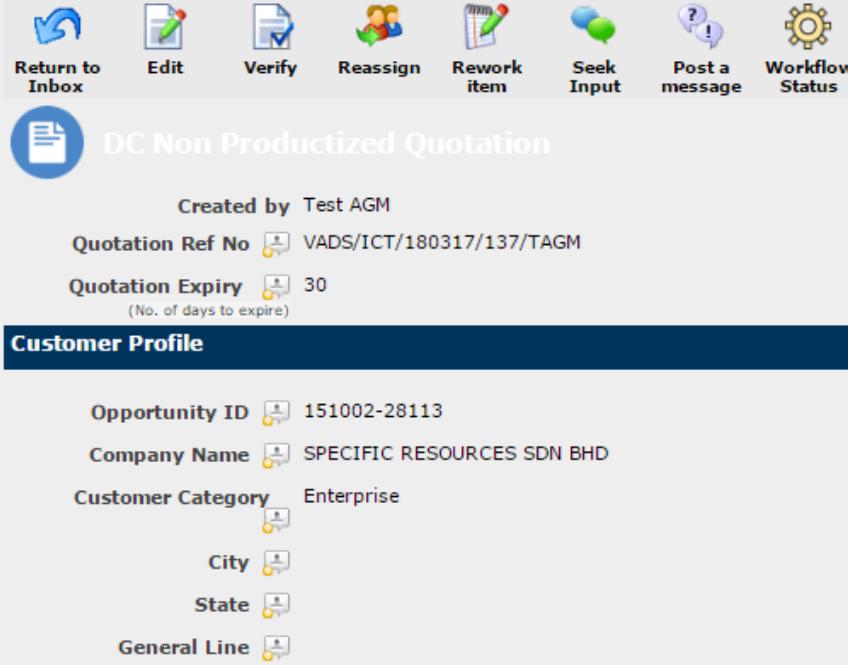
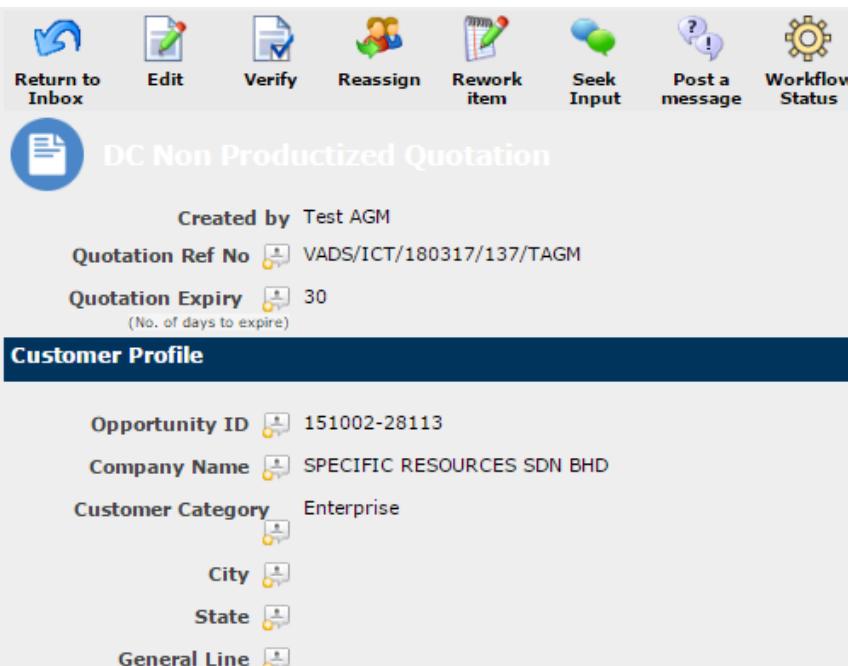


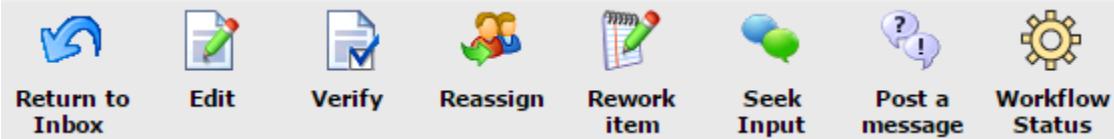
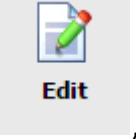
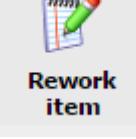
Filter my inbox tasks by Pending only ▾					
<input type="checkbox"/> Delete	Received	Submission No	Task	Subject	Time allocated
<input type="checkbox"/>	18/Mar/2017 02:04 PM	010965	DA to advice Infra	Your action is needed on submission 010965	3 day(s)

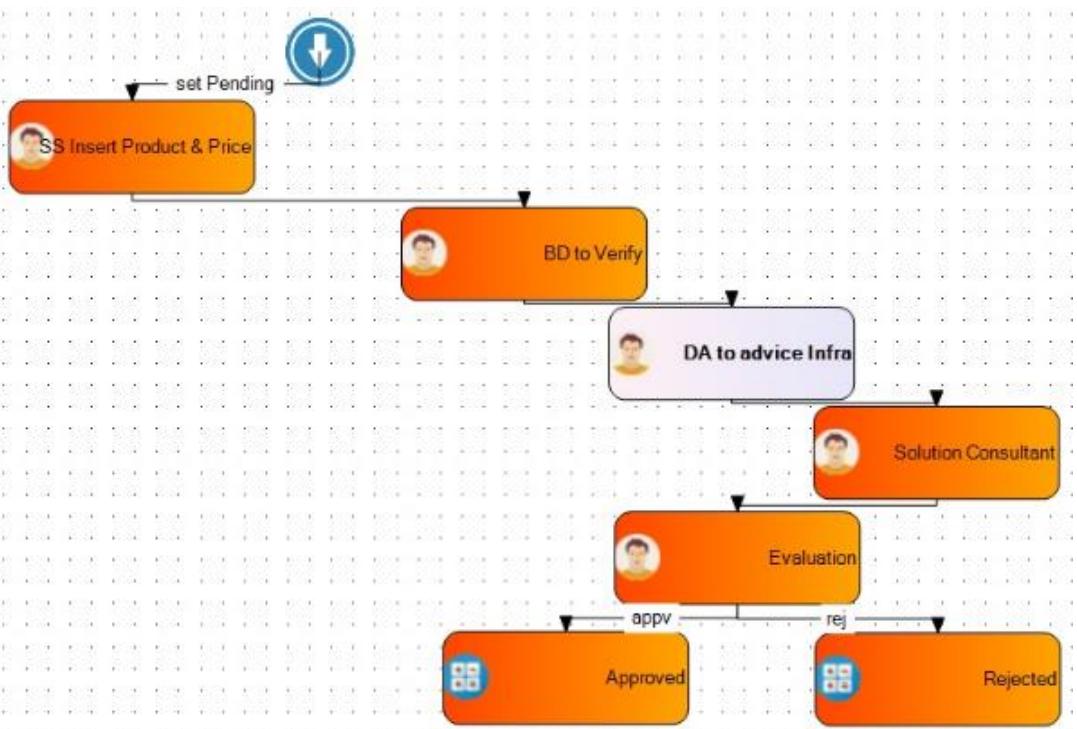
Click on the Quotation Link which is the “**DA to advice Infra**” task name.

18/Mar/2017 010965 02:04 PM DA to advice Infra Your action is needed on submission 010965 3 day(s)

The system will display the Quotation Details Form in View Mode as below;

	 <p>The screenshot shows the Quotation Details Form in View Mode. At the top, there is a toolbar with icons for: Return to Inbox, Edit, Verify, Reassign, Rework item, Seek Input, Post a message, and Workflow Status. Below the toolbar, the title "DC Non Productized Quotation" is displayed. Underneath the title, it says "Created by Test AGM". The "Quotation Ref No" is listed as VADS/ICT/180317/137/TAGM. The "Quotation Expiry" is set to 30 days. A section titled "Customer Profile" contains fields for Opportunity ID (151002-28113), Company Name (SPECIFIC RESOURCES SDN BHD), Customer Category (Enterprise), City, State, and General Line.</p>
	<p>If the user click on the notification link;</p>  <p>Your action is needed on submission 010965 18/Mar/2017 02:04 PM By Test AGM</p> <p>The system will display the Quotation Details Form in View Mode as below;</p>  <p>The screenshot shows the Quotation Details Form in View Mode. At the top, there is a toolbar with icons for: Return to Inbox, Edit, Verify, Reassign, Rework item, Seek Input, Post a message, and Workflow Status. Below the toolbar, the title "DC Non Productized Quotation" is displayed. Underneath the title, it says "Created by Test AGM". The "Quotation Ref No" is listed as VADS/ICT/180317/137/TAGM. The "Quotation Expiry" is set to 30 days. A section titled "Customer Profile" contains fields for Opportunity ID (151002-28113), Company Name (SPECIFIC RESOURCES SDN BHD), Customer Category (Enterprise), City, State, and General Line.</p>

Action button function	
	<p>In the View Mode, at top of the page there are “Return to Inbox”, “Edit”, “Verify”, “Rework Item”, “Seek Input”, “Post a Message” and “Workflow Status” Action button</p>  <p>When the user click on the button , the system will display the “My Taskbox” list.</p> <p>When the user click on the button , the system will display the quotation from view mode to editable mode.</p> <p>When the user click on the button , the system will proceed to next workflow process which is Solution Consultant</p> <p>When the user click on the button , user can assign other user this opportunity task.</p> <p>When the user click on the button , user can ask other user to update the opportunity and revert back.</p>

	<p>When the user click on the button  , user can ask advice or for further information or advice regarding this quotation from others.</p> <p>When the user click on the button  , the system will post a message on the submission information details.</p> <p>When the user click on the button  , the system show the current status in the workflow.</p>  <pre>graph TD; A[SS Insert Product & Price] --> B[BD to Verify]; B --> C[DA to advice Infra]; C --> D[Evaluation]; D -- appv --> E[Approved]; D -- rej --> F[Rejected];</pre> <p>Datacenter Administrator Verification</p>
--	--

After datacenter administrator advice the infra, solution consultant need to prepare the solution. The DA user need to click on the “**Verify**” action button.

The system will display message action as below;

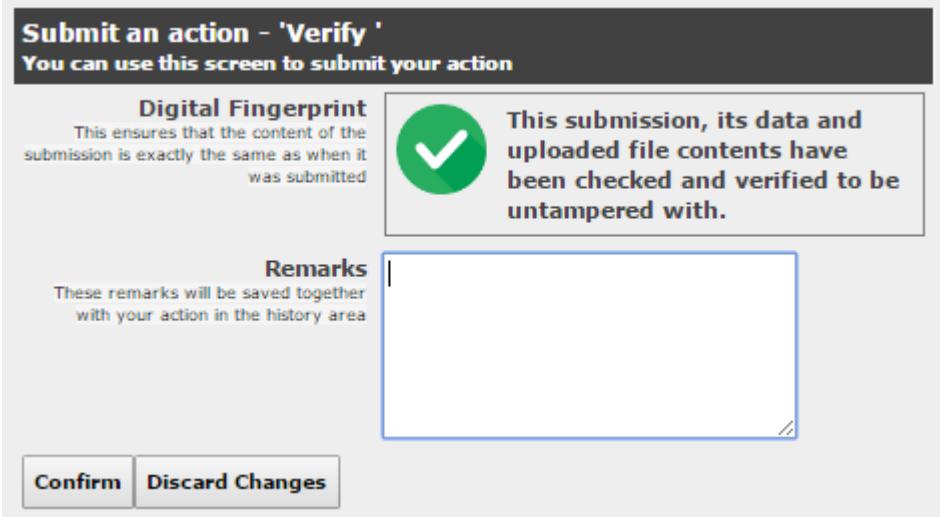
Submit an action - 'Verify'
You can use this screen to submit your action

Digital Fingerprint
This ensures that the content of the submission is exactly the same as when it was submitted

 This submission, its data and uploaded file contents have been checked and verified to be untampered with.

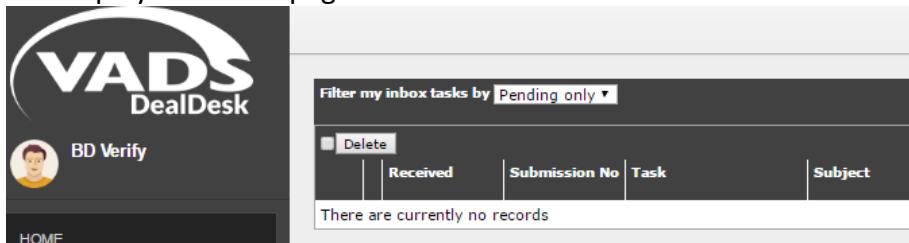
Remarks
These remarks will be saved together with your action in the history area

Confirm **Discard Changes**



- User can fill-in the below information,
 - Remarks
- and click on the button below;

- system send the quotation to Solution Consultant, then system will display the home page



- system cancel this form and display back to Quotation Details View Form

	<p>DC Non Productized Quotation</p> <p>Created by Test AGM</p> <p>Quotation Ref No VADS/ICT/180317/137/TAGM</p> <p>Quotation Expiry 30 (No. of days to expire)</p> <p>Customer Profile</p> <p>Opportunity ID 151002-28113</p> <p>Company Name SPECIFIC RESOURCES SDN BHD</p> <p>Customer Category Enterprise</p> <p>City</p> <p>State</p> <p>General Line</p>
--	---

iii. Solution Preparation by Solution Consultant

On welcome page, the user can see the notification as below;



Your action is needed on submission 010965
18/Mar/2017 04:10 PM By Test AGM

	<p>If the user click on the Start button.</p> <p>The system will display “My Taskbox” list</p>
--	---



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The screenshot shows the VADS DealDesk inbox interface. A task is highlighted with a red border. The task details are: Date: 18/Mar/2017 04:10 PM, Submission No: 010965, Task: Solution Consultant, Subject: Your action is needed on submission 010965, and Time allocated: 3 day(s).

Click on the Quotation Link which is the "**Solution Consultant**" task name.

18/Mar/2017 010965 Solution Consultant Your action is needed on submission 010965
04:10 PM

The system will display the Quotation Details Form in View Mode as below;

The screenshot shows the Quotation Details Form in View Mode. It includes a toolbar with icons for Return to Inbox, Edit, Solution Prepared, Reassign, Rework item, Seek Input, Post a message, and Workflow Status. The main content area displays the following information:

- Quotation Ref No: VADS/ICT/180317/137/TAGM
- Quotation Expiry: 30 (No. of days to expire)
- Customer Profile section:
 - Opportunity ID: 151002-28113
 - Company Name: SPECIFIC RESOURCES SDN BHD
 - Customer Category: Enterprise
 - City
 - State
 - General Line

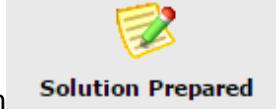
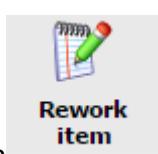
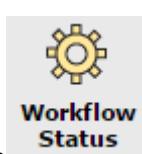
If the user click on the notification link;

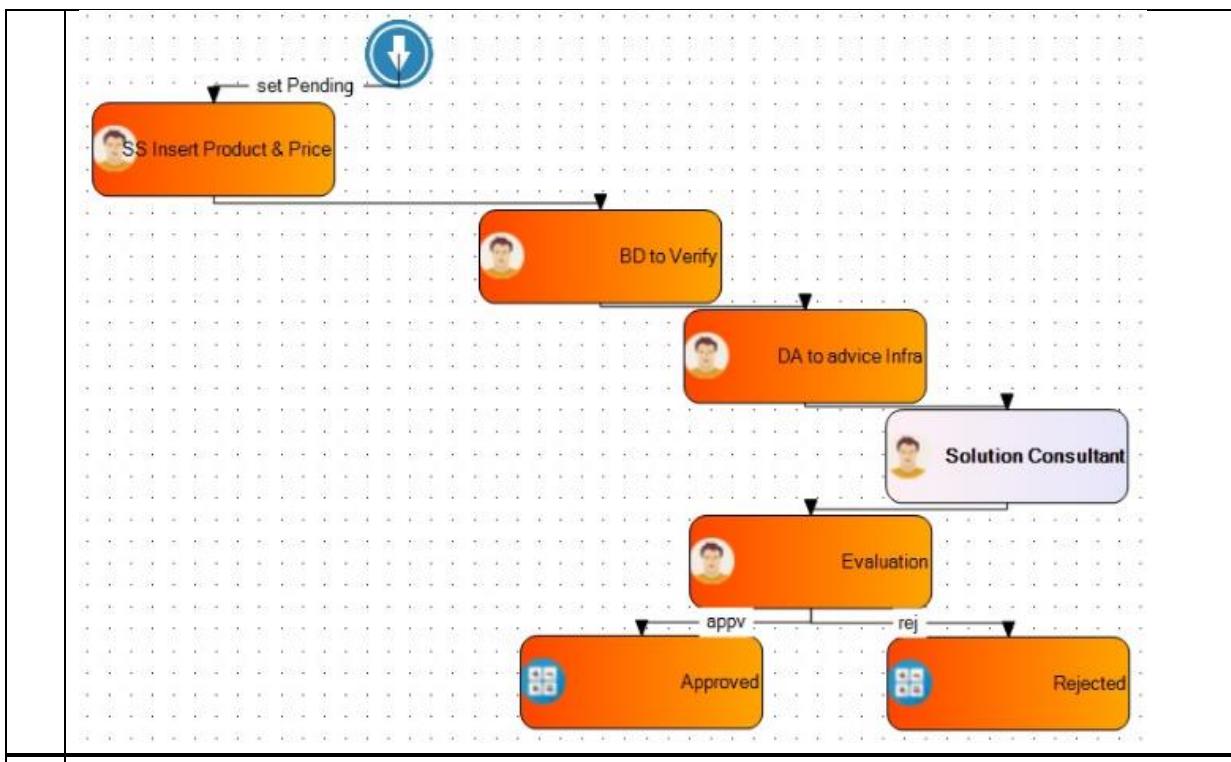


Your action is needed on submission 010965
18/Mar/2017 04:10 PM By Test AGM

The system will display the Quotation Details Form in View Mode as below;

	 <p>DC Non Productized Quotation</p> <p>Created by Test AGM</p> <p>Quotation Ref No  VADS/ICT/180317/137/TAGM</p> <p>Quotation Expiry  30 (No. of days to expire)</p> <p>Customer Profile</p> <p>Opportunity ID  151002-28113</p> <p>Company Name  SPECIFIC RESOURCES SDN BHD</p> <p>Customer Category  Enterprise</p> <p>City  </p> <p>State  </p> <p>General Line  </p>
	<p>Action button function</p> <p>In the View Mode, at top of the page there are “Return to Inbox”, “Edit”, “Solution Prepared”, “Rework Item”, “Seek Input”, “Post a Message” and “Workflow Status”</p> <p>Action button</p>  <p>When the user click on the button  , the system will display the “My Taskbox” list.</p>  <p>When the user click on the button  , the system will display the quotation from view mode to editable mode.</p>

	<p>When the user click on the button  , the system will proceed to next workflow process which is Approval level.</p> <p>When the user click on the button  , user can assign other user this opportunity task.</p> <p>When the user click on the button  , user can ask other user to update the opportunity and revert back.</p> <p>When the user click on the button  , user can ask advice or for further information or advice regarding this quotation from others.</p> <p>When the user click on the button  , the system will post a message on the submission information details.</p> <p>When the user click on the button  , the system show the current status in the workflow.</p>
--	--



Solution Prepared

After Solution consultant complete prepare the solution, the submitter need to review the quotation. The user need to click on the “**Prepared Solution**” action button.

The system will display message action as below;

Submit an action - 'Solution Prepared'

You can use this screen to submit your action

Digital Fingerprint

This ensures that the content of the submission is exactly the same as when it was submitted

This submission, its data and uploaded file contents have been checked and verified to be untampered with.

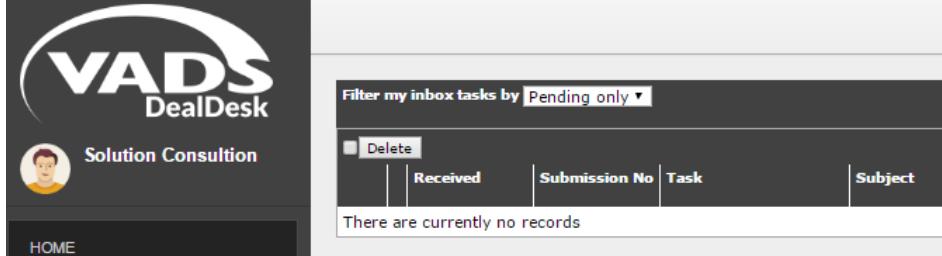
Remarks

These remarks will be saved together with your action in the history area

Confirm
Discard Changes

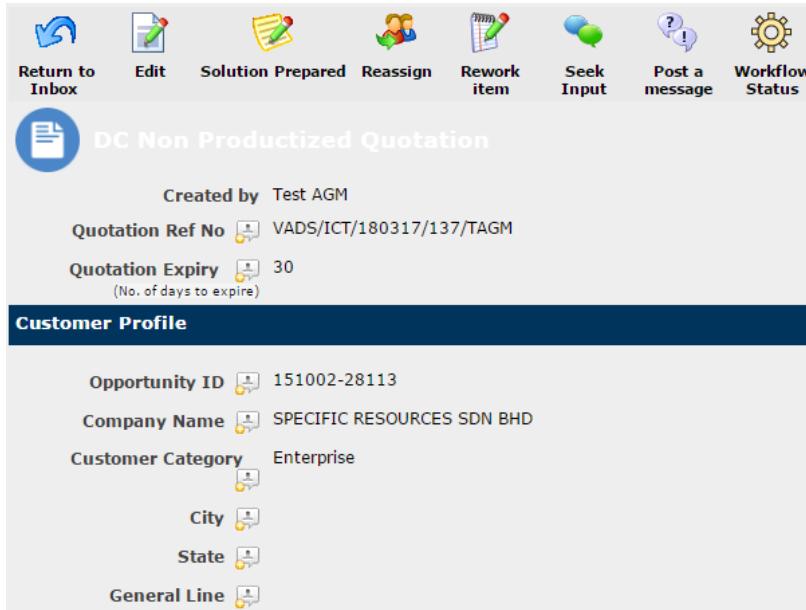
- User can fill-in the below information”, and click on the “Confirm” button
 - Remarks
- and click on the “Confirm” button;

-  - system send the quotation to the CEO for approval and then system will display the home page



-  - system cancel this form and display back to Quotation

Details View Form



The screenshot shows a 'DC Non Productized Quotation' details view. At the top, there are several action buttons: 'Return to Inbox', 'Edit', 'Solution Prepared', 'Reassign', 'Rework item', 'Seek Input', 'Post a message', and 'Workflow Status'. Below this, the title 'DC Non Productized Quotation' is displayed. The form contains the following fields:

- Created by: Test AGM
- Quotation Ref No: VADS/ICT/180317/137/TAGM
- Quotation Expiry: 30 (No. of days to expire)
- Customer Profile**
 - Opportunity ID: 151002-28113
 - Company Name: SPECIFIC RESOURCES SDN BHD
 - Customer Category: Enterprise
 - City:
 - State:
 - General Line:

6) Approval

a. Approval View

On welcome page, the user can see the notification as below;

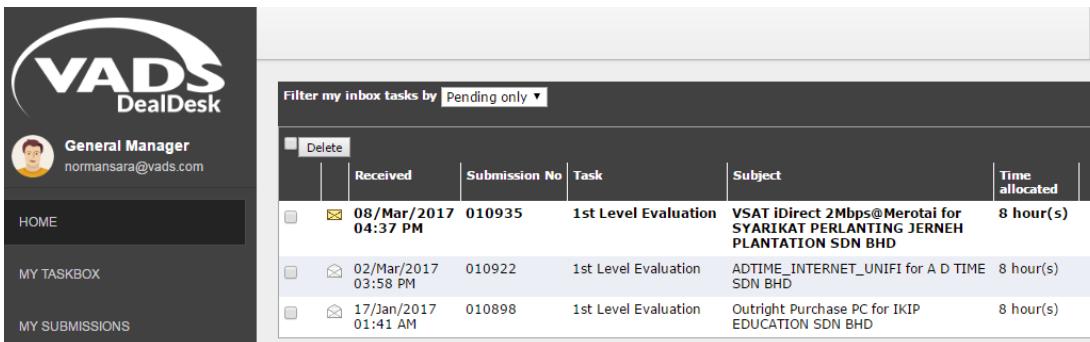


VSAT iDirect 2Mbps@Merotai for SYARIKAT
PERLANTING JERNEH PLANTATION SDN BHD
08/Mar/2017 04:37 PM By Team lead SS

Start

If the user click on the **Start** button.

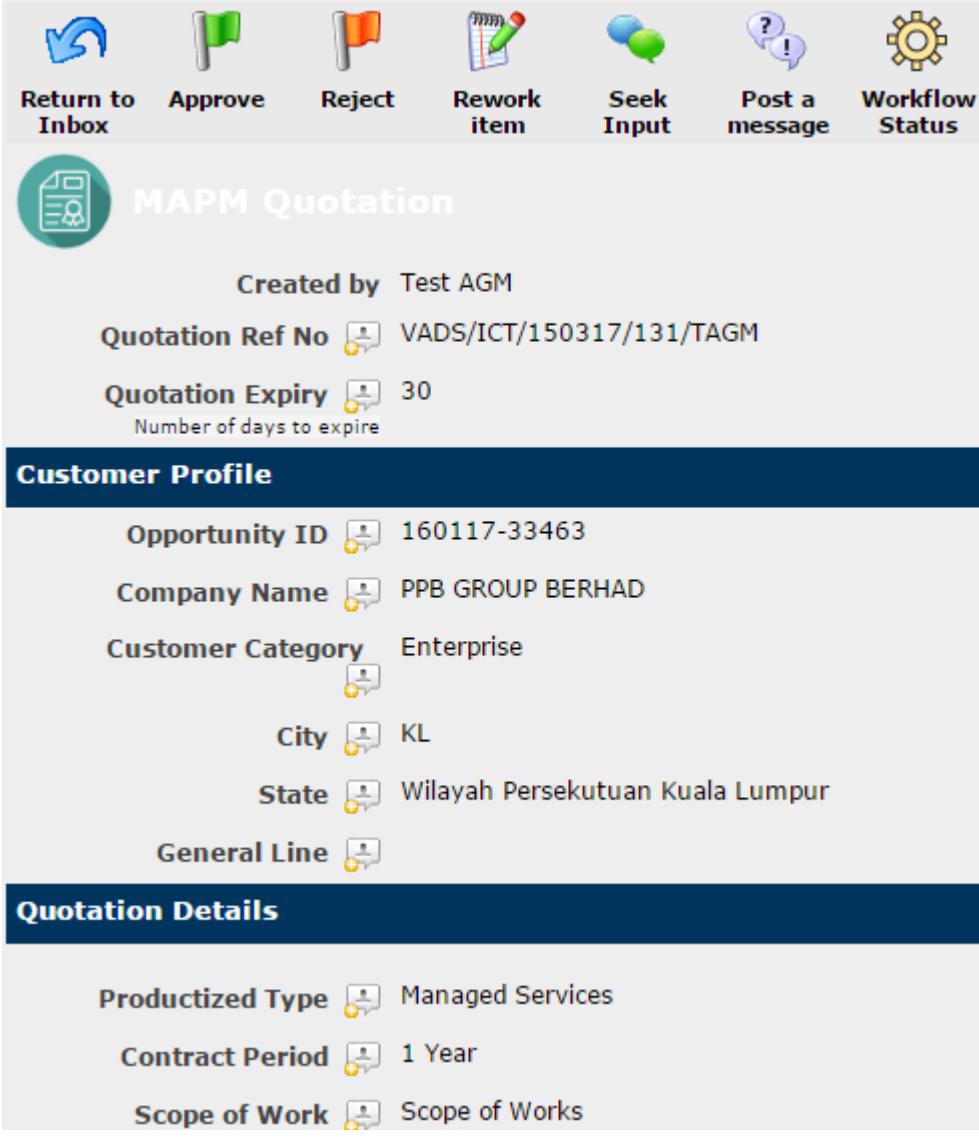
The system will display “My Taskbox” list as below;

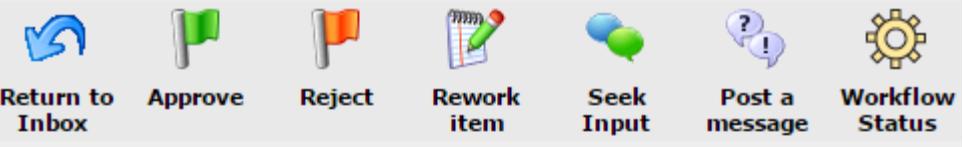
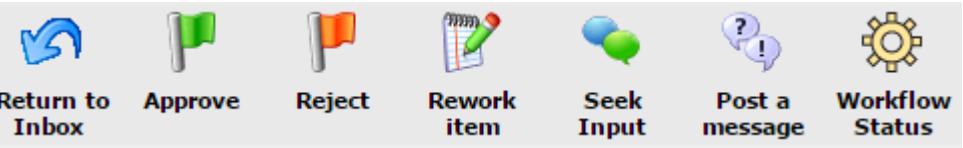
A screenshot of the VADS DealDesk mobile application. On the left, there is a sidebar with navigation options: 'HOME', 'MY TASKBOX', and 'MY SUBMISSIONS'. The main area shows a table titled 'Filter my inbox tasks by Pending only ▾'. The table has columns: 'Delete', 'Received', 'Submission No', 'Task', 'Subject', and 'Time allocated'. There are three rows of data:

Delete	Received	Submission No	Task	Subject	Time allocated
<input type="checkbox"/>	✉ 08/Mar/2017 04:37 PM	010935	1st Level Evaluation	VSAT iDirect 2Mbps@Merotai for SYARIKAT PERLANTING JERNEH PLANTATION SDN BHD	8 hour(s)
<input type="checkbox"/>	✉ 02/Mar/2017 03:58 PM	010922	1st Level Evaluation	ADTIME_INTERNET_UNIFI for A D TIME SDN BHD	8 hour(s)
<input type="checkbox"/>	✉ 17/Jan/2017 01:41 AM	010898	1st Level Evaluation	Outright Purchase PC for IKIP EDUCATION SDN BHD	8 hour(s)

Click on the Quotation Link which is the “**1st Level Evaluation**” task name.

**08/Mar/2017 010935 1st Level Evaluation VSAT iDirect 2Mbps@Merotai for
04:37 PM** SYARIKAT PERLANTING JERNEH
PLANTATION SDN BHD

	<p>The system will display the Quotation Details Form in View Mode as below;</p> 
	<p>If the user click on the notification link;</p>  <p>PPBGROUP_DOME10M_3YEARS for PPB GROUP BERHAD 17/Mar/2017 03:24 PM By Test AGM</p> <p>The system will display the Quotation Details Form in View Mode as below;</p>

	 <p>MAPM Quotation</p> <p>Created by Test AGM</p> <p>Quotation Ref No  VADS/ICT/150317/131/TAGM</p> <p>Quotation Expiry  30 Number of days to expire</p> <p>Customer Profile</p> <p>Opportunity ID  160117-33463</p> <p>Company Name  PPB GROUP BERHAD</p> <p>Customer Category  Enterprise</p> <p>City  KL</p> <p>State  Wilayah Persekutuan Kuala Lumpur</p> <p>General Line </p> <p>Quotation Details</p> <p>Productized Type  Managed Services</p> <p>Contract Period  1 Year</p> <p>Scope of Work  Scope of Works</p>
	Action button function
	In the View Mode , at top of the page there are " Return to Inbox ", " Edit ", " Approve ", " Reject ", " Rework Item ", " Seek Input ", " Post a Message " and " Workflow Status ". Action button; 



Return to
listing

When the user click on the button  , the system will display the “**My Taskbox**” list.



Approve

When the user click on the button  , the system will proceed to next workflow process which is PM Pre sales fill-in the Professional Services.

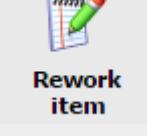


Reject

When the user click on the button  , the system will change the quotation status to reject and stop the workflow.



Rework
item

When the user click on the button  , user can ask the Sales Specialist to update the line items and revert back.



Seek
Input

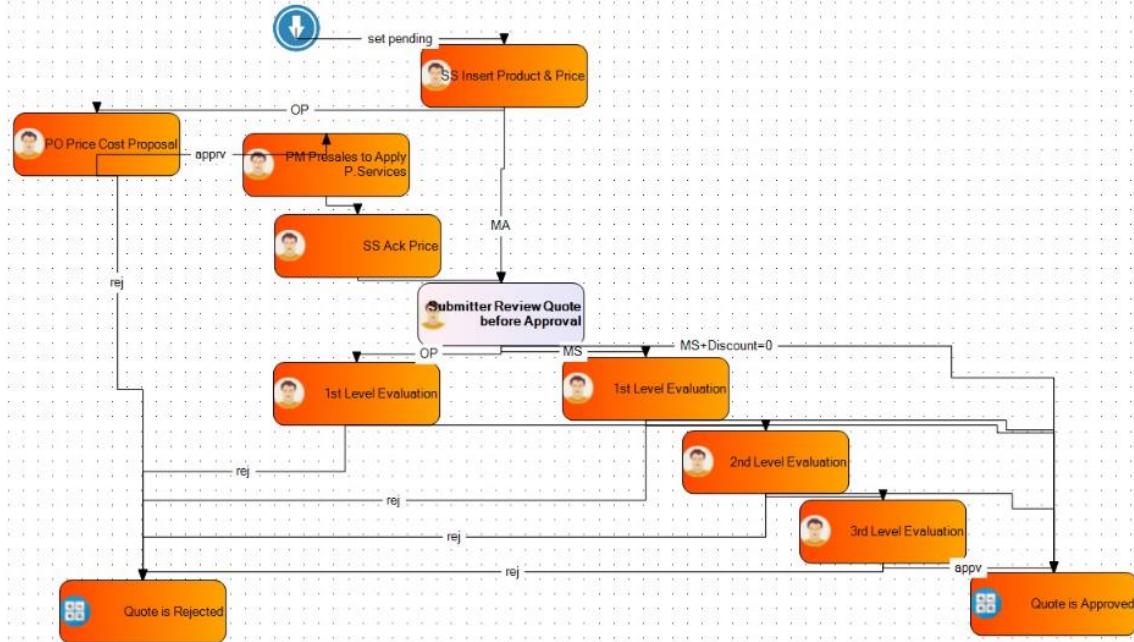
When the user click on the button  , user can ask for further information or advice regarding this quotation from others.



Post a
message

When the user click on the button  , the system will post a message on the submission information details.

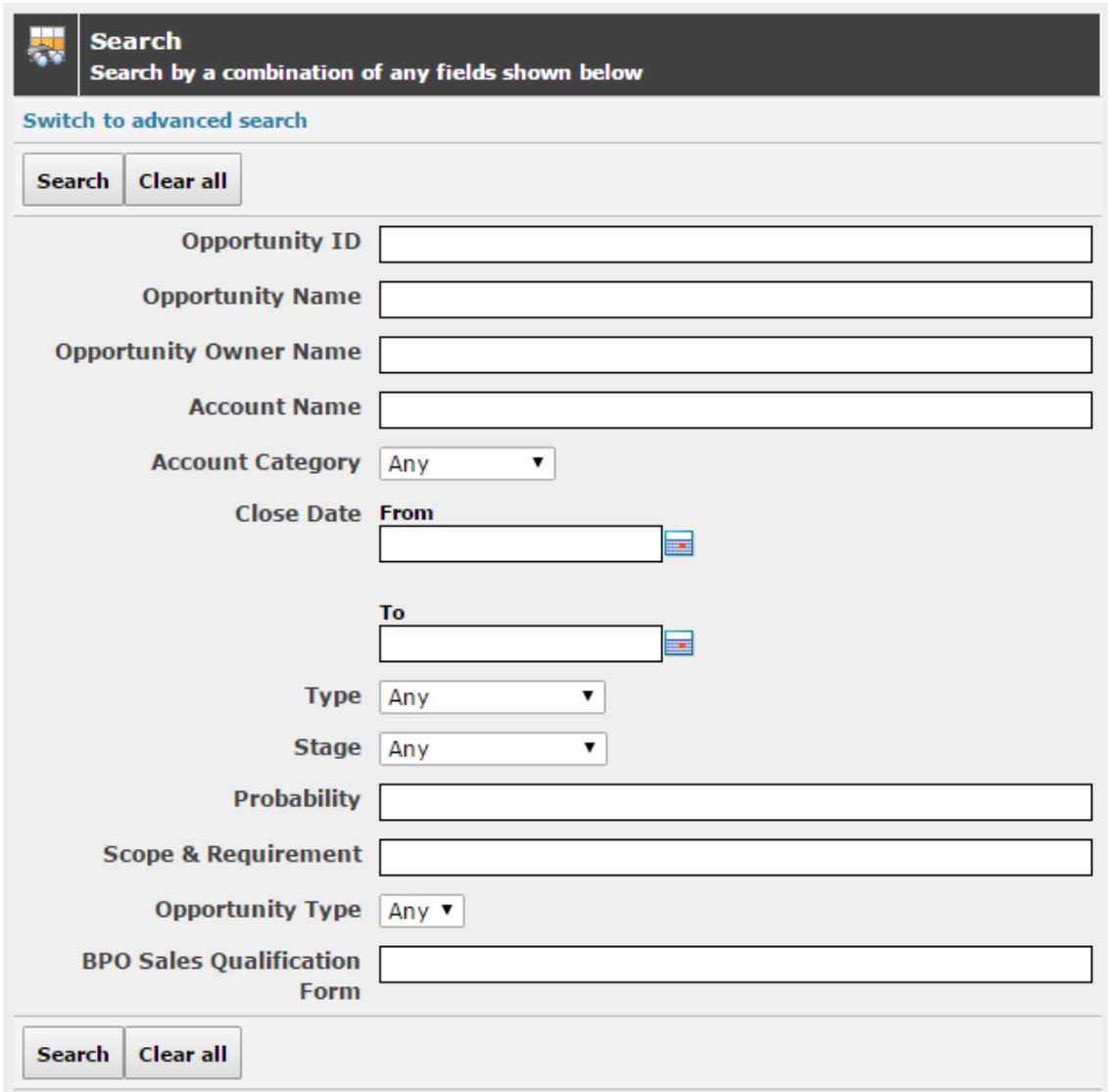
When the user click on the button , the system show the current status in the quotation workflow as below;



7) Search Opportunity

1.

From the Main Page, on the left menu click on the **SEARCH OPPORTUNITY** link.
The system will display Opportunity Search Form as below;



The screenshot shows the 'Search' interface for opportunities. At the top, there's a header with a search icon and the text 'Search by a combination of any fields shown below'. Below this is a 'Switch to advanced search' link. The main area contains various search fields:

- Opportunity ID:** A text input field.
- Opportunity Name:** A text input field.
- Opportunity Owner Name:** A text input field.
- Account Name:** A text input field.
- Account Category:** A dropdown menu set to 'Any'.
- Close Date:** A date range selector with 'From' and 'To' fields, each with a calendar icon.
- Type:** A dropdown menu set to 'Any'.
- Stage:** A dropdown menu set to 'Any'.
- Probability:** A text input field.
- Scope & Requirement:** A text input field.
- Opportunity Type:** A dropdown menu set to 'Any'.
- BPO Sales Qualification Form:** A text input field.

At the bottom of the form are two buttons: 'Search' and 'Clear all'.

- **Search**
 - Fill in the **value of the field** that want to search.
 - If the user click on the "Search" button on the bottom of the form.

Search
Search by a combination of any fields shown below

[Switch to advanced search](#)

Search	Clear all
<input style="width: 100%; border: 1px dashed red; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Opportunity ID"/> 33463	
<input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Opportunity Name"/> <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Opportunity Owner Name"/> <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Account Name"/> <div style="display: flex; align-items: center;"> Account Category <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Any"/> </div> <div style="display: flex; align-items: center;"> Close Date From To </div> <div style="display: flex; align-items: center;"> Type <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Any"/> </div> <div style="display: flex; align-items: center;"> Stage <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Any"/> </div> <div style="display: flex; align-items: center;"> Probability <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text"/> </div> <div style="display: flex; align-items: center;"> Scope & Requirement <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text"/> </div> <div style="display: flex; align-items: center;"> Opportunity Type <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text" value="Any"/> </div> <div style="display: flex; align-items: center;"> BPO Sales Qualification Form <input style="width: 100%; border: 1px solid #ccc; border-bottom: none; padding: 5px; margin-bottom: 5px;" type="text"/> </div>	
Search	Clear all

- Result of the search, which will list all the opportunity that contain “33463” in the “Opportunity ID” field.

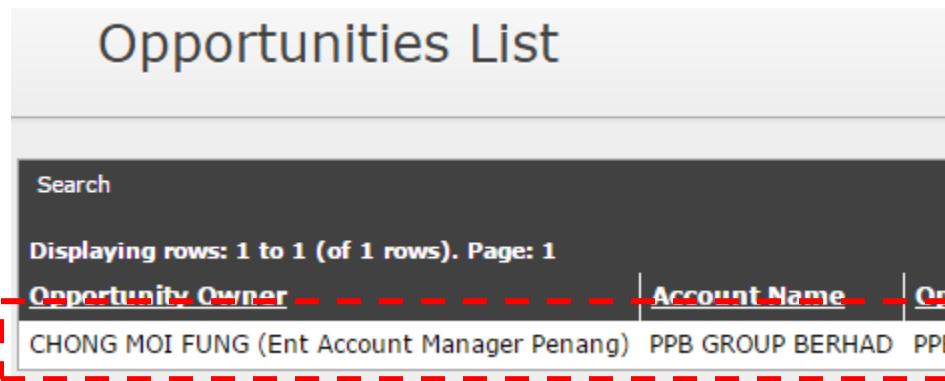
Opportunities List

Search		
Displaying rows: 1 to 1 (of 1 rows). Page: 1		
Opportunity Owner	Account Name	Opportunity ID
CHONG MOI FUNG (Ent Account Manager Penang)	PPB GROUP BERHAD	PPE

- Clear All**
 - To **Clear all the searched** value click ok the “**Clear All**” button
 - If the user click on the Search button, the result from **Opportunity Search Form** will list **all** of the opportunity.

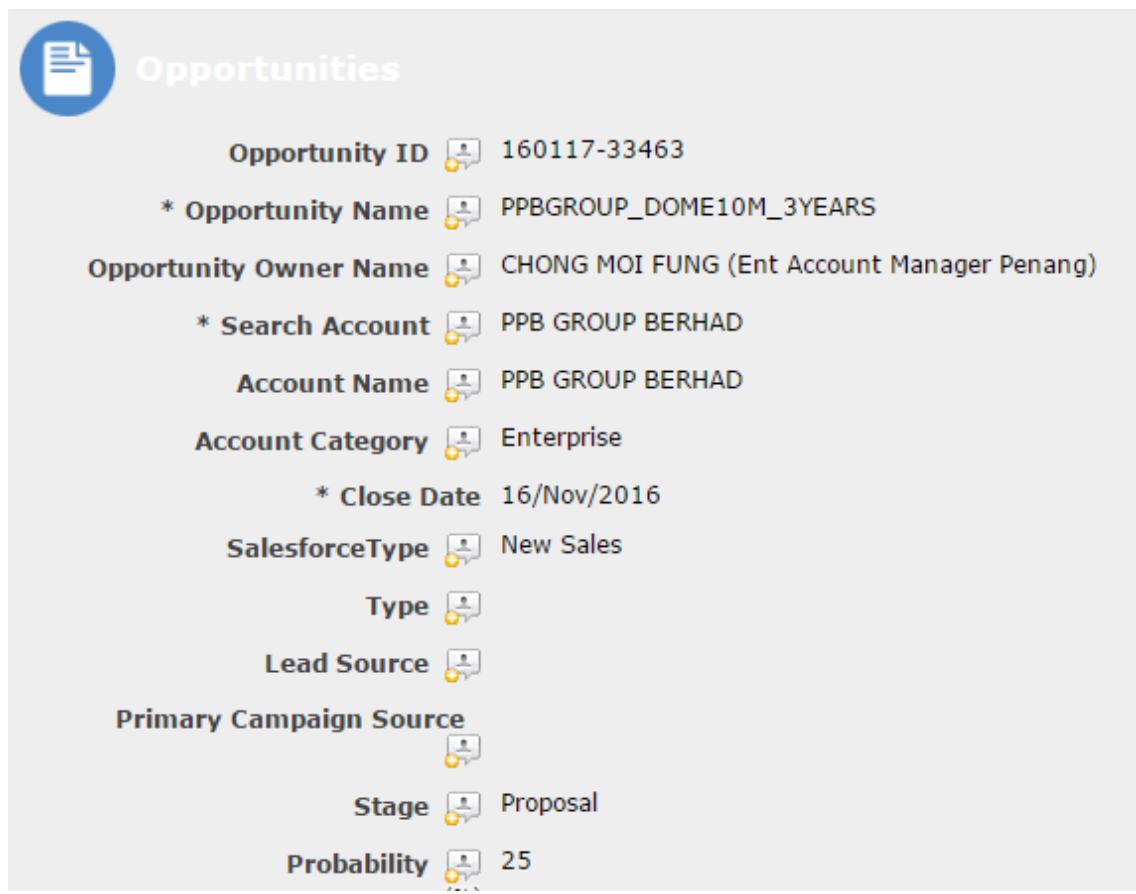
8) Revise Quotation

- From the Opportunity search result, click on the Opportunity link;



The screenshot shows a table titled "Opportunities List". The table has a header row with columns for "Opportunity Owner" and "Account Name". Below the header, there is one data row containing the values "CHONG MOI FUNG (Ent Account Manager Penang)" and "PPB GROUP BERHAD". A red dashed box highlights the "Opportunity Owner" and "Account Name" columns.

The system will display the Opportunity Details View form.



The screenshot shows the "Opportunities" details view. The form includes the following fields:

Opportunity ID	160117-33463
* Opportunity Name	PPBGROUP_DOME10M_3YEARS
Opportunity Owner Name	CHONG MOI FUNG (Ent Account Manager Penang)
* Search Account	PPB GROUP BERHAD
Account Name	PPB GROUP BERHAD
Account Category	Enterprise
* Close Date	16/Nov/2016
SalesforceType	New Sales
Type	
Lead Source	
Primary Campaign Source	
Stage	Proposal
Probability	25

At the *Quotation section*, click on the quotation link which status is **Approved**.

MAPM Quotations	
Quotation Ref No	Quotation Status
VADS/ICT/150317/131/TAGM	Approved

Solution CMT

Solution CMT	
Quotation Ref No	Quotation Status
There are currently no records	

DC Productized Quotations

DC Productized Quotations	
Quotation Ref No	Quotation Status
VADS/ICT/170317/132/TLSS	Pending

2. The system displayed selected **MAPM Quotation Details form** as below;

Customer Profile	
Opportunity ID	160117-33463
Company Name	PPB GROUP BERHAD
Customer Category	Enterprise
City	KL
State	Wilayah Persekutuan Kuala Lumpur
General Line	

Quotation Details	
Opportunity Name	PPBGROUP_DOME10M_3YEARS
Company No	PS/0008167-W
Address	L3 Cheras Leisure Mall, 8 Jalan M...
Postcode	56100
Country	Malaysia
Website	

At bottom of the page there are “**Save**”, “**Save and Submit**”, “**Discard Changes**”, “**Generate PDF**”, “**New Revision**” and “**Upgrade/Downgrade**” button

Click on the button

New Revision

The system will pop-up confirmation message to generate a new revision as below;

49.236.195.52 says:

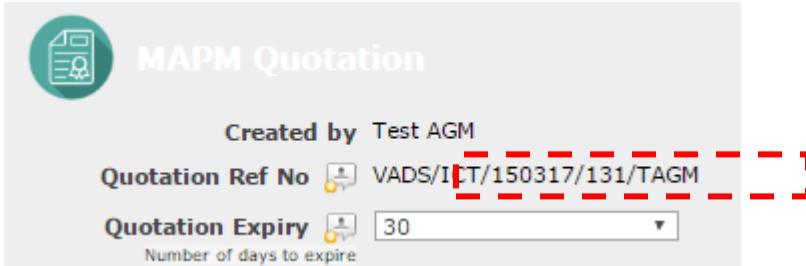
Are you sure you wish to generate a new revision?

OK

Cancel

After user click on “OK” button, the system will create new quotation and add revise no to the Quotation Ref No as shown below;

Before Revise Quotation



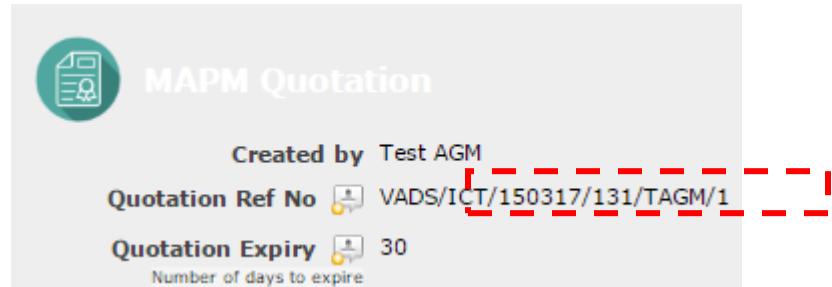
MAPM Quotation

Created by Test AGM

Quotation Ref No VADS/ICT/150317/131/TAGM

Quotation Expiry 30
Number of days to expire

After Revise Quotation



MAPM Quotation

Created by Test AGM

Quotation Ref No VADS/ICT/150317/131/TAGM/1

Quotation Expiry 30
Number of days to expire

From the Quotation List, user can see the revise quotation as below;



ORION

Operation & User Guide

rapid4
Enterprise App
Builder

Quotations

MAPM Pricing Request Form [Click Here To View](#)

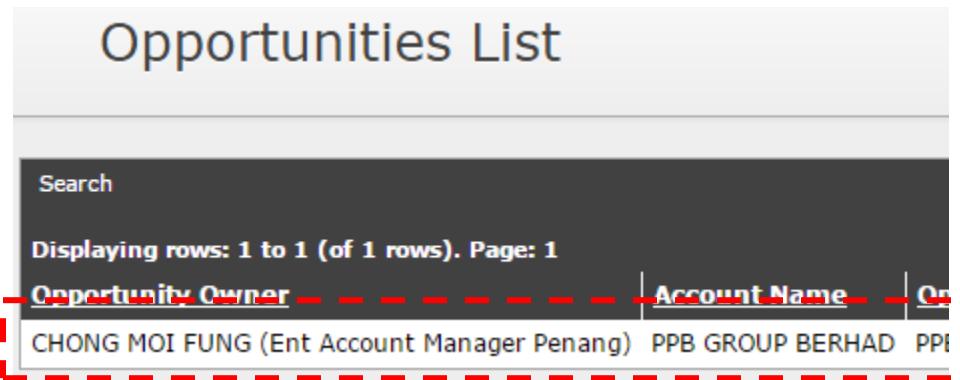
PRFO02

MAPM Quotations

Quotation Ref No	Quotation Status
VADS/ICT/150317/131/TAGM/1	Draft
VADS/ICT/150317/131/TAGM	Approved

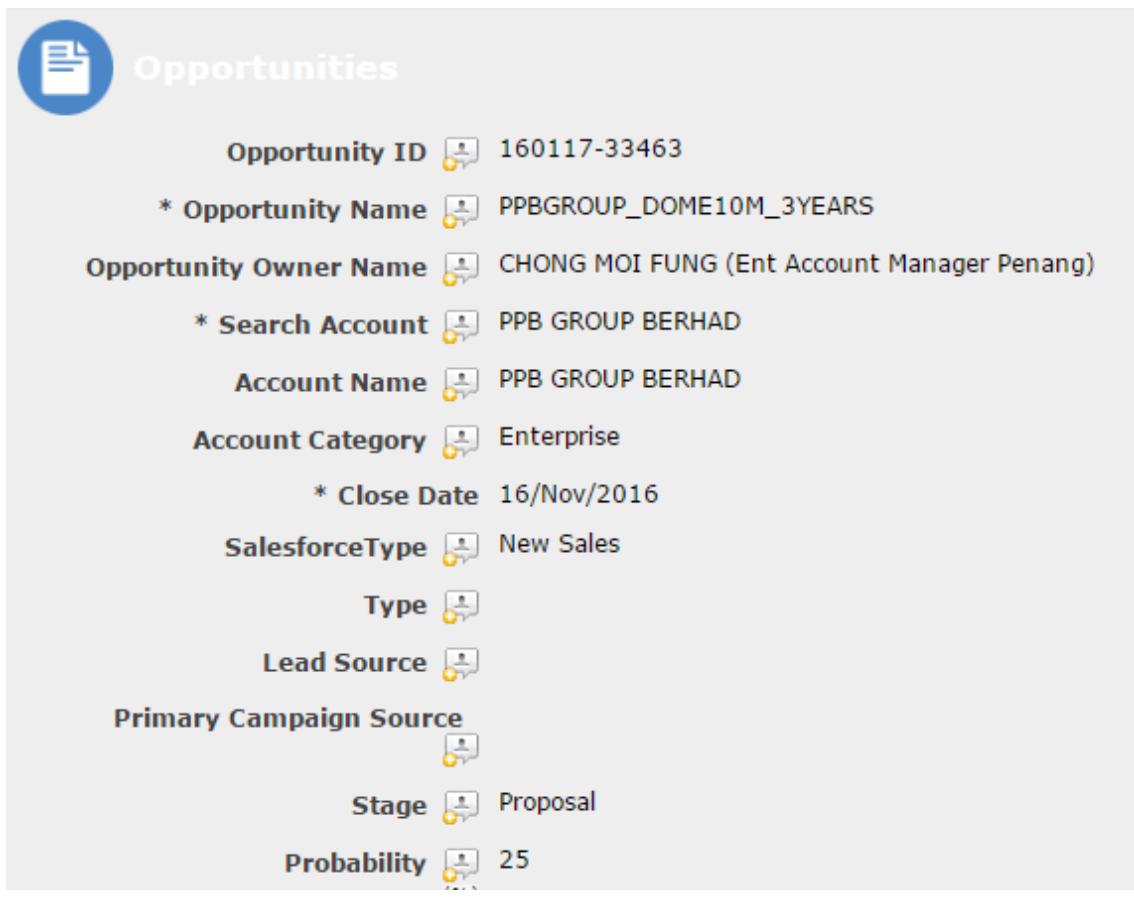
9) Upgrade/ Downgrade Quotation

1. From the Opportunity search result, click on the Opportunity link;



The screenshot shows a table titled "Opportunities List". It has a header row with columns for "Opportunity Owner", "Account Name", and others. Below the header, there is one data row. The data in the first two columns of this row is highlighted with a red dashed box. The visible text in the first column is "CHONG MOI FUNG (Ent Account Manager Penang)" and in the second column is "PPB GROUP BERHAD".

The system will display the Opportunity Details View form.



The screenshot shows the "Opportunities" details view. The form includes the following fields:

- Opportunity ID: 160117-33463
- * Opportunity Name: PPBGROUP_DOME10M_3YEARS
- Opportunity Owner Name: CHONG MOI FUNG (Ent Account Manager Penang)
- * Search Account: PPB GROUP BERHAD
- Account Name: PPB GROUP BERHAD
- Account Category: Enterprise
- * Close Date: 16/Nov/2016
- SalesforceType: New Sales
- Type: (empty field)
- Lead Source: (empty field)
- Primary Campaign Source: (empty field)
- Stage: Proposal
- Probability: 25

At the *Quotation section*, click on the quotation link which *status* is **Approved**.

Quotation Ref No	Quotation Status
VADS/ICT/150317/131/TAGM	Approved

2. The system displayed selected **MAPM Quotation Details form** as below;

MAPM Quotation

Created by Test AGM	Date created 15/Mar/2017 08:19 PM
Quotation Ref No VADS/ICT/150317/131/TAGM	Quotation Status Approved
Quotation Expiry 30 <small>Number of days to expire</small>	Quotation Date 15 March 2017

Customer Profile

Opportunity ID 160117-33463	Opportunity Name PPBGROUP_DOME10M_3YEARS
Company Name PPB GROUP BERHAD	Company No PS/0008167-W
Customer Category Enterprise	Address L3 Cheras Leisure Mall, 8 Jalan N
City KL	Postcode 56100
State Wilayah Persekutuan Kuala Lumpur	Country Malaysia
General Line	Website

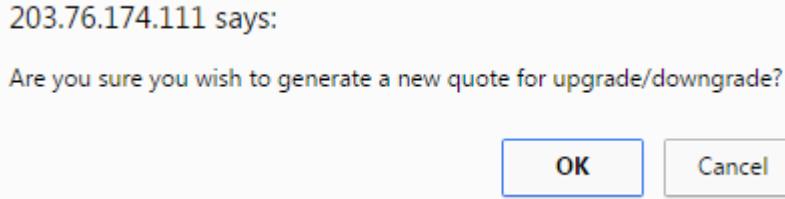
Quotation Details

At bottom of the page there are “**Save**”, “**Save and Submit**”, “**Discard Changes**”, “**Generate PDF**”, “**New Revision**” and “**Upgrade/Downgrade**” button

Upgrade/Downgrade

Click on the button

The system will alert the user with below message;



After user click on “OK” button, the system will create new quotation without Quotation Ref No as shown below;



From the Quotation List, user can see the revise quotation as below;

Quotations		
MAPM Pricing Request Form		Click Here To View
MAPM Quotations		
	Quotation Ref No	Draft
	VADS/ICT/180317/135/TAGM	Draft
	VADS/ICT/150317/131/TAGM/1	Draft
	VADS/ICT/150317/131/TAGM	Approved

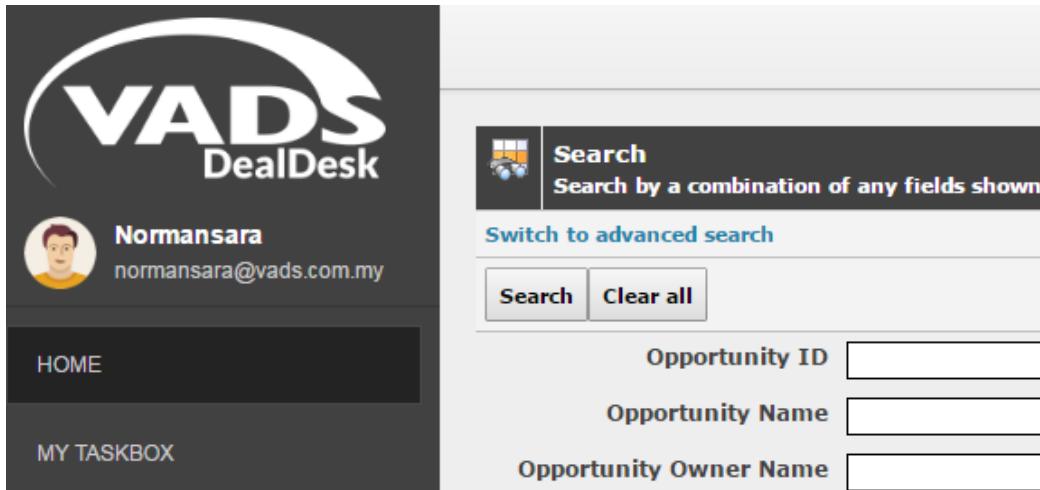
10) Action button Function

a. Return to Inbox

The button  only can be seen when the **Opportunity and Quotation** in the **View Mode**

When the user click on the "**Return to Listing**" Action button, the system will display back the user's homepage as below;

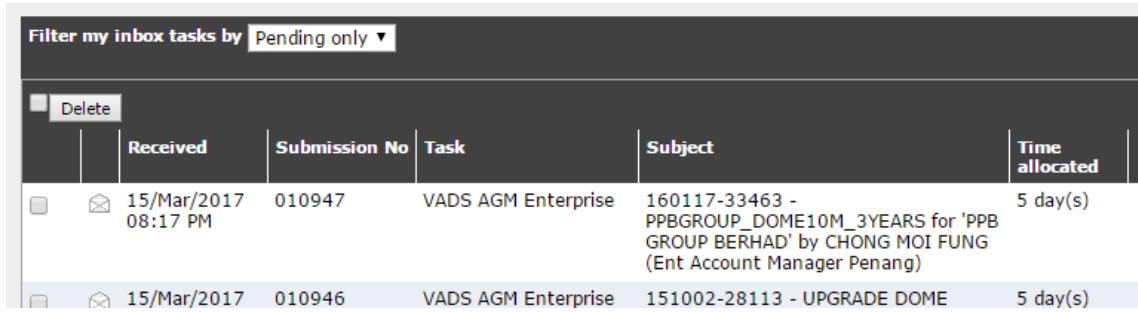
- For Sales Specialist and Team Lead Sales Specialist, the system will displayed back the **Search Opportunity** page



The screenshot shows the VADS DealDesk homepage on the left and the Search Opportunity interface on the right. The homepage features the VADS logo, a user profile for 'Normansara' (normansara@vads.com.my), and navigation links for 'HOME' and 'MY TASKBOX'. The search interface includes a search bar with placeholder text 'Search by a combination of any fields shown', a 'Switch to advanced search' link, and three input fields for 'Opportunity ID', 'Opportunity Name', and 'Opportunity Owner Name'.

Or

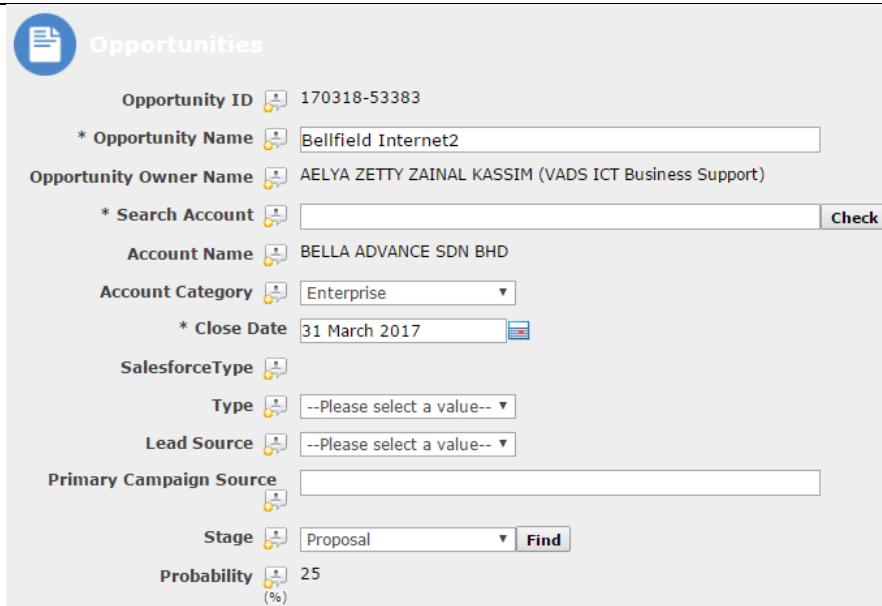
- For Assistant General Manager, General Manager and Management Level, the system will displayed back the **list of "My TaskBox"** page.



The screenshot shows the 'My TaskBox' list interface. At the top, there is a filter dropdown set to 'Pending only'. Below it is a table with columns: 'Delete', 'Received', 'Submission No', 'Task', 'Subject', and 'Time allocated'. Two tasks are listed:

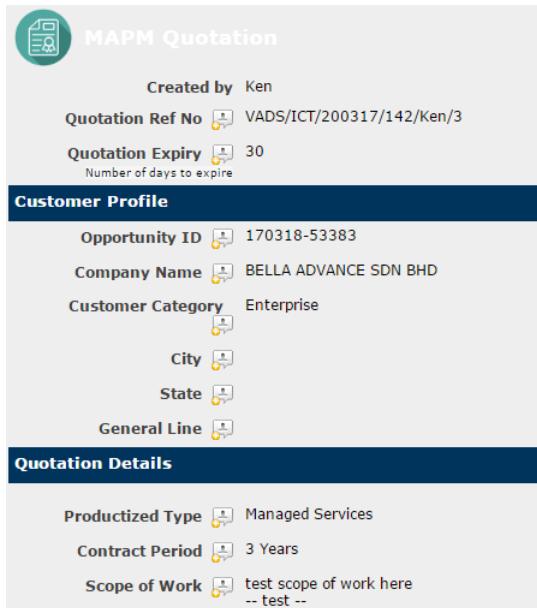
Delete	Received	Submission No	Task	Subject	Time allocated
<input type="checkbox"/>	15/Mar/2017 08:17 PM	010947	VADS AGM Enterprise	160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang)	5 day(s)
<input type="checkbox"/>	15/Mar/2017	010946	VADS AGM Enterprise	151002-28113 - UPGRADE DOME	5 day(s)

	b. Edit
	 The button  only can be seen when the Opportunity and Quotation in the View Mode .
	<p>When the user click on the “Edit” action button, the Opportunity will be display;</p> <ul style="list-style-type: none">• Opportunity• from View Mode  <ul style="list-style-type: none">• to Editable Mode.



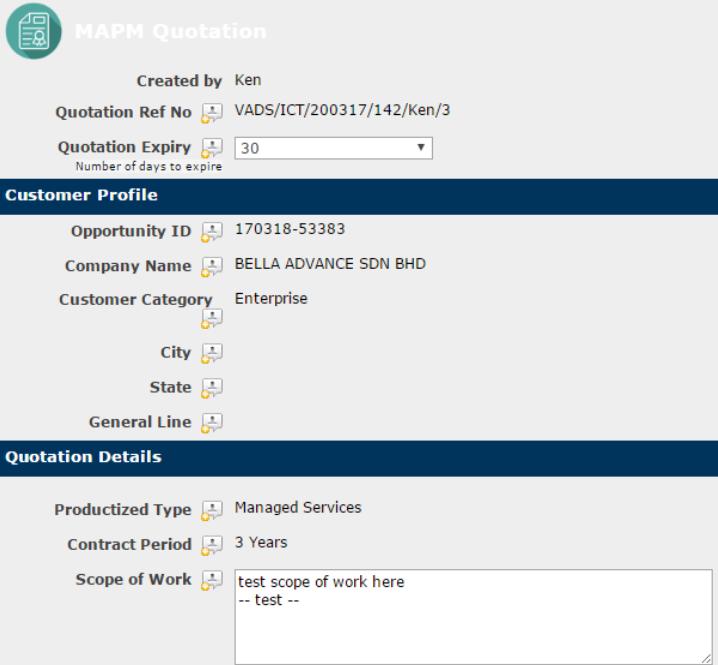
This screenshot shows the Opportunities form in the ORION system. The form includes fields for Opportunity ID (170318-53383), Opportunity Name (Bellfield Internet2), Opportunity Owner Name (AELYA ZETTY ZAINAL KASSIM (VADS ICT Business Support)), Search Account (BELLA ADVANCE SDN BHD), Account Category (Enterprise), Close Date (31 March 2017), SalesforceType (Type - Please select a value--), Lead Source (Primary Campaign Source), Stage (Proposal), and Probability (25%). A 'Check' button is also present.

- Quotation
 - from ***View Mode***



This screenshot shows the MAPM Quotation view mode. It displays basic information such as Created by (Ken), Quotation Ref No (VADS/ICT/200317/142/Ken/3), and Quotation Expiry (30 days). Below this, the Customer Profile section shows Opportunity ID (170318-53383), Company Name (BELLA ADVANCE SDN BHD), Customer Category (Enterprise), City, State, and General Line. The Quotation Details section shows Productized Type (Managed Services), Contract Period (3 Years), and Scope of Work (test scope of work here -- test --).

- to ***Editable Mode***.



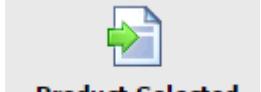
The screenshot shows the MAPM Quotation creation interface. It includes fields for Created by (Ken), Quotation Ref No (VADS/ICT/200317/142/Ken/3), and Quotation Expiry (30 days). The Customer Profile section contains fields for Opportunity ID (170318-53383), Company Name (BELLA ADVANCE SDN BHD), Customer Category (Enterprise), City, State, and General Line. The Quotation Details section includes Productized Type (Managed Services), Contract Period (3 Years), and Scope of Work (containing "test scope of work here" and "-- test --").

c. Quotation Created

	 <p>The button Quotation Created only can be seen when the Opportunity in the View Mode, which at Quotation Creation step in the Opportunity Workflow.</p>
	After create the Quotation flow completed , the Assistance General Manager or the Sales Specialist Team Lead have to click on this button to Complete this Opportunity flow.

d. Product Selected



The button  only can be seen when the **Quotation** the **View Mode**, which at “**SS Insert Product & Price**” step in the **Quotation Workflow**

After **create Product and Price**, the **Assigned Sales Specialist** have to click on this button for;

- **Managed Services**

Submitter to review the quotation.

- **Outright Purchase**

Product Owner to fill-in the product cost.

e. Quotation is ready for Approval



 **Quotation is Ready for Approval**

The button  only can be seen when the **Opportunity** in the **View Mode**, which at “**Submitter Review Quote before Approval**” step in the **Quotation Workflow**

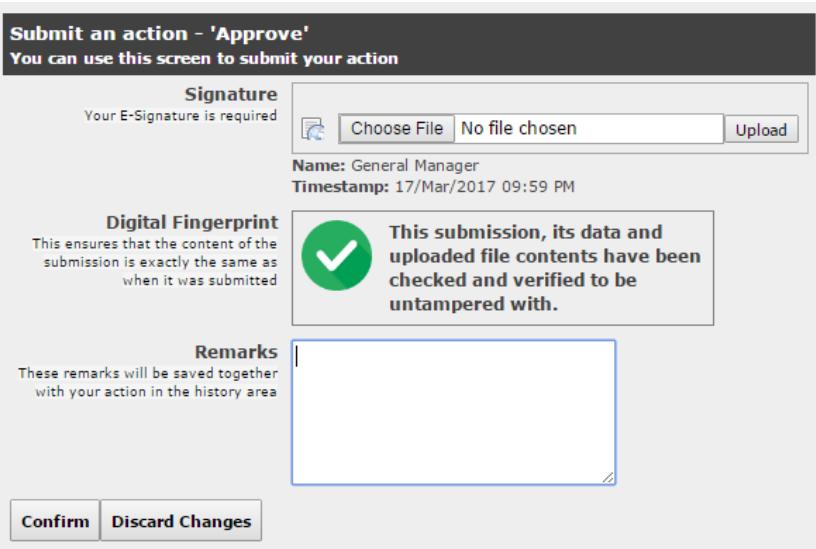
After **submitter (Assistance General Manager or the Sales Specialist Team Lead)** update or review the **Quotation**, the **submitter** have to click on this button to send the **Quotation for Approval**.

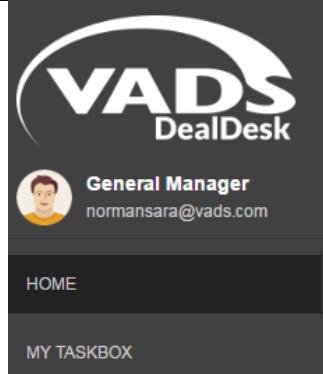
f. Approve



 **Approve**

The button  only can be seen when the **Quotation** the **View Mode**, which at “**PO Price Cost Proposal**” and “**Approval**” step in the **Quotation Workflow**

- | | |
|--|---|
| | <ul style="list-style-type: none">• PO Price Cost Proposal
After Product owner fill-in the Price and Cost, Product Owner has to click this button for PM Presales to apply the professional services cost.• Approval
After Approver review the Quotation, Approver has to click this button to move to next level of approval. |
| | <p>When the user click on the Approve button.</p> <p>The system will display approve form as below;</p>  |
| | <ul style="list-style-type: none">• User can fill-in the below information”, and click on the “Confirm” button<ul style="list-style-type: none">○ Signature○ Remarks(Optional)• and click on the “Confirm” button;<ul style="list-style-type: none">○ Confirm - system send the quotation to next level of approval and then system will display the home page |



Filter my inbox tasks by Pending only ▾			
	Received	Submission No	Task
<input type="checkbox"/>	02/Mar/2017 03:58 PM	010922	1st Level Evaluation
<input type="checkbox"/>	17/Jan/2017 01:41 AM	010898	1st Level Evaluation

- **Discard Changes** - system cancel this form and display back to Quotation Details View Form

MAPM Quotation

Created by Test AGM
Quotation Ref No VADS/ICT/161216/099/TAGM
Quotation Expiry 30
Number of days to expire

Customer Profile

Opportunity ID 160406-38766
Company Name SYARIKAT PERLANTING JERNEH PLANTATION SD
Customer Category Enterprise
City
State
General Line

Quotation Details

After user confirm approve, submitter can view the quotation from the “**My Submissions**” list.

Filter the submission list by **All**

Date Started	Submission Number	Status
17/Mar/2017 05:09 PM	010962	1 P

Click on the Submission ID, the system will displayed the MAPM Quotation in View Mode.

02/Mar/2017 03:44 PM	010923	17/Mar/2017 02:43 PM	DC Productized Quotation Workflow	PENDING	Product Inserted
02/Mar/2017 03:35 PM	010922	17/Mar/2017 10:22 PM	MAPM Quotation Workflow	COMPLETED	Evaluation Completed
24/Feb/2017 07:24 AM	010911	24/Feb/2017 07:24 AM	MAPM Quotation Workflow	PENDING	Product Inserted

Under the **Submission Information** section, user can see the quotation status that already **Approved** by the approval as below;

Bubble	Date/time	Description
1st Level Evaluation	Sunday, November 13, 2016 2:27 AM	Action request sent to Tan Thiam Boon, Test EVP Sales, Woo Tuck Fu, Fermin Fautsch, Carol Wang, T LOBS GM, Norazam Jaafar, Normansara 🕒 Time allocated is 1 day(s)
Status = Pending	Sunday, November 13, 2016 2:27 AM	'Status = Pending' executed
1st Level Evaluation	Sunday, November 13, 2016 2:28 AM	Approved by Test EVP Sales
Quote is Approved	Sunday, November 13, 2016 2:28 AM	'Quote is Approved' executed
Stop	Sunday, November 13, 2016 2:28 AM	Workflow completed

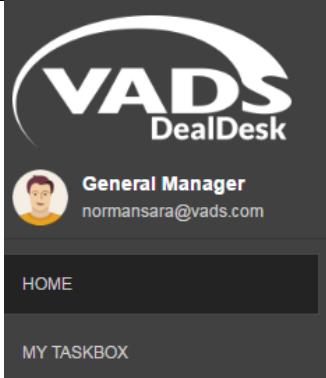
g. Reject



The button **Reject** only can be seen when the **Quotation** the **View Mode**, which at "**PO Price Cost Proposal**" and "**Reject**" step in the **Quotation Workflow**

- **PO Price Cost Proposal**

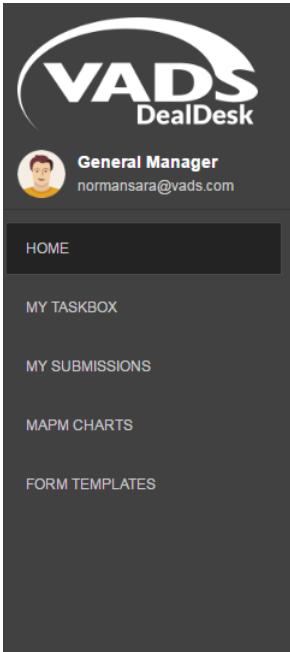
	<p>After Product owner fill-in the Price and Cost, Product Owner has to click this button to workflow will stop and the Quotation Status will be change <i>from Pending to Rejected</i>.</p> <ul style="list-style-type: none"> • Reject <p>After Approver review the Quotation, Approver has to click this button to workflow will stop and the Quotation Status will be change <i>from Pending to Rejected</i>.</p>
	<p>When the user click on the Reject button.</p> <p>The system will display approve form as below;</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Submit an action - 'Reject' You can use this screen to submit your action</p> <p>Signature Your E-Signature is required</p> <p><input type="file"/> Choose File No file chosen <input type="button" value="Upload"/></p> <p>Name: General Manager Timestamp: 17/Mar/2017 10:01 PM</p> <p>Digital Fingerprint This ensures that the content of the submission is exactly the same as when it was submitted</p> <p> This submission, its data and uploaded file contents have been checked and verified to be untampered with.</p> <p>Remarks * These remarks will be saved together with your action in the history area</p> <p><input type="text"/></p> <p><input type="button" value="Confirm"/> <input type="button" value="Discard Changes"/></p> </div> <ul style="list-style-type: none"> • User can fill-in the below information”, and click on the “Confirm” button <ul style="list-style-type: none"> ○ Signature ○ Remarks(Optional) • and click on the “Confirm” button; <ul style="list-style-type: none"> ○ <input type="button" value="Confirm"/> - system send the quotation to next level of approval and then system will display the home page



Filter my inbox tasks by Pending only ▾			
	Received	Submission No	Task
<input type="checkbox"/>	02/Mar/2017 03:58 PM	010922	1st Level Evaluation
<input type="checkbox"/>	17/Jan/2017 01:41 AM	010898	1st Level Evaluation

- **Discard Changes** - system cancel this form and display back to Quotation

Details View Form



MAPM Quotation

Created by Test AGM
Quotation Ref No VADS/ICT/161216/099/TAGM
Quotation Expiry 30
Number of days to expire

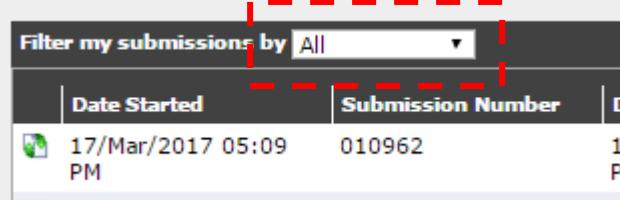
Customer Profile

Opportunity ID 160406-38766
Company Name SYARIKAT PERLANTING JERNEH PLANTATION SD
Customer Category Enterprise
City
State
General Line

Quotation Details

After user confirm approve, submitter can view the quotation from the "**My Submissions**" list.

Filter the submission list by **All**



Click on the Submission ID, the system will displayed the MAPM Quotation in View Mode.

02/Mar/2017 03:44 PM	010923	17/Mar/2017 02:43 PM	DC Productized Quotation Workflow	PENDING	Product Inserted
02/Mar/2017 03:35 PM	010922	17/Mar/2017 10:22 PM	MAPM Quotation Workflow	COMPLETED	Evaluation Completed
24/Feb/2017 07:24 AM	010911	24/Feb/2017 07:24 AM	MAPM Quotation Workflow	PENDING	Product Inserted

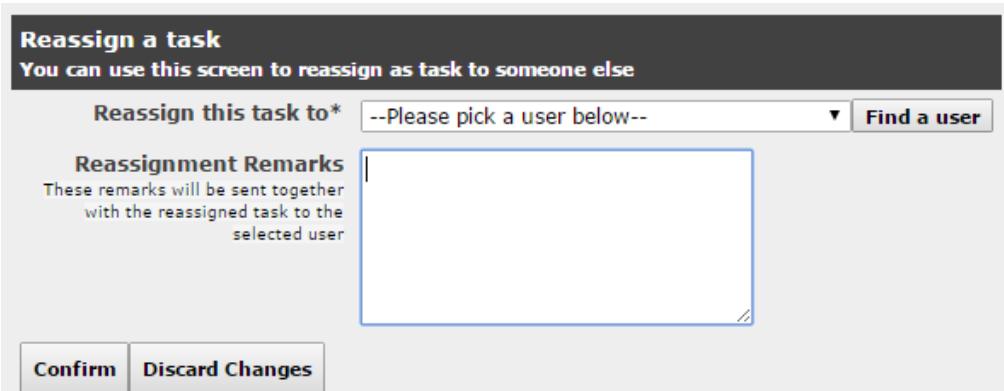
Under the **Submission Information** section, user can see the quotation status that already Rejected by the approval as below;

Bubble	Date/time	Description
Start	Sunday, November 13, 2016 2:39 AM	Submitted to workflow
1st Level Evaluation	Sunday, November 13, 2016 2:39 AM	Action request sent to Tan Thiam Boon, Test EVP Sales, Woo Tuck Fu, Fermin Fautsch, Carol Wang, T LOBS GM, Norazam Jaafar, Normansara 🕒 Time allocated is 1 day(s)
Status = Pending	Sunday, November 13, 2016 2:39 AM	'Status = Pending' executed
1st Level Evaluation	Sunday, November 13, 2016 2:42 AM	Rejected by Test EVP Sales
Quote is Rejected	Sunday, November 13, 2016 2:42 AM	'Quote is Rejected' executed
Stop	Sunday, November 13, 2016 2:42 AM	Workflow completed

h. PS Applied



The button **PS Applied** only can be seen when the **Quotation** the **View Mode**, which at "**PM Presales to Apply PServices**" step in the **Quotation Workflow**

	After Product Owner applied the Professional Services section, PM PreSales user have to click on this button for Sales Specialist to review the quotation.
	i. Pricing Accepted
	 The button Pricing Accepted only can be seen when the Opportunity in the View Mode , which at “SS Ask Price” step in the Quotation Workflow
	After quotation cost and price has been accepted by Sales Specialist, he/she have to click on this button for submitter to review the quotation.
	j. Reassign
	 The button Reassign only can be seen when the Opportunity in the View Mode
	<ul style="list-style-type: none"> • The Assignor (The assignor transfers to the assignee)
	When user click on this “ Reassign ” action button, the system will display below action box. 
	User need to select the person that he/she want to reassign the opportunity, Click on the “ Reassign this task to ” drop down list to list all the User name

or

Click on the **Find a user** button to filter the User name. User can key-in the name in the **Reassign this task to*** field and click on the **“Find”** button

After select the username, enter the **“Remarks to user”** field so that the selected user know their task , then click on the

Confirm

- To Submit the Opportunity to the Selected user in the **“Reassign this task to”** drop down list

Discard Changes

- To Cancel the Reassign and the system display the opportunity details view form.

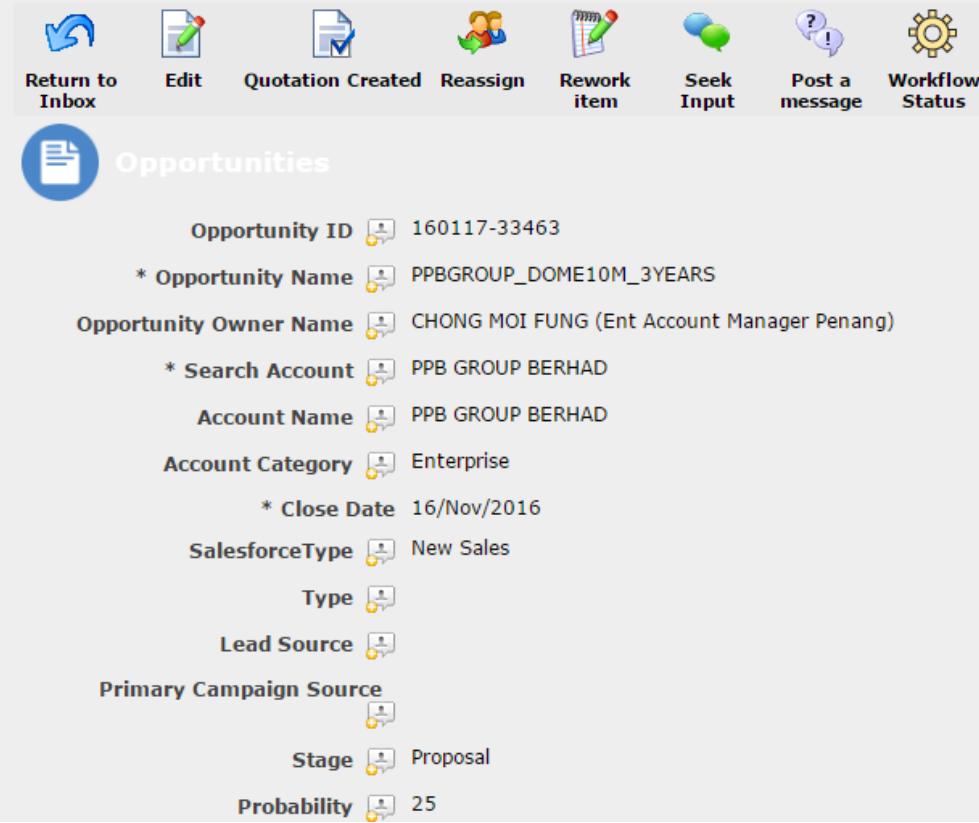
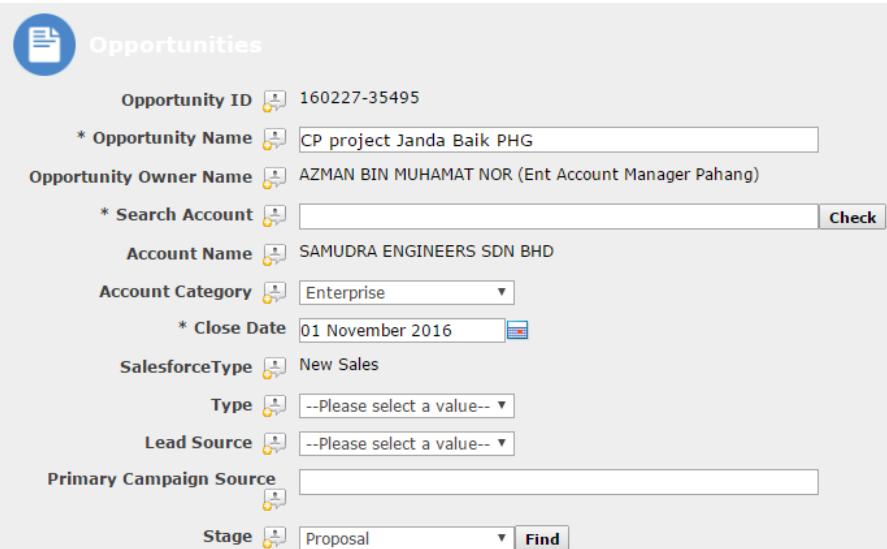
After click on the **“Confirm”** button, the system will display the List of “My Taskbox”. The Opportunity name has been remove from the list (**the selected reassign user need to complete the task to proceed workflow**)

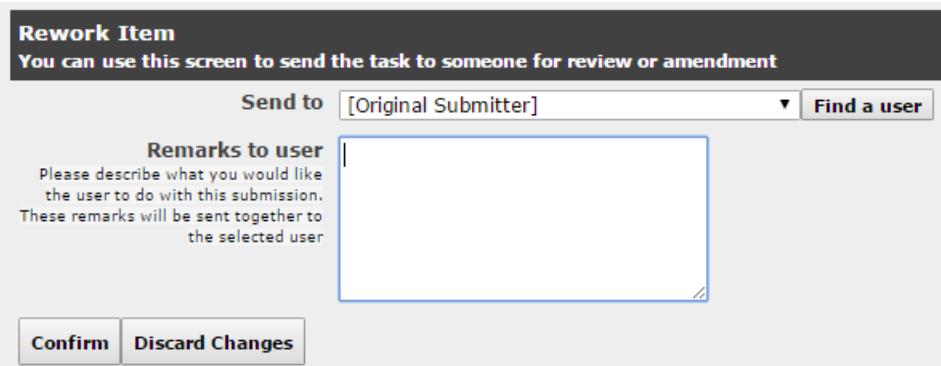
Filter my inbox tasks by Pending only ▾				
	Received	Submission No	Task	Subject
<input type="checkbox"/>	✉ 15/Mar/2017 08:16 PM	010946	VADS AGM Enterprise	151002-28113 - UPGRADE DOME 10mbps for 'SPECIFIC RESOURCES SDN BHD' by AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang)

The user can see the task already been send at the “Submission Information” section in the Opportunity details form,

Submission No.	010951																
Submitted By	Team lead SS																
Date Received	16/Mar/2017 04:14 PM																
History																	
<table border="1"> <thead> <tr> <th>Bubble</th> <th>Date/time</th> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>⌚ Start</td> <td>16/Mar/2017 04:14 PM</td> <td>Submitted to workflow</td> <td></td> </tr> <tr> <td>VADS AGM Enterprise</td> <td>16/Mar/2017 04:14 PM</td> <td>Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM ⌚ Time allocated is 5 day(s)</td> <td></td> </tr> <tr> <td>VADS AGM Enterprise</td> <td>16/Mar/2017 04:15 PM</td> <td>Test AGM has sent this item to Sales Specialist for correction</td> <td>rework items</td> </tr> </tbody> </table>		Bubble	Date/time	Description	Remarks	⌚ Start	16/Mar/2017 04:14 PM	Submitted to workflow		VADS AGM Enterprise	16/Mar/2017 04:14 PM	Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM ⌚ Time allocated is 5 day(s)		VADS AGM Enterprise	16/Mar/2017 04:15 PM	Test AGM has sent this item to Sales Specialist for correction	rework items
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VADS AGM Enterprise	16/Mar/2017 04:15 PM	Test AGM has sent this item to Sales Specialist for correction	rework items														

	<ul style="list-style-type: none"> • The Assignee <p>The selected user can see the notification on their,</p> <ul style="list-style-type: none"> • <i>Welcome page</i> <div style="background-color: #ff6347; color: white; padding: 5px; text-align: center;"> Start </div> <div style="margin-top: 20px;"> 160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang) 16/Mar/2017 04:14 PM By Team lead SS </div> <ul style="list-style-type: none"> • <i>My TaskBox</i> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9; margin-top: 10px;"> <p style="margin: 0;">Filter my inbox tasks by Pending only ▾</p> <p style="margin: 0;">Show inbox items for the following user:</p> <div style="display: flex; align-items: center;"> Normansara ▼ Find a user </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Delete</th> <th style="padding: 5px;">Received</th> <th style="padding: 5px;">Submission No</th> <th style="padding: 5px;">Task</th> <th style="padding: 5px;">Subject</th> <th style="padding: 5px;">Time allocated</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;"> 15/Mar/2017 08:17 PM</td> <td style="padding: 5px;">010947</td> <td style="padding: 5px;">VADS AGM Enterprise</td> <td style="padding: 5px; vertical-align: top;">160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang)</td> <td style="padding: 5px;">5 day(s)</td> </tr> </tbody> </table> </div> <p>To review or edit the opportunity, click on the Seek Input link as below.</p> <p style="display: flex; justify-content: space-between;"> 15/Mar/2017 010947 08:17 PM VADS AGM Enterprise 160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang) 5 day(s) </p> <p>The system will displayed the Opportunity Details Form View as below;</p>	Delete	Received	Submission No	Task	Subject	Time allocated	<input type="checkbox"/>	15/Mar/2017 08:17 PM	010947	VADS AGM Enterprise	160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang)	5 day(s)
Delete	Received	Submission No	Task	Subject	Time allocated								
<input type="checkbox"/>	15/Mar/2017 08:17 PM	010947	VADS AGM Enterprise	160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang)	5 day(s)								

	 <p>The screenshot shows the Opportunities view mode. At the top, there is a toolbar with the following icons and buttons:</p> <ul style="list-style-type: none">Return to InboxEditQuotation CreatedReassignRework itemSeek InputPost a messageWorkflow Status <p>Below the toolbar, the title "Opportunities" is displayed. The main content area contains the following fields and their values:</p> <ul style="list-style-type: none">Opportunity ID: 160117-33463* Opportunity Name: PPBGROUP_DOME10M_3YEARSOpportunity Owner Name: CHONG MOI FUNG (Ent Account Manager Penang)* Search Account: PPB GROUP BERHADAccount Name: PPB GROUP BERHADAccount Category: Enterprise* Close Date: 16/Nov/2016SalesforceType: New SalesType: (empty)Lead Source: (empty)Primary Campaign Source: (empty)Stage: ProposalProbability: 25	
<p>Click on the “Edit” Action button and the system will displayed Opportunity from View Mode to Edit Mode.</p>  <p>The screenshot shows the Opportunities edit mode. The fields are identical to the view mode, but the "Opportunity Name" field is now a text input box containing "CP project Janda Baik PHG". The "Search Account" field has a dropdown menu open, showing "SAMUDRA ENGINEERS SDN BHD" as the selected option. The "Type" and "Lead Source" fields also have dropdown menus open.</p>		

	<p>From here the user can follow the Opportunity and Create Quotation process workflow.</p>
	<p>k. Rework Item</p>
	<p>The button  only can be seen when the Opportunity in the View Mode</p> <p>Rework item is similar to Seek Input but the different is when the user rework the item, the user cannot proceed to next step until the selected user complete their task.</p>
	<ul style="list-style-type: none">• The Submitter
	<p>When user click on this “Rework Item” action button, the system will display below action box.</p>  <p>User need to select the person that he/she want to rework the item, Click on the “Send To” drop down list</p> <p>Send to [Original Submitter] <input type="button" value="Find a user"/> to list all the User name</p> <p>or</p> <p>Click on the “Find a User” button <input type="button" value="Find"/> to search the User name. User can key-in the name <input type="text"/> and click on the “Find” button</p>

After select the username, enter the “Remarks to user” field so that the selected user know their task , then click on the

Confirm

- to Submit the Message

Discard Changes

- to Cancel the Message

After click on the submit button, the system will display

- “My Taskbox” list

Filter my inbox tasks by All tasks					
<input type="checkbox"/> Delete	Received	Submission No	Task	Subject	Time allocated
<input type="checkbox"/>	✉ 20/Mar/2017 11:31 AM	010989	Submitter Review Quote before Approval	Bellfield Internet2 for BELLA ADVANCE SDN BHD	24 hour(s)
<input type="checkbox"/>	✉ 20/Mar/2017 10:42 AM	010988	Submitter Review Quote before Approval	Bellfield Internet2 for BELLA ADVANCE SDN BHD	24 hour(s)
<input type="checkbox"/>	✉ 18/Mar/2017 10:54 PM	010967	VADS AGM Enterprise	170318-53383 - Bellfield Internet2 for 'BELLA ADVANCE SDN BHD' by AELYA ZETTY ZAINAL KASSIM (VADS ICT Business Support)	5 day(s)

The user can see the task already been send at the “Submission Information” section,

Submission No. 010951
 Submitted By Team lead SS
 Date Received 16/Mar/2017 04:14 PM

History

Bubble	Date/time	Description	Remarks
Start	16/Mar/2017 04:14 PM	Submitted to workflow	
VADS AGM Enterprise	16/Mar/2017 04:14 PM	Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM	
VADS AGM Enterprise	16/Mar/2017 04:15 PM	⌚ Time allocated is 5 day(s) Test AGM has sent this item to Sales Specialist for correction	rework items

- The Receiver

The selected user can see the notification on their,

- *Welcome page*

Start

 160117-33463 - PPBGROUP_DOME10M_3YEARS
for 'PPB GROUP BERHAD' by CHONG MOI FUNG
(Ent Account Manager Penang)
16/Mar/2017 04:08 PM By Test AGM

• **My TaskBox**

Filter my inbox tasks by **Pending only** ▾

Show inbox items for the following user:
Normansara ▾ | Find a user |

Delete	Received	Submission No	Task	Subject	Time allocated
<input type="checkbox"/>	✉ 15/Mar/2017 08:17 PM	010947	VADS AGM Enterprise	160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang)	5 day(s)

To review or edit the opportunity, click on the Seek Input link as below.

15/Mar/2017 010947 08:17 PM VADS AGM Enterprise 160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang) 5 day(s)

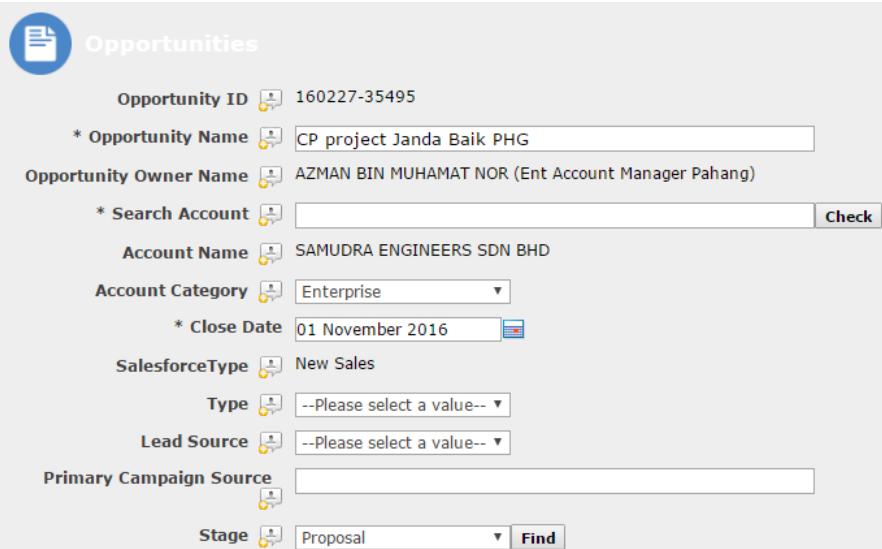
The system will displayed the Opportunity Details Form View as below;

[Return to Inbox](#) [Edit](#) [Done](#) [Post a message](#) [Workflow Status](#)

Opportunities

Opportunity ID	160227-35495
* Opportunity Name	CP project Janda Baik PHG
Opportunity Owner Name	AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang)
* Search Account	SAMUDRA ENGINEERS SDN BHD
Account Name	SAMUDRA ENGINEERS SDN BHD
Account Category	Enterprise
* Close Date	01/Nov/2016
SalesforceType	New Sales

Click on the “**Edit**” Action button and the system will displayed Opportunity from View Mode to **Edit Mode**.



Opportunities

Opportunity ID 160227-35495

* Opportunity Name CP project Janda Baik PHG

Opportunity Owner Name AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang)

* Search Account SAMUDRA ENGINEERS SDN BHD

Account Category Enterprise

* Close Date 01 November 2016

SalesforceType New Sales

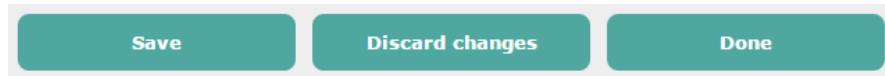
Type --Please select a value--

Lead Source --Please select a value--

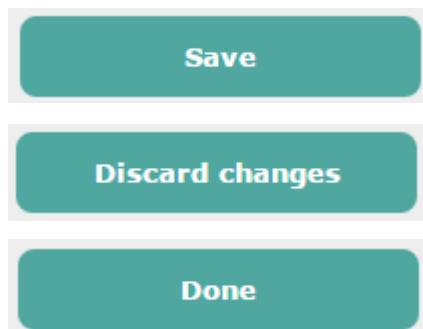
Primary Campaign Source

Stage Proposal Find

After done editing or review, go to the bottom of the page.



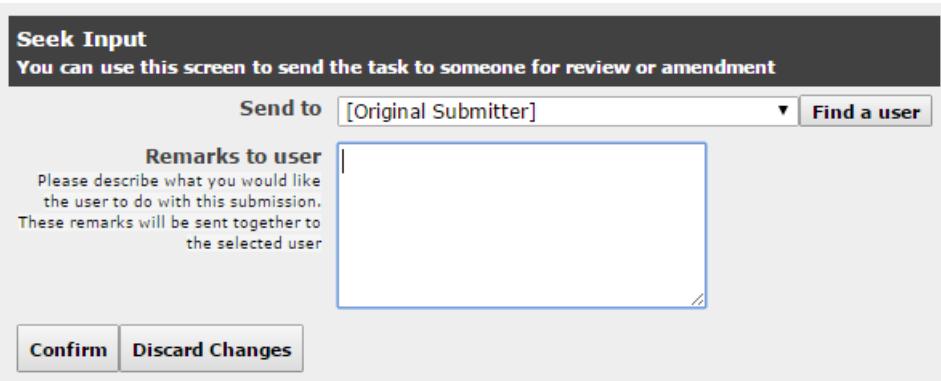
Click on the button



I. Seek Input



only can be seen when the **Opportunity** in the **View Mode**.

	<p>Seek Input is similar to Rework item but the different is when the user seek for input, the user can proceed to next step without the selected user complete their task.</p>
	<ul style="list-style-type: none">• The Submitter
	<p>When user click on this “Seek Input” action button, the system will display below action box.</p>  <p>User need to select the person that he/she want to seek input from, Click on the “Send To” drop down list</p> <p>Send to [Original Submitter] <input type="button" value="Find a user"/> to list all the User name</p> <p>or</p> <p>Click on the “Find a User” button <input type="button" value="Find"/> to search the User name. User can key-in the name <input type="text"/> <input type="button" value="Find"/> and click on the “Find” button</p> <p>After select the username, enter the “Remarks to user” field so that the selected user know their task , then click on the</p> <p><input type="button" value="Confirm"/> - to Submit the Message</p> <p><input type="button" value="Discard Changes"/> - to Cancel the Message</p>

After click on the submit button, the system will display the List of “My TaskBox”.

Filter my inbox tasks by Pending only ▾				
<input type="checkbox"/> Delete	Received	Submission No	Task	Subject
<input type="checkbox"/>	✉ 16/Mar/2017 04:14 PM	010951	VADS AGM Enterprise	160117-33463 - PPBGROUP_DOME10M_3YEARS for 'PPB GROUP BERHAD' by CHONG MOI FUNG (Ent Account Manager Penang)
<input type="checkbox"/>	✉ 15/Mar/2017 08:16 PM	010946	VADS AGM Enterprise	151002-28113 - UPGRADE DOME 10mhns for 'SPECTRUM RESOURCES SDN

The user can see the task already been send at the “Submission Information” section,

Submission No.	010942																				
Submitted By	Test AGM																				
Date Received	16/Mar/2017 12:00 PM																				
History																					
<table border="1"> <thead> <tr> <th>Bubble</th> <th>Date/time</th> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Start</td> <td>15/Mar/2017 12:34 PM</td> <td>Submitted to workflow</td> <td></td> </tr> <tr> <td>VADS AGM Enterprise</td> <td>15/Mar/2017 12:34 PM</td> <td>Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM ⌚ Time allocated is 5 day(s)</td> <td></td> </tr> <tr> <td>Test AGM</td> <td>16/Mar/2017 11:51 AM</td> <td>test post a message Post a reply</td> <td></td> </tr> <tr> <td>VADS AGM Enterprise</td> <td>16/Mar/2017 12:00 PM</td> <td>Test AGM has sent his/her task to Sales Specialist for input test to seek input</td> <td style="border: 2px solid red;">test to seek input</td> </tr> </tbody> </table>		Bubble	Date/time	Description	Remarks	Start	15/Mar/2017 12:34 PM	Submitted to workflow		VADS AGM Enterprise	15/Mar/2017 12:34 PM	Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM ⌚ Time allocated is 5 day(s)		Test AGM	16/Mar/2017 11:51 AM	test post a message Post a reply		VADS AGM Enterprise	16/Mar/2017 12:00 PM	Test AGM has sent his/her task to Sales Specialist for input test to seek input	test to seek input
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Test AGM	16/Mar/2017 11:51 AM	test post a message Post a reply																			
VADS AGM Enterprise	16/Mar/2017 12:00 PM	Test AGM has sent his/her task to Sales Specialist for input test to seek input	test to seek input																		

- The Receiver

The selected user can see the notification on their,

- *Welcome page*

Start



Your input was requested
16/Mar/2017 12:00 PM By Test AGM

- *My TaskBox*

Filter my inbox tasks by Pending only ▾				
<input type="checkbox"/> Delete	Received	Submission No	Task	Subject
<input type="checkbox"/>	✉ 16/Mar/2017 12:00 PM	10942	Seek Input	Your input was requested No deadline
<input type="checkbox"/>	✉ 13/Mar/2017 08:16 PM	010927	SS Insert Product R...	MANAGED WiFi (WIFI) for PREMIUM 24 hours

To review or edit the opportunity, click on the Seek Input link as below.

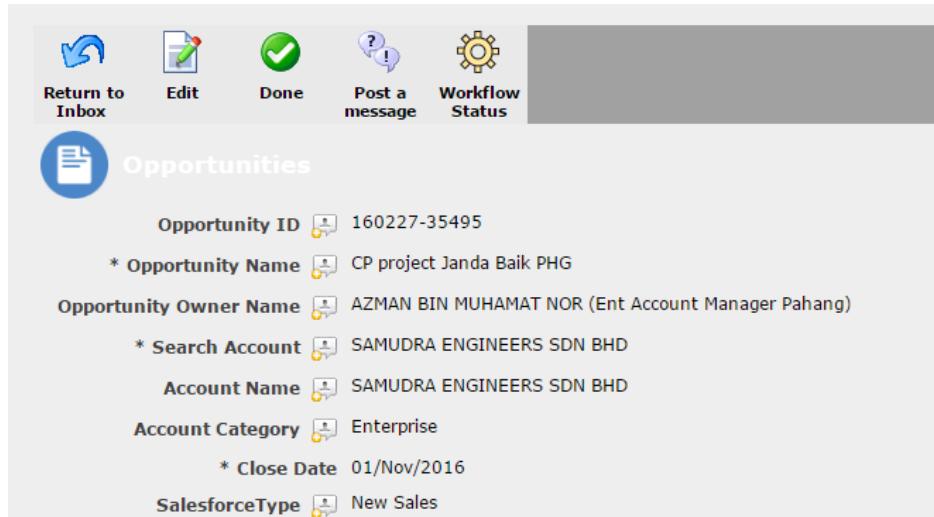
16/Mar/2017 10942
12:00 PM

Seek Input

Your input was requested

No deadline

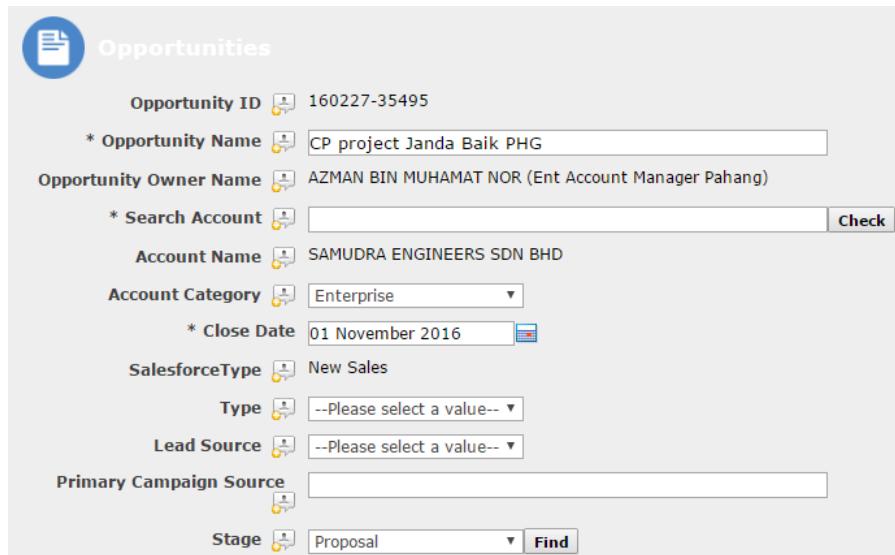
The system will displayed the Opportunity Details Form View as below;



The screenshot shows the Opportunity Details Form View. At the top, there is a toolbar with five buttons: 'Return to Inbox' (blue arrow icon), 'Edit' (pencil icon), 'Done' (checkmark icon), 'Post a message' (speech bubble icon), and 'Workflow Status' (gear icon). Below the toolbar, the section title 'Opportunities' is displayed with a blue document icon. The form contains the following fields:

Opportunity ID	160227-35495
* Opportunity Name	CP project Janda Baik PHG
Opportunity Owner Name	AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang)
* Search Account	SAMUDRA ENGINEERS SDN BHD
Account Name	SAMUDRA ENGINEERS SDN BHD
Account Category	Enterprise
* Close Date	01/Nov/2016
SalesforceType	New Sales

Click on the “Edit” Action button and the system will displayed Opportunity from View Mode to **Edit Mode**.



The screenshot shows the Opportunity Details Form View in Edit Mode. The fields are now interactive:

Opportunity ID	160227-35495
* Opportunity Name	CP project Janda Baik PHG
Opportunity Owner Name	AZMAN BIN MUHAMAT NOR (Ent Account Manager Pahang)
* Search Account	<input type="text"/> <input type="button" value="Check"/>
Account Name	SAMUDRA ENGINEERS SDN BHD
Account Category	Enterprise
* Close Date	01 November 2016 <input type="button" value="Calendar"/>
SalesforceType	New Sales
Type	--Please select a value-- <input type="button" value="Down"/>
Lead Source	--Please select a value-- <input type="button" value="Down"/>
Primary Campaign Source	<input type="text"/>
Stage	Proposal <input type="button" value="Down"/> <input type="button" value="Find"/>

For BCAPM role, user have to update the BCAPM Section as below;

	BCAPM Section Recommended Price <input type="text"/> Pricing Justification  <input type="text"/> Floor Price <input type="text"/> Pricing Condition  <input type="text"/> Save Discard changes Done	
--	--	--

After done editing or review, go to the bottom of the page.

Save	Discard changes	Done
-------------	------------------------	-------------

Click on the button

- | | |
|------------------------|---|
| Save | - to save the form and back to the view mode |
| Discard changes | - to cancel the changes and back to the view mode |
| Done | - to save and complete task. |

m. Post a Message

	 The button Post a message only can be seen when the Opportunity in the View Mode
	When user click on this " Post a Message " action button, the system will display below action box.

Post a message**You can use this screen to post a message****Message**

Please specify the message you would like to post. Please take note that all posted messages will be publicly viewable

All workflow participants will also be notified by e-mail automatically

Post message **Discard Changes**

User need to enter the message to be posted in the Message field, then click on the

Post message

- to Submit the Message

Discard Changes

- to Cancel the Message

The message will be displayed on the “**Submission Information**” section at the *bottom of the Opportunity Details View Form* as below;

Before Post a Message**Submission information**
The following is information related to this particular submission

Submission No. 010942
Submitted By Test AGM
Date Received 15/Mar/2017 12:34 PM

History

Bubble	Date/time	Description	Remarks
Start	15/Mar/2017 12:34 PM	Submitted to workflow	
VADS AGM Enterprise	15/Mar/2017 12:34 PM	Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM ⌚ Time allocated is 5 day(s)	

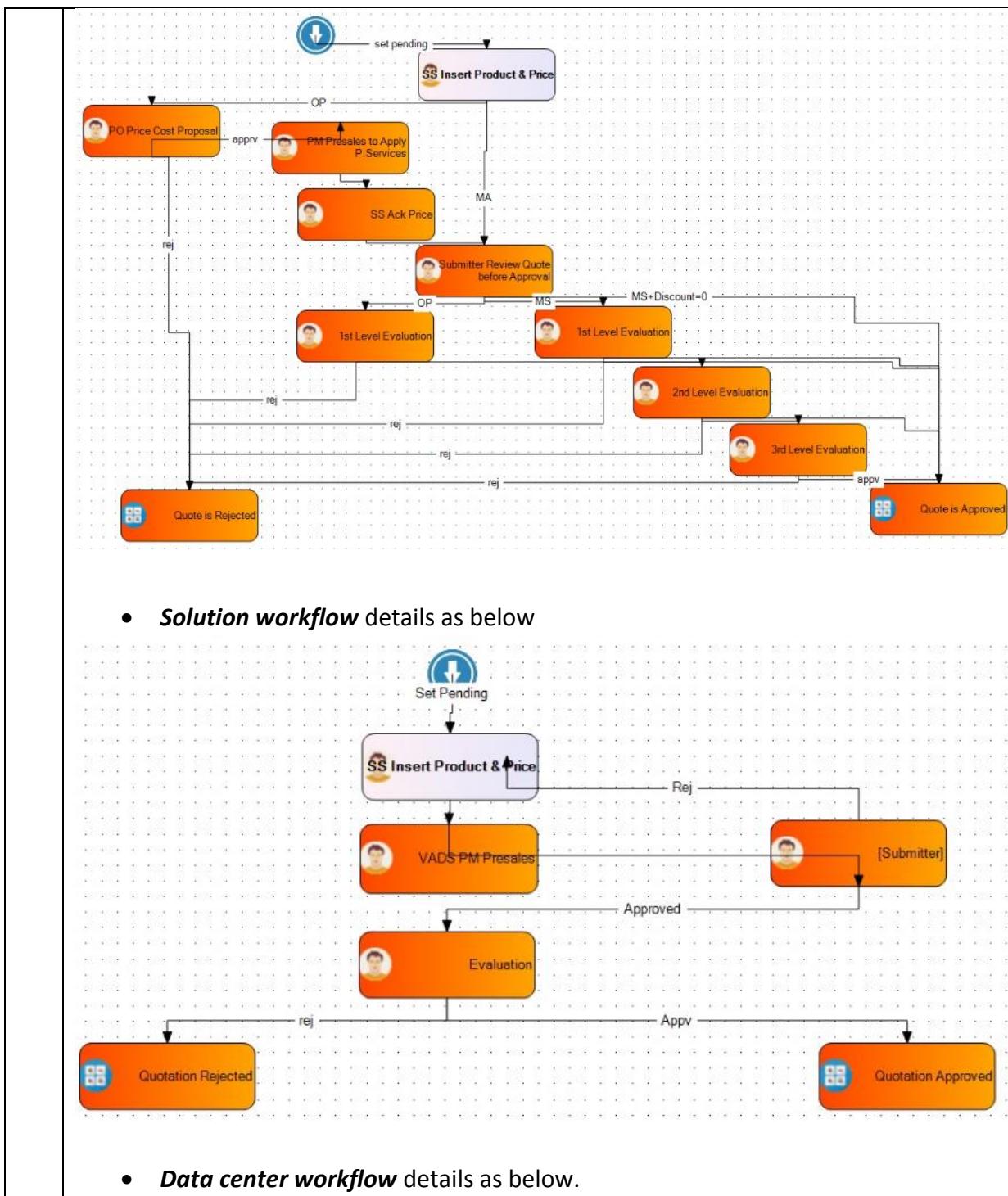
After Post a Message

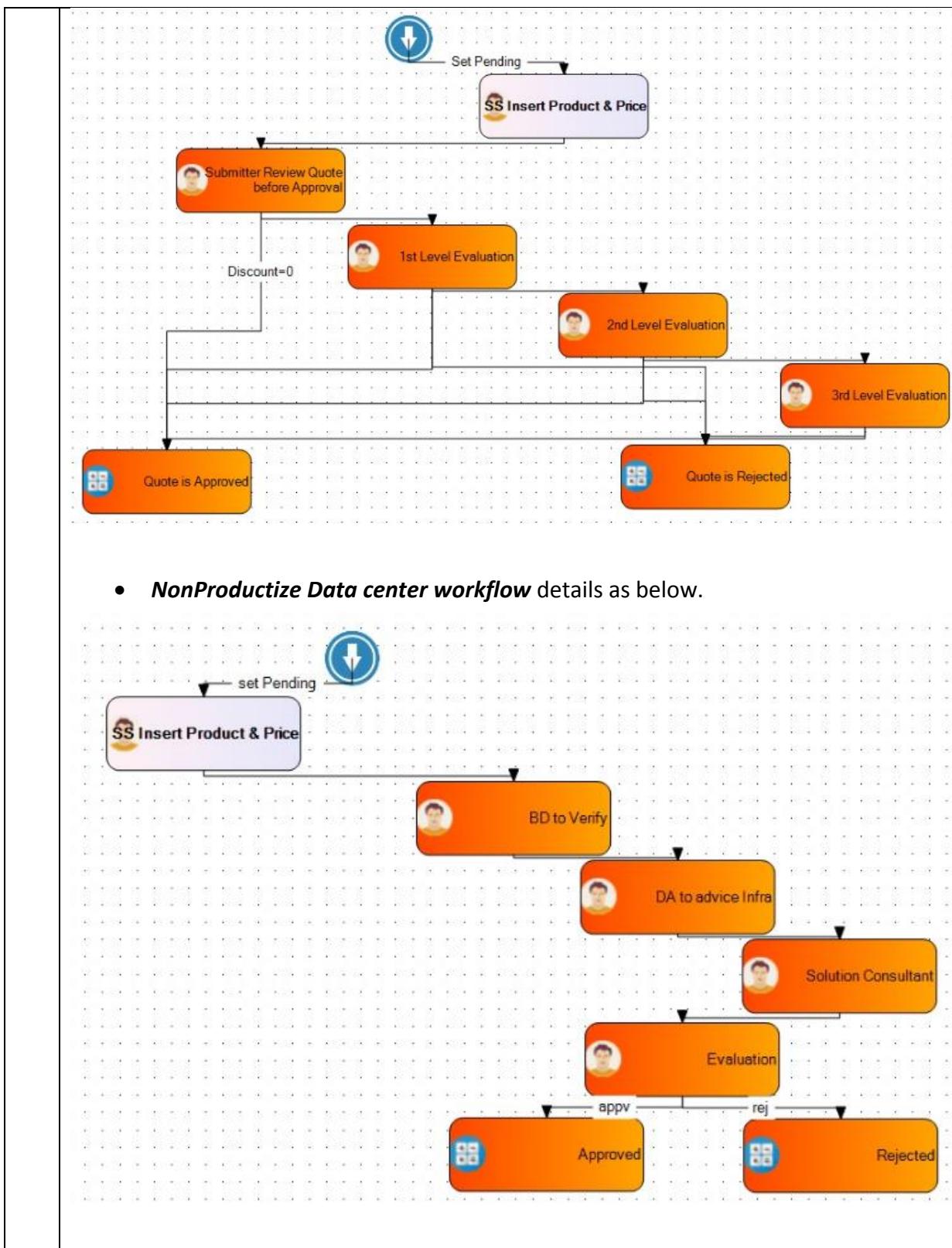
	<p>Submission information The following is information related to this particular submission</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Submission No.</td><td style="padding: 5px;">010942</td></tr> <tr> <td style="padding: 5px;">Submitted By</td><td style="padding: 5px;">Test AGM</td></tr> <tr> <td style="padding: 5px;">Date Received</td><td style="padding: 5px;">15/Mar/2017 12:34 PM</td></tr> </table> <p>History</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2;">Bubble</th><th style="background-color: #f2f2f2;">Date/time</th><th style="background-color: #f2f2f2;">Description</th><th style="background-color: #f2f2f2;">Remarks</th></tr> </thead> <tbody> <tr> <td style="padding: 5px;">⌚ Start</td><td style="padding: 5px;">15/Mar/2017 12:34 PM</td><td style="padding: 5px;">Submitted to workflow</td><td></td></tr> <tr> <td style="padding: 5px;">👤 VADS AGM Enterprise</td><td style="padding: 5px;">15/Mar/2017 12:34 PM</td><td style="padding: 5px;">Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM ⌚ Time allocated is 5 day(s)</td><td></td></tr> <tr> <td style="padding: 5px;">👤 Test AGM</td><td style="padding: 5px;">16/Mar/2017 11:51 AM</td><td style="padding: 5px;">test post a message Post a reply</td><td></td></tr> </tbody> </table>	Submission No.	010942	Submitted By	Test AGM	Date Received	15/Mar/2017 12:34 PM	Bubble	Date/time	Description	Remarks	⌚ Start	15/Mar/2017 12:34 PM	Submitted to workflow		👤 VADS AGM Enterprise	15/Mar/2017 12:34 PM	Action request sent to Ken, Mohd Khairi Bin Lamsah, Nasrul Rizal Bin Abdul Rasid, Normansara, Team lead SS, Test AGM ⌚ Time allocated is 5 day(s)		👤 Test AGM	16/Mar/2017 11:51 AM	test post a message Post a reply	
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n. Workflow Status

	 Workflow Status	The button only can be seen when the Opportunity in the View Mode
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	<p>If the user click on this “Workflow Status” action button, the system will display</p> <ul style="list-style-type: none"> • Opportunity workflow details as below. <pre> graph TD A[VADS AGM Enterprise] --> B[VADS AGM Government] B --> C[100%] C --> D[75% Ent] D --> E[75% Negotiation] E --> F[100% notify PMO] style A fill:#e0e0ff style B fill:#ffcc00 style C fill:#ffffcc style D fill:#ffffcc style E fill:#ffcc00 style F fill:#ffcc00 </pre> <ul style="list-style-type: none"> • MAPM workflow details as below.
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User can go back to the Details View Form by click on the button on top of the page. action