

**SODA Home**

**Docupedia Export**

Author:Ho Tuan Huy (SO/OPM31-VH)  
Date:17-Jan-2025 05:40

## Table of Contents

<b>1</b>	<b>1. SODA App Design</b>	<b>11</b>
1.1	1.1. Feature Overview	11
1.2	1.2. Step-by-step Instruction	12
1.2.1	1.2.1. General	14
1.2.2	1.2.2. For Managers	14
1.2.3	1.2.3. App Admin	14
1.2.4	Home Page	14
1.2.4.1	Docupedia	14
1.2.4.2	Support	15
1.2.5	Employee Profile	16
1.2.5.1	Access Employee Profile view	17
1.2.5.2	View associate profile	18
1.2.5.2.1	Access Employee Profile view	19
1.2.5.2.2	Search for associates	19
1.2.5.3	Create associate profile	21
1.2.5.3.1	Access to Employee Overview	21
1.2.5.3.2	Fulfill required information	23
1.2.5.3.3	Notification	25
1.2.5.3.3.1	In-App Notification	26
1.2.5.3.3.2	Email Notification	26
1.2.5.4	Update associate profile	26
1.2.5.4.1	Access to Employee Overview	26
1.2.5.4.2	Search for associates and update information	27
1.2.5.4.3	Notification	31
1.2.5.4.3.1	In-App Notification	31
1.2.5.4.3.2	Email Notification	31
1.2.5.5	Approve/Reject for request of created profile	31
1.2.5.5.1	Access to Pending Approvals	32

1.2.5.5.2 Approve/Reject profiles	32
1.2.5.5.3 Notification	34
1.2.5.5.3.1 In-App Notification	34
1.2.5.5.3.2 Email Notification	34
1.2.5.6 Export report	34
1.2.5.6.1 Access to Employee Overview	35
1.2.5.6.2 Export report	36
1.2.5.6.3 Notification	38
1.2.5.6.3.1 In-App Notification	38
1.2.5.6.3.2 Email Notification	38
1.2.6 Project	39
1.2.6.1 Client Overview	39
1.2.6.1.1 Access to Client Overview	40
1.2.6.1.2 Information in Client Overview	40
1.2.6.2 Create new client profile	41
1.2.6.2.1 Access to Client Overview	41
1.2.6.2.2 Fulfill required information at Create Client screen	42
1.2.6.2.3 Notification	44
1.2.6.2.3.1 In-App Notification	44
1.2.6.2.3.2 Email Notification	44
1.2.6.3 Update client profile	44
1.2.6.3.1 Access to Client Overview	44
1.2.6.3.2 Search for clients and update information	45
1.2.6.3.3 Notification	49
1.2.6.3.3.1 In-App Notification	49
1.2.6.3.3.2 Email Notification	49
1.2.6.4 Project & Sub-project Overview	49
1.2.6.4.1 Project & Sub-project Relationship	49
1.2.6.4.2 Access to Project Overview	50
1.2.6.4.3 Search Project	51

1.2.6.4.4 View Project Information	52
1.2.6.4.5 View Sub-Project Information	53
1.2.6.5 Create project profile	54
1.2.6.5.1 Create new project	55
1.2.6.5.1.1 Access to Project Overview	55
1.2.6.5.1.2 Fulfill required information at Create Project screen	57
1.2.6.5.1.3 Notification	62
1.2.6.5.2 Clone sub-project	62
1.2.6.5.2.1 Access to Sub-project for Billing	63
1.2.6.5.2.2 Fulfill required information at Clone Sub-project screen	67
1.2.6.5.2.3 Notification	67
1.2.6.6 Update sub-project profile	68
1.2.6.6.1 Access to Project Overview	68
1.2.6.6.2 Search for desired project	69
1.2.6.6.3 Open update form	70
1.2.6.6.4 Update detail for desired sub-project	72
1.2.6.6.4.1 Update the detail that need to be changed	72
1.2.6.6.4.2 Click Update button	75
1.2.6.6.5 Notification	75
1.2.6.6.5.1 In-App Notification	75
1.2.6.6.5.2 Email Notification	75
1.2.6.7 Data Export [Client & Project]	76
1.2.6.7.1 Data Export Function	76
1.2.6.7.1.1 Client	77
1.2.6.7.1.2 All projects and sub-projects	77
1.2.6.7.1.3 Sub-projects only	78
1.2.6.7.2 Output File & Location	80
1.2.6.7.3 Notification	81
1.2.6.7.3.1 In-App Notification	81
1.2.6.7.3.2 Email Notification	81

1.2.6.8 Assign associates to a sub-project	82
1.2.6.8.1 Access Project Requirement & Assignment screen	82
1.2.6.8.2 Assign associates to a sub-project	84
1.2.6.8.2.1/ Search for the desired project	85
1.2.6.8.2.2/ Assign associates to the project	85
1.2.6.8.2.3/ Save the project assignment	89
1.2.6.9 Create/Edit project requirement	91
1.2.6.9.1 Access Project Requirement & Assignment screen	92
1.2.6.9.2 Create new requirement	94
1.2.6.9.2.1/ Search for the desired project	95
1.2.6.9.2.2/ Create new requirement	95
1.2.6.9.3 Edit requirement	98
1.2.6.9.3.1 1/ Search for the desired project	99
1.2.6.9.3.2 2/ Edit requirement	99
1.2.7 Billing	101
1.2.7.1 Access Billing view	101
1.2.7.1.1 Access Billing Overview screen	102
1.2.7.1.2 Filter a specific project	102
1.2.7.1.3 Sort the project list	103
1.2.7.2 Check billing status	104
1.2.7.2.1 Search project/sub-project	105
1.2.7.2.1.1 Filter project by year	105
1.2.7.2.1.2 Search for project/sub-project	105
1.2.7.2.2 View general information	105
1.2.7.2.2.1 Project level	106
1.2.7.2.2.2 Sub-project level	107
1.2.7.2.3 View billing item in detail	107
1.2.7.2.4 Notification	109
1.2.7.2.4.1 In-App Notification	109
1.2.7.2.4.2 Email Notification	109

1.2.7.3	Create billing item	109
1.2.7.3.1	Open Create New Billing Item screen	110
1.2.7.3.2	Fulfill required information	110
1.2.7.3.3	Notification	112
1.2.7.3.3.1	In-App Notification	113
1.2.7.3.3.2	Email Notification	113
1.2.7.4	Update billing item	113
1.2.7.4.1	Select the item to update	113
1.2.7.4.2	Update billing details	115
1.2.7.4.3	Notification	118
1.2.7.4.3.1	In-App Notification	119
1.2.7.4.3.2	Email Notification	119
1.2.7.5	Adjust planned bill amount	119
1.2.7.5.1	Select the item to adjust	119
1.2.7.5.2	Update planned bill details	121
1.2.7.5.3	Notification	123
1.2.7.5.3.1	In-App Notification	123
1.2.7.5.3.2	Email Notification	123
1.2.7.6	Export Billing data	124
1.2.7.6.1	Notification	129
1.2.7.6.1.1	In-App Notification	129
1.2.7.7	Create ICT billing item	129
1.2.7.7.1	Open Create ICT billing item screen	130
1.2.7.7.2	Create ICT billing item	130
1.2.7.7.3	Notification	130
1.2.7.7.3.1	In-App Notification	130
1.2.7.7.3.2	Email Notification	130
1.2.7.8	Remove billing item	130
1.2.7.8.1	Select the item to remove	131
1.2.7.8.2	Remove billing item	132

1.2.7.8.3	Notification	133
1.2.7.8.3.1	In-App Notification	134
1.2.7.8.3.2	Email Notification	134
1.2.7.9	Create billing item for non-proceeded	134
1.2.7.9.1	Open create billing for non-proceeded screen.	134
1.2.7.9.2	Create new billing for non-proceeded	135
1.2.7.9.3	Notification	136
1.2.7.9.3.1	In-App Notification	136
1.2.7.9.3.2	Email Notification	136
1.3	1.3. Data Processing Notice	136
1.3.1	1.3.1. Deletion Concept	137
1.3.1.1	Introduction	137
1.3.1.2	Users	137
1.3.1.2.1	Data Subject	137
1.3.1.3	Process Flow	137
1.3.1.3.1	Step 1: Initiate Deletion Request via MS Form	137
1.3.1.3.2	Step 2: Record Request in Tracking List	137
1.3.1.3.3	Step 3: Notify Request Handler (Group Lead) & cc Team Lead	137
1.3.1.3.4	Step 4: Send daily reminder email to Request Handler in case the request is pending for more than 24 hours.	138
1.3.1.3.5	Step 5: Notify Data Subject of Progress in Case of Delays Within 72 Hours	138
1.3.1.3.6	Step 6: Execute Deletion Using System's Delete Function	138
1.3.1.3.7	Step 7: Anonymize Personally Identifiable Data	138
1.3.1.3.8	Step 8: Update Tracking List to Mark Request as Completed	138
1.3.1.3.9	Step 9: Notify Data Subject of Successful Deletion & cc Team Lead	138
1.3.1.4	Attachment	138
1.3.2	Data Collection	138
1.3.2.1	Introduction	139
1.3.2.2	Users	139
1.3.2.2.1	Internal & Fixed-term	139
1.3.2.2.2	External	139

1.3.2.3	Process Flow	139
1.3.2.3.1	Step 1: Send MS Form to Associate via Email	139
1.3.2.3.2	Step 2: Submit MS Form	139
1.3.2.3.3	Step 3: Send Email to Associate	139
1.3.2.3.4	Step 4: Save Documents in SODA Folder	139
1.3.2.3.5	Step 5: Save Data to SODA Database for Profile Creation	139
1.3.2.4	Attachment	139
1.4	1.4. Release Notes	139
1.4.1	Oct 17th, 2024 - v4.0 - Go Live	139
1.4.2	June 24th, 2024 - v3.0 - Go Live	140
1.4.3	May 22nd, 2024 - v2.0 - Go Live	140
1.4.4	January 17th, 2024 - v1.0 - Go Live	141
<b>2</b>	<b>For Managers</b>	<b>143</b>
2.1	Working with SODA	143
2.2	Process & Framework	143
<b>3</b>	<b>2. Operation &amp; Support</b>	<b>144</b>
3.1	2.1. Database Overview & Backup	144
3.2	2.2. Access Control / Permission	144
3.2.1	Role Assignment Process	144
3.2.2	Access Right Catalog	145
3.2.3	Role Assignment / Revoke Process	149
3.2.3.1	Role Assignment	149
3.2.3.2	Revoke	150
3.2.4	Access Right Catalog	150
3.3	2.3. User Account	154
3.4	2.4. Support & Troubleshooting	154
3.4.1	Support	154
3.4.2	Troubleshooting	154

3.5	2.5. Operating Manual	154
3.6	2.6. Operator Self-check	162
<b>4</b>	<b>3. Project Information</b>	<b>167</b>
4.1	3.1. General	169
4.1.1	Timeline	170
4.1.2	Development Approach	170
4.1.3	Meeting Structure	171
4.1.4	Architecture Design	171
4.2	3.2. Team Setup & Responsibilities	171
4.3	3.3. UX Activities	177
4.4	3.4. Masterlist of documents	177
4.4.1	1. Notes	179
4.4.2	2. Document Revision History	179



#### RECOMMENDED TOPICS

- For Managers
- For Associates

# 1 1. SODA App Design

## 1.1 1.1. Feature Overview

### Note

- These personas are not inherited from each other, each one offers a set of actions.
- *Access level limited to scope of management.*
  - **Associate:** Manage your own items.
  - **Team Lead, Group Lead, HoD:** Manage items under your management.
- **Administrator** is played temporarily by SODA team.

	Associate	Administrator	Team Lead	Group Lead	HoD
<b>Employee Profile</b>					
View associate profile	•	•	•	•	•
Create associate profile		•		•	
Update associate profile				•	
Approve/Reject for request of created profile				•	
Export report of associate profiles	•	•	•	•	•
<b>Project</b>					
View client profile				•	•
Create client profile				•	
Update client profile				•	

	Associate	Administrator	Team Lead	Group Lead	HoD
Export report of client profiles				•	•
View project info				•	•
View sub-project info				•	•
Create project profile				•	
Update sub-project profile				•	
Export report of all projects and sub-projects				•	•
Export report of sub-projects				•	•
<b>Billing</b>					
Create billing item				•	
Update billing item				•	
Check billing status				•	
Adjust planned bill amount				•	

## 1.2 1.2. Step-by-step Instruction

⚠ Access level limited to scope of management.

Feature	Module	Persona	Dev Status	Document Status
Update associate profile	Employee Profile	Group Lead	DEPLOYED	FINAL
Create associate profile	Employee Profile	Group Lead	DEPLOYED	FINAL
Approve/Reject for request of created profile	Employee Profile	Group Lead	DEPLOYED	FINAL
Create billing item for non-proceeded	Billing	Group Lead	DEPLOYED	FINAL
Remove billing item	Billing	Group Lead	DEPLOYED	FINAL
Create ICT billing item	Billing	Group Lead	DEPLOYED	FINAL
Create billing item	Billing	Group Lead	DEPLOYED	FINAL
Check billing status	Billing	Group Lead	DEPLOYED	FINAL
Access Billing view	Billing	Group Lead	DEPLOYED	FINAL
Export Billing data	Billing	Group Lead	DEPLOYED	FINAL
Adjust planned bill amount	Billing	Group Lead	DEPLOYED	FINAL
Update billing item	Billing	Group Lead	DEPLOYED	FINAL
Access Employee Profile view	Employee Profile	All	DEPLOYED	FINAL
Home Page	Home Page	All	DEPLOYED	FINAL
Create/Edit project requirement	Project	Team Lead, Group Lead, HoD	DEPLOYED	FINAL
Create project profile	Project	Group Lead	DEPLOYED	FINAL
Project & Sub-project Overview	Project	Group Lead, HoD	DEPLOYED	FINAL

Feature	Module	Persona	Dev Status	Document Status
Update sub-project profile	Project	Group Lead	DEPLOYED	FINAL
Assign associates to a sub-project	Project	Group Lead, HoD	DEPLOYED	FINAL
Data Export [Client & Project]	Project	Group Lead, HoD	DEPLOYED	FINAL
Update client profile	Project	Group Lead	DEPLOYED	FINAL
Create new client profile	Project	Group Lead	DEPLOYED	FINAL
Client Overview	Project	Group Lead, HoD	DEPLOYED	FINAL
Export report	Employee Profile	All	DEPLOYED	FINAL
View associate profile	Employee Profile	All	DEPLOYED	FINAL

## 1.2.1 1.2.1. General

## 1.2.2 1.2.2. For Managers

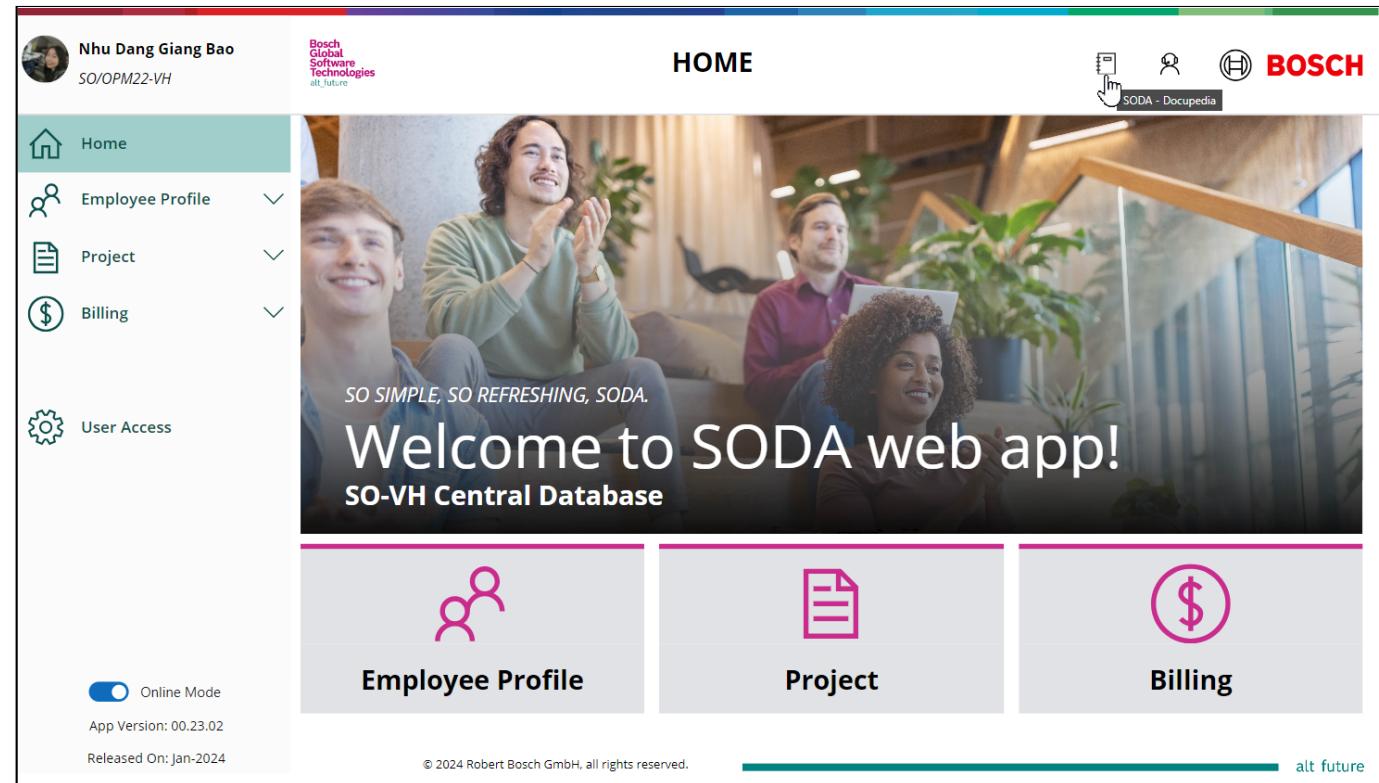
## 1.2.3 1.2.3. App Admin

## 1.2.4 Home Page

Module	Home Page
Persona	All
Dev Status	DEPLOYED
Document Status	FINAL

### 1.2.4.1 Docupedia

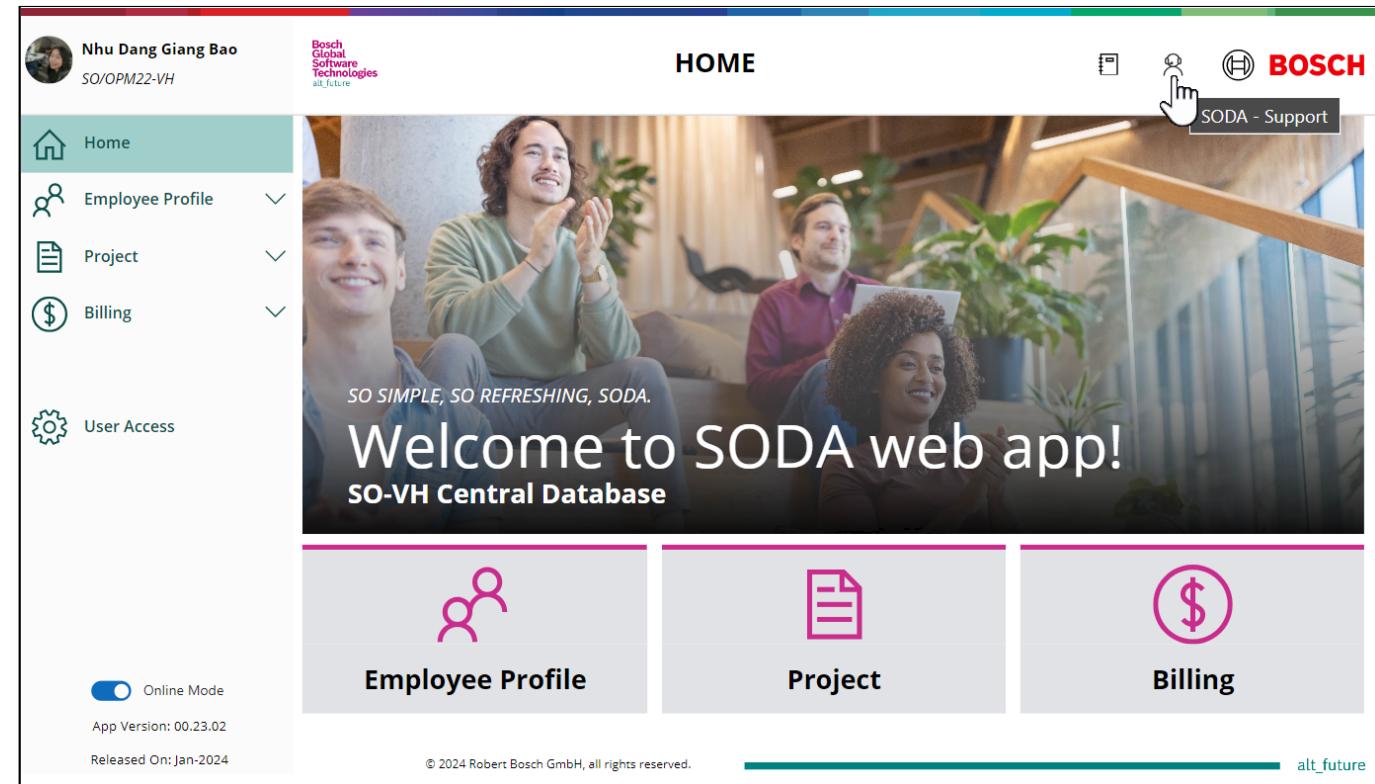
Click on the icon  to access SODA Docupedia.



The screenshot shows the SODA web application interface. At the top left is the user profile of Nhu Dang Giang Bao, SO/OPM22-VH, with the Bosch Global Software Technologies logo. The top right features the word "HOME" and the BOSCH logo. A navigation bar on the left includes "Home", "Employee Profile", "Project", "Billing", and "User Access". Below the navigation is a "Online Mode" toggle, "App Version: 00.23.02", and "Released On: Jan-2024". The main content area has a banner with four people and the text "SO SIMPLE, SO REFRESHING, SODA." and "Welcome to SODA web app! SO-VH Central Database". Below the banner are three cards: "Employee Profile" (with a people icon), "Project" (with a document icon), and "Billing" (with a dollar sign icon). The bottom right corner contains the text "alt future".

#### 1.2.4.2 Support

Click on the icon  to reach for SODA Support.



## 1.2.5 Employee Profile

Feature	Persona	Dev Status	Document Status
Home Page	All	DEPLOYED	FINAL
Export report	All	DEPLOYED	FINAL
Update associate profile	Group Lead	DEPLOYED	FINAL
Create associate profile	Group Lead	DEPLOYED	FINAL

Feature	Persona	Dev Status	Document Status
View associate profile	All	DEPLOYED	FINAL
Access Employee Profile view	All	DEPLOYED	FINAL
Approve/Reject for request of created profile	Group Lead	DEPLOYED	FINAL

### 1.2.5.1 Access Employee Profile view

Module	Employee Profile
Persona	All
Dev Status	DEPLOYED
Document Status	FINAL

Click on **Employee Overview** on the sidebar.

The screenshot shows the Employee Profile interface. At the top, there's a header with the user's name (Lan Nguyen Thi Thao), a profile picture, and the Bosch logo. Below the header is a navigation bar with links for Home, Employee Profile (which is selected and highlighted in blue), Pending Approvals, Project, Billing, SOD, and User Access. To the right of the navigation bar is a search bar and two buttons: 'Create' and 'Export Data'. The main content area is titled 'Employee Overview' and contains a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. There are ten rows of data in the table. At the bottom left, it says 'App Version: 0.0.15.01' and 'Released On: Jan-2024'. At the bottom right, it says '© 2024 Robert Bosch GmbH, all rights reserved.' and 'alt future'.

### 1.2.5.2 View associate profile

Module	Employee Profile
Persona	All
Dev Status	DEPLOYED
Document Status	FINAL

<b>Table of Content</b>
Access Employee Profile view Search for associates

! Access level limited to scope of management.

- **Associate, Administrator:** View your own profile.
- **Team Lead, Group Lead, HoD:** View profiles under your management.

### 1.2.5.2.1 Access Employee Profile view

- Click on **Employee Overview** on the sidebar.

The screenshot displays the 'Employee Profile' view within the SODA Home application. At the top left, the user's profile picture and name ('Lan Nguyen Thi Thao') are shown, along with the text 'SO/OPM31-VH'. To the right is the 'EMPLOYEE PROFILE' header. On the far right, there are icons for help, user profile, and the Bosch logo. The main content area is titled 'Employee Overview' and includes a search bar. Below the search bar is a table with the following columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The table contains 10 rows of data. On the left side, a sidebar lists navigation options: Home, Employee Profile (which is selected and highlighted in blue), Pending Approvals, Project, Billing, SOD, and User Access. At the bottom of the screen, the app version ('App Version: 00.15.01') and release date ('Released On: Jan-2024') are displayed, along with a copyright notice ('© 2024 Robert Bosch GmbH, all rights reserved.') and the 'alt future' logo.

### 1.2.5.2.2 Search for associates

- Choose **Search bar** and input relevant information.

The screenshot shows the 'EMPLOYEE PROFILE' section of a software application. At the top left is the user's profile picture and name, 'Nhu Dang Giang Bao SO/OPM22-VH'. To the right is the Bosch logo. The main title 'EMPLOYEE PROFILE' is centered at the top. On the far right are icons for help, user profile, and a magnifying glass. Below the title is a search bar containing the text '7hc' and a magnifying glass icon. To the right of the search bar are two buttons: 'Create' and 'Export Data'. On the left, there is a sidebar with navigation links: 'Home', 'Employee Profile' (which is currently selected, indicated by a blue background), 'Pending Approvals', 'Project' (with a dropdown arrow), and 'Billing'. The main content area is titled 'Employee Overview' and contains a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The table has several rows of data, each with a small edit icon next to the Employee Name. At the bottom left of the main area, it says 'App Version: 00.10.01' and 'Released On: Sep-2023'. At the bottom right, it says '© 2023 Robert Bosch GmbH, all rights reserved.' and 'alt\_future'.

- Drag the scroll bar on the bottom to check for available information.

The screenshot shows the Employee Profile interface. At the top right is the BOSCH logo. Below it is a search bar with a magnifying glass icon and buttons for 'Create' and 'Export Data'. The main area is titled 'EMPLOYEE PROFILE' and contains a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. A search bar above the table has a blurred placeholder. On the left, there's a sidebar with icons for Home, Employee Profile (selected), Pending Approvals, Project, and Billing. The Employee Profile section is expanded. At the bottom left, it says 'App Version: 00.10.02' and 'Released On: Sep-2023'. At the bottom right, it says '© 2023 Robert Bosch GmbH, all rights reserved.' and 'alt\_future'.

### 1.2.5.3 Create associate profile

Module	Employee Profile
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

Table of Content
<a href="#">Access to Employee Overview</a> <a href="#">Fulfill required information</a> <a href="#">Notification</a> <a href="#">In-App Notification</a> <a href="#">Email Notification</a>

#### 1.2.5.3.1 Access to Employee Overview

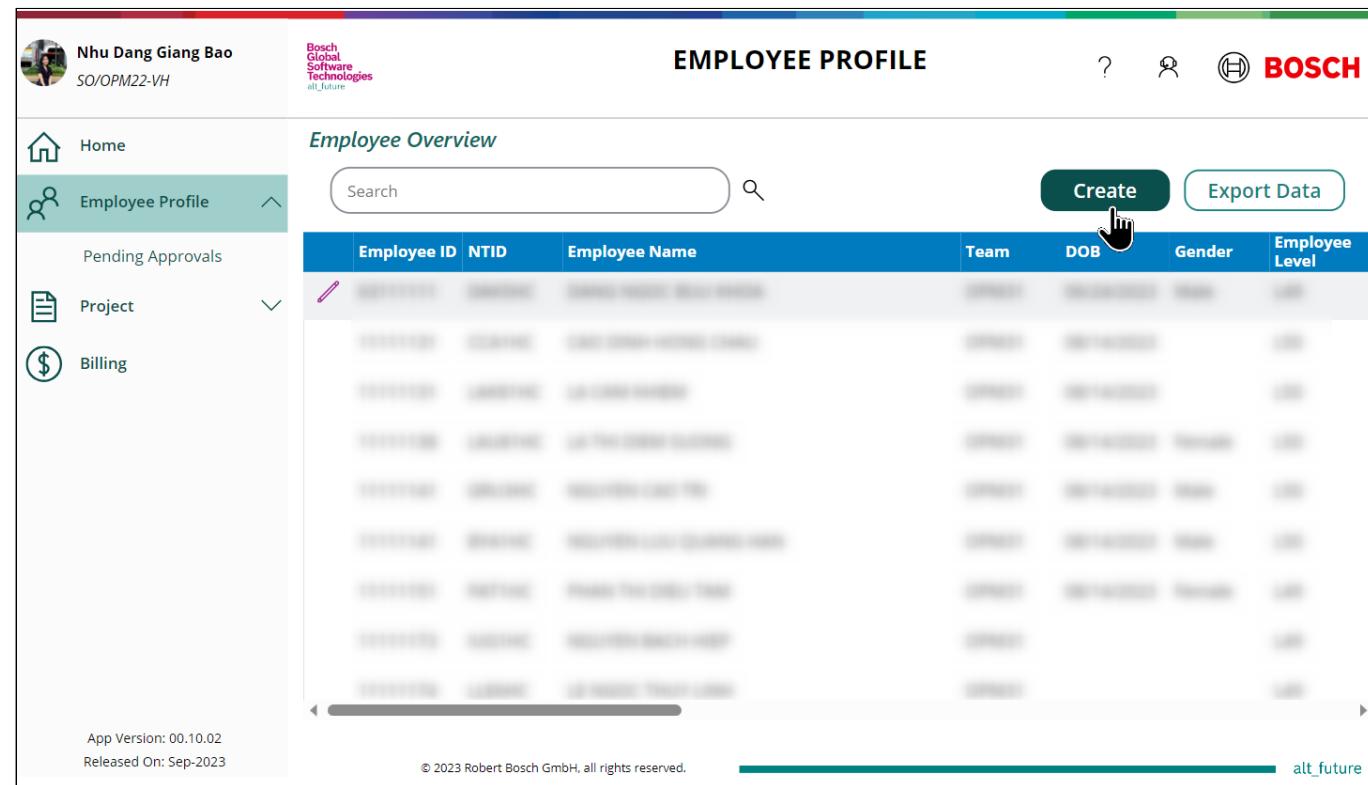
- Click on **Employee Overview** on the sidebar.

The screenshot shows the 'EMPLOYEE PROFILE' screen. At the top left is a user profile for 'Lan Nguyen Thi Thao' with the identifier 'SO/OPM31-VH'. To the right is the Bosch Global Software Technologies logo. The main title 'EMPLOYEE PROFILE' is centered at the top. On the far right are icons for help, user, and a circular 'BOSCH' logo. Below the title, the 'Employee Overview' section is active, indicated by a teal background. It features a search bar with placeholder 'Search' and a magnifying glass icon. To the right of the search bar are two buttons: 'Create' (green) and 'Export Data' (light blue). A table below the search bar has columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The first row of the table is highlighted with a pink border and a pencil icon. The table contains 10 rows of data, each with a pink border. On the left side, there is a sidebar with the following items:

- Home
- Employee Profile (selected)
- Pending Approvals
- Project
- Billing
- SOD
- User Access

At the bottom of the page, the text 'App Version: 00.15.01' and 'Released On: Jan-2024' is displayed, along with the copyright notice '© 2024 Robert Bosch GmbH, all rights reserved.' and the 'alt future' footer.

- Select **Create** to create a new profile



### 1.2.5.3.2 Fulfill required information

**IMPORTANT**

See full detail of each information

	Field Name	Required	Input Type	Note
1	Employee ID	Y	Number	Employee Code (E.g. 3xxxxxx)
2	NTID	Y	Autofill	\

	<b>Field Name</b>	<b>Required</b>	<b>Input Type</b>	<b>Note</b>
<b>3</b>	Employee Name	Y	Autofill	Auto-generated from NTID
<b>4</b>	DOB	N	Date	\
<b>5</b>	Gender	N	Choose 1	\
<b>6</b>	Employee Level	Y	Drop-down	\
<b>7</b>	Team	Y	Autofill	Auto-generated from NTID
<b>8</b>	SO Joined Date	N	Date	\
<b>9</b>	Bosch Joined Date	N	Date	\
<b>10</b>	Resource Type	Y	Choose 1	\
<b>11</b>	Total Year Experience Before Bosch	Y	Number	\
<b>12</b>	Status	Y	Drop-down	\
<b>13</b>	Deactivation Reason	Y	Text	Show if Status = "Other"
<b>14</b>	Last Working Date	Y	Date	Show if Status = "Resigned/Rotated"
<b>15</b>	Termination Date	Y	Date	Show if Status = "Resigned/Rotated"
<b>16</b>	Maternity Start Date	Y	Date	Show if Status = "Maternity leave"

	Field Name	Required	Input Type	Note
17	Maternity End Date	Y	Date	Show if Status = "Maternity leave"
18	Remarks	N	Text	\

- Input relevant information
- Click **Submit**
  - The **Submit** button is enabled only when all required information **filled** in correctly.
  - Click **Cancel** in case you want to clear all the input and return to the previous screen.

The screenshot shows the 'Create New Employee Profile' screen. At the top, it displays the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH'. On the right side, there are icons for help, user profile, and the Bosch logo. The main area contains several input fields:

- Employee Profile:** Fields include Employee ID (\*), NTID (\*), Employee Name (\*), DOB (set to 1/31/1900), Gender (Male/Female), Employee Level (L49), Team (OPM42), SO Joined Date (1/31/1900), Bosch Joined Date (1/31/1900), and Resource Type (Internal/External/Fixed term).
- Billing:** Fields include Total Year Experience Before Bosch (\*) and Status (\*, set to Working).
- Remarks:** A large text input field for additional notes.

At the bottom, there are 'Submit' and 'Cancel' buttons. A note at the bottom center says 'Please fulfill all mandatory fields fully and correctly'. The footer includes 'App Version: 00.10.02', 'Released On: Sep-2023', '© 2023 Robert Bosch GmbH, all rights reserved.', and the code 'alt\_future'.

### 1.2.5.3.3 Notification

#### 1.2.5.3.3.1 In-App Notification

Success	ⓘ The profile has been created successfully.
Error	ⓘ Failed to create new profile. Please try again.

#### 1.2.5.3.3.2 Email Notification

- Only applicable when action is **successfully executed**.
- Receiver:
  - Team Lead, Administrator
  - Associate
- Notice for **A new associate profile created**.

### 1.2.5.4 Update associate profile

Module	Employee Profile
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

#### Table of Content

- [Access to Employee Overview](#)
- [Search for associates and update information](#)
- [Notification
  - \[In-App Notification\]\(#\)
  - \[Email Notification\]\(#\)](#)

#### 1.2.5.4.1 Access to Employee Overview

- Click on **Employee Overview** on the sidebar.

The screenshot shows the Employee Profile interface. At the top, there's a header with the user's name, 'Bosch Global Software Technologies' logo, and navigation icons. Below the header, the main area is titled 'EMPLOYEE PROFILE' with sub-titles 'Employee Overview' and 'Employee ID'. A search bar and 'Create' and 'Export Data' buttons are also present. On the left, a sidebar lists 'Employee Overview' (selected), 'Pending Approvals', 'Project', 'Billing', 'SOD', and 'User Access'. The main content area displays a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The table contains several rows of employee data. At the bottom, it shows 'App Version: 00.15.01', 'Released On: Jan-2024', and a copyright notice: '© 2024 Robert Bosch GmbH, all rights reserved.' and 'alt future'.

#### 1.2.5.4.2 Search for associates and update information

**IMPORTANT**

See full detail of each information

	Field Name	Required	Input Type	Note
1	Employee ID	Y	Number	Employee Code (E.g. 3xxxxxxxx)
2	NTID	Y	Autofill	\

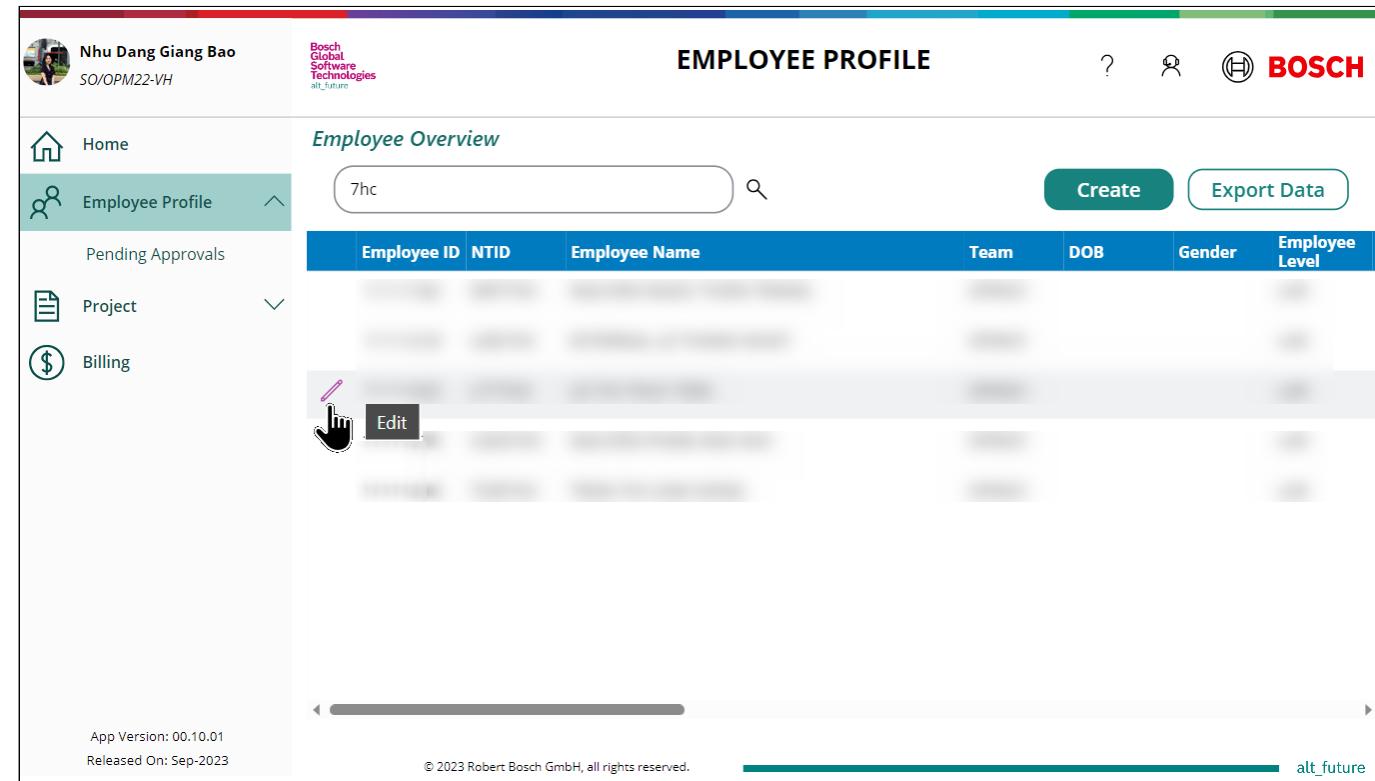
	<b>Field Name</b>	<b>Required</b>	<b>Input Type</b>	<b>Note</b>
<b>3</b>	Employee Name	Y	Autofill	Auto-generated from NTID
<b>4</b>	DOB	N	Date	\
<b>5</b>	Gender	N	Choose 1	\
<b>6</b>	Employee Level	Y	Drop-down	\
<b>7</b>	Team	Y	Autofill	Auto-generated from NTID
<b>8</b>	SO Joined Date	N	Date	\
<b>9</b>	Bosch Joined Date	N	Date	\
<b>10</b>	Resource Type	Y	Choose 1	\
<b>11</b>	Total Year Experience Before Bosch	Y	Number	\
<b>12</b>	Status	Y	Drop-down	\
<b>13</b>	Deactivation Reason	Y	Text	Show if Status = "Other"
<b>14</b>	Last Working Date	Y	Date	Show if Status = "Resigned/Rotated"
<b>15</b>	Termination Date	Y	Date	Show if Status = "Resigned/Rotated"
<b>16</b>	Maternity Start Date	Y	Date	Show if Status = "Maternity leave"

	Field Name	Required	Input Type	Note
17	Maternity End Date	Y	Date	Show if Status = "Maternity leave"
18	Remarks	N	Text	\

- Choose **Search bar** and input relevant information.

The screenshot shows the 'EMPLOYEE PROFILE' screen. At the top left is a user profile for 'Nhu Dang Giang Bao' with the identifier 'SO/OPM22-VH'. To the right is the Bosch logo. The main title is 'EMPLOYEE PROFILE'. On the left, there's a sidebar with 'Home' and 'Employee Profile' selected. Below that are 'Pending Approvals', 'Project' (with a dropdown arrow), and 'Billing'. The central area is titled 'Employee Overview' and contains a search bar with the placeholder '7hc' and a magnifying glass icon. To the right of the search bar are 'Create' and 'Export Data' buttons. Below the search bar is a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The table has several rows of data, each with a small edit icon next to the Employee Name. At the bottom of the screen, there's a footer with 'App Version: 00.10.01', 'Released On: Sep-2023', '© 2023 Robert Bosch GmbH, all rights reserved.', and the 'alt\_future' watermark.

- Click on the icon  in the first column of the desired row to edit.



The screenshot shows the Employee Profile Overview screen. At the top, there's a header with the title "EMPLOYEE PROFILE" and the Bosch logo. On the left, a sidebar menu includes "Home", "Employee Profile" (which is currently selected and highlighted in teal), "Pending Approvals", "Project", and "Billing". The main area has a search bar with the placeholder "7hc" and search, Create, and Export Data buttons. Below the search bar is a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The first row of the table has an "Edit" button in the first column, which is highlighted with a pink box and a hand cursor icon. The bottom of the screen displays app version information ("App Version: 00.10.01", "Released On: Sep-2023"), a copyright notice ("© 2023 Robert Bosch GmbH, all rights reserved."), and the text "alt\_future".

- Edit the information.
- Click **Update** when finished.
  - The **Update** button is enabled only when a change made and all required information filled in correctly.
  - Click **Cancel** in case you want to clear all the input and return to the previous screen

Nhu Dang Giang Bao  
SO/OPM22-VH

Bosch Global Software Technologies  
alt\_future

Home Employee Profile Pending Approvals Project Billing

**Edit Employee Profile**

Employee ID (\*) 11111225 NTID (\*) Employee Name (\*) DOB 1/31/1900

Gender Male Female

Employee Level (\*) L49 Team (\*) OPM22 SO Joined Date 1/31/1900 Bosch Joined Date 1/31/1900

Resource Type (\*) Internal External Fixed term

Total Year Experience Before Bosch (\*)

Status (\*)

Update Cancel

App Version: 00.10.01 Released On: Sep-2023 © 2023 Robert Bosch GmbH, all rights reserved. alt\_future

### 1.2.5.4.3 Notification

#### 1.2.5.4.3.1 In-App Notification

Succes	✓ The profile has been updated successfully.
Error	❗ Failed to update profile. Please try again.

#### 1.2.5.4.3.2 Email Notification

Only applicable when action is **successfully executed**.

- Receiver: **Team Lead, Associate**.
- Notice for **New updates to associate profile**.

### 1.2.5.5 Approve/Reject for request of created profile

Module	Employee Profile

#### Table of Content

<b>Persona</b>	Group Lead
<b>Dev Status</b>	<b>DEPLOYED</b>
<b>Document Status</b>	<b>FINAL</b>

Access to Pending Approvals  
 Approve/Reject profiles  
 Notification  
 In-App Notification  
 Email Notification

### 1.2.5.5.1 Access to Pending Approvals

- Click **Pending Approvals** on the sidebar.

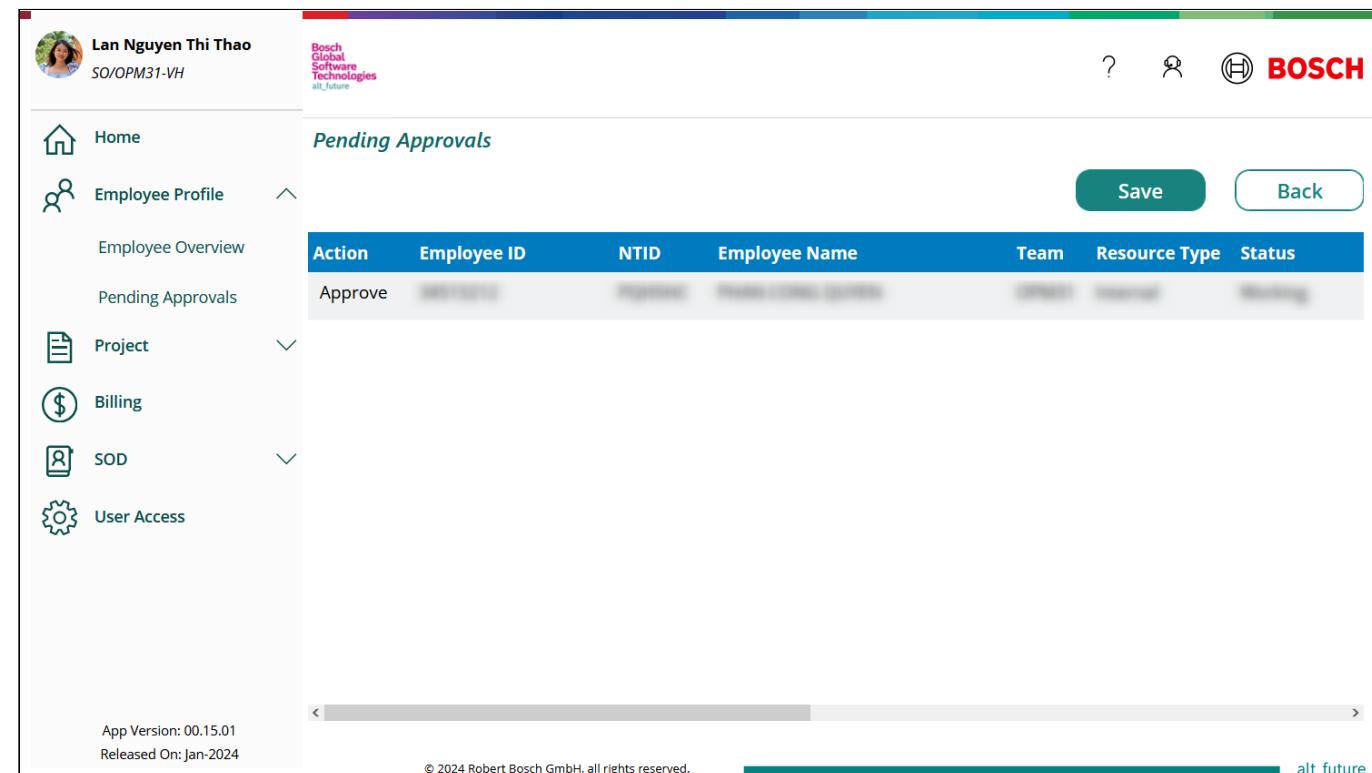
Action	Employee ID	NTID	Employee Name	Team	Created By	Created
[Pending Approval Row]						

### 1.2.5.5.2 Approve/Reject profiles

- Select **Approve/Reject** on the item(s), then click **Next**.
  - The **Next** button is enabled only when at least one request selected.

The screenshot shows the 'Pending Approvals' section of the SODA application. At the top, there's a header bar with the user profile 'Lan Nguyen Thi Thao SO/OPM31-VH' and the Bosch logo. Below the header, the title 'PENDING APPROVALS' is displayed. On the left, a sidebar lists navigation options: Home, Employee Profile (selected), Project, Billing, SOD, and User Access. The main area is titled 'Pending Approvals' and contains a table with columns: Action, Employee ID, NTID, Employee Name, Team, Created By, and Created. A message at the top right says 'Please take action for at least one request.' A 'Next' button is located in the top right corner of the main area. A tooltip over the 'Action' column header indicates 'Approve' and 'Reject'. At the bottom, it shows 'App Version: 00.15.01' and 'Released On: Jan-2024'.

- You will be directed to 'Pending Approvals' for confirmation.
- When you're done updating, click **Save**.



### 1.2.5.5.3 Notification

#### 1.2.5.5.3.1 In-App Notification

Succes	<span>✓</span> Saved successfully.
Error	<span>!</span> Failed to save. Please try again.

#### 1.2.5.5.3.2 Email Notification

Only applicable when action is **successfully executed**.

- Receiver: **Administrator, Team Lead, and Associate.**
- Notice for **Approval Status**.

### 1.2.5.6 Export report

Module	Employee Profile

#### Table of Content

Persona	All
Dev Status	DEPLOYED
Document Status	FINAL

Access to Employee Overview  
Export report  
Notification  
In-App Notification  
Email Notification

 Access level limited to scope of management.

- **Associate, Administrator:** View & export your own profile.
- **Team Lead, Group Lead, HoD:** View & export profiles under your management.

#### 1.2.5.6.1 Access to Employee Overview

- Click on **Employee Overview** on the sidebar.

The screenshot shows the 'EMPLOYEE PROFILE' screen. At the top left is a user profile for 'Lan Nguyen Thi Thao' with the identifier 'SO/OPM31-VH'. To the right is the Bosch Global Software Technologies logo. The main title 'EMPLOYEE PROFILE' is centered at the top. On the far right are icons for help, user, and a red 'BOSCH' logo. Below the title, a navigation bar includes 'Home' and 'Employee Profile' (which is currently selected). A search bar with a magnifying glass icon and two buttons, 'Create' and 'Export Data', are also present. The central area is titled 'Employee Overview' and contains a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The table has several rows of data, each with a small edit icon. On the left side, there is a sidebar with sections: 'Employee Overview' (selected), 'Pending Approvals', 'Project' (with a dropdown arrow), 'Billing', 'SOD' (with a dropdown arrow), and 'User Access'. At the bottom of the page, the app version '00.15.01' and release date 'Released On: Jan-2024' are listed, along with a copyright notice '© 2024 Robert Bosch GmbH, all rights reserved.' and the text 'alt future'.

### 1.2.5.6.2 Export report

#### Tool Tip

- Function will **Export** the current view of the data table.
- Use **Search** function to get the desired view before **Export**.

- Click **Export Data** to open the CSV file with Excel Online.

**⚠** A new tab of Excel will pop up in your browser in this export. Please **enable pop-ups and redirects** from this app, so that this function can work properly.

The screenshot shows the 'EMPLOYEE PROFILE' application interface. At the top, there's a header with the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH', the Bosch Software Technologies logo, and navigation icons for help, user profile, and company logo ('BOSCH'). The main area is titled 'Employee Overview' and features a search bar with the placeholder '7hc'. Below the search bar is a table with columns: Employee ID, NTID, Employee Name, Team, DOB, Gender, and Employee Level. The 'Employee Profile' tab is highlighted in green in the sidebar, which also includes links for 'Home', 'Pending Approvals', 'Project', and 'Billing'. At the bottom left, it says 'App Version: 00.10.02' and 'Released On: Sep-2023'. At the bottom right, it says '© 2023 Robert Bosch GmbH, all rights reserved.' and 'alt\_future'.

- Excel tab will automatically pop-up with information of all employees in the previous search.

### Tool Tip

- The exported file is saved at **your own OneDrive** with following name:  
**"Employee\_Profile\_[ExportedDate: yyyy-mm-dd]"**

Employee Profile																								
Employee ID	Employee NTID	Team	Direct M	Indirect	Bosch Join Date	DOB	Deactivate Employee	Gender	Last Work	Maternity	Maternity Remarks	Resource	SO Joined	Status	Termination Date	Total Year Exp.	Before Bosch							
Employee	Employee NTID	Team	Direct M	Indirect	Bosch Join Date	DOB	Deactivate Employee	Gender	Last Work	Maternity	Maternity Remarks	Resource	SO Joined	Status	Termination Date	Total Year Exp.	Before Bosch							
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								
16																								
17																								
18																								
19																								
20																								
21																								
22																								
23																								
24																								

## 1.2.5.6.3 Notification

### 1.2.5.6.3.1 In-App Notification

Info	ⓘ Working on generation the CSV file...
Success	✅ Data has been exported successfully.
Error	⚠ Failed to export data. Please try again.

### 1.2.5.6.3.2 Email Notification

Not applicable.

## 1.2.6 Project

Feature	Persona	Dev Status	Document Status
Create/Edit project requirement	Team Lead, Group Lead, HoD	DEPLOYED	FINAL
Create project profile	Group Lead	DEPLOYED	FINAL
Project & Sub-project Overview	Group Lead, HoD	DEPLOYED	FINAL
Update sub-project profile	Group Lead	DEPLOYED	FINAL
Assign associates to a sub-project	Group Lead, HoD	DEPLOYED	FINAL
Data Export [Client & Project]	Group Lead, HoD	DEPLOYED	FINAL
Update client profile	Group Lead	DEPLOYED	FINAL
Create new client profile	Group Lead	DEPLOYED	FINAL
Client Overview	Group Lead, HoD	DEPLOYED	FINAL

Unable to render include or excerpt-include. Could not retrieve page.

### 1.2.6.1 Client Overview

Module	Project
Persona	Group Lead, HoD
Dev Status	DEPLOYED

Table of Content
<a href="#">Access to Client Overview</a> <a href="#">Information in Client Overview</a>



### 1.2.6.1.1 Access to Client Overview

- From Project Menu, open Client Overview Sub-menu

The screenshot shows the Project Overview page. On the left, there is a sidebar with navigation links: Home, Employee Profile, Project (with Client Overview and Project Overview selected), and Billing. The main area displays a table titled "Project Overview" with columns: Client Name, Project Name, and No. of Sub-project. The table contains six rows of data:

Client Name	Project Name	No. of Sub-project
Client 1	Project 1, ID: 10001	5
Client 2	Project 2, ID: 10002	2
Client 3	Project 3, ID: 10003	2
Client 4	Project 4, ID: 10004	1
Client 5	Project 5, ID: 10005	5

At the bottom of the page, there is footer information: App Version: 00.10.01, Released On: Sep-2023, © 2023 Robert Bosch GmbH, all rights reserved, and alt future.

### 1.2.6.1.2 Information in Client Overview

- **Client info** is displayed at data table.
  - **Search bar** will look for the value at all of the columns.
- Win Rate** = Total Won Project / Total number of projects

Client Overview				
Search			Create	Export Data
Client Name	Client Division	Client Country	Win Rate	SAP ID
Client 1	Division 1	Country 1	50%	SAP ID 1
Client 2	Division 2	Country 2	100%	SAP ID 2
Client 3	Division 3	Country 3	0%	SAP ID 3
Client 4	Client 4	Country 4	0%	SAP ID 4
Client 5	Client 5	Country 5	0%	SAP ID 5
Client 6	Client 6	Client 6	0%	SAP ID 6
Client 7	Division 7	Country 7	0%	SAP ID 7
Client 8	CC	Country 8	0%	SAP ID 8

Unable to render include or excerpt-include. Could not retrieve page.

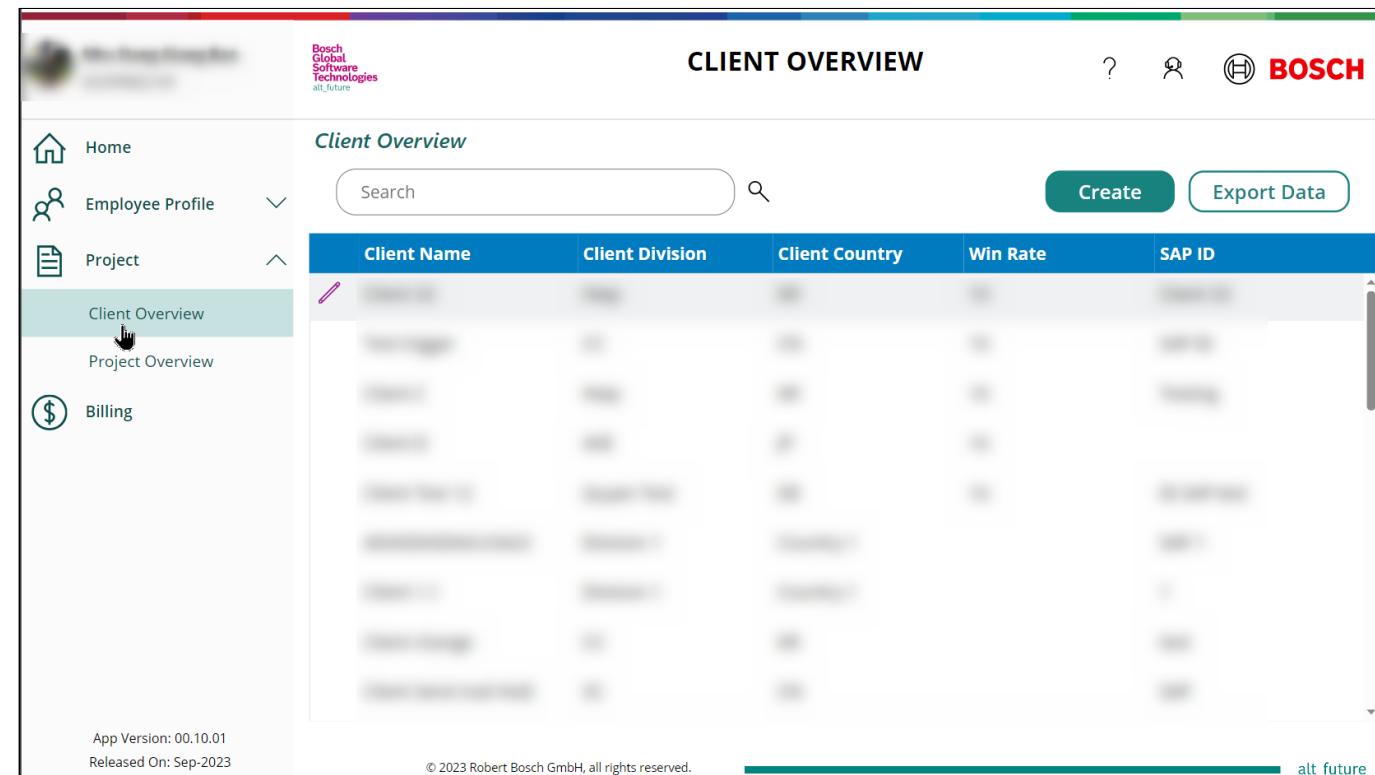
## 1.2.6.2 Create new client profile

Module	Project
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

Table of Content
<a href="#">Access to Client Overview</a> <a href="#">Fulfill required information at Create Client screen</a> <a href="#">Notification</a> <a href="#">In-App Notification</a> <a href="#">Email Notification</a>

### 1.2.6.2.1 Access to Client Overview

- Click on *Client Overview* to access this screen, select **Create**.



#### **1.2.6.2.2 Fulfill required information at Create Client screen**

- Enter **Client Name**, select **Client Division**, select **Client Country**, enter **SAP ID**.
- Click **Create**.
  - The **Create** button is enabled only when all required information **filled** in correctly.
  - Click **Cancel** in case you want to clear all the input and return to the previous screen.

**Create Client**

Client Name (\*) ABC

Client Division (\*) CC

Client Country (\*) CN

SAP ID (\*) 001

App Version: 00.10.01  
Released On: Sep-2023

© 2023 Robert Bosch GmbH, all rights reserved. alt\_future

?

BOSCH

Create Cancel

### IMPORTANT

See full detail of each information in Client

	Field Name	Required	Input Type	Note
1	Client Name	Y	Text	
2	Client Division	Y	Drop-down, Type in a new item	
3	Client Country	Y	Drop-down, Type in a new item	

	Field Name	Required	Input Type	Note	
4	SAP ID	Y	Text		

### 1.2.6.2.3 Notification

#### 1.2.6.2.3.1 In-App Notification

Success	ⓘ The client has been created successfully.
Error	ⓘ Failed to create new client. Please try again.

#### 1.2.6.2.3.2 Email Notification

Only applicable when action is **successfully executed**.

- Receiver: **HoD, Team Lead**
- Notice for **A new client is created**.

### 1.2.6.3 Update client profile

Module	Project
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

#### Table of Contents

1. [Access to Client Overview](#)
2. [Search for clients and update information](#)
3. [Notification](#)
  1. [In-App Notification](#)
  2. [Email Notification](#)

#### 1.2.6.3.1 Access to Client Overview

- From Project Menu, click Client Overview

The screenshot shows the 'Client Overview' page within the SODA Home application. At the top right, there is a logo for 'Bosch Software Technologies alt\_futura'. The main title 'CLIENT OVERVIEW' is centered above a search bar and two buttons: 'Create' and 'Export Data'. On the left, a sidebar menu includes 'Home', 'Employee Profile', 'Project' (with 'Client Overview' selected and highlighted in blue), and 'Billing'. A search bar at the top has the placeholder 'Search'. Below the search bar is a table header with columns: 'Client Name', 'Client Division', 'Client Country', 'Win Rate', and 'SAP ID'. The table body contains several rows of client data, which are blurred for privacy. At the bottom of the page, there is a footer with the text 'App Version: 00.10.01', 'Released On: Sep-2023', '© 2023 Robert Bosch GmbH, all rights reserved.', and the 'alt\_futura' logo.

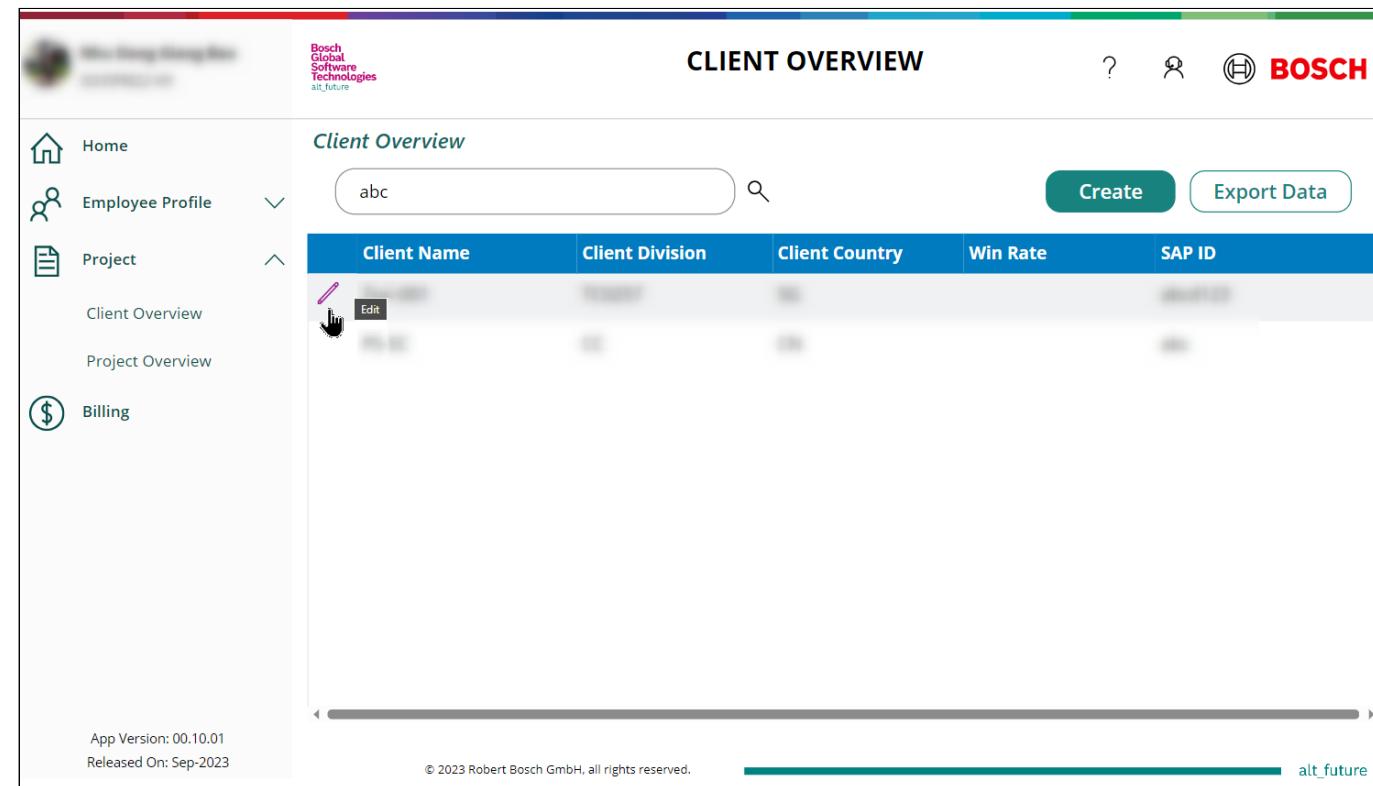
#### 1.2.6.3.2 Search for clients and update information

- Search for Client (by either **Client Name, Client Division, Client Country, Win Rate, or SAP ID**) in the *Search box*.

The screenshot shows the 'CLIENT OVERVIEW' page of the SODA application. At the top right, there is a 'BOSCH' logo. On the left, a sidebar menu includes 'Home', 'Employee Profile', 'Project' (with 'Client Overview' and 'Project Overview' sub-options), and 'Billing'. The main area has a search bar with the text 'ABC' and a magnifying glass icon. Below the search bar is a table header with columns: 'Client Name', 'Client Division', 'Client Country', 'Win Rate', and 'SAP ID'. The bottom of the screen displays the app version '00.10.01' and release date 'Sep-2023', along with a copyright notice '© 2023 Robert Bosch GmbH, all rights reserved.' and the 'alt.future' logo.

Client Name	Client Division	Client Country	Win Rate	SAP ID
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- Choose the desired row, then click on the icon  in the first column to edit.



CLIENT OVERVIEW

Client Overview

abc

Create Export Data

Client Name	Client Division	Client Country	Win Rate	SAP ID
Client 1	Division A	Country A	Rate A	ID A
Client 2	Division B	Country B	Rate B	ID B
Client 3	Division C	Country C	Rate C	ID C

Home Employee Profile Project Client Overview Project Overview Billing

Bosch Global Software Technologies alt\_future

App Version: 00.10.01  
Released On: Sep-2023

© 2023 Robert Bosch GmbH, all rights reserved. alt\_future

- Edit the information. Click **Update** when finished.

The screenshot shows the 'Edit Client' screen in the SODA app. The top navigation bar includes the Bosch Global Software Technologies logo, a help icon, a user profile icon, and the BOSCH logo. On the left, there's a sidebar with 'Home', 'Employee Profile', 'Project' (with 'Client Overview' and 'Project Overview' sub-options), and 'Billing'. The main area is titled 'Edit Client' and contains four input fields: 'Client Name(\*)' (text input, currently empty), 'Client Division(\*)' (dropdown menu, currently showing a blue placeholder), 'Client Country(\*)' (dropdown menu, currently showing a light blue placeholder), and 'SAP ID(\*)' (text input, currently empty). At the bottom right are 'Update' and 'Cancel' buttons. The bottom of the screen displays the app version (00.10.01) and release date (Sep-2023), along with a copyright notice for Robert Bosch GmbH (© 2023) and the code 'alt\_future'.

### IMPORTANT

See full detail of each information in Client

	Field Name	Required	Input Type	Note
1	Client Name	Y	Text	
2	Client Division	Y	Drop-down, Type in a new item	
3	Client Country	Y	Drop-down, Type in a new item	

	Field Name	Required	Input Type	Note	
4	SAP ID	Y	Text		

### 1.2.6.3.3 Notification

#### 1.2.6.3.3.1 In-App Notification

Succes	✓ The client has been updated successfully.
Error	⚠ Failed to update client. Please try again.

#### 1.2.6.3.3.2 Email Notification

- Only applicable when action is **successfully executed**.
- Receiver: **HoD, Team Lead**
- Notice for **New updates to client**.

### 1.2.6.4 Project & Sub-project Overview

Module	Project
Persona	Group Lead, HoD
Dev Status	DEPLOYED
Document Status	FINAL

#### Table of Content

- [Project & Sub-project Relationship](#)
- [Access to Project Overview](#)
- [Search Project](#)
- [View Project Information](#)
- [View Sub-Project Information](#)

#### 1.2.6.4.1 Project & Sub-project Relationship

Timing	<i>1st project Signed with new client</i>	<i>Same client + New Project</i>	<i>Same client + New Project</i>
--------	---	--------------------------------------	--------------------------------------

<b>Client</b>	A	A	A
<b>No. of Sub-project</b>	1	2	3
<b>Parent Project</b>	Project A	Project A	Project A
<b>Child Project</b>	-	Project A-1	Project A-1 Project A-2
 <b>Function to use</b>	<a href="#">Create new project</a>	<a href="#">Clone sub-project</a>	<a href="#">Clone sub-project</a>

#### 1.2.6.4.2 Access to Project Overview

---

- From Project Menu, open Project Overview Sub-menu

The screenshot shows the 'Project Overview' page. At the top, there's a header with the user's name 'Hien Phung' and a Bosch logo. The main area has a sidebar with links like 'Home', 'Employee Profile', 'Project' (which is expanded to show 'Client Overview', 'Project Overview' which is selected and highlighted in green, and 'Billing'), and a search bar with a magnifying glass icon. To the right is a table with three columns: 'Client Name', 'Project Name', and 'No. of Sub-project'. The table contains six rows of data. At the bottom, there's a footer with app version information and a copyright notice.

Client Name	Project Name	No. of Sub-project
Client 1	Project 1A, Project 1B, Project 1C	5
Client 2	Project 2A, Project 2B	2
Client 3	Project 3A, Project 3B	2
Client 4	Project 4A	1
Client 5	Project 5A, Project 5B	5

App Version: 0.0.10.01  
Released On: Sep-2023  
© 2023 Robert Bosch GmbH, all rights reserved.  
alt future

#### 1.2.6.4.3 Search Project

- Choose **Search bar** and input the condition to search desired project.

The screenshot shows the SODA Project Overview interface. At the top, there is a header with the user's name (Hien Phung), a Bosch logo, and navigation links for Home, Employee Profile, Project, and Billing. A search bar is located at the top right. Below the header is a table titled "Project Overview" with columns for Client Name, Project Name, and No. of Sub-project. The table lists several entries, each with a small icon and a dropdown arrow. At the bottom of the screen, there is footer information including the app version (00.10.01), release date (Sep-2023), and copyright notice (© 2023 Robert Bosch GmbH, all rights reserved). The background features a vertical color gradient on the right side.

Client Name	Project Name	No. of Sub-project
Client 01	Project 01, 2023	1
Client 02	Project 02, 2023	1
Client 03	Project 03, 2023	1
Client 04	Project 04, 2023	1
Client 05	Project 05, 2023	1
Client 06	Project 06, 2023	1
Client 07	Project 07, 2023	1
Client 08	Project 08, 2023	1
Client 09	Project 09, 2023	1
Client 10	Project 10, 2023	1
Client 11	Project 11, 2023	1
Client 12	Project 12, 2023	1
Client 13	Project 13, 2023	1
Client 14	Project 14, 2023	1
Client 15	Project 15, 2023	1
Client 16	Project 16, 2023	1
Client 17	Project 17, 2023	1
Client 18	Project 18, 2023	1
Client 19	Project 19, 2023	1
Client 20	Project 20, 2023	1
Client 21	Project 21, 2023	1
Client 22	Project 22, 2023	1
Client 23	Project 23, 2023	1
Client 24	Project 24, 2023	1
Client 25	Project 25, 2023	1
Client 26	Project 26, 2023	1
Client 27	Project 27, 2023	1
Client 28	Project 28, 2023	1
Client 29	Project 29, 2023	1
Client 30	Project 30, 2023	1
Client 31	Project 31, 2023	1
Client 32	Project 32, 2023	1
Client 33	Project 33, 2023	1
Client 34	Project 34, 2023	1
Client 35	Project 35, 2023	1
Client 36	Project 36, 2023	1
Client 37	Project 37, 2023	1
Client 38	Project 38, 2023	1
Client 39	Project 39, 2023	1
Client 40	Project 40, 2023	1
Client 41	Project 41, 2023	1
Client 42	Project 42, 2023	1
Client 43	Project 43, 2023	1
Client 44	Project 44, 2023	1
Client 45	Project 45, 2023	1
Client 46	Project 46, 2023	1
Client 47	Project 47, 2023	1
Client 48	Project 48, 2023	1
Client 49	Project 49, 2023	1
Client 50	Project 50, 2023	1
Client 51	Project 51, 2023	1
Client 52	Project 52, 2023	1
Client 53	Project 53, 2023	1
Client 54	Project 54, 2023	1
Client 55	Project 55, 2023	1
Client 56	Project 56, 2023	1
Client 57	Project 57, 2023	1
Client 58	Project 58, 2023	1
Client 59	Project 59, 2023	1
Client 60	Project 60, 2023	1
Client 61	Project 61, 2023	1
Client 62	Project 62, 2023	1
Client 63	Project 63, 2023	1
Client 64	Project 64, 2023	1
Client 65	Project 65, 2023	1
Client 66	Project 66, 2023	1
Client 67	Project 67, 2023	1
Client 68	Project 68, 2023	1
Client 69	Project 69, 2023	1
Client 70	Project 70, 2023	1
Client 71	Project 71, 2023	1
Client 72	Project 72, 2023	1
Client 73	Project 73, 2023	1
Client 74	Project 74, 2023	1
Client 75	Project 75, 2023	1
Client 76	Project 76, 2023	1
Client 77	Project 77, 2023	1
Client 78	Project 78, 2023	1
Client 79	Project 79, 2023	1
Client 80	Project 80, 2023	1
Client 81	Project 81, 2023	1
Client 82	Project 82, 2023	1
Client 83	Project 83, 2023	1
Client 84	Project 84, 2023	1
Client 85	Project 85, 2023	1
Client 86	Project 86, 2023	1
Client 87	Project 87, 2023	1
Client 88	Project 88, 2023	1
Client 89	Project 89, 2023	1
Client 90	Project 90, 2023	1
Client 91	Project 91, 2023	1
Client 92	Project 92, 2023	1
Client 93	Project 93, 2023	1
Client 94	Project 94, 2023	1
Client 95	Project 95, 2023	1
Client 96	Project 96, 2023	1
Client 97	Project 97, 2023	1
Client 98	Project 98, 2023	1
Client 99	Project 99, 2023	1
Client 100	Project 100, 2023	1
Client 101	Project 101, 2023	1
Client 102	Project 102, 2023	1
Client 103	Project 103, 2023	1
Client 104	Project 104, 2023	1
Client 105	Project 105, 2023	1
Client 106	Project 106, 2023	1
Client 107	Project 107, 2023	1
Client 108	Project 108, 2023	1
Client 109	Project 109, 2023	1
Client 110	Project 110, 2023	1
Client 111	Project 111, 2023	1
Client 112	Project 112, 2023	1
Client 113	Project 113, 2023	1
Client 114	Project 114, 2023	1
Client 115	Project 115, 2023	1
Client 116	Project 116, 2023	1
Client 117	Project 117, 2023	1
Client 118	Project 118, 2023	1
Client 119	Project 119, 2023	1
Client 120	Project 120, 2023	1
Client 121	Project 121, 2023	1
Client 122	Project 122, 2023	1
Client 123	Project 123, 2023	1
Client 124	Project 124, 2023	1
Client 125	Project 125, 2023	1
Client 126	Project 126, 2023	1
Client 127	Project 127, 2023	1
Client 128	Project 128, 2023	1
Client 129	Project 129, 2023	1
Client 130	Project 130, 2023	1
Client 131	Project 131, 2023	1
Client 132	Project 132, 2023	1
Client 133	Project 133, 2023	1
Client 134	Project 134, 2023	1
Client 135	Project 135, 2023	1
Client 136	Project 136, 2023	1
Client 137	Project 137, 2023	1
Client 138	Project 138, 2023	1
Client 139	Project 139, 2023	1
Client 140	Project 140, 2023	1
Client 141	Project 141, 2023	1
Client 142	Project 142, 2023	1
Client 143	Project 143, 2023	1
Client 144	Project 144, 2023	1
Client 145	Project 145, 2023	1
Client 146	Project 146, 2023	1
Client 147	Project 147, 2023	1
Client 148	Project 148, 2023	1
Client 149	Project 149, 2023	1
Client 150	Project 150, 2023	1
Client 151	Project 151, 2023	1
Client 152	Project 152, 2023	1
Client 153	Project 153, 2023	1
Client 154	Project 154, 2023	1
Client 155	Project 155, 2023	1
Client 156	Project 156, 2023	1
Client 157	Project 157, 2023	1
Client 158	Project 158, 2023	1
Client 159	Project 159, 2023	1
Client 160	Project 160, 2023	1
Client 161	Project 161, 2023	1
Client 162	Project 162, 2023	1
Client 163	Project 163, 2023	1
Client 164	Project 164, 2023	1
Client 165	Project 165, 2023	1
Client 166	Project 166, 2023	1
Client 167	Project 167, 2023	1
Client 168	Project 168, 2023	1
Client 169	Project 169, 2023	1
Client 170	Project 170, 2023	1
Client 171	Project 171, 2023	1
Client 172	Project 172, 2023	1
Client 173	Project 173, 2023	1
Client 174	Project 174, 2023	1
Client 175	Project 175, 2023	1
Client 176	Project 176, 2023	1
Client 177	Project 177, 2023	1
Client 178	Project 178, 2023	1
Client 179	Project 179, 2023	1
Client 180	Project 180, 2023	1
Client 181	Project 181, 2023	1
Client 182	Project 182, 2023	1
Client 183	Project 183, 2023	1
Client 184	Project 184, 2023	1
Client 185	Project 185, 2023	1
Client 186	Project 186, 2023	1
Client 187	Project 187, 2023	1
Client 188	Project 188, 2023	1
Client 189	Project 189, 2023	1
Client 190	Project 190, 2023	1
Client 191	Project 191, 2023	1
Client 192	Project 192, 2023	1
Client 193	Project 193, 2023	1
Client 194	Project 194, 2023	1
Client 195	Project 195, 2023	1
Client 196	Project 196, 2023	1
Client 197	Project 197, 2023	1
Client 198	Project 198, 2023	1
Client 199	Project 199, 2023	1
Client 200	Project 200, 2023	1
Client 201	Project 201, 2023	1
Client 202	Project 202, 2023	1
Client 203	Project 203, 2023	1
Client 204	Project 204, 2023	1
Client 205	Project 205, 2023	1
Client 206	Project 206, 2023	1
Client 207	Project 207, 2023	1
Client 208	Project 208, 2023	1
Client 209	Project 209, 2023	1
Client 210	Project 210, 2023	1
Client 211	Project 211, 2023	1
Client 212	Project 212, 2023	1
Client 213	Project 213, 2023	1
Client 214	Project 214, 2023	1
Client 215	Project 215, 2023	1
Client 216	Project 216, 2023	1
Client 217	Project 217, 2023	1
Client 218	Project 218, 2023	1
Client 219	Project 219, 2023	1
Client 220	Project 220, 2023	1
Client 221	Project 221, 2023	1
Client 222	Project 222, 2023	1
Client 223	Project 223, 2023	1
Client 224	Project 224, 2023	1
Client 225	Project 225, 2023	1
Client 226	Project 226, 2023	1
Client 227	Project 227, 2023	1
Client 228	Project 228, 2023	1
Client 229	Project 229, 2023	1
Client 230	Project 230, 2023	1
Client 231	Project 231, 2023	1
Client 232	Project 232, 2023	1
Client 233	Project 233, 2023	1
Client 234	Project 234, 2023	1
Client 235	Project 235, 2023	1
Client 236	Project 236, 2023	1
Client 237	Project 237, 2023	1
Client 238	Project 238, 2023	1
Client 239	Project 239, 2023	1
Client 240	Project 240, 2023	1
Client 241	Project 241, 2023	1
Client 242	Project 242, 2023	1
Client 243	Project 243, 2023	1
Client 244	Project 244, 2023	1
Client 245	Project 245, 2023	1
Client 246	Project 246, 2023	1
Client 247	Project 247, 2023	1
Client 248	Project 248, 2023	1
Client 249	Project 249, 2023	1
Client 250	Project 250, 2023	1
Client 251	Project 251, 2023	1
Client 252	Project 252, 2023	1
Client 253	Project 253, 2023	1
Client 254	Project 254, 2023	1
Client 255	Project 255, 2023	1
Client 256	Project 256, 2023	1
Client 257	Project 257, 2023	1
Client 258	Project 258, 2023	1
Client 259	Project 259, 2023	1
Client 260	Project 260, 2023	1
Client 261	Project 261, 2023	1
Client 262	Project 262, 2023	1
Client 263	Project 263, 2023	1
Client 264	Project 264, 2023	1
Client 265	Project 265, 2023	1
Client 266	Project 266, 2023	1
Client 267	Project 267, 2023	1
Client 268	Project 268, 2023	1
Client 269	Project 269, 2023	1
Client 270	Project 270, 2023	1
Client 271	Project 271, 2023	1
Client 272	Project 272, 2023	1
Client 273	Project 273, 2023	1
Client 274	Project 274, 2023	1
Client 275	Project 275, 2023	1
Client 276	Project 276, 2023	1
Client 277	Project 277, 2023	1
Client 278	Project 278, 2023	1
Client 279	Project 279, 2023	1
Client 280	Project 280, 2023	1
Client 281	Project 281, 2023	1
Client 282	Project 282, 2023	1
Client 283	Project 283, 2023	1
Client 284	Project 284, 2023	1
Client 285	Project 285, 2023	1
Client 286	Project 286, 2023	1
Client 287	Project 287, 2023	1
Client 288	Project 288, 2023	1
Client 289	Project 289, 2023	1
Client 290	Project 290, 2023	1
Client 291	Project 291, 2023	1
Client 292	Project 292, 2023	1
Client 293	Project 293, 2023	1
Client 294	Project 294, 2023	1
Client 295	Project 295, 2023	1
Client 296	Project 296, 2023	1
Client 297	Project 297, 2023	1
Client 298	Project 298, 2023	1
Client 299	Project 299, 2023	1
Client 300	Project 300, 2023	1
Client 301	Project 301, 2023	1
Client 302	Project 302, 2023	1
Client 303	Project 303, 2023	1
Client 304	Project 304, 2023	1
Client 305	Project 305, 2023	1
Client 306	Project 306	

- One **Client** can be linked with multiple **Projects** at the same time.
- **No. of Sub-Project** under same **Project** is displayed.

*Project Overview*

soda

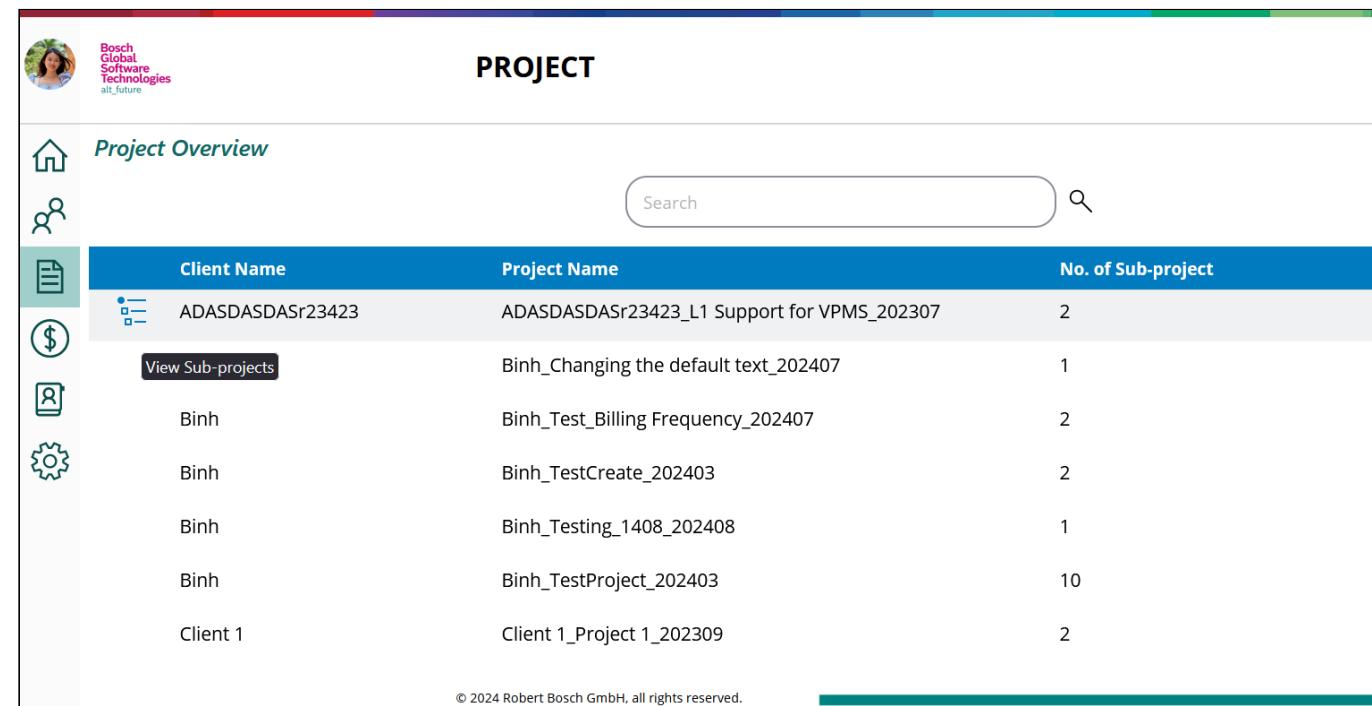
CreateExport Data

Client Name	Project Name	No. of Sub-project
SODA-VH	SODA-VH_Sprint 10_202309	2
SODA-VH	SODA-VH_Sprint 12_202309	1
SODA-VH	SODA-VH_Sprint 9_202309	1
SODA-VH	SODA-VH_Sprint 11_202309	1
SODA-VH	SODA-VH_Sprint 8_202309	2

#### 1.2.6.4.5 View Sub-Project Information

---

- Click on **View Sub-projects** icon to open Sub-project list.



The screenshot shows a Project Overview page with a sidebar on the left containing icons for Home, Search, Client Management, and Settings. The main area is titled "PROJECT" and displays a table of sub-projects. The columns are "Client Name", "Project Name", and "No. of Sub-project". The data includes:

Client Name	Project Name	No. of Sub-project
ADASDASDASr23423	ADASDASDASr23423_L1 Support for VPMS_202307	2
Binh	Binh_Changing the default text_202407	1
Binh	Binh_Test_Billing Frequency_202407	2
Binh	Binh_TestCreate_202403	2
Binh	Binh_Testing_1408_202408	1
Binh	Binh_TestProject_202403	10
Client 1	Client 1_Project 1_202309	2

At the bottom of the page, there is a copyright notice: "© 2024 Robert Bosch GmbH, all rights reserved."

Unable to render include or excerpt-include. Could not retrieve page.

## 1.2.6.5 Create project profile

<b>Module</b>	Project
<b>Persona</b>	Group Lead
<b>Dev Status</b>	<b>DEPLOYED</b>
<b>Document Status</b>	<b>FINAL</b>

### Table of Content

- [Create new project](#)
  - [Access to Project Overview](#)
  - [Fulfill required information at Create Project screen](#)
  - [Notification](#)
- [Clone sub-project](#)
  - [Access to Sub-project for Billing](#)
  - [Fulfill required information at Clone Sub-project screen](#)
  - [Notification](#)

**Important****Project & Sub-project Relationship**

Timing	<i>1st project Signed with new client</i>	<i>Same client + New Project</i>	<i>Same client + New Project</i>
Client	A	A	A
No. of Sub-project	1	2	3
Parent Project	Project A	Project A	Project A
Child Project	-	Project A-1	Project A-1 Project A-2
 Function to use	Create new project	Clone sub-project	Clone sub-project

**1.2.6.5.1 Create new project****1.2.6.5.1.1 Access to Project Overview**

- From Project Menu, open Project Overview Sub-menu

The screenshot shows the 'Project Overview' page. At the top, there's a header with the user's name 'Hien Phung' and a Bosch logo. On the left, a sidebar has 'Project Overview' selected. The main area displays a table with five rows of project data:

Client Name	Project Name	No. of Sub-project
Client 1	Project 1, Client 1	5
Client 2	Project 2, Client 2	2
Client 3	Project 3, Client 3	2
Client 4	Project 4, Client 4	1

At the bottom, it says 'App Version: 00.10.01' and 'Released On: Sep-2023'. The 'alt future' logo is in the bottom right corner.

- Click **Create** button to create new project profile

The screenshot shows the 'Project Overview' page of the SODA application. At the top right, there is a green 'Create' button with a mouse cursor pointing at it. Below the header, there is a search bar and two buttons: 'Export Data' and 'Create'. The main area displays a table with columns: Client Name, Project Name, and No. of Sub-project. The table lists several projects, each with a small icon and a dropdown arrow. On the left side, there is a sidebar with icons for Home, Employee Profile, Project, and Billing. The Project section is expanded, showing 'Client Overview' and 'Project Overview' sub-options. The bottom of the screen includes app version information ('App Version: 00.10.01', 'Released On: Sep-2023'), a copyright notice ('© 2023 Robert Bosch GmbH, all rights reserved.'), and a 'alt future' watermark.

Client Name	Project Name	No. of Sub-project
[Redacted]	[Redacted]	[Redacted]

#### 1.2.6.5.1.2 Fulfill required information at Create Project screen

## 1. Input all required info

**⚠ Project Name is auto-generated and uneditable**

The screenshot displays two instances of the 'Create Project' form from the SODA application. The top instance is the initial view, while the bottom instance shows the form after data has been entered.

**Top Instance (Initial View):**

- Project Name:** Empty input field.
- Client Name \***: Select a Value dropdown.
- Sub-project Name \***: Enter Text input field.
- Team \***: Select a Value dropdown.
- Sub-team \***: Select or Enter new Value dropdown.
- Status \***: Select a Value dropdown.

**Bottom Instance (Filled View):**

- Project Name:** Client 33\_Test\_202409
- Client Name \***: Client 33
- Sub-project Name \***: Test
- Team \***: OPM22
- Sub-team \***: TESTING
- Status \***: Won

**Common UI Elements:**

- Buttons:** Create (grey), Cancel (green).
- Validation Message:** Please fulfill all mandatory fields fully and correctly.
- Header:** Create Project.
- Footer:** © 2024 Robert Bosch GmbH, all rights reserved. alt future.

**Create Project**

Billing Rate *	Contract Currency *	Target Currency *
12312312	USD	USD
Contractual PMO in Period *	Start Period *	End Period *
1	9/1/2023	12/31/2023
Billing Frequency*	PO Number & SAP Contract Number	Contract Number
<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> One time	123	123
PO Amount		
10000		
Remarks	<input type="text" value="Enter Text"/>	

**IMPORTANT**

See full detail of each information in Project

	Field Name	Input Type	Purpose	Note
1	Project Name	Auto-generated	Reporting	-
2	Client Name	Free Text	Reporting	-
3	Sub-project Name	Drop-down	Reporting	Sub project name that distinguishes projects with the same name
4	Team	Drop-down	Reporting	Only show your scope of management

	Field Name	Input Type	Purpose	Note
<b>5</b>	Sub-team	Drop-down <i>(Can Add New)</i>	Reporting	A team that makes up part of a larger team
<b>6</b>	Status	Drop-down	Reporting	<ul style="list-style-type: none"> <li>• In Contact</li> <li>• Proposing</li> <li>• Won</li> <li>• Lost/Cancel</li> </ul>
<b>7</b>	Cancellation Reason	Free Text	Reporting	Only show when status = Lost/Cancel
<b>8</b>	PIF ID	Free Text	Billing	-
<b>9</b>	MCR ID / BM Number	Free Text	Billing	-
<b>10</b>	Resource Group ID	Free Text	Billing	-
<b>11</b>	Revenue Source	Drop-down	Reporting	<ul style="list-style-type: none"> <li>• Bosch GB</li> <li>• Bosch BD</li> <li>• Global</li> <li>• Global (BGSW)</li> <li>• BGSJ</li> </ul>
<b>12</b>	Direct / Indirect	Choose 1	Billing	<ul style="list-style-type: none"> <li>• Direct: Service contract signed directly between End customer &amp; SO-VH</li> <li>• Indirect: Service contract signed with 3rd party</li> </ul>

	Field Name	Input Type	Purpose	Note
<b>13</b>	Working Model	Choose 1	Reporting	<ul style="list-style-type: none"> <li>• Onsite: Associate go onsite at customer place</li> <li>• Offshore: Customer is out of APAC area</li> <li>• Nearshore: Customer is within APAC area</li> </ul>
<b>14</b>	Contract Type	Choose 1	Billing	<ul style="list-style-type: none"> <li>• T&amp;M (YE4)</li> <li>• Service based (YEB)</li> </ul>
<b>15</b>	Billing Method	Drop-down (Can Add New)	Billing	Communication method with customer. Eg: Email; Call
<b>16</b>	Billing Rate	Number only	Billing	Decimal (.)
<b>17</b>	Contract Currency	Choose 1	Billing	The currency in which the payment is made under the Contract
<b>18</b>	Target Currency	Choose 1	Billing	The currency to be converted
<b>19</b>	Contractual PMO in Period	Number only	Billing	Decimal (.)
<b>20</b>	Start Period / End Period	Date	Billing	Duration of contract. This info shall be used for billing calculation.
<b>21</b>	Billing Frequency	Choose 1	Billing	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Monthly</li> <li>• One time</li> </ul>
<b>22</b>	PO Number & SAP Contract Number	Free Text	Billing	-
<b>23</b>	Contract Number	Free Text	Billing	-

	Field Name	Input Type	Purpose	Note
24	PO Amount	Number only	Billing	Decimal (.)
25	Remarks	Free Text	-	-

2. Click Create button

-  **Create** button only enable when all required are fulfilled.
-  Click **Cancel** in case you want to revoke all input and return to *Project Overview*.

**Create**      **Cancel**

*Please fulfill all mandatory fields fully and correctly*

#### 1.2.6.5.1.3 Notification

##### In-App Notification

<b>Success</b>	 The project has been created successfully.
<b>Fail</b>	 Failed to create new project. Please try again.

##### Email Notification

- Only applicable when action is **successfully executed**.
- Receiver: **HoD, Team Lead**
- Notice for **A new project is created**

#### 1.2.6.5.2 Clone sub-project

### 1.2.6.5.2.1 Access to Sub-project for Billing

- From Project Menu, open Project Overview Sub-menu
- Click View sub-projects on a project to navigate to Sub-project for Billing screen.

The screenshot shows the Project Overview screen. At the top left is the user profile of Hien Phung (SO/OPM22-VH) and the Bosch logo. The top right features a navigation bar with icons for Help, User, and a red BOSCH logo. Below the header is a sidebar with links: Home, Employee Profile, Project (with Client Overview and Project Overview selected), and Billing. The main area is titled "Project Overview" and contains a search bar and two buttons: "Create" and "Export Data". A table lists projects by Client Name, Project Name, and No. of Sub-project. The table data is as follows:

Client Name	Project Name	No. of Sub-project
Client 1	Project 1, Client 1	5
Client 2	Project 2, Client 2	2
Client 3	Project 3, Client 3	2
Client 4	Project 4, Client 4	1
Client 5	Project 5, Client 5	5

At the bottom left are app details: App Version: 00.10.01, Released On: Sep-2023. The bottom right includes a copyright notice: © 2023 Robert Bosch GmbH, all rights reserved. and the text "alt future".

- Choose the desired sub-project you want to clone.
- Click on **Clone** button

<a href="#">← Sub-project List</a>					
<input type="text" value="Search"/>  <span style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 10px; margin-left: 10px;">Export Data</span>					
	Client Name	Project Name	Sub-project Name	Team	Sub-team
 	ADASDASDASr23423	ADASDASDASr23423_L1 Su...	L1 Support for VPMS	OPM31	Application Support
	ADASDASDASr23423	ADASDASDASr23423_L1 Su...	L3 Support	OPM31	Automation Test

### **IMPORTANT**

**See full detail of each information in Project**

	Field Name	Input Type	Purpose	Note
<b>1</b>	Project Name	Auto-generated	Reporting	-
<b>2</b>	Client Name	Free Text	Reporting	-
<b>3</b>	Sub-project Name	Drop-down	Reporting	Sub project name that distinguishes projects with the same name
<b>4</b>	Team	Drop-down	Reporting	Only show your scope of management
<b>5</b>	Sub-team	Drop-down <i>(Can Add New)</i>	Reporting	A team that makes up part of a larger team

	Field Name	Input Type	Purpose	Note
<b>6</b>	Status	Drop-down	Reporting	<ul style="list-style-type: none"> <li>• In Contact</li> <li>• Proposing</li> <li>• Won</li> <li>• Lost/Cancel</li> </ul>
<b>7</b>	Cancellation Reason	Free Text	Reporting	Only show when status = Lost/Cancel
<b>8</b>	PIF ID	Free Text	Billing	-
<b>9</b>	MCR ID / BM Number	Free Text	Billing	-
<b>10</b>	Resource Group ID	Free Text	Billing	-
<b>11</b>	Revenue Source	Drop-down	Reporting	<ul style="list-style-type: none"> <li>• Bosch GB</li> <li>• Bosch BD</li> <li>• Global</li> <li>• Global (BGSW)</li> <li>• BGSJ</li> </ul>
<b>12</b>	Direct / Indirect	Choose 1	Billing	<ul style="list-style-type: none"> <li>• Direct: Service contract signed directly between End customer &amp; SO-VH</li> <li>• Indirect: Service contract signed with 3rd party</li> </ul>
<b>13</b>	Working Model	Choose 1	Reporting	<ul style="list-style-type: none"> <li>• Onsite: Associate go onsite at customer place</li> <li>• Offshore: Customer is out of APAC area</li> <li>• Nearshore: Customer is within APAC area</li> </ul>
<b>14</b>	Contract Type	Choose 1	Billing	<ul style="list-style-type: none"> <li>• T&amp;M (YE4)</li> <li>• Service based (YEB)</li> </ul>

	Field Name	Input Type	Purpose	Note
<b>15</b>	Billing Method	Drop-down <i>(Can Add New)</i>	Billing	Communication method with customer. Eg: Email; Call
<b>16</b>	Billing Rate	Number only	Billing	Decimal (.)
<b>17</b>	Contract Currency	Choose 1	Billing	The currency in which the payment is made under the Contract
<b>18</b>	Target Currency	Choose 1	Billing	The currency to be converted
<b>19</b>	Contractual PMO in Period	Number only	Billing	Decimal (.)
<b>20</b>	Start Period / End Period	Date	Billing	Duration of contract. This info shall be used for billing calculation.
<b>21</b>	Billing Frequency	Choose 1	Billing	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Monthly</li> <li>• One time</li> </ul>
<b>22</b>	PO Number & SAP Contract Number	Free Text	Billing	-
<b>23</b>	Contract Number	Free Text	Billing	-
<b>24</b>	PO Amount	Number only	Billing	Decimal (.)
<b>25</b>	Remarks	Free Text	-	-

### 1.2.6.5.2.2 Fulfill required information at Clone Sub-project screen

- All sub-projects under a project must have the same **Project Name**, **Client Name**, and **Team**. Therefore, these fields **cannot be changed**.
- **Sub-project Name** need to be input.
- Other info shall be copied automatically from the original sub-project. Please modify it as your need.
- Click **Create** button to finish

[← Clone Sub-project](#)

Project Name	ADASDASDASr23423_L1 Support for VPMS_202307		
Client Name	ADASDASDASr23423	Sub-project Name *	Enter Text
Team	OPM31	Sub-team *	Application Support
Status *	In Contact	PIF ID *	MCR ID / BM Number
	PIF ID Test	MCR Test	Resource Group ID
Revenue Source *	Direct/Indirect *	Group test ID	
	Create	Cancel	Working Model *

*Please fulfill all mandatory fields fully and correctly*

### 1.2.6.5.2.3 Notification

#### In-App Notification

Succes	⌚ The sub-project has been created successfully.
Error	❗ Failed to create sub-project. Please try again.

#### Email Notification

- Only applicable when action is **successfully executed**.
- Receiver: **HoD, Team Lead**
- Notice for **A new sub-project is created**

Unable to render include or excerpt-include. Could not retrieve page.

## 1.2.6.6 Update sub-project profile

Module	Project
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

### Table of Content

- Access to Project Overview
- Search for desired project
- Open update form
- Update detail for desired sub-project
  - 1. Update the detail that need to be changed
  - 2. Click Update button
- Notification
  - In-App Notification
  - Email Notification

### 1.2.6.6.1 Access to Project Overview

- From Project Menu, open Project Overview Sub-menu

The screenshot shows the 'Project Overview' page. At the top, there's a header with the user's name 'Hien Phung' and a Bosch logo. On the left, a sidebar menu includes 'Home', 'Employee Profile', 'Project' (which is expanded to show 'Client Overview', 'Project Overview' - highlighted with a cursor icon, and 'Billing'), and a 'Create' button. A search bar is also present. The main area displays a table with the following data:

Client Name	Project Name	No. of Sub-project
Client 1	Project 1, Client 1	5
Client 2	Project 2, Client 2	2
Client 3	Project 3, Client 3	2
Client 4	Project 4, Client 4	1
Client 5	Project 5, Client 5	5

At the bottom, it says 'App Version: 00.10.01' and 'Released On: Sep-2023'. The footer includes a copyright notice for Robert Bosch GmbH and the word 'alt future'.

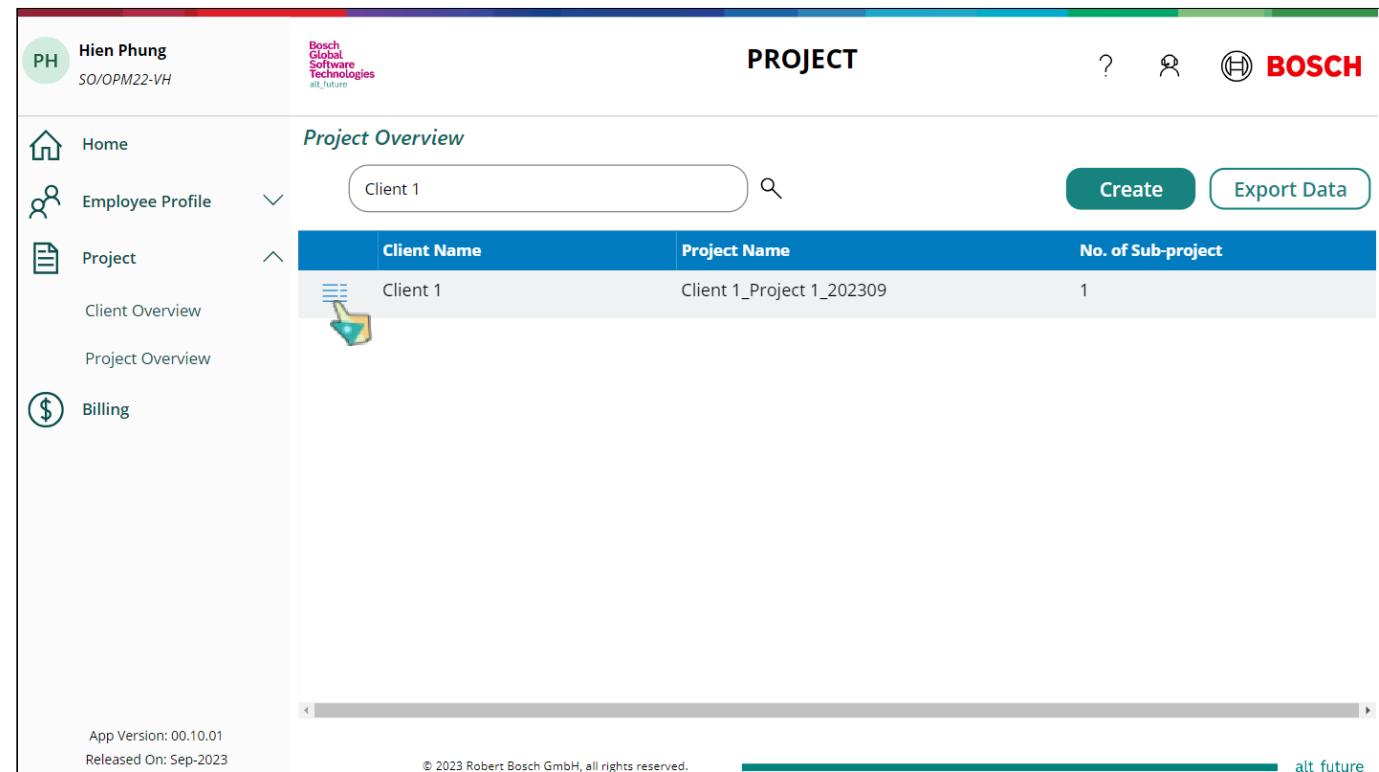
#### 1.2.6.6.2 Search for desired project

- Choose **Search bar** and input the condition to search desired project.

The screenshot shows the SODA Project Overview page. At the top, there is a header with the user's name (Hien Phung), a Bosch logo, and navigation links for Home, Employee Profile, Project, and Billing. On the left, a sidebar provides links to Client Overview, Project Overview, and Billing. The main area is titled "Project Overview" and features a search bar with placeholder text "Search" and a magnifying glass icon. Below the search bar is a table with three columns: "Client Name", "Project Name", and "No. of Sub-project". The table contains several rows of project data. At the bottom of the page, there is footer information including "App Version: 00.10.01", "Released On: Sep-2023", and the copyright notice "© 2023 Robert Bosch GmbH, all rights reserved." followed by the "alt future" logo.

Client Name	Project Name	No. of Sub-project
Client 01	Project 01_01	1
Client 02	Project 02_01	1
Client 03	Project 03_01	1
Client 04	Project 04_01	1
Client 05	Project 05_01	1
Client 06	Project 06_01	1
Client 07	Project 07_01	1
Client 08	Project 08_01	1
Client 09	Project 09_01	1
Client 10	Project 10_01	1
Client 11	Project 11_01	1
Client 12	Project 12_01	1
Client 13	Project 13_01	1
Client 14	Project 14_01	1
Client 15	Project 15_01	1
Client 16	Project 16_01	1
Client 17	Project 17_01	1
Client 18	Project 18_01	1
Client 19	Project 19_01	1
Client 20	Project 20_01	1
Client 21	Project 21_01	1
Client 22	Project 22_01	1
Client 23	Project 23_01	1
Client 24	Project 24_01	1
Client 25	Project 25_01	1
Client 26	Project 26_01	1
Client 27	Project 27_01	1
Client 28	Project 28_01	1
Client 29	Project 29_01	1
Client 30	Project 30_01	1
Client 31	Project 31_01	1
Client 32	Project 32_01	1
Client 33	Project 33_01	1
Client 34	Project 34_01	1
Client 35	Project 35_01	1
Client 36	Project 36_01	1
Client 37	Project 37_01	1
Client 38	Project 38_01	1
Client 39	Project 39_01	1
Client 40	Project 40_01	1
Client 41	Project 41_01	1
Client 42	Project 42_01	1
Client 43	Project 43_01	1
Client 44	Project 44_01	1
Client 45	Project 45_01	1
Client 46	Project 46_01	1
Client 47	Project 47_01	1
Client 48	Project 48_01	1
Client 49	Project 49_01	1
Client 50	Project 50_01	1
Client 51	Project 51_01	1
Client 52	Project 52_01	1
Client 53	Project 53_01	1
Client 54	Project 54_01	1
Client 55	Project 55_01	1
Client 56	Project 56_01	1
Client 57	Project 57_01	1
Client 58	Project 58_01	1
Client 59	Project 59_01	1
Client 60	Project 60_01	1
Client 61	Project 61_01	1
Client 62	Project 62_01	1
Client 63	Project 63_01	1
Client 64	Project 64_01	1
Client 65	Project 65_01	1
Client 66	Project 66_01	1
Client 67	Project 67_01	1
Client 68	Project 68_01	1
Client 69	Project 69_01	1
Client 70	Project 70_01	1
Client 71	Project 71_01	1
Client 72	Project 72_01	1
Client 73	Project 73_01	1
Client 74	Project 74_01	1
Client 75	Project 75_01	1
Client 76	Project 76_01	1
Client 77	Project 77_01	1
Client 78	Project 78_01	1
Client 79	Project 79_01	1
Client 80	Project 80_01	1
Client 81	Project 81_01	1
Client 82	Project 82_01	1
Client 83	Project 83_01	1
Client 84	Project 84_01	1
Client 85	Project 85_01	1
Client 86	Project 86_01	1
Client 87	Project 87_01	1
Client 88	Project 88_01	1
Client 89	Project 89_01	1
Client 90	Project 90_01	1
Client 91	Project 91_01	1
Client 92	Project 92_01	1
Client 93	Project 93_01	1
Client 94	Project 94_01	1
Client 95	Project 95_01	1
Client 96	Project 96_01	1
Client 97	Project 97_01	1
Client 98	Project 98_01	1
Client 99	Project 99_01	1
Client 100	Project 100_01	1
Client 101	Project 101_01	1
Client 102	Project 102_01	1
Client 103	Project 103_01	1
Client 104	Project 104_01	1
Client 105	Project 105_01	1
Client 106	Project 106_01	1
Client 107	Project 107_01	1
Client 108	Project 108_01	1
Client 109	Project 109_01	1
Client 110	Project 110_01	1
Client 111	Project 111_01	1
Client 112	Project 112_01	1
Client 113	Project 113_01	1
Client 114	Project 114_01	1
Client 115	Project 115_01	1
Client 116	Project 116_01	1
Client 117	Project 117_01	1
Client 118	Project 118_01	1
Client 119	Project 119_01	1
Client 120	Project 120_01	1
Client 121	Project 121_01	1
Client 122	Project 122_01	1
Client 123	Project 123_01	1
Client 124	Project 124_01	1
Client 125	Project 125_01	1
Client 126	Project 126_01	1
Client 127	Project 127_01	1
Client 128	Project 128_01	1
Client 129	Project 129_01	1
Client 130	Project 130_01	1
Client 131	Project 131_01	1
Client 132	Project 132_01	1
Client 133	Project 133_01	1
Client 134	Project 134_01	1
Client 135	Project 135_01	1
Client 136	Project 136_01	1
Client 137	Project 137_01	1
Client 138	Project 138_01	1
Client 139	Project 139_01	1
Client 140	Project 140_01	1
Client 141	Project 141_01	1
Client 142	Project 142_01	1
Client 143	Project 143_01	1
Client 144	Project 144_01	1
Client 145	Project 145_01	1
Client 146	Project 146_01	1
Client 147	Project 147_01	1
Client 148	Project 148_01	1
Client 149	Project 149_01	1
Client 150	Project 150_01	1
Client 151	Project 151_01	1
Client 152	Project 152_01	1
Client 153	Project 153_01	1
Client 154	Project 154_01	1
Client 155	Project 155_01	1
Client 156	Project 156_01	1
Client 157	Project 157_01	1
Client 158	Project 158_01	1
Client 159	Project 159_01	1
Client 160	Project 160_01	1
Client 161	Project 161_01	1
Client 162	Project 162_01	1
Client 163	Project 163_01	1
Client 164	Project 164_01	1
Client 165	Project 165_01	1
Client 166	Project 166_01	1
Client 167	Project 167_01	1
Client 168	Project 168_01	1
Client 169	Project 169_01	1
Client 170	Project 170_01	1
Client 171	Project 171_01	1
Client 172	Project 172_01	1
Client 173	Project 173_01	1
Client 174	Project 174_01	1
Client 175	Project 175_01	1
Client 176	Project 176_01	1
Client 177	Project 177_01	1
Client 178	Project 178_01	1
Client 179	Project 179_01	1
Client 180	Project 180_01	1
Client 181	Project 181_01	1
Client 182	Project 182_01	1
Client 183	Project 183_01	1
Client 184	Project 184_01	1
Client 185	Project 185_01	1
Client 186	Project 186_01	1
Client 187	Project 187_01	1
Client 188	Project 188_01	1
Client 189	Project 189_01	1
Client 190	Project 190_01	1
Client 191	Project 191_01	1
Client 192	Project 192_01	1
Client 193	Project 193_01	1
Client 194	Project 194_01	1
Client 195	Project 195_01	1
Client 196	Project 196_01	1
Client 197	Project 197_01	1
Client 198	Project 198_01	1
Client 199	Project 199_01	1
Client 200	Project 200_01	1
Client 201	Project 201_01	1
Client 202	Project 202_01	1
Client 203	Project 203_01	1
Client 204	Project 204_01	1
Client 205	Project 205_01	1
Client 206	Project 206_01	1
Client 207	Project 207_01	1
Client 208	Project 208_01	1
Client 209	Project 209_01	1
Client 210	Project 210_01	1
Client 211	Project 211_01	1
Client 212	Project 212_01	1
Client 213	Project 213_01	1
Client 214	Project 214_01	1
Client 215	Project 215_01	1
Client 216	Project 216_01	1
Client 217	Project 217_01	1
Client 218	Project 218_01	1
Client 219	Project 219_01	1
Client 220	Project 220_01	1
Client 221	Project 221_01	1
Client 222	Project 222_01	1
Client 223	Project 223_01	1
Client 224	Project 224_01	1
Client 225	Project 225_01	1
Client 226	Project 226_01	1
Client 227	Project 227_01	1
Client 228	Project 228_01	1
Client 229	Project 229_01	1
Client 230	Project 230_01	1
Client 231	Project 231_01	1
Client 232	Project 232_01	1
Client 233	Project 233_01	1
Client 234	Project 234_01	1
Client 235	Project 235_01	1
Client 236	Project 236_01	1
Client 237	Project 237_01	1
Client 238	Project 238_01	1
Client 239	Project 239_01	1
Client 240	Project 240_01	1
Client 241	Project 241_01	1
Client 242	Project 242_01	1
Client 243	Project 243_01	1
Client 244	Project 244_01	1
Client 245	Project 245_01	1
Client 246	Project 246_01	1
Client 247	Project 247_01	1
Client 248	Project 248_01	1
Client 249	Project 249_01	1
Client 250	Project 250_01	1
Client 251	Project 251_01	1
Client 252	Project 252_01	1
Client 253	Project 253_01	1
Client 254	Project 254_01	1
Client 255	Project 255_01	1
Client 256	Project 256_01	1
Client 257	Project 257_01	1
Client 258	Project 258_01	1
Client 259	Project 259_01	1
Client 260	Project 260_01	1
Client 261	Project 261_01	1
Client 262	Project 262_01	1
Client 263	Project 263_01	1
Client 264	Project 264_01	1
Client 265	Project 265_01	1
Client 266	Project 266_01	1
Client 267	Project 267_01	1
Client 268	Project 268_01	1
Client 269	Project 269_01	1
Client 270	Project 270_01	1
Client 271	Project 271_01	1
Client 272	Project 272_01	1
Client 273	Project 273_01	1
Client 274	Project 274_01	1
Client 275	Project 275_01	1
Client 276	Project 276_01	1
Client 277	Project 277_01	1
Client 278	Project 278_01	1
Client 279	Project 279_01	1
Client 280	Project 280_01	1
Client 281	Project 281_01	1
Client 282	Project 282_01	1
Client 283	Project 283_01	1
Client 284	Project 284_01	1
Client 285	Project 285_01	1
Client 286	Project 286_01	1
Client 287	Project 287_01	1
Client 288	Project 288_01	1
Client 289	Project 289_01	1
Client 290	Project 290_01	1
Client 291	Project 291_01	1
Client 292	Project 292_01	1
Client 293	Project 293_01	1
Client 294	Project 294_01	1
Client 295	Project 295_01	1
Client 296	Project 296_01	1
Client 297	Project 297_01	1
Client 298	Project 298_01	1
Client 299	Project 299_01	1
Client 300	Project 300_01	1
Client 301	Project 301_01	1
Client 302	Project 302_01	1
Client 303	Project 303_01	1
Client 304	Project 304_01	1
Client 305	Project 305_01	1
Client 306	Project 306_01	1
Client 307	Project 307_01	1
Client 308	Project 308_01	1
Client 309	Project 309_01	1
Client 310	Project 310_01	1
Client 311	Project 311_01	1
Client 312	Project 312_01	1
Client 313	Project 313_01	1
Client 314	Project 314_01	1
Client 315	Project 315_01	1
Client 316	Project 316_01	1
Client 317	Project 317_01	1
Client 318	Project 318_01	1
Client 319	Project 319_01	1
Client 320	Project 320_01	1
Client 321	Project 321_01	1
Client 322	Project 322_01	1
Client 323	Project 323_01	1
Client 324	Project 324_01	1
Client 325	Project 325_01	1
Client 326	Project 326_01	1
Client 327	Project 327_01	1
Client 328	Project 328_01	1
Client 329	Project 329_01	1
Client 330	Project 330_01	1
Client 331	Project 331_01	1
Client 332	Project 332_01	1
Client 333	Project	

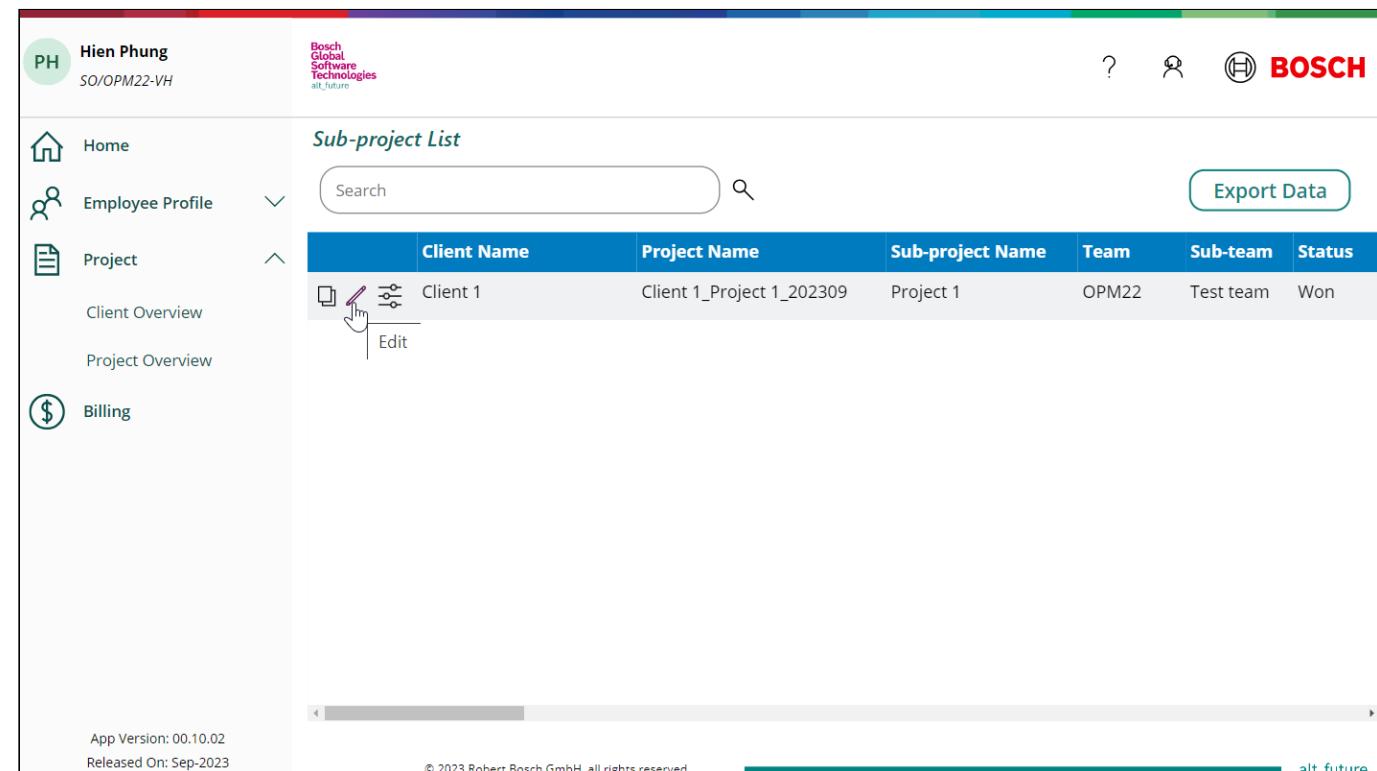
- Click on  Detail icon to open Sub-project list.



The screenshot shows the SODA Project Overview page. At the top, there is a header bar with the user's name "Hien Phung" and title "SO/OPM22-VH", the company logo "Bosch Global Software Technologies", and the word "PROJECT". On the right side of the header are icons for help, user profile, and the Bosch logo. Below the header is a navigation sidebar on the left with icons for Home, Employee Profile, Project (which is expanded to show "Client Overview" and "Project Overview"), and Billing. The main content area is titled "Project Overview" and contains a search bar with the text "Client 1" and a magnifying glass icon. To the right of the search bar are two buttons: "Create" and "Export Data". Below the search bar is a table with three columns: "Client Name", "Project Name", and "No. of Sub-project". A single row is visible in the table, showing "Client 1" under Client Name, "Client 1\_Project 1\_202309" under Project Name, and "1" under No. of Sub-project. A hand cursor is hovering over the "Client Name" column of the table row. At the bottom of the page, there is a footer with the text "App Version: 00.10.01", "Released On: Sep-2023", and "© 2023 Robert Bosch GmbH, all rights reserved." followed by the "alt future" logo.

Client Name	Project Name	No. of Sub-project
Client 1	Client 1_Project 1_202309	1

- Click on  Edit button to open editing form.



	Client Name	Project Name	Sub-project Name	Team	Sub-team	Status
	Client 1	Client 1_Project 1_202309	Project 1	OPM22	Test team	Won

#### 1.2.6.6.4 Update detail for desired sub-project

##### 1.2.6.6.4.1 1. Update the detail that need to be changed



- All sub-projects under a project must have the same **Project Name**, **Client Name**, and **Team**. Therefore, these fields **cannot be changed**.
- Once you update any of the following fields (**Contractual PMO in period**, **Start period**, **End period**), **Planned Bill** will be **re-calculated** automatically.
- Cannot update **Billing Frequency**.

##### IMPORTANT

See full detail of each information in Project

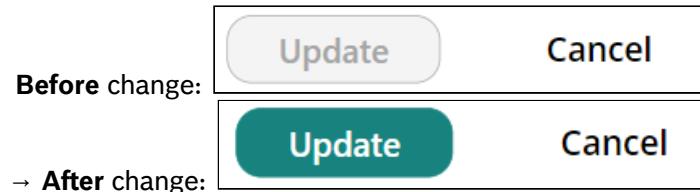
	Field Name	Input Type	Purpose	Note
<b>1</b>	Project Name	Auto-generated	Reporting	-
<b>2</b>	Client Name	Free Text	Reporting	-
<b>3</b>	Sub-project Name	Drop-down	Reporting	Sub project name that distinguishes projects with the same name
<b>4</b>	Team	Drop-down	Reporting	Only show your scope of management
<b>5</b>	Sub-team	Drop-down <i>(Can Add New)</i>	Reporting	A team that makes up part of a larger team
<b>6</b>	Status	Drop-down	Reporting	<ul style="list-style-type: none"> <li>• In Contact</li> <li>• Proposing</li> <li>• Won</li> <li>• Lost/Cancel</li> </ul>
<b>7</b>	Cancellation Reason	Free Text	Reporting	Only show when status = Lost/Cancel
<b>8</b>	PIF ID	Free Text	Billing	-
<b>9</b>	MCR ID / BM Number	Free Text	Billing	-
<b>10</b>	Resource Group ID	Free Text	Billing	-
<b>11</b>	Revenue Source	Drop-down	Reporting	<ul style="list-style-type: none"> <li>• Bosch GB</li> <li>• Bosch BD</li> <li>• Global</li> <li>• Global (BGSW)</li> <li>• BGSJ</li> </ul>

	Field Name	Input Type	Purpose	Note
<b>12</b>	Direct / Indirect	Choose 1	Billing	<ul style="list-style-type: none"> <li>• Direct: Service contract signed directly between End customer &amp; SO-VH</li> <li>• Indirect: Service contract signed with 3rd party</li> </ul>
<b>13</b>	Working Model	Choose 1	Reporting	<ul style="list-style-type: none"> <li>• Onsite: Associate go onsite at customer place</li> <li>• Offshore: Customer is out of APAC area</li> <li>• Nearshore: Customer is within APAC area</li> </ul>
<b>14</b>	Contract Type	Choose 1	Billing	<ul style="list-style-type: none"> <li>• T&amp;M (YE4)</li> <li>• Service based (YEB)</li> </ul>
<b>15</b>	Billing Method	Drop-down <i>(Can Add New)</i>	Billing	Communication method with customer. Eg: Email; Call
<b>16</b>	Billing Rate	Number only	Billing	Decimal (.)
<b>17</b>	Contract Currency	Choose 1	Billing	The currency in which the payment is made under the Contract
<b>18</b>	Target Currency	Choose 1	Billing	The currency to be converted
<b>19</b>	Contractual PMO in Period	Number only	Billing	Decimal (.)
<b>20</b>	Start Period / End Period	Date	Billing	Duration of contract. This info shall be used for billing calculation.

	Field Name	Input Type	Purpose	Note
21	Billing Frequency	Choose 1	Billing	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Monthly</li> <li>• One time</li> </ul>
22	PO Number & SAP Contract Number	Free Text	Billing	-
23	Contract Number	Free Text	Billing	-
24	PO Amount	Number only	Billing	Decimal (.)
25	Remarks	Free Text	-	-

#### 1.2.6.6.4.2 2. Click Update button

- 💡 **Update** button only enable when there's change in detail.
- 💡 Click **Cancel** in case you want to revoke all input and return to *Sub-project List*.



#### 1.2.6.6.5 Notification

##### 1.2.6.6.5.1 In-App Notification

Success	The sub-project has been updated successfully.
Fail	Failed to update sub-project. Please try again.

Unable to render include or excerpt-include. Could not retrieve page.

##### 1.2.6.6.5.2 Email Notification

- Only applicable when action is **successfully executed**
- Receiver: **HoD, Team Lead**
- Subject: **[SODA] New updates to Project Profile**

## 1.2.6.7 Data Export [Client & Project]

Module	Project
Persona	Group Lead, HoD
Dev Status	DEPLOYED
Document Status	FINAL

### Table of Content

- Data Export Function
  - 1/ Client
  - 2/ All projects and sub-projects
  - 3/ Sub-projects only
- Output File & Location
- Notification
  - In-App Notification
  - Email Notification

### 1.2.6.7.1 Data Export Function

#### Tool Tip

- Function will **Export** the current view of the data table.
- Use **Search** function to get the desired view before **Export**.

**!** A new tab of Excel will pop up in your browser in this export. Please **enable pop-ups and redirects** from this app, so that this function can work properly.

### 1.2.6.7.1.1 1/ Client

- From **Project** Menu, open **Client Overview** Sub-menu

The screenshot shows the 'Client Overview' page within the SODA Home application. At the top right, there is a logo for 'Bosch Software Technologies alt\_futura'. The main title 'CLIENT OVERVIEW' is centered above a search bar and two buttons: 'Create' and 'Export Data'. On the left, a sidebar menu includes 'Home', 'Employee Profile', 'Project' (which is expanded to show 'Client Overview' and 'Project Overview'), and 'Billing'. The 'Client Overview' section contains a table with columns: Client Name, Client Division, Client Country, Win Rate, and SAP ID. Below the table, the text 'App Version: 00.10.01' and 'Released On: Sep-2023' is visible, along with a copyright notice: '© 2023 Robert Bosch GmbH, all rights reserved.' and the 'alt\_futura' logo. A smaller screenshot of the same interface is shown below, with a cursor hovering over the 'Export Data' button.

- Click **Export Data** button

### 1.2.6.7.1.2 2/ All projects and sub-projects

- From Project Menu, open Project Overview Sub-menu

The screenshot shows the Project Overview page. At the top, there's a header with the user's name (Hien Phung), a Bosch logo, and navigation links for Home, Employee Profile, Project, Client Overview, Project Overview (which is highlighted with a blue background and a hand cursor), and Billing. Below the header is a search bar and two buttons: 'Create' and 'Export Data'. The main area is titled 'Project Overview' and contains a table with three columns: Client Name, Project Name, and No. of Sub-project. The table lists five entries:

Client Name	Project Name	No. of Sub-project
Client 1	Project 1, Client 1, 2023	5
Client 2	Project 2, Client 2, 2023	2
Client 3	Project 3, Client 3, 2023	2
Client 4	Project 4, Client 4, 2023	1
Client 5	Project 5, Client 5, 2023	5

At the bottom of the page, it says 'App Version: 00.10.01' and 'Released On: Sep-2023'. The footer also includes the Bosch logo and the text '© 2023 Robert Bosch GmbH, all rights reserved.' and 'alt future'.

- Click Export Data button

This screenshot shows the same Project Overview page as the previous one, but the 'Export Data' button is now highlighted with a blue background and a hand cursor. The rest of the interface is identical to the first screenshot.

#### 1.2.6.7.1.3 3/ Sub-projects only

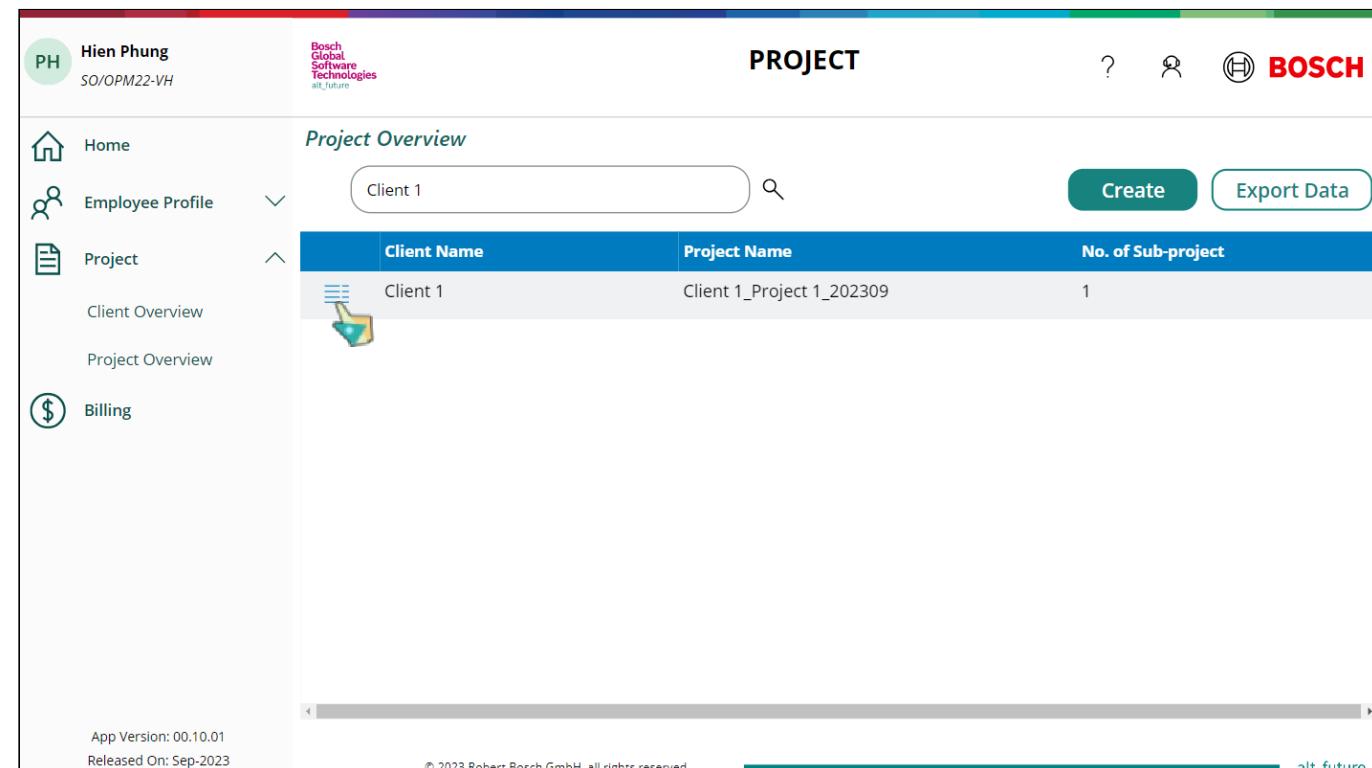
- From Project Menu, open Project Overview Sub-menu

The screenshot shows the 'Project Overview' page. At the top, there's a header with the user's name 'Hien Phung' and a Bosch logo. On the left, a sidebar menu includes 'Home', 'Employee Profile', 'Project' (which is expanded to show 'Client Overview', 'Project Overview' - highlighted with a cursor icon, and 'Billing'), and 'Billing'. The main area is titled 'Project Overview' and contains a table with the following data:

Client Name	Project Name	No. of Sub-project
Client 1	Project 1, Client 1	5
Client 2	Project 2, Client 2	2
Client 3	Project 3, Client 3	2
Client 4	Project 4, Client 4	1
Client 5	Project 5, Client 5	5

At the bottom, it says 'App Version: 00.10.01' and 'Released On: Sep-2023'. The footer also includes the Bosch logo and the text '© 2023 Robert Bosch GmbH, all rights reserved.' and 'alt future'.

- Click on  Detail icon to open Sub-project list.



The screenshot shows the SODA Project Overview interface. At the top, there's a header with the user's name (Hien Phung), a Bosch logo, and navigation links for Home, Employee Profile, Project, and Billing. A search bar is present at the top right. Below the header is a table titled "Project Overview" with columns: Client Name, Project Name, and No. of Sub-project. One row is visible: Client Name is "Client 1", Project Name is "Client 1\_Project 1\_202309", and No. of Sub-project is "1". A hand cursor is hovering over the "Client Name" column of the first row. At the bottom of the main area, it says "App Version: 00.10.01" and "Released On: Sep-2023". The footer includes the Bosch logo and the text "© 2023 Robert Bosch GmbH, all rights reserved. alt future".

- Click **Export Data** button



The screenshot shows the "Sub-project List" page. It has a search bar and an "Export Data" button at the top. The main area is currently empty, showing the heading "Sub-project List".

### 1.2.6.7.2 Output File & Location

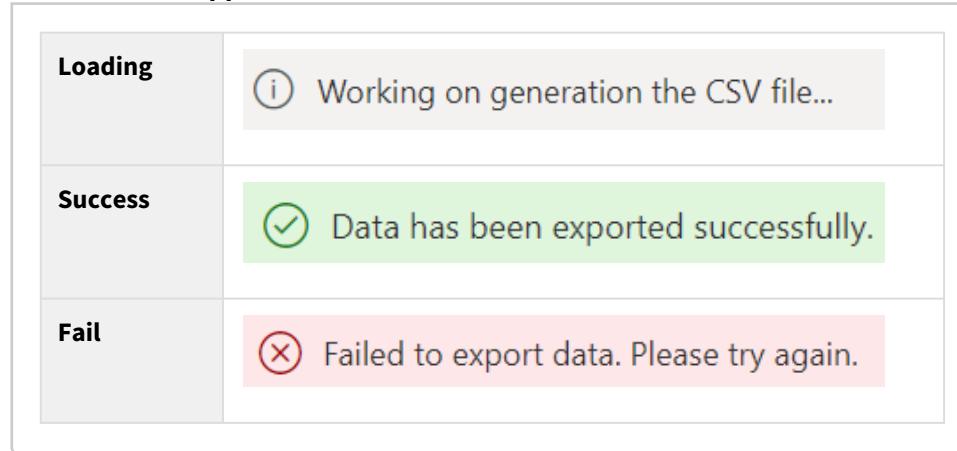
#### Tool Tip

- The exported file is saved at **your own OneDrive** with following name:
  - Client:** "Clients\_<Exported Date yyymmdd>"
  - All projects and sub-projects:** "All Sub-projects\_<Exported Date yyymmdd>"
  - Sub-projects only:** "Sub-projects of [Project Name]\_[ExportedDate: yyymmdd]"
- Exported file** is opened in the new tab in Excel Online.

Sub-project of Client 1_Project 1_202309_2023-09-06T02_52_34.3466826Z																										
11_Client	12_Project	13_Sub-pr	14_Team	15_Sub-te	16_Status	17_Cancel	18_PIF ID	19_MCR ID	21_Resour	22_Revenu	23_Direct	24_Workin	25_Contra	26_Billing	27_Billing	28_Contra	29_Target	31_Billing	32_Billing	33_Billing	34_Billing	35_Billing	36_Billing	37_Billing	38_Billing	39_Billing
Client 1	Client 1_P	Project 1	OPM22	Test team	Won		123456	BM-12345	RG123456	Global	Direct	Offshore	T&M (YE4	Testing 1	10000	USD	USD									
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14																										
15																										
16																										
17																										

## 1.2.6.7.3 Notification

### 1.2.6.7.3.1 In-App Notification



### 1.2.6.7.3.2 Email Notification

- Not applicable

## 1.2.6.8 Assign associates to a sub-project

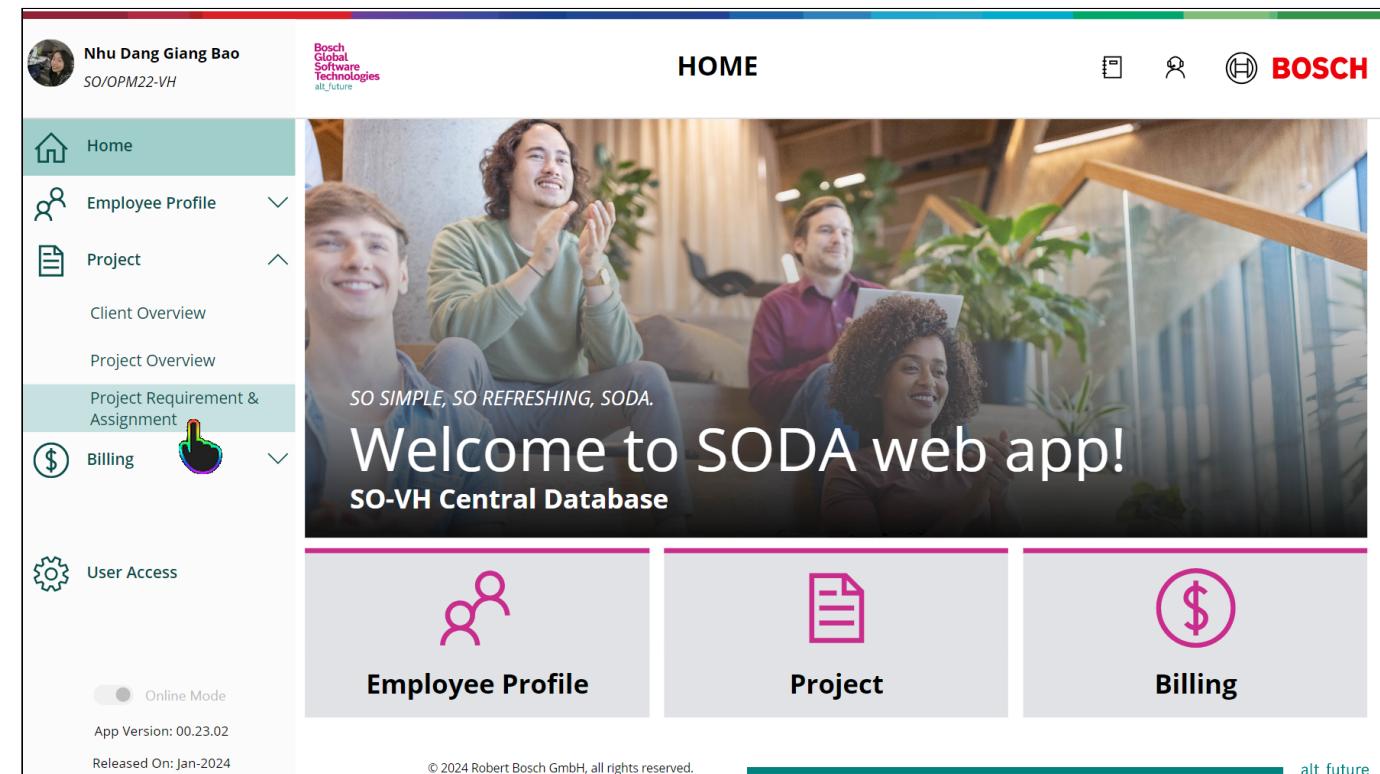
Module	Project
Persona	Group Lead, HoD
Dev Status	DEPLOYED
Document Status	FINAL

### Table of Content

- [Access Project Requirement & Assignment screen](#)
- [Assign associates to a sub-project](#)
  - [1/ Search for the desired project](#)
  - [2/ Assign associates to the project](#)
  - [3/ Save the project assignment](#)
    - [In-App Notification](#)
    - [Email Notification](#)

### 1.2.6.8.1 Access Project Requirement & Assignment screen

- From Project Menu, open Project Requirement & Assignment Sub-menu



- View **Project** details, **Requirement** and **Employee** table

The screenshot shows the 'PROJECT REQUIREMENT & ASSIGNMENT' application interface. At the top, there is a header bar with the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH', the Bosch Global Software Technologies logo, and the 'alt\_futura' branding. Below the header is a navigation menu with icons for Home, Employee Profile, Project, Billing, and User Access. The 'Project' section is currently selected and expanded, showing sub-options: Client Overview, Project Overview, Project Requirement & Assignment, and a 'Search' bar. The main content area is titled 'Project Requirement & Assignment' and displays a table with columns: Project Name, Sub-project Name, Requirement, and Employee. The table lists several entries, each with a red pencil icon for editing. The requirement column contains text such as 'Test Client A', 'Test Client B', etc., and the employee column lists names like 'John Doe', 'Jane Smith', etc. At the bottom of the page, there are status indicators for 'Online Mode' (disabled), app version '0.0.23.02', release date 'Released On: Jan-2024', copyright notice '© 2024 Robert Bosch GmbH, all rights reserved.', and the 'alt\_futura' logo.

Project Name	Sub-project Name	Requirement	Employee
Client A, Test Client A, 20240101	Testing Client A	* Test Client A	John Doe
Client B, Test Client B, 20240101	Testing Client B	Test Client B	Jane Smith
Client C, Test Client C, 20240101	Test Client C	Test Client C	Bob Johnson
Client D, Test Client D, 20240101	Testing Client D	Test Client D	Mike Williams
Client E, Test Client E, 20240101	Test Client E	Test Client E	Sarah Johnson
Client F, Test Client F, 20240101	Test Client F	Test Client F	David Williams

### 1.2.6.8.2 Assign associates to a sub-project

### 1.2.6.8.2.1 1/ Search for the desired project

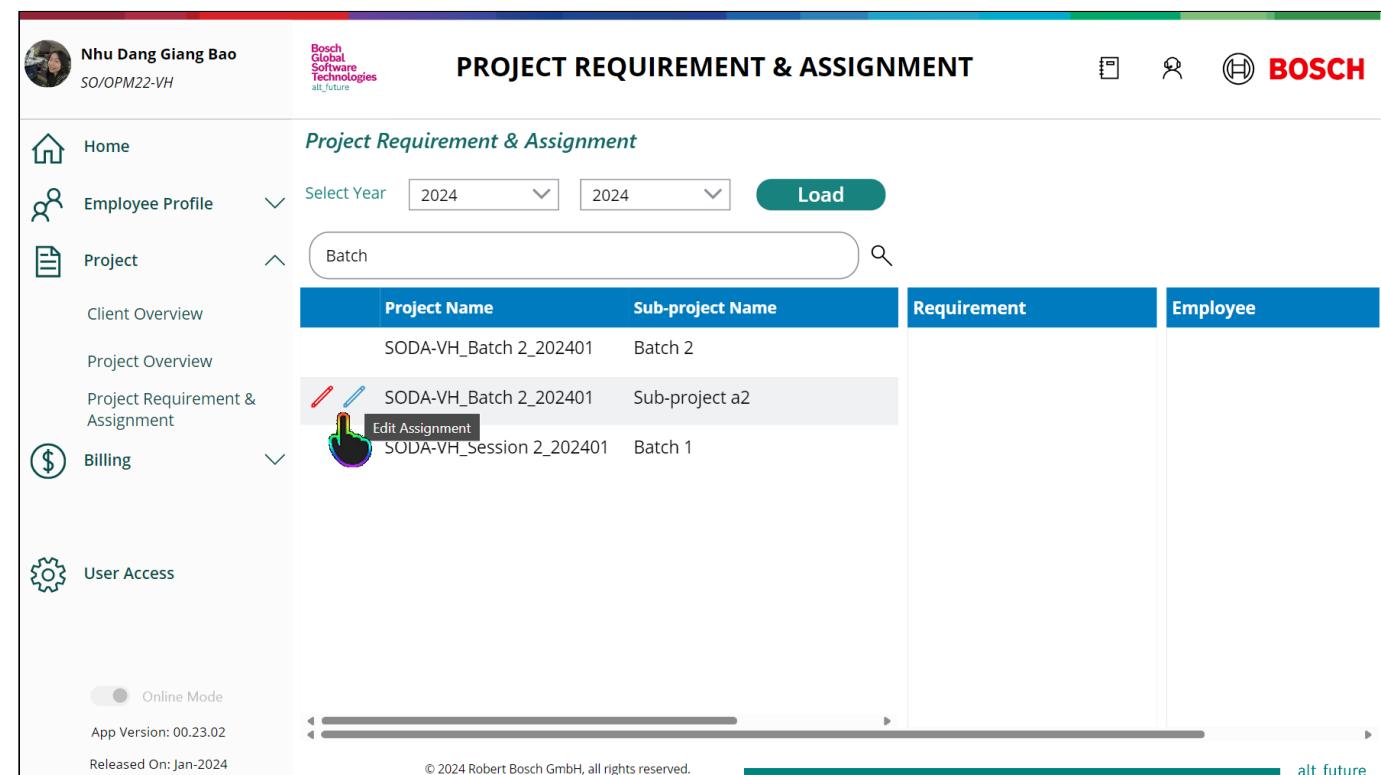
- From **Project Requirement & Assignment** screen
  - Scroll to search for the project name or,
  - Search for it from the *Search* box.
- Choose the project by clicking on it.

The screenshot shows the 'PROJECT REQUIREMENT & ASSIGNMENT' screen. At the top, there is a header with the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH'. To the right is the Bosch logo. Below the header, there are several navigation icons and dropdown menus: 'Home', 'Employee Profile', 'Project' (which is expanded to show 'Client Overview', 'Project Overview', 'Project Requirement & Assignment', and 'Billing'), and 'User Access'. On the left, there is a 'Select Year' dropdown set to '2024' and a search bar containing 'Batch'. A 'Load' button is next to the search bar. The main content area is titled 'Project Requirement & Assignment' and displays a table with three rows of data. The columns are 'Project Name', 'Sub-project Name', 'Requirement', and 'Employee'. The first row shows 'SODA-VH\_Batch 2\_202401' and 'Batch 2'. The second row, which is highlighted with a blue border and has a cursor pointing at it, shows 'SODA-VH\_Batch 2\_202401' and 'Sub-project a2'. The third row shows 'SODA-VH\_Session 2\_202401' and 'Batch 1'. At the bottom of the screen, there are status indicators for 'Online Mode' (disabled), app version '0.0.23.02', release date 'Released On: Jan-2024', and copyright information '© 2024 Robert Bosch GmbH, all rights reserved.' and 'alt future'.

Project Name	Sub-project Name	Requirement	Employee
SODA-VH_Batch 2_202401	Batch 2		
SODA-VH_Batch 2_202401	Sub-project a2		
SODA-VH_Session 2_202401	Batch 1		

### 1.2.6.8.2.2 2/ Assign associates to the project

- Click on the icon  to *Edit Assignment*.



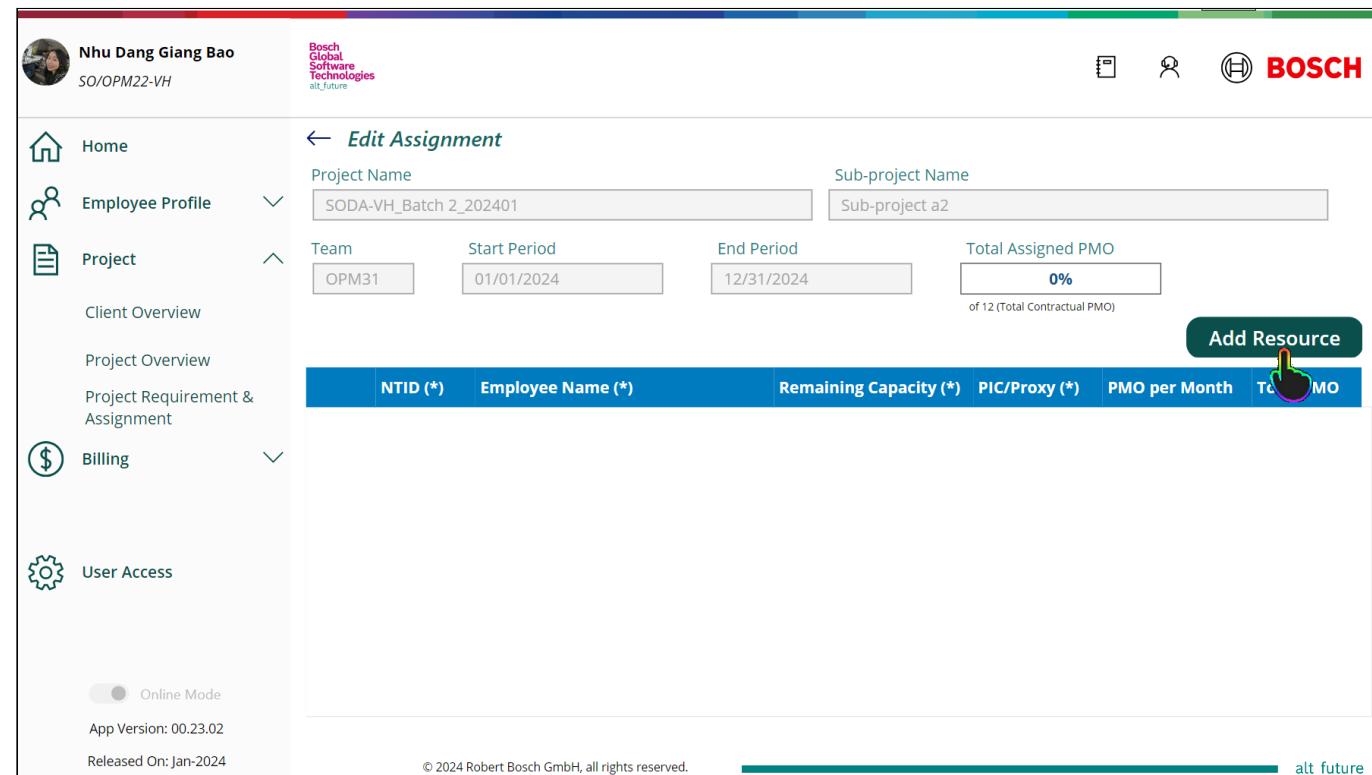
The screenshot shows the SODA Home application interface. At the top, there is a header bar with the user's name "Nhu Dang Giang Bao" and the company logo "Bosch Global Software Technologies alt\_futura". Below the header, the main title "PROJECT REQUIREMENT & ASSIGNMENT" is displayed. On the left side, there is a sidebar with navigation links: Home, Employee Profile, Project (selected), Client Overview, Project Overview, Project Requirement & Assignment (highlighted), Billing, and User Access. The main content area is titled "Project Requirement & Assignment". It features a search bar with the placeholder "Batch" and two dropdown menus for "Select Year" set to "2024". A "Load" button is located next to the dropdowns. Below the search bar is a table with four columns: "Project Name", "Sub-project Name", "Requirement", and "Employee". The table contains three rows of data:

Project Name	Sub-project Name	Requirement	Employee
SODA-VH_Batch 2_202401	Batch 2		
SODA-VH_Batch 2_202401	Sub-project a2		
SODA-VH_Session 2_202401	Batch 1		

A tooltip "Edit Assignment" with a hand cursor icon is shown above the third row. At the bottom of the page, there are status indicators for "Online Mode" (disabled), app version "App Version: 00.23.02", release date "Released On: Jan-2024", and copyright information "© 2024 Robert Bosch GmbH, all rights reserved. alt\_futura".

- From the Edit Assignment screen, click on **Add Resource**.

 You can view **the amount of Total Contractual PMO** under the Total Assign PMO progress bar.



The screenshot shows the 'Edit Assignment' screen in the SODA application. At the top, there's a header with the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH'. On the right side of the header is the Bosch logo. Below the header, there's a navigation menu with options like 'Home', 'Employee Profile', 'Project', 'Billing', and 'User Access'. The 'Project' option is expanded, showing fields for 'Team' (OPM31), 'Start Period' (01/01/2024), 'End Period' (12/31/2024), and 'Total Assigned PMO' (0% of 12 (Total Contractual PMO)). To the right of these fields is a green button labeled 'Add Resource' with a hand cursor icon pointing at it. At the bottom of the screen, there's a footer with 'Online Mode' toggle, 'App Version: 00.23.02', 'Released On: Jan-2024', and a copyright notice: '© 2024 Robert Bosch GmbH, all rights reserved.' and 'alt\_futura'.

- Choose tab **Assign resources to project**.

Nhu Dang Giang Bao  
SO/OPM22-VH  
Bosch  
Industrial Software Technologies  
alt\_futura

Home Employee Profile Project Billing User Access

Add Resource (2/2)

Select resources    Assign resources to project

Project Name: SODA-VH\_Batch 2\_202401    Sub-project Name: Sub-project a2

Team: OPM31    Start Period: 01/01/2024    End Period: 12/31/2024    Total Assigned PMO: 0%

Client Overview    Project Overview    Project Requirement & Assignment

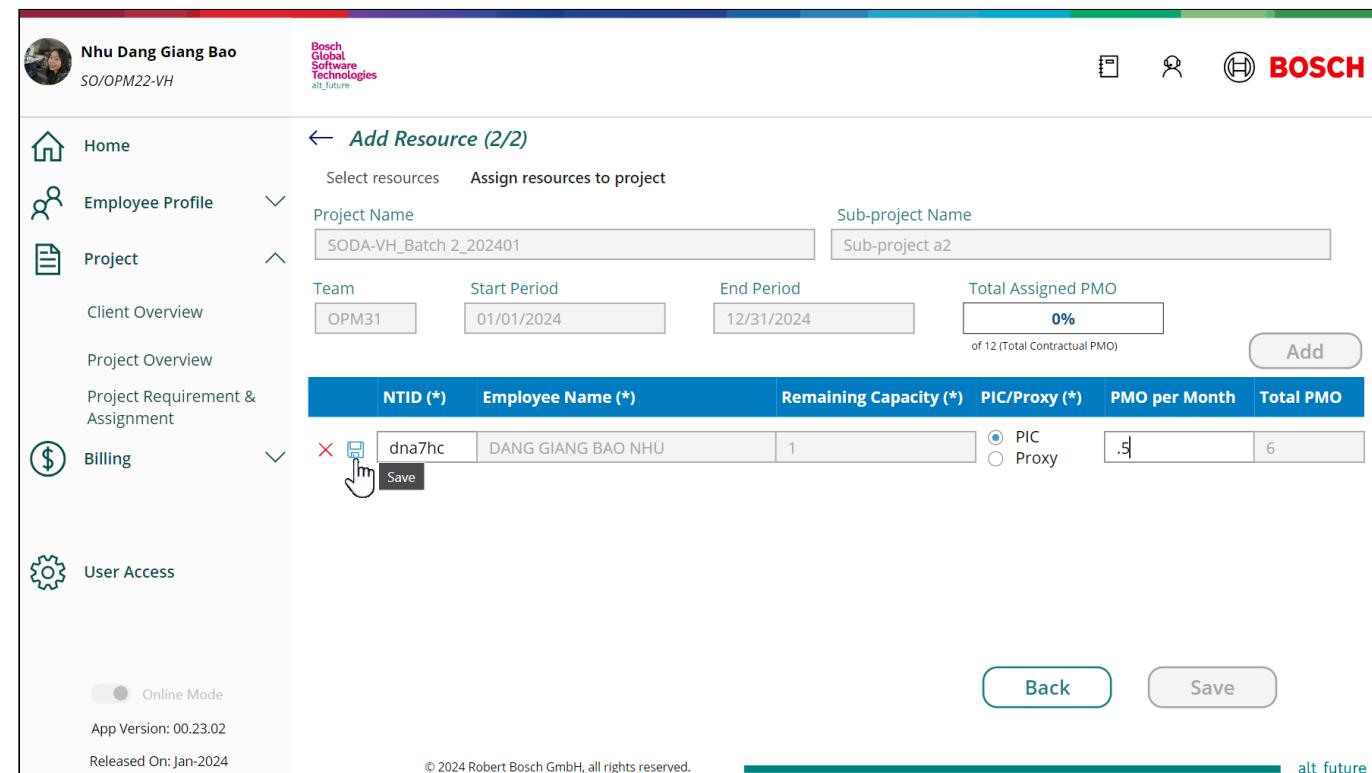
Can't find the NTID in database.

NTID (*)	Employee Name (*)	Remaining Capacity (*)	PIC/Proxy (*)	PMO per Month	Total PMO
			<input checked="" type="radio"/> PIC <input type="radio"/> Proxy	0	0

Online Mode    Back    Save

App Version: 00.23.02    Released On: Jan-2024    © 2024 Robert Bosch GmbH, all rights reserved. alt\_futura

- Input **NTID** of the assigned associate.
- Input the number of **PMO per month**.
- Click on the icon  to Save or  to Cancel the current associate assignment.
- Click **Add** to add more associates if needed.



The screenshot shows the SODA software interface for managing project resources. The top navigation bar includes the user profile of Nhu Dang Giang Bao (SO/OPM22-VH) and the Bosch Global Software Technologies logo. The left sidebar has links for Home, Employee Profile, Project, Client Overview, Project Overview, Project Requirement & Assignment, Billing, and User Access. The main content area is titled "Add Resource (2/2)" and shows the assignment of resources to a project. It includes fields for Project Name ("SODA-VH\_Batch 2\_202401"), Sub-project Name ("Sub-project a2"), Team ("OPM31"), Start Period ("01/01/2024"), End Period ("12/31/2024"), Total Assigned PMO ("0% of 12 (Total Contractual PMO)"), and an "Add" button. Below this is a table with columns: NTID (\*), Employee Name (\*), Remaining Capacity (\*), PIC/Proxy (\*), PMO per Month, and Total PMO. A row is being edited for Nhu Dang Giang Bao (NTID: dna7hc), with the Employee Name field containing "DANG GIANG BAO NHU". The PIC/Proxy dropdown is set to "PIC". The PMO per Month field contains ".5" and the Total PMO field contains "6". A "Save" button is at the bottom of the table row. At the bottom of the page are buttons for "Back" and "Save", along with status information: Online Mode (off), App Version: 00.23.02, Released On: Jan-2024, and Copyright notice: © 2024 Robert Bosch GmbH, all rights reserved.

#### 1.2.6.8.2.3 3/ Save the project assignment

- After saving all individual assignments, click **Save** to save to project assignment.

Nhu Dang Giang Bao  
SO/OPM22-VH  
Bosch Global Software Technologies alt\_futura

Home Employee Profile Project Client Overview Project Overview Project Requirement & Assignment Billing User Access

← Add Resource (2/2)

Select resources Assign resources to project

Project Name: SODA-VH\_Batch 2\_202401 Sub-project Name: Sub-project a2

Team: OPM31 Start Period: 01/01/2024 End Period: 12/31/2024 Total Assigned PMO: 0%

of 12 (Total Contractual PMO)

Add

NTID (*)	Employee Name (*)	Remaining Capacity (*)	PIC/Proxy (*)	PMO per Month	Total PMO
			<input checked="" type="radio"/> PIC <input type="radio"/> Proxy	0.5	6
			<input checked="" type="radio"/> PIC <input type="radio"/> Proxy	0.3	3.6

Back Save

Online Mode App Version: 00.23.02 Released On: Jan-2024 © 2024 Robert Bosch GmbH, all rights reserved. alt\_futura

- X Total PMO = PMO per Month \* No. of months in project period
- Total Assigned PMO = Sum of Total PMO
- Total Contractual PMO >= Total Assigned PMO
- If Total Assigned PMO **exceeds** the Total Contractual PMO, it will be **unable to save**.

PMO per Month	Total PMO
3	36
<i>Total PMO must be less than project's Remaining PMO</i>	



Nhu Dang Giang Bao  
SO/OPM22-VH  
Bosch Global Software Technologies alt\_futura

BOSCH

Home
← Add Resource (2/2)

Employee Profile
Select resources
Assign resources to project

Project
Project Name
Sub-project Name

Client Overview
Team
Start Period
End Period
Total Assigned PMO

Project Overview
OPM31
01/01/2024
12/31/2024
0%

Project Requirement & Assignment
of 12 (Total Contractual PMO)
Add

Billing
NTID (\*)
Employee Name (\*)
Remaining Capacity (\*)
PIC/Proxy (\*)
PMO per Month
Total PMO

User Access
 PIC
 Proxy
1
12

PIC
 Proxy
0.1
1.2

Online Mode
Back
Save

App Version: 00.23.02
Released On: Jan-2024
© 2024 Robert Bosch GmbH, all rights reserved.
alt\_futura

#### In-App Notification

<b>Success</b>	 Resources assigned successfully.
<b>Fail</b>	 Failed to assign resources. Please try again.

#### 1.2.6.9 Create/Edit project requirement

Module	Project
--------	---------

#### Table of Content

<b>Persona</b>	Team Lead, Group Lead, HoD
<b>Dev Status</b>	<b>DEPLOYED</b>
<b>Document Status</b>	<b>FINAL</b>

[Access Project Requirement & Assignment screen](#)  
[Create new requirement](#)

- 1/ Search for the desired project
- 2/ Create new requirement

In-App Notification  
Email Notification

[Edit requirement](#)

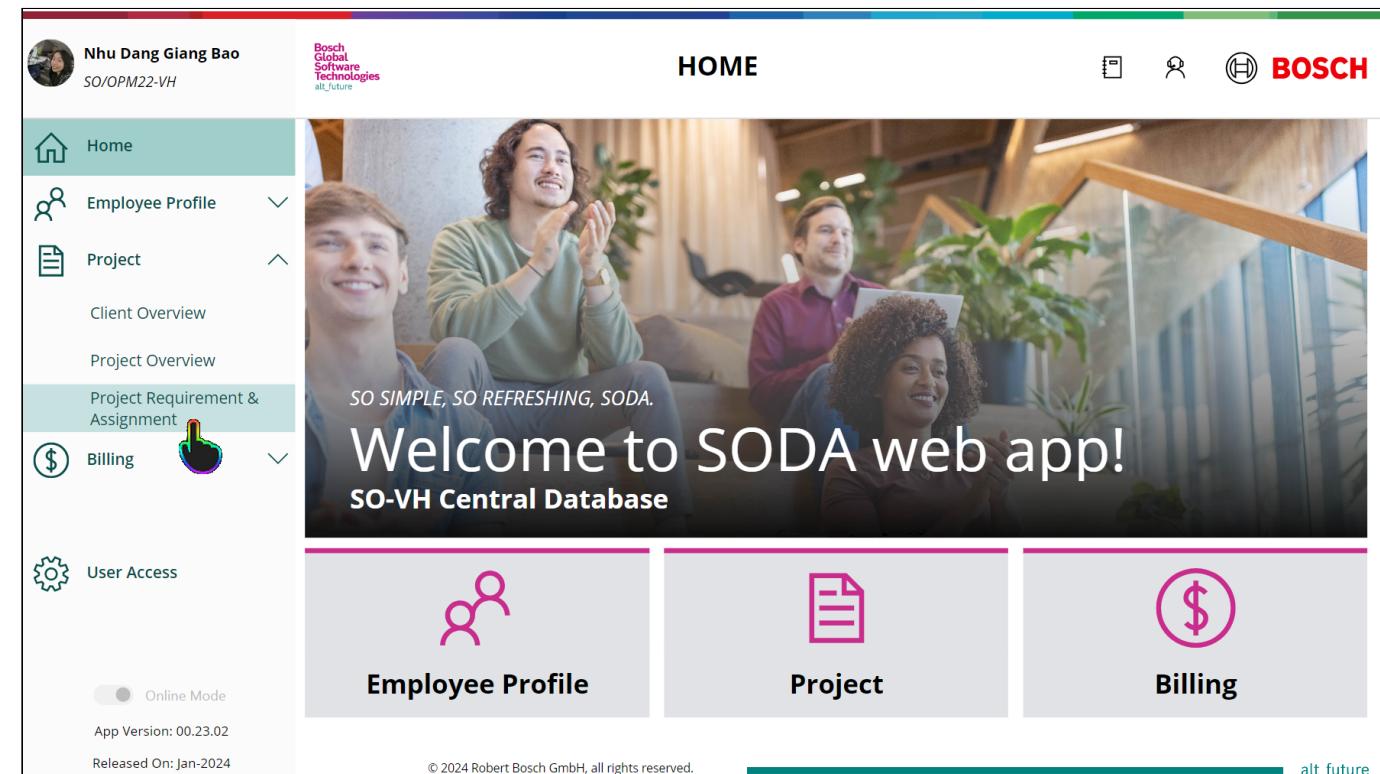
- 1/ Search for the desired project
- 2/ Edit requirement

In-App Notification  
Email Notification

#### **1.2.6.9.1 Access Project Requirement & Assignment screen**

---

- From Project Menu, open Project Requirement & Assignment Sub-menu



- View **Project** details, **Requirement** and **Employee** table

The screenshot shows a web-based application titled "PROJECT REQUIREMENT & ASSIGNMENT". The top navigation bar includes the user profile "Nhu Dang Giang Bao SO/OPM22-VH", the Bosch Global Software Technologies logo, and the BOSCH logo. The main menu on the left side lists "Home", "Employee Profile", "Project", "Billing", and "User Access". The "Project" section is expanded, showing "Client Overview", "Project Overview", "Project Requirement & Assignment", and "User Access". The "Project Requirement & Assignment" section contains two dropdown menus for "Select Year" (2024) and "Load", a search bar, and a table. The table has columns: "Project Name", "Sub-project Name", "Requirement", and "Employee". The "Requirement" column contains several entries starting with an asterisk (\*). The "Employee" column lists names like "Huu Phuoc", "Dinh Phuoc", "Tran Phuoc", etc. The bottom of the page displays the "Online Mode" toggle, app version "00.23.02", release date "Released On: Jan-2024", copyright notice "© 2024 Robert Bosch GmbH, all rights reserved.", and the "alt future" footer.

Project Name	Sub-project Name	Requirement	Employee
Client A1, Test selling_202401	Testing Client A	*	Huu Phuoc
Client B1, Test selling_202401	Testing Client B	*	Dinh Phuoc
Client C1, Test selling_202401	Test Client C	*	Tran Phuoc
Client D1, Test selling_202401	Test Client D	*	Le Van Phuoc
Client E1, Test selling_202401	Test Client E	*	Nguyen Phuoc
Client F1, Test selling_202401	Test Client F	*	Pham Phuoc
Client G1, Test selling_202401	Test Client G	*	Hoang Phuoc
Client H1, Test selling_202401	Test Client H	*	Thuy Phuoc
Client I1, Test selling_202401	Test Client I	*	Van Phuoc
Client J1, Test selling_202401	Test Client J	*	Phuoc Phuoc
Client K1, Test selling_202401	Test Client K	*	Phuoc Phuoc
Client L1, Test selling_202401	Test Client L	*	Phuoc Phuoc
Client M1, Test selling_202401	Test Client M	*	Phuoc Phuoc
Client N1, Test selling_202401	Test Client N	*	Phuoc Phuoc
Client O1, Test selling_202401	Test Client O	*	Phuoc Phuoc
Client P1, Test selling_202401	Test Client P	*	Phuoc Phuoc
Client Q1, Test selling_202401	Test Client Q	*	Phuoc Phuoc
Client R1, Test selling_202401	Test Client R	*	Phuoc Phuoc
Client S1, Test selling_202401	Test Client S	*	Phuoc Phuoc
Client T1, Test selling_202401	Test Client T	*	Phuoc Phuoc
Client U1, Test selling_202401	Test Client U	*	Phuoc Phuoc
Client V1, Test selling_202401	Test Client V	*	Phuoc Phuoc
Client W1, Test selling_202401	Test Client W	*	Phuoc Phuoc
Client X1, Test selling_202401	Test Client X	*	Phuoc Phuoc
Client Y1, Test selling_202401	Test Client Y	*	Phuoc Phuoc
Client Z1, Test selling_202401	Test Client Z	*	Phuoc Phuoc

### 1.2.6.9.2 Create new requirement

### 1.2.6.9.2.1 1/ Search for the desired project

- From **Project Requirement & Assignment** screen
  - Scroll to search for the project name or,
  - Search for it from the *Search* box.
- Choose the project by clicking on it.

The screenshot shows the 'Project Requirement & Assignment' screen. At the top, there is a header with the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH'. To the right is the Bosch logo. Below the header, there is a navigation bar with icons for Home, Employee Profile, Project, Billing, and User Access. The 'Project' section is expanded, showing a search bar with the term 'Batch'. A table below the search bar lists projects. The first row in the table is highlighted with a grey background and has edit icons (pencil and delete) next to the project name. The table has columns for 'Project Name', 'Sub-project Name', 'Requirement', and 'Employee'. The data in the table is as follows:

Project Name	Sub-project Name	Requirement	Employee
SODA-VH_Batch 2_202401	Batch 2		
SODA-VH_Batch 2_202401	Sub-project a2		
SODA-VH_Session 2_202401	Batch 1		

At the bottom of the screen, there are buttons for 'Online Mode' (disabled), 'App Version: 00.23.02', 'Released On: Jan-2024', and a copyright notice '© 2024 Robert Bosch GmbH, all rights reserved.' followed by the 'alt future' logo.

### 1.2.6.9.2.2 2/ Create new requirement

- Click on the icon *Edit Requirement*.

The screenshot shows the SODA Home interface with the following details:

**User Profile:** Lan Nguyen Thi Thao, SOP/DX-VH

**Bosch Global Software Technologies alt future**

**Project Requirement & Assignment:**

**Filters:** Select Year: 2024, Load button, Search bar (soda)

**Table Headers:** Project Name, Sub-project Name, Requirement, Employee, PIC/Proxy

**Data Rows:**

Project Name	Sub-project Name	Requirement	Employee	PIC/Proxy
SODA-VH_Batch 2_202401	Batch 2		DANG GIANG BAO NHU (SO/OPM22)	PIC
SODA-VH_Batch 2_202401	Sub-project a2	<b>H_Batch 2_202401</b>		
		<b>Edit Requirement</b>		
SODA-VH_Batch 2_202401	Batch 2			
SODA-VH_Batch 2_202401	Sub-project a2			
SODA-VH_Batch 2_202401	Batch 2			
SODA-VH_Batch 2_202401	Sub-project a2			
SODA-VH_Batch 2_202401	Batch 2			

**Left Sidebar:** Home, Employee Profile, Project, Billing, SOD, User Access.

**Bottom:** Online Mode, App Version: 0.02.6.02, Released On: Jan-2024, © 2024 Robert Bosch GmbH, all rights reserved, alt future

- From the Edit Requirement screen, click on **Create** button.

← *Edit Requirement*

Project Name SODA-VH_Batch 2_202401	Sub-project Name Sub-project a2	Team OPM31	Year 2024	
<input type="text" value="Search"/>		<b>Create</b>		
Category (*)	Mandatory/Optional (*)	Competence Name (*)	Competence Level (*)	Certification

- Input required information. Can add new value to **Competence Name**.
- Click on the icon to Save or to Cancel the current associate assignment.

The item has been created successfully.

Lan Nguyen Thi Thao  
SODA-DX-VH

**Edit Requirement**

Project Name	Sub-project Name	Team	Year	
SODA-VH_Batch 2_202401	Sub-project a2	OPM31	2024	
<input type="text" value="Search"/> <input type="button" value="Create"/>				
Category (*)	Mandatory/Optional (*)	Competence Name (*)	Competence Level (*)	Certification
Soft Skill	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional	Communication	2-Advance	
Soft Skill	<input checked="" type="radio"/> Mandatory <input type="radio"/> Optional	Communication	2-Advance	

Online Mode

App Version: 00.26.02

Released On: jan-2024

© 2024 Robert Bosch GmbH, all rights reserved.

alt future

#### In-App Notification

<b>Success</b>	The item has been created successfully.
<b>Fail</b>	Failed to create new item. Please try again.

#### Email Notification

N/A

### 1.2.6.9.3 Edit requirement

### 1.2.6.9.3.1 1/ Search for the desired project

- From **Project Requirement & Assignment** screen
  - Scroll to search for the project name or,
  - Search for it from the *Search* box.
- Choose the project by clicking on it.

The screenshot shows the 'PROJECT REQUIREMENT & ASSIGNMENT' screen. At the top, there is a header with the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH'. To the right is the Bosch logo. Below the header, there are navigation icons for Home, Employee Profile, Project, Billing, and User Access. The 'Project' icon is selected, and a search bar contains the text 'Batch'. A search button is next to the bar. On the left, there are dropdown menus for 'Select Year' (2024) and a second dropdown. The main area displays a table with columns: Project Name, Sub-project Name, Requirement, and Employee. The table contains three rows:

- SODA-VH\_Batch 2\_202401, Batch 2
- SODA-VH\_Batch 2\_202401, Sub-project a2 (highlighted with a blue border and a cursor pointing to it)
- SODA-VH\_Session 2\_202401, Batch 1

At the bottom of the screen, there are status indicators for 'Online Mode' (off), app version '0.0.23.02', release date 'Released On: Jan-2024', and copyright information '© 2024 Robert Bosch GmbH, all rights reserved.' and 'alt future'.

Project Name	Sub-project Name	Requirement	Employee
SODA-VH_Batch 2_202401	Batch 2		
SODA-VH_Batch 2_202401	Sub-project a2		
SODA-VH_Session 2_202401	Batch 1		

### 1.2.6.9.3.2 2/ Edit requirement

- Click on the icon *Edit Requirement*.

**PROJECT REQUIREMENT & ASSIGNMENT**

Project Requirement & Assignment

Project Name	Sub-project Name	Requirement	Employee	PIC/Proxy
SODA-VH_Batch 2_202401	Batch 2		DANG GIANG BAO NHU (SO/OPM2)	PIC
SODA-VH_Batch 2_202401	Sub-project a2	<b>Edit Requirement</b>	SODA-VH_Batch 2_202401	SODA-VH_Batch 2_202401
SODA-VH_Batch 2_202401	Batch 2		SODA-VH_Batch 2_202401	SODA-VH_Batch 2_202401
SODA-VH_Batch 2_202401	Sub-project a2		SODA-VH_Batch 2_202401	SODA-VH_Batch 2_202401
SODA-VH_Batch 2_202401	Batch 2		SODA-VH_Batch 2_202401	SODA-VH_Batch 2_202401
SODA-VH_Batch 2_202401	Sub-project a2		SODA-VH_Batch 2_202401	SODA-VH_Batch 2_202401

Online Mode

App Version: 00.26.02

Released On: Jan-2024

© 2024 Robert Bosch GmbH, all rights reserved.

alt future

- Click on the icon to update information.
- Click on the icon to Save or to Cancel.

The item has been updated successfully.

**Edit Requirement**

Project Name	Sub-project Name	Team	Year
SODA-VH_Batch 2_202401	Sub-project a2	OPM31	2024

Category (\*)

Mandatory/Optional (\*)

Competence Name (\*)

Competence Level (\*)

Certification

Soft Skill

Mandatory

Communication

3-Expert

Online Mode

App Version: 00.26.02

Released On: Jan-2024

© 2024 Robert Bosch GmbH, all rights reserved.

alt future

In-App Notification

Email Notification

<b>Success</b>	The item has been updated successfully.
<b>Fail</b>	Failed to update item. Please try again.

N/A

## 1.2.7 Billing

Feature	Persona	Dev Status	Document Status
Create billing item for non-proceeded	Group Lead	DEPLOYED	FINAL
Remove billing item	Group Lead	DEPLOYED	FINAL
Create ICT billing item	Group Lead	DEPLOYED	FINAL
Create billing item	Group Lead	DEPLOYED	FINAL
Check billing status	Group Lead	DEPLOYED	FINAL
Access Billing view	Group Lead	DEPLOYED	FINAL
Export Billing data	Group Lead	DEPLOYED	FINAL
Adjust planned bill amount	Group Lead	DEPLOYED	FINAL
Update billing item	Group Lead	DEPLOYED	FINAL

### 1.2.7.1 Access Billing view

<b>Module</b>	Billing
<b>Persona</b>	Group Lead

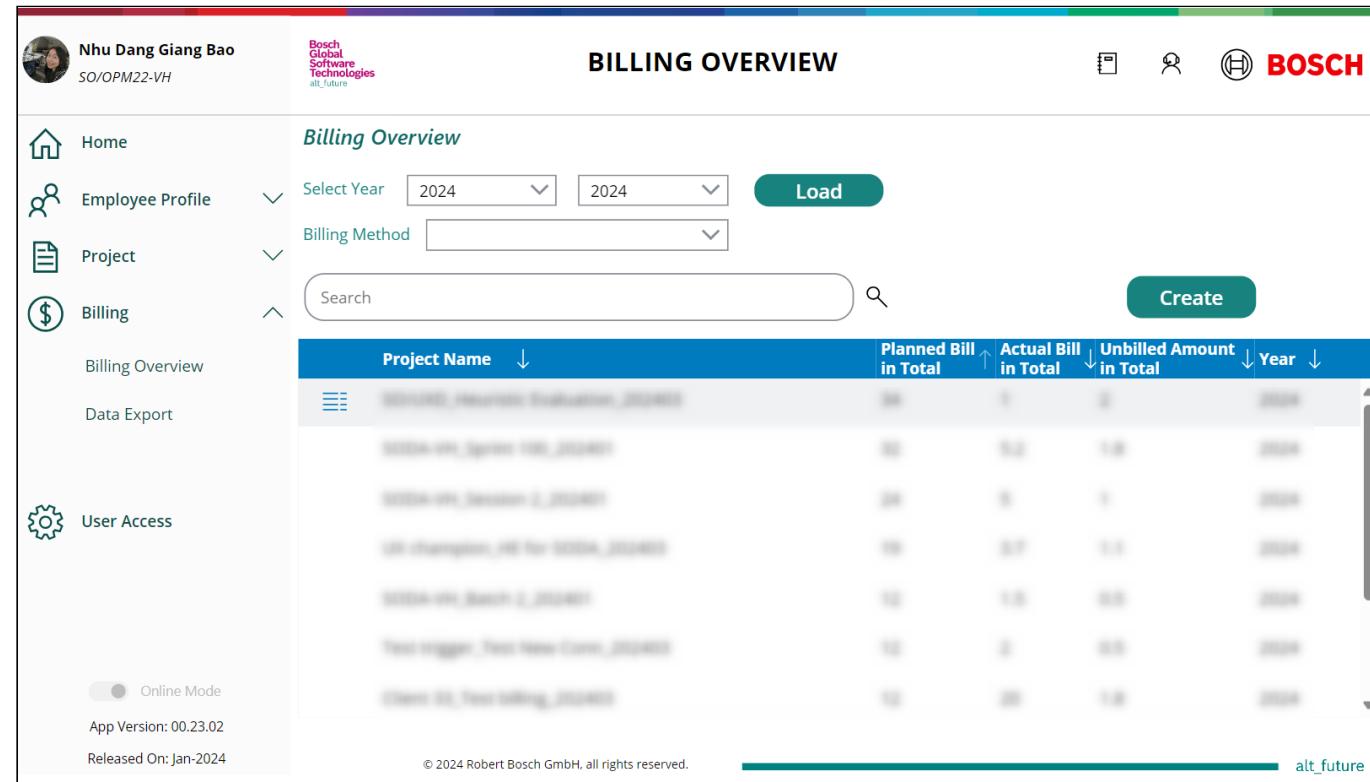
<b>Table of Content</b>
<a href="#">Access Billing Overview screen</a>

Dev Status	DEPLOYED
Document Status	FINAL

Filter a specific project  
Sort the project list

### 1.2.7.1.1 Access Billing Overview screen

In the sidebar, under **Billing**, select **Billing Overview** to navigate to *Billing Overview* screen.



The screenshot shows the 'BILLING OVERVIEW' screen. At the top, there is a header with the user's name 'Nhu Dang Giang Bao' and 'SO/OPM22-VH', the Bosch logo, and navigation icons. The main area is divided into two sections: a sidebar on the left and a main content area on the right.

**Left Sidebar:**

- Home
- Employee Profile
- Project
- Billing** (selected)
- Billing Overview
- Data Export
- User Access

**Main Content Area:**

**Billing Overview** section:

- Select Year dropdowns for 2024, 2024, and a 'Load' button.
- Billing Method dropdown.
- Search input field with a magnifying glass icon.
- A 'Create' button.

**Table:**

Project Name	Planned Bill in Total	Actual Bill in Total	Unbilled Amount in Total	Year
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024

At the bottom, there are status indicators: 'Online Mode' (on), 'App Version: 00.23.02', 'Released On: Jan-2024', and a copyright notice: '© 2024 Robert Bosch GmbH. all rights reserved.' A 'alt\_future' footer bar is also present.

### 1.2.7.1.2 Filter a specific project

A project can be filtered by

- Year
- Billing Method
- Search box

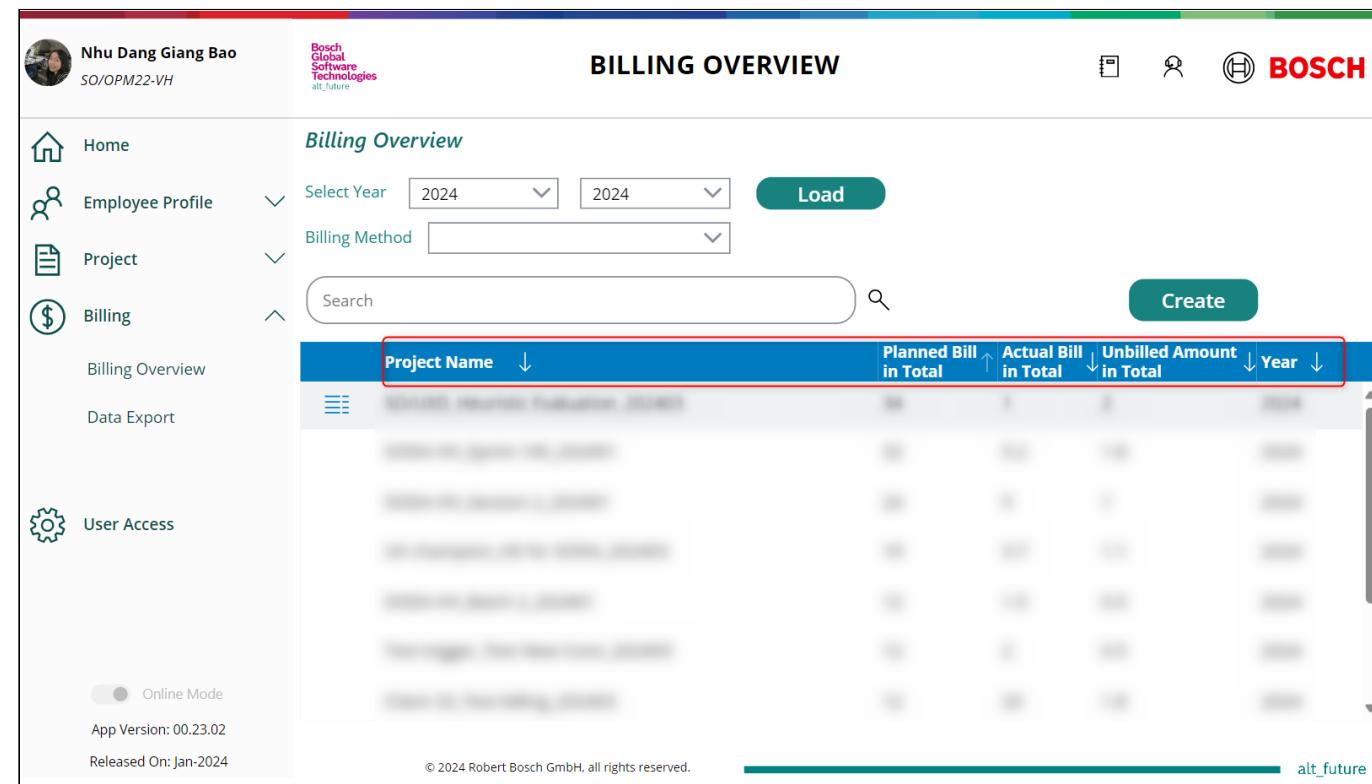
The screenshot shows the 'BILLING OVERVIEW' page. At the top right is the Bosch logo. On the left, there's a sidebar with navigation links: Home, Employee Profile, Project, Billing (selected), Billing Overview, Data Export, and User Access. Under Billing, there are dropdowns for 'Select Year' (2024) and 'Billing Method', and a 'Search' input field with a magnifying glass icon. A red box highlights this search area. To the right is a table titled 'Project Name' with columns for 'Planned Bill in Total', 'Actual Bill in Total', 'Unbilled Amount in Total', and 'Year'. The table lists several projects. At the bottom left are status indicators for 'Online Mode' (on) and app details ('App Version: 00.23.02', 'Released On: Jan-2024'). The bottom right contains a copyright notice for Robert Bosch GmbH.

Project Name	Planned Bill in Total	Actual Bill in Total	Unbilled Amount in Total	Year
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024
00000000000000000000000000000000	0.00	0.00	0.00	2024

#### 1.2.7.1.3 Sort the project list

By clicking on the arrow icon next to the column name, the project table can be sorted ascending  or descending  in any fields:

- Project Name
- Planned Bill in total
- Actual Bill in Total
- Unbilled Amount in Total
- Year



The screenshot shows the 'BILLING OVERVIEW' page. On the left, there's a sidebar with navigation links: Home, Employee Profile, Project, Billing, Billing Overview, Data Export, and User Access. Below the sidebar are status indicators for Online Mode (off), App Version (00.23.02), and Release Date (Jan-2024). The main area is titled 'Billing Overview' and contains two dropdowns for 'Select Year' (2024) and 'Billing Method', a 'Load' button, a search bar, and a 'Create' button. A table is displayed with columns: Project Name (sorted by a downward arrow), Planned Bill in Total (sorted by an upward arrow), Actual Bill in Total (sorted by a downward arrow), Unbilled Amount in Total (sorted by a downward arrow), and Year (sorted by a downward arrow). The 'Project Name' column has a red border around its header.

### 1.2.7.2 Check billing status

Module	Billing
Persona	Group Lead
Dev Status	<b>DEPLOYED</b>
Document Status	<b>FINAL</b>

Table of Contents
<a href="#">Search project/sub-project</a> <a href="#">Filter project by year</a> <a href="#">Search for project/sub-project</a> <a href="#">View general information</a> <a href="#">Project level</a> <a href="#">Sub-project level</a> <a href="#">View billing item in detail</a>

Notification  
In-App Notification  
Email Notification

## 1.2.7.2.1 Search project/sub-project

### 1.2.7.2.1.1 Filter project by year

The table shows a list of projects with period in the current year by default, use **Select Year** if you want to narrow down or widen your search.

### 1.2.7.2.1.2 Search for project/sub-project

In the search box on *Billing Overview* or *Sub-project for Billing* screen, type what you are looking for. This returns all projects/sub-projects that contain the search string in any field shown in the table.

In case this list doesn't contain the items you're searching for, you will receive the message "Sorry, we couldn't find any results". Please try a more specific search.

**Billing Overview**

Select Year    2023    2023    Load

Search

**Sub-project for Billing**

Search

## 1.2.7.2.2 View general information

### 1.2.7.2.2.1 Project level

In the sidebar, select **Billing** to navigate to **Billing Overview** screen.

This screen displays the total of **Planned Bill**, **Actual Bill**, and **Unbilled Amount** of all sub-projects under the project.

The screenshot shows the 'BILLING OVERVIEW' screen. At the top, there's a header with the user's name 'Lan Nguyen Thi Thao', their role 'SO/OPM31-VH', and the Bosch logo. Below the header is a navigation bar with links: Home, Employee Profile, Project, Billing (which is selected and highlighted in green), and SOD. On the right side of the navigation bar are buttons for 'Load' and 'Create'. The main area is titled 'Billing Overview' and contains a search bar. A table below the search bar displays project financial data. The table has columns: Project Name, Planned Bill in Total, Actual Bill in Total, Unbilled Amount in Total, and Year. Two rows of data are visible:

Project Name	Planned Bill in Total	Actual Bill in Total	Unbilled Amount in Total	Year
[Redacted]	11	9	2	2023
[Redacted]	8	5.5	2.5	2023

At the bottom of the screen, there's a footer with the text 'App Version: 00.10.02', 'Released On: Sep-2023', '© 2023 Robert Bosch GmbH, all rights reserved.', and the 'alt future' logo.

### 1.2.7.2.2.2 Sub-project level

Click  **View sub-projects** on *Billing Overview* screen to open *Sub-project for Billing* screen.

On *Sub-project for Billing* screen, you can check the total of **Planned Bill**, **Actual Bill**, and **Unbilled Amount** of each sub-project as well as the figure of **Actual Bill in Each Month**.

#### Billing indicators:

- Future months when the **PO Amount** remaining is insufficient to burn will be **highlighted in yellow** for your attention.
- Months without billing will be left blank.

BILLING OVERVIEW																			
Billing Overview																			
		Select Year	2024	Billing Method	Load														
		Search																	
\$	Project Name	Sub-project Name	Billing Frequency	Total Planned	YTD Planned	YTD Actual	YTD Unbilled	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	SODA-VH_Sprint 191_202404			3	3	0	3												
	Test _Offline_Mode_2_202406			12	6.85714	0	3.42857												
	Test trigger_Offline_Mode_202406			24	15.8571	0	10.4285												
	Test trigger_Test New Conn_202403	Test New Conn	Monthly	12	9	2	4.5												
	Test trigger_Testing_202404			12	9	1	6												
	UX champion_HE for SODA_202403			29	19.3	9.7	4.7												
	Zun_Project Test_202307			10	6.66	0	3.33												

© 2024 Robert Bosch GmbH, all rights reserved.

alt future

### 1.2.7.2.3 View billing item in detail

From *Sub-project for Billing* screen, click on a month of a specific sub-project to view detail the billing item in that month. Depending on which month the item created, the Edit mode will be enabled/disabled accordingly.

- **Previous months:** all billing items will be frozen and not allow to edit data (View mode).

[View Billing Item](#)

Project    Billing

Year(\*)              Month(\*)

2023                  2

Project Name

Sub-project Name

PO Number & SAP Contract Number

PIF ID

Billing Method

SO Number

WorkOn Number

[Next](#) [Cancel](#)

- **Current month:** able to edit data if the billing item has been created (Edit mode).

[Edit Billing Item](#)

Project    Billing

Year(*)	Month(*)	
2023	9	
Project Name		
<input type="text"/>		
Sub-project Name		
<input type="text"/> Sub 2		
PO Number & SAP Contract Number	PIF ID	Billing Method
<input type="text"/>	<input type="text"/>	<input type="text"/>
SO Number	WorkOn Number	
<input type="text"/>	<input type="text"/>	

[Next](#) [Cancel](#)

- **Future months:** you will get a "No billing item found" notification.

#### 1.2.7.2.4 Notification

##### 1.2.7.2.4.1 In-App Notification

**Info** No billing item found.

##### 1.2.7.2.4.2 Email Notification

Not applicable.

#### 1.2.7.3 Create billing item

Module	Billing
Persona	Group Lead

##### Table of Contents

[Open Create New Billing Item screen](#)

Dev Status	<b>DEPLOYED</b>
Document Status	<b>FINAL</b>

Fulfill required information  
Notification

In-App Notification  
Email Notification

### 1.2.7.3.1 Open Create New Billing Item screen

Click **Create** on *Billing Overview* or *Sub-project for Billing* screen.

**⚠** Each month billing period is from the 4th of this month to the 3rd of next month.

*For example:* Billing item for May can be created from **4th of May to 3rd of June**.

### 1.2.7.3.2 Fulfill required information

#### Important

**See full detail of each information**

	Field Name	Input Type	Note
1	Year	Autofill	\
2	Month	Autofill	\
3	Project Name	Drop-down	Display projects and sub-projects under the selected project that meet all of the following conditions: <ul style="list-style-type: none"> <li>under your management scope</li> <li>under project period</li> <li>project status is Won</li> <li>has no billing item for current month</li> </ul>
4	Sub-project Name	Drop-down	
5	PO Number & SAP Contract Number	Autofill	Depending on the selected project, <b>PO Number &amp; SAP Contract Number, PIF ID, Billing Method</b> are retrieved from the project profile for your reference.

	Field Name	Input Type	Note
6	PIF ID	Autofill	
7	Billing Method	Autofill	
8	SO Number	Text	\
9	WorkOn Number	Text	\
10	Unbilled amount of all months in year	Number	<p>Display figures of <b>Unbilled No PO</b> and <b>Unbilled SAP</b> for all months in year:</p> <ul style="list-style-type: none"> <li>• Previous months: editable</li> <li>• Current month &amp; future months: set to 0 &amp; uneditable</li> </ul> <p>Format of the figures: x/X. Refer X - the figure is automatically calculated to fill in x.</p>
11	Current Month	Number	<p>Display the planned amount in <b>Planned for Current Month</b>.</p> <p>In case actual bill is lower than planned bill, please enter the unbilled amount in <b>Unbilled SAP</b>, <b>Unbilled No PO</b>.</p>
12	Billed	Autofill	<b>Billed</b> is automatically calculated by total of Unbilled amount of previous months and <b>Planned for Current Month</b> entered by the user.
13	Other Revenue	Number	\
14	Reference	Autofill	The message automatically generated in <b>Reference</b> to describe which months are being billed this time for your reference in taking notes.
15	Remarks	Text	\

1. Search for **Project Name**, **Sub-project Name** and fill in any other information that you want to include.
2. Click **Next** to go to the *Billing* tab.
3. Under **Unbilled amount of all months in year**, enter the amount you want to bill back for previous months.
4. Under **Current Month**, fill in this month's figures.
5. Enter **Other Revenue**.
6. Enter **Remarks** (optional).
7. Click **Create**.
  - The **Create** button is enabled only when all required information **filled** in correctly.
  - Click **Cancel** in case you want to clear all the input and return to the previous screen.

[← Create New Billing Item](#)

Project	Billing	
Year	Month	
<input type="text" value="2024"/>	<input type="text" value="09"/>	
Project Name (*)		
<input type="text" value="Binh_Changing the default text_202407"/>		
Sub-project Name (*)		
<input type="text" value="Changing the default text"/>		
PO Number & SAP Contract Number	PIF ID	Billing Method
<input type="text"/>	<input type="text" value="12344321"/>	<input type="text" value="Email"/>
SO Number	WorkOn Number	
<input type="text"/>	<input type="text"/>	

[← Create New Billing Item](#)

Project	Billing				
Unbilled amount of all months in year					
Unbilled No PO in Year					
Jan	Feb	Mar	Apr	May	Jun
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Jul		Aug		Sep	
<input type="text"/> / 1	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Unbilled SAP in Year					
Jan	Feb	Mar	Apr	May	Jun
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Jul		Aug		Sep	
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Planned for Current Month(*)					
<input type="text"/> / 1					
Billed		Other Revenue (*)			
<input type="text" value="0"/>		<input type="text" value="0"/>			
Reference					
			<a href="#">Create</a> <a href="#">Cancel</a>		

Please fulfill all mandatory fields fully and correctly

### 1.2.7.3.3 Notification

#### 1.2.7.3.3.1 In-App Notification

Success	✓ The billing item has been created successfully.
Error	❗ Failed to create new billing item. Please try again.

#### 1.2.7.3.3.2 Email Notification

Only applicable when action is **successfully executed**.

- Receiver: **Team Lead**
- Notice for **A new billing item is created**.

### 1.2.7.4 Update billing item

Module	Billing
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

#### Table of Contents

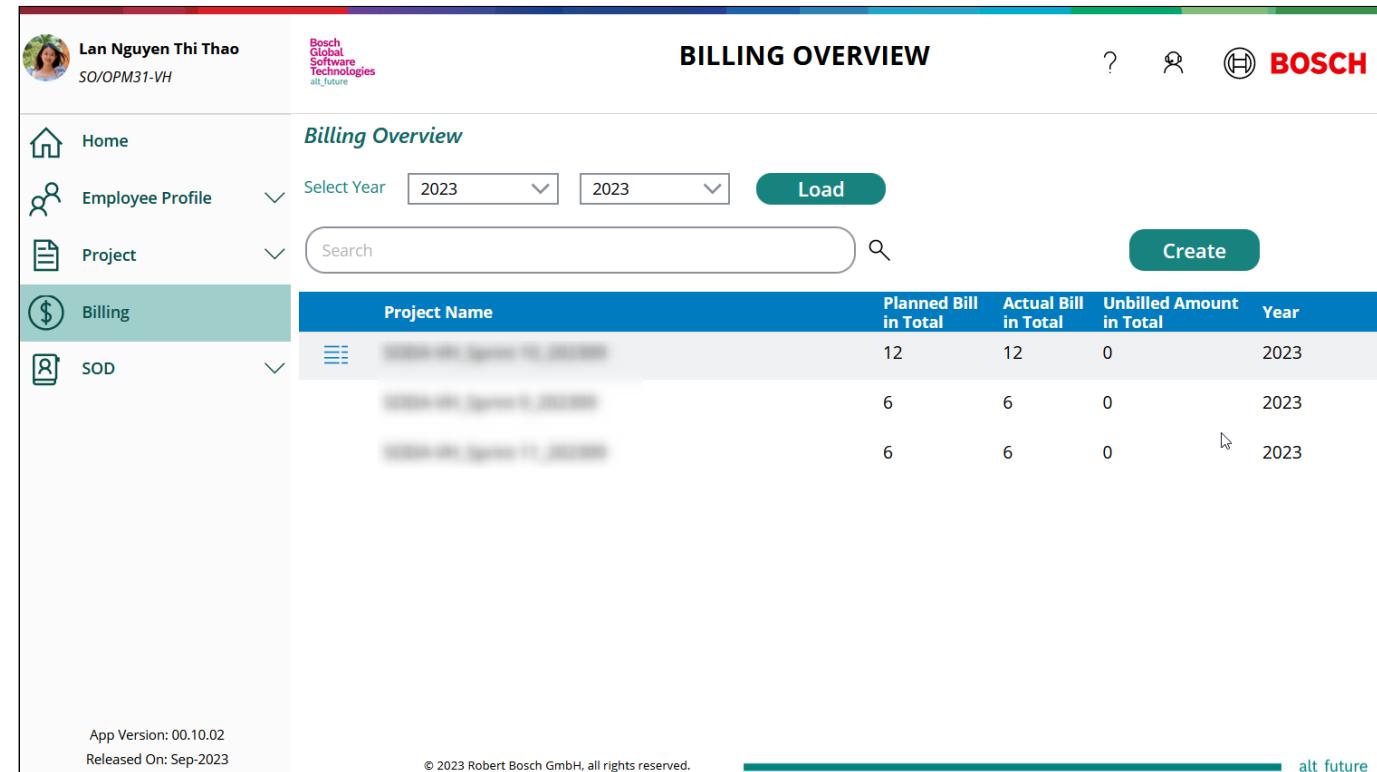
Select the item to update  
Update billing details  
Notification

In-App Notification  
Email Notification

#### 1.2.7.4.1 Select the item to update

Click  View sub-projects on *Billing Overview* screen.

 Only billing item for current month can be updated.



The screenshot shows the 'BILLING OVERVIEW' screen. At the top left, there is a user profile for 'Lan Nguyen Thi Thao' (SO/OPM31-VH) and the Bosch Global Software Technologies logo. On the right, there is a search bar, a help icon, a user icon, and the 'BOSCH' logo. The left sidebar has navigation links: Home, Employee Profile, Project, Billing (which is selected and highlighted in green), and SOD. The main area is titled 'Billing Overview' and includes a 'Select Year' dropdown set to '2023'. Below it is a search bar and a 'Create' button. A table lists projects with columns: Project Name, Planned Bill in Total, Actual Bill in Total, Unbilled Amount in Total, and Year. The table contains three rows, each with a value of 12 for 'Planned Bill in Total' and 'Actual Bill in Total', and 0 for 'Unbilled Amount in Total'. The 'Year' column shows '2023' for all rows. At the bottom, it says 'App Version: 00.10.02' and 'Released On: Sep-2023'. A copyright notice at the very bottom reads: 'Copyright Robert Bosch GmbH. All rights reserved, also regarding any disposal, exploration, reproduction, editing, distribution, as well as in the event of applications for industrial property rights.'

Project Name	Planned Bill in Total	Actual Bill in Total	Unbilled Amount in Total	Year
[Redacted]	12	12	0	2023
[Redacted]	6	6	0	2023
[Redacted]	6	6	0	2023

Click on **Actual Bill** of the current month to access the edit screen.

**!** In case there is no billing item created for this month, you will receive the message "No billing item found".

Billing Frequency	Planned Bill in Total	Actual Bill in Total	Unbilled Amount in Total	Actual Bill in Each Month											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly	6	6	0						2	2	2	1			
Monthly	6	6	0	1	1	1	1	1	1	1	1				

App Version: 00.10.02  
Released On: Sep-2023  
© 2023 Robert Bosch GmbH, all rights reserved.  
alt future

### 1.2.7.4.2 Update billing details

#### Important

See full detail of each information

	Field Name	Input Type	Note
1	Year	Autofill	\
2	Month	Autofill	\

	Field Name	Input Type	Note
<b>3</b>	Project Name	Drop-down	Display projects and sub-projects under the selected project that meet all of the following conditions: <ul style="list-style-type: none"> <li>under your management scope</li> <li>under project period</li> <li>project status is Won</li> <li>has no billing item for current month</li> </ul>
<b>4</b>	Sub-project Name	Drop-down	
<b>5</b>	PO Number & SAP Contract Number	Autofill	Depending on the selected project, <b>PO Number &amp; SAP Contract Number, PIF ID, Billing Method</b> are retrieved from the project profile for your reference.
<b>6</b>	PIF ID	Autofill	
<b>7</b>	Billing Method	Autofill	
<b>8</b>	SO Number	Text	\
<b>9</b>	WorkOn Number	Text	\
<b>10</b>	Unbilled amount of all months in year	Number	Display figures of <b>Unbilled No PO</b> and <b>Unbilled SAP</b> for all months in year: <ul style="list-style-type: none"> <li>Previous months: editable</li> <li>Current month &amp; future months: set to 0 &amp; uneditable</li> </ul> Format of the figures: x/X. Refer X - the figure is automatically calculated to fill in x.
<b>11</b>	Current Month	Number	Display the planned amount in <b>Planned for Current Month</b> . In case actual bill is lower than planned bill, please enter the unbilled amount in <b>Unbilled SAP</b> , <b>Unbilled No PO</b> .
<b>12</b>	Billed	Autofill	<b>Billed</b> is automatically calculated by total of Unbilled amount of previous months and <b>Planned for Current Month</b> entered by the user.

	Field Name	Input Type	Note
13	Other Revenue	Number	\
14	Reference	Autofill	The message automatically generated in <b>Reference</b> to describe which months are being billed this time for your reference in taking notes.
15	Remarks	Text	\

You can change any information you want except **Project Name**, **Sub-project Name**. When you're done updating, click **Update**.

- The **Update** button is enabled only when a change made and all required information filled in correctly.
- Click **Cancel** in case you want to clear all the input and return to the previous screen

### Edit Billing Item

Project      Billing

Year(*)	Month(*)	
2023	9	
Project Name		
<input type="text"/>		
Sub-project Name		
<input type="text"/> Sub 2		
PO Number & SAP Contract Number	PIF ID	Billing Method
<input type="text"/>	<input type="text"/>	<input type="text"/>
SO Number	WorkOn Number	
<input type="text"/>	<input type="text"/>	
<a href="#">Next</a> <a href="#">Cancel</a>		

[Edit Billing Item](#)

Project    Billing

**Unbilled amount of all months in year**

**Unbilled No PO in Year (\*)**

Jan	Feb	Mar	Apr	May	Jun
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Jul	Aug	Sep	Oct	Nov	Dec
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0

**Unbilled SAP in Year (\*)**

Jan	Feb	Mar	Apr	May	Jun
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Jul	Aug	Sep	Oct	Nov	Dec
0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0

**Planned for Current Month(\*)**

2 / 2
-------

Billed      Other Revenue (\*)

2	0
---	---

Reference

Billed for Sep.

Remarks

### 1.2.7.4.3 Notification

#### 1.2.7.4.3.1 In-App Notification

Success	✓ The billing item has been updated successfully.
Error	❗ Failed to update billing item. Please try again.

#### 1.2.7.4.3.2 Email Notification

Only applicable when action is **successfully executed**.

- Receiver: **Team Lead**
- Notice for **New updates to billing item**.

### 1.2.7.5 Adjust planned bill amount

Module	Billing
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

#### Table of Contents

Select the item to adjust  
Update planned bill details  
Notification

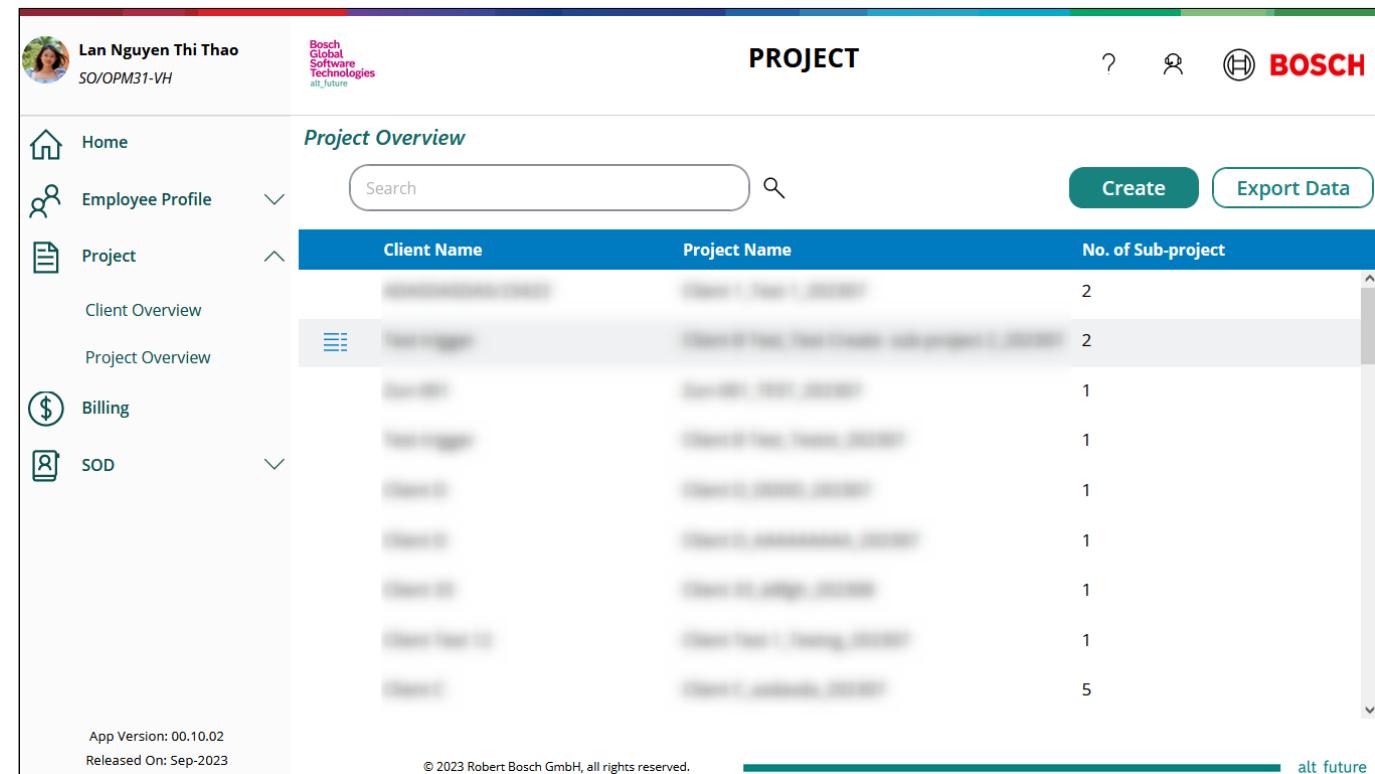
In-App Notification  
Email Notification

⚠ To adjust **Planned Bill** of the project has billing item created for current month, kindly remove the existing one.

#### 1.2.7.5.1 Select the item to adjust

In the sidebar, select **Project Overview** under the **Project** menu to navigate to *Project Overview*.

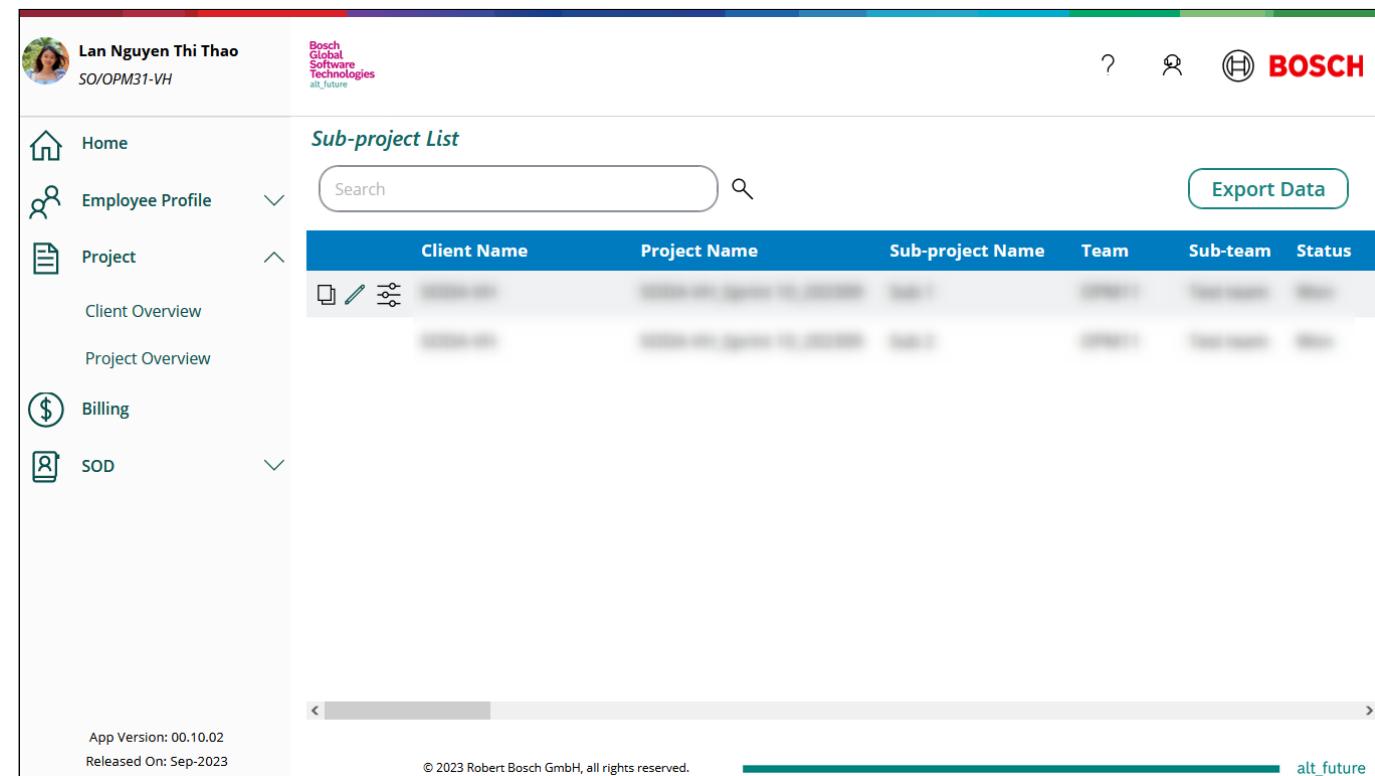
Select the item you want to adjust, click  **View sub-projects**.



The screenshot shows the SODA Project Overview page. At the top, there is a header bar with the user's name (Lan Nguyen Thi Thao), a Bosch Global Software Technologies logo, and a PROJECT tab. Below the header is a navigation sidebar with icons for Home, Employee Profile, Project (selected), Billing, and SOD. The main content area is titled "Project Overview" and contains a table with columns: Client Name, Project Name, and No. of Sub-project. The table lists several entries, each with a small icon and a dropdown arrow. At the bottom of the page, there is a footer with the text "App Version: 00.10.02", "Released On: Sep-2023", and "© 2023 Robert Bosch GmbH, all rights reserved." followed by the "alt\_future" logo.

Client Name	Project Name	No. of Sub-project
[Redacted]	Bosch [Redacted]	2
[Redacted]	Bosch [Redacted]	2
[Redacted]	Bosch [Redacted]	1
[Redacted]	Bosch [Redacted]	5

Click  **Adjust Planned Bill** on the desired item to access the adjust screen.



Lan Nguyen Thi Thao  
SO/OPM31-VH  
Bosch Global Software Technologies  
alt\_future

Home Employee Profile Project Client Overview Project Overview Billing SOD

Sub-project List

Search Export Data

Client Name	Project Name	Sub-project Name	Team	Sub-team	Status
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

App Version: 00.10.02  
Released On: Sep-2023  
© 2023 Robert Bosch GmbH, all rights reserved. alt\_future

### 1.2.7.5.2 Update planned bill details

#### Important

See full detail of each information

	Field Name	Input Type	Note
1	Sub-project Name	Autofill	Retrieved from the project profile for your reference.
2	Billing Frequency	Autofill	

	Field Name	Input Type	Note
<b>3</b>	Total Planned Bill (Original)	Autofill	Total planned bill amount of all months in project period before editing.
<b>4</b>	Planned Bill of each month in period	Number	<p>Only months in project period are shown.</p> <p>Depending on the month of the planned bill item, the Edit mode will be enabled/disabled accordingly.</p> <ul style="list-style-type: none"> <li>• <b>Previous months:</b> all billing items will be frozen and not allow to edit data (Invisible &amp; Uneditable).</li> <li>• <b>Current month:</b> able to edit data if there is no billing item created (Visible &amp; Editable).</li> <li>• <b>Future months:</b> able to edit data (Visible &amp; Editable).</li> </ul> <p>Total Planned Bill is divided equally and the remainder is recorded in the last month of the period.</p>
<b>5</b>	Total Planned Bill (Edited)	Autofill	Total planned bill amount of all months in project period after editing.

You can directly modify the figures you want.  
When you're done updating, click **Save**.

- The **Save** button is enabled only when a change made and all required information **filled in** correctly.
- Click **Cancel** in case you want to clear all the input and return to the previous screen.

**Adjust Planned Bill**

Sub-project Name

Billing Frequency

Total Planned Bill (Original)

Planned Bill of each month in period (\*)

Sep	Oct	Nov	Dec
2	3	0.5	0.5

Total Planned Bill (Edited)

**Save** **Cancel**

### 1.2.7.5.3 Notification

#### 1.2.7.5.3.1 In-App Notification

<b>Warning</b>	⚠ Total Planned Bill is different from original amount. Please kindly re-check and modify again.
<b>Warning</b>	⚠ The value must be greater than or equal to 0.
<b>Success</b>	✓ The Planned Bill has been updated successfully.

#### 1.2.7.5.3.2 Email Notification

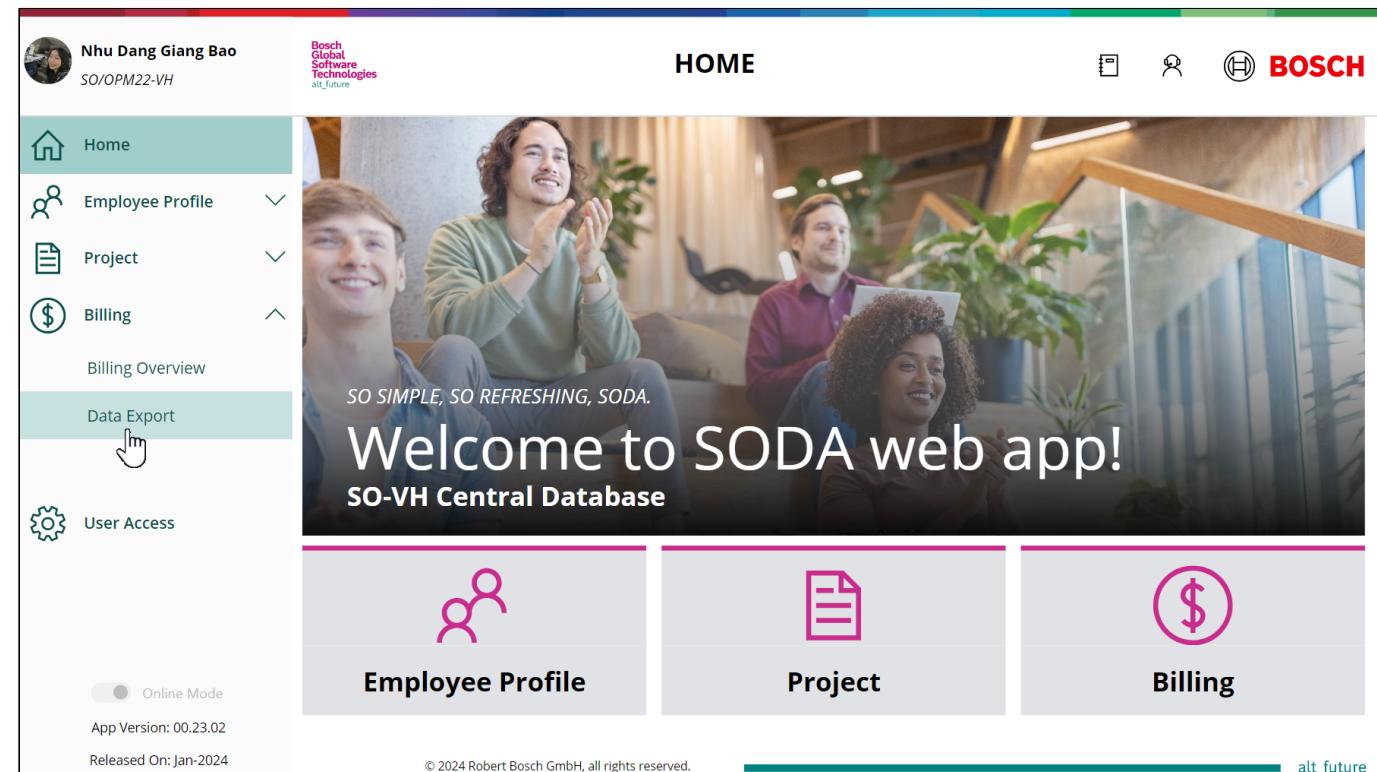
Not applicable.

Error	 Failed to update Planned Billed. Please try again.
-------	--

### 1.2.7.6 Export Billing data

Module	Billing
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

From the sidebar, under **Billing**, select **Data Export** to navigate to *Data Export* screen.



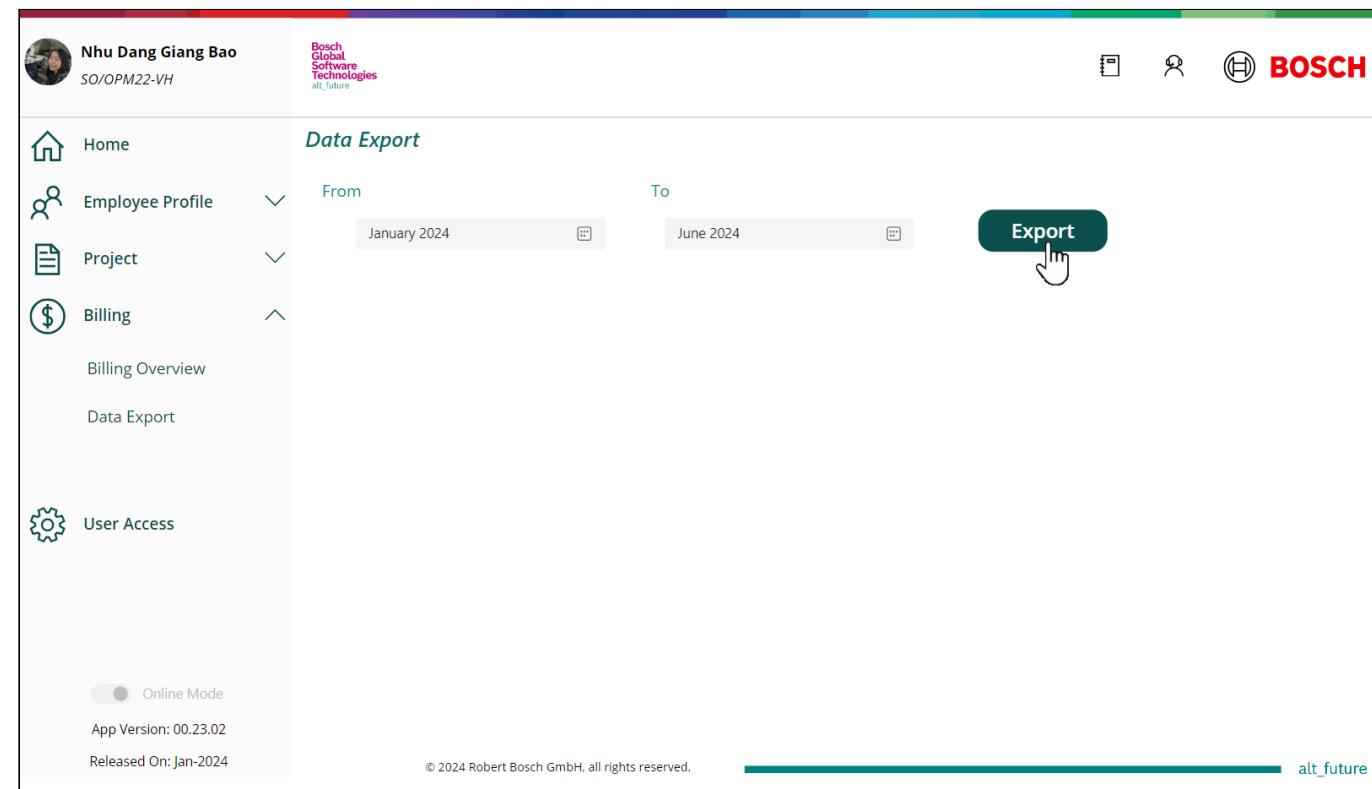
Choose the period in which you want to export the data.

**⚠ In case of no selection, the default period will be the current month.  
The unit of selection is 'Month'.**

The screenshot shows the SODA Home application interface. At the top, there is a header bar with the user's name "Nhu Dang Giang Bao" and title "SO/OPM22-VH", the company logo "Bosch Global Software Technologies", and the "alt\_future" branding. Below the header, there is a navigation sidebar with icons for Home, Employee Profile, Project, Billing, and User Access. The "Billing" section is currently selected and expanded, showing "Billing Overview" and "Data Export". The "Data Export" section contains a "From" and "To" date range selector. A modal window titled "Data Export" is open, showing a calendar for January 2024. The calendar highlights the first day of the month. The "From" field is set to "January 2024" and the "To" field is set to "June 2024". There are arrows to navigate between months and a "Go to today" button. At the bottom of the interface, there are status indicators for "Online Mode" (disabled), app version "00.23.02", release date "Released On: Jan-2024", and copyright information "© 2024 Robert Bosch GmbH, all rights reserved." followed by the "alt\_future" logo.

Click **Export** to export the data. The data file will be saved directly into user's OneDrive.

**X** A new tab of Excel will pop up in your browser in this export. Please **enable pop-ups and redirects** from this app so that this function can work properly.



## i INFORMATION

### Fields included in exported data

Client	Project	Billing	Project Assignment
Client Name	Project Name	Month	Employee ID
Client Division	Sub-project Name	Year	Employee Name
Client Country	Team	SO Number	Team

SAP ID	Sub-team	WorkOn Number	PMO per Month
	Status	Plan Bill	
	Cancellation Reason	Billed	
	PIF ID	Unbilled SAP	
	MCR ID / BM Number	Unbilled No PO	
	Resource Group ID	Other Revenue	
	Revenue Source	Remarks	
	Direct / Indirect		
	Working Model		
	Contract Type		
	Billing Method		
	Billing Rate		
	Contract Currency		
	Target Currency		
	Contractual PMO in Period		

	Start Period		
	End Period		
	Billing Frequency		
	PO Number & SAP Contract Number		
	Contract Number		
	PO Amount		
	Remarks		

## 1.2.7.6.1 Notification

### 1.2.7.6.1.1 In-App Notification

<b>Succes</b>	ⓘ Data has been exported successfully.
<b>Error</b>	ⓘ Failed to export data. Please try again.

## 1.2.7.7 Create ICT billing item

<b>Module</b>	Billing
<b>Persona</b>	Group Lead
<b>Dev Status</b>	DEPLOYED
<b>Document Status</b>	FINAL

### Table of Contents

- [Open Create ICT billing item screen](#)
- [Create ICT billing item](#)
- [Notification](#)
- [In-App Notification](#)
- [Email Notification](#)

### 1.2.7.7.1 Open Create ICT billing item screen

Click **Create for ICT** under *Billing* on the side bar.

**⚠ Only display projects in current month with ICT billing method.**

### 1.2.7.7.2 Create ICT billing item

1. Select **Project Name** for which ICT billings should be created.

2. Click **Create**.

*Create Billing Item for ICT (Internal Cost Transfer)*

Year	Month	Project Name	Sub-project Name	Planned Bill/Billed	SO Number	WorkOn Number	Remark	PO & SAP Contract Number	PIF ID	Billing Method
2024	09	<input checked="" type="checkbox"/> Binh_Testing_1408_202408	Testing_1408	2.4					12344222	ICT
		<input checked="" type="checkbox"/> UX champion_HE for SODA_202403	HE for SODAAAAA	1				abc	123test	ICT
		<input type="checkbox"/> UX champion_HE for SODA_202403	UT for SODA	1				abc	123test	ICT
		<input type="checkbox"/> UX champion_HE for SODA_202403	Testing Clone	2				abc	123test	ICT

**Create**

### 1.2.7.7.3 Notification

#### 1.2.7.7.3.1 In-App Notification

<b>Success</b>	ⓘ The billing item has been created successfully.
<b>Error</b>	ⓘ Failed to create new billing item. Please try again.

#### 1.2.7.7.3.2 Email Notification

Only applicable when action is **successfully executed**.

- Receiver: **Team Lead**
- Notice for **A new ICT billing item is created**.

### 1.2.7.8 Remove billing item

<b>Module</b>	Billing
---------------	---------

**Table of Contents**

Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

Select the item to remove

Remove billing item

Notification

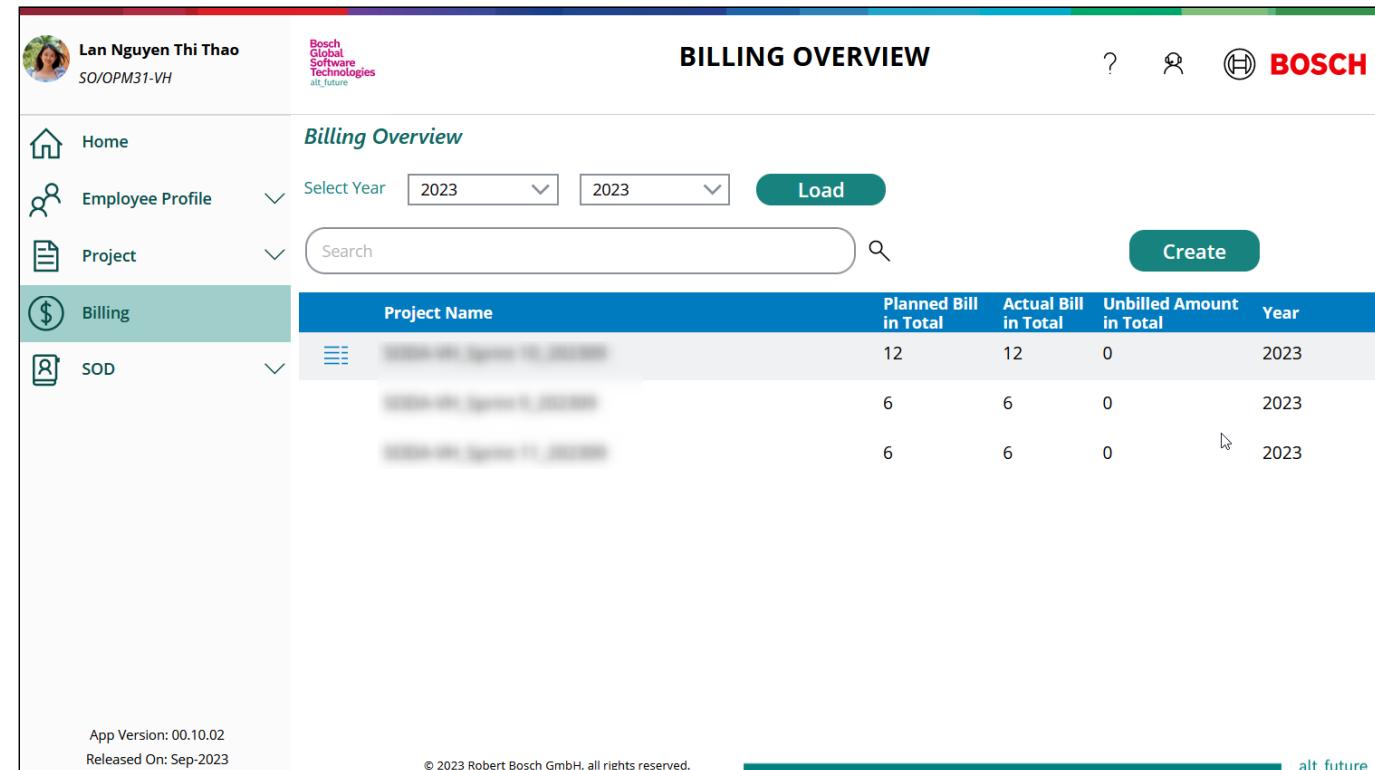
In-App Notification

Email Notification

### 1.2.7.8.1 Select the item to remove

Click  View sub-projects on Billing Overview screen.

 Only billing item for current month can be updated.



Project Name	Planned Bill in Total	Actual Bill in Total	Unbilled Amount in Total	Year
Project 1	12	12	0	2023
Project 2	6	6	0	2023
Project 3	6	6	0	2023

App Version: 00.10.02  
Released On: Sep-2023

© 2023 Robert Bosch GmbH, all rights reserved. alt future

Click on **Actual Bill** of the current month to access the edit screen.

**⚠️** In case there is no billing item created for this month, you will receive the message “No billing item found”.

Billing Frequency	Planned Bill in Total	Actual Bill in Total	Unbilled Amount in Total	Actual Bill in Each Month											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly	6	6	0						2	2	2				
Monthly	6	6	0	1	1	1	1	1	1	1	1				

App Version: 00.10.02  
Released On: Sep-2023  
© 2023 Robert Bosch GmbH, all rights reserved.  
alt future

### 1.2.7.8.2 Remove billing item



- Only billing items created in current month are applicable for 'Removing' feature.
- No billing items created in the past is removable.

Click on **Remove Billing** button.

Click on **Remove** button to confirm.

The screenshot shows the 'Edit Billing Item' screen. At the top right, there is a red 'Remove Billing' button. Below it, the main form fields include 'Project' and 'Billing' tabs, 'Year' (2024), 'Month' (9), 'Project Name' (Binh\_Test\_Billing\_Frequency\_202407), 'Sub-project Name' (Test\_Billing\_Frequency), and several other input fields like 'PO Number & SAP Contract Number' (PO number: 56785678, PIF ID: 56785678), 'Billing Method' (ICT), 'SO Number', and 'WorkOn Number'. At the bottom, there are 'Next' and 'Cancel' buttons, and a note about 'Online Mode' and app version.

The screenshot shows a confirmation dialog titled 'Remove Billing Item'. It features a large question mark icon at the top center. Below it is the text 'Are you sure you want to remove billing item for current month?'. At the bottom, there are two buttons: a teal 'Remove' button on the left and a white 'Cancel' button on the right.

### 1.2.7.8.3 Notification

#### 1.2.7.8.3.1 In-App Notification

Success	ⓘ The billing item has been removed successfully.
Error	ⓘ Failed to remove billing item. Please try again

#### 1.2.7.8.3.2 Email Notification

N/A

### 1.2.7.9 Create billing item for non-proceeded

Module	Billing
Persona	Group Lead
Dev Status	DEPLOYED
Document Status	FINAL

#### Table of Contents

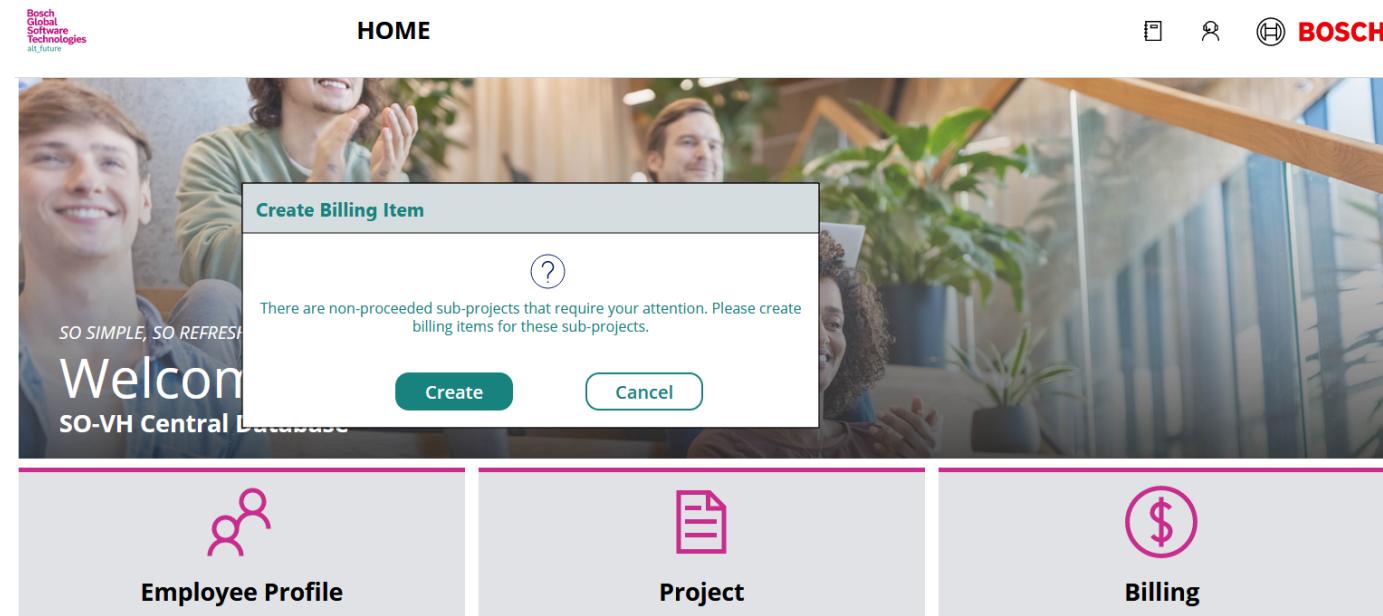
Open create billing for non-proceeded screen.  
Create new billing for non-proceeded  
Notification

In-App Notification  
Email Notification

#### 1.2.7.9.1 Open create billing for non-proceeded screen.

If there are any non-proceeded sub-projects, a pop-up reminder will be shown. Click **Create**.

Or click **Billing for non-proceeded** under **Billing** on the side bar.



#### 1.2.7.9.2 Create new billing for non-proceeded

1. Click **Create**.



## BILLING FOR NON-PROCEEDED



Create Billing Item for Non-proceeded Sub-projects

Project Name	Sub-project Name	Year	Month	Planned Bill to Unbilled No PO
Binh_Changing the default text_202407	Changing the default text	2024	8	1
Binh_Changing the default text_202407	Changing the default text	2024	9	1
Binh_Test_Billing Frequency_202407	Test_Billing Frequency	2024	9	4
Binh_Test_Billing Frequency_202407	Test_Clone	2024	8	4
Binh_TestCreate_202403	TestCreate	2024	8	1
Binh_TestCreate_202403	TestCreate	2024	9	1
Binh_TestCreate_202403	TestClone	2024	8	2
Binh_TestCreate_202403	TestClone	2024	9	2
Binh_Testing_1408_202408	Testing_1408	2024	8	2.4
Binh_Testing_1408_202408	Testing_1408	2024	9	2.4
Binh_TestProject_202403	TestSubProject11	2024	8	3
Binh_TestProject_202403	TestSubProject11	2024	9	3
Binh_TestProject_202403	TestSubProject4	2024	8	2

Create

### 1.2.7.9.3 Notification

#### 1.2.7.9.3.1 In-App Notification

Succes	ⓘ The billing item has been created successfully.
Error	ⓘ Failed to create new billing item. Please try again.

#### 1.2.7.9.3.2 Email Notification

Only applicable when action is **successfully executed**.

- Receiver: **Team Lead**
- Notice for **A new billing item is created**.

## 1.3 1.3. Data Processing Notice

- 1.3.1. Deletion Concept
- Data Collection

## 1.3.1 1.3.1. Deletion Concept

### Table of Content

Introduction

Users

    Data Subject

Process Flow

    Step 1: Initiate Deletion Request via MS Form

    Step 2: Record Request in Tracking List

    Step 3: Notify Request Handler (Group Lead) & cc Team Lead

    Step 4: Send daily reminder email to Request Handler in case the request is pending for more than 24 hours.

    Step 5: Notify Data Subject of Progress in Case of Delays Within 72 Hours

    Step 6: Execute Deletion Using System's Delete Function

    Step 7: Anonymize Personally Identifiable Data

    Step 8: Update Tracking List to Mark Request as Completed

    Step 9: Notify Data Subject of Successful Deletion & cc Team Lead

Attachment

### 1.3.1.1 Introduction

This documentation outlines the user process for submitting and tracking personal data deletion requests. The process ensures a transparent and efficient handling of requests made by data subjects concerning the removal of their personal information.

### 1.3.1.2 Users

#### 1.3.1.2.1 Data Subject

Data subjects are individuals whose personal data is stored and are initiating the process for the deletion of their information.

#### 1.3.1.3 Process Flow

##### 1.3.1.3.1 Step 1: Initiate Deletion Request via MS Form

Data subjects initiate the personal data deletion process by submitting a request through the designated Microsoft Form (MS Form). This form captures necessary details to identify and process the deletion request.

##### 1.3.1.3.2 Step 2: Record Request in Tracking List

Upon submission of the MS Form, the deletion request is recorded in a Tracking List, ensuring proper documentation and organization of all requests.

##### 1.3.1.3.3 Step 3: Notify Request Handler (Group Lead) & cc Team Lead

An automated email is sent to the assigned Request Handler (Group Lead) with a cc to the Team Lead, providing them with the details of the deletion request and assigning responsibility for its processing.

#### **1.3.1.3.4 Step 4: Send daily reminder email to Request Handler in case the request is pending for more than 24 hours.**

In case where a deletion request is pending for more than 24 hours, an automated reminder email is sent every day to the Request Handler, prompting timely action.

#### **1.3.1.3.5 Step 5: Notify Data Subject of Progress in Case of Delays Within 72 Hours**

If delays persist beyond 72 hours, an email is sent to the data subject, updating them on the progress and providing reasons for any delays in processing their deletion request.

#### **1.3.1.3.6 Step 6: Execute Deletion Using System's Delete Function**

Upon verification and approval, the designated personnel (Group Lead) initiate the deletion of the requested personal data using the appropriate delete function within the system.

#### **1.3.1.3.7 Step 7: Anonymize Personally Identifiable Data**

Certain personally identifiable data, such as Employee ID, NTID, and Employee Name, is anonymized to ensure that no traceable information remains.

#### **1.3.1.3.8 Step 8: Update Tracking List to Mark Request as Completed**

The Tracking List is updated, marking the status of the deletion request as "Done" once the process is finished successfully.

#### **1.3.1.3.9 Step 9: Notify Data Subject of Successful Deletion & cc Team Lead**

An information email is sent from Group Lead's email to the data subject, confirming the successful deletion of their personal data. A cc is sent to the Team Lead to keep them informed of the completion of the request.

### **1.3.1.4 Attachment**

[Deletion Request Form](#)

## **1.3.2 Data Collection**

Table of Content
<a href="#">Introduction</a>
<a href="#">Users</a>
<a href="#">Internal &amp; Fixed-term</a>
<a href="#">External</a>
<a href="#">Process Flow</a>
<a href="#">Step 1: Send MS Form to Associate via Email</a>
<a href="#">Step 2: Submit MS Form</a>
<a href="#">Step 3: Send Email to Associate</a>
<a href="#">Step 4: Save Documents in SODA Folder</a>
<a href="#">Step 5: Save Data to SODA Database for Profile Creation</a>
<a href="#">Attachment</a>

### 1.3.2.1 Introduction

This documentation outlines the step-by-step process for collecting data and consent from data subjects using Microsoft Forms (MS Form). The process is designed to cater internal, fixed-term, and external. For external, the process involves the submission of the MS Form followed by the additional step of printing, hand-signing the PDF file generated, and submitting the signed document to the designated personnel.

### 1.3.2.2 Users

#### 1.3.2.2.1 Internal & Fixed-term

Internal and fixed-term will engage with the data collection process through the MS Form sent to them via email.

#### 1.3.2.2.2 External

External will follow a modified process that includes an additional step after submitting the MS Form. They are required to print the generated PDF file, hand-sign it, and submit the signed document.

### 1.3.2.3 Process Flow

#### 1.3.2.3.1 Step 1: Send MS Form to Associate via Email

For internal and fixed-term users, an email containing the MS Form link will be sent to the associates.

For external users, the email will include information on the paper consent process, detailing where to obtain the physical form, sign it, and then upload and submit the digital MS Form.

#### 1.3.2.3.2 Step 2: Submit MS Form

Associates will follow the link provided in the email, complete the MS Form, and submit their responses. Ensure that the form includes all necessary fields for collecting required data and consent.

#### 1.3.2.3.3 Step 3: Send Email to Associate

Upon successful submission of the MS Form, an email confirmation will be sent to the associate, acknowledging receipt of their information. This email can also serve as a reference for users to keep track of their submissions.

#### 1.3.2.3.4 Step 4: Save Documents in SODA Folder

All documents will be saved securely in the designated SODA folder. Ensure that access to this folder is restricted to authorized personnel.

#### 1.3.2.3.5 Step 5: Save Data to SODA Database for Profile Creation

The collected data will be entered into the SODA database to create user profiles.

### 1.3.2.4 Attachment

[Data Collection Form](#)

## 1.4 1.4. Release Notes

### 1.4.1 Oct 17th, 2024 - v4.0 - Go Live

 Here's a wrap up of the latest release.

#### New Features

- Project
  - Create/Edit project requirement

- Billing
  - Remove billing item
  - Create ICT billing item
  - Create billing item for non-proceeded sub-projects.

**Updates** (e.g. usability and technical improvements)

- UX Improvements

[Click here for key features and personas](#)

## 1.4.2 June 24th, 2024 - v3.0 - Go Live

 Here's a wrap up of the latest release.

**New Features**

- Home Page Module
- Project Module
  - Assign associates to a sub-project
- Billing Module
  - Export billing data

**Updates** (e.g. usability and technical improvements)

- Billing Module
  - Access billing view
  - Create billing item

**Fixes** (e.g. bug fixes)

- Minor fixes

[Click here for key features and personas](#)

## 1.4.3 May 22nd, 2024 - v2.0 - Go Live

 Here's a wrap up of the latest release.

**Updates** (e.g. usability and technical improvements)

- Data encryption: All confidential data is encrypted securely and decrypted at front-end.

**Fixes** (e.g. bug fixes)

- Minor fixes

[Click here for key features and personas](#)

## 1.4.4 January 17th, 2024 - v1.0 - Go Live

 Here's a wrap up of the latest release.

### New Features

- Employee Profile Module
  - Access employee profile view
  - View associate profile
  - Export report
  - Create associate profile
  - Update associate profile
  - Approve/reject for request of created profile
- Project Module
  - Client overview
  - Project & sub-project overview
  - Create new client profile
  - Create project profile
  - Data export [Client & Project]
  - Update client profile
  - Update sub-project profile
- Billing Module
  - Access billing view
  - Create billing item
  - Update billing item
  - Adjust planned bill amount
  - Check billing status
- SOD:
  - For role assignment - '*Admin*' role is temporarily played by SODA Team.

### Updates (e.g. usability and technical improvements)

- [none]

### Fixes (e.g. bug fixes)

- [none]

[Click here for key features and personas](#)

## 2 For Managers

- [Working with SODA](#)
- [Process & Framework](#)

### 2.1 Working with SODA

### 2.2 Process & Framework

## 3 2. Operation & Support

### 3.1 2.1. Database Overview & Backup

### 3.2 2.2. Access Control / Permission

#### 3.2.1 Role Assignment Process

**Purpose:** Role assignment process is required to enable 'role assignment' when SODA is released and 'Admin' is played temporarily by SODA team.

##### How to request role:

- Step 1: Use our email template by **click on** the following Outlook Template (\*.otf), **download and open**.

?

Unknown Attachment

- Step 2: Make sure to fill in the following details (Role Name, For whom?, Reason)

For **Role Name** (Name of access right), click here to read details in [Access Right Catalog](#).

Subject [SODA App] Role Assignment Request

Dear **SODA Team**,

I would like to request for **role assignment** to SODA Application with the following details:

**Role Name\*** (details in [Access Right Catalog](#)): \_\_\_\_\_

\*Please, fill in.

**For whom?\*** (NTID – Name): \_\_\_\_\_ - \_\_\_\_\_

\*Please, fill in.

**Reason\*** (Project, supervisor's contact details etc.): \_\_\_\_\_.

\*Please, fill in.

Source: SODA-VH Docupedia – [Role Assignment Process](#)

This role assignment process is required to enable 'role assignment' when SODA is released, and 'Admin' is played **temporarily** by SODA team.

 Cheers!



- Step 3: When you click **Send**, this email will be sent to **SODA Team** - [so-vh.soda@vn.bosch.com](mailto:so-vh.soda@vn.bosch.com), cc [Trang.DuongThiHoai@vn.bosch.com](mailto:Trang.DuongThiHoai@vn.bosch.com).

### 3.2.2 Access Right Catalog

Name of access right	IT application	Short description of access right	Long description of access right
<b>Role List_Employee Profile_Reader</b>	SODA-VH	View and export employee data	<b>Content:</b> View and export employee data <b>Risk:</b> Users only have access to their own profile <b>Target group:</b> All SO-VH associates

<b>Role List_Employee Profile_Contributor</b>	SODA-VH	View and export employee data Create employee profile	<b>Content:</b> View and export employee data; Create employee profile <b>Risk:</b> Unjustified profile creation <b>Target group:</b> Authorized delegates submit profile for approval
<b>Role List_Employee Profile_Writer</b>	SODA-VH	View and export employee data Create employee profile Update employee profile	<b>Content:</b> View and export employee data; Create employee profile; Update employee profile <b>Risk:</b> Unjustified profile creation; employee data can be modified. <b>Target group:</b> Group Lead
<b>Role List_Employee Profile_Organizer</b>	SODA-VH	View and export employee data Create employee profile Update employee profile Remove employee profile	<b>Content:</b> View and export employee data; Create employee profile; Update employee profile; Remove employee profile <b>Risk:</b> Unjustified profile creation; employee data can be modified/removed. <b>Target group:</b> Group Lead
<b>Role List_Project_Reader</b>	SODA-VH	View and export project data	<b>Content:</b> View and export project data <b>Risk:</b> Access to project data <b>Target group:</b> Group Lead; HoD
<b>Role List_Project_Contributor</b>	SODA-VH	View and export project data Create project profile	<b>Content:</b> View and export project data; Create project profile <b>Risk:</b> Unjustified project creation <b>Target group:</b> Group Lead
<b>Role List_Project_Writer</b>	SODA-VH	View and export project data Create project profile Update project profile	<b>Content:</b> View and export project data; Create project profile; Update project profile <b>Risk:</b> Unjustified project profile creation; project data can be modified. <b>Target group:</b> Group Lead

<b>Role List_Project_Organizer</b>	SODA-VH	View and export project data Create project profile Update project profile Remove project profile	<b>Content:</b> View and export project data; Create project profile; Update project profile; Remove project profile <b>Risk:</b> Unjustified project profile creation; project data can be modified/removed. <b>Target group:</b> Group Lead
<b>Role List_Client_Reader</b>	SODA-VH	View and export client data	<b>Content:</b> View and export client data <b>Risk:</b> Access to client data <b>Target group:</b> Group Lead; HoD
<b>Role List_Client_Contributor</b>	SODA-VH	View and export client data Create client profile	<b>Content:</b> View and export client data; Create client profile <b>Risk:</b> Unjustified client creation <b>Target group:</b> Group Lead
<b>Role List_Client_Writer</b>	SODA-VH	View and export client data Create client profile Update client profile	<b>Content:</b> View and export client data; Create client profile; Update client profile <b>Risk:</b> Unjustified client profile creation; client data can be modified. <b>Target group:</b> Group Lead
<b>Role List_Client_Organizer</b>	SODA-VH	View and export client data Create client profile Update client profile Remove client profile	<b>Content:</b> View and export client data; Create client profile; Update client profile; Remove client profile <b>Risk:</b> Unjustified client profile creation; client data can be modified/removed. <b>Target group:</b> Group Lead
<b>Role List_Billing_Reader</b>	SODA-VH	View and export billing data	<b>Content:</b> View and export billing data <b>Risk:</b> Access to billing data <b>Target group:</b> Group Lead
<b>Role List_Billing_Contributor</b>	SODA-VH	View and export billing data Create billing item	<b>Content:</b> View and export billing data; Create billing item <b>Risk:</b> Unjustified billing creation <b>Target group:</b> Group Lead

<b>Role List_Billing_Writer</b>	SODA-VH	View and export billing data Create billing item Update billing item	<b>Content:</b> View and export billing data; Create billing item; Update billing item <b>Risk:</b> Unjustified billing creation; billing data can be modified. <b>Target group:</b> Group Lead
<b>Role List_Billing_Organizer</b>	SODA-VH	View and export billing data Create billing item Update billing item Remove billing item	<b>Content:</b> View and export billing data; Create billing item; Update billing item; Remove billing item <b>Risk:</b> Unjustified billing creation; billing data can be modified/removed. <b>Target group:</b> Group Lead
<b>Manager List_Team Lead</b>	SODA-VH	View all items in the team	<b>Content:</b> View all items in the team <b>Risk:</b> Access to data of all items in the team <b>Target group:</b> Team Lead
<b>Manager List_Group Lead</b>	SODA-VH	View all items in the group Approve/Reject for request of created employee profile	<b>Content:</b> View all items in the group <b>Risk:</b> Access to data of all items in the group <b>Target group:</b> Group Lead
<b>Manager List_HoD</b>	SODA-VH	View all items in the department	<b>Content:</b> View all items in the department <b>Risk:</b> Access to data of all items in the department <b>Target group:</b> HoD
<b>Administrator</b>	SODA-VH	View role list Create role Update role Remove role Assign role to user Unassign role from user View manager list Create manager Update manager Remove manager Create employee profile	<b>Content:</b> View role list; Create role; Update role; Remove role; Assign role to user; Unassign role from user; View manager list; Create manager; Update manager; Remove manager; Create employee profile <b>Risk:</b> Unauthorized/unjustified access to personal/business data; unjustified role assignment <b>Target group:</b> Administrator

### 3.2.3 Role Assignment / Revoke Process

- Role Assignment
- Revoke

**⚠ Current SODA development only target Manager users, this process will describe only Manager level role as of now**

#### 3.2.3.1 Role Assignment

**Purpose:** Role assignment process is required to enable 'role assignment' when SODA is released and 'Admin' is played temporarily by SODA team.

**How to request role:**

- **Step 1:** Use our email template by **click on** the following Outlook Template (\*.otf), **download and open**.
- **Step 2:** Make sure to fill in the following details (Role Name, For whom?, Reason)

For **Role Name** (Name of access right), click here to read details in [Access Right Catalog](#).

To: SODA SO-VH (SO/TCR-VH);  
Cc: Duong Thi Hoai Trang (SO/TCR-VH SO/OPM3-VH);  
Bcc:  
Subject: [SODA App] Role Assignment Request

Dear **SODA Team**,

I would like to request for **role assignment** to SODA Application with the following details:

**Role Name\*** ([Access Right Catalog](#)): \_\_\_\_\_

\*Please, fill in.

**For whom?\*** (NTID – Name): \_\_\_\_\_ - \_\_\_\_\_

\*Please, fill in.

**Reason\*** (Project, supervisor's contact details etc.): \_\_\_\_\_.

\*Please, fill in.

Source: SODA-VH Docupedia – [Role Assignment Process](#)

This role assignment process is required to enable 'role assignment' when SODA is released, and 'Admin' is played **temporarily** by SODA team.

👉 Cheers!



- Step 3: When you click *Send*, this email will be sent to **SODA Team** - [so-vh.soda@vn.bosch.com](mailto:so-vh.soda@vn.bosch.com), cc [Trang.DuongThiHoai@vn.bosch.com](mailto:Trang.DuongThiHoai@vn.bosch.com).

### 3.2.3.2 Revoke

**How:**

When a change occurs in the organization structure, the Upper Manager send request via email to **SODA Team** <[so-vh.soda@vn.bosch.com](mailto:so-vh.soda@vn.bosch.com)>; cc [Trang.DuongThiHoai@vn.bosch.com](mailto:Trang.DuongThiHoai@vn.bosch.com).

*For example:*

*Role revoke for Team Lead → Group Lead send request email*

**Required info:**

Name & NT-ID of target user:
Role to be revoked:
Reason:
Valid from (DD-MM-YYYY):

### 3.2.4 Access Right Catalog

Name of access right	IT application	Short description of access right	Long description of access right
<b>Role List_Employee Profile_Reader</b>	SODA-VH	View and export employee data	<b>Content:</b> View and export employee data <b>Risk:</b> Users only have access to their own profile <b>Target group:</b> All SO-VH associates
<b>Role List_Employee Profile_Contributor</b>	SODA-VH	View and export employee data Create employee profile	<b>Content:</b> View and export employee data; Create employee profile <b>Risk:</b> Unjustified profile creation <b>Target group:</b> Authorized delegates submit profile for approval
<b>Role List_Employee Profile_Writer</b>	SODA-VH	View and export employee data Create employee profile Update employee profile	<b>Content:</b> View and export employee data; Create employee profile; Update employee profile <b>Risk:</b> Unjustified profile creation; employee data can be modified. <b>Target group:</b> Group Lead

<b>Role List_Employee_Profile_Organizer</b>	SODA-VH	View and export employee data Create employee profile Update employee profile Remove employee profile	<b>Content:</b> View and export employee data; Create employee profile; Update employee profile; Remove employee profile <b>Risk:</b> Unjustified profile creation; employee data can be modified/removed. <b>Target group:</b> Group Lead
<b>Role List_Project_Reader</b>	SODA-VH	View and export project data	<b>Content:</b> View and export project data <b>Risk:</b> Access to project data <b>Target group:</b> Group Lead; HoD
<b>Role List_Project_Contributor</b>	SODA-VH	View and export project data Create project profile	<b>Content:</b> View and export project data; Create project profile <b>Risk:</b> Unjustified project creation <b>Target group:</b> Group Lead
<b>Role List_Project_Writer</b>	SODA-VH	View and export project data Create project profile Update project profile	<b>Content:</b> View and export project data; Create project profile; Update project profile <b>Risk:</b> Unjustified project profile creation; project data can be modified. <b>Target group:</b> Group Lead
<b>Role List_Project_Organizer</b>	SODA-VH	View and export project data Create project profile Update project profile Remove project profile	<b>Content:</b> View and export project data; Create project profile; Update project profile; Remove project profile <b>Risk:</b> Unjustified project profile creation; project data can be modified/removed. <b>Target group:</b> Group Lead
<b>Role List_Client_Reader</b>	SODA-VH	View and export client data	<b>Content:</b> View and export client data <b>Risk:</b> Access to client data <b>Target group:</b> Group Lead; HoD

<b>Role List_Client_Contributor</b>	SODA-VH	View and export client data Create client profile	<b>Content:</b> View and export client data; Create client profile <b>Risk:</b> Unjustified client creation <b>Target group:</b> Group Lead
<b>Role List_Client_Writer</b>	SODA-VH	View and export client data Create client profile Update client profile	<b>Content:</b> View and export client data; Create client profile; Update client profile <b>Risk:</b> Unjustified client profile creation; client data can be modified. <b>Target group:</b> Group Lead
<b>Role List_Client_Organizer</b>	SODA-VH	View and export client data Create client profile Update client profile Remove client profile	<b>Content:</b> View and export client data; Create client profile; Update client profile; Remove client profile <b>Risk:</b> Unjustified client profile creation; client data can be modified/removed. <b>Target group:</b> Group Lead
<b>Role List_Billing_Reader</b>	SODA-VH	View and export billing data	<b>Content:</b> View and export billing data <b>Risk:</b> Access to billing data <b>Target group:</b> Group Lead
<b>Role List_Billing_Contributor</b>	SODA-VH	View and export billing data Create billing item	<b>Content:</b> View and export billing data; Create billing item <b>Risk:</b> Unjustified billing creation <b>Target group:</b> Group Lead
<b>Role List_Billing_Writer</b>	SODA-VH	View and export billing data Create billing item Update billing item	<b>Content:</b> View and export billing data; Create billing item; Update billing item <b>Risk:</b> Unjustified billing creation; billing data can be modified. <b>Target group:</b> Group Lead

<b>Role List_Billing_Organizer</b>	SODA-VH	View and export billing data Create billing item Update billing item Remove billing item	<b>Content:</b> View and export billing data; Create billing item; Update billing item; Remove billing item <b>Risk:</b> Unjustified billing creation; billing data can be modified/removed. <b>Target group:</b> Group Lead
<b>Manager List_Team Lead</b>	SODA-VH	View all items in the team	<b>Content:</b> View all items in the team <b>Risk:</b> Access to data of all items in the team <b>Target group:</b> Team Lead
<b>Manager List_Group Lead</b>	SODA-VH	View all items in the group Approve/Reject for request of created employee profile	<b>Content:</b> View all items in the group <b>Risk:</b> Access to data of all items in the group <b>Target group:</b> Group Lead
<b>Manager List_HoD</b>	SODA-VH	View all items in the department	<b>Content:</b> View all items in the department <b>Risk:</b> Access to data of all items in the department <b>Target group:</b> HoD
<b>Administrator</b>	SODA-VH	View role list Create role Update role Remove role Assign role to user Unassign role from user View manager list Create manager Update manager Remove manager Create employee profile	<b>Content:</b> View role list; Create role; Update role; Remove role; Assign role to user; Unassign role from user; View manager list; Create manager; Update manager; Remove manager; Create employee profile <b>Risk:</b> Unauthorized/unjustified access to personal/business data; unjustified role assignment <b>Target group:</b> Administrator

### 3.3 2.3. User Account

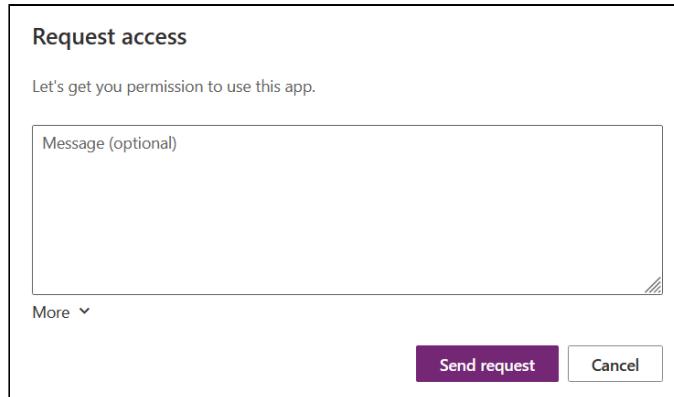
### 3.4 2.4. Support & Troubleshooting

#### 3.4.1 Support

Our support available at:

	<b>Support</b>	Please submit the <a href="#">Support Request Form</a> for your inquiries.
	<b>Tool Manual</b>	<a href="#">1.2. Step-by-step Instruction</a>

#### 3.4.2 Troubleshooting

Message ID.	Activities	Screenshot	Cause	Solution
M01	Access SODA		Not yet added to SODA as 'User' role.	Send request with justified reasons to gain access to SODA. The request will be sent to Application Owner for approval.

### 3.5 2.5. Operating Manual

The Operations Manual presents the necessary documentation for the secure operation of IT systems with high/very high protection requirements in a clear and compact form. (See [CGP Operating Manual](#)).

Information	
<b>Attachment</b>	<a href="#">SODA-VH_Operating_Manual_2024.pdf</a>
<b>Link to Document</b>	<a href="#">72_Operating Manual</a>
General information and responsibilities	
Name of the IT-application/IT-System	<b>SO-VH Central Database (SODA-VH)</b>
Detailed description of the application and description of supported processes/ processed information	An internal application for centralize all business data of SO-VH department
LeanIX ID (Link)	<a href="https://bosch.leanix.net/boschpflive/factsheet/Application/28f9c7de-630c-46db-86a8-b02a1d0862f0">https://bosch.leanix.net/boschpflive/factsheet/Application/28f9c7de-630c-46db-86a8-b02a1d0862f0</a>
IT application owner / Operator - (ORG-Unit)	SO/PJ-DX-VH
Administrator / Technical contract external and internal service providers (e.g.Developer, MOE, FCM, CI,...)	<a href="#">Dang Ngoc Buu Khoa (SO/PJ-DX-VH)</a>
Description of users / target group Who is using the application	SO-VH Managers
Information - and Data security	
Security Class Confidentiality C-SC	2

<b>Information - and Data security</b>				
IT-System with high or very high protection requirements		IT system with very high protection		
Security Class Availability A-SC	2			
Security Class Integrity I-SC	1			
IT-System is relevant for Business Continuity Management (BCM)? (business-critical, production, infrastructure,..)	No			
Workers' council agreement available / required>	No			
Is personal data processed?	Yes	Contacted DSP/DSO:	DSP: <a href="#">Bui Nguyen Minh Oanh (GS/ORS6-APAC)</a>	
Is data processed by an external service provider?	No			
<b>When processing personal data:</b> Yes, process is listed within the records of processing activities No, new processing add in records of processing activities				
<b>Link to deletion concept / description of deletion concept</b>	<p>Trigger Event:</p> <ul style="list-style-type: none"> <li>• Receiving withdrawal request from data subject via MS Form (email to: managers)</li> <li>• Receiving management request</li> <li>• Data subject resignation</li> </ul> <p>Deletion concept:</p> <ul style="list-style-type: none"> <li>• (1) Submit deletion request via email</li> <li>• (2) Group Managers directly delete using Delete feature</li> <li>• (3) Anonymize personal data</li> </ul>			

<b>Further Topics</b>		
Is this a cloud application?	Yes	Please note the regulations of CD02900, CD07061 and Cloud Onboarding
Is the application commercially relevant?	No	
<b>Technical Information</b>		<b>If further documents exist, please insert link</b>
Description of the system landscape e.g. schematic representation, specifications, networks description (zones,...) asset management (CI,CMBD, Azure Inventory,...)		SQL Server: Database backup: <ul style="list-style-type: none"> <li>▪ Weekly: Complete backup three and differential backup four times (max retention period: 30days)</li> <li>▪ Backup of the transaction logs created many times a day</li> <li>▪ Daily: Store backup data in SO-VH folder (Power Automate)</li> </ul> Database recovery in case of media disaster.
Technical infrastructure / Structure of the application e.g. server name, database, share, AD-Groups, test system, configuration settings, ACL, backup/restore: if not hosted by CI		Server: SGPVSQL58.apac.bosch.com; Database: DB_SODA_SQL AD groups: Bosch\Hc1_SO_SODA
Interfaces of the application		N/A
Patch management process e.g. process for update, hardening concept		Application servers are patched by Power Platform; Updates of the software carried out by Power Platform.

Technical Information	If further documents exist, please insert link			
<p>Change Management Process In the events of changes to the system, how is it ensured that information security and data protection guaranteed?</p>	<p>Process flow</p> <p>(1) CR is received from end users and stored in backlog; or dev team raise change request.  (2) Assessment of CR &amp; find solution by PO &amp; Dev team  (3) PO decide if CR is accepted or not; set priority  (4) After Dev &amp; UAT, implement the change  (5) Record the change is implemented in which release (app version)</p>			
<p>Maintenance agreement, Service Level Agreement SLA, licenses, remote maintenance (NC1-5, Nexeed, RSA,...)</p>	<p>SQL Provider: The standard schedule is from second Friday of every month to Third Sunday of every month.  Power App Provider: No standard schedule. Get updates from Power App about upcoming maintenance plan. Link to Maintenance plan &amp; process:</p>			
<p>Additional information's e.g. Cloud Onboarding, documentation BOT-identify, certificates and declarations of obligation from external provider; NDA</p>	<p>N/A</p>			
Identity-and Access management				
<p><b>AM-Relevant: link to AM concept</b> Application have access management</p>	<p>Grant access to users (User role) and admins (Co-owner role). Unauthenticated users cannot access the app (user accounts not yet added to the app as a user).</p>			
<p><b>IDM-Connection</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">No</td> <td style="padding: 5px;">Remarks</td> <td style="padding: 5px;"></td> </tr> </table>	No	Remarks	
No	Remarks			
<p><b>Not AM relevant</b> Describe the alternative way of assigning permissions to identities in the IT-application (e.g. SSO, WOM-Groups, no different permissions than access, ID-Card, name the access right owner,...)</p>	<p>Using SOD Matrix to manage access levels &amp; permissions (CRUD) for repetitive modules and prevent elevation of privilege.</p>			

<b>Additional contact persons</b>	<b>Name</b>	<b>E-Mail + Ph.Nr.</b>
Manufacturer / supplier / external service provider	N/A	N/A
Responsible DSP:	Bui Nguyen Minh Oanh (GS/ORS6-APAC)	oanh.buinguyenminh@vn.bosch.com
Virus protection responsible (VPR):	Dang Ngoc Buu Khoa (SO/PJ-DX-VH)	khoa.dangngocbuu@vn.bosch.com
Responsible Local-ITL	Dang Ngoc Buu Khoa (SO/PJ-DX-VH)	khoa.dangngocbuu@vn.bosch.com
Responsible Local-ITM	N/A	N/A
Contact person for BCM	Nguyen Bach Hiep (SO/PJ-DX-VH)	hiep.nguyenbach@vn.bosch.com

**Emergency plan**

<b>Incident</b>	<b>Immediate measure</b>	<b>Report to</b>
Application is not available / malfunction	Inform the IT application owner; Dev Team; and Product Owner <ul style="list-style-type: none"> <li>▪ get in contact with Bosch Power App support team</li> <li>▪ restore backup, retest and release.</li> </ul>	<ol style="list-style-type: none"> <li>1. IT application owner</li> <li>2. Dev Team</li> <li>3. Product Owner</li> </ol>
Network error / malfunction	1. contact BGSV BDO	<ol style="list-style-type: none"> <li>1. DEV Team</li> <li>2. Product Owner</li> </ol>
Infrastructure malfunction (e.g. power outage)	<ol style="list-style-type: none"> <li>1. report issue to FCM</li> <li>2. back to WFH</li> </ol>	<ol style="list-style-type: none"> <li>1. IT application owner</li> <li>2. Dev Team</li> <li>3. Product Owner</li> </ol>

<b>Emergency plan</b>		
Virus	<p>1. disconnect infected IT devices from Network      2. contact VPR      3. if no clearing is possible:        ▪ check backups for viruses        ▪ restore last virus-free Backup</p> <p>If all Backups are infected delete them and make a new-installation manually      Delete all infected backups.</p>	<p>1. IT application owner      2. Dev Team      3. Product Owner</p>
Loss of Data	<p>Restore Backup      Loss of personal Data from: inform DSP/DSO</p>	<p>1. IT application owner      2. Dev Team      3. Product Owner</p>
Information security incident / Data Protection incident	<p>1. inform VPR and DSP/DSO      2. IT application owner, VPR and DSP/DSO define the next steps</p> <p>Any information security incident must be reported to Bosch CERT immediately after it has been detected</p>	<p>1. VPR and DSP/ DSO      2. T application owner      3. Dev Team      4. Product Owner</p>
If it is relevant for production	N/A	
If it is relevant for a laboratory	N/A	
<b>History</b>		
<b>Version and Date (DD/MM/YYYY)</b>		<b>Editor</b>
Version 1.0 -  10 Apr 2023		Phung Hien (SO/OPM22-VH)
		Initial Version

History					
Version 2.0 - <span style="color: #0070C0;">📅</span> 05 Dec 2024		Phung Hien (SO/OPM22-VH)		Update DSP contract and personal data process	

### History operating manual template

Version	Date	Editor	Template-Name	Release Date	Changes
1.0	<span style="color: #0070C0;">📅</span> 30 Jun 2020	Goellner Medard (HIP/PRS HIP/DSO) Irnberger Bernhard (HIP/PRS DCEM/ DSO-AT)	Template operating manual	<span style="color: #0070C0;">📅</span> 30 Jun 2020	Template creation
2.0	<span style="color: #0070C0;">📅</span> 22 Jun 2022	Goellner Medard (FCM2-HI HIP/DSO) Irnberger Bernhard (FCM2-HI DCEM/ DSO-AT)	Template operating manual	<span style="color: #0070C0;">📅</span> 22 Jun 2022	Link- and term adjustments (Renaming Campaign). Changes according to CD02900 Edition 3

### Link to operating manual template

<https://inside-docupedia.bosch.com/confluence/display/ISP/CGP+Betriebshandbuch>

### Links central directives

Central directive	SOCOS Link
CD 02900	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CD-02900-XXX_XXX_X_DE">https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CD-02900-XXX_XXX_X_DE</a>
CGP 02900	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CGP-02900-XXX_XXX_X_XX">https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CGP-02900-XXX_XXX_X_XX</a>
CD07900	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CD-07900-XXX_XXX_X_DE">https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CD-07900-XXX_XXX_X_DE</a>
CGP 07900	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CGP-07900-XXX_XXX_X_XX">https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CGP-07900-XXX_XXX_X_XX</a>
CD 07061	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CD-07061-XXX_XXX_X_DE">https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CD-07061-XXX_XXX_X_DE</a>
CGP 07061	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CGP-07061-XXX_XXX_X_XX">https://rb-wam.bosch.com/socos-c/SOCOS/finder.cgi?CGP-07061-XXX_XXX_X_XX</a>

Central directive	SOCOS Link
CD 05106	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.fcgi?CD-05106-XXX_XXX_X_DE">https://rb-wam.bosch.com/socos-c/SOCOS/finder.fcgi?CD-05106-XXX_XXX_X_DE</a>
CGP 05106	<a href="https://rb-wam.bosch.com/socos-c/SOCOS/finder.fcgi?CGP-05106-XXX_XXX_X_XX">https://rb-wam.bosch.com/socos-c/SOCOS/finder.fcgi?CGP-05106-XXX_XXX_X_XX</a>

## 3.6 2.6. Operator Self-check

The checklist presents the requirements of information security and IT security in a common view and was drawn up in close cooperation between C/IDS and C/ISP. The checklist serves the purpose that an operator can check the compliance of his system with the requirements of information security (CD 02900) and IT security (CD 07900). [\(click here for further information and FAQ\)](#)

Application Information					
Organizational office	SO/PJ-DX-VH	Crypto	No	Application	C-SC2
Name of the IT system	SO-VH Central Database (SODA-VH)	External	No		I-SC2
Responsible manager	Nguyen Bach Hiep (SO/PJ-DX-VH)	Internet	No		A-SC1
Date	📅 28 Nov 2024	Single Sign On	Yes	Year	2024
Check done by	Phung Hien (SO/OPM22-VH)	File Sharing	No		

Information	
Attachment	<a href="#">SODA-VH_OSC_2024.pdf</a>

Link to Document		71_Operator Selfcheck

Regulation	Section	Checkpoint	Result	Comment	Measure	Date
CD 02900 (C/ISP)	A.06.1.1	Does the operator have sufficient resources and knowledge to operate the IT system securely?	OK	Yes the operator have sufficient resources and knowledge to operate the IT system securely		
CD 02900 (C/ISP)	A.08.1.1	Is the application documented in LeanIX including responsibilities and plausible security classes?	OK	<a href="https://bosch.leanix.net/boschpflive/factsheet/Application/28f9c7de-630c-46db-86a8-b02a1d0862f0">https://bosch.leanix.net/boschpflive/factsheet/Application/28f9c7de-630c-46db-86a8-b02a1d0862f0</a>		
CD 02900 (C/ISP)	A.09.1.1	Is an authorization management concept implemented or are appropriate procedures provided for granting, changing, revoking and reviewing access rights?	OK	Yes, authorization management concept implemented or are appropriate procedures provided for granting, changing, revoking and reviewing access rights		
CD 02900 (C/ISP)	A.09.2.3	Does the authorization management concept include the handling of privileged or administrative accounts?	OK	Yes, it is documented in Application Authorization concept		
CD 07900 (C/IDS)	A.09.2.4	Is a central Identity Management system (IdM) provided by CI used for the compliant management of access rights?	Not OK	Because IT application currently has limited users at Management level, it is not yet connected to One IdM	full managed access rights via IdM will be implemented when rolling out associate functions,	01/06/2025
CD 07900 (C/IDS)	A.09.3.1	Have passwords for build in and standard accounts been changed and are they managed according to the regulations?	Not applicable	Using Bosch SSO		

CD 02900 (C/ISP)	A.10.1.1	Is the data stored and/or transmitted in encrypted form?	OK	Data is stored in SQL server, encrypted manually by Substitution Cipher. Data is encrypted in transmission under Power app owner's responsibility.		
CD 07900 (C/IDS)	A.10.1.1	Do the cryptographic algorithms and key lengths of the IT system comply with the C/IDS regulations?	OK	TLS 1.2 is used and key lengths of the IT system comply with the C/IDS regulations. Key is kept confidentially, stored in development environment. Only admin can access.		
CD 07900 (C/IDS)	A.10.1.2	Are the used keys (e.g., pre-shared keys) and certificates changed on a regular basis?	OK	Under Power app owner's responsibility.		
CD 02900 (C/ISP)	A.11.2.1	Is the IT system located in an IT room?	Not applicable	No physical IT room managed. Front end: Power app Back end: SQL server managed by BD		
CD 07900 (C/IDS)	A.12.1	Is the functionality of the IT system limited to the legitimate purpose and are all built-in security functionalities activated?	OK	As checked user manual ( <a href="https://inside-docupedia.bosch.com/confluence2/display/soda">https://inside-docupedia.bosch.com/confluence2/display/soda</a> ), purposes are documented with "key features & personas". Access rights are only provided to managers so far. Functions for associates not yet developed.		
CD 02900 (C/ISP)	A.12.1.1	Does a current operating manual exist where security-relevant operating processes (System description, interfaces, responsibilities, installed software, system update - patch management, authorization management - e.g. reference to AIM documentation, backup and recovery procedures, emergency procedures) are documented?	OK	Operating manual is available, last update: 10/2024 . Deletion concept was updated in 10/2023		

CD 02900 (C/ISP)	A.12.1.2	Is there a change management process for managing changes to the IT system?	OK	Change management process is documented in operating manual. No change request received so far.		
CD 02900 (C/ISP)	A.12.1.4	Are development and test environments separated from productive environments?	OK	Front end: Power app Back end: SQL server Power app provides 3 environments for 1 app: D, Q, P		
CD 02900 (C/ISP)	A.12.3.1	Are there adequate data backup and recovery concepts for the IT system?	OK	Data backup concept is available. Back up is conducted automatically by power automate daily. Back up data is stored in BD server at VN.		
CD 02900 (C/ISP)	A.12.3.1	Do the data backup and recovery concepts guarantee the required recovery times and has this been tested?	OK	Data back up is downloaded daily. If there is any issue, notification email will be sent by Power Automate team.		
CD 07900 (C/IDS)	A.12.4.1	Are security-relevant events transmitted to a (central) server and logged?	OK	Log files are stored in SQL server.		
CD 02900 (C/ISP)	A.12.4.3	Are access, write and change events logged on the IT systems?	OK	Logged automatically by SQL server		
CD 02900 (C/ISP)	A.12.6.1	Are security patches/fixes and system updates applied according to Bosch regulations and deadlines?	OK	No technical vulnerability found so far. There is channel where users can submit issues/ ideas for app improvement: in app and via bi weekly meeting.		
CD 07900 (C/IDS)	A.12.6.2	Does the installed software originate from a trustworthy source?	OK	Power app and Power automate are used without installation. Non standard software (Zed attack Proxy) was installed from manufacturer website and updated if receiving notification from manufacturer. Purpose was checked, documented and approved by HoD at department level check.		

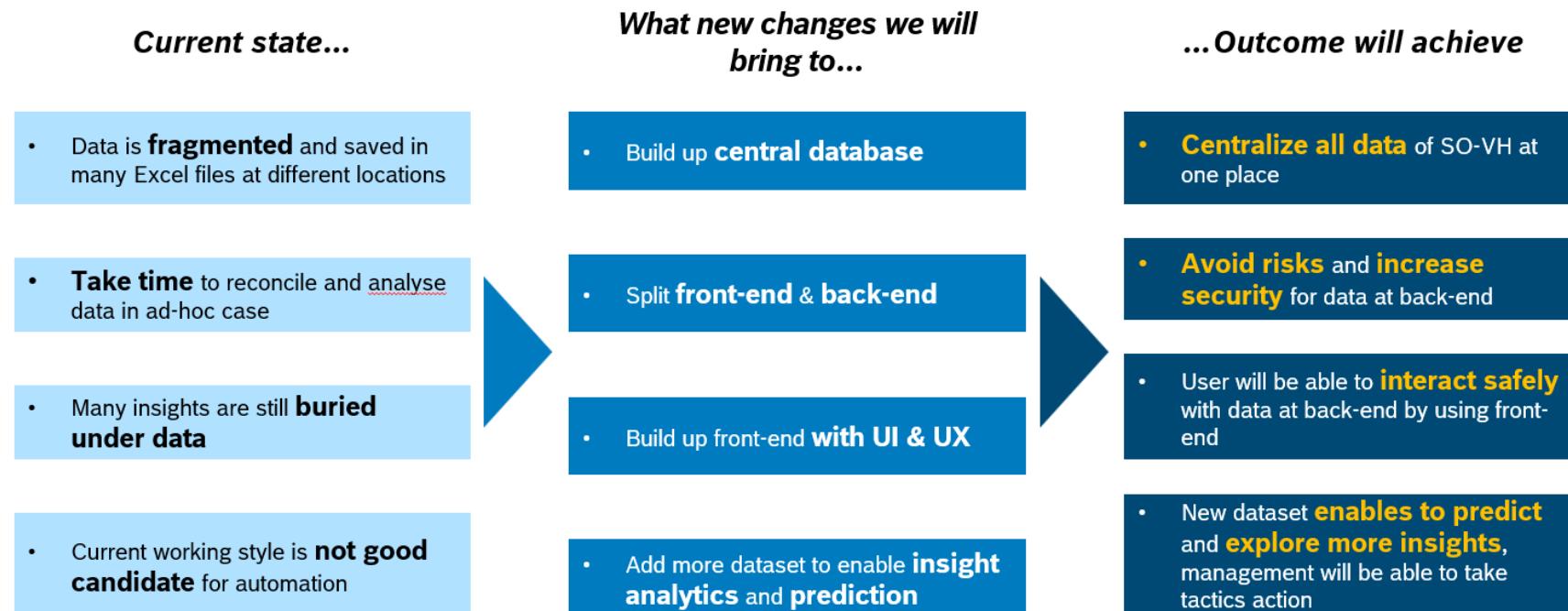
CD 07900 (C/IDS)	A.13.2.1	Is there a central management database where the interfaces of the IT system are documented?	OK	Interface with central database (active directory). Documented in LeanIX		
CD 02900 (C/ISP)	A.14.3.1	Is the test data being used protected (according to its security class) and deleted from the development or test systems at the end of the tests?	OK	Dummy data is used for testing. Real user IDs are used for testing. User ID is C-SC1 data then deleting after testing is not mandatory.		
CD 02900 (C/ISP)	A.16.1.1	Do you know how and when to contact Bosch CERT and how to react to CERT advisories?	OK	Application owner joined CERT DL.No notification received so far.		
CD 02900 (C/ISP)	A.18.2.3	Have the type, scope and repeat intervals of technical security checks (e.g. scans, penetration tests) been defined for the IT system and documented in the operating manual?	OK	Penetration test is conducted before releasing new function. Last report: 30 Nov 2023: No critical vulnerabilities, 3 medium vulnerabilities were found and under investigation.		

## 4 3. Project Information

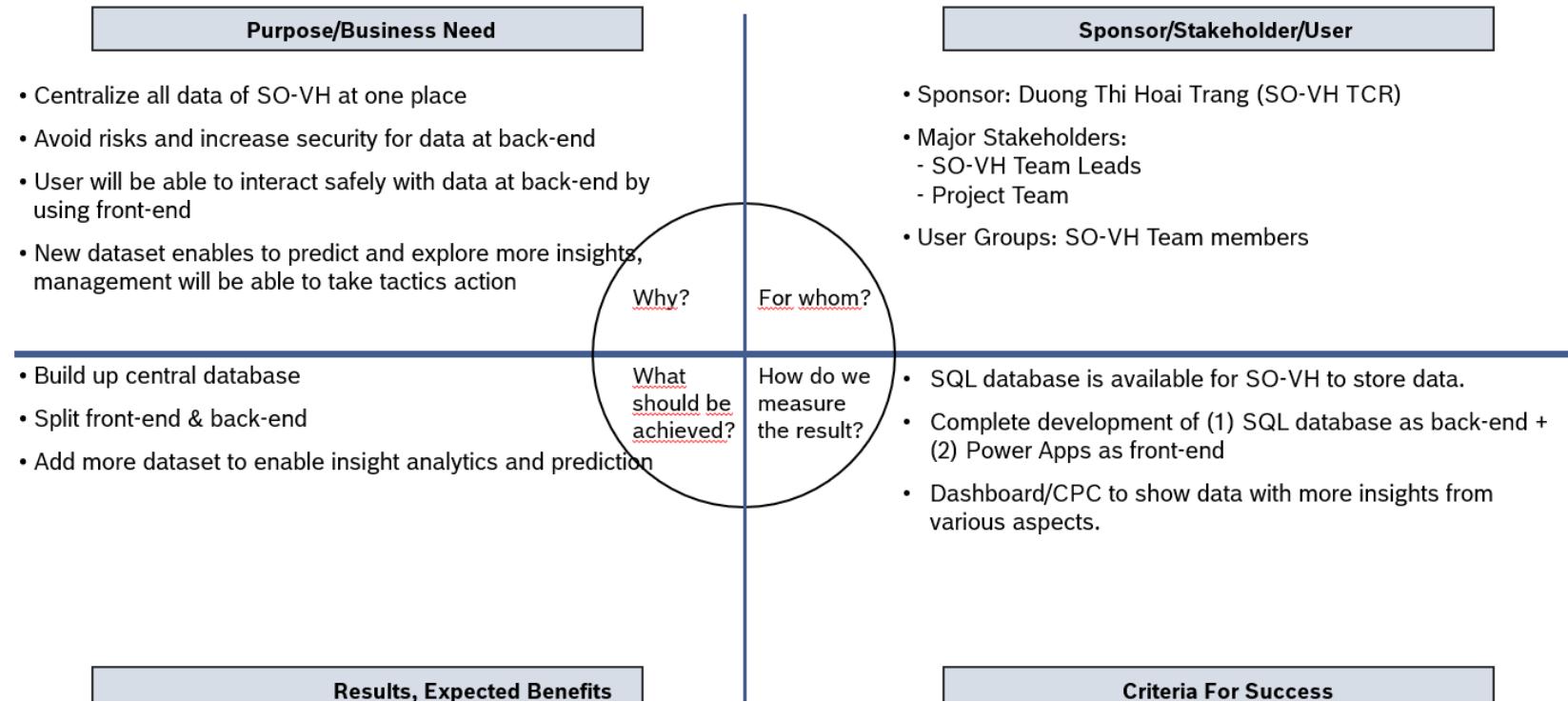


**SO-VH Central Database (SODA-VH)** is an internal project in SO Vietnam with the goal of creating an application for internal business data management. This investment do not relate directly to any commercial business case. As for any legal requirement, security leak or technical reasons, the IS-DS checklist is considered, review, update regularly when applicable.

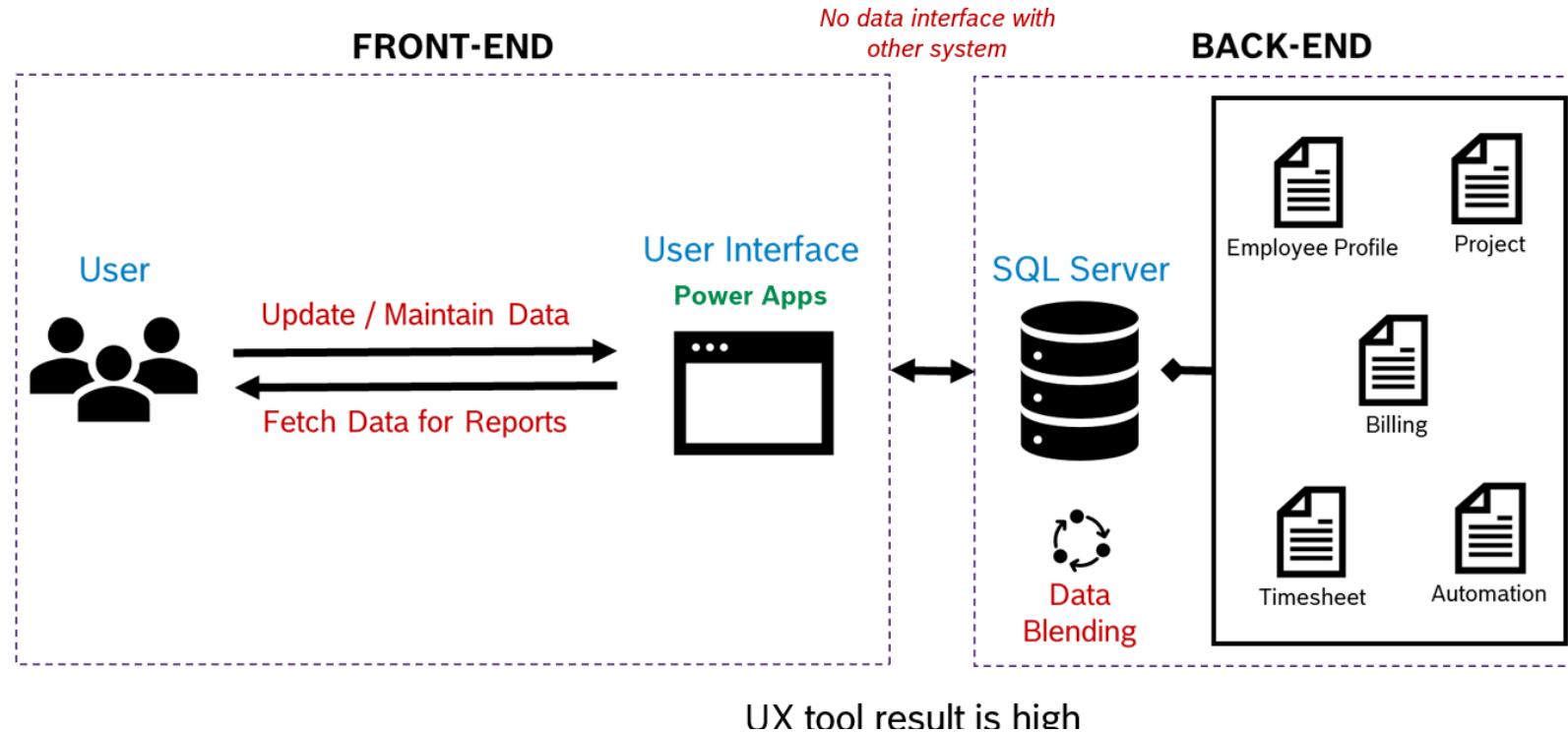
### Business Case



# Goals



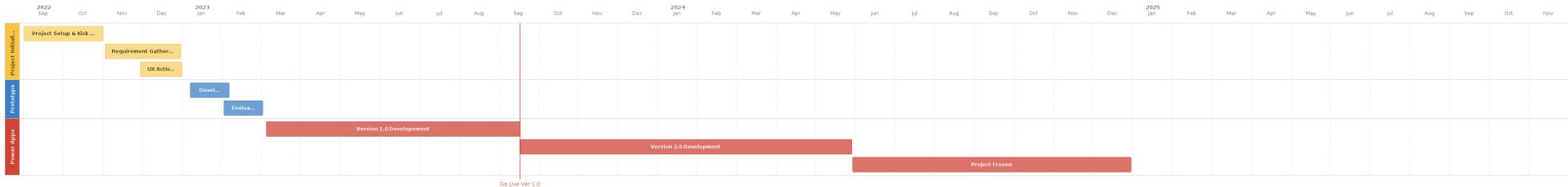
# Solution Proposal



## 4.1 3.1. General

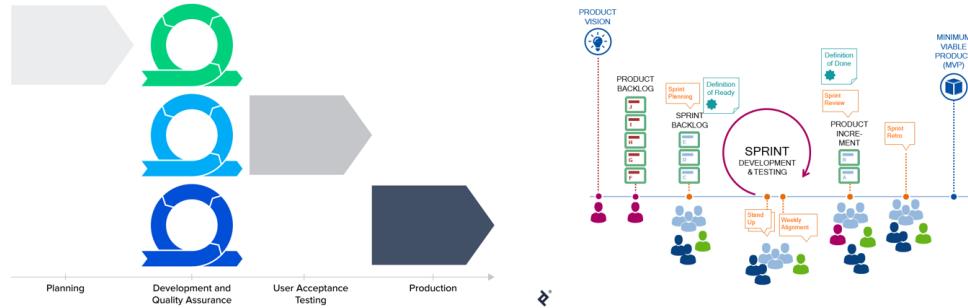
- Timeline
- Development Approach
- Meeting Structure
- Architecture Design

## 4.1.1 Timeline



## 4.1.2 Development Approach

### Development Approach



Project will be conducted with **Hybrid method** which is combined of Traditional & Adaptive approach.

## 4.1.3 Meeting Structure

### Communication Plan (2/2)

Meeting Name	Duration	Frequency	Participants					
			Product Owner	PjM	IT Lead	Scrum Master	Dev Team	Mgmt. Represent.
<b>Kickoff (Project / Phase)</b>	2h	Once (when project/phase start)	O	O	O	O	O	
<b>Daily Standups</b>	15 mins	Daily	△	△	O	O	O	
<b>Sprint Planning</b>	1-2h	Beginning of each sprint	O	O	O	O	O	
<b>Backlog Grooming</b>	1h	Middle of sprint	O	△	O	O	O	
<b>Sprint Review</b>	1h	end of each sprint	O	O	O	O	O	△
<b>Sprint Retrospective</b>	1h	end of each sprint	△	△	O	O	O	
<b>Management Sync Up Meeting</b>	1h	Monthly	O	O		O	O	
<b>Monthly Plan Review</b>	1h	Monthly (after Mgmt. Sync up)	O	O	O			
<b>Phase Retrospective</b>	2h	End of each Phase	O	O	O	O	O	

## 4.1.4 Architecture Design



## 4.2 3.2. Team Setup & Responsibilities

Status from: 01 Dec 2023

ACTIVE

ROLE	Responsible person
Sponsor	<p>Duong Thi Hoai Trang (SO/TCR-VH ^ SO/OPM3-VH)</p> <p>Head of Bosch Service Solutions Vietnam Ho Chi Minh City Vietnam Vietnam Building: Bosch Global Software Technologies Vietnam Co. Ltd   Floor: 7, Etown 2   Office: Hc1</p> <p>+84(28)3812-8119 <a href="mailto:Trang.DuongThiHoai@vn.bosch.com">Trang.DuongThiHoai@vn.bosch.com</a></p>
Product Owner	<p>Nguyen Bach Hiep (SO/PJ-DX-VH) ^</p> <p>Anonymized Information Ho Chi Minh City Vietnam Vietnam Building: Anonymized Information   Floor: n/a   Office: Hc1</p> <p><a href="mailto:Hiep.NguyenBach@vn.bosch.com">Hiep.NguyenBach@vn.bosch.com</a></p>

## IT Activity Manager

Phung Hien (SO/OPM22-VH) ^

BBM & IT Project Manager

Ho Chi Minh City

Vietnam

Vietnam

Office: Hc1

+84(28)3812-8210

[Hien.Phung@vn.bosch.com](mailto:Hien.Phung@vn.bosch.com)

## IT Lead Architect

Dang Ngoc Buu Khoa (SO/PJ-DX- VH) ^

Ho Chi Minh City

Vietnam

Vietnam

Office: hc1

[Khoa.DangNgocBuu@vn.bosch.com](mailto:Khoa.DangNgocBuu@vn.bosch.com)

Developer	<p>Phan Cong Quyen (SO/PJ-DX-VH) ^</p> <p>Ho Chi Minh City Vietnam Vietnam Office: hc1 <a href="mailto:Quyen.PhanCong@vn.bosch.com">Quyen.PhanCong@vn.bosch.com</a></p> <p>Nguyen Thi Thao Lan (SO/PJ-DX-VH) ^</p> <p>Ho Chi Minh City Vietnam Vietnam Office: Hc1 <a href="mailto:Lan.NguyenThiThao@vn.bosch.com">Lan.NguyenThiThao@vn.bosch.com</a></p>
Business Analyst	Nguyen Thi Thao Lan (SO/PJ-DX-VH)

## UX Advocate

## UX Champions

NGO THANH TRUC (SO/OPM21-  
VH) ^

Central Test Management for Rollouts/  
Project Management Associate

Ho Chi Minh City  
Vietnam  
Vietnam  
Office: HC1

[TRUC.NGOTHANH@vn.bosch.com](mailto:TRUC.NGOTHANH@vn.bosch.com)

Nguyen Nhu Quynh (SO/OPM11-  
VH) ^

Ho Chi Minh City  
Vietnam  
Vietnam  
Building: Building: Etown2 Office: Hc1 |  
Floor: 3 | Office: Hc1

[+84\(28\)3812-8000](tel:+84(28)3812-8000)

[Quynh.NguyenNhu2@vn.bosch.com](mailto:Quynh.NguyenNhu2@vn.bosch.com)

Nguyen Thanh Hang (SO/OPM12-  
VH) ^

Ho Chi Minh City  
Vietnam  
Vietnam  
Office: Hc1

[+84\(28\)3812-8127](tel:+84(28)3812-8127)

[Hang.NguyenThanh@vn.bosch.com](mailto:Hang.NguyenThanh@vn.bosch.com)

**Le Thi Thuy Linh (SO/OPM32-VH) ^**

Process Associate

Ho Chi Minh City  
Vietnam  
Vietnam  
Office: hc1

[Linh.LeThiThuy@vn.bosch.com](mailto:Linh.LeThiThuy@vn.bosch.com)

**Pham Ngan Ha (SO/OPM31-VH) ^**

Ho Chi Minh City  
Vietnam  
Vietnam  
Office: Hc1

[Ha.PhamNgan@vn.bosch.com](mailto:Ha.PhamNgan@vn.bosch.com)

Project Security Manager

Nguyen Ngan Ha (SO/OPM11-VH)

Agile Master

**Bui Le Duyen (SO/OPM32-VH) ^**

Ho Chi Minh City  
Vietnam  
Vietnam  
Office: Hc1

[Duyen.BuiLe@vn.bosch.com](mailto:Duyen.BuiLe@vn.bosch.com)

PjQM	<p>Nguyen Nhu Quynh (SO/OPM11-VH) ^</p> <p>Ho Chi Minh City Vietnam Vietnam Building: Building: Etown2 Office: Hc1   Floor: 3   Office: Hc1</p> <p>+84(28)3812-8000 Quynh.NguyenNhu2@vn.bosch.com</p>
UI designer	<p>Pham Ngan Ha (SO/OPM31-VH) ^</p> <p>Ho Chi Minh City Vietnam Vietnam Office: Hc1</p> <p>Ha.PhamNgan@vn.bosch.com</p>

### 4.3 3.3. UX Activities

### 4.4 3.4. Masterlist of documents

No.	Document S	Naming Convention	Responsible person (Approve & Distribute)	(H) Hard copy (S) Soft copy (H+S) Both	Version No.	Access Rights				Storage Location	Archival period	Document Security Classification		
						Write	Read	Delete	Owner			Confidentiality	Availability	Integrity



## 4.4.1 1. Notes

Security Classification	<p>Information security signifies the protection of data (of all types and storage forms) as well as of processing and storage systems (hardware, software, networks) against the endangerment of confidentiality, and with respect to accessibility, integrity and applicability. The following Security Classes (SC) can be assigned for a document:</p> <p><b>Security Class 0 = No security requirement</b>  <b>Security Class 2 = High security requirement</b></p> <p><b>Security Class 1 = Normal security requirement</b>  <b>Security Class 3 = Very high security requirement</b></p>		
Confidentiality	<p>It defines the level of access to certain information which may only be provided to authorized persons or all users depending the level of confidentiality of the document. This applies to access to stored data as well as to data transmission. The security classification on ""Confidentiality"" of a document are:</p> <p><b>Internal = C-SC1</b>      <b>Confidential = C-SC2</b>      <b>Strictly Confidential = C-SC3</b></p>		
Availability	<p>Availability of a document defines the level to which documents and data/IT system accessibility and usability must be reliable and fail-safe when needed or at specified times. The security classification on "Availability" of a document are:</p> <p><b>Low = A-SC1</b>      <b>Medium = A-SC2</b>      <b>High = A-SC3</b></p>		
Integrity	<p>The integrity of a document requires information must be presented in an unadulterated, accurate and complete form. It may not be changed without identification of the change, date of change and person making the change, and must not be able to be changed, deleted or destroyed without permission or unintentionally. The security classification on "Integrity" of a document are:</p> <p><b>Low = I-SC1</b>      <b>Medium = I-SC2</b>      <b>High = I-SC3</b></p>		

## 4.4.2 2. Document Revision History

Version	Date	Modifications	Author
<1.0>		<Modifications>	
		Reviewed and Approved	

Version	Date	Modifications	Author