OA System User Guide

1. Introduction

Bordrin OA（Office Automation）System is a platform for managing important company internal request/approval workflows. The utilization of this platform will greatly enhance work/collaboration efficiency, information transparency/accuracy, and Bordrin's environmental friendly image by reducing paper usage.

The purchase management (PR/PO) is the first released functional module. More functions will be released in the future.

The first release is web based user front end. The Enterprise WeChat mobile front end will be released later.

2. Getting Started

2.1 How to Login to OA System?

Step 1: Bordrin OA system login page: https://oa.bordrin.com

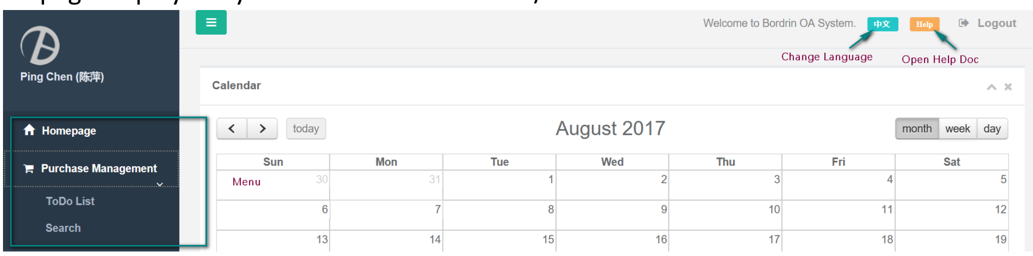
Step 2: Login

i. When you visit OA website in our company domain environment, the system should login automatically

ii. When you visit OA website not in our domain, you need input your Window's username and password.

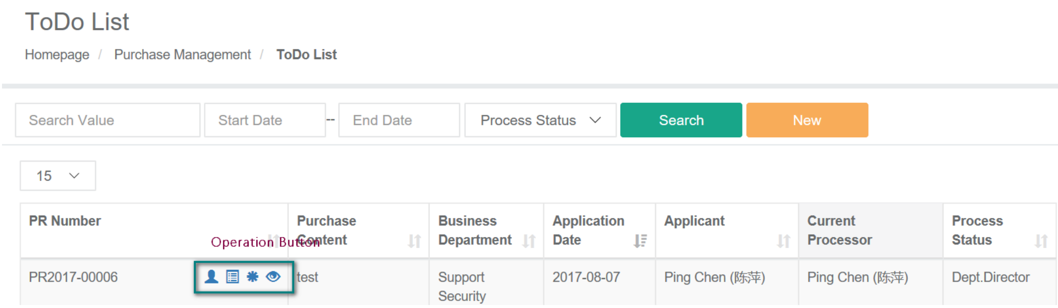
2.2 Home Page

When you log into OA system, you are taken to the OA home page. The system currently contains two main menus, the purchase management main menu includes two sub menus: "To-do List" and "Search". The To-do list page displays all purchase related to-do items, and the search page displays all your current & historic PR/PO items.



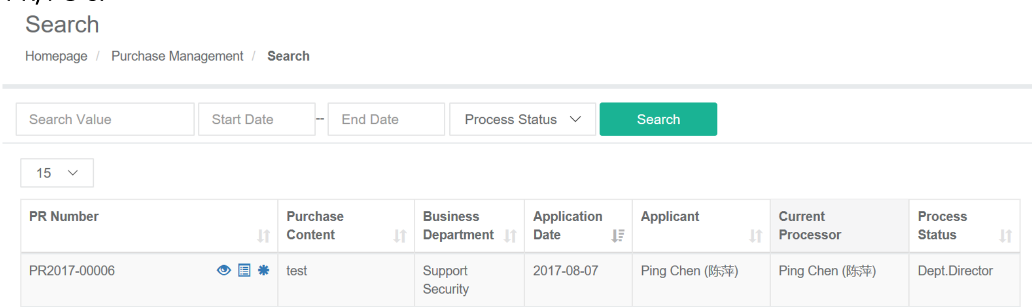
2.3 To-do List Page

In this page you can perform edit, search, sort, view and other operations for PR/PO's waiting for your process, and click on New button to create a PR.

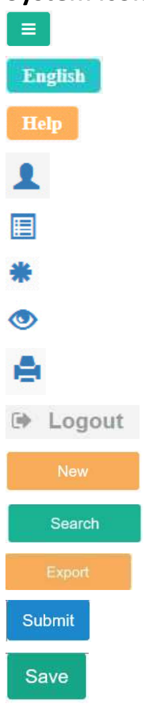


2.4 Search Page

In this page you can perform search, sort, view and other operations for all your current and historic PR/PO's. If you have special role such as administrator, or purchaser, you can export PR/PO's.



2.5 System icon definitions:



Shrink or expand the left navigation pane.

Switch to the English version.

Open the Bordrin OA system user guide web page.

Edit or approve the request form.

View detailed history information of the selected item.

View the workflow status of the selected item.

View detailed information on the selected item.

Print a request form.

Logout from the OA system.

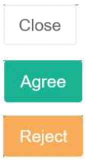
Create a new request form.

Search items

Export the request forms (Only for roles with specific permission)

Submit a request form.

Save data on a request form.



Close a request form.

Approves this workflow step and send to the step.

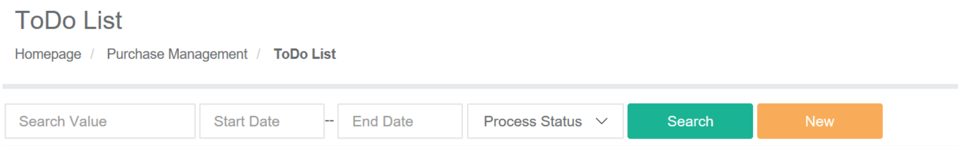
Reject a request with reason.

3. Working with PR

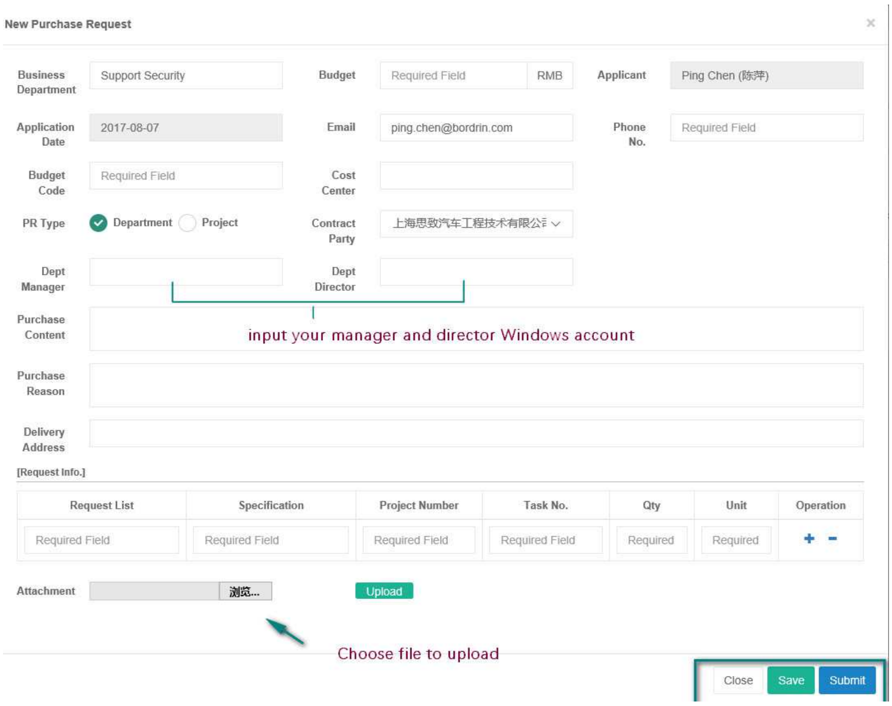
3.1 Creating a Purchase Request

Step 1: Click To-do List link to To-do List page.

Step 2: Click New button to create a new purchase request.



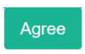
Step 3 ： Please input value to the PR field. If you want to edit this PR again, you can click save button to save this PR. If you want to submit it to your leader approve, please click Submit button.



3.2 Approval a Purchase Request

a. Agree a PR

Step 1: To access a PR record, click the  Edit link.

Step 2: Once in the PR record, you can view the PR information, then click 

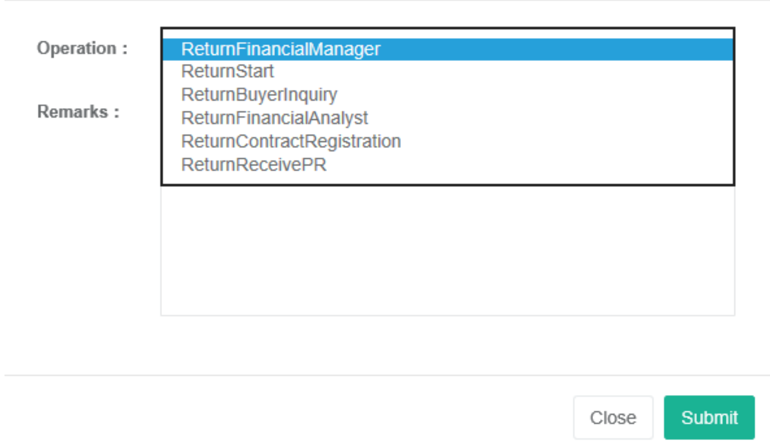
button to submit this PR.

b. Reject a PR

Step 1: To access a PR record, click the Edit link.

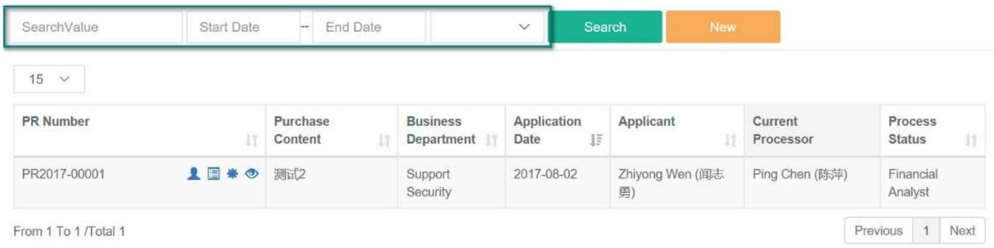
Step 2: Once in the PR record, you can view the PR information, then click Reject button.

Step 3: The system will pop up a page for you to select one of the previous workflow steps to return to. Remarks are mandatory for rejection. Click on the Submit button to reject the PR.



3.3 Search a Purchase Request

In the To-do List page or Search page, Type your search value into the search box. Click the Search button to search the PR Forms. The system provides fuzzy queries, date queries, and process status queries.



3.4 Print a Purchase Request

You can click button to print a PR. Only roles with specific permission can see this button and print a PR/PO.