

USER MANUAL
SOLICITEL APPLICATION

Tabla de contenido

1. INTRODUCTION	3
2. APPLICATION.....	3
Project Manager	3
Procurement	10

1. INTRODUCTION

This document provides a user manual for Solicitel Application. To provide a comprehensive guide for each user view and its functionality. It is important that users have a brief understanding about the project.

2. APPLICATION

Project Manager

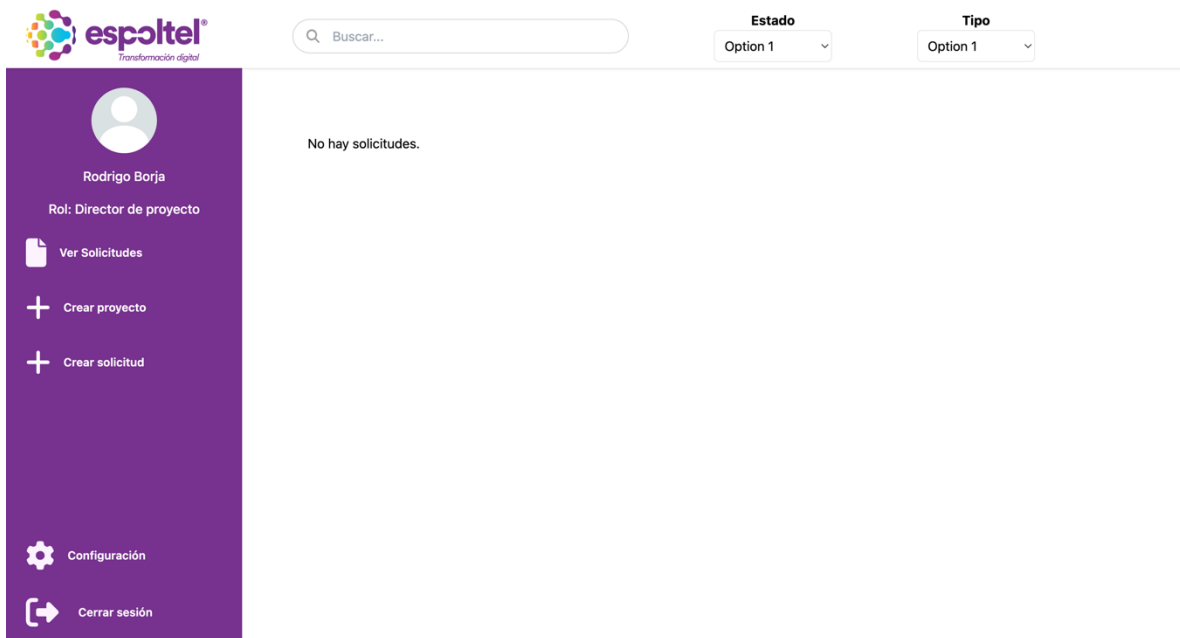
LOGIN

The project manager can log in with their respective credentials.



The screenshot shows the login interface for the Solicitel application. At the top left is the Solicitel logo, which consists of a colorful hexagonal icon followed by the text "solicitel" in a bold, sans-serif font, with the tagline "Transformación digital" in a smaller font below it. To the right of the logo is a large, solid purple rectangular area. Below the logo, the text "Iniciar sesión" is centered. Underneath, there are two input fields: the first is labeled "Correo electrónico" and contains the text "PM"; the second is labeled "Contraseña" and contains two asterisks. Below the password field, there is a checkbox labeled "Recordarme" and a link that says "No recuerdo mi contraseña". At the bottom of the form is a purple button with the text "Ingresar".

Afterwards, the user will be redirected to the main page where the purchase requisitions can be viewed. The project manager will be shown the options: View Requisitions, Create Project and Create Requisition.

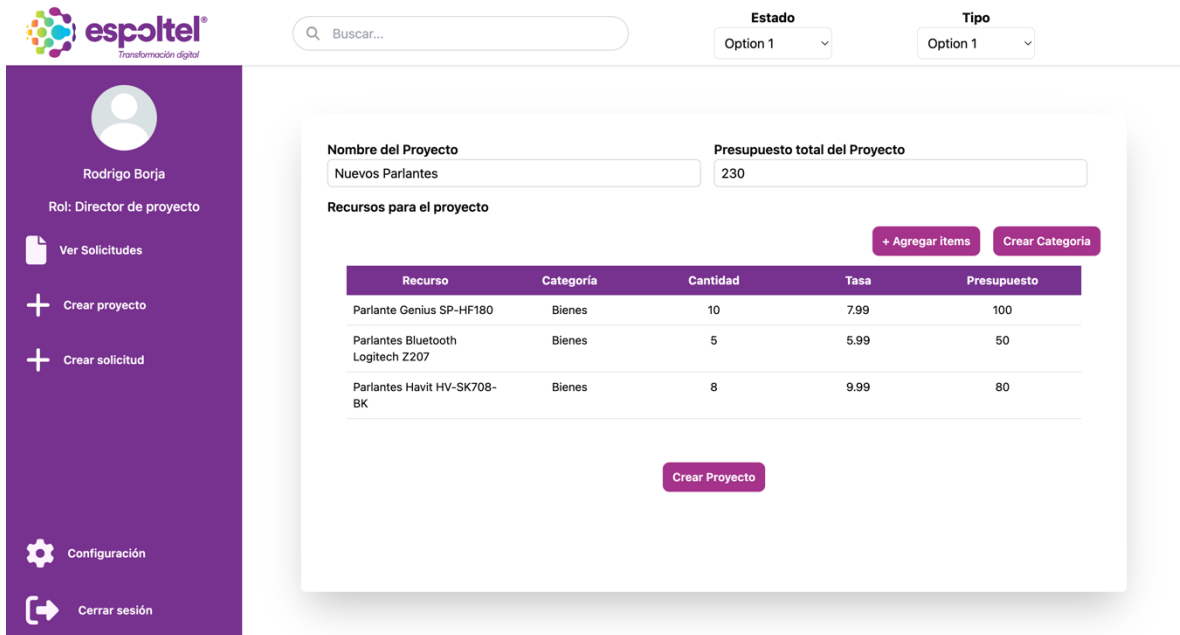


CREATE PROJECT

Click on Create Project and this will redirect to the following page.

Here you fill in the following data to create a project correctly: the name of the project and the project budget (which will be the sum of the budget of each resource entered in the system).

In addition, the user must enter resources to the project, the items that are requested for that project, each one has the following values to fill in: the name of the resource, choose a category, the units to request, the value and the budget for that item.

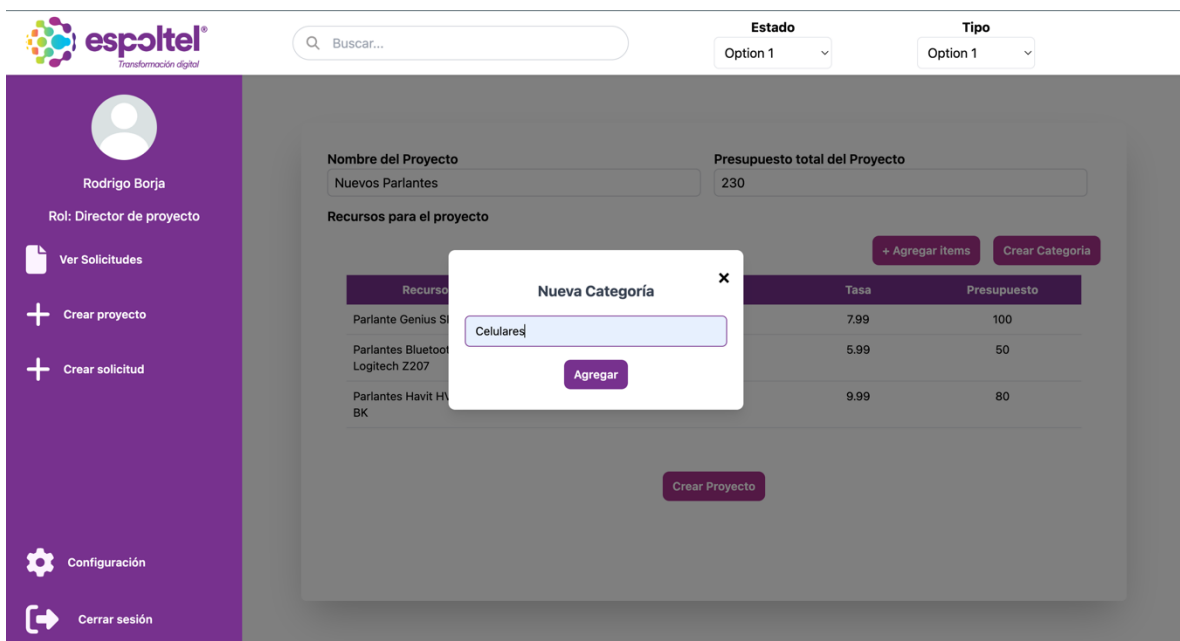


The screenshot shows the 'espoltel' web application interface. On the left is a purple sidebar with a user profile for 'Rodrigo Borja' (Rol: Director de proyecto) and navigation links: 'Ver Solicitudes', 'Crear proyecto', 'Crear solicitud', 'Configuración', and 'Cerrar sesión'. The main content area has a search bar and two dropdown menus for 'Estado' and 'Tipo', both set to 'Option 1'. Below these are two input fields: 'Nombre del Proyecto' (containing 'Nuevos Parlantes') and 'Presupuesto total del Proyecto' (containing '230'). A section titled 'Recursos para el proyecto' contains a table with three items and two buttons: '+ Agregar items' and 'Crear Categoría'.

Recurso	Categoría	Cantidad	Tasa	Presupuesto
Parlante Genius SP-HF180	Bienes	10	7.99	100
Parlantes Bluetooth Logitech Z207	Bienes	5	5.99	50
Parlantes Havit HV-SK708-BK	Bienes	8	9.99	80

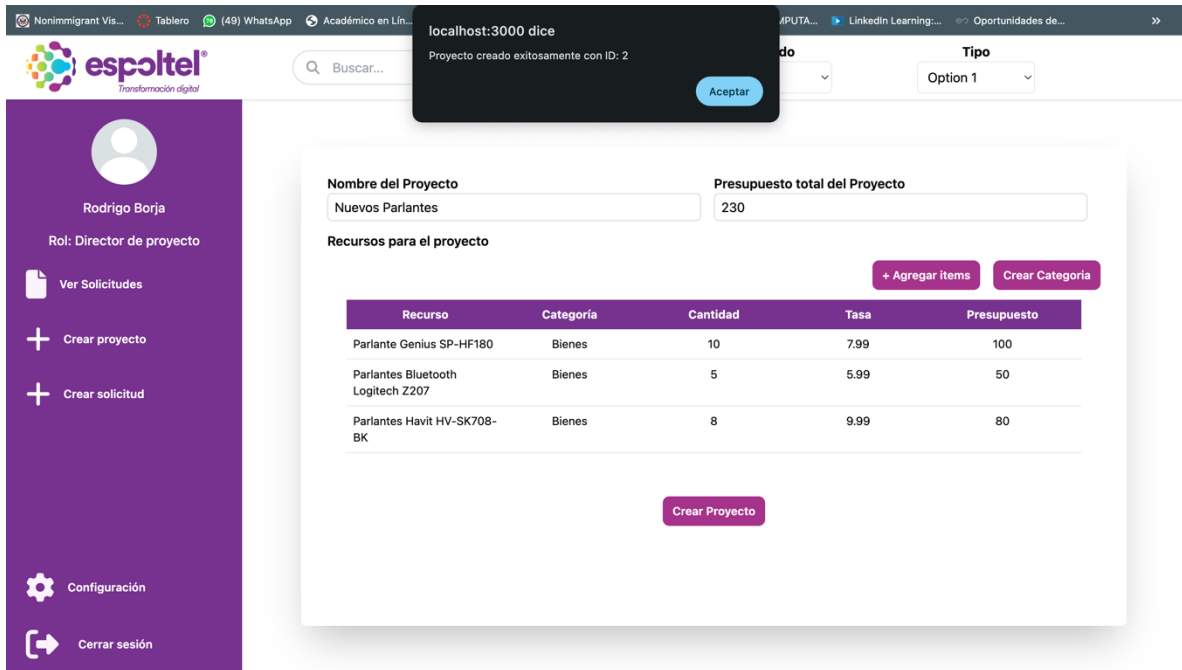
At the bottom of the resource section is a 'Crear Proyecto' button.

You can add a category by clicking on Create Category and this new value will be added to the list of categories for that project.



This screenshot shows the same application interface as the previous one, but with a modal window titled 'Nueva Categoría' open in the center. The modal has a close button (X) in the top right corner, a text input field containing 'Celulares', and an 'Agregar' button at the bottom. The background content is dimmed.

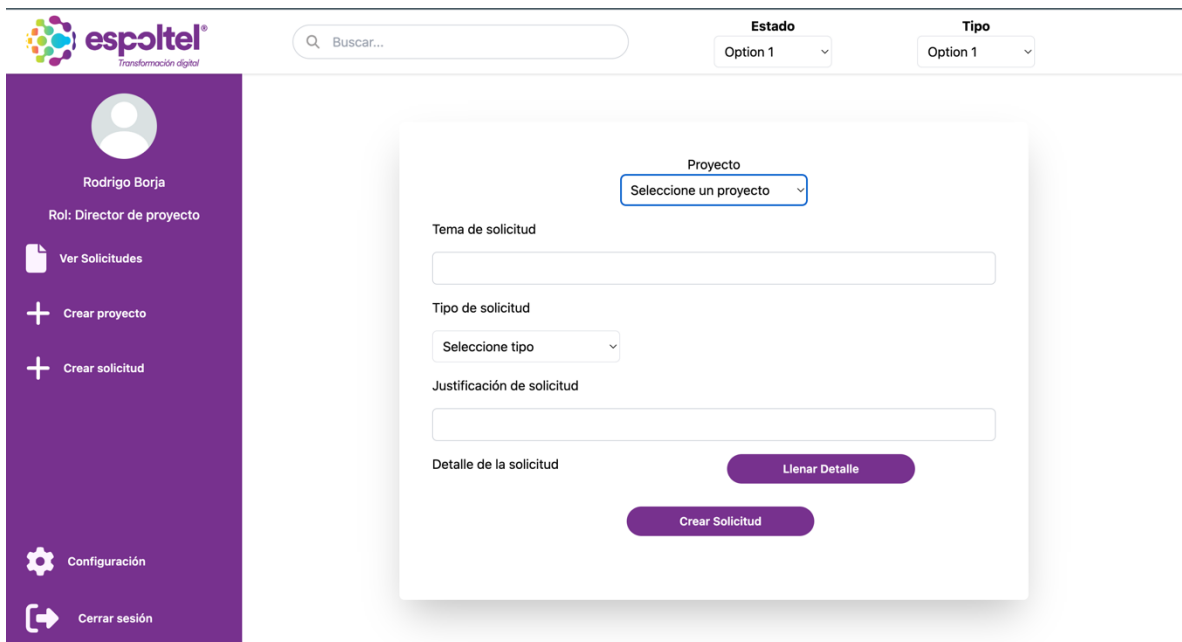
Once you have entered all the data, click on the create project button and the project will be saved.



CREATE REQUISITION

Before starting, please note that to create a requisition you must have created at least one project.

Click on Create Requisition and this will redirect to the following page.



Here you fill in the following data: you must choose an existing project to which this requisition will belong, the subject of the application, choose the type of application and its justification.

The screenshot shows the 'espóltel' application interface. On the left is a purple sidebar with the user's profile (Rodrigo Borja, Rol: Director de proyecto) and navigation options: Ver Solicitudes, Crear proyecto, Crear solicitud, Configuración, and Cerrar sesión. The main area displays a form for creating a requisition. At the top, there's a search bar and two dropdown menus for 'Estado' and 'Tipo', both set to 'Option 1'. The form itself has a 'Proyecto' dropdown set to 'Nuevos Parlantes'. Below this are fields for 'Tema de solicitud' (Parlantes prioritarios), 'Tipo de solicitud' (Bien), and 'Justificación de solicitud' (Necesito estos parlantes con mayor urgencia.). At the bottom of the form are two buttons: 'Llenar Detalle' and 'Crear Solicitud'.

In addition, you can fill in the details of the requisition, in this section you must choose the resources (previously declared in the project) that the user needs for this requisition.

This screenshot shows the same application interface but with a table for selecting resources. The table has four columns: RECURSO, DESCRIPCIÓN, CANTIDAD, and UNIDAD. It contains one row: Parlante Genius SP-HF180, Marca Genius color Negro, 10, 5. Below the table is a form with fields for 'Recurso', 'Descripción', 'Cantidad', and 'Unidad', followed by an 'Añadir' button. A dropdown menu is open under the 'Recurso' field, showing a list of options: 'Parlante Genius SP-HF180', 'Parlantes Bluetooth Logitech Z207', and 'Parlantes Havit HV-SK708-BK'. At the bottom of the form is a 'Guardar' button.

RECURSO	DESCRIPCIÓN	CANTIDAD	UNIDAD
Parlante Genius SP-HF180	Marca Genius color Negro	10	5

Recurso

Descripción

Cantidad

Unidad

Añadir


✓ Opcion

Parlante Genius SP-HF180

Parlantes Bluetooth Logitech Z207

Parlantes Havit HV-SK708-BK


Guardar



Buscar...

Estado
Option 1

Tipo
Option 1



Rodrigo Borja
Rol: Director de proyecto

Ver Solicitudes

+ Crear proyecto

+ Crear solicitud

Configuración

Cerrar sesión

RECURSO	DESCRIPCIÓN	CANTIDAD	UNIDAD
Parlante Genius SP-HF180	Marca Genius color Negro	10	5
Parlantes Bluetooth Logitech Z207	Marca Logitech	5	6

Recurso

Descripción

Cantidad

Unidad

Añadir

Option


Guardar

Once you have entered all the data, click on the save button and the details will be saved. Then, click on create requisition and it will be saved.

localhost:3000 dice

Solicitud creada exitosamente


Aceptar



Buscar...

Estado
Option 1

Tipo
Option 1



Rodrigo Borja
Rol: Director de proyecto

Ver Solicitudes

+ Crear proyecto

+ Crear solicitud

Configuración

Cerrar sesión

Proyecto
Nuevos Parlantes

Tema de solicitud
Parlantes prioritarios

Tipo de solicitud
Bien

Justificación de solicitud
Necesito estos parlantes con mayor urgencia.


Detalle de la solicitud

Llenar Detalle

Crear Solicitud

VIEW REQUISITIONS


Click on view requisition and all requisitions that the logged in project manager has created will be displayed on the screen.




Buscar...


Estado
Option 1


Tipo
Option 1





Rodrigo Borja
Rol: Director de proyecto

 Ver Solicitudes

 Crear proyecto

 Crear solicitud

 Configuración

 Cerrar sesión

PAR-2024-06-001

Parlantes prioritarios

Bien

No iniciado

Procurement

LOGIN

The user of the procurement department can log in with their respective credentials.
The user of the procurement department will be shown the options: View Requisitions and Create Quotation.



espotel
Transformación digital

Iniciar sesión

Correo electrónico
ADQ

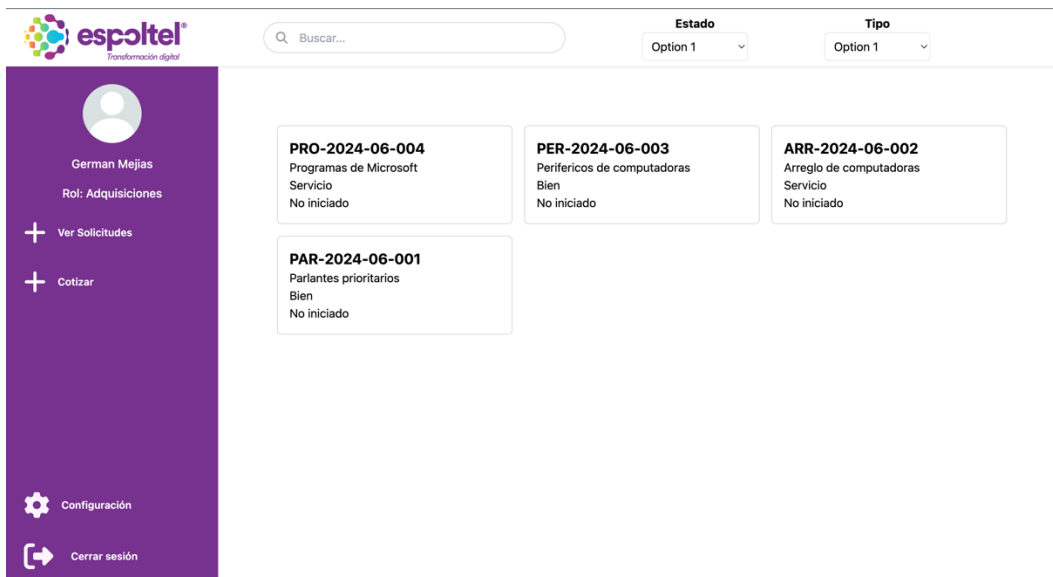
Contraseña

☐ Recordarme [No recuerdo mi contraseña](#)

Ingresar

VIEW REQUISITIONS

Click on view requisitions and the user will then be redirected to the page, where, unlike the Project Manager, it will be possible to view all purchase requisitions that are registered in the system.



espotel
Transformación digital

Buscar...

Estado
Option 1

Tipo
Option 1

German Mejias
Rol: Adquisiciones

+ Ver Solicitudes

+ Cotizar

Configuración

Cerrar sesión

PRO-2024-06-004 Programas de Microsoft Servicio No iniciado	PER-2024-06-003 Perifericos de computadoras Bien No iniciado	ARR-2024-06-002 Arreglo de computadoras Servicio No iniciado
PAR-2024-06-001 Parlantes prioritarios Bien No iniciado		

CREATE QUOTATION

Click on create quotation and a screen will appear where the following data must be filled in: Supplier, Quotation Number, Amount, Quotation Link and Preform Date.

The screenshot shows the 'Create Quotation' form in the espotel system. The interface includes a top navigation bar with the espotel logo, a search bar, and dropdown menus for 'Estado' and 'Tipo'. A left sidebar contains user information (German Mejias, Rol: Adquisiciones) and navigation links (+ Ver Solicitudes, + Cotizar, Configuración, Cerrar sesión). The main form area contains the following fields:

- Proveedor:
- No.Cotización:
- Monto:
- Link de Cotización:
- Fecha de preforma:

A purple button labeled 'Crear Solicitud' is located at the bottom of the form.

Once the data is filled in, click on the save button and the quotation will be registered.

This screenshot shows the same 'Create Quotation' form, but with data entered into the fields:

- Proveedor:
- No.Cotización:
- Monto:
- Link de Cotización:
- Fecha de preforma:

The 'Crear Solicitud' button remains at the bottom of the form.