



SOLUTION DESIGN DOCUMENT

New Product Approval

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Document version history

Version	Author	Date
1.00		

Signed off by

Name	Function	Responsibility

Contributors

Name	Function	Responsibility

Table of Contents

1. Introduction 3

2. Solution Overview 3

3. Technology Stack 3

4. Data Model 4

5. User Interfaces 5

6. Process Design 6

7. Functional Requirements 8

1. Introduction

The current process makes use of one Excel document with multiple tabs. All data is captured in the spreadsheets manually and sent out via email for approval. No reporting is currently done on the data.

The purpose of this document is to describe the proposed solution to reduce the number of manual operations in the current process and to maintain data integrity more effectively.

2. Solution Overview

The solution will use SharePoint lists as a data source to seamlessly link with the other Microsoft 365 products like Power Apps, Power Automate and Power BI.

3. Technology Stack

Name	Definition
SharePoint List:	A list is a collection of data that you can share with your team members and people who you've provided access to
Power Apps	Power Apps is a suite of apps, services, and connectors, as well as a data platform, that provides a rapid development environment to build custom apps for your business needs.
Power Automate	Microsoft Power Automate is a software tool that allows users to create automated workflows between various apps and services.
Power BI	Power BI is a unified, scalable platform for self-service and enterprise business intelligence (BI) that's easy to use.

4. Data Model

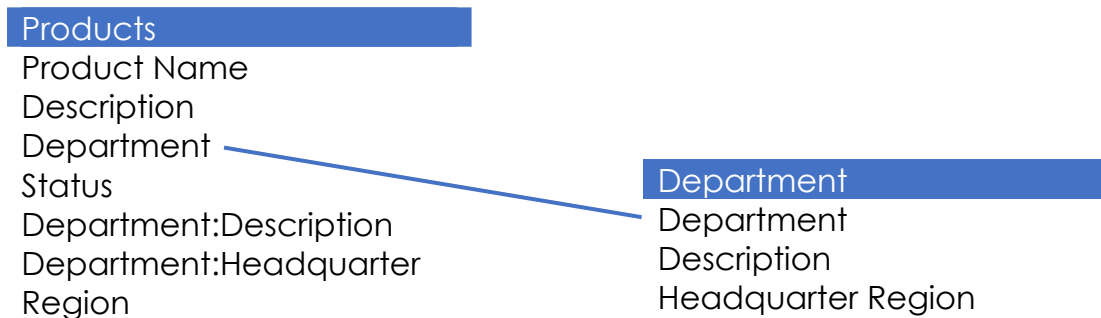
SharePoint List: Department

Column	Type	Required
Department (Title)	Single line of text	Yes
Description	Single line of text	Yes
Headquarter Region	Single line of text	Yes

SharePoint List: Products

Column	Type	Required
Product Name (Title)	Single line of text	Yes
Description	Single line of text	Yes
Department	Lookup	Yes
Status	Choice	Yes
Department:Description	Lookup	
Department:Headquarter Region	Lookup	

SharePoint List relationship:



5. User Interfaces

Power Apps (Canvas: Tablet) Main Screen Wireframe:

Heading

Dropdown Filter: Region ▼ Dropdown Filter: Status ▼

Gallery Headings +

Gallery SharePoint List: Products

Power Apps (Canvas: Tablet) Main Screen Lightbox (Pop Up):

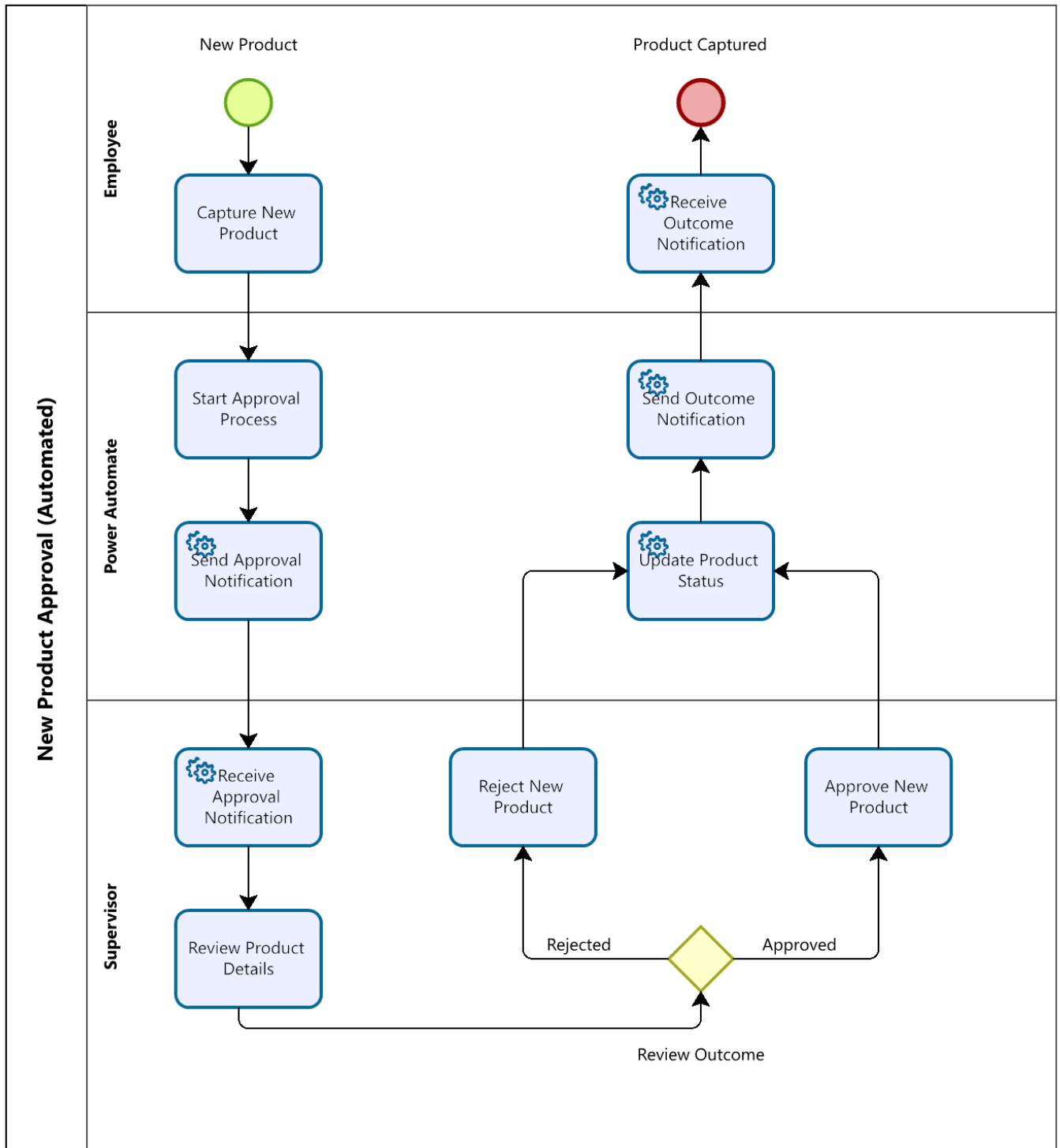
Heading

Dropdown Filter: Region ▼ Dropdown Filter: Status ▼

+

New Form
Edit Form
View Form

6. Process Design



Process steps:

- Capture New Product: Employee captures new product details on Power Apps. (New SharePoint List record)
- Start Approval Process: Power Automate starts approval process triggered by new SharePoint List record.
- Send Approval Notification: Power Automate sends notification to Supervisor with new product details.
- Receive Approval Notification: Supervisor receives approval notification to review.
- Review Outcome: Supervisor decides the outcome based on the new product details.
- Reject New Product: Supervisor rejects new product with the option of adding comments.
- Approve New Product: Supervisor approves new product with the option of adding comments.
- Update Product Status: Power Automate updates the product status on the SharePoint List record according to the approval outcome.
- Send Outcome Notification: Power Automate sends notification to Employee with the approval outcome.
- Receive Outcome Notification: Employee receives notification with approval outcome.

7. Functional Requirements

The solution must provide a Power BI report on the following:

- Products by region
- Products by approval status
- Products by department