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A large, solid red chevron shape is positioned diagonally across the center of the slide. It points from the top-left towards the bottom-right, with its tip located near the middle of the slide's width.

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===== Please scroll down for English version =====

如何申请 Teams PE 权限：

问题描述：

当用户需要 Team 拨打电话的权限，如何提交申请。

指导步骤：

1. 请打开Teams Phone Edition进入申请页面；按照下面的提示进行选择，且直接提交即可。

The screenshot shows the 'Request Details' section of the application form. The 'Service Level' dropdown is open, showing options: 'None', 'International' (which is selected and highlighted in blue), 'Domestic', 'Light', and 'NA'. Below the dropdown are two buttons: '拨打国际电话' (Dial International Phone) and '拨打国内电话' (Dial Domestic Phone). The 'International' button is highlighted with a red arrow.

2. 如果您为多名用户（人数大于等于2时）批量申请需要在如下位置选择Yes

The screenshot shows a question: '* Do you need a bulk request?(request for 2-100 users v common Approver)'. Below the question are two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is highlighted with a red box.

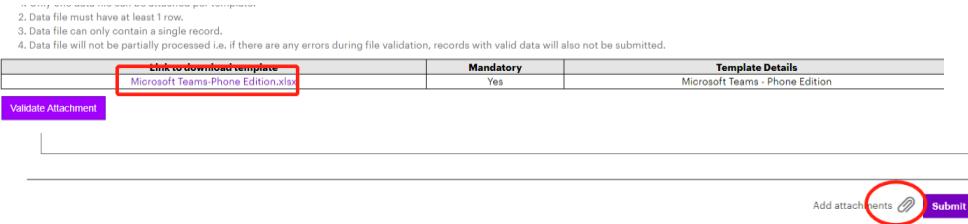
点击勾选的部分下载excel for 进行填写，保存（注意：填写的信息不能低于一行，并且下载的这个excel文件不能改名，填写完毕保存上传后，必须验证成功才能完成提交申请）

2. Data file must have at least 1 row.
3. Data file can only contain a single record.
4. Data file will not be partially processed i.e. if there are any errors during file validation, records with valid data will also not be submitted.

Link to download template	Mandatory	Template Details
Microsoft Teams-Phone Edition.xlsx	Yes	Microsoft Teams - Phone Edition

[Validate Attachment](#)

Add attachments  [Submit](#)



3. 必要信息填写重点如下： Approver EID / Sponsor /WBS Element

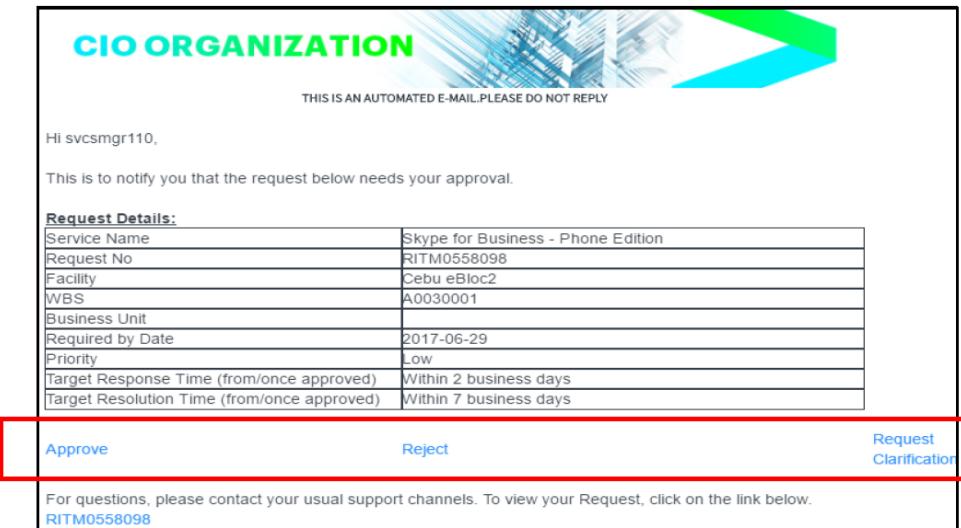
- a. **Project Name:** 需要填写准确的项目名，项目名选对，才能找到对应的Approver。例如：ATCC/BPO Dalian XXX或Dalian ATCC/BPO XXX
- b. **Workstation Details:** 需填写楼号、座位号和联系电话
- c. **Business Unit:** BPO-Accenture Operations; CDC-DCN tech
- d. **Approver EID:** 需要**Level 7 或以上**. 批准人会收到一封来自于系统的提醒邮件，可以通过邮件获悉如何申请并查看提交人填写的相关申请信息等
- e. **WBS Element :** 一个有效的WBS Code
- f. **Service Level**-根据您的申请需求，选择对应的权限，具体介绍如下：
 - g. International: 拨打国际电话的权限
 - h. Domestic : 拨打国内电话的权限
 - i. ****注意： Teams PE的权限是 9\$/month, 默认国内国际均可
以拨打， International 和Domestic 可以任意填写。**

4. Comments

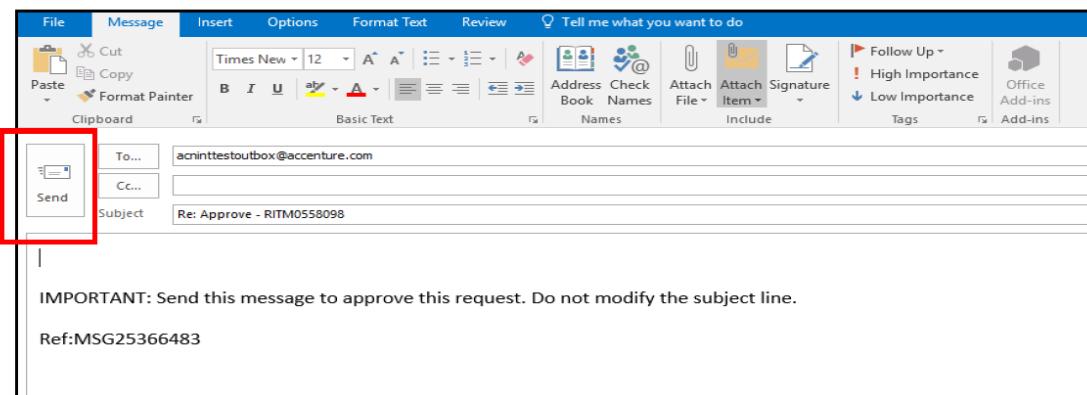
您需要将您的申请需求，简要的在这个位置描述下，方便于您的批准人和负责此申请的IT，可以一目了然您的需求。

例如： **您好，需要申请上海的号码。**

5. Approve Request 一旦您的申请表格提交后，您的**批准人**会自动收到一封系统邮件。



批准人根据邮件内容里涉及的申请信息，可以选择**Approve**, **Reject**, or **Request Clarification**，点击电子邮件中相应的链接。点击链接后，一封电子邮件将根据审批人的决定自动生成。审批人需要点击Send来处理决定。



注：审批人也可通过埃森哲支持中心进行审批。单击Tickets然后单击Approvals以查看未完成的审批并对其采取操作。系统可能有Task无法正常分配的情况，如您的Request 提交后没有任何Update，可以通过发送单号 ISA.China.IW@accenture.com 查询进度。

6. **Request Complete Request** 完成后您会收到系统Email，一般情况
需要8-12 小时系统时间权限生效，退出Teams 重新登录即可见拨号
键盘，拨号方式如下：
国内：9+区号+号码
国外：900+国家号+区号+号码

===== 中文版本, 请参阅上文 =====

How to Apply Teams PE permission:

Issue of Description:

When a user needs Team permission to make a call.

Solution:

Create Request

1. Please open [Teams Phone Edition](#) to go to the application page and fill in information like below and submit.

The screenshot shows a request form with several fields. At the top, there's a dropdown set to 'No'. Below it, under 'User Details', there's a 'Requested for' field with a placeholder 'User' and a 'WBS element' field containing '有效的 wbs code'. A note below says 'You have a valid charge code'. To the right, there's a 'More Information' section with a dropdown set to 'No', a 'Location' field with 'Dalian Dgtl Rd', an 'Approver EID/ Sponsor' field with 'Level 7 or Above', and a 'Date required' field with '01-09-2020'. At the bottom left, there's a 'Request Details' section with a 'Service Level' dropdown. This dropdown has options: 'International' (highlighted with a red arrow), 'None-' (disabled), 'International' (selected and highlighted with a blue background and a red arrow), 'Domestic', 'Light', and 'NA'. The 'International' option is also labeled '拨打国际电话' (Call International). A 'Hide' button is at the bottom left.

2. If you request for bulk users more than 2 members, please select below

The screenshot shows a dropdown menu with two options: 'No' and 'Yes'. The 'Yes' option is highlighted with a red box. Above the dropdown, there are two questions with dropdowns: 'Do you work in a Client Delivery Location?' (No) and 'Do you need a bulk request? (request for 2-100 users v common Approver)' (Yes).

Click on the ticked section to download excel for filling in, save
(Note: Fill in the information can't be less than one line, and
download this **one** **The excel file cannot be renamed**, after filling in
and saving the upload, it must be verified successfully to complete
the submission application).



3. The key points for filling in the necessary information are as follows: Approver EID / Sponsor / WBS Element

- a. **Project Name:** You need to fill in the accurate project name, and the project name is selected correctly to find the corresponding Approver. For example: ATCC/BPO Dalian XXX or Dalian ATCC/BPO XXX
- b. **Workstation Details:** Requires a building number, seat number, and contact number
- c. **Business Unit:** BPO-Accenture Operations; CDC-DCN tech
- d. **Approver EID: *Requires Level 7 or higher.*** The approver will receive a reminder email from the system, through which you can learn how to apply and view the relevant application information filled in by the submitter
- e. **WBS Element:** A valid WBS Code
- f. **Service Level** - Select the corresponding permissions according to your application needs, as follows:
 - g. International: Permission to make international calls
 - h. Domestic: Permission to make domestic calls
 - i. ****Note: The permissions for Teams PE are 9\$/month** (It include both International and Domestic)

4. Comments

You can input additional information to help your approver validate your request in the free text box at bottom of form.

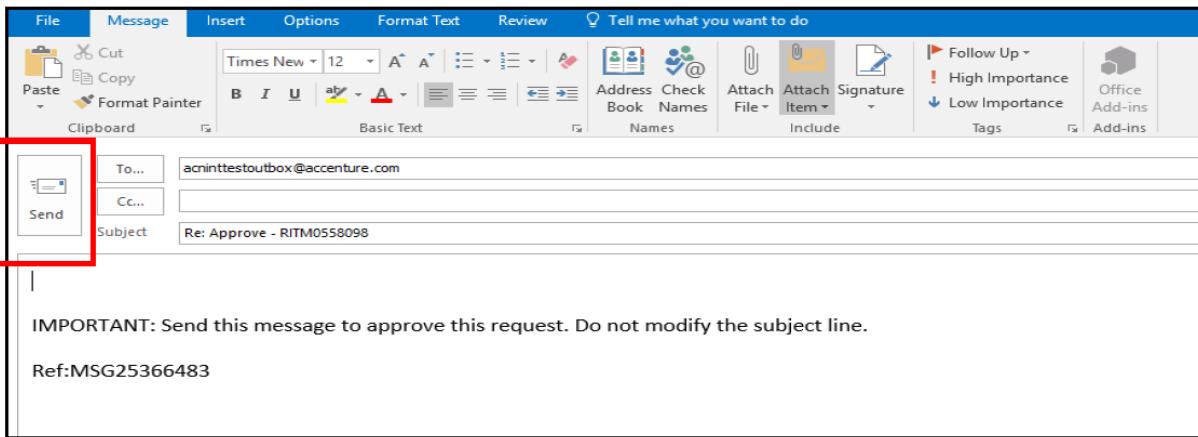
5. Approve Request

The **Approver** will receive an automated email notification from the CIO Organization once the request is submitted.



The email will include details on the request. Upon reviewing, approver may choose to **Approve, Reject, or Request Clarification**. Click the appropriate link directly in the email.

Upon clicking link, an email will automatically generate based on approver's decision. **The Approver need to click Send for the decision to process.**



Note: Approver also approve through Accenture Support. Click Tickets and then Approvals to view and take action on outstanding approvals. If you don't receive any updates of PE request, please send the request number to ISA.China.IW@accenture.com inquiries the status.

6. Request complete

Teams PE permission will replicate about 8-12 hours once request complete, then please have a try to sign out and sign in Teams to see if calling board shows. Please refer to below dialog method:

Domestic : 9+ Region code +number

International : 900+County code + region code +number