



# ERP USER MANUAL

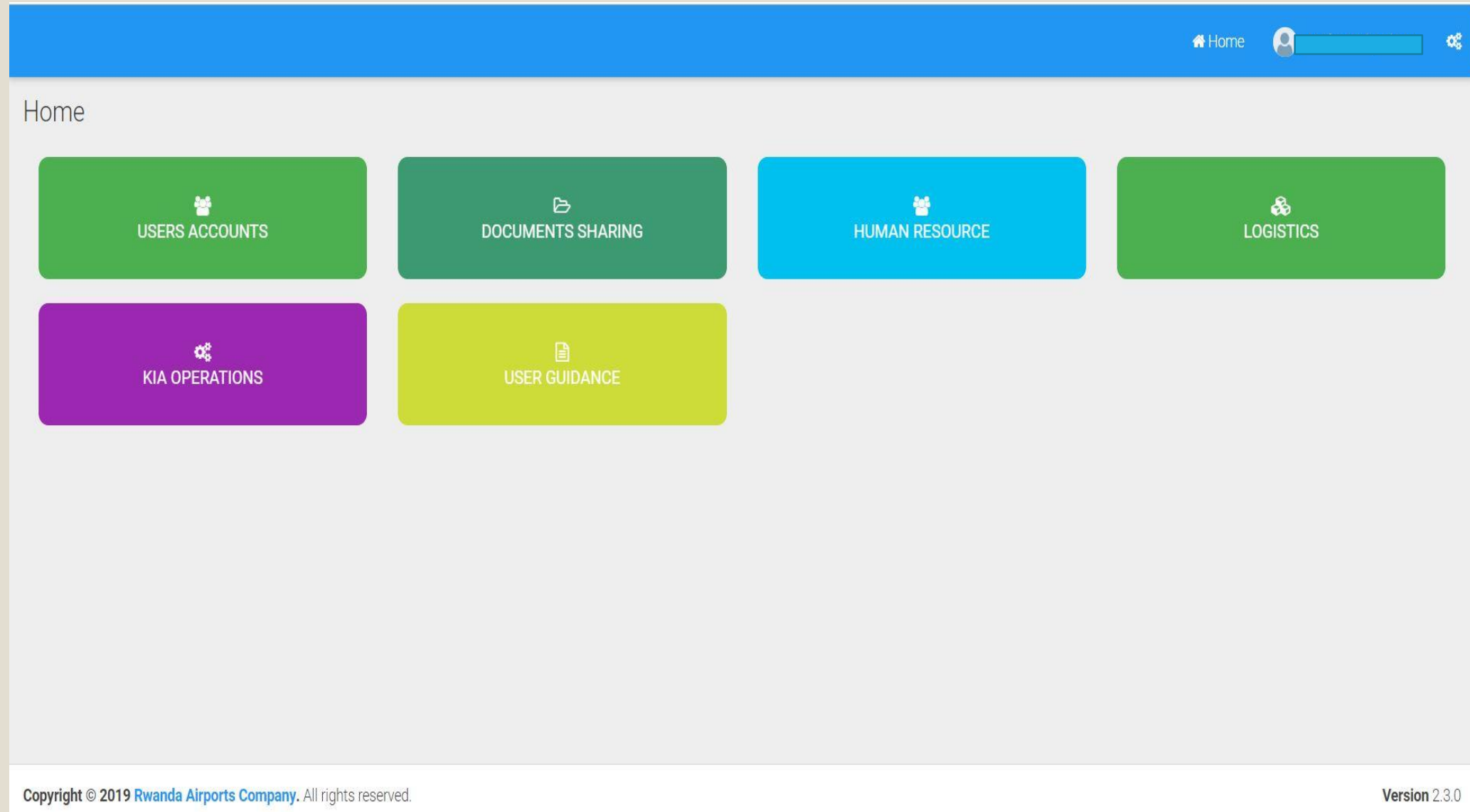
# What is ERP

- ERP (**E**nterprise **r**esource **p**lanning) is a web based portal to manage and automate many back office functions related to sharing, annotating( commenting, highlighting, signing, stamping) ,approving documents and human resources.
- ERP currently has automated the following functions:
  - ❖ Inter offices documents sharing
  - ❖ Highlighting, commenting , signing, stamping documents
  - ❖ Creating, sharing and approving memos
  - ❖ Creating , sharing and approving requisitions
  - ❖ Creating and sharing transmission slip
  - ❖ Creating and requesting LPO
  - ❖ Creating ,sharing and approving travel clearance(s)
  - ❖ Creating ,sharing and approving claim forms

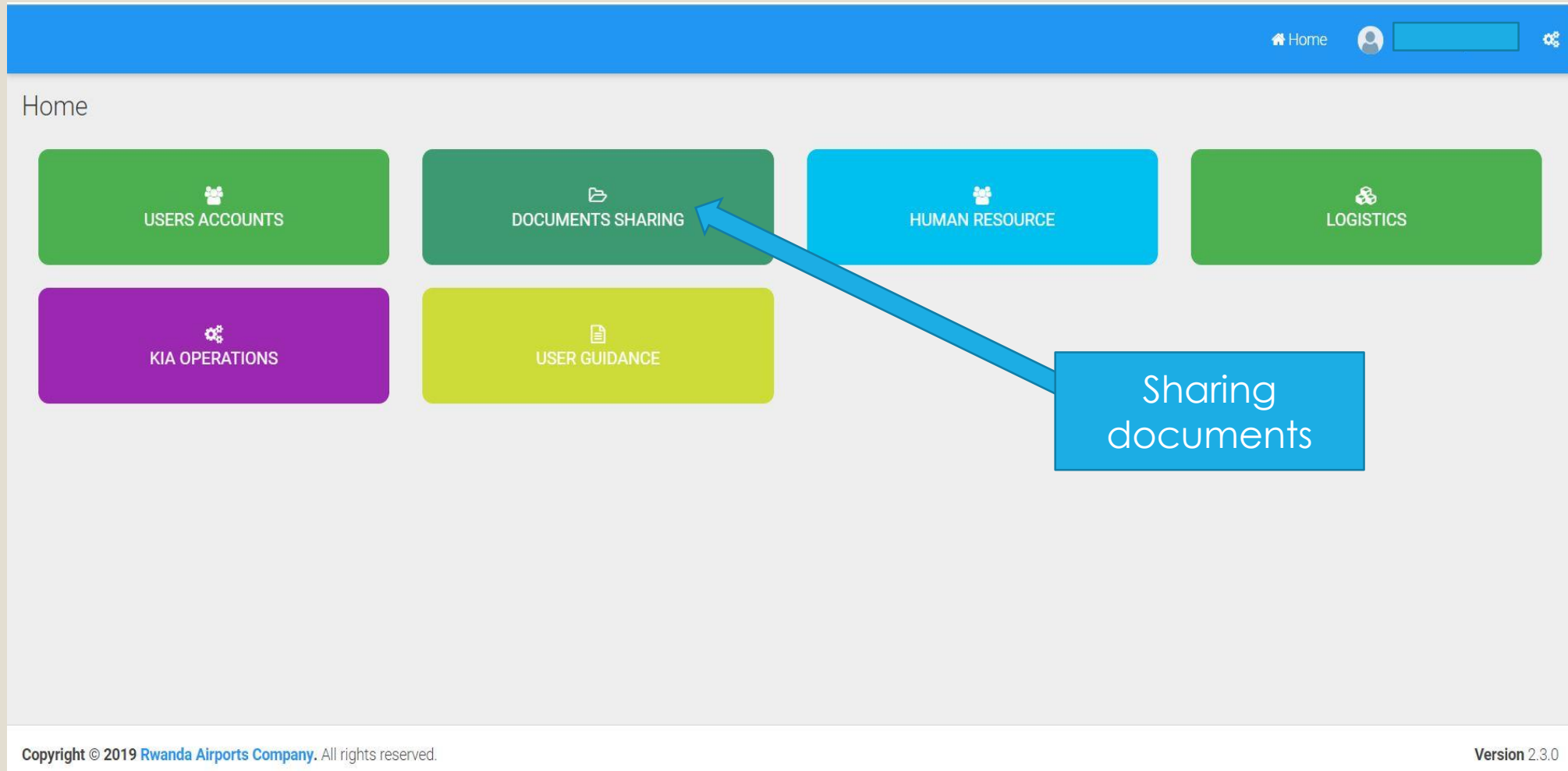
# Accessing ERP

1. Use the following link to access ERP portal [rac.co.rw/erp](http://rac.co.rw/erp)
2. The system will automatically redirect you to login page if you are not already logged in
3. Enter your login credentials ( username and password)
4. If you don't have login credentials, click on register now link to register with the system.

# ERP HOME PAGE(applications Menu)



# Sharing A document



# Sharing documents

- Click on share a document link under manage documents on the left side menu
- under About document Section :
  - ❖ Select document type in drop down list of document types section
  - ❖ Type in document title
  - ❖ Type in document summary details (brief description of document purpose)
  - ❖ Type in document origin
- under About Attachment Section :
  - ❖ type in attachment title
  - ❖ Upload scanned document attachments
- under About Recipients Section:
  - ❖ Select recipients positions
  - ❖ Names of recipients will automatically fill in the recipients names box below it

N.B in case more than one people appear under a single position , you can remove the one by clicking on a cross like button in front of the name

  - ❖ Type in any remark in remark box
  - ❖ Once every thing is ok, click on send button to share the document.

# Sharing Document Screen



Online

Menu

Dashboard

Manage Documents

Share Document

 Incoming Document(s) **0 New** Shared Document(s) **1 New** Request For Action **0 New**

Documents Tracking

Add Document Type

Organization Settings &lt;

Manage Users accounts &lt;

## Share Document

Home &gt; Documents &gt; Share Document

Click to share document

About Document

Document details

About Attachment(s)

Document attachment(s)

About Recipient(s)

Document recipients

SEND

Share Document



# Incoming documents

❖ Click on incoming documents link under manage documents

**RACERP PORTAL**

My Documents

Home > My Documents

SHARE DOCUMENT

My Documents

Copy CSV Excel PDF

Search:

Document Code	Doc Type	Title	Description	Sent By	Date Sent	Severity	Status	Doc ReView
doc-20190107-612	In Coming Letters	request for visit	X school is requesting for visit	IT Engineer	2019-01-07 10:33:53	normal	processing	

Showing 1 to 1 of 1 entries

Previous 1 Next

Copyright © 2019 Rwanda Airports Company. All rights reserved.


Version 2.3.0

**Click to view incoming documents details**




**Opening document in PDF**

# Document details Screen

 About Document

Document Code	doc-20190319-311
Doc Title	test
Doc Type	 In Coming Letters
Document Description Summary	test
Status	processing
Severity	normal

Click to view, stamp, sign, comment , highlight the document



# Document Attachments Screen

Document Attachment(s)

[New Attachment](#)

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

[Add new attachment](#)

[change attachment](#)

[delete attachment](#)

Search:

Visibility	Title	Attachement	Attached	Update	Delete
<input checked="" type="checkbox"/>	response letter	<a href="#">criminal_cert.pdf</a>	[IT Engineer]	<a href="#">change attachment</a>	<a href="#">delete attachment</a>
<input checked="" type="checkbox"/>	confirmation letter	<a href="#">med_cert.pdf</a>	[IT Engineer]	<a href="#">change attachment</a>	<a href="#">delete attachment</a>

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

# Document Actions

# Document Request for Action or Correction

Click to request  
for action  
/correction



Action

☒ Request for Action ☐ Forward ☐ Approve ☐ Close

Action description



Add action  
description

GO

# Forward Document

The image shows a web form titled 'Forward Document' with several sections and instructional callouts:

- Action:** A row of radio buttons with labels 'Request for Action', 'Forward', 'Approve', and 'Close'. The 'Forward' button is selected. A green callout box with the text 'Click to forward the document' has a blue arrow pointing to the 'Forward' radio button.
- Recipients:** A text input field with the placeholder 'Select recipients ...'. A green callout box with the text 'Click to select recipient(s) position' has a blue arrow pointing to this field.
- Recipients Names:** A text input field with the placeholder 'Select names ...'. A green callout box with the text 'Recipient(s) name will be auto populated' has a blue arrow pointing to this field.
- Remark...** A text input field for additional comments.
- FORWARD:** A button with a circular arrow icon and the text 'FORWARD'. A green callout box with the text 'Click to forward the document' has a blue arrow pointing to this button.

# Approve Document

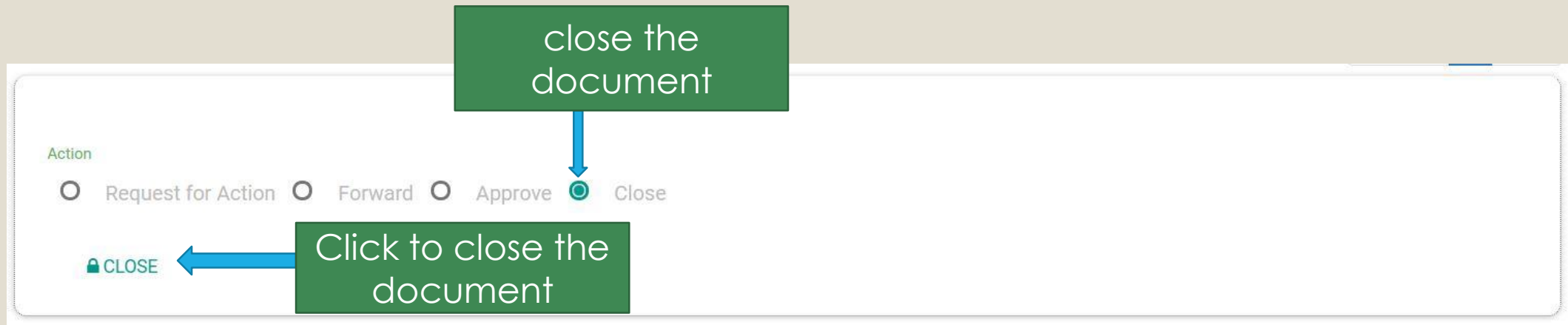
The diagram illustrates the process of approving a document within a software interface. It features three green callout boxes with blue arrows pointing to specific UI elements:

- Click to approve the document**: Points to the 'Approve' radio button in the 'Action' section.
- Add any remark/comment**: Points to the 'Remark...' text input field.
- Click to approve**: Points to the 'APPROVE' button with a thumbs-up icon at the bottom of the form.

The interface elements shown include:

- Action** section with radio buttons for: Request for Action, Forward, **Approve** (selected), and Close.
- A **Remark...** text input field.
- An **APPROVE** button with a thumbs-up icon.

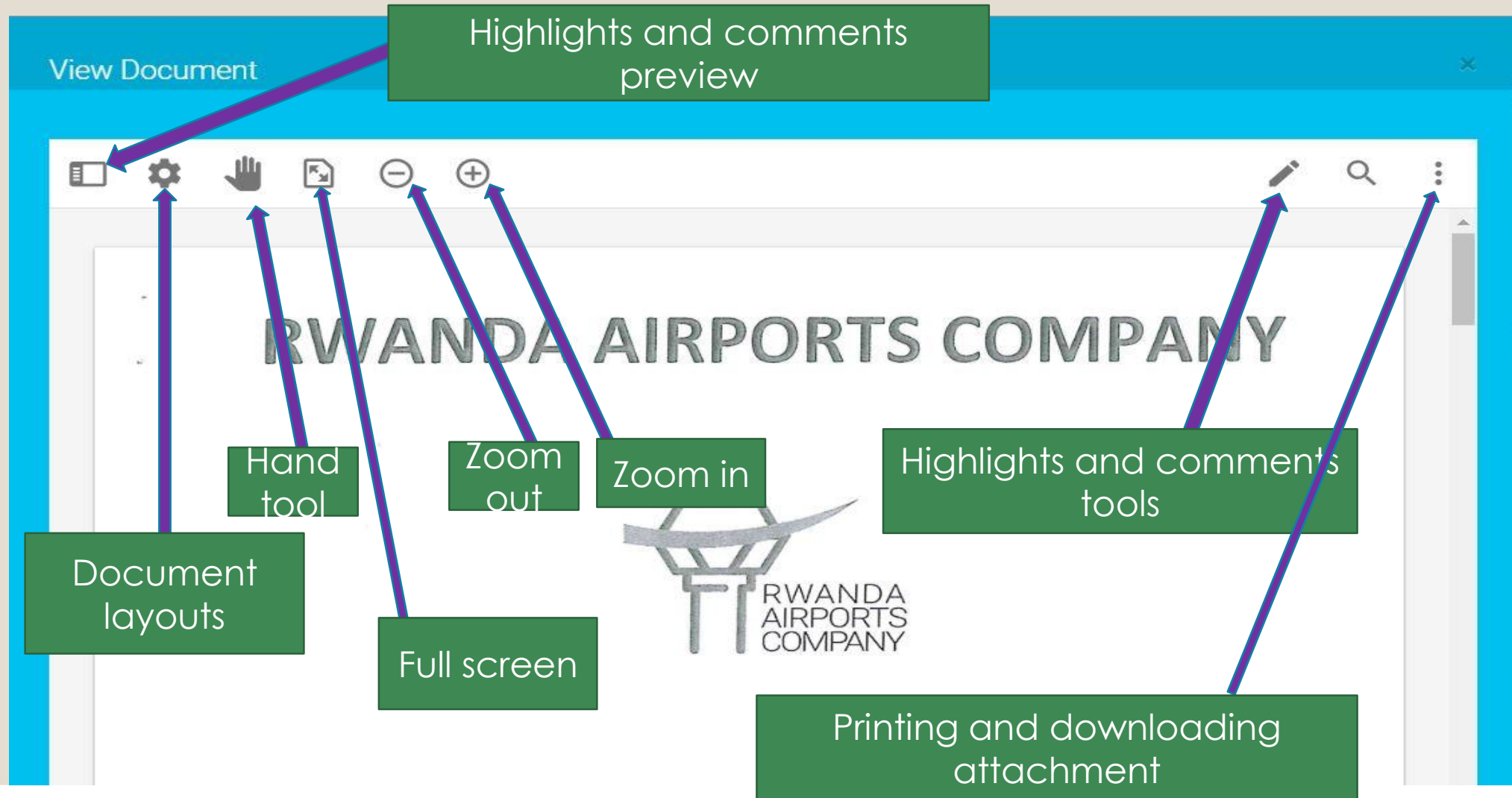
# Close Document





Adding Signature ,Stamp ,  
highlights and comment(s)

# Document viewer screen



# RWANDA AIRPORTS COMPANY



## ICT DEPARTMENT MINUTES OF THE MEETING

The meeting was held on 19/10/2018 in RAC Staff IT Office and started at 10:00AM – Chaired by H/IT

### **PARTICIPANTS:**

1. RUGEMA Francis
2. UMUTESI Martine
3. BIZIMUNGU John
4. MUGISHA Janvier
5. NIYONIZERA Norbert

H/IT  
Webmaster  
Network Engineer  
Software Developer  
Software Developer

### **AGENDA:**

1. Discussion of ICT Department Imihigo Status
2. Understanding work involved in the annual activities.
3. AOB

Click view to  
Document  
Attachments

1 / 4

«

1

2

3

4

»



Add Stamp and  
callout

Add comment

add free text

Add signature

Use Shape tools

Use text tools

Use Pen tools

RWANDA AIRPORTS COMPANY



# Document Text highlighting

- ✓ Click the link in green with document name inside, the document will be opened
- ✓ Click on pencil like icon to open annotation tools menu
- ✓ Click on text tools to open text highlighting menu
- ✓ Click on any A colored letter icon according to the color of your choice
- ✓ Select text inside the document and it automatically be highlighted



Text highlight

Collection of database exam solutions

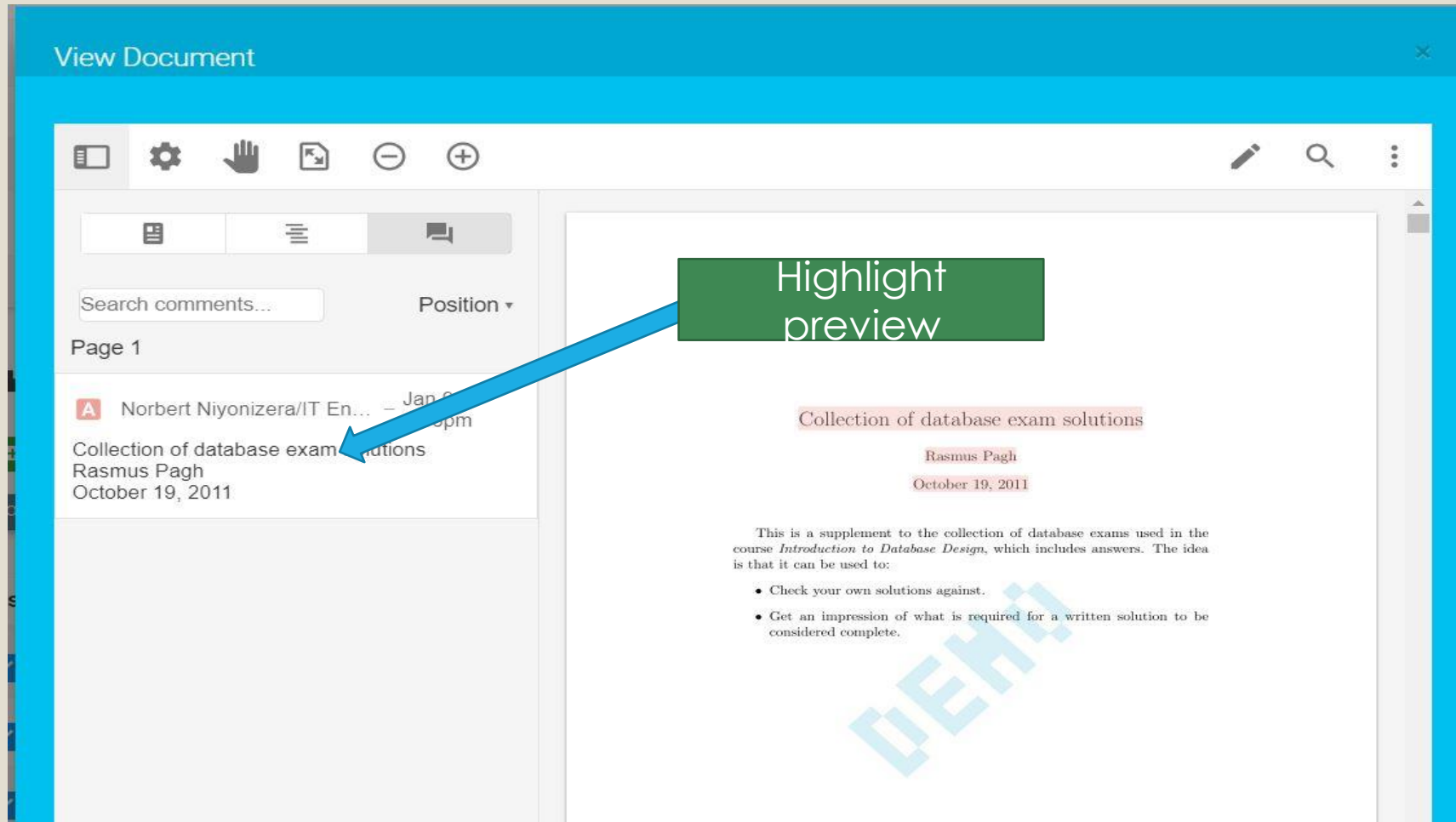
Rasmus Pagh

October 19, 2011

This is a supplement to the collection of database exams used in the course *Introduction to Database Design*, which includes answers. The idea is that it can be used to:

- Check your own solutions against.
- Get an impression of what is required for a written solution to be considered complete.

# Text highlight preview




# Create Memo

- Click on create memo link under manage memos on the left side menu
- under About Memo Section :
  - ❖ Select memo type in drop down list of memo types section
  - ❖ Type in memo title in title field
  - ❖ Type in memo summary details (brief description of memo purpose) under description area
  - ❖ Once every thing is ok, click on send button to save memo information.



# Creating Memo Screen



Norbert Niyonzera

Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Create Memo

My Memo(s) 1 New

Pending Memo(s) 0 New

Approved Memo(s) 0 New

Memo(s) Tracking

Add Memo Request Category

Manage Travel Clearance(s)

Manage Claim Form(s)

Manage Requisition(s)

Manage LPO(s)

Create Erp Memo

Home > Erp Memos > Create Erp Memo

About Memo

Memo For ...

Title

Description

File Edit View Insert Format Tools Table

Undo Redo Paragraph Bold Italic Bulleted List Numbered List Decrease Indent Increase Indent Link

Powered by Tiny

SAVE

Select  
memo type

add memo  
title

Add memo  
description

save

# List of Created Memo

My Memo(s)

Copy CSV Excel PDF Print

Search:

#	#Memo Code#	Title		Created	Status	View	Update	Delete
1	<a href="#">memo-20190322-273</a>	kamembe car park installation	Request for Travel clearance	2019-03-22 08:18:21	drafting			
2	<a href="#">memo-20190320-714</a>	ts for training in dubai	Request for Travel clearance	2019-03-20 13:30:25	approved			
3	<a href="#">memo-20190320-306</a>	ts for training in dubai	Request for Travel clearance	2019-03-20 09:12:18	drafting			
4	<a href="#">memo-20190118-884</a>	test memo	Requisition	2019-01-25 09:41:46	approved			

Showing 1 to 4 of 4 entries

Previous 1 Next

Click to open memo details

Click to view generated memo

Click to update memo details

Click to delete memo

# Attaching Requisition

# Attach Requisition to Memo

- Click on my memo(s) link under manage memos on the left side menu
- A list of all my memo(s) will be displayed
- Click on memo code link button to open Memo details
- Click on new requisition link below memo details
- A pop up window will open up with the requisition form

# Attaching requisition screen

Manage Memo(s)

Manage Travel Clearance(s)

Manage Claim Form(s)

Manage Requisition(s)

Manage LPO(s)

Finance PAX

Manage Interims

Organization Settings

Manage Users accounts

Description

Created

Created By

Status

Dear sir,  
i woul like to request for camera spare parts

2019-01-25 09:41:46

Norbert Niyonizera [IT Engineer]

approved

Click to add requisition

About Requisition

New Requisition

Copy CSV Excel PDF Print

Search:

Requisition Code	Title	Requisition For	Requested	Requested by	Approve Status	Tender On Proc Plan	View	Update	Delete
req-20190125-268	request for sim card	Information Systems	2019-01-25 08:36:47	Norbert Niyonizera[IT Engineer]	approved	Yes			

Showing 1 to 1 of 1 entries

Previous1Next

## Requisition Form

Select  
requisition  
type

 About Requisition

Requisition For

...


Add  
requisition  
items

Title



Is the tender on Procurement plan ?

☐ No ☐ Yes

 Items(s)

 ADD

Designation

Specs


Quantity

Badget Code

 SAVE

Save




# List of Added Requisition(s)

 About Requisition

[+ New Requisition](#)

[Copy](#) [CSV](#) [Excel](#) [PDF](#)

Search:

Requisition Code	Title	Requisition For	Requested	Requested by	Approve Status	Tender On Proc Plan	View	Update	Delete
<a href="#">req-20190125-268</a>	request for sim card	Information Systems	2019-01-25 08:36:47	Norbert Niyonizera[IT Engineer]	approved	Yes			

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)


Click here to view generated Requisition



Click here to update details

Click here to delete requisition


Click here to view requisition details

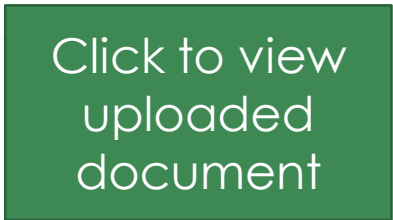
# Attach Any Memo supporting documents


 About Supporting Document(s)

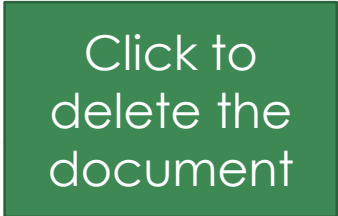
 Upload Document(s) 

Copy CSV Excel PDF Print












Search: \_\_\_\_\_


#	Document Type	Document Name	Full Path	View	Update	Delete
1	Contract	identity.pdf	uploads/documents/201903051003063715.pdf			

Showing 1 to 1 of 1 entries

Previous 1 Next



# Sharing Memo for Requisition

 About WorkFlow Actions

Action

☐ Request for Action ☒ Forward ☐ Approve ☐ Close


Recipients

Select...

Recipients Names

Select name

Remark...

 FORWARD

Select forward


Select Recipient(s)

Add any remark

Click forward

# Approving Memo

- Click on pending memo(s) link under manage memo(s) on the left side menu
- A list of all pending memo(s) will be displayed
- Click on view link to open generated memo
- A pop up window will open up to view, approve and share memo



Norbert Niyonizera

Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Create Memo

My Memo(s) 4 New

Pending Memo(s) 1 New

Approved Memo(s) 2 New

All Memo(s)

Add Memo Request Category


pending Memos

Home > pending Memos

Pending Memo(s)

Copy CSV Excel PDF Print

Search:

#Memo Code#	Title	Memo For	Sent	Sent By	Status	View
<a href="#">memo-20190320-714</a>	ts for training in dubai	Request for Travel clearance	2019-03-20 14:07:13	Niyonsaba Joyce [Managing Director]	processing	

Showing 1 to 1 of 1 entries

Previous 1 Next

Click to view generated memo

Click to view memo details

# Approving Memo screen

 About WorkFlow Actions

Action

☐ Request for Action

☒ Approve

☐ Deny

Select approve

Next Approval

Select.

Select next  
person position  
to approve

Next Approval Name

Select

Next person  
name auto  
populated

Remark...

☒ APPROVE

Click to  
approve

# List of Approved Memo(s)



Norbert Niyonizera

Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Create Memo

My Memo(s) 3 New

Pending Memo(s) 1 New

Approved Memo(s) 2 New

All Memo(s)

Add Memo Request Category

## Approved Memos

## Approved Memo(s)

Copy

CSV

Excel

PDF

Print

Open Memo details

View generated memo

#Memo Code#	Title	Memo For	Approval Status	Approved	Approved By	View
memo-20190118-884	test memo	Requisition	approved	2019-01-30 12:57:47	Niyonsaba Joyce[Managing Director]	
memo-20190320-714	ts for training in dubai	Request for Travel clearance	approved	2019-03-20 14:07:13	Niyonsaba Joyce[Managing Director]	


Showing 1 to 2 of 2 entries

Previous 1 Next

# Approving Requisition

- Click on pending requisition(s) link under manage requisition(s) on the left side menu
- A list of all pending requisition(s) will be displayed
- Click on view link to open generated requisition
- A pop up window will open up to view, approve and share requisition

# Pending requisitions screen



Norbert Niyonizera  
Online

Menu

- Dashboard
- Manage Documents
- Manage Memo(s)
- Manage Travel Clearance(s)
- Manage Claim Form(s)
- Manage Requisition(s)**
- My Requisition(s) 1 New
- Pending Requisition(s) 1 New**
- Approved Requisition(s) 0 New
- All Requisition(s)


pending Requisitions

Home > pending Requisitions

Pending Requisition(s)

Copy CSV Excel PDF Print

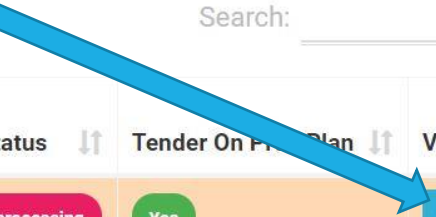
Search:

Requisition Code	Title	Requisition For	Requested	Requested by	Status	Tender On Plan	View
req-20190125-268	request for sim card	Information Systems	2019-01-25 08:36:47	Norbert Niyonizera [IT Engineer]	processing	Yes	

Showing 1 to 1 of 1 entries

Previous 1 Next

View generated requisition





# Approve requisition screen

The screenshot shows a web interface for approving a requisition. It includes a header, an 'Action' section with radio buttons, 'Next Approval' and 'Next Approval Name' dropdowns, a 'Remark...' text area, and an 'APPROVE' button at the bottom. Four green callout boxes with blue arrows point to specific elements: 'Select approve' points to the 'Approve' radio button; 'Select next person to approve' points to the 'Next Approval' dropdown; 'Next person name will auto populate' points to the 'Next Approval Name' dropdown; and 'Approve' points to the 'APPROVE' button.

About WorkFlow Actions

Action

☐ Request for Action ☒ Approve ☐ Deny

Next Approval

Select...

Next Approval Name

Select

Remark...

☒ APPROVE

Select approve

Select next person to approve

Next person name will auto populate

Approve

# LIST OF APPROVED REQUISITONS



Norbert Niyonizera

Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Manage  
Travel Clearance(s)

Manage  
Claim Form(s)

Manage Requisition(s)

My Requisition(s) **1 New**

Pending Requisition(s) **0 New**

Approved Requisition(s) **1 New**

All Requisition(s)

## Approved Requisitions

Home > Approved Requisitions

### Approved Requisition(s)

Copy

CSV

Excel

PDF

Print

Search:

Requisition Code	Title	Requisition For	Requested	Requested by	Status	Tender On Proc Plan	View	Request LPO
req-20190125-268	request for sim card	Information Systems	2019-01-25 08:36:47	Norbert Niyonizera [IT Engineer]	approved	Yes		

Showing 1 to 1 of 1 entries

Previous 1 Next

Click to view generated requisition

Click to request for LPO












# Request LPO

- Click on approved requisition(s) link under manage requisition(s) on the left side menu
- A list of all approved requisition(s) will be displayed
- Click on view button to open generated requisition
- Click on request LPO link to request for LPO
- A pop up window will open up to attach transmission slip

# Transmission Slip

## About LPO Request

### Description

File	Edit	View	Insert	Format	Tools	Table										
		Paragraph	▼	<b>B</b>	<i>I</i>						▼		▼			

← Add request description

Powered by Tiny

### About Supporting Document(s)

Upload supporting document ,e.g contracts ,invoices

### About Recipient(s)

Select recipient(s)

### Status

☐ Normal ☐ Urgent ☐ Immediate ☐ Very Urgent

Optional request severity

List of Create LPO Request  
transmission slip(s)

Norbert Niyonizera

Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Manage  
Travel Clearance(s)

Manage  
Claim Form(s)

Manage Requisition(s)

Manage LPO(s)

My Requests(s) 4 New

Pending Request(s) 1 New

Approved Request(s) 1 New

All LPO Request(s)

## My Request(s)

Copy


CSV

Excel

PDF

Print

Search:

#	Requested	Request Description	Severity	Status	View
1	2019-02-21 16:03:16	dear sir, i would like to request for LPO		approved	

Showing 1 to 1 of 1 entries

Previous 1 Next

View generated  
LPO request  
transmission slip



# Attach Travel Clearance to Approved Memo

- Click on approved memo(s) link under manage memos on the left side menu
- A list of all approved memo(s) will be displayed
- Click on memo code link in table listing approved memos
- Click on new travel clearance link below memo details panel
- A pop up window will open up with the travel clearance form

Manage Documents <

Manage Memo(s) <

Manage  
Travel Clearance(s) <

Manage  
Claim Form(s) <

Manage Requisition(s) <

Manage LPO(s) <

Finance PAX <

Manage Interims <

Organization Settings <

Manage Users accounts <

Memo Title ts for training in dubai

Memo For Request for Travel clearance

Description dear sir, we would like to attend training in dubai

Created 2019-03-20 13:30:25

Created By Norbert Niyonizera [IT Engineer]

Status approved

Click here to  
add travel  
clearance

## About Travel clearance

+ New Request For travel Clearance

Copy



CSV

Excel

PDF

Print

Search:

NO ↓↑	Name ↓↑	Title ↓↑	Destination ↓↑	Reason ↓↑	Departure Date ↓↑	Return Date ↓↑	Travel Expenses ↓↑	Flight ↓↑	Update ↓↑	Delete ↓↑
1	Norbert Niyonizera	IT Engineer	kamembe	parking	2019-03-20	2019-03-22	234	23		

Showing 1 to 1 of 1 entries

Previous

1

Next

# Travel clearance Form

## Add New Request For travel Clearance

 Travel Clearance

Employee  
Position

Position

Select position ...

Employee  
Position

Employee

Select names ...

Add  
destination

Destination

Add reason

Reason

Departure Date

Select departure date



Return Date

Select return date



Travel Expenses

Add travel expenses

Flight

Add flight

SAVE

Save



# List of Added Travel Clearance

 About Travel clearance

 New Request For travel Clearance

Copy














CSV

Excel

PDF

Print

Search:

N0 	Name 	Title 	Destination 	Reason 	Departure Date 	Return Date 	Travel Expenses 	Flight 	Update 	Delete 
1	Norbert Niyonzera	IT Engineer	kamembe	parking	2019-03-20	2019-03-22	234	23		

Showing 1 to 1 of 1 entries

Previous

1

Next

# Travel clearance Supporting Document

## About Supporting Document(s)

+ Upload Document(s)

Click to  
Upload  
Document

Copy

CSV

Excel

PDF

Print

Search:

#	Document Type	Document Name	Full Path	View	Update	Delete
No data available in table						

Showing 0 to 0 of 0 entries

Previous

Next

# Sharing Travel Clearance screen

## About WorkFlow Actions

Recipients

Select recipients ...

Select  
recipient  
Position

Select names ...

Recipient  
Names Auto  
Populated

Remark...

 FORWARD

forward



# Approving Travel clearance

- Click on pending travel clearance(s) link under manage travel clearance(s) on the left side menu
- A list of all pending travel clearance(s) will be displayed
- Click on view link to open generated travel clearance
- A pop up window will open up to view, approve and share travel clearance



Norbert Niyonzera

Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Manage  
Travel Clearance(s)

My Travel Clearance(s) **2 New**

Pending  
Travel Clearance(s) **2 New**

Approved  
Travel Clearance(s) **3 New**

All Travel Clearance(s) **3 New**

## Pending Travel clearance

Copy

CSV

Excel

PDF

Print

Search:

N0	Name	Title	Destination	Departure Date	Status	Created Time	view and Action
1	Norbert Niyonzera	IT Engineer	bujumbura	2019-01-31	processing	2019-01-30 16:44:24	
2	Norbert Niyonzera	IT Engineer	kamembe	2019-03-20	processing	2019-03-20 14:52:12	

Showing 1 to 2 of 2 entries

Previous

1

Next

Click to view  
generated Travel  
clearance

Approve travel clearance screen

## 🔑 About WorkFlow Actions

Action

☐ Request for Action ☒ Approve

Select approve

Next Approval

Select...

Select next  
person to  
approve

Next Approval Name

Select

Next person  
name will auto  
populate

Remark...

Add any  
comment/remark

☒ APPROVE

Click to  
approve

Attach Claim Form

- Click on approved Travel Clearance(s) link under manage Travel Clearance on the left side menu
- A list of all approved travel clearance(s) will be displayed
- Click on view button to open generated travel clearance
- Click on add claim form link to add claim form
- A pop up window will open up with claim form



Norbert Niyonizera

Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Manage  
Travel Clearance(s)

My Travel Clearance(s) **2 New**

Pending  
Travel Clearance(s) **2 New**

Approved  
Travel Clearance(s) **3 New**

All Travel Clearance(s) **3 New**

## Approved Travel clearance

Copy CSV Excel PDF Print

Click here to add  
claim form

Search:

NO	Name	Title	Destination	Departure Date	Status	Created Time	view	Action
1	Janvier Mugisha	IT Engineer	bujumbura	2019-01-31	approved	2019-01-30 16:44:24		+ Add claim form
2	Norbert Niyonizera	IT Engineer	bujumbura	2019-01-31	approved	2019-01-30 16:44:24		+ Add claim form
3	Norbert Niyonizera	IT Engineer	kamembe	2019-03-20	approved	2019-03-20 14:52:12		+ Add claim form

Showing 1 to 3 of 3 entries

Click here to view  
generated travel  
clearance

Previous 1 Next

# Claim Form

 Claim Form info.

Purpose



Add purpose

Title



Add Title

Currency Type



Add  
currency

Rate



Add Rate



Days in Mission/training



Add days in  
mission/training

Total Amount



Add Total  
Amount in  
figure

Total Amount In Word



Add Amount in  
word

SAVE



Click here to  
Save

# List of Created Claim form(s)

Norbert Niyonizera  
Online

Menu

Dashboard

Manage Documents

Manage Memo(s)

Manage Travel Clearance(s)

**Manage Claim Form(s)**

Create Claim form

My Draft Claim Form **2 New**

Pending Claim Form **2 New**

Approved Claim Form(s) **3 New**

All Claim Form **2 New**

Erp Claim Forms

CREATE ERP CLAIM FORM

About Travel clearance

Copy CSV Excel PDF Print

NO	Name	Title	Destination	Departure Date	Return Date	Amount	Status	Created Time	View and Action	Update
1	Norbert Niyonizera	IT Engineer	test	2019-03-11	2019-03-16	80000 Frw	<b>drafting</b>	2019-02-20 14:21:15		

Showing 1 to 1 of 1 entries

Previous **1** Next

View and share generated claim from

Update claim from details

View and share generated claim from

Update claim from details

# Viewing , approving , Sharing claim form

- Click on view link to open claim form for viewing, approving and sharing
- Click on add work flow link to share claim form
- Click on confirm and forward link to approve and forward claim form



## About WorkFlow Actions

Action

☒ Confirm and Forward

Select  
confirm and  
forward

Next Approval

Select

Select next  
person position to  
approve

Next Approval Name

Select

Next person  
name is auto  
populated

Action description...

« FORWARD

Click to forward

# Approving claim form

- Click on pending claim form(s) link under manage claim form(s) on the left side menu
- A list of all pending claim form(s) will be displayed
- Click on view link to open generated claim form
- A pop up window will open up to view, approve and share claim form

# List of pending claim form(s)

Online

Menu


- Dashboard
- Manage Documents
- Manage Memo(s)
- Manage Travel Clearance(s)
- Manage Claim Form(s)**
  - Create Claim form
  - My Draft Claim Form **2 New**
  - Pending Claim Form** **2 New**
  - Approved Claim Form(s) **3 New**
  - All Claim Form **2 New**

CREATE ERP CLAIM FORM

Pending Claim form(s)

Copy CSV Excel PDF Print

Search:

NO	Name	Title	Destination	Departure Date	Return Date	Amount	Status	Created Time	View and Action
1	Norbert Niyonzera	IT Engineer	bujumbura	2019-01-31	2019-01-31	2480 USD	processing	2019-02-19 12:28:32	

Showing 1 to 1 of 1 entries

Previous **1** Next

View generated claim form

# Approve claim form screen

## About WorkFlow Actions

Action

☒ Approve and Forward

Select approve  
and forward

Next Approval

Select.

Select next person to  
approve

Next Approval Name

Select

next person name  
auto populate

Remark...

Add any  
comment/remark

☒ APPROVE

Click to approve