

ŠKODA | VOLKSWAGEN

ŠKODA AUTO Volkswagen India Private Limited

USER MANUAL E-FORMS

IT



E-Forms Index

1. Login

- The login page is available for the users to access the e-forms portal. For the successful login, user needs the Windows User ID and Password.

2. Dashboard

Dashboard is the main page with below features.

- I. Updates on a regular basis.
- II. Search a new form.
- III. Requests for your approval.
- IV. Request you have raised.
- V. Reports

3. Create New Request/Submit the form

- I. User Details
 - a) Pre-filled fields
 - b) User filled fields
- II. Transaction Fields
- III. Submit
- IV. Edit/Re-submit

4. From Status

- I. Status of the form
- II. Pending Approvals

How to reach e-forms

You will reach the new e-Forms quickly just by going to quick links and click on e-Forms link.

The screenshot shows the DRIVE portal interface. At the top, there is a navigation bar with the DRIVE logo and links for Home, Organization, Documents, WeCONNECT, we Innovate, Group Essentials, GRC, QMS, InfoSec, Job Openings, Quick Links, and a search bar. Below the navigation bar, there is a banner area with a 'Send by email' button and a 'Published 3/14/2022' date. The main content area displays a grid of quick links. A green arrow points to the 'New e|forms' link, which is highlighted. Other links include 'eforms - NEW!', 'ESSP', 'Employee Information Portal', 'Eroom', 'Emergency Contacts', 'eforms', 'Epus', 'ECN for cars - Aurangabad', and 'Employee Payroll Portal'. A small robot icon is visible in the bottom right corner.

DRIVE

Home Organization Documents WeCONNECT we Innovate Group Essentials GRC QMS InfoSec Job Openings Quick Links ...

Search this site

Send by email Published 3/14/2022

E

eforms - NEW!

ESSP

Employee Information Portal

Eroom

Emergency Contacts

New e|forms

eforms

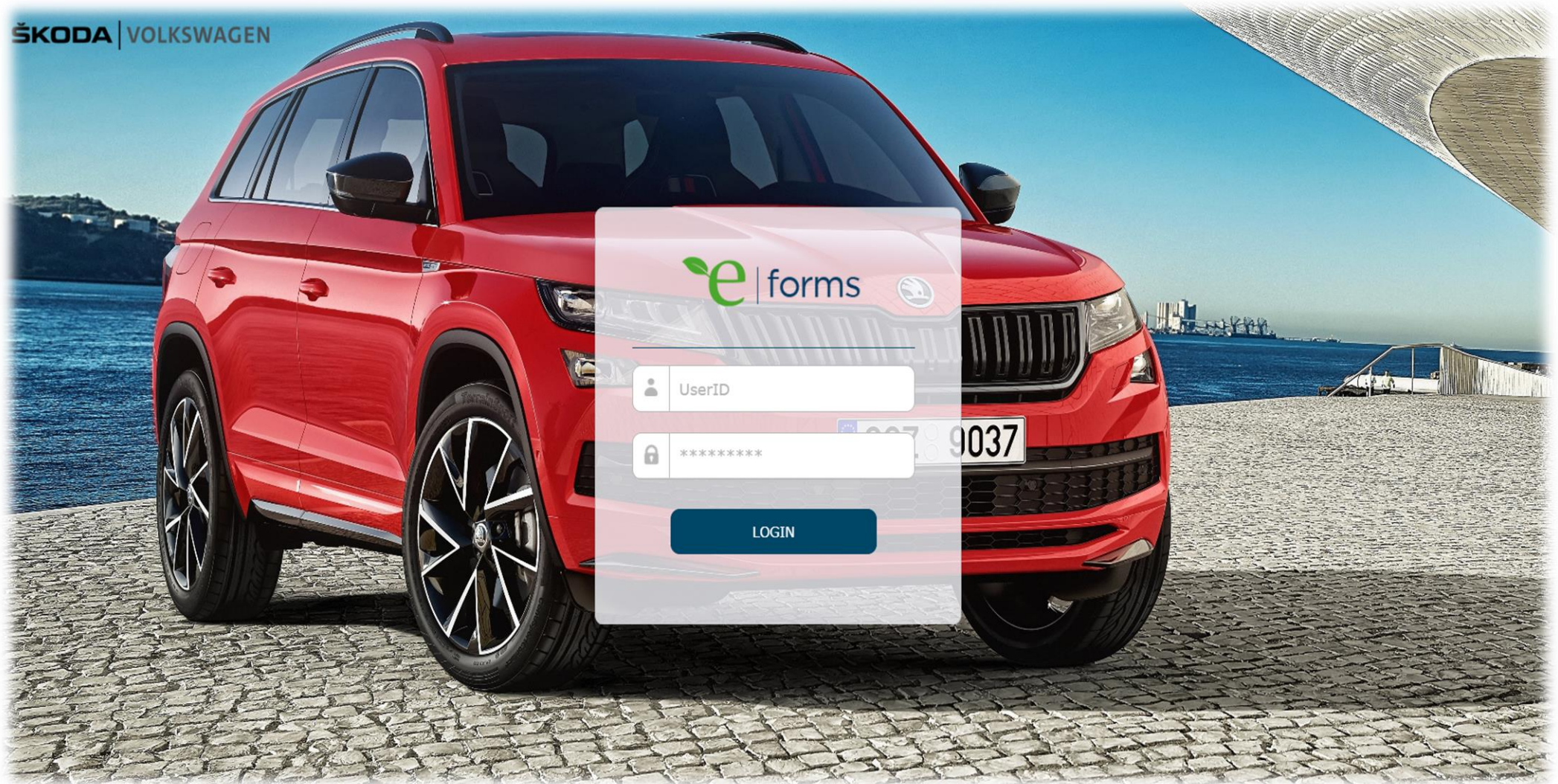
Epus

ECN for cars - Aurangabad

Employee Payroll Portal

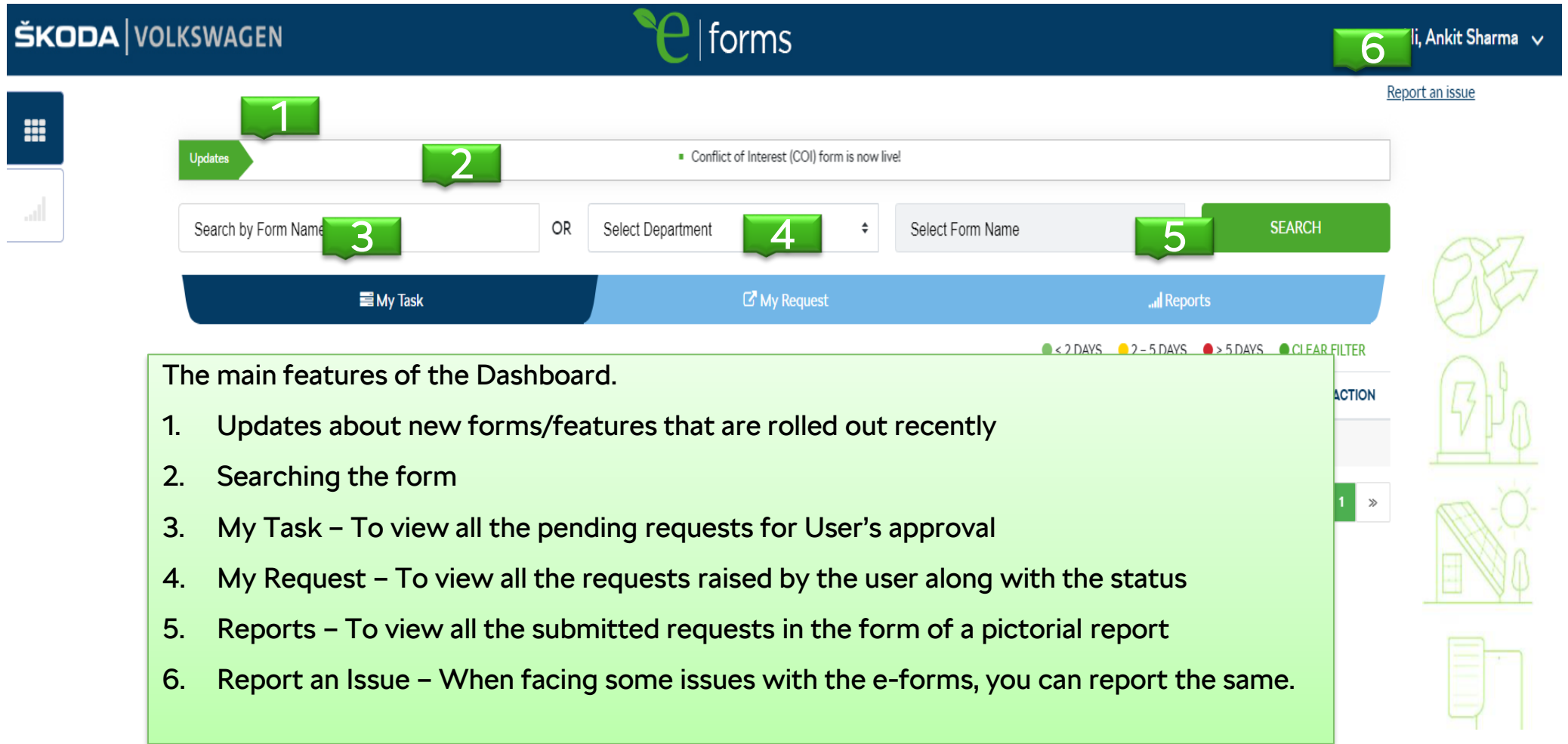
Welcome to e-Forms

You can use your current windows credentials for a successful login to the e-Forms.



Dashboard

After successfully login to the portal, you will land on the Dashboard of the e-forms
The Dashboard will looks as below.



Dashboard

Lets get familiar with the Dashboard

The screenshot shows the 'e|forms' dashboard interface. At the top, there's a header with the ŠKODA | VOLKSWAGEN logo, the 'e|forms' logo, and a user profile 'Hi, Ankit Sharma' with a dropdown arrow. A 'Report an issue' link is also present. Below the header, there's a navigation bar with 'My Task', 'My Request', and 'Reports' tabs. A search bar is located above the tabs, with fields for 'Search by Form Name', 'OR', 'Select Department', and 'Select Form Name', followed by a 'SEARCH' button. A green arrow points from the 'Search by Form Name' field to a callout box. Another green arrow points from the 'Select Department' dropdown to a callout box. A third green arrow points from the 'Select Form Name' dropdown to a callout box. A fourth green arrow points from the 'SEARCH' button to a callout box. A fifth green arrow points from the 'My Request' tab to a callout box. A sixth green arrow points from the 'Reports' tab to a callout box. The callout boxes contain the following text:

- Search forms by name**
If you already know the name of the form that you require, then search the form in the above search bar. Click on the Search Icon to directly go to the selected form.
- Search forms by Department**
To find all the forms in a single department, first select the department name from the above and then go to the next bar to view all the available forms in the same department.
- All forms in selected department**
Click on the search bar to view all the forms available in the department selected in the adjacent left search bar. Click Search to directly go to the selected form.
- To view all the requests pending your approval.**
- You can check all the requests that you have raised along with their status.**
 - Submitted
 - Initiated
 - Pending
 - Enquire
 - Approved
 - Reject
 - Cancelled
- You can view all the requests that you have raised in both tabular and graphical form.**

Dashboard: My Task

You can view all the forms that are pending for your approval.

1. Green - pending your approval for less than 2 calendar days.
2. Yellow - pending your approval for more than 2 calendar days and less than 5 calendar days.
3. Red - pending your approval for more than 5 calendar days.
4. Clear Filter – you can clear all the search filters used to segregate forms based on pending approvals.

ŠKODA | VOLKSWAGEN e|forms Hi, Ankit Sharma [Report an issue](#)

Updates IT & GRC department has added a new form

Search by Form Name OR Select Department Select Form Name **SEARCH**

My Task My Request Reports

Legend: ● < 2 DAYS ● 2 – 5 DAYS ● > 5 DAYS ● CLEAR FILTER

FORM ID	FORM NAME	REQUEST FROM	DETAILS / BUSINESS NEEDS	STATUS	RECEIVED DATE	ACTION
SRCF5086	Server Requisition Form	User7, Test (EXTERN: SKODA AUTO)	Test	Pending	03/09/2022	
IA5138	Internet Access Form					
SFF5131	Shared Folder Form					
SRF5129	Software Requisition Form	(EXTERN: MobiNext Technologies Private Limited)				
GUICF5127	Generate User				03/01/2022	
KSRMUICF5119	KSRM-User Id Creation Form	Ahire, Shubham (EXTERN: MobiNext)	Test	Pending	03/01/2022	
SPRF5118	Smart Phone Requisition Form	Ahire, Shubham (EXTERN: MobiNext)	test	Pending	03/01/2022	

1. Green means request pending for less than 2 days.
2. Yellow means request pending for more than 2 days and less than 5 days.
3. Red Means request pending for more than 5 days.
4. Clear Filter to clear all the filters for days.

Click on the eye icon to open the request and perform the task of Approval/Enquire/Reject.

Dashboard: My Request

Here, you can view all the requests which you have raised.

The Latest requests will always be shown on top.





























1. The requests can be sorted based on the headers with sort icons besides the header names.
2. Various actions like View/Edit/Download PDF/Cancel are available with each of the form.

OR

My Task

My Request

Reports

FORM ID	FORM NAME	REQUEST FROM	DETAILS/BUSINESS NEEDS	STATUS	RECEIVED DATE	ACTION
SRF5177	Software Requisition Form	Sharma, Ankit (EXTERN: MobiNext)	test run	Submitted	03/14/2022	   
SRF5176	Software Requisition Form			Submitted	03/14/2022	   
SRF5164	Software Requisition Form			Submitted	03/11/2022	   
SRF5163	Software Requisition Form			Submitted	03/10/2022	   
SFF5161	Shared Folder Form	Sharma, Ankit (EXTERN: MobiNext)	Test	Resubmitted	03/10/2022	   
ITARF5160	IT Asset Requisition Form	Sharma, Ankit (EXTERN: MobiNext)	test	Submitted	03/10/2022	   
ITARF5155	IT Asset Requisition Form	Sharma, Ankit (EXTERN: MobiNext)	test	Submitted	03/09/2022	   

All the available requests can be sorted based on the headers with this icon in ascending/descending order.

The actions that can be performed by you. You will get tool tip when you hover over the icon.

1. View the submitted form.
2. Edit the submitted form.
3. Download the PDF of the filled form.
4. Cancel the raised request.

Form Layout: Filling the form

Pre-filled Details - The form comes up with some pre-defined details.

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e | forms

Hi, Shubham Ahire ▾

Dashboard > IT Department > Internet Access Form

Date : 2/24/2022

Internet Access Form

SUBMITTER DETAILS

Type of Employee*

☐ Internal☒ External

External Organization Name
MobiNext Technologies Private Limited

Employee Name*
Shubham Ahire

Cost Center No*
2165400

Employee Code*
96329

User-Id*
TMHE06M

Department*
IT

Designation*
Team Member ▾

Location*
▾

Contact No

Request Submission Type*
▾

TRANSACTION FIELDS

SF_FI_026

SUBMIT

CANCEL

There are some details that are pre-filled in the form once a form is open.

- Employee Name
- Cost Center
- Employee Code
- User ID
- Department
- Date

User Filled Details- The form has some fields which user as to fill that are in white colour.

User Filled Details- The form has some fields which user as to fill that are in white colour.



Form Layout: Filling the form

Details to fill – If On-Behalf is selected, Details to be filled.

SAVWIPL employee means all the users whose details are available in Database(Internal, External, Partner).

A new section will open for you to fill the details of the person on whose behalf the form is being filled.

The requester can be selected by typing the name and form will show all the people with the name in the organization. On selection, pre-filled details will be filled and user filled details are needed.

The screenshot shows the 'Internet Access Form' interface. The top header includes the ŠKODA | VOLKSWAGEN logo, 'e | forms' branding, and a user greeting 'Hi, Shubham Ahire'. The breadcrumb trail indicates the path: Dashboard > IT Department > Internet Access Form. The form title is 'Internet Access Form' with a date of '2/24/2022'.

The form is divided into two main sections: 'SUBMITTER DETAILS' and 'APPLICANT DETAILS'.

SUBMITTER DETAILS:

- Type of Employee***: Radio buttons for 'Internal' and 'External' (selected).
- External Organization Name**: Text field containing 'MobiNext Technologies Private Limited'.
- Employee Name***: Text field containing 'Shubham Ahire'.
- Cost Center No***: Text field containing '2165400'.
- Employee Code***: Text field containing '96329'.
- User-Id***: Text field containing 'TMHE06M'.
- Department***: Text field containing 'IT'.
- Designation***: Dropdown menu showing 'Team Member'.
- Location***: Text field.
- Request Submission Type***: Dropdown menu showing 'On Behalf'.
- Employee Type***: Radio buttons for 'SAVWIPL Employee' (selected) and 'Others'.

APPLICANT DETAILS:

- Name(Type 4 letters)***: Text field.
- Employee Code***: Text field.
- Cost Center No***: Text field.
- User-Id***: Text field.
- Email-Id***: Text field.
- Department***: Text field.
- Designation***: Dropdown menu.
- Location***: Dropdown menu.
- Type of Employee***: Radio buttons for 'Internal' and 'External'.

A green callout box with an arrow pointing to the 'SAVWIPL Employee' radio button contains the following text:

On selection of SAVWIPL Employee Name to be searched in Name section and based on the selection the details will filled.
Some fields are Pre-filled while others will be filled by user.

Form Layout: Transaction Field

Each form will have self explanatory Transaction Fields that are form specific.

There will be some fields marked with asterix (*) which are mandatory fields and have to be compulsory filled.

The fields without * are optional fields and it depends on user whether to fill the details or not.

The diagram shows a form titled "TRANSACTION FIELDS" with a minus sign icon. It contains several fields: "Request Type*" with checkboxes for "Permanent" (checked) and "Temporary"; "Is it a special access request?" (checked); "More Information (e.g. www.naukri.com) (Max. 500)*"; and "Reason for Request (Business Need) (Max. 500)*". A green callout box explains that an asterisk (*) indicates a mandatory field. Green arrows point from this box to the asterisks on the "Request Type*", "More Information", and "Reason for Request" labels.

TRANSACTION FIELDS

Request Type* ☒ Permanent ☐ Temporary

☒ Is it a special access request?

More Information (e.g. www.naukri.com) (Max. 500)*

Reason for Request (Business Need) (Max. 500)*

An asterix sign (*) means this is is a mandatory field (cannot be left blank/ unanswered).

Form Layout: Form Submission

Upon filling all the required details in the form, you can click on the Submit button to submit the form. You will get a pop-up with unique request id signifying successful submission of the form. Click on Cancel to go back on the dashboard without submitting the form.

ŠKODA | VOLKSWAGEN e|forms Hi, Ankit Sharma ▾

SUBMITTER DETAILS

Type of Employee* ☐ Internal ☒ External External Organization Name: MobiNext Technologies Private Limited

Employee Name*: Ankit Sharma Cost Center No.*: 2165400 Employee Code*: 13560001 User-Id*: U47YOHK

Department*: Information Technology Designation*: Team Member Location*: Contact No: 8007588308

Request Submission Type*

TRANSACTION FIELDS

Request Type* ☐ Permanent ☐ Temporary

Reason*

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SUBMIT **CANCEL**

- Click on Submit for submitting the request and redirecting to dashboard.
- Click on Cancel for not submitting the request and going back on Dashboard.

Form Layout: Edit/Re-submit the form

You can submit the form and if any details needs to be changed, then click on the edit button in My request section of dashboard, and open the page and re-fill the form with correct information and submit it.

My Task

My Request

Reports

Search

FORM ID	FORM NAME	REQUEST FROM	DETAILS/BUSINESS NEEDS	STATUS	RECEIVED DATE	ACTION
COIF5095	Conflict Of Interest Form	Sharma, Ankit (EXTERN: MobiNext)	test	Submitted	02/25/2022	<div><div></div><div></div><div></div><div></div></div>

- Click on Edit button to open the form to re-submit as shown below

TRANSACTION FIELDS

APPROVAL TRACKING

SF_FI_012

RE-SUBMIT

CANCEL

Form Layout: Form Status

You can check the status of the form through Dashboard/My Request section.

The overall status can be directly tracked from the dashboard through the Status header.

My Task

My Request

Reports

Search

FORM ID	FORM NAME	REQUEST FROM	DETAILS/BUSINESS NEEDS	STATUS	RECEIVED DATE	ACTION
COIF5095	Conflict Of Interest Form	Sharma, Ankit (EXTERN: MobiNext)	test	Submitted	02/25/2022	<div><div></div><div></div><div></div><div></div></div>
SRCF5087	Service Request Form	Sharma, Ankit (EXTERN: MobiNext)	Test	Approved	02/23/2022	<div><div></div><div></div><div></div><div></div></div>
KSRMUICF5085	KSRM-User Id Creation Form	Sharma, Ankit (EXTERN: MobiNext)	test	Approved	02/23/2022	<div><div></div><div></div><div></div><div></div></div>
KSRMUICF5052	KSRM-User Id Creation Form	Sharma, Ankit (EXTERN: MobiNext)	testing	Resubmitted	02/21/2022	<div><div></div><div></div><div></div><div></div></div>
SFF5047	Shared Folder Form	Sharma, Ankit (EXTERN: MobiNext)	test	Enquired	02/19/2022	<div><div></div><div></div><div></div><div></div></div>
SFF5046	Shared Folder Form	Sharma, Ankit (EXTERN: MobiNext)	Testing	Approved	02/19/2022	<div><div></div><div></div><div></div><div></div></div>

Status of the form

<<

1



>>

Form Layout: Approval Tracking

You can view the approval tracking for the submitted form by clicking on the View button on Dashboard/My Request section.


After Opening the form in View, you can go down the page and open the option for Approval Tracking to view all the approvers.



When there are more than one persons who can the approve the form they will be shown together (this is parallel approval flow).

TRANSACTION FIELDS +						
APPROVAL TRACKING -						
Name	Role	Processed on	Status	Comments	Approval Level	
Sharma, Ankit (EXTERN: MobiNext) (Approved)	HOD	1/1/0001 5:30 AM	Approved		1	
User8, Test (EXTERN: SKODA AUTO) (Enquired) User9, Test (EXTERN: SKODA AUTO)	ITServerMgnr	1/1/0001 5:30 AM	Enquired		2	

Form Approval

When you open a form as an approver, this is how you can approve the form.

 **APPROVAL TRACKING**

Name	Role	Processed on	Status	Comments	Approval Level
Sharma, Ankit (EXTERN: MobiNext)	Head of Department		Pending		1
User7, Test (EXTERN: SKODA AUTO)	CISO/LISO		Pending		2
User8, Test (EXTERN: SKODA AUTO)					3

You can click on any one of the buttons and the comment box will open below the button for the comments to be filled.

SF_FI_026

APPROVE

ENQUIRE

REJECT

Comments..

Comments are mandatory to be filled by approver in case of Enquire and Reject but optional in case of Approval of the form.

SUBMIT

CLOSE

Thank you very much for your attention!

