

Training Manual for Controlling
Officers/Approvers for getting
acquainted with the Approval Process
under Employee Self Services for Indian
Oil

Controlling Officers/Approvers Approval Process

ESS Training Manual



Version 1.0:29.04.2011

Corporate Information Systems

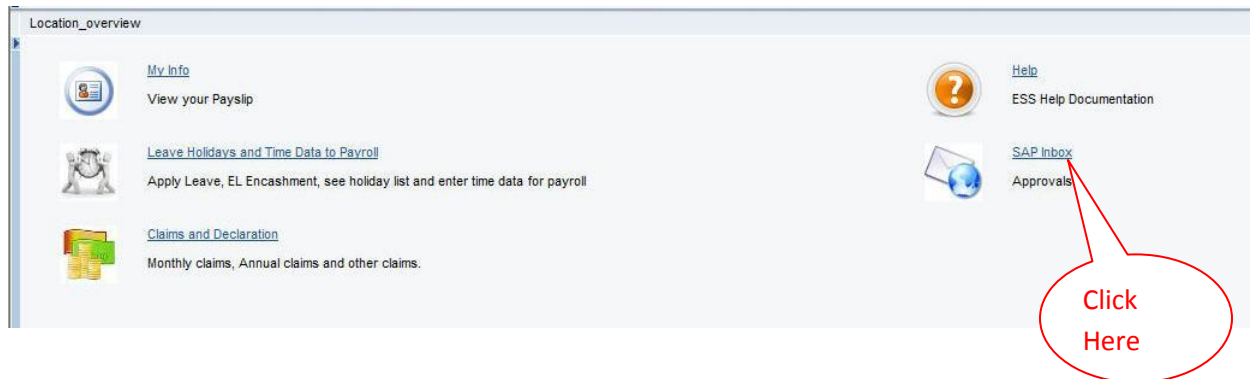
Controlling Officers/Approvers approval Process:

Controlling Officers/Approvers needs to approve the claims like Travel, Medical etc.,

How to approve? – Quick Steps:

- ✓ Login in ESS with their user ID and Password.
- ✓ Click the “SAP Inbox” tab in the Overview screen.
- ✓ Click on Universal Work List
- ✓ Click a work Item available from the List
- ✓ Click “Edit” button.
- ✓ Click “Approve” button.
- ✓ Click “Review” button.
- ✓ Click “Send” button.

Approvers login in ESS with their User ID/Password. They will see the Overview screen like below.



Click on the “SAP Inbox” tab. Next screen appears with the Tag “Universal Worklist”. Click on the Universal Work List.



Next screen appears with all Universal Work Items. These Work Items pending for approval.

Universal Worklist - Indian Oil Corporation - Internet Explorer provided by HCL Infosystems Limited

http://epdcs101.ds.indianoil.in:8881/rij/portal

Welcome esstest15 COIS

Home Employee Self Service Employee Self Service Forums Employee Self Service Employee Self Service User Administration

My Info Leave Holidays and Time Data to Payroll Claims and Declaration SAP Inbox Help

News Location overview Overview Universal Worklist

Tasks (786 / 786) Alerts Notifications Tracking

Show: New and In Progress Tasks (786 / 786) All

Subject	From	Sent	Priority	Due	Status
Approval for Claims and Advance Requests	esstest14	28-07-2011	Normal		New
Error when generating Doc from MC document.	Workflow System	21-07-2011	Normal	1	New
Error when generating Doc from MC document.	Workflow System	21-07-2011	Normal	1	New
Error when generating Doc from MC document.	Workflow System	21-07-2011	Normal	1	New
Verma Shalika's Leave Request	esstest04	20-07-2011	Normal	1	New
Approve travel request of M Sonde	ESS, USER1	2-06-2011	Normal	1	New
Approve travel request of M Sonde	ESS, USER1	2-06-2011	Normal	1	New
Approve travel request of meera chandra	Workflow System	31-05-2011	Normal	1	New
WSR Change Created by - Ram Verma / (2)	esstest05	30-05-2011	Normal		New
WSR Change Created by - Ram Verma / (1)	esstest05	30-05-2011	Normal		New

Row 1 of 786

Approval for Claims and Advance Requests

Sent: 28-07-2011 by esstest14

Status: New

Priority: Normal

Launch WebDynpro

Click on Work Items needs to approve. The screen appears like below.

Overview Review and Save Completed

1 records found for the selection.

Reimbursement Type: - All - From: 1-01-1800 To: 31-12-9999 Display Records

Search Requests

Employee Number	Reimbursement Type	Eligibility Start Date	Requested Value	Approved Value	Approver Decision
00071349 : Sukhlal Purty	Toll Tax	1-04-2011			

Row 1 of 1

View Edit

Approve All Reject All Review

Click the arrow button.

The below screen appears.

[illegible]

Click on “Edit” button. Next screen appears like below.

[illegible]

The Approver is having two options. They can either Approve or Reject. They need to Click the right button. Once “Approve” is clicked the below screen appears.

1 Overview 2 Review and Save 3 Completed

i Request Validation is Successful.

Reimbursement Type: From: To: [Display Records](#)

[Search Requests](#)

Employee Number	Reimbursement Type	Eligibility Start Date	Requested Value	Approved Value	Approver Decision
▼ 00071349 : Sukhlal Purty	Toll Tax	1-04-2011			
*	Claim : 0007134900003	28-07-2011	100	100	Approve ▼

Row 1 of 2

[View](#) [Edit](#)

[Approve All](#) [Reject All](#) [Review](#)

Click on the “Review” button. The below screen appears.

1 Overview 2 **Review and Save** 3 Completed

Approved Requests

Employee Number	Reimbursement Type	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit Text	Approver Decision
00071349 : Sukhlal Purty	Toll Tax	Claim : 0007134900003	28-07-2011	100	100	Indian Rupee	Approve

Row 1 of 1

Rejected Requests

Employee Number	Reimbursement Type	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit Text	Approver Decision

Row 0 of 0

Previous Send

Click on “Send” button. The successful message appears like below.

1 Overview 2 Review and Save 3 **Completed**

i Request 0007134900003 changes are saved successfully.

Approved Requests

Employee Number	Reimbursement Type	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit Text	Approver Decision
00071349 : Sukhlal Purty	Toll Tax	Claim : 0007134900003	28-07-2011	100	100	Indian Rupee	Approve

Row 1 of 1

Rejected Requests

Employee Number	Reimbursement Type	Reference Number	Creation Date	Requested Value	Approved Value	Currency / Unit Text	Approver Decision

Row 0 of 0

What do you want to do next?
[Restart the Claims Approver application](#)