QAD USER REVIEW

APPLICATION

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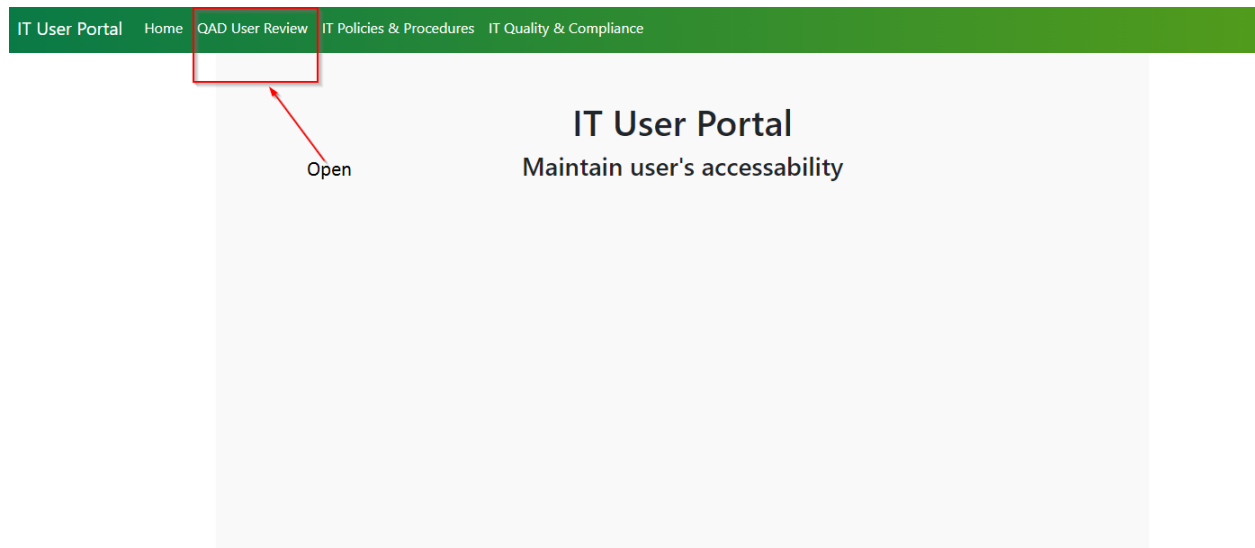
1.   Initial Opening

The application is located on the web on the link: http://itcompliance.eu.spsx.com/.

On Tab "QAD User Review" you open the application.

By clicking on the link in the e-mail, you will be directly on QAD User Review tab.

2.   Working table

After entering the application and home page is on, please check if your name match with the field **Full Name** under section **Approver**.

If it is not fine, please send a mail with this information to zivojin.petkovic@essexfurukawa.com

1. **Filter Area –** is located at the very top. It can be used to change selection based on Plant, Employee or Decision.
2. **Text Box Status** – Briefly present the number of cases with approved/disabled status, as well as the s number Of Employees
3. **Working Table –** The main object on the form where are all relevant information located
4. **Filed Decision –** With drop-down menu Approved/Disable.
   - **Approved –** When an employee should belong to the User Group
   - **Disable –** When an employee should be removed from the User Group
5. **Mass decision**
   1. **Approved –** When an employee should belong to the User Group
   2. **Disable –** When an employee should be removed from the User Group
   Note: If you want to make the mass decision from Disable to Approved, first you must click on the mass decision button "Open" after is changed to Open you can Approve it.
6. **Details –** If you want to see which menus are inside any group you need to click on the "Details" button, picture 2
7. **Save -** Once you are done with the work, please click Save on the right side to close the application, picture 3

Picture 1

Picture 2

3. Support function

If you need any kind of help, or you want to give some information to IT department, just write a note in the "Note" field or write an e-mail to zivojin.petkovic@essexfurukawa.com. Picture 3

Picture 3