

SKELTA

Approval Process

Manual

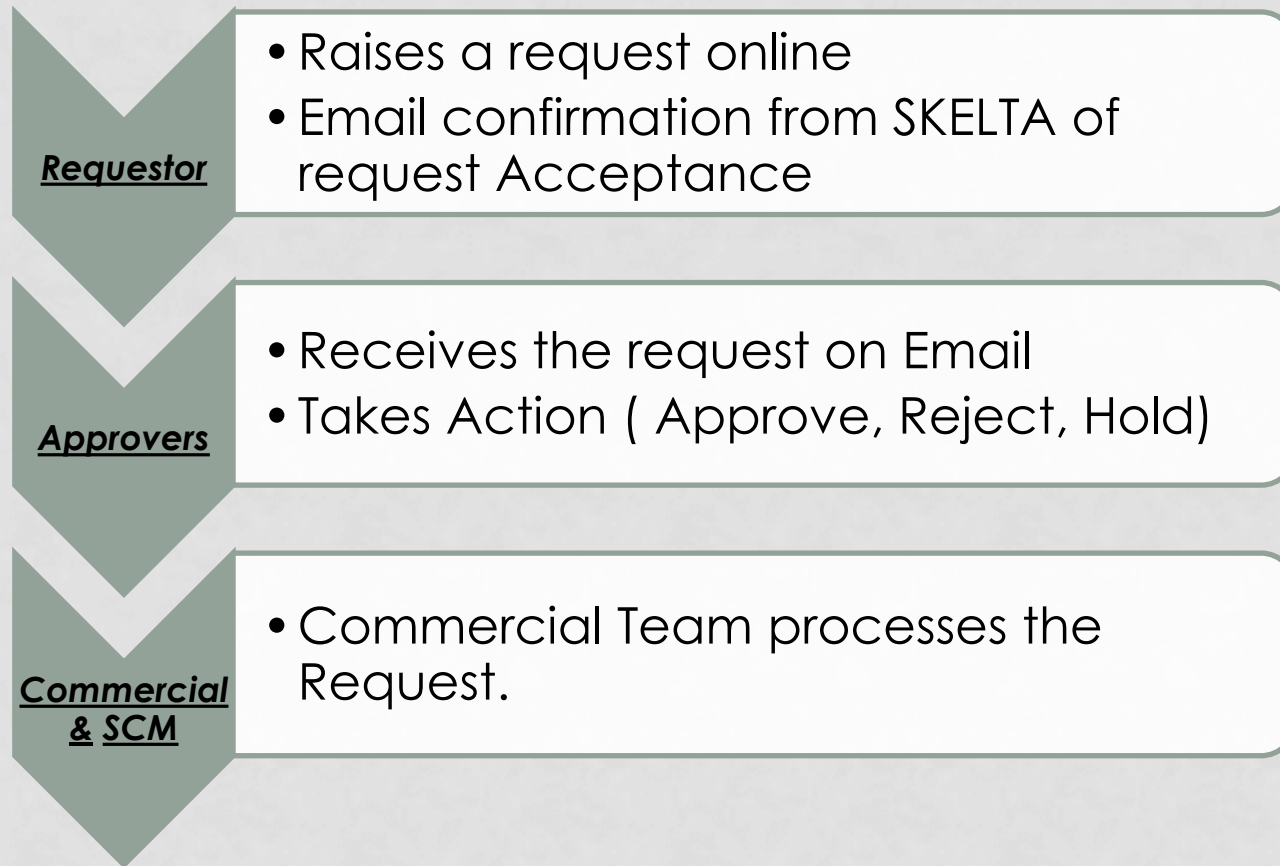
FEATURES

Simple

Transparent

Online – on the GO

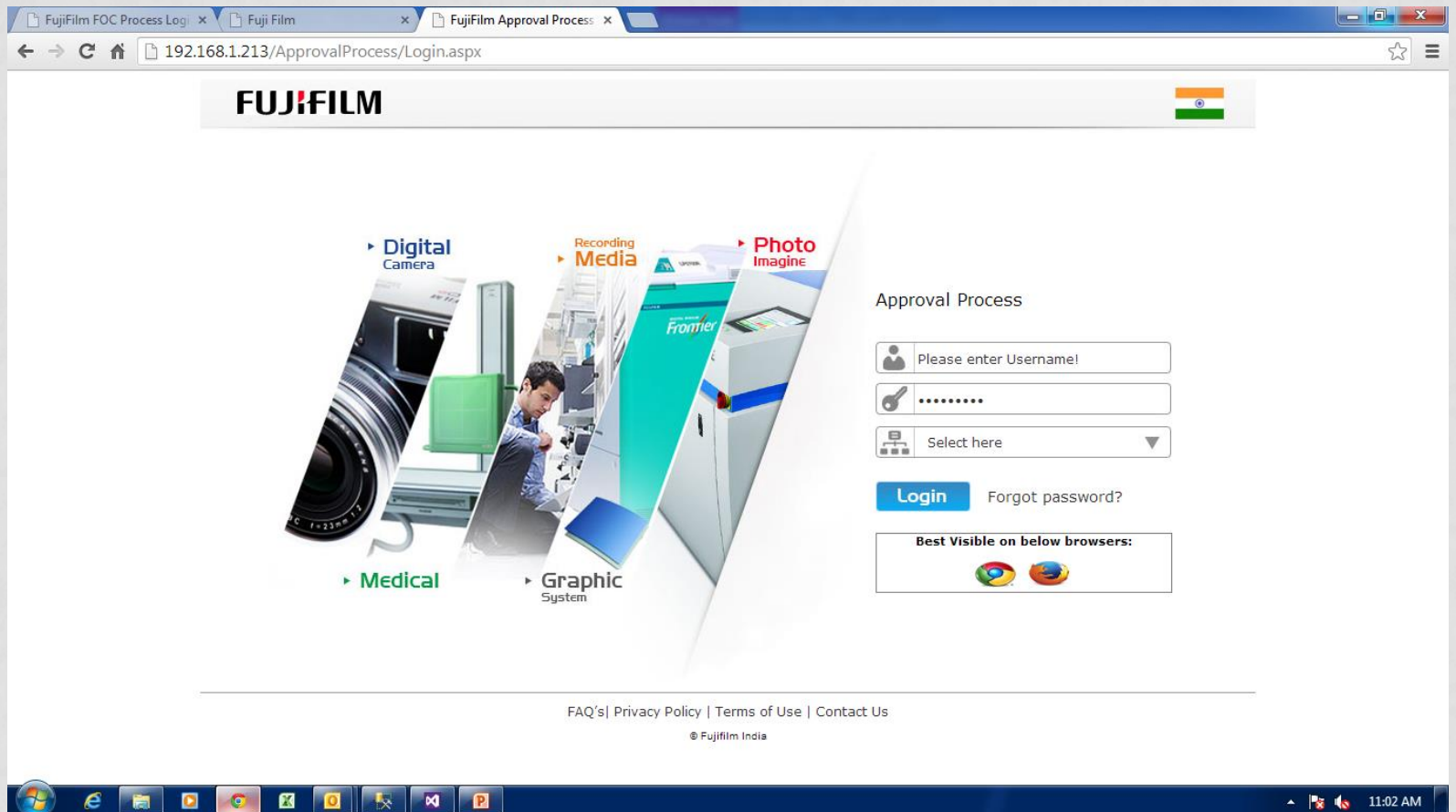
THE PROCESS



THE FLOW

Requestor

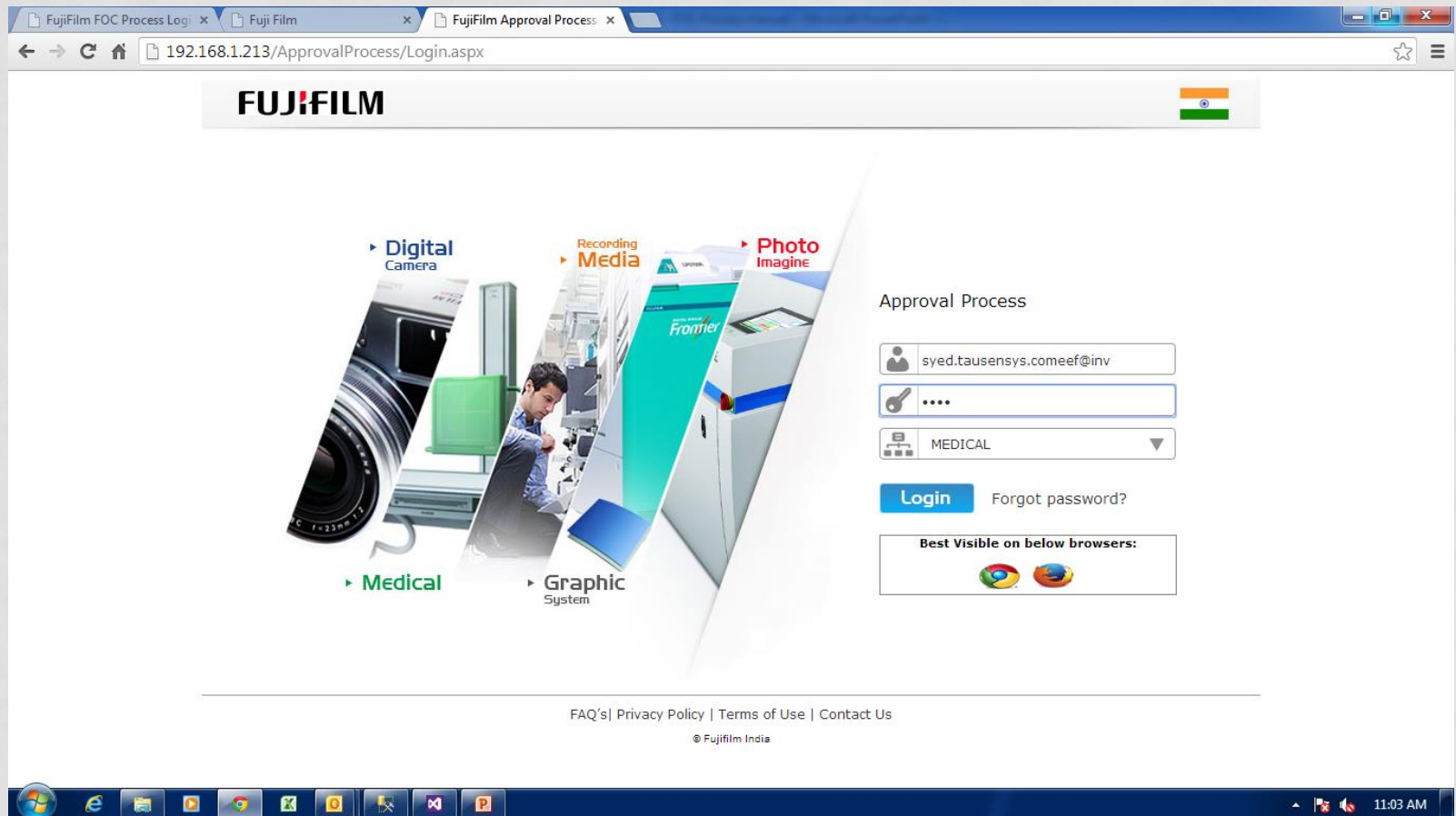
- Open the Approval process URL (LAN or WAN)



THE FLOW

Requestor

- Login with given credentials



THE FLOW

Requestor

- Click on the “Admin/Requestor” Tab & “Approval Request” Link

The screenshot displays a web browser window with the address bar showing `192.168.1.213/ApprovalProcess/ApprovalRequest.aspx`. The application header includes the Fujifilm logo and the title "Approval Process". A navigation bar contains tabs for "Admin", "Reports", and "News". The "Admin" tab is active, and the "Approval Request" link is selected, highlighted in yellow. The header also displays the user's name "Syed Tauseef [MEDICAL]" and the date "1/30/2014". The form contains the following fields:

- Requestor Name:** Syed Tauseef
- Category:** Select (dropdown menu)
- Sub-Category:** (dropdown menu)
- Purpose:** (text area)
- Justification:** (text area)
- Attachment:** [Attach here](#)
- Special Remarks:** (text area)

At the bottom of the form are three buttons: "Submit", "Save", and "Cancel". The footer of the application includes links for "FAQ's", "Privacy Policy", "Terms of Use", and "Contact Us", along with the text "Powered by Skelta BPM © Fujifilm India". The Windows taskbar at the bottom shows the time as 11:04 AM.

THE FLOW

Requestor

Browser tabs: FujiFilm FOC Process Logi x Fuji Film x 192.168.1.213/ApprovalPr... x

Address bar: 192.168.1.213/ApprovalProcess/ApprovalRequest.aspx#x

FUJIFILM

Approval Process

Admin

Reports

Welcome
Syed Tauseef [MEDICAL]

News

Approval Request Date: 1/30/2014 Request Number: AR-MD300120142127 Location: North / Delhi / Delhi

Click to Show Search..

Requestor Name : Syed Tauseef

Category: Sales

Sub-Category:

Select
Select
Special Price Approval
Scheme Approval
Credit Approval
New Customer Approval

Purpose: Justification: Attachment: [Attach here](#)Special Remarks:

Submit

Save

Cancel

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THE FLOW

- Select Option category and sub-category from Dropdown.

Requestor

The screenshot displays the Fujifilm FOC Process Logi web application interface. The browser address bar shows the URL `192.168.1.213/ApprovalProcess/ApprovalRequest.aspx#x`. The application header includes the Fujifilm logo, navigation tabs for Admin, Reports, and News, and a user welcome message for Syed Tauseef [MEDICAL]. A yellow banner displays the current request details: Date: 1/30/2014, Request Number: AR-MD300120142127, and Location: North / Delhi / Delhi. Below the banner, a section titled "Click to Show Search.." contains the request form. The form includes fields for Requestor Name (Syed Tauseef), Category (Support), and Sub-Category (a dropdown menu with options: Select, Select, Role Change, MRF, IT-Asset Approval). There are also text areas for Purpose, Justification, Attachment (with an "Attach here" link), and Special Remarks. At the bottom of the form are three buttons: Submit, Save, and Cancel. The footer of the application contains links for FAQ's, Privacy Policy, Terms of Use, and Contact Us, along with the text "Powered by Skelta BPM © Fujifilm India". The Windows taskbar at the bottom shows the time as 11:12 AM.

192.168.1.213/ApprovalProcess/ApprovalRequest.aspx#x

FUJIFILM Approval Process

Welcome Syed Tauseef [MEDICAL]

Admin **Reports** **News**

Approval Request **Date:** 1/30/2014 **Request Number:** AR-MD300120142127 **Location:** North / Delhi / Delhi

Click to Show Search..

Requestor Name : Syed Tauseef **Category:** Support **Sub-Category:** Select

Purpose: **Justification:**

Attachment: [Attach here](#)

Special Remarks:

Submit **Save** **Cancel**

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11:12 AM

THE FLOW

Requestor

- Online Tacking is available via “Track Approval Request” in “Reports” Tab

The screenshot displays a web browser window with the address bar showing `192.168.1.213/ApprovalProcess/TrackRequest.aspx#x`. The application interface includes a header with the **FUJIFILM** logo and 'Approval Process' title. A navigation bar has 'Admin' and 'Reports' tabs, with 'Reports' being the active tab. A user welcome message 'Welcome Syed Tauseef [MEDICAL]' is visible, along with icons for a key, a house, and a power button. A green banner reads 'Track Approval Request' with a 'CLOSE' button. Below this is a search form with fields for 'Request No:', 'From Date', and 'To Date', and a 'Search' button. The footer contains links for 'FAQ's | Privacy Policy | Terms of Use | Contact Us' and mentions 'Powered by Skelta BPM © Fujifilm India'. The Windows taskbar at the bottom shows the time as 11:13 AM.

THE FLOW

Requestor

- In case if you are approver for some request. Click on “Pending Approval Request” in “Admin/Requestor” Tab

The screenshot displays the Fujifilm FOC Process Login dashboard. The browser address bar shows the URL 192.168.1.213/ApprovalProcess/Dashboard.aspx#x. The dashboard header includes the Fujifilm logo, the title 'Approval Process', and a user welcome message: 'Welcome Syed Tauseef [MEDICAL]'. The main navigation menu has tabs for 'Admin', 'Reports', and 'News'. The 'Pending Approval Request(s):' section is active, showing a text area for 'Reason(Please use this textarea for Approved/Reject/Hold defining reason.)' and a table with columns: Requestor Name, Request Date, Request Number, Category, Sub-Category, Purpose, Justification, Remarks, Status, History, Approvals, and Action. The table currently displays 'No records to display.' and a pagination message: 'Change page: < 1 > | Displaying page 1 of 1, Items 0 to 0 of 0.' The footer contains links for 'FAQ's | Privacy Policy | Terms of Use | Contact Us', the text 'Powered by Skelta BPM © Fujifilm India', and a system clock showing '11:22 AM'.

FUJIFILM Approval Process

Welcome Syed Tauseef [MEDICAL]

Admin **Reports** **News**

Pending Approval Request(s):

Reason(Please use this textarea for Approved/Reject/Hold defining reason.)

Requestor Name	Request Date	Request Number	Category	Sub-Category	Purpose	Justification	Remarks	Status	History	Approvals	Action
No records to display.											

Change page: < 1 > | Displaying page 1 of 1, Items 0 to 0 of 0.

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11:22 AM

REQUESTER'S PART IN APPROVAL PROCESS

Order Creation in SKELTA

Maintaining the correct records for requests raised

Check with the approver in case of delay in response

THANKS

FOR YOUR PRECIOUS TIME