SKELTA DEMO Process Manual

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FEATURES

Simple	
Transparent	
Online – on the GO	
Alternative to SAP Order Processing	

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THE WORK FLOW OF DEMO PROCESS







THE	FLOW
	"Tab & "Create Request" Link Image: Contract of the second seco
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News				mebione j	
Click to Show Search.					
Date	1/31/2014	Request Number	DEMO-MD310120141218	Division	MEDICAL
Location	North / Haryana / Gurgaon	Requestor Name	Harshwardhan Srivastava	Customer Code (SoldToCode)	0001004702
Customer Name	NIZAMS INSTITUTE OF MEDICAL SCIENCE	Address	- HYDERABAD - 500082	Demo To	To Existing FFIN Cus 🗸
Demo Through	Direct FFIN 🗸	Period Definition	Select here 🗸	Count	
Service Type	Select here 🗸	Reason Code	Select 🗸	Contract / PO Number	
Customer Code (ShipToCode)	0001004702	Remarks	here	Attach	
Material Code	Description F	Plant	Storage	Available Quantity M/C Seri Quantity	al Requirement
Type here to search		Type here to sear	Type here to searcl		Selec 🗸
			Add		

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Requestor

Select Your Period(Days, Week, Month) Option from "Period Definition" Dropdown Box and select your count from "Count" Text field and Expiry Date will be Displayed.

168.1.213/DemoProcess	;/DemoRequest.aspx#x				
FUJIFILM	Demo				*
Requestor	Reports			Welcome Harshwardhan Srivastava [ك 🏫 🔁
News				MEDICAL J	
Click to Show Search	 .				
Date	1/31/2014	Request Number	DEMO-MD310120141218	Division	MEDICAL
Location	North / Haryana / Gurgaon	Requestor Name	Harshwardhan Srivastava	Customer Code (SoldToCode)	0001004702
Customer Name	NIZAMS INSTITUTE OF MEDICAL SCIENCE	Address	- HYDERABAD - 500082	Demo To	To Existing FFIN Cus 🗸
Demo Through	Direct FFIN V	Period Definition	Week 🗸	Count	2
Service Type	Select here 🗸	Reason Code	Select 🗸	Contract / PO Number	
Customer Code (ShipToCode)	0001004702	Remarks	here	Attach Expiry Date	2/14/2014
Material Code	Description	Plant	Storage	Available Quantity M/C Seria	al Requirement
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			Add		

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THE FLOW • Enter Contract /PO Number in the respective field. Requestor 192.168.1.213/DemoProcess/DemoRequest.aspx#x FUJIFILM Demo Welcome Requestor Reports Harshwardhan Srivastava [

				IIIEDICAE]	
News					
late	1/31/2014	Request Number	DEMO-MD310120141218	Division	MEDICAL
ocation	North / Haryana / Gurgaon	Requestor Name	Harshwardhan Srivastava	Customer Code (SoldToCode)	0001004702
Customer Name	NIZAMS INSTITUTE OF MEDICAL SCIENCE	Address	- HYDERABAD - 500082	Demo To	To Existing FFIN Cus
Demo Through	Direct FFIN 🗸	Period Definition	Week v	Count	2
Service Type	Service Request	Reason Code	REPLACEMENT AGA	Contract / PO Number	1234
Customer Code (ShipToCode)	0001004702	Remarks		Attach Expiry Date	2/14/2014
			here		
Material Code	Description F	Plant	Storage	Available Quantity M/C Seria	al Requirement
Type here to search		Type here to sear	cl Type here to searcl		Selec 🗸
			Add		
			Add		

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Requestor

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• Add your Remarks in the respective field.

192.168.1.213/DemoProcess/DemoRequest.aspx#x

Requestor F	Reports		E	Welcome Harshwardhan Srivastava [MEDICAL]	a 👌 🖉
News				÷	
Date	1/31/2014	Request Number	DEMO-MD310120141218	Division	MEDICAL
Location	North / Haryana / Gurgaon	Requestor Name	Harshwardhan Srivastava	Customer Code (SoldToCode)	0001004702
Customer Name	NIZAMS INSTITUTE OF MEDICAL SCIENCE	Address	- HYDERABAD - 500082	Demo To	To Existing FFIN Cus 🗸
Demo Through	Direct FFIN 🗸	Period Definition	Week 🗸	Count	2
Service Type	Service Request	Reason Code	REPLACEMENT AG/ V	Contract / PO Number	1234
Customer Code (ShipToCode)	0001004702	Remarks	Testing	Attach Expiry Date	2/14/2014
Material Code	Description P	lant	Storage	Available Quantity Quantity M/C Ser	rial Requirement
Type here to search	Т	ype here to sear	Type here to searcl		Selec 🗸

Requestor

Add Material Code in Respective Field and once you will enter it then you will get the corresponding description about the material in Description Field.

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FUJITILN	Demo				
Requestor	Reports		t i i i i i i i i i i i i i i i i i i i	Welcome Harshwardhan Srivastava [// // // // // // // // // // // // /	a 🕆 🔁
News					
Demo Request					
Click to Show Sean	ch				
Date	1/31/2014	Request Number	DEMO-MD310120148810	Division	MEDICAL
Location	North / Haryana / Gurgaon	Requestor Name	Harshwardhan Srivastava	Customer Code (SoldToCode)	0001004702
Customer Name	NIZAMS INSTITUTE OF MEDICAL SCIENCE	Address	- HYDERABAD - 500082	Demo To	To Existing FFIN Cus
Demo Through	Direct FFIN 🗸	Period Definition	Week 🗸	Count	2
Service Type	Service Request V	Reason Code	REPLACEMENT AG/ V	Contract / PO Number	1234
Customer Code (ShipToCode)	0001004702	Remarks	Testing	Attach Expiry Date	2/14/2014
(here		
Material Code	Description	Plant	Storage	Available Quantity M/C Seri	al Requirem
ZJ91800000111	DLINK 8 POR	Type here to searc	Type here to searcl		Selec
		[Add		

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Requestor	Reports			Welcome Harshwardhan Srivastava [ى 👌 🙈
News				MEDICAL J	
Demo Request Click to Show Search					
ate	1/31/2014	Request Number	DEMO-MD310120148810	Division	MEDICAL
ocation	North / Haryana / Gurgaon	Requestor Name	Harshwardhan Srivastava	Customer Code (SoldToCode)	0001004702
ustomer Name	NIZAMS INSTITUTE OF MEDICAL SCIENCE	Address	- HYDERABAD - 500082	Demo To	To Existing FFIN Cus 🗸
emo Through	Direct FFIN 🗸	Period Definition	Week 🗸	Count	2
ervice Type	Service Request 🗸	Reason Code	REPLACEMENT AG/ V	Contract / PO Number	1234
ustomer Code ShipToCode)	0001004702	Remarks	Testing here	Attach Expiry Date	2/14/2014
Material Code	Description	Plant	Storage	Available Quantity Quantity M/C Se	rial Requirement
ZJ91800000111	DLINK 8 POR	ZJDD	ZJ11	7.00C 3 4321	DEMC 🗸

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Requestor

 After writing all the details, press the Add button and you will get the pop up explaining that your Item has been added.

1.36/DemoProcess/D	emoRequest.aspx	
FUJIFILM	Demo	The page at 192.168.1.36 says:
	Reports	Item has been added.
News		ОК
Date	1/31/2014	Request DEMO-MD310120141427 Division MEDICAL
Location	North / Haryana / Gurgaon	Requestor Name Harshwardhan Srivastava Customer Code (SoldToCode) 0001004702
Customer Name	NIZAMS INSTITUTE OF MEDICA SCIENCE	Address - HYDERABAD - 500082 Demo To Existing FFIN Cus
Demo Through	Direct FFIN 🗸	Period Definitboading Count 2
Service Type	Service Request 🗸	Reason Code REPLACEMENT AGA Contract / PO Number 123
Customer Code (ShipToCode)	0001004702	Remarks Testing Expiry Date 2/14/2014
Material Code	Description	Plant Storage Available Quantity M/C Serial Requirement
		Add

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Requestor • Click on "Submit" Button and then demo request will be created and approver can give their confirmation either through skelta or by mail. • 192.168.1.36/DemoProcess/DemoRequest.aspx

Requestor	Reports			Harshwar MEDICAL	rdhan Srivastava []	28 🙃 🛛	6
News							
ocation	North / Haryana / Gurgaon	Requestor Name	Harshwardhan Srivastava	(Customer Code SoldToCode)	0001004702	
istomer Name	NIZAMS INSTITUTE OF MEDICAL SCIENCE	Address	- HYDERABAD - 500082	ſ	Demo To	To Existing FFI	N Cus
emo Through	Direct FFIN 🗸	Period Definition	Week 🗸	•	Count	2	
ervice Type	Service Request	Reason Code	REPLACEMENT AG/ V	•	Contract / PO Number	123	
istomer Code hipToCode)	0001004702	Remarks	Testing <u>here</u>	Attach	Expiry Date	2/14/2014	
Material Code	Description P	lant	Storage	Available Quantity	Quantity M/C Se	erial Rec	juiremen
ype here to search	Т	ype here to sear	cl Type here to searcl	1000:		DE	EMC 🗸
			Add				
No Material Code	Description	Plant Stora	age Available Quantity	Quanti	ty M/C Serial	Requirement	
ZJ91800000111	DLINK 8 PORT SWITCH	ZJDD ZJ11	10002.000	з	4321	DEMO	Û
	splaying page 1 of 1, items 1 to 1 of 1.						

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uestor "R	nline Tacking eports'' Tab	is avai	able via "Trac	ck Demo Requ	est" in
FUJIFILM	Demo			Welcome	
Requestor	Reports				
Rèquestor Track Demo Reques Manage Demo Reque	Reports t est 1/31/2014	Request	DEMO-MD310120145300	Division	CLOSE
Requestor Track Demo Request Manage Demo Reque Date Location	Reports t est 1/31/2014 North / Haryana / Gurgaon	Request Number Requestor	DEMO-MD310120145300 Harshwardhan Srivastava	Division Customer Code	CLOSE MEDICAL
Requestor Track Demo Request Manage Demo Reque Date Location Customer Name	Reports t est 1/31/2014 North / Haryana / Gurgaon	Request Number Requestor Name Address	DEMO-MD310120145300 Harshwardhan Srivastava	Division Customer Code (SoldToCode) Demo To	CLOSE MEDICAL Type here to search Select here
Requestor Track Demo Request Manage Demo Reque Date Location Customer Name Demo Through	Reports t est 1/31/2014 North / Haryana / Gurgaon	Request Number Requestor Name Address	DEMO-MD310120145300 Harshwardhan Srivastava Select here	Division Customer Code (SoldToCode) Demo To Count	CLOSE MEDICAL Type here to search Select here
Requestor Track Demo Request Manage Demo Reque Date Location Customer Name Demo Through Service Type	Reports t est 1/31/2014 North / Haryana / Gurgaon Select here v Select here v	Request Number Requestor Name Address Period Definition Reason Code	DEMO-MD310120145300 Harshwardhan Srivastava	Division Customer Code (SoldToCode) Demo To Count Contract / PO Number	CLOSE MEDICAL Type here to search Select here
Requestor Track Demo Request Manage Demo Reque Date Location Customer Name Demo Through Service Type Customer Code (ShipToCode)	Reports t est 1/31/2014 North / Haryana / Gurgaon Select here V Select here V Type here to search	Request Number Requestor Name Address Period Definition Reason Code Remarks	DEMO-MD310120145300 Harshwardhan Srivastava Select here	Division Customer Code (SoldToCode) Demo To Count Contract / PO Number	CLOSE MEDICAL Type here to search Select here
Requestor Track Demo Request Manage Demo Reque Date Location Customer Name Demo Through Service Type Customer Code (ShipToCode) Material Code	Reports t est 1/31/2014 North / Haryana / Gurgaon Select here Select here Type here to search Description	Request Number Requestor Name Address Period Definition Reason Code Remarks Plant	DEMO-MD310120145300 Harshwardhan Srivastava Select here	Division Customer Code (SoldToCode) Demo To Count Contract / PO Number	CLOSE MEDICAL Type here to search Select here

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Request no.	customer name.	contract.	
From Date	To Date:		S

Requestor

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 By selecting "Manage Demo Request" option in "Reports" Tab ,he can chose the options(Sale , Return, Extension) lying under the Initiate column as per the requirements.

168.1.36/	DemoProcess/	ManageDen	noReque	est.aspx											
FU	JIFILM	Demo)												
R	equestor	Reports							Hars	come shwardhan S ICAL 1	Srivasta	va[🧉	8		U
Nev	ws .								mee						
Requ Fro	est No:				Customer Nan To Da	ne:				Contract: Division	ME	DICAL			
	,					Se	arch								
٠	DEMO- MD310120141427	Harshwardhan Srivastava	MEDICAL	0001004702	NIZAMS INSTITUTE OF MEDICAL SCIENCE	REPLACEMENT AGAINST FAULTY PRODUCT	123	01/31/2014	02/14/2014					<mark>Return</mark> Sale	
	DEMO- MD310120143135	Harshwardhan Srivastava	MEDICAL	0001004702	NIZAMS INSTITUTE OF MEDICAL SCIENCE	REPLACEMENT AGAINST FAULTY PRODUCT	4321	01/31/2014	02/14/2014					<mark>Return</mark> Sale	
٠	DEMO- MD310120142184	Harshwardhan Srivastava	MEDICAL	0001004702	NIZAMS INSTITUTE OF MEDICAL SCIENCE	REPLACEMENT AGAINST FAULTY PRODUCT	1234	01/31/2014	02/14/2014					Return Sale	
	DEMO- MD0120143861	Harshwardhan Srivastava	MEDICAL	0001002396	MANINDRA X-RAY CLINIC	Sales call	8909	01/13/2014	02/03/2014					Sale	
*	DEMO- MD0120147633	Harshwardhan Srivastava	MEDICAL	0001005676	Dr MAHESH MOHITE	Sales call	4321	01/13/2014	01/27/2014					Sale Extention	

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After Selecting "Return" option we can perform two action i.e Return or FOC.

Requestor

192.168.1.36/DemoProcess/ShowDemoReturn.aspx?Exid=2038

FUJ¦F	ILM	Demo										_
Requestor	Rep	orts						Welcome Harshwardhan Sriva MEDICAL 1	astava [ß		U
News												
Denio Retur												
Date	ate 1/31/2014		Request Number			DEMO-MD310120141427		Division	MEDICAL			
Location	cation North / Haryana / Gurgaon		Requestor Name			Harshwardhan Srivastava		Customer Code	Code 0001004702			
Customer Name	ustomer Name NIZAMS INSTITUTE OF MEDICAL SCIENCE		Address			- HYDERABAD - 500082		Demo Type	Demo Type To Existing FFIN Customer		omer	
Demo Through	Demo Through Direct FFIN		Contract / PO Number			123		Remarks	Remarks Testing Attach he			
Service Type	Service Type Service Request		Customer Code (ShipToCode)			0001004702		Reason Code	REPLACE/	PLACEMENT AGAINST FAULTY PRODUCT		
Period Definitio	Period Definition Week 🗸				2		Expiry Date	2/14/201	014			
SrNo Materia	al Code	Description	Plant	Storage	Avail	able Quantity	Quan	tity Requirement	A	ction		
1 ZJ9180	0000111	DLINK 8 PORT SWITCH	ZJDD	ZJ11	1000	2.000	з	DEMO		Return	O FO	=
Change page: <	1 > Displayi	ng page 1 of 1, items 1 to 1 of :	1.									
				Submit		Cancel						

 After selecting Extension option we can extend the period for our material given for demo by choosing the appropriate option from "Period Definition" Dropdown Box and specifying the count which will give the new Expiry Date for that material.

192.168.1.36/DemoProcess/DemoExtention.aspx?Exid=1047

FUJ¦fi	LM	Demo							-	
Requestor	Rep	orts				2	Welcome Harshwardhan MEDICAL 1	Srivastava [おいた 👌 🖉	
News Demo Extentio	on									
Date	1/13/2014		Request Number		DEMO-MD012	20147633		Division	MEDICAL	
Location	North / Haryana / Gurgaon		Requestor Name		Harshwardhan Srivastava			Customer Code	0001005676	
Customer Name	Dr MAHESH MOHITE		Address		AMRUT, PLOT NO 5 & 7 - MAHARASHTRA - 410206			Demo Type	To Existing FFIN Customer	
Demo Through	Direct FFIN		Contract / PO Number		4321			Remarks	demo <u>Attach here</u>	
Service Type	Other Sales Reason		Customer Code (ShipToCode)		0001005676			Reason Code	Sales call	
Period Definition	Week	~	Count		2			Expiry Date	2/14/2014	
		Description		Direct	Character	Aurilable Ou		Questite	Demission and	
L 324N3	165A	TIMING BEL	T PULLY	ZJDD	ZJ51	0.000	antity	3	DEMO	
Change page: < 1	> Displayi	ng page 1 of 1, items	1 to 1 of 1.	1	1	1		1	I	
				Submit		Cancel				

REQUESTER'S PART IN DEMO PROCESS

Order Creation in SKELTA

Maintaining the correct records for requests raised & Check with the approver in case of delay in response

Tracking the Demo request

Managing the Demo Request

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THANKS

FOR YOUR PRECIOUS TIME

