

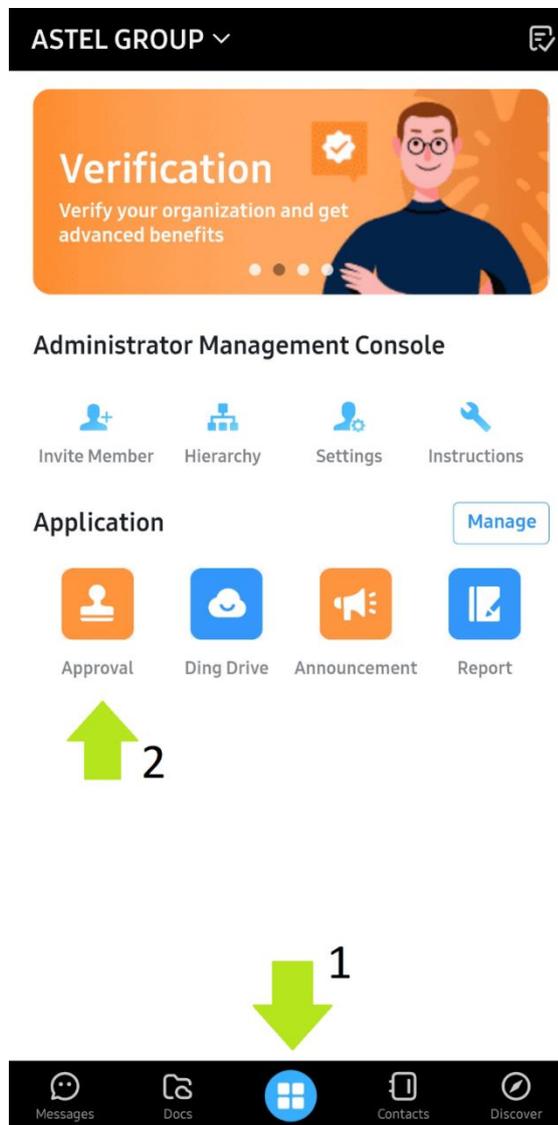
# How to use Dingtalk Apps for Requester

Hi! This user guide will guide you to use Dingtalk Apps for Requester.

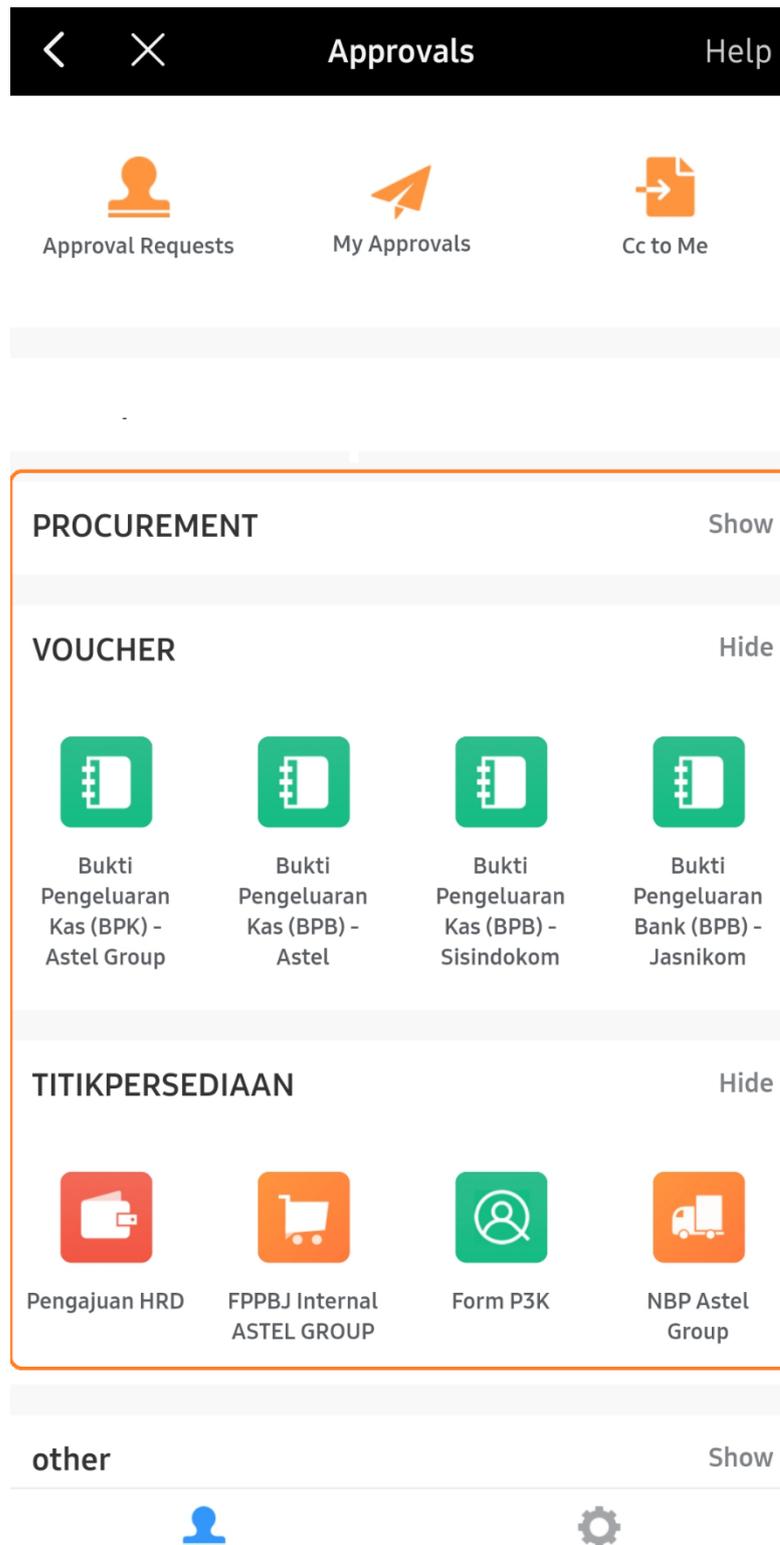
**But before you start this, we recommended that you using your PC/ Laptops for request an approval through this apps, because approval also need files to be attached for request evidence.**

## 1. On Mobile Phones / Mobile Devices

- a. Open Dingtalk by accessing Dingtalk icon  (Before use this, you have to install and register dingtalk apps through Google playstore or Appstore).
- b. Navigate to *work* (1) menu, and choose *approval* (2)



c. On the approval page, you can choose form that can be used for requesting approval.



d. Now we try one of the approval. FPPBJ Internal Astel Group.

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**TITIKPERSEDIAAN** Hide

			
Pengajuan HRD	FPPBJ Internal ASTEL GROUP	Form P3K	NBP Astel Group

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**other** Show

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- e. Fill the needed fields. Fields with red dot is mandatory/required. Don't forget to attach the files.

11:14 [notification icons] [status icons]

< X FPPBJ Internal AST... [more options]

Submitted 1 FPPBJ Internal ASTEL GROUP times this month.

* Perusahaan	ANEKA SPRING <input type="checkbox"/>
	TELEKOMINDO
* Department	MIS >
* Nomor FPPBJ	1234/TEST/IV/2020
* Tgl Permintaan	2020-04-08 <input type="checkbox"/>
* Tgl Kebutuhan	2020-04-11 <input type="checkbox"/>
* Nilai FPPBJ	20000000
* Informasi Permintaan	Lokal >
	Jasa
Informasi Budget	Capex <input type="checkbox"/>

Attachment

+ [add attachment icon]

Submit

[home] [back] [home]

- f. If you already finish fulfill the form, you may check the workflow below the form. If the workflow suit for your form, you may submit them.

<
×
FPPBJ Internal AST...
⋮

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**Deskripsi**  
Please enter

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**Approval Workflow**

- Approver Titik Persediaan**  
1 People Approval
- Approver Kadiv**  
1 People Approval
- Finance Controller**  
2 actioners Approve in turn

>
- KaDiv Finance**  
1 person approval
- Procurement N...**  
Cc to 4 People

+ + +

**Send Approval Request to Chat**

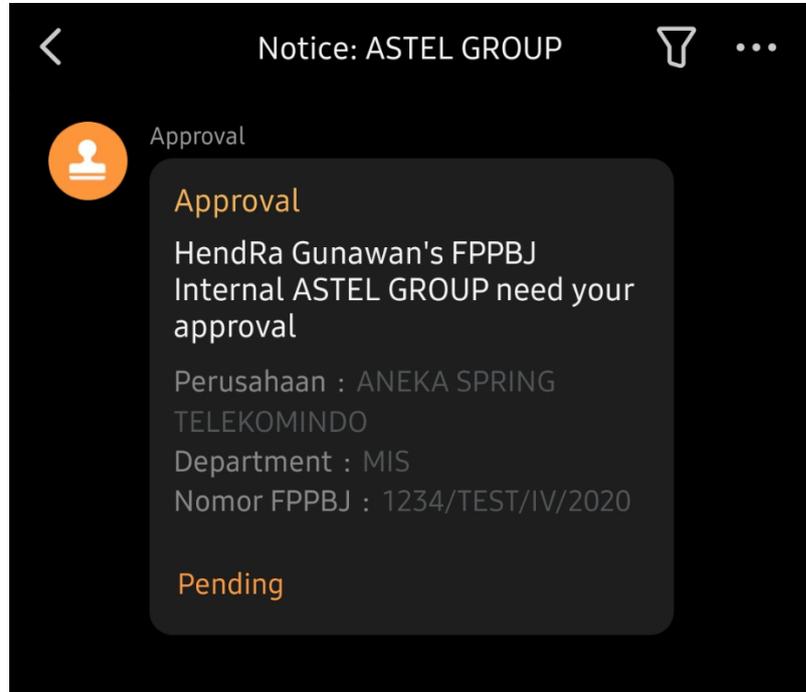
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**Submit**

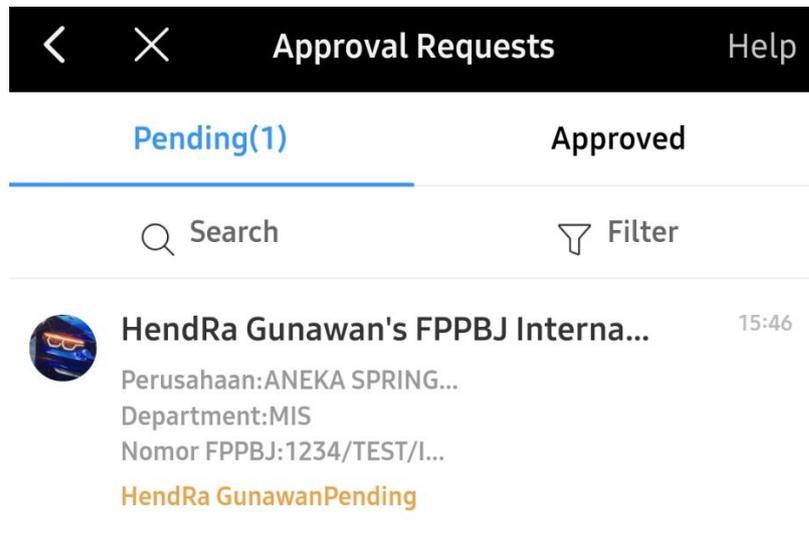
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- g. After you submit the form, it will be shown up to the approver's apps via messages or approval menu.

**View on message (mobile apps) – on approver's apps :**



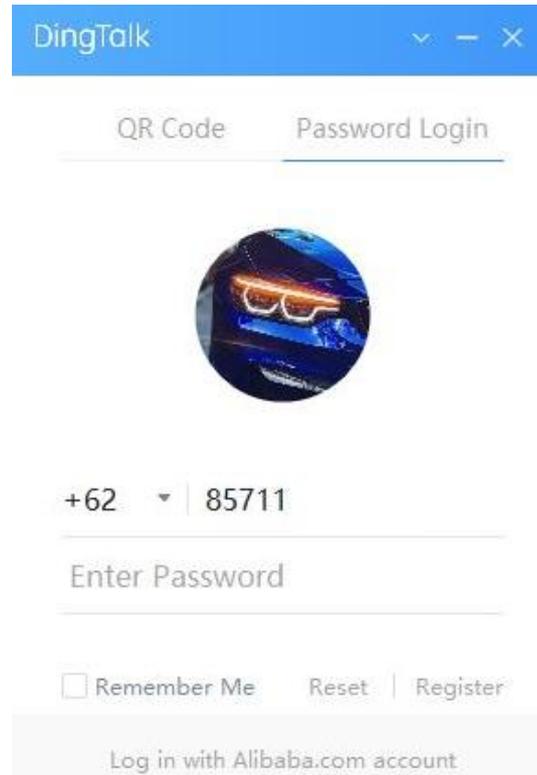
**View on Approval menu (mobile apps) – on approver's apps :**



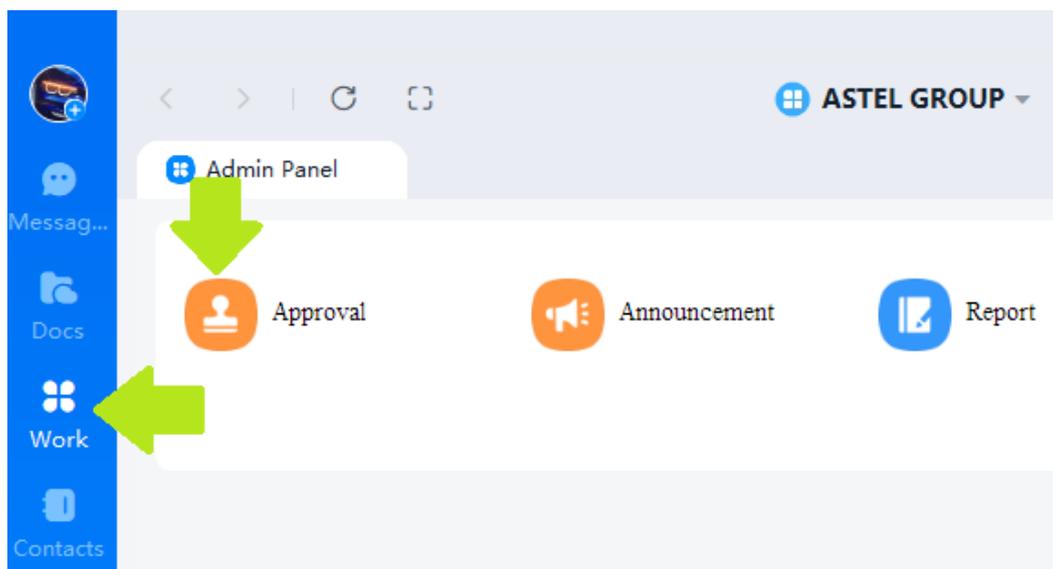
- h. Now you can just sit back and relax, while monitoring your request through your dingtalk apps.

## 2. On your PC or Laptop

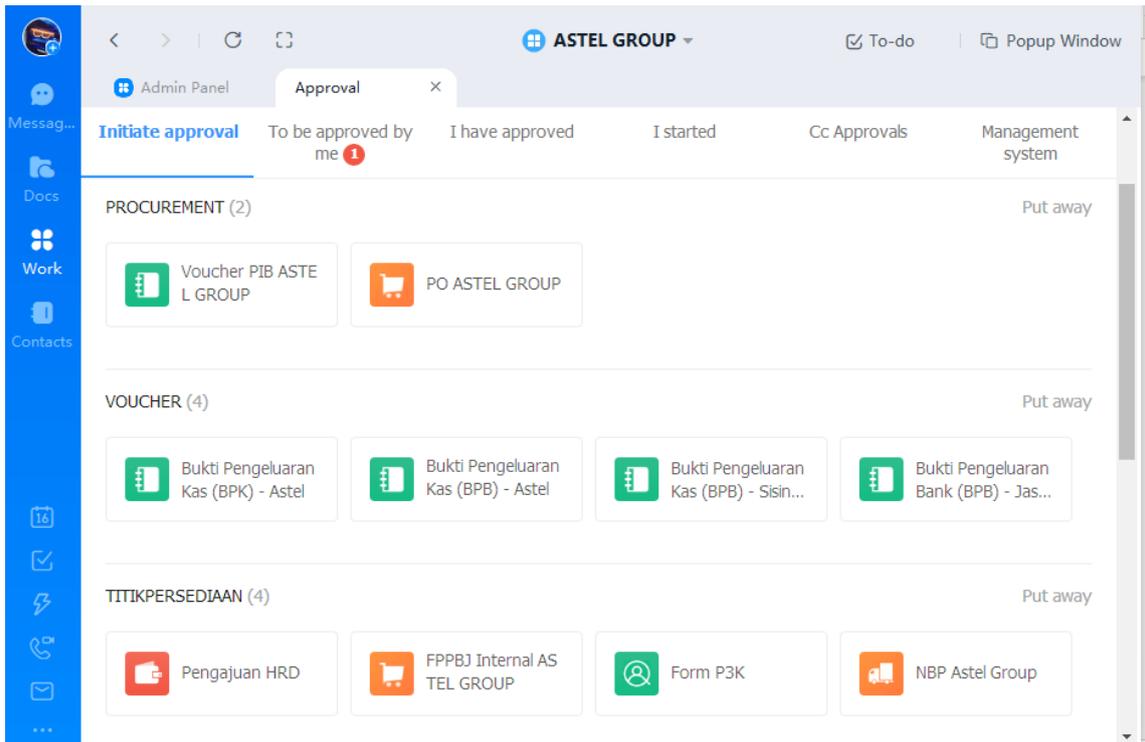
- a. Install **Dingtalk standard version** (do not using lite version), you can get the apps on <https://apps.unias.com/appsnew/download/> for windows version.
- b. Login with your dingtalk account (using mobile phone number).



- c. After login, navigate to **work** menu. And click Approval.



d. On the approval page, you can choose form that can be used for requesting approval.



e. Now we try one of the approvals. FPPBJ Internal Astel Group.  
 Fill the needed fields. Fields with red dot is mandatory/required.  
**Don't forget to attach the files needed to support your approval request.**

← FPPBJ INTERNAL- Astel Group

\*Perusahaan: ANEKA SPRING TELEKOMINDO

\*Nomor FPPBJ: 30/MIS-ASTEL/X/2020

\*Department: MIS Clear

\*Tgl Permintaan: 09-28-2020

\*Tgl Kebutuhan: 09-30-2020

\*Nilai FPPBJ: 65000000

\*Informasi Permintaan: Barang

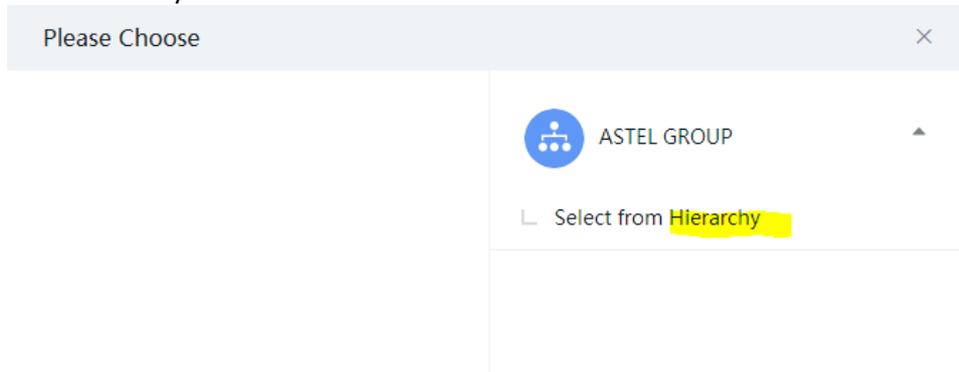
\*Informasi Budget: UNBUDGET

Informasi Capex: CAPEX

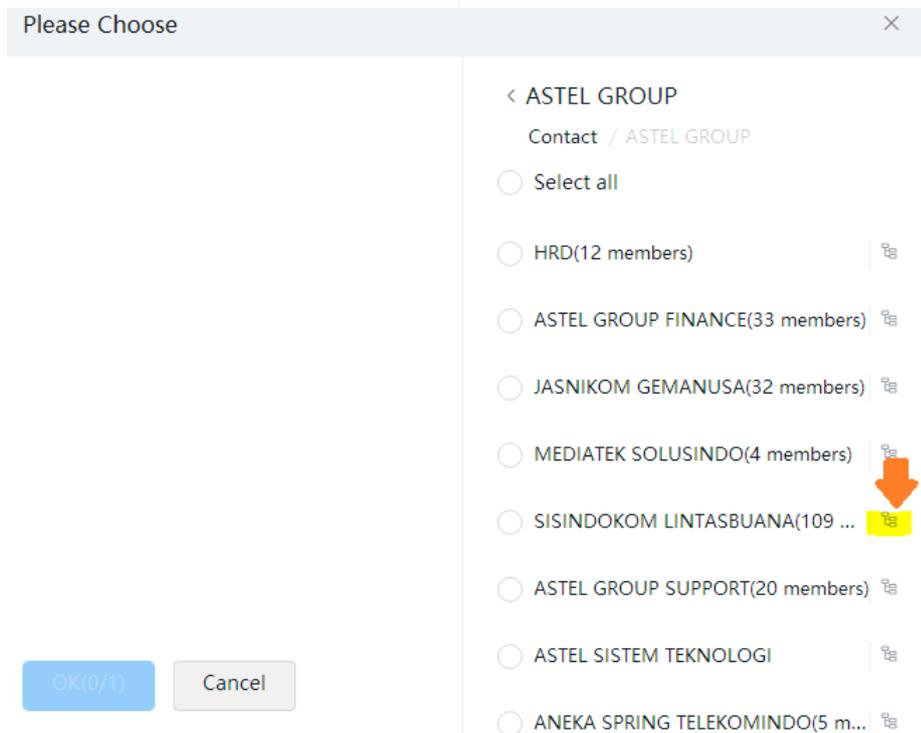
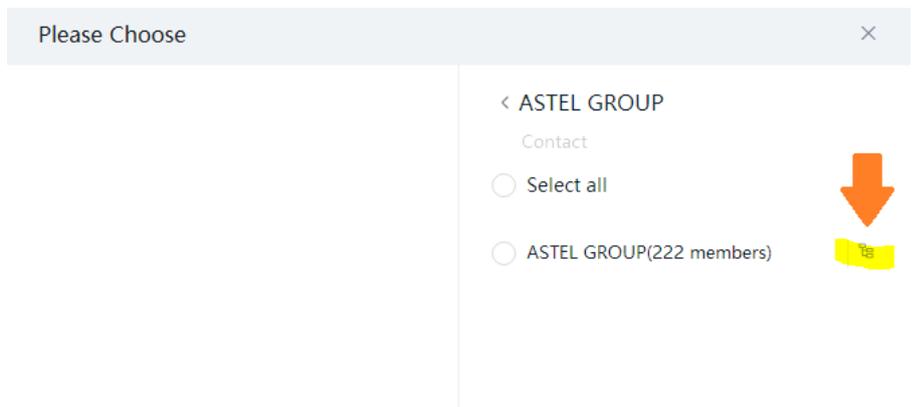
Detail Keterangan: Peremajaan Laptop Spec Engineer tipe Lenovo E14 Intel Core i7, RAM 16 GB, SSD 512 GB, Windows 10 Pro.

**This is how you choose the Department:**

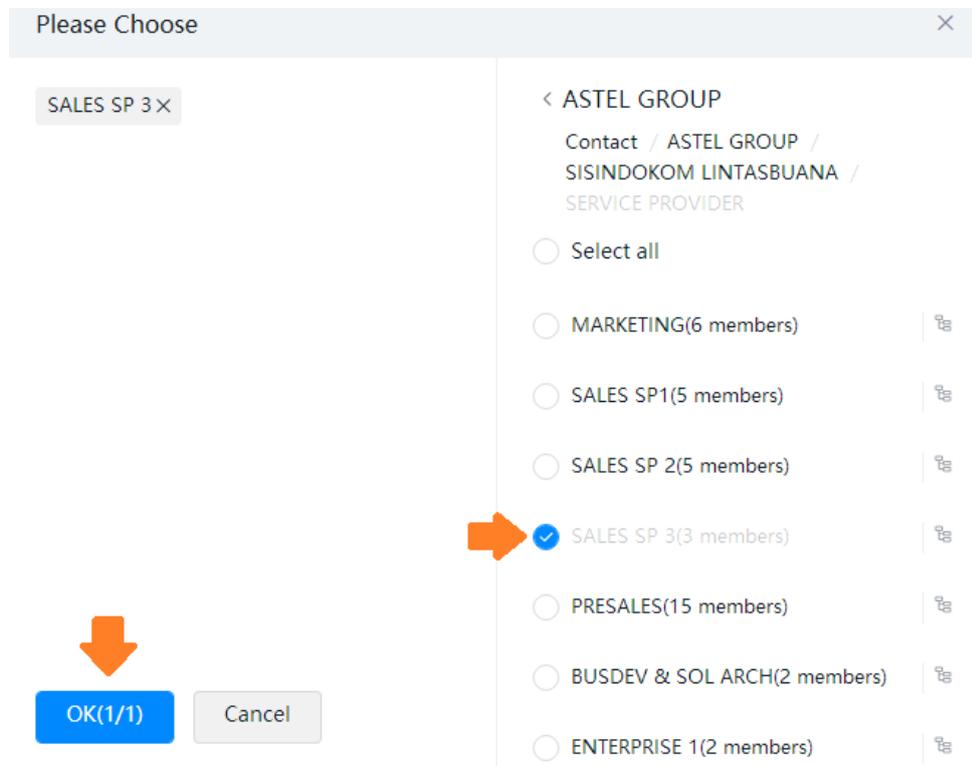
1. On the Department field, click the field and it will pop up new window, click select from hierarchy



2. After you click on the select from hierarchy, the hierarchy will show up. Click after you find the desire department

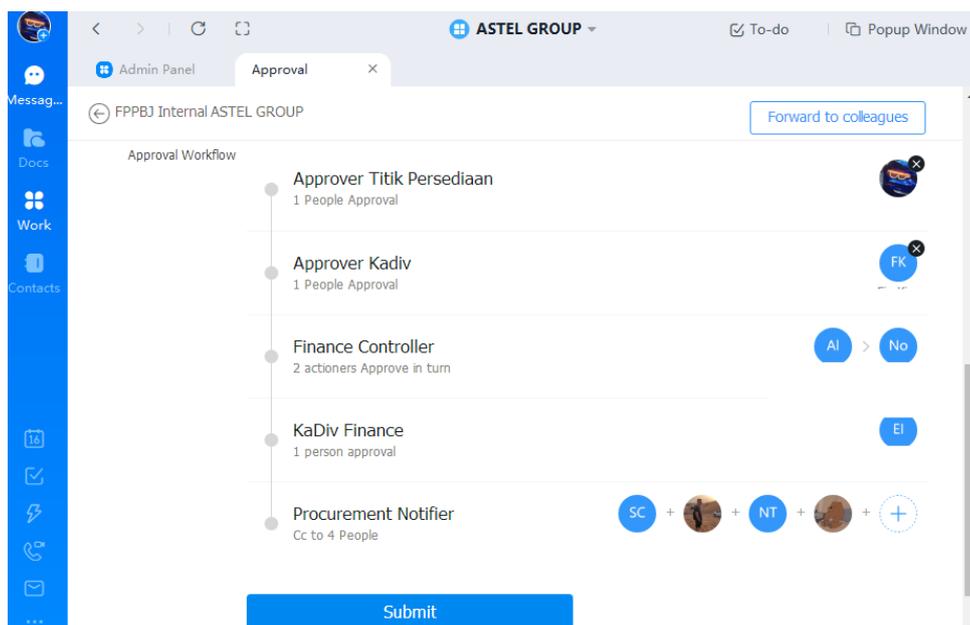


3. If you already find the Department, click on the circle to choose and then click OK to continue to the approval form.



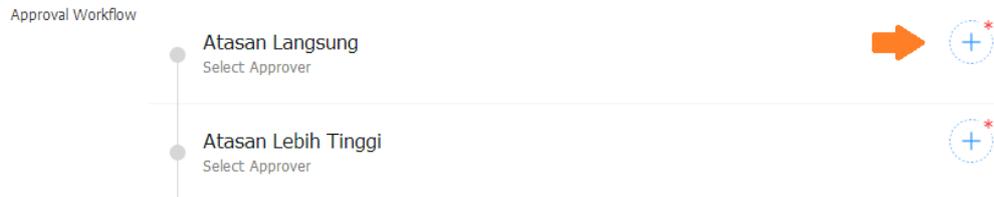
**Note:** Make sure you **choose the correct department**, because this will be recorded by finance team for another process.

- f. If you already finish fulfilling the form, you may check the workflow below the form. If the workflow suit for your form and approval matrix, you may submit them.

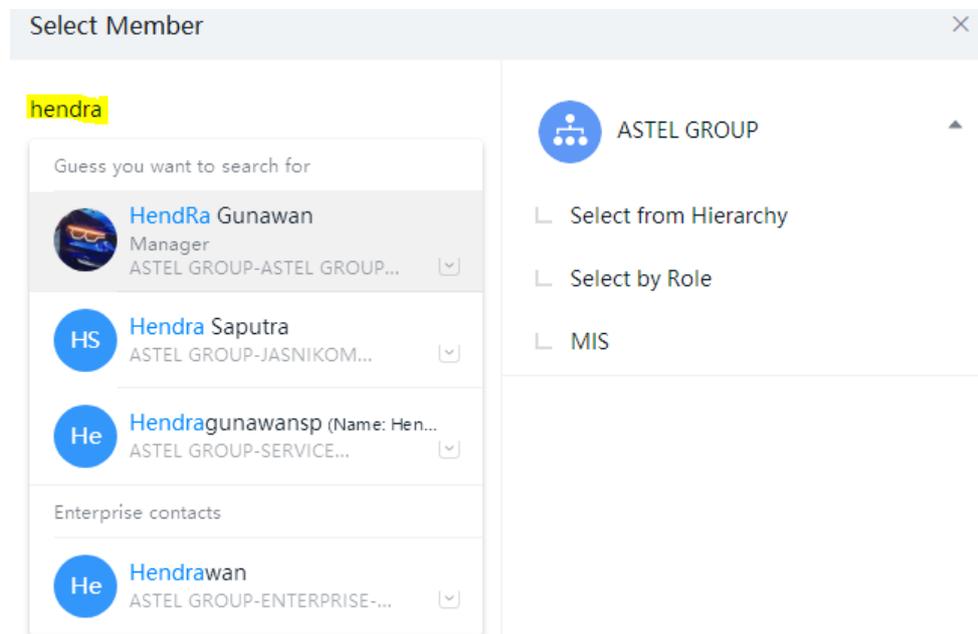
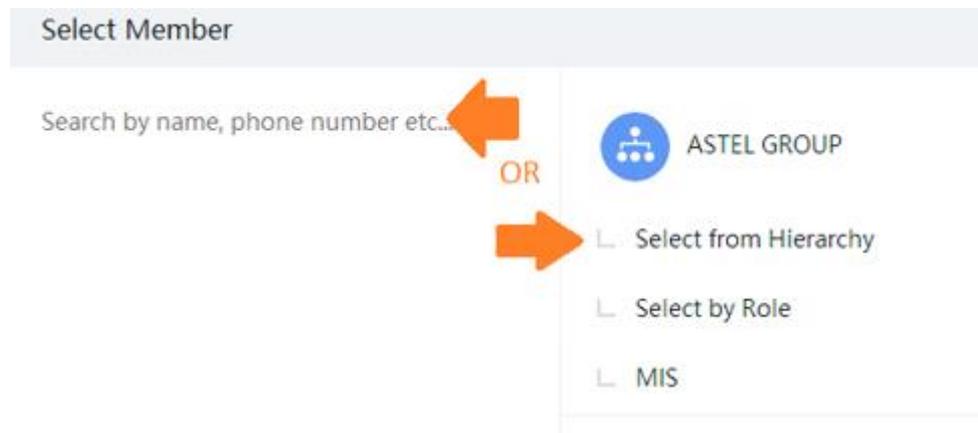


**This is how you check the approval workflow:**

1. After completing fulfilling the request form, you have to add and check the approval workflow.

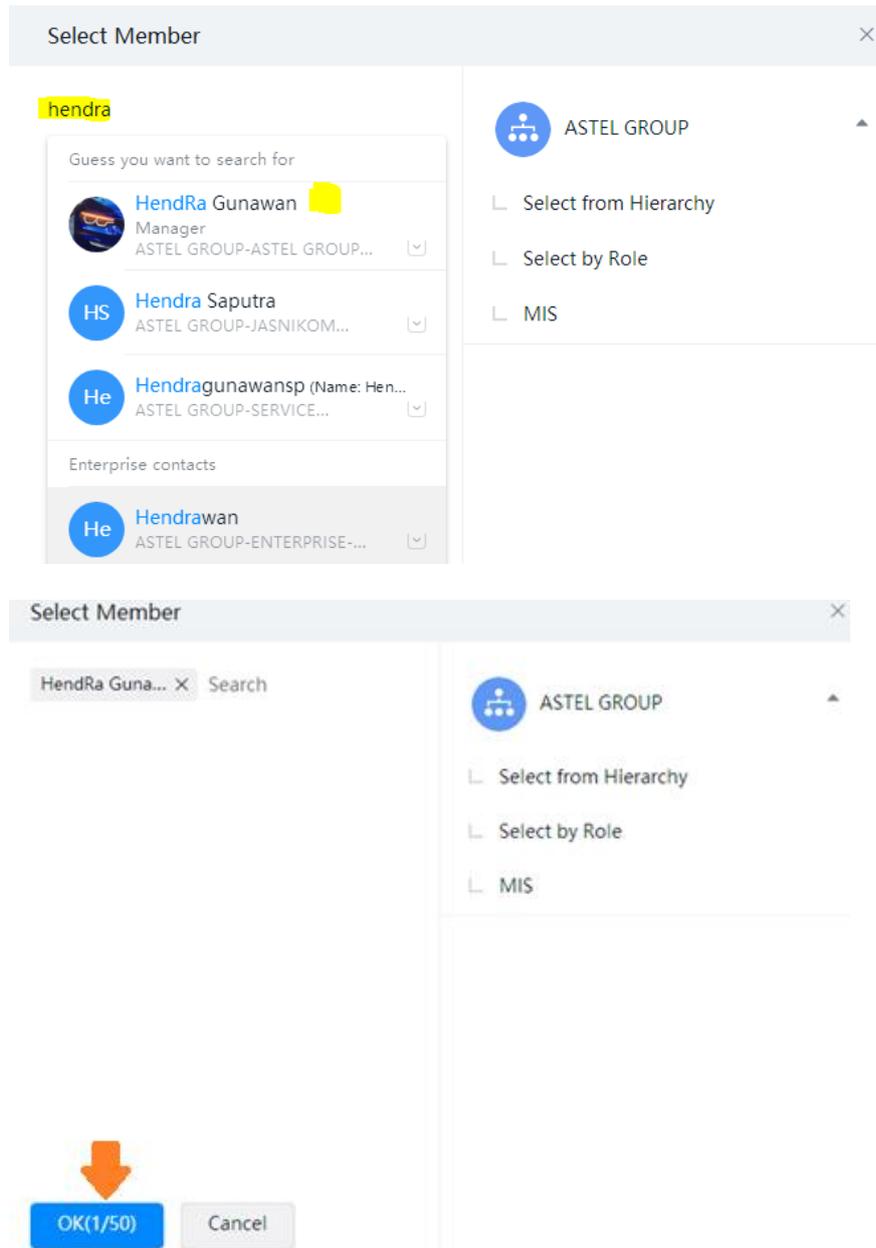


2. Click the + button, and add the user. You can add the user by clicking the 'select from hierarchy' **OR** you can search by name.

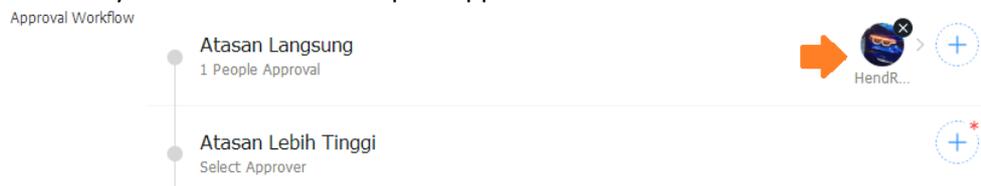


**Note:** if you can't find the name, means that the user is not joining Dingtalk yet.

- Click the name , and click OK if you already find the user.



- The user you choose will show up on approval workflow.

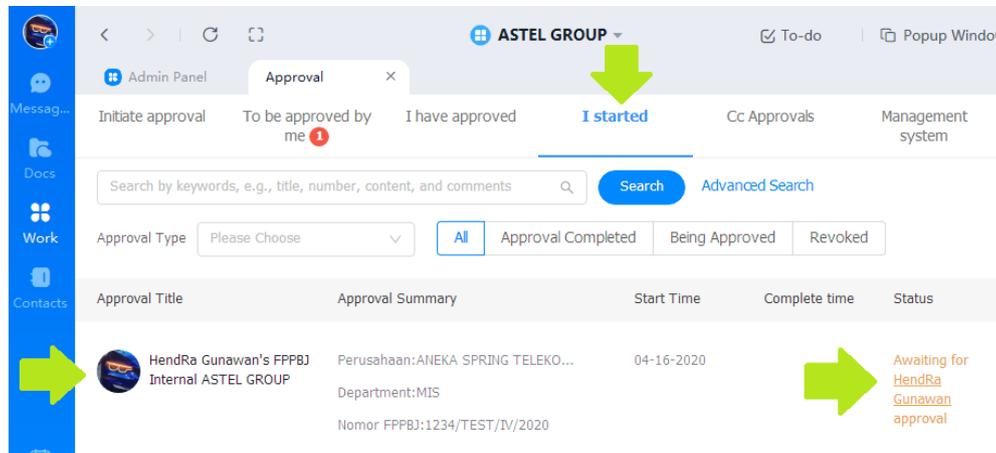


**Note:** if you find another + button again, means that the approval layer is multi select. You can add more than 1 person for approval request based on your needs.

- After adding user to workflow, you **must** check the complete approval before you submit the form.

- g. If you already submit the form, the request will be shown up to the approver's apps via messages or approval menu. But you also can monitor the progress from you side as a requester/initiator.

**View on *I started* menu (desktop app) :**



- h. After the request get full approval, you can continue to the next process depending on your business procedure.
- i. Now, all you need to do is to monitor your approval request process.

If you have any question about this user guide, please drop email to [itsupport@unias.com](mailto:itsupport@unias.com)  
Thank you.