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.

< ×	Appro	ovals	Help	
Approval Reque	sts My Approvals			
PROCUREM	ENT		Show	
VOUCHER			Hide	
Bukti Pengeluaran Kas (BPK) - Astel Group	Bukti Pengeluaran Kas (BPB) - Astel	Bukti Pengeluaran Kas (BPB) - Sisindokom	Bukti Pengeluaran Bank (BPB) - Jasnikom	
TITIKPERSEI	DIAAN		Hide	
Pengajuan HRD	FPPBJ Internal ASTEL GROUP	Form P3K	NBP Astel Group	
other			Show	
2	L	1	¢	

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



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

11:14 🖵 🎽 \ominus 🔸		¥ 🗟 🕯		
🕻 🗙 гррв	J Internal	AST •••		
Submitted 1 FPPBJ Internal ASTEL GROUP times this month.				
* Perusahaan		ANEKA SPRING TELEKOMINDO		
* Department		MIS >		
* Nomor FPPBJ		1234/TEST/IV/2020		
* Tgl Permintaan		2020-04-08 🕲		
* Tgl Kebutuhan		2020-04-11 🛽		
* Nilai FPPBJ		2000000		
* Informasi Permintaan		Lokal > Jasa		
Informasi Budget Capex 😒				
Attachment				
	Submit			
III	Ο	<		

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	•••
Deskripsi Please enter	
Approval Workflow	
Approver Titik Persediaan 1 People Approval	
Approver Kadiv 1 People Approval	FK
Finance Controller 2 actioners Approve in turn	> No
KaDiv Finance	El
Procurement N 2 + NT +	+ (+)
Send Approval Request to Chat	
Submit	

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 <u>https://apps.unias.com/appsnew/download/</u> 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- As	stel Group	
*Perusahaan	ANEKA SPRING TELEKOMINDO	\sim
*Nomor FPPBJ	30/MIS-ASTEL/X/2020	
*Department	MIS	Clear
*Tgl Permintaan	09-28-2020 芭	
*Tgl Kebutuhan	09-30-2020 首	
*Nilai FPPBJ	6500000	
*Informasi Permintaan	Barang ×	
*Informasi Budget	UNBUDGET	\sim
Informasi Capex	CAPEX	\sim
Detail Keterangan	Peremajaan Laptop Spec Engineer tipe Lenovo E14 Intel Core iZ, RAM 16 GB, SSD 512 GB, Windows 10 Pro.	
		11

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.



<u>Note</u>: 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.

($\langle \rangle$ C	0	🕀 ASTEL GROUP	-	; To-do	C Popup Window
£	😛 Admin Panel	Approval ×				
Messag	🕞 FPPBJ Internal AS	STEL GROUP			Forward to	colleagues
Docs	Approval Workflo	Approver Tit	t ik Persediaan ^{ral}			۳
Contacts		Approver Ka 1 People Approv	idiv _{Val}			FK
		Finance Cont 2 actioners Appre	troller rove in turn		A	I > No
ti C		KaDiv Finance 1 person approva	ce al			EI
57 S		Cc to 4 People	t Notifier	sc + 🎲 +	NT +	+ +
···		S	Submit			

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.

Select Member	
Search by name, phone number etc.	OR ASTEL GROUP
Select Member	Х
hendra Guess you want to search for Image: Manage: ASTEL GROUP-ASTEL GROUP Image: Hendra Saputra ASTEL GROUP-JASNIKOM	 ASTEL GROUP Select from Hierarchy Select by Role MIS
Hendragunawansp (Name: Hen ASTEL GROUP-SERVICE	
Hendrawan ASTEL GROUP-ENTERPRISE	

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

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



<u>Note</u>: 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.

5. 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) :

	< > C []	🕒 ASTEL GROU	JP -	[√ To-do	C Popup Window
9	3 Admin Panel Approva	×	━		
Messag	Initiate approval To be appro me 🤇	ved by I have approved I	started Cc A	pprovals	Management system
Docs	Search by keywords, e.g., title, nu	mber, content, and comments Q	Search Advance	d Search	
Work	Approval Type Please Choose	✓ All Approval Con	npleted Being Approv	ed Revoked	
Contacts	Approval Title	Approval Summary	Start Time	Complete time	Status
	HendRa Gunawan's FPPBJ Internal ASTEL GROUP	Perusahaan:ANEKA SPRING TELEKO Department:MIS Nomor FPPBJ:1234/TEST/IV/2020	04-16-2020	•	Awaiting for HendRa Gunawan approval

- 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 <u>itsupport@unias.com</u> Thank you.