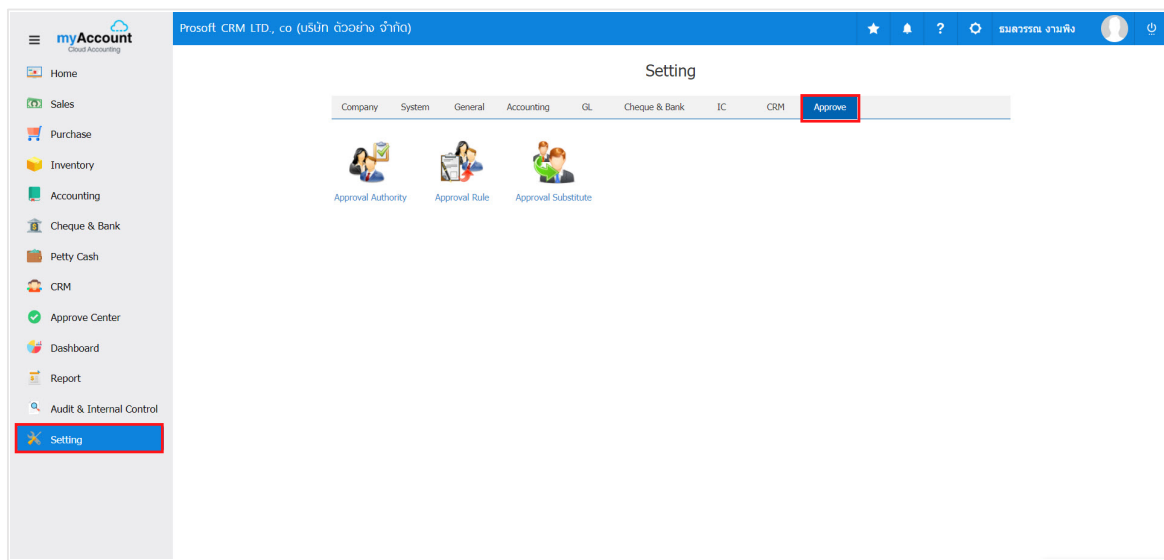


Setting up approvers (Approve)

System is used to determine default, all approvers. To prepare the work program to determine the details. It should be determined by the set to ensure continuity in the system to start recording data in some important it is to make the system work more perfectly.

Users can set up additional information by pressing the "Setting" > "Approve" system to screen for setting Approve shown.



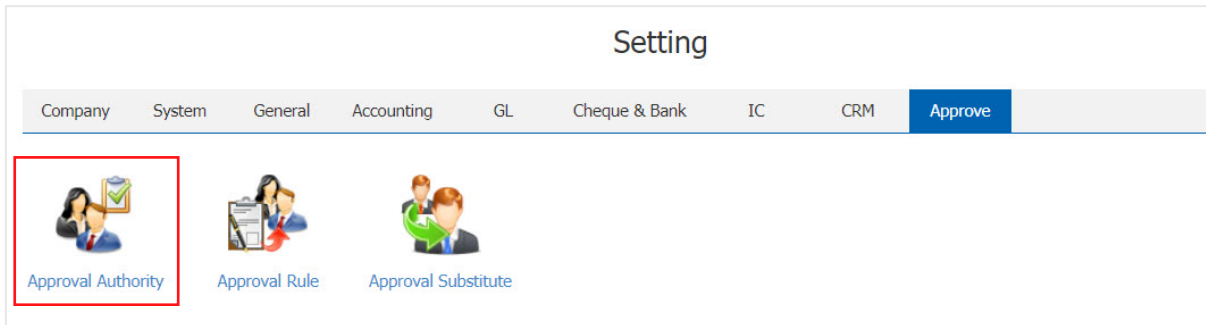
In the data set, the approval has 3 menu as follows:

- Menu that determines the approver.
- Menu that determines approval.
- Menu that sets the approver instead.

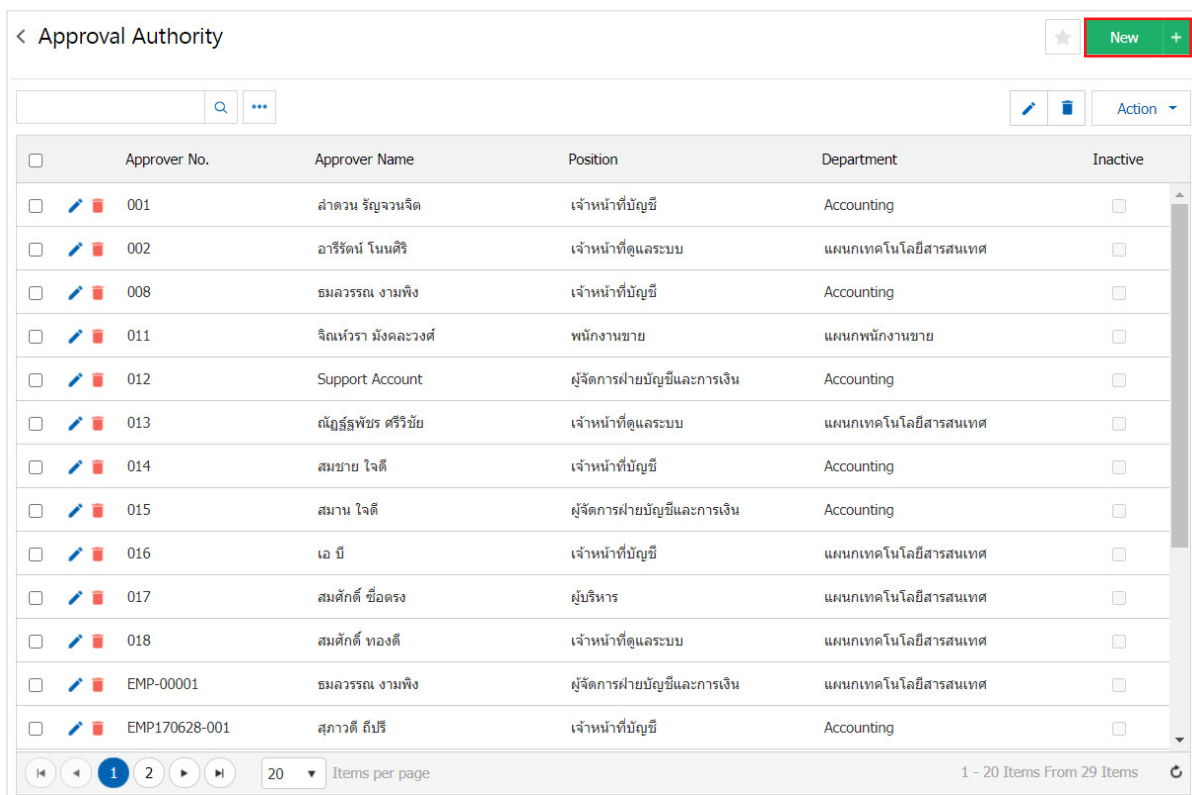
The menu is set to approver

Means creating a document approval authority by the authorized approver can verify the authenticity of the document that the employee sent a quote or purchase order.

1. Users can add approvers by pressing the "Approval Authority" to approve the items shown in Figure.



2. The system will display a list of authorized users. Users can create data and approve it by pressing the "New" button at the top right of the screen shown below.



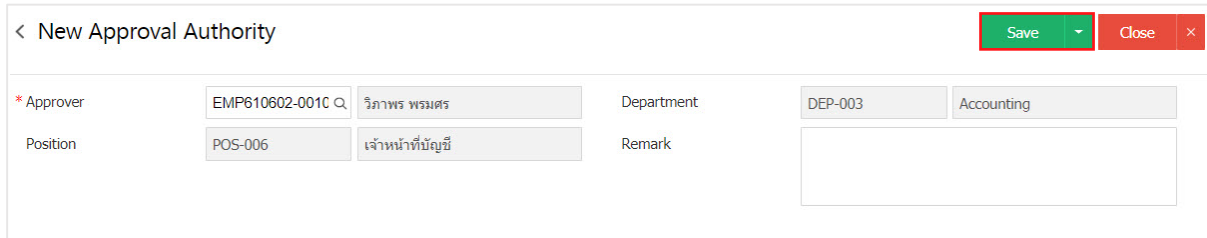
The screenshot shows the 'Approval Authority' list interface. At the top right, there is a 'New +' button. Below the header, there is a search bar and a table of authorized users. The table has columns for 'Approver No.', 'Approver Name', 'Position', 'Department', and 'Inactive'. The 'Inactive' column contains checkboxes for each row.

Approver No.	Approver Name	Position	Department	Inactive
001	สาครวน รัญจวนจิต	เจ้าหน้าที่บัญชี	Accounting	<input type="checkbox"/>
002	อารีรัตน์ โนนศิริ	เจ้าหน้าที่ดูแลระบบ	แผนกเทคโนโลยีสารสนเทศ	<input type="checkbox"/>
008	ธมลวรรณ งามพิง	เจ้าหน้าที่บัญชี	Accounting	<input type="checkbox"/>
011	จิยห์วรา มังคละวงค์	พนักงานขาย	แผนกพนักงานขาย	<input type="checkbox"/>
012	Support Account	ผู้จัดการฝ่ายบัญชีและการเงิน	Accounting	<input type="checkbox"/>
013	ณัฐรุฬห์พร ศรีวิชัย	เจ้าหน้าที่ดูแลระบบ	แผนกเทคโนโลยีสารสนเทศ	<input type="checkbox"/>
014	สมชาย ใจดี	เจ้าหน้าที่บัญชี	Accounting	<input type="checkbox"/>
015	สมาน ใจดี	ผู้จัดการฝ่ายบัญชีและการเงิน	Accounting	<input type="checkbox"/>
016	เอ บี	เจ้าหน้าที่บัญชี	แผนกเทคโนโลยีสารสนเทศ	<input type="checkbox"/>
017	สมศักดิ์ ชื่อดรง	ผู้บริหาร	แผนกเทคโนโลยีสารสนเทศ	<input type="checkbox"/>
018	สมศักดิ์ ทองดี	เจ้าหน้าที่ดูแลระบบ	แผนกเทคโนโลยีสารสนเทศ	<input type="checkbox"/>
EMP-00001	ธมลวรรณ งามพิง	ผู้จัดการฝ่ายบัญชีและการเงิน	แผนกเทคโนโลยีสารสนเทศ	<input type="checkbox"/>
EMP170628-001	สุภาวดี ถีบรี	เจ้าหน้าที่บัญชี	Accounting	<input type="checkbox"/>

At the bottom of the table, there is a pagination control showing '1 - 20 Items From 29 Items'.

- * Note: If the user wants to modify the approval by pressing the "✏️" button to make corrections.
- * Note: If the user wants clear the approved by pressing the "🗑️" button to delete the data.

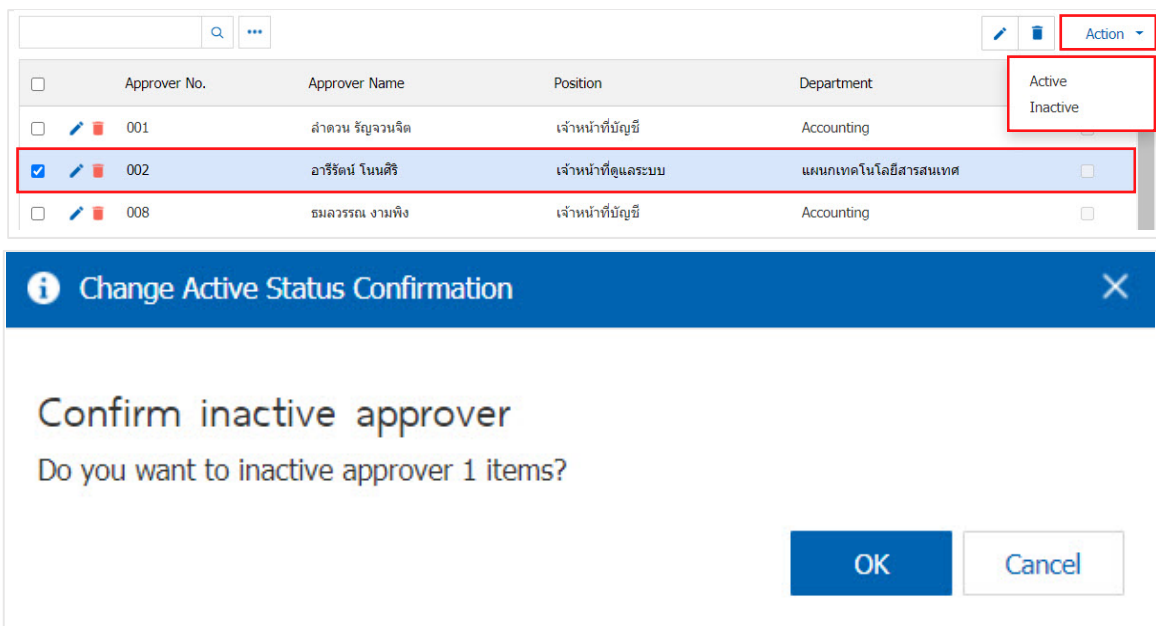
3. The system will display detailed information of the approver. Only allow users to select only those approved, it will show the details. Automatically, the user can save the data by pressing the "Save" button at the top right of the screen to save the data in Figure.



The screenshot shows a form titled "New Approval Authority" with a "Save" button and a "Close" button. The form contains the following fields:

* Approver	EMP610602-001C Q	วิภาพร พรหมศรี	Department	DEP-003	Accounting
Position	POS-006	เจ้าหน้าที่บัญชี	Remark		

4. The user can enable / disable user authorization to stay active or deactivate data approved by pressing "select approvers to open / close" > "Action" > "Active is to enable the user to approve" or "Inactive to disable user authorization" will be shown pop - up to the user to confirm the enable / disable user authorization form.



The screenshot shows a table of approvers with an "Action" dropdown menu. The table has the following data:

Approver No.	Approver Name	Position	Department	
001	ลำดวน รัชฎจวนจิต	เจ้าหน้าที่บัญชี	Accounting	<input type="checkbox"/>
002	อารีรัตน์ โนนศิริ	เจ้าหน้าที่ดูแลระบบ	แผนกเทคโนโลยีสารสนเทศ	<input checked="" type="checkbox"/>
008	สมลวรรณ งามพิง	เจ้าหน้าที่บัญชี	Accounting	<input type="checkbox"/>

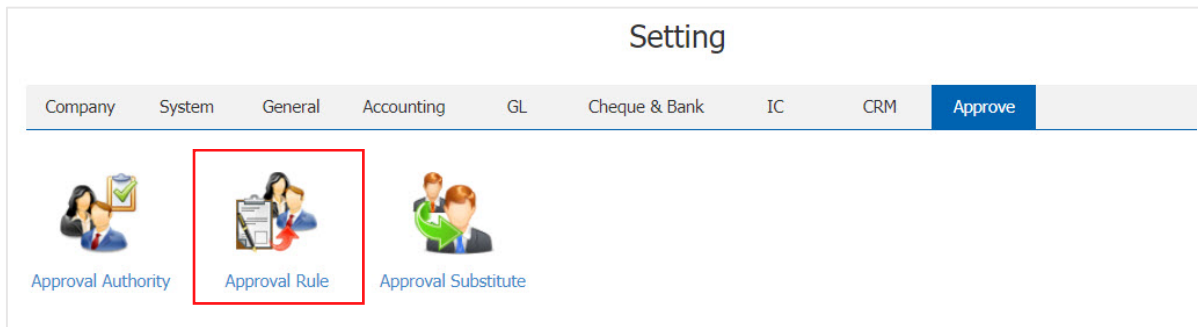
The "Action" dropdown menu is open, showing "Active" and "Inactive" options. Below the table is a confirmation dialog box titled "Change Active Status Confirmation" with the text "Confirm inactive approver" and "Do you want to inactive approver 1 items?". The dialog has "OK" and "Cancel" buttons.

* Note: If the department has already approved the activation information. Users will not be able to use the approved device.

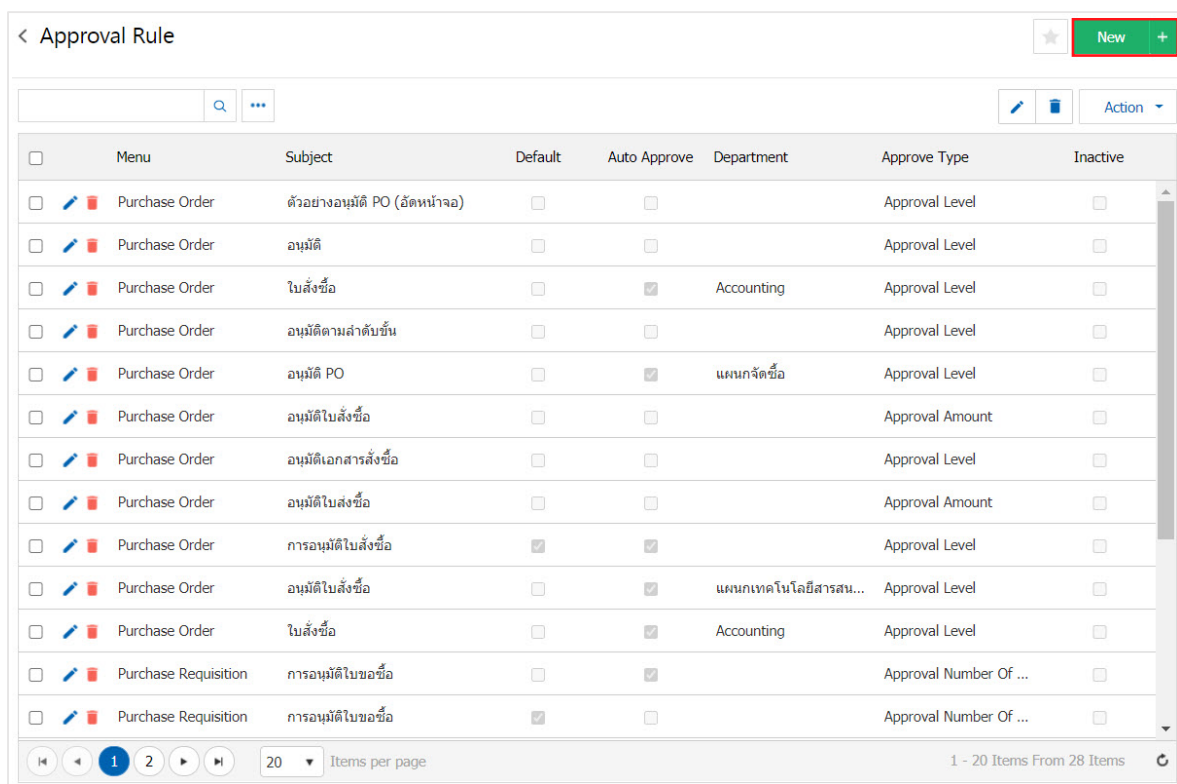
Menu that determines approval

Means the system can be divided into 2 Approval, the system is to approve the document order. And approve a sale only.

1. Users can add approved by pressing the "Approval Rule" to create a list of approved Figure.



2. The system displays the data entry screen. Users can create data and approve it by pressing the "New" button at the top right of the screen shown below.



<input type="checkbox"/>	Menu	Subject	Default	Auto Approve	Department	Approve Type	Inactive
<input type="checkbox"/>	Purchase Order	ตัวอย่างอนุมัติ PO (อัตโนมัติ)	<input type="checkbox"/>	<input type="checkbox"/>		Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	อนุมัติ	<input type="checkbox"/>	<input type="checkbox"/>		Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	ใบสั่งซื้อ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accounting	Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	อนุมัติตามลำดับขั้น	<input type="checkbox"/>	<input type="checkbox"/>		Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	อนุมัติ PO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	แผนกจัดซื้อ	Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	อนุมัติใบสั่งซื้อ	<input type="checkbox"/>	<input type="checkbox"/>		Approval Amount	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	อนุมัติเอกสารสั่งซื้อ	<input type="checkbox"/>	<input type="checkbox"/>		Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	อนุมัติใบสั่งซื้อ	<input type="checkbox"/>	<input type="checkbox"/>		Approval Amount	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	การอนุมัติใบสั่งซื้อ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	อนุมัติใบสั่งซื้อ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	แผนกเทคโนโลยีสารสนเทศ	Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	ใบสั่งซื้อ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accounting	Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Requisition	การอนุมัติใบขอซื้อ	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Approval Number Of ...	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Requisition	การอนุมัติใบขอซื้อ	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Approval Number Of ...	<input type="checkbox"/>

* Note: If the user wants to modify the approval by pressing the "✎" button to make corrections.

* Note: If the user wants. Clear approval by pressing the "🗑" button to delete the data.

3. The system will display information such as the approval of the topic, the user must enter Information marked "*" "

There are 2 approval systems in the approval menu, which are.

- Quotation is the Quotation system approval.
- Purchase Order is a purchase order approval system.

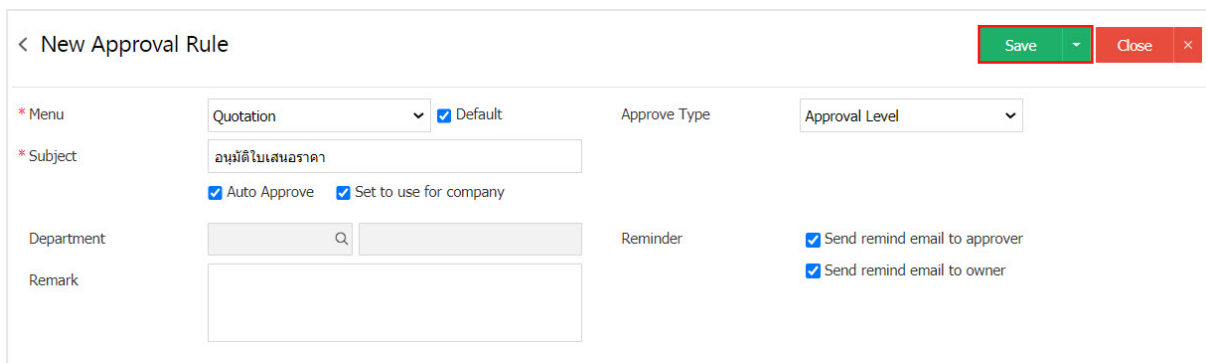
Type Approval is divided into three categories :

- Approval hierarchy is authorized to approve more than one order from the highest to the lowest position.
- Approved by supervisors was that the authority in the highest position or who has authority to approve documents.
- Approved amount is set to the default amount to the amount approved in the end.

Alert types are divided into two categories :

- Email notifications to approvers, the system will send an automatic email to approvers.
- Send an e-mail message to the person responsible, the system will send an automatic email to the person responsible.

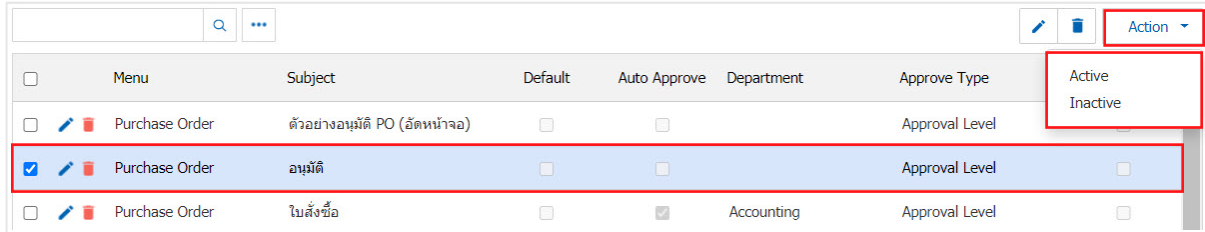
When people fill out completely. Users can save data by pressing a button "Save" on the right side. Screen Applications to save the picture.



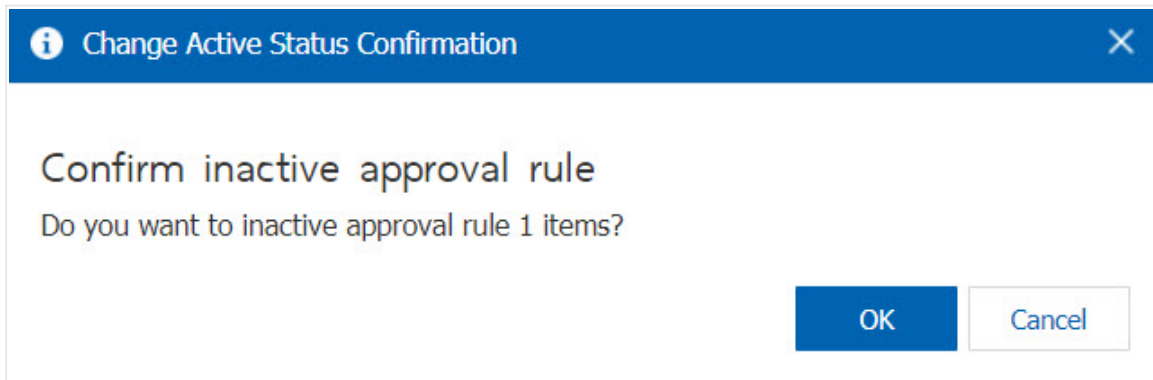
The screenshot shows a web form titled "New Approval Rule". At the top right, there are two buttons: "Save" (green) and "Close" (red). The form contains several fields and checkboxes:

- * Menu:** A dropdown menu set to "Quotation" with a checked "Default" checkbox.
- * Subject:** A text input field containing Thai text "อนุมัติใบเสนอราคา".
- Approve Type:** A dropdown menu set to "Approval Level".
- Department:** A search input field with a magnifying glass icon.
- Remark:** A large text area for notes.
- Auto Approve:** A checked checkbox.
- Set to use for company:** A checked checkbox.
- Reminder:** Two checked checkboxes: "Send remind email to approver" and "Send remind email to owner".

4. User can enable / disable Approval to stay active or deactivate data. Approved by pressing the "Select authorization to open / close" > "Action" > "Active is enabled approval" or "Inactive is disabled approval" will show Pop - up to the user to verify. Enable / disable the following information.



<input type="checkbox"/>	Menu	Subject	Default	Auto Approve	Department	Approve Type	Action
<input type="checkbox"/>	Purchase Order	ตัวอย่างอนุมัติ PO (จัดหน้าจอ)	<input type="checkbox"/>	<input type="checkbox"/>		Approval Level	Active Inactive
<input checked="" type="checkbox"/>	Purchase Order	อนุมัติ	<input type="checkbox"/>	<input type="checkbox"/>		Approval Level	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Order	ใบสั่งซื้อ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accounting	Approval Level	<input type="checkbox"/>

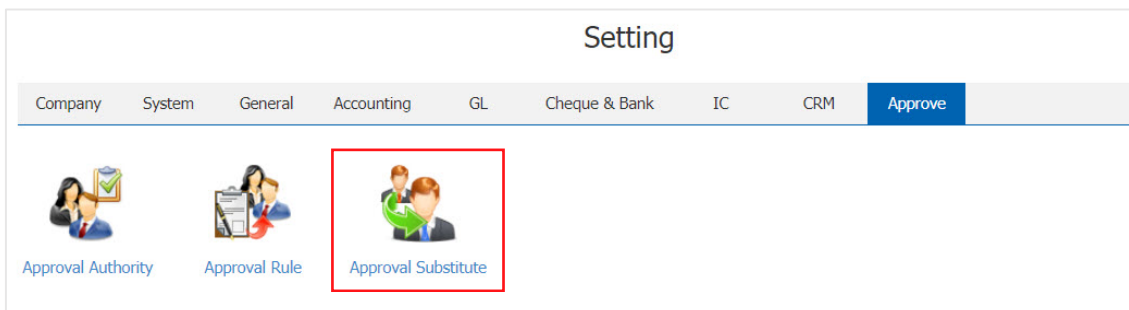


* Note: If the department has enabled information to approve it. Users will not be able to use the data. Approval repeat.

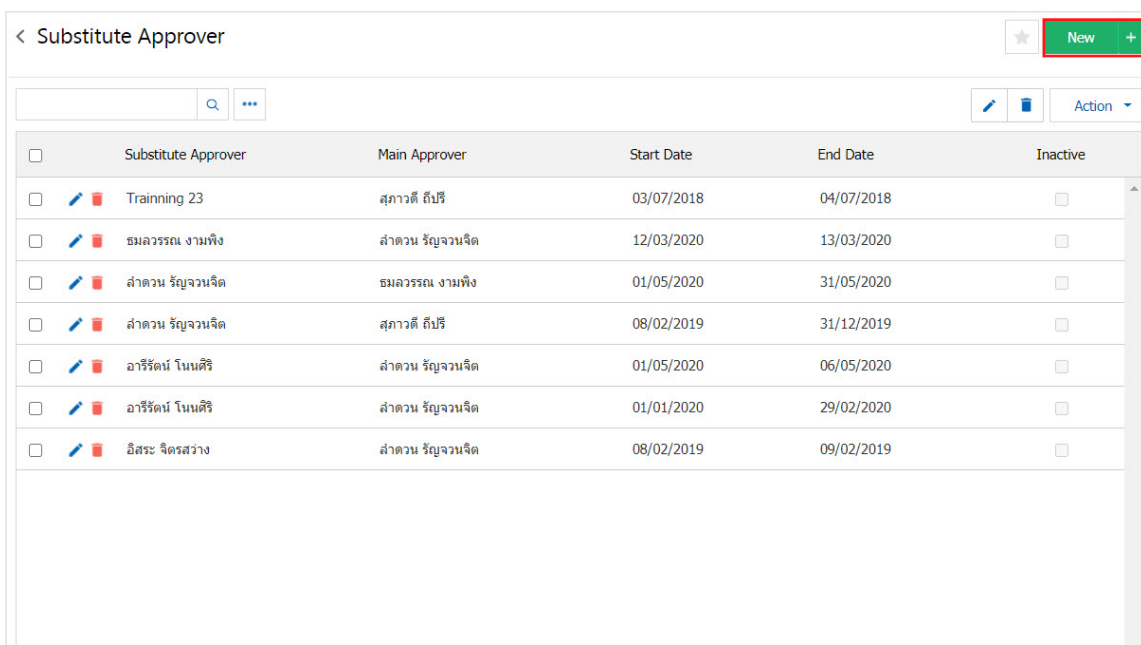
Authorization menu instead

The approval means the time period used for the approval is the case that the issuer is unable to approve the document by an authorized representative has the right to approve all the documents that the issuer has the right to approve it. The recording approver Instead, set how long you want the approval instead. Starting on how much Till date, how much to approve to return the original documents as.

1. The user can add information to approvers by pressing the "Approval Substitute" to create a list of approved agents Figure.



2. The system will display a list of authorized users. Users can create and approve the by pressing the "New" button at the top right of the screen shown below.

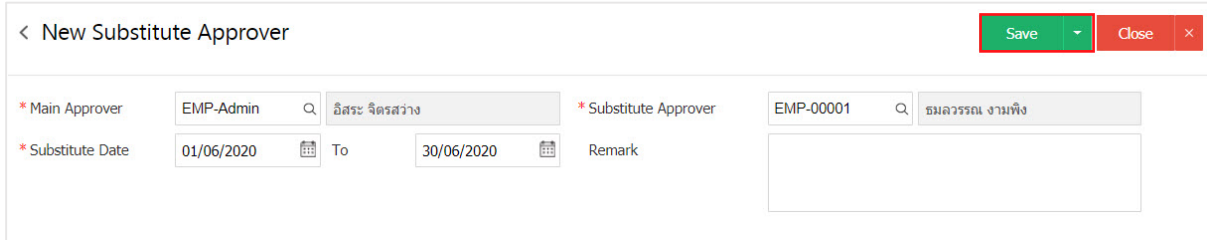


The screenshot shows the 'Substitute Approver' list. At the top right, there is a 'New' button highlighted with a red box. Below the list, there is a table with columns: Substitute Approver, Main Approver, Start Date, End Date, and Inactive.

<input type="checkbox"/>	Substitute Approver	Main Approver	Start Date	End Date	Inactive
<input type="checkbox"/>	Training 23	สุภาวดี ถิ่นศรี	03/07/2018	04/07/2018	<input type="checkbox"/>
<input type="checkbox"/>	ชลลวรรณ งามพิง	ลำดวน รัชญจวนจิต	12/03/2020	13/03/2020	<input type="checkbox"/>
<input type="checkbox"/>	ลำดวน รัชญจวนจิต	ชลลวรรณ งามพิง	01/05/2020	31/05/2020	<input type="checkbox"/>
<input type="checkbox"/>	ลำดวน รัชญจวนจิต	สุภาวดี ถิ่นศรี	08/02/2019	31/12/2019	<input type="checkbox"/>
<input type="checkbox"/>	อารีรัตน์ โนนศิริ	ลำดวน รัชญจวนจิต	01/05/2020	06/05/2020	<input type="checkbox"/>
<input type="checkbox"/>	อารีรัตน์ โนนศิริ	ลำดวน รัชญจวนจิต	01/01/2020	29/02/2020	<input type="checkbox"/>
<input type="checkbox"/>	ฉิสระ จิตรสว่าง	ลำดวน รัชญจวนจิต	08/02/2019	09/02/2019	<input type="checkbox"/>

- * Note: If the user wants to modify the authorized representative by pressing the "✎" button to make corrections.
- * Note: If the user to remove the authorized representative by pressing the "🗑" button to delete the data.

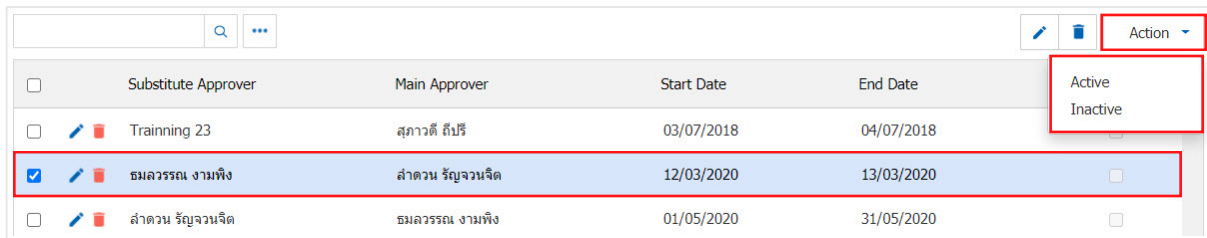
3. The system will display detailed information such as the approval of the principal. Authorized Representative the approval of such user must fill marked "*" are required, users can save data by pressing the "Save" button at the top right of the screen. To save the data in Figure.



The screenshot shows a form titled "New Substitute Approver". At the top right, there are "Save" and "Close" buttons. The form contains the following fields:

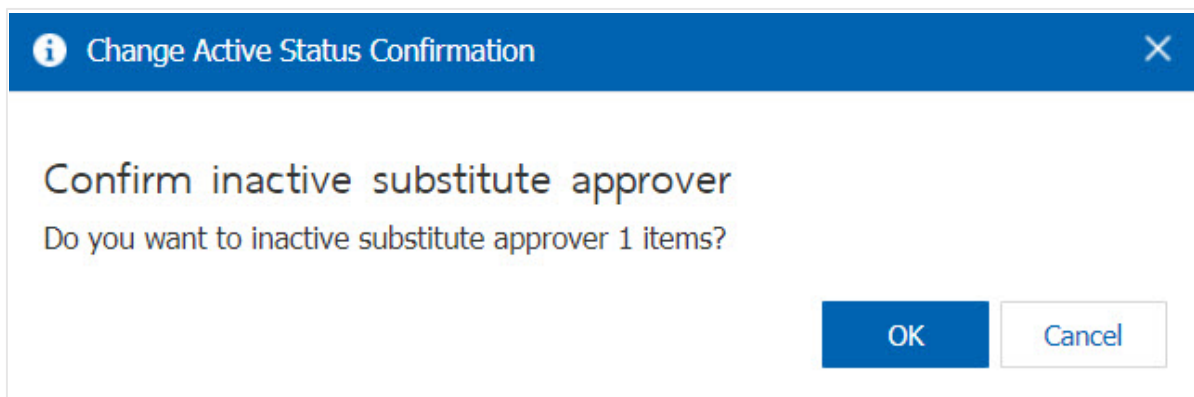
- * Main Approver: EMP-Admin (with a search icon) and ลีสระ จิตรสว่าง
- * Substitute Approver: EMP-00001 (with a search icon) and สมลวรรณ งามพิง
- * Substitute Date: 01/06/2020 (with a calendar icon) To 30/06/2020 (with a calendar icon)
- Remark: An empty text area.

4. The user can enable / disable user authorization instead to stay active or deactivated. Information approved for it by pressing "select approvers override to turn on / off" > "Action" > "Active is to enable users authorized representative" or "Inactive to disable user authorization instead" the system will display the Pop - up to the user to confirm the enable / disable the user to approve the following.



The screenshot shows a table with columns: Substitue Approver, Main Approver, Start Date, and End Date. The table has three rows. The second row is highlighted in blue. An "Action" dropdown menu is open over the second row, showing "Active" and "Inactive" options.

<input type="checkbox"/>	Substitue Approver	Main Approver	Start Date	End Date	
<input type="checkbox"/>	Training 23	สุภาวดี สิบปี	03/07/2018	04/07/2018	
<input checked="" type="checkbox"/>	สมลวรรณ งามพิง	ลำตวน รัญจวนจิต	12/03/2020	13/03/2020	<input type="checkbox"/>
<input type="checkbox"/>	ลำตวน รัญจวนจิต	สมลวรรณ งามพิง	01/05/2020	31/05/2020	<input type="checkbox"/>



The screenshot shows a dialog box titled "Change Active Status Confirmation". The text inside reads: "Confirm inactive substitute approver" and "Do you want to inactive substitute approver 1 items?". At the bottom right, there are "OK" and "Cancel" buttons.

* Note: If the department is to enable the user to approve it. Users will not be able to use the information. Approval of the repeat.