Productivity Analysis Inbox

Module Guide: Productivity Analysis Inbox

Module Location

Analysis > Productivity Analysis Inbox

Module Objective

The **Productivity Analysis Inbox** module serves as the approval center for all **Productivity Analysis** documents that have been submitted. Every productivity analysis report or record that is created must be reviewed and approved here by an authorized manager before it is considered final or official.

1. Main View (Analysis List)

The main page of this module is an "inbox" that displays all productivity analysis documents requiring your action.

View Explanation

This page provides a summary of all analyses that are awaiting approval.

- **Filters**: You can search for a specific document by **Productivity Analysis Number, Type Name** (e.g., CBR), or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Productivity Analysis Number, Period Start Date, Period End Date,** and

Approval.

- **Action Buttons**:
  - **[Accept]**: The primary button to approve a selected analysis document.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Productivity Analysis Inbox** module to see the list of analyses that require approval.

Step 2: Review the Analysis Details

Click on one of the rows in the table to open the detail view of that analysis document. In the detail page (as in image_2a1bec.png from the previous module), you can check the analysis period, cost center, and most importantly, open the uploaded analysis report file (**Upload Data**).

Step 3: Provide Approval

After you review the analysis details and its report attachment in Step 2, return to the main list page, check the box on the left of the relevant row, and then click the **[Accept]** button.

3. Workflow & Integrated Business Process

1. A **Productivity Analysis** document is created and submitted (usually by attaching a report file).

2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews the details and attachment, then approves it by clicking **[Accept]**.
4. After approval, the analysis document's status is updated to final.

Tips & Important Notes

- This approval process is a validation that the productivity analysis has been performed and its results have been reviewed by management.
- This module is typically accessed by the relevant **Department Manager or Top Management**.

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