



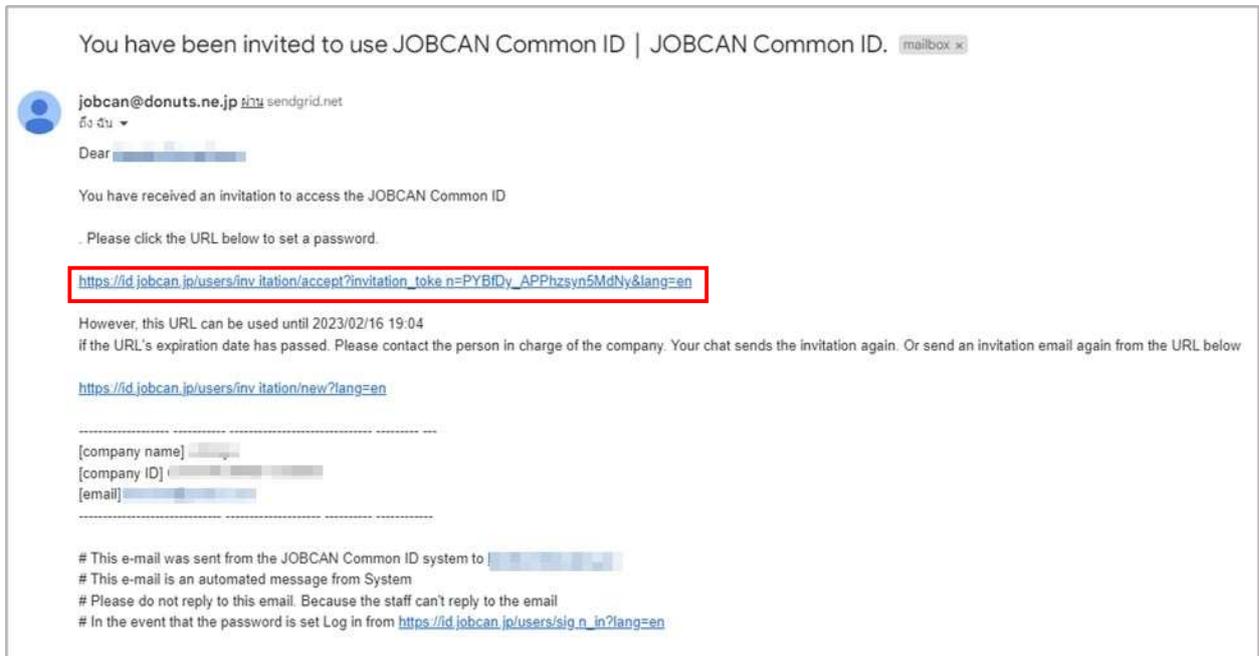
Manual For Approver

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LOG IN TO WORKFLOW

1. When you receive an e-mail invited to use JOBCAN Common ID, click the URL received as below information.



2. Create username and password, click on the “Register” button to proceed.

jobcan

Common ID User Registration

You need to set a password that meets the password policy.

- Minimum number of characters: From 8 characters and over
- Maximum number of characters: within 200 characters
- Character type: No restriction
- Expiration date: No expiration
- Previous password restriction: No restriction

Language ▼

← Select the language

3. Navigate to https://id.jobcan.jp/users/sign_in

The Login page is displayed. Enter your email address or staff code and password into the respective fields, click on the "Login" button to proceed.

jobcan

Email address or staff code

Is this user registered in multiple companies? >

password

Save login information [those who forgot their password](#)

Login

or

Login using Google

Login with external ID

Language

Enter your email address or staff code

Enter your password

4. Upon logging in to JOBCAN Workflow, the Account Information dashboard is displayed. Click on **Expense/Workflow** menu to access Workflow page.

jobcan Workflow

select language

Account Information

Account	
Name	Siriya Jobcan
E-mail address	[REDACTED]
Staff code	JC010
Common ID authority	Normal user
Two-Factor Authentication	Not available

Company Information	
Company name	JOBCAN
Company ID	[REDACTED]

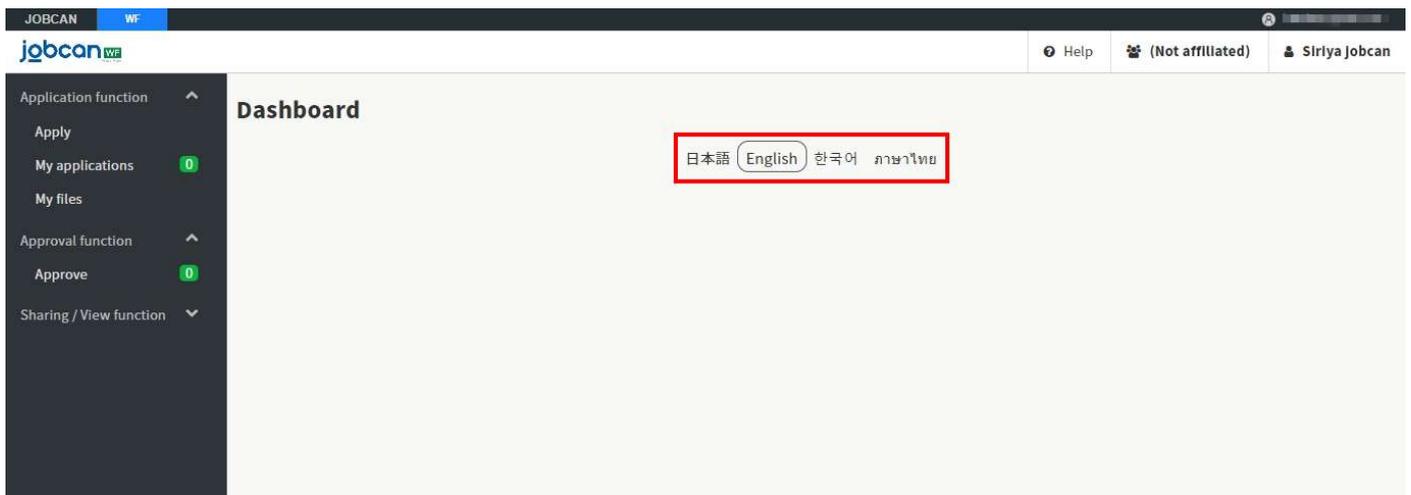
Select language

Dashboard Select the language

1. Click on Logo Jobcan WF to access dashboard select the language.



2. Select the desired language.



Administrator function

Users who are designated as “Approver” can approve requests.

1. Check applications you are approval

1.1 Click to the “Approval function” menu on the left-hand side, and select “Approve” menu. The number at the back of the menu is the number of applications to be approve.

Approve

This is a list of applications you are included in the approval steps.
You can approve, reject or return them with comments.
You can search applications and download CSV via search form.

Pending approval(8) In progress All Complete Returned Reject By deadline 20 items Q

Changes history **【 Work shift request 】 Shift Dec 2022** Approve In progress
ID : HR04-3 Siriya Jobcan (2023/02/10 19:00) Deadline : 2023/02/11 Current approval step: Head of Department

【 Travel Allowance 】 test Approve In progress
ID : 44 Khamsingnok Nutkamon (Account&Finance - Manager) (2022/09/26 17:23) Current approval step: Leader Total 500 Baht

1.2 Pending approval applications is displayed. You can view applications by status such as Pending approval, Complete or Rejected. By default, it starts at Pending approval. Click to **Q** marked to search application ID or application forms.

Approve

This is a list of applications you are included in the approval steps.
You can approve, reject or return them with comments.
You can search applications and download CSV via search form.

Pending approval(8) In progress All Complete Returned Rejected Canceled after completion By deadline 20 items Q

Changes history **【 Work shift request 】 Shift Dec 2022** Approve In progress
ID : HR04-3 Siriya Jobcan (2023/02/10 19:00) Deadline : 2023/02/11 Current approval step: Head of Department

Search applications

Application ID (exact match) Search by application ID with Enter

Application forms Select the application form X
You need to select an application to download the CSV file.

Application title Search application title

Applicant Search user X

Search Clear conditions Download CSV Print all

Click on “20 items” to increase the total items displayed on that page, and can select step to show in the displayed by selecting the “By deadline”.

Approve

This is a list of applications you are included in the approval steps.
You can approve, reject or return them with comments.
You can search applications and download CSV via search form.

Pending approval(8) In progress All Complete Returned Rejected Canceled after completion By deadline 20 Items Q

Changes history **[Work shift request] Shift Dec 2022** Approve In progress

ID : HR04-3 Siriya Jobcan (2023/02/10 19:00) Deadline : 2023/02/11 Current approval step: Head of Department

When over mouse the application, the icon below appears.

Approve

This is a list of applications you are included in the approval steps.
You can approve, reject or return them with comments.
You can search applications and download CSV via search form.

Pending approval(5) In progress All Complete Returned Rejected Canceled after completion By deadline 20 Items Q

Changes history **[Travel Allowance] Travel Allowance [Client visit Donuts BKK]** Approve In progress

ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

-  Click to print
-  Click to copy URL of the application
-  Click to copy share the application
-  Click to edit the application, editor must be the applicant only

Click to "Approve" button to approve or click on the application to check the details.

Approve

This is a list of applications you are included in the approval steps.
You can approve, reject or return them with comments.
You can search applications and download CSV via search form.

Pending approval(5) In progress All Complete Returned Rejected Canceled after completion By deadline 20 Items Q

Changes history **[Travel Allowance] Travel Allowance [Client visit Donuts BKK]** Approve In progress

ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

[Training Hiring position form] test Approve In progress

ID : HR01-1 Support Jobcan (2022/09/02 11:37) Current approval step: Head of Department

2. Manage applications (Approve, Returned, Rejected)

2.1 Approve

1. Click to the "Approval function" menu on the left-hand side, and select "Approve" menu. The number at the back of the menu is the number of applications to be approve.

Approve

This is a list of applications you are included in the approval steps.
You can approve, reject or return them with comments.
You can search applications and download CSV via search form.

Pending approval(5) In progress All Complete Returned Rejected Canceled after completion By deadline 20 Items

Changes history **Travel Allowance** **Travel Allowance [Client visit Donuts BKK]** **Approve** **In progress**
ID : 26 sitti nutthawarat (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

Training Hiring position form **test** **Approve** **In progress**
ID : HR01-1 Support Jobcan (2022/09/02 11:37) Current approval step: Head of Department

2. Click the applications you want to approve on the "Approve" page and check the details.

Changes history **Travel Allowance** **Travel Allowance [Client visit Donuts BKK]** **Approve** **In progress**
ID : 26 sitti nutthawarat (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

Related group IT

Related project JOBCAN

Travel Date	Purpose	Destination	Travel Method	Price
24/8/2022	client visit	rama9	MRT	350
				Total: 350

Toll way 100

Your item has been disclosed!
view \$ 54

3. After checking the details, click "Approve" button to approve the request. And can comments without approval.

1 **Step name : Leader** **Pending approval**

Need one approval

* This request has been edited in this approval step

Pending Approver : Khamsingnok Nutkamon

test Send a notification with this comment

Remaining 996 characters

Approve **Return** **Comment**

If the approval conditions are "Need one approval", once approved, will go to the next step.

1 Step name : Head of Department Approved

Need one approval

Approved Approver : Mongkol Patcharaboon (Corresponding date and time: 2023/02/21 12:35:46)

If the approval conditions are “All required approvals”, must wait for all approvers to approved before proceeding to the next step.

1 ชื่อขั้นตอน : ผู้จัดการฝ่ายซ่อม รออนุมัติ

ทุกคนต้องอนุมัติ

รอ ชื่อผู้อนุมัติ : phathumma panthitra

รอ ชื่อผู้อนุมัติ : Praew Test

2 Step name : IT Support Pending approval

All required approvals

* This request has been edited in this approval step

Pending Approver : Support Jobcan

Pending Approver : Akkaralawan Pitchapa

And can approve from “Approve” on the right-hand side.

2.2 Return

1. Click to the “Approval function” menu on the left-hand side, and select “Approve” menu. The number at the back of the menu is the number of applications to be approve.

Application function

- Apply
- My applications 7
- My files
- Approval function
 - Approve 5
- Sharing / View function

Approve

This is a list of applications you are included in the approval steps. You can approve, reject or return them with comments. You can search applications and download CSV via search form.

Pending approval(5) In progress All Complete Returned Rejected Canceled after completion By deadline 20 items

Changes history **[Travel Allowance] Travel Allowance [Client visit Donuts BKK]** Approve In progress

ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

2. Click the applications you want to check the details.
3. After confirming the details, if you want to return a request, click the “Return” button. And can comments without approval.

1 Step name : Leader

Need one approval

* This request has been edited in this approval step

Pending Approver : Khamsingnok Nutkamon

Comment (optional, under 1000 characters) Send a notification with this comment

Approve Return Comment

When “Return” is clicked, pop up box to choose to return or not is displayed. When “returned”, you can select the destination as desired. You can return it to the Applicant or return it to other steps.

Please select a return destination

The user will be notified by mail that the application was returned.

- Applicant : sitti nutthawarot
- Reject ⓘ

Return

Cancel

2.3 Rejected

1. Click to the “Approval function” menu on the left-hand side, and select “Approve” menu. The number at the back of the menu is the number of applications to be approve.

The screenshot shows the 'Approve' menu selected in the left-hand navigation bar. The main content area displays a list of applications for approval. The 'Approve' button is highlighted in green, and the 'Return' button is highlighted in red. The application details shown are for a 'Travel Allowance' request by 'sitti nutthawarot'.

2. Click the applications you want to check the details.
3. After confirming the details, if you want to reject a request, click the “Return” button. Pop up box to choose to return or not is displayed.

The screenshot shows a pop-up box for returning an application. The step name is 'Leader' and it requires one approval. The application is currently 'Pending' and the approver is 'Khamningnok Nutkamon'. There is a checkbox for 'Send a notification with this comment' which is checked. The 'Return' button is highlighted in red.

If you “Reject” the application, applicant will not be able to apply the original request.

Please select a return destination

The user will be notified by mail that the application was returned.

- Applicant : sitti nutthawarot
- Reject ⓘ

Reject

Cancel

3. Approve all

In the JOBCAN Workflow can “Approve all” to approve all requests at once. Before using function approve all, must be authorized to use it first

3.1 Click to the “Approval function” menu on the left-hand side, and select “Approve” menu. The number at the back of the menu is the number of applications to be approve.

Approve

This is a list of applications you are included in the approval steps.
You can approve, reject or return them with comments.
You can search applications and download CSV via search form.

Pending approval(5) In progress All Complete Returned Rejected Canceled after completion By deadline 20 items Q

Changes history **【 Travel Allowance 】 Travel Allowance [Client visit Donuts BKK]** Approve In progress
ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

3.2 List of applications that require approval is displayed. If the function is allowed to be used “Approve All”, “Bulk approve the displayed applications” button will display at the bottom.

Pending approval(5) In progress All Complete Returned Rejected Canceled after completion By deadline 20 items Q

Changes history **【 Travel Allowance 】 Travel Allowance [Client visit Donuts BKK]** Approve In progress
ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

【 Training Hiring position form 】 test Approve In progress
ID : HR01-1 Support Jobcan (2022/09/02 11:37) Current approval step: Head of Department

【 Purchase Request Form 】 computer Approve In progress
ID : PR01-2 Mongkol Patcharaboon (Sale - Manager) (2022/07/27 13:33) Current approval step: Accountant

【 Purchase Request Form 】 ตั้งซื้อใบเสร็จ A4 2หน้า Approve In progress
ID : PR01-1 Mongkol Patcharaboon (Sale - Manager) (2022/07/14 19:59) Current approval step: Accountant

【 Quotation/Invoice Report 】 Test Approve In progress
ID : 1 Support Jobcan (2022/07/05 12:17) Current approval step: Sales Manager

Bulk approve the displayed applications

3.3 Click to “Bulk approve the displayed applications” button, “approval confirmation” pop up box is displayed. Select Yes to approved.

Bulk approval confirmation X

Are you sure you want to execute bulk approval?

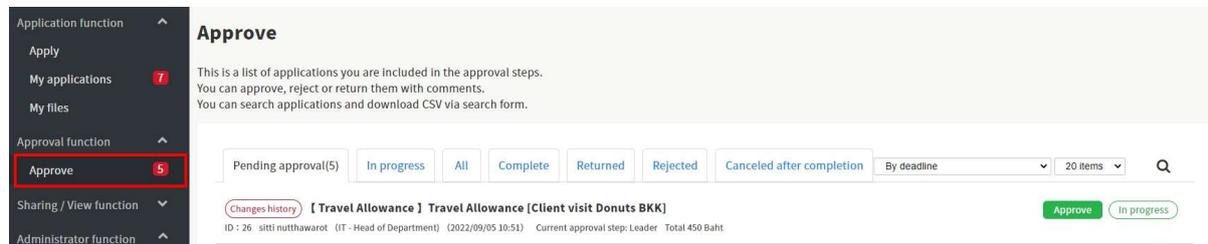
※ Please note that cancellation must be one by one even if you approved in bulk.

Yes No

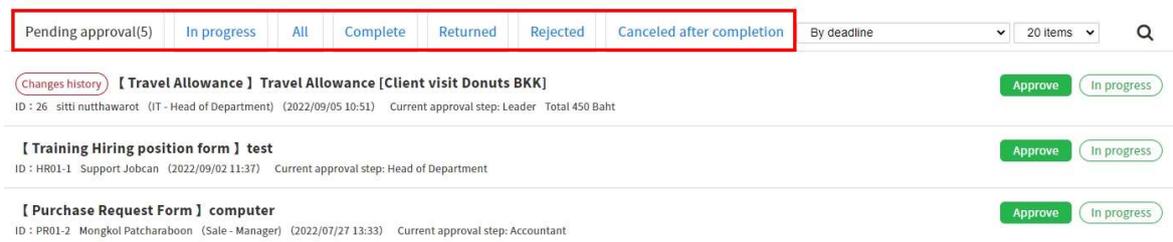
4. Approve from applications list page

If you don't want to check the application details, can be approved from the application list page immediately.

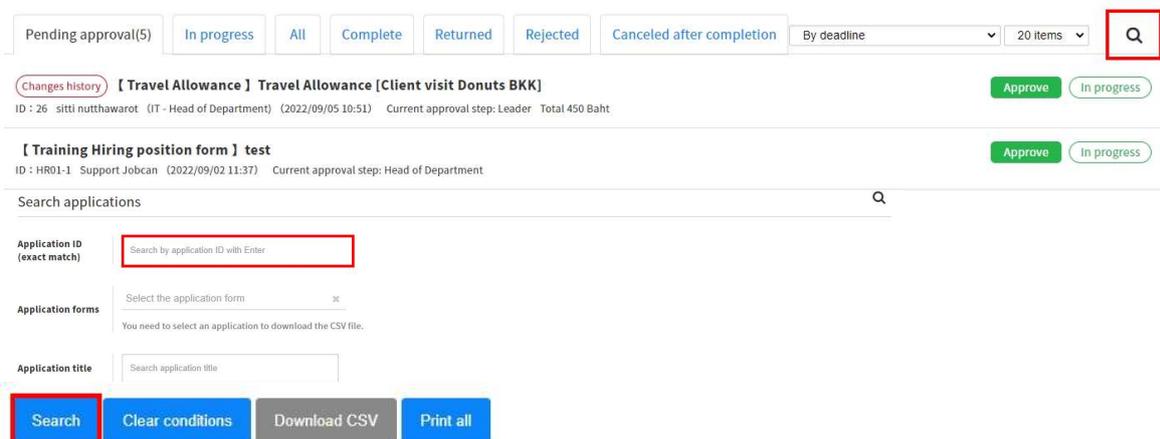
4.1 Click to the “Approval function” menu on the left-hand side, and select “Approve” menu. The number at the back of the menu is the number of applications to be approve.



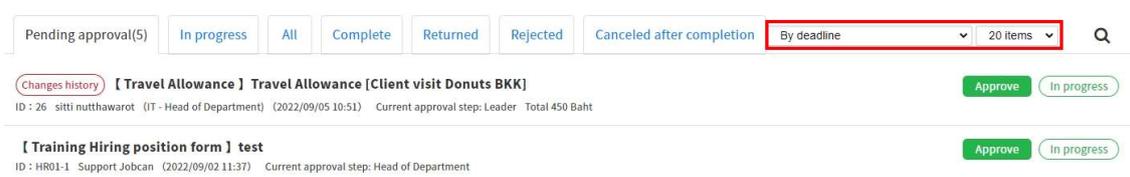
4.2 Pending approval applications is displayed. You can view applications by status such as Pending approval, Complete or Rejected. By default, it starts at Pending approval.



Click to  marked to search application ID or application forms.



Click on “20 items” to increase the total items displayed on that page, and can select step to show in the displayed by selecting the “By deadline”.



4.3 Click to “Approve” button to approve from Approve page.

Pending approval(5) In progress All Complete Returned Rejected Canceled after completion By deadline 20 Items

Changes history **[Travel Allowance] Travel Allowance [Client visit Donuts BKK]** Approve In progress
 ID : 26 sitti nutthawarot (IT - Head of Department) (2022/09/05 10:51) Current approval step: Leader Total 450 Baht

[Training Hiring position form] test Approve In progress
 ID : HR01-1 Support Jobcan (2022/09/02 11:37) Current approval step: Head of Department

5. Approve from approval request e-mail notification

The default set the approval request is sent to the approver's email, when the request reaches the approver's approval step.

- 1.) Open the approval request email.
- 2.) Click the approval URL at the bottom of the email.

Approval Request : Change Work shift Mar | JOBCAN Workflow

jobcanwf@donuts.ne.jp <jobcanwf@donuts.ne.jp>
 ถึง คุณ

Dear [Redacted],

You have an approval request.

Application Details:

Applicant: [Redacted]
 Title: Change Work shift Mar
 Status: In progress
 Form Type: Work shift request
 No.: HR04-5
 Approval Deadline: -

For details click on the following URL:
<https://ssl.wf.jobcan.jp/#requests/59> ← Click to check request details

Please use the link below to approve this application:
<https://ssl.wf.jobcan.jp/request/mail/approval/184117754?token=2c5372fecff7414983d6fcc9ff10e3> ← Click to approve the request

This is an automatically generated email.
 # Please do not reply directly to this mail.

- 3.) After clicking the URL to Approved, approved request form and approval status will display. You will see that the request has been approved from clicking the link in the email. But if you are logged out, when you click the URL, the login screen will display. After login, if you click on the link to view details, you can approve it by click to the “Approve” menu on the left or clicking on the URL in the email again to approve it.

**The approval URL may not be displayed in the email, depend on the setting.

Approval status

Applicant Applicant: Khamsingnok Nutkamon (Date of application : 2023/02/21 14:46)

1 Step name : Head of Department Approved

Need one approval

Approved Approver : Khamsingnok Nutkamon (Corresponding date and time: 2023/02/21 14:59:30)
 Cancellation of approval

2 Step name : HR Manager Pending approval

Need one approval

Pending Approver : Kongmarut Piyamon

Comment (optional, under 1000 characters) Send a notification with this comment

6. Cancellation of approval

“Cancellation of approval” means “Revert to pre-approval status”. Approval can be **canceled within 15 minutes** of approving the request. Unapproved requests are returned to pending approval or rejected status again.

6.1 Cancel from message box

1. Approve applications

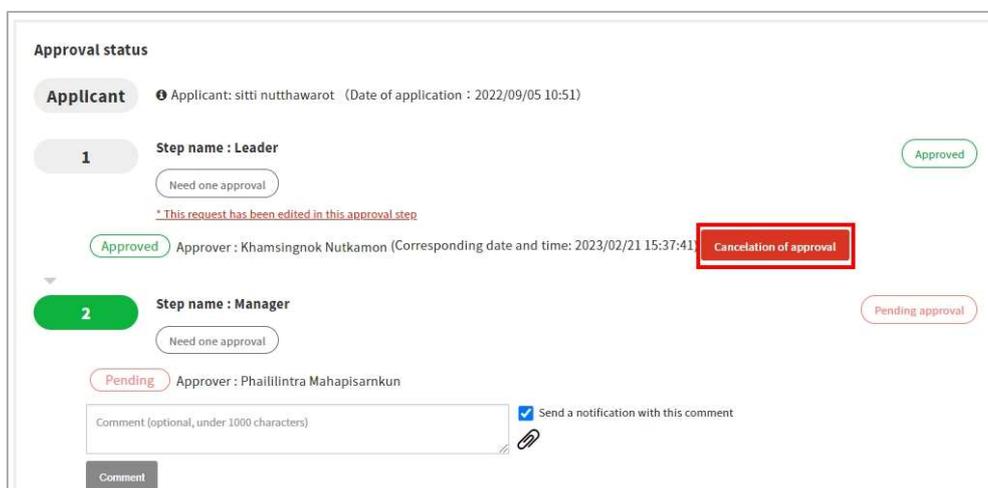


2. Click to “Click here for details” in the message box displayed after confirming approval.

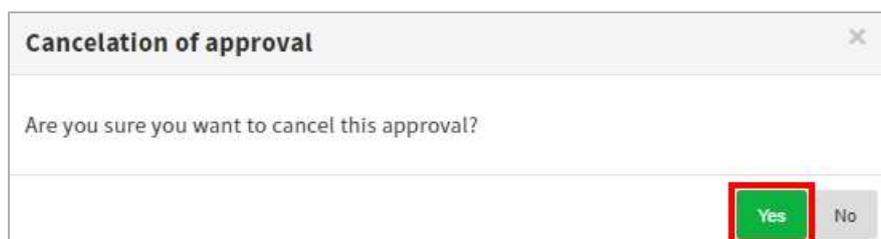


3. The application details will display, then click “Cancellation of approval” to the right of your name in the “Approval status” column at the bottom of the page. **Can cancel within 15 minutes after approval.**

** Cannot be canceled if more than 15 minutes after approval or if the approver of the next step has already approved.



4. “Cancellation of approval” pop up box will display. Select “Yes: to cancel this approval.



6.2 Cancel from Approve list

1. Click to the “Approval function” menu on the left-hand side, and select “Approve” menu.



2. List of applications that require approval is displayed. Pending approval applications is displayed. You can view applications by status such as Pending approval, Complete or Rejected. By default, it starts at Pending approval. Or click to  marked to search application ID or application forms.



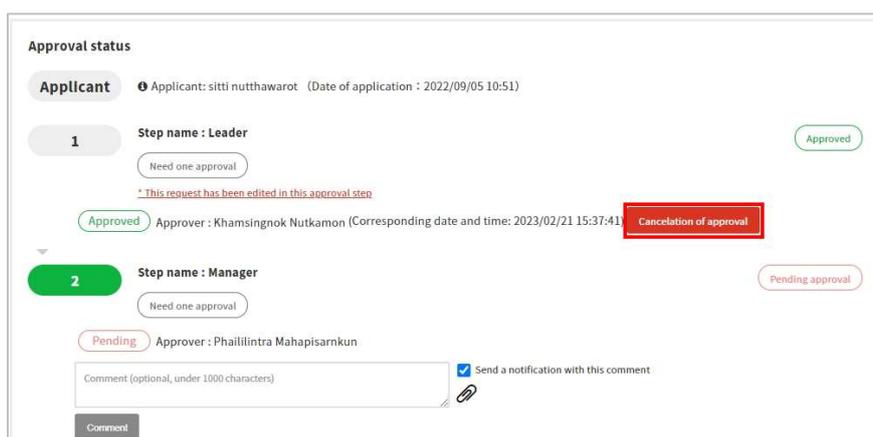
Click on “20 items” to increase the total items displayed on that page, and can select step to show in the displayed by selecting the “By deadline”.



3. Click the applications you want to unapproved and details applications will display.



4. Click “Cancellation of approval” to the right of your name in the “Approval status” column at the bottom of the page. **Can cancel within 15 minutes after approval.**
**** Cannot be canceled if more than 15 minutes after approval or if the approver of the next step has already approved.**



5. “Cancellation of approval” pop up box will display. Select “Yes: to cancel this approval.



7. Comments on the application forms

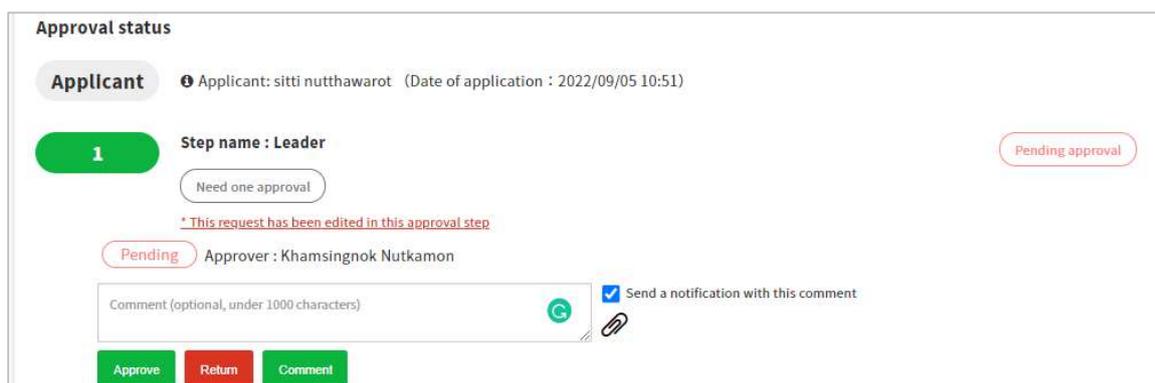
The comment function can be used to add comments for the applicant to read. Files can be attached to comments and can be deleted only your comments.

7.1 Who can comment on application

- The requester
- Approvers configured in the request
- Approvers replacing the configured approvers in the request
- Users who have been granted access to view the request
- Users who can reference the request
- Users who can view requests and can show comments only for requests with an “Approved” status
- Users with system administrator privileges / Admin

7.2 How to comment on application

1. Click to the request list you want to enter comments.
2. Click on the request to display the request details. Scroll down to the “Approval status” section.



3. Fill in the “Approval status” comment box at the bottom of the request form. You can enter comments for requests that are “Pending approval”.
**For requests that are already completed, you can enter comments in the final step.

Approval status

Applicant ⓘ Applicant: sitti nutthawarot (Date of application : 2022/09/05 10:51)

1 Step name : Leader Pending approval

Need one approval

* This request has been edited in this approval step

Pending Approver : Khamsingnok Nutkamon

comment Send a notification with this comment

Remaining 993 characters

Approve Return Comment

- After entering the comment, click “Comment” to confirm, and then click “Approve” or “Return” to display the comment along with the approval process.

File Location ×

Please select attachment files.

Select from registered files Register new file and attach

Additionally, you can attach files by clicking  , choose “Send a notification with this comment”, and click “Comment” to send email notifications to relevant users, such as the request submitter.

comment Send a notification with this comment

Remaining 993 characters

Approve Return Comment

7.3 Notification on Comment

7.3.1 Users who receive comment notifications include:

- The requester
- All approvers in the approval process who have commented
- Other users who have commented in that approval step (Including Admin users with system administrator privileges)

* Users who input their own comments will not receive notifications.

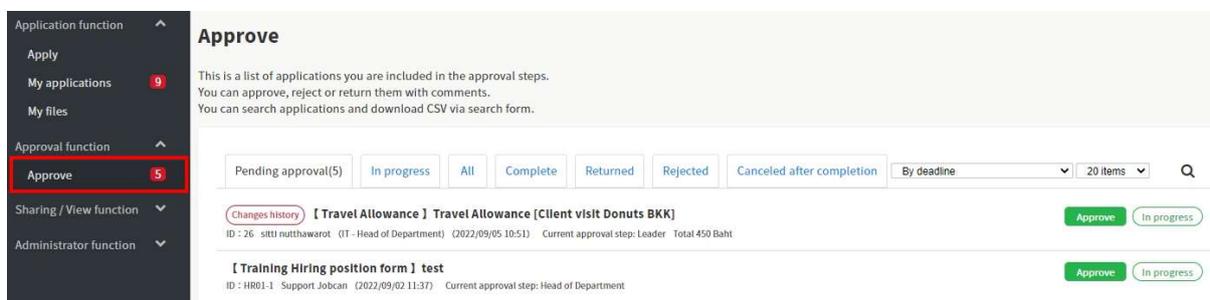
* No notifications will be sent for comments in "referenced requests".

Please note that notification upon comment can be configured to notify when adding comments to requests or not.

7.3.2 How to enable comment notifications

1. Applications List
You can comment from the following request lists:
 - My applications list
 - Approval applications list
 - Substitute approval applications list
 - Applications shared to you list
 - Referenced applications list
 - View applications list * Viewers can comment only on applications with “Approved” status
 - All applications list
2. Click on the request you want to comment to view the request details, or click  on the upper-right side and can search for application forms under various conditions.

[Example] A screenshot of the applications details page displayed from the approval applications list.



3. Enter comments in the “Approval status” section at the bottom of the request form. Requests that are “In Progress” can be commented on if the status is “Pending approval”. Requests that are “Completed” can be commented on in the final step.
4. After commenting, make sure to check the box for “Comment notification”. If “Comment notification” is not selected, no notifications will be sent. Additionally, if the “Notification settings” of the recipient user are set to “Do Not Receive”, the system will not send notifications even if the “Comment notification” box is checked.
5. Select “Notify” and click “Comment” to send email notifications to relevant users, such as the requester.

7.3.3 When Destination Users Will Receive Comment Notifications

When comments are added or files are attached to a request, other users will receive notifications. The following list explains which user actions trigger notifications to which users:

- When the requester adds a comment.
- When the approver for the comment step adds a comment.
- When an Admin / Manager / Request Manager adds a comment.
- When a user with viewing access adds a comment.
- When a user with applications shared to you adds a comment.
- When a user referencing the request adds a comment.

Notification tools include email, external tools, and push notifications (for use with smartphone apps). External tools include notifications sent to Slack and ChatWork.

When the requester comments on a request that is “In Progress”

Notification tools	E-mail	External tools	Push notification
Destination users			
Requester send request	×	×	×
Approvers in the commented step	○	○	×
Users who have previously commented in the step with comments	○	○	×
Approvers in steps other than the commented one	×	×	×
Users who commented in steps other than the commented one	×	×	×
Admin / Manager / Request Manager	×	×	×
Users with inspection view	×	×	×

* When a comment is made on the request at the final approval stage and it is completed, both the user who approved this request and the user who commented on this request will receive email notifications or notifications through external tools (users who comment on their own request will not receive notifications).

When the approver of the step comments on a request that is “In Progress”

Notification tools	E-mail	External tools	Push notification
Destination users			
Requester send request	×	×	×
Approvers in the commented step	○	○	×
Users who have previously commented in the step with comments	○	○	×
Approvers in steps other than the commented one	○	○	×
Users who commented in steps other than the commented one	×	×	×
Admin / Manager / Request Manager	×	×	×
Users with inspection view	×	×	×

* When a comment is made on the request after completion of the final approval, both the requester, the user who approved the request, and the user who commented on the request will receive email notifications or notifications through external tools (users who comment on their own request will not receive notifications).

When an Admin / Manager / Request Manager comments on a request that is “In Progress”

Notification tools	E-mail	External tools	Push notification
Destination users			
Self-commenter	×	×	×
Requester	○	○	×
Approvers in the commented step	○	○	×
Users who have previously commented in the step with comments	○	○	×
Approvers in steps other than the commented one	×	×	×
Users who commented in steps other than the commented one	×	×	×
Admin / Manager / Request Manager	×	×	×
Users with inspection view	×	×	×

* When a comment is made on the request after completion of the final approval, both the requester, the user who approved the request, and the user who commented on the request will receive email notifications or notifications through external tools (users who comment on their own request will not receive notifications).

When a user with viewing access adds a comment.

Users with inspection privileges can view comments only on requests with a status of “Completed”.

Destination users	Notification tools	E-mail	External tools	Push notification
Requester send request		○	○	×
Final step approver		○	○	×
Users who have previously commented in the final step		○	○	×
Approvers in steps other than the final step		○	○	×
Approvers in steps other than the final step (users who did not actually approve)		×	×	×
Users who commented in steps other than the final step		○	○	×
Admin / Manager / Request Manager		×	×	×
Users with inspection view		×	×	×
Users with shared to you		×	×	×

* When users with inspection view comments, other users with inspection privileges will not receive notifications.

When a user with applications shared to you adds a comment on a request that is “In Progress”.

Destination users	Notification tools	E-mail	External tools	Push notification
Self-commenter		×	×	×
Requester		○	○	×
Approvers in the commented step		○	○	×
Users who have previously commented in the step with comments		○	○	×
Approvers in steps other than the commented one		×	×	×
Users who commented in steps other than the commented one		×	×	×
Admin / Manager / Request Manager		×	×	×
Users with inspection view		×	×	×
Users with shared to you		×	×	×

* When a comment is made on the request after completion of the final approval, both the requester, the user who approved the request, and the user who commented on the request will receive email notifications or notifications through external tools (users who comment on their own request will not receive notifications).

When a user referencing the request adds a comment on a request that is “In Progress”.

Destination users	Notification tools	E-mail	External tools	Push notification
Self-commenter		×	×	×
Requester		○	○	×
Approvers in the commented step		○	○	×
Users who have previously commented in the step with comments		○	○	×
Approvers in steps other than the commented one		×	×	×
Users who commented in steps other than the commented one		×	×	×
Admin / Manager / Request Manager		×	×	×
Users with inspection view		×	×	×
Users with shared to you		×	×	×

* When a comment is made on the request after completion of the final approval, both the requester, the user who approved the request, and the user who commented on the request will receive email notifications or notifications through external tools (users who comment on their own request will not receive notifications).

7.4 Delete your own comment

You can delete your own comments that you have entered in the request.

***But if you have already clicked “Approve”, “Send Back” or “Reject” in that step, you won't be able to delete the comment.**

1. Select the request with the comment you want to delete from the request list to display the details.

Request list interface showing two requests. The first request is highlighted with a red box:

- Request ID: 26, Requester: sittt nutthawarot (IT - Head of Department), Date: 2022/09/05 10:51, Current approval step: Leader, Total: 450 Baht. Status: In progress.
- Request ID: HR01-1, Requester: Support Jobcan, Date: 2022/09/02 11:37, Current approval step: Head of Department. Status: In progress.

2. In the 'Approval Status' column, hover over the comment you want to delete and click on ✕ .
*If you have already 'Approved,' 'Sent Back,' or 'Rejected' in that step, you won't be able to delete the comment.

Approval step details for 'Head of Department':

- Step name: Head of Department
- Status: Approved
- Approver: Khamsingnok Nutkamon (Corresponding date and time: 2023/02/21 16:55:50)
- Comment: Khamsingnok Nutkamon : (2023/02/21 16:55:50) comment comment

3. Place the cursor and click on ✕ the red section.

Approval step details for 'Leader':

- Step name: Leader
- Status: Pending
- Approver: Khamsingnok Nutkamon
- Comment: Khamsingnok Nutkamon : (2023/02/21 16:49:47) comment

- Click “Yes” in the confirmation box that appears to delete the comment. After deleting the comment, the deleted comment history will appear in the application as shown in the image below.”

The image shows a 'Delete comment' dialog box with the question 'Are you sure you want to delete the comment?'. There are 'Yes' and 'No' buttons. Below the dialog, the approval step is shown as 'Step name : Leader' with a 'Need one approval' status. A note states '* This request has been edited in this approval step'. The status is 'Pending' and the approver is 'Khamsingnok Nutkamon'. A comment history entry is highlighted with a red box: '<-- Khamsingnok Nutkamon deleted this comment --> (2023/02/21 16:49:47)'. Above this, a file 'contact jobcan.pdf' is listed as attached by Khamsingnok Nutkamon at (2023/02/21 16:16:01).

8. Attaching Files during Approval

“Attach files” refers to “attaching files to the request”.

When attaching files during approval, all users who can view the request, such as the requester and system administrators, will be able to review the attached files.

8.1 Attaching Files during Approval

- Click “Approve” in the “Approval functions” menu on the left.
- Click on the request you want to attach files to from the list of requests you have the authority to approve to open the request details page.
- Attach files in the “Approval status” column.

The image shows the approval step interface for 'Step name : Leader'. It includes a 'Need one approval' status, a note '* This request has been edited in this approval step', and a 'Pending' status with 'Approver : Khamsingnok Nutkamon'. The comment history shows two entries: '<-- Khamsingnok Nutkamon deleted this file --> (2023/02/21 16:16:01)' and '<-- Khamsingnok Nutkamon deleted this comment --> (2023/02/21 16:49:47)'. Below the history is a comment input box with a character count '(optional, under 1000 characters)' and a checked checkbox for 'Send a notification with this comment'. A red box highlights a paperclip icon next to the input box. At the bottom are 'Approve', 'Return', and 'Comment' buttons.

Click on the  right side of the comment input box to display the file selection screen. Choose files to attach and complete the attachment process.

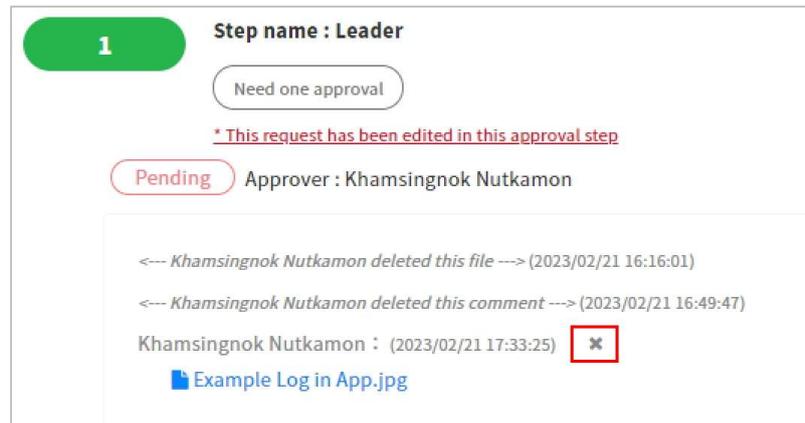
After attaching, the file names will appear in the 'Approval Status' column.

You can attach an unlimited number of files, each with a file size of up to 10MB.

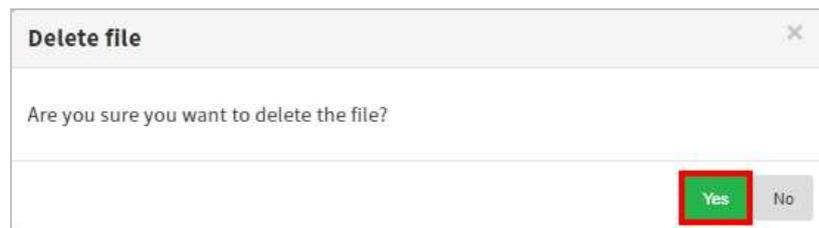
However, if the system administrator specifies allowed file extensions, an error will occur if you attach files with extensions not allowed.

8.2 Delete an attached file during approval

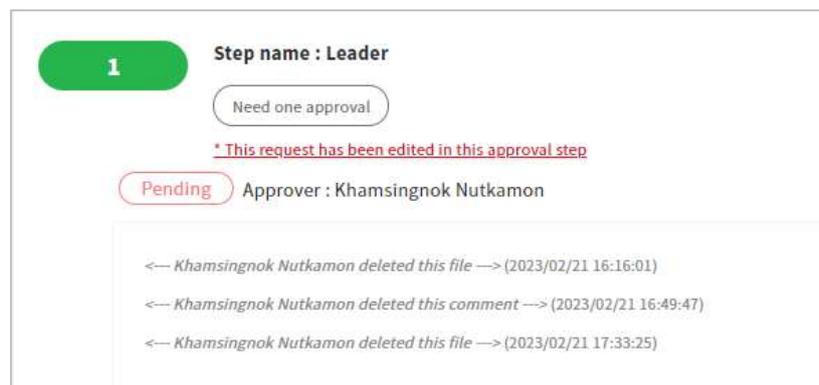
1. Click on the “Approval menu” in the “Approval functions” menu on the left side.
2. Click on the request that has the attached file from the list of requests you are able to approve, to open the request details page.
3. Click the X that appears on the right side of the file name under the “Approval status” of the request.



4. Click “Yes” in the confirmation box to delete the attached file.



After deletion, the “Approval status” column will indicate that the attached file has been deleted.



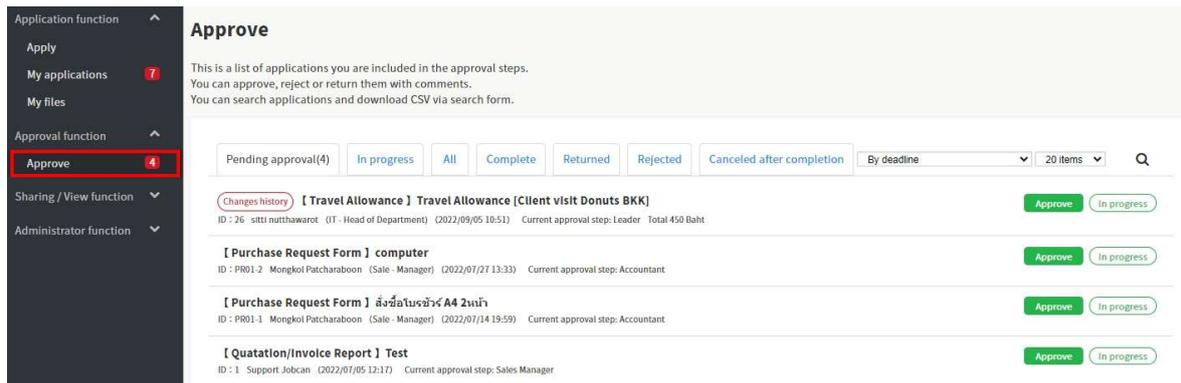
9. Editing Approval steps During Approval

“Approval steps” refers to the “path and steps for approval”.

Generally, the approval step is defined by the steps set in the form.

However, for requests where system administrators allow it, it's possible to add steps to the approval steps while it's in progress.

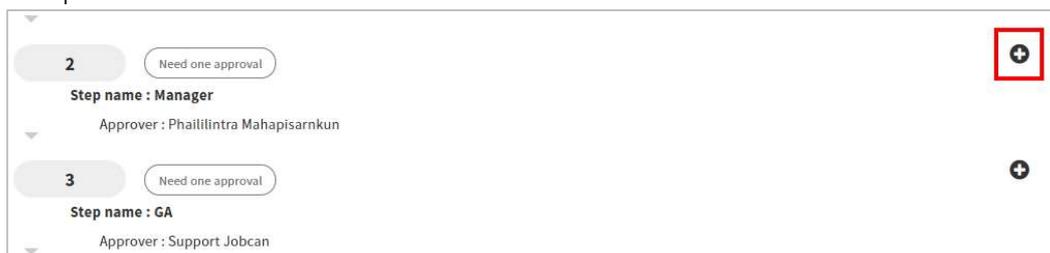
1. Select the request for which you want to edit the approval steps.
Click on “Approve” in the “Approval Functions” menu on the left, and then click on the request from the list of requests that are available for approval.



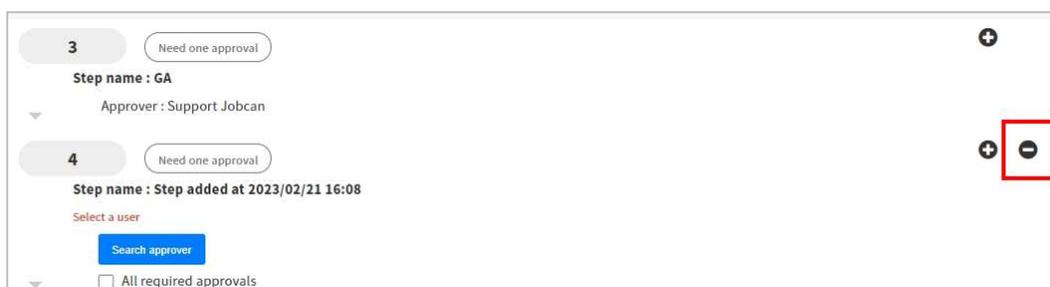
2. Check whether the selected request is allowed to have its approval steps edited.
Requests for which the approver is allowed to edit the approval workflow will display the text “Edit approval steps” at the bottom-right corner of the “Approval step” section.



3. Click on the “Edit approval steps”
4. Add or remove steps according to the approval path you want to configure. Click on "+" to add steps.



Click "-" to delete a step.



* Steps that are set from the beginning or steps that have been approved cannot be deleted.

- Specify Approvers: When you add a step, the default approver will appear under the user's name. Click "Search approvers" beneath the user's name displayed.

Click "Search approvers" to open the "Select Approver" dialog. The list of users who are set as approvers will be displayed. Select the users you want to specify as approvers.

- Check if Everyone Needs to Approve:
If you want to specify multiple approvers in one step and set it as "Everyone must approve before proceeding to the next step", mark the checkbox "All required approvals".

If you specify multiple approvers but want only one of them to approve before proceeding to the next step, uncheck the checkbox.

- To complete the approval steps modification
Click the "Save" button at the bottom right of the "Approval steps" section to finalize the approval steps adjustments.
If you decide not to save your changes, you can click "Cancel" to discard the edited content.

4 Need one approval
Step name : Step added at 2023/02/21 16:08
✘ Approver : Khamasingnok Nutkamon
✘ Approver : Akkaralawan Pitchapa
Search approver
 All required approvals

5 Need one approval
Step name : GA Manager
Approver : Mongkol Patcharaboon

Ongoing

Cancel Save

- After saving, click the “Confirm” button at the bottom of the screen to review the edited content.

5 Need one approval
Step name : GA Manager
Approver : Mongkol Patcharaboon

Ongoing

Edit approval steps

Viewer name
Account&Finance×All users

Confirm

- After reviewing the content, click the “Update approval route” button to make the changes.

4 Need one approval
Step name : Step added at 2023/02/21 16:08
Approver : Khamasingnok Nutkamon
Approver : Akkaralawan Pitchapa

5 Need one approval
Step name : GA Manager
Approver : Mongkol Patcharaboon

Ongoing

Viewer name
Account&Finance×All users

Edit Update approval route