

Template Applications – Capital Expenditure Request

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Template Applications – Capital Expenditure Request

Introduction

This simple two-page application is to manage capital expenditure requests. The first page collects information about the stakeholders, requester, manager & IT manager and details of the request; the second page processes the approvals.

Capital Expenditure Request

Request Details

Requester E-Mail

Manager E-Mail

IT Manager E-Mail

Capital Expenditure Details

Request

Supplier

Type

Value

Description

PRINT

SUBMIT

Capital Expenditure Approval

Manager Approval

☐ Approved ☐ Rejected

Comments

IT Manager Approval

☐ Approved ☐ Rejected

Comments

BACK

SUBMIT

Workflow Logic

All requests will require approval by the appointed manager. IT requests, selected from the Type drop-down on the first page, will require approval by the appointed IT manager.

```
graph TD; A[New Request] --> B[New Request Submitted]; B --> C[Manager Approval]; C --> D[Manager Rejected]; C --> E[Manager Approved an IT Request]; C --> F[Manager Approved a Non-IT Request]; D --> G[Rejected]; E --> H[IT Manager Approval]; F --> I[Approved]; H --> J[IT Manager Rejected]; J --> G; I --> K[IT Manager Approved]; K --> I;
```

The flowchart illustrates the process flow for a Capital Expenditure Request. It begins with a 'New Request' state, leading to 'New Request Submitted'. The process then moves to 'Manager Approval'. From 'Manager Approval', there are three possible paths: 1) 'Manager Rejected' leads to 'Rejected'. 2) 'Manager Approved an IT Request' leads to 'IT Manager Approval'. 3) 'Manager Approved a Non-IT Request' leads directly to 'Approved'. From 'IT Manager Approval', there are two possible paths: 1) 'IT Manager Rejected' leads to 'Rejected'. 2) 'IT Manager Approved' leads to 'Approved'.

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Apart from the necessary notifications to the approvers (Manager & IT Manager), there are also notifications to the requester at each process step. The manager and IT Manager will also receive reminders after one working day if the request has not been processed.

Behaviors

On submission of the request (Submit button on page 1), there is a check of mandatory fields for that page. If the request type is IT, then the IT manager's name and e-mail are also required.

On submission, after a decision is made (Submit button on page 2), there is a check for comments if either the manager or IT manager rejects the request. These comments are also included in the rejection notification sent to the requester.

Installation Instructions

This application is ready to go. No modifications are needed to make it work after installing it on your system. Import & publish.

The graphics can be easily removed if you prefer to replace them with your own or use no pictures. Do be aware, however, that the headings 'Capital Expenditure Request' on both pages are white and will not be visible on the typical white background.

The graphic 'Capex Background' is included as a picture in the individual page property settings, and the graphic 'Capex Banner' is included as a picture object on each page.

Mobile Version

This application is enhanced for mobile use.

If you want to utilize this application's mobile feature, please check the option to make the mobile version active after importing the application.

Note: If you choose not to utilize this feature after import, you will be prompted again when you publish the application.