

Template Applications – Capital Expenditure Request

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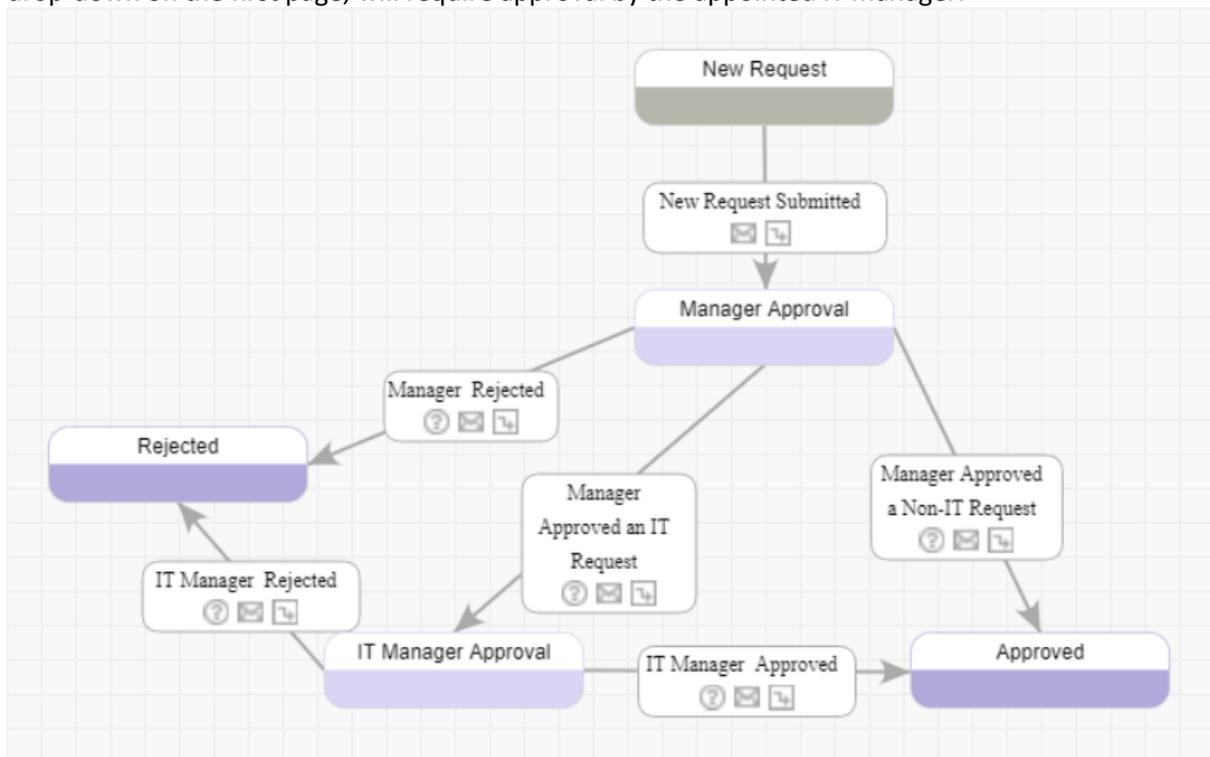
Introduction

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.

The image shows two side-by-side screenshots of a web application. The left screenshot is titled 'Capital Expenditure Request' and contains two sections: 'Request Details' with input fields for Requester, Manager, and IT Manager (each with an E-Mail field), and 'Capital Expenditure Details' with fields for Request (date), Supplier, Type (dropdown), Value, and Description. At the bottom are 'PRINT' and 'SUBMIT' buttons. The right screenshot is titled 'Capital Expenditure Approval' and contains two sections: 'Manager Approval' and 'IT Manager Approval', each with radio buttons for 'Approved' and 'Rejected' and a 'Comments' text area. At the bottom are 'BACK' and 'SUBMIT' buttons.

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.



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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.