



DFM New Features

nh | HOTEL GROUP
PART OF **MINOR**
HOTELS

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New DFM features

- **DFM Filtering**
- **Mobile access**
- **Out of the Office**

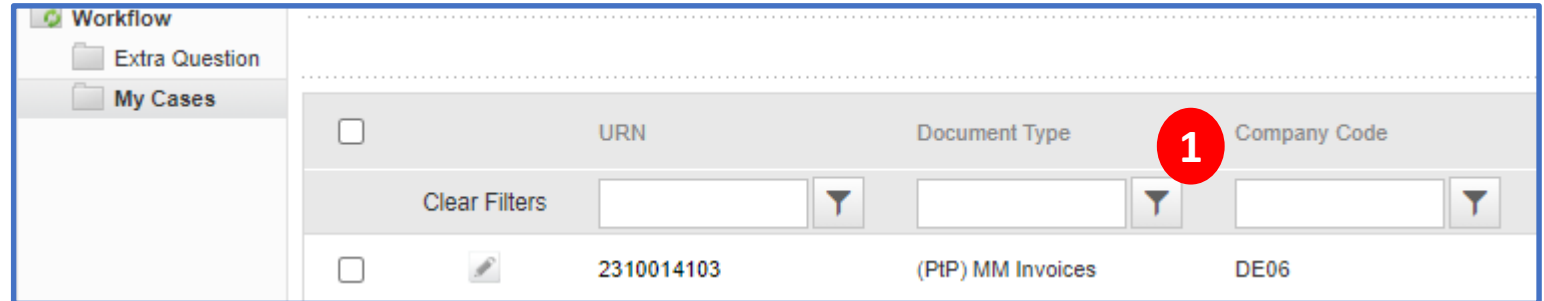
DEFINITION OF TERMS

- **DWP – Digital Workforce Platform is the tool for online document processing and storage**
- **DFM – Document Flow Manager (submodule of DWP)**
- **For NH Hotel Group DWP is the same as saying DFM. Both acronyms refer to the same tool**
- **ERP – Enterprise resource planning – SAP for NH Hotels**
- **URN – Unique Reference Number (number which is assigned to every document by scanning or email ingestion)**
- **POC – Point Of Contact (here refers to DFM Business User of NH Hotel Group)**

DFM FILTERING

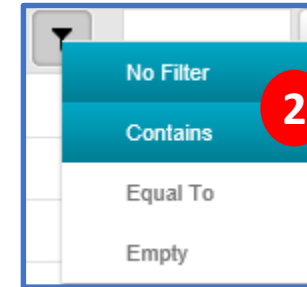
New version allow us to apply filters in any column of your **“My Cases”** screen.

1 Click on FILTER icon



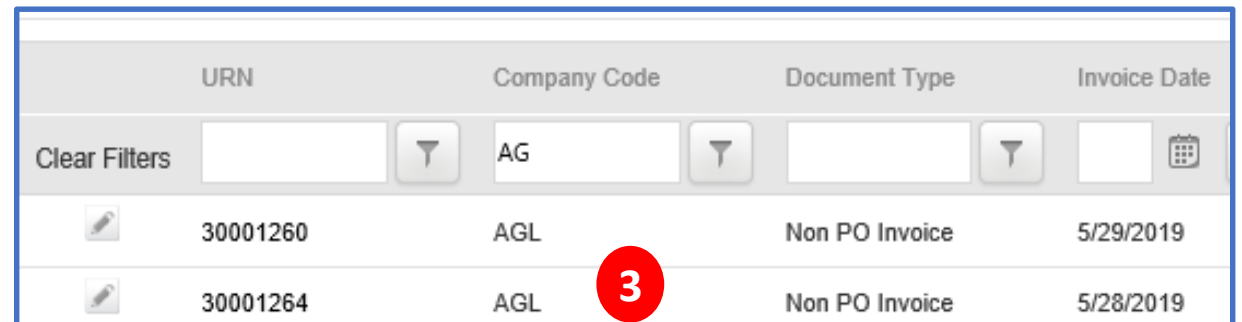
The screenshot shows the 'My Cases' interface. On the left is a sidebar with 'Workflow', 'Extra Question', and 'My Cases' folders. The main area has a table header with columns: URN, Document Type, and Company Code. A red circle with the number '1' highlights the filter icon (a funnel) in the Company Code header. Below the header is a 'Clear Filters' button and three input fields, each with a filter icon.

2 Select the criteria you need to apply



The screenshot shows a dropdown menu for selecting filter criteria. The options are: 'No Filter', 'Contains' (highlighted with a red circle and the number '2'), 'Equal To', and 'Empty'.

3 You will view only the cases according to the filter you applied.

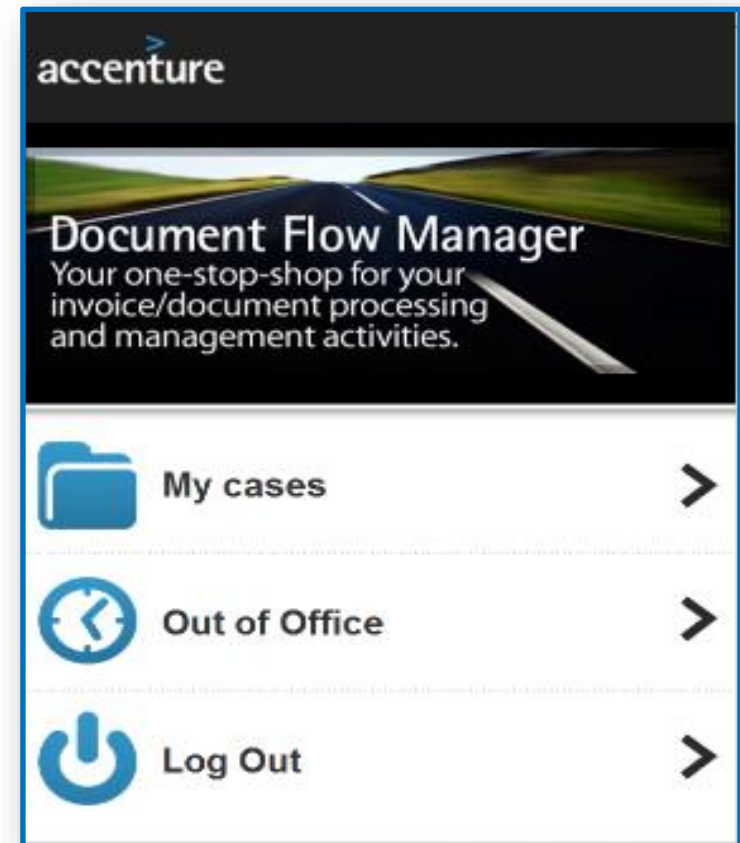


The screenshot shows the results table after applying the filter. The table has columns: URN, Company Code, Document Type, and Invoice Date. A red circle with the number '3' highlights the first row of data.

	URN	Company Code	Document Type	Invoice Date
Clear Filters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	30001260	AGL	Non PO Invoice	5/29/2019
	30001264	AGL	Non PO Invoice	5/28/2019

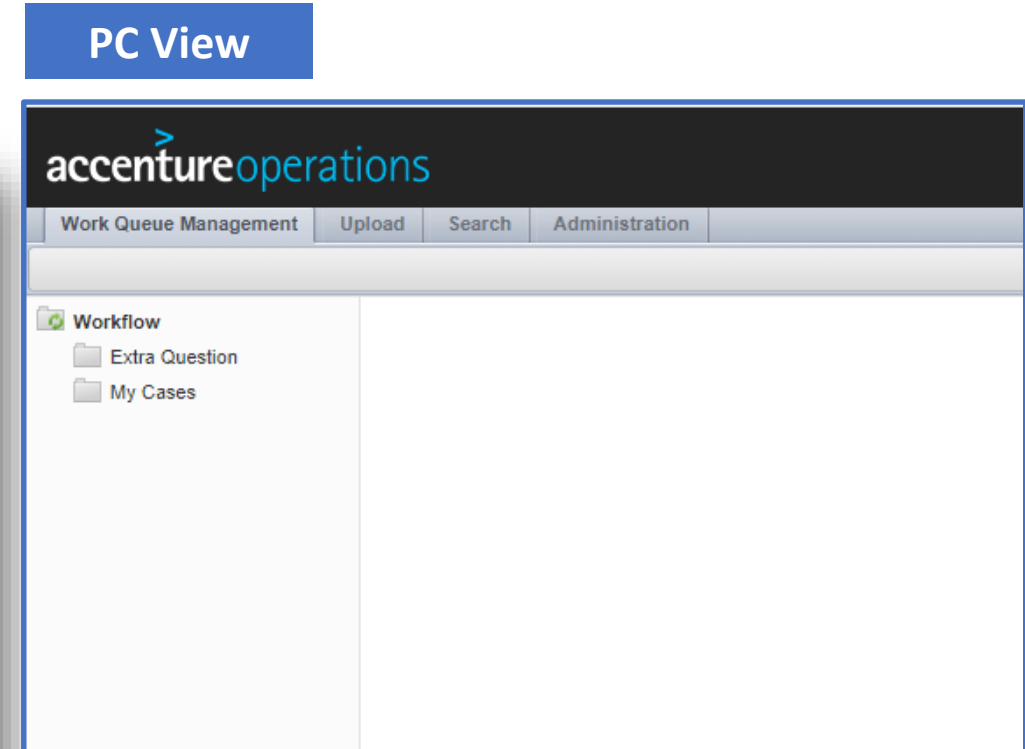
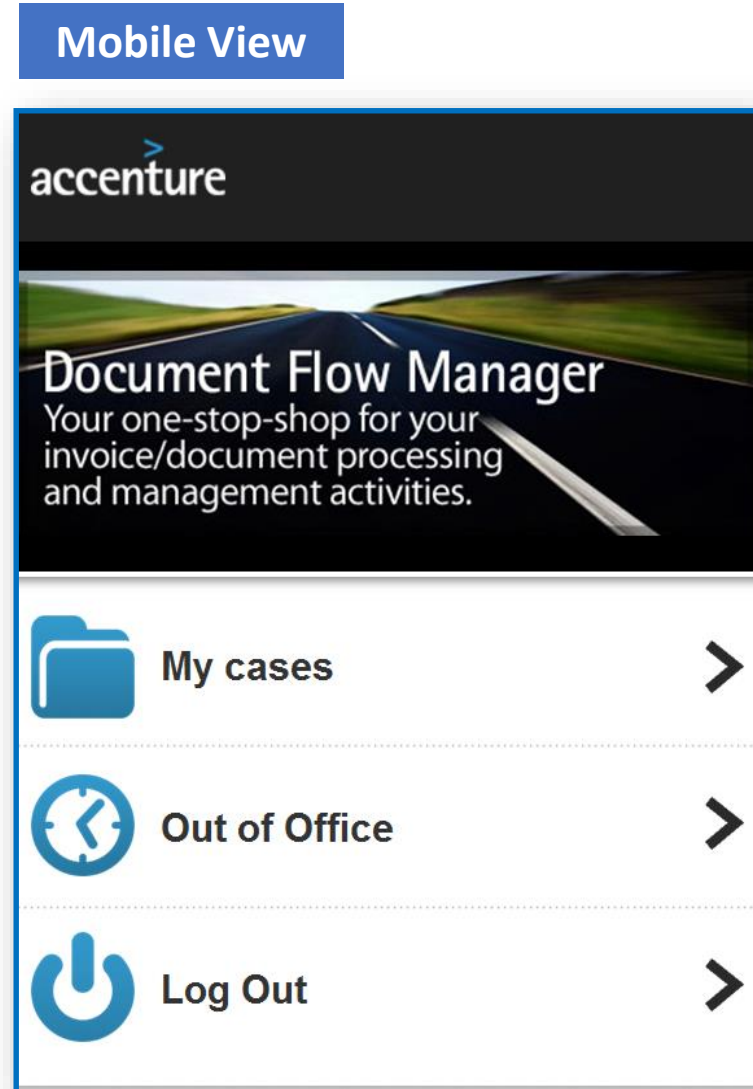
DFM HOME SCREEN IN MOBILE VIEW

- Business Users will be able to access DFM via mobile.
- The view differs from your desktop view but has the main functionalities such as responding to assigned cases, control Out Of Office.
- Please note that this is not an “APP” but can be used in the mobile browsers like Safari, Chrome etc.



ACCESSING DFM PC vs MOBILE VIEW

- After successful login, the following view will be displayed
- Click on a URN to view the case details



OUT OF OFFICE

When you are unavailable or going to be out of office" please activate "Out of Office" functionality.

1 To activate Out Of Office, click on the button which is next to username.

2 Select your delegate using the pick-list, click OK button. Your DFM "Out Of Office" will become active.

By activating the Out of Office functionality all your current and future cases will be assigned to your backup during the period of absence i.e. until you turn it off.

Work Queue Management Search Administration

Settings Announcements

Settings

General Setting Change Password Email Settings Out of Office

Please choose a point of contact while you are unavailable:

OK

Search

There are 1235 records found, but displayed only first 100 records. Please type more specific criteria to restrict number of returned records.

ID	Description
Invalid_Routing	Invalid_Routing Invalid_Routing -
DIRECTOR_0002	DIRECTOR NH CIUDAD DE ZARAGOZA - HOTEL
DIRECTOR_0004	DIRECTOR NH COLLECTION GRAN HOTEL DE ZARAGOZA -
DIRECTOR_0005	DIRECTOR NH CANCELLER AYALA VITORIA -
DIRECTOR_0007	DIRECTOR NH RAMBLA DE NTE -
DIRECTOR_0010	DIRECTOR NH MADRID ALONSO MARTINEZ -
DIRECTOR_0012	DIRECTOR NH MADRID VENTAS -
DIRECTOR_0013	DIRECTOR NH MADRID ARGUELLES -
DIRECTOR_0014	DIRECTOR NH SEVILLA PLAZA DE ARMAS -
DIRECTOR_0017	DIRECTOR NH VALENCIA CENTER -

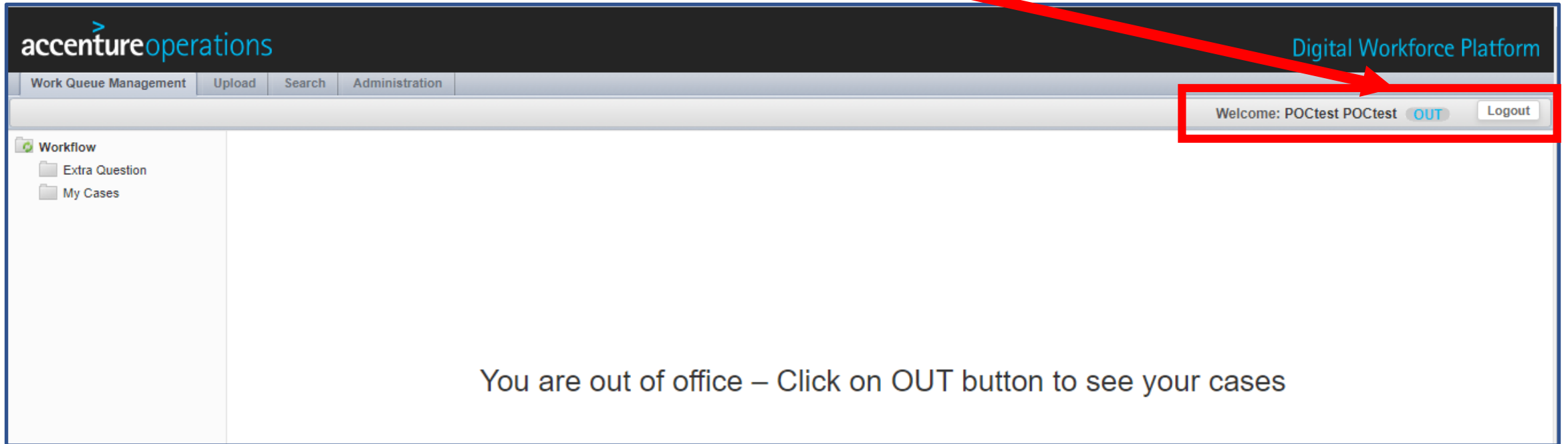
1 | 2 | 3 | 4 | 5

Items per page: 10

OUT OF OFFICE cont...

- All delegated cases will appear in the “**My cases**” folder of your selected delegate.
- In your DFM overview, you will find delegated cases to you in your “**My Cases**” folder.
- Once back in office please deactivate Out of Office by clicking on Out.

*Please Note: Business Users can request to their KU to request Accenture to set delegation for his/her vacation. Operation Super User have rights to update delegation for POC/business Users. Once back in office please deactivate Out of Office by clicking on **Out.***



The screenshot displays the Accenture Operations Digital Workforce Platform interface. The top navigation bar includes the 'accentureoperations' logo and the text 'Digital Workforce Platform'. Below this, a secondary navigation bar contains links for 'Work Queue Management', 'Upload', 'Search', and 'Administration'. The main content area is divided into a left sidebar and a central panel. The sidebar, under the 'Workflow' heading, lists 'Extra Question' and 'My Cases'. The central panel features a message: 'You are out of office – Click on OUT button to see your cases'. In the top right corner of the main area, a user status bar shows 'Welcome: POCTest POCTest' followed by a blue 'OUT' button and a 'Logout' button. A red arrow points from the 'Out.' text in the preceding note to the 'OUT' button.

THANK YOU