As part of the Engineering Change Process it is the task of the ECR Approver / Program Manager to check the ECR Evaluation Results and to decide whether the ECR gets approved or not.

If you belong to a team assigned to a certain Customer you will receive a mail notification that looks similar to the shown one. It always contains a link that will directly lead you to the task you should start working on.

Activating the link in the mail notification the Microsoft Internet Explorer opens and shows the Ematrix Logon Screen. Enter username and password.
After login you will automatically reach the task.

There is also a second way to find your tasks once you are logged into ematrix already. Open the My Desk pull-down menu, unfold the Yazaki Central, and click on My Tasks.
The screen will be updated to the **My Task View**. You can see all **Active** tasks in other words all **tasks** that **you are the owner of**. The shown example shows no active tasks.

Switch over to **Associated** task to see the tasks owned by the Supply Management Group you belong to.

Now you can see all Associated Tasks that are owned by the Group Logistic YEL-BL(Ford) responsible for this ECR. Now click on the Name or the Symbol.

And again you have reached the same task like using the notification mail. The Owner of the task is still the department you are belonging to.
Now you have to open the Action tab and to click **Accept Task**.

After you have accepted the task the owner has changed to your name.

To continue click on **Related Objects**.

Now click on the Name **0000369**.
Now you can start to check the ECR.
Click on **ECR Impact** to check the Engineering Cost and the impact on Manufacturing and Logistic that the change described in the ECR would have.

Click on **New Parts / Materials** to check whether this ECR contains information about new Parts or Material. To check if the information given is correct click on **Connector** or the symbol 📣.
Now you can review the details.

Clicking on the 'New Wire Harness' option, you can see if the change described in the ECR means that a new wire harness would have to be introduced.
Clicking on **Obsolete Wire Harness** you can see if the change described in the ECR means that a Wire harnesses would have to be made obsolete.

Clicking on **Revised Wire Harness** you can see if the change described in the ECR means that a Wire harnesses would have to be revised.

Clicking on **Wire Harness List** you can review the **Internal Price Variance** and the **Piece Price Variance** that will be submitted to the Customer. Furthermore you can see the **Estimated Take Rate** for each Harness if entered by Engineering.

**Note:** The field Price Variance Internal is only visible for members of the Costing Department or owners of the role ECR Approver.
Clicking **Obsolete Drawings** you would find a list of drawings if the change described in the ECR means that Drawings have to be made obsolete.

Clicking **Revised Drawings** you would find a list of drawings if the change described in the ECR means that Drawings have to be revised.

Under **Supporting Documents** you can find additional information explaining the details of the ECR. To access the data click on the Type e.g. **Markup**.
Then click on **Attachments**. To retrieve the information click either on the filename **Markup sample.TIF** or the symbol 

The next step is to click into the **Lifecycle** of the ECR. Here you have to open the Action tab and now you have 3 Options. You can either **Approve the ECR** or **Final Reject** the ECR or click on **Re-Evaluate Information** to send the ECR back to one of the evaluating Departments.

If you do not agree to any of the figures you have seen click on **Re-Evaluate Information**...
A new window opens and you can select the department you want to re-evaluate. Enter an instruction and click on "Create".

The window disappears and the ECR Lifecycle status has been changed back to "Evaluate".
When you click on Related Tasks, you can see that a task is open to the department you selected and the instruction is the same you entered. Once they have completed their task the ECR comes back to you for a second review.

Sometimes it happens that the idea described in an ECR is not longer required and will never be introduced. If this is the case you would finally reject the ECR. The ECR remains in the Database but it cannot be attached anymore. To do this you have to click on Final Reject...
A new window opens. Please enter a comment. This is very important and allows you to find out in the future why an ECR has been rejected.

Now click into the box next to the Action Approve and click on **Done**.

You have to approve the Action “Reject”!

Another window pops up and you have to verify with your password the Rejection. Enter the password (it is the same password you use for login into ematrix) and click on **Done**.

After this the lifecycle will change to **Final Reject** and all people that were affected will get a mail notification telling that this ECR has been rejected.
However, the usual procedure should be to approve an ECR. To **Approve an ECR** you have to be on the Lifecycle of the ECR. Then open the Actions tab and select **Approve ECR**.

Again a new window opens. You can enter a comment. Now click into the box next to the Action Approve and click on **Done**. You have to Approve the Action “Approve”!
Again a window pops up and you have to verify with your password the Approval. Enter the password (it is the same password you use for login into ematrix) and click on Done.

After this the lifecycle will change to **Plan ECO**

It can happen that this error message pops up. This means that the validity date in the ECR Reply from Manufacturing has been passed. In this case you have to send back the ECR to the Manufacturing department for re-evaluation.

Under normal conditions the ECR has changed its Lifecycle status to **Plan ECO**. Now the **ECR is approved** and can be connected to an ECO.