# Suggestion Form Flow

Employee to write and submit their suggestion in Suggestion Form in Wrike

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HR to key in 50 point for non-repeated suggestion submission to the author

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HR to tag Top Management and Senior Managers to review the suggestion

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Suggestion accepted?

— NO →

YES ↓

Top Management to advise total point to reward the suggestion author
(100, 250, 500 points)

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Related department/manager to plan the implementation of the accepted suggestion by creating subtask under the suggestion or CAPA

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End