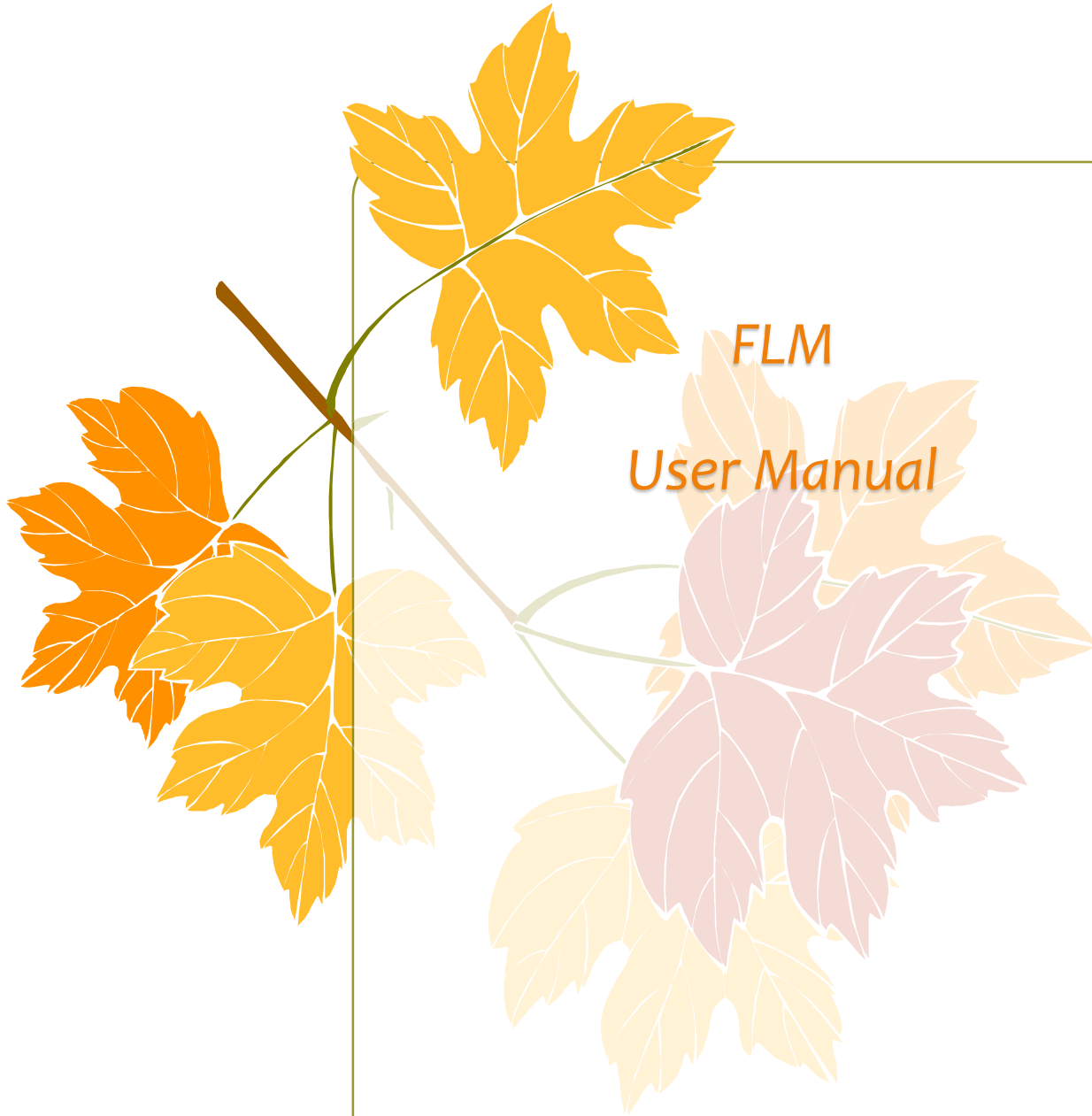




FLM User Manual



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FLM User Manual



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FLM User Manual



1. Logon to ERP Launchpad

झारखंड बिजली वितरण निगम लिमिटेड
Jharkhand Bijli Vitran Nigam Limited

FLM PORTAL

User	yashfim
Password	*****

Log On

Change Password

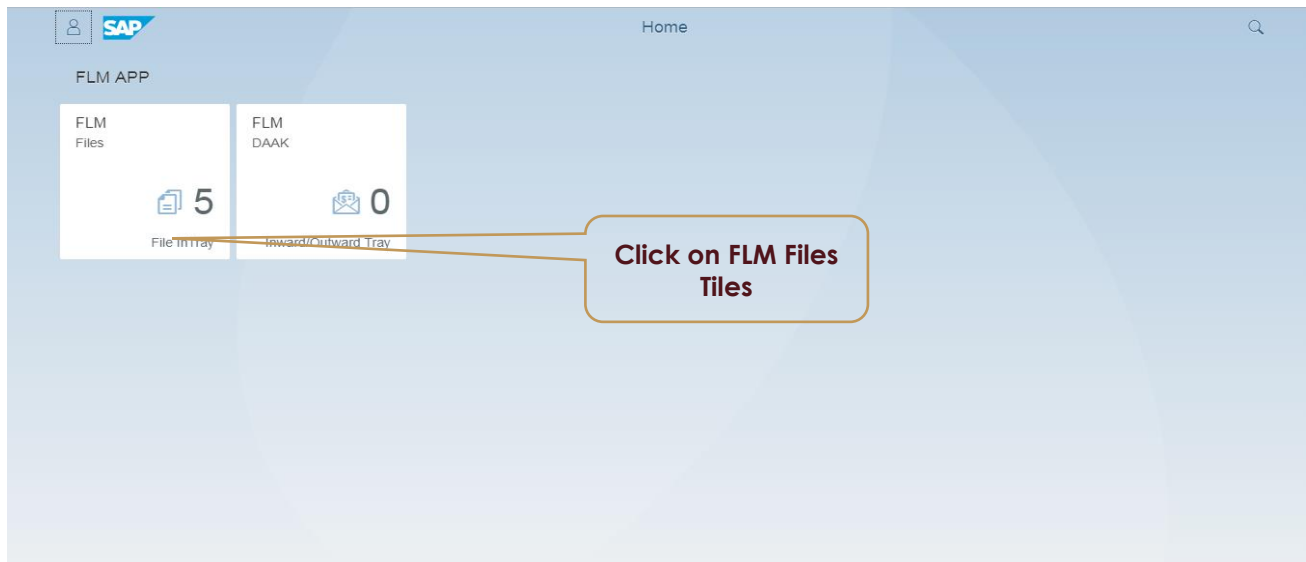
Copyright © 2018 JBVNL. All rights reserved.



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2. Click on FLM file



3. Create new file

SAP File Lifecycle Management

FLM WorkCenter

InTray 5 Draft 7 Cabinet 1 Substitute 0 Shared 0 Sent Tracked 13

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received ...	Received TI...
<input type="radio"/>	DPR FOR APPROVAL DPR Letter:2/APDRP-01/01/14.07/2017-2018	14.06.2018	--	Very High	Information	YASH FLM	DPR Letter	27.06.2018	10:06:06
<input type="radio"/>	Letter for approval of Document required for NIT Letter.No:10/IT-01/26.06/2018	26.06.2018	--	Very High	Information	YASH FLM	Letter	26.06.2018	09:47:59
<input type="radio"/>	Workorder Attached and the drawings submission Work Order:1/CE-CE(S&D)-134-13.06.2018	13.06.2018	--	Very High	Being Processed	YASH FLM	Work Order	13.06.2018	17:28:18
<input type="radio"/>	1st TEC Report on Techno Commercial part of NH1/245/DR/JBY/NL/2018: UNDER ADP Head	11.06.2018	--	Very High	Information	YASH FLM	First Tec Report	11.06.2018	12:54:39

TEST

Create Search Send Close Refresh

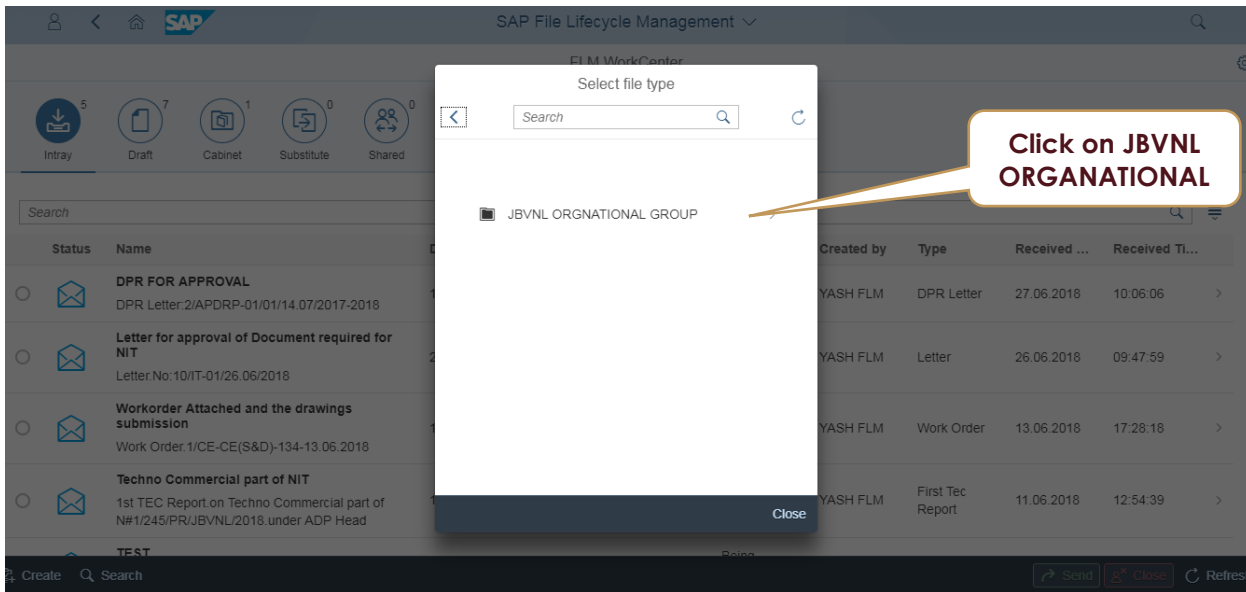
Click on create file



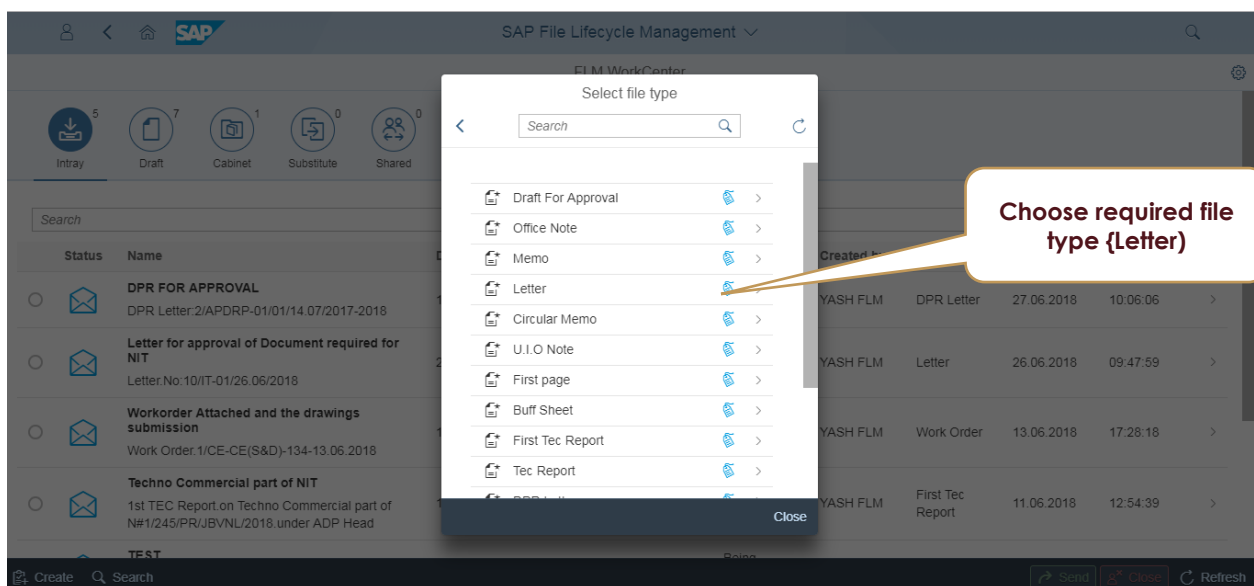
FLM User Manual



4. Click on file hierarchy



5. Select required file type { Letter}





FLM User Manual



6. Choose attribute values

The screenshot shows the 'Create File' form in SAP File Lifecycle Management. The form includes the following fields and callouts:

- *File No.:** Ltr.No (Letter.No), Department (CE(S&P)), R.NO, Date, and Year. Callouts: "Choose required attribute for each dropdown" points to the Department dropdown; "Input the today date & YEAR" points to the Date and Year fields.
- Overview:** Type (LETTER), Created On (Thu Jun 28 2018, 21:57:52), Created By (YASH FLM), *Due Date (dd/MM/yyyy), *Priority (dropdown), and *Subject (text field). Callout: "This indicates the file approval by this" points to the Created By field.
- Description:** A rich text editor with a toolbar (bold, italic, underline, list, link, font family, font size) and a large text area. Callouts: "Enter short subject" points to the Subject field; "This is an area where main text will be entered" points to the description text area.

At the bottom right, there are buttons for "Save", "Send", and "Close File".



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7. Enter main text (content)

The screenshot displays the 'Description' section of the FLM interface. It includes a 'Load Description Template' toolbar with options for bold, italic, underline, text color, background color, font family, and font size. The main text area contains a sample letter body. Callouts provide instructions on how to use these features and where to enter text.

Overview

This indicates the file approval by this due date

Select Priority

Type: LETTER

Created On: Thu Jun 28 2018, 21:57:52

Created By: YASH FLM

*Due Date: 28 Jun 2018

*Priority: Very High

*Subject: Approval for the

This is an area where main text will be entered

Click this button to expand description area

In this drop down, you can choose the required description template

you are requested to kindly depute Sri Atul Kumar Vishwakarma at Nigam Hqr Ranchi immediately without any further delay.

* Detailed terms & conditions will be communicated later on.

Yours faithfully,

Executive
Engineer (IT)

Nigam Hqr, JBVNL

Copy the already existing matter



FLM User Manual



8. Choose Purpose attributes

SAP File Lifecycle Management

Create File

File Attributes

PROCESS

*PROCESS:

PURPOSE

*PURPOSE:

Notes

Documents

- References (0)
- Currents (0)
- Previous UI Version Documents (1)

Private To Enter Name Post Clear

Select the Process related to File type from drop down

Select the Purpose from Drop down



FLM User Manual



9. Enter other details.

The screenshot displays the FLM user interface with the following sections and callouts:

- PROCESS:** A dropdown menu is set to "Training". A callout box states: "This is an area where the file processing should enter their remarks/comments and post into FLM".
- PURPOSE:** A dropdown menu is set to "TENDER : Through Limited Mode". A callout box states: "When you click this attachment icon, system opens a pop-up through which external document (Attachment), Another FLM file."
- Notes:** A rich text editor with a toolbar (bold, italic, underline, font family, font size, bullet points, numbered list, link, unlink, image, video, table) is shown. The text reads: "Dear Sir, Please find the attached file and send back ...". A callout box points to the toolbar area.
- Attachments:** A section titled "Documents" contains a table with columns "Reference (0)", "Attachment", and "File". The "Attachment" column shows an attachment icon. A callout box points to this icon: "Click on this icon to expand for attachments".
- Buttons:** At the bottom of the notes section, there are "Post" and "Clear" buttons. A callout box points to the "Post" button: "Click this button to post the notes into FLM file".
- Footer:** A dark bar at the bottom contains "Print", "Save", "Send", and "Close File" buttons. A callout box points to the "Save" button: "Save the file".



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10. Comments View and Attachments

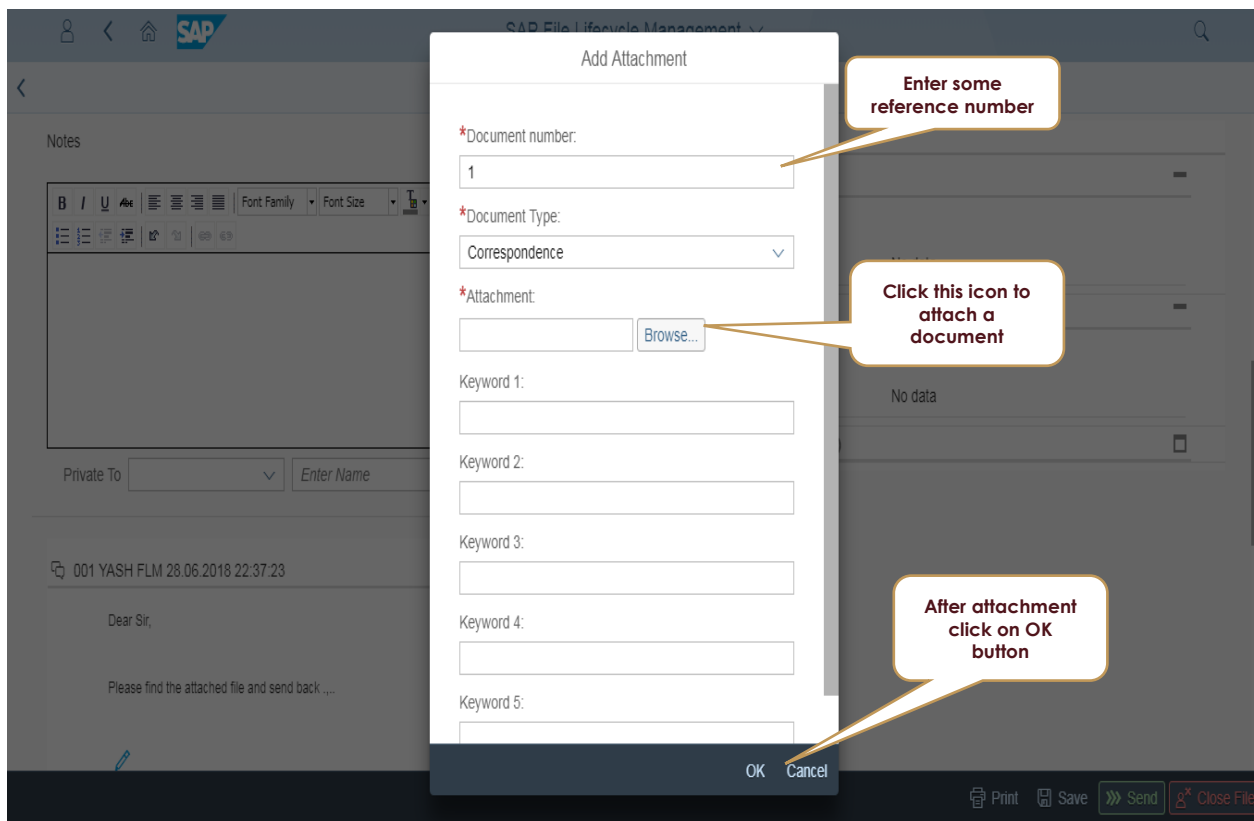
The screenshot displays the SAP File Lifecycle Management (FLM) interface. At the top, the header shows the SAP logo and the text 'SAP File Lifecycle Management'. Below the header, the main area is titled 'Create File'. On the left, there is a 'Notes' section with a rich text editor containing a toolbar with options like Bold (B), Italic (I), Underline (U), and Font Family/Size. Below the editor, there are fields for 'Private To' and buttons for 'Enter Name', 'Post', and 'Clear'. On the right, there is a 'Documents' section with a list of items. The list includes 'References (0)', 'Currents (0)', and 'Previous UI Version Documents (1)'. Each item has a small icon and the text 'No data'. Two callout boxes are present: one pointing to the attachment icon in the 'References' section with the text 'Click on attachment', and another pointing to the expand icon at the bottom of the notes section with the text 'Expand this to see posted comments'. At the bottom of the screen, there is a dark bar with icons for 'Print', 'Save', 'Send', and 'Close File'.



FLM User Manual



11. Document attachment.





FLM User Manual



12. Another FLM file attachment.

The screenshot displays the SAP File Lifecycle Management (FLM) interface. At the top, the title bar reads 'SAP File Lifecycle Management'. Below it, the 'Create File' dialog is open. The dialog contains a 'File Number' field with a red asterisk, indicating it is a required field. Below this field is an 'Advanced Search' button. A callout box points to the 'File Number' field with the text: 'If you know the file number, directly you can enter or past here'. Another callout box points to the 'Advanced Search' button with the text: 'Or you can search the file through advanced search'. The background shows a document editor with a rich text toolbar and a 'Private To' dropdown menu. The document content includes a header '001 YASH FLM 28.06.2018 22:37:23' and a body with the text 'Dear Sir, Please find the attached file and send back ...'. At the bottom right, there are buttons for 'Print', 'Save', 'Send', and 'Close File'.



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13. Advance search file option

Search
Search file by using Created by

Subject: [Dropdown]
File Number: Contains [Dropdown]
Created by: Is [Dropdown] (FLM)
Last Changed by: Is [Dropdown]

Choose required file

Click on search button

Number of Results: [Input] Search Clear

File Number	Subject	Due Date	Status	Created by	Created on	Priority	Processor	File Type
Letter.No:8/DEP-12/31.05/2018	TEST1	31.05.2018	In Process	YASH FLM	31.05.2018 22:16:49	High	YASHFLM2	Letter
Letter.No:7/PUR-11/31.05/2018	TEST	31.05.2018	In Process	YASH FLM	31.05.2018 22:13:02	Very High	YASH FLM	Letter
Letter.No:6/pur-10/31.05/2018	test from rohit	31.05.2018	In Process	YASH FLM	31.05.2018 21:51:23	Medium		Letter
Letter.No:5/fc-03/2018/31.05/2018	prics	31.05.2018	In Process	YASH FLM	31.05.2018 21:33:06	Medium		Letter

Close

Print Save Send Close File



FLM User Manual



14. All attachments picture:

The screenshot displays the SAP File Lifecycle Management (FLM) interface. At the top, the header shows 'SAP File Lifecycle Management' with a search icon. Below the header, the 'Details' section is visible, with tabs for 'Basic Information', 'Notes & Documents', 'Workflow', and 'Attribute History'. The 'Notes & Documents' tab is active, showing a 'Notes' section with a rich text editor and a 'Documents' section. The 'Documents' section lists one current document: 'DPR', uploaded by 'YASH FLM' on '14.06.2018 17:42:48'. The document type is 'Correspondence'. Below the document name, there are links for 'Add To Noting' and 'Add New Version'. A callout box points to the 'DPR' document name with the text 'Open the attachment by clicking the attachment name.' Another callout box points to the 'OK' button in the document details section with the text 'Click on OK button'. At the bottom of the interface, there is a 'Save' button and a 'Save' callout box. The bottom bar contains buttons for 'Print', 'Save', 'Move To Cabinet', 'Send', and 'Close File'.



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15. Workflow hierarchy (Sample)

Add in Workflow Delete

Processors	Activity	Start Date	End Date
	Being Processed	26.06.2018 12:32:47	26.06.2018 09:34:53
	Being Processed	26.06.2018 13:04:55	26.06.2018 09:41:08
	Final Signature	26.06.2018 13:11:10	26.06.2018 09:47:58
	Information	26.06.2018 13:18:00	

Click on selection workflow and add processors in sequence

This are called workflow activities and are generally used.

After Selecting Workflow, save the file and click on send

Print Save Move To Cabinet Send Close File



FLM User Manual



16. Logon into second user for first level approval.

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Jharkhand Bijli Vitran Nigam Limited

FLM PORTAL

User yashfm1

Password

Log On

Change Password

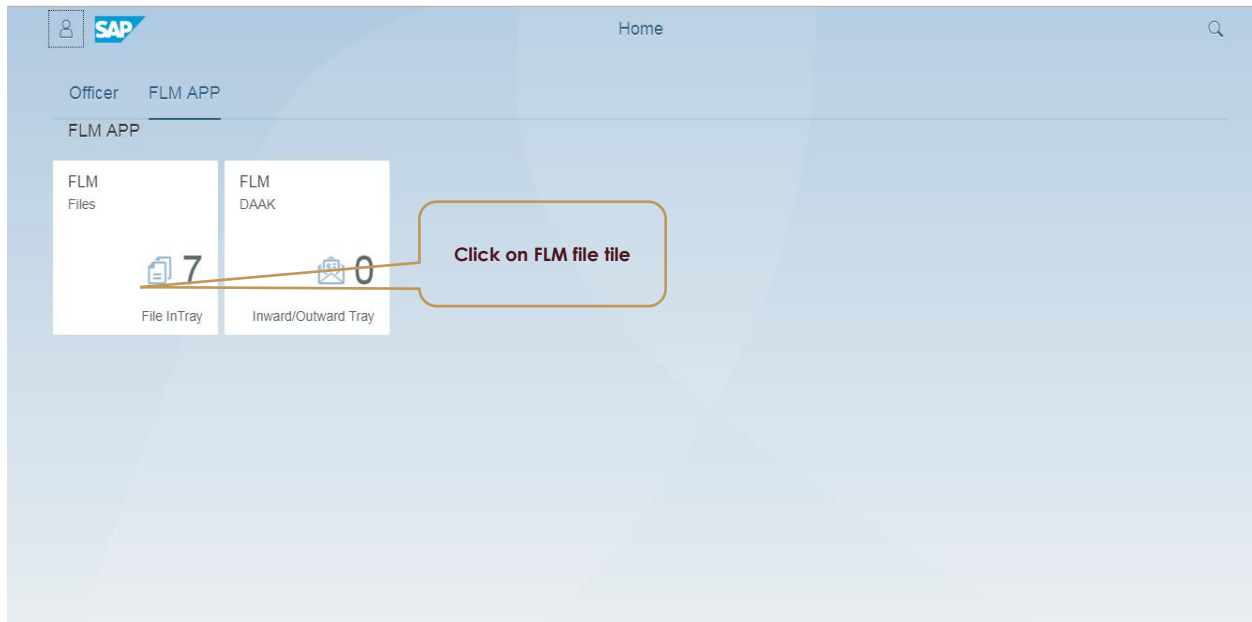
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17. Choose the file



18. Choose file from In-Tray

<input type="radio"/>		test Letter.No:9/123-345/21.07/2018	21.06.2018	--	High	Being Processed	YASH FLM	Letter	21.06.2018	15:44:00	>
<input type="radio"/>		SPC Letter for Award of work under SPC Agenda Letter:1.Store and Purchase-13.06.2017-2018	13.06.2018	--	Very High	Being Processed	YASH FLM	SPC Agenda Letter	13.06.2018	17:19:02	>
<input checked="" type="radio"/>		LOI for Appointment of special team LOI Letter:1/R-APDRP-123/partII.13.06.2018	13.06.2018	--	High	Being Processed	YASH FLM	LOI Letter	13.06.2018	16:42:17	>
<input type="radio"/>		SBD BIDDING REPORT SBD Letter:1/Planning-01/336/12.06/2017-2018	12.06.2018	--	Very High	Being Processed	YASH FLM	SBD Letter	12.06.2018	13:40:10	>
<input type="radio"/>		DPR letter DPR Letter:1/GM(R-APDRP)-01/345/12.06/2017-2018	12.06.2018	--	High	Being Processed	YASH FLM	DPR Letter	12.06.2018	13:22:08	>

Click on incoming file

Create Search Send Close Refresh



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19. See basic description

SAP File Lifecycle Management

Details

Letter.No:10/IT-01/26.06/2018

Letter

Very High

Scroll down to see base information details

Basic Information Workflow

Overview

Status: In Process
Created by: YASH FLM
Created on: 26.06.2018 12:16:23
Last Changed By: YASHFLM3
Activity: --
Subject: Letter for approval of Document required for NIT

Track: ON
Confidential: OFF
*Priority: Very High
Due Date: 26.06.2018

Description



FLM User Manual



20. Notes & Documents area

SAP File Lifecycle Management

Details

Basic Information **Notes & Documents** Workflow Attribute History

Notes

Dear Sir,
Please check the file.

In this area, you have to enter your remarks and can check reference attachments

Documents

References (2)

Letter.No:6/pur-10/31.05/2018
Uploaded By - YASHFLM ; Uploaded On - 27.06.2018 14:49:48
Subject - test from rohit ; Document Type - Correspondence

1
Uploaded By - YASHFLM2 ; Uploaded On - 20.06.2018 14:07:35
Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

Currents (0)

Scroll down to see reference attachments

21. Click on workflow area to see workflow participants.

Basic Information Notes & Documents **Workflow** Attribute History

[Add in Workflow](#) [Delete](#)

Processors	Activity	Start Date	End Date
↓ YASHFLM1	Being Processed	27.06.2018 14:54:02	27.06.2018 11:26:13
↓ YASHFLM2	Final Signature	27.06.2018 14:56:14	28.06.2018 10:47:07
↓ YASH.FLM	Information	20.06.2018 14:17:08	

In this area, you can see workflow participants.

This colour indicates that the file is presently being process by that user.

If any user wants to keep the file as layover for some time, click on this button.

Print Save Move To Cabinet **Send** Close File



FLM User Manual



22. File processed by all user and sending to file user.

Basic Information Notes & Documents **Workflow** Attribute History

Add in Workflow Delete

Processors	Activity	Start Date	End Date
YASHFLM1	Being Processed	27.06.2018 14:54:02	27.06.2018 11:26:13
YASHFLM2	Final Signature	27.06.2018 14:56:14	27.06.2018 10:41:01
YASH FLM	Information	28.06.2018 14:11:08	

This colour indicates that the file is already processed by that user.

If any user wants to send file back to previous user, then choose this option

Click this button to send the file to final approver

Send Back
 Share
 Send File

Print Save Move To Cabinet Send Close File

23. Attributes History

Basic Information Notes & Documents Workflow **Attribute History**

Here, you can see attributes history and its log

Attribute Name	Modified By	Modified Date	Modified Time	New Value	Old Value
Purpose	YASH FLM	27.06.2018	14:35:01	Payments	
Process	YASH FLM	27.06.2018	14:35:01	Work Allocation	
PRIORITY	YASH FLM	27.06.2018	14:35:01	Very High	0

Print Save Move To Cabinet Send Close File



FLM User Manual



24. Send file to final user.

Buff Sheet.3/IT-RPDRP-21.06/2018 Information

Buff Sheet Very High

Basic Information Notes & Documents Workflow Attribute

Add in Workflow Delete

Processors	Activity	Start Date	End Date
↓ YASHFLM1	Being Processed	27.06.2018 14:54:02	27.06.2018 11:26:13
↓ YASHFLM2	Final Signature	27.06.2018 14:56:14	28.06.2018 10:47:07
↓ YASH FLM	Information	28.06.2018 14:17:08	

Print Save Move To Cabinet Send Close File

25. Print Preview of a file

Buff Sheet.3/IT-RPDRP-21.06/2018 Information

Buff Sheet Very High

Basic Information Notes & Documents Workflow Attribute History

Add in Workflow Delete

Processors	Activity	Start Date	End Date
↓ YASHFLM1	Being Processed	27.06.2018 14:54:02	
↓ YASHFLM2	Final Signature	27.06.2018 14:56:14	
↓ YASH FLM	Information	28.06.2018 14:17:08	

Cover page and Workflow (PDF)
Notings-with Private (HTML)
Notings-without Private (HTML)

Print Save Move To Cabinet Send Close File



FLM User Manual



26. Features of FLM FILE

In Tray : If any user sends a file to you, then system updates in 'In Tray' section.

Draft : You create a file, but not yet send to anyone, then system updates in 'Draft' section.

Cabinet : If user wants to keep the file in abeyance, then system updates in 'Cabinet' section

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received ...	Received Ti...
	Approval of Buffsheet:Reg:transfer Buff Sheet.3/IT-RPDRP-21.06/2018	27.06.2018	--	Very High	Information	YASH FLM	Buff Sheet	28.06.2018	10:47:08
	DPR FOR APPROVAL DPR Letter:2/APDRP-01/01/14.07/2017-2018	14.06.2018	--	Very High	Information	YASH FLM	DPR Letter	27.06.2018	10:06:06
	Letter for approval of Document required for NIT Letter.No:10/IT-01/26.06/2018	26.06.2018	--	Very High	Information	YASH FLM	Letter	26.06.2018	09:47:59
	Workorder Attached and the drawings submission Work Order.1/CE-CE(S&D)-134-13.06.2018	13.06.2018	--	Very High	Being Processed	YASH FLM	Work Order	13.06.2018	17:28:18
	Techno Commercial part of NIT	11.06.2018	--	Very High	Information	YASH FLM	First Tec	11.06.2018	10:51:20

Create Search Send Close Refresh



FLM User Manual



27. Features of FLM

SAP File Lifecycle Management

FLM WorkCenter

Shared : If any user sends a file to you through shared mode, then system updates in 'Shared' section.
Sent : If you send a file to next file processor, then system updates in 'Sent' section.
Tracked : If you enabled a track on functionality, then system updates in 'Tracked' section.

Intray 6 Draft 7 Cabinet 0 Substitute 0 Shared 0 Sent Tracked 13

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received ...	Received Ti...
<input type="radio"/>	Approval of Buffsheet:Reg:transfer Buff Sheet.3/IT-RPDRP-21.06/2018	27.06.2018	--	Very High	Information	YASH FLM	Buff Sheet	28.06.2018	10:47:08
<input type="radio"/>	DPR FOR APPROVAL DPR Letter:2/APDRP-01/01/14.07/2017-2018	14.06.2018	--	Very High	Information	YASH FLM	DPR Letter	27.06.2018	10:06:06
<input type="radio"/>	Letter for approval of Document required for NIT Letter.No:10/IT-01/26.06/2018	26.06.2018	--	Very High	Information	YASH FLM	Letter	26.06.2018	09:47:59
<input type="radio"/>	Workorder Attached and the drawings submission Work Order.1/CE-CE(S&D)-134-13.06.2018	13.06.2018	--	Very High	Being Processed	YASH FLM	Work Order	13.06.2018	17:28:18
<input type="radio"/>	Techno Commercial part of NIT 11.06.2018	11.06.2018	--	Very High	Information	YASH FLM	First Tec	11.06.2018	12:54:20

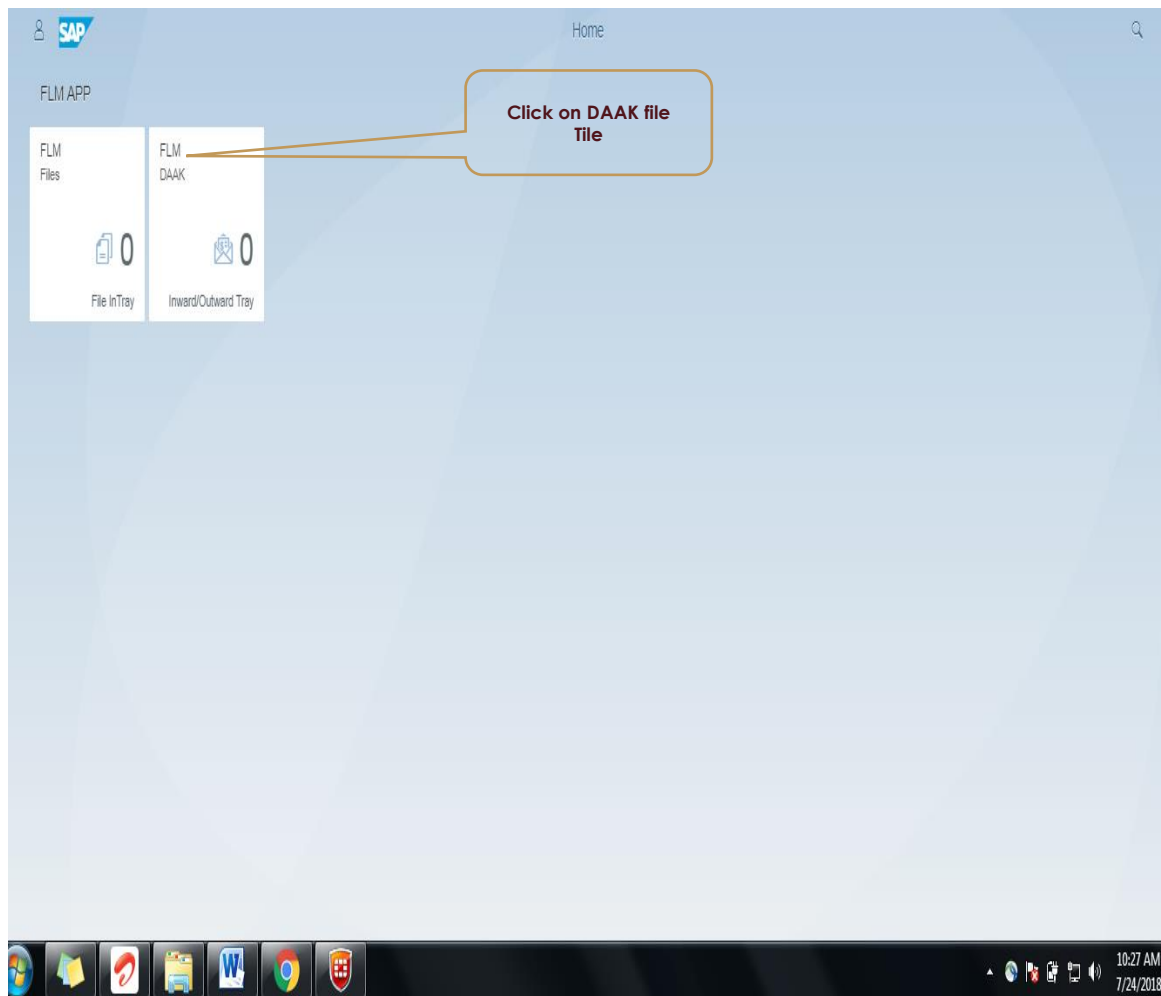
Create Search Send Close Refresh



FLM User Manual



28. Choose the file DAAK:





FLM User Manual



29. Features of FLM DAAK:

In Tray : If any user sends a file to you, then system updates in 'In Tray' section.

Draft : You create a file, but not yet send to anyone, then system updates in 'Draft' section.

Cabinet : If user wants to keep the file in abeyance, then system updates in 'Cabinet' section

Sent : If you send a file to next file processor, then system updates in 'Sent' section.

Tracked : If you enabled a track on functionality, then system updates in 'Tracked' section.

Click on create Daak

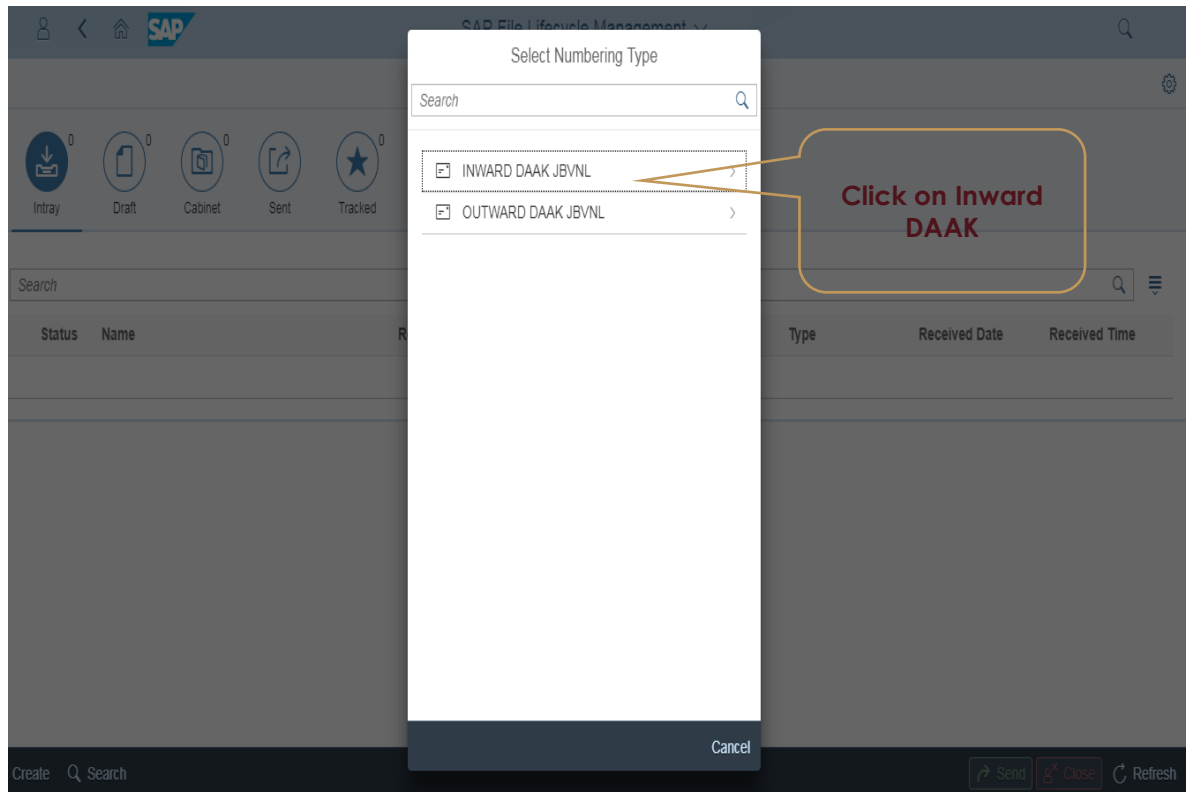
Create Search Send Close Refresh



FLM User Manual



30. Select required DAAK type .





FLM User Manual



31. Input the Required field manually :

SAP File Lifecycle Management

Daak

*Daak Number INWARD Running No Department Year

DAAK / / IT / 2018

Overview

Created On: Tue Jul 24 2018 , 10:29:29 Type: INWARD DAAK JBVNL

Created By: YASHFLM

*Subject: Approved letter Sent to CE C&P

Enter short subject

Received Date: 24/07/2018

Enter Received date

Letter Date: 24/07/2018

Enter Letter date

Reference Number: 01/2018

Received Mode: SAP

Enter Received Mode

Originally Addressed To: CE(S&P),CE(O&M),CE(SALES)

Enter Addressed To



FLM User Manual



32. Input the Required :Notes and Add Workflow:

Notes & Documents

Notes Documents

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Undo (↶), Redo (↷), Bulleted List (☰), Numbered List (☰), Indent (☰), Outdent (☰), Font Face (Verdana), Font Size (11pt), Text Color (A), Background Color (A).

Document Card: DAAK1
Uploaded By - YASHFLM ; Uploaded On - 24.07.2018 10:37:22
Document Type - Correspondence
[Add To Noting](#) [Add New Version](#)

Private To: Enter Name

001 YASHFLM 24.07.2018 10:36:35

Enter Ur nothings

Workflow

<input type="checkbox"/>	Processors	Activity	Start Date	End Date	Status
<input type="checkbox"/>	↓ ⊗ YASHFLM1	Information			Not yet started
<input type="checkbox"/>	↓ ⊗ YASHFLM2	Information			Not yet started
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Add Workflow



FLM User Manual



33. Please check the Daak in Next approver In-tray :

FLM WorkCenter

Intray 2 Draft 0 Cabinet 0 Sent 0 Tracked 0

Search

Status	Name	Respond By	Activity	Created by	Type	Received Date	Received Time	
<input type="radio"/>	Approved letter Sent to CE C&P DAAK/2/IT/2018	24.07.2018	Information	YASHFLM	INWARD DAAK JBVNL	24.07.2018	07:10:52	>
<input type="radio"/>	Daak for spc letter DAAK/1/IT/2018	-	Information	YASHFLM	INWARD DAAK JBVNL	09.07.2018	09:01:25	>

Select the Required Daak



FLM User Manual



34. Select the respond by date :

Overview

Daak Number: DAAK/2/IT/2018
Created On: 24.07.2018 10:35:59
Created By: YASHFLM
Respond By: 24 Jul 2018
*Subject: Approved letter Sent to CE C&P

Type: INWARD DAAK JBVNL
Status: In Process
Activity: Information
Track: ON

Received Date: 24/07/2018
Letter Date: 24/07/2018
Reference Number: 01/2018
Received Mode: SAP
Originally Addressed To: CE(S&P),CE(O&M),CE(SALES)

Print Move To Cabinet Attach to File Save Send Close

Notes

Documents

DAAK1
Uploaded By: YASHFLM ; Uploaded On - 24.07.2018 10:37:22
Document Type - Correspondence
[Add To Noting](#) [Add New Version](#)

Private To: Enter Name

002 YASHFLM1 24.07.2018 10:43:27
Checked-CE(S&P)

001 YASHFLM 24.07.2018 10:36:35

Check the attachments



FLM User Manual



35. check the Workflow :

Workflow

<input type="checkbox"/>	Processors	Activity	Start Date	End Date	Status	Note
<input type="checkbox"/>	YASHFLM	Initiator	24.07.2018 10...	24.07.2018 10...	Completed	Dear Sir, Please find the attached letter for reference .. Oletter for reference .. Read more...
<input type="checkbox"/>	YASHFLM1	Information	24.07.2018 10...		In Process	
<input type="checkbox"/>	YASHFLM2	Information			Not yet st...	

Check the Workflow ids


Click on send Daak








FLM User Manual







36. check the Daak in Next approver In-tray :

FLM WorkCenter 

Intray Draft Cabinet Sent Tracked

Search  

Status	Name	Respond By	Activity	Created by	Type	Received Date	Received Time	
<input type="radio"/>	 Approved letter Sent to CE C&P DAAK/2/IT/2018	24.07.2018	Information	YASHFLM	INWARD DAAK JBVNL	24.07.2018	07:10:52	>
<input type="radio"/>	 Daak for spc letter DAAK/1/IT/2018	--	Information	YASHFLM	INWARD DAAK JBVNL	09.07.2018	09:01:25	>

Select the Required Daak



FLM User Manual



37. check the Nothings and Attachments :

Notes & Documents

Notes

Documents

DAAK

Uploaded By - YASHFLM ; Uploaded On - 24.07.2018 10:37:22

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

Attachments

003 YASHFLM2 24.07.2018 10:46:47

CHECKED BY-CE(O&M)

002 YASHFLM1 24.07.2018 10:43:27

Checked-CE(S&P)

001 YASHFLM 24.07.2018 10:36:35

Dear Sir,

Please find the attached letter for reference ..

Expand the nothings



FLM User Manual



38. check the Final Approver :

Workflow Management Interface

Buttons: Add New Workflow, Delete

<input type="checkbox"/>	Processors	Activity	Start Date	End Date	Status	Note
<input type="checkbox"/>	YASHFLM	Initiator	24.07.2018 10...	24.07.2018 10...	Completed	Dear Sir, Please find the attached letter for reference .. Oletter for reference .. Read more...
<input type="checkbox"/>	YASHFLM1	Information	24.07.2018 10...	24.07.2018 07...	Completed	Checked-CE(S&P) Read more...
<input type="checkbox"/>	YASHFLM2	Information	24.07.2018 10...		In Process	

Check the DAAK

Buttons: Send Back, Send Daak

Footer: Print, Move To Cabinet, Attach to File, Save, Send, Close



The Conclusion