

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

TABLE OF CONTENTS

- 1. [Deactivation Workflow..... Page 2](#)
- 2. [Activation Workflow..... Page 6](#)
- 3. [View report Page 11](#)

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

➤ Log in to <https://inblrkisinw0574:8080/> with your credentials.

1. DEACTIVATION WORKFLOW

- Select “deactivation form” box and fill all the necessary details.
- Make sure the last working day is in the future date.


☒ Deactivation Form ☐ Activation Form


First Name: *

Last Name: *

GID: *

Email: *

Last Working Date: * 

Select Team : * 

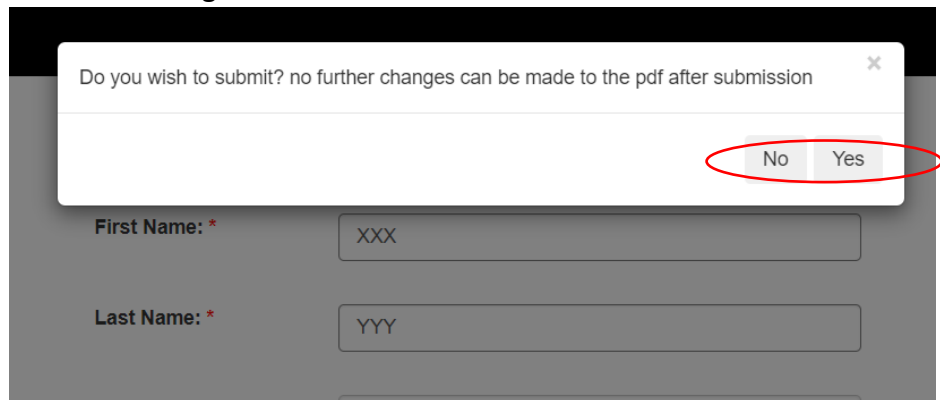
Sponsor Name: *

Sponsor Email: *

Sponsor Department: *

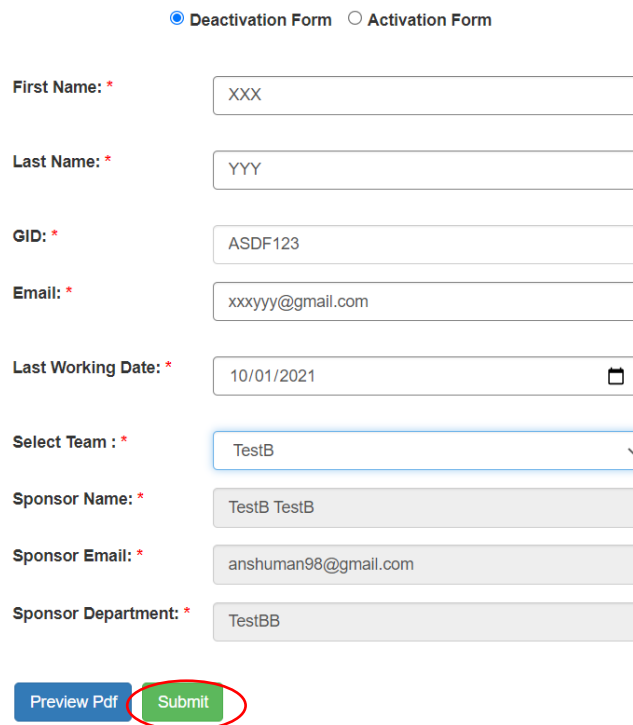
EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- c. You can use “Preview PDF” before submitting the form.
1. Click on “yes” if you want to submit the form “No” if you want to make further changes.



A screenshot of a web form with a modal dialog box on top. The dialog box has a close button (X) in the top right corner and contains the text: "Do you wish to submit? no further changes can be made to the pdf after submission". At the bottom right of the dialog are two buttons: "No" and "Yes". The "Yes" button is circled in red. Below the dialog, parts of the form are visible, including "First Name: *" with input "XXX" and "Last Name: *" with input "YYY".

- d. Click on “Submit” to submit the form without preview.



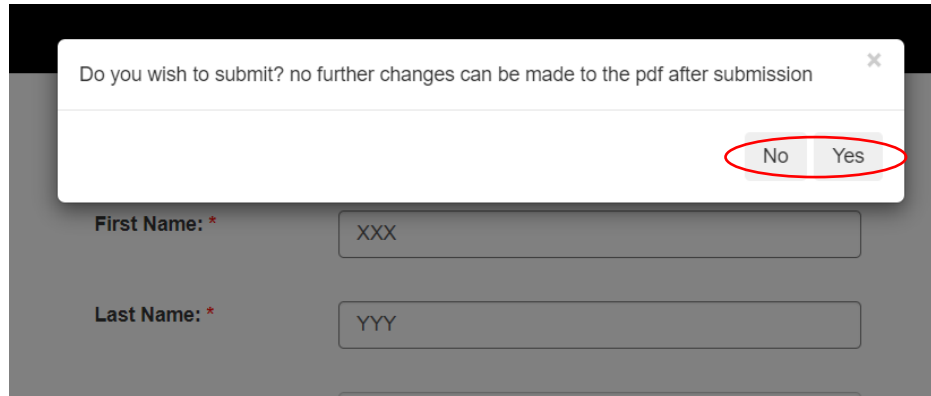
A screenshot of the "Deactivation Form" (selected with a radio button). The form contains the following fields:

- First Name: * (input: XXX)
- Last Name: * (input: YYY)
- GID: * (input: ASDF123)
- Email: * (input: xxxyyy@gmail.com)
- Last Working Date: * (input: 10/01/2021, with a calendar icon)
- Select Team: * (dropdown menu showing "TestB")
- Sponsor Name: * (input: TestB TestB)
- Sponsor Email: * (input: anshuman98@gmail.com)
- Sponsor Department: * (input: TestBB)

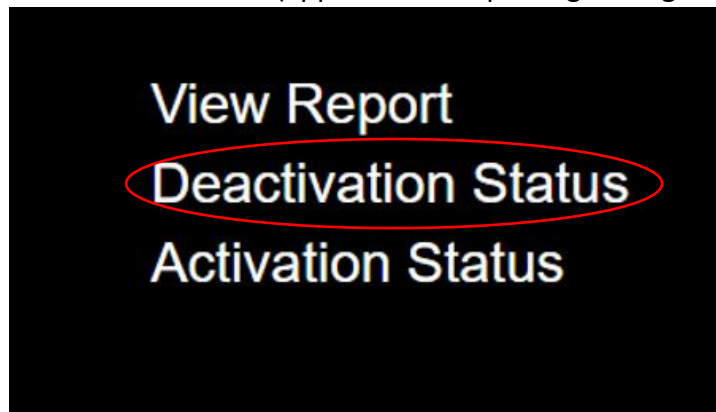
At the bottom, there are two buttons: "Preview Pdf" and "Submit". The "Submit" button is circled in red.

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- e. Click on “yes” if you want to submit the form “No” if you want to make further changes.

A screenshot of a web application showing a confirmation dialog box. The dialog box has a title bar with a close button (X) and the text "Do you wish to submit? no further changes can be made to the pdf after submission". Below the title bar are two buttons: "No" and "Yes". The "Yes" button is circled in red. In the background, a form is visible with fields for "First Name: *" containing "XXX" and "Last Name: *" containing "YYY".

- f. Task cards will be generated automatically after submission for each employee.
- g. Click on “deactivation status” on the right top corner to view all the deactivation status (applicable to reporting managers only).



- h. Complete the tasks given in the task cards before relieving of the employee (applicable to reporting managers only).

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- i. Check each box after completion of the task and click “submit”
(applicable to reporting managers only)

Deactivation Status

Jhon White

- Timesheet approved for exiting employee ☐
- Employee removed from DL email List ☐
- All hardwares are collected ☐
- Raised windows account deactivation request in nexus ☐

submit

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

2. ACTIVATION WORKFLOW

- a. Select “activation form” box and fill all the necessary details.

☐ Deactivation Form ☒ Activation Form

First Name: *

Last Name: *

Siemens Email Id: *

Siemens GID: *

Select Team : *

Sponsor Name: *

Sponsor Email: *

Sponsor Department: *

Role: *

Gender: *

Date Of Birth: *

Place of Birth: *

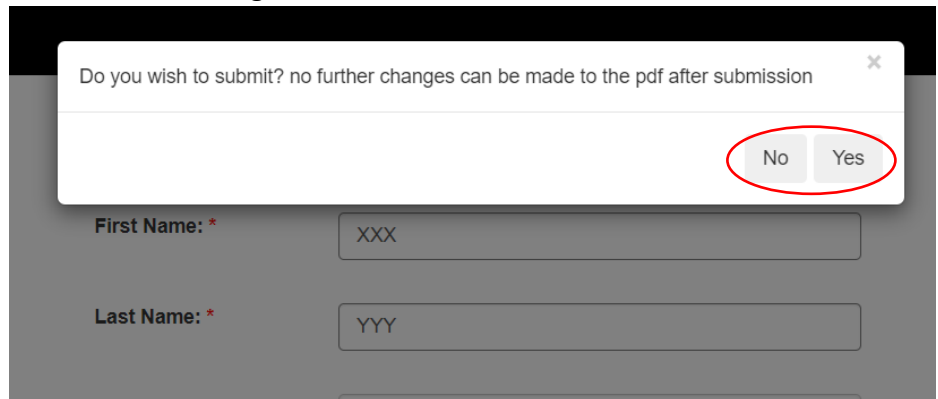
Address: *

Phone no: *

Nationality: *

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- b. You can use “Preview PDF” before submitting the form.
 - i. Click on “yes” if you want to submit the form “No” if you want to make further changes.



A screenshot of a web application interface. A white modal dialog box is centered on the screen, overlaying a dark grey form. The dialog box has a title bar with a close button (X) in the top right corner. The text inside the dialog reads: "Do you wish to submit? no further changes can be made to the pdf after submission". At the bottom right of the dialog, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red circle. Below the dialog, the form fields are visible: "First Name: *" with a text input containing "XXX", and "Last Name: *" with a text input containing "YYY".

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

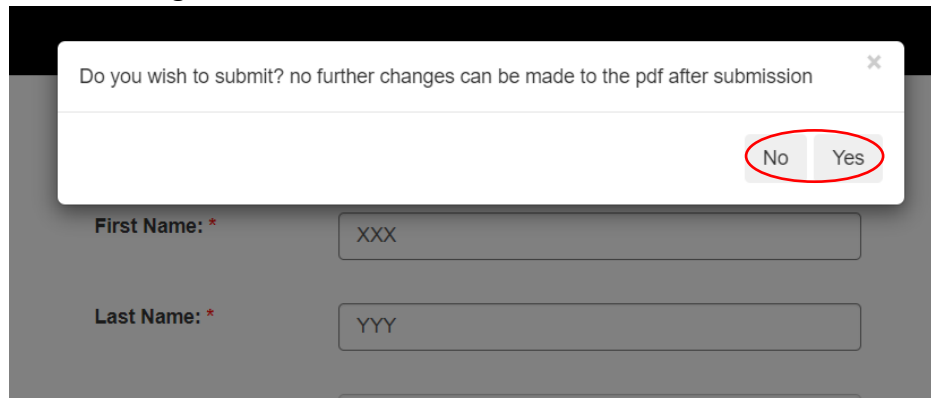
- c. Click on “Submit” to submit the form without preview.

☐ Deactivation Form ☒ Activation Form

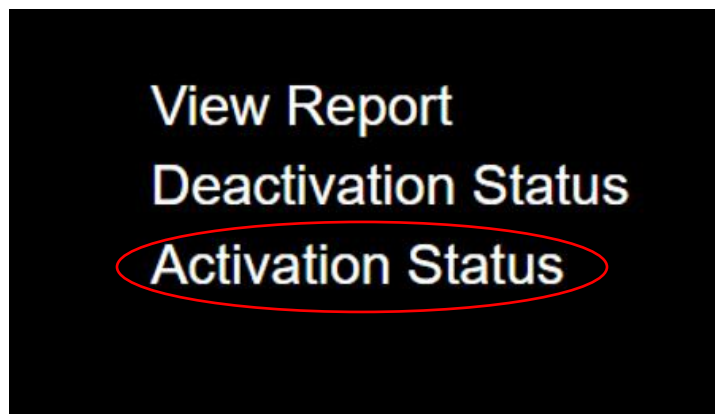
First Name: *	<input type="text" value="XXX"/>
Last Name: *	<input type="text" value="YYY"/>
Siemens Email Id: *	<input type="text" value="ASDF123@siemens.com"/>
Siemens GID: *	<input type="text" value="ASDF1234"/>
Select Team : *	<input type="text" value="TestB"/>
Sponsor Name: *	<input type="text" value="TestB TestB"/>
Sponsor Email: *	<input type="text" value="anshuman98@gmail.com"/>
Sponsor Department: *	<input type="text" value="TestBB"/>
Role: *	<input type="text" value="ASDFGHJKL"/>
Gender: *	<input type="text" value="Female"/>
Date Of Birth: *	<input type="text" value="02/01/2005"/>
Place of Birth: *	<input type="text" value="ZZZZ"/>
Address: *	<input type="text" value="ZAADSDADADCCC"/>
Phone no: *	<input type="text" value="123456789"/>
Nationality: *	<input type="text" value="YYYYY"/>

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- d. Click on “yes” if you want to submit the form “No” if you want to make further changes.

A screenshot of a web application showing a confirmation dialog box. The dialog box has a title bar with a close button (X). The text inside the dialog box reads: "Do you wish to submit? no further changes can be made to the pdf after submission". At the bottom right of the dialog box, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red oval. In the background, there is a form with fields for "First Name: *" and "Last Name: *". The "First Name" field contains "XXX" and the "Last Name" field contains "YYY".

- e. Task cards will be generated automatically after submission for each employee.
- f. Click on “activation status” on the right top corner to view all the activation status (applicable to reporting managers only).



- g. Complete the tasks given in the task cards (applicable to reporting managers only).

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- h. Check each box after completion of the task and click “submit”
(applicable to reporting managers only).

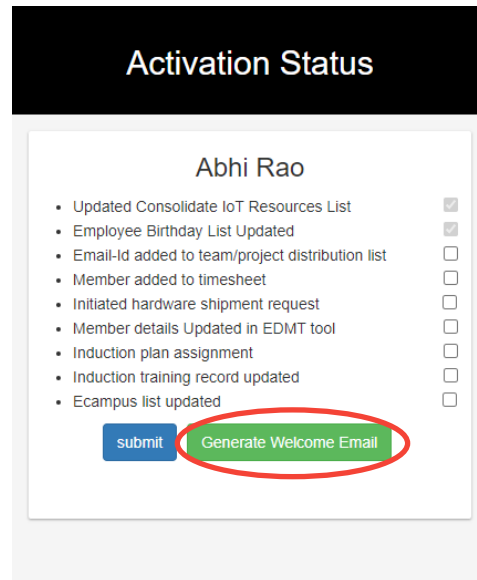
Activation Status

Abhi Rao

- Updated Consolidate IoT Resources List ☒
- Employee Birthday List Updated ☒
- Email-Id added to team/project distribution list ☐
- Member added to timesheet ☐
- Initiated hardware shipment request ☐
- Member details Updated in EDMT tool ☐
- Induction plan assignment ☐
- Induction training record updated ☐
- Ecampus list updated ☐

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- i. Click on "Generate Welcome Email" to create a welcome card for the new employee. (applicable to reporting managers only).

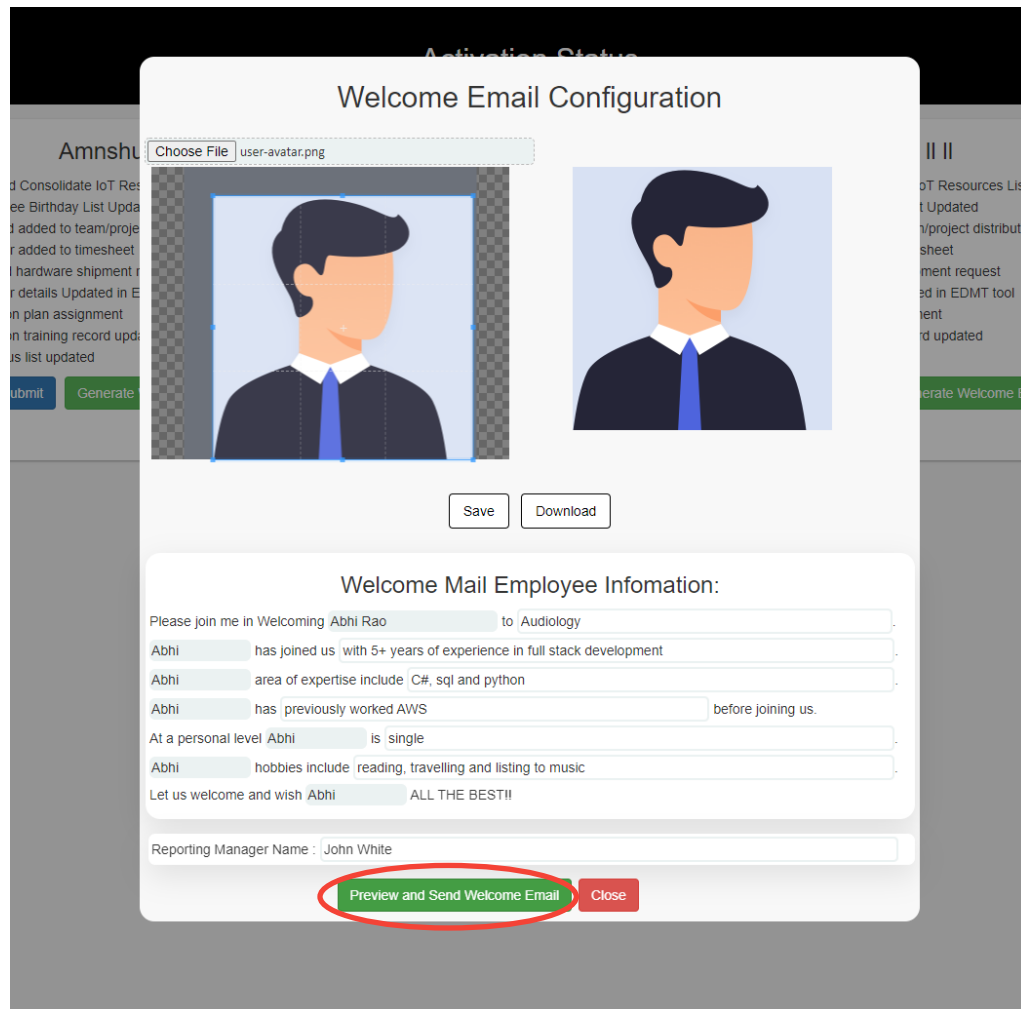


Activation Status

Abhi Rao

- Updated Consolidate IoT Resources List ☒
- Employee Birthday List Updated ☒
- Email-Id added to team/project distribution list ☐
- Member added to timesheet ☐
- Initiated hardware shipment request ☐
- Member details Updated in EDMT tool ☐
- Induction plan assignment ☐
- Induction training record updated ☐
- Ecampus list updated ☐

- j. A pop up will appear. Select, crop, save the employee Image and fill all the details and click on "Preview and Send Welcome Email". (applicable to reporting managers only).



Welcome Email Configuration

Choose File user-avatar.png

Welcome Mail Employee Information:

Please join me in Welcoming Abhi Rao to Audiology

Abhi has joined us with 5+ years of experience in full stack development

Abhi area of expertise include C#, sql and python

Abhi has previously worked AWS before joining us.

At a personal level Abhi is single

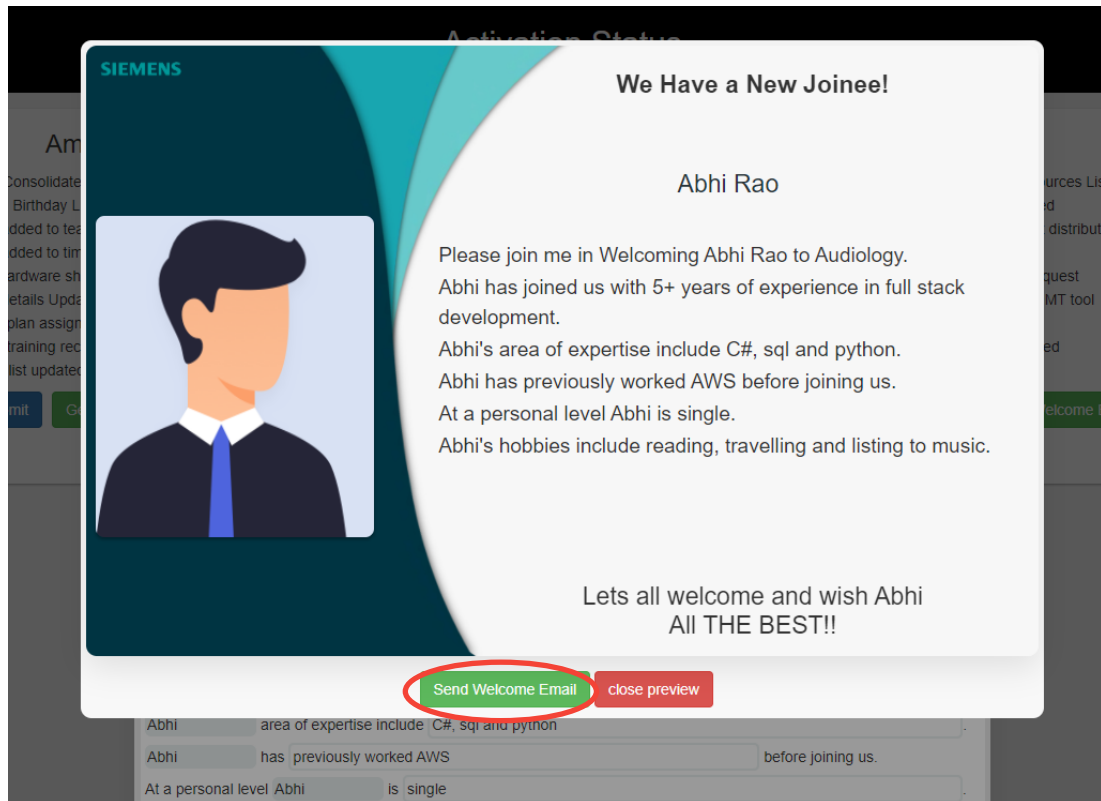
Abhi hobbies include reading, travelling and listing to music

Let us welcome and wish Abhi ALL THE BEST!!

Reporting Manager Name : John White

EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

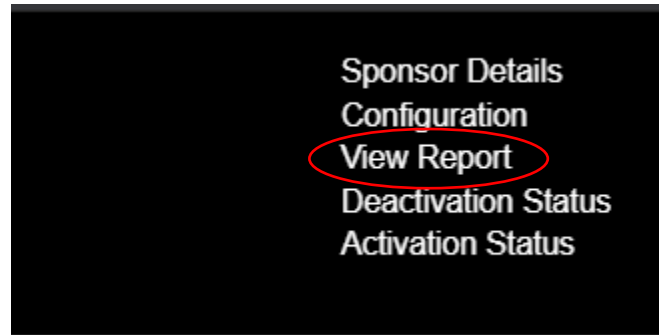
- k. Preview of the welcome card will appear. Click on "Send Welcome Email".
Welcome card will be sent to reporting manager email.
Reporting manager can now forward the welcome card to all the audiology team members.
(rginstsctdctecau.in@siemens.com)



EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

3. VIEW REPORT

- Click on “view report” on the top right corner to view all the workflows initiated.



- Use the filters at the top as required.

Deactivated Accounts Details							
Back							
Show records:	Date from:	Date to:	Workflow:				
15	mm/dd/yyyy	mm/dd/yyyy	Deactivation				
Name	Email ID	GID	Last Working Date	TeamName	SponsorName	SponsorEmailID	Department
Amnshu DO	amnshuman96@gmail.com	123DD	29 - 8 - 2021	Testing	Sonal Singh	singh.sonal@siemens.com	WSA
Rick MM	evw@hng.de	123we	2 - 9 - 2021	Testing	Sonal Singh	singh.sonal@siemens.com	WSA
Amnshuman Sunil	amnshuman96@gmail.com	AS45	19 - 9 - 2021	Testing	Nanda Kishore	nandakishore.mangapoti@siemens.com	WSA
Amnshuman Sunil	amnshuman96@gmail.com	AS7878	17 - 9 - 2021	Testing	Nanda Kishore	nandakishore.mangapoti@siemens.com	WSA
amnshu Sunil	amnshuman1998@gmail.com	ASD34	30 - 9 - 2021	TestB	TestB TestB	amnshuman96@gmail.com	TestBB
XXX YYY	asdasdbek@gmail.com	ashajak	2 - 10 - 2021	AU Common	Gerhard Seng	gerhard.seng@wsa.com	R&D SW X.TC DE ERL
Amnshuman Sunil	amnshuman96@gmail.com	GG55	26 - 9 - 2021	TestB	TestB TestB	amnshuman96@gmail.com	TestBB
Kai Simon	amnshuman96@gmail.com	kai23	25 - 9 - 2021	Testing	Nanda Kishore	nandakishore.mangapoti@siemens.com	WSA
Suraj Rai	suraj.ra@siemens.com	Z00324	1 - 10 - 2021	TestB	TestB TestB	amnshuman96@gmail.com	TestBB