

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 : * 

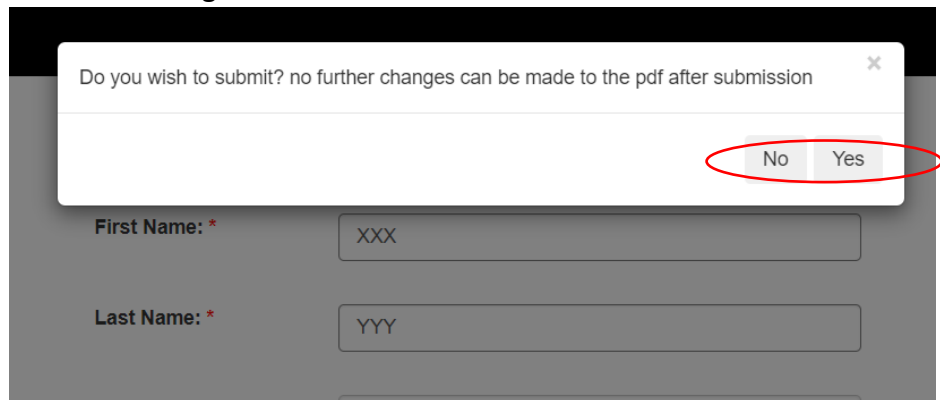
Sponsor Name: *

Sponsor Email: *

Sponsor Department: *

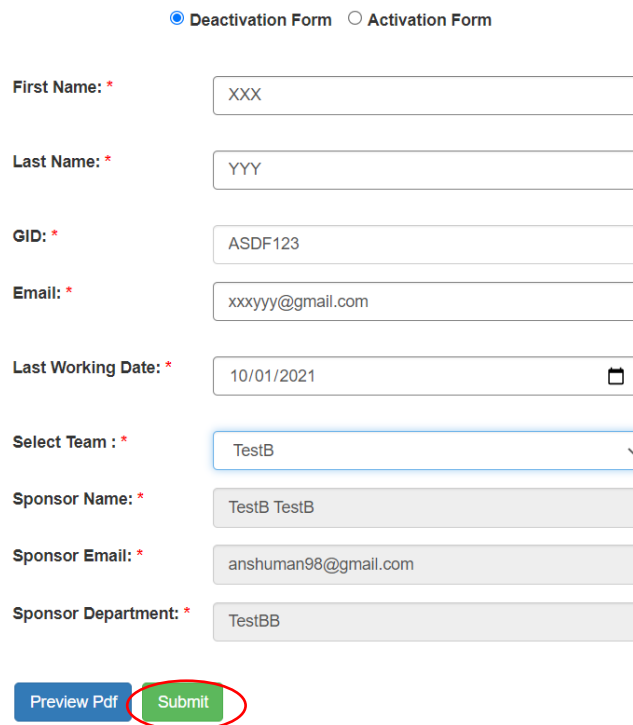
EMPLOYEE ACTIVATION/DEACTIVATION WORKFLOW

- 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 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, the form fields are partially visible: "First Name: *" with value "XXX", "Last Name: *" with value "YYY", and "GID: *" with value "ASDF123".

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



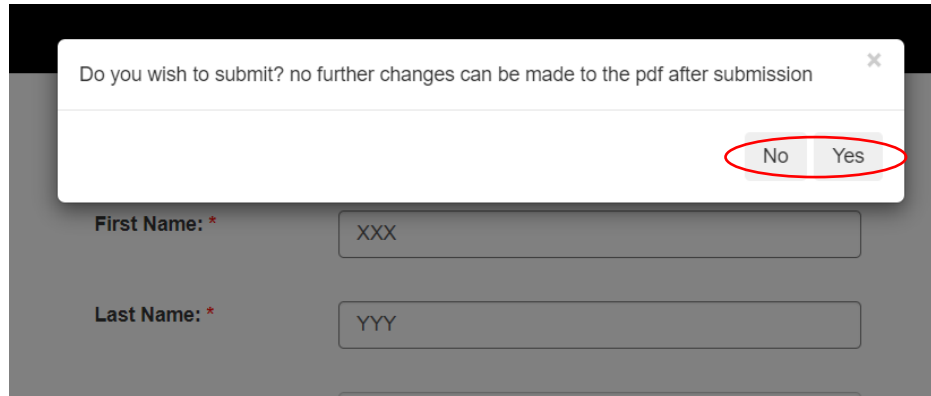
A screenshot of the "Deactivation Form" (selected with a radio button). The form contains the following fields:

- First Name: * (Text input: XXX)
- Last Name: * (Text input: YYY)
- GID: * (Text input: ASDF123)
- Email: * (Text input: xxxyyy@gmail.com)
- Last Working Date: * (Date input: 10/01/2021)
- Select Team : * (Dropdown menu: TestB)
- Sponsor Name: * (Text input: TestB TestB)
- Sponsor Email: * (Text input: anshuman98@gmail.com)
- Sponsor Department: * (Text input: TestBB)

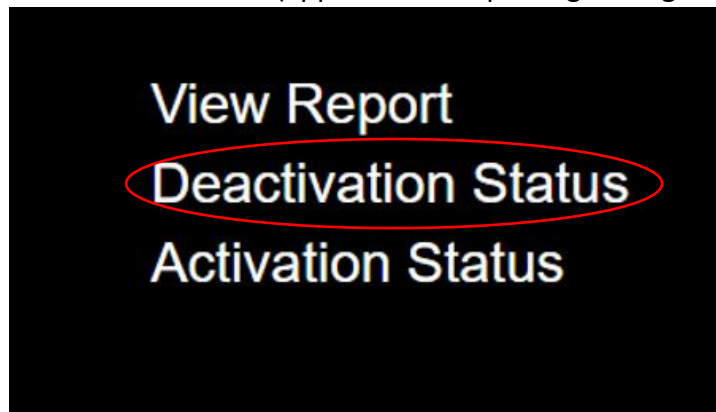
At the bottom, there are two buttons: "Preview Pdf" and "Submit". The "Submit" button is circled in red.

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: *

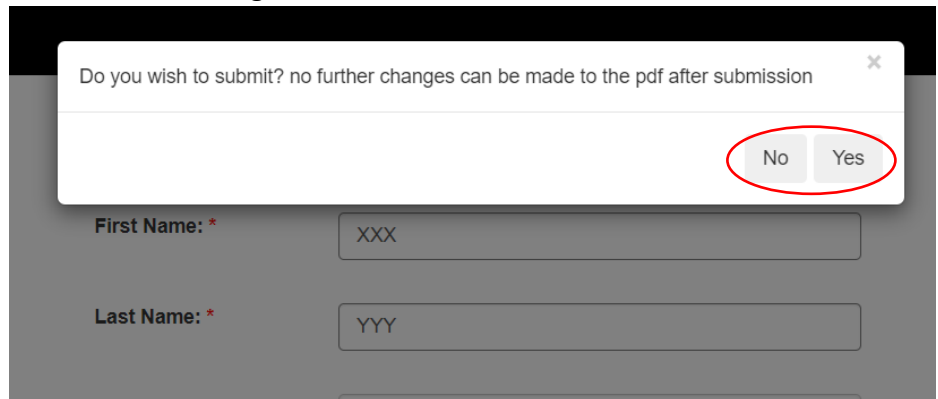
Address: *

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 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

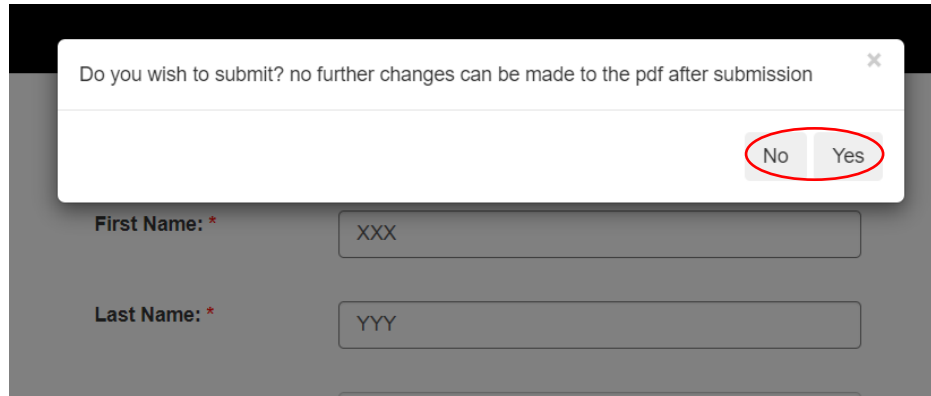
- c. Click on “Submit” to submit the form without preview.

☐ Deactivation Form ☒ Activation Form

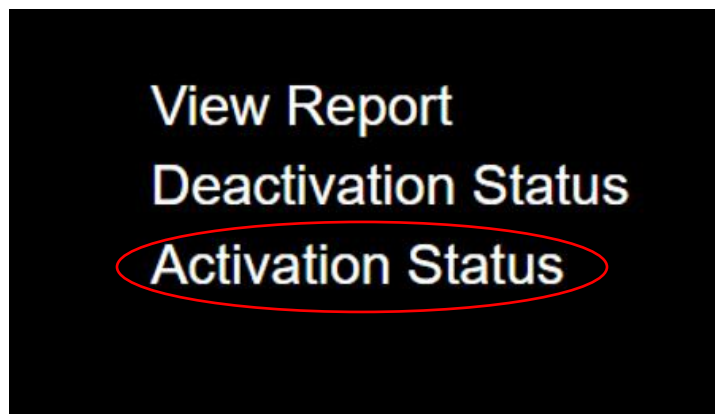
| | |
|-----------------------|---------------------------------------------------|
| First Name: * | <input type="text" value="XXX"/> |
| Last Name: * | <input type="text" value="YYY"/> |
| Siemens Email Id: * | <input type="text" value="ASDF123@siemens.com"/> |
| Siemens GID: * | <input type="text" 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. Below the dialog box, there are input 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 Sunil

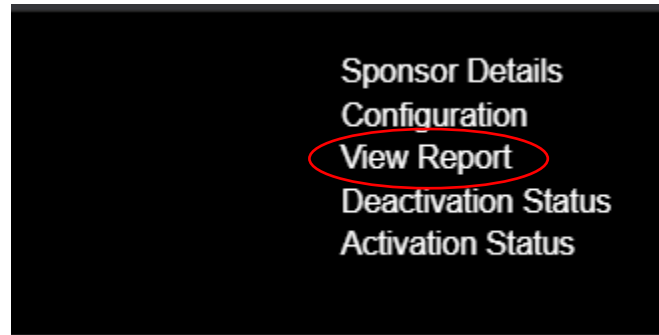
- Updated Consolidate IoT Resources List ☐
- Employee Birthday List Updated ☒
- Email-Id added to team/project distribution list ☐
- Member added to timesheet ☐
- Initiated hardware shipment request ☐
- Member details Updated in EDMT tool ☐
- Induction plan assignment ☐
- Induction training record updated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

submit

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 |