

Virtual Demo

Disclaimer: Please review user manual before following the steps below. Here is the link to the user manual: https://drive.google.com/open?id=0B_o9W-EclpZPSVITbkZibVlW/Wlk

1. Login as an admin (username: *admin* password: *admin*)

- 1.1. Create a user with a valid email.
- 1.2. Create training for employees.
- 1.3. Log out

2. Login as a manager (username: *manager* password: *manager*)

- 2.1. Create a project (**number of positions (slider)** must equal to the **number of skills (tag list)**)
- 2.2. You will then be directed to the projects page where you can see all projects
- 2.3. Click on milestone to add milestones to the project
- 2.4. Then go back to the projects page
- 2.5. Click on view
- 2.6. This will show you an overall view of the project, here you can create tasks and assign them to employees
- 2.7. To complete the project, click on complete then click on the **review project** to show how the project went and then after it is removed the project will be finally completed

3. Login as an employee (use the details received in the email)

- 3.1. On this page you can view all things the employee can do e.g view profile, calendar etc.

4. Director login (username: *director* password: *director*)

- 4.1. When you login as a director you will be able to view the manager graphs which monitor employee trends and interactions.
- 4.2. To access approval functionality: As a manager you will have to approve the replacement of employees (*either on project creation page or project edit page*)

*** Thank you for completing our virtual demo, if you have any questions or queries please email us at code9devs@gmail.com or refer to our user manual for more details. ***