**Supplier Management Application Workflow**

**ADMIN**

Login with the supplied information without quotes

Username: “admin”

Password: “tlsms”

* **Add Company (Semi-Auto)**
  + Click on “Companies” tab
  + Scroll to the bottom of the page
  + Input new company email into the box, “New Company Email”
  + Click “Send Invitation”
* **Add Company (MANUAL)**
  + Click on “Companies” tab
  + Click “+ ADD NEW”
  + Complete New Company Registration Form
  + Click “Submit”
* **Edit Company**
  + Click on “Companies” tab
  + Locate specified company
  + Click “Edit”
  + Complete any necessary changes
  + Click “Submit”
* **Remove Company**
  + Click on “Companies” tab
  + Locate specified company
  + Click “Remove”
  + Confirm the removal
* **Add Event**
  + Click on “Events” tab
  + Click “+ ADD NEW”
  + Complete New Event Form
  + Click “Submit”
* **Edit Event**
  + Click on “Events” tab
  + Locate specified event
  + Click “Edit”
  + Complete any necessary changes
  + Click “Submit”
* **Remove Event**
  + Click on “Events” tab
  + Locate specified event
  + Click “Remove”
  + Confirm the removal
* **Send Individual Feedback**
  + Click on “Companies” tab
  + Locate specified company
  + Click “Send Feedback”
* **Send All Feedback**
  + Click on “Companies” tab
  + Click “Send All Feedback”

**EMPLOYEE**

Login with the supplied information without quotes

Username: “employee”

Password: “tlemployee”

* **Add Event**
  + Click on “Events” tab
  + Click “+ ADD NEW”
  + Complete New Event Form
  + Click “Submit”

**SUPPLIER**

Login with the supplied information without quotes

Username: “supplier”

Password: “apple1”

* **Add Company (MANUAL)**
  + Complete New Company Registration Form
  + Click “Submit”