**Supplier Management Application Workflow**

**ADMIN**

Login with the supplied information without quotes

Username: “admin”

Password: “tlsms”

* **Add Company (Semi-Auto)**
  + Click on “COMPANIES” tab on the left sidebar
  + Click on "SEND COMPANY REGISTRATION”
  + Input new company email into “Company Email” field.
  + Click “CONFIRM”
* **Add Company (MANUAL)**
  + Click on “COMPANIES” tab on the left sidebar
  + Click “ADD NEW COMPANY”
  + Complete New Company Registration Form
  + Click “SAVE COMPANY”
* **Edit Company**
  + Click on “COMPANIES” tab on the left sidebar
  + Locate and select specified company to expand information
  + Click “EDIT INFO”
  + Update any changed information
  + Click “SAVE COMPANY”
* **Remove Company**
  + Click on “COMPANIES” tab on the left sidebar
  + Locate and select specified company to expand information
  + Click “DELETE”
* **Add Event**
  + Click on “EVENTS” tab on the left sidebar
  + Click “ADD NEW EVENT”
  + Complete New Event Form
  + Click “SAVE EVENT”
* **Edit Event**
  + Click on “EVENTS” tab on the left sidebar
  + Locate and select specified event to expand information
  + Click “EDIT”
  + Update any changed information
  + Click “Submit”
* **Remove Event**
  + Click on “EVENTS” tab on the left sidebar
  + Locate and select specified event to expand information
  + Click “DELETE”
* **Send Individual Feedback**
  + Click on “COMPANIES” tab on the left sidebar
  + Locate and select specified company to expand information
  + Click “EMAIL REPORT”
* **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 on the left sidebar
  + Click “ADD NEW EVENT”
  + Complete New Event Form
  + Click “SAVE EVENT”

**SUPPLIER**

* **Add Company (MANUAL)**
  + Click “NEW COMPANY” on Login Screen
  + Complete New Company Registration Form
  + Click “SAVE COMPANY”