**Question 4**

Write an algorithm and draw a flowchart for inia pro portal

**Algorithm**

**Step 1**

Start (Open iniapro portal)

**Step 2**

Enter Username & Password

**Step 3**

If both are correct goto step 4, else display an error message “Invalid user or password” and goto step 9.

**Step 4**

Initially it will display “My Page”.

**Step 5**

If today is monday, then click the action symbol in the reported issue on the right side and click edit icon. Else goto step 6.

**Step 5**

It goto the issues page, fill the spent time, activity & notes and submit the file. And goto step 7.

**Step 6**

Click time entries, click the edit icon on 1st row(current week), fill the time in available(today) box and click save button.

**Step 7**

Again click the time entries, to check the updated time in today's date.

**Step 8**

Sign out the portal.

**Step 9**

Stop.

