

Persona 1: John Gondwe, User

Scenario 1: Upload a document

Log into the system



Navigate to Upload Tab



Write the name of the file



Attach the document from the device



Send the document to the manager for approval



Persona 1: John Gondwe, User

Scenario 2: Retrieving a document

Log into the system



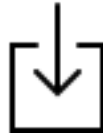
Navigate to files



Search for the document



Click the download button



Persona 1: John Gondwe, User

Scenario 3: View document

Log into the system



Navigate to files



Search for the document



Click the view button



Persona 1: John Gondwe, User

Scenario 4: Change password

Log into the system



Navigate to my account



Go to change password section



Fill in the new password



Save the new password



Persona 1: John Gondwe, User

Scenario 5: Messaging the manager

Log into the system



Navigate to messaging icon



Type the message



Send the message



Persona 2: Esther Muntali, Manager

Scenario 1: Approving a document

Log into the
system



Navigate to
approve file



View the
document



Click the approve
or reject button



Persona 2: Esther Muntali, Manager

Scenario 2: Upload document

Log into the
system



Navigate to the
upload tab



Select the
document to
upload



Click the upload
button



Persona 2: Esther Munthali, Manager

Scenario 3: View document

Log into the
system



Navigate to files



Search for the
document



Click the view
button



Persona 2: Esther Muntali, Manager

Scenario 4: Retrieving a document

Log into the
system



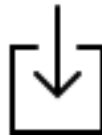
Navigate to files



Search for the
document



Click the
download button



Persona 3: Mr James Phiri, IT admin

Scenario 1: Adding User

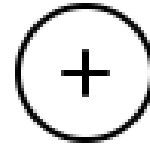
Log into the system



Navigate to user management page



Clicks add user button



fills in new users details



save the details



Persona 3: Mr James Phiri, IT admin

Scenario 2: Edit user details

Log into the system



Navigate to user management page



search for the specific user



clicks the edit button



save the details



Persona 3: Mr James Phiri, IT admin

Scenario 3: Deleting user

Log into the system



Navigate to user management page



search for the specific user



clicks the delete button



save the details



Persona 3: Mr James Phiri, IT admin

Scenario 4: Deleting user

Log into the
system



Navigate to
Activity page



check for reports
of account logs

