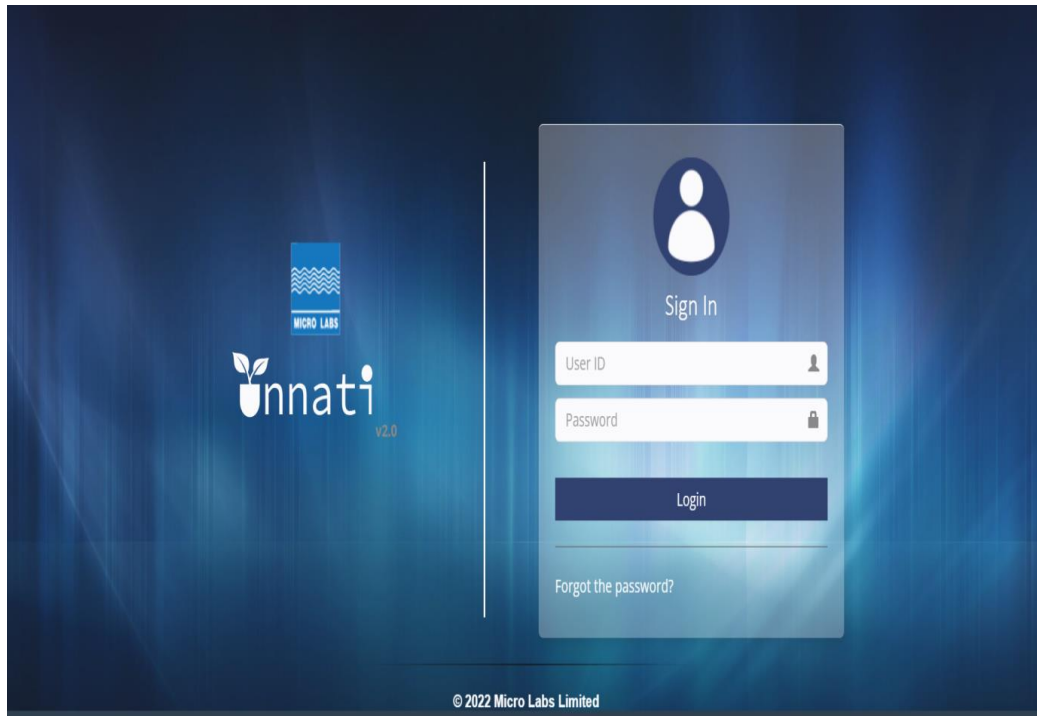


Master Walk Through

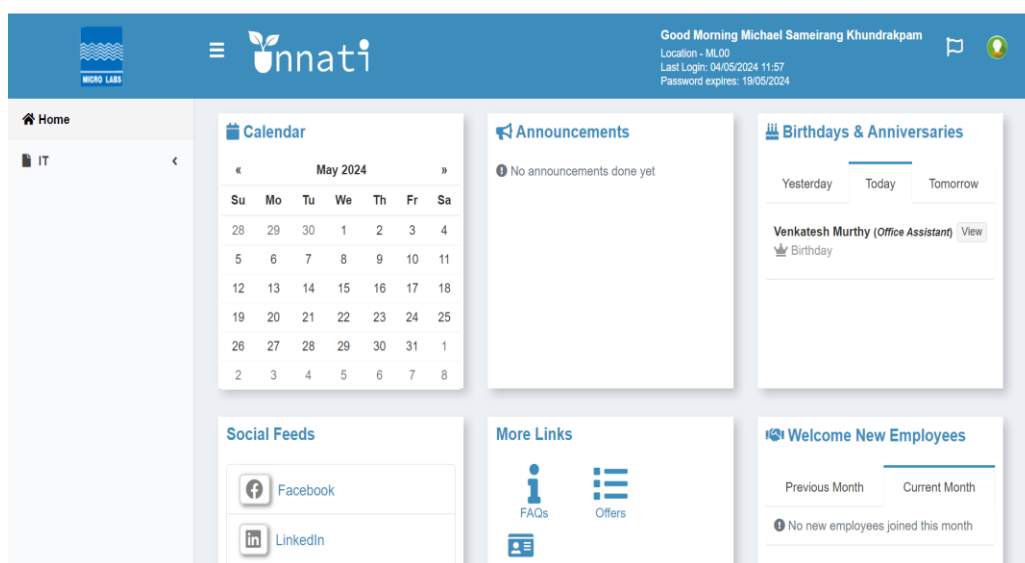
Login page

Steps to be followed:

Login with your Super Admin Unnati Credentials.

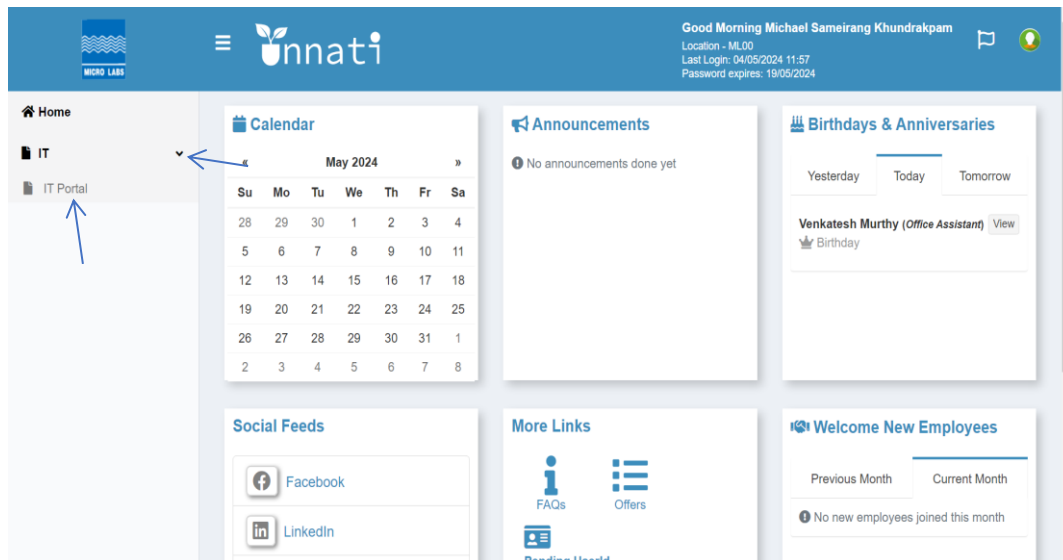


Once logged in will land on home page.

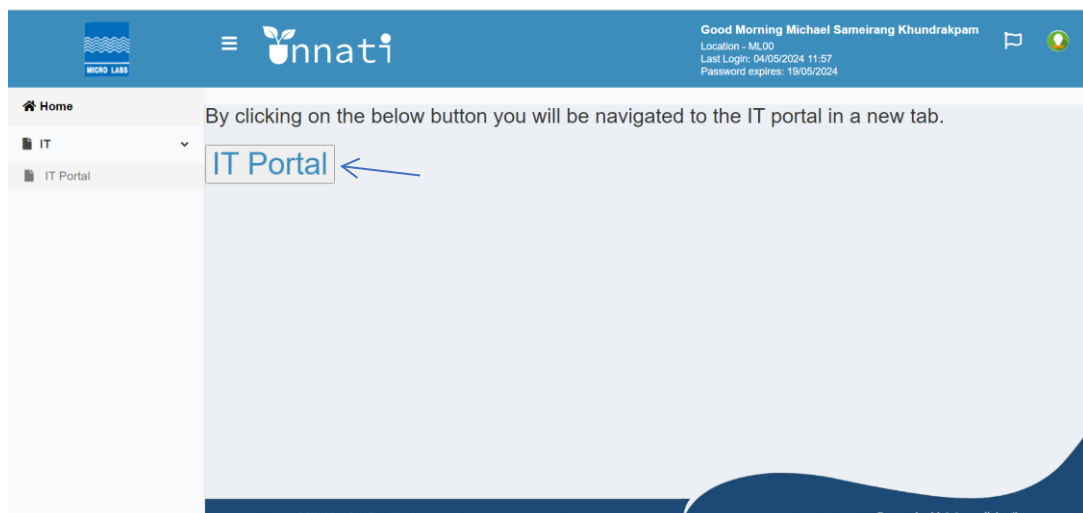


Master Walk Through

Click on IT on the Dropdown and click on IT Portal.

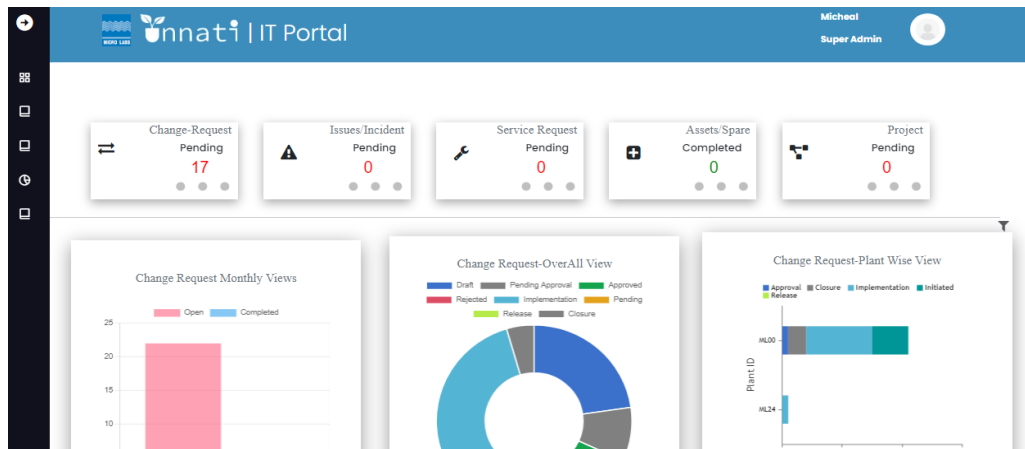


Click on IT Portal Button.

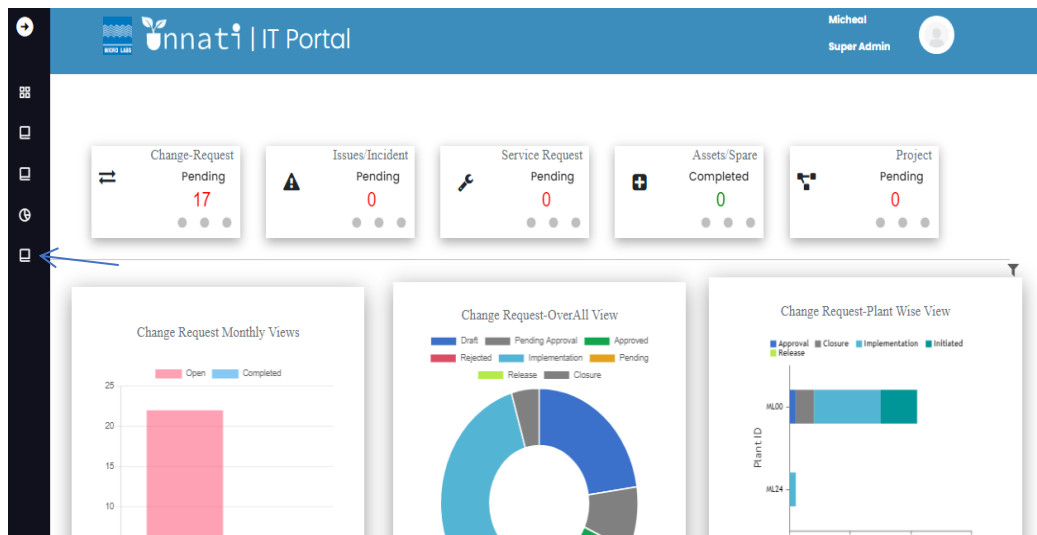


Master Walk Through

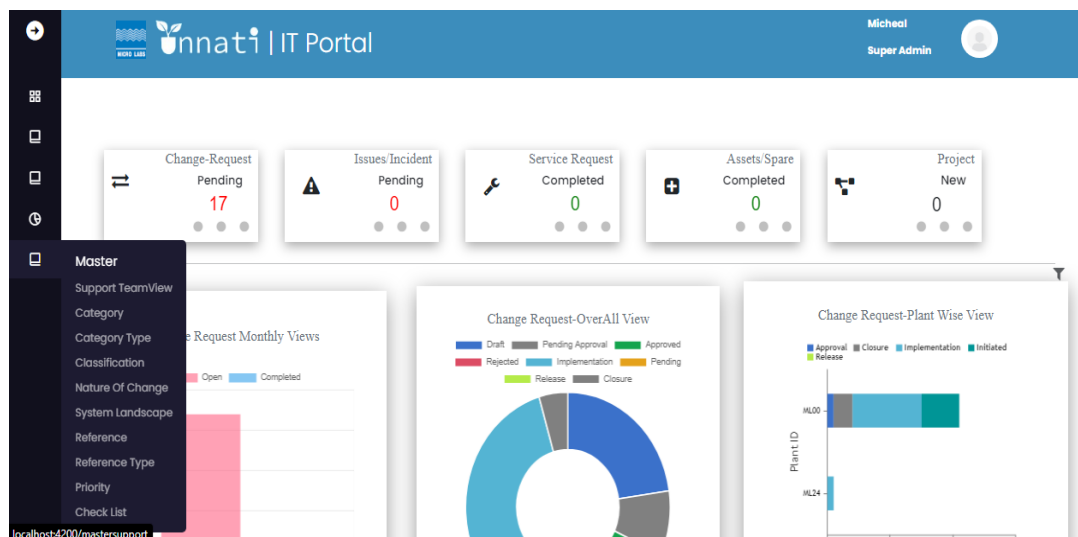
once clicked on IT portal button Dashboard will appear.



Once land in Dashboard click on Master button in menu baar to get master menu buttons.

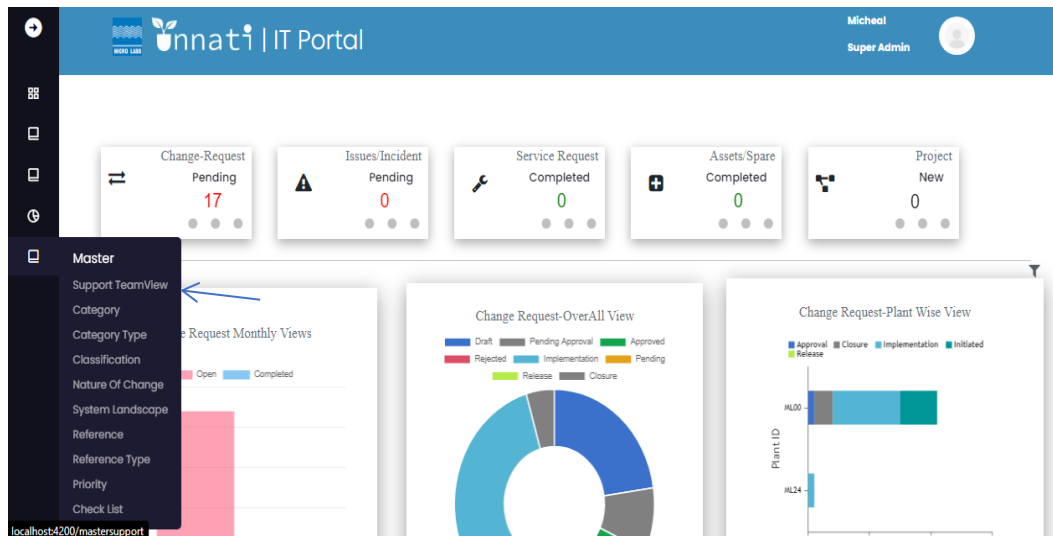


Once Clicked on master menu button it populates all the menu buttons.



Master Walk Through

Click on support Team view button to enter into Support team table



Once clicked on Support team view it will populate the Support team Details,giving info of serial no, Employee name,Plant ID, for which Category he is assigned,name of the Classification,Module name, is he a change analyst, Approver, Support Engineer, option to Delete and option to view.

The screenshot shows the 'Support Team Details' table in the Innati IT Portal. The table has columns for Sr.No., Employee Name, Plant ID, Category, Classification, Module Name, Change Analyst, Approver, Support Engineer, Action, and View. There are 7 rows of data.

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
1	Micheal	ML00	Server	Standard	Change Request	✗	✓	✗	✗	👁
2	Rakesh Kumar S.	ML55	Security	Standard	Change Request	✓	✓	✓	✗	👁
3	Vyasa K. Venkatesh	ML00	Server	Standard	Change Request	✓	✗	✗	✗	👁
4	Senthil K. Kumar	ML00	Server	Standard	Change Request	✗	✓	✗	✗	👁
5	Manthani K.	ML00	Server	Standard	Change Request	✗	✓	✗	✗	👁
6	Nitesh K.	ML00	Server	Standard	Change Request	✗	✓	✗	✗	👁
7	Shyam Kumar Sharma	ML01	Security	Standard	Change Request	✗	✓	✗	✗	👁

Master Walk Through

To create new click on New button.

Support Team Details

Search Employee Name

[New](#)

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
1	Michael	ML00	Server	Standard	Change Request	X	✓	X	✕	👁
2	Rakesh Kumar S.	ML55	Security	Standard	Change Request	✓	✓	✓	✕	👁
3	Vyasa K. Venkatesh	ML00	Server	Standard	Change Request	✓	X	X	✕	👁
4	Senthil K. Kumar	ML00	Server	Standard	Change Request	X	✓	X	✕	👁
5	Manthan K.	ML00	Server	Standard	Change Request	X	✓	X	✕	👁
6	Nitesh K.	ML00	Server	Standard	Change Request	X	✓	X	✕	👁
7	Shyam Kumar Sharma	ML01	Security	Standard	Change Request	X	✓	X	✕	👁

Once clicked on new it will give you the Employee details form to fill where you can decide to give the access accordingly based on requirement.i.e either he can be a Approver an analyst or Support engineer or all of it that is Admin.

Employee Details

Employee ID: First Name: Middle Name: Last Name:

Email: Image URL: Date Of Birth: Date Of Living:

Designation: Classification: Category: Module Name:

Plant: ☐ Is Active

☐ Is Approver ☐ Is Analyst ☐ Is Engineer ☐ Is Admin

[Submit](#) [Close](#)

Master Walk Through

As soon you enter the employee ID it will auto populate the other details like first name, Middle name, Last name, email, image link, Date of birth and Designation of the particular employee.

The screenshot shows the 'Employee Details' form with the following data:

Employee ID	First Name	Middle Name	Last Name
128193	Sridhar Reddy Veerayagani	Middlename	Lastname

Email	Image Url	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	05-12-1987	01-01-1900 12:00 AM

Designation	Classification	Category	Module Name
Manager - Information Technology	Select Classifications	Select	Select Support/Name

Plant: Select

☐ Is Active

Buttons: Submit, Close

Based on the requirement select the Classification, Category or categories for the particular employee for required Module name and for particular plant or multiple plants.

This screenshot shows the same 'Employee Details' form, but with the 'Classification' dropdown menu open. The menu lists the following options:

- ☐ Select All
- ☐ Server
- ☐ Network
- ☐ Security
- ☐ Inhouse Development
- ☐ SAP
- ☐ Software

The 'Classification' field in the form now displays 'Standard'.

Creating a approver for single category:

Master Walk Through

Select a ID to create a approver once you enter the id it will auto populate the the details like First name, mddle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, category, Module name, plant ID the check the box is active, check the box is approver and select the number of phases where the particular approver has to be and select the levels where he has to be in i.e. Change request Approver, Release Approver, and Closure Approver. Then click on Submit button.

The screenshot shows the 'Employee Details' form. The 'Is Approver' checkbox is checked, and the 'Submit' button is highlighted with a blue arrow. The form fields are as follows:

Employee ID	First Name	Middle Name	Last Name
134914	Shahid	Mohammed	Zubair

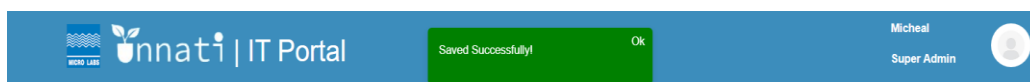
Email	Image Url	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	06-08-1990	01-01-1900 12:00 AM

Designation	Classification	Category	Module Name
Sr Executive - IT	Standard	Server x	Change Request

Plant: ML00 x ☒ Is Active

Buttons: Change Request, Release, Closure, Submit, Close

Once clicked on submit button it will populate a message saved successfully as given below.



The screenshot shows the 'Employee Details' form. The 'Is Approver' checkbox is checked, and the 'Submit' button is highlighted with a blue arrow. The form fields are as follows:

Employee ID	First Name	Middle Name	Last Name
134914	Shahid	Mohammed	Zubair

Email	Image Url	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	06-08-1990	01-01-1900 12:00 AM

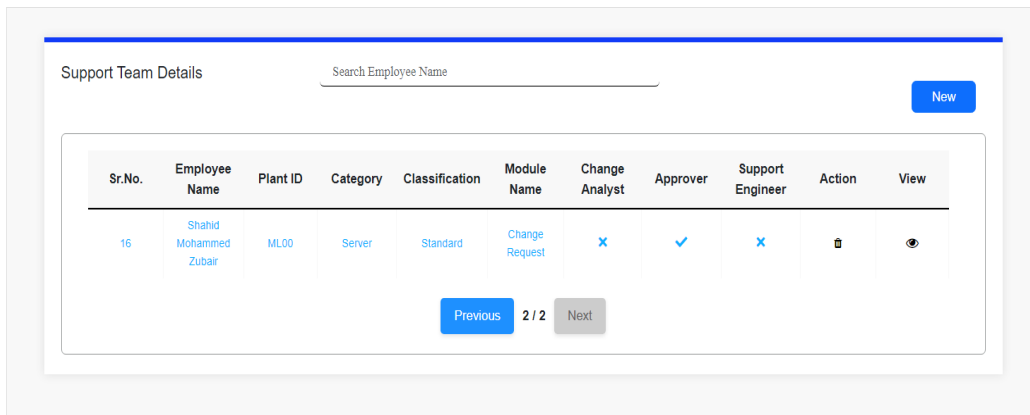
Designation	Classification	Category	Module Name
Sr Executive - IT	Standard	Server x	Change Request

Plant: ML00 x ☒ Is Active

Buttons: Change Request, Release, Closure, Submit, Close

Master Walk Through

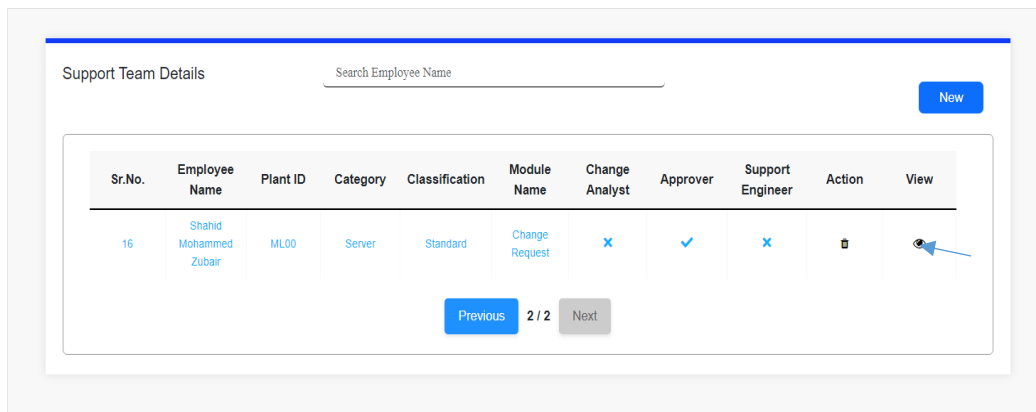
Once it is saved successfully it will reflect in the table as we selected 1 category it will create only category as as shown below .



The screenshot shows a web interface titled "Support Team Details" with a search bar and a "New" button. Below is a table with 11 columns: Sr.No., Employee Name, Plant ID, Category, Classification, Module Name, Change Analyst, Approver, Support Engineer, Action, and View. One record is displayed for Employee ID 16, Shahid Mohammed Zubair, with Category "Server" and Module "Change Request". The "View" column has an eye icon. Navigation buttons "Previous", "2 / 2", and "Next" are at the bottom.

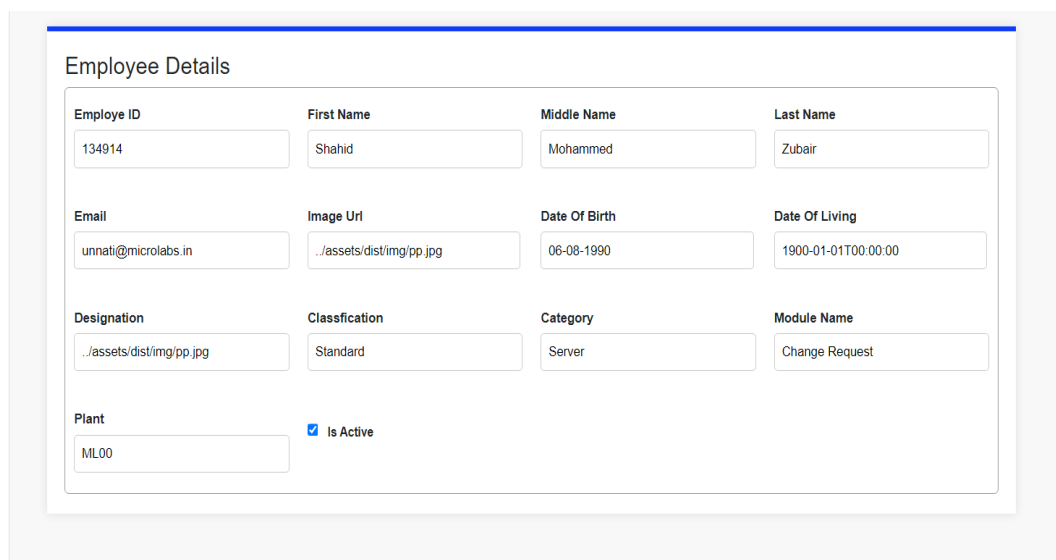
Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	✗	✓	✗		

To see the details for the particular created employee ID please click on view.



This screenshot is identical to the previous one, but a blue arrow points to the eye icon in the "View" column of the first row, indicating the action to click.

As we have created a approver for 1 categories Once click on view it will show the complete details for the particular Employee ID/User as given below 2 Screenshots.



The screenshot shows a form titled "Employee Details" with various input fields for an employee's information. The fields are organized into four columns: Employee ID, First Name, Middle Name, Last Name; Email, Image Url, Date Of Birth, Date Of Living; Designation, Classification, Category, Module Name; and Plant, Is Active.

Employee ID	First Name	Middle Name	Last Name
134914	Shahid	Mohammed	Zubair

Email	Image Url	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	06-08-1990	1900-01-01T00:00:00

Designation	Classification	Category	Module Name
./assets/dist/img/pp.jpg	Standard	Server	Change Request

Plant	Is Active
ML00	<input checked="" type="checkbox"/>

Master Walk Through

The screenshot shows a configuration form for an Approver. At the top, there are four checkboxes: ☒ Is Approver, ☐ Is Analyst, ☐ Is Engineer, and ☐ Is Admin. Below this, the form is titled "Approver". It contains three identical sections, each labeled "Level : 3". Each section has a "Stage:" label and three buttons: "Change Request", "Release", and "Closure". In the first section, "Change Request" is highlighted in blue. In the second section, "Release" is highlighted in blue. In the third section, "Closure" is highlighted in blue.

Creating a approver for multiple categories:

Select a ID to create a approver once you enter the id it will auto populate the details like First name, middle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, category or multiple category, Module name, plant ID or multiple ID the check the box is active, check the box is approver and select the number of phases where the particular approver has to be and select the levels where he has to be in i.e. Change request Approver, Release Approver, and Closure Approver. Then click on Submit button.

The top screenshot shows the "Employee Details" form. It has fields for Employee ID (120193), First Name (Sridhar Reddy Veerajagari), Middle Name (Middlename), Last Name (Lastname), Email (unnati@microlabs.in), Image Url (.assets/ids/img/pp.jpg), Date Of Birth (05-12-1987), Date Of Living (01-01-1990 12:00 AM), Designation (Manager - Information Technology), Classification (Standard), Category (Server x Network x), Module Name (Change Request), Plant (ML00 x), and an "Is Active" checkbox. Blue arrows point to the "Server x" and "Network x" options in the Category dropdown. The bottom screenshot shows the "Approver" configuration form, which is similar to the one in the first image, but with a "3" entered in the "Level" field. A blue arrow points to the "Submit" button at the bottom right.

Master Walk Through

Once clicked on submit button it will populate a message saved successfully as given below.

The screenshot shows a form submission interface. At the top, there is a 'Plant' dropdown menu with 'ML00' selected. To the right of the dropdown is a green success message box that says 'Saved Successfully!' with an 'Ok' button. Below this, there is a section with four checkboxes: 'Is Approve' (checked), 'Is Analyst' (unchecked), 'Is Engineer' (unchecked), and 'Is Admin' (unchecked). Under the 'Is Approve' checkbox, there is an 'Approver' field with the value '3'. Below the approver field, there is a 'Select Stage:' section with three buttons: 'Change Request', 'Release', and 'Closure'. At the bottom right of the form, there are 'Submit' and 'Close' buttons.

Once it is saved successfully it will reflect in the table and as we have selected multiple categories it will create 2 entries for the same user/Employee ID displaying the categories separately as shown below.

Support Team Details

Search Employee Name

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
1	Michael	ML00	Server	Standard	Change Request	X	✓	X	🗑️	👁️
2	Rakesh Kumar S.	ML55	Security	Standard	Change Request	✓	✓	✓	🗑️	👁️
3	Vyasa K Venkatesh	ML00	Server	Standard	Change Request	✓	X	X	🗑️	👁️
4	Senthil K Kumar	ML00	Server	Standard	Change Request	X	✓	X	🗑️	👁️
5	Manthan K.	ML00	Server	Standard	Change Request	X	✓	X	🗑️	👁️
6	Nilesh K.	ML00	Server	Standard	Change Request	X	✓	X	🗑️	👁️
7	Shyam Kumar Sharma	ML01	Security	Standard	Change Request	X	✓	X	🗑️	👁️
8	Siddesh H P	ML00	Server	Standard	Change Request	X	✓	X	🗑️	👁️
9	K. Kommeswaran	ML00	Network	Standard	Change Request	X	X	✓	🗑️	👁️
10	Tottampudi Ravi Kiran	ML00	Server	Standard	Change Request	✓	X	X	🗑️	👁️
11	Sundeeep Y	ML31				✓	✓	✓	🗑️	👁️
12	Yeshwanth Kumar K	ML00	Server	Standard	Change Request	✓	X	X	🗑️	👁️
13	Prashanth B	ML00	Server	Standard	Change Request	✓	X	X	🗑️	👁️
14	Sridhar Reddy Veerayagani	ML00	Server	Standard	Change Request	X	✓	X	🗑️	👁️
15	Sridhar Reddy Veerayagani	ML00	Network	Standard	Change Request	X	✓	X	🗑️	👁️

Previous 1/1 Next

Master Walk Through

As we have created a approver for 2 categories Once click on view it will show the complete details for the particular Employee ID/User as given below.

Support Team Details

Search Employee Name

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
1	Michael	ML00	Server	Standard	Change Request	X	✓	X		
2	Rakesh Kumar S.	ML55	Security	Standard	Change Request	✓	✓	✓		
3	Vyasa K Venkatesh	ML00	Server	Standard	Change Request	✓	X	X		
4	Senthil K Kumar	ML00	Server	Standard	Change Request	X	✓	X		
5	Manthan K	ML00	Server	Standard	Change Request	X	✓	X		
6	Nilesh K	ML00	Server	Standard	Change Request	X	✓	X		
7	Shyam Kumar Sharma	ML01	Security	Standard	Change Request	X	✓	X		
8	Siddesh H P	ML00	Server	Standard	Change Request	X	✓	X		
9	K. Komaravaran	ML00	Network	Standard	Change Request	X	X	✓		
10	Totampudi Ravi Kiran	ML00	Server	Standard	Change Request	✓	X	X		
11	Sundeeep Y	ML31				✓	✓	✓		
12	Yashwanth Kumar K	ML00	Server	Standard	Change Request	✓	X	X		
13	Prashanth B	ML00	Server	Standard	Change Request	✓	X	X		
14	Sridhar Reddy Veerayagani	ML00	Server	Standard	Change Request	X	✓	X		
15	Sridhar Reddy Veerayagani	ML00	Network	Standard	Change Request	X	✓	X		

Previous 1 / 1 Next

Once click on the view for the particular created employee ID/User it will populate the details as shown below in 2 Screenshots.

Employee Details

Employee ID: 120193

First Name: Sridhar Reddy Veerayagani

Middle Name:

Last Name:

Email: unnaik@microlabs.in

Image Url: ./assets/diskimg100.jpg

Date Of Birth: 05-12-1987

Date Of Living: 1990-01-01T00:00:00

Designation: ./assets/diskimg100.jpg

Classification: Standard

Category: Network

Module Name: Change Request

Plant: ML00

☒ Is Active

Is Approver: ☒ Is Analyst: ☐ Is Engineer: ☐ Is Admin: ☐

Approver

Level : 3

Stage:

[Change Request](#) [Release](#) [Closure](#)

Stage:

[Change Request](#) [Release](#) [Closure](#)

Level : 3

Stage:

[Change Request](#) [Release](#) [Closure](#)

Level : 3

Stage:

[Change Request](#) [Release](#) [Closure](#)

Level : 3

Stage:

[Change Request](#) [Release](#) [Closure](#)

Level : 3

Stage:

[Change Request](#) [Release](#) [Closure](#)

Master Walk Through

Once click on the view of other for the particular created employee ID/User it will populate the details as shown below in 2 Screenshots.

Employee Details

Employee ID 128193	First Name Sridhar Reddy Veerayagan	Middle Name	Last Name
Email unnati@microlabs.in	Image Url ./assets/dist/img/pp.jpg	Date Of Birth 05-12-1987	Date Of Living 1900-01-01T00:00:00
Designation ./assets/dist/img/pp.jpg	Classification Standard	Category Network	Module Name Change Request
Plant MLD0	<input checked="" type="checkbox"/> Is Active		

☒ Is Approve☐ Is Analyst☐ Is Engineer☐ Is Admin

Approver

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Master Walk Through

Creating a Analyst:

To create a Analyst click on new button.

The screenshot shows the 'Support Team Details' page in the IT Portal. The page has a blue header with the 'unnati | IT Portal' logo and user information 'Micheal Super Admin'. On the left, there is a sidebar with 'Change Request' and 'Support' links. The main content area features a 'Support Team Details' section with a search bar 'Search Employee Name' and a 'New' button. Below this is a table with the following data:

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
1	Micheal	ML00	Server	Standard	Change Request	X	✓	X	✕	👁
2	Rakesh Kumar S.	MLS5	Security	Standard	Change Request	✓	✓	✓	✕	👁
3	Vyasa K Venkatesh	ML00	Server	Standard	Change Request	✓	X	X	✕	👁
4	Senthil K Kumar	ML00	Server	Standard	Change Request	X	✓	X	✕	👁

Once clicked on new it will give you the Employee details form to fill where you can decide to give the access accordingly based on the requirement select the Classification, Category or categories for the particular employee for required Module name and for particular plant or multiple plants.

The screenshot shows the 'Employee Details' form. The form has the following fields:

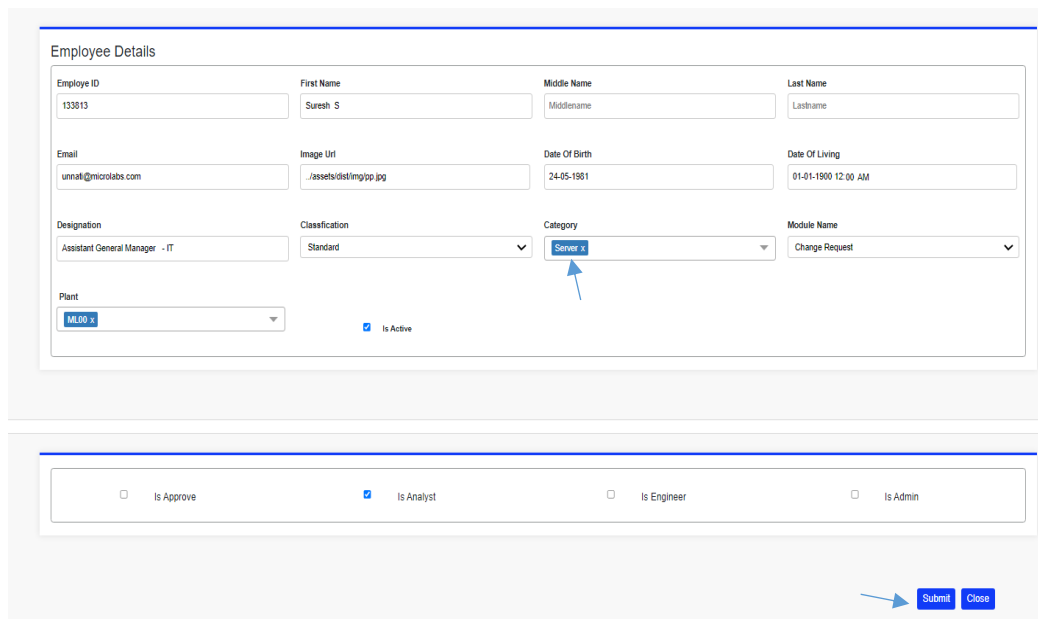
- Employee ID: 120193
- First Name: Sridhar Reddy Veerayagari
- Middle Name: Middenname
- Last Name: Lastname
- Email: unnati@microlabs.in
- Image URL: ./assets/defaultimg.jpg
- Date Of Birth: 05-12-1987
- Date Of Living: 01-01-1900 12:00 AM
- Designation: Manager - Information Technology
- Classification: Select Classifications
- Category: Select
- Module Name: Select SupportName
- Plant: Select
- Is Active: ☐

Below the form, there are checkboxes for 'Is Approve', 'Is Analyst', 'Is Engineer', and 'Is Admin'. At the bottom right, there are 'Submit' and 'Close' buttons.

Master Walk Through

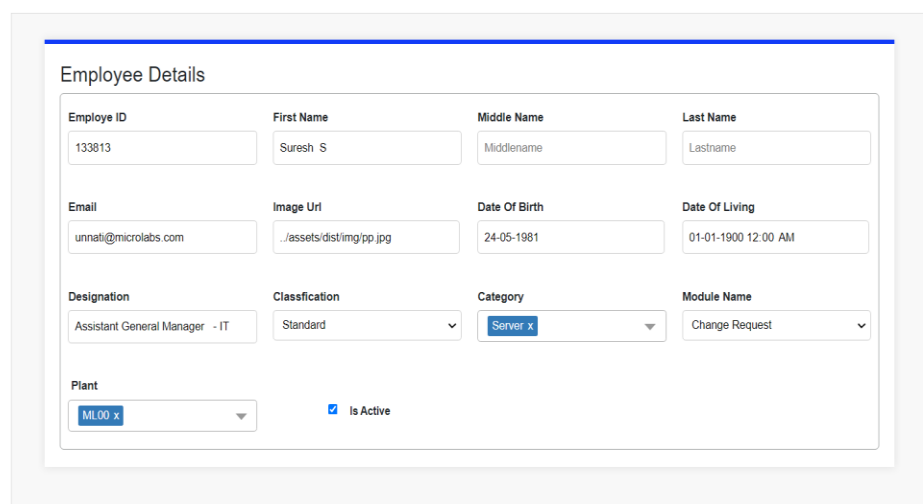
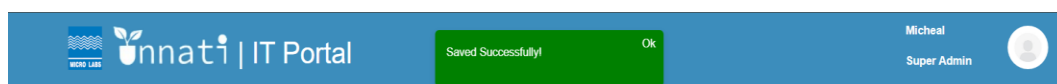
Creating a Analyst for single category:

Select a ID to create a Analyst once you enter the id it will auto populate the the details like First name, middle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, category, Module name, plant ID the check the box is active, check the box is Analyst and. Then click on Submit button.



The screenshot shows the 'Employee Details' form. The fields are populated as follows: Employee ID (133813), First Name (Suresh S), Middle Name (Middlename), Last Name (Lastname), Email (unnati@microlabs.com), Image Url (./assets/dist/img/pp.jpg), Date Of Birth (24-05-1981), Date Of Living (01-01-1900 12:00 AM), Designation (Assistant General Manager - IT), Classification (Standard), Category (Server x), Module Name (Change Request), and Plant (ML00 x). The 'Is Active' checkbox is checked. Below the form, there are four radio buttons: 'Is Approve' (unchecked), 'Is Analyst' (checked), 'Is Engineer' (unchecked), and 'Is Admin' (unchecked). At the bottom right, there are 'Submit' and 'Close' buttons, with a blue arrow pointing to the 'Submit' button.

Once clicked on submit button it will populate a message saved successfully as given below.



This screenshot shows the 'Employee Details' form after the 'Submit' button was clicked. The form fields are the same as in the previous screenshot, but the 'Is Analyst' radio button is now selected, and the 'Is Active' checkbox is still checked. The 'Submit' and 'Close' buttons are no longer visible, indicating the form has been saved.

Master Walk Through

Once it is saved successfully it will reflect in the table as we have selected 1 category it will create only one entry as shown below.

Support Team Details

Search Employee Name

New

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	✗	✓	✗		
17	Suresh S	ML00	Server	Standard	Change Request	✓	✗	✗		

Previous 2 / 2 Next

To see the details for the particular created employee ID please click on view.

Support Team Details

Search Employee Name

New

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	✗	✓	✗		
17	Suresh S	ML00	Server	Standard	Change Request	✓	✗	✗		

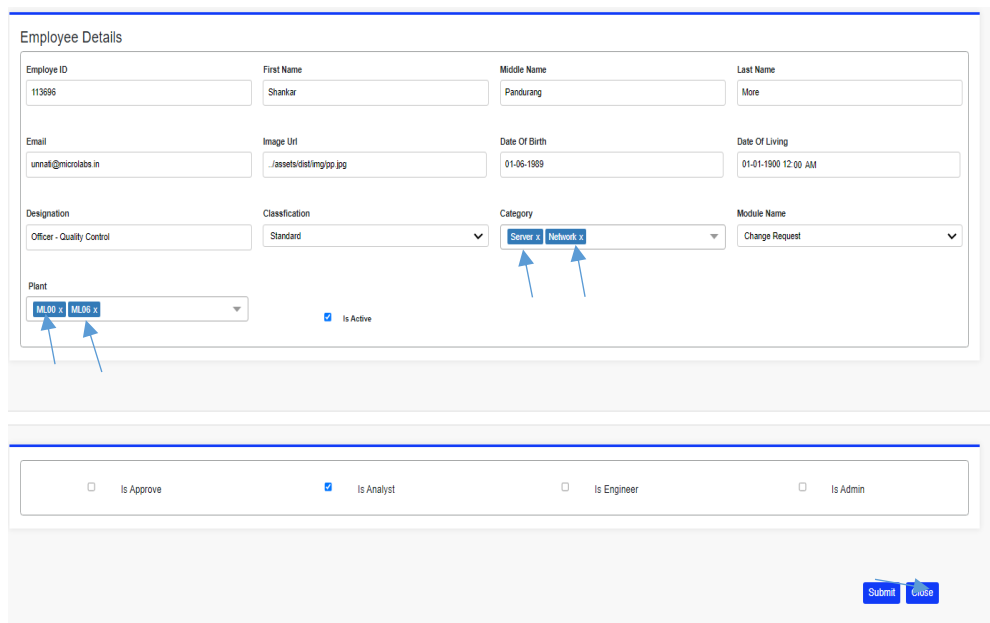
Previous 2 / 2 Next

Once click on the view for the particular created employee ID/User it will populate the details as shown below in 2 Screenshots.

Master Walk Through

Creating a Analyst for multiple category:

Select a ID to create a Analyst once you enter the id it will auto populate the the details like First name, mddle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, category or multiple category, Module name, plant ID or multiple ID then check the box is active and check the box is Analyst, Then click on Submit button.



The screenshot shows the 'Employee Details' form. Annotations with blue arrows point to the following fields: 'Plant' (showing 'ML00 x' and 'ML06 x'), 'Category' (showing 'Server x' and 'Network x'), and 'Is Analyst' (checked checkbox). The form contains the following data:

Employee ID	First Name	Middle Name	Last Name
113696	Shankar	Pandurang	More

Email	Image Url	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	01-06-1989	01-01-1900 12:00 AM

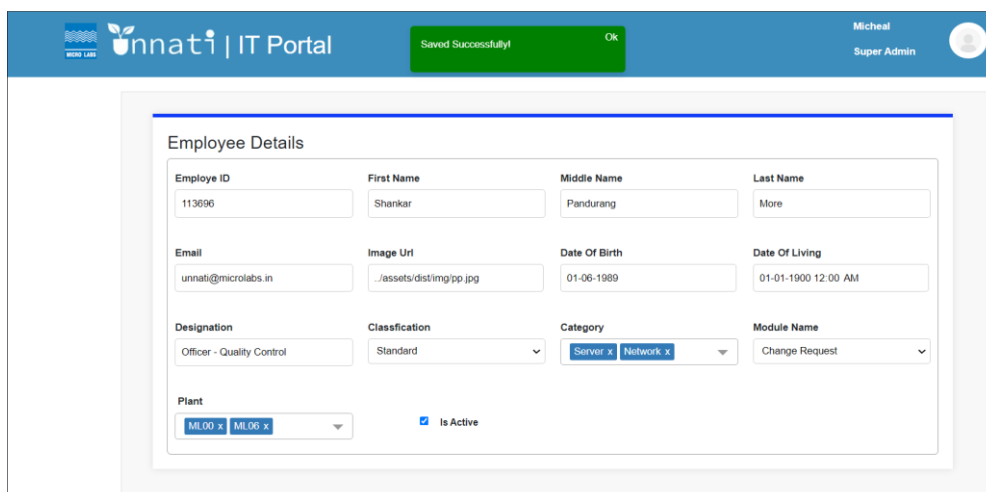
Designation	Classification	Category	Module Name
Officer - Quality Control	Standard	Server x Network x	Change Request

Plant: ML00 x ML06 x ☒ Is Active

☐ Is Approve ☒ Is Analyst ☐ Is Engineer ☐ Is Admin

Buttons: Submit, Close

Once clicked on submit button it will populate a message saved successfully as given below.



The screenshot shows the 'Employee Details' form with a green success message at the top: 'Saved Successfully! OK'. The form data is identical to the previous screenshot:

Employee ID	First Name	Middle Name	Last Name
113696	Shankar	Pandurang	More

Email	Image Url	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	01-06-1989	01-01-1900 12:00 AM

Designation	Classification	Category	Module Name
Officer - Quality Control	Standard	Server x Network x	Change Request

Plant: ML00 x ML06 x ☒ Is Active

☐ Is Approve ☒ Is Analyst ☐ Is Engineer ☐ Is Admin

Buttons: Submit, Close

Master Walk Through

Once it is saved successfully it will reflect in the table and as we have selected 2 categories for 2 plants it will create 4 entries for the same user/Employee ID displaying 2 entries for each plant separately if we select 2 categories for each plant it will create 2 entries for 1 plant as shown below.

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
17	Suresh S	ML00	Server	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
18	Shivarudrappa A C	ML00	Server	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
19	Rajendra Kumar Singh	ML00	Server	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
20	Shankar Pandurang More	ML06	Server	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
21	Shankar Pandurang More	ML06	Network	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
22	Shankar Pandurang More	ML00	Network	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
23	Shankar Pandurang More	ML00	Server	Standard	Change Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

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Next

Creating a Support Engineer for Single category:

Select a ID to create a Support Engineer once you enter the id it will auto populate the the details like First name, middle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, category, Module name, plant ID the check the box is active, check the box is Is Engineer and. Then click on Submit button.

Employee Details

Employee ID

125886

First Name

Ananda A

Middle Name

Middlename

Last Name

Lastname

Email

unnati@microlabs.in

Image Url

./assets/dist/img/pp.jpg

Date Of Birth

20-07-1984

Date Of Living

01-01-1900 12:00 AM

Designation

Sr Executive - IT

Classification

Standard

Category

Server x

Module Name

Change Request

Plant

ML00

☒ Is Active

☐ Is Approve
 ☐ Is Analyst
 ☒ Is Engineer
 ☐ Is Admin

Submit
Close

Master Walk Through

Once clicked on submit button it will populate a message saved successfully as given below.

Employee Details

Employee ID: 125886, First Name: Ananda A, Middle Name: Middlename, Last Name: Lastname

Email: unnati@microlabs.in, Image Uri: /assets/dist/img/pp.jpg, Date Of Birth: 20-07-1984, Date Of Living: 01-01-1900 12:00 AM

Designation: Sr Executive - IT, Classification: Standard, Category: Server x, Module Name: Change Request

Plant: ML00 x, Is Active: ☒

Once it is saved successfully it will reflect in the table as we has selected 1 category it will create only one entry as as shown below.

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	✗	✓	✗	✖	👁
17	Suresh S	ML00	Server	Standard	Change Request	✓	✗	✗	✖	👁
18	Shivarudrappa A C	ML00	Server	Standard	Change Request	✓	✗	✗	✖	👁
19	Rajendra Kumar Singh	ML00	Server	Standard	Change Request	✓	✗	✗	✖	👁
20	Shankar Pandurang More	ML06	Server	Standard	Change Request	✓	✗	✗	✖	👁
21	Shankar Pandurang More	ML06	Network	Standard	Change Request	✓	✗	✗	✖	👁
22	Shankar Pandurang More	ML00	Network	Standard	Change Request	✓	✗	✗	✖	👁
23	Shankar Pandurang More	ML00	Server	Standard	Change Request	✓	✗	✗	✖	👁
24	Ananda A	ML00	Server	Standard	Change Request	✗	✗	✓	✖	👁

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Master Walk Through

Creating a Support Engineer for 2 or multiple categories:

Select a ID to create a Support Engineer once you enter the id it will auto populate the the details like First name, middle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, category or multiple categories, Module name, plant ID or multiple plant ID then check the box is active and check the box Support Engineer, Then click on Submit button.

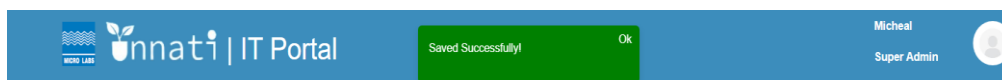
Employee Details

Employee ID 125392	First Name Cheera Vasanth Kumar	Middle Name Middlename	Last Name Lastname
Email unnati@microlabs.in	Image Uri ./assets/dist/img/pp.jpg	Date Of Birth 15-01-1990	Date Of Living 01-01-1900 12:00 AM
Designation Sr Executive - IT	Classification Standard	Category Server x Network x	Module Name Change Request
Plant ML00 x ML06 x		<input checked="" type="checkbox"/> Is Active	

☐ Is Approve ☐ Is Analyst ☒ Is Engineer ☐ Is Admin

Submit Close

Once clicked on submit button it will populate a message saved successfully as given below.



Employee Details

Employee ID 125392	First Name Cheera Vasanth Kumar	Middle Name Middlename	Last Name Lastname
Email unnati@microlabs.in	Image Uri ./assets/dist/img/pp.jpg	Date Of Birth 15-01-1990	Date Of Living 01-01-1900 12:00 AM
Designation Sr Executive - IT	Classification Standard	Category Server x Network x	Module Name Change Request
Plant ML00 x ML06 x		<input checked="" type="checkbox"/> Is Active	

Master Walk Through

Once it is saved successfully it will reflect in the table and as we have selected 2 categories for 2 plants it will create 4 entries for the same user/Employee ID displaying 2 enteries for each plant seprately if we select 2 categories for each plant it will create 2 entries for 1 plant as shown below.

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	X	✓	X		
17	Suresh S	ML00	Server	Standard	Change Request	✓	X	X		
18	Shivarudrappa A C	ML00	Server	Standard	Change Request	✓	X	X		
19	Rajendra Kumar Singh	ML00	Server	Standard	Change Request	✓	X	X		
20	Shankar Pandurang More	ML06	Server	Standard	Change Request	✓	X	X		
21	Shankar Pandurang More	ML06	Network	Standard	Change Request	✓	X	X		
22	Shankar Pandurang More	ML00	Network	Standard	Change Request	✓	X	X		
23	Shankar Pandurang More	ML00	Server	Standard	Change Request	✓	X	X		
24	Ananda A	ML00	Server	Standard	Change Request	X	X	✓		
➔ 25	Cheera Vasanth Kumar	ML00	Network	Standard	Change Request	X	X	✓		
➔ 26	Cheera Vasanth Kumar	ML06	Server	Standard	Change Request	X	X	✓		
➔ 27	Cheera Vasanth Kumar	ML00	Server	Standard	Change Request	X	X	✓		
➔ 28	Cheera Vasanth Kumar	ML06	Network	Standard	Change Request	X	X	✓		

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Master Walk Through

Creating a Admin for single Category:

Select a ID to create a approver once you enter the id it will auto populate the the details like First name, middle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, category, Module name, plant ID the check the box is active, check the box is approver, is Analyst, is support Engineer and is Admin, select the number of phases where the particular approver has to be and select the levels where he has to be in i.e. Change request Approver, Release Approver, and Closure Approver. Then click on Submit button.

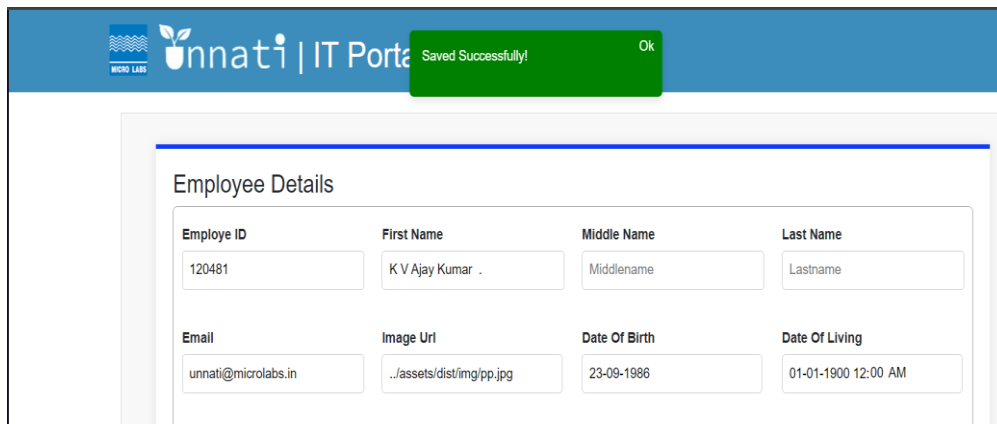
The screenshot shows the 'Employee Details' form in the 'unnati | IT Portal'. The form is divided into several sections:

- Employee ID:** 120481
- First Name:** K V Ajay Kumar
- Middle Name:** Middlename
- Last Name:** Lastname
- Email:** unnati@microlabs.in
- Image Uri:** ../assets/dist/img/pp.jpg
- Date Of Birth:** 23-09-1986
- Date Of Living:** 01-01-1900 12:00 AM
- Designation:** Sr Executive - IT
- Classification:** Standard
- Category:** Server x
- Module Name:** Change Request
- Plant:** ML00 x
- Is Active:** ☐

Below the form, there are four checkboxes for roles: ☒ Is Approver, ☒ Is Analyst, ☒ Is Engineer, and ☒ Is Admin. There is also a text input for 'Approver' with the value '3'. Below this, there is a 'Select Stage' section with three buttons: 'Change Request', 'Release', and 'Closure'. At the bottom right, there are 'Submit' and 'Close' buttons.

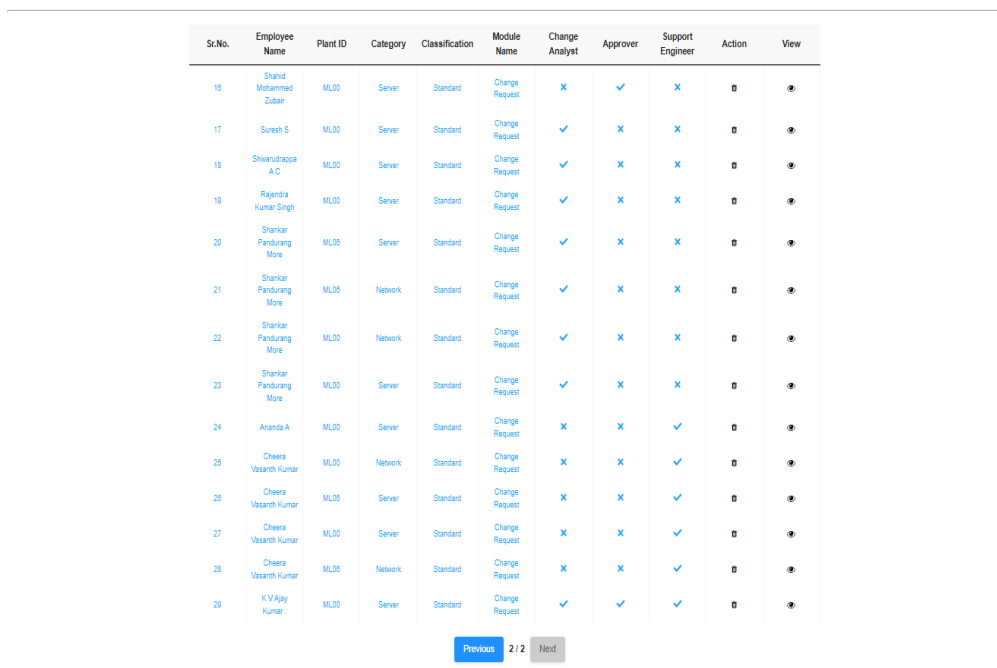
Master Walk Through

Once clicked on submit button it will populate a message saved successfully as given below.



The screenshot shows a web application interface with a blue header bar containing the 'innati | IT Portal' logo and a green notification box that says 'Saved Successfully!'. Below the header is a form titled 'Employee Details'. The form contains several input fields: Employee ID (120481), First Name (K V Ajay Kumar), Middle Name (Middlename), Last Name (Lastname), Email (unnati@microlabs.in), Image Uri (./assets/dist/img/pp.jpg), Date Of Birth (23-09-1986), and Date Of Living (01-01-1900 12:00 AM).

Once it is saved successfully it will reflect in the table as we has selected 1 category it will create only one entry as as shown below.



Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	X	✓	X	■	👁
17	Suresh S	ML00	Server	Standard	Change Request	✓	X	X	■	👁
18	Shivarudrasa A C	ML00	Server	Standard	Change Request	✓	X	X	■	👁
19	Rajendra Kumar Singh	ML00	Server	Standard	Change Request	✓	X	X	■	👁
20	Shankar Pandurang More	ML00	Server	Standard	Change Request	✓	X	X	■	👁
21	Shankar Pandurang More	ML00	Network	Standard	Change Request	✓	X	X	■	👁
22	Shankar Pandurang More	ML00	Network	Standard	Change Request	✓	X	X	■	👁
23	Shankar Pandurang More	ML00	Server	Standard	Change Request	✓	X	X	■	👁
24	Ananda A	ML00	Server	Standard	Change Request	X	X	✓	■	👁
25	Cheera Visanth Kumar	ML00	Network	Standard	Change Request	X	X	✓	■	👁
26	Cheera Visanth Kumar	ML00	Server	Standard	Change Request	X	X	✓	■	👁
27	Cheera Visanth Kumar	ML00	Server	Standard	Change Request	X	X	✓	■	👁
28	Cheera Visanth Kumar	ML00	Network	Standard	Change Request	X	X	✓	■	👁
29	K V Ajay Kumar	ML00	Server	Standard	Change Request	✓	✓	✓	■	👁

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Master Walk Through

To see the details for the particular created employee ID please click on view.

Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
16	Shahid Mohammed Zubair	ML00	Server	Standard	Change Request	X	✓	X	■	👁
17	Suresh S	ML00	Server	Standard	Change Request	✓	X	X	■	👁
18	Shivabudappa A.C	ML00	Server	Standard	Change Request	✓	X	X	■	👁
19	Rajendra Kumar Singh	ML00	Server	Standard	Change Request	✓	X	X	■	👁
20	Shankar Pandurang More	ML08	Server	Standard	Change Request	✓	X	X	■	👁
21	Shankar Pandurang More	ML08	Network	Standard	Change Request	✓	X	X	■	👁
22	Shankar Pandurang More	ML00	Network	Standard	Change Request	✓	X	X	■	👁
23	Shankar Pandurang More	ML00	Server	Standard	Change Request	✓	X	X	■	👁
24	Ananda A	ML00	Server	Standard	Change Request	X	X	✓	■	👁
25	Cheers Vasanth Kumar	ML00	Network	Standard	Change Request	X	X	✓	■	👁
26	Cheers Vasanth Kumar	ML08	Server	Standard	Change Request	X	X	✓	■	👁
27	Cheers Vasanth Kumar	ML00	Server	Standard	Change Request	X	X	✓	■	👁
28	Cheers Vasanth Kumar	ML08	Network	Standard	Change Request	X	X	✓	■	👁
29	K V Ajay Kumar	ML00	Server	Standard	Change Request	✓	✓	✓	■	👁

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As we have created a Admin for 1 categories Once click on view it will show the complete details for the particular Employee ID/User as given below 2 Screenshots.

Employee Details

Employee ID	First Name	Middle Name	Last Name
120481	K V Ajay Kumar		
Email	Image Uri	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	23-09-1986	1900-01-01T00:00:00
Designation	Classification	Category	Module Name
./assets/dist/img/pp.jpg	Standard	Server	Change Request
Plant	<input type="checkbox"/> Is Active		
ML00			

☒ Is Approve☒ Is Analyst☒ Is Engineer☒ Is Admin

Approver

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Level : 3

Stage:

Change RequestReleaseClosure

Master Walk Through

Creating a Admin for 2 or multiple categories:

Select a ID to create a approver once you enter the id it will auto populate the the details like First name, middle name, last name, Email, Image url, Date of Birth, Designation. Then select the particular classification, 2 or more categories, Module name, plant ID or plants ID then check the box is active, check the box is approver, is Analyst, is support Engineer and is Admin, select the number of phases where the particular level of approver he has to be and select the levels where he has to be in i.e. Change request Approver, Release Approver, and Closure Approver. Then click on Submit button.

Employee Details

Employee ID 123302	First Name S Chandra Sekhar	Middle Name Middlename	Last Name Lastname
Email unnati@microlabs.in	Image Url ../assets/dist/img/pp.jpg	Date Of Birth 10-09-1989	Date Of Living 01-01-1900 12:00 AM
Designation Sr Executive - IT	Classification Standard	Category Server x Network x	Module Name Change Request
Plant ML00 x ML06 x	<input type="checkbox"/> Is Active		

☒ Is Approve

☒ Is Analyst

☒ Is Engineer

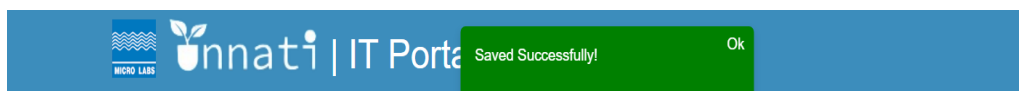
☒ Is Admin

Approver
3

Select Stage:
Change Request Release Closure

Submit Close

Once clicked on submit button it will populate a message saved successfully as given below.



Employee Details

Employee ID 123302	First Name S Chandra Sekhar	Middle Name Middlename	Last Name Lastname
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Master Walk Through

Once it is saved successfully it will reflect in the table and as we have selected 2 categories for 2 plants it will create 4 entries for the same user/Employee ID displaying 2 entries for each plant separately if we select 2 categories for each plant it will create 2 entries for 1 plant as shown below.

26	Cheera Vasanth Kumar	ML06	Server	Standard	Change Request	×	×	✓	🗑️	👁️
27	Cheera Vasanth Kumar	ML00	Server	Standard	Change Request	×	×	✓	🗑️	👁️
28	Cheera Vasanth Kumar	ML06	Network	Standard	Change Request	×	×	✓	🗑️	👁️
29	K V Ajay Kumar .	ML00	Server	Standard	Change Request	✓	✓	✓	🗑️	👁️
30	S Chandra Sekhar	ML00	Network	Standard	Change Request	✓	✓	✓	🗑️	👁️

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Support Team Details										
Search Employee Name										
New										
Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
31	S Chandra Sekhar	ML06	Network	Standard	Change Request	✓	✓	✓	🗑️	👁️
32	S Chandra Sekhar	ML06	Server	Standard	Change Request	✓	✓	✓	🗑️	👁️
33	S Chandra Sekhar	ML00	Server	Standard	Change Request	✓	✓	✓	🗑️	👁️

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To see the details for the particular created employee ID please click on view.

Support Team Details										
Search Employee Name										
New										
Sr.No.	Employee Name	Plant ID	Category	Classification	Module Name	Change Analyst	Approver	Support Engineer	Action	View
31	S Chandra Sekhar	ML06	Network	Standard	Change Request	✓	✓	✓	🗑️	👁️
32	S Chandra Sekhar	ML06	Server	Standard	Change Request	✓	✓	✓	🗑️	👁️
33	S Chandra Sekhar	ML00	Server	Standard	Change Request	✓	✓	✓	🗑️	👁️

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30	S Chandra Sekhar	ML00	Network	Standard	Change Request	✓	✓	✓	🗑️	👁️
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Master Walk Through

Once click on the view for the particular created employee ID/User it will populate the details as shown below in Screenshots.

Employee Details

Employee ID	First Name	Middle Name	Last Name
123302	S Chandra Sekhar		
Email	Image Url	Date Of Birth	Date Of Living
unnati@microlabs.in	./assets/dist/img/pp.jpg	10-09-1989	1900-01-01T00:00:00
Designation	Classification	Category	Module Name
./assets/dist/img/pp.jpg	Standard	Network	Change Request
Plant	<input type="checkbox"/> Is Active		
ML00			

☒ Is Approve☒ Is Analyst☒ Is Engineer☒ Is Admin

Approver

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure

Master Walk Through

Level : 3

Stage:

Change Request

Release

Closure

Level : 3

Stage:

Change Request

Release

Closure