Leave Application process

**How to create an account?**

Opening the browser, entering the link “workmatec.com”, clicking sign up, sign up page appears, entering name, entering email address, entering password, entering password again.

Sing in the account, entering email Id, Entering password.

Dashboard appears

**How to create a new leave application task?**

Clicking on “create new task”, Entering task name ”Leave application”, setting Task description as “use this process to apply for leave”

Sharing Task with manager for suggestions/comments,

Entering email id acme.arthur@workmatec.com, employees list appears, selecting the manager “arthur”, clinking save button,

Setting due date for the task, clicking on home button.

**How to collaborate on leave application?**Manager(arthur) logging in workmatec account, clicking on I am following button

Found leave application task there, adding comment for that task, clicking in the comment text field , typing suggestion , clicking outside that text field

**How to add document to a task?**

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| **Action** | **Description** |
| **How to create an account?**  Opening the browser, entering the link “workmatec.com”, clicking sign up  , sign up page appears, entering name, entering email address, entering password, entering password again.  Sing in the account, entering email Id, Entering password.  Dashboard appears | 1. Enter valid email id as [acme.arthur@workmatec.com](mailto:acme.arthur@workmatec.com) 2. Enter password 3. Confirming password 4. Email has sent to the email address 5. Logging in your email 6. Clicking the account activation link 7. Sign in account |
| **How to create a new leave application task?**  Clicking on “create new task”, Entering task name ”Leave application”, setting Task description as “use this process to apply for leave”  Sharing Task with manager for suggestions/comments,  Entering email id acme.arthur@workmatec.com, employees list appears, selecting the manager “arthur”, clinking save button,  Setting due date for the task, clicking on home button. | 1. Sign in 2. Clicking “create new task” |
| **How to collaborate on leave application?** Manager(arthur) logging in workmatec account, clicking on I am following button  Found leave application task there, adding comment for that task, clicking in the comment text field , typing suggestion , clicking outside that text field |  |
| **How to add document to a task?**  Manager “Arthur” logging in, clicking I am following, clicking on “attach” selecting a document from machine |  |
| **How to mark a task as official?**  Logging in workmatec, creating a new task, clicking the official button |  |
| **How to make a leave application task a process?**  Logging in the account, going to personal tasks,  Clicking leave application process, clicking process, process page appears, clicking form, entering field statement, selecting field type clicking next button |  |
| **How to make create organization?**  Logging in , clicking settings, general settings page appears, clicking users, clicking “add user”, add user menu appears, entering user name, entering email address, clicking save button. |  |
| **How to manage departments of organization?**  logging in, clicking settings, general settings appears, clicking departments, clicking add new departments button, new department menu appear, |  |
| **How to manage the organization structure?[Report to]**  Logging in, clicking settings, clicking report to button, Selecting department name, entering team member email or user names, Selecting supervisor, clicking save button |  |
| **How to create groups?**  Logging in, clicking settings, clicking groups, Selecting “add group” entering group name “Agile group” and description “Agile team of our organization”, clicking save button |  |
| **How to add members to a group?**  Logging in , clicking on settings, selecting groups, clicking on members button, clicking add members, entering user name or email id. Clicking save button |  |
| **How to change recipient name?**  Logging in, clicking on the leave application process, clicking process, clicking activities, clicking on activity “start”, clicking recipient type “department”, entering department name, departments list appear, select a department |  |
| **How to specify some questions/controls/ fields for an activity?**  Logging in, clicking personal, clicking on leave application process, clicking on process, clicking activities, clicking settings button of activity “start”  Un-checking fields those are not required for this activity |  |
| **How to preview a process?**  Logging in, clicking personal, clicking on leave application process, clicking process, clicking settings, clicking simulate button. |  |
| **How to a follower can preview a process?**  Leave application process follower ”Arthur” logging in from his account, clicking I am following, clicking simulate button |  |
| **How to add rules to a process?**  Logging in, clicking repository, clicking leave application process, clicking rules , clicking add new rule , new rule menu appears, selecting start activity from if, selecting condition “is completed”  Selecting “Activate” action from than , selecting end activity from drop down |  |
| **How to add activity?**  Logging in, clicking personal, clicking leave application process, clicking process button, clicking activities, clicking add new activity, add new activity menu appear, Entering activity name, |  |
| **How to publish a process?**  Logging in, clicking repository, clicking leave application process, clicking settings, clicking publish |  |
| **How to edit a published process?**  Logging in, clicking repository, clicking leave application process |  |
| **How to tag a process/task?**  Logging in, clicking personal, clicking leave application process , clicking on tags button , entering tag, clicking save |  |
| **How to uninstall a process?**  Logging in, clicking repository, clicking leave application process, clicking settings clicking uninstall |  |