Story board (Workmatec)

# Actors

1. Bob (sub-ordinate of Blain and from department sales and marketing)
2. Alice (sub-ordinate of Blain and from department sales and marketing)
3. John (owner Acme corporation)
4. Arthur (Director Acme corporation)

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|  | **How to create an account?**   * Access the Workmatec by link [www.workmatec.com](http://www.workmatec.com) * Bob clicks sign up * Enter his name, Valid email and password * Bob will receive an email in his inbox * Bob clicks the received link for activation * Bob can use his user name and password   **Result**   * Account will be created   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. Sign-in the account, entering email Id, Entering password. Dashboard appears. |
| **2.** | **How to create a new leave application task?**  **How to create an account?**   * Bob logins into Workmatec application. * He selects “Add new task” to create new task * Bob gives Task Title and Description … * Selects Alice as assignee of his task * John and Arthur will follow the events of this task * Bob assigns due date for this to be completed * Bob sends this task by pressing Send button   **Result**   * Task will go into the complete box of Bob * Task will come in the inbox of Alice * Both John and Arthur will receive this task in “I am following” page for comments.   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. |
| **3** | **How to collaborate on leave application?**   * Alice logins Workmatec application and found new task in “I am following” * She opens “I am following” * She founds leave application process task * She adds comments to the “Leave application task” * Mr. Arthur logins Workmatec application * Arthur founds some new feeds in “I am following” * He further adds his comments in response   **Result:**   * Comments of Arthur are visible in all followers and assignee accounts   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?**   * Alice login Workmatec application * Alice wants to share a document with his followers * Alice selects “I am following” module of Workmatec application * Alice clicks attach for its “Leave application task” * Selects a file from his computer * Arthur login the application * She go to “I am following” * Found the attached document with leave application process * Bob logins * Select “I am following” * Found attached document with leave application task   Result:   * Collaboration occurs   Manager “Arthur” logging in, clicking “I am following”, clicking on “attach” selecting a document from machine |
|  | **How to mark a task as official?**   * Alice logins the Workmatec application * She Go to inbox * She Opens leave application process * Click on the official button   Result:   * Task will be moved in to the official module from inbox   Logging in Workmatec , creating a new task, clicking the official button |
|  | **How to make a leave application task a process?**   * Opens leave application process and Clicks on Design form * Adds text field: * Employee Name * Leave Subject * Starting date * Ending date * Responsible person name * Designation * Save the form * Alice clicks on process and then activities * Add activity “Leave Application”, “Manager approval”, “Director approval”, and HR Update * Clicks on Rules * When application complete activate manager approval * When manager approves activate director approval * When director approves activate HR Update * She then clicks on Settings and select Simulate to test working of process * Fills the form and click “Approve” * Press send button to move to next activity. She then opens next activity. Clicks on “Manager approval” * Click Approve. * Send button activates next activity. Similarly other she fills and completes remaining activities. * Click HOME button   Result:   * Task will become a process with a form * Activities and rules would be applied on the process * Simulation will show the running condition of the 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 organization?**   * Peter login to Workmatec application * Peter go to settings * He clicked users * Click add user * He enters email “acme.blain@workmatec .com” * Selecting Department * Peter select “report to” * He selects department * Enter email of blain [acme.blain@workmatec.com](mailto:acme.blain@workmatec.com) * Selecting [acme.peter@workmate.com](mailto:acme.peter@workmate.com) supervisor of blain * Click save   Result:   * Employee(blain) would be added to the organization * Blains department would be set * His designation would be set as director   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?**   * John logging in to the Workmatec application * John Clicking setting * John Clicking department * Clicking add Department * Entering Department name “” * Selecting Parent Department “Acme corporation” * Clicking Save * Clicking Department   Result:   * New Department “” would be added to acme corporation   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]**   * John logins to Workmatec corporation * He Click settings * He Clicking report to * He Click add Report to * Selecting department “acme corporation” * Entering user name [acme.arthur@workmatec.com](mailto:acme.arthur@workmatec.com) * Selecting supervisor as john * Clicking save button   Result:   * Arthur reporting to john as a director of acme corporation   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?**   * John logins to Workmatec application * Clicking Settings * Clicking Group * Clicks Add group * Entering Group name “” * Entering Description * Clicking Save * Clicking members * Clicks add member * Entering Email “” * Clicking Save   Result:   * Group would be created * And member will be added to it   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?[covered in previous Q]**  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?**   * John Logged in to Workmatec application * Selects inbox * Select Leave Application process * Clicks on process * Clicks activities * Clicks “Application form” * Select recipient type “Department” * Select Department “acme corporation” * Press Save * Login from Arthur account Leave application will be available after publishing it(in initiate box)   Result:   * All employees belongs to acme corporation will receive the leave application process in their initiate box   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?**   * John logged in to Workmatec application * Selects inbox * Selects Leave application * Clicks process * Clicks activity * Clicks on settings of Application Form * Un-Checks Employee name * Clicks Settings * Press simulate * Clicks Application Form   **Result:**  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?[simulation has been covered]**  Logging in, clicking personal, clicking on leave application process, clicking process, clicking settings, clicking simulate button. |
|  | **How 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?[covered]**  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?[covered]**  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?**   * John login Workmatec application * Selects inbox * John Clicks Leave application process * John Clicks process * John Clicks Settings * John Clicks Publish * Blain Logins * Selects inbox * Selects initiate box   Result:   * Process will be published and will received in all employees initiate box   Logging in, clicking repository, clicking leave application process, clicking settings, clicking publish |
|  | **How to edit a published process?**   * John logins account * Selects “I am following” * Clicks edit for “Leave application process” * Edits “Leave application process” and press home button   Result:   * Process will be edited   Logging in, clicking repository, clicking leave application process |
|  | **How to tag a process/task?[should I cover it in creation of task?]**  Logging in, clicking personal, clicking leave application process , clicking on tags button , entering tag, clicking save |
|  | **How to uninstall a process?**   * John Logins Workmatec application * Selects inbox * Clicks Leave Application process * Clicks Process * Clicks Settings * Clicks Uninstall * Blain Logins * Selects inbox * Selects initiate box   Result:   * Process will be uninstall and will be removed from the initiate boxes of employee   Logging in, clicking repository, clicking leave application process, clicking settings clicking uninstall |
|  | **How to Queue?**   * John Logins Workmatec application * Selects inbox * Select leave application process * Selects process * Selects activities * Selects manager approval * Selects recipient type group * Enter group name “Managers” * Publish the process * Carol logins the Workmatec application * Selects inbox * Clicks initiate * Clicks Leave application process * Fills the form and presses submit * Blain Logins Workmatec application * Selects inbox * Selects Queue * Clicks Leave application process * Clicks approve   **Result:**   * Any manager can approve from queue |
|  | **What is BAM? Second Level of BAM?**   * John logins application * Selects BAM * Select Leave application process from drop down list * Clicks on the count   Result:   * John view the reports of Leave application process and will view the second level of reports |
|  | **How to view reports?** |
|  | **How to share a process (Published)?**   * John logins leave application * Selects Repository * Clicks on share button of leave application process * Enters Email address “Acme.emma@workmatec.com” and select user from the list * Emma logins Workmatec * Selects repository * Click shared   **Result:**   * Process will be shared |
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