

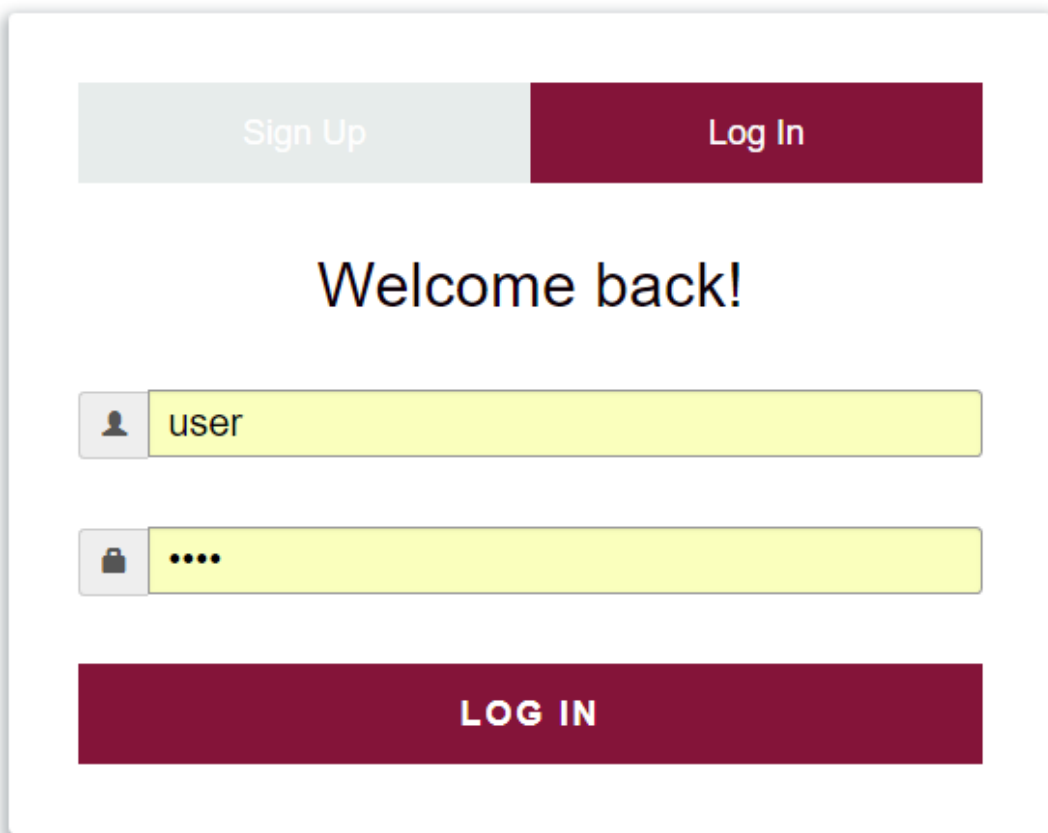
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Use Cases

1. Login


To access the application, the username and the right password must be provided. The username consists of user's first name and last name.




The image shows a login form with a white background and a subtle drop shadow. At the top, there are two buttons: a light gray 'Sign Up' button and a dark red 'Log In' button. Below these is the text 'Welcome back!'. The form contains two input fields with yellow backgrounds. The first field has a user icon on the left and contains the text 'user'. The second field has a lock icon on the left and contains four dots, indicating a password. At the bottom of the form is a large, dark red button with the text 'LOG IN' in white, uppercase letters.

Sign Up Log In

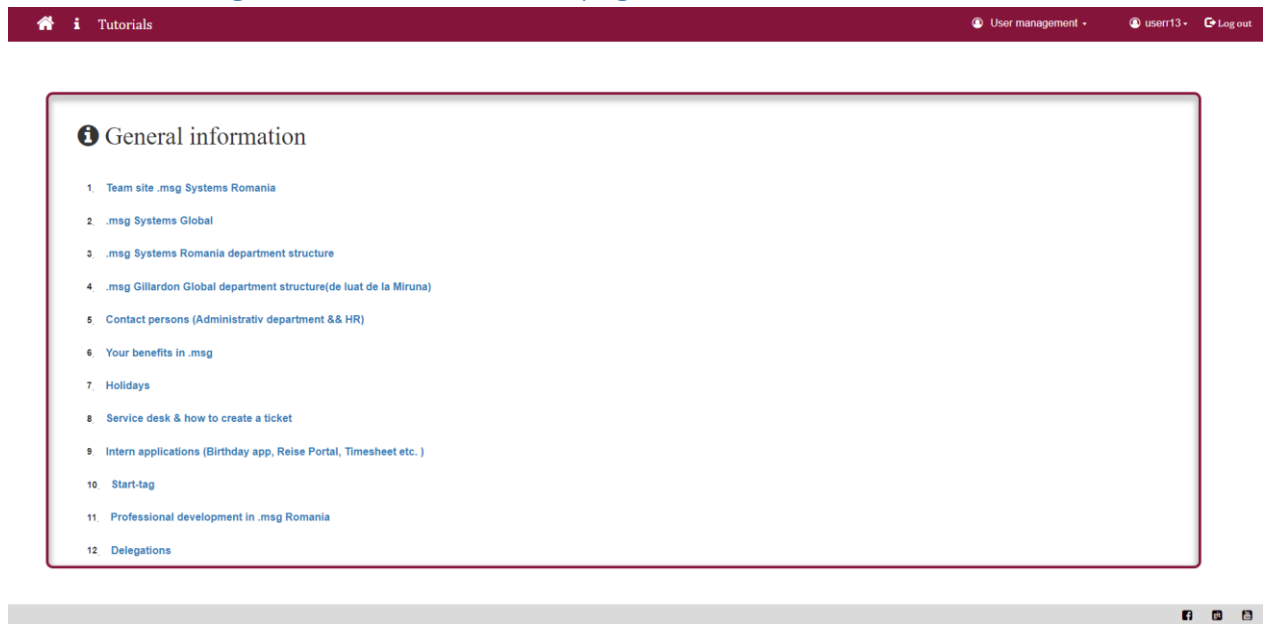
Welcome back!

 user



LOG IN

2. Home Page - General information page



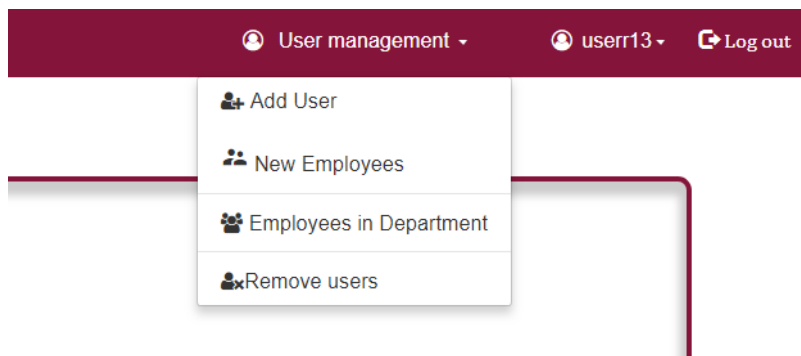
The homepage is a collection of useful links for a new user, such as:

- Team site Romania
- Department structure
- Benefits
- Service desk
- Intern applications (Birthday app, Reise Portal, Timesheet)
- Holidays
- Delegations
- Start-tag

3. Add new user

The add new user functionality is only available for specific users. A HR user or an ABTEILUNGSLEITER user can add a new user to the application.

The Add new User option is available under the “User Management menu” from the upper right corner:



To add a new user a new window will appear:

Add a new user

First Name

Last Name

USERNAME:

Email address

Role
Select role ▼

Team

Location
Select role ▼

Floor

Project

Department
Select department ▼

Buddy

***must be specified**

ADD USER

Some of the information from the form are mandatory:

- First name and last name to generate the username
- Personal email address for the application to send an automatic email to new user a week before his start data
- User's role
- And the start date

Add a new user

First Name

Last Name

USERNAME: DoeJohn

Email address

Role

Employee

MAY 2018



S M T W T F S

MAY

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



*must be specified

ADD USER

Add a new user

First Name

Last Name

USERNAME: DoeJohn

Email address

Role

Employee

Team

Location

Ferdinand


Floor

Project

Department

PROJEKTE

Buddy

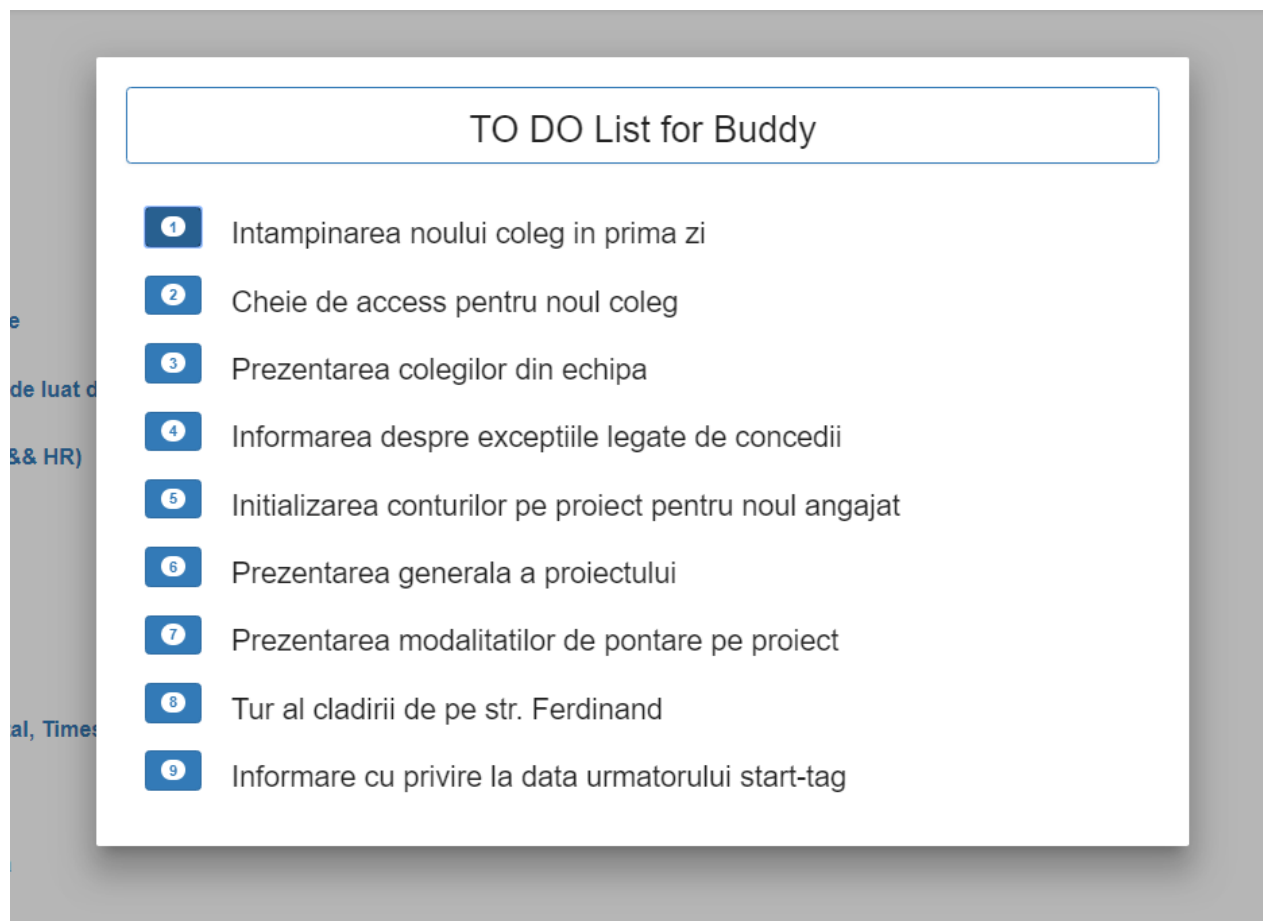
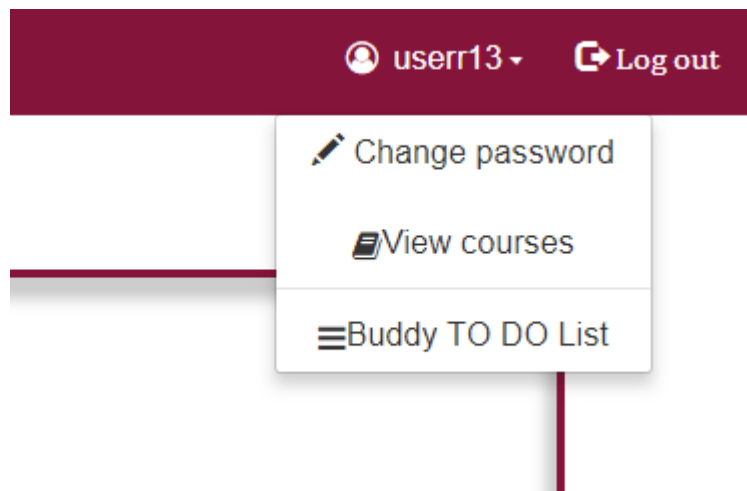
 *must be specified

ADD USER

ADD USER

4. Buddy Role and Responsibilities

Every new user will have a buddy assigned. A buddy will inform his colleague about anything. A list of all his responsibilities can be found in the “User menu”, option “Buddy TO DO List”.



5. Sent mail to User

For every new user added in the application, an automatic email will be send a week before his start date. The email contains useful information for a new employee such as:

- Address of the location at which the user is expected
- Date and hour for his expected arrival time on his first day
- The person who will wait him (his buddy)
- Information about the team and project

Salut Ion!
Te asteptam in data de 25/05/2018 la ora 09:00 la sediul Ferdinand de la adresa strada Regele Ferdinand, numarul 10 unde vei fi intampinat de colegul nostru Mares Bianca.

Echipa din care vei face parte se gaseste la etajul 8 in cladirea Ferdinand.

O zi frumoasa,
.msg Systems Romania

6. Send mail to buddy

When the new employee receives the email, his buddy will also receive an email to inform him about the arrival time and date of the new colleague and at the same time to remind him about some responsibilities that he will have.

Salut Bianca!
Noul nostru coleg Danescu Ion va fi in data de 25/05/2018 la ora 09:00 la sediul Ferdinand

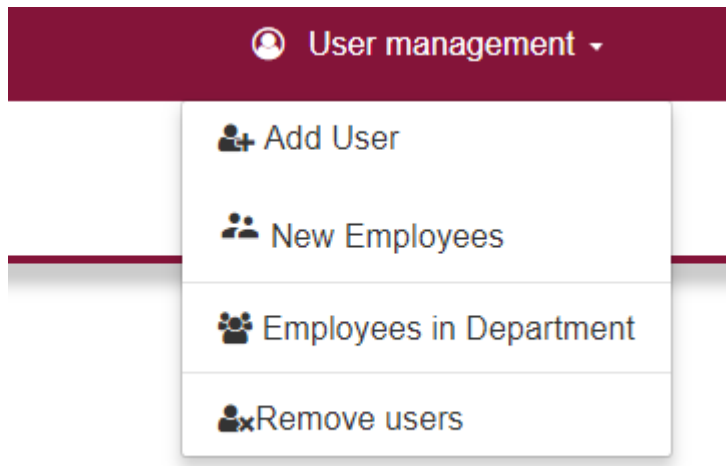
Echipa din care face parte este ONBOARDER si se gaseste la etajul 8 in cladirea Ferdinand.

Pentru informatii referitoare la respoonsabilitatile unui Buddy acceseaza linkul: <http://localhost:4200/buddyMenu> .Pentru orice alte intrebari sau nelamuriri te poti adresa Abteilungleiter-ului.

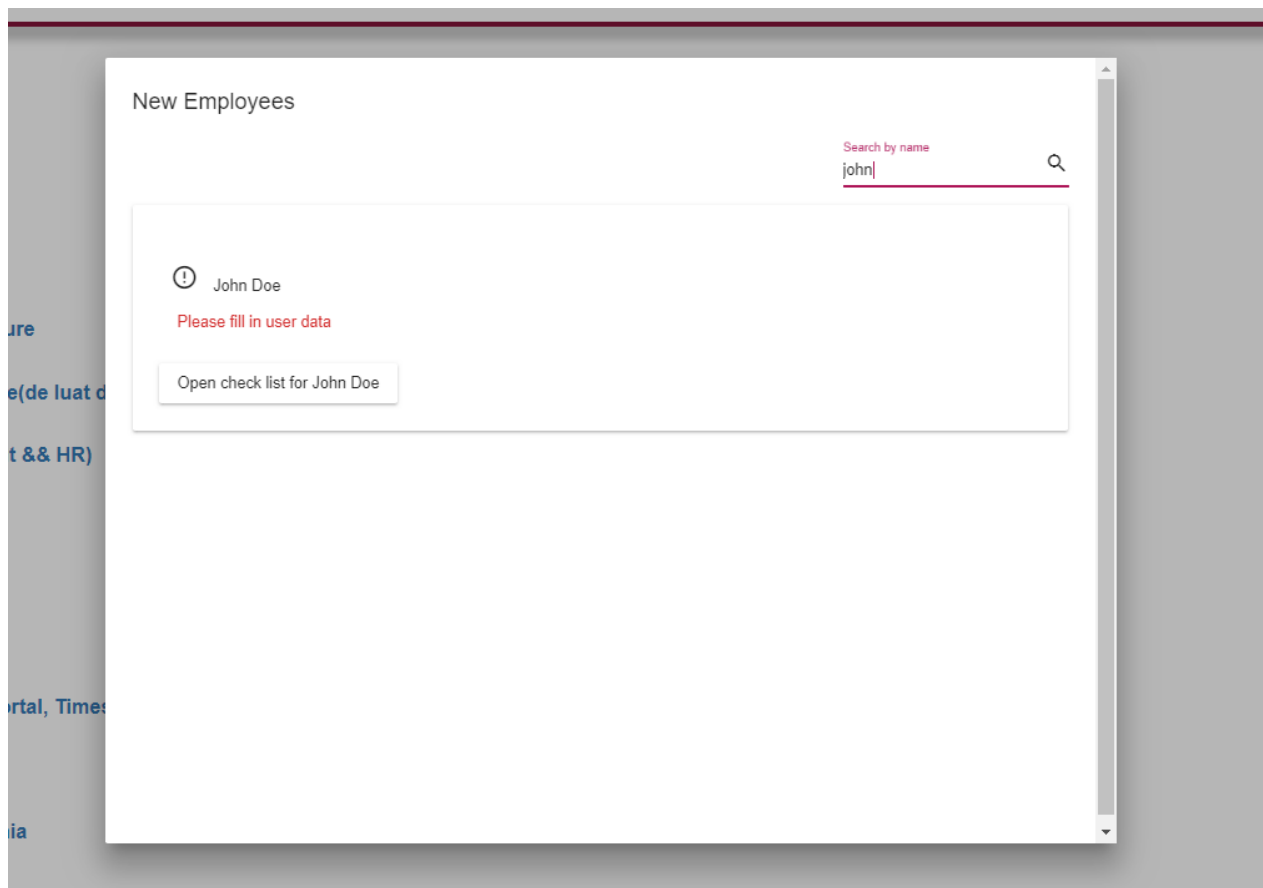
O zi frumoasa,
.msg Systems Romania

7. Update user data

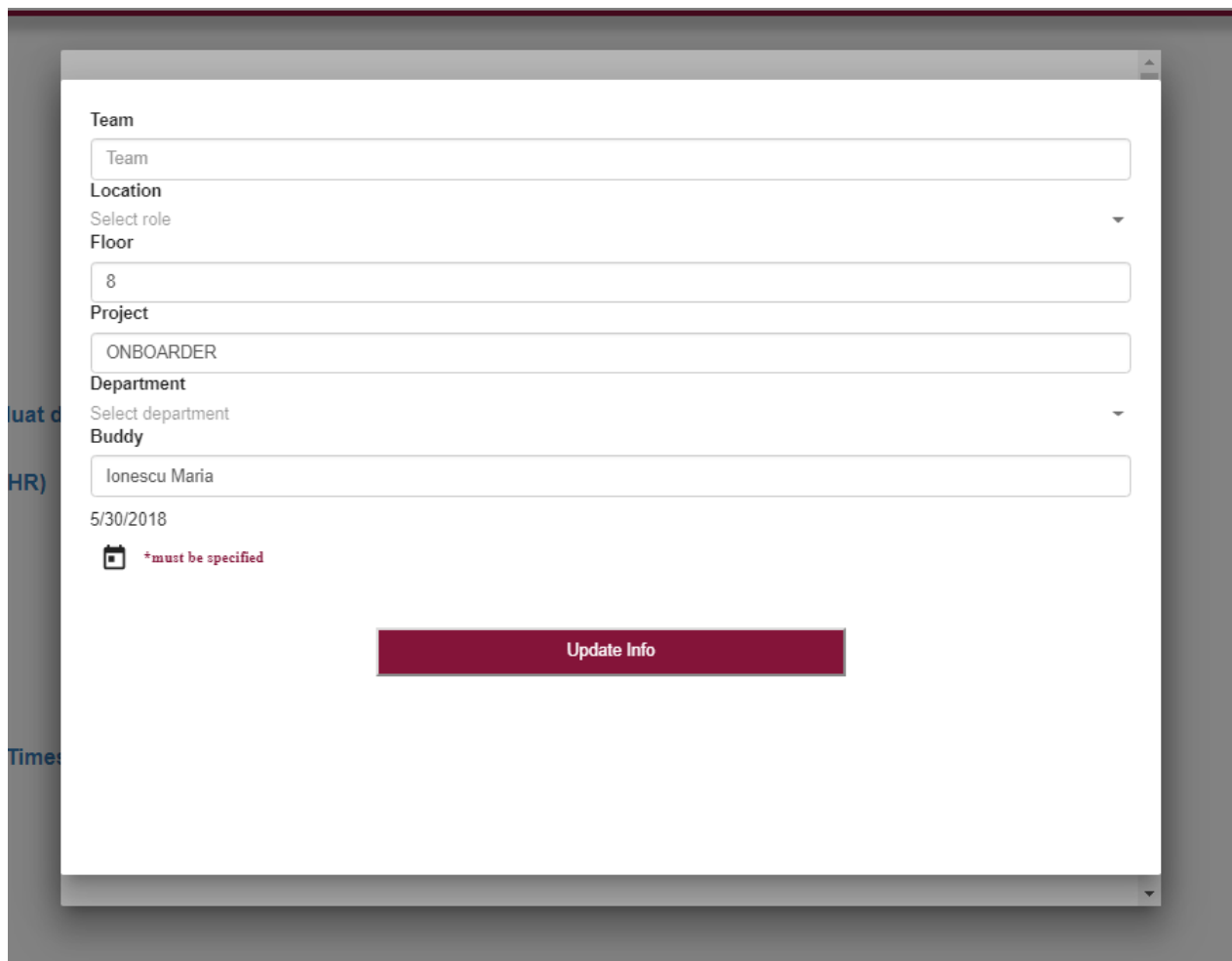
The update user information option is available under the “User management” menu, in “New Employees” option.



Update user data option is only available if the automatic email was not sent. The email will not be sent if user information is missing.



To update user information select “fill in user data”.



The screenshot shows a web form for updating user information. The form is titled "Team" and contains several input fields and dropdown menus. The fields are labeled "Team", "Location", "Floor", "Project", "Department", and "Buddy". The "Team" field contains the text "Team". The "Location" field contains the text "Select role". The "Floor" field contains the text "8". The "Project" field contains the text "ONBOARDER". The "Department" field contains the text "Select department". The "Buddy" field contains the text "Ionescu Maria". Below the "Buddy" field, there is a date field containing "5/30/2018" and a red asterisk icon with the text "*must be specified". At the bottom of the form, there is a red button labeled "Update Info".

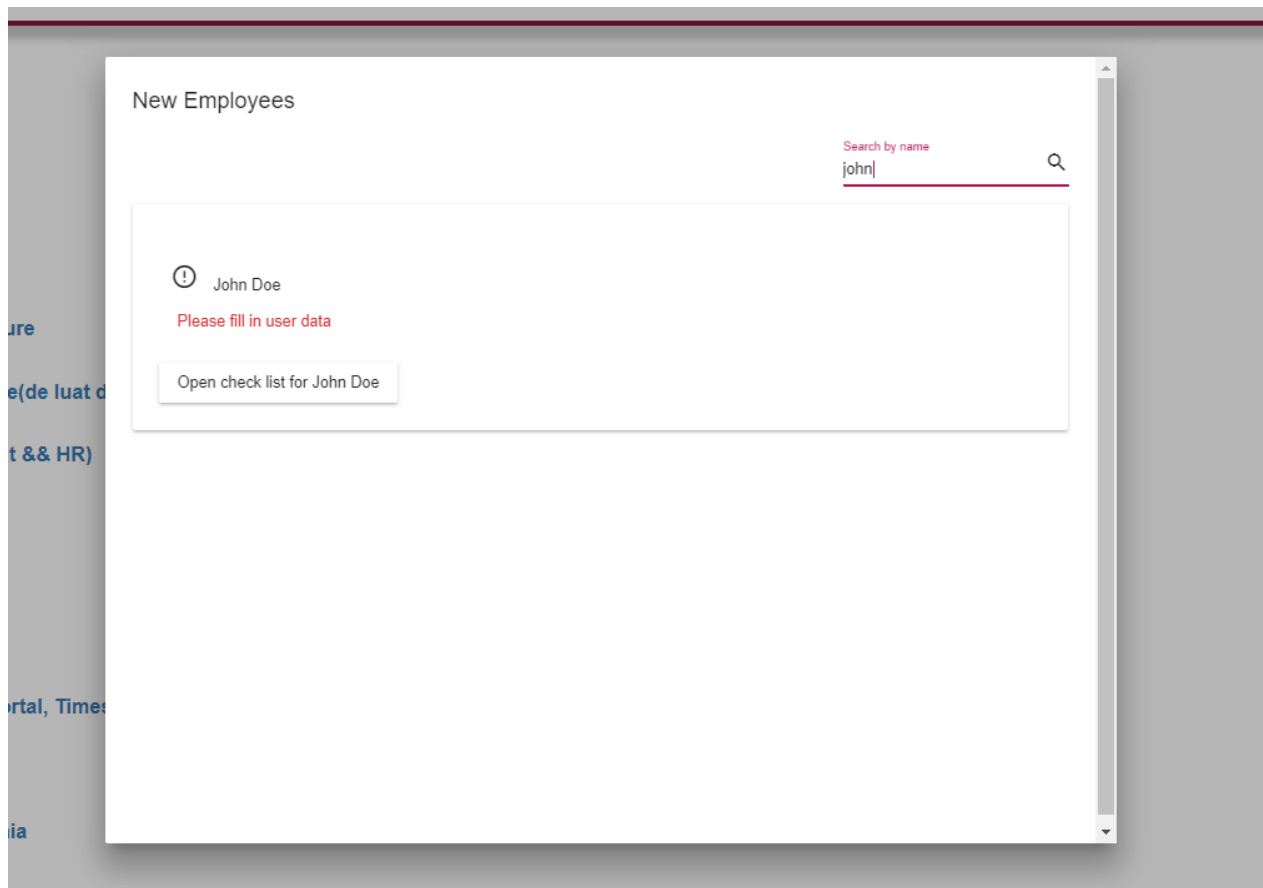
To save the updated information select “Update info”.

8. Check list for new users

Every new employee has a checklist assigned, which contains the things that need to be ready before the new employee starts working. The list contains:

- Laptop order: if the laptop order was made
- Password: if the initial password is known
- Mail sent to user: checked automatically when the mail is sent to the user
- Mail send to buddy: checked automatically when the mail is sent to user’s buddy
- Buddy assigned: check by the Abteilungsleiter when the user has a buddy assigned

The checklist is also available in the “New Employee” window as the “Update user information” option.



For example, to open the checklist for the new user Doe John a user must select “Open check list for Doe John”.

Check list for John Doe

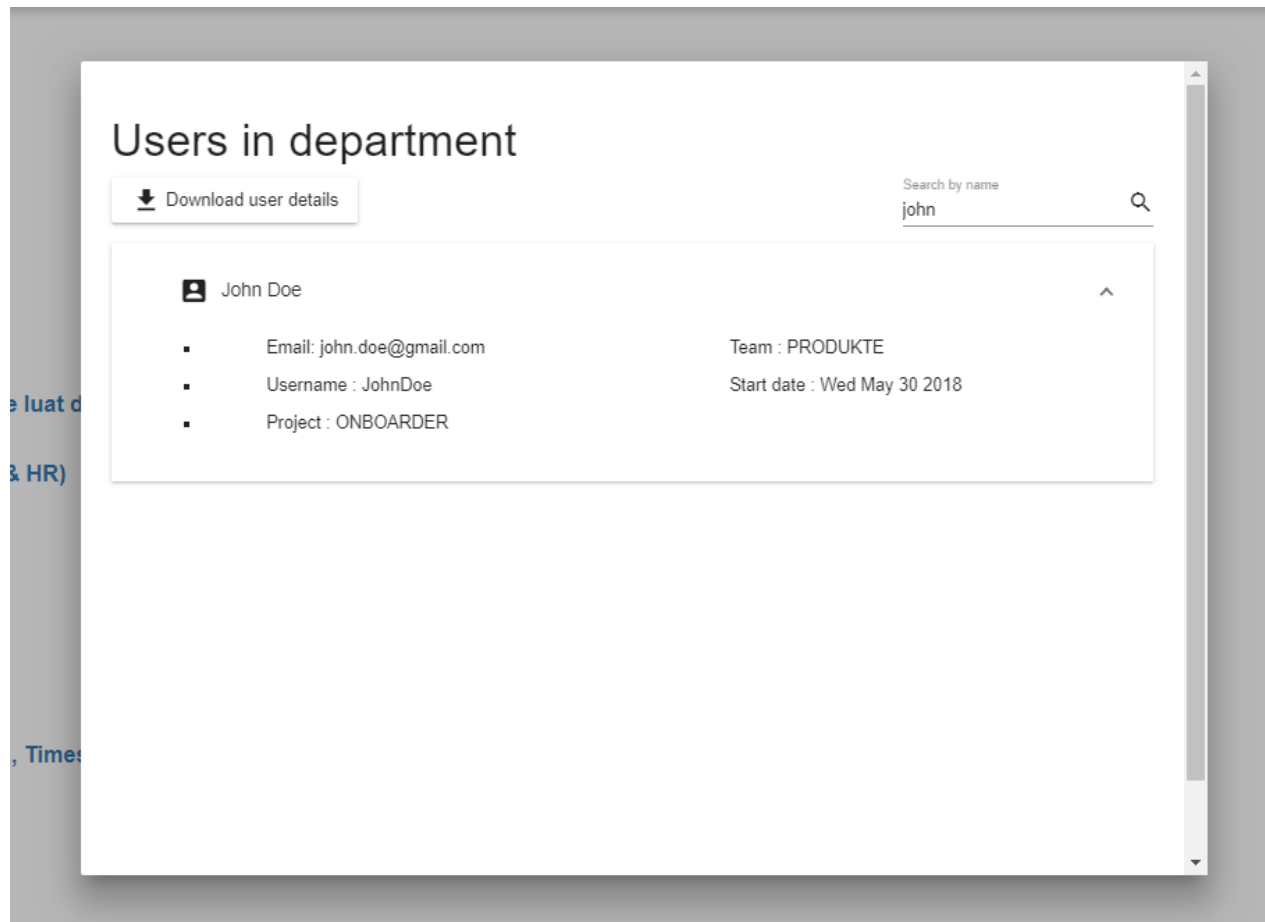
User is registred in OVA	<input type="checkbox"/>
User assigned for first german course	<input type="checkbox"/>
User has initial password	<input type="checkbox"/>
User has buddy assigned	<input checked="" type="checkbox"/>
Laptop order	<input type="checkbox"/>
Mail sent to user	<input type="checkbox"/>
Mail sent to buddy	<input type="checkbox"/>
User is added to Vertailer	<input type="checkbox"/>

Save Close

After all items are set the user can select “Save”.

9. Users in department

This option is available for a user with Abteilungsleiter role. This functionality allows the user to see a full list of employees in the department he / she is, to look for specific employees and view details.



10. Export user's information in Excel

In the same window as "User in department" an Abteilungsleiter can export user's information in excel. By clicking the "Download user details" a file will start downloading. The Excel file contains:

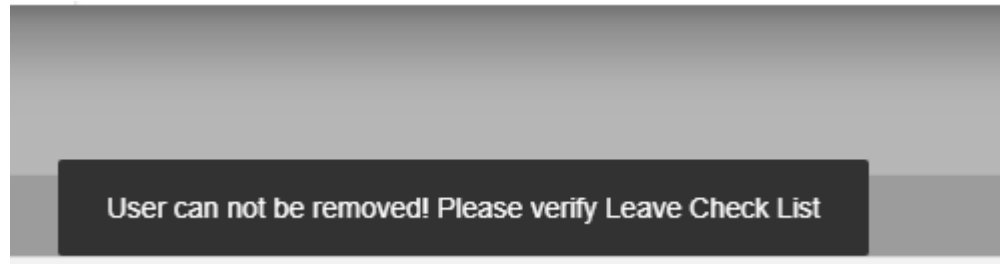
- Employee name
- Email
- Username
- Start date
- Team
- Project

11. Tutorials

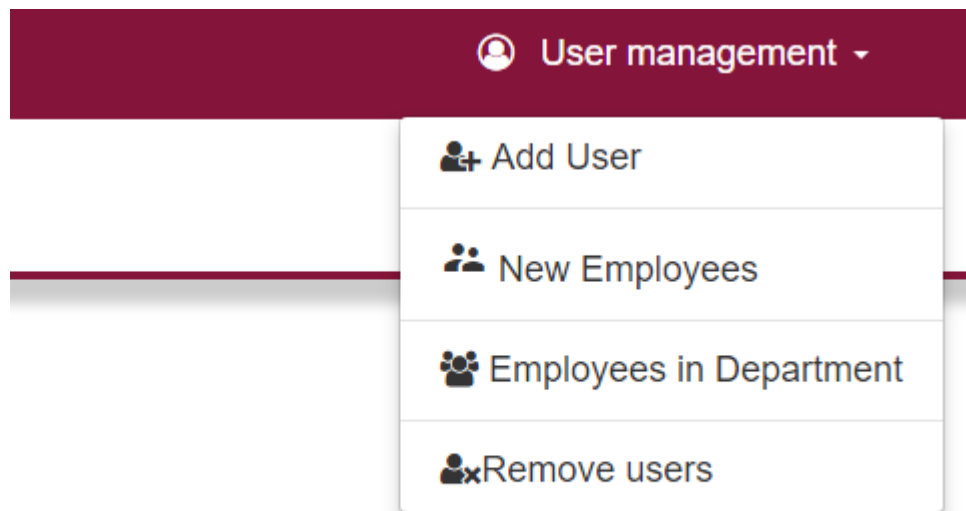
12. Leave check list

The leave checklist represents all things that need to be done before a user leaves the company. The Abteilungsleiter can check the items one by one and save the status of the list or all at once.

A user can not be removed from the application if there is at least one item unchecked. An error message will appear.



To open the check list first the user has to go to "Remove user" menu.



In the "Delete Employee" window a user can be search by name and then click "Open Leave Check List" option.

Delete Employee

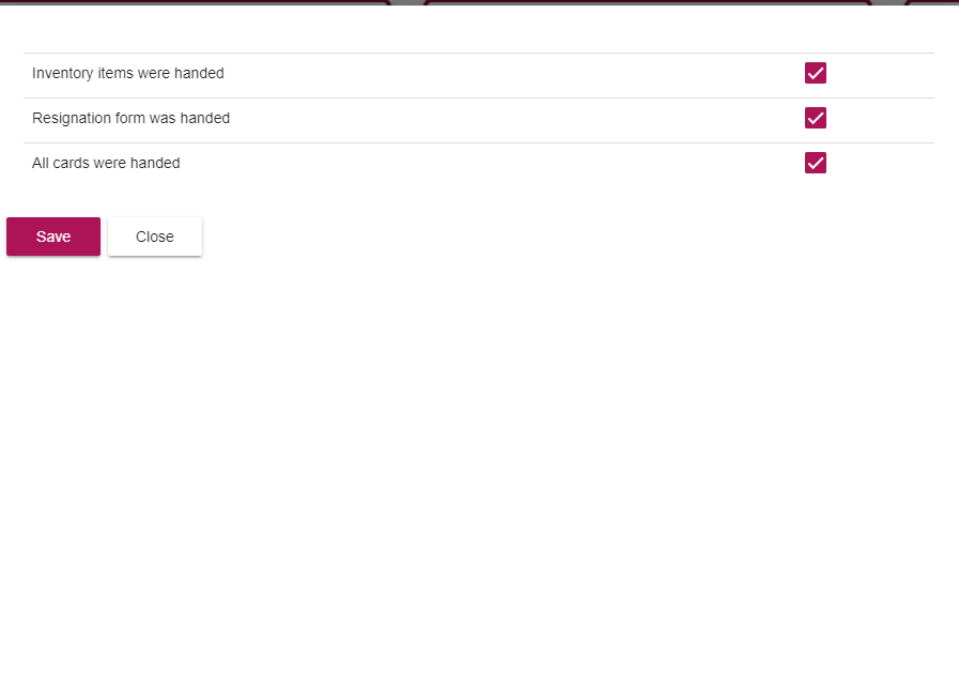
Search by name
pop ion

Pop Ion
pop.ion@mail.com

Open Leave Check List

Remove user Pop Ion

After the check list window is displayed an Abteilungsleiter can check one or more items and click on Save button to save the list.



The screenshot shows a modal window with a checklist. The background is a blurred application interface. The modal window has a white background and a thin border. It contains three rows, each with a text item and a red checkmark icon on the right. Below the list are two buttons: a red 'Save' button and a white 'Close' button with a red border. The text items are: 'Inventory items were handed', 'Resignation form was handed', and 'All cards were handed'.

Inventory items were handed	✓
Resignation form was handed	✓
All cards were handed	✓

Save Close

13. Remove user

When a user is removed from the application the Leave checklist must be completed. After all checkpoints are met an Abteilungsleiter user can press the “Remove user” button and all information about the user will be removed from the database.

Delete Employee

Search by name

joh



John Doe



john.doe@gmail.com

Open Leave Check List

Remove user John Doe