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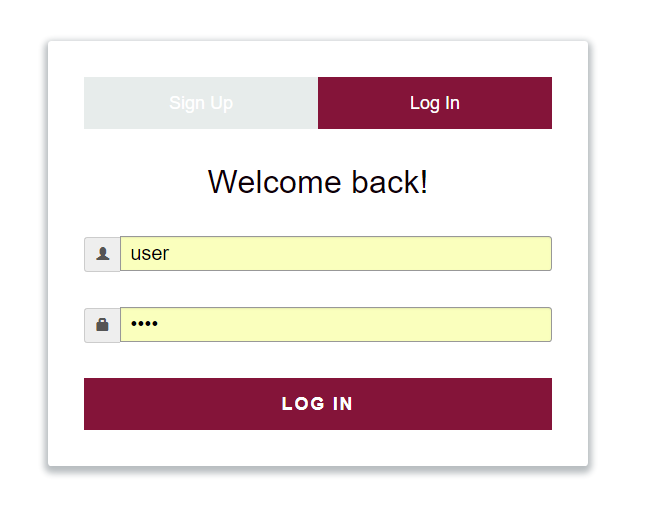
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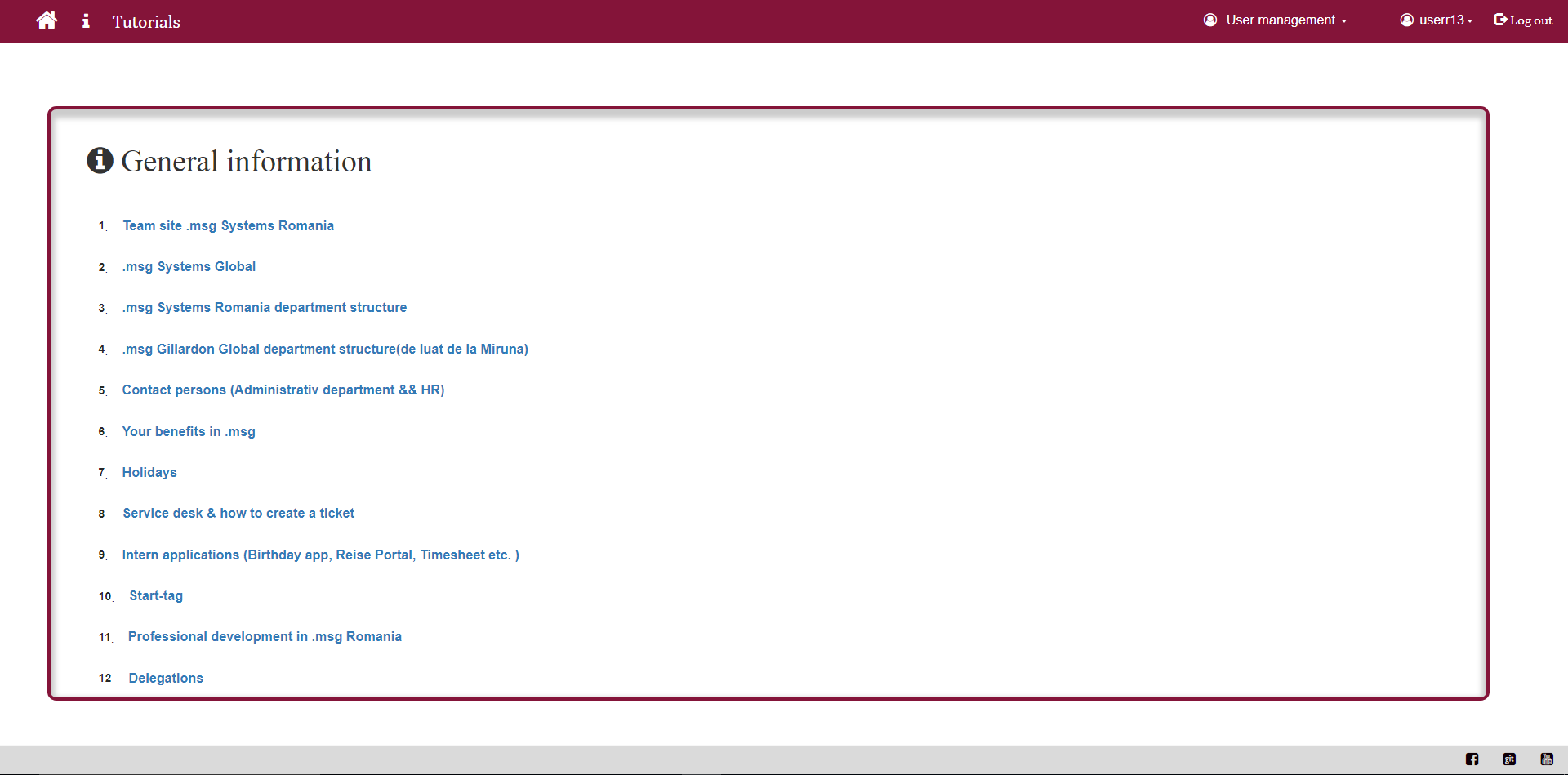
# Use Cases

## 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.



## Home Page - General information page



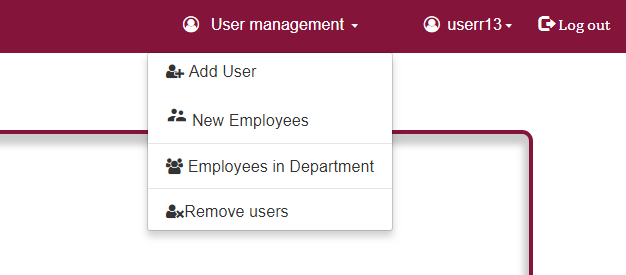
The homepage is a collection of useful links for a new user, such as:

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

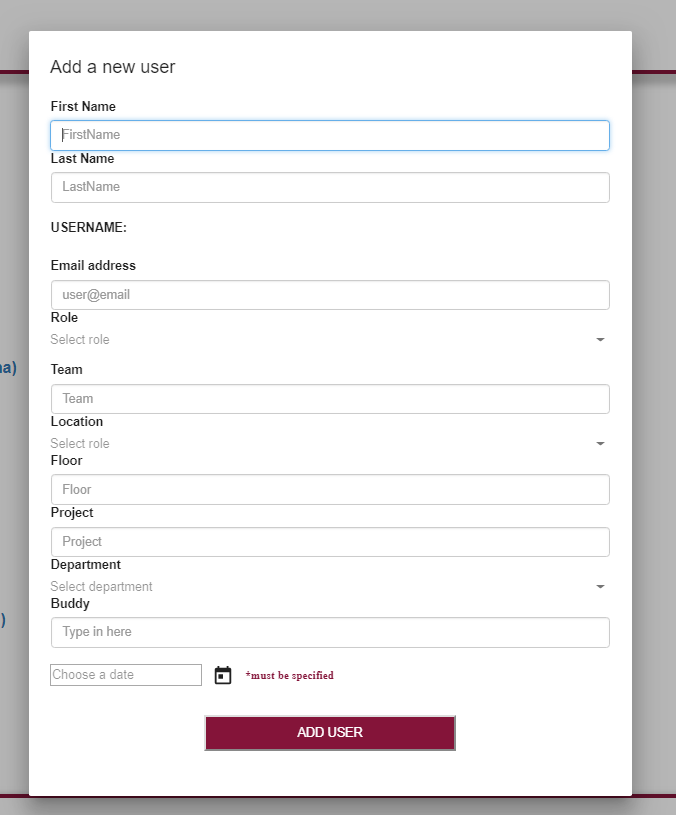
## Add new user

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:

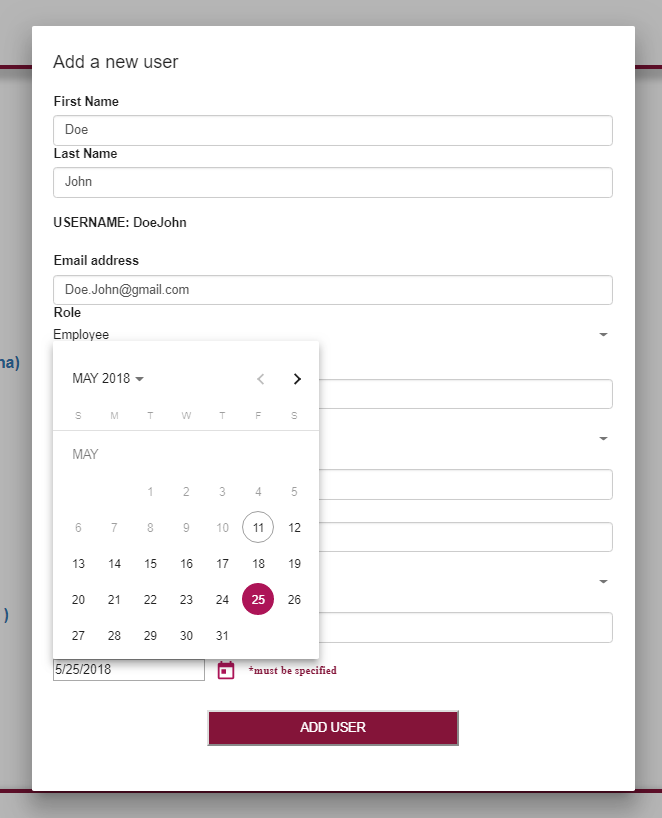


To add a new user a new window will appear:

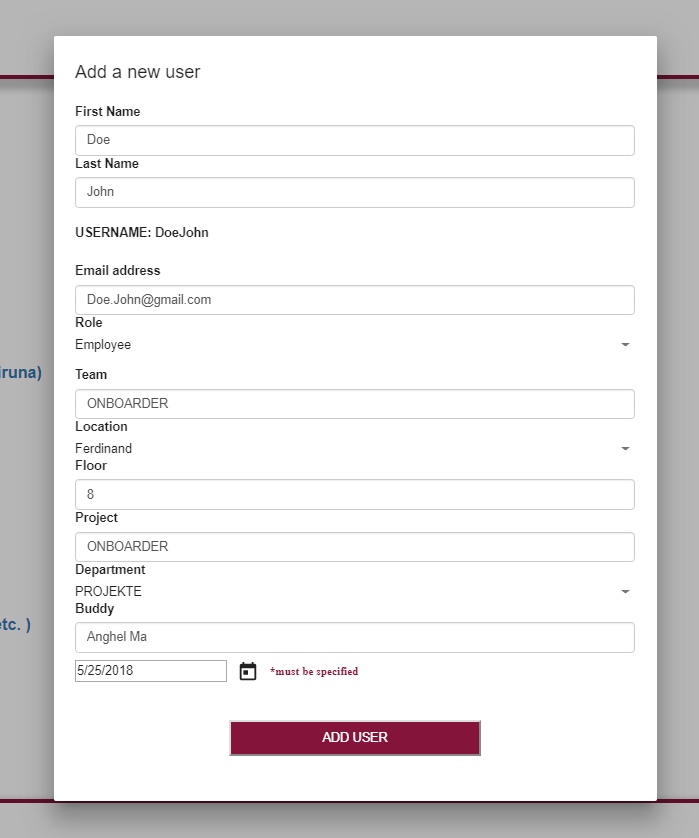


Some of the information from the form are mandatory:

* 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

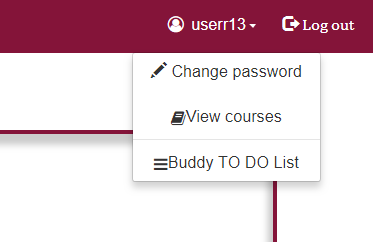


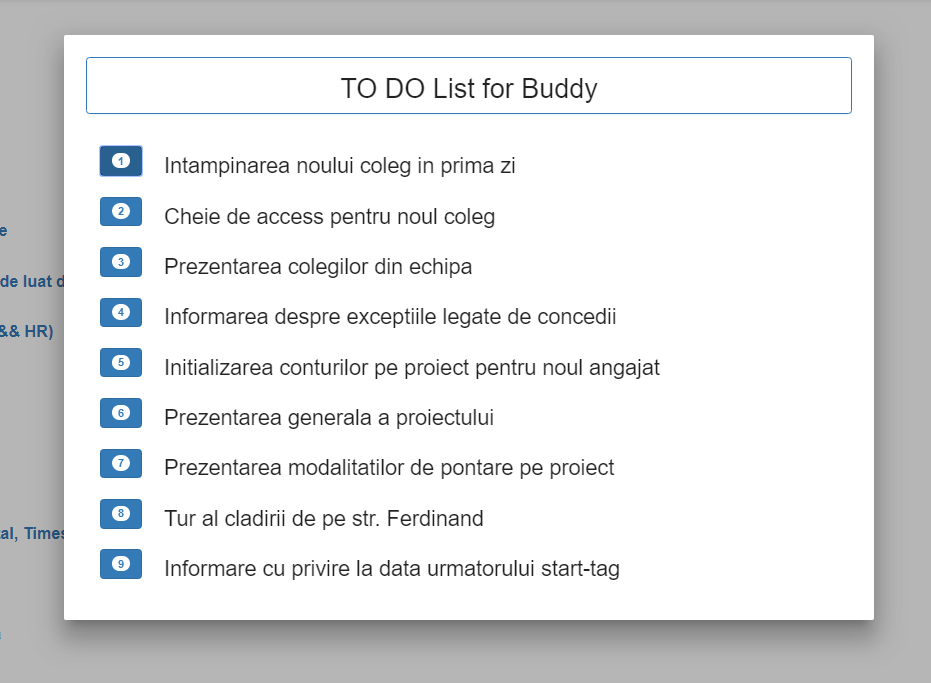
It would be good if all the information were completed so the system could send the automatic email



## 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”





## Sent mail to User

## Send mail to buddy

## Update user data

## Check list for new users

## Users in department

## Export user’s information in Excel

## Tutorials

## Remove user

## Leave check list