

**Business Process**

**Name**

My Day Portal

**Scenario**

**Description**

My Time Logs

**Scenario No.**

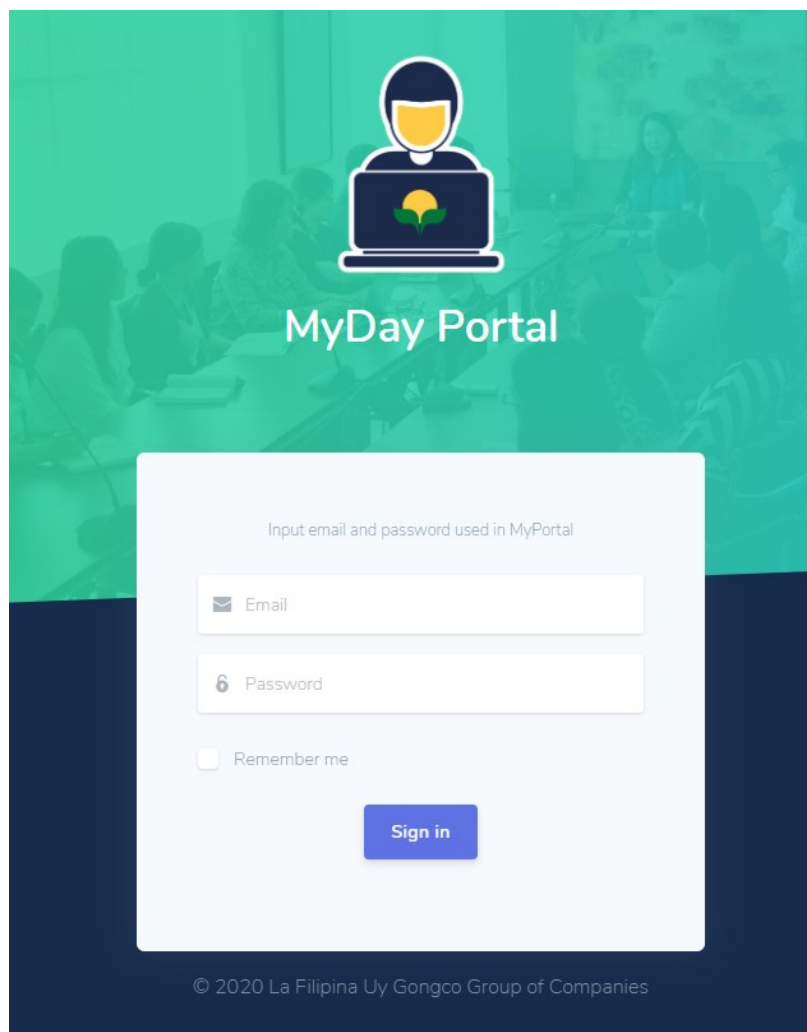
1

**Procedure**

1. Go to link: <http://myday.lafilgroup.com:8669/login>

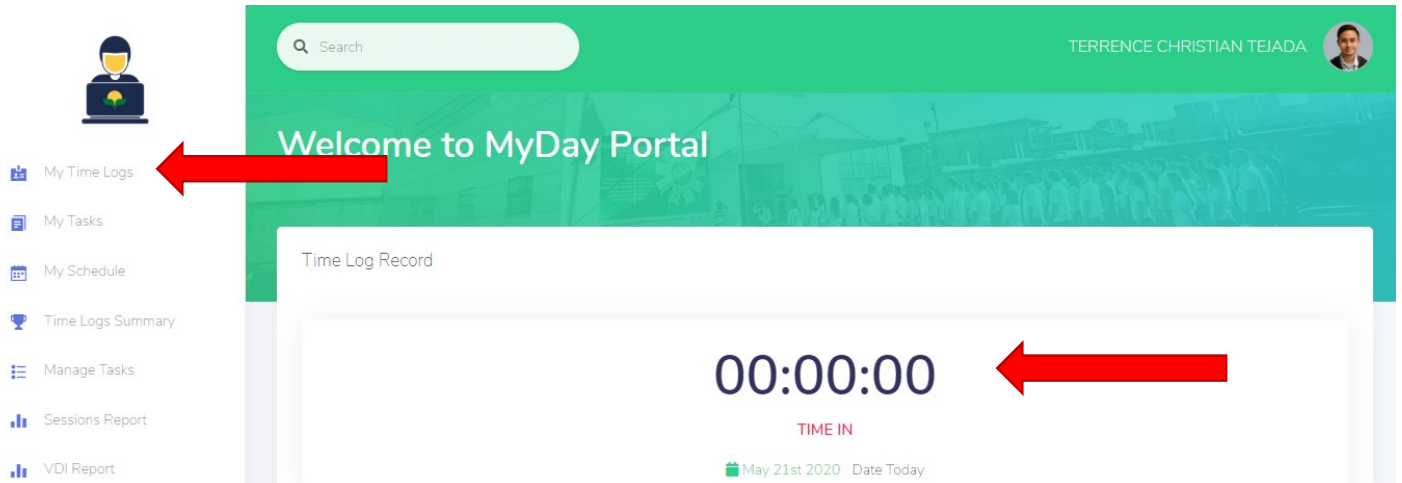
Note: URL must be copied completely.

2. Input email and password used in MyPortal system.

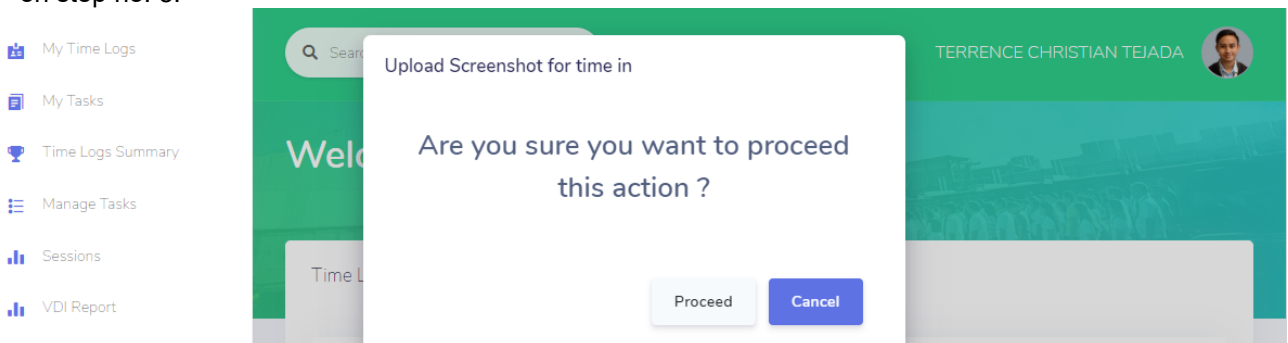


## Procedure

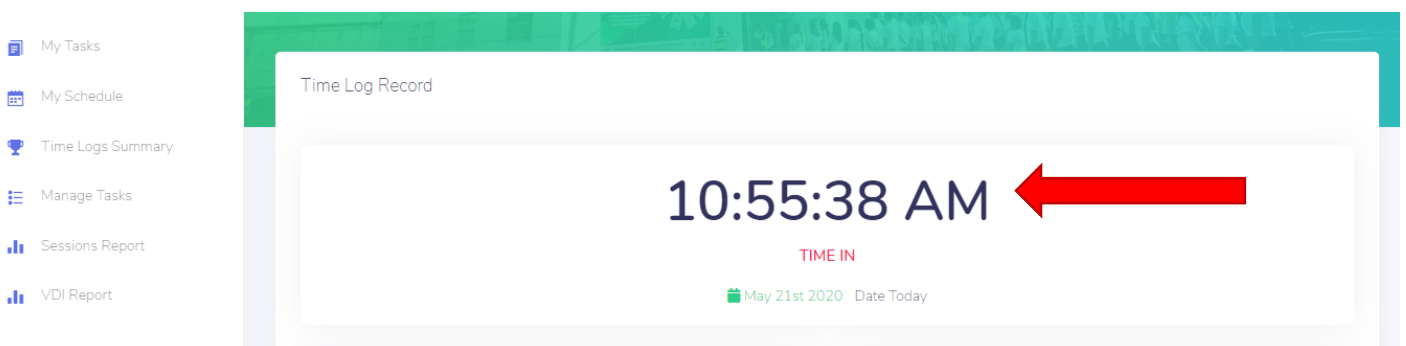
- On the side bar menu, choose **My Time Logs** to log date and time record.



- Select the box which corresponds to the record you want to log.
- A dialog box will be displayed to confirm the action, click **Proceed** button to continue record saving. Else, proceed on step no. 8.

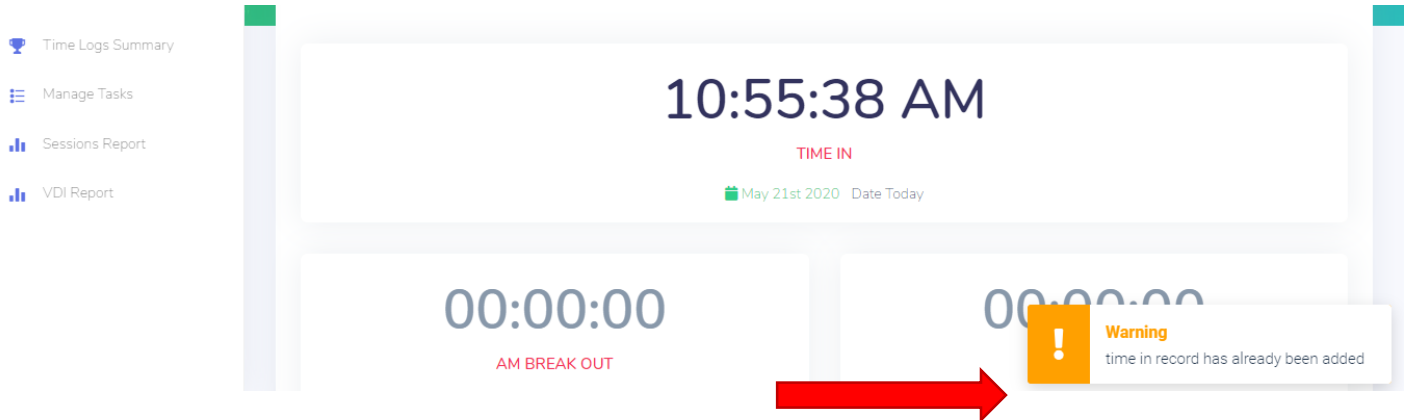


- The date and time captured is based on the current system time upon performing item no.5.



## Procedure

- A warning message will be prompted when the box was clicked with a time log already.



- Click **Cancel** button to exit record creation.

## Scenario

### Description

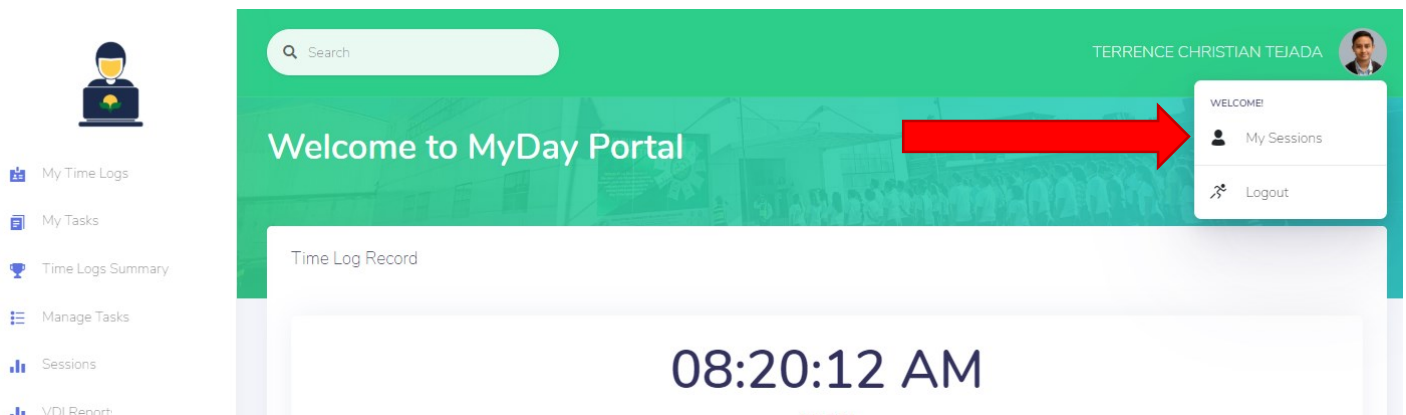
My Sessions

### Scenario No.

2

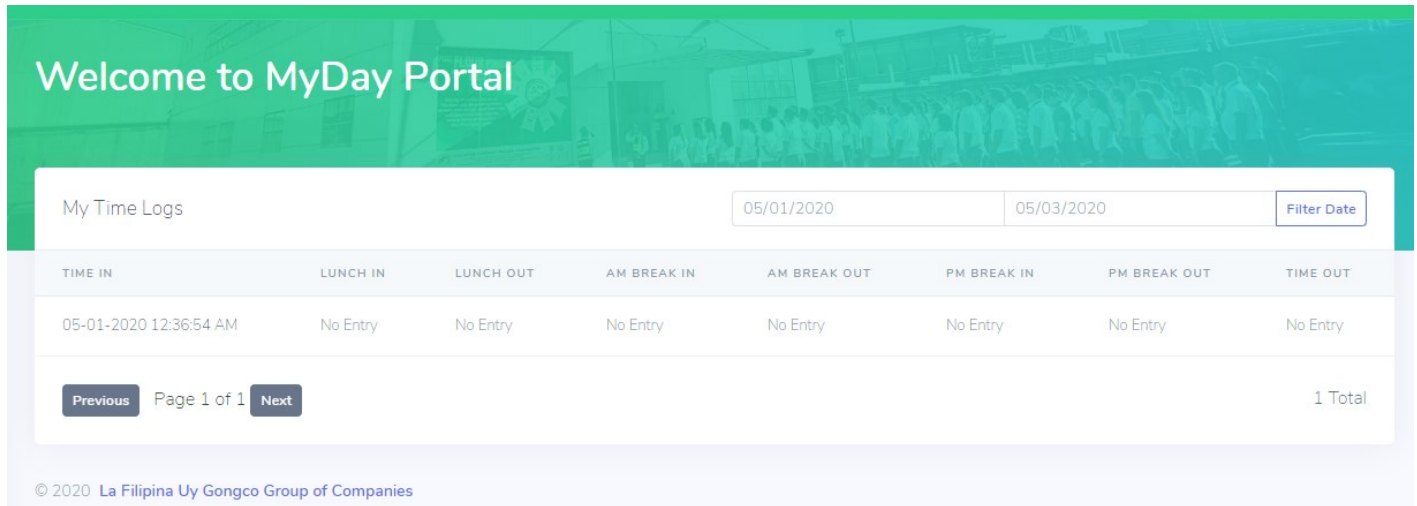
## Procedure

- To view your time logs summary, on the top navigation bar click your profile picture and select **My Sessions**



## Procedure

- Time logs will be displayed. You may search a specific record using the date range fields.



Welcome to MyDay Portal

My Time Logs

05/01/2020 05/03/2020 [Filter Date](#)

TIME IN	LUNCH IN	LUNCH OUT	AM BREAK IN	AM BREAK OUT	PM BREAK IN	PM BREAK OUT	TIME OUT
05-01-2020 12:36:54 AM	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry	No Entry

[Previous](#) Page 1 of 1 [Next](#) 1 Total

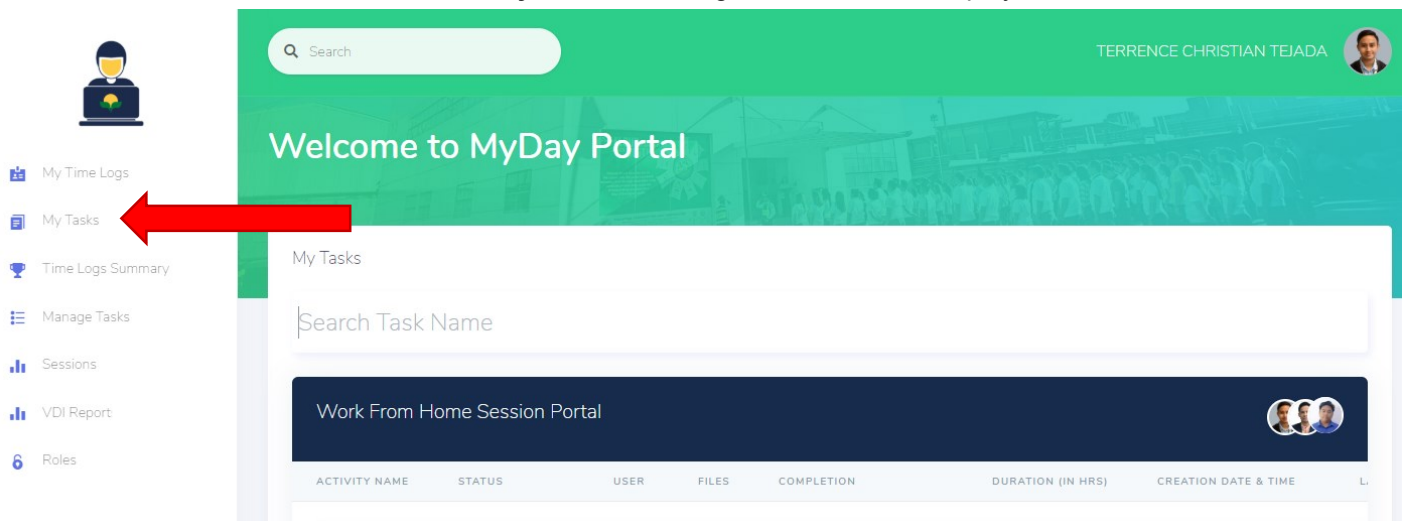
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## Scenario

Description	My Task Activities	Scenario No.	3
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## Procedure

- On the side bar menu, choose **My Tasks**. All assigned tasks will be displayed.



Welcome to MyDay Portal

My Tasks


Search Task Name



Work From Home Session Portal


ACTIVITY NAME	STATUS	USER	FILES	COMPLETION	DURATION (IN HRS)	CREATION DATE & TIME
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## Procedure



- To create an activity, click the Task Name, then input activity description to be performed on the text field highlighted below. Hit **Enter** to save.

Work From Home Session Portal



ACTIVITY NAME	STATUS	USER	FILES	DURATION (IN HRS)	CREATION DATE & TIME	LAST MODIFIED
What needs to be done?						
Activity 1	On-Going		 0	0.00	2020-05-05 06:22:01 PM	2020-05-14 02:15:23 PM



- To edit an activity, click edit  button. Change activity description, activity duration (in hrs.) and or completion %. Then, hit **Enter** to save.

Work From Home Session Portal


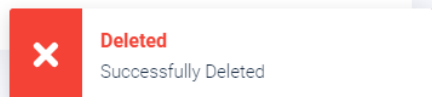
ACTIVITY NAME	STATUS	USER	FILES	DURATION (IN HRS)	CREATION DATE & TIME	LAST MODIFIED
What needs to be done?						
Activity 1	On-Going		 0	0.00	2020-05-05 06:22:01 PM	

- To delete an activity, click delete  button to proceed.


Work From Home Session Portal


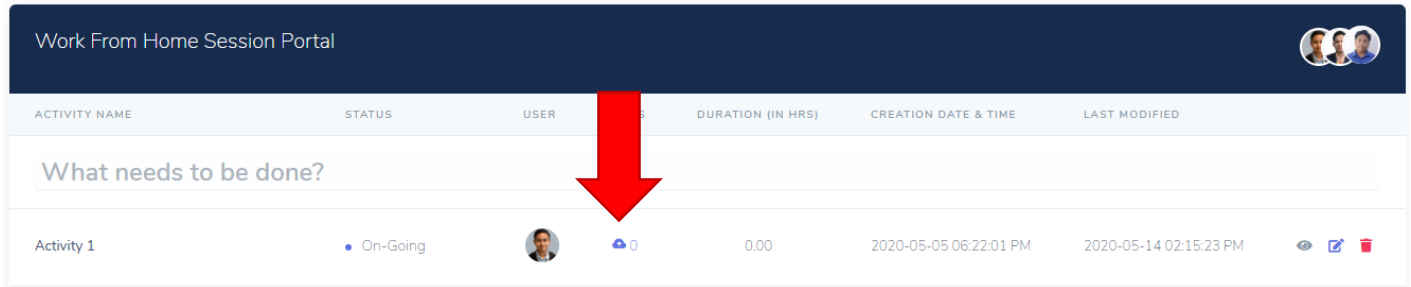
ACTIVITY NAME	STATUS	USER	FILES	DURATION (IN HRS)	CREATION DATE & TIME	LAST MODIFIED
What needs to be done?						
Activity 1	On-Going		 0	0.00	2020-05-05 06:22:01 PM	2020-05-14 02:15:23 PM

- A dialog box will be displayed to confirm the action, click **Proceed** button to continue activity deletion. Else, proceed on step no. 7.
- Once deleted, pop-up message will be displayed to confirm the action.

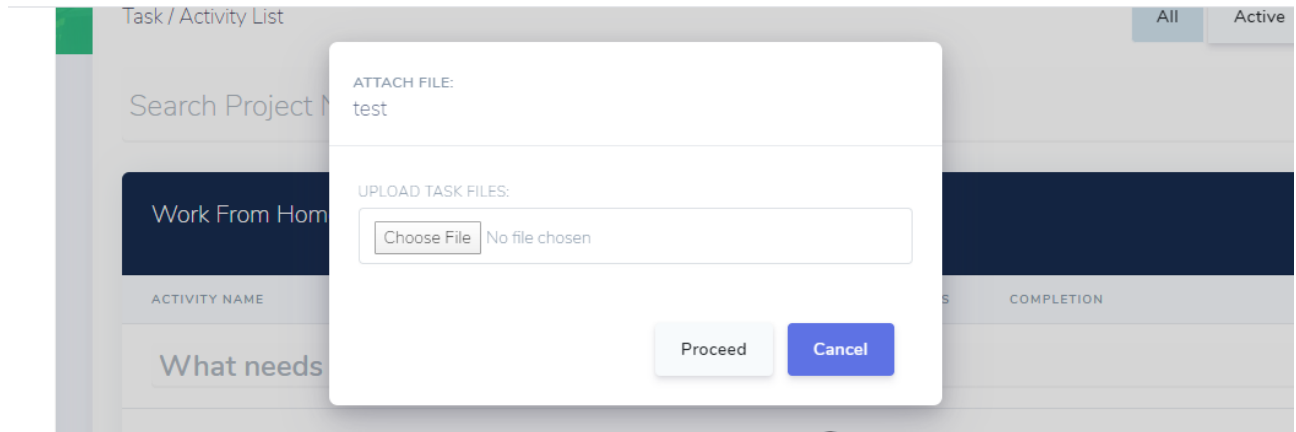



## Procedure

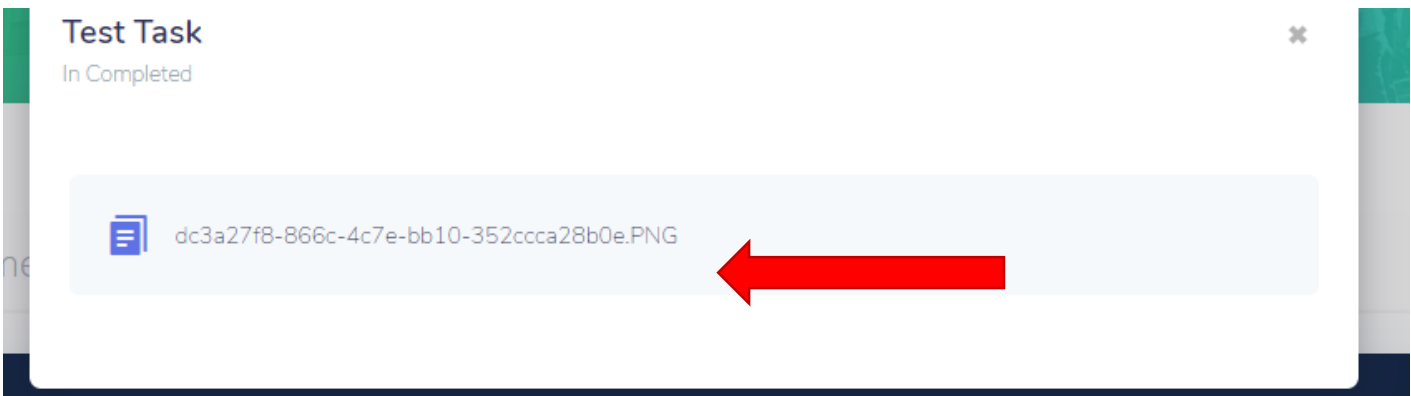
7. Click **Cancel** button to exit activity deletion.
8. To upload reference document of performed activity, click upload  button and choose file.



9. File types are allowed: excel, pdf, image, with file size not more than 12MB.



10. Choose **Proceed** button to continue, else, choose **Cancel** button.
11. To display attachment/s, click view  button. Attachment/s will be displayed.
12. To view uploaded attachment, choose a file from the dialog box.



### Procedure

13. To change the activity status, click status (i.e.: Pending) and select updated status before end of business (EOB) hours.



Work From Home Session Portal

Completed

For-Approval

On-Going

Pending

ACTIVITY NAME	USER	FILES	DURATION (IN HRS)	CREATION DATE & TIME	LAST MODIFIED
What needs to					
Activity 1		 0	0.00	2020-05-05 06:22:01 PM	2020-05-14 02:15:23 PM

## Scenario

### Description

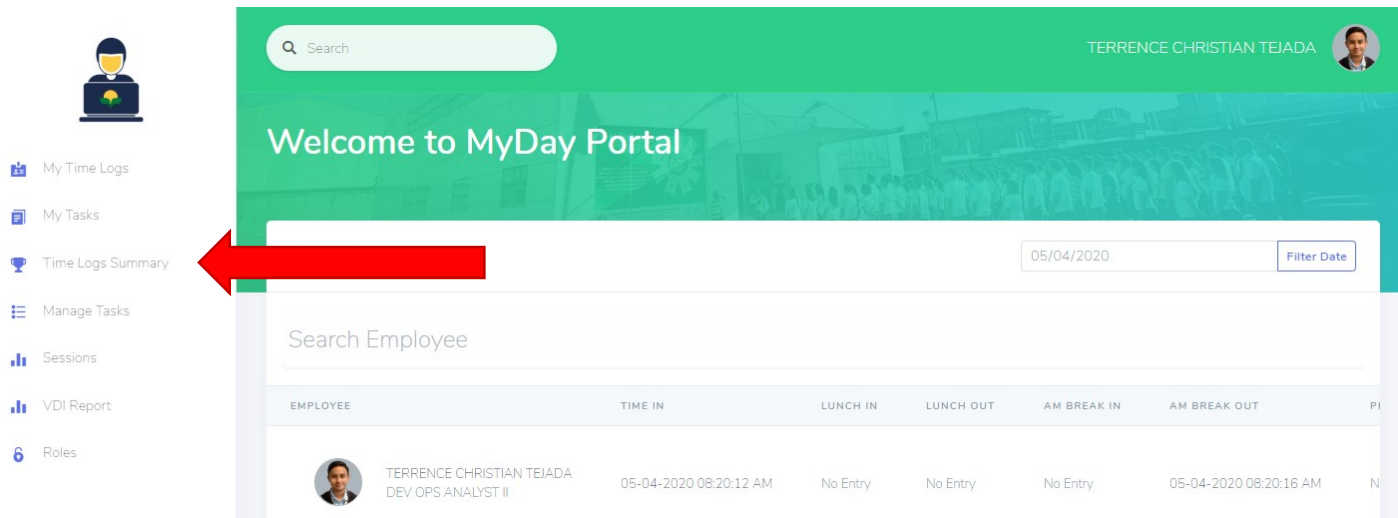
Team Logs ( Manager's Role )

### Scenario No.

4

## Procedure

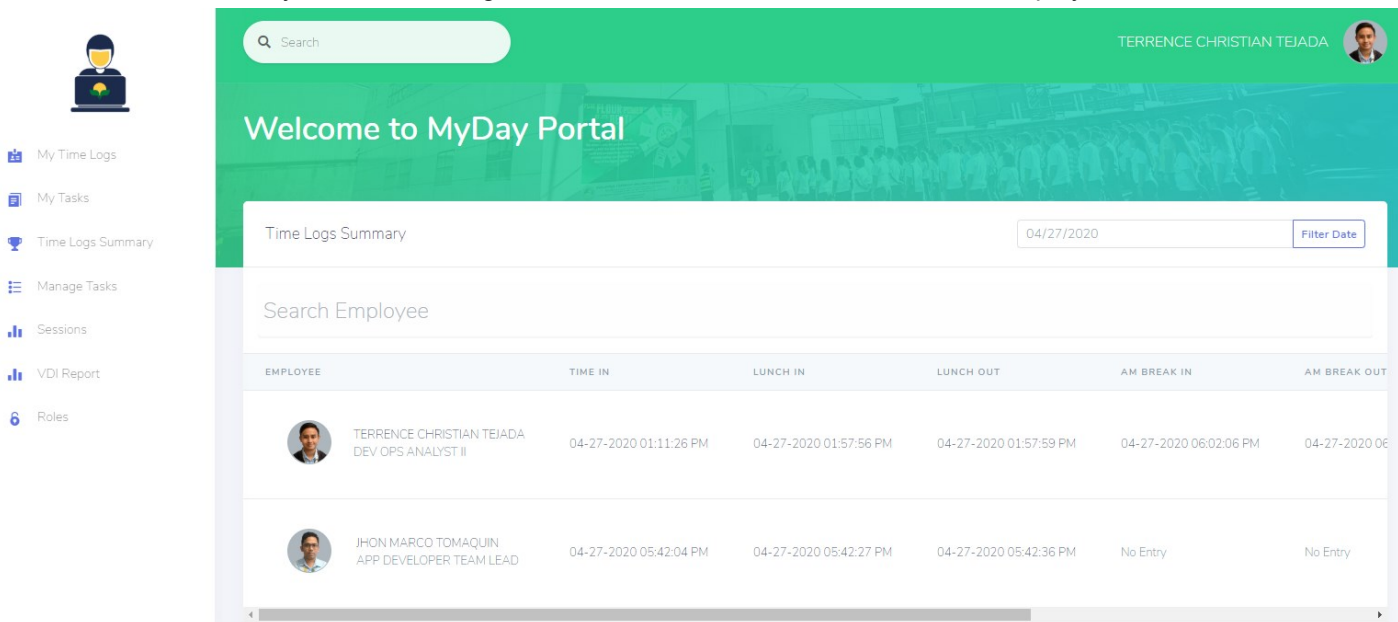
1. On the sidebar menu, choose **Time Logs Summary**.



The screenshot shows the MyDay Portal interface. On the left is a sidebar menu with the following items: My Time Logs, My Tasks, Time Logs Summary (highlighted with a red arrow), Manage Tasks, Sessions, VDI Report, and Roles. The main content area has a green header with a search bar and the user's name 'TERRENCE CHRISTIAN TEJADA'. Below the header is a 'Welcome to MyDay Portal' message. A date filter is set to '05/04/2020'. Below this is a 'Search Employee' input field. A table displays time logs for the selected date:

EMPLOYEE	TIME IN	LUNCH IN	LUNCH OUT	AM BREAK IN	AM BREAK OUT	PI
TERRENCE CHRISTIAN TEJADA DEV OPS ANALYST II	05-04-2020 08:20:12 AM	No Entry	No Entry	No Entry	05-04-2020 08:20:16 AM	N

2. Time records will be displayed. Search by date if necessary.  
Note: If you have an assigned subordinate/s, his/their records will be displayed also.



The screenshot shows the 'Time Logs Summary' page. The sidebar menu is the same as in the previous screenshot. The main content area has a green header with a search bar and the user's name 'TERRENCE CHRISTIAN TEJADA'. Below the header is a 'Welcome to MyDay Portal' message. A date filter is set to '04/27/2020'. Below this is a 'Search Employee' input field. A table displays time logs for the selected date:

EMPLOYEE	TIME IN	LUNCH IN	LUNCH OUT	AM BREAK IN	AM BREAK OUT
TERRENCE CHRISTIAN TEJADA DEV OPS ANALYST II	04-27-2020 01:11:26 PM	04-27-2020 01:57:56 PM	04-27-2020 01:57:59 PM	04-27-2020 06:02:06 PM	04-27-2020 06:02:06 PM
JHON MARCO TOMAQUIN APP DEVELOPER TEAM LEAD	04-27-2020 05:42:04 PM	04-27-2020 05:42:27 PM	04-27-2020 05:42:36 PM	No Entry	No Entry



## Scenario

### Description

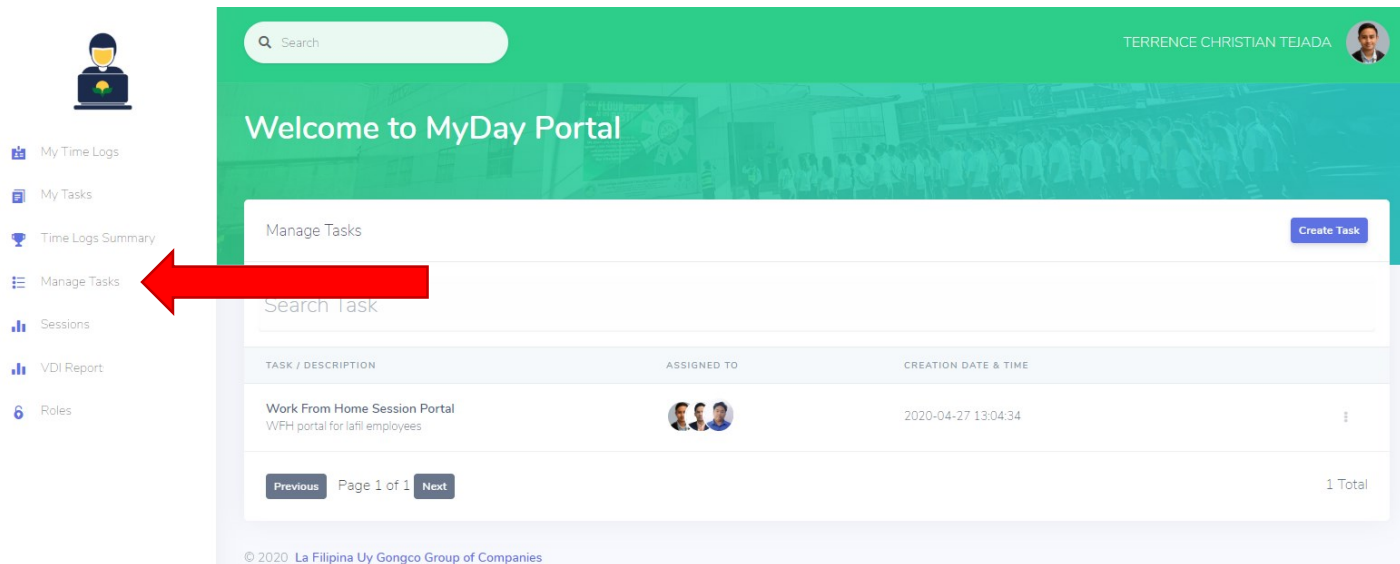
Manage Task ( Manager's Role)

### Scenario No.

5

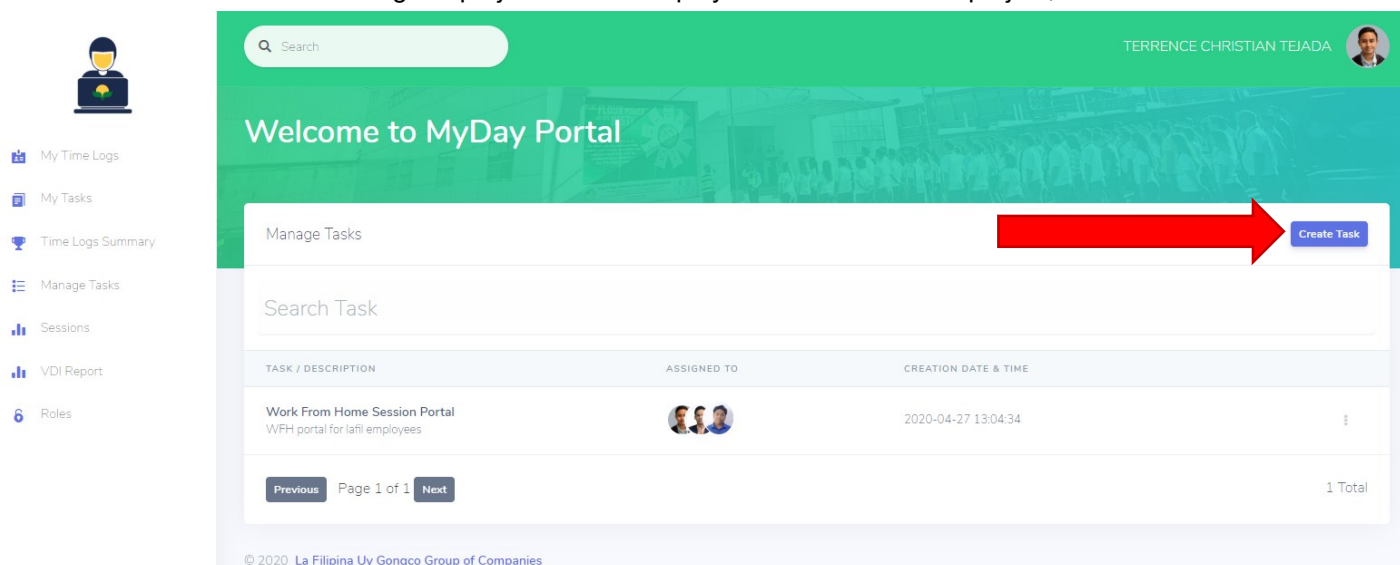
## Procedure

1. On the side bar menu, choose **Manage Tasks**.



The screenshot shows the MyDay Portal interface. On the left sidebar, the 'Manage Tasks' menu item is highlighted with a red arrow. The main content area displays a 'Welcome to MyDay Portal' message, a search bar, and a 'Manage Tasks' section with a 'Create Task' button. Below this is a table with columns: TASK / DESCRIPTION, ASSIGNED TO, and CREATION DATE & TIME. The table contains one entry: 'Work From Home Session Portal' with the description 'WFH portal for lahi employees', assigned to two users, and created on '2020-04-27 13:04:34'. At the bottom, there are 'Previous', 'Page 1 of 1', 'Next', and '1 Total' links.

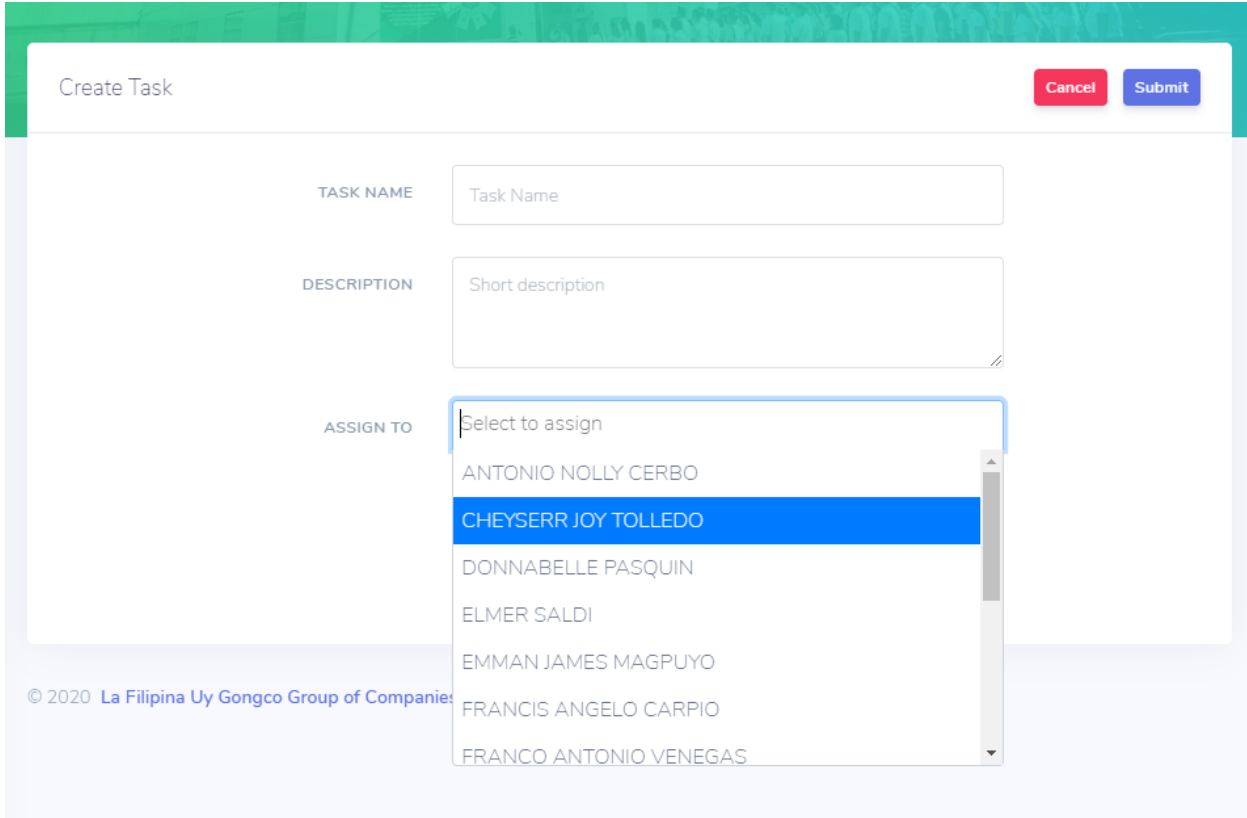
2. Created and assigned projects will be displayed. To create a new project, click **Create Task** button.



The screenshot shows the MyDay Portal interface. On the left sidebar, the 'Manage Tasks' menu item is highlighted. The main content area displays a 'Welcome to MyDay Portal' message, a search bar, and a 'Manage Tasks' section with a 'Create Task' button. A red arrow points to the 'Create Task' button. Below this is a table with columns: TASK / DESCRIPTION, ASSIGNED TO, and CREATION DATE & TIME. The table contains one entry: 'Work From Home Session Portal' with the description 'WFH portal for lahi employees', assigned to two users, and created on '2020-04-27 13:04:34'. At the bottom, there are 'Previous', 'Page 1 of 1', 'Next', and '1 Total' links.

### Procedure

#### 3. Fill out required fields.



Field Name	Description	Value
Task	Input Task description	Text
Description	Short description of the task	Text
Assign To	Choose whom to assign the created task. The assignees displayed in the selection are only the subordinates assigned from HR Portal system.	Selection

- Click **Submit** button to proceed, else proceed on step no. 6.
- Once created successfully, you will be transferred to Manage task page.
- Click **Cancel** button to exit on the Task/Project creation.

## Scenario

### Description

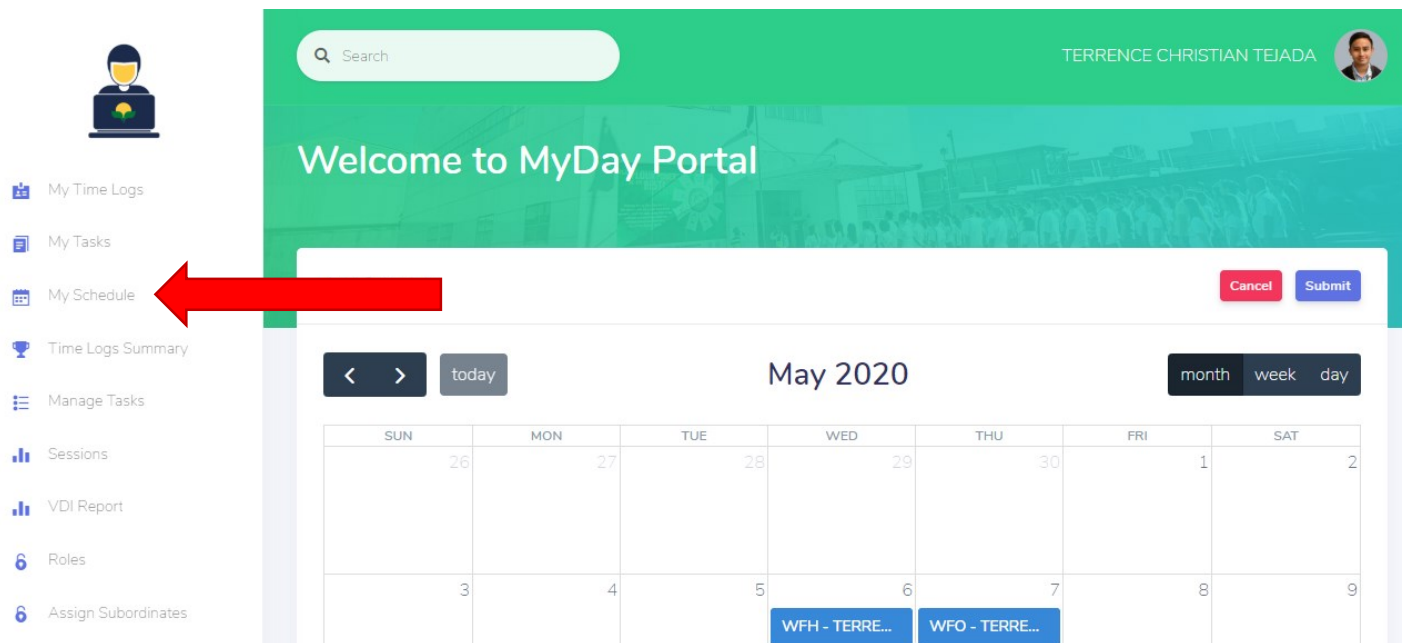
Add Schedule

### Scenario No.

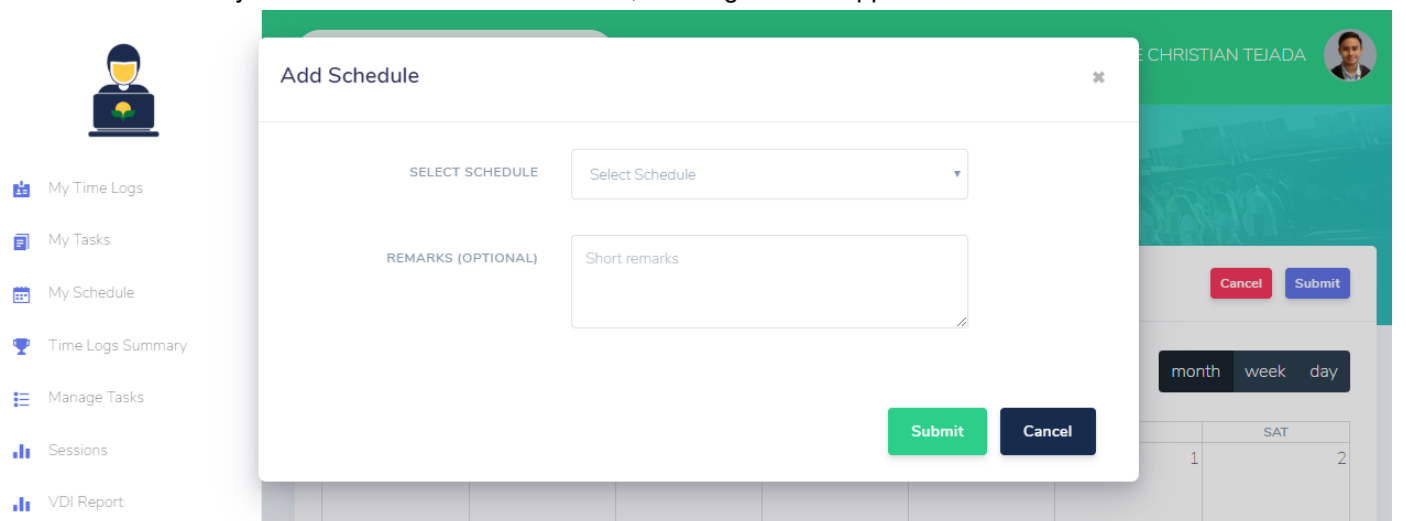
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## Procedure

1. On the side bar menu, choose **My Schedule**.



2. Plot your schedule. Select a date then, a dialog box will appear to Add Schedule.



## Procedure

Field Name	Description	Value
Select Schedule	Represents the type of schedule: WFM – Work from home WFO – Work from office H - Holiday	Selection
Remarks	Short description of the schedule	Text

3. Click **Submit** button to proceed, else proceed on step no. 5.
4. Schedule now added on the calendar.
5. Click **Cancel** button to exit schedule creation.

## Scenario

### Description

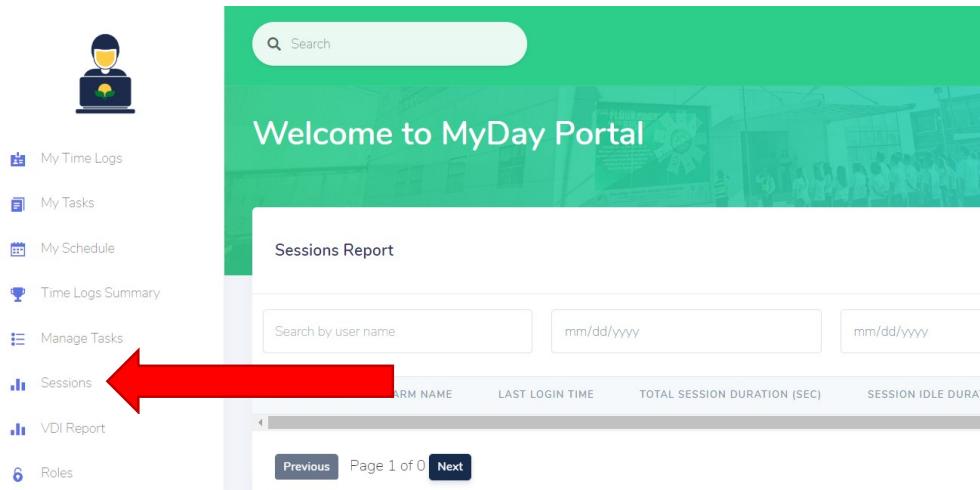
Sessions (Manager's Role)

### Scenario No.

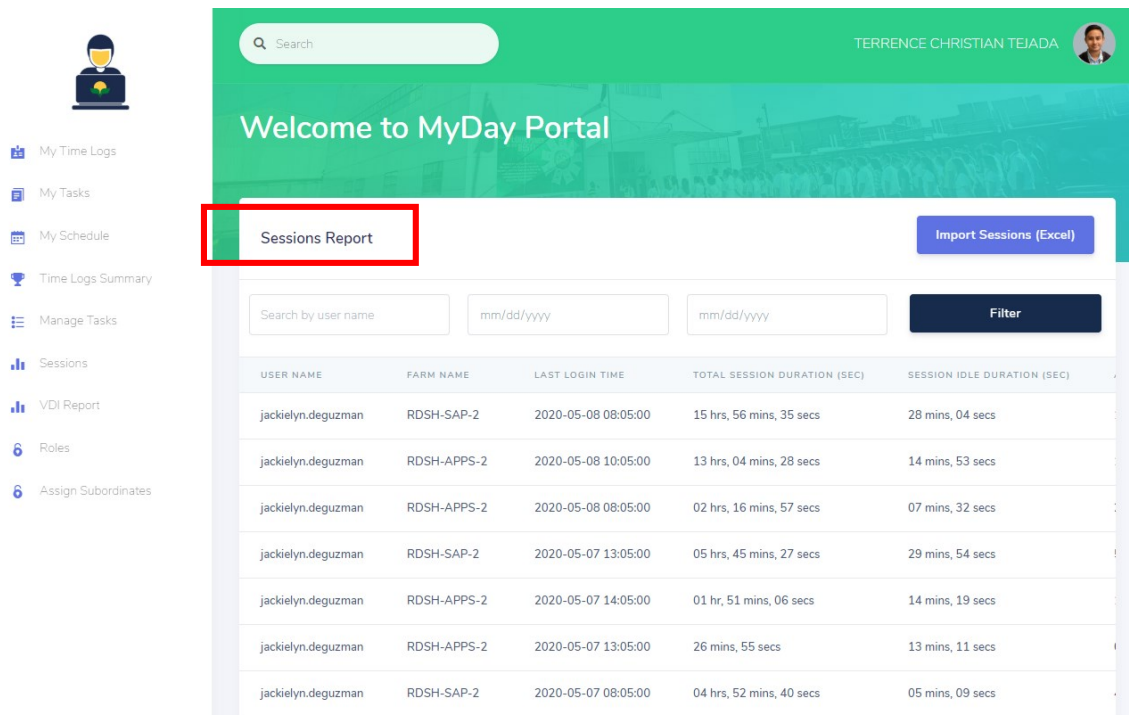
7

## Procedure

- On the side bar menu, choose **Sessions**.



- Session details of assigned subordinates will be displayed. Use date range to filter data as necessary.



**Scenario**

**Description**

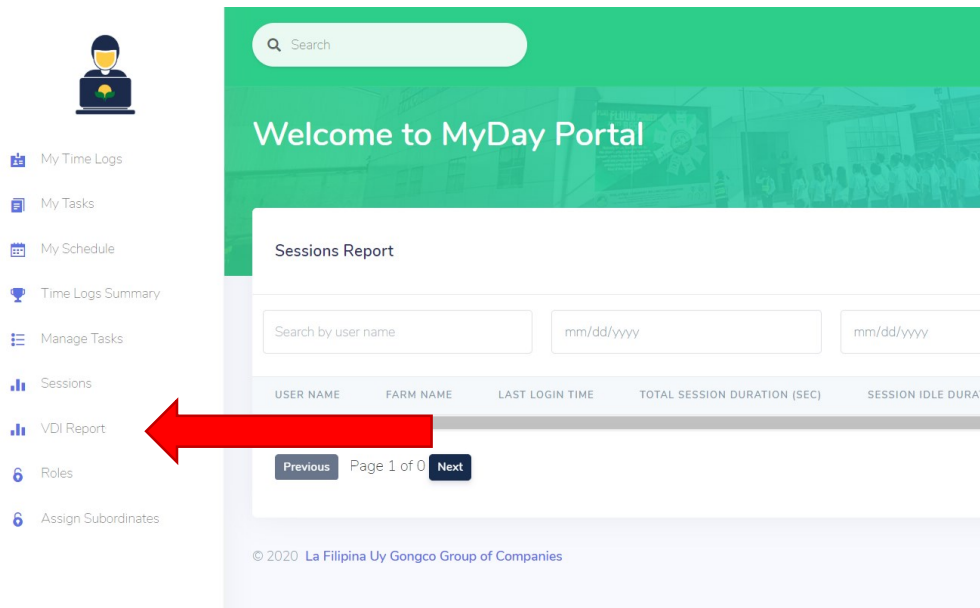
VDI Report (Manager's Role)

**Scenario No.**

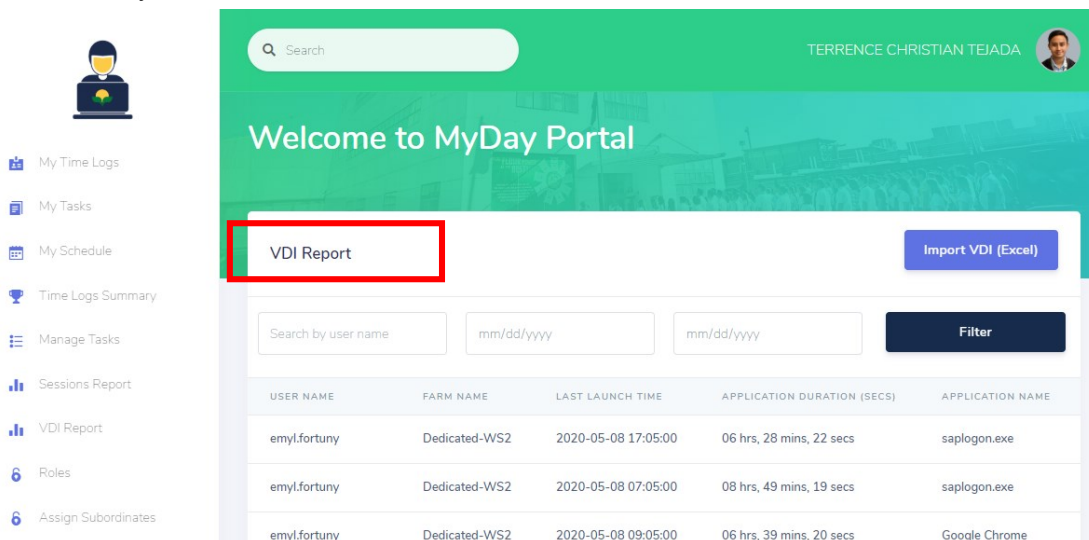
8

**Procedure**

1. On the side bar menu, choose **VDI Report**.



2. Details of VDI will be displayed, containing hours spent per application. Use date range to filter data as necessary.



## Scenario

### Description

Log-out

### Scenario No.

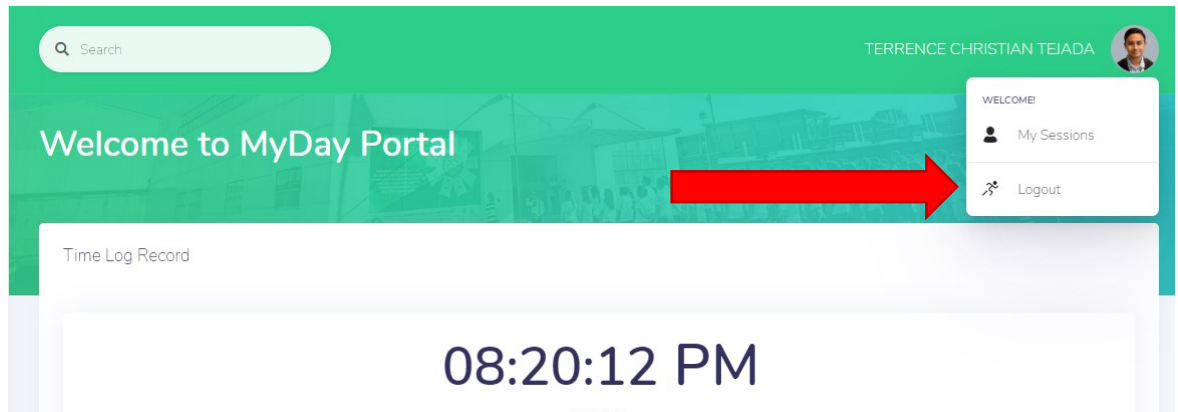
9

## Procedure

1. To log-out in the portal, on the top navigation bar click your profile picture and select **Logout**



- My Time Logs
- My Tasks
- Time Logs Summary
- Manage Tasks
- Sessions
- VDI Report



**-END OF SCRIPT-**