**1. Action name (Apply leave)**  
Link : https://www.darwinbox.com/demo-company/leaves  
Steps :

* Click on the mentioned link
* Select “Apply Leave”
* Select leave type, enter reason (if any) and duration
* Hit “Apply” and note request ­ID

**2. Action name (View leave balance)**  
Link : https://www.darwinbox.com/demo-company/leave-balance  
Steps :

* Click on the mentioned link
* Sign in if prompted
* Go to “Leave Balance” or “My Entitlements”
* View available balances by leave type

**3. Action name (Download payslip)**  
Link : https://www.darwinbox.com/demo-company/payroll/payslips  
Steps :

* Click on the mentioned link
* Navigate to “Payslips” or “Salary Statements”
* Select month and year required
* Click “Download” or “View PDF”

**4. Action name (Update personal details)**  
Link : https://www.darwinbox.com/demo-company/profile/edit  
Steps :

* Click on the mentioned link
* Open “Personal Details” or “Edit Profile”
* Update fields (address, phone, emergency contact, bank details)
* Save changes and confirm via verification prompt if any

**5. Action name (Enroll in mandatory training)**  
Link : https://sumtotal.demo-company.com/learning/my-learning  
Steps :

* Click on the mentioned link
* Sign in if required
* Search or open the assigned course under “Assigned” or “Recommended”
* Click “Enroll” or “Start” and follow module instructions