**Lswork**

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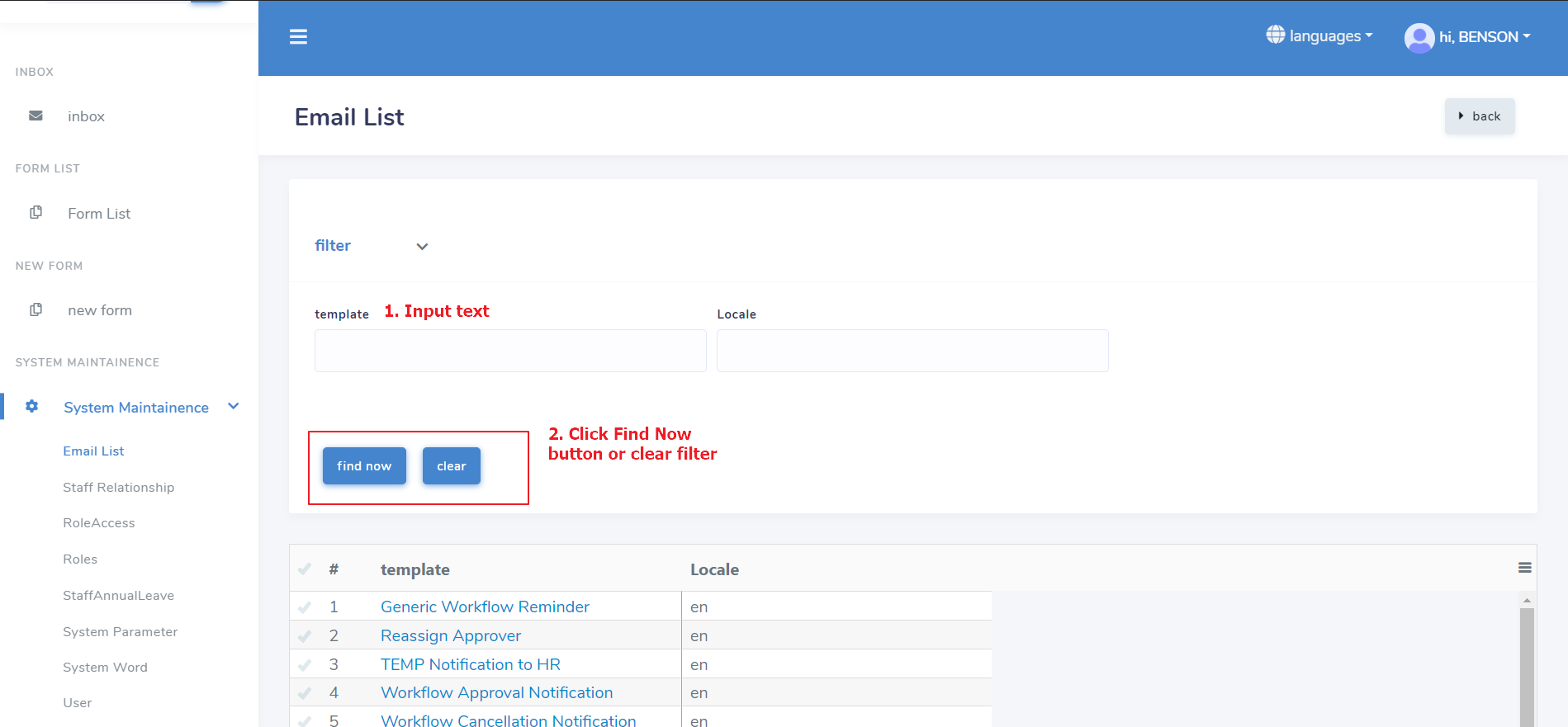
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# 1 General

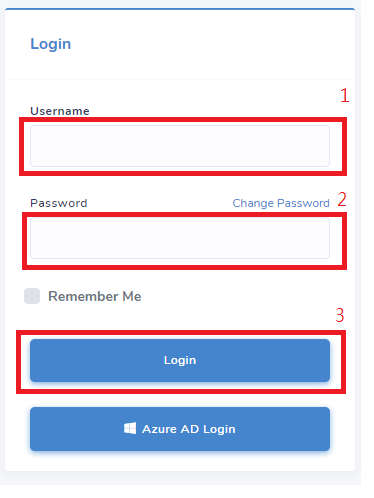
## 1.1 Filter



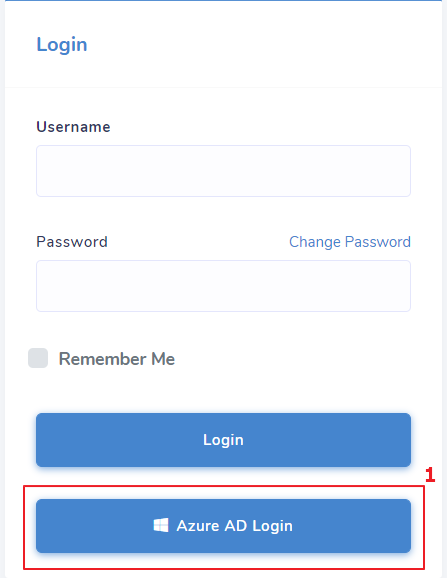
# 2 Personal Details

## 2.1Login

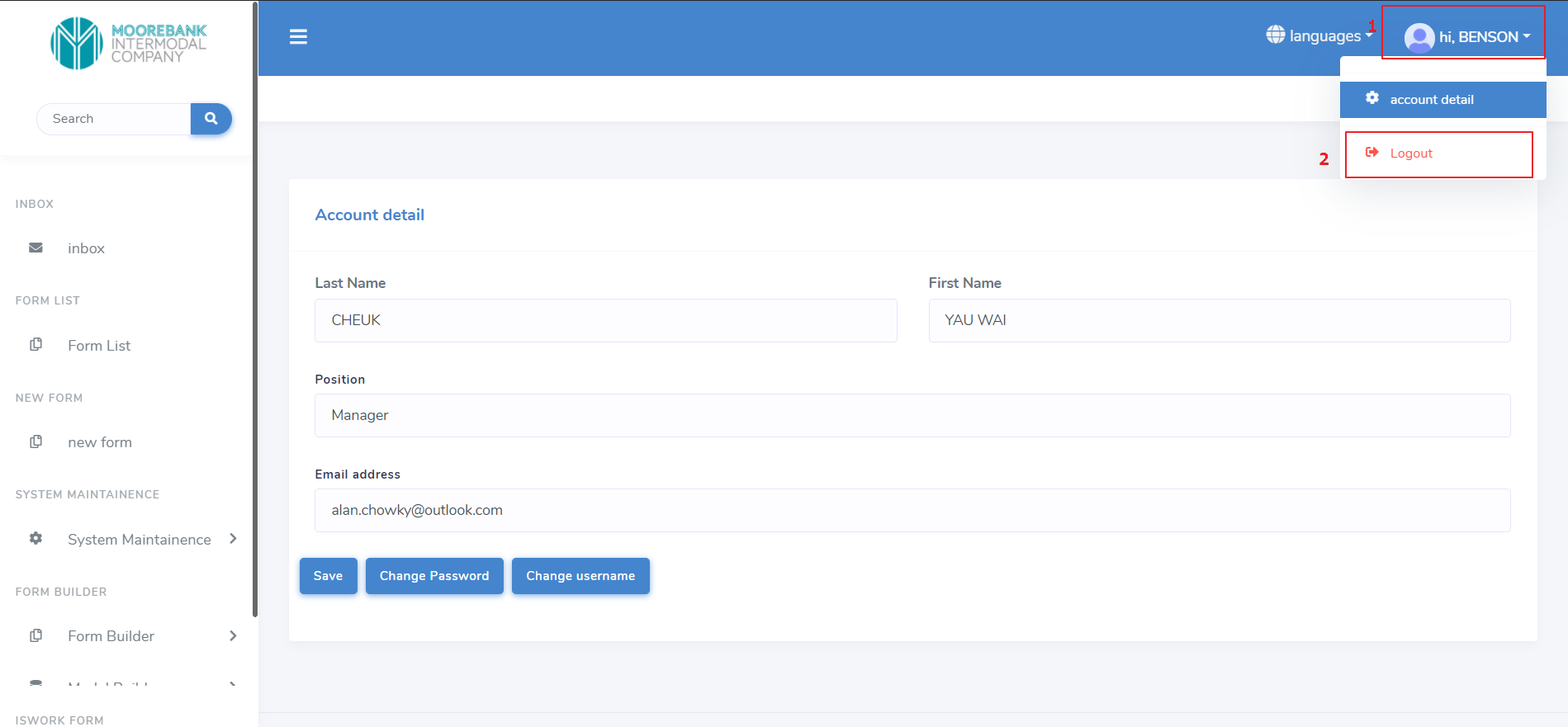
### 2.1.1Normal Login :



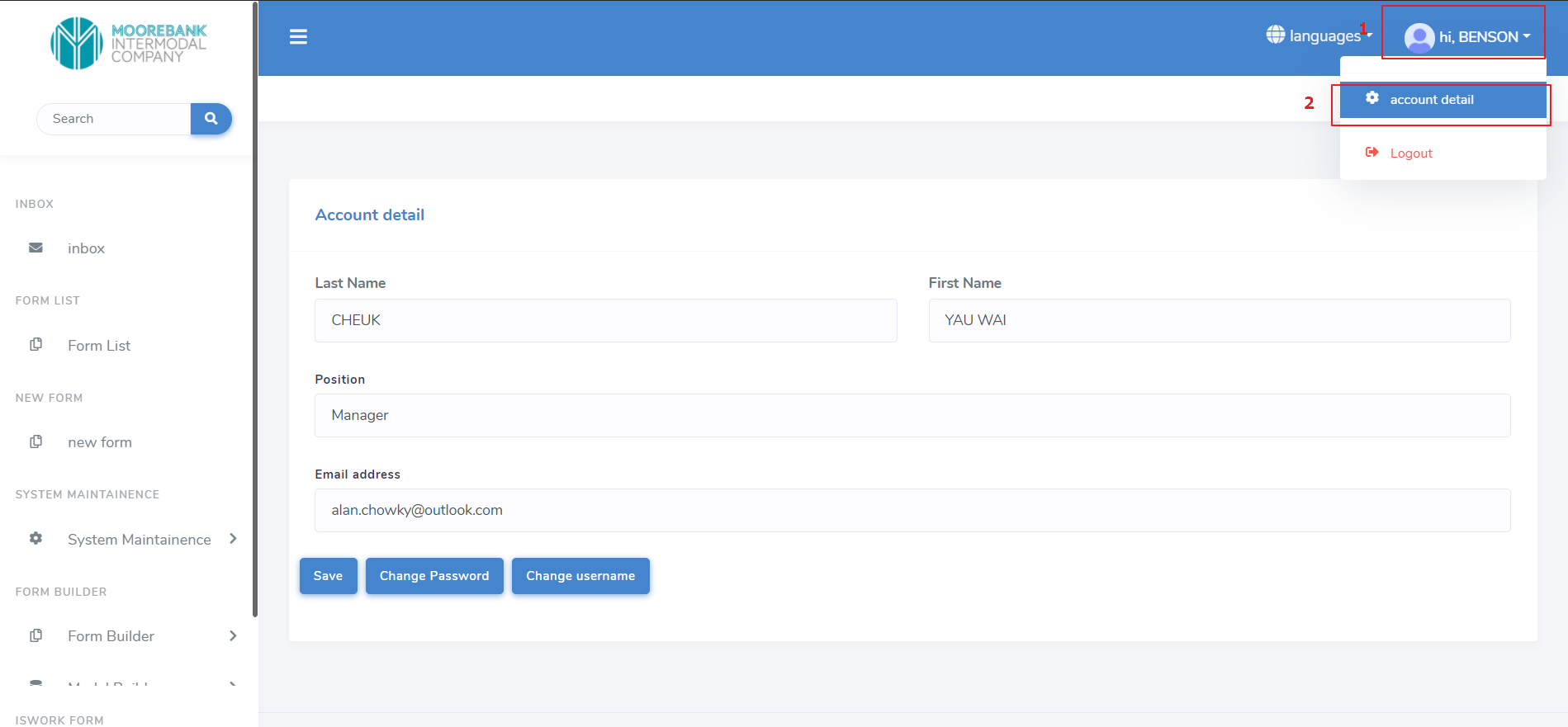
### 2.1.2Azure Login :

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## 2.2 Logout

****

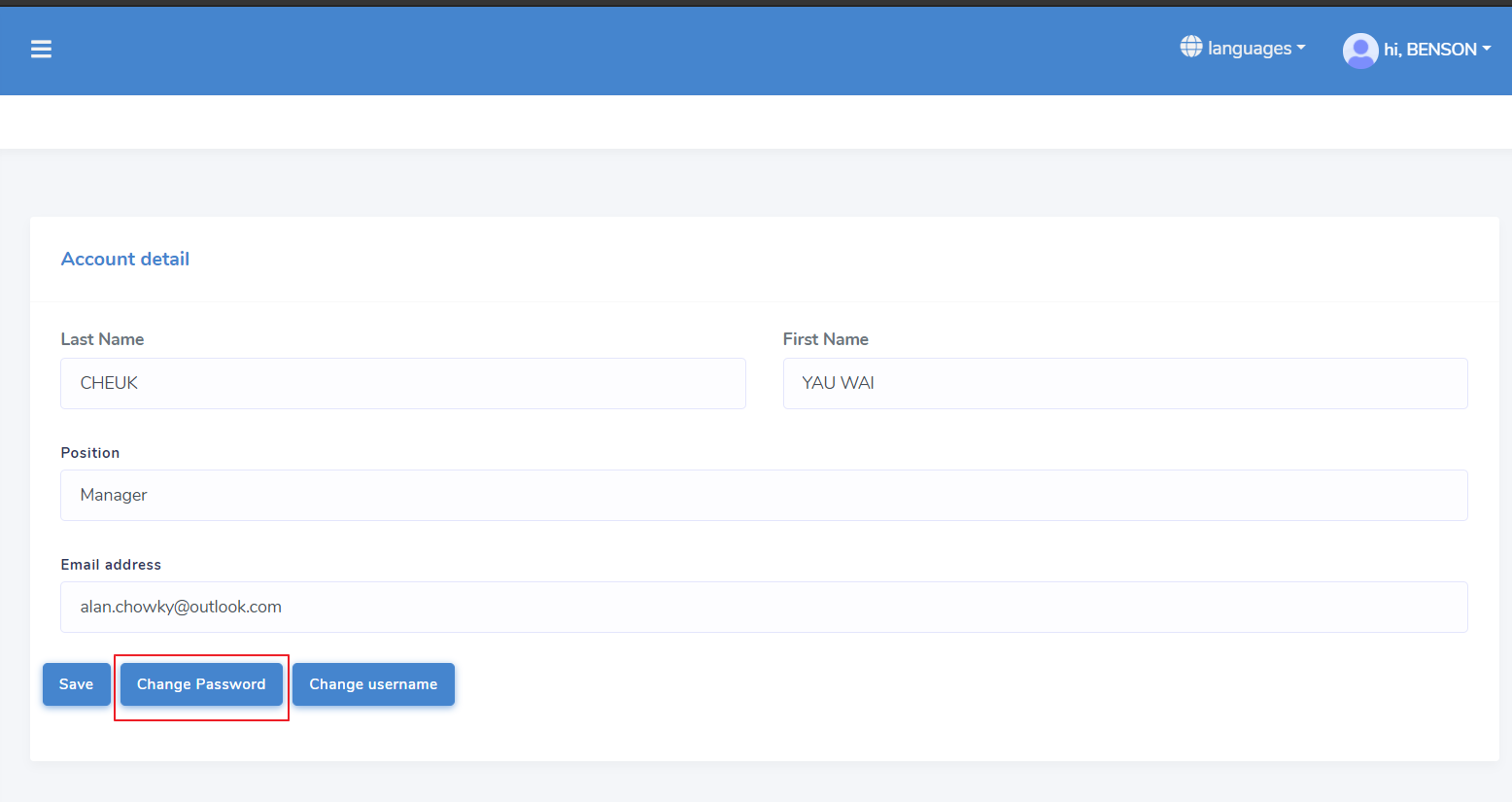
## 2.3 Change Account Detail

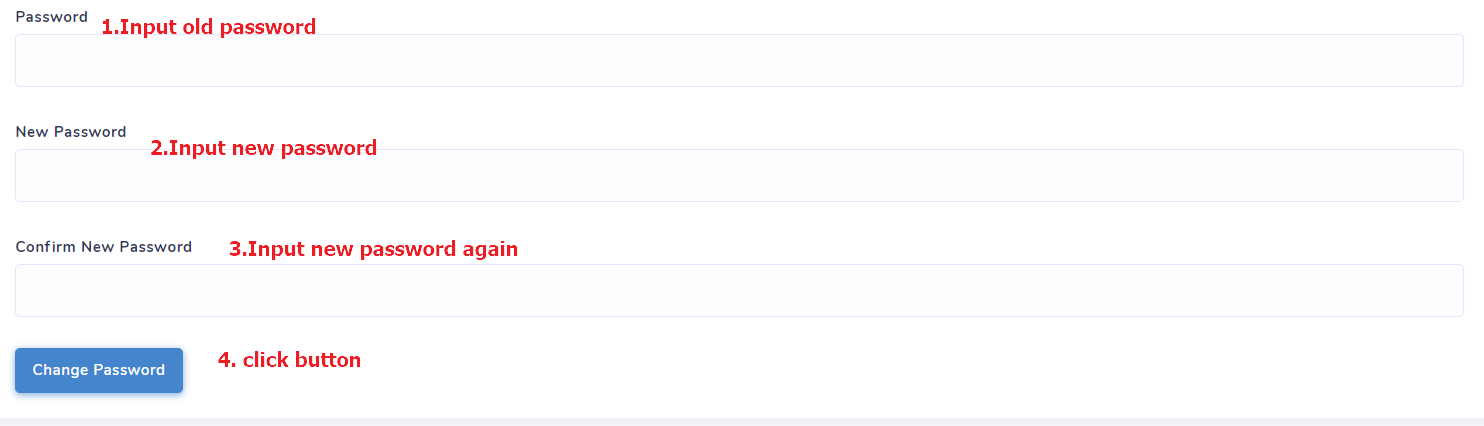


### 2.3.1 General Detail

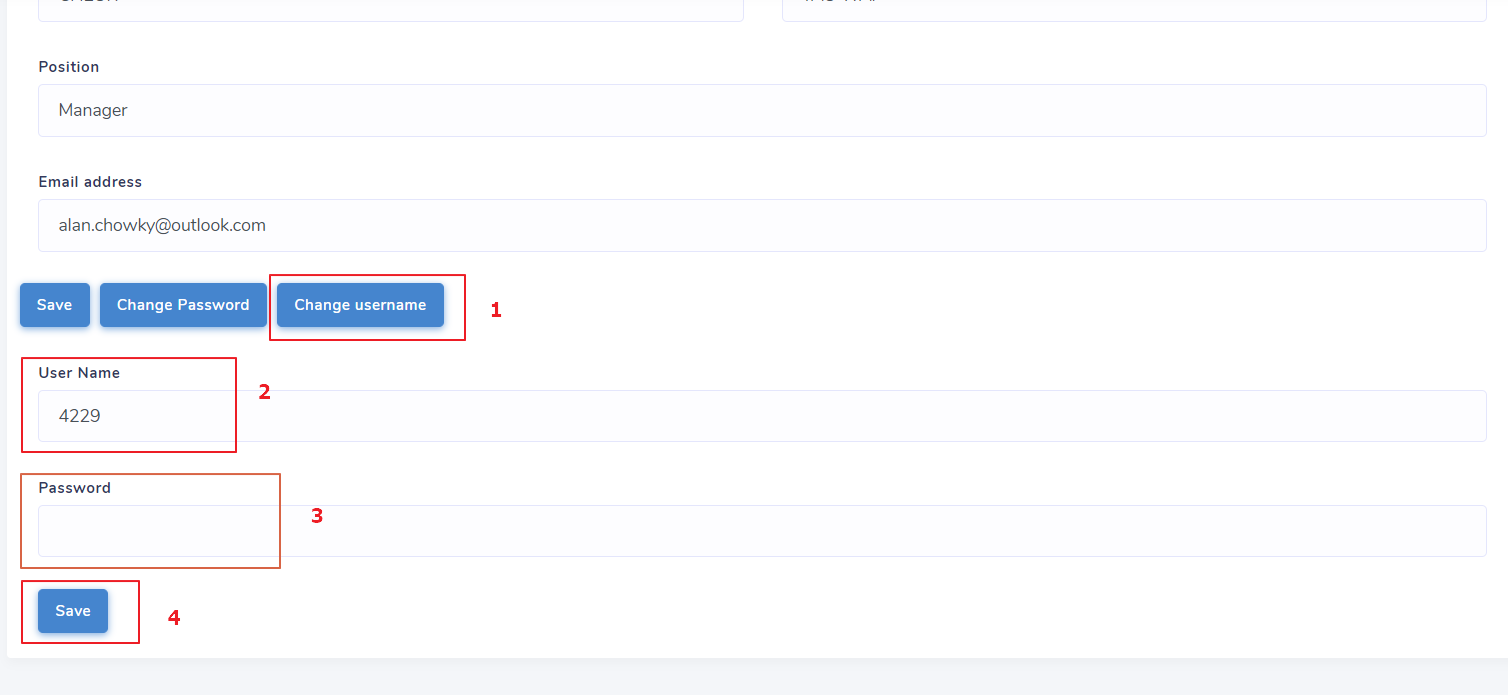
Input required field and click save

### 2.3.2 Change Password





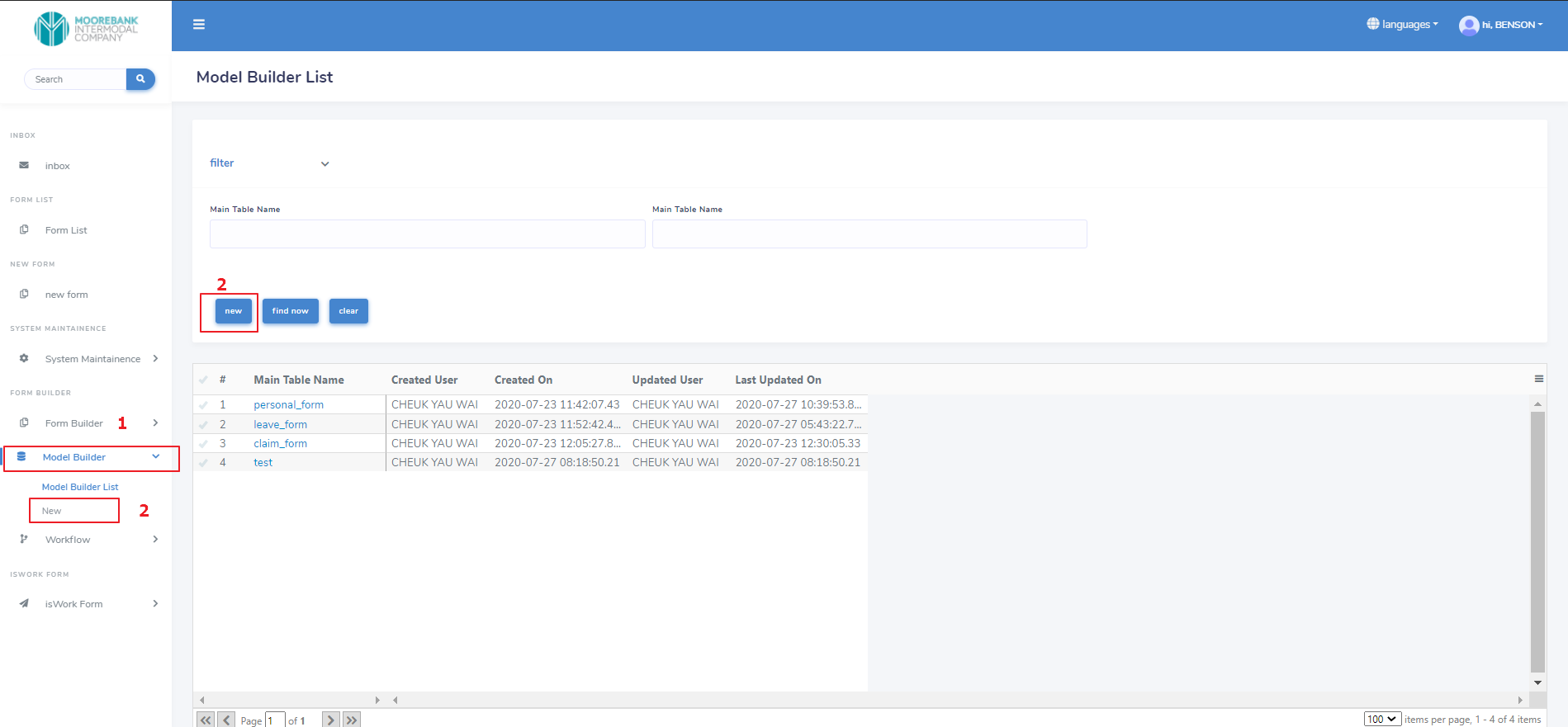
### 2.3.3 Change username



# 3 Builder

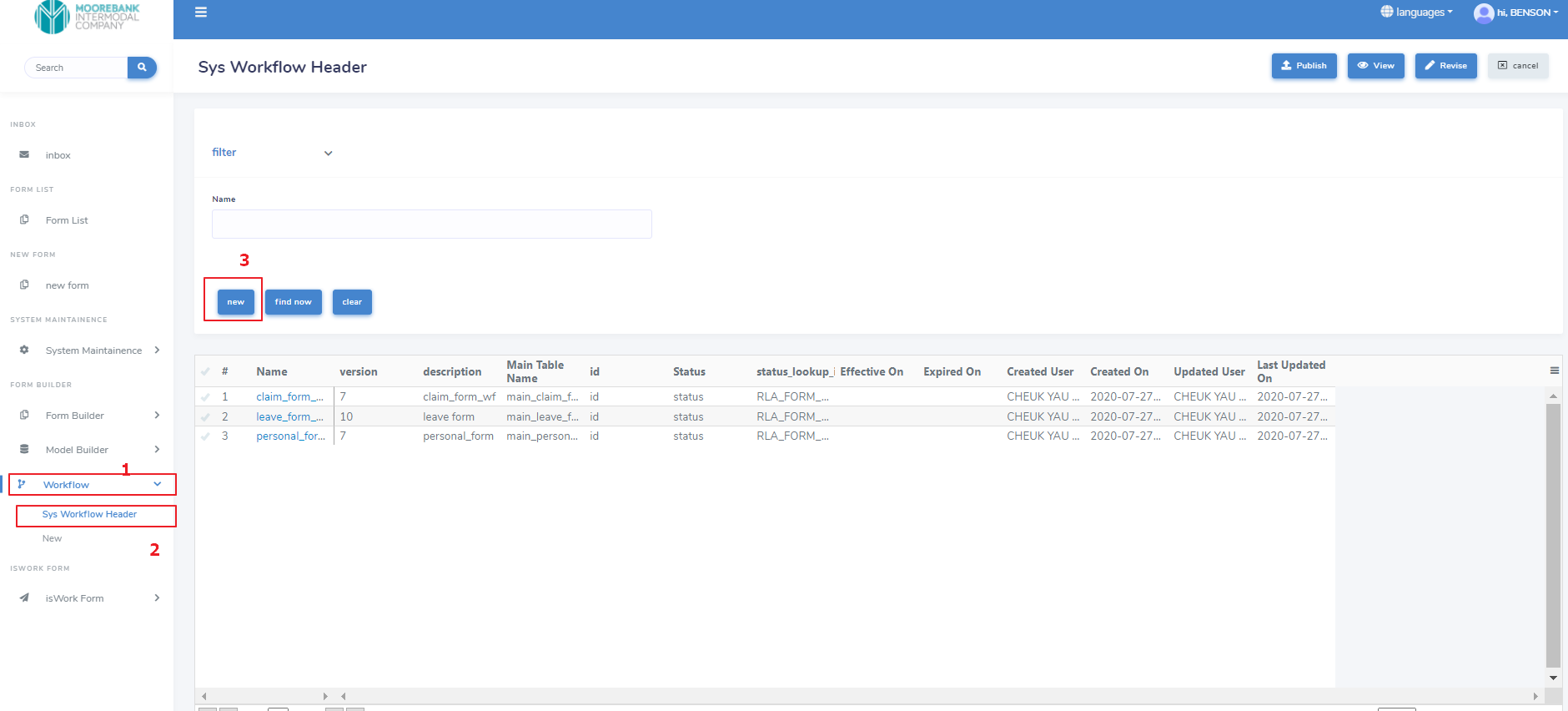
## 3.1 Database Model

### 3.1.1 Create Model



## 3.2 Workflow

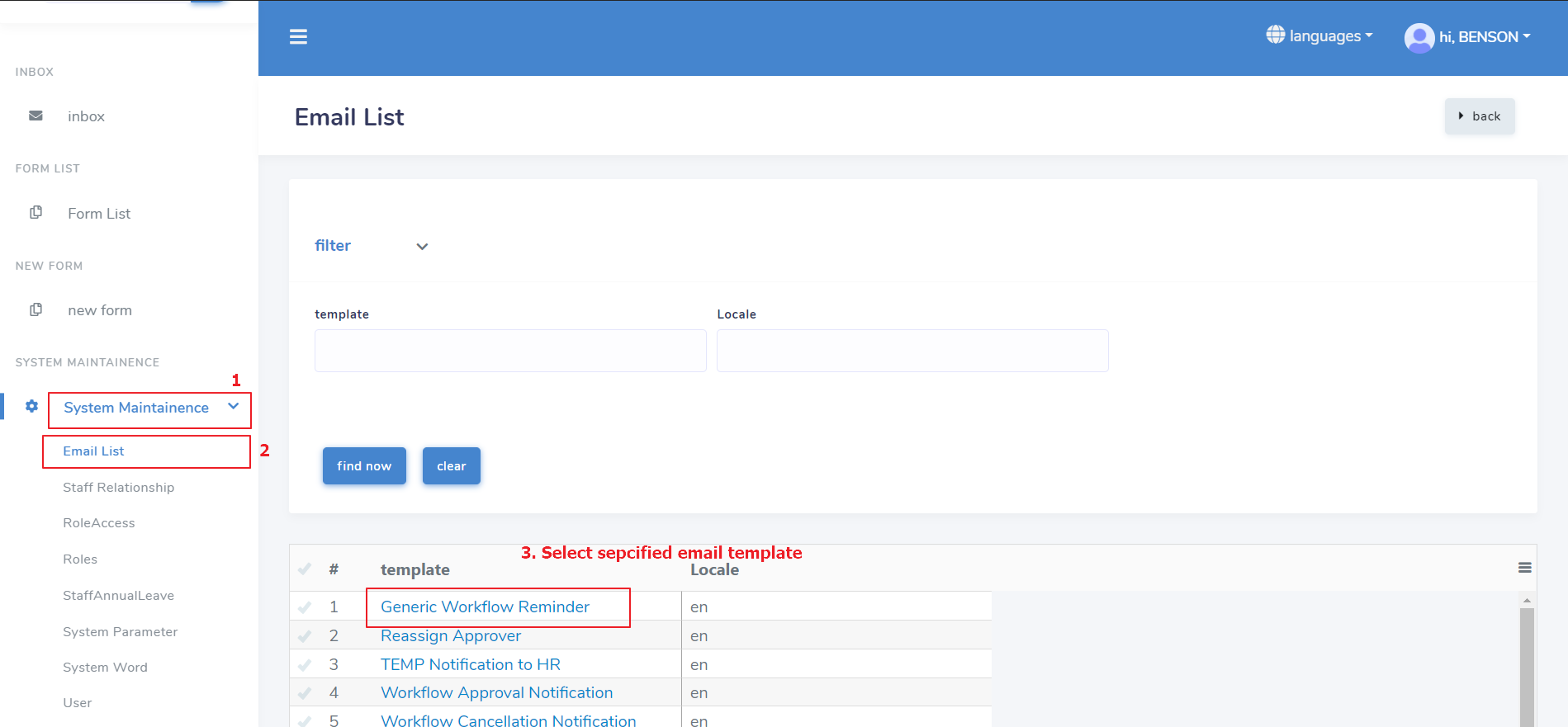
### 3.2.1 create new workflow

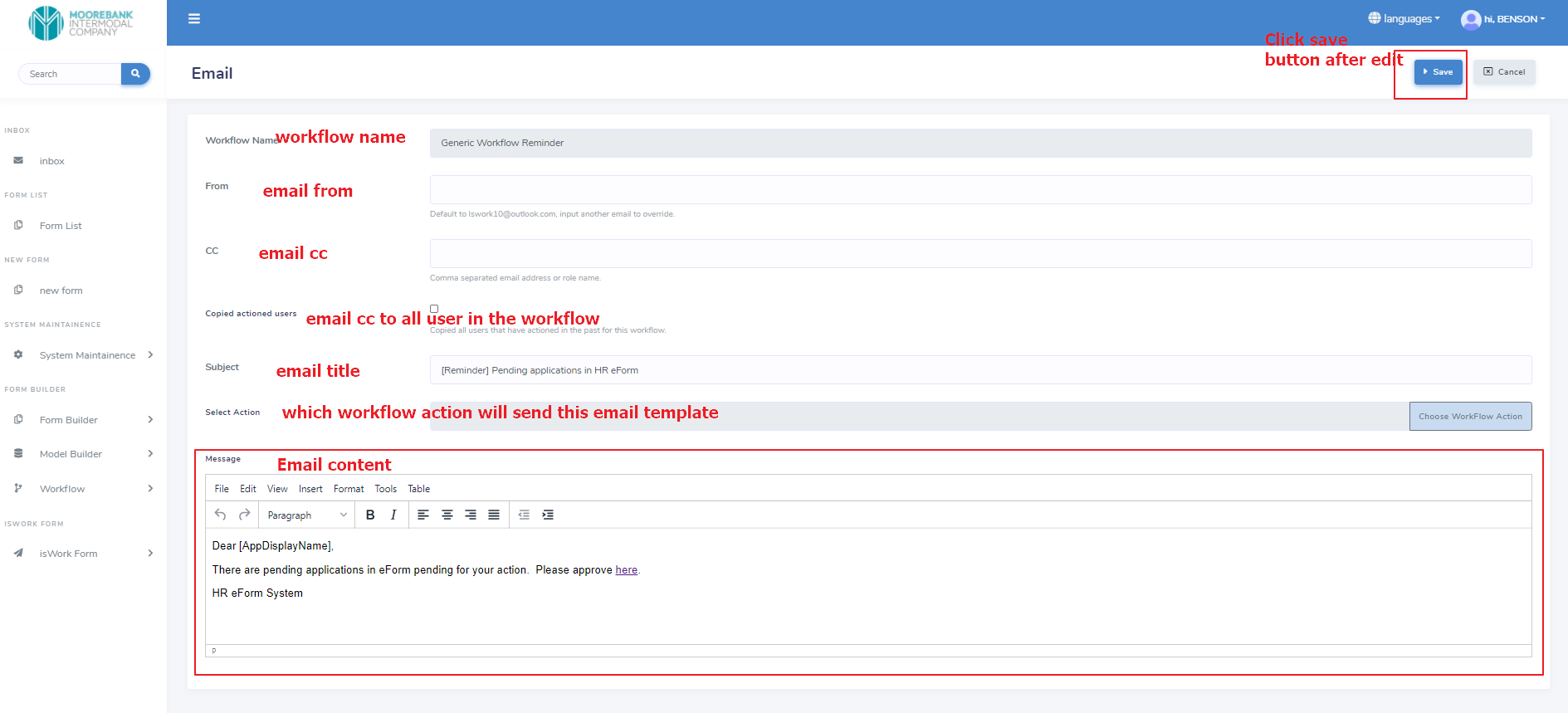


## 3.3 Form Builder

# 4 System Maintenance

## 4.1 Email Template





## 4.2 Company Logo

## 4.3 Staff Relationship

## 4.4 Role Access

## 4.5 Roles

## 4.6 Staff Annual Leave

## 4.7 System Parameter

## 4.8 System Word

## 4.9 User

## 

## 

# 5. Test Case

## 5.1 Step of applying a form using Lswork webapp

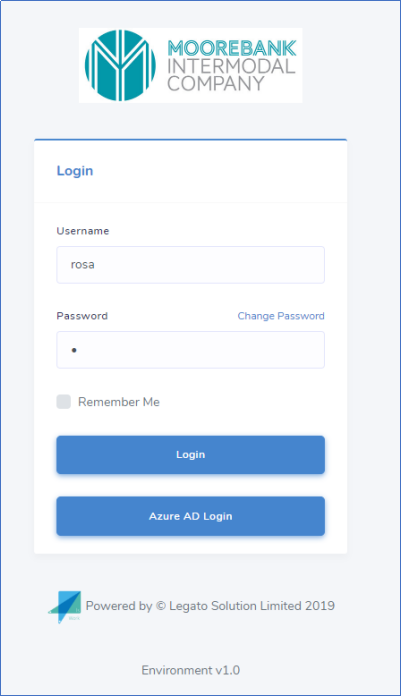
**1. Go to our demo site. Link:** [**https://lsworkdemo.azurewebsites.net**](https://lsworkdemo.azurewebsites.net)

**Now we will use Rosa Khoury Gebrail’s account to submit a form to Jane Webster. Chris Mottram will be the final approver.**

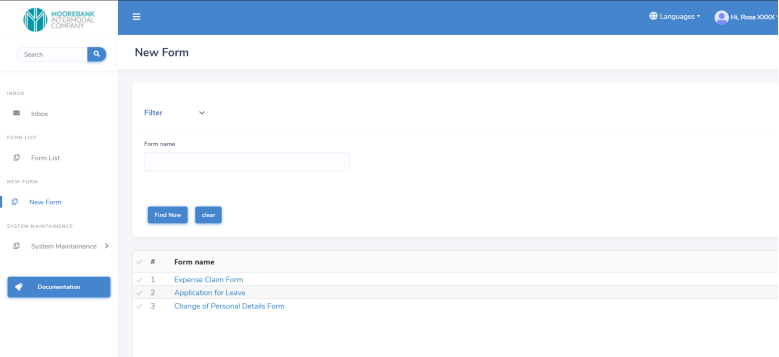
**2. Login to Your account**

**Username: rosa**

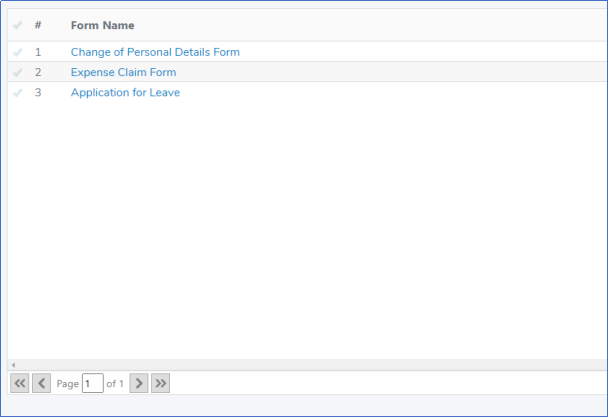
**Password: 1**

****

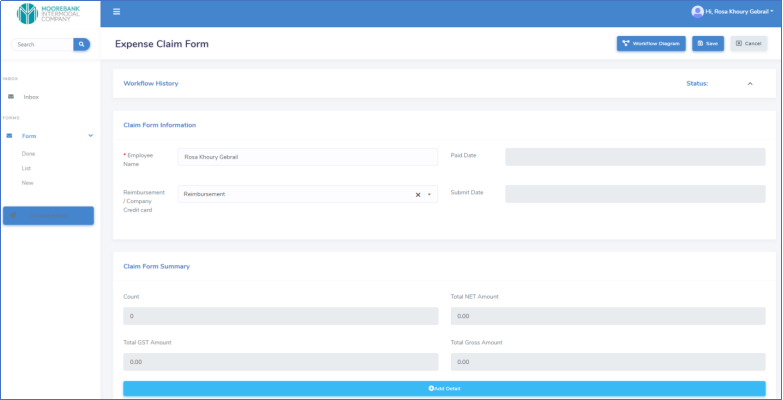
**3. Open Form and click new form**



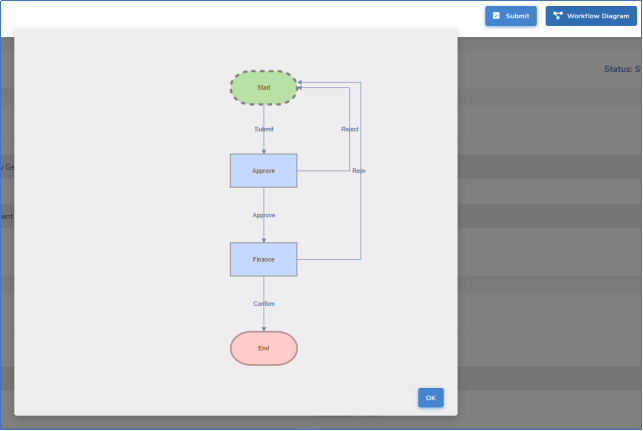
**4. Choose the form you want to create. In this demo we will create Expense Claim Form.**



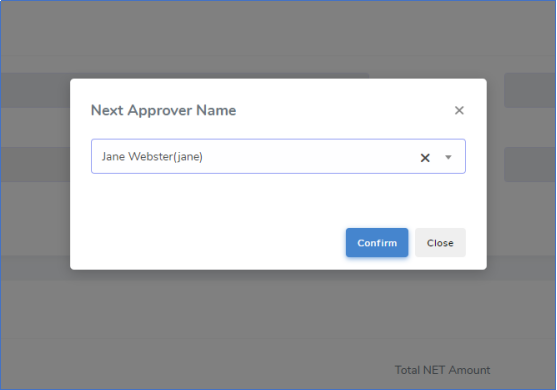
**5. Fill in the form and then click Save button**



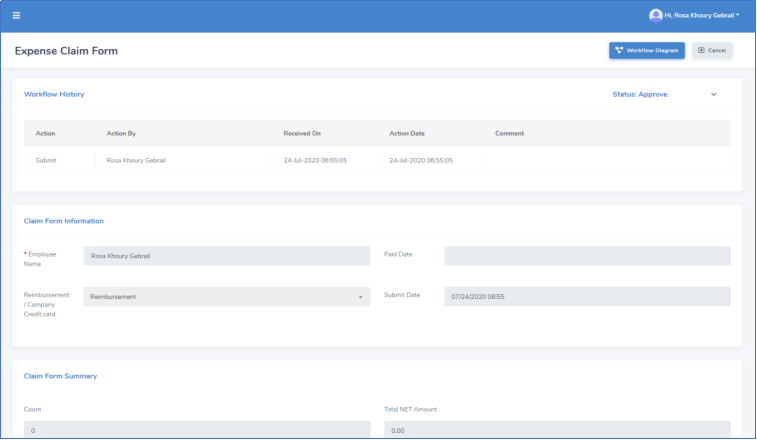
**6. You can see the workflow by clicking the Workflow Diagram button**



**7. After that, you can submit the form and choose the approver**



**8. Then, you can open the Workflow History. You will see all the action detail on your form.**



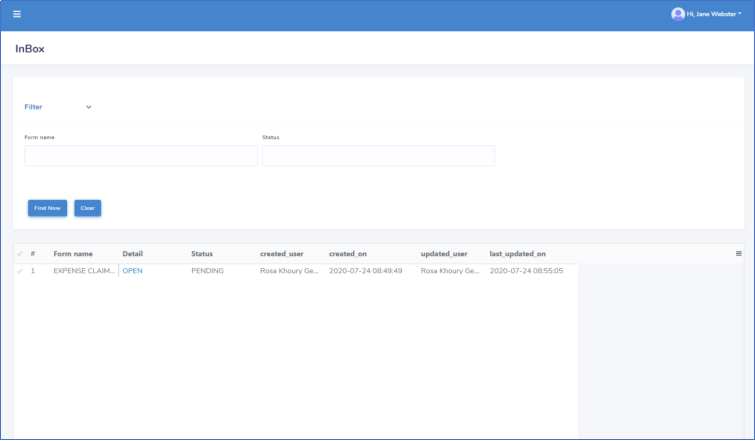
## 5.2. Steps of approve form

**1. Login in to approve’s account**

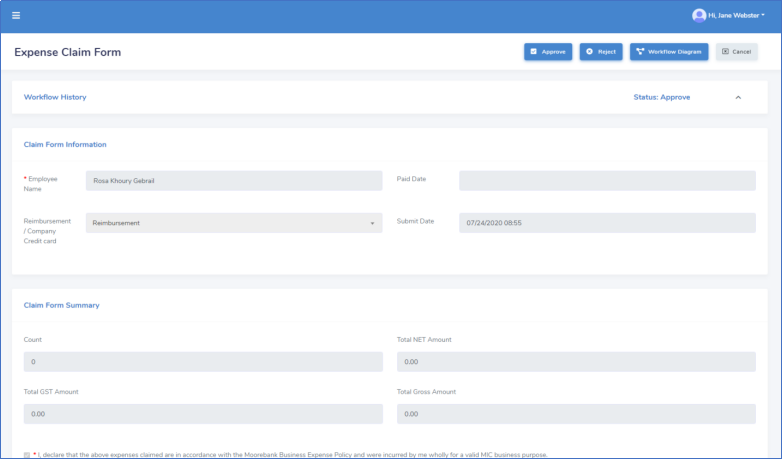
**Username: jane**

**Password: 1**

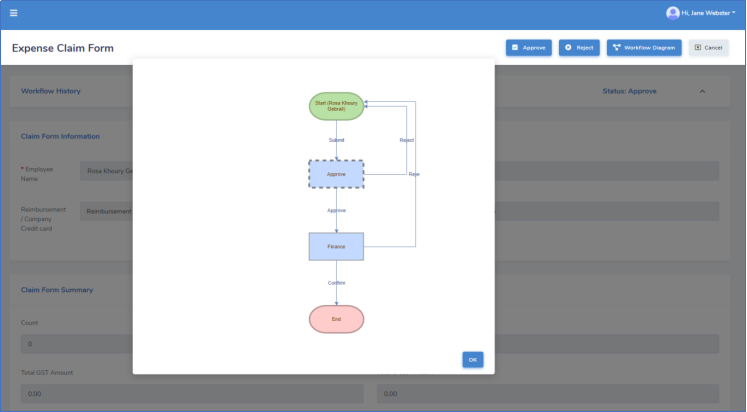
**2. You can see the forms submitted to you in the InBox**



**3. Click the OPEN button in the form list, you can see the detail of the form**

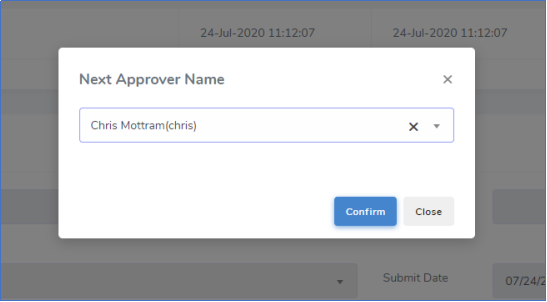


**4. When you click the Workflow Diagram, you can see who submit the form to you**

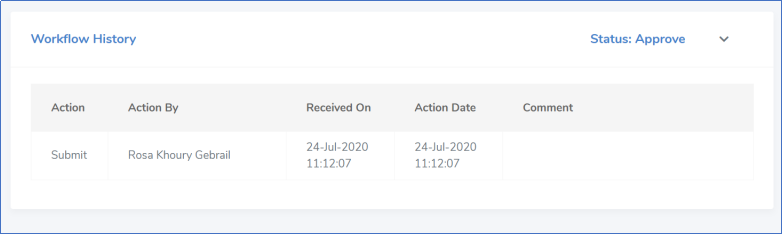


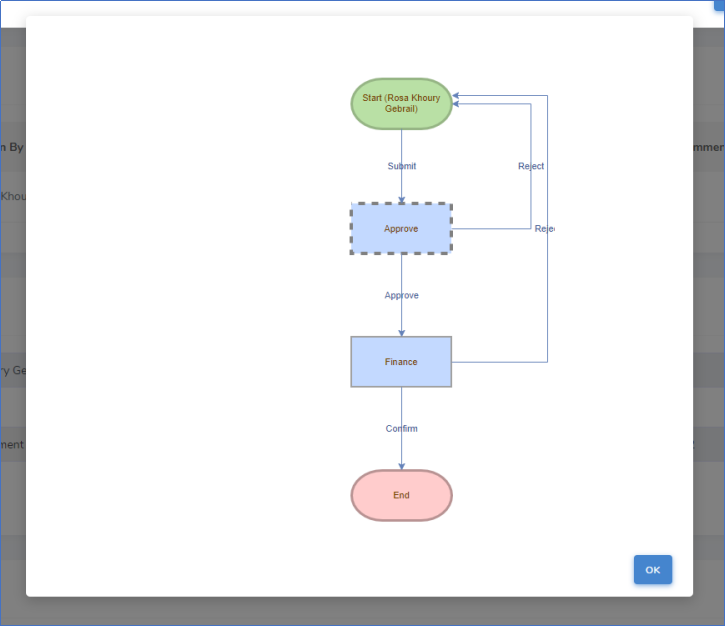
**5. When you want to approve the form application, click the approve button, otherwise click the reject button.**

**6. Then you need to choose the next approver**



**7. You can also open the Workflow history and Workflow diagram to see the form action detail.**





## 

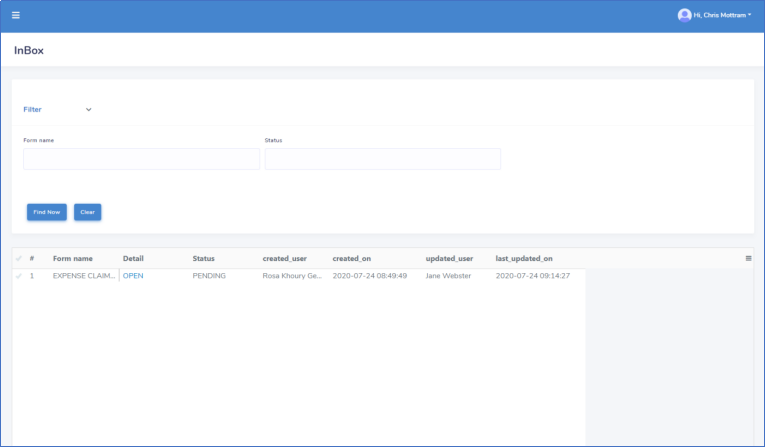
## 5.3 Step of Finance approve

**1. Login to finance account**

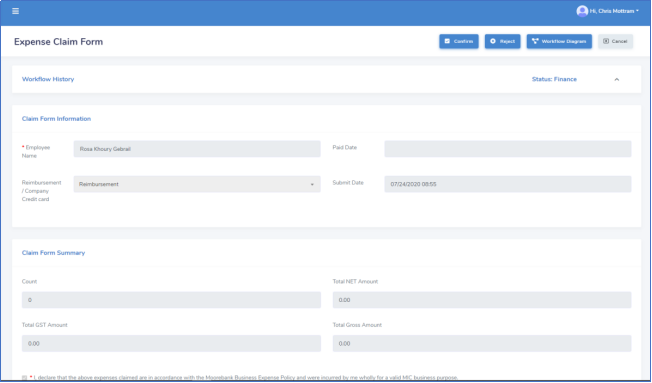
**Username: chris**

**Password: 1**

**2. You can see the form in the InBox**

****

**3. You can see the detail of the form**



**4. After you click confirm, the whole application process is finished.**

**The applicant can see his application form in Done column after the whole application process is finished.**

