



Microsoft Teams

Leave and Purchase Request Solution App

Contents

Scenarios

Request and Approval *Leave and Purchase*

- Scenario Vision
- Primary Persona
- Scenario Storyboard
- Solution Design Best Practices
- Solution Architecture



Scenario Vision

Context

- As a requestor, would want to request for Leave and Purchase from a centralized workspace. Though can raise a request but need to login in different applications / micro services like Leave and Purchase in My App portal.
- As an approval authority, would want to access all approval request like Leave and Purchase in a single window with ease of use and in lesser time to take the action on it.

Current State

- ⚠ When a requestor enters the My World portal, need to navigate through leave and purchase request application separately for creation
- ⚠ The requestor / approver must know about the raised request along with the status like pending / approved / rejected
- ⚠ The requestor must know about the leave balance, history of the request raised
- ⚠ The requestor / approver is not being notified on the action taken or to be taken on the request raised
- ⚠ The requestor / approved is not able to access the application on the mobile device

Future State

- ✓ When a requestor / approver would work on Teams, must have the access of both the Leave and Purchase request in the form of Tab so that no need to navigate from one application to another.
- ✓ The requestor would be able to easily request for leave and purchase and can check the requested documents with their status and history along with it.
- ✓ The approver can quickly browse through the list of requested documents available in the bucket to take the action upon it or view the history.
- ✓ There would be notification to both the requestor and approver in each stage of action like request creation / approval or rejection action.
- ✓ Both the requestor and approval would be able to access the request creation and approval in Teams app through mobile device.



Aniruddha Banerjee, the requestor works in the Purchase department in Embee. Internally, he looks after the purchase requirements for projects and need to apply for leave as and when required.

Aniruddha wants to raise the request like leave / purchase. He also wants to check his requests status, details and history.



What can I do?

New request

[Create a new request](#)

Time log

Create/Approve log

Approve requests

Approve pending requests

Leave balance

[View your leave balance](#)

List of holidays

[View list of holidays](#)

New request



New request

Hello, Aniruddha, you can enter or approve the time log from the below mentioned options:

Leave request

Purchase request

|

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

ChatMy RequestManage RequestTime Log

Leave Request

Create New Leave

Leave Type*

Earned Leave

4 Used Days12 Available Days

From Date

10/12/2020

To Date

12/12/2020

	Date	Week Day	Status	Session	No. of Days
<input checked="" type="checkbox"/>	10/12/2020	Monday	W	Full Session	1
<input checked="" type="checkbox"/>	11/12/2020	Tuesday	W	Full Session	1
<input checked="" type="checkbox"/>	12/12/2020	Wednesday	W	Full Session	1
Total No. of Days					3

Approver

Vijay Sharma

Note (Max: 300 characters)

Enter Description

SaveSubmit

New request

Hello, Aniruddha, y

Leave request

For more information connect@embee.co.in

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

7/12 4:42 PM

Leave Request

07/12/2020 4:40 PM

LM0023872

10/12/2020 - 12/12/2020 (3 days)

Pending

Your request has been submitted successfully

Leave Type : Earned Leave

Notes: For Celebration of family function

Pending With

Vijay Sharma

Comment

Chat

Edit Request

View Details

Cancel Request

← Reply

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

ChatMy RequestManage RequestTime Log

7/12

Leave Request

LM0023872

10/12/2020 - 12/12/2020

Your request has been approved

Leave Type : Earned Leave

Notes: For Celebration of family function

Pending With

Vijay Sharma

vijay.sharma

Comment

Chat

Leave Request

Leave Details

Request Id : #LM0023872

Calendar

 Saturday, December 05, 2020 @ 11:45 am

Pending for Approval

Pending with Vijay Sharma

Chat

Leave Type : Earned Leave

Duration : 10/12/2020 - 12/12/2020

3 Days

Note :

For Celebration of family function

Remarks :

Enter remarks

Edit Request

Cancel Request

For more information connect@embee.co.in

Activity

Chat

Chat

Calendar

Calls

Files

My App

...

Apps

Help

Chat

Recent

Charlotte and Babak

1:58 PM

Babak: I asked the client to send her feed...

Emiliano Ceballos

1:55 PM

🤔🤔

Marie Beaudouin

1:00 PM

Sounds good?

Oscar Krogh

6/23

You: Thanks! Have a nice weekend

Vijay Sharma

Sent a card

Daichi Fukuda

5/4

No, I think there are other alternatives we c...

Kian Lambert

5/3

Have you ran this by Beth? Make sure she is...

Team Design Template

5/2

Reta: Let's set up a brainstorm session for...

Reviewers

5/2

Darren: Thats fine with me

Vijay Sharma

Chat

Activity

+

Leave Request

LM0023872

10/12/2020 - 12/12/2020 (3 days)

Pending

Leave Type: Earned Leave

Notes: For Celebration of family function

View Details

07/12/2020 4:40 PM

Hi, Can we connect for more clarification?

Activity

Chat

Calendar

Calls

Files

My App

...

Apps

Help

Chat

Recent

Charlotte and Babak

1:58 PM

Babak: I asked the client to send her feed...

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Vijay Sharma

Chat

Activity

+

Pending Requests

Search Request

My requests

Manage requests

Leave Request #LM0023872

10/12/2020 - 12/12/2020 (3 days)

Status : Pending

Pending with: Vijay Sharma

Purchase Request #6778

Project Id : C.0020312.1

Amount : 175703.6 INR

Status : Pending

Pending with: Vijay Sharma

Start a new co

Activity

Chat

Chat

Calendar

Calls

Files

My App

...

Apps

Help

Chat

Recent

Charlotte and Babak

1:58 PM

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Team Design Template

5/2

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Reviewers

5/2

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Vijay Sharma

Chat

Activity

+

Leave Request

LM0023872

10/12/2020 - 12/12/2020 (3 days)

Pending

Leave Type : Earned Leave

Notes: For Celebration of family function

View Details

Hi, Can we connect for more clarification?

Draft (3) Active (6) Completed (10)

Filter

05/11/2020



05/12/2020



Search Keyword



+ New Request

Request Type ▾	Request ID	Requested On ▾	Notes
Leave Request	#LM0023872	07/12/2020 4:45 PM	Lorem Ipsum is simply dummy text
Purchase Request	#6656	05/12/2020 11:30 AM	The point of using Lorem-Ipsum is that it has a more-or-less normal...
Purchase Request	#6458	03/12/2020 5:50 PM	There are many variations of passages of Lorem Ipsum available, but the...

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Filter

05/11/2020

05/12/2020

Search Keyword

+ New Request

Request Type

Request ID

Requested On

Leave Request

#LM0023872

07/12/2020 4:45 PM

Leave Request

Purchase Request

Purchase Request

#6656

05/12/2020 11:30 AM

The point of using Lorem-Ipsum is that it has a more-or-less normal...

Purchase Request

#6458

03/12/2020 5:50 PM

There are many variations of passages of Lorem Ipsum available, but the...

For more information connect@embee.co.in

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

ChatMy RequestManage RequestTime Log

Draft (3)Active (6)Completed (10)

Filter

05/11/202005/12/2020

Search Keyword

+ New Request

Leave RequestPurchase Request

Request Type	Request ID	Requested On	Notes
Leave Request	#LM0023872	07/12/2020 4:45 PM	Lorem Ipsum is simply dummy text
Purchase Request	#6656	05/12/2020 11:30 AM	The point of using Lorem Ipsum is that it has a more-or-less normal...
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Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Draft (3)

Active (6)

Completed (10)

Request Type ▾

Request ID

Leave Request

#LM0023872

Purchase Request

#6656

Purchase Request

#6458

Leave Request

Create New Leave

Leave Type*

Earned Leave ▾

4 Used Days

12 Available Days

From Date

10/12/2020

To Date

12/12/2020

Date	Week Day	Status	Session	No. of Days
<input checked="" type="checkbox"/> 10/12/2020	Monday	W	Full Session ▾	1
<input checked="" type="checkbox"/> 11/12/2020	Tuesday	W	Full Session ▾	1
<input checked="" type="checkbox"/> 12/12/2020	Wednesday	W	Full Session ▾	1
Total No. of Days				3

Approver

Vijay Sharma

Note (Max: 300 characters)

Enter Description

Save

Submit

Search Keyword

+ New Request

For more information connect@embee.co.in

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Draft (3)

Active (6)

Completed (10)

Filter

05/11/2020

05/12/2020

Search Keyword

+ New Request

Request Type	Request ID	Requested On	Pending With	Status		
Leave Request	#LM0023871	05/12/2020 4:45 PM	Vijay Sharma	Pending		
Purchase Request	#6656	05/12/2020 11:30 AM	Sanjay Srivastava	Pending		
Purchase Request	#6458	03/12/2020 5:50 PM	Rakesh Kumar	Pending		
Leave Request	#LM0023868	28/11/2020 10:25 AM	Anil Goswami	Pending		
Leave Request	#LM0023867	15/11/2020 05:45 PM	Jitender Shingh	Pending		
Leave Request	#LM0023857	10/11/2020 03:20 PM	Subhankar Saha	Pending		

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

8/12 11:20 AM

Leave Request

07/12/2020 4:40 PM

LM0023872

10/12/2020 - 12/12/2020 (3 days)

✓ Approved

Your request has been approved.

Leave Type : Standard Leave

Notes: For Celebration of family function

Approval Details

8/12 11:19 AM

Vijay Sharma

Comments

Ok. enjoy your ocation and kindly be available over phone so that we connect you incase of any urgent requirment.

Chat

← Reply

Start a new conversation. Type @ to mention someone.

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Draft (3)

Active (6)

Completed (10)

Request Type ▾

Request ID

Leave Request

#LM0023872

Purchase Request

#6656

Purchase Request

#6458

Leave Request

Details

Request Id : LM0023872

📅

 Saturday, December 05, 2020 @ 11:45 am

🟢

 Request has been Approved

Leave Detail

Approval Log

Vijay Sharma

Chat

Action : Approved on 07/12/2020

Comments :

Ok. enjoy your ocation and kindly be available over phone so the we connect you incase of any urgent requirment.

Reason for withdrawal

Withdraw Request

Search Keyword

🔍

+ New Request

at it has a more-or-less normal...

📝

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s of Lorem Ipsum available, but the...

📝

✕



What can I do?

New request

Create a new request

Time log

Create/Approve log

Approve requests

Approve pending requests

Leave balance

View your leave balance

List of holidays

View list of holidays

|





Activity



Chat



Teams



Calendar



Calls



Files



My App



Apps



Help



Chat

My Request

Manage Request

Time Log



New request



New request

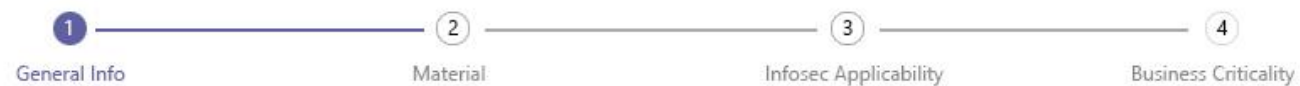
Hello, Aniruddha, you can enter or approve the time log from the below mentioned options:

Leave request

Purchase request



Create New Purchase Request

Project ★

Select Project Name

Delivery Plant ★

Select Delivery Plant

Cost Borne By *

Select an option

Purchase Group ★

Select Group Name

Department *

50001035 - ISG

PR Tentative Amount

Amount Currency

Short Description of Purchase * (Max: 300 characters)

Attach Quotations

Browse Files

Save

Next

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Chat

...

Purchase Request

Create New Purchase Request

1

2

3

4

General Info

Material

Infosec Applicability

Business Criticality

Material Details

+ Add Item

Purchase Type *

Dummy Purchase Type

Material Code

MTR243099

Quantity *

10

Delivery Date

07/12/2020

Back

Save

Next

For more information connect@embee.co.in

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

✕

1

General Info

2

Material

3

Infosec Applicability

4

Business Criticality

Business Criticality

☒ Yes

Enter Remarks

Back

Save

Submit

A

GIF

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

7/12 4:42 PM

Purchase Request

28/11/2020 4:40 PM

6656

Pending

Your request has been submitted successfully

Project ID : C.0020312.1

Department: 50001079-FLM

Purchase Group: TIMS(Software/Hardware)

Amount: 175703.6 INR

Pending With

Vijay Sharma

Comment

Chat

View Details

Edit Request

Cancel Request

← Reply

Start a new conversation. Type @ to mention someone.

GIF

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

< >

Chat

My Request

Manage Request

Time Log

Draft (3)

Active (6)

Completed (10)

Filter

05/11/2020

05/12/2020

Search Keyword

+ New Request

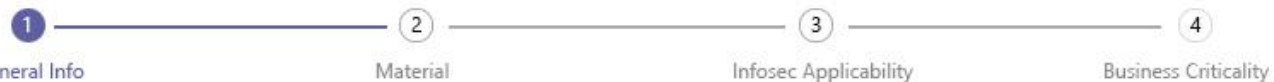
Leave Request

Purchase Request

Request Type	Request ID	Requested On	Notes
Leave Request	#LM0023872	07/12/2020 4:45 PM	Lorem Ipsum is simply dummy text
Purchase Request	#6656	05/12/2020 11:30 AM	The point of using Lorem-Ipsum is that it has a more-or-less normal...
Purchase Request	#6458	03/12/2020 5:50 PM	There are many variations of passages of Lorem Ipsum available, but the...

Request Details

 Draft



Cost Borne By *


Customer

PR Tentative Amount

INR

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec tristique nibhest, vitae egestas metus sollicitudin at.

Attach Quotations

Quotation 1 

Next

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Draft (3)

Active (6)

Completed (10)

Filter

05/11/2020

05/12/2020

Search Keyword

+ New Request

Request Type	Request ID	Requested On	Pending With	Status		
Leave Request	#LM0023871	05/12/2020 4:45 PM	Vijay Sharma	Pending		
Purchase Request	#6656	05/12/2020 11:30 AM	Sanjay Srivastava	Pending		
Purchase Request	#6458	03/12/2020 5:50 PM	Rakesh Kumar	Pending		
Leave Request	#LM0023868	28/11/2020 10:25 AM	Anil Goswami	Pending		
Leave Request	#LM0023867	15/11/2020 05:45 PM	Jitender Shingh	Pending		
Leave Request	#LM0023857	10/11/2020 03:20 PM	Subhankar Saha	Pending		

Activity

Chat

Teams

Calendar

Calls

Files

My App

Apps

Help

Chat

My Request

Manage Request

Time Log

Draft (3)

Active (6)

Request Type

Leave Request

Purchase Request

Purchase Request

Leave Request

Leave Request

Leave Request

Search

+ New Request

- Draft (3) Active (6)
- Request Type
- Leave Request
- Purchase Request
- Purchase Request
- Leave Request
- Leave Request
- Leave Request

- 🔍 + New Request
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Purchase Request



Request Details

Request Id : #6656

📅 Saturday, November 28, 2020 @ 11:45 am

🟡 Pending for Approval From R2

Pending with Niraj Sharma

Summary Log

Approval History

08/12/2020 R1 Vijay Sharma Approved
Ok, request approved.

R2 Niraj Sharma Pending

Chat



Vijay Sharma, the approver works in the Purchase department in Embee. Internally, he looks after the approval of all the purchase requirements for projects and is also the manager of Aniruddha Banerjee for leave approval.

Vijay as an approval authority wants to be notified for the pending leave request of his reportees as well as the purchase request since he looks after the approval for procurement. He also needs to know the see the details of the requests and take the action on it.

Activity

Chat

Teams

Calendar

Calls

Files


My App

...

Apps

Help

< >



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ChatMy RequestManage RequestTime Log

What can I do?

New request

Time log

Approve requests

Leave balance

List of holidays

Create a new request

Create/Approve log

Approve pending requests

View your leave balance

View list of holidays

⌨

📎

😊

GIF

🗨

📎

➤

Activity

Chat

Teams

Calendar

Calls

Files


My App

...

Apps

Help

< >




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ChatMy RequestManage RequestTime Log

Approve requests



Approve request

Hello, Vijay, you can approve the leave, purchase request and time log from the below mentioned options:

Leave / Purchase request

Time log

📎📎😊GIF🗨️📎+

➤

Activity

Chat

Teams

Calendar

Calls

Files


My App

...

Apps

Help

< >



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ChatMy RequestManage RequestTime Log










Active (6)Completed (10)

Filter

DD/MM/YYYY

DD/MM/YYYY

Search Keyword

<input type="checkbox"/>	Request Type	Request ID	Requested On ^	Requested By	Notes		
<input type="checkbox"/>	Leave Request	#LM0023872	10/11/2020 10:45 am	Aniruddha Banerjee	Lorem Ipsum is simply dummy text		...
<input type="checkbox"/>	Leave Request	#LM0023871	13/11/2020 2:37 pm	Subhadeep Chakraborty	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Leave Request	#LM0023870	16 /11/2020 05:20 pm	Priyanka Gupta	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Leave Request	#LM0023869	21/12/2020 06:50 pm	Amrit Deshai	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Purchase Request	#6778	22/12/2010 4:40 pm	Aniruddha Banerjee	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Leave Request	#LM0023870	01/12/2020 3:45 pm	Sumit Roy	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Leave Request	#LM0023869	03/12/2020 2:30 pm	Anuvab Deshmukh	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Purchase Request	#6777	5/12/2020 11:15 am	Parama Mukherjee	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Purchase Request	#6776	07/12/2020 10:32 am	Aniruddha Banerjee	The point of using Lorem Ipsum is that...		...

Active (6)

Completed (10)

Filter

DD/MM/YYYY

DD/MM/YYYY

Search Keyword

1 selected Reject Approve

<input type="checkbox"/>	Request Type	Request ID	Requested On ^	Requested By	Notes		
	Leave Request	#LM0023872	10/11/2020 10:45 am	Aniruddha Banerjee	Lorem Ipsum is simply dummy text		...
	Leave Request	#LM0023871	13/11/2020 2:37 pm	Subhadeep Chakraborty	The point of using Lorem Ipsum is that...		...
	Leave Request	#LM0023870	16 /11/2020 05:20 pm	Priyanka Gupta	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Leave Request	#LM0023869	21/12/2020 06:50 pm	Amrit Deshai	The point of using Lorem Ipsum is that...		...
<input type="checkbox"/>	Purchase Request	#6778	22/12/2010 4:40 pm	Aniruddha Banerjee	The point of using Lorem Ipsum is that...		...
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<input type="checkbox"/>	Purchase Request	#6776	07/12/2020 10:32 am	Aniruddha Banerjee	The point of using Lorem Ipsum is that...		...

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Active (6)

Completed (10)

Filter

DD/MM/YYYY

DD/MM/YYYY

Search Keyword

1 selected ✕ Reject ✓ Approve

<input type="checkbox"/>	Request Type	Request ID	Requested On ^	Requested By	Notes	
<input checked="" type="checkbox"/>	Leave Request	#LM0023872	10/11/2020 10:45 am	Aniruddha Banerjee		<div><div>Aniruddha Banerjee</div><div>Available</div><div>Practice Head- Enterprise Applic...</div><div>TST</div><div>Kolkata</div><div>+913364506126</div><div><div></div><div></div><div></div><div></div><div></div></div><div>Message Aniruddha Banerjee</div></div>
<input type="checkbox"/>	Leave Request	#LM0023871	13/11/2020 2:37 pm	Subhadeep Chakrabo		
<input type="checkbox"/>	Leave Request	#LM0023870	16 /11/2020 05:20 pm	Priyanka Gupta		
<input type="checkbox"/>	Leave Request	#LM0023869	21/12/2020 06:50 pm	Amrit Deshai		
<input type="checkbox"/>	Purchase Request	#6778	22/12/2010 4:40 pm	Aniruddha Banerjee		
<input type="checkbox"/>	Leave Request	#LM0023870	01/12/2020 3:45 pm	Sumit Roy		
<input type="checkbox"/>	Leave Request	#LM0023869	03/12/2020 2:30 pm	Anuvab Deshmukh	The point of using Lorem Ipsum is that...	
<input type="checkbox"/>	Purchase Request	#6777	5/12/2020 11:15 am	Parama Mukherjee	The point of using Lorem Ipsum is that...	
<input type="checkbox"/>	Purchase Request	#6776	07/12/2020 10:32 am	Aniruddha Banerjee	The point of using Lorem Ipsum is that...	

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Active (6)

Completed (1)

Request Type

Leave Request

Leave Request

Leave Request

Leave Request

Purchase Request

Leave Request

Leave Request

Purchase Request

Purchase Request

Search Keyword

1 selected

✕ Reject

✓ Approve

that...

that...

that...

that...

that...

that...

that...

that...

that...

Purchase Request

Take Action

Request Id : #6656

Saturday, November 28, 2020 @ 11:45 am

Pending for Approval

Summary

Log

General Info

Project ID : C.0020312.1

Department : 50001079-FLM

Purchase Group : TIMS(Software/Hardware)

Cost Born By : Customer

Amount : 175703.6 INR

Short Description of purchase

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec tristique nibhest, vitae egestas metus sollicitudin at.

Attach Quotation:

Quotation 1

Material

Infosec Applicability

Business Criticality

Comments :

Enter remarks

Push back

Transfer

Reject

Approve

Aniruddha Banerjee

Chat

For more information connect@embee.co.in

Activity

Chat

Teams

Calendar

Calls

Files

My App

...

Apps

Help

Chat

My Request

Manage Request

Time Log

Active (6)

Completed (1)

Request Type

Leave Request

Leave Request

Leave Request

Leave Request

Purchase Request

Leave Request

Leave Request

Purchase Request

Purchase Request

Search Keyword

1 selected

✕ Reject

✓ Approve

that...

that...

that...

that...

that...

that...

that...

that...

that...

Purchase Request

Take Action

Request Id : #6656

Saturday, November 28, 2020 @ 11:45 am

Pending for Approval

Summary

Log

08/12/2020

R1

Vijay Sharma

Approved

Ok. Celebrate your function, take care.

Chat

R2

Niraj Sharma

Pending

Initiate group chat

Aniruddha Banerjee

Chat

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Activity

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Calls

Files

My App

...

Apps

Help

< >

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ChatMy RequestManage RequestTime Log

← Reply

7/12 4:42 PM

Leave Request

LM0023872

10/12/2020 - 12/12/2020 (3 days) Pending

Aniruddha Banerjee has submitted a leave request and is pending for your approval.

Aniruddha Banerjee

Leave Type: Earned Leave

Notes: For Celebration of family function

Comment

ChatView DetailsRejectApprove

07/12/2020 4:40 PM

← Reply

Start a new conversation. Type @ to mention someone.

Activity

Chat

Teams

Calendar

Calls

Files

My App


...


Apps


Help


Chat


Recent


Charlotte and Babak1:58 PM
Babak: I asked the client to send her feed...


Emiliano Ceballos1:55 PM
😂😂


Marie Beaudouin1:00 PM
Sounds good?


Oscar Krogh6/23
You: Thanks! Have a nice weekend


Aniruddha Banerjee
Sent a card

Daichi Fukuda5/4
No, I think there are other alternatives we c...

Kian Lambert5/3
Have you ran this by Beth? Make sure she is...

Team Design Template5/2
Reta: Let's set up a brainstorm session for...

Reviewers5/2
Darren: Thats fine with me

Aniruddha BanerjeeChatActivity+

Leave Request

07/12/2020 4:40 PM

LM0023872

10/12/2020 - 12/12/2020 (3 days)














Pending


Leave Type : Earned Leave

Notes: For Celebration of family function

View Details

Hi, Can we connect for more clarification?





For more information connect@embee.co.in

Solution Highlights – Best Practices

Key Solution Design Considerations

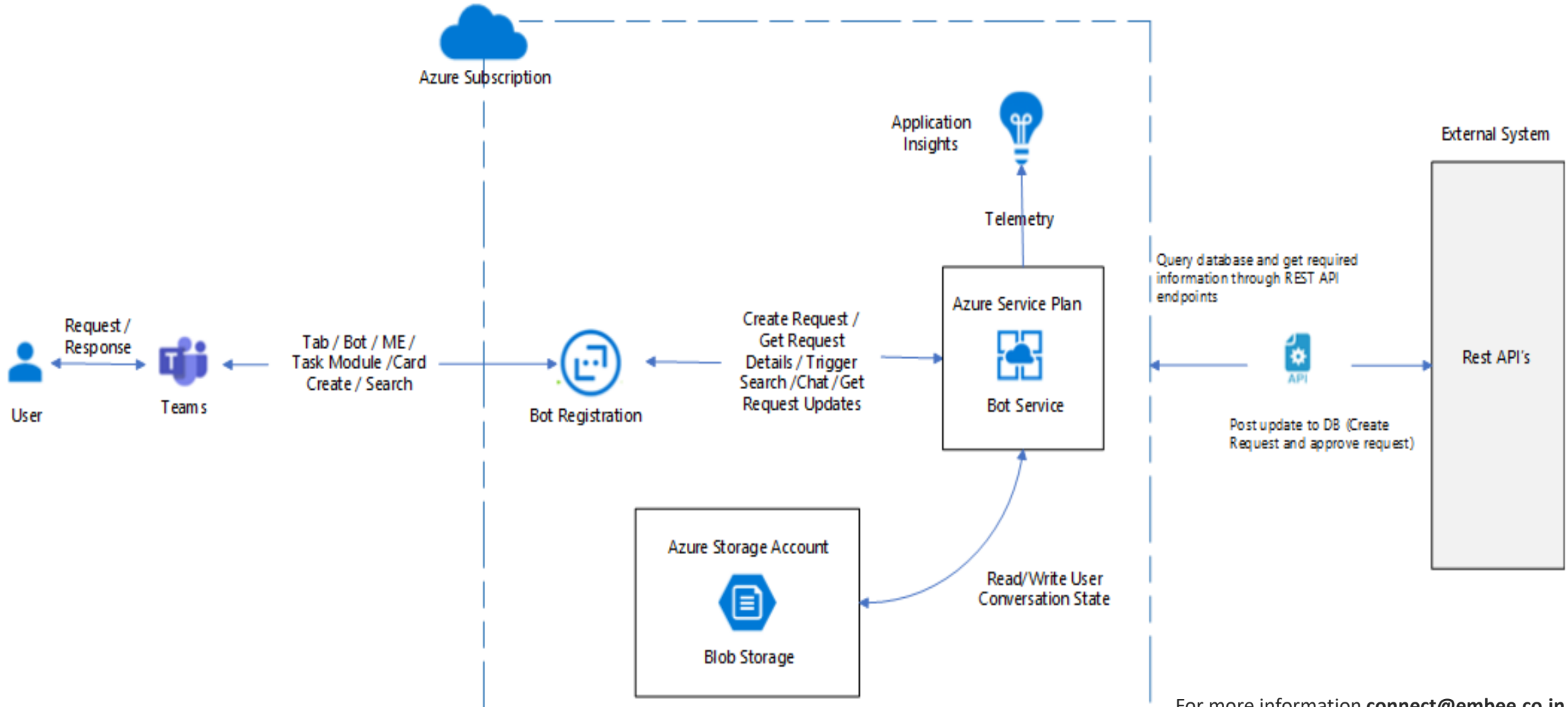
Platform Extension Points

- **Personal Tab** are added as part of the app to provide a consolidated view of all request for all requestor and approver.
 - Persona Tab – Each requester or approver is accessible in their own personal tabs for ease of viewing their own request list.
- **Task modules** are used for creating new request / viewing request details / taking action on the request -
- Required information for creating the new request from the user are collected using the task module.
 - User action item information are also been collection using task module
- **Bot** is used for navigating the capabilities within the app. Bot with fixed set of commands fits well in this scenario as -
 - The app has a defined fixed set of functionalities such as **sending notification** to the requester as an adaptive card when a request is raised.
 - As an approver, can take approve or reject from the adaptive card action.
 - The information from the bot responses is useful only for the single end user who requested it. The requester can choose to perform further operations on the presented information

Adaptive Cards

- **Adaptive Card** are an open card exchange format enabling developers to exchange UI content in a common and consistent way. It is used to notify the user for the status of the request. This ensures that readability and tracking of a request is easy for approver and requestor.
- **Card refreshes** are used to update the card status instead of sending multiple different cards about the same request. This ensures that readability and tracking of a user request.

Solution Architecture



Get 2-hour Free Assessment and Demo by Embee Experts

This 2- hour Assessment and Demo on Leave/Purchase Request application provides you with a basic understanding of the app and pre-requisites to deploy in Teams including a readiness assessment to understand the next steps.



Thank You!