

**User Manual  
for  
Mobile Application  
(Leave Management)  
Version 1.0**



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### DOCUMENT DETAILS

Customer: Voltas Limited

Project: SAP EP

Name	Version No.	Description
User Manual	1.0	User Manual of Mobile Application (Leave Application)

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## **1. Overview:**

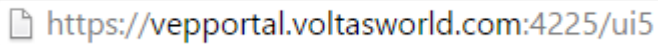
SAP Fiori is a platform that provides the porting of applications on mobile devices. This enables applications to be used on desktop computers, tablets and smart phones.

This document highlights the process to be followed by Voltas employees and managers for:

- Applying Leaves
- Approving Leaves

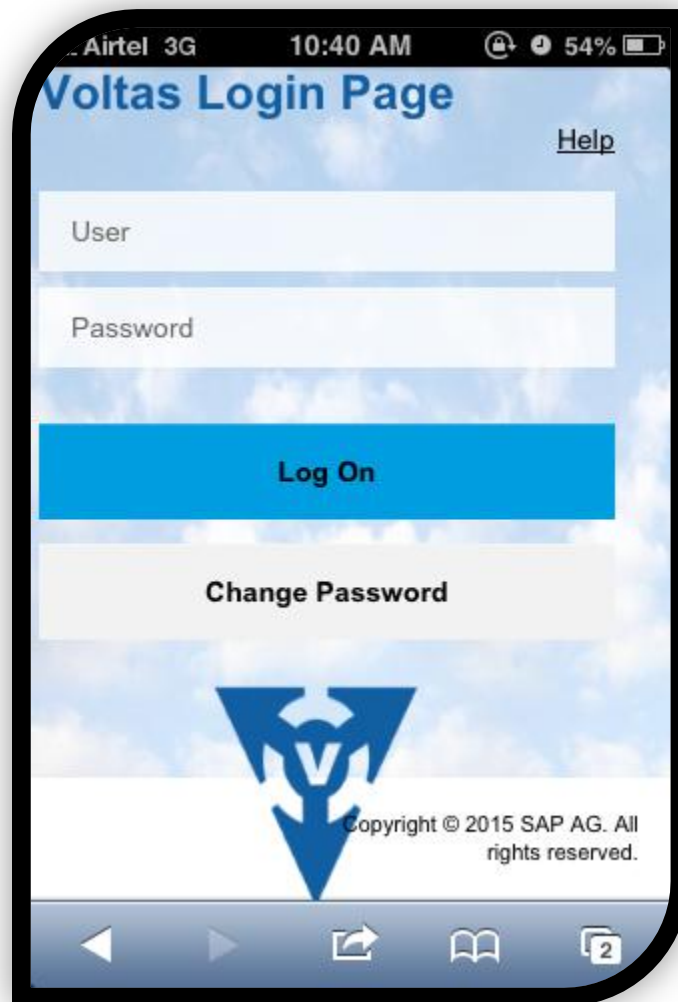
## 2. Login Procedure:

- a. Launch the Internet browser on your Smartphone/tabs.
- b. Enter the below URL in the browser:  
<https://vepportal.voltasworld.com:4225/ui5>



Don't forget to bookmark the link.

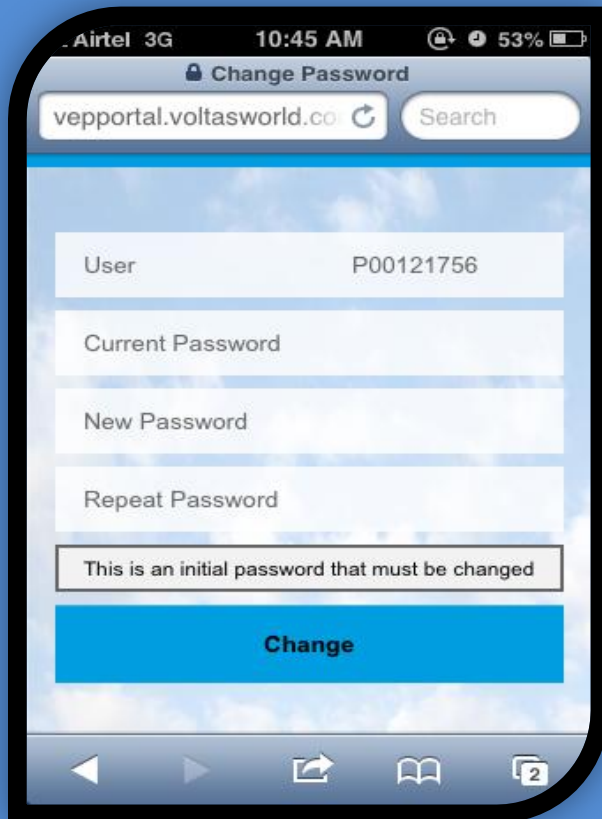
The below page will launch:



- c. Enter the required credentials.
- User – This will correspond to the Voltas PF number
  - Password – For first time login, the password will be sent to your inbox.  
*Please note that the password is different from the SAP ESS password.*

### **First Time Login**

*On first time login, you will be required to change your password.*



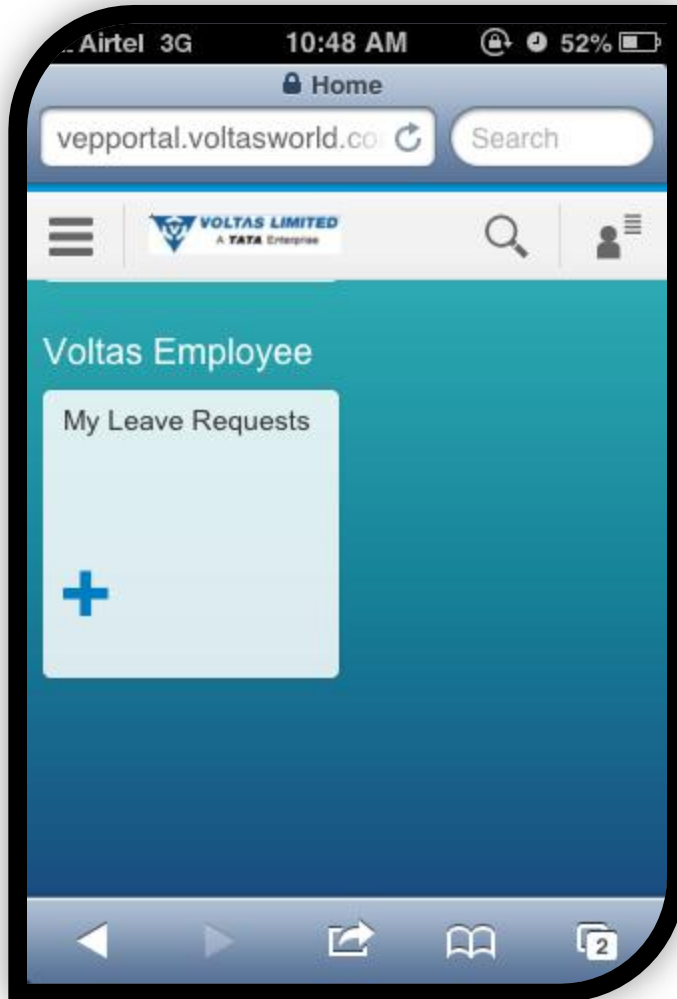
The screenshot shows a mobile browser interface for the 'Change Password' page. The address bar displays 'veportal.voltasworld.co'. The page contains the following elements:

- User:** P00121756
- Current Password:** (empty field)
- New Password:** (empty field)
- Repeat Password:** (empty field)
- Message:** This is an initial password that must be changed
- Change:** A prominent blue button at the bottom of the form.

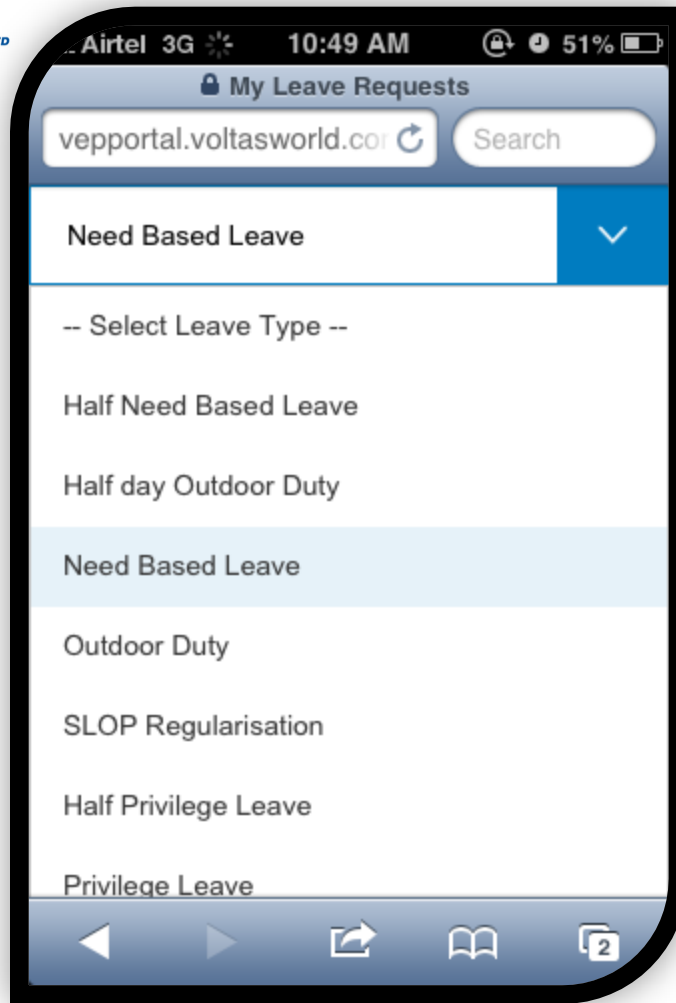
- d. Click "Log On" to proceed.

### 3. My Leave Request App:

- a. Click on 'My Leave Requests'



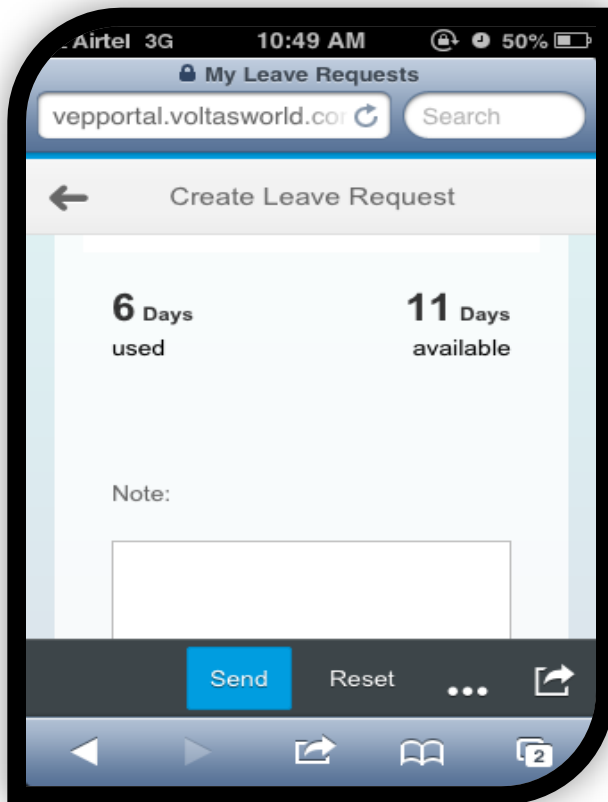
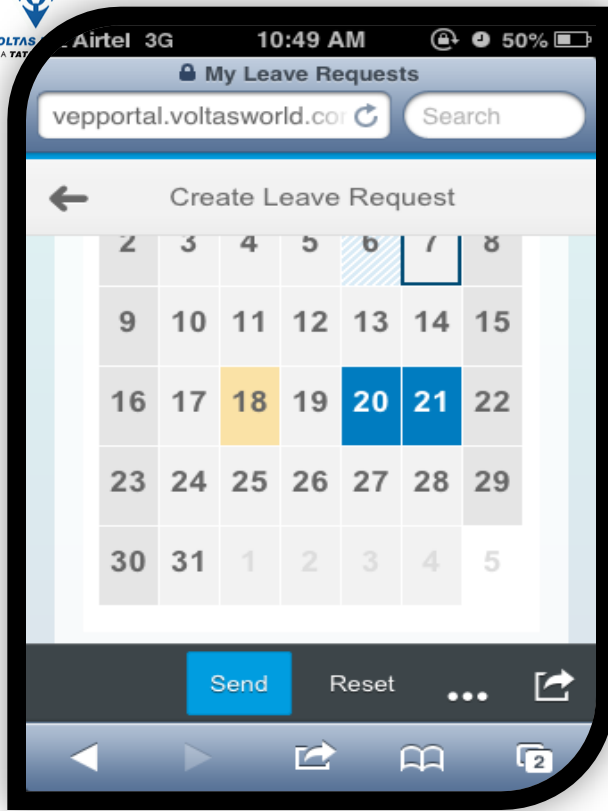
- b. Select Leave Type



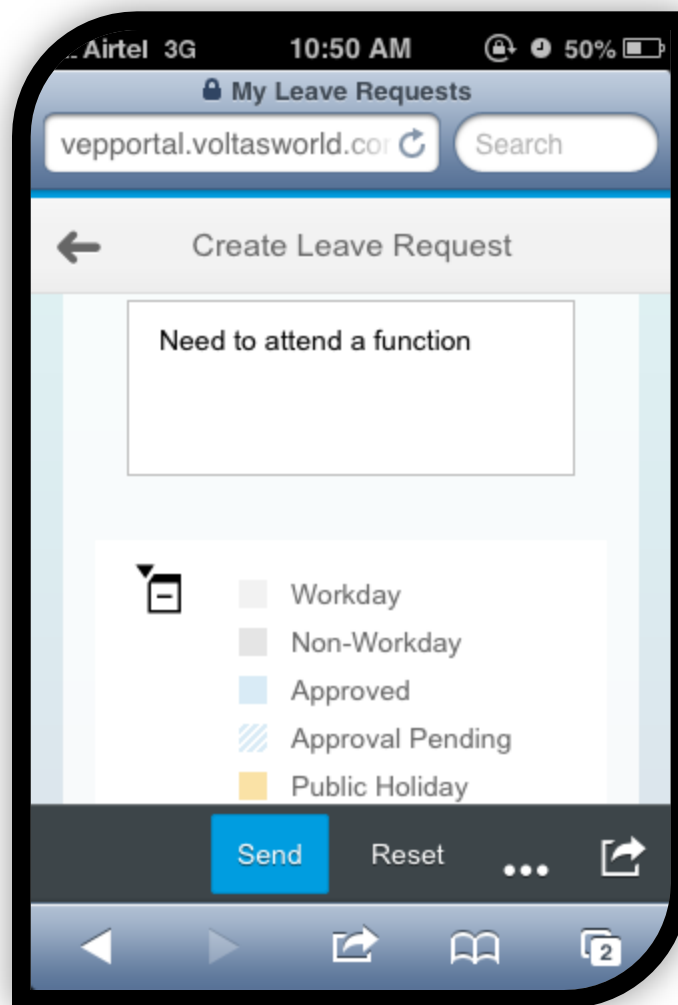
c. Click on the dates to select the date of leaves:

**Note:** Leave duration can be selected by clicking on Start Date and End Date on the calendar. All the dates in the range will be automatically considered for the leave request.

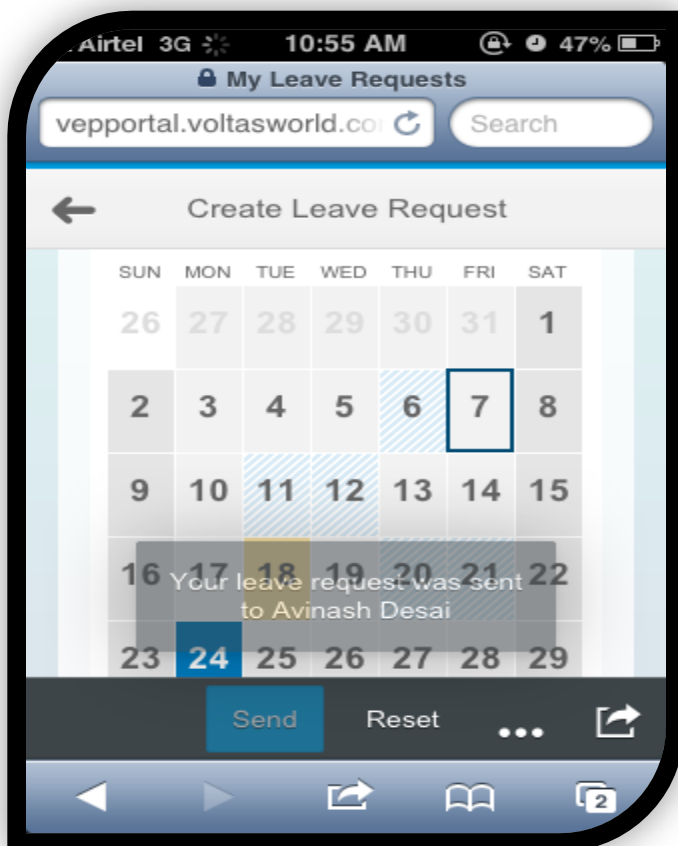
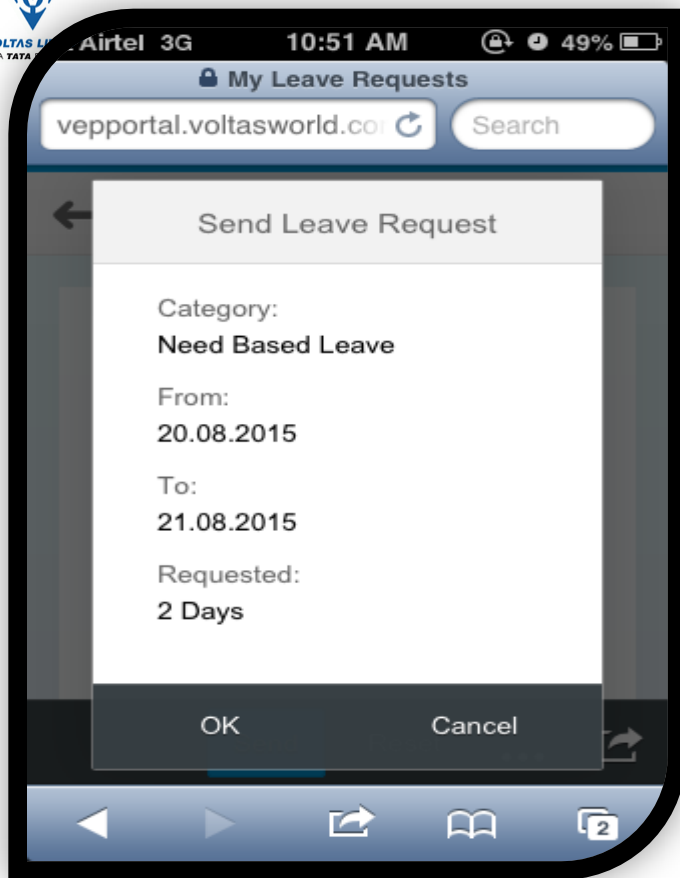




d. Click Send:



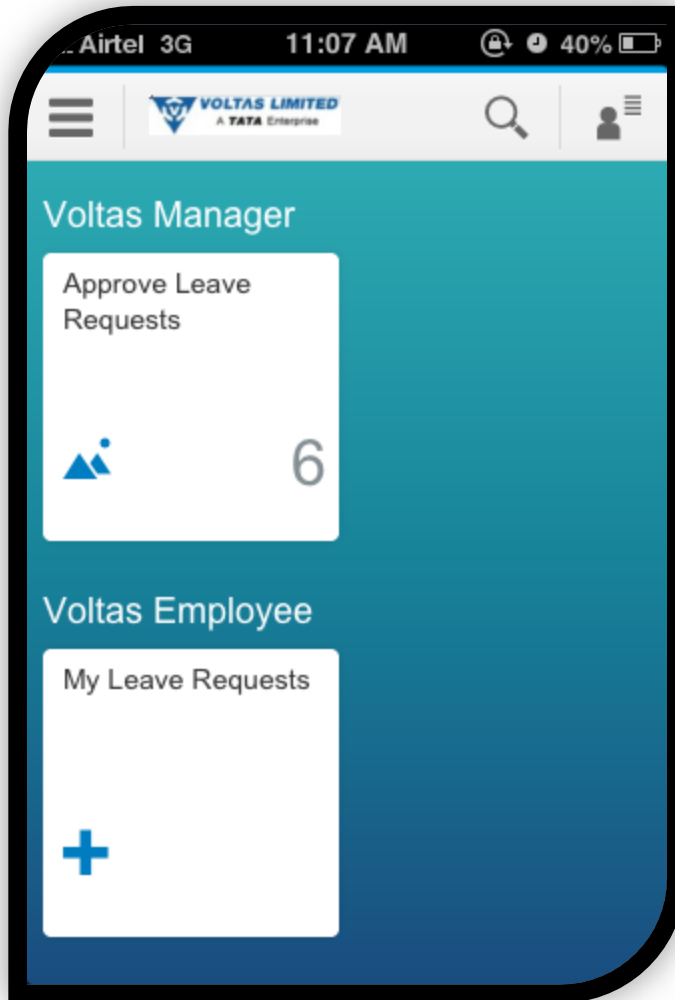
e. Pop message with leave details is displayed. Click OK. Leave submission confirmation message appears.



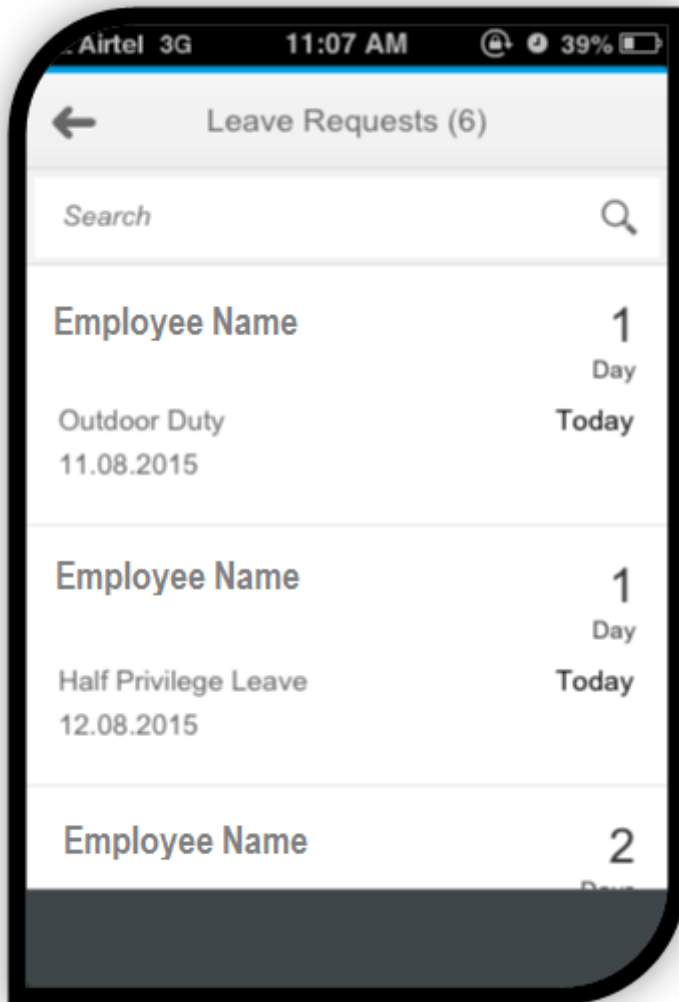
f. Your manager will be notified of the same.

#### 4. Approve Leave Request:

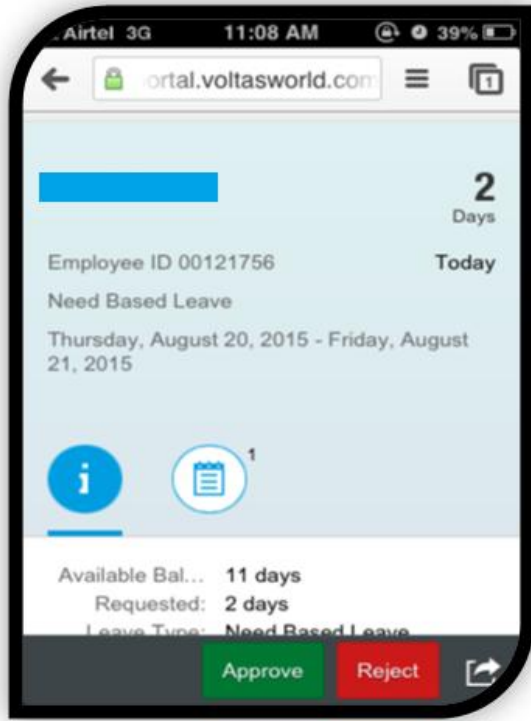
- a. Manager logs in to the FIORI application.
- b. Click on Approve Leave Requests App.

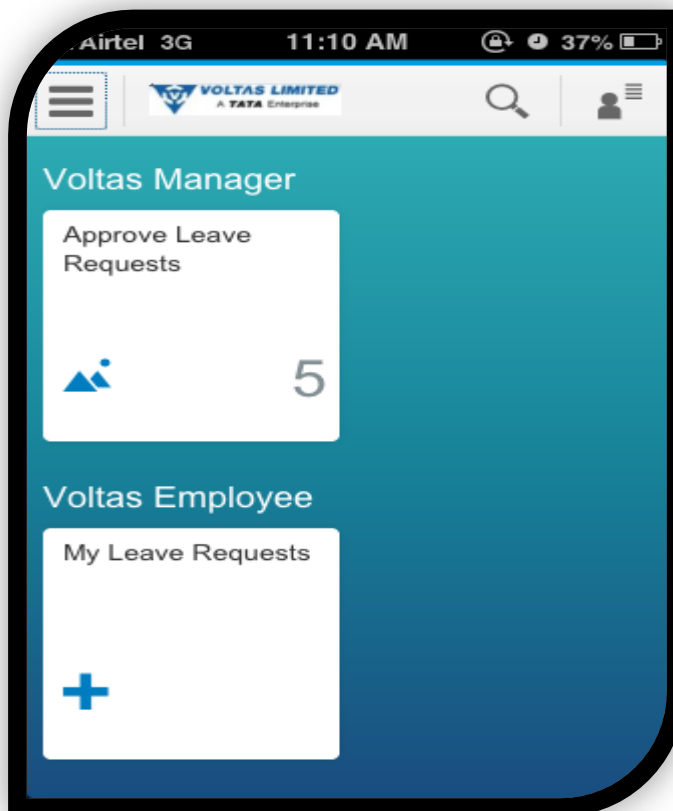
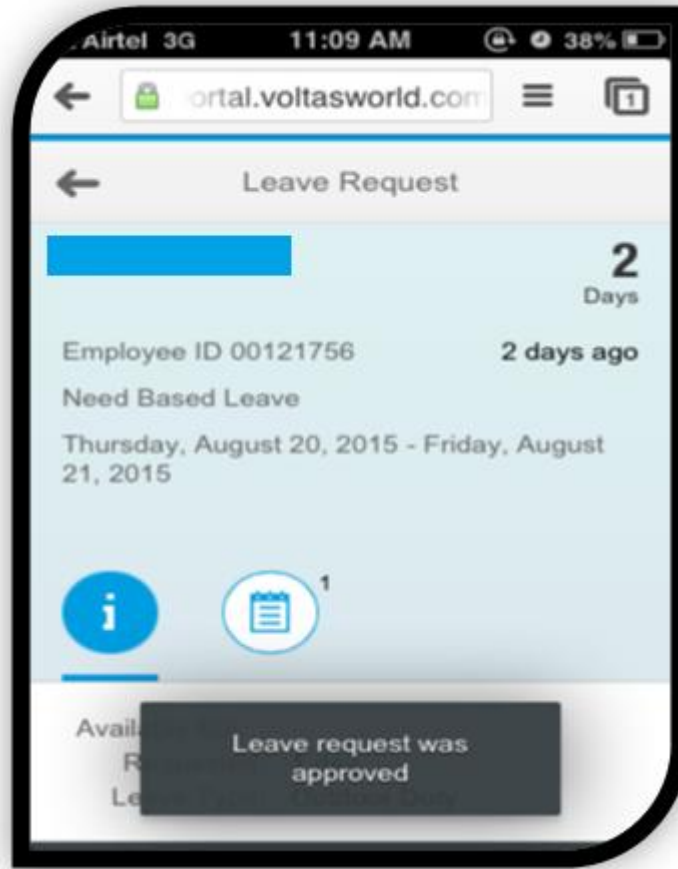


- c. Select the leave request to action on. Leave details will be displayed on the screen.



d. Click Approve/Reject.





## 5. Ideal Device Configuration:

3G or more data configuration would be ideal for the FIORI applications to launch quickly.

The application is compatible with the following:

- ✓ Apple OS version 7.x or 8.x,
- ✓ Android version 4.1-5.1,
- ✓ Windows Phone 8.1 GDR1 and
- ✓ Blackberry Z10/Z30 version 10.x

## 6. Essential Factors for Mobile Applications:

Application speed may vary according to the network.

Below are the Initial Possible scenarios in different mobile in different browsers:

### Case 1:



In case of any issues please reach out to [saphcmsupport@voltas.com](mailto:saphcmsupport@voltas.com) .