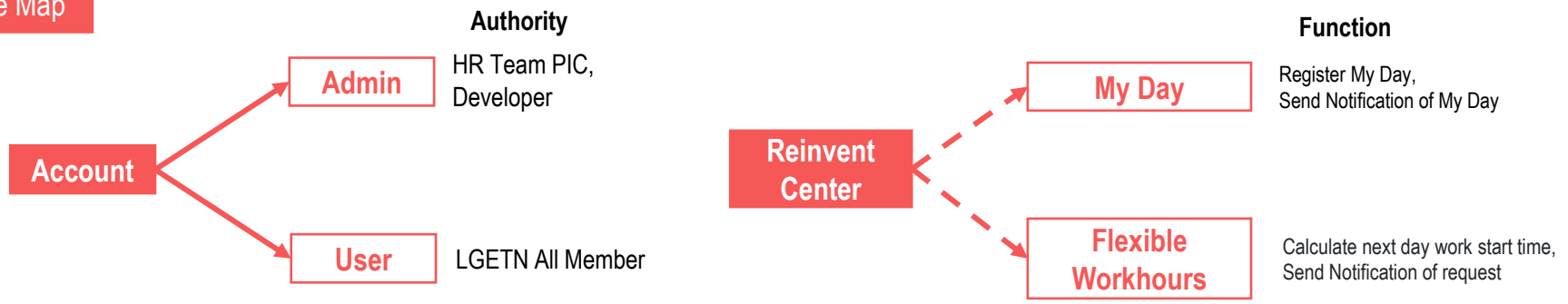
0. REINVENT Center Main

LGETN R&D
Eunbi Yoon

- **You should log in to access this website and if you are logout it when you click some buttons to move page you will connect to login page automatically**
- **Website has two types of accounts authority, Admin and User. User Authority is approval requester and Admin Authority is approver, usually security member**

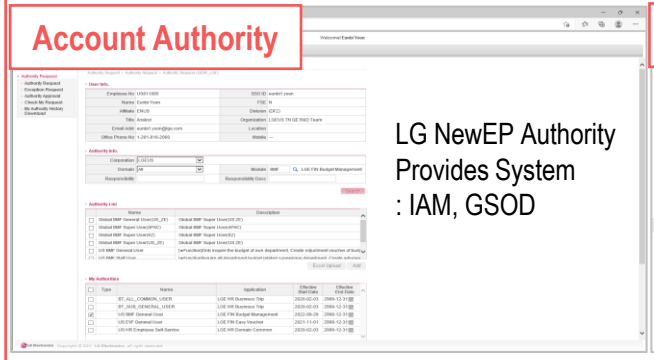
Site Map



System Design Idea Comes From LG System

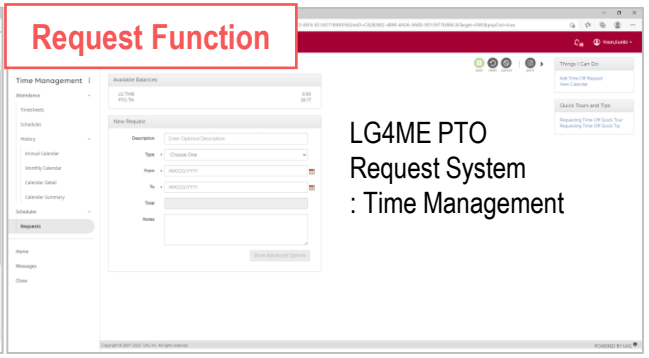
This site has been developed as a reference for the various operating methods of the LG system to provide a friendly LG's user experience.

Account Authority



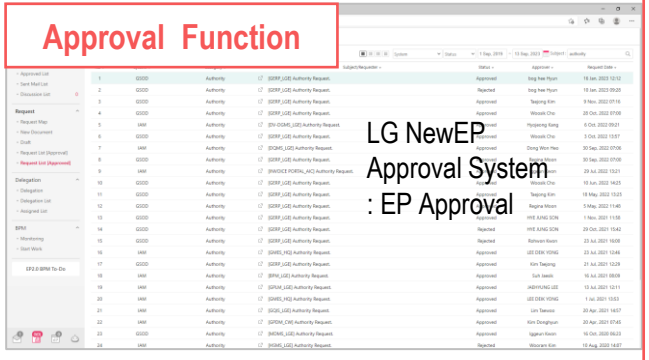
LG NewEP Authority
Provides System
: IAM, GSOD

Request Function



LG4ME PTO
Request System
: Time Management

Approval Function



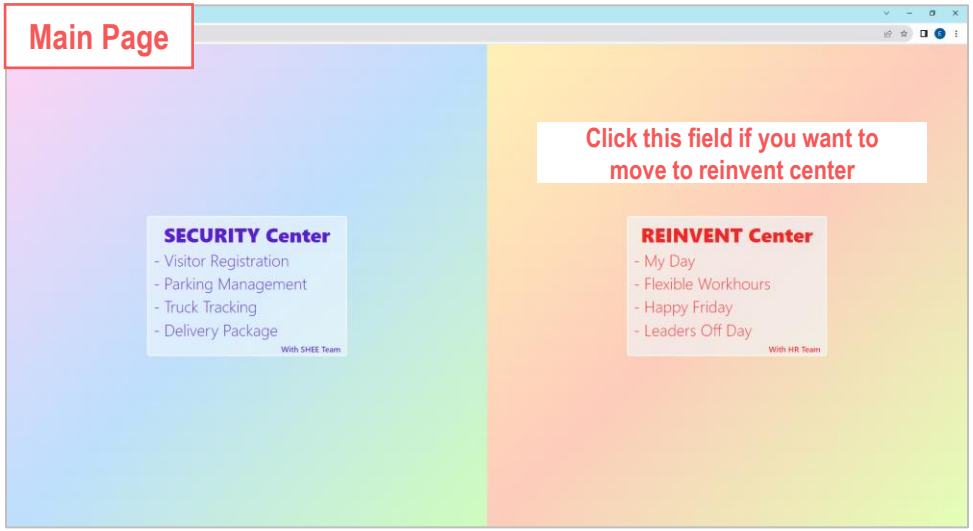
LG NewEP
Approval System
: EP Approval

1. Sign Up & Login Page

LGETN R&D
Eunbi Yoon

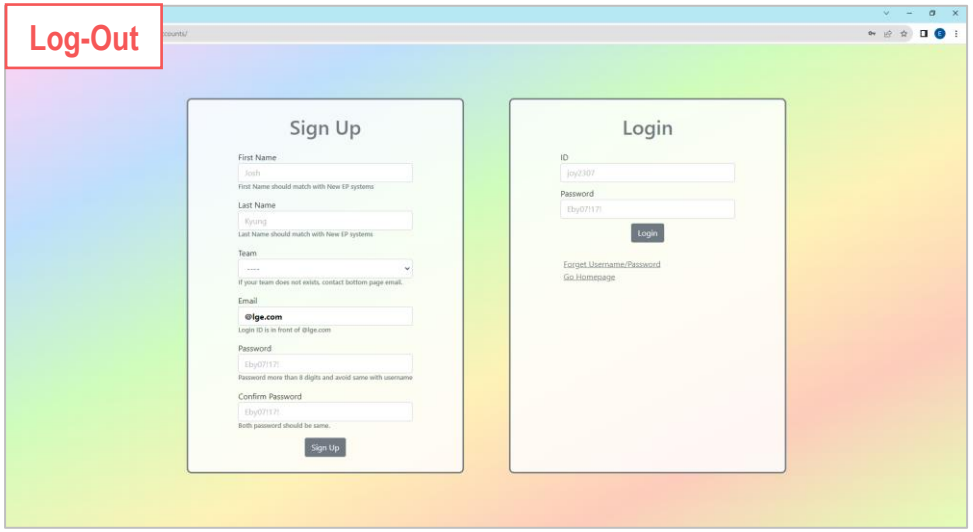
- You should log in to access this website and if you are logout it when you click some buttons to move page you will connect to login page automatically
- When you sign up here, you will get user authority, if you need Admin Authority then send your all sign up information referring sign-up form (eunbi1.yoon@lge.com)
- For sign up, all blanks are required and check detailed requirements below blanks and password different with username. e.g. username : user, password : user1357(X).
- Email address should be @lge.com for security purpose.

Main Page



Log-In

Log-Out



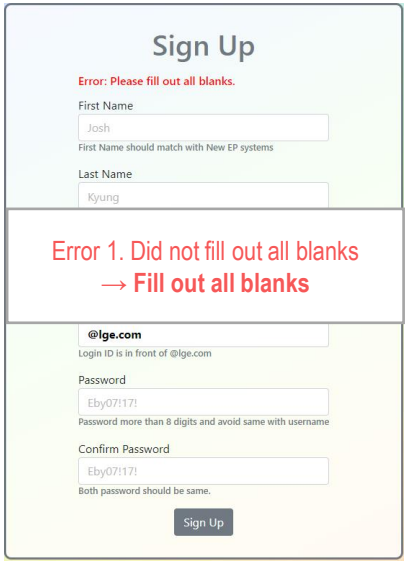
1. Sign Up Page – Error Logic

LGETN R&D
Eunbi Yoon

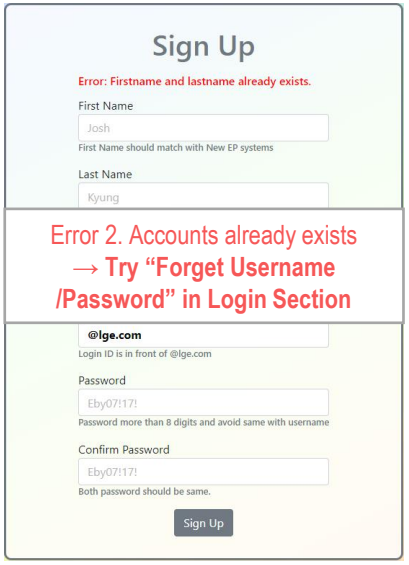
Serialized Structure : Define all occurred errors and you can make accounts when you avoid all these errors below

N : No Error Exist

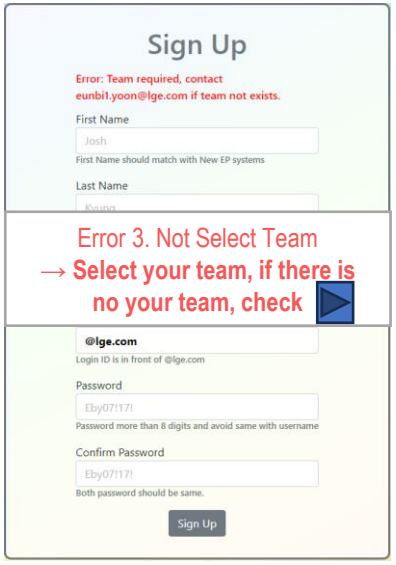
Error 1 → N → Error 2 → N → Error 3 → N → Error 4 → N → Error 5 → N → Error 6 → N → Error 7 → N → True



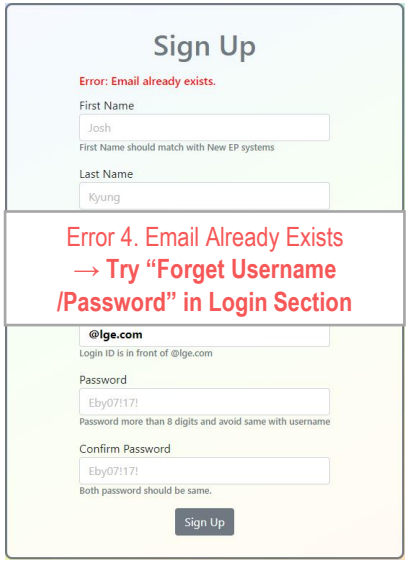
Error 1. Did not fill out all blanks
→ **Fill out all blanks**



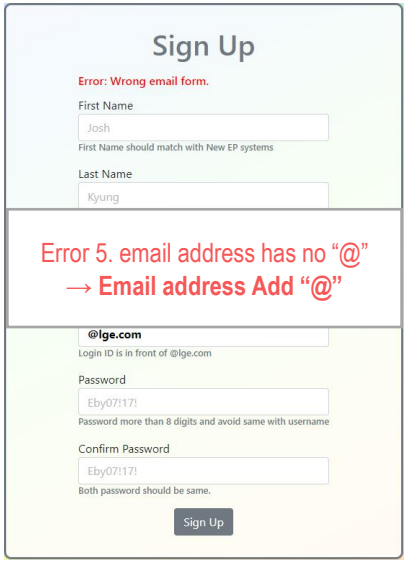
Error 2. Accounts already exists
→ **Try "Forget Username /Password" in Login Section**



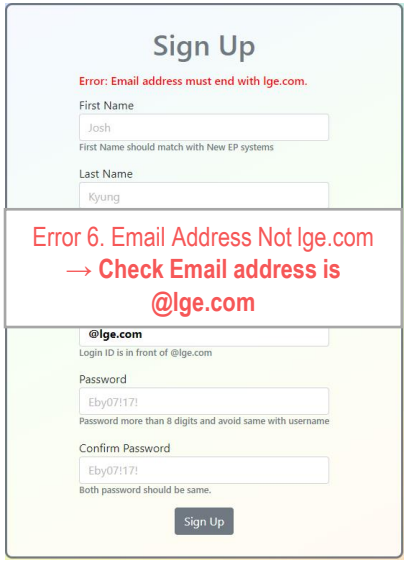
Error 3. Not Select Team
→ **Select your team, if there is no your team, check**



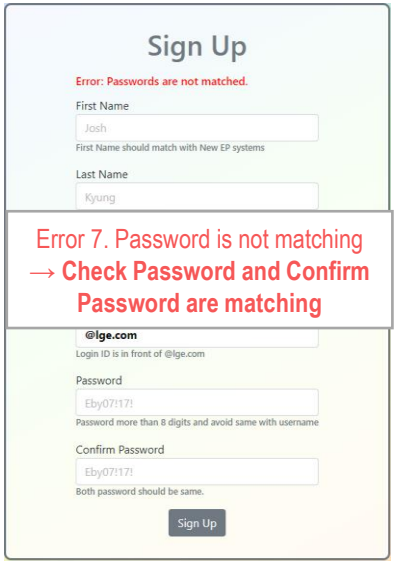
Error 4. Email Already Exists
→ **Try "Forget Username /Password" in Login Section**



Error 5. email address has no "@"
→ **Email address Add "@"**



Error 6. Email Address Not lge.com
→ **Check Email address is @lge.com**



Error 7. Password is not matching
→ **Check Password and Confirm Password are matching**

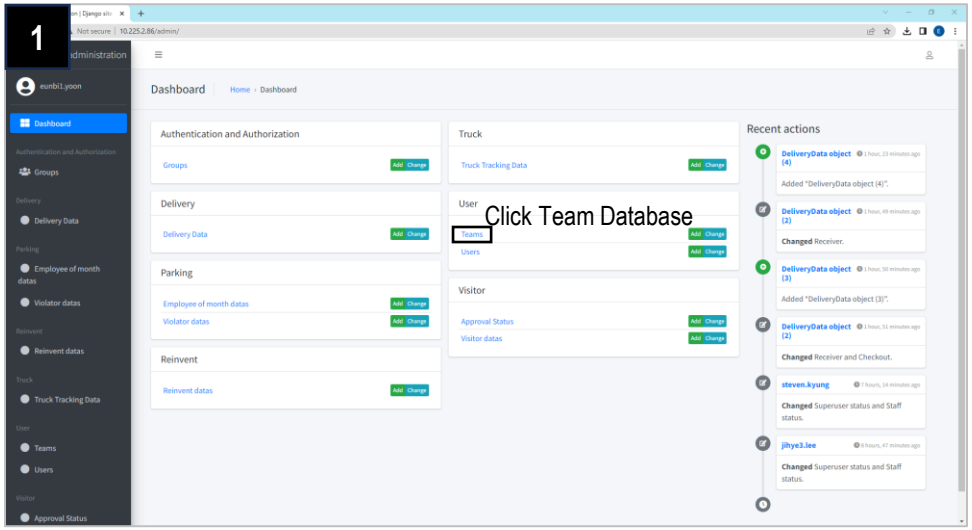
Error 8. Password shorter than 8 digits → **Password Length can be same or larger than 8 digits**

Appendix. How to add/edit team information

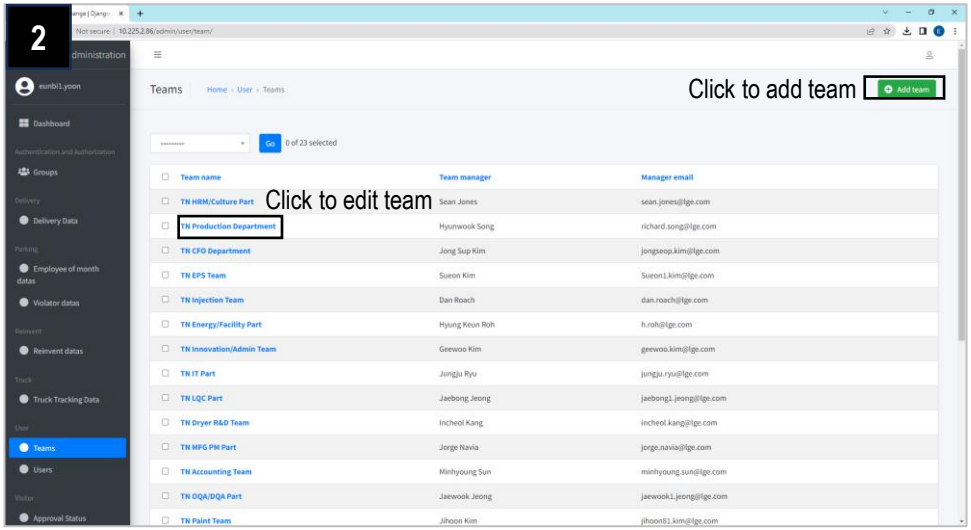
LGETN R&D
Eunbi Yoon

- This guide for HR admin to register new team or change team manager. Please access to http://10.225.2.86/admin/
- If are not able to login this page then you don't have authority, please contact to get admin authority eunbi1.yoon@lge.com

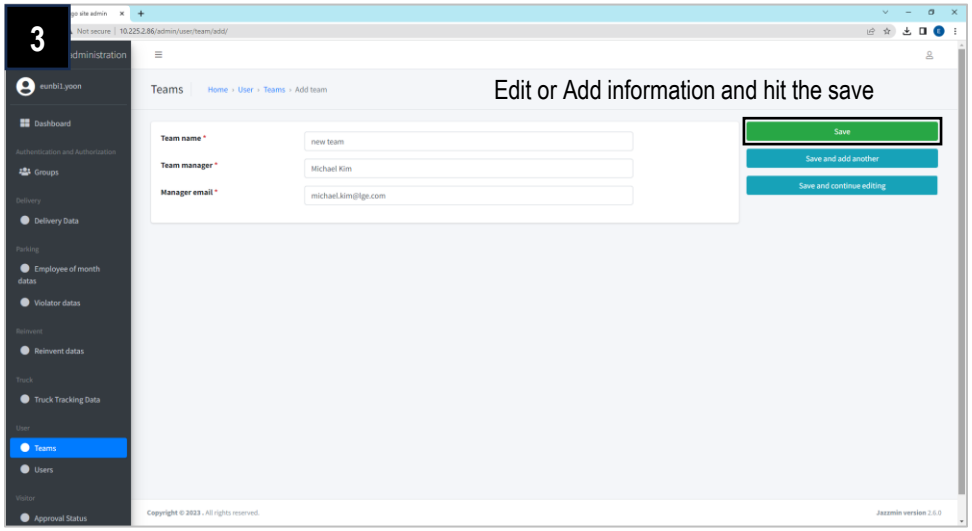
1



2

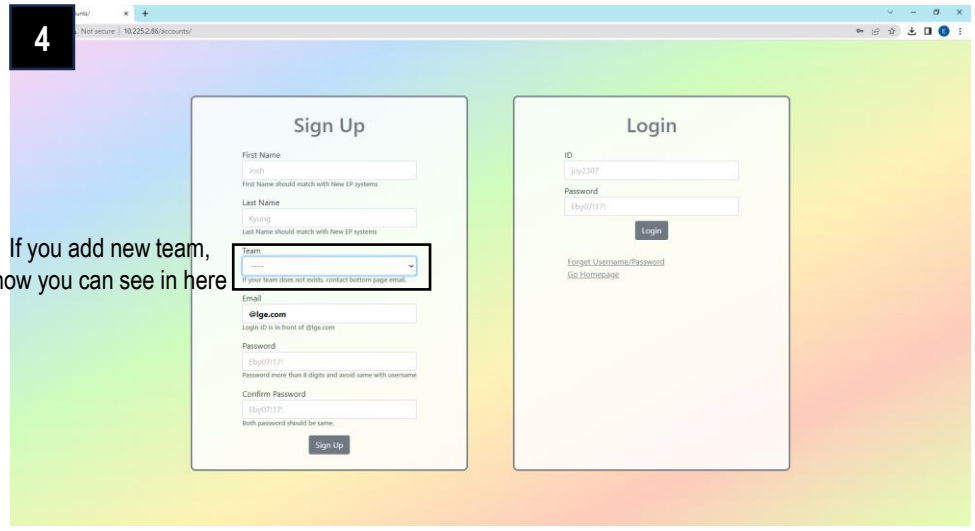


3



4

If you add new team, now you can see in here

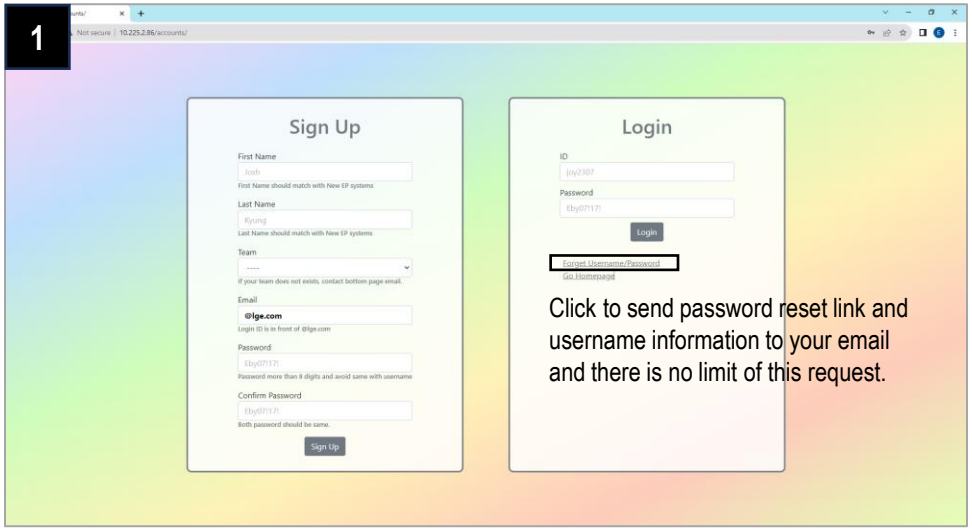


1. Sign Up, Log In Page - Forget Username/Password

LGETN R&D
Eunbi Yoon

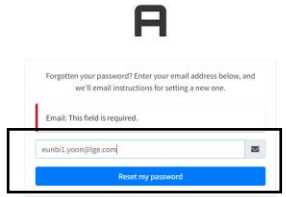
- **If you forget password or username, please click “Forget Username/Password”. You will receive email showing username and password reset link.**
- **Click the link to reset your password and this link is only valid for 10 minutes. If you passed 10 minutes, then click “Forget Username/Password” once again.**

1



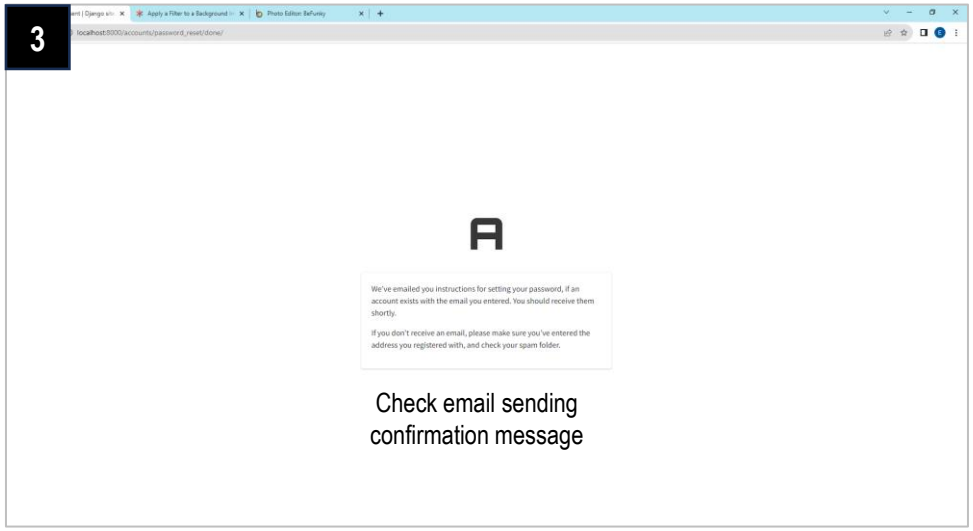
Click to send password reset link and username information to your email and there is no limit of this request.

2



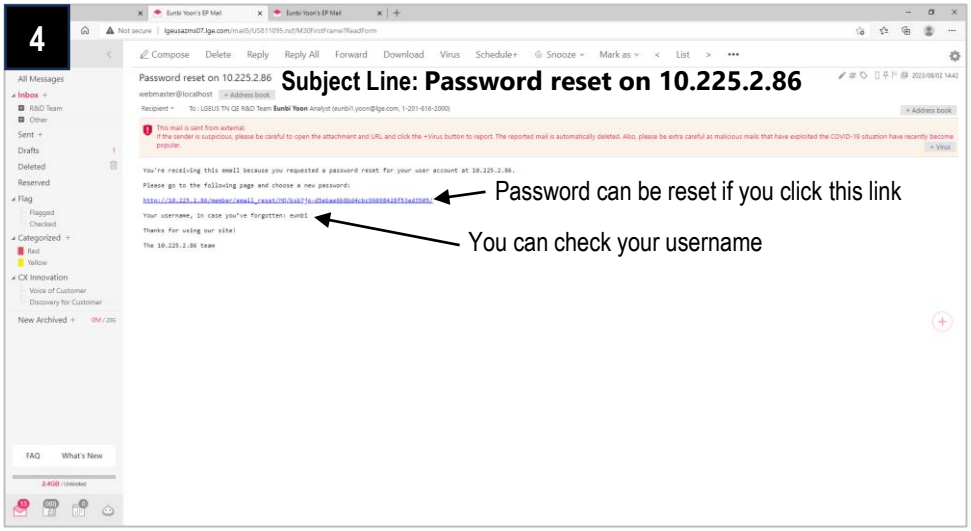
It should be matched with email that you fill when sign up.
After this, click reset my password

3



Check email sending confirmation message

4

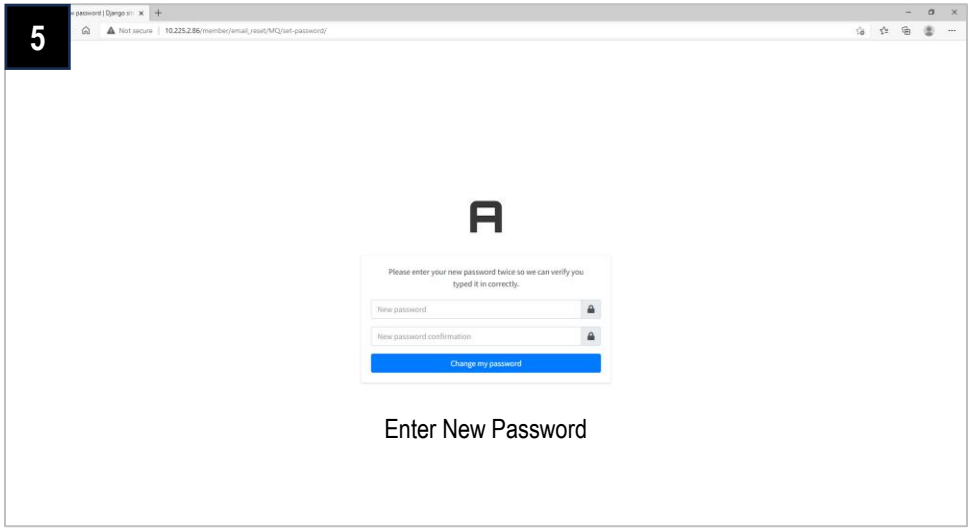


1. Sign Up, Log In Page - Forget Username/Password

LGETN R&D
Eunbi Yoon

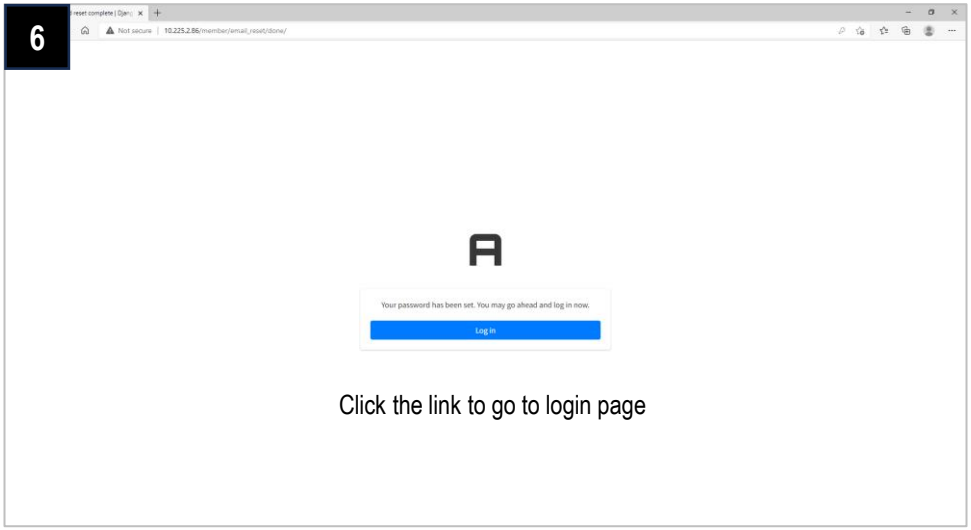
- **If you forget password or username, please click “Forget Username/Password”. You will receive email showing username and password reset link.**
- **When you enter email address to reset your password, it should be LG Email(@lge.com) and match with email address that you sign up.**

5



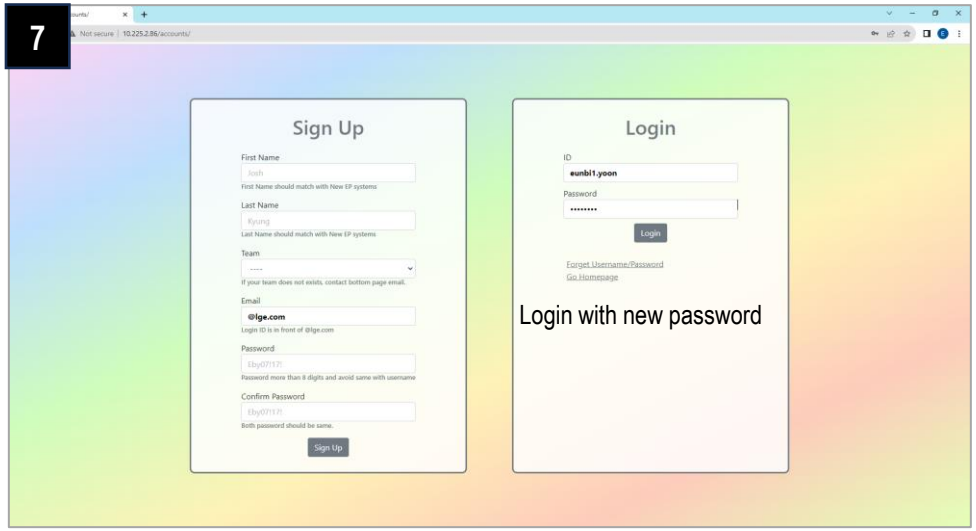
Enter New Password

6



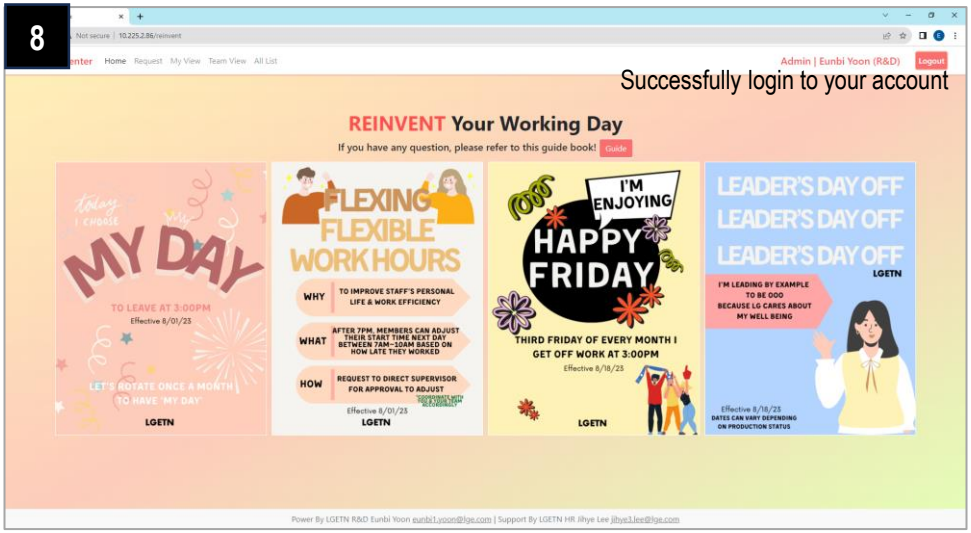
Click the link to go to login page

7



Login with new password

8



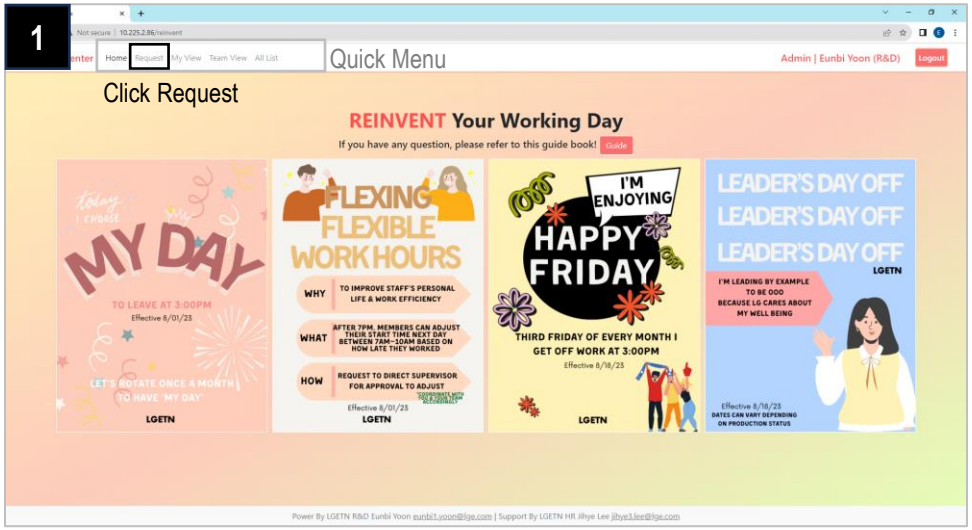
Successfully login to your account

2. Request Page - Flexible Workhours

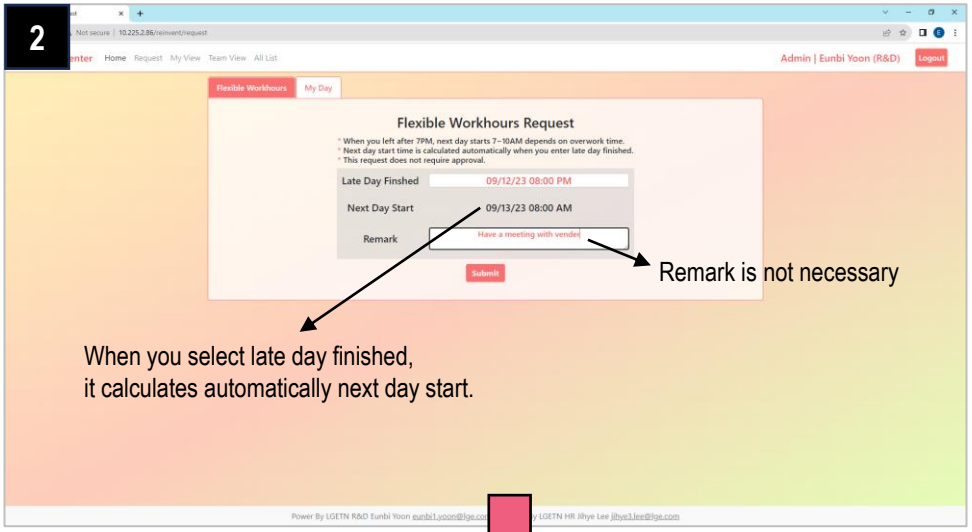
LGETN R&D
Eunbi Yoon

- **This program is not required your manager's approval and there is no limit to the number of requests you can make as long as you finish after 7PM.**
- **After request, you and your manager will receive the message and if your manager's email is wrong, please contact to HR admin (jihye3.lee@lge.com)**

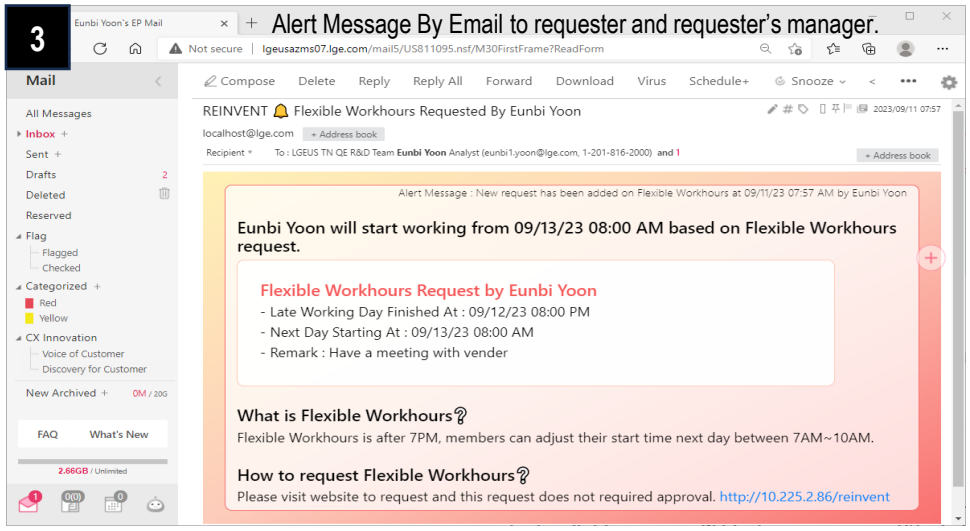
1



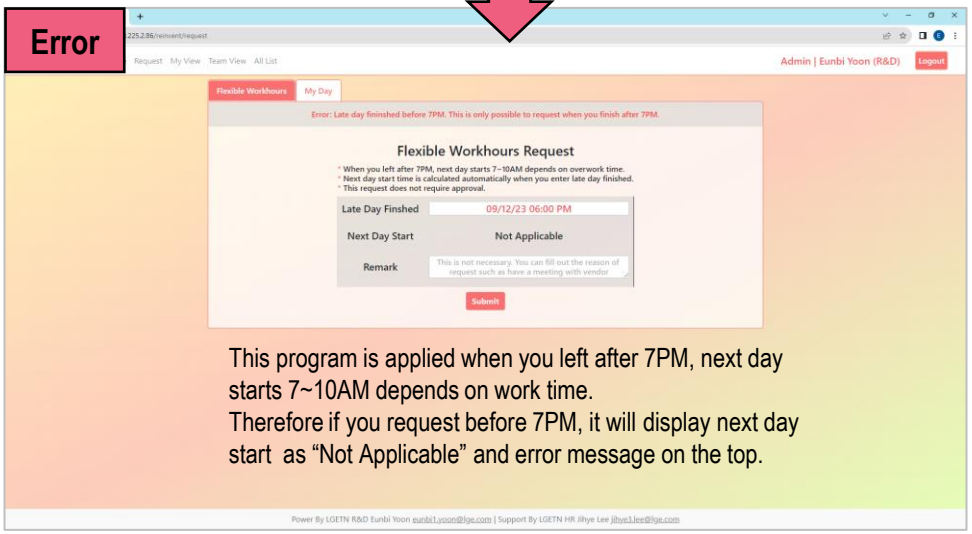
2



3



Error

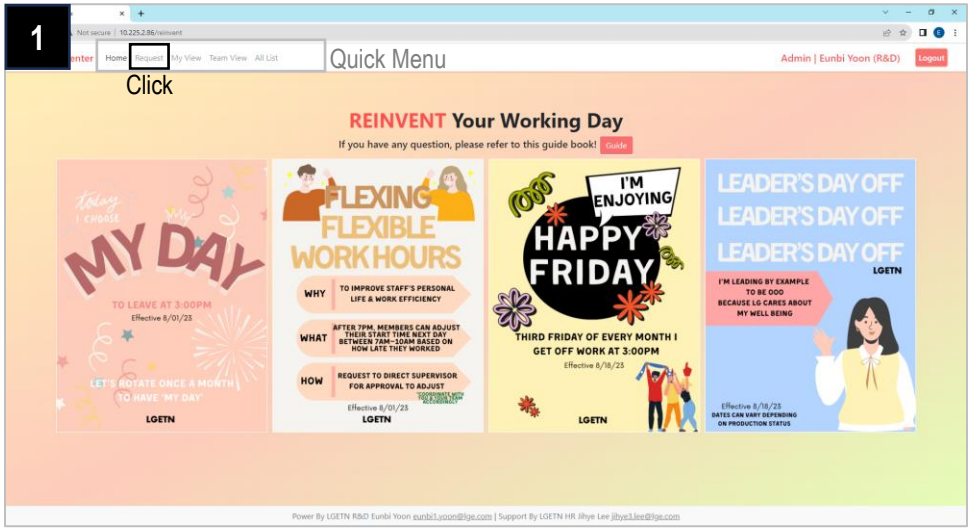


2. Request Page - My Day

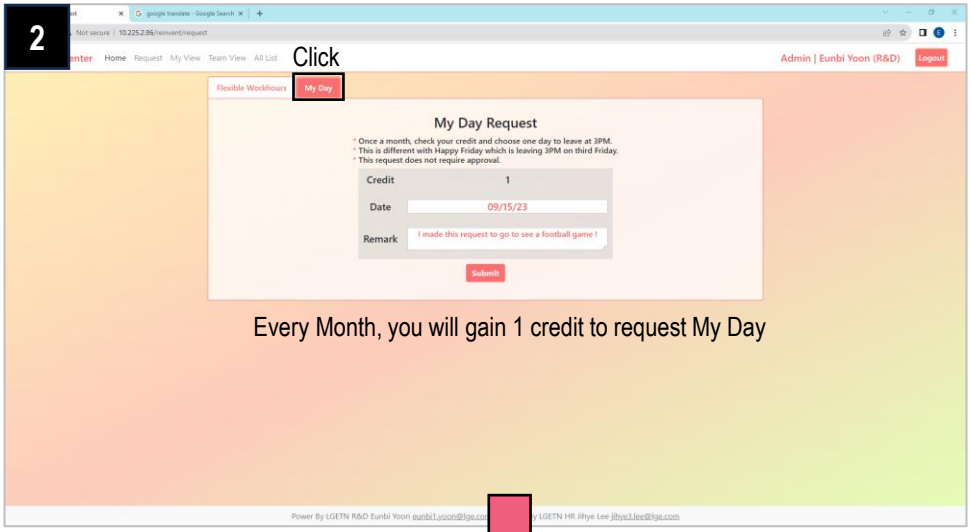
LGETN R&D
Eunbi Yoon

- **This program is not required your manager's approval and you can only use once a month. It is different with Happy Friday(3rd Week Friday Leaves at 3PM).**
- **After request, you and your manager will receive the message and if your manager's email is wrong, please contact to HR admin (jihye3.lee@lge.com)**

1

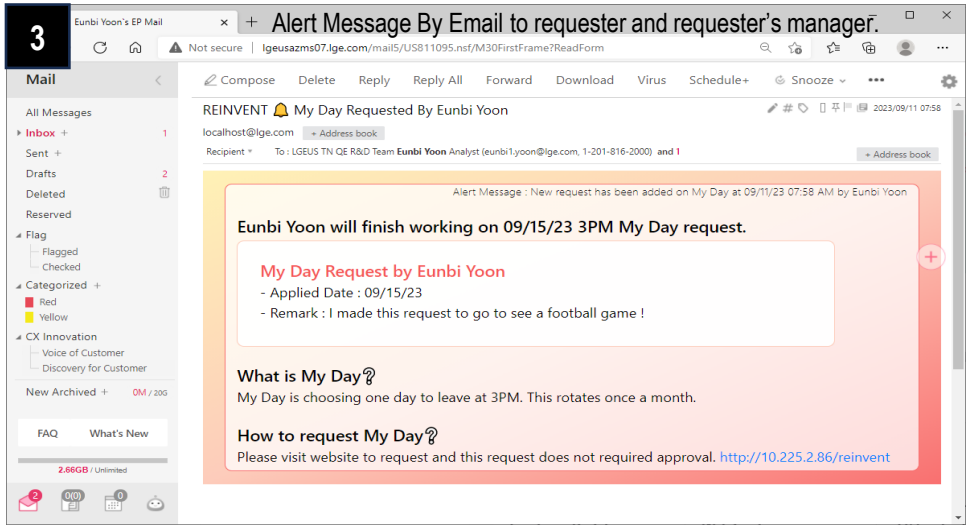


2

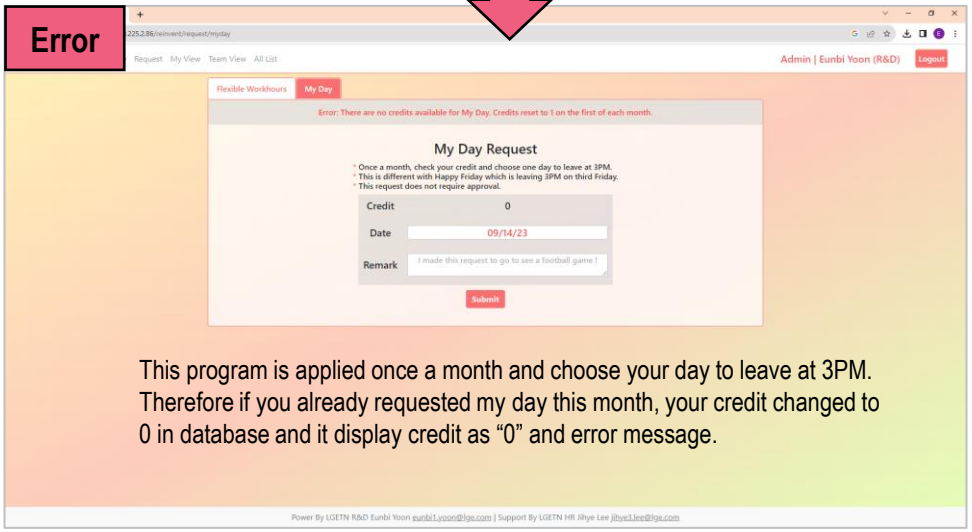


Every Month, you will gain 1 credit to request My Day

3 Alert Message By Email to requester and requester's manager.



Error

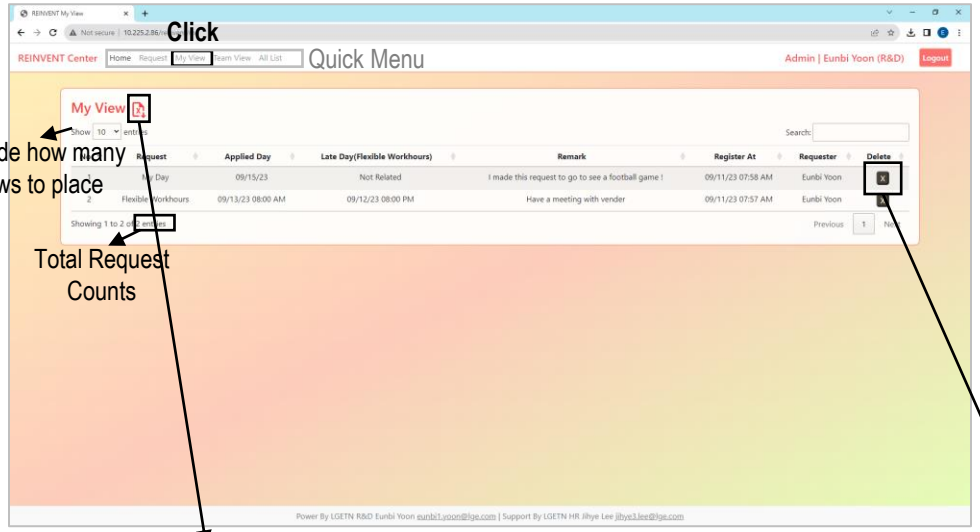


This program is applied once a month and choose your day to leave at 3PM. Therefore if you already requested my day this month, your credit changed to 0 in database and it display credit as "0" and error message.

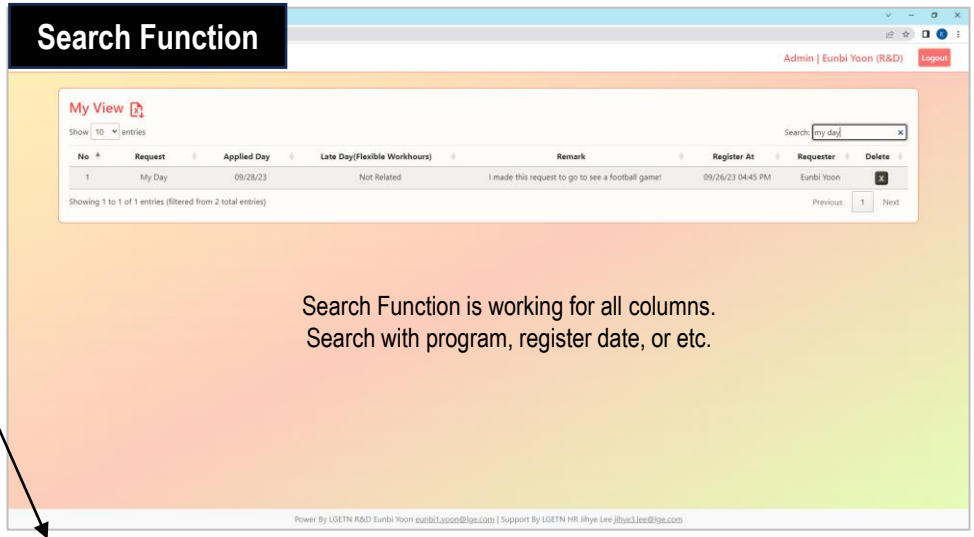
3. View Page - My View

LGETN R&D
Eunbi Yoon

- **If you want to change your request, please delete your request in “my view” and request again in “request”. Delete button can use only in my view page.**
- **Check your request and track on the**

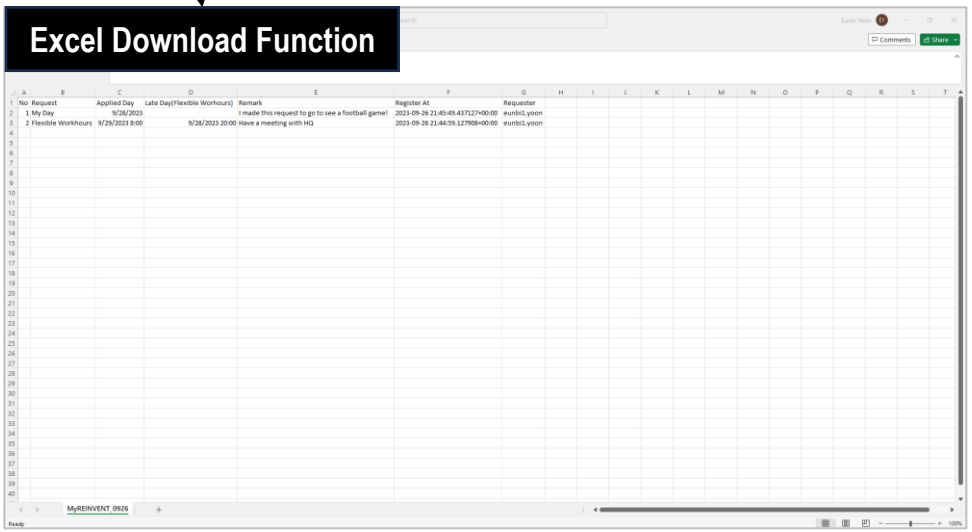


Search Function

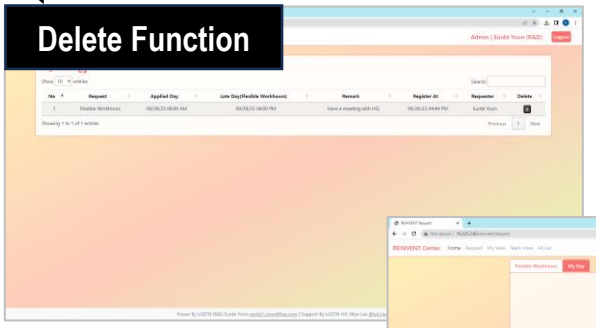


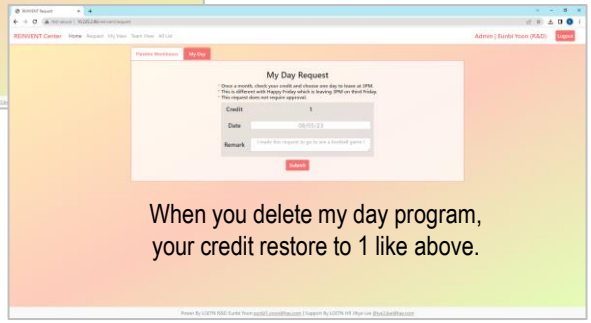
Search Function is working for all columns.
Search with program, register date, or etc.

Excel Download Function



Delete Function





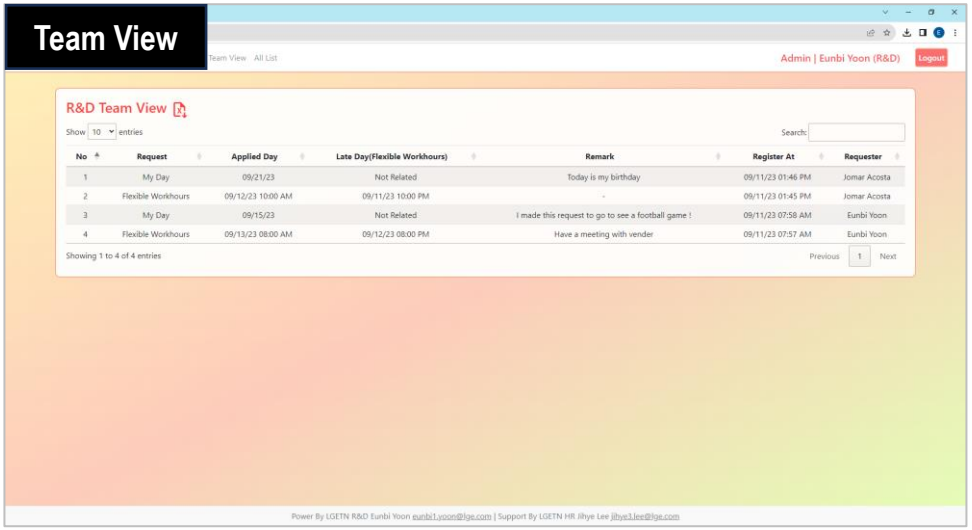
When you delete my day program,
your credit restore to 1 like above.

3. View Page - Team View

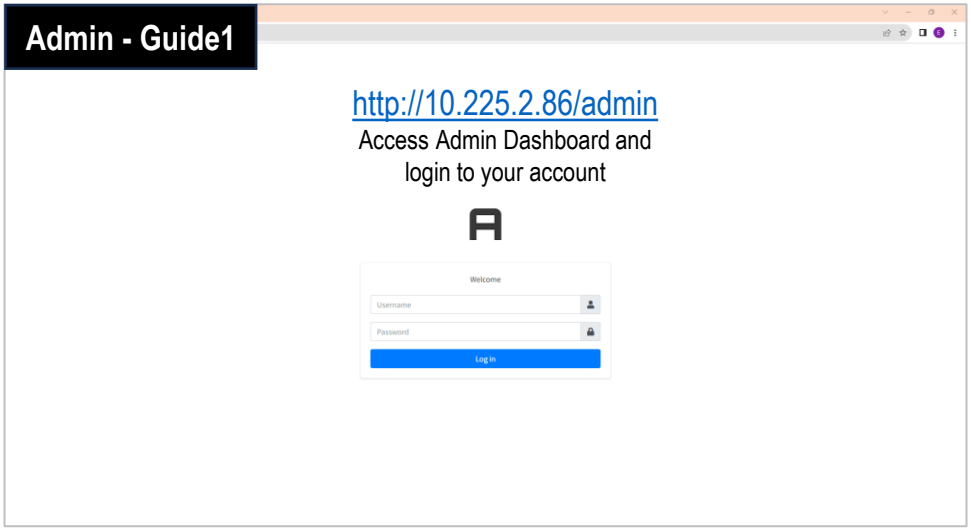
LGETN R&D
Eunbi Yoon

- **In this page, you can see all of your team requests status and download excel files. If team info is changed or wrong, contact to HR admin (jihye3.lee@lge.com).**
- **Admin should follow below guide to change user's team name or my day credit and monitor the history of user's request.**

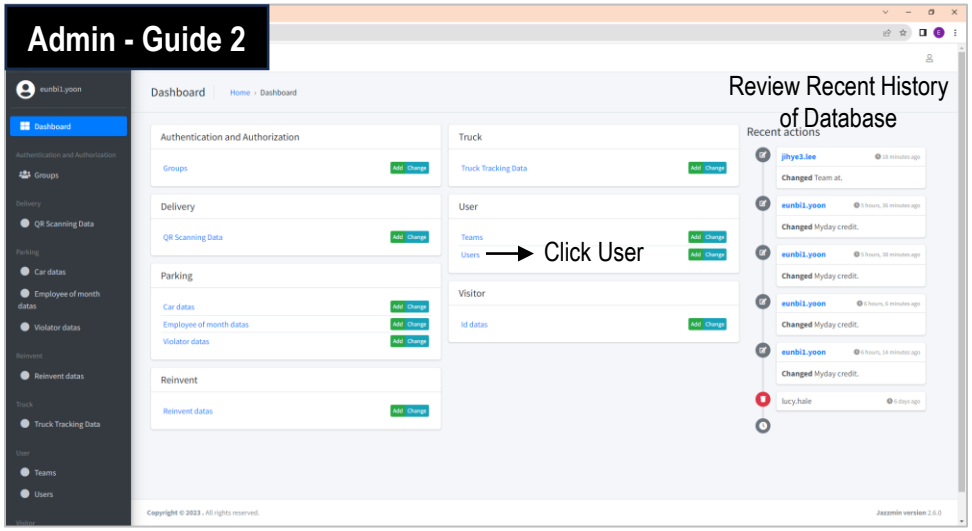
Team View



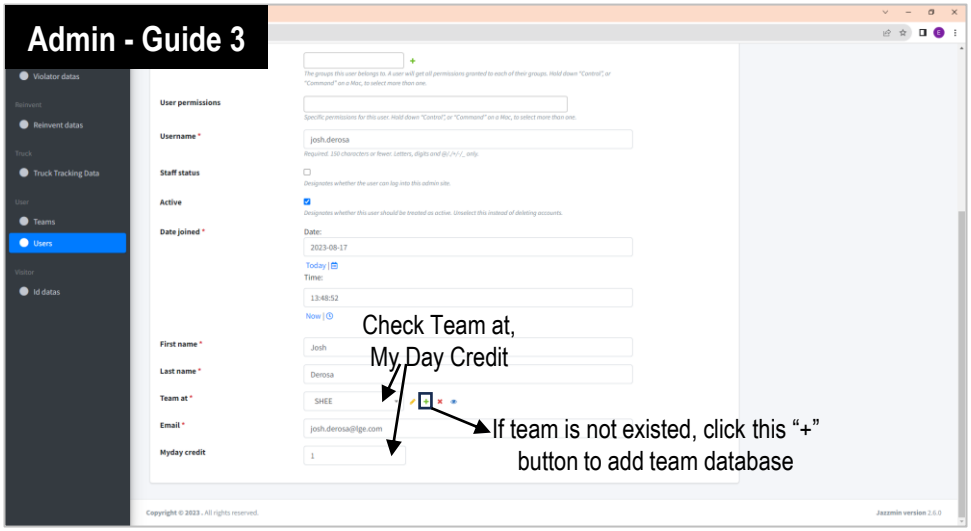
Admin - Guide1



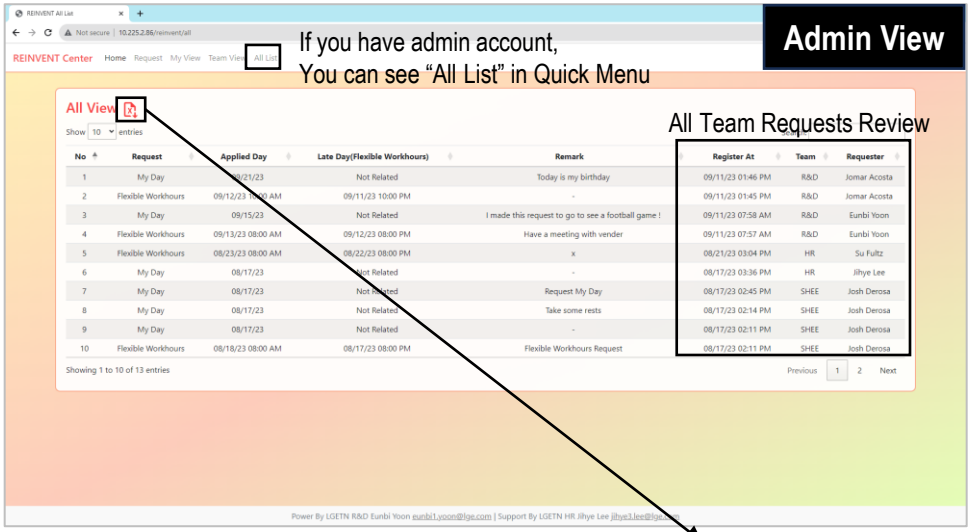
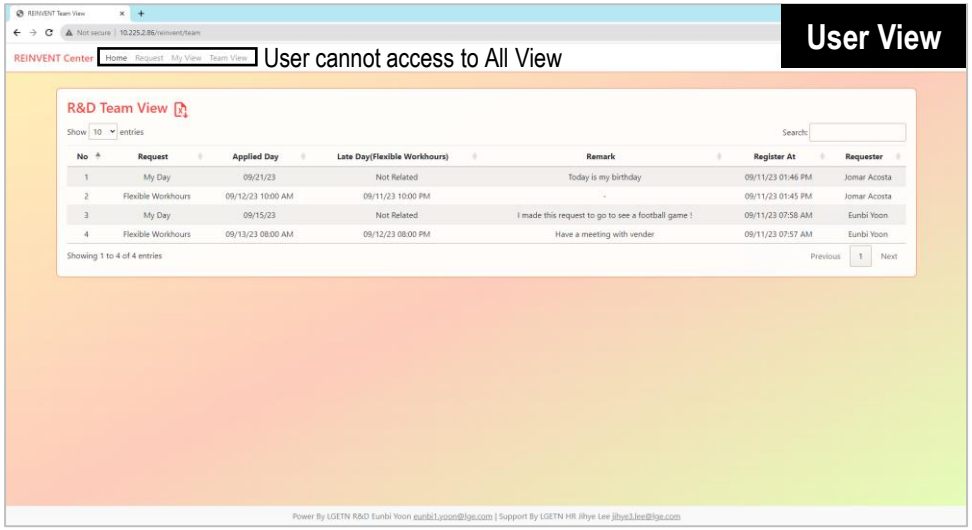
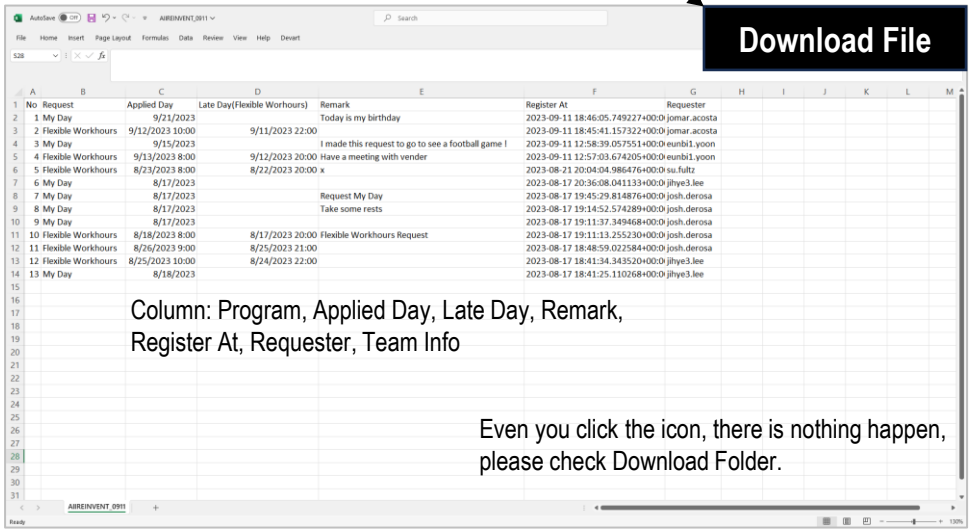
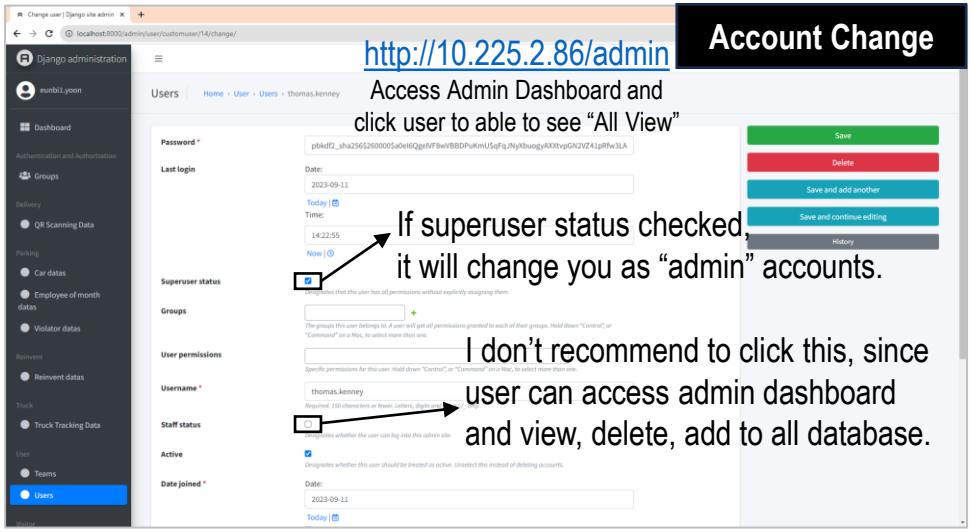
Admin - Guide 2



Admin - Guide 3



3. View Page - All View

LGETN R&D
Eunbi Yoon

- **Only admin accounts are able to see all request history and if you want to change your account as “Admin” please contact to HR admin (jihye3.lee@lge.com).**
- **If you want to make this request as excel file, then please click the file icon and check your download folder.**