

ZeroCodeWorkflow Example

Travel Approval, Flight and Hotel Booking, and Expense Reimbursement

1 INTRODUCTION

We will show how to use *ZeroCodeWorkflow* by way of an example. Here is an organization, called Pristine Products Pvt. Ltd., with the following registered employees (*actors*):-

LIST OF EMPLOYEES

Sl. No.	Unique Employee ID	Name	Email
1	ADMIN4	Harsh Vardhan	eflh007@gmail.com
2	ADMIN3	Burt Lancaster	eflh006@gmail.com
3	ADMIN1	Sarah Connor	eflh003@gmail.com
4	ADMIN6	Spencer Tracy	eflh009@gmail.com
5	ADMIN7	Lana Turner	eflh010@gmail.com
6	ADMIN5	Gary Cooper	eflh008@gmail.com
7	ADMIN8	Gregory Peck	eflh012@gmail.com
8	ADMIN2	Jim Kelly	eflh004@gmail.com

Current assigned roles

Employee	Roles
ADMIN4::Harsh Vardhan	Salesperson
ADMIN3::Burt Lancaster	Sales Manager
ADMIN1::Sarah Connor	Storekeeper
ADMIN6::Spencer Tracy	Dispatch Clerk
ADMIN7::Lana Turner	Accounts Officer
ADMIN5::Gary Cooper	Salesperson
ADMIN8::Gregory Peck	HR Manager
ADMIN2::Jim Kelly	--

Figure 1

2 EXAMPLE: TRAVEL APPROVAL, FACILITATION & EXPENSE REIMBURSEMENT

Harsh Vardhan, Salesperson, has received an email invite from Dr. Hans Pinkert, Chief Cardiologist, Redmond General Hospital, intimating him that they intend purchasing quantity 50 ECGs, and to come to Redmond, Washington, for a final negotiation meeting on July 15 and 16, 2025. Harsh intends rushing to Redmond and clinching the deal. This would require his supervisor, Burt's approval, and thereafter purchase of tickets and hotel booking to be done by Gregory, the HR Manager, and expense reimbursement by Lana, the Accounts Officer.

Harsh clicks **EMPLOYEES** in the Main Menu, logs in, clicks **ZeroCodeWorkflow**, and sees the following menu:-

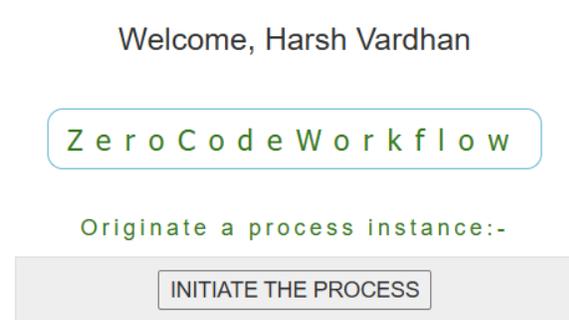


Figure 2

He clicks **INITIATE THE PROCESS**, and sees the following form:-

Pristine Products Pvt. Ltd.

ZeroCodeWorkflow

Input the Subject

SUBMIT

Figure 3

He inputs the Subject as shown in Figure 3, then clicks **SUBMIT**, whereupon he sees the following screen:-

A file with subject,
Meeting with Redmond General Hospital on July 15 and 16,
has now been originated.
You can immediately access the file by clicking **SELECT** below

Select the file	Meeting with Redmond General Hospital on July 15 and 16 ▾
<input type="button" value="SELECT"/>	

Figure 4

He clicks **SELECT** in order to access the file, and sees the following content of the file:-

Subject: Meeting with Redmond General Hospital on July 15 and 16

Originator: Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::22:35:10
Subject	Meeting with Redmond General Hospital on July 15 and 16

SaaS Processes Pvt. Ltd. has authenticated the above transaction records

Select a document to upload, then click SUBMIT

No file chosen

Whom do you wish to send this file to ?

Select zero or more employees of Pristine Products Pvt. Ltd. to send the file to :
(Note: The file will also automatically flow back to yourself)

- ADMIN3::Burt Lancaster -- Sales Manager
- ADMIN1::Sarah Connor -- Storekeeper
- ADMIN6::Spencer Tracy -- Dispatch Clerk
- ADMIN7::Lana Turner -- Accounts Officer
- ADMIN5::Gary Cooper -- Salesperson
- ADMIN8::Gregory Peck -- HR Manager
- ADMIN2::Jim Kelly

Please enter your notes below, then click SUBMIT

Click below to archive this file

Figure 5

The **green-colored message**, pointed to by the **first red arrow** is an assurance that the file (stored and moving in the Google Cloud) has not been tampered with.

The **second red arrow** points to a file upload form, using which one or more documents can be uploaded; the documents should be uploaded one by one, not several at one go. The uploaded documents get attached to the *ZeroCodeWorkflow* file.

The **third red arrow** points to a form using which (i) notes can be entered, and (ii) zero or more employees can be selected for sending the *ZeroCodeWorkflow* file to, and thereafter, clicking the **SUBMIT** button. Note that the originator will *never be* in the list of employees for selection, since the *ZeroCodeWorkflow* file always gets sent to the originator, in addition to the zero or more employees selected from the list. Note also that alongside the name of each employee is also shown his / her role, *if the same has been assigned by the Administrator*.

The **fourth red arrow** points to the **ARCHIVE** button, clicking which the *ZeroCodeWorkflow* file gets “closed” or archived. Once archived, the file is accessible in read-only form only by the Administrator from the Admin Main Menu.

Now back to our example. The first thing Harsh wishes to do is get his supervisor, Burt Lancaster’s approval. To this end, he first attaches a copy of the email he has received from Redmond General Hospital. Once he does this, the file looks like this (only the middle part of the file is shown below):-

ATTACHED DOCUMENTS

File Name	Attached by	Date and time	Select
Redmond_General_Email.pdf	E::ADMIN4::Harsh Vardhan	07-Jul-2025::23:33:29	DOWNLOAD

Whom do you wish to send this file to ?

Select zero or more employees of Pristine Products Pvt. Ltd. to send the file to :
(Note: The file will also automatically flow back to yourself)

- ADMIN3::Burt Lancaster -- Sales Manager
- ADMIN1::Sarah Connor -- Storekeeper
- ADMIN6::Spencer Tracy -- Dispatch Clerk
- ADMIN7::Lana Turner -- Accounts Officer
- ADMIN5::Gary Cooper -- Salesperson
- ADMIN8::Gregory Peck -- HR Manager
- ADMIN2::Jim Kelly

Please enter your notes below, then click SUBMIT

Hello Burt,

Please see the attached email from Redmond General Hospital, our very important customer. They have invited me to attend a meeting on July 15th and 16th, to discuss the specs of our ECGs, as well as negotiate their price. I understand they are planning to order 50 ECGs.

Could you please approve my attending the meeting ?

Harsh

SUBMIT

Figure 6

Harsh enters notes and selects Burt Lancaster as shown in Figure 6, then clicks **SUBMIT**.

At this point, both Harsh Vardhan and Burt Lancaster, who are the recipients, receive email alerts.

Accordingly, Burt accesses the Main Menu, clicks **EMPLOYEES**, and logs in, whereupon he is presented with the following screen:-

Welcome, Burt Lancaster

ZeroCodeWorkflow

Originate a process instance:-

INITIATE THE PROCESS

Select a file
which awaits your attention :-

File No. 2 -- Meeting with Redmond General
Hospital on July 15 and 16

SELECT

Figure 7

Burt selects the file referred to in the email alert, and clicks **SELECT**, whereupon he sees the following screen:-

Subject: Meeting with Redmond General Hospital on July 15 and 16

Originator: Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::22:35:10
Subject	Meeting with Redmond General Hospital on July 15 and 16

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::23:43:30
Notes	<p>Hello Burt,</p> <p>Please see the attached email from Redmond General Hospital, our very important customer. They have invited me to attend a meeting on July 15th and 16th, to discuss the specs of our ECGs, as well as negotiate their price. I understand they are planning to order 50 ECGs.</p> <p>Could you please approve my attending the meeting ?</p> <p>Harsh</p>
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN3::Burt Lancaster

SaaS Processes Pvt. Ltd. has authenticated the above transaction records

Select a document to upload, then click SUBMIT

Choose file No file chosen

SUBMIT

ATTACHED DOCUMENTS

File Name	Attached by	Date and time	Select
Redmond_General_Email.pdf	E::ADMIN4::Harsh Vardhan	07-Jul-2025::23:33:29	DOWNLOAD

To whom do you wish to send this file ?

Select zero or more employees of Pristine Products Pvt. Ltd. to send the file to :

(Note: The file will also automatically flow back to the Originator: ADMIN4::Harsh Vardhan -- Salesperson.)

ADMIN3::Burt Lancaster -- Sales Manager
 ADMIN1::Sarah Connor -- Storekeeper
 ADMIN6::Spencer Tracy -- Dispatch Clerk
 ADMIN7::Lana Turner -- Accounts Officer
 ADMIN5::Gary Cooper -- Salesperson
 ADMIN8::Gregory Peck -- HR Manager
 ADMIN2::Jim Kelly

Please enter your notes below, then click SUBMIT

Hello Harsh,

Please go ahead and attend the meeting.

I hope you are able to clinch the deal.

Good luck !

Burt

SUBMIT

Figure 8

As shown in Figure 8, Burt does not select any of the listed employees, but enters notes as shown, then clicks **SUBMIT**. The file now returns to the originator, viz., Harsh Vardhan, who now receives an email alert.

Harsh accesses the Main Menu, clicks **EMPLOYEES**, logs in, and sees the following screen:-

Welcome, Harsh Vardhan

ZeroCodeWorkflow

Originate a process instance:-

INITIATE THE PROCESS

Select a file which was
originated by yourself:-

File No. 2 -- Meeting with Redmond General
Hospital on July 15 and 16

SELECT

Figure 9

He selects the file referred to in the email alert, which was indeed originated by himself, then clicks **SELECT**, and sees the latest content of the file:-

Subject: Meeting with Redmond General Hospital on July 15 and 16

Originator: Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::22:35:10
Subject	Meeting with Redmond General Hospital on July 15 and 16

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::23:43:30
Notes	<p>Hello Burt,</p> <p>Please see the attached email from Redmond General Hospital, our very important customer. They have invited me to attend a meeting on July 15th and 16th, to discuss the specs of our ECGs, as well as negotiate their price. I understand they are planning to order 50 ECGs.</p> <p>Could you please approve my attending the meeting ?</p> <p>Harsh</p>
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN3::Burt Lancaster

From	ADMIN3--Burt Lancaster
Date and time	08-Jul-2025::09:41:27
Notes	<p>Hello Harsh,</p> <p>Please go ahead and attend the meeting.</p> <p>I hope you are able to clinch the deal.</p> <p>Good luck !</p> <p>Burt</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

SaaS Processes Pvt. Ltd. has authenticated
the above transaction records

Select a document to upload,then click SUBMIT	<input type="button" value="Choose file"/> No file chosen
<input type="button" value="SUBMIT"/>	

ATTACHED DOCUMENTS

File Name	Attached by	Date and time	Select
Redmond_General_Email.pdf	E::ADMIN4::Harsh Vardhan	07-Jul-2025::23:33:29	DOWNLOAD

To whom do you wish to send this file ?

Select zero or more employees
of Pristine Products Pvt. Ltd.
to send the file to :

(Note: The file will also automatically
flow back to yourself)

ADMIN3::Burt Lancaster -- Sales Manager
ADMIN1::Sarah Connor -- Storekeeper
ADMIN6::Spencer Tracy -- Dispatch Clerk
ADMIN7::Lana Turner -- Accounts Officer
ADMIN5::Gary Cooper -- Salesperson
ADMIN8::Gregory Peck -- HR Manager
ADMIN2::Jim Kelly

Please enter your notes below, then click **SUBMIT**

Dear Gregory,

Please book my flight tickets as follows:-

Dep. San Jose -- Arr. Redmond --- 14th July, 2025

Dep. Redmond -- Arr. San Jose --- 17th July, 2025

Also pl. book a hotel for 3 nights starting 14th July.

Harsh

SUBMIT

Click below to archive this file

ARCHIVE

Figure 10

Harsh now wants his flight tickets and hotel room to be booked. These are done by Gregory Peck, the HR Manager. Accordingly, Harsh enters notes as shown in Figure 10, selects Gregory Peck from among the list of employees, then clicks **SUBMIT**. Gregory and Harsh now receive email alerts.

Gregory accesses the Main Menu, clicks **EMPLOYEES**, logs in, and accesses the pending *ZeroCodeWorkflow* file, which contains the message from Harsh (Figure 10). He accordingly books the flight tickets and the hotel room. He next attaches the flight e-ticket and the hotel room booking confirmation document to the file, and sends it back to Harsh, who now receives an email alert. Harsh now logs in and sees the following file:-

Subject: Meeting with Redmond General Hospital on July 15 and 16

Originator: Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::22:35:10
Subject	Meeting with Redmond General Hospital on July 15 and 16

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::23:43:30
Notes	<p>Hello Burt,</p> <p>Please see the attached email from Redmond General Hospital, our very important customer. They have invited me to attend a meeting on July 15th and 16th, to discuss the specs of our ECGs, as well as negotiate their price. I understand they are planning to order 50 ECGs.</p> <p>Could you please approve my attending the meeting ?</p> <p>Harsh</p>
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN3::Burt Lancaster

From	ADMIN3--Burt Lancaster
Date and time	08-Jul-2025::09:41:27
Notes	Hello Harsh, Please go ahead and attend the meeting. I hope you are able to clinch the deal. Good luck ! Burt
Sent To	Originator: ADMIN4::Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	08-Jul-2025::10:06:23
Notes	Dear Gregory, Please book my flight tickets as follows:- Dep. San Jose -- Arr. Redmond --- 14th July, 2025 Dep. Redmond -- Arr. San Jose --- 17th July, 2025 Also pl. book a hotel for 3 nights starting 14th July. Harsh
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN8::Gregory Peck

From	ADMIN8--Gregory Peck
Date and time	08-Jul-2025::21:17:55
Notes	Hi Harsh, I have booked your flight tickets, as well as your hotel room at Redmond, vouchers for both of which are attached hereto. Have a safe trip. Gregory
Sent To	Originator: ADMIN4::Harsh Vardhan

SaaS Processes Pvt. Ltd. has authenticated
the above transaction records

Select a document to upload, then click SUBMIT

No file chosen

ATTACHED DOCUMENTS

File Name	Attached by	Date and time	Select
Redmond_General_Email.pdf	E::ADMIN4::Harsh Vardhan	07-Jul-2025::23:33:29	DOWNLOAD
eTicket.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:13:33	DOWNLOAD
Hotel_Voucher_Redmond.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:15:15	DOWNLOAD

To whom do you wish to send this file ?

Select zero or more employees of Pristine Products Pvt. Ltd. to send the file to :
(Note: The file will also automatically flow back to yourself)

ADMIN3::Burt Lancaster -- Sales Manager
ADMIN1::Sarah Connor -- Storekeeper
ADMIN6::Spencer Tracy -- Dispatch Clerk
ADMIN7::Lana Turner -- Accounts Officer
ADMIN5::Gary Cooper -- Salesperson
ADMIN8::Gregory Peck -- HR Manager
ADMIN2::Jim Kelly

Please enter your notes below, then click SUBMIT

Click below to archive this file

Figure 11

Harsh downloads the e-ticket and the hotel confirmation document. He is all set to leave for Redmond on July 14.

As planned, Harsh does indeed go over to Redmond on July 14. He then has a series of meetings with Dr. Hans Pinkert, Chief Cardiologist, Redmond General Hospital, and his colleagues on July 15 and July 16. Finally, Hans decides to place a Purchase Order on Pristine Products for 50 ECGs. Hans also agrees to pay Pristine Products an advance amount of US\$ 5000.00. He incorporates all these and other terms and conditions in Purchase Order PO No. REDGEN-225, which he hands over to Harsh. Harsh returns to San Jose on July 17.

Harsh now wishes to report this to his superior, viz., Sales Manager, Burt Lancaster. Furthermore, he incurred an expenditure of US\$ 250.00 during his visit to Redmond, which he wishes to get reimbursed by the Accounts Officer, Lana Turner. He, therefore, prepares an Expense Report.

Harsh now accesses the file (Figure 11). He attaches a copy of PO No. REDGEN-225, as well as the Expense Report. He now enters notes as shown in Figure 12 below:-

File Name	Attached by	Date and time	Select
Redmond_General_Email.pdf	E::ADMIN4::Harsh Vardhan	07-Jul-2025::23:33:29	DOWNLOAD
eTicket.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:13:33	DOWNLOAD
Hotel_Voucher_Redmond.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:15:15	DOWNLOAD
PO_REDGEN-225.pdf	E::ADMIN4::Harsh Vardhan	17-Jul-2025::21:50:06	DOWNLOAD
Expense_Report.pdf	E::ADMIN4::Harsh Vardhan	17-Jul-2025::21:51:47	DOWNLOAD

To whom do you wish to send this file ?

Select zero or more employees of Pristine Products Pvt. Ltd. to send the file to :
 (Note: The file will also automatically flow back to yourself)

ADMIN3::Burt Lancaster -- Sales Manager

ADMIN1::Sarah Connor -- Storekeeper

ADMIN6::Spencer Tracy -- Dispatch Clerk

ADMIN7::Lana Turner -- Accounts Officer

ADMIN5::Gary Cooper -- Salesperson

ADMIN8::Gregory Peck -- HR Manager

ADMIN2::Jim Kelly

Please enter your notes below, then click SUBMIT

Hello Burt,

I had very productive meetings with the folks at Redmond General Hospital. They have place a PO, which I have attached. Should we accept the PO ?

Lana,

Please reimburse expenses I have incurred. Expense Report is attached hereto. Thanks.

Harsh

Figure 12

Notice in Figure 12 that Harsh has selected both Burt Lancaster and Lana Turner. Harsh now clicks **SUBMIT**, whereupon the file flows *in parallel* to Burt and Lana, and of course, back to himself. (Such parallel workflow is obviously impossible with conventional paper files). Now both Burt and Lana receive email alerts.

Burt opens the file and downloads the copy of Purchase Order PO No. REDGEN-225. He finds that the prices for the ECGs, and the terms and conditions of the Purchase Order, acceptable. Accordingly he records his approval in the file, and sends the same back to Harsh.

Lana too opens the file, downloads the Expense Report, which she studies carefully. She finds it in order, except for an expenditure of \$ 55/- on alcoholic drinks, which is not reimbursable as per company rules. She records all this, and sends the file back to Harsh.

Harsh now opens the file, and finds the following content:-

Subject: Meeting with Redmond General Hospital on July 15 and 16

Originator: Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::22:35:10
Subject	Meeting with Redmond General Hospital on July 15 and 16

From	ADMIN4--Harsh Vardhan
Date and time	07-Jul-2025::23:43:30
Notes	Hello Burt, Please see the attached email from Redmond General Hospital, our very important customer. They have invited me to attend a meeting on July 15th and 16th, to discuss the specs of our ECGs, as well as negotiate their price. I understand they are planning to order 50 ECGs. Could you please approve my attending the meeting ? Harsh
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN3::Burt Lancaster

From	ADMIN3--Burt Lancaster
Date and time	08-Jul-2025::09:41:27
Notes	Hello Harsh, Please go ahead and attend the meeting. I hope you are able to clinch the deal. Good luck ! Burt
Sent To	Originator: ADMIN4::Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	08-Jul-2025::10:06:23
Notes	Dear Gregory, Please book my flight tickets as follows:- Dep. San Jose -- Arr. Redmond --- 14th July, 2025 Dep. Redmond -- Arr. San Jose --- 17th July, 2025 Also pl. book a hotel for 3 nights starting 14th July. Harsh
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN8::Gregory Peck

From	ADMIN8--Gregory Peck
Date and time	08-Jul-2025::21:17:55
Notes	<p>Hi Harsh,</p> <p>I have booked your flight tickets, as well as your hotel room at Redmond, vouchers for both of which are attached hereto.</p> <p>Have a safe trip.</p> <p>Gregory</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

From	ADMIN4--Harsh Vardhan
Date and time	17-Jul-2025::22:03:06
Notes	<p>Hello Burt,</p> <p>I had very productive meetings with the folks at Redmond General Hospital. They have place a PO, which I have attached. Should we accept the PO ?</p> <p>Lana,</p> <p>Please reimburse expenses I have incurred. Expense Report is attached hereto. Thanks.</p> <p>Harsh</p>
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN3::Burt Lancaster ADMIN7::Lana Turner

From	ADMIN3--Burt Lancaster
Date and time	17-Jul-2025::22:11:06
Notes	<p>Hello Harsh,</p> <p>I have gone through the PO. I see that Redmond General have ordered 30 units of Vesta-301i and 20 units of FX-7102, both of which we have in stock. A plus point of this PO is the advance of \$5000/- they have offered.</p> <p>Please acknowledge and accept the PO. Congratulations !</p> <p>Burt</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

From	ADMIN7--Lana Turner
Date and time	17-Jul-2025::22:26:44
Notes	<p>Hi Harsh,</p> <p>From your expense report, I see that you are claiming \$ 250/-. Most of the expenses were incurred by you at the dinner you hosted on July 16th. This is fine, except for \$ 55/- , which you incurred on drinks, which I cannot reimburse as per company rules. Accordingly, I have reimbursed \$ 195/- by way of bank transfer to your account.</p> <p>Lana</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

SaaS Processes Pvt. Ltd. has authenticated
the above transaction records

Select a document to upload, then click SUBMIT

Choose file

No file chosen

SUBMIT

ATTACHED DOCUMENTS

File Name	Attached by	Date and time	Select
Redmond_General_Email.pdf	E::ADMIN4::Harsh Vardhan	07-Jul-2025::23:33:29	DOWNLOAD
eTicket.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:13:33	DOWNLOAD
Hotel_Voucher_Redmond.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:15:15	DOWNLOAD
PO_REDGEN-225.pdf	E::ADMIN4::Harsh Vardhan	17-Jul-2025::21:50:06	DOWNLOAD
Expense_Report.pdf	E::ADMIN4::Harsh Vardhan	17-Jul-2025::21:51:47	DOWNLOAD

To whom do you wish to send this file ?

Select zero or more employees of Pristine Products Pvt. Ltd. to send the file to :
(Note: The file will also automatically flow back to yourself)

ADMIN3::Burt Lancaster -- Sales Manager
ADMIN1::Sarah Connor -- Storekeeper
ADMIN6::Spencer Tracy -- Dispatch Clerk
ADMIN7::Lana Turner -- Accounts Officer
ADMIN5::Gary Cooper -- Salesperson
ADMIN8::Gregory Peck -- HR Manager
ADMIN2::Jim Kelly

Please enter your notes below, then click SUBMIT

Click below to archive this file

Figure 13

Harsh goes over Burt's notes. Since Burt has approved the PO, he writes to Redmond General Hospital, officially accepting the order. Harsh also goes over Lana's notes. He feels sad that \$ 55/- was not reimbursed.

Harsh now clicks the **ARCHIVE** button, whereupon the file goes into archive.

Administrator can list out the current archived files:-

LIST OF ARCHIVED FILES

No. of archived files listed so far: 1

No. of archived files to be listed: 1

Sl. No.	File No.	Process	Originator	Subject	Date-time of origination
1	2	ZeroCodeWorkflow	Employee::ADMIN4	Meeting with Redmond General Hospital on July 15 and 16	07-Jul-2025::22:35:10

[Click here to list more files](#)

Figure 14

Administrator can view File No. 2, which is indeed the file archived by Harsh Vardhan:-

File No.: 2

Date and Time of Archival: 21-Jul-2025::14:29:59

By:	Employee::ADMIN4::Harsh Vardhan
Date and time:	07-Jul-2025::22:35:10
Subject	Meeting with Redmond General Hospital on July 15 and 16

By:	Employee::ADMIN4::Harsh Vardhan
Date and time:	07-Jul-2025::23:43:30
Notes	Hello Burt, Please see the attached email from Redmond General Hospital, our very important customer. They have invited me to attend a meeting on July 15th and 16th, to discuss the specs of our ECGs, as well as negotiate their price. I understand they are planning to order 50 ECGs. Could you please approve my attending the meeting ? Harsh
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN3::Burt Lancaster

By:	Employee::ADMIN3::Burt Lancaster
Date and time:	08-Jul-2025::09:41:27
Notes	<p>Hello Harsh,</p> <p>Please go ahead and attend the meeting.</p> <p>I hope you are able to clinch the deal.</p> <p>Good luck !</p> <p>Burt</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

By:	Employee::ADMIN4::Harsh Vardhan
Date and time:	08-Jul-2025::10:06:23
Notes	<p>Dear Gregory,</p> <p>Please book my flight tickets as follows:-</p> <p>Dep. San Jose -- Arr. Redmond --- 14th July, 2025 Dep. Redmond -- Arr. San Jose --- 17th July, 2025</p> <p>Also pl. book a hotel for 3 nights starting 14th July.</p> <p>Harsh</p>
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN8::Gregory Peck

By:	Employee::ADMIN8::Gregory Peck
Date and time:	08-Jul-2025::21:17:55
Notes	<p>Hi Harsh,</p> <p>I have booked your flight tickets, as well as your hotel room at Redmond, vouchers for both of which are attached hereto.</p> <p>Have a safe trip.</p> <p>Gregory</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

By:	Employee::ADMIN4::Harsh Vardhan
Date and time:	17-Jul-2025::22:03:06
Notes	<p>Hello Burt,</p> <p>I had very productive meetings with the folks at Redmond General Hospital. They have place a PO, which I have attached. Should we accept the PO ?</p> <p>Lana,</p> <p>Please reimburse expenses I have incurred. Expense Report is attached hereto. Thanks.</p> <p>Harsh</p>
Sent To	Originator: ADMIN4::Harsh Vardhan ADMIN3::Burt Lancaster ADMIN7::Lana Turner

By:	Employee::ADMIN3::Burt Lancaster
Date and time:	17-Jul-2025::22:11:06
Notes	<p>Hello Harsh,</p> <p>I have gone through the PO. I see that Redmond General have ordered 30 units of Vesta-301i and 20 units of FX-7102, both of which we have in stock. A plus point of this PO is the advance of \$5000/- they have offered.</p> <p>Please acknowledge and accept the PO. Congratulations !</p> <p>Burt</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

By:	Employee::ADMIN7::Lana Turner
Date and time:	17-Jul-2025::22:26:44
Notes	<p>Hi Harsh,</p> <p>From your expense report, I see that you are claiming \$ 250/-. Most of the expenses were incurred by you at the dinner you hosted on July 16th. This is fine, except for \$ 55/- , which you incurred on drinks, which I cannot reimburse as per company rules. Accordingly, I have reimbursed \$ 195/- by way of bank transfer to your account.</p> <p>Lana</p>
Sent To	Originator: ADMIN4::Harsh Vardhan

ATTACHED DOCUMENTS

File Name	Attached by	Date and time	Select
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eTicket.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:13:33	DOWNLOAD
Hotel_Voucher_Redmond.pdf	E::ADMIN8::Gregory Peck	08-Jul-2025::21:15:15	DOWNLOAD
PO_REDGEN-225.pdf	E::ADMIN4::Harsh Vardhan	17-Jul-2025::21:50:06	DOWNLOAD
Expense_Report.pdf	E::ADMIN4::Harsh Vardhan	17-Jul-2025::21:51:47	DOWNLOAD

Figure 15