

# EMPLOYEE FORM MANAGEMENT

Employee Form is a web application for the companies which help the companies to manage the data of their employees online which saves the extra efforts and time of both the employees and HR.

It is basically a web application which is developed to reduce the strain of paperwork and documents which an HR and the employee both faces in the company, to save their valuable time and ease the process of employee hiring and storing their data in a good manner that too with ease, we have developed this web application called **Employee Form Management.**

Here are the guidelines for using the demo version of the application:

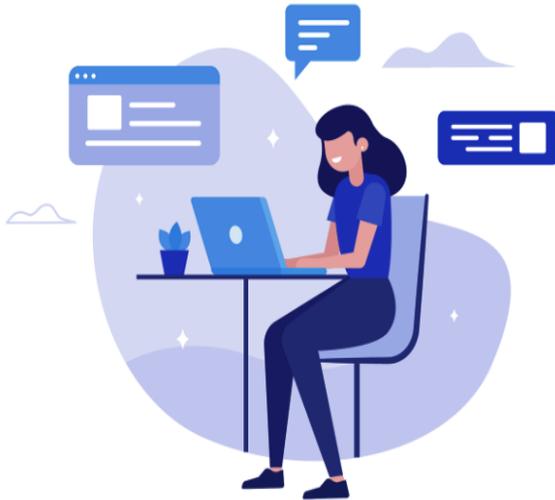
- There are three roles of the user in the application
  1. ADMIN
  2. HR
  3. EMPLOYEE

In this application companies are the clients who can create their HR and then HR can create employees for the company.

We have included some screenshots along with guidelines for the better understanding of the web application.

## **1. INDEX PAGE**

For all the three roles of user there will be the same login page where the user has to give their email address , password and select their role i.e., Admin, HR, Employee.



## Sign In

Welcome back! Please sign in to continue.

Email address

Password

[Forgot password?](#)

Role

Sign In

OR

Sign In With Facebook

Sign In With Twitter

## **2. DASHBOARD PAGE**

Dashboard Page will have different view for all the user role i.e., will have different view for Admin, HR and Employee.

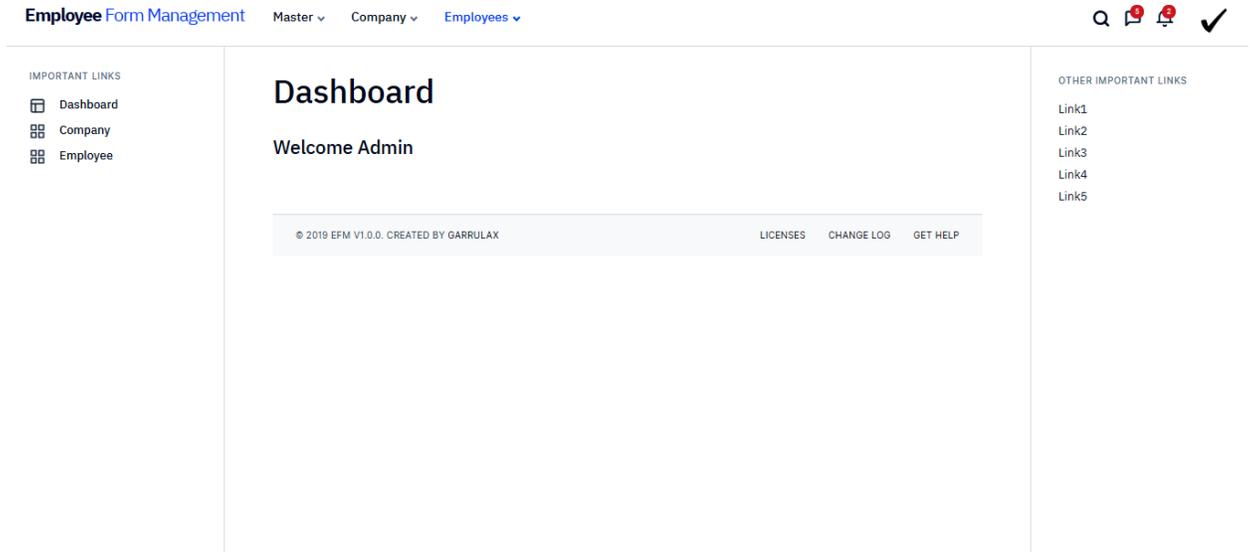
On Admin and HR Dashboard there will be three links on the header i.e., Master, Company and Employee

In Master you can see the list of most of the necessary data, for example city, state, county, country, currency etc.

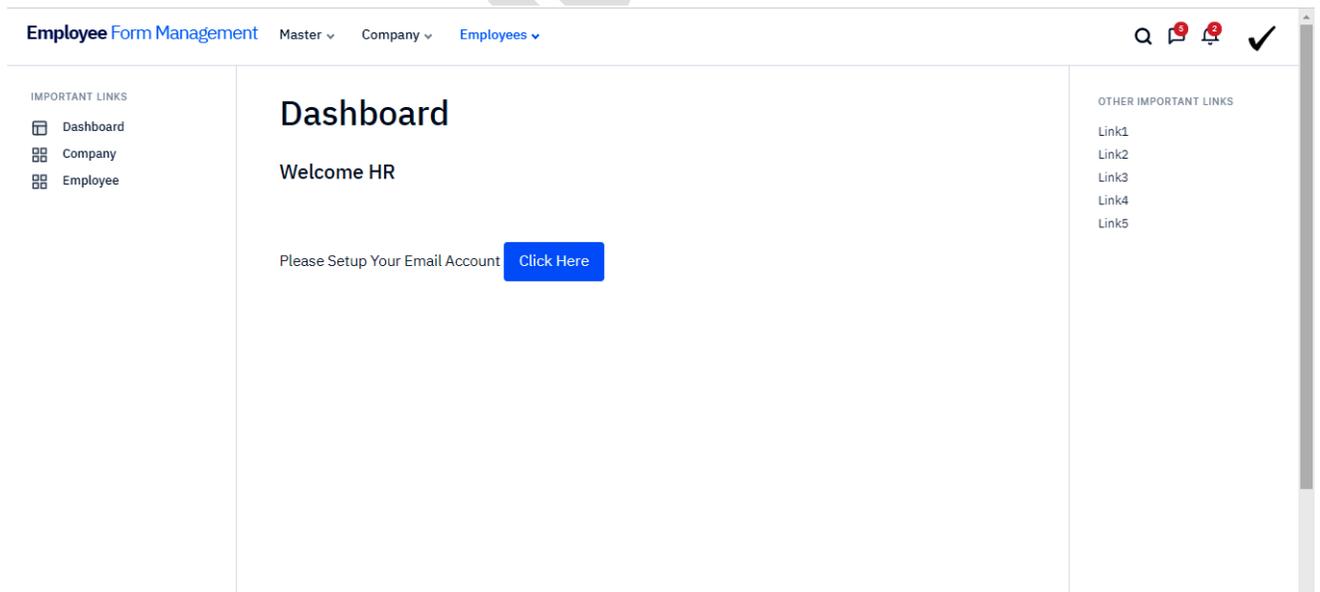
In Company you can see the link which are helpful to add and edit a company and its branch.

In Employee, there will be two sub link i.e., Employee Management which gives list of all the employees and on the listing page you can see the documents and forms submitted and uploaded by the employee along with his personal details and another link will be Employee Link Generation which allows the HR or Admin to create a link for the selected employee and assign form and documents which he needs to be submitted and uploaded.

So, in order to generate and send the employee link the HR or Admin should first setup their email address either by click on the sub-link Email Setup Management in the Master link in Header or on the Button available on the Dashboard.



Pic : Dashboard Of Admin(Who has Setup Email)



Pic : Dashboard of HR (Who haven't setup Email)

On clicking the button you will be redirected to a page where you can setup your Email Address along with host address and port no.

The screenshot shows the 'Email Setup' page in the 'Employee Form Management' system. The page has a header with 'Employee Form Management' and navigation menus for 'Master', 'Company', and 'Employees'. On the left, there are 'IMPORTANT LINKS' for 'Dashboard', 'Company', and 'Employee'. The main content area is titled 'DASH BOARD / COUNTY' and 'Email Setup'. It contains several input fields: 'Email Address\*' (with a placeholder 'Email Address'), 'COMPANY NAME\*' (with a dropdown menu 'Please Select'), 'Host\*' (with a placeholder 'Host Address'), 'Port\*' (with a placeholder 'Port Number'), and 'Password\*' (with a placeholder 'Email Password'). A blue 'Submit Form' button is located below the fields. At the bottom, there is a footer with '© 2019 EFM V1.0.0. CREATED BY GARRULAX' and links for 'LICENSES', 'CHANGE LOG', and 'GET HELP'.

Pic : Email Setup Page for Admin and HR

The screenshot shows the 'Employee List' page in the 'Employee Form Management' system. The page has a header with 'Employee Form Management' and navigation menus for 'Master', 'Company', and 'Employees'. On the left, there are 'IMPORTANT LINKS' for 'Dashboard', 'Company', and 'Employee'. The main content area is titled 'DASHBOARD / EMPLOYEE LIST' and 'EMPLOYEE LIST'. It features a search bar and buttons for 'CSV', 'Excel', 'PDF', and 'Column visibility'. Below these is a table with the following data:

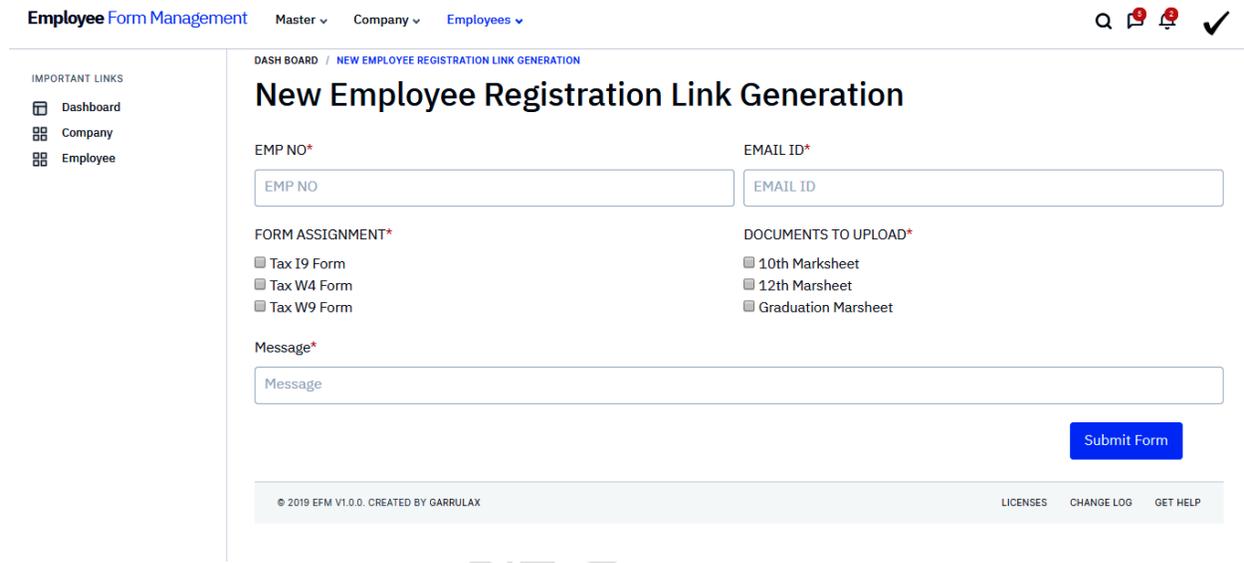
Sr.	Code	First Name	Last Name	Gender	SSN	Contact No	Email	Edit	Print	D
1	1001	Admin		1	1234567890	9876543210	admin@admin.com			
2	1314244	Pawan	Malav	1	123456789	9214328821	pawanmalav@gmail.com			
3	1008	Radha	Govind	1	222222222	11111111111	sangeeta.sharma@garrulax.com			
4	124587						karansingh7866@gmail.com			

Pic : Employee List Page

In the employee list page, you can check the details of employee and also can edit them. Under Print Column and Document Field, you can click the respective icon to see the particular form or document.

On click the icon under the print field you can see the pdf which is filled by the application and on clicking the icon under the document field you can see the document which are uploaded by the application which are assigned to them by the HR or Admin.

## **EMPLOYEE LINK GENERATION**



The screenshot shows the 'New Employee Registration Link Generation' form. The page header includes 'Employee Form Management' and navigation menus for 'Master', 'Company', and 'Employees'. A sidebar on the left lists 'IMPORTANT LINKS' with icons for 'Dashboard', 'Company', and 'Employee'. The main form area contains the following fields and sections:

- EMP NO\***: A text input field for the employee number.
- EMAIL ID\***: A text input field for the email address.
- FORM ASSIGNMENT\***: A section with three checkboxes: 'Tax I9 Form', 'Tax W4 Form', and 'Tax W9 Form'.
- DOCUMENTS TO UPLOAD\***: A section with three checkboxes: '10th Marksheet', '12th Marksheet', and 'Graduation Marksheet'.
- Message\***: A text area for a custom message.
- Submit Form**: A blue button to submit the registration.

At the bottom of the form, there is a footer with the text '© 2019 EFM V1.0.0. CREATED BY GARRULAX' and links for 'LICENSES', 'CHANGE LOG', and 'GET HELP'.

Pic : Form to generate the Employee Registration Link

Once you successfully generate the employee link, an email will be sent to the candidate. On clicking the link the Employee will be redirected to the page where he will be asked to create a password for his profile.



### **Create Your Password**

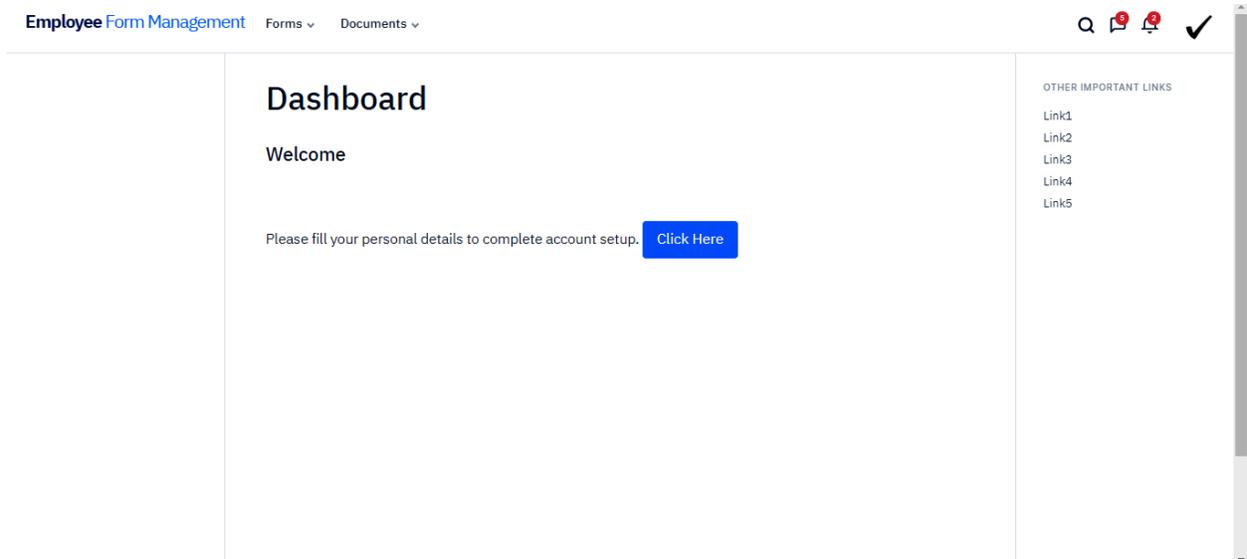
Form for creating a password, featuring two input fields and a submit button.

**Password**  
Enter your password

**Confirm Password**  
Re-enter your password

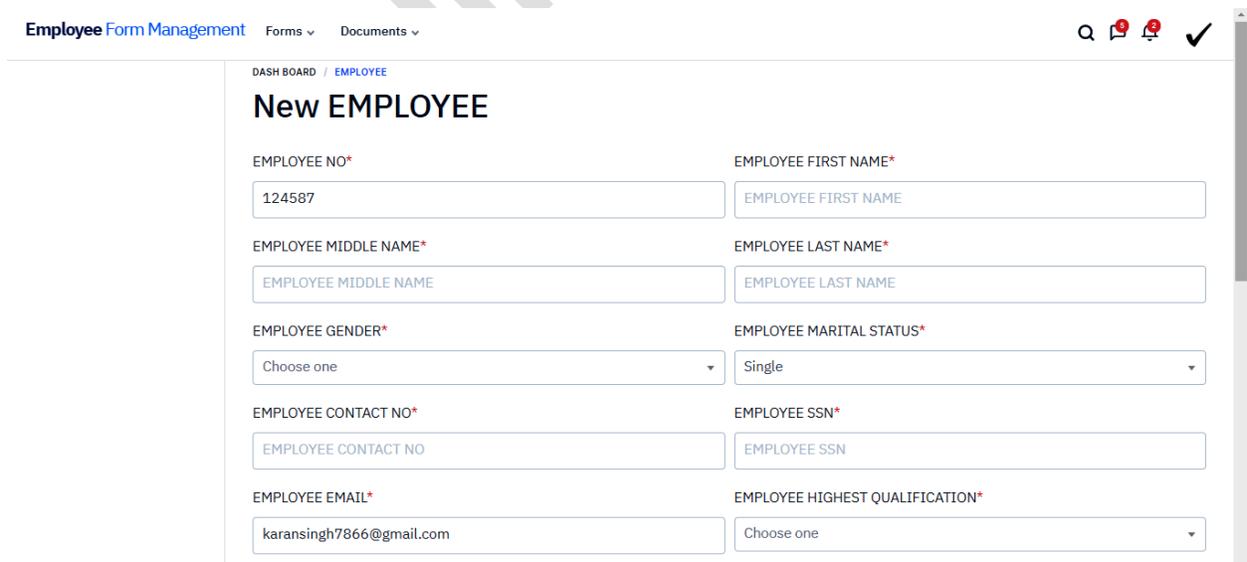
**Create Password**

After creating password , employee can login into his profile and fill his details.



Pic : Dashboard for Employee

On clicking the click here button employee can fill his details and store his data. In header in forms he can see the assigned form which he can fill and in documents he can see the document which he has to upload.



Pic : Form to add the data and details of Employee

## Document Upload

12th Marksheet\*

 No file chosen© 2019 EFM V1.0.0. CREATED BY GARRULAXLICENSES [CHANGE LOG](#) [GET HELP](#)

Pic : Form to upload the documents.

These are the guidelines to use the demo of the application.

### **To login the Demo Application as Admin**

Email : [admin@admin.com](mailto:admin@admin.com)

Password : admin

Role : Admin

### **To login the Demo application as HR**

Email : [hr@admin.com](mailto:hr@admin.com)

Password : hr

Role : HR

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