This is a proposed form which can help in tracking office asset allocation and recovery details. This is going to be 1 single web application which can be accessed by HR, Managers & above, Finance, Tech teams. This facilitates all the teams to keep a track of office assets (both allocation & recovery) and be calibrated.  
  
 **<<<<To be filled by candidate>>>>**  
  
1) Employee Record Form: (all fields are mandatory)  
   
 Employee Name:   
 <<First name>> <<Middle name>> <<Last name>>  
   
 Employee personal details:   
 <<DOB>> (Show calendar to select)  
 <<Nationality>> Show as boxes to fill  
 <<Father’s name>> (<<First name>> <<Middle name>> <<Last name>>) Show as boxes to fill  
 <<Mother’s name>> (<<First name>> <<Middle name>> <<Last name>>) Show as boxes to fill  
 << Current Address>> (<<Door#, Flat#, Plot#>>) show as drop downs  
 (<<Line#1>>) Show as lines to fill  
 (<< Line#2>>) Show as lines to fill  
 (<<City/ Town>> ) Show as boxes to fill  
 (<<Mandal>>) Show as boxes to fill  
 (<<State>>) Show as boxes to fill  
 (<<Pincode>>) Show as boxes to fill  
   
<<Permanent address>> (<<Door#, Flat#, Plot#>>) show as drop downs  
 (<<Line#1>>) Show as lines to fill  
 (<< Line#2>>) Show as lines to fill  
 (<<City/ Town>> ) Show as boxes to fill  
 (<<Mandal>>) Show as boxes to fill  
 (<<State>>) Show as boxes to fill  
 (<<Pincode>>) Show as boxes to fill  
 <<Mobile Number>> (<< 9 digit space>>) Show as boxes to fill  
 <<Alternate Number>> (<< 9 digit space>>) Show as boxes to fill  
  
<<Education>> (<<Under Graduate>>) (<<Gradate>>) (<<Diploma>>) (<<Pos Graduate>>) show as checkbox  
   
 <<Education details>> (<<Name of the School>>, <<Year of passing>> , <<Percentage>> , <<Medium>>)   
 (<<Name of the College>>, <<Year of passing>> , <<Percentage>> , <<Medium>>)  
 (<<Name of the College>>, <<Year of passing>> , <<Percentage>> , <<Medium>>)   
 (<<Name of the College>>, <<Year of passing>> , <<Percentage>> , <<Medium>>)  
  
<<Identity details>>: (<<PAN#>>, <<Adhar#>>, <<Passport#>> ) Show as boxes to fill  
  
<<Work Experience>>: (<<Fresher>>, <<have work Experience>>) show as checkbox  
  
<<Work Experience#1>>: (<<Name of the org>>, <<Location>>) Show as boxes to fill  
 (<<DOJ>> ,<<LWD>> (Show calendar to select for both fields)  
 (<<Reference Name>>, <<cell#>>, <<Email ID>> Show as boxes to fill, Not Mandatory  
  
<<Work Experience#2>>: Replicate Exp#1 fields  
<<Work Experience#3>>: Replicate Exp#1 fields  
<<Work Experience#4>>: Replicate Exp#1 fields   
<<Work Experience#5>>: Replicate Exp#1 fields   
  
<<Scan & upload>>: <<PDF, JPEG Images>> (example: up to 2MB) <<Tech Team inputs needed on file size>>  
  
\*ALL documents need to be scanned and uploaded as advised by HR Team  
\* Form submission will not take place if mandatory fields are left blank  
\* Minimum 1 file upload should happen for a form submission  
\* Leave a confirmation message once the form is submitted

**<<<<Action from HR Team>>>>**  
  
2) Employee Onboarding

STEP#1 -> Fetch new forms & it shows as below:  
 Form#1 <View>   
 Form#2 <view>   
  
 View of Form#1  
 <<All details filled by employees>>  
 <<Click to view the scanned documents>>  
 <<Close Form>> << Print>> <Release form> << Save as record>>

STEP#2 -> View details /check scanned documents to identify the missing details & Release the form   
 (only HR has access to release form to the candidates)  
 \*Release form gives the access back to the candidate to refill the details / upload docs  
STEP#3 -> Repeat Step#1 & follow Step#2. If Details are appropriate, Step#4 follows  
STEP#4 -> Click on “Save as record” & employee will not be able to edit the document  
  
  
\*After clicking on “Save as record”, even if the employee has access, the form will be greyed out (cannot edit)  
\*Managers & above, IT & Finance will access to this web page (only after the HR Team Saves as record)  
  
  
 **<<<<To be filled by Finance Team>>>>**3) Asset Allocation / Recovery: (only office property such as gadgets)  
  
Allocation form:

STEP#1 -> Fetch new forms & it shows as below:  
 Form#1 <View>   
 Form#2 <view>   
   
 View of Form#1  
 <<All details filled by employees>> Which are greyed out and cannot be edited.  
  
STEP#2 -> Asset Allocation  
 <<Device details>> <<Laptop>> <<Desktop>> show as Drop down  
 <<Accessories>> If Laptop <<Laptop bag>> <<Mouse>>   
 <<Accessories>> If Desktop <<CPU>> <<Monitor>> <<Mouse>> <<Keyboard>>  
 <<LAPTOP Serial#>>   
 <<CPU Serial#>> <<Monitor serial#>>  
 <<Accessories>> <<Headsets>> <<Smartphone>> <<Basic phone>> <<SIM Card>>   
 <<SIM card#>> Ph#  
 <<Device assigned date>>   
  
STEP#3 -> <<Saves as record>>, <<Edit record>> , <<Close Form>>, << Print>>  
  
**Clearance Form** (Start clearance) Check box  
  
STEP#1 -> View Asset Allocated   
STEP#2 -> Validate the assets submitted (including the ID card), Validate the payout, Validate employee dues  
STEP#3 -> Approve Clearance (submit)  
 **<<<<To be filled by Manager / HR >>>>**4) Check Employee record form for clearance (for Attrition / termination cases)  
  
STEP#1 << Employee Resignation Date>> Show calendar  
STEP#2 << HR approval>> Yes / No (Drop down)  
STEP#3 << Employee last Working Date>> Show calendar  
STEP#4 << Manager’s check list>> Attendance, Over Time, Assets,  
STEP#6 -> <<check employee clearance form as submitted by Finance team>>  
STEP#5 -> <<Saves as record>>, <<Edit record>> , <<Close Form>>,