





Last 6 months





Dashborad

Recruitment

Staff Onboarding

Staff Deatils

Fxit Formalities

The list, For Those Who are accepted the Offer Letter, They Will be Eligible for Onboarding



Sending Link on Candidate Email & when click on Edit Button Below form will be opened.



Staff Onboarding

Staff Deatils

Member

8 2 2 3 A

+ Invite new member

Project Name	Q	Search
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	- /	

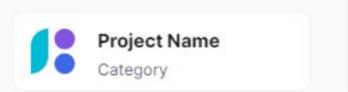
Personal Details	Educational Details		
Name:	Snehal Patil	Email:	SP@gmail.com
Mob No :	6731597530	Alt Mob No :	Input text
Current Address :	Input text	Country:	Dropdown
State :	Maharashtra ~	City:	Pune ~
Pin Code :	413102	DOB : 20/09	9/1999
Blood Group :	-Select- v	Gender: O Ma	le
Permanent Address :	Karve Nagar ,Pune	Country:	India
State :	Maharashtra 🗸	City:	Pune ~
Pin Code :	413102		

Educational Details

Family Details

Father Name :	-Select-	Mother Name :		
Contact No:	-Select-	Adress:		
Country:	Select	State :	Select	~
City :	Select	Y Pin Code :		
	Save	Cance		

When HR will approved details then he will generate Empld or login details.

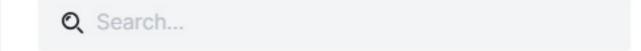


Staff Onboarding

Member

8 2 2 3 A

+ Invite new member



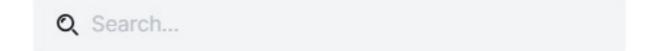




Personal Details	Educational Details		
SSC Year :	-Select-	Browse	ad Documents on Browse button
HSC Year:	-Select-	Browse	
Graduation:	-Select-	Browse	
Graduation year:	-Select- v		
Post Graduation :	-Select-	Browse	
Post Graduation Year	-Select- ~		
Experienced:	Yes No	Browse	if yes then upload Experience letter
Previous Company Name :			
CTC :			
Physically Challenged :	Yes No	Browse	if yes then upload medical certificate
Additional De	tails		
Aadhar No :		PAN No :	
		Account No :	
Bank Name :		Branch Name :	
IFSC Code :		MICR Code :	
	Approve	ect	

When HR will approved details then he will generate Empld or login details.



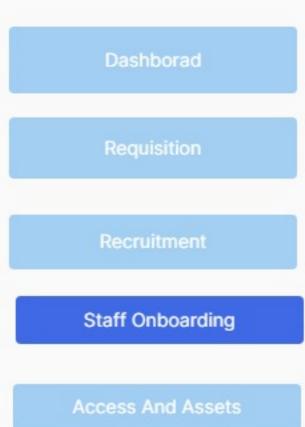


Designation:

-Select-







Name:

-Select-

Staff Deatils

Exit Formalities

View Staff Code List

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Offer Letter

-Select-

						Status::
Sr No	Candidate Name	Mob No	Emailld	Designation	Status	Action
	Snehal Patil	9860258 911	sp@gmail.com	Software Developer	Verified	Create Email Id & Staff Code
	Yogita Pisal	9055648 122	y@gmail.com	Trainer	In-Process	Create Email Id & Staff Code
	Megha Jadhav	8750124 833	m@gmail.co m	Software Developer	Verified	Create Email Id & Staff Code
	Rohit Gailwad	8545127 810	RohitG@gmail.com	Trainer	In-Process	Create Email Id & Staff Code

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Status:

-Select-

After click on Create Empld action Below form will be opned.

Member



+ Invite new member





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Access And Assets

Staff Deatils

Exit Formalities

Create Employeeld & Emp Code

StaffCode: GST00125

Staff Email Id: sp@gayasoft.com

Staff Name: Snehal Patil

Staff Mob No: 6731597530

Staff Designation: Software Developer

Send

Close

Note: - After clicking on Send button Emp Code And Staff Email Id Will Be Saved and send on Personal Mail.



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Staff Onboarding

Access And Assets

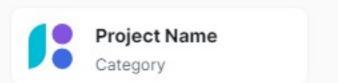
Staff Deatils

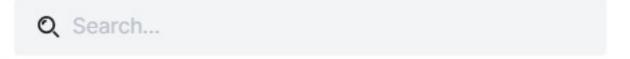
Exit Formalitie

View Staff Details List

Candidate Name :	-Select-	~	Designation:	-Select-	~
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Sr No	EmpCode	Emp Name	Mobile No	Emp EmialId	Designation	Status
	GST00125	Snehal Patil	6731597530	sp@gayasoft.com	Developer	Created
	GST003	Rohit Gaikwad	8545127810	RohitG@gmail.com	Accountanat	Created









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Staff Deatils

Send for Approval	Give Access and Assets	View Access and Assets
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Candidate Name : -Select- -

Sr No	StaffCode	Staffname	Emailid	Mob No	Designation	Approval Status	Action
	GST00125	Snehal Patil	sp@gmail.com	6731597530	Developer	-	Send for Approval
	GST00110	Rohit Gaikwad	RohitG@gmail.com	8545127810	Accountant	Pending	-
	GST00110	Rohit Shinde	m@gmail.co m	6134879420	Developer	-	Send for Approval

After clicking on Send for Approval it will forwarded to Higher Authority (Admin).



Q	Search					
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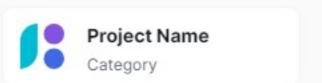




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Staff Deatils
Exit Formalities

		Send for Approv	Send for Approval Give Access and		View Access and Assets			
	Course:	-Select-	→ From D	ate:	ii To da	ate:		
Sr No	StaffCode	Staffname	Emailid	Mob No	Designation	Approval Status	Action	
	GST00125	Snehal Patil	sp@gmail.com	6731597530	Developer	Approved	Give Assess & Assets	
	GST00110	Rohit Gaikwad	RohitG@gmail.com	8545127810	Accountant	Approved	Give Assess & Assets	

After clicking on Acess & Assets action below form will be opened



Q	Search				
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Q

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Access And Assets
Staff Deatils

Give Access To Staff

Staff Code :	GST00125

Staff Name : Snehal Patil

Mob No: 6731597530

Email ld: sp@gayasoft.com

Department: IT

Designation: Software Developer

Login Id: sp@gayasoft.com

Password:

Save

Cancel

Note: Password should be in format : Name@Birthdate/or any two digits and their Empcode For Ex: Snehal@01EMP001



Q Search...

Q ?

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Access And Assets

Staff Deatils

Exit Formalitie

Give Assets To Staff

Staff Code: GST00125

Staff Name: Snehal Patil

Preffered Email Id: sp@gayasoft.com

Department: IT

Designation: Software Developer

Mode: Online

Assets:

ID Card

CPU

Laptop

Table & Chair

Save

Cancel



Q Search

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Staff Onbarding

Access And Assets

Staff Deatils

	Send for Approval	Give Access and Assets	View Access and Assets
Course:	-Select-	From Date:	☐ To date: ☐

Sr No	StaffCode	StaffName	EmailId	Mob No	Designation	Status	Action
	GST00125	Snehal Patil	sp@gayasoft.com	6731597530	Software Developer	Given	View
	GST00105	Rohit Shinde	rs@Gayasoft.com	9876562110	Developer	Given	View

Note:After clicking on view below popup will show.

Project Name

Requisition

Pecruitment

Staff Onbarding

Access And Assets

Staff Deatils

Evit Formalitie

Staff Name: Snehal Patil

Preffered Email Id: sp@gayasoft.com

Department: IT

Designation: Software Developer

Mode: Online

Assets:

ID Card

Laptop

Table & Chair