

- Dashborad
- Requisition
- Recruitment
- Staff Onboarding
- Staff Deatils
- Exit Formalities

OnBoarding

Last 6 months

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

--select--

Designation:-

--select--

Status:-

--select--

Offer Letter Status :-

--select--

	Sr. No	Candidate Name	Email	Phone	Designation	Offer Letter	Joining Letter & Form Link	Action	Status
<div><div></div><div></div></div>	1	Snehal Patil	sp@gmail.com	6731597530	Software Developer	Accepted	Send	View / Edit	Verified
<div><div></div></div>	2	Yogita Pisal	y@gmail.com	1234567892	Software Developer	On Hold	-	View / Edit	-
	3	Megha Jadhav	m@gmail.co m	1234567893	Software Tester	Rejected	-	View / Edit	-

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

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Personal Details

Educational Details

Last 6 months

Name :

Snehal Patil

Mob No :

6731597530

Current Address :

Input text

State :

Maharashtra

Pin Code :

413102

Blood Group :

-Select-

Permanent Address :

Karve Nagar ,Pune

State :

Maharashtra

Pin Code :

413102

Email :

SP@gmail.com

Alt Mob No :

Input text

Country :

Dropdown

City:

Pune

DOB :

20/09/1999

Gender :

Male

Female

Other

Country :

India

City :

Pune

Family Details

Father Name :

-Select-

Mother Name :

Contact No:

-Select-

Adress:

Country :

Select

State :

Select

City :

Select

Pin Code :

Save

Cancel

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

Member



Invite new member

Personal Details

Educational Details

SSC Year :

-Select-

Browse

Upload Documents on Browse button

HSC Year:

-Select-

Browse

Graduation :

-Select-

Browse

Graduation year :

-Select-

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 Details

Aadhar No :

PAN No :

Account No :

Bank Name :

Branch Name :

IFSC Code :

MICR Code :

Approve

Reject

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

Member



Invite new member

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View Staff Code List

Name:

-Select-

▼

 Designation:

-Select-

▼

 Status:

-Select-

▼

 Offer Letter Status::

-Select-

▼

Sr No	Candidate Name	Mob No	EmailId	Designation	Status	Action
	Snehal Patil	9860258911	sp@gmail.com	Software Developer	Verified	Create Email Id & Staff Code
	Yogita Pisal	9055648122	y@gmail.com	Trainer	In-Process	Create Email Id & Staff Code
	Megha Jadhav	8750124833	m@gmail.co m	Software Developer	Verified	Create Email Id & Staff Code
	Rohit Gailwad	8545127810	RohitG@gmail.com	Trainer	In-Process	Create Email Id & Staff Code

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

Member



+ Invite new member

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Create EmployeeId & 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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View Staff Details List

Candidate Name :

-Select-

Designation :

-Select-

Sr No	EmpCode	Emp Name	Mobile No	Emp Emialld	Designation	Status
	GST00125	Snehal Patil	6731597530	sp@gayasoft.com	Developer	Created
	GST003	Rohit Gaikwad	8545127810	RohitG@gmail.com	Accountanat	Created

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Send for Approval

Give Access and Assets

View Access and Assets

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).

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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	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

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Give Access To Staff

Staff Code :GST00125

Staff Name :Snehal Patil

Mob No :6731597530

Email Id: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

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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

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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.

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Exit Formalities

Staff Name :

Snehal Patil

Preffered Email Id:

sp@gayasoft.com

Department:

IT

Designation:

Software Developer

Mode :

Online

Assets :

☒ ID Card

☒ Laptop

☒ Table & Chair