# **E-Office - Company Creation Development Document**

## **1. Introduction**

This document outlines the development process for creating a Company Management System within E-Office. The system will include a multi-wizard form for efficient company creation, covering various aspects such as company information, certification details, contact information, module selection, license generation, and admin account creation.

## **2. Multi-Wizard Form for Company Creation**

### **Step 1: Company Information**

* Fields:
  + Company Name
  + Company Email
  + Country
  + State
  + City
  + Pincode
  + Address Line 1
  + Registered Address
  + Corporate Office Address
  + Billing Address
  + About Company
  + Company Logo (File Upload)
* Checkbox:
  + "Same as Address Line 1" (Auto-fill other addresses if checked)

### **Step 2: Certification Details**

* Fields:
  + PAN Card
  + GST Number
  + TAN Number
  + CIN Number
  + ESIC Number
  + EPF Number
  + LIN Number
  + MSE/AADHAR UDHYAM
  + MSE/AADHAR UDHYAM TYPE
  + DPIIT Certificate Number
  + CMMI Level
  + Ministry Name
  + ISO Certification (Multiple File Upload)

### **Step 3: Contact Details**

* Fields:
  + Contact Person Name
  + Primary Mobile Number
  + Secondary Mobile Number
  + WhatsApp Number
  + Primary Email
  + Secondary Email
  + Fax
  + Skype ID
  + Website
  + LinkedIn
  + Instagram
  + Facebook
  + Twitter

### **Step 4: Modules**

* Display all available modules (e.g., HRMS) with checkboxes for user selection.

### **Step 5: License**

* Fields:
  + License Key
  + Duration (in days)
  + Valid From (Date)
  + Expiration Date (Date)
* Admin Section: Generate license for the company/client.

### **Step 6: Final Step**

* Fields:
  + Name
  + Mobile
  + Email
  + Username (Auto-generated)

## **3. Workflow**

* User initiates the company creation process and enters company information.
* User provides certification details, including ISO certificates.
* Contact details are entered for communication purposes.
* User selects modules required for the company from the available options.
* License information is generated by the EchTech admin for the specified company/client.
* Final step involves creating an admin account, with an auto-generated username.

## **4. User Interface Guidelines**

* Ensure a user-friendly and intuitive interface.
* Use appropriate validation checks for mandatory fields.
* Implement responsive design for a seamless experience on various devices.
* Provide clear instructions and tooltips for each form field.
* Include file upload progress indicators for ISO certificates.
* Display confirmation messages upon successful completion of all steps.

## **5. Conclusion**

This multi-wizard form simplifies the company creation process within E-Office, allowing administrators to efficiently input and manage essential information for effective company management. Following these guidelines will result in a user-friendly and robust system.