**User Guide**

Welcome to the Company Web Portal! Our portal is designed to provide employees with easy access to important company resources, tools, and information. Our portal enhances employee engagement, streamline HR management tasks and creates seamless experience for both employees and HR administrators. This document provides a detailed overview of each feature available on the portal, including how they work.

**Features**

**1. Landing Page Features**

The Landing Page of Employee Connect Web Portal is designed to offer immediate access to crucial information and tools. It sets the tone for a user-friendly experience from the very beginning so that users can immerse into it.

**Figure 1:** Landing Page

**a. Announcements**

Stay updated with our Announcements section. Whether it’s a company-wide update, an important deadline, or exciting news, you will find it here. It provides a feed of announcements that are categorized by recency and importance. This section serves as a central hub for all critical communications, ensuring that no important information is missed.

The interface allows Admin and HR users to post, edit and manage announcements easily, ensuring only vital information is posted and it reaches everyone promptly.

**b.** **Calendar with Company and User-Specific Holidays**

The integrated Calendar is a powerful tool that combines company-wide holidays with user-specific holidays. This dual-view feature allows employees to toggle between a global company calendar and a personalized view tailored to their location and work preferences. It highlights public holidays in green, helping employees plan their schedules around key dates. This tool helps employees keep track of holidays and manage their time effectively, ensuring they are aware of when the office is closed or when special events are taking place.

**c. Company News and Upcoming Events**

Stay updated with the latest developments within the organization through the Company News section. This feature provides a dynamic feed that includes articles, updates, and important event details, internal successes, etc with hyperlinks redirecting to the related content, enhancing accessibility. The content is curated to ensure relevance to all departments and is updated regularly to keep the workforce informed.

**2. HR Policies Page**

The HR Policies page is the central repository for all human resources-related documents and guidelines. It’s designed to be a one-stop-shop for employees to access vital information, from company policies on leave and benefits to performance management and workplace conduct.

The page is organized into categories for easy navigation, with a search function that allows employees to quickly find specific policies, each with hyperlink that opens the policy in a new tab for easy reading and reference. Employees can download or print policies as needed. For clarity, an FAQ section is included to address common queries related to each policy. This feature allows employees to quickly find and review HR related documents, reducing the need for manual requests and fostering self-service.

**Figure 2:** HR Policies Page

**3. AI-Powered Chatbot**

The AI-Powered Chatbot is your virtual assistant within the Employee Connect Portal. It’s available 24/7 to answer questions, provide guidance, and direct users to the appropriate resources. This chatbot is designed to understand natural language queries, making it user-friendly even for those less familiar with technology. It provides immediate responses based on a prebuilt knowledge base that includes answers to common questions, procedures, and contact information for further assistance.

It will retain the chat consistently on all the pages in the portal and users can continue from where they have left.

Key functionalities include:

* **HR Queries:** The chatbot can answer common HR-related questions, such as policy explanations or leave balance inquiries.
* **Portal Navigation:** It can guide users to different sections of the portal, helping them find specific pages or documents.
* **Personalization:** Over time, the chatbot learns from user interactions to offer more personalized responses and suggestions.

The chatbot streamlines access to information, reduces the workload on HR by handling routine inquiries, and improves the overall employee experience by providing quick, reliable answers.

**Figure 3:** AI Chatbot

**4. Register/Login Page**

Security and simplicity go hand in hand for employees to access the portal with our Register/Login page. It’s designed with three different user roles in mind: Normal Employees, HR, and Admins. It provides robust management capabilities at your fingertips.

**a. Registration Process**

New users can register using their company email and a secure password. Depending on their role, they will be assigned specific permissions and access levels. For example, Admins have the highest level of access, HR users have access to HR-related tools and information, and Normal Employees have standard access to personal and company-wide features.

**b. Login Process**

Returning users can log in quickly using their credentials. The system supports multi-factor authentication (MFA) for added security, ensuring that all user data remains protected. Password recovery options are available, and users can opt to stay logged in on trusted devices.

**Figure 4:** Register/Login Page

**5. User Dashboard Page - Requires Login**

Upon logging in, employees are greeted with a personalized User Dashboard. This page is the hub of their experience within the portal, offering a comprehensive overview of their workday and key information.

**Dashboard Features:**

* **Profile Overview:** Quick access to personal information, leave balances, and performance metrics.
* **Quick Links:** Access to the most frequently used sections like Announcements, Calendar, HR Policies, and more.
* Can check all the queries submitted to the HR by the user.
* Can check all the jobs that user has applied to.
* Can check all the social media posts uploaded by the user.
* **Recent Activity Feed:** A summary of recent actions within the portal, such as posts made, queries submitted, or news articles read.
* **Notifications:** A section that highlights new announcements, pending approvals, or unread messages.

**Figure 5:** Dashboard Page

**6. HR Query Page - Requires Login**

The HR Query Ticketing System allows employees to submit questions or requests to HR through a ticketing interface. Each submission generates a unique ticket number, making it easy for employees and HR to track the status of their queries.

**a. Normal Users:**

* **Submit Queries:** Employees can post queries related to HR policies, benefits, payroll, etc. They can categorize queries for faster processing and add attachments if needed.
* **Track Status:** Users can track the status of their queries in real-time, seeing updates and responses from HR.

**b. HR Users:**

* **Manage Queries:** HR personnel can view all queries posted by employees, prioritize them based on urgency, and respond directly through the platform.
* **Close Queries:** Once a query has been resolved, HR can mark it as closed, archiving it for future reference.

**c. Admin Users:**

* **Full Control:** Admins have full control over all queries within the system. They can view, modify, close, and delete any query. This ensures that the system remains organized and that unresolved queries are followed up on.

**Figure 6:** HR Query Page

**7. Job Portal Page - Requires Login**

The Job Portal Page is the career hub for employees looking to explore new opportunities within the company. It’s designed to be both comprehensive and easy to navigate.

**a. Normal Users:**

* **Search and Apply:** Employees can search for jobs using various filters like job title, location, salary, date of posting, work experience level and type of employment. The application process is seamless, allowing users to apply directly through the portal by uploading their resume and cover letter.
* **Saved Jobs:** Users can save jobs they’re interested in and apply later.

**b. Admin Users:**

* **Manage Job Postings:** Admins have full control over job postings. They can create new postings, modify existing ones, or delete outdated listings. They also have the authority to close job postings once a position has been filled.
* **Analytics:** Admins can access analytics to see how many employees have viewed or applied for a position, helping them gauge interest and effectiveness of job listings.

**Figure 7:** Job Portal Page

**8. Social Media Page - Requires Login**

Create a vibrant community within the organization with our Social Media feature. Employees can share updates, celebrate milestones, and interact with colleagues in a semi-formal setting.

**a. Normal Users:**

* **Post Photos:** Employees can share photos from company events, team outings, or personal achievements.
* **Edit/Delete Photos:** Employees can edit and delete their own posts.
* **Like and Comment:** Users can like and comment on posts from their colleagues, fostering a sense of community and camaraderie.
* **Search Posts:** A search function allows users to find specific posts or topics quickly.

**b. Admin Users:**

* **Moderate Content:** Admins have the ability to view, modify, and delete any posts to ensure that content remains appropriate and within company guidelines.
* **Promote Posts:** Admins can promote posts that highlight company values or significant achievements, ensuring they reach a wider audience within the organization.

**Figure 8:** Social Media Page

**9. Music Player**

The Music Player is a unique feature designed to enhance the work environment by allowing employees to listen to music directly within the portal. It contains curated lists of songs with cover track image displayed that can be played on demand.

It’s fully integrated and accessible from anywhere within the platform.

**Features:**

* **Controls:** Employees can play and pause songs effortlessly.
* **Sound Adjustment:** Employees can adjust the sound accordingly to enjoy smooth music.
* **Custom Playlists:** Employees can create and manage their own playlists, adding their favourite tracks for a personalized listening experience.
* **Company Playlists:** The company can curate playlists for different moods or themes (e.g., Focus, Relaxation, Motivation) that are accessible to all employees.
* **Background Play:** The music player works seamlessly in the background, allowing users to navigate the portal while enjoying their tunes.
* **Sharing:** Employees can share playlists with colleagues, fostering a collaborative and engaging work environment.

This feature provides a pleasant background ambiance, boosting employee morale and productivity through music.

**Figure 8:** Music Player Page

**10. Employee Skills Showcase**

**Functionality:**

The Employee Skills Showcase is a platform where employees can display their creative talents and skills, such as art, photography, writing, or other personal projects. It includes a gallery for showcasing submissions and interactive elements for engagement.

**Inputs:**

Submissions: Employees can submit images, videos, or text showcasing their talents.

Categories: Options for categorizing submissions (e.g., art, writing, coding, etc.).

**Outputs:**

A searchable gallery of employee submissions, with options for likes, comments, and filtering by category or skill type.

**Benefits:**

This feature fosters a sense of community and appreciation for diverse talents within the company, encouraging employees to share and celebrate their skills.

Each feature of the Company Web Portal is designed to enhance the overall employee experience by providing easy access to critical information, improving communication, and offering tools that support daily work activities. Explore the portal to make the most of its functionalities!