Employee Onboarding System

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1.Introduction

This document provides a comprehensive overview of the Employee Onboarding System developed for **coapps.ai**. It outlines the purpose, scope, implementation, and Conclusion.

2.Purpose

The purpose of the Employee Onboarding System is to streamline and automate the onboarding process for new employees at **coapps.ai**. It aims to enhance efficiency, reduce paperwork, and provide a seamless experience for both new hires and HR personnel.

3.Scope

The Employee Onboarding System includes modules for:

* Employee Information Management
* Document Upload and Management
* Task Assignment and Tracking
* Training and Orientation Scheduling
* Feedback and Evaluation

4.System Overview

The system is web-based and built using HTML, CSS, and Javascript. It consists of a user-friendly interface for HR administrators, managers, and new hires. The system facilitates communication, task management, and document sharing throughout the onboarding process.

5.Implementation

5.1 HTML

<!DOCTYPE html>

<html>

<head>

<link rel="stylesheet" href="https://stackpath.bootstrapcdn.com/bootstrap/4.5.2/css/bootstrap.min.css" integrity="sha384-JcKb8q3iqJ61gNV9KGb8thSsNjpSL0n8PARn9HuZOnIxN0hoP+VmmDGMN5t9UJ0Z" crossorigin="anonymous" />

<script src="https://code.jquery.com/jquery-3.5.1.slim.min.js" integrity="sha384-DfXdz2htPH0lsSSs5nCTpuj/zy4C+OGpamoFVy38MVBnE+IbbVYUew+OrCXaRkfj" crossorigin="anonymous"></script>

<script src="https://cdn.jsdelivr.net/npm/popper.js@1.16.1/dist/umd/popper.min.js" integrity="sha384-9/reFTGAW83EW2RDu2S0VKaIzap3H66lZH81PoYlFhbGU+6BZp6G7niu735Sk7lN" crossorigin="anonymous"></script>

<script src="https://stackpath.bootstrapcdn.com/bootstrap/4.5.2/js/bootstrap.min.js" integrity="sha384-B4gt1jrGC7Jh4AgTPSdUtOBvfO8shuf57BaghqFfPlYxofvL8/KUEfYiJOMMV+rV" crossorigin="anonymous"></script>

<script src="https://kit.fontawesome.com/93d8693470.js" crossorigin="anonymous"></script>

<script src="https://cdn.jsdelivr.net/npm/@emailjs/browser@3/dist/email.min.js"></script>

</head>

<body>

<div class="container">

<nav class="navbar navbar-expand-lg navbar-light bg-white mb-2 sticky fixed-top">

<a class="navbar-brand navbar-heading" href="#employeeOnboard">Employee Onboard</a>

<button class="navbar-toggler" type="button" data-toggle="collapse" data-target="#navbarNav" aria-controls="navbarNav" aria-expanded="false" aria-label="Toggle navigation">

<span class="navbar-toggler-icon"></span>

</button>

<div class="collapse navbar-collapse" id="navbarNav">

<div class="navbar-nav ml-auto">

<a class="nav-link" href="#employeeOnboard">Employee Onboard details <span class="sr-only">(current)</span></a>

<a class="nav-link" href="#managerLogin">Manager Login</a>

<a class="nav-link" href="#aboutUs">About us</a>

<a class="nav-link" href="#privacyFiles">Files</a>

</div>

</div>

</nav>

<div class="container d-flex flex-row justify-content-center">

<div class="row">

<div class="col-12">

<div>

<form id="employeeOnboard" class="employee-cont">

<div class="coapps">

<img src="https://res.cloudinary.com/dvxc98fgx/image/upload/v1713502562/coapps\_sg9386.png" class="image mb-3" /><br />

</div>

<p class="message-para">Please fill out the form below for our coapps. If any fields are missing, You will receive an <span class="span">error\*</span> message.</p>

<p class="paragraph">Please reach out to Noor Jakeer if you have any technical issues: jakeernoor742@gmail.com</p>

<label for="sendername" class="label">Employee Name</label> <br />

<input type="text" placeholder="Full Name" required id="sendername" class="mb-2 border" /> <br />

<p id="para"></p>

<label for="dateOfBirth" class="label">Employee Joining Date</label> <br />

<input type="text" placeholder="DD-MM-YYYY" required id="dateOfBirth" class="mb-2 border" /> <br />

<p id="paraDob"></p>

<p class="gender">Gender</p>

<input type="radio" id="genderMale" value="Male" name="gender" />

<label for="genderMale">Male</label>

<input type="radio" id="genderFemale" value="Female" name="gender" />

<label for="genderFemale" class="mb-2">Female</label><br />

<label for="jobRole" class="label">Job Role</label> <br />

<input type="text" placeholder="Enter Job Role" required id="jobRole" class="mb-2 border" /> <br />

<label for="email" class="label">E-Mail</label> <br />

<input type="email" placeholder="Email Id" required id="email" class="mb-2 border" /> <br />

<p id="paraMail"></p>

<label for="address" class="label">Address</label> <br />

<input type="text" placeholder="Native Place" required id="address" class="mb-2 border" /> <br />

<p id="paraMail"></p>

<label for="contact" class="label">Contact Details</label> <br />

<input type="email" placeholder="Mobile No" required id="contact" class="mb-2 border" /> <br />

<p id="paraMail"></p>

<label for="message" class="label"> Message</label> <br />

<textarea placeholder="Convey your message" required id="message" cols="40" rows="4" class="mb-2 border"></textarea><br />

<p id="paraMessage"></p>

<button class="button" onclick="sendMail()">Send</button>

</form>

<hr style="border-top:1px solid black;">

<div id="managerLogin" class="manager-cont">

<h1 class="heading mb-4">Manager Login</h1>

<label for="managerName" class="label-Manager">User Name</label> <br />

<input type="text" placeholder="Full Name" required id="managerName" class="mb-4 border" /> <br />

<p id="managerPara"></p>

<label for="managerPassword" class="label-Manager">Password</label> <br />

<input type="text" placeholder="password" required id="managerPassword" class="mb-4 border" /> <br />

<p id="managerPasswordPara"></p>

<div class="button-container">

<button class="button mb-4" id="loginButton">Log in</button>

</div>

<p id="finalMessage" class="login-message mb-4"></p>

</div>

<hr style="border-top:1px solid black;">

<div id="aboutUs">

<h1 class="heading text-center">The Begining</h1>

<p class="paragraph-one">The Coapps journey started in 2018. With a team of highly qualified individuals,

Coapps assists businesses in finding the trusted digital service providers in software

development, web & mobile app, digital branding, gaming & fintech app, NFT, and recruitment

agencies across the world. More than 500 projects in CRM applications and fintech apps have been accomplished by

us for diverse sectors including healthcare, automotive, IT, and banking.</p>

<i class="fa fa-linkedin-square length" aria-hidden="true"></i>

<a href="https://www.linkedin.com/company/coappsai/">Our Linkedin--></a>

<div class="coapps-center">

<img src="https://res.cloudinary.com/dvxc98fgx/image/upload/v1713507100/Screenshot\_2024-04-19\_113931\_grrdbs.png" class="coapps-image mb-3" />

</div>

<h1 class="heading text-center">Specialists</h1>

<p class="paragraph-one mb-2">Datascience, Machine Learning, Saas, AI, Mobile Application, Web Application, blockchain, marketplace, B2B, Digitalservices, Analytics, fintech,

hiring agency, Bulk Hiring, software, and freshers. We have 201-500 employees and 157 associated members in our company.</p>

<div class="coapps-center">

<img src="https://res.cloudinary.com/dvxc98fgx/image/upload/v1713508678/pic2\_simdrd.png" class="coapps-image mt-3" />

</div>

<hr style="border-top:1px solid black;">

</div>

<div class="manager-cont" id="privacyFiles">

<h1 class="heading text-center">Privacy Files</h1>

<p class="paragraph-one mb-2">\*Enter the correct Password before the timer to get access of privacy files\*</p>

<p class="files text-center" id="timerPara"></p>

<label for="FileAccessingName" class="label-Manager">User Name</label> <br />

<input type="text" placeholder="Full Name" required id="FileAccessingName" class="mb-4 border" /> <br />

<label for="FilePassword" class="label-Manager">Password</label> <br />

<input type="text" placeholder="password" required id="FilePassword" class="mb-4 border" /> <br />

<p id="FilePara"></p>

<div class="button-container">

<button class="button mb-4" id="loginButton">Log in</button>

</div>

<p id="fileFinalMessage" class="login-message mb-4"></p>

</div>

</div>

</div>

</div>

<script>

function sendMail() {

(function() {

emailjs.init("4eu\_2yLSAIWYrGLh6"); // emaljs publickey

})();

var params = {

sendername: document.querySelector("#sendername").value,

email: document.querySelector("#email").value,

address: document.querySelector("#address").value,

contact: document.querySelector("#contact").value,

dateOfBirth: document.querySelector("#dateOfBirth").value,

jobrole: document.querySelector("#jobRole").value,

message: document.querySelector("#message").value

};

var serviceID = "service\_anzlxls"; //Email service Id

var templateID = "template\_1rg90yf"; //Template Id

emailjs.send(serviceID, templateID, params)

.then(res => {

alert("Email sent successfully!");

})

.catch();

}

</script>

</div>

</div>

</body>

</html>

5.2 CSS

@import url('https://fonts.googleapis.com/css2?family=Bree+Serif&family=Caveat:wght@400;700&family=Lobster&family=Monoton&family=Open+Sans:ital,wght@0,400;0,700;1,400;1,700&family=Playfair+Display+SC:ital,wght@0,400;0,700;1,700&family=Playfair+Display:ital,wght@0,400;0,700;1,700&family=Roboto:ital,wght@0,400;0,700;1,400;1,700&family=Source+Sans+Pro:ital,wght@0,400;0,700;1,700&family=Work+Sans:ital,wght@0,400;0,700;1,700&display=swap');

.files {

color: green;

font-weight: bold;

font-size: 30px;

font-family: roboto;

}

.navbar-heading {

color: #800020;

font-weight: 500;

font-size: 20px;

font-family: roboto;

}

.gender {

color: #800020;

font-weight: 600;

font-size: 20px;

font-family: roboto;

}

.center {

text-align: center;

}

.length {

height: 20px;

width: 20px;

}

.coapps-image {

height: 50%;

width: 50%;

}

.coapps-center {

text-align: center;

}

.paragraph-one {

color: #cb4154;

font-weight: 500;

font-family: italic;

text-align: center;

font-size: 17px;

}

.coapps {

text-align: center;

padding-top: 80px;

}

.message-para {

color: #cb4154;

font-weight: 300;

font-family: bree serif;

text-align: center;

font-size: 17px;

}

.paragraph {

color: #cb4154;

font-weight: 400;

font-family: italic;

text-align: center;

font-size: 14px;

}

.span {

color: red;

}

.image {

height: 100px;

width: 400px;

text-align: center;

}

.employee-cont {

height: 145vh;

}

.manager-cont {

height: 100vh;

}

.login-message {

text-align: center;

color: green;

font-weight: 500;

font-family: roboto;

}

.button {

background-color: #922724;

height: 40px;

width: 80px;

border-color: transparent;

color: white;

border-radius: 5px;

}

.button-container {

text-align: center;

}

.label-Manager {

color: #922724;

font-weight: 600;

font-size: 20px;

font-family: roboto;

}

.heading {

font-family: roboto;

text-align: center;

font-weight: bold;

color: #ee0443;

}

.line {

height: 100px;

}

.border {

border-width: 5px;

border-radius: 3px;

}

.para-style {

color: red;

font-weight: 500;

font-family: roboto;

}

.container {

background-image: url("https://img.freepik.com/free-vector/hand-painted-smooth-watercolor-texture-abstract-background-design\_1017-51304.jpg?t=st=1713503186~exp=1713506786~hmac=8234b266e770fba34fdee0fe299842a891a3ca6189a25a180ff286bd6d93813e&w=1380");

background-size: cover;

height: 500vh;

width: 100vw;

}

.margin {

margin-left: auto;

}

.label {

color: #800020;

font-weight: 600;

font-size: 20px;

font-family: roboto;

}

5.3 JAVASCRIPT

let sendernameEl = document.getElementById("sendername");

let emailEl = document.getElementById("email");

let messageEl = document.getElementById("message");

let paraEl = document.getElementById("para");

let paraMailEl = document.getElementById("paraMail");

let paraMessageEl = document.getElementById("paraMessage");

let managerNameEl = document.getElementById("managerName");

let managerParaEl = document.getElementById("managerPara");

let managerPasswordEl = document.getElementById("managerPassword");

let managerPasswordParaEl = document.getElementById("managerPasswordPara");

let loginButtonEl = document.getElementById("loginButton");

let finalMessageEl = document.getElementById("finalMessage");

let dateOfBirthEl = document.getElementById("dateOfBirth");

let paraDobEl = document.getElementById("paraDob");

let FilePasswordEl = document.getElementById("FilePassword");

let FileParaEl = document.getElementById("FilePara");

let timerParaEl = document.getElementById("timerPara");

let fileFinalMessageEl = document.getElementById("fileFinalMessage");

let countdown = 15;

let intervalId = setInterval(function() {

countdown = countdown - 1;

timerParaEl.textContent = countdown;

if (countdown === 0) {

fileFinalMessageEl.textContent = "You can't access the privacy files";

fileFinalMessageEl.style.color = "red";

clearInterval(intervalId);

}

}, 1000);

FilePasswordEl.addEventListener("keydown", function(event) {

let password = FilePasswordEl.value;

if (event.key === "Enter" && password === "coapps.ai" && countdown !== 0) {

fileFinalMessageEl.textContent = "Entered correct password. You can access the files";

clearInterval(intervalId);

}

})

FilePasswordEl.addEventListener("blur", function(event) {

if (event.target.value === "") {

FileParaEl.textContent = "Required\*";

FileParaEl.classList.add("para-style");

} else {

FileParaEl.textContent = "";

}

});

managerPasswordEl.addEventListener("keydown", function(event) {

let passwordText = managerPasswordEl.value;

if (event.key === "Enter" && passwordText === "coapps@123") {

finalMessageEl.textContent = "Logged in successfully!!";

finalMessageEl.classList.add("login-message");

} else if (event.key === "Enter" && passwordText !== "coapps") {

finalMessageEl.textContent = "wrong Password... Try again";

finalMessageEl.style.color = "red";

}

});

dateOfBirthEl.addEventListener("blur", function(event) {

if (event.target.value === "") {

paraDobEl.textContent = "Required\*";

paraDobEl.classList.add("para-style");

} else {

paraDobEl.textContent = "";

}

});

sendernameEl.addEventListener("blur", function(event) {

if (event.target.value === "") {

paraEl.textContent = "Name can't be empty\*";

paraEl.classList.add("para-style");

} else {

paraEl.textContent = "";

}

});

emailEl.addEventListener("blur", function(event) {

if (event.target.value === "") {

paraMailEl.textContent = "email can't be empty\*";

paraMailEl.classList.add("para-style");

} else {

paraMailEl.textContent = "";

}

});

messageEl.addEventListener("blur", function(event) {

if (event.target.value === "") {

paraMessageEl.textContent = "Please write something!!";

paraMessageEl.classList.add("para-style");

} else {

paraMessageEl.textContent = "";

}

});

managerNameEl.addEventListener("blur", function(event) {

if (event.target.value === "") {

managerParaEl.textContent = "Required\*";

managerParaEl.classList.add("para-style");

} else {

managerParaEl.textContent = "";

}

});

managerPasswordEl.addEventListener("blur", function(event) {

if (event.target.value === "") {

managerPasswordParaEl.textContent = "Enter the correct password\*";

managerPasswordParaEl.classList.add("para-style");

} else {

managerPasswordParaEl.textContent = "";

}

});

6. Conclusion

The Employee Onboarding System aims to revolutionize the onboarding process at **coapps.ai** by providing a centralized platform for managing all aspects of employee onboarding. Continuous improvement and maintenance will ensure its effectiveness in the long term.