Flow Diagram

HR	USER

Initiate the process of Onboarding

(1) Send E-Mail

(2) Receive Email (With Link)

Selected Candidate will be sent an email to :
- Fill basic details
- Sign agreements
- Upload documents

(3) Click on Link

(5) Fill Basic Information

Save & Next

(6) Upload Documents

Save & Next

Save & Close

(4) Notify HR that the User has clicked on the link

(7) ZOHO Agreements Signing

Redirects to ZOHO

(8) Submit ? — No → Save & Close

Yes

Notifies that the User has Signed agreements, Uploaded documents and Submitted the form

(9) Receive E-Mail

(10) Validate

(11) Approved ? — No → Notify User about the corrections to be made through Mail or Call

Yes

Acceptance E-Mail
Save a Copy