

# Agileoffice user guide

Version 1.0

Private and confidential



# Corporate directory – *view my information*



Agile Office

MON 30 July 2018 , 16 : 42 : 31

Language System

Welcome System

QUICK LINKS

Dashboard

HR Services

Corporate Directory

Myself

My Colleagues

Go for Leave

e-Meeting

Document Circulation

System

0001

system@gmail.com

Presidente

OPERAÇÕES

Direcção de Gabinete do PCA

PERSONAL INFO

ADDRESS

EDUCATION

EXPERIENCE

EMPLOYMENT

IDENTITY INFO

Click 'EDUCATION INFO' to view, add and edit your education information

Click 'ADDRESS INFO' to view and edit address information

Click 'PERSONAL INFO' to view and edit your personal information

Click 'Myself' inside the Corporate Directory Menu to view your own information

Your basic information section

Note:- After clicking an icon scroll down to view and edit the information

# Corporate directory – *view my information*



WELCOME  
System

QUICK LINKS

Dashboard

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PERSONAL INFO

ADDRESS

EDUCATION

EXPERIENCE

EMPLOYMENT

IDENTITY INFO

Click 'EXPERIENCE INFO' to view, add and edit your experience information

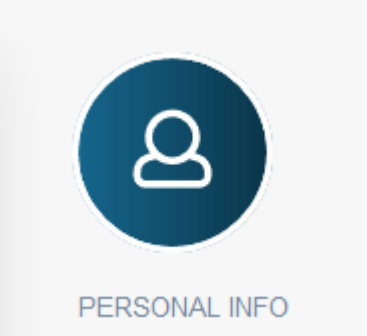
Click 'IDENTITY INFO' to view and add identity information

Click 'EMPLOYMENT INFO' to view, your employment information

# Corporate directory – *view my information*



Edit



Personal Details

Email Address	Employee Name *	Surname
<input type="text" value="system@gmail.com"/>	<input type="text" value="System"/>	<input type="text"/>
Display Name	Father's Name	Mother's Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	Date Of Birth *	Gender *
<input type="text"/>	<input type="text" value="25-01-2017"/>	<input type="text" value="Masculino"/>
Blood Group	Joining Date *	Marital Status
<input type="text" value="--Select--"/>	<input type="text" value="25-01-2017"/>	<input type="text" value="--Select--"/>
<input type="button" value="Save"/>		

Click here to close the personal information window

Fill the details in the corresponding fields

Click on 'Save' to update your personal details

Note:- Fields marked with asterisk(\*) symbol are mandatory

# Corporate directory – *view my information*



Edit

Contact Details

Permanent Address

Address Line 1 \*

Province \*

Mobile Number

Present Address

Is Present Address same as Per

Address Line 1 \*

Province \*

Mobile Number

Phone Number

Save

Test

test.user

ANA

PELOURO DE PE

CORPOR


OK

This window indicates that your update or add request is under approval process.

If the request will be approved, you will be able to view your changes here.

If the request will be rejected, the changes will not be reflected here. In this case if you want to add your details again fill the fields again and click save.

# Corporate directory – *View my address information*



ADDRESS INFO

**Contact Details**

**Permanent Address**

Address Line 1 *	Address Line 2	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Province *	Country *	Pin Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	Phone Number	
<input type="text"/>	<input type="text"/>	

**Present Address**

Is Present Address same as Permanent Address ☐

Address Line 1 *	Address Line 2	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Province *	Country *	Pin Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	Phone Number	
<input type="text"/>	<input type="text"/>	

**Note:- Fields marked with asterisk(\*) symbol are mandatory**

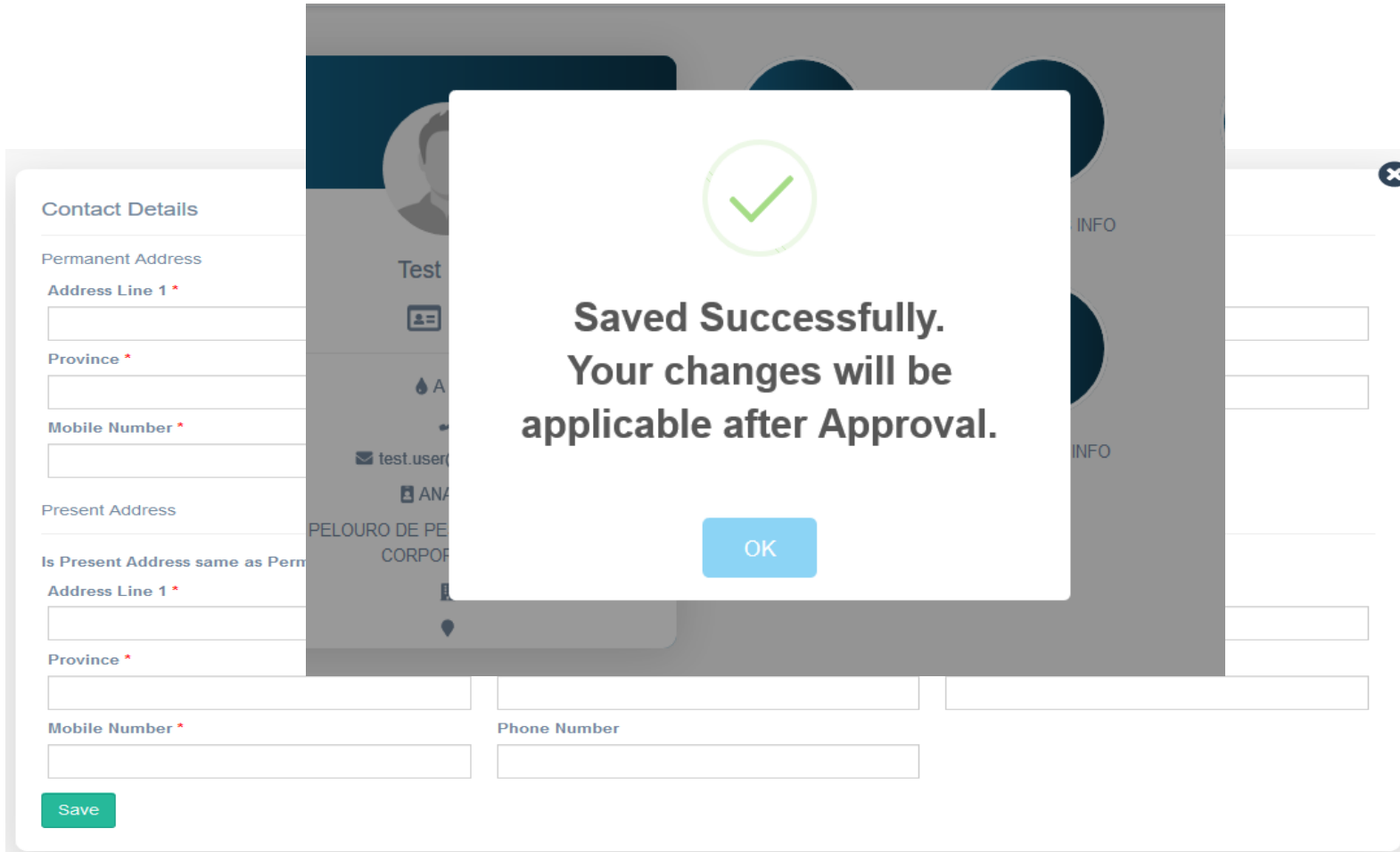
Click here to close the address information window

Fill the details in the corresponding fields

Click the check box if your permanent and present addresses are same

Click on 'Save' to update your personal details

# Corporate directory – *View my address information*



**Contact Details**

Permanent Address

Address Line 1 \*

Province \*

Mobile Number \*

Present Address

Is Present Address same as Perm

Address Line 1 \*

Province \*

Mobile Number \*

Phone Number

Save

**Saved Successfully.**  
Your changes will be applicable after Approval.

OK

This window indicates that your update or add request is under approval process.

If the request will be approved, you will be able to view your changes here.

If the request will be rejected, the changes will not be reflected here. In this case if you want to add your details again fill the fields again and click save.

# Corporate directory – *View my education information*

View



EDUCATION INFO

Education Details

No data to display

Add


Click here to close the education information window

Click 'Add' to open the education pop-up window



# Corporate directory – *View my education information*

## Add



EDUCATION INFO

PERSONAL INFO ADDRESS

### Add Education

×

Training Level *	Course Name *	Institution Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
From *	To *	Description *
Month ▼ Year ▼	Month ▼ Year ▼	<input type="text"/>
<div>Save Close</div>		

Fill the details in the corresponding fields

Click here to close the pop-up

Click on 'Save' to update your education details

**Note:-** Fields marked with asterisk(\*) symbol are mandatory

# Corporate directory – *View my education information*



View previously entered education details

## View

EDUCATION INFO

### Education Details

Training Level	Course Name	Institution Name
test	test	test
From	To	Description
Jul 2003	Jun 2005	test

Click on edit existign education details

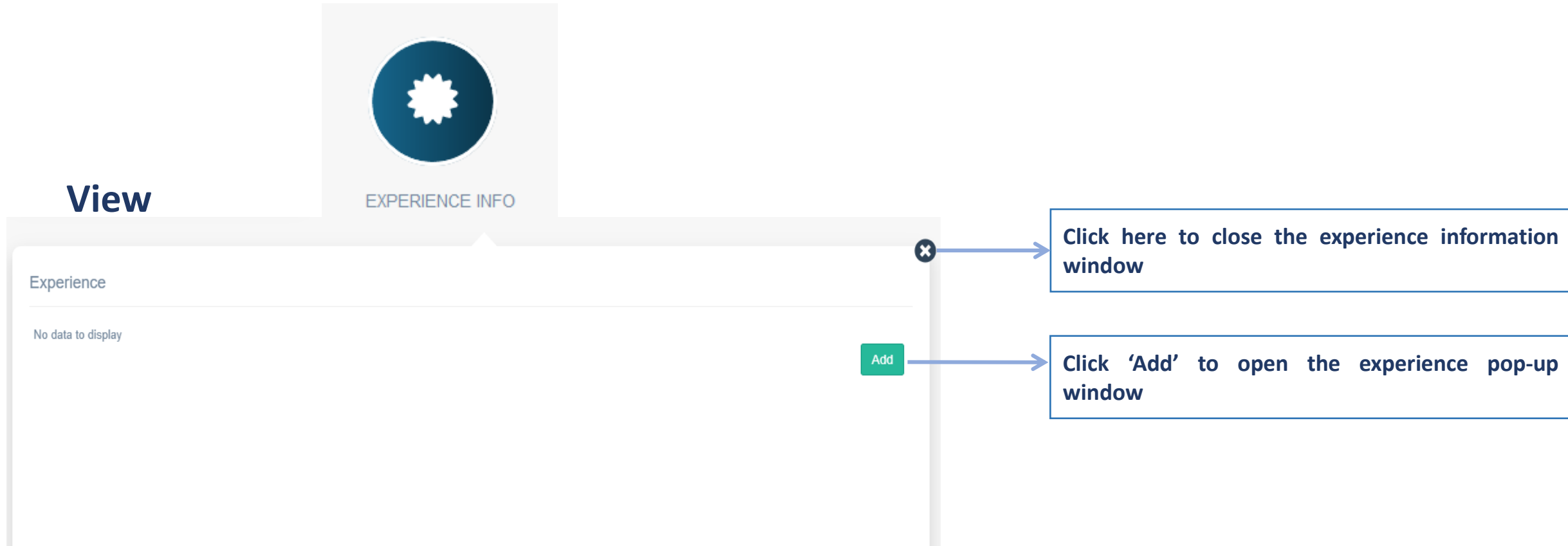
### Edit Education

Training Level *	Course Name *	Institution Name *
test	test	test
From *	To *	Description *
May 1994	May 1996	test

Save

Close

# Corporate directory – *View my experience information*



The screenshot shows a web interface for viewing experience information. At the top, there is a header area with a large blue circular icon containing a white gear-like shape, labeled "EXPERIENCE INFO". Below this, the word "View" is displayed in a large, bold, dark blue font. The main content area is titled "Experience" and currently displays "No data to display". A green "Add" button is located at the bottom right of the main content area. Two blue arrows point from text boxes to the interface: one points to a close button (an 'x' in a circle) in the top right corner of the main content area, and the other points to the "Add" button.

**View**

EXPERIENCE INFO

Experience

No data to display

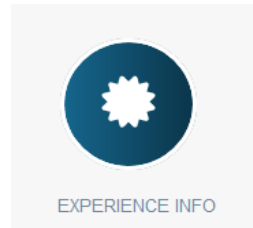
Add

Click here to close the experience information window

Click 'Add' to open the experience pop-up window

# Corporate directory – *View my experience information*

## Add



Add Experience

Add Experience Details

Designation Name *	Company Name *	Company Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
From *	To *	Reference Name 1 *
<div>dd-mm-yyyy</div> <div></div>	<div>dd-mm-yyyy</div> <div></div>	<input type="text"/>
Reference Phone 1 *	Reference Name 2 *	Reference Phone 2 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<div>Save</div>	<div>Close</div>	

Fill the details in the corresponding fields

Click here to close the pop-up

Click on 'Save' to update your experience details

**Note:- Fields marked with asterisk(\*) symbol are mandatory**

# Corporate directory – *View my experience information*



View previously entered past experience details

## View

EXPERIENCE INFO

### Experience Details

Designation	Company Name	Company Phone Number
test	test	1212121212
From	To	Reference Name 1
02-01-2017	29-12-2017	aa
Reference Phone 1	Reference Name 2	Reference Phone 2
1122334455	bb	5544332211

### Edit Experience

Click on edit existing experience details

Designation Name *	Company Name *	Company Phone Number *
test	test	12121212
From *	To *	Reference Name 1 *
02-01-2017	29-12-2017	aa
Reference Phone 1	Reference Name 2 *	Reference Phone 2
1122334455	bb	5544332211


Save Close

# Corporate directory – *View my employment information*



View / Edit / Addition of current employment details within the organization

View

  
EMPLOYMENT INFO

Employment Details

Division Name

PELOURO DE PESSOAL E SERVIÇOS CORPOF

Sub Division Name

Department Name

Sub Department Name

Designation Name

ANALYST

Reporting Details

Reporting Manager

Abhijit Panigrahi

Reporting From

02-07-2018

Reporting To


30-11-2018

Click here to close the employment information window

xprodedge

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# Corporate directory – *View my identity information*




IDENTITY INFO

**View**

Identity Info

No data to display



Click here to close the identity information window

Add

Click 'Add' to open the identity pop-up window

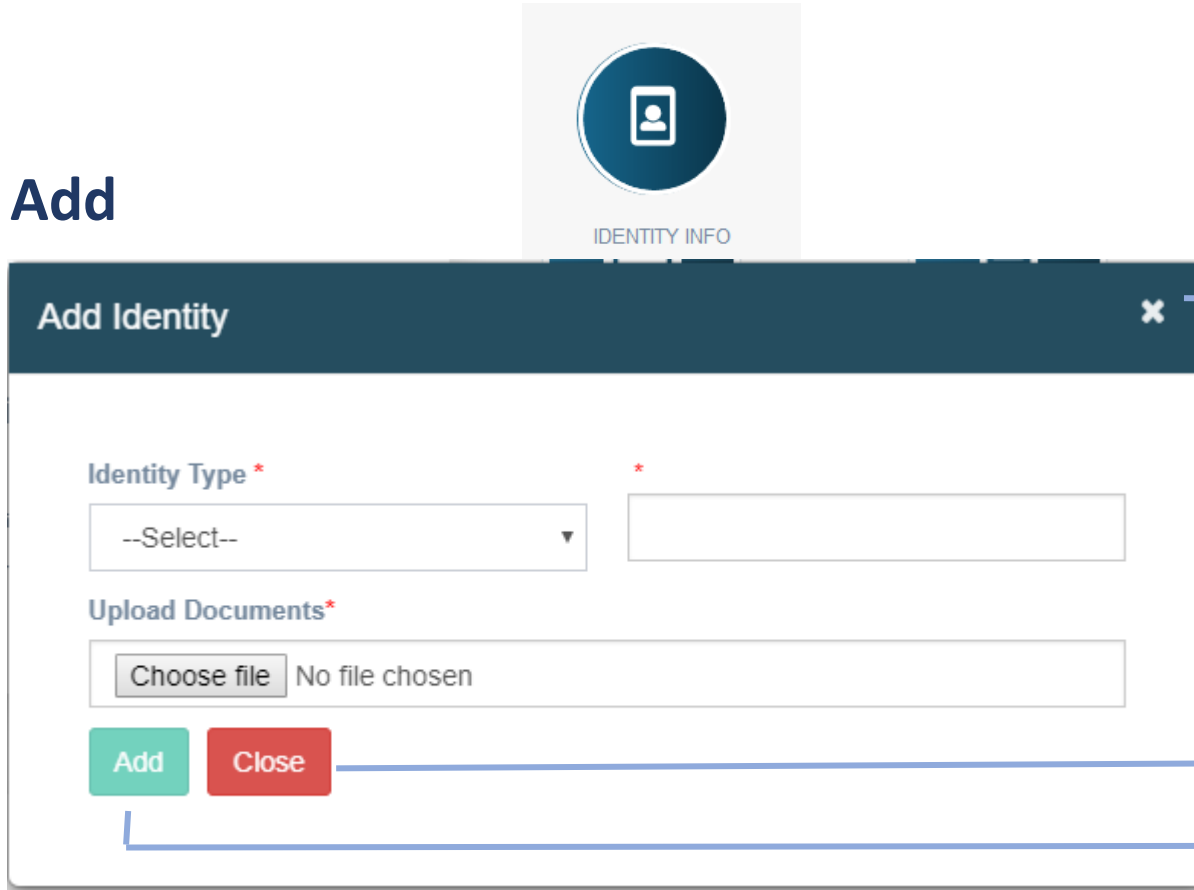
View / Edit / Addition of personal identity documents like passport, driving license

Click here to close the identity information window

Click 'Add' to open the identity pop-up window

# Corporate directory – *View my identity information*

Add



Fill the details in the corresponding fields

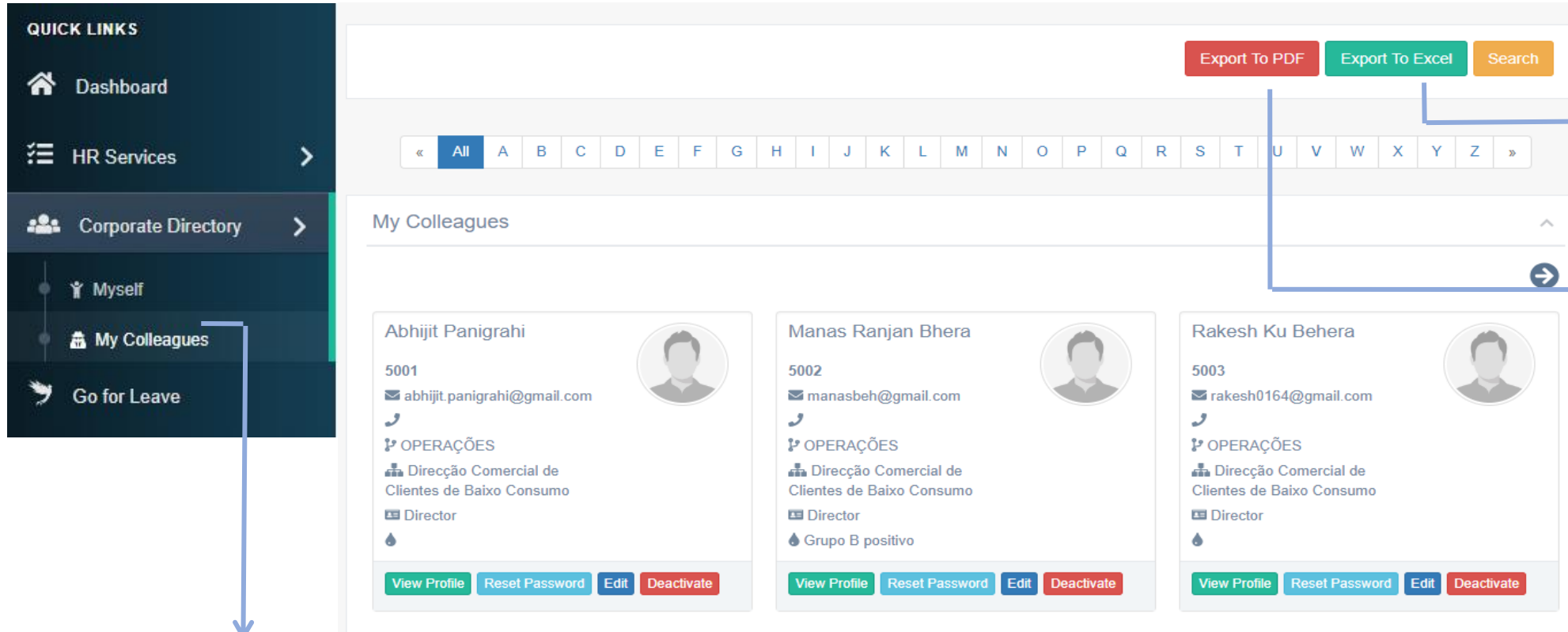
Click here to close the pop-up

Click on 'Save' to update your education details

**Note:- Fields marked with asterisk(\*) symbol are mandatory**



# Corporate directory – *View my colleague*



The screenshot displays the AgileOffice Corporate Directory interface. On the left is a dark sidebar with 'QUICK LINKS' including Dashboard, HR Services, Corporate Directory, Myself, My Colleagues, and Go for Leave. The main content area is titled 'My Colleagues' and features a search bar with 'Export To PDF' and 'Export To Excel' buttons. Below the search bar is an alphabetical index from A to Z. Three employee profiles are listed: Abhijit Panigrahi (ID 5001), Manas Ranjan Bhera (ID 5002), and Rakesh Ku Behera (ID 5003). Each profile includes a placeholder photo, contact information, a phone icon, a section for 'OPERAÇÕES' (Operations) listing 'Direcção Comercial de Clientes de Baixo Consumo' and 'Director', and a status icon. At the bottom of each profile are buttons for 'View Profile', 'Reset Password', 'Edit', and 'Deactivate'.

Click to export the details all the employees in excel format

Click to export the details all the employees in pdf format

Click 'My Colleagues' inside the Corporate Directory menu to view all your colleagues

# Corporate directory – *View my colleague*



QUICK LINKS

Dashboard

HR Services

Corporate Directory

Myself

My Colleagues

Go for Leave

Export To PDF

Export To Excel

Search

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

My Colleagues

Abhijit Panigrahi

5001

abhijit.panigrahi@gmail.com

OPERAÇÕES

Direcção Comercial de Clientes de Baixo Consumo

Director

Grupo B positivo

View Profile

Reset Password

Edit

Deactivate

Manas Ranjan Bhera

5002

manasbeh@gmail.com

OPERAÇÕES

Direcção Comercial de Clientes de Baixo Consumo

Director

Grupo B positivo

View Profile

Reset Password

Edit

Deactivate

Rakesh Ku Behera

5003

rakesh0164@gmail.com

OPERAÇÕES

Direcção Comercial de Clientes de Baixo Consumo

Director

Grupo B positivo

View Profile

Reset Password

Edit

Deactivate

Go to next page

Click to search your colleagues

Go to next page

Click on 'Edit' to edit the employee's information

Click on 'View Profile' to view the employee's information

Search your colleagues by clicking on a alphabet in this section. Click on the 'All' button to view all the employees

# Corporate directory – *View my colleague*

Search Employee

Employee ID

Employee Name

Surname

Email Address

Designation Name

Department Name

Division Name


--Select--

--Select--

--Select--

--Select--

Search



Abhijit Panigrahi

5001

AB +Ve

+91987654876

abhijit.panigrahi@gmail.com

DIRECTOR

PELOURO DE PESSOAL E SERVIÇOS CORPORATIVOS

Direcção Serviços Gerais

PERSONAL INFO

ADDRESS INFO

EDUCATION INFO

EXPERIENCE INFO

EMPLOYMENT INFO

IDENTITY INFO

Search my colleague on sepecific search criteria

View your Colleague's Information

Note:- Here you can only view the details of your colleague's information, but you cannot add or modify the details

# Corporate directory – *Edit employee information*

Fill the details in the corresponding fields

Click 'Save' to edit the employee's information

Edit Employee Profile

Personal Info

Employee ID \*

787878

Full Name \*

Test User

Surname

Display Name

Email Address

test.user@gmail.com

Mobile Number

Date Of Birth \*

17-07-1985

Joining Date \*

23-07-2018

Blood Group

Grupo B positivo

Location

--Select--

Birth Country \*

test

Birth City \*

test

Gender \*

Masculino

Marital Status

--Select--

Profile Picture

Choose file

No file chosen

Employment Details

Division Name \*

OPERAÇÕES

Sub Division Name

--Select--

Department Name

DCBC-Direcção Comercial de

Sub Department Name

--Select--

Contract Type \*

Reformado

Designation Name \*

Técnico

Grade Level \*

MOT

Reporting Details

Reporting Manager

5001\_Abhijit Panigrahi

Reporting From

03-08-2018

Reporting To

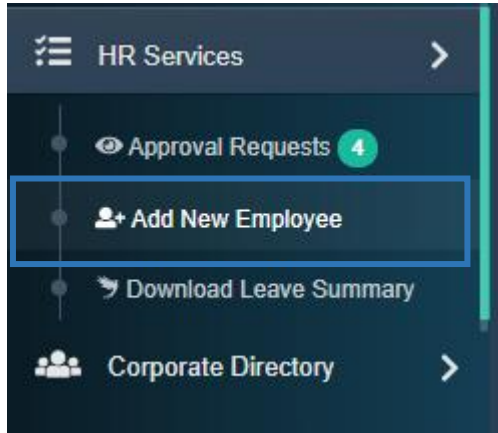
27-03-2020

Save

Close

**Note:-** Fields marked with asterisk(\*) symbol are mandatory

# Corporate directory – *Add an new employee*



Fill the details in the corresponding fields

Click 'Save' to add new employee

### Add Employee Profile

#### Personal Info

Employee ID *	Full Name *	Surname	Display Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Mobile Number	Date Of Birth *	Joining Date *
<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>
Blood Group	Location	Birth Country *	Birth City
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
Password *	Gender *	Marital Status	Profile Picture
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="button" value="Choose File"/> No file chosen

#### Employment Details

Division Name *	Sub Division Name	Department Name	Sub Department Name
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Contract Type *	Designation Name *	Grade Level *	
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	

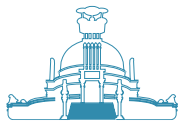
#### Reporting Details

Reporting Manager	Reporting From	Reporting To
<input type="text" value="--Select--"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>

**Note:-** Fields marked with asterisk(\*) symbol are mandatory

## Offices

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### India

Plot no.353, 1st Floor, Infocity Ave,  
Sishu Vihar, Patia, Bhubaneswar-751024,  
Odisha, India



### Singapore

60 Eu Tong Sen Street, #02 03,  
Furama City Centre, Singapore - 059804