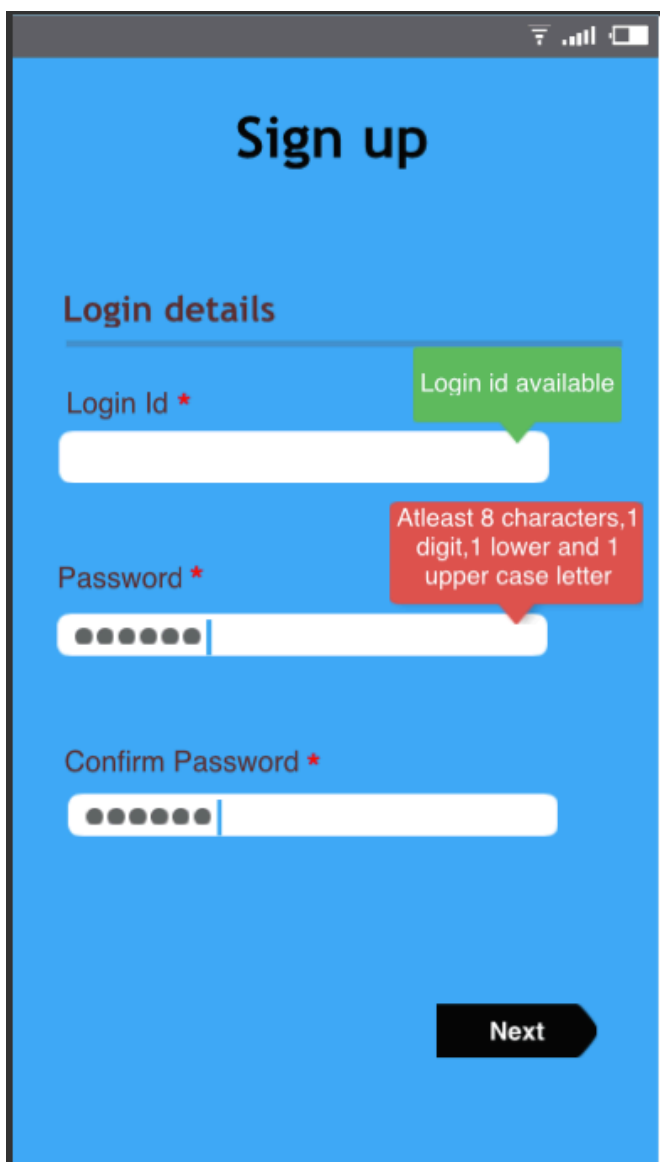# EMPLOYEE LOGIN:

Signup activity

Key points

- Sign up will include only employee related details and not related to visa application. This is to ensure faster & hassle free account creation.
- All the fields are required.
- Employee ID will help differ manager and employee authorities.
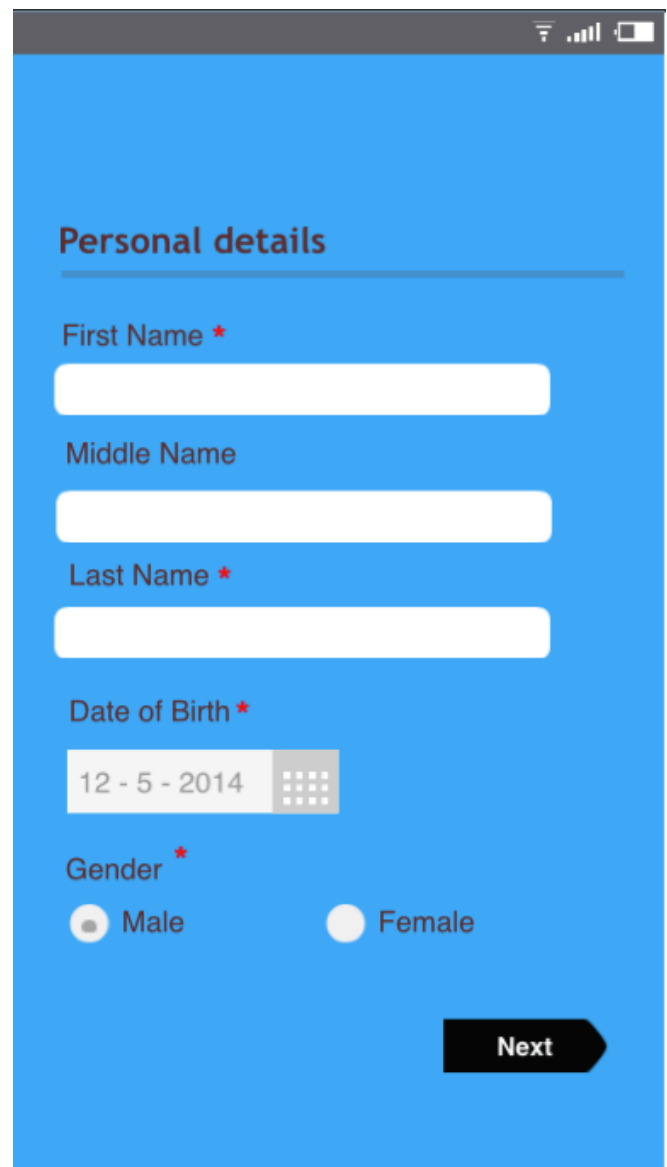- Next page includes new password & confirm password field (not shown below).

Sign up

Login details

Login Id *

Login id available

Password *

●●●●●●

Atleast 8 characters,1 digit,1 lower and 1 upper case letter

Confirm Password *

●●●●●●

Next

Personal details

First Name *

Middle Name

Last Name *

Date of Birth *

12 - 5 - 2014

Gender *

○ Male   ○ Female

Next

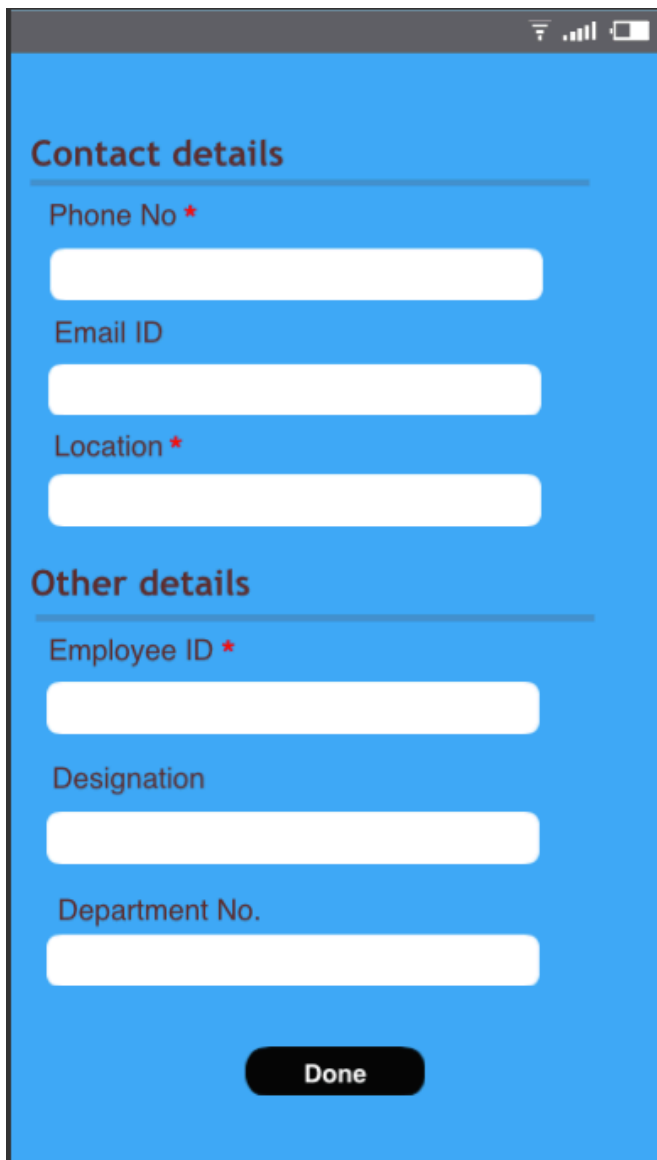Prepared by *Amey Mhadgut, Satish Choudhary & Akshay Gawas*

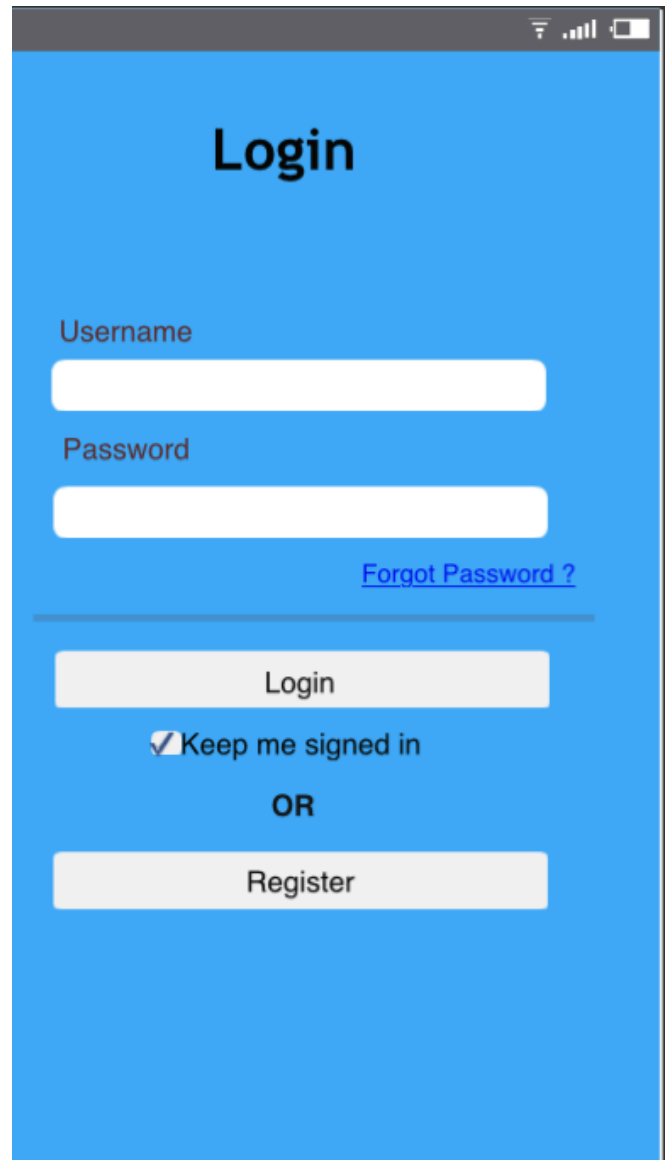There are total 3 screens for sign up and 1 for sign in.

Login Activity

Key Points

- Common login for all members (Employee, Manager, Admin & Lawyer)
- Keep me signed in will avoid the pain of login in again and again.

Contact details

Phone No *

Email ID

Location *

Other details

Employee ID *

Designation

Department No.

Done

Login

Username

Password

Forgot Password ?

Login

☑ Keep me signed in

OR

Register

Prepared by *Amey Mhadgut, Satish Choudhary & Akshay Gawas*

Then when the employee logins, he has options to change his account details, logout from app and most important to apply for visa.
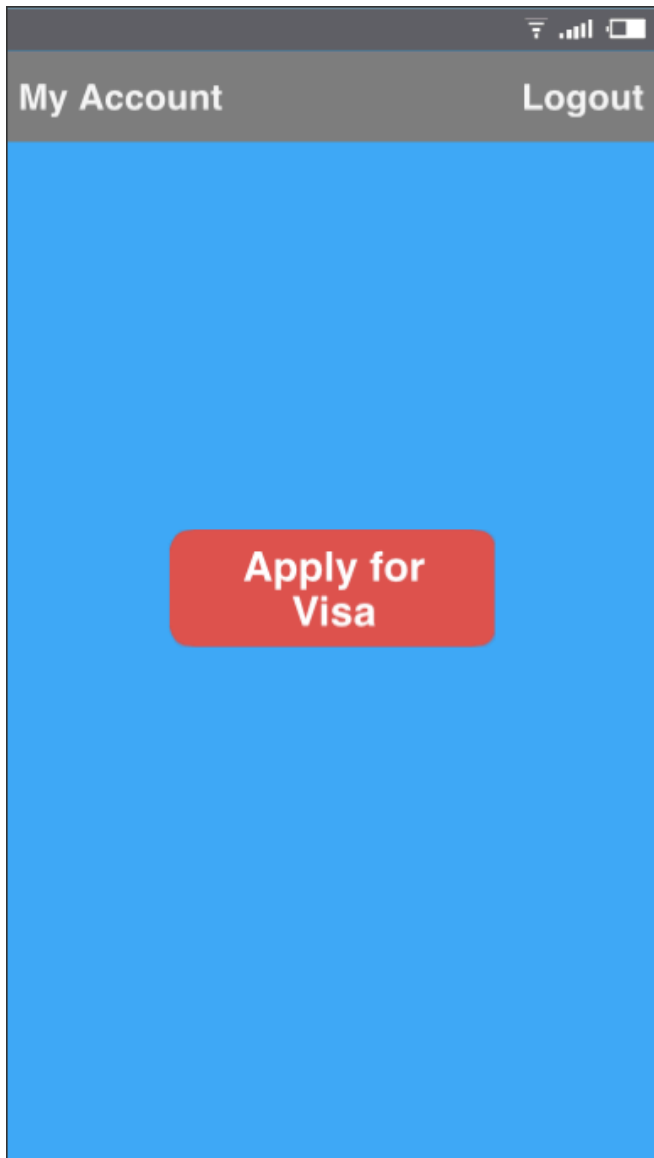
On clicking the Apply for Visa button the user will be taken to visa form as shown in the screens above and below.

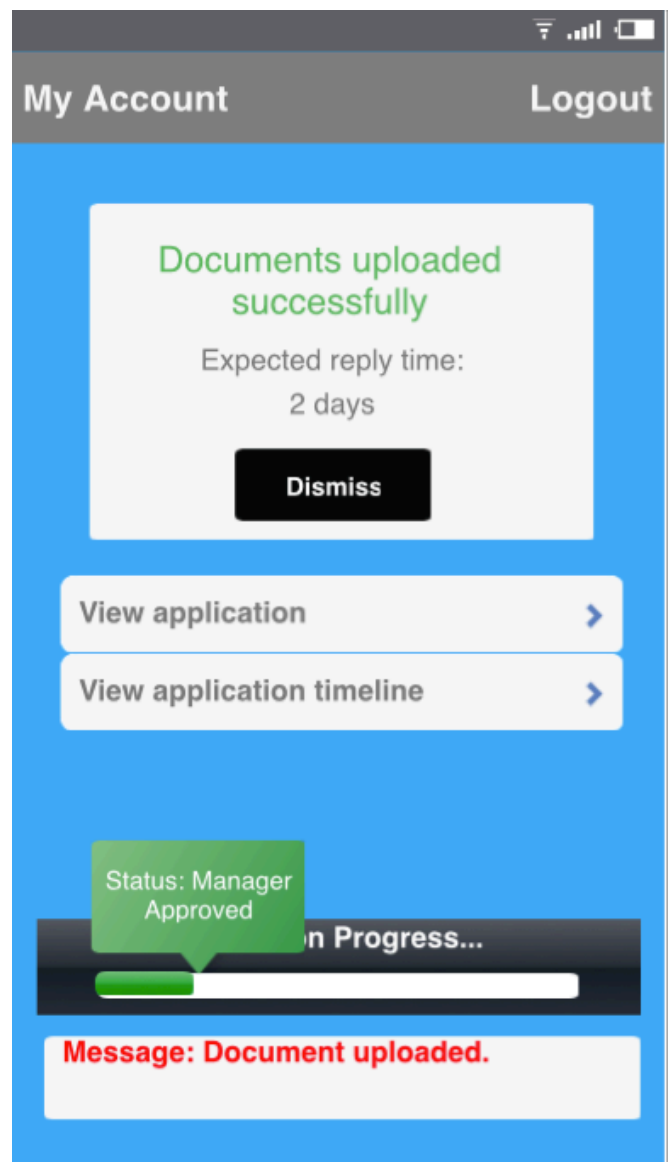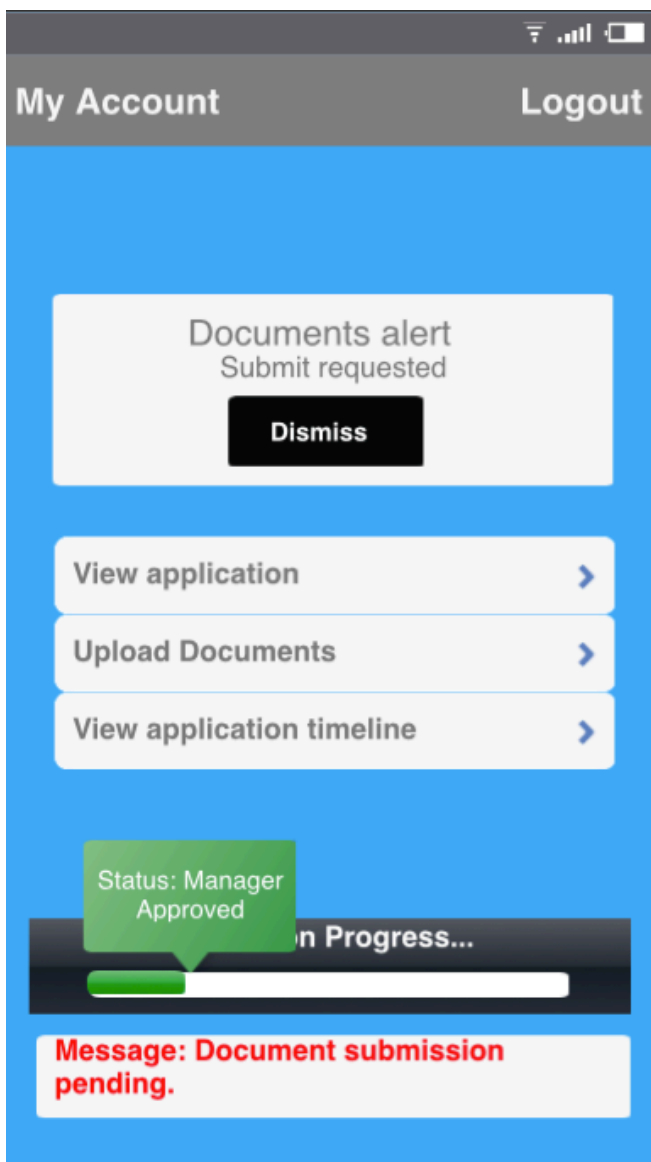The user has option to either discard or save form for later or submit it.

Visa details

Visa Country *

Visa Entry *

Required from Date *

12 - 5 - 2014

Required to Date *

12 - 5 - 2014

Discard   Save   Submit

After applying when the user logs in, he can see all the notifications received from manager, admin and lawyer.

The employee is provided with all the corresponding options for notifications. For example, if the employee receives notification to upload documents as shown above. Also employee can check status of is application.

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ADMIN LOGIN:

When the Admin logs in, he will get 3 tabs on the screen – Employee, Manager and Admin.
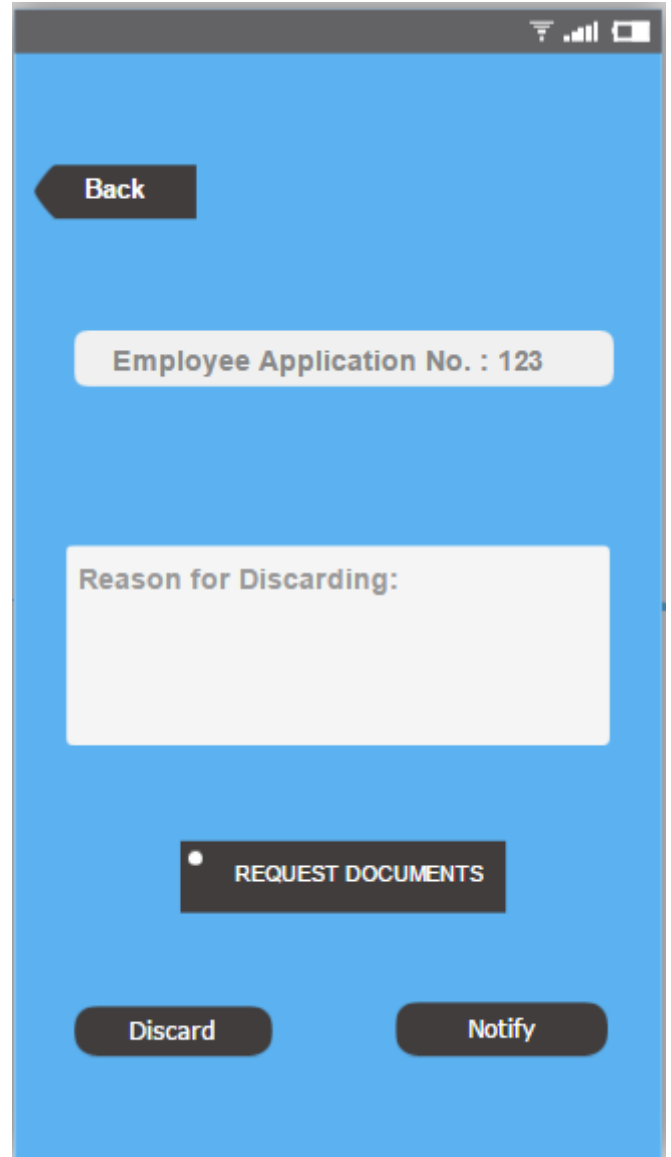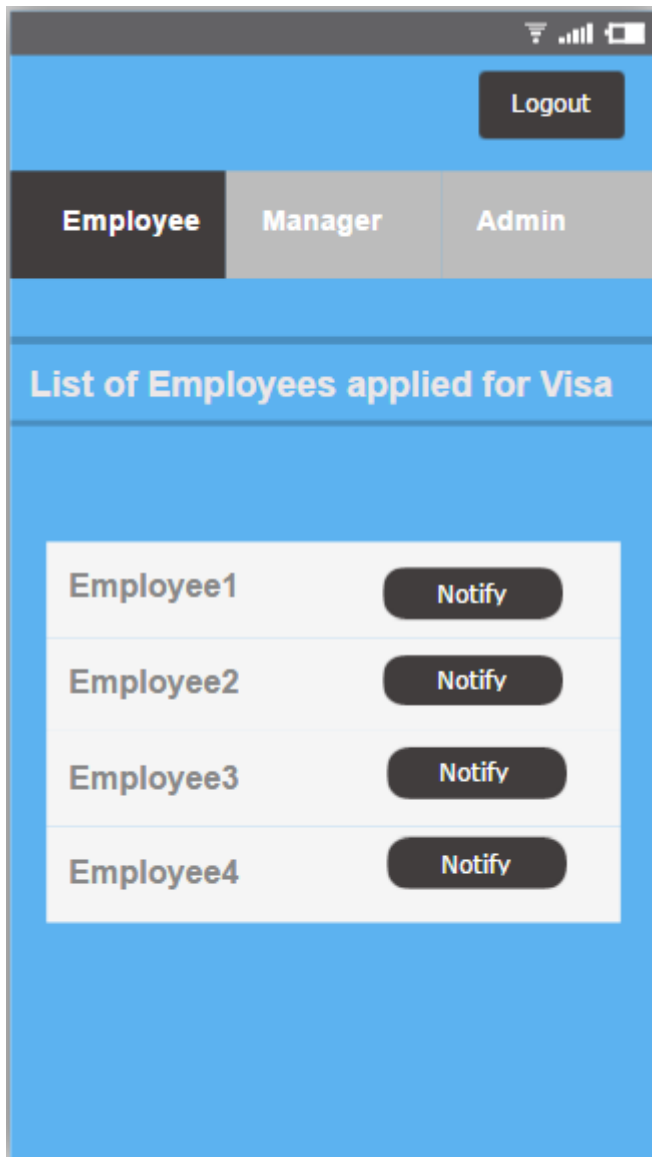
In the Employee section, the list of all employees who have applied for visa. He then requests the employee to upload his personal documents

He can notify or discard application of each employee.

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Next, in the Manager section, the list of all the Managers who are assigned with the project codes are displayed.
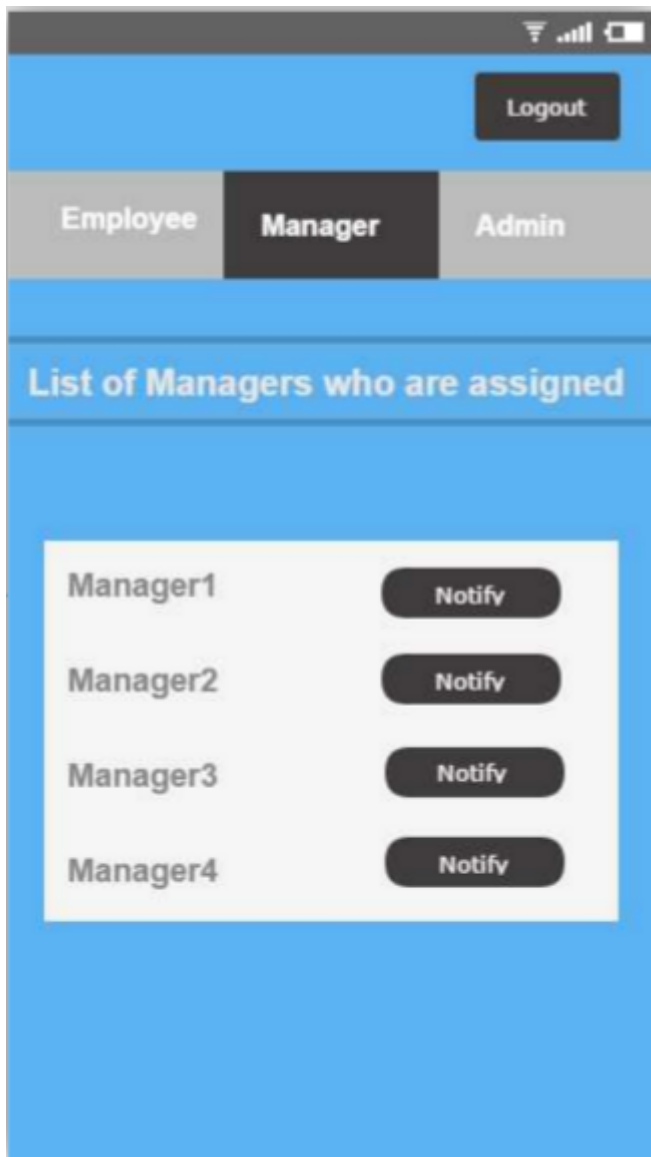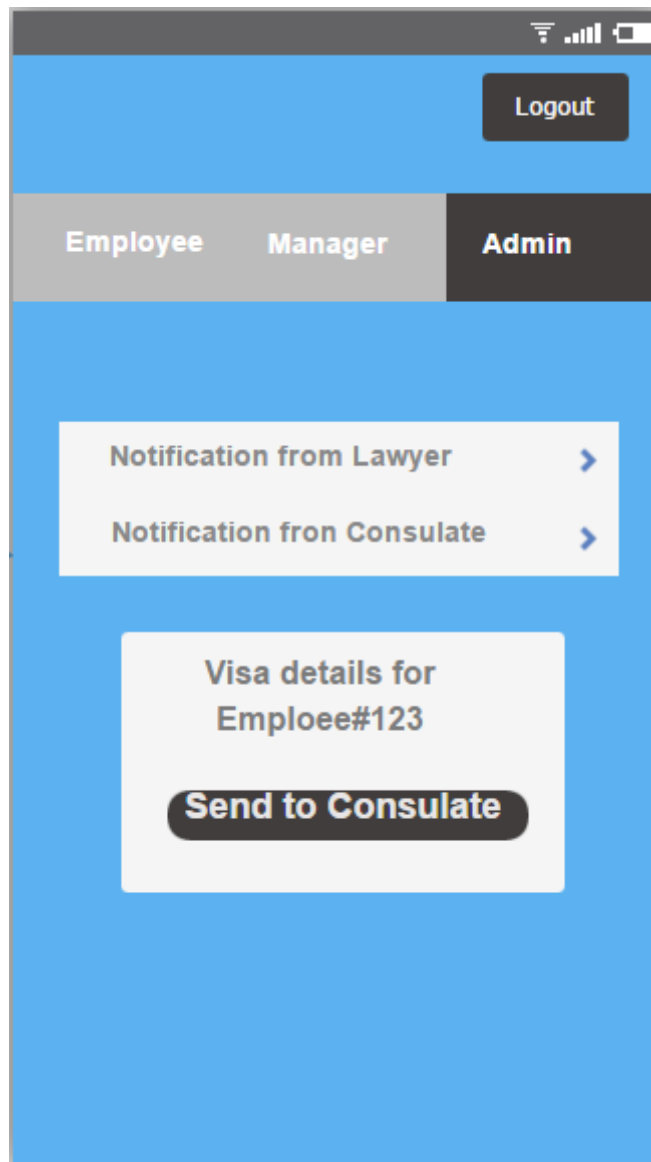

Admin requests each manager to upload work related documents of a particular employee. He then notifies the manager.

Successfully notified screens.
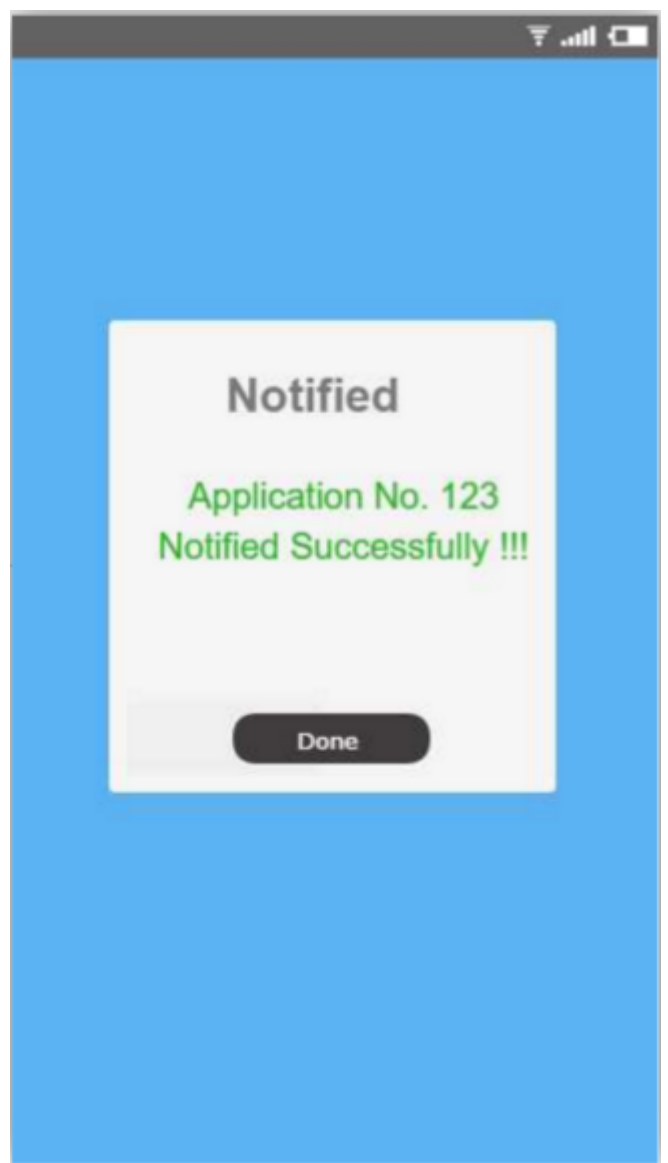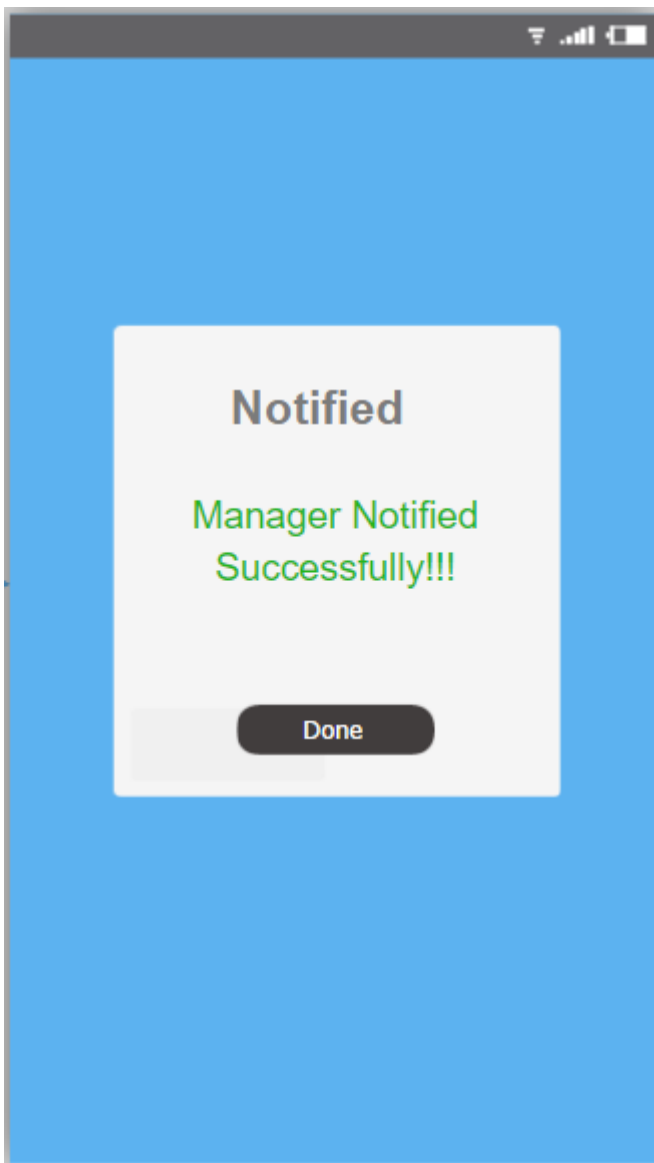
In the Admin section he sends the visa details along with the documents to the Consulate. It also contains the notifications which he gets from the consulate regarding particular application.

Manager related activities

Key Points

- Manager will get two types of requests:
    1. From Employee for approval
    2. From admin for documents
- Manager, while approving, should be allowed to view application & the employee's (applicants) details.
- Manager will be allowed to upload documents.

Static Pages

1. When manager logs in, he/she will see the below page. No. of requests are shown in red counters.
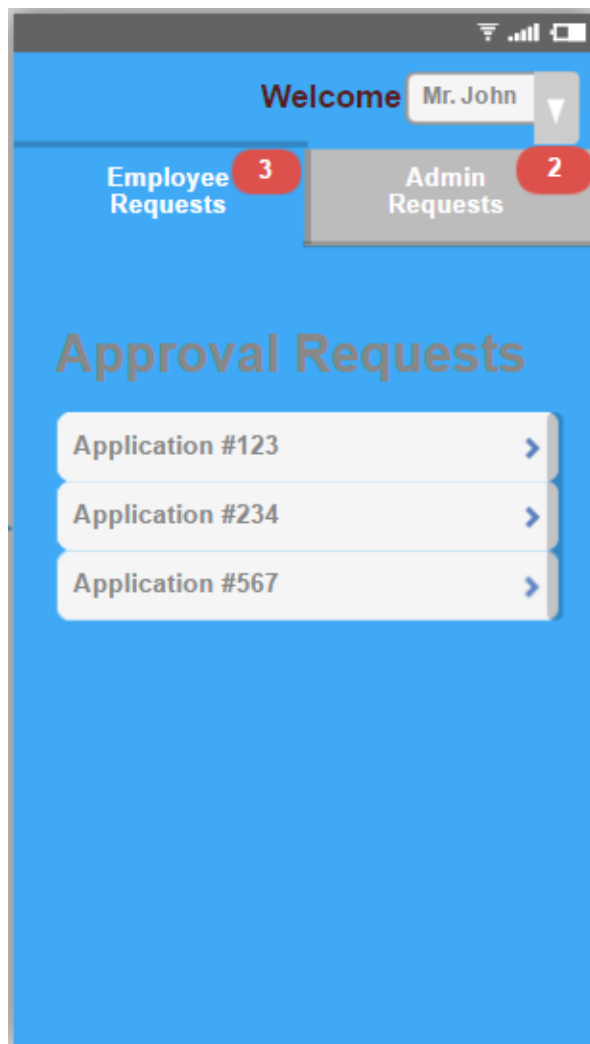
2. On opening any of the applications, manager will be able to see the below. On clicking Employee details, he/she will be able to view applicant's details for reference & of course the application form. Based on his decision, he can approve or just go back.
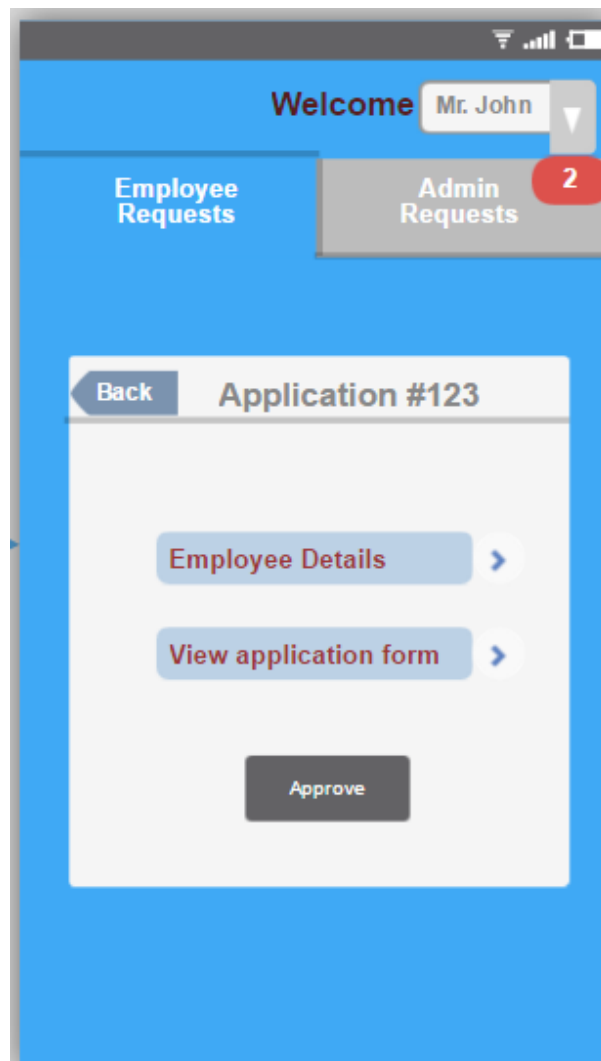
3. Document requests made by admin can be seen here.
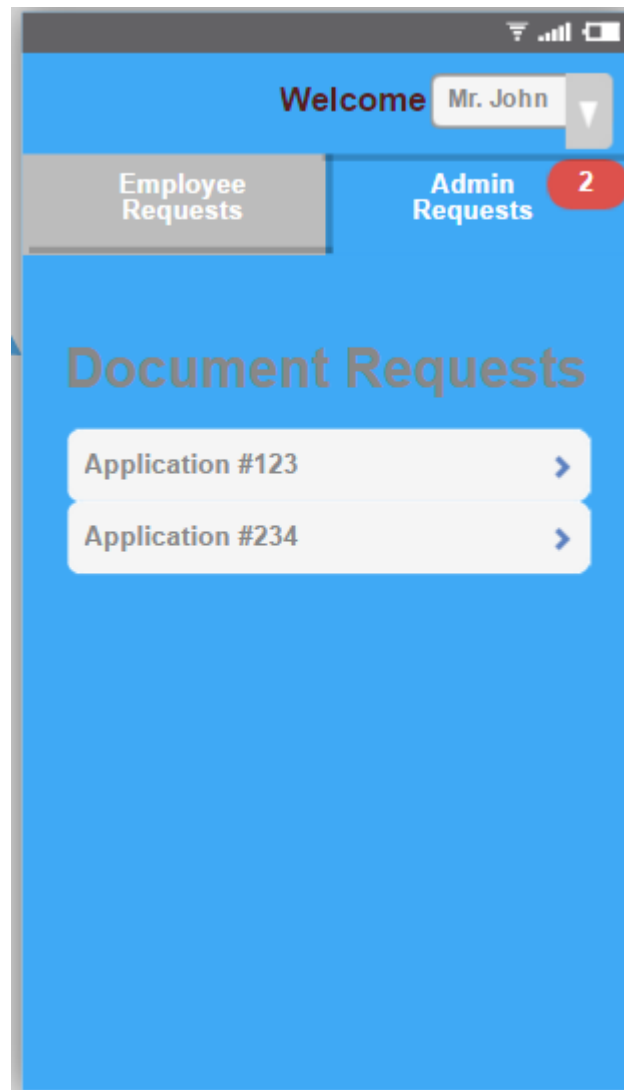
4. On clicking any application, he/she will be able to view employee (applicants) details so as to whose documents are to be uploaded.
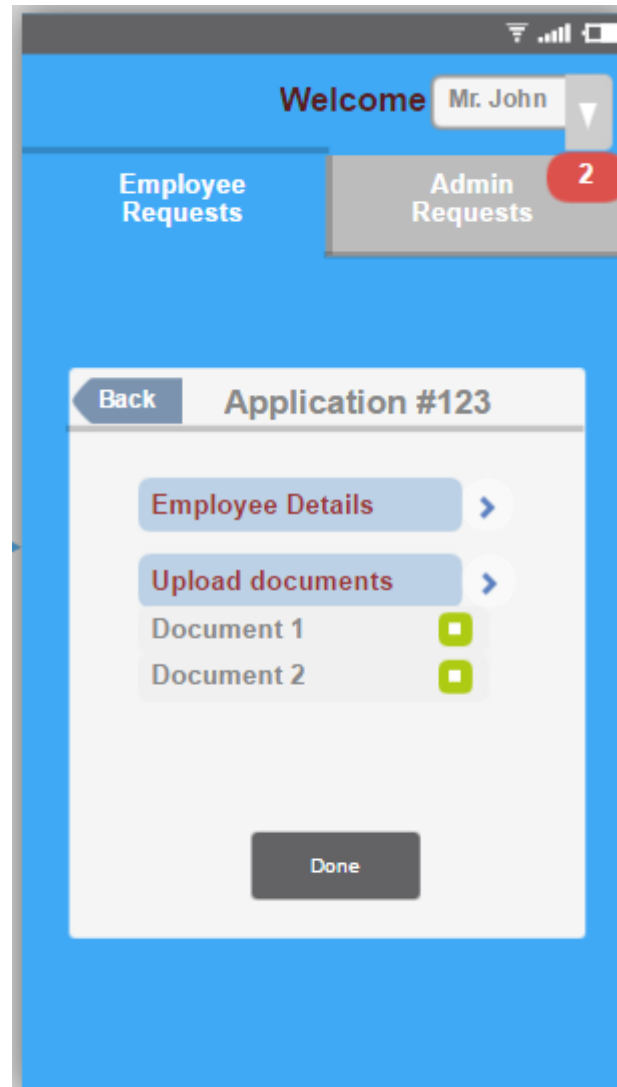
LAWYER LOGIN:

1. When the lawyer logins, he can check all the pending visa applications. He has a choice to approve the application and also to send any other message to admin. Finally, he can logout from the app.
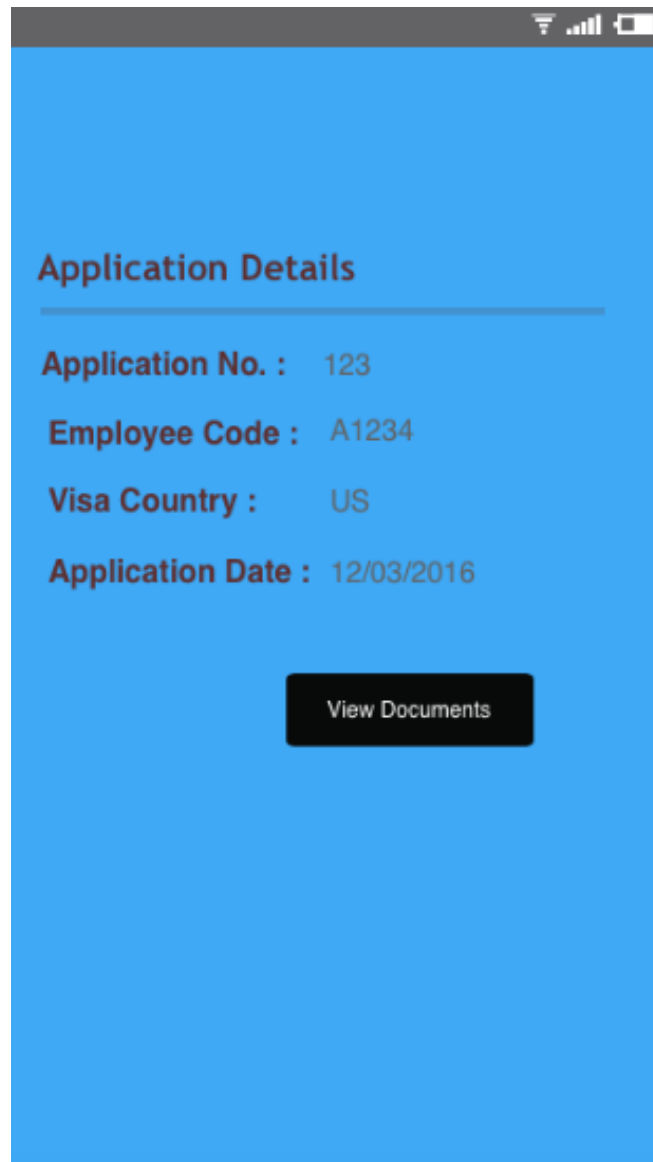
2. When the lawyer clicks on any visa application, he can see all the details about the application, also he can check all the documents submitted.

Application Details

Application No. : 123

Employee Code : A1234

Visa Country : US

Application Date : 12/03/2016

View Documents

3. The lawyer can check and verify each document, submitted by employee as well as those submitted by managers, and can notify them respectively if there is any correction in document needed.

Manager Submitted Documents

Document 1	>
Document 2	>
Document 3	>

Any message to manager regarding documents.

Notify

Employee Submitted Documents

Document 1	>
Document 2	>
Document 3	>

Any message to employee regarding documents.

Notify