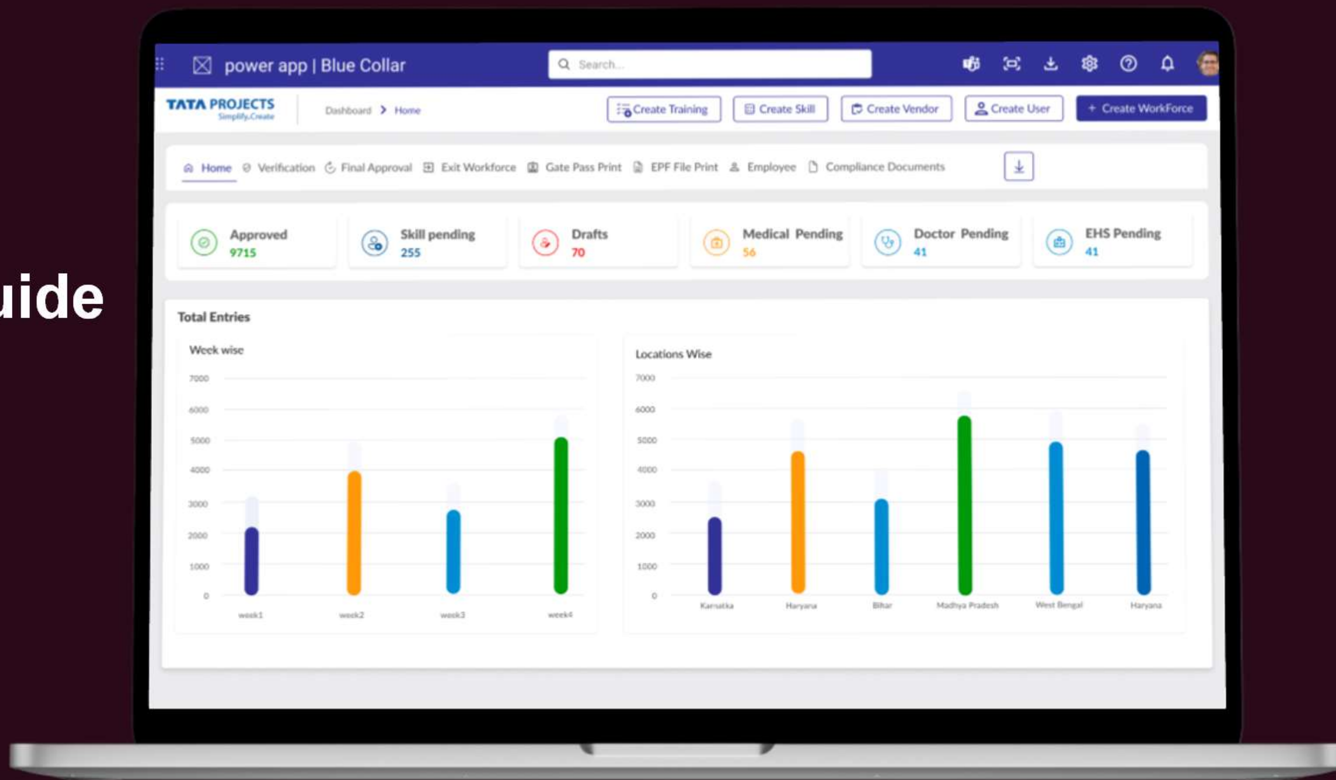
TATA PROJECTS
Simplify.Create

Blue Collar – User guide

Link: Blue Collar app



Role Definition

- Super Admin - Access to all features.
- Project Admin - Access to all features but will work on data based on the projects he/she is assigned to.
- Timekeeper - Create Workforce, Edit Employee (Draft), Edit Employee Returned, Edit Gate pass
- Site Engineer - Only Verification - Skill Verification.
- Nurse - Only Verification - Medical Verification.
- Doctor - Only Verification - Medical & Doctor Verification.
- EHS - Only Verification - EHS Verification, Assign Training (under Dev)
- HR - Only Final Approval, Documents list

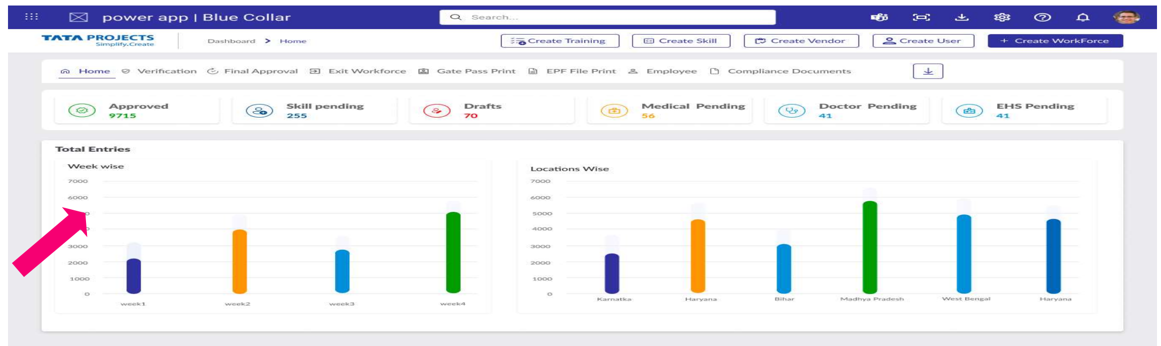
Note: All users except super admin will see data based on the projects assigned to him

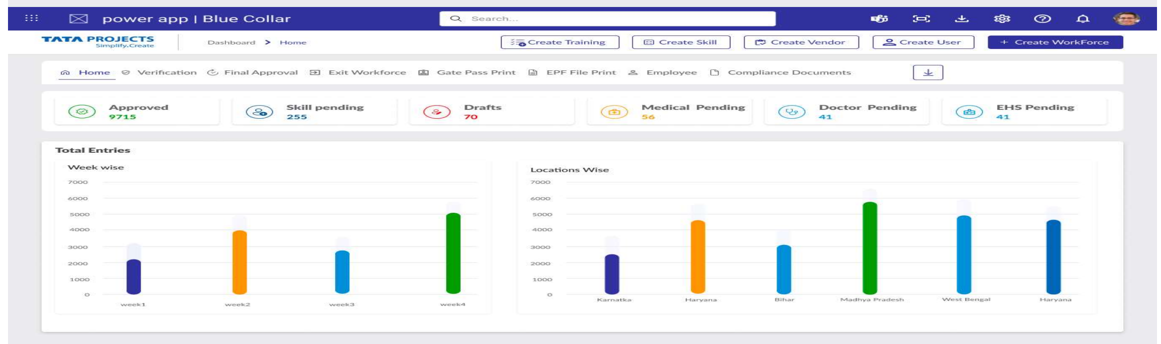
Home Page

The 1st screen the User will see is the Home screen, which aims to glimpse the overall entries record.

The Home consists of two sections:

- The First part will be a list view showing the detailed summary of the latest workforce entries by the person and the present status of the entries.
- The top banner shows the status of all the workforce-related entries and the position of the same at each stage.
- The entries show the total approved workforce; entries under Skill Pending, in the Draft stage, EHS Pending, Medical Pending, and Doctor Pending workforce.

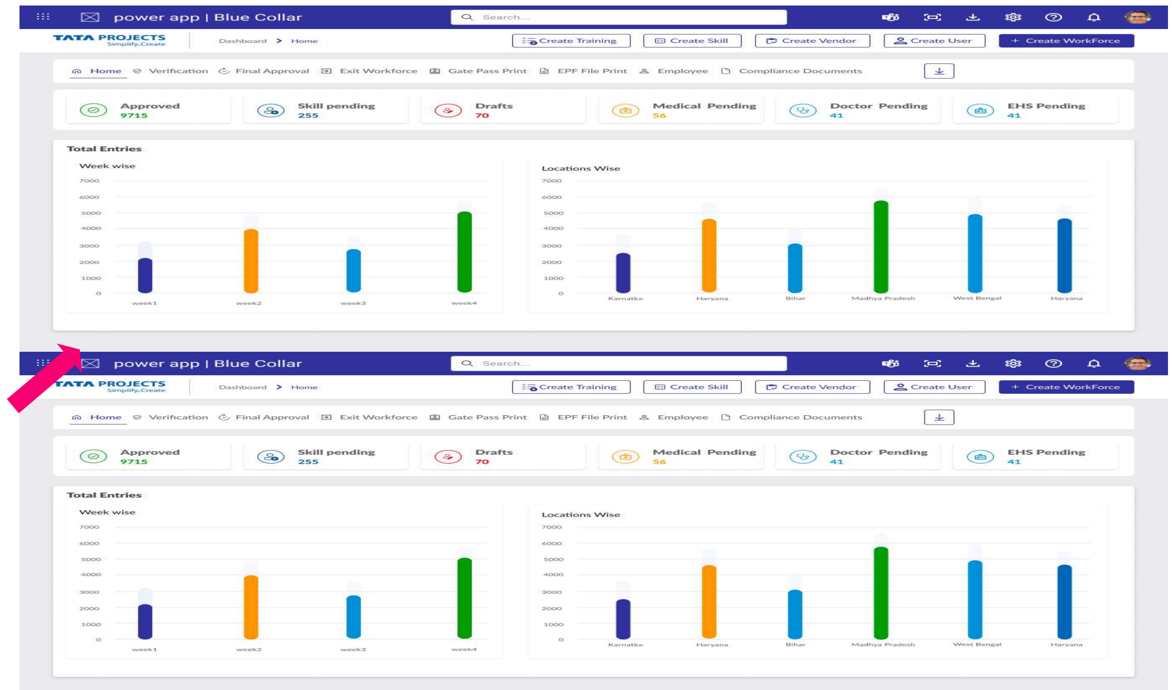




Note – Power Apps out of the box user experience for controls (like Charts, Combo Box, File Attachment etc..) and might vary from the actual Figma Design .

Home Page

- Second, the infographics show the Number of new Workforce onboarded on week and location wise entries.

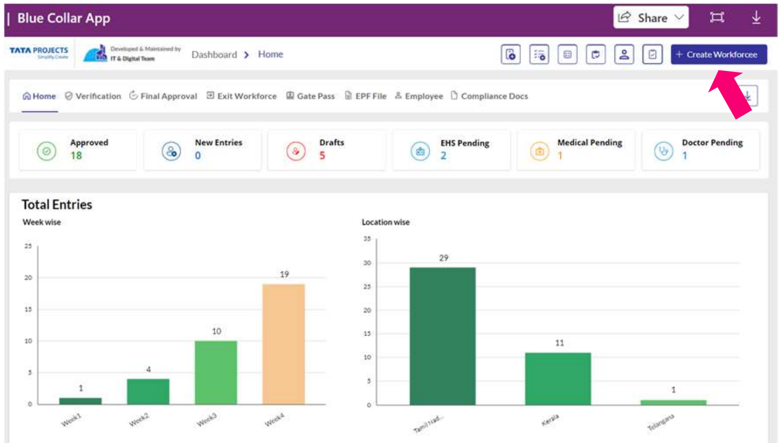


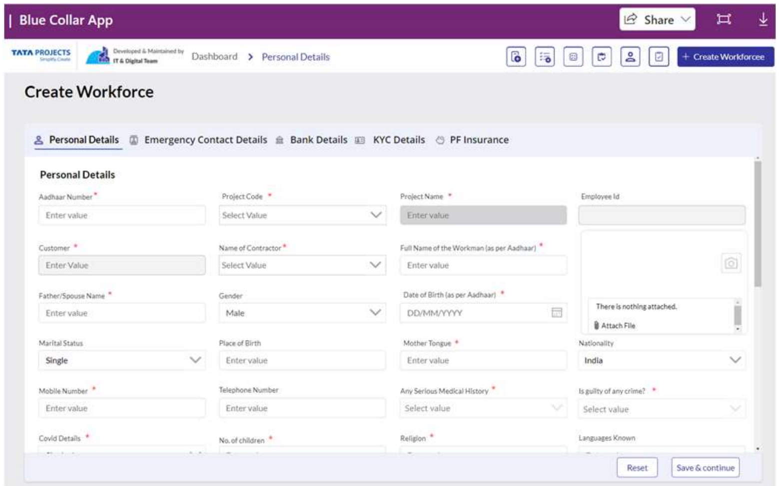
Note – Power Apps out of the box user experience for controls (like Charts, Combo Box, File Attachment etc..) and might vary from the actual Figma Design .

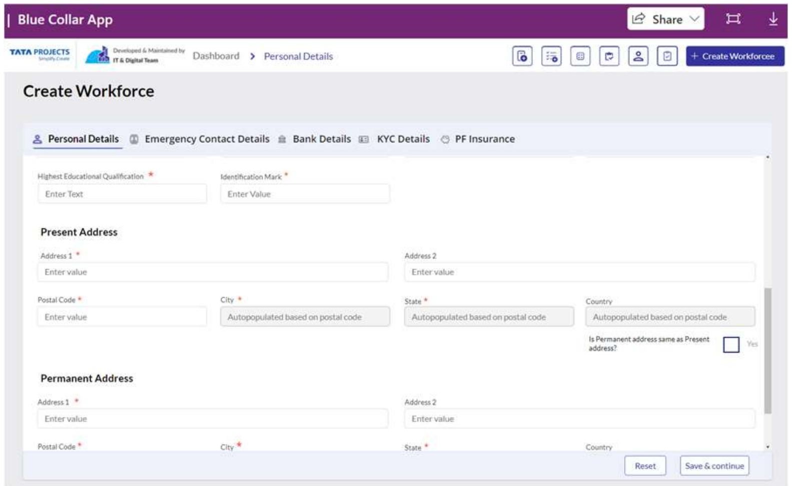
Add New workforce

Navigation -> Create New workforce

- On the Home page, the user has the chance to add a create workforce.



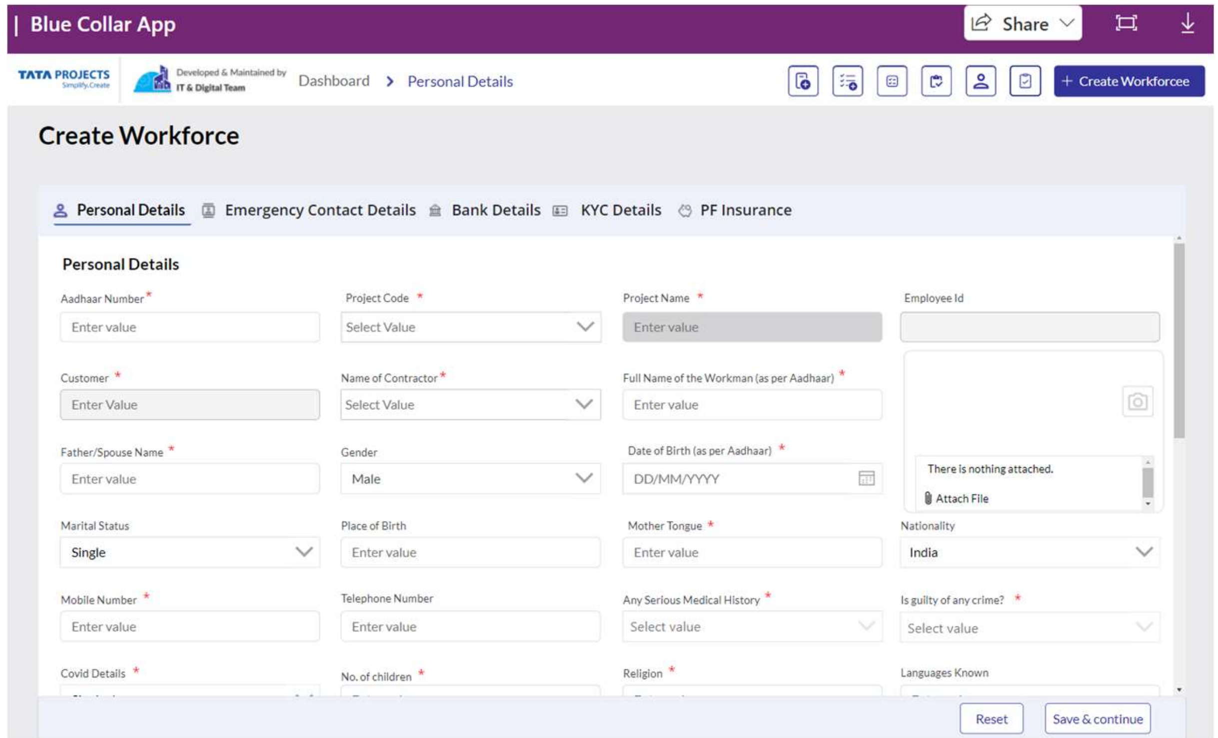




Add New workforce

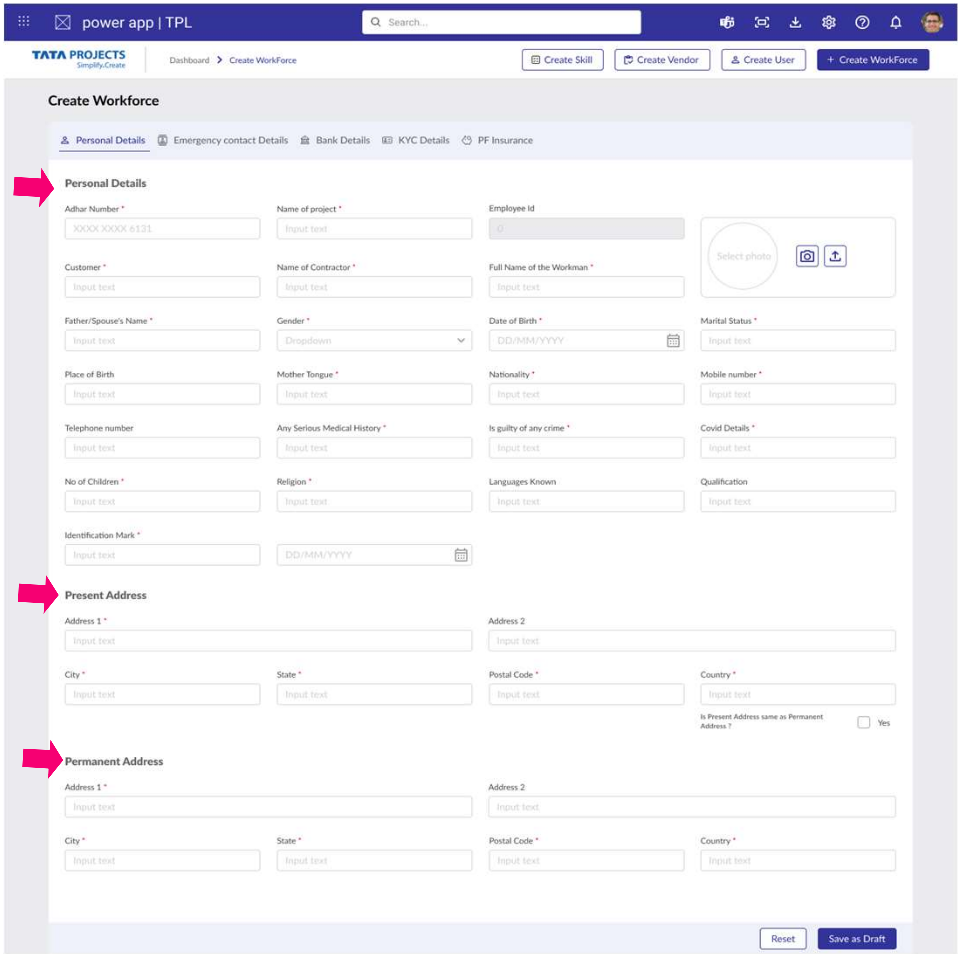
Navigation: Home Screen -> Create Workforce

- On the creating workforce, we have Personal Details, Emergency contact details, bank details, KYC Details, and PF insurance tabs we have
- The Personal Details tab Timekeeper will add the Workers Aadhaar cards number which will be validated through external API.
- Post verification, The Timekeeper will assign the Worker to specific Project by clicking the respective project code from the dropdown, the other project related details will be auto-populated.
- The User can capture the photograph of the Worker through External Device and select photos from the special photo section on the computer



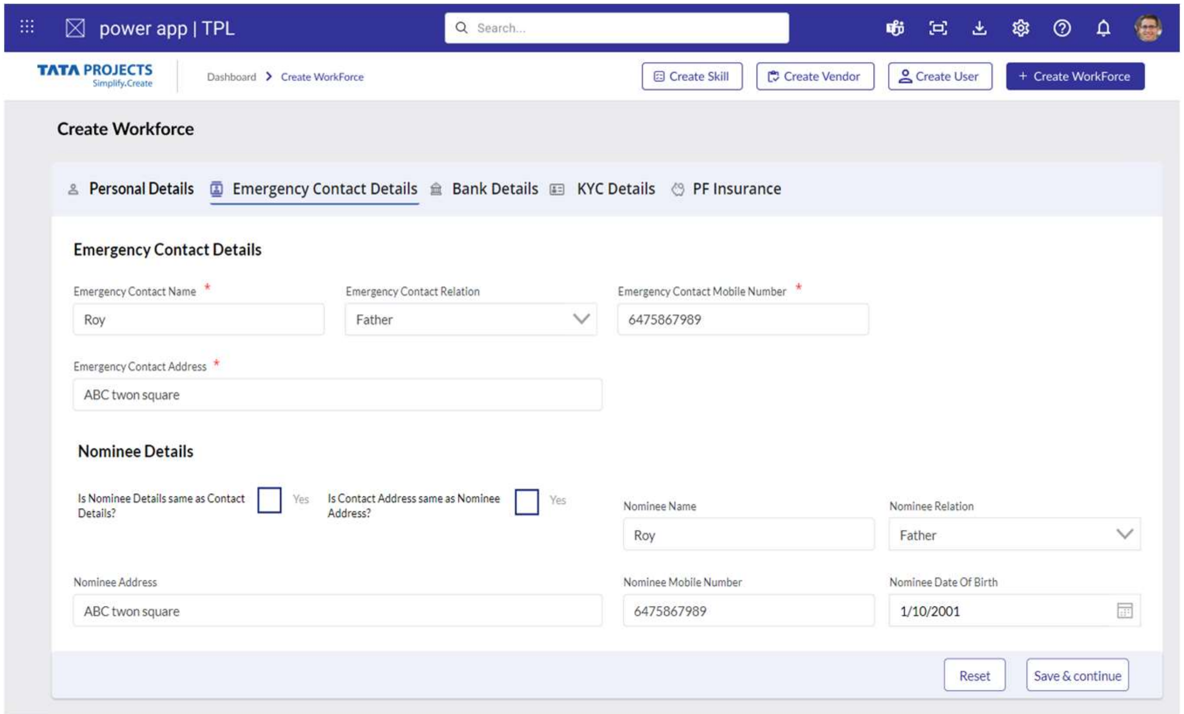
Add New workforce / Personal Details

- The Personal Details tab has three sections: Personal Details, Personal Address, and Permanent Address.
- The user needs to enter the present and permanent address as well. Form fields will be autopiloted when the user enters ZIP code, City, State, and Country.
- Users can select the check box in the present address section: “Is the present address the same as the permanent address.” Once picked the check box the same address will autopilot in the permeant address section.



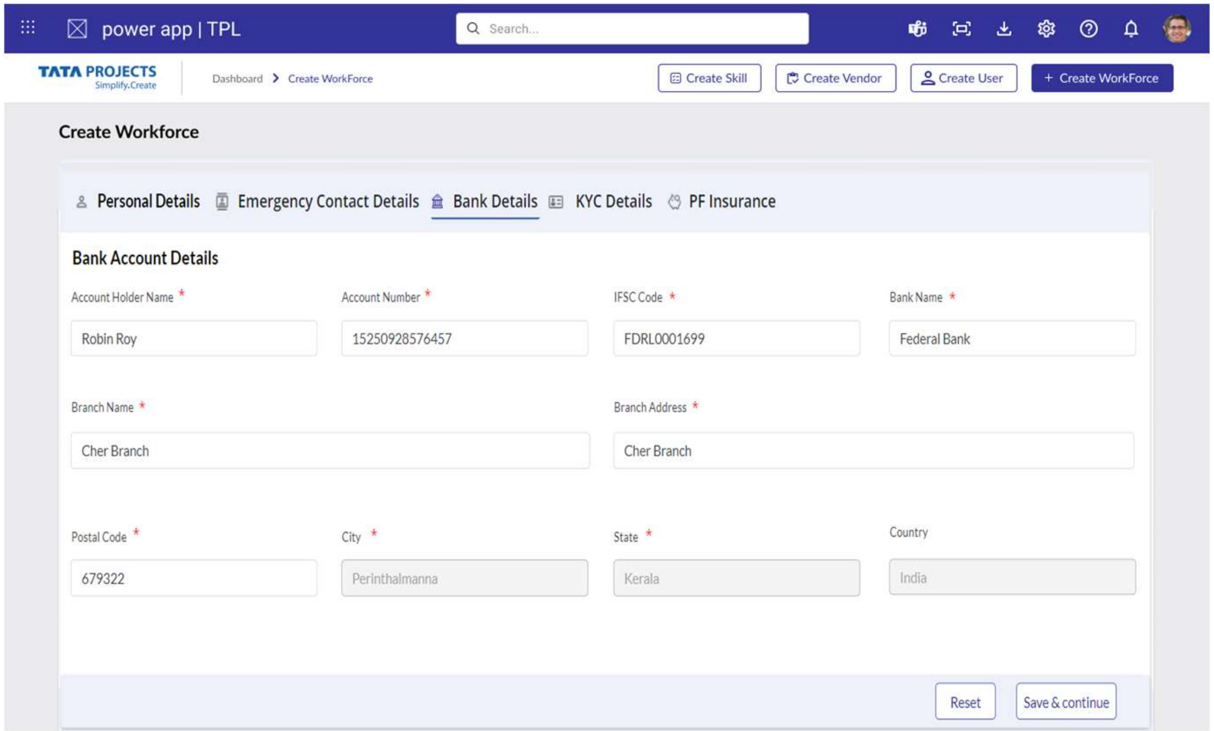
Add New workforce / Emergency Details

- In Second tab we need to include the Emergency contact details and Nominee Details



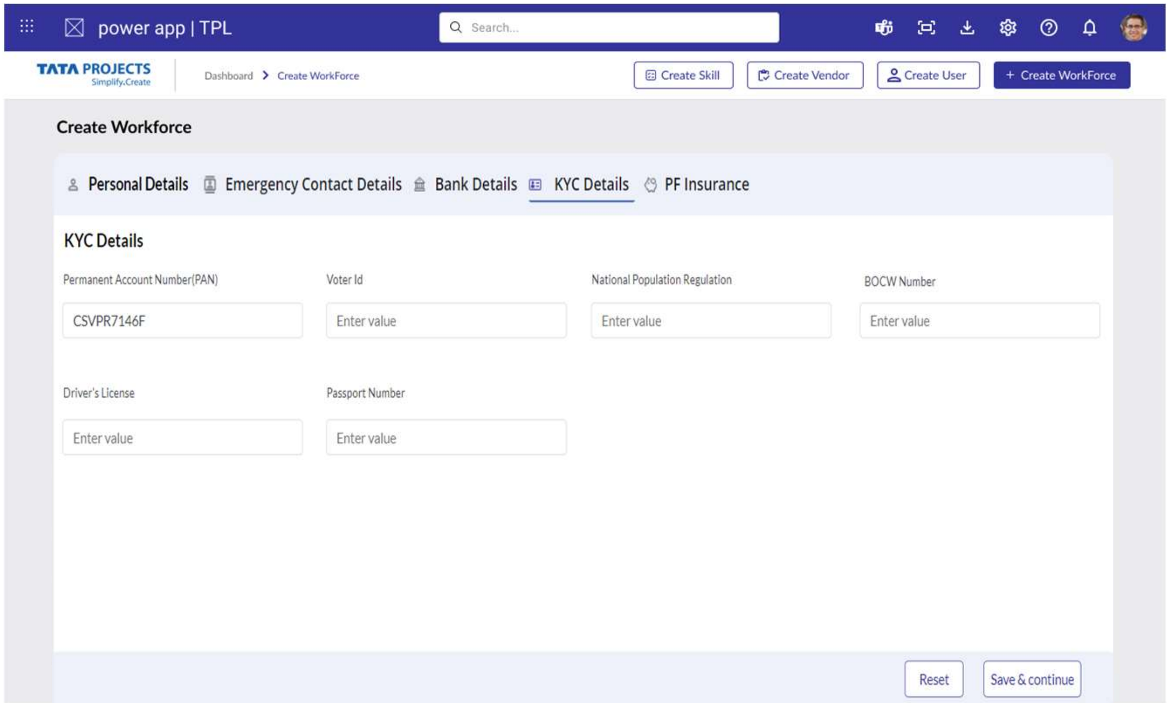
Add New workforce / Bank Details

- The third tab is the Bank Details
- When the user enters the IFSC code Bank name, Branch Name, Branch address will be auto-populate
- When the user enters the postal code country, State, City will be auto-populate



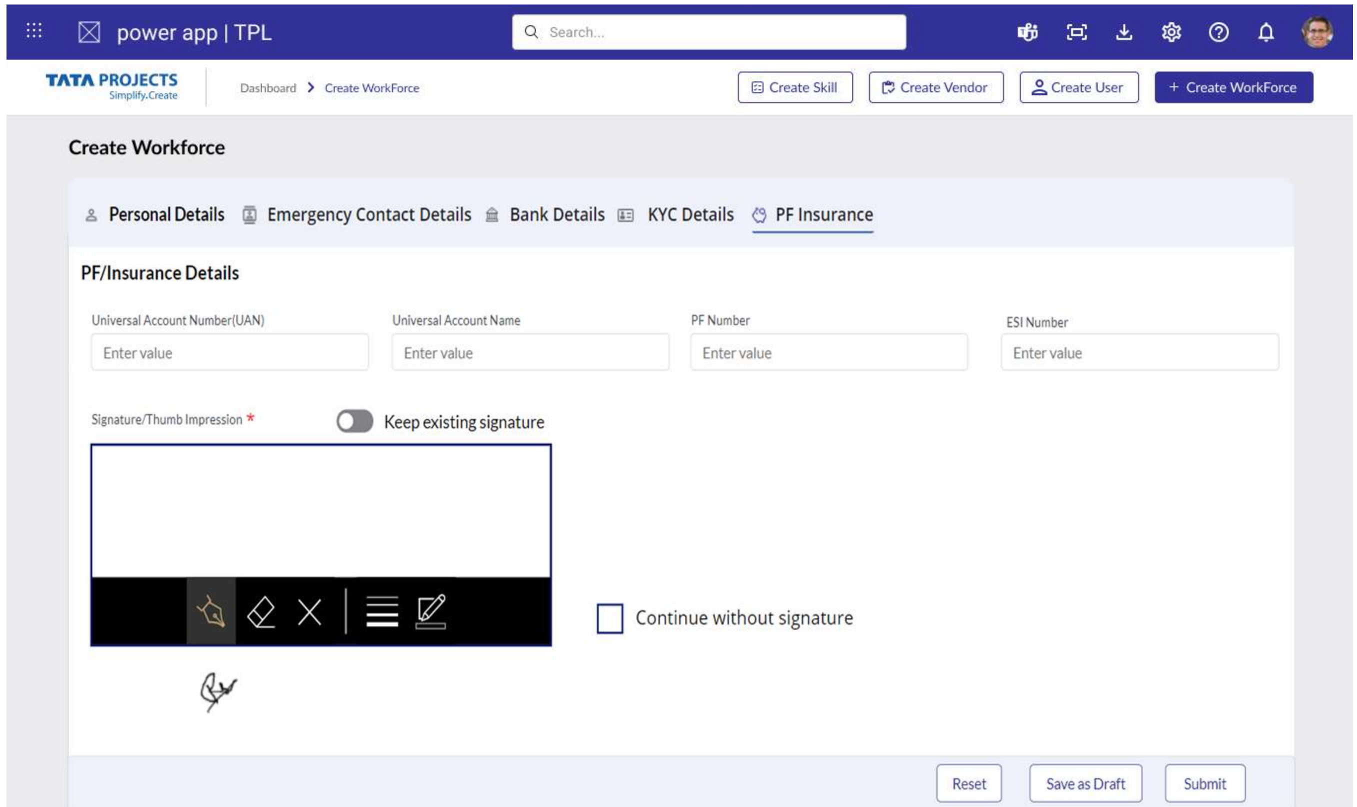
Add New workforce / KYC Details

- The third tab is the Bank Details
- When the user enters the IFSC code Bank name, Branch Name, Branch address will be auto-populate
- When the user enters the postal code country, State, City will be auto-populate



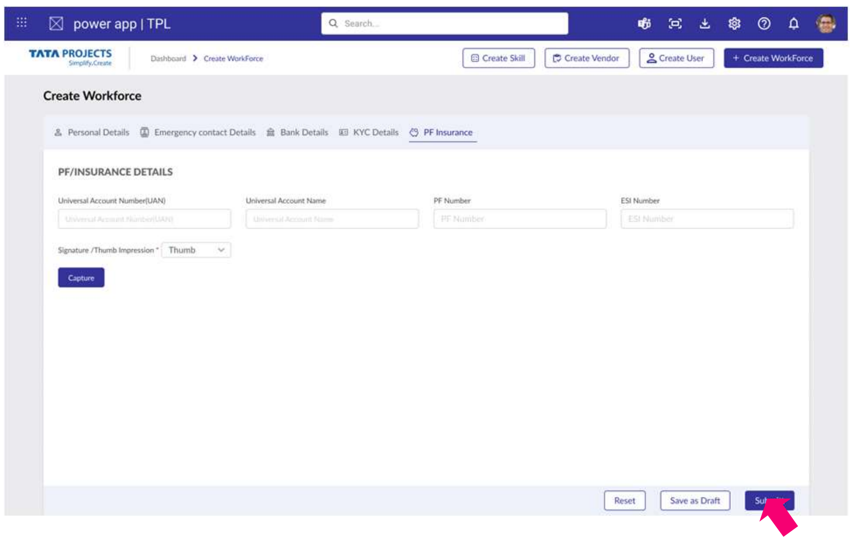
Add New workforce / PF Details

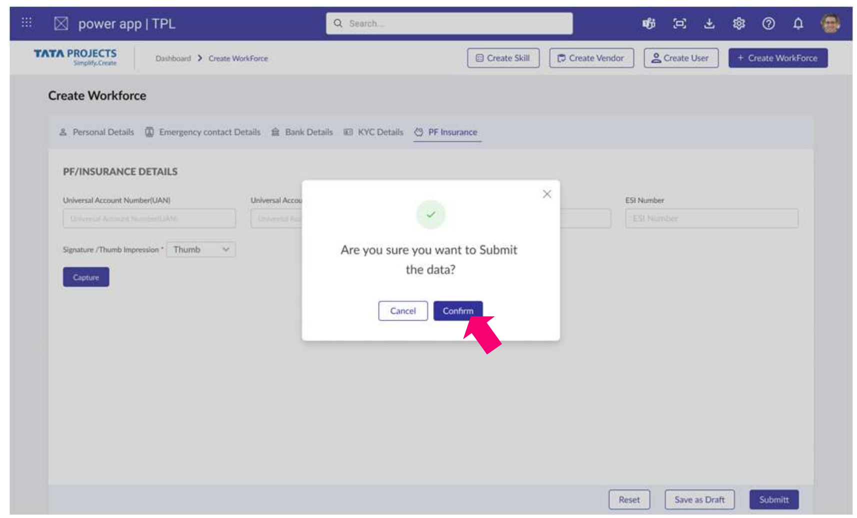
- The user has the option to add Signature to the KYC process. The User will Scribble the signature in the box with the help of mouse. If he is satisfied, he will save the signature or can clear and redo it.
- If the User /workmen is not sure about the signature, he can continue without the signature by clicking the adjacent check box.



Add New workforce / PF Details

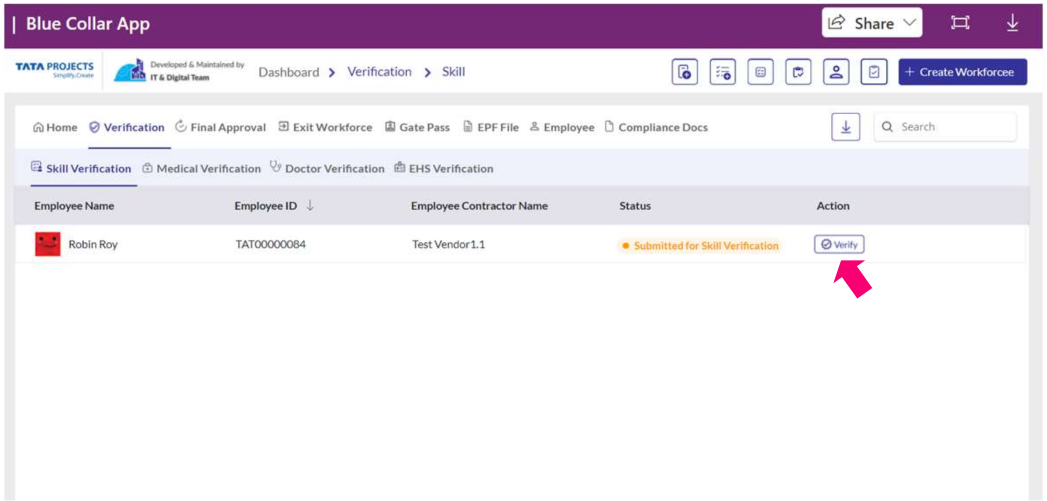
- Once user fill all the data once click on submit the confirmation pop-up will open once click on confirmation it will redirect to the skill verification page





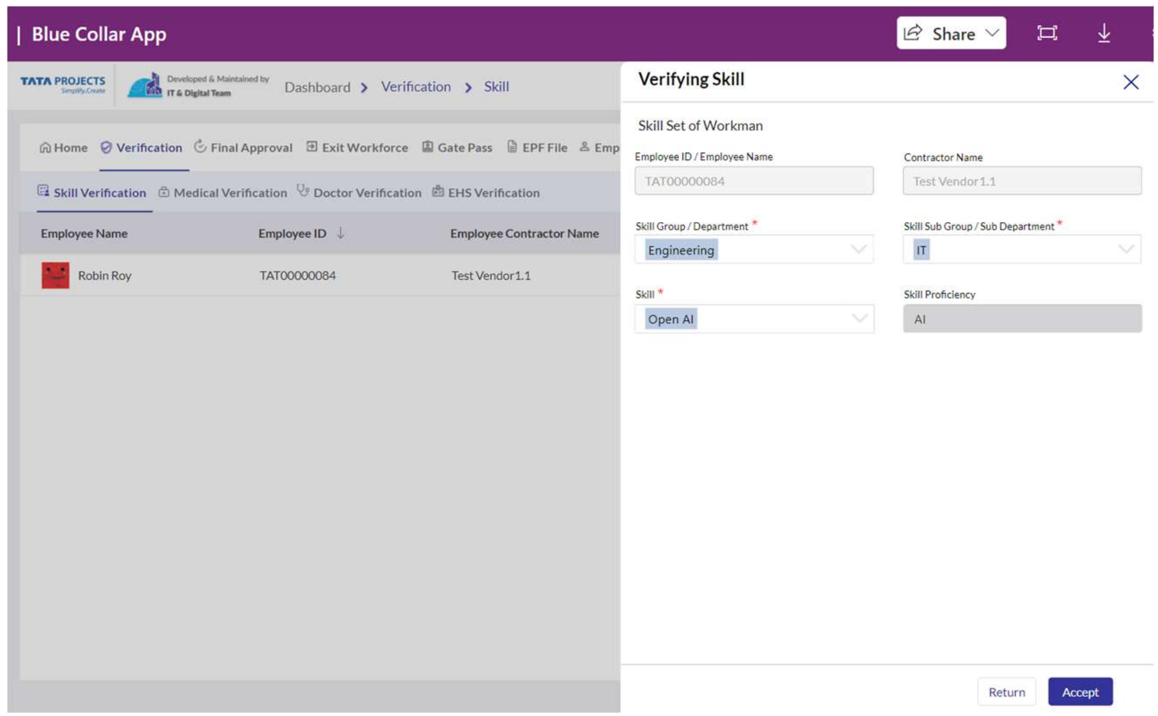
Verification / Skill Verification

- On the verification we have Skill Verification, Medical Verification, Doctor Verification, EHS Verification Tabs
- Submit skill verification: When the user has made an entries in create workforce select accept it will go to the submit skill verification status
- For making action user need to click on verify button.



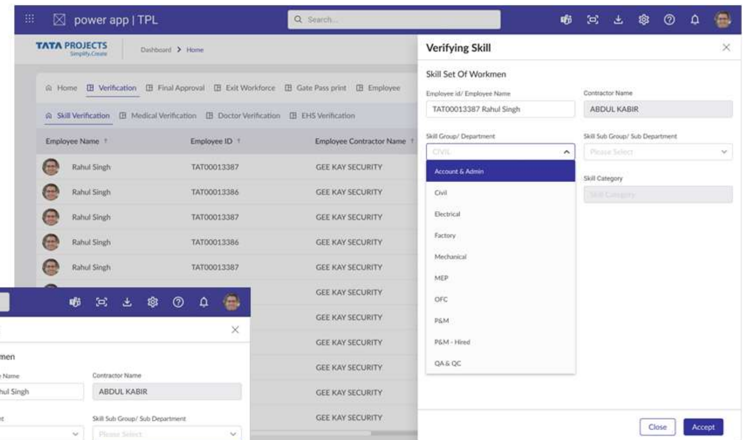
Verification / Skill Verification

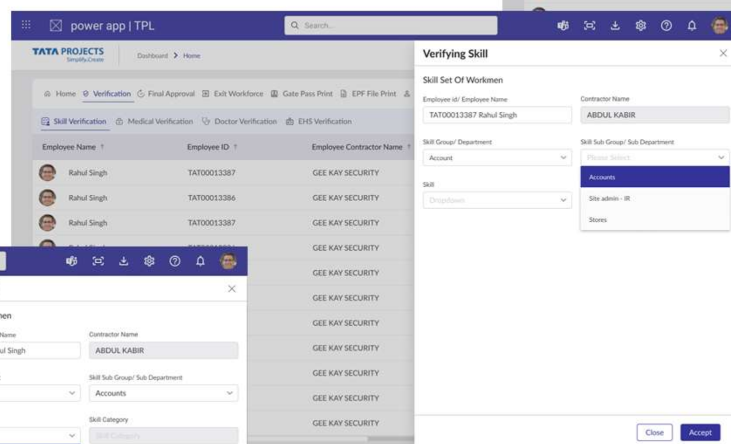
- The First two fields Employee ID / Employee Name, Contractor Name will auto-populate
- For making action user need to select the all the required dropdowns.

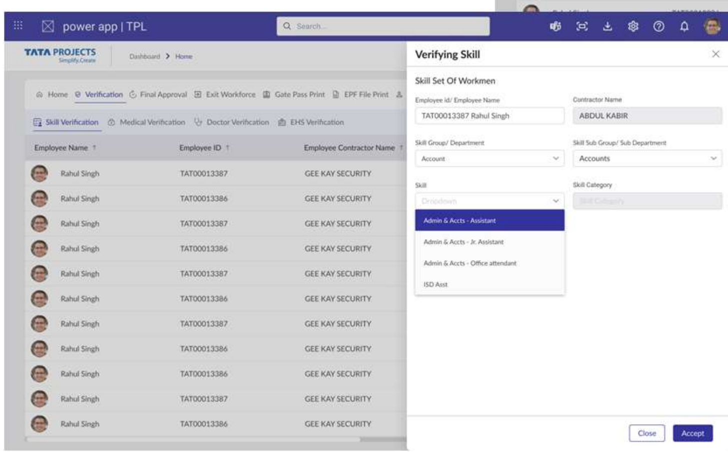


Verification / Skill Verification

- For making action user need to select the Skill Group/ Department, Skill Subgroup/ Sub Department, Skill sets
- Once they select all the drop-down skill category will auto-populate

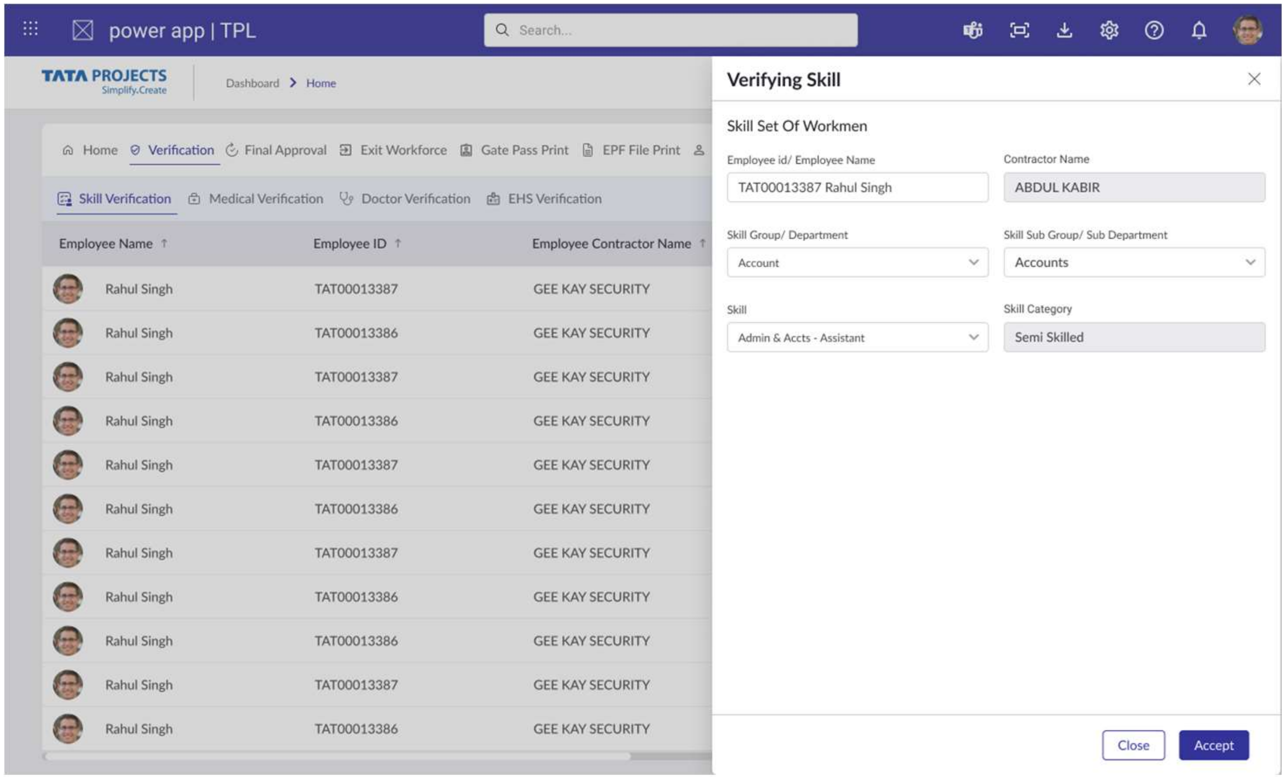




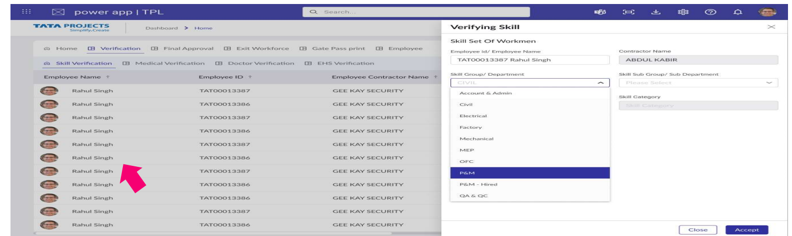


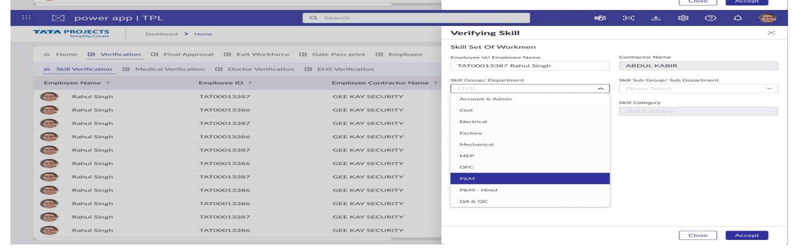
Verification / Skill Verification

- Once the user fills in all the details and clicks on the accept, it will ask for the confirmation message.



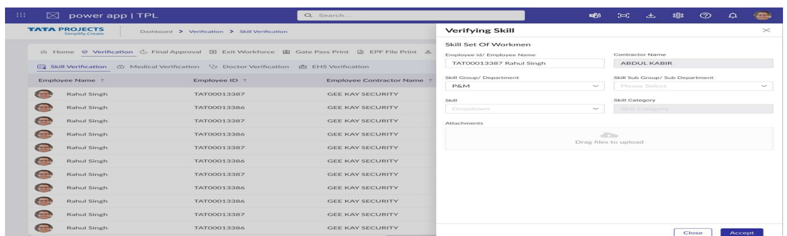
Skill Verification- P&M/P&M Head Option

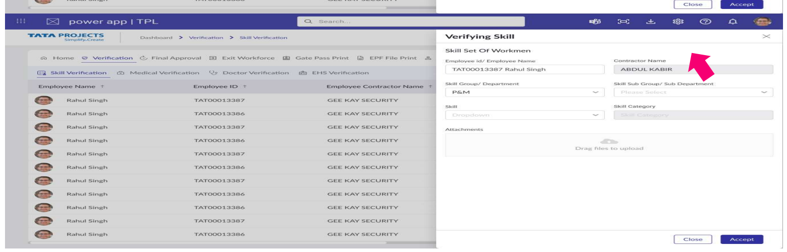




- Under the skill verification section, when the user selects the P&M, P&M Head option, the user will have an additional opportunity to upload the attachments like the fitness certificate and any other supporting certificate.

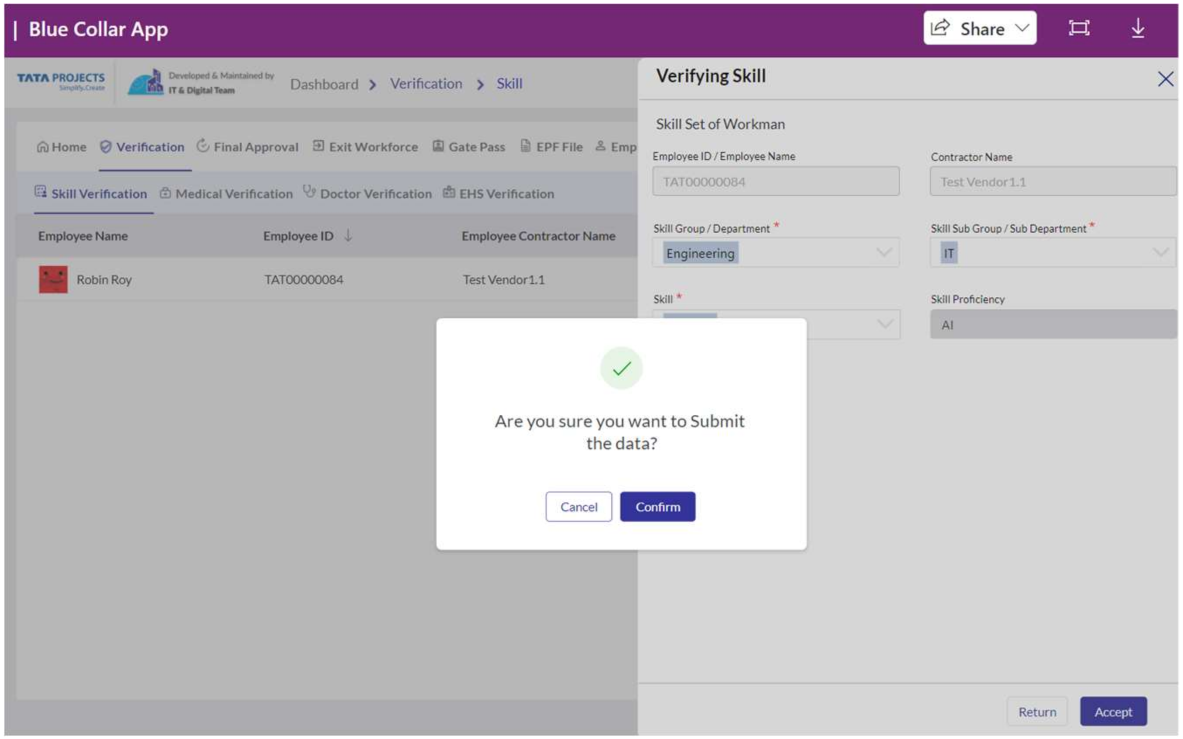
- These documents will be saved under EHS verification and EHS person can also download these.





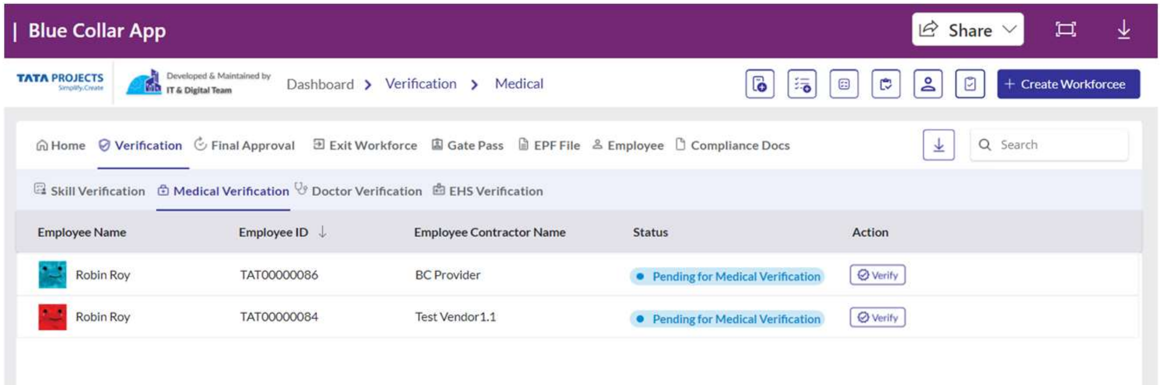
Verification / Skill Verification

- Once accept the confirmation message it will move to the medical verification status



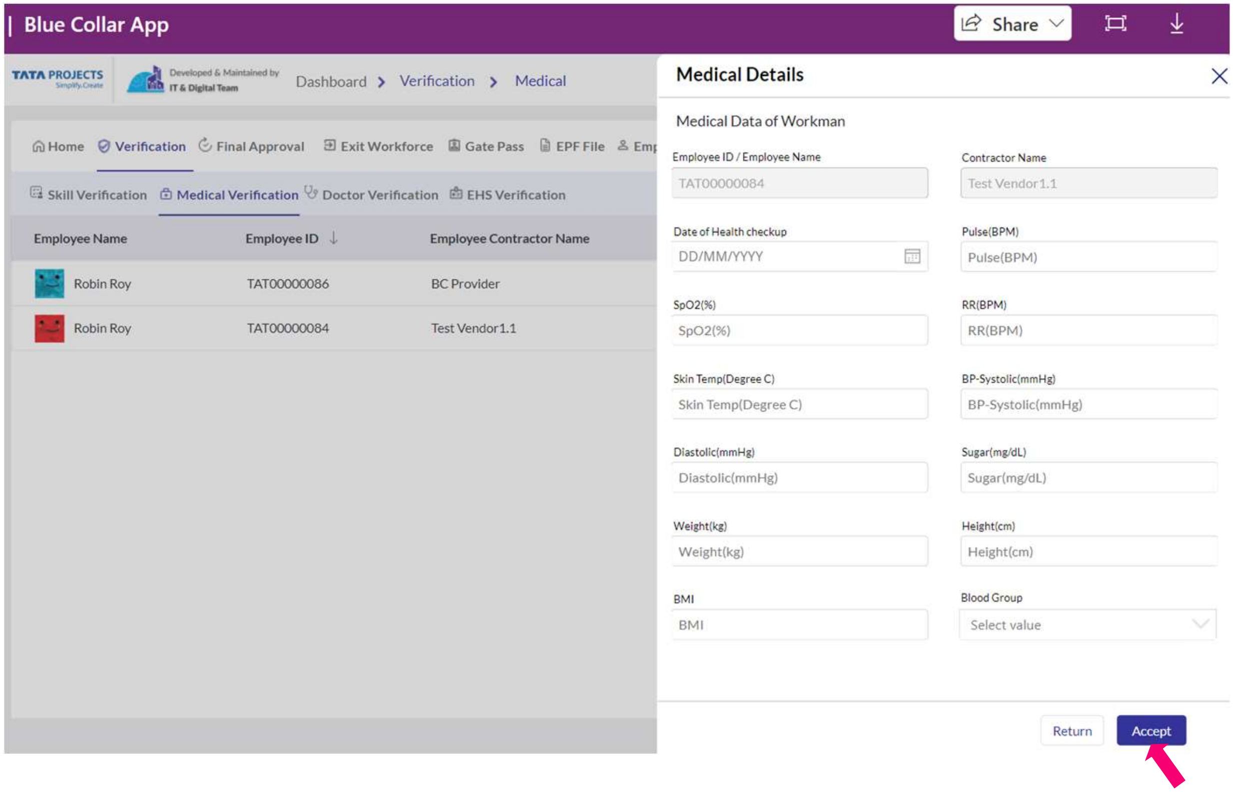
Verification / Medical Verification

- From the Skill Verification, the entry will be passed on to the next stage for Medical Verification Tab.
- At this stage the vitals and measurement of the worker will be captured. For making the entry, user need to click on verify button.



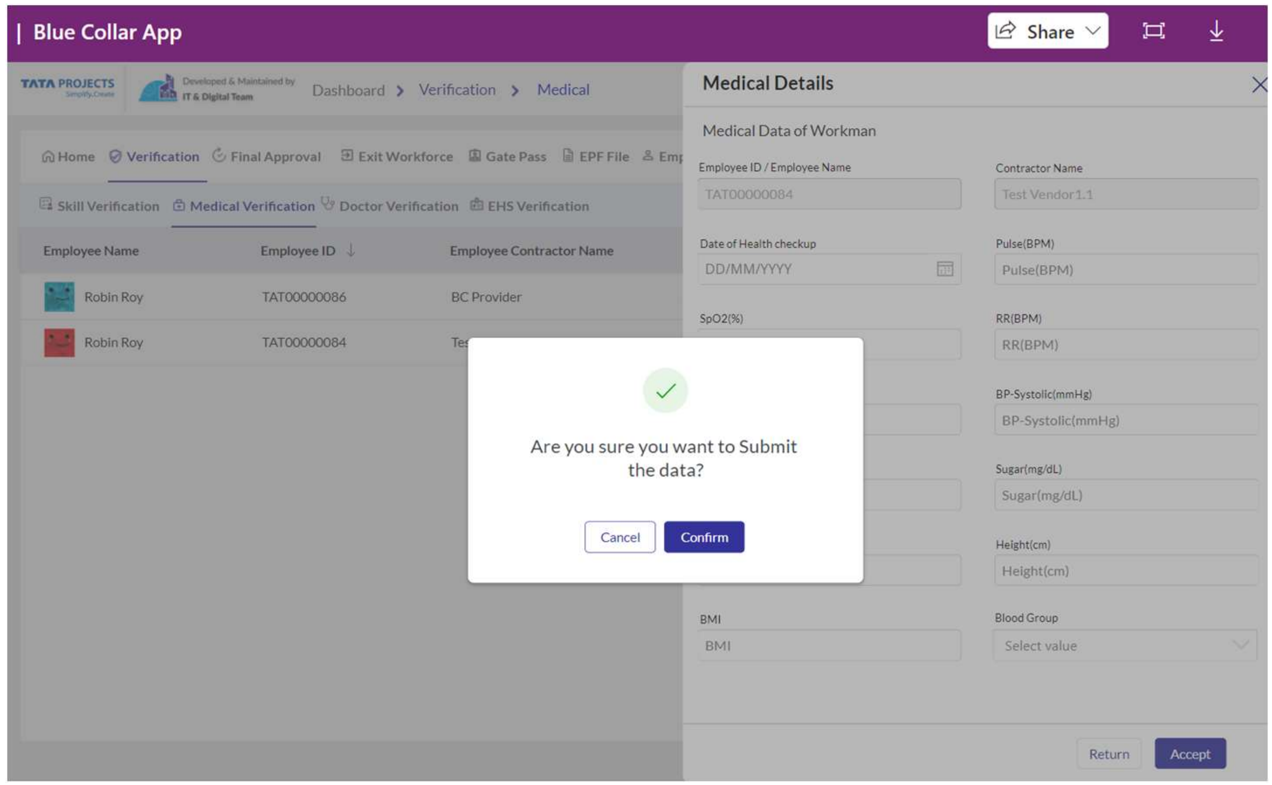
Verification / Medical Verification

- The User at this stage could be the Medical Nurse or Junior Doctor.
- The First two fields Employee ID / Employee Name, Contractor Name will auto-populate
- For making an entry in the medical examination, the user need to fill the all the text fields.
- Once user fills all the required fields, he will then click on accept and a confirmation message will pop up.



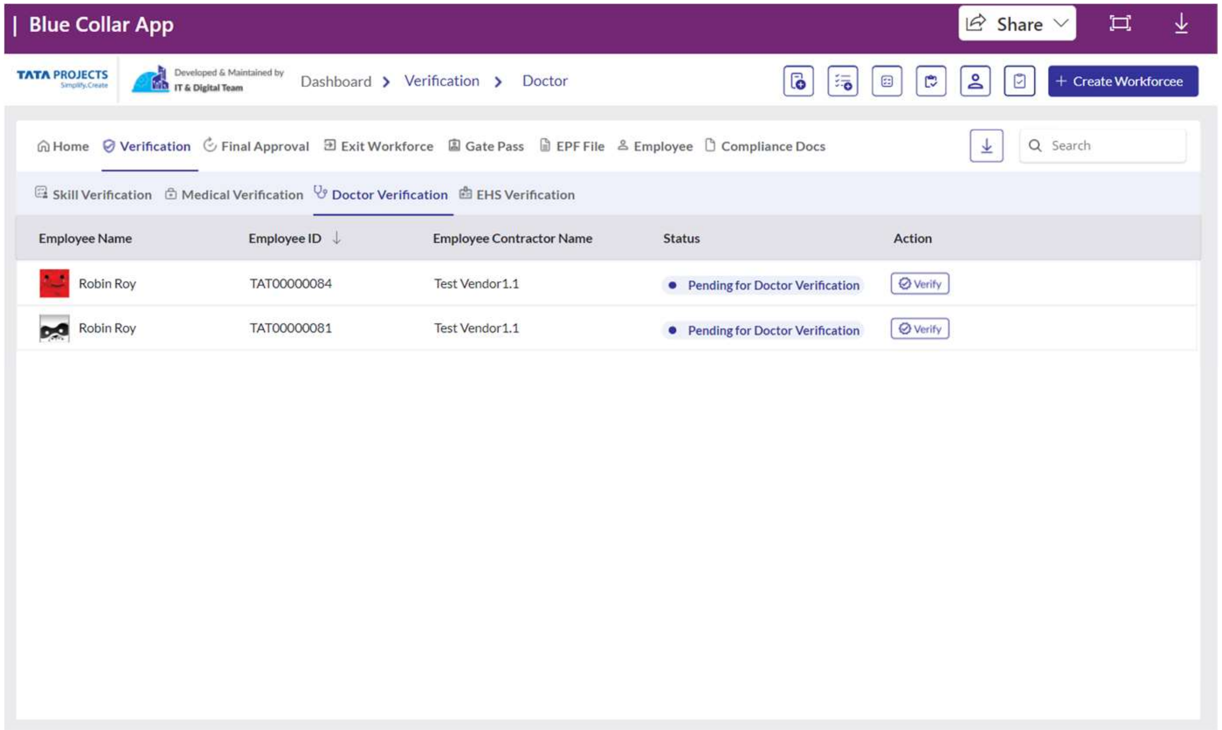
Verification / Medical Verification

- Once accept the confirmation message it will move to the doctor verification status



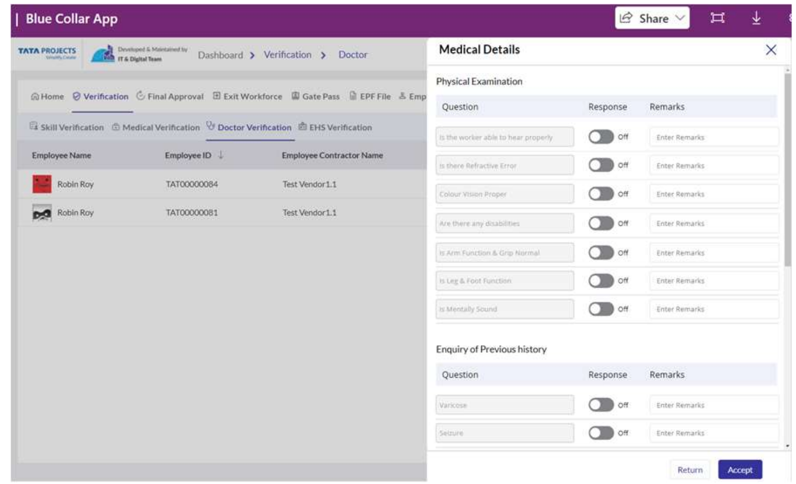
Verification / Doctor Verification

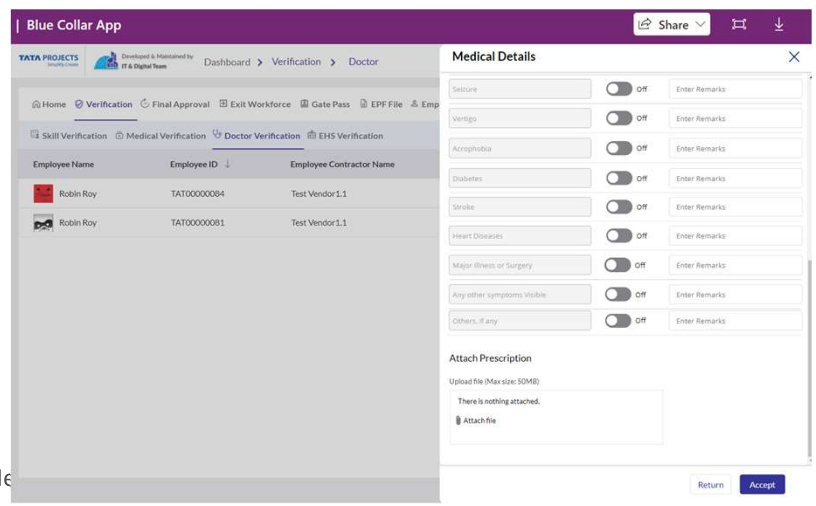
- Post Medical Verification the entry will be moved to next phase for Doctor's Verification.
- In Doctor's verification the doctor will approve or reject the worker based on the data from previous stages.
- For making this decision, the user need to click on verify button.

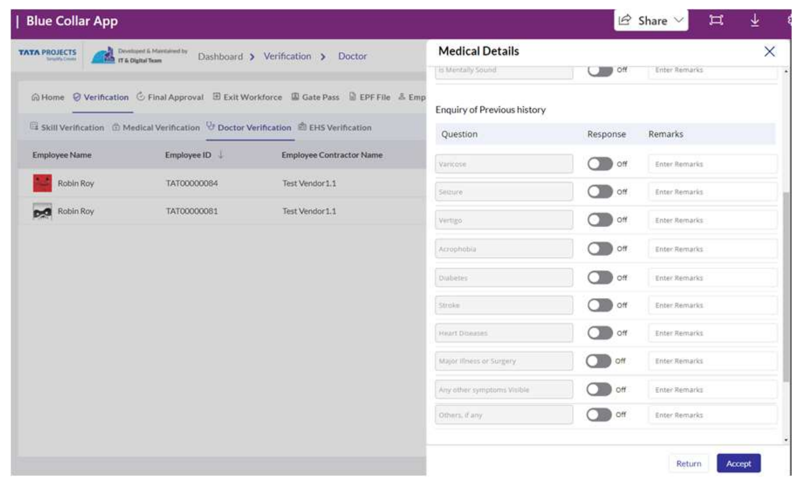


Verification / Doctor Verification

- On doctor verification right hand panel will give you to user all the required details doctor need to fill.
- This section will include simple questions against which the Doctor will answer yes or no and will add specific remarks.
- Once doctor fills all the details and clicks on the accept button it will ask the confirmation message
- Doctor can also Upload prescription.

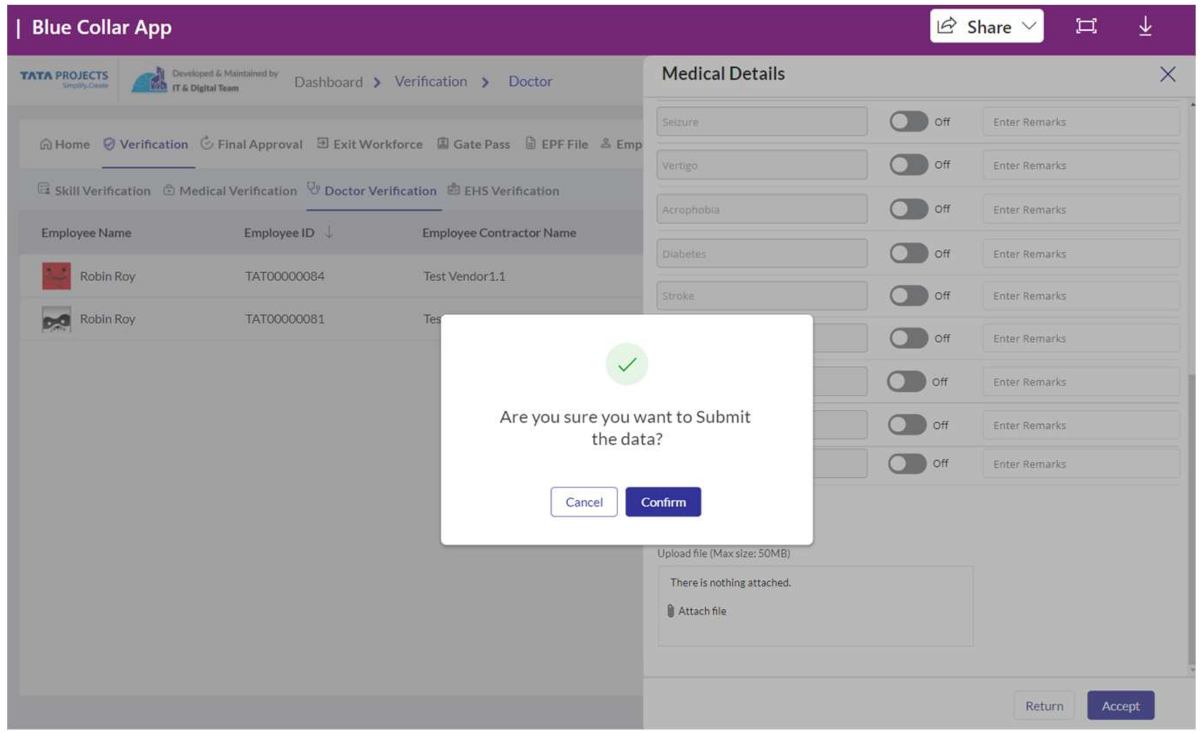






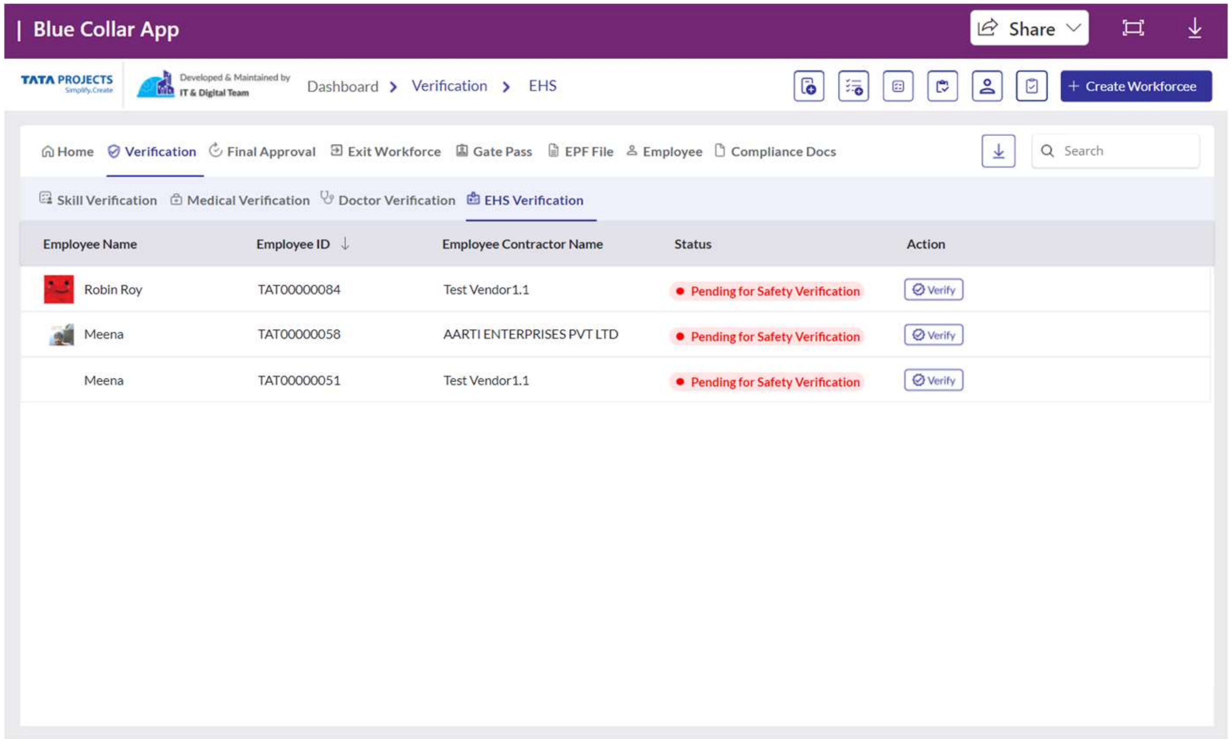
Verification / Doctor Verification Pop-Up Message

- Post clicking on the accept button, a Confirmatory pop up will appear.
- Post confirming the things, a confirmation message stating the verification status will change to EHS verification .



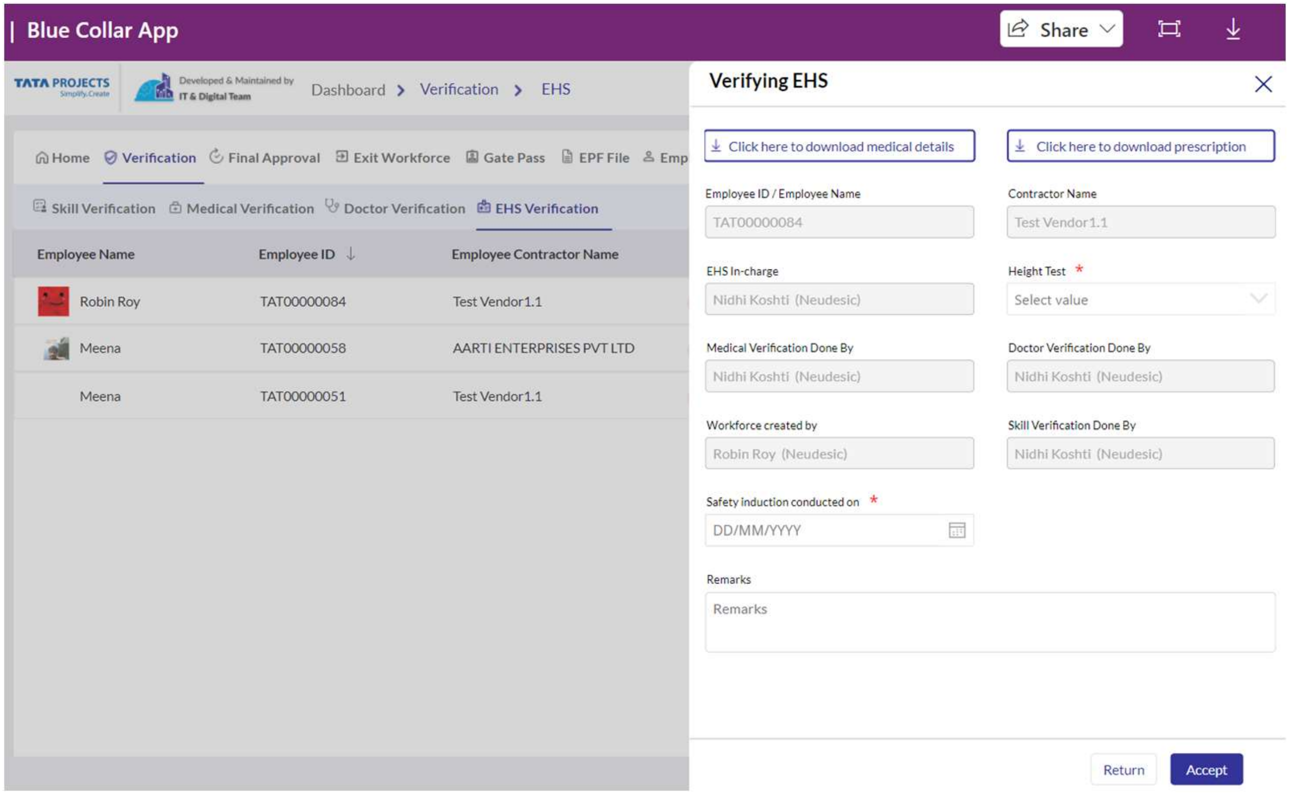
Verification / EHS Verification

- On EHS verification stage, the entries accepted in doctor verification will go to the Final approval
- For making action user need to click on verify button.



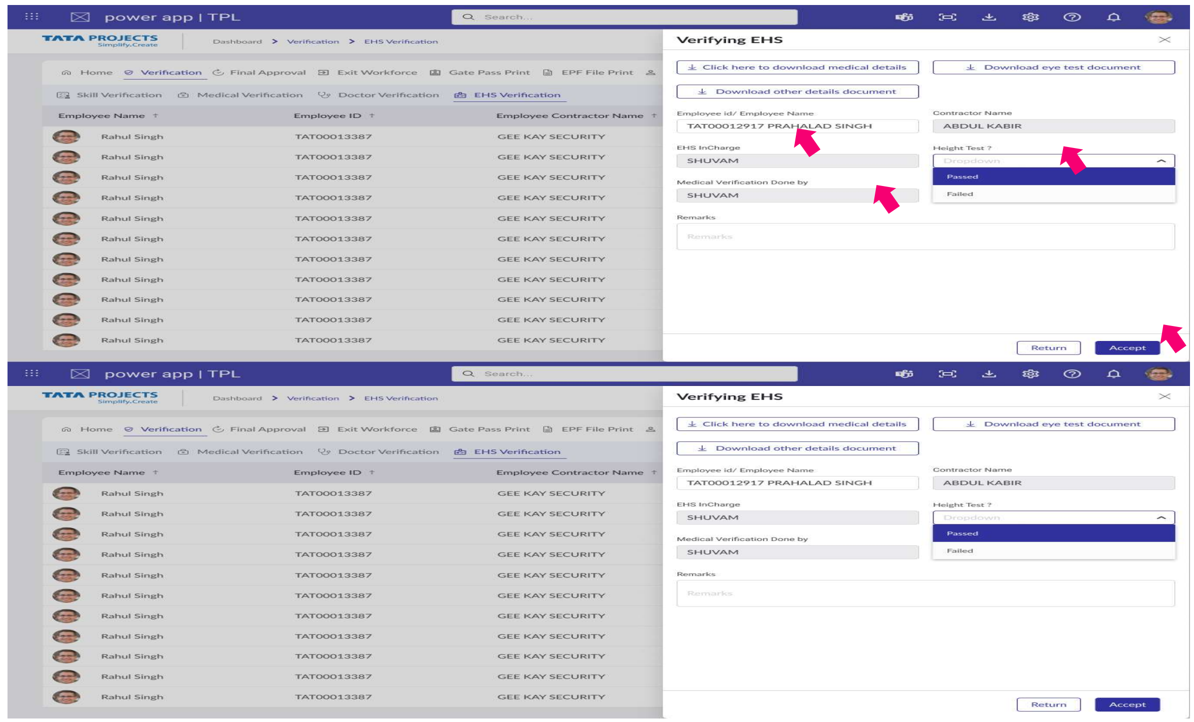
Verification / EHS Verification

- On the EHS, in the right-hand panel the details of all the Employee ID / Employee Name, Contractor Name, EHS in-charge, Medical verification Done by, and Doctor verification Done by will auto populate
- In the Height test drop-down, user need to select if the worker has passed or failed the test
- At the top user have the option to ‘Click here to download medical details’ button Once user click on the button the medical report will download
- Along with this the User has the option to add the Safety Induction Date declaring when was the test conducted.
- Once filled all the details user click on accept button



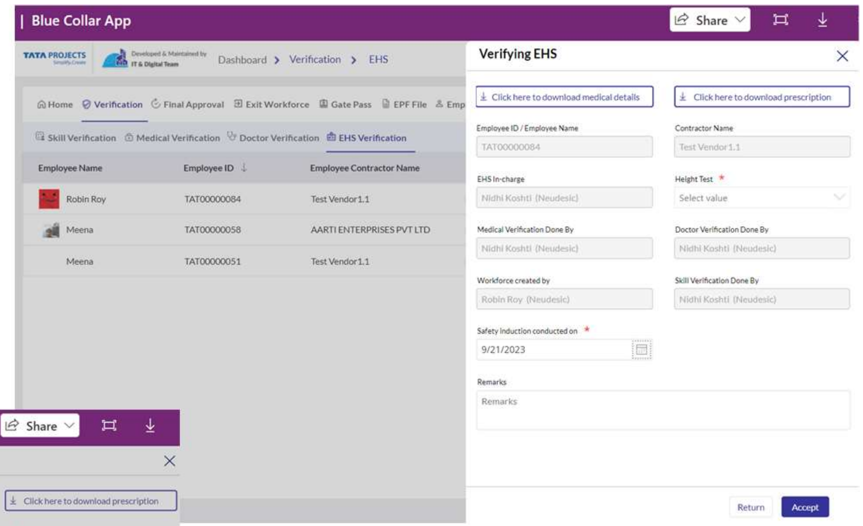
Verification / EHS Verification

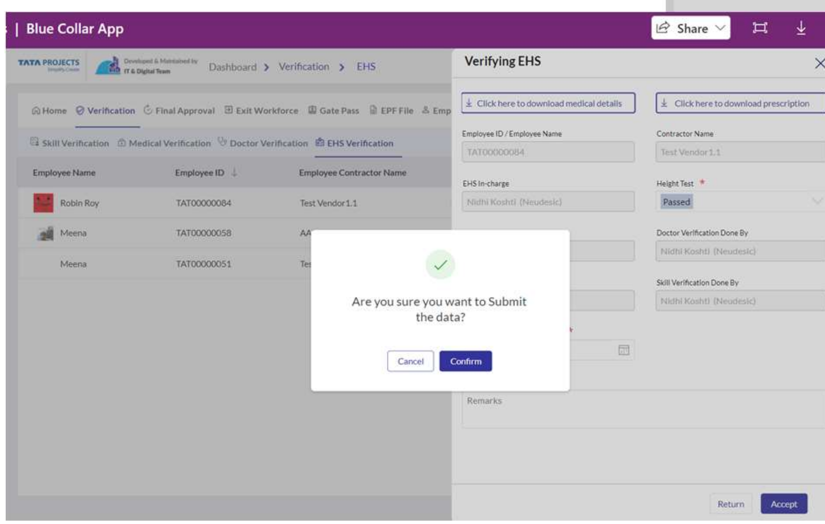
- In case of the Workmen being under the P&M and P&M Head category, the EHS Verification user will see an additional option to download the uploaded documents with 'Other Details Documents' button option.



Verification / EHS Verification Pop-Up Message

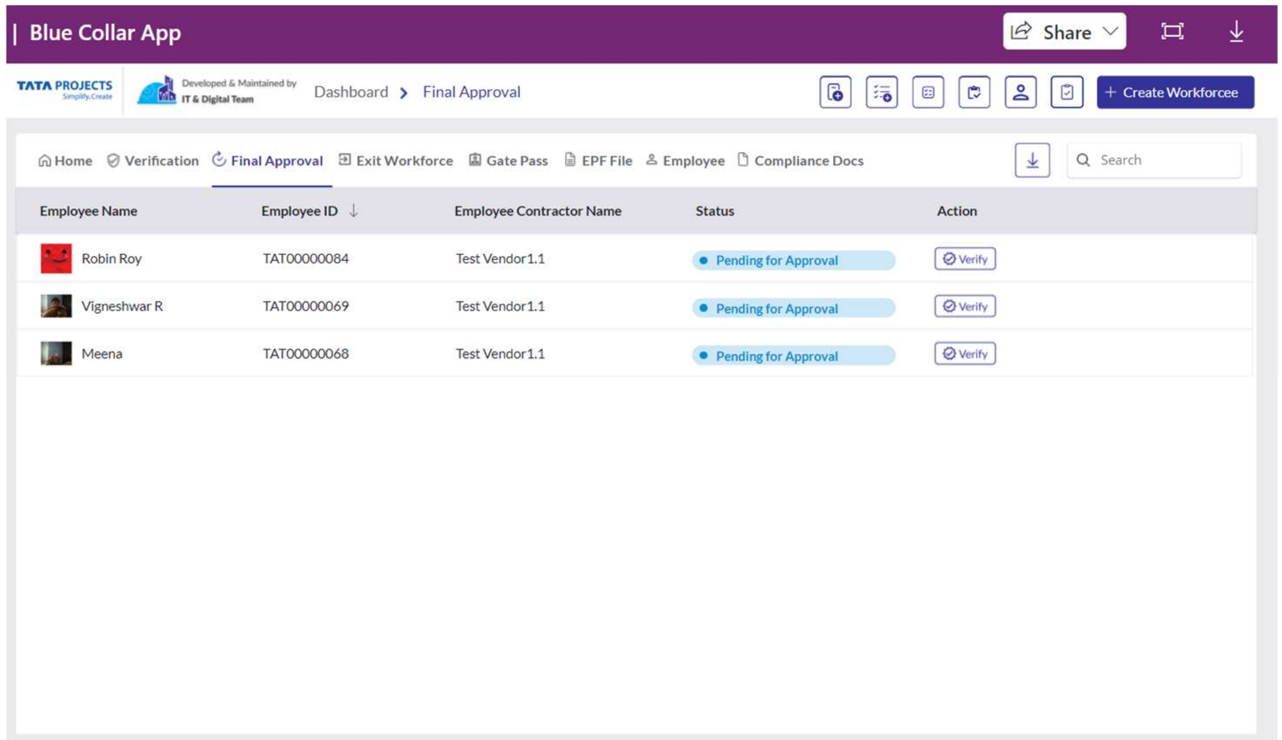
- Post clicking on the accept button, a Confirmatory pop up will appear.
- Post confirming the things, the status will move to the final approval.





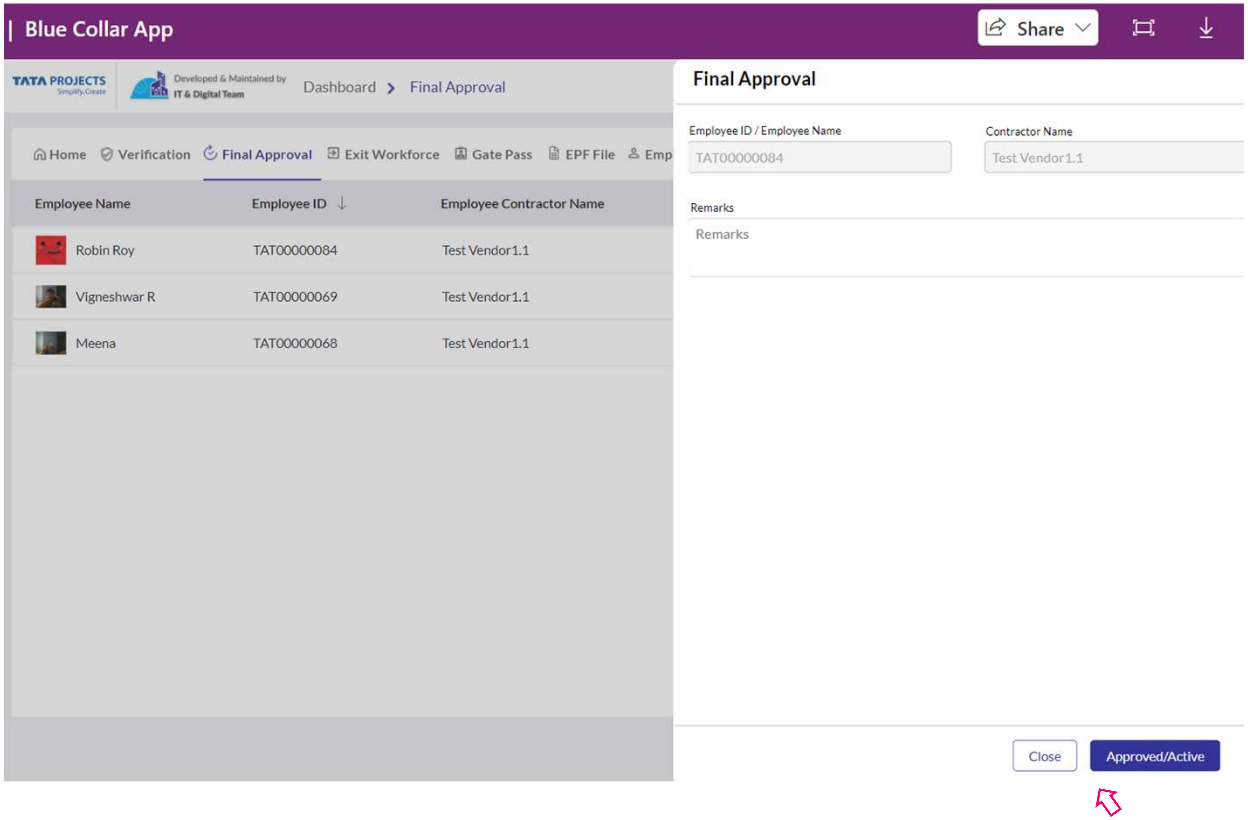
Final Approval

- Pending for Approval: When the user has made an entries in EHS verification once accept the data it will go to the Pending Verification



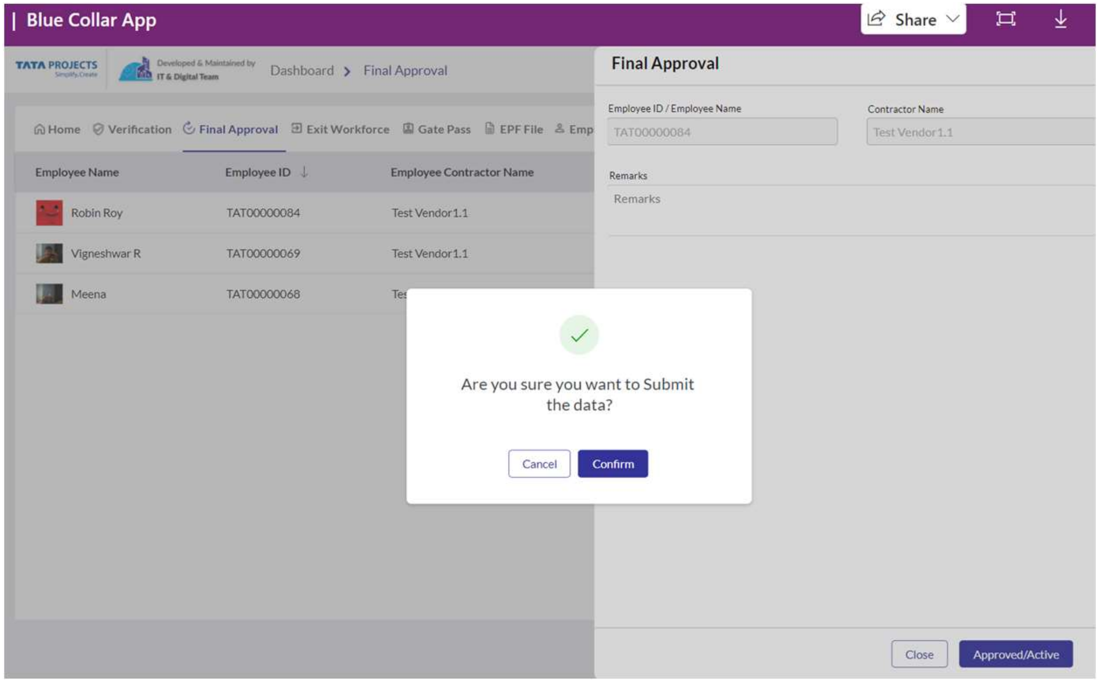
Final Approval

- On the Final approval right hand panel, Employee ID / Employee Name, Contractor Name, fields auto populate
- If the user of this stage has any remarks, he can add it in the remark's column..
- Once filled all the details user click on Approved/Active or discard button



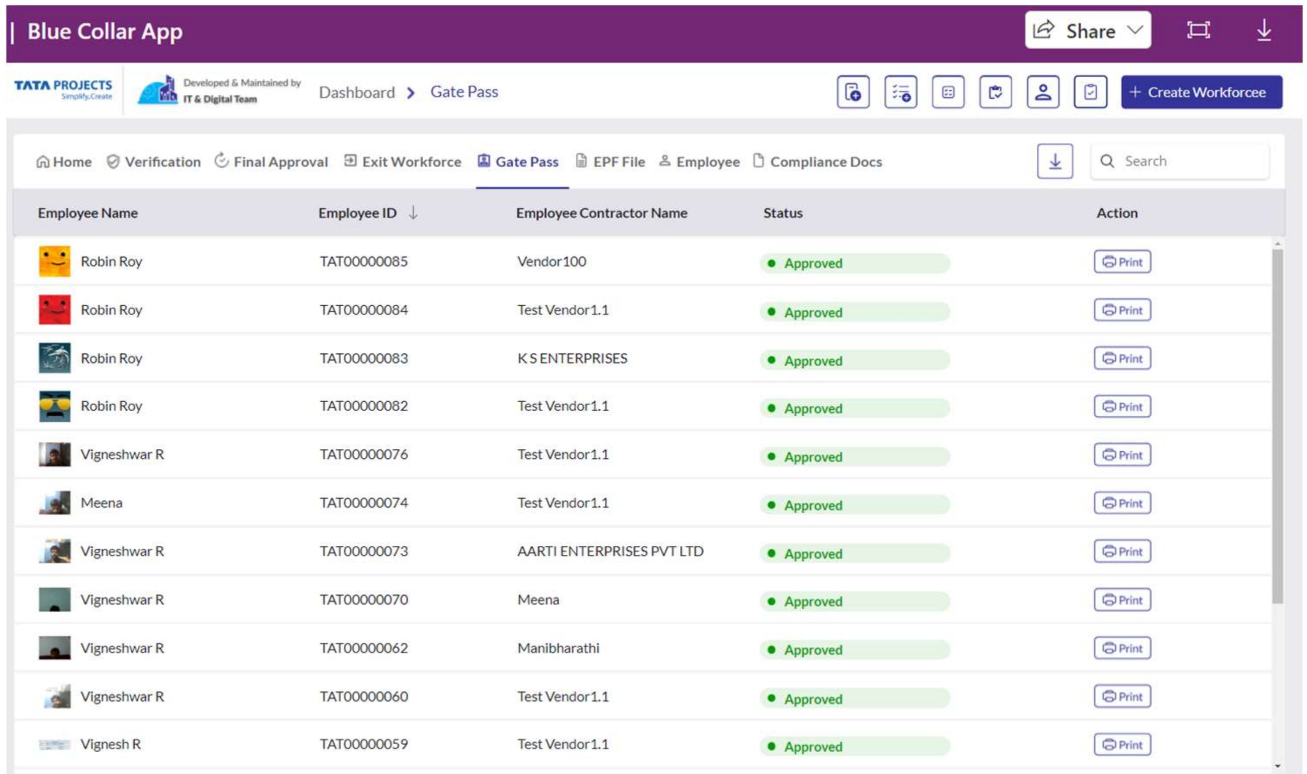
Final Approval

- Post clicking on the a Approved/Active button button, a Confirmatory pop up will appear.
- Post confirming the things, the status will move to the Gate pass print.



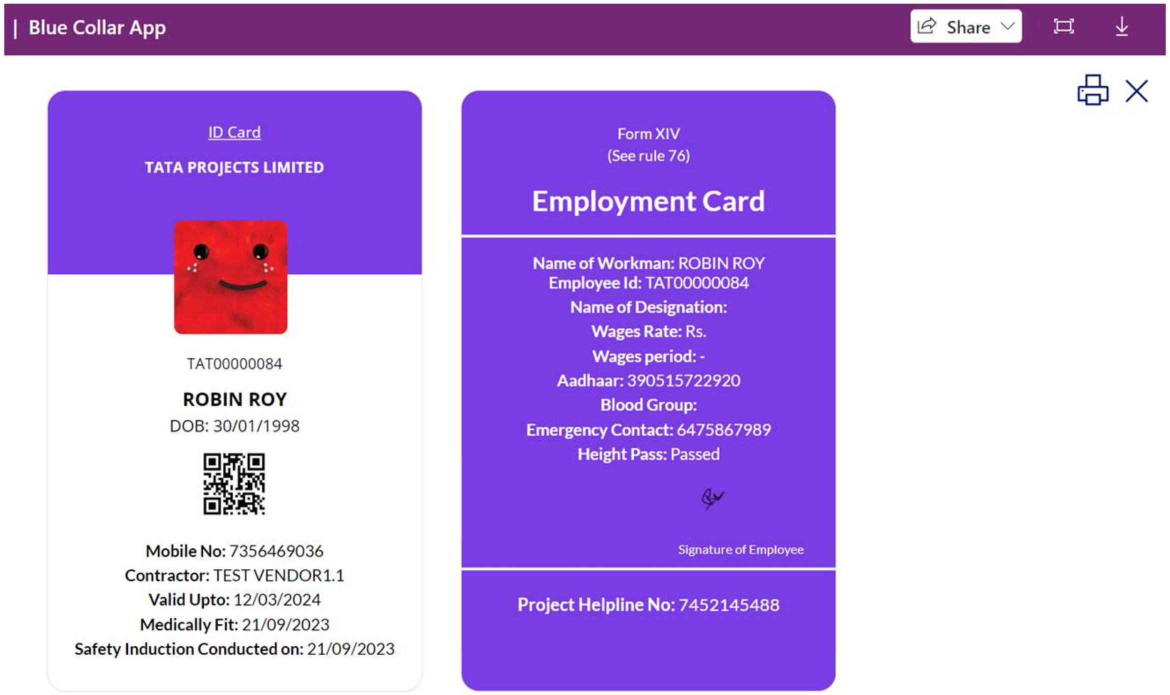
Gate Pass Print

- Approved: When the user has made an entries in Final verification once accept the data it will go to the Approved Stage.
- For making action user need to click on verify button.



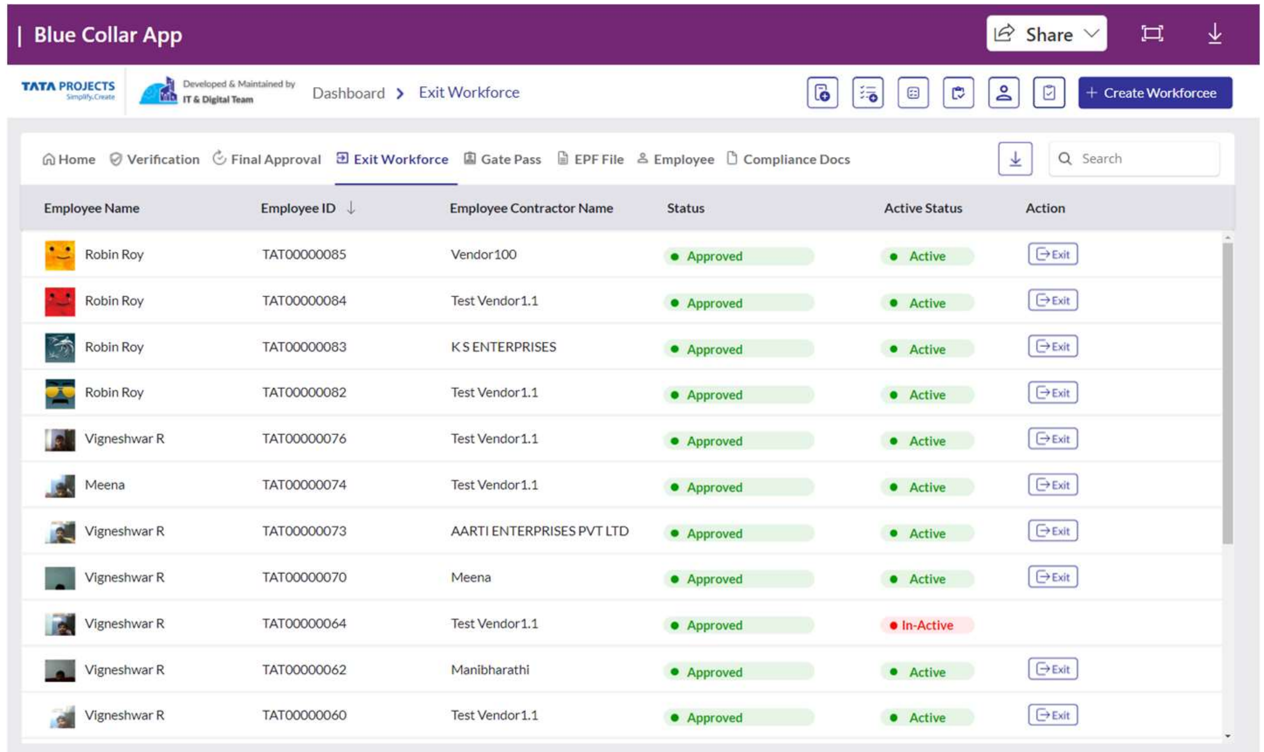
Gate Pass Print

- Once user click on the print button the gate pass will download and user can print the gate pass



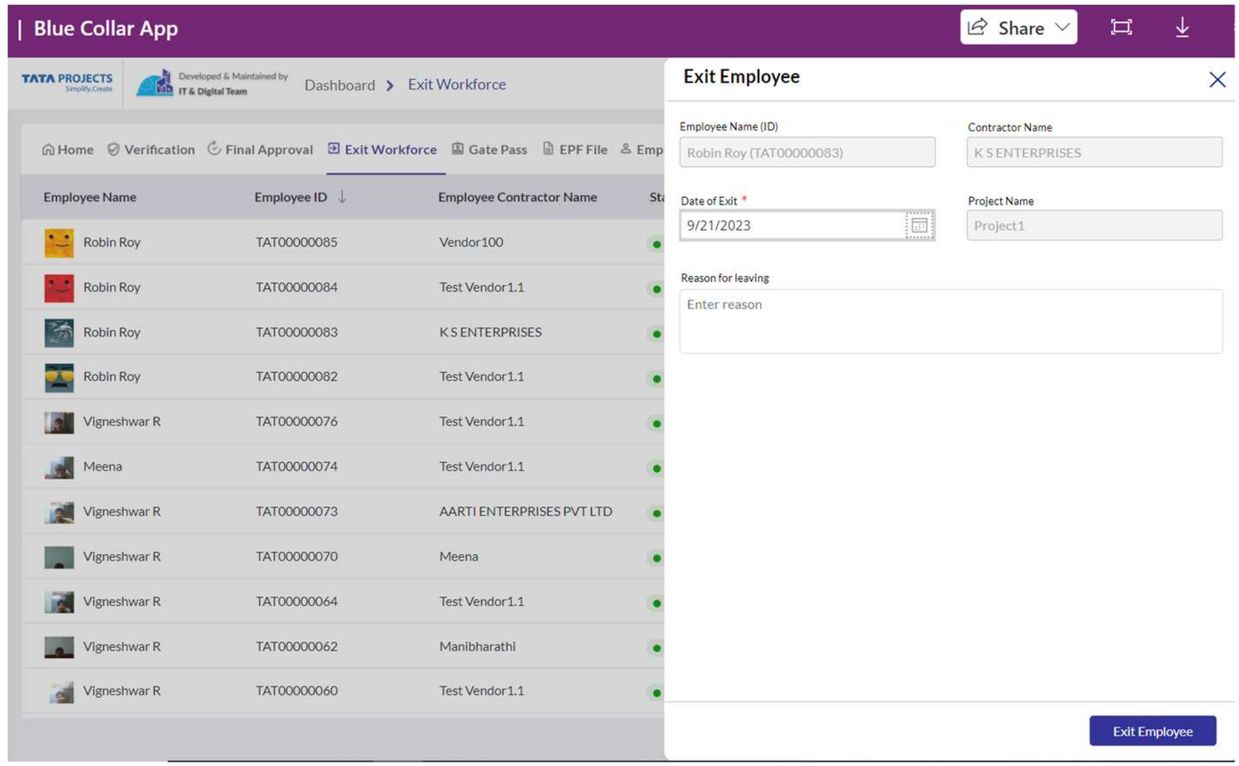
Exit-Workforce

- If User want to be de-activated any employee from the site then the user need to click on exit button
- For making action user need to click on exit button.



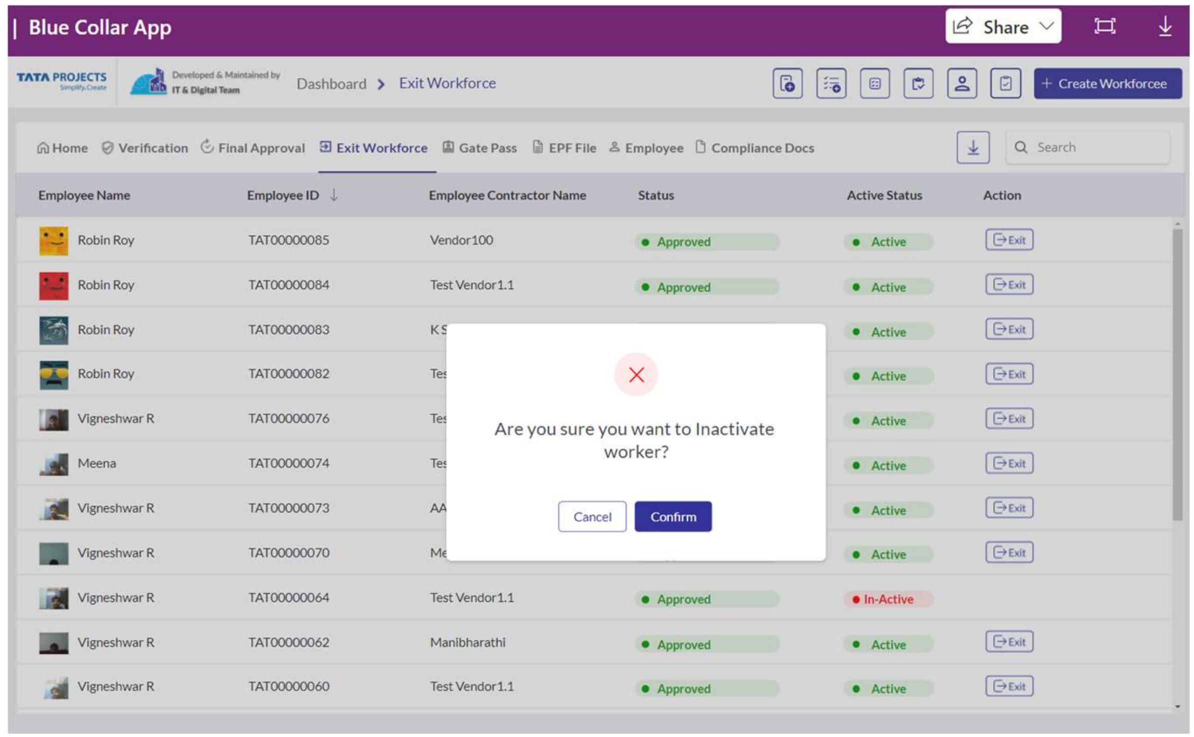
Exit-Workforce

- Once click on exit button the right-hand panel will open
- User need to enter the Date of Exit and remarks if required.
- After entering the details user need to click on the Exit employee button.



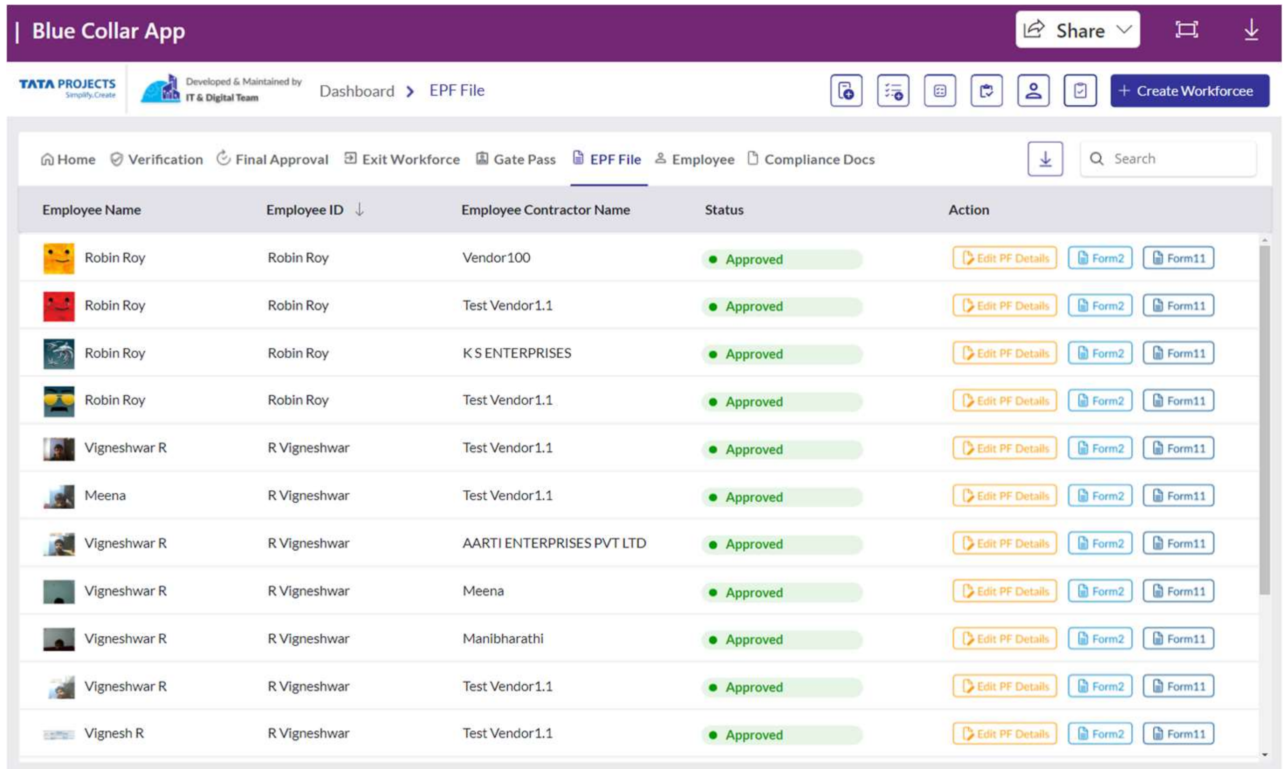
Exit-Workforce pop-up message

- Post clicking on a exit button, a Confirmatory pop up will appear.
- Post confirming the things, the selected employee will be de-activated from the system.



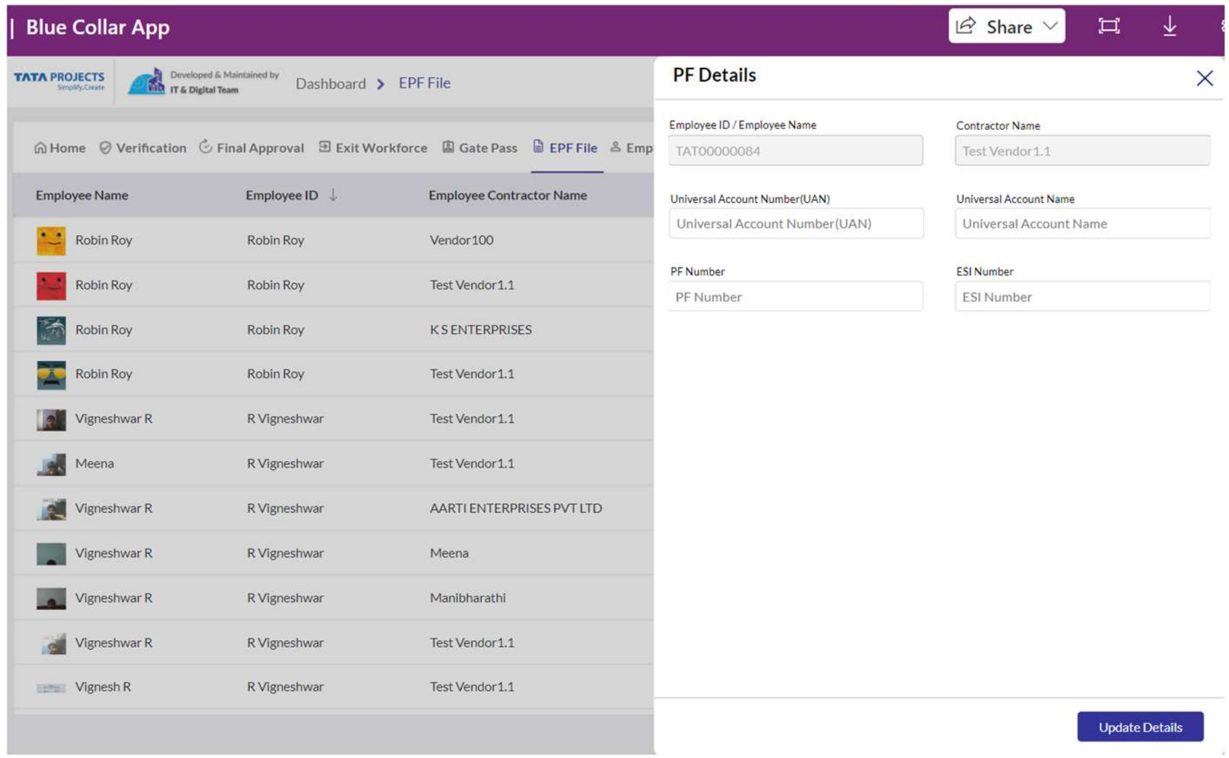
EPF-File-Print

- In EPF file print page use can see the three types actions buttons: Edit PF details, Form2 and Form11 buttons.
- If User want to download the form2 and form11 files user need to click on the form2 and form11 buttons user click on the buttons the files will download
- For making action in Edit PF details user need to click Edit PF details button.



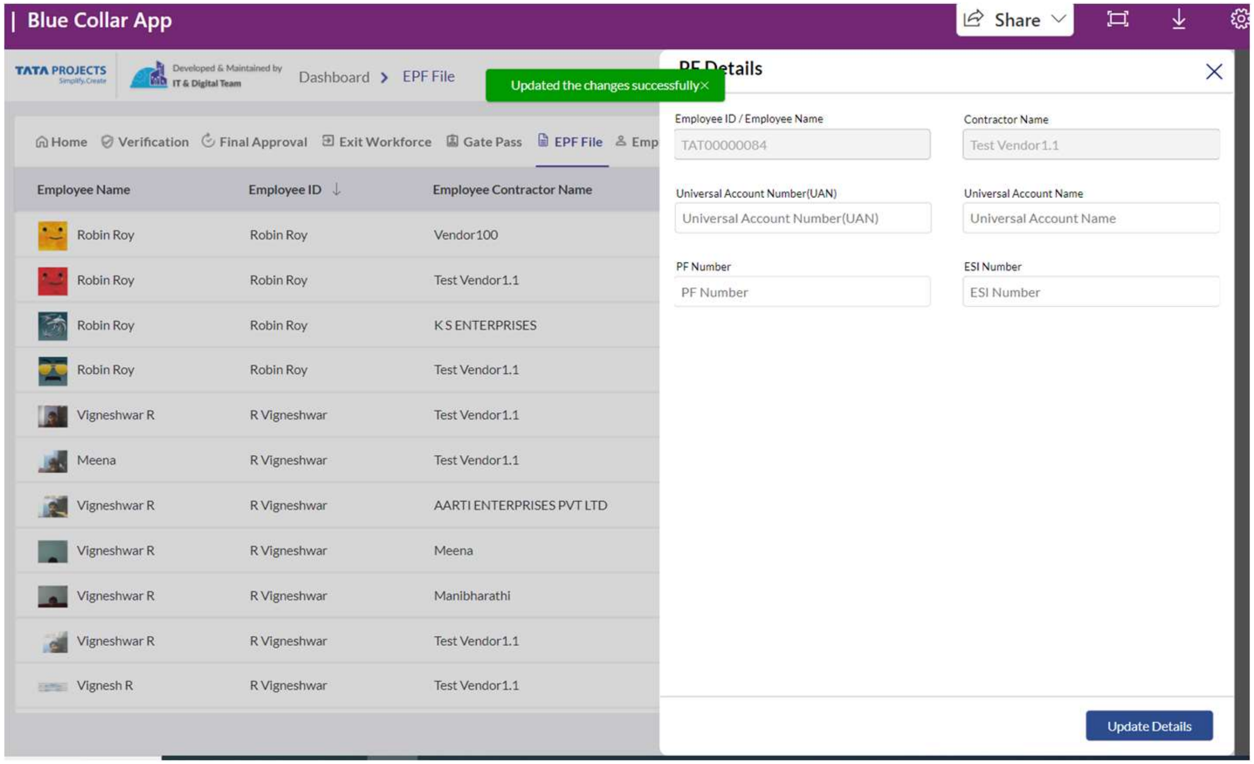
EPF-File-Print

- On the EPF-File-Print right hand panel Employee ID / Employee Name, Contractor Name, fields auto populate
- Universal Account Number (UAN), Universal Account Name, PF Number, ESI Number user can edit and add the details.
- Once filled all the details user click on Update details. The successful message will appear.



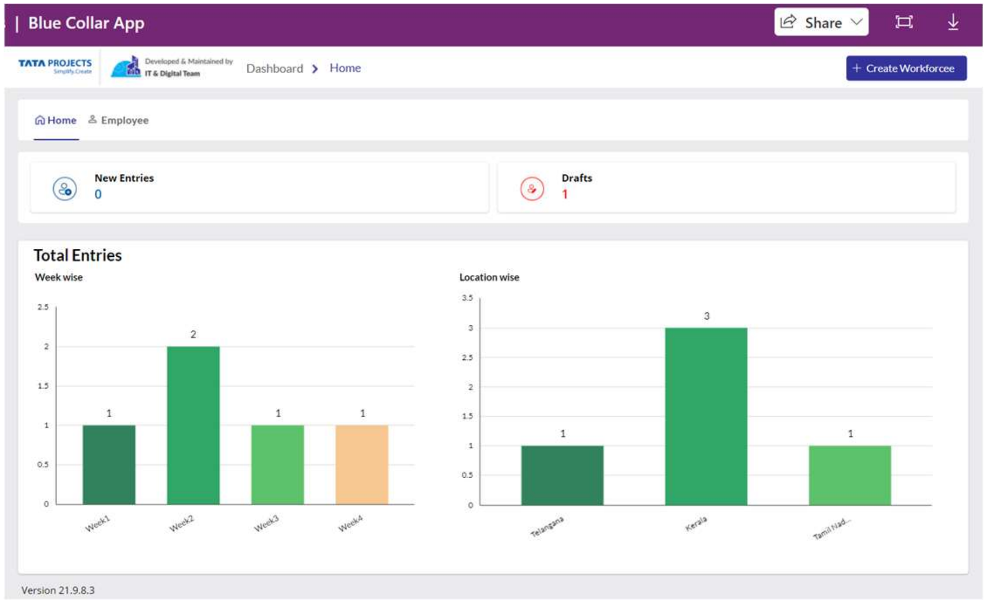
EPF-File-Print

- Once filled all the details user click on Update details. The successful message will appear.



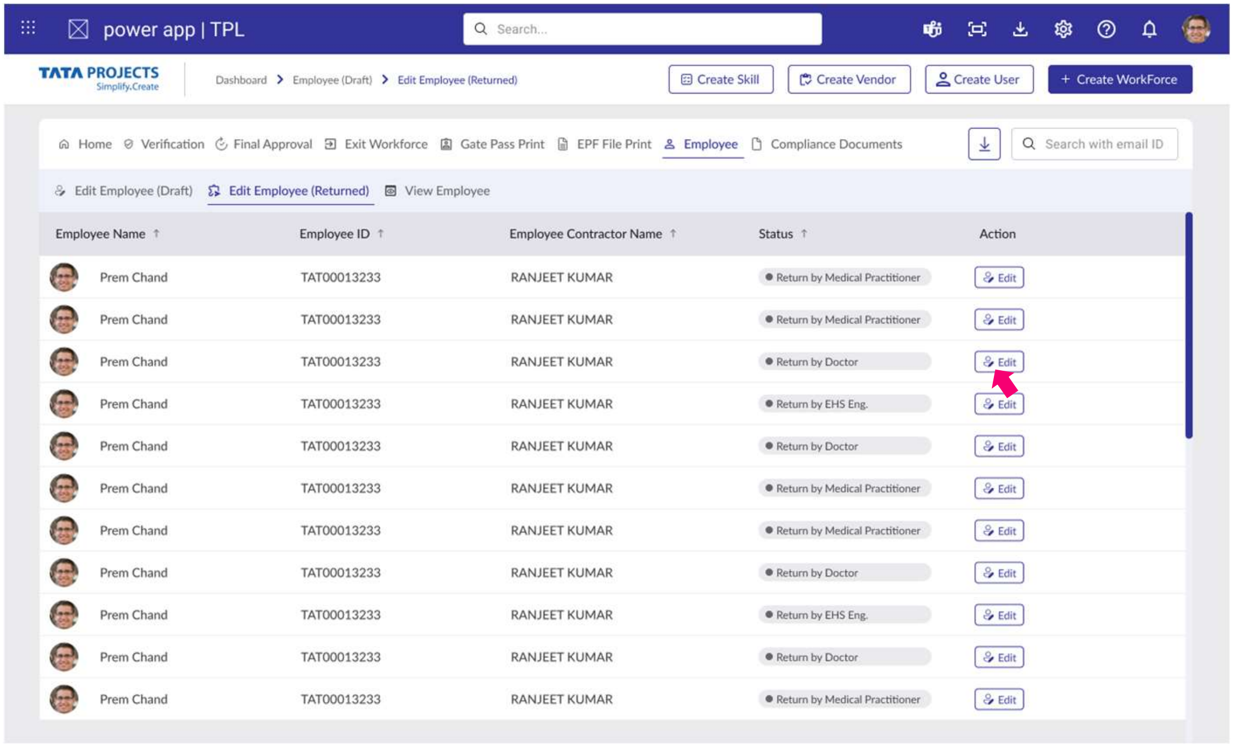
Timekeeper view:

- As a Timekeeper, user will be able to see - Create Workforce, Edit Employee (Draft), Edit Employee Returned, Edit Gate pass tabs.
- View will as show as in the screen.
- On-boarding an employee will be like the 'Create workforce' scenarios shown in previous slides.



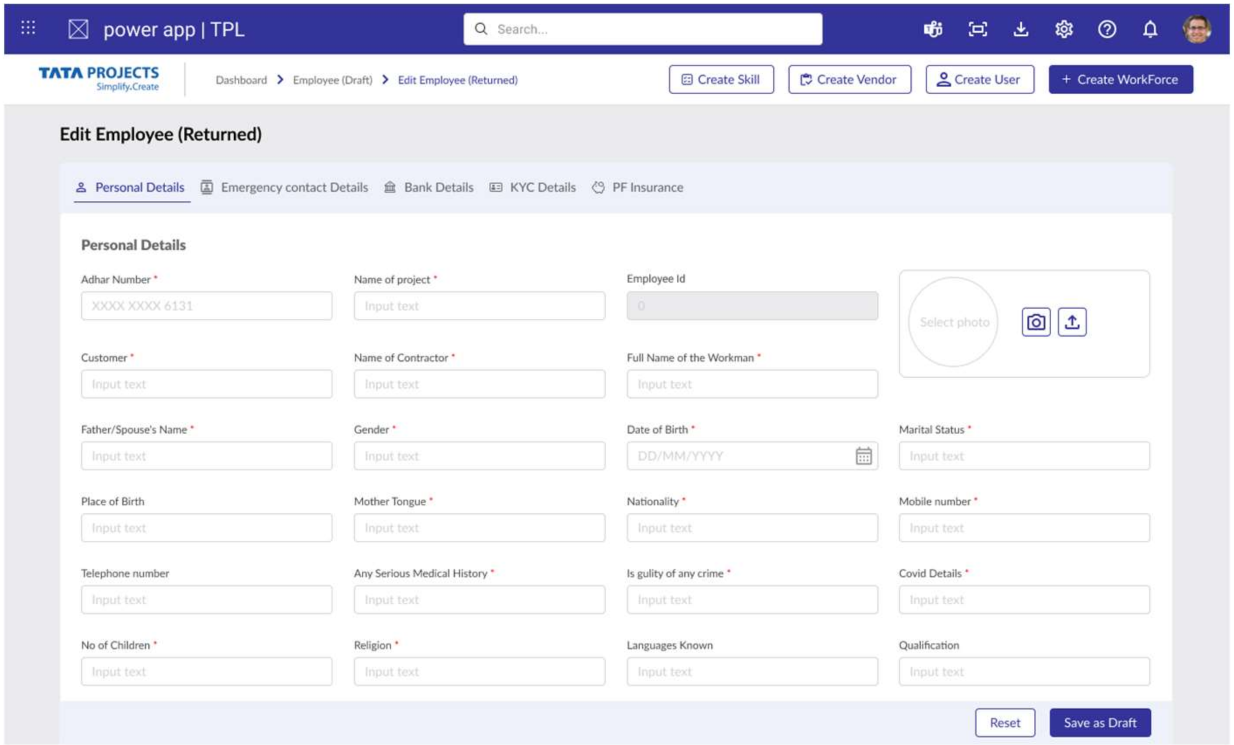
Edit Employee : Returned

- Returned: in the Medical, Doctor and Site Engineer can reject the candidate in that the entry will move to the return stage
- Here we have three return status we have return by Medical Practitioner, Return by Doctor, Return by EHS Eng.
- For making action user need to click on Edit button.



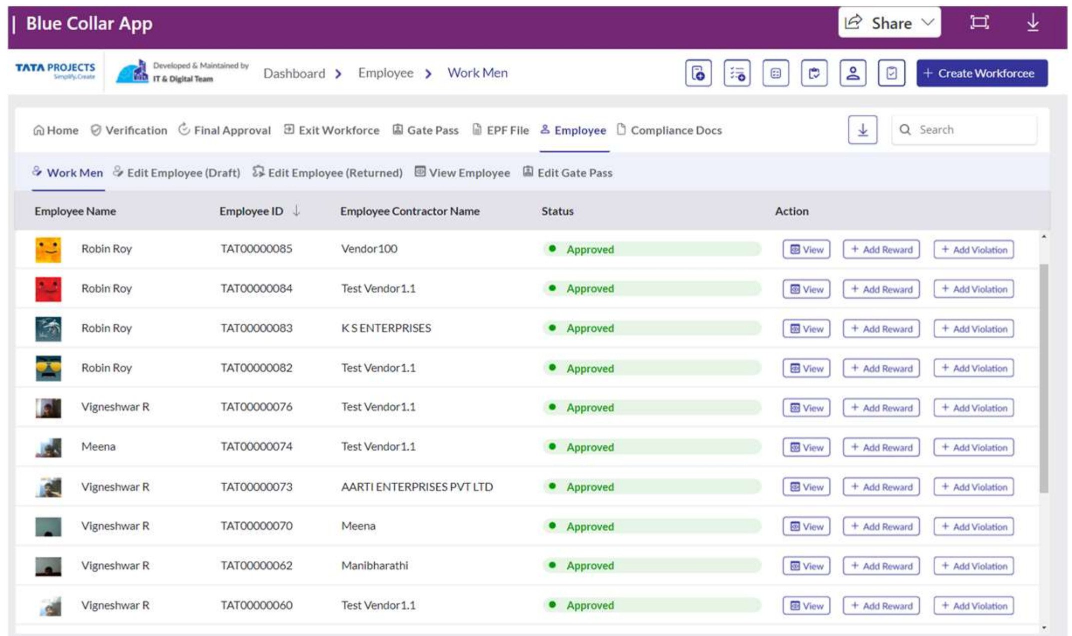
Edit Employee : Returned

- Post clicking on the Edit button, It will redirect to the Workforce details entry page.



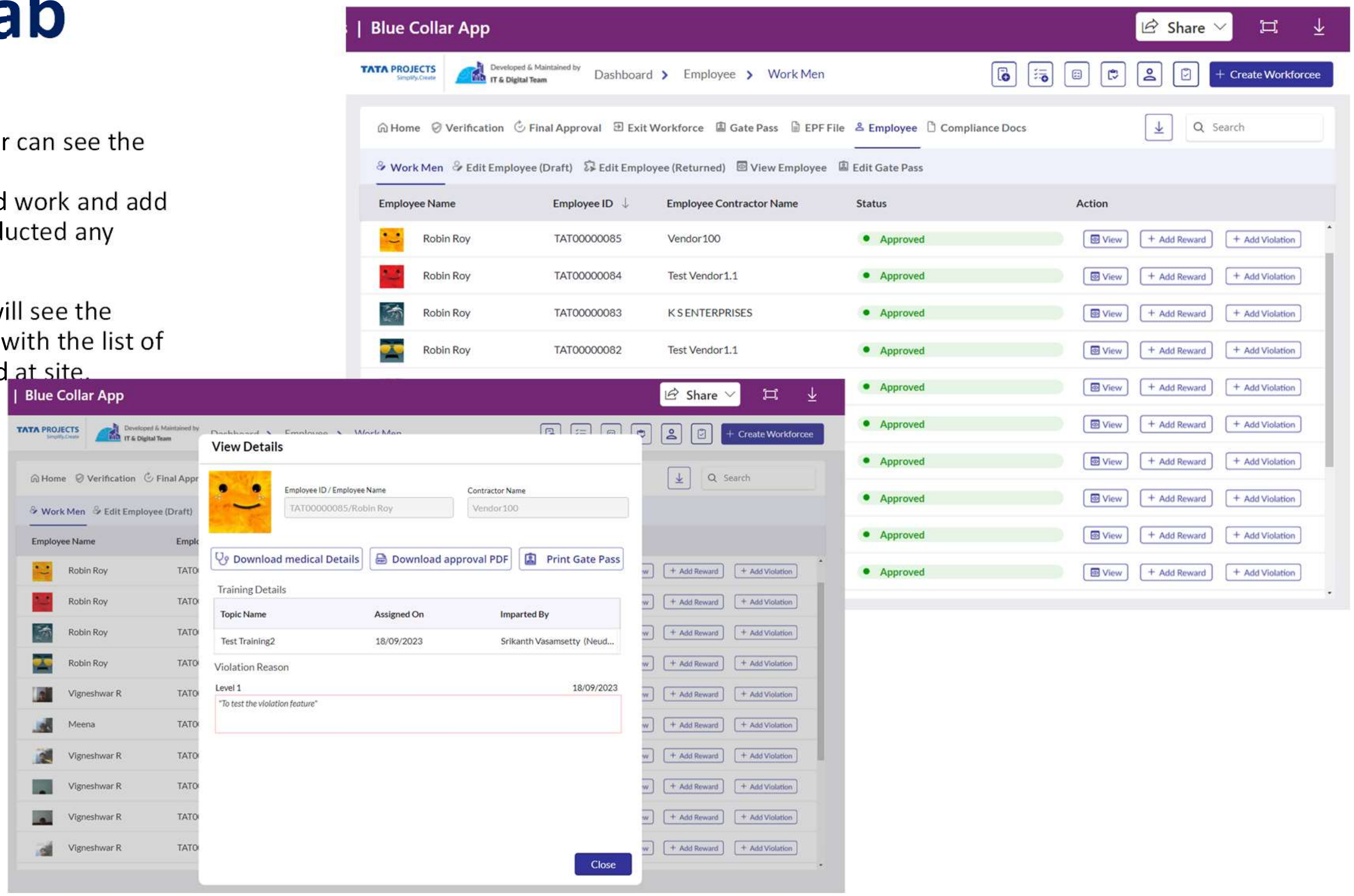
Edit Employee : Draft

- On the Employee tab we have Work Men to manage the status of Workman, Edit Employee (Draft), Edit Employee (Returned), Edit Vendor and Edit Gate Pass Tabs
- Draft: When the user has made an entries in workforce entry suddenly power or network down the entry details move to the Edit Employee Draft tabs and the status will show as a Draft.
- For making action user need to click on Edit button.
- New point



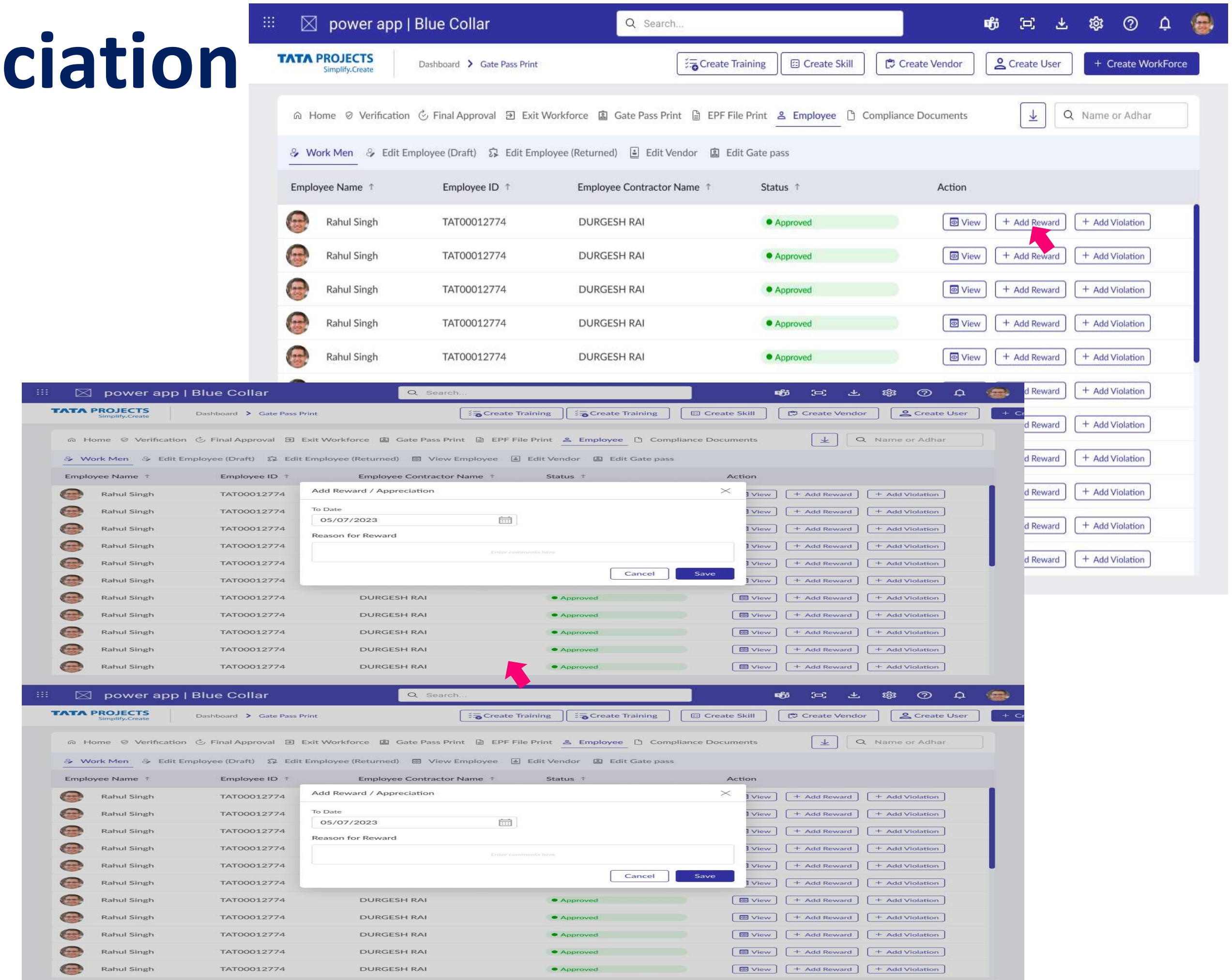
Work Men Tab

- Under the Work Men tab, the user can see the details of the workmen, add achievement/rewards for his good work and add violation if the workmen has conducted any wrongdoing.
- On viewing the details, the user will see the details about the workmen along with the list of rewards and Violations committed at site.



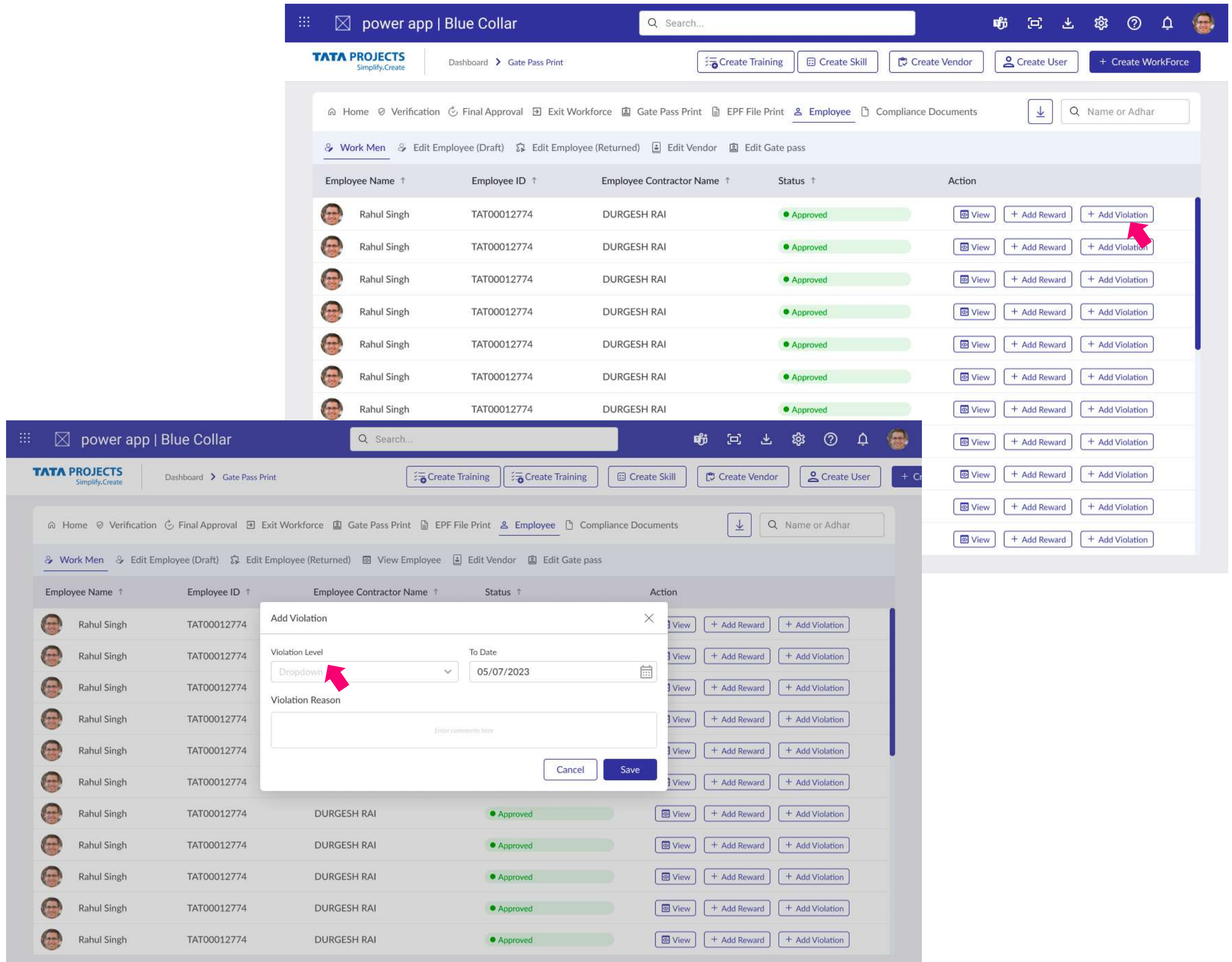
Add Reward Appreciation

- The User can add appreciation to the workmen as an recognition to his good work.
- On selection of the button a pop up will appear where the user will add the date and the appreciation comment.



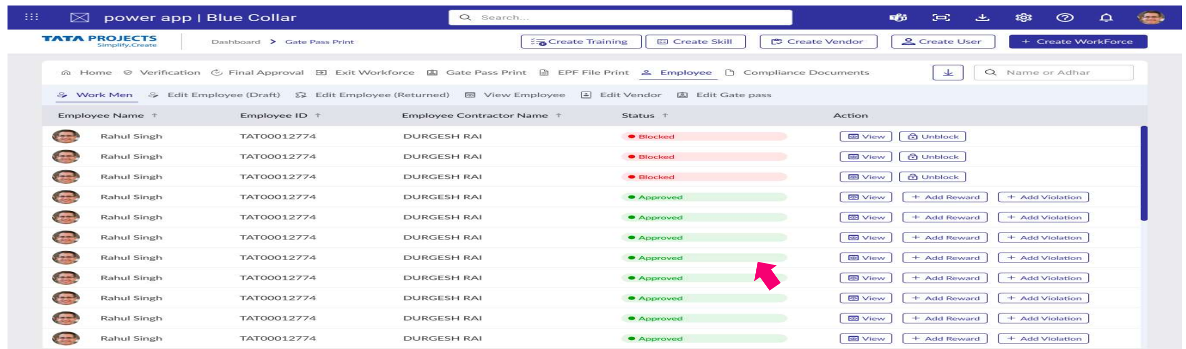
Workman

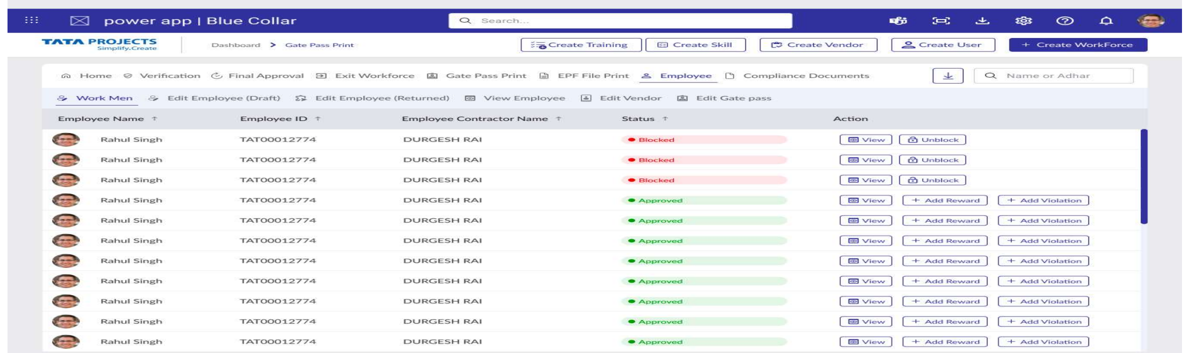
- If the worker has committed any violation, then the user can record it in the add violation button.
- Here the user will select the Level of Violation from the dropdown (Level 1,2,3)
- The user will then have to provide the date and remark for the violation.
- Post adding the details, the user will click on the save option and the record will get added on the workers view details tab.



Workman

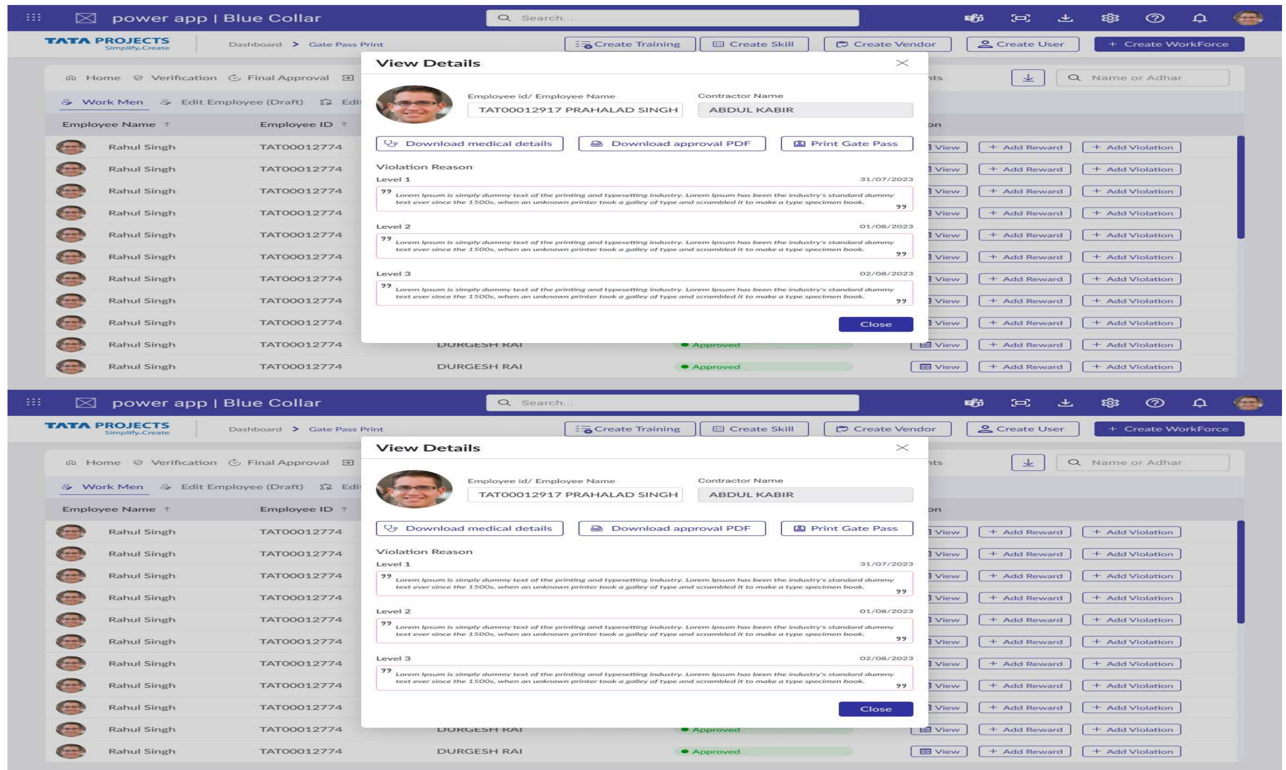
- If the worker at a given time committed 3 violations, the worker will get block from the site.
- The new ‘Blocked’ status will appear on the status column
- All the block worker will no longer have the option to add the violations or appreciation and the button will get replaced by Unblock button.
- The Admin/HR can select the unblock button and revert back he changes.
- New point





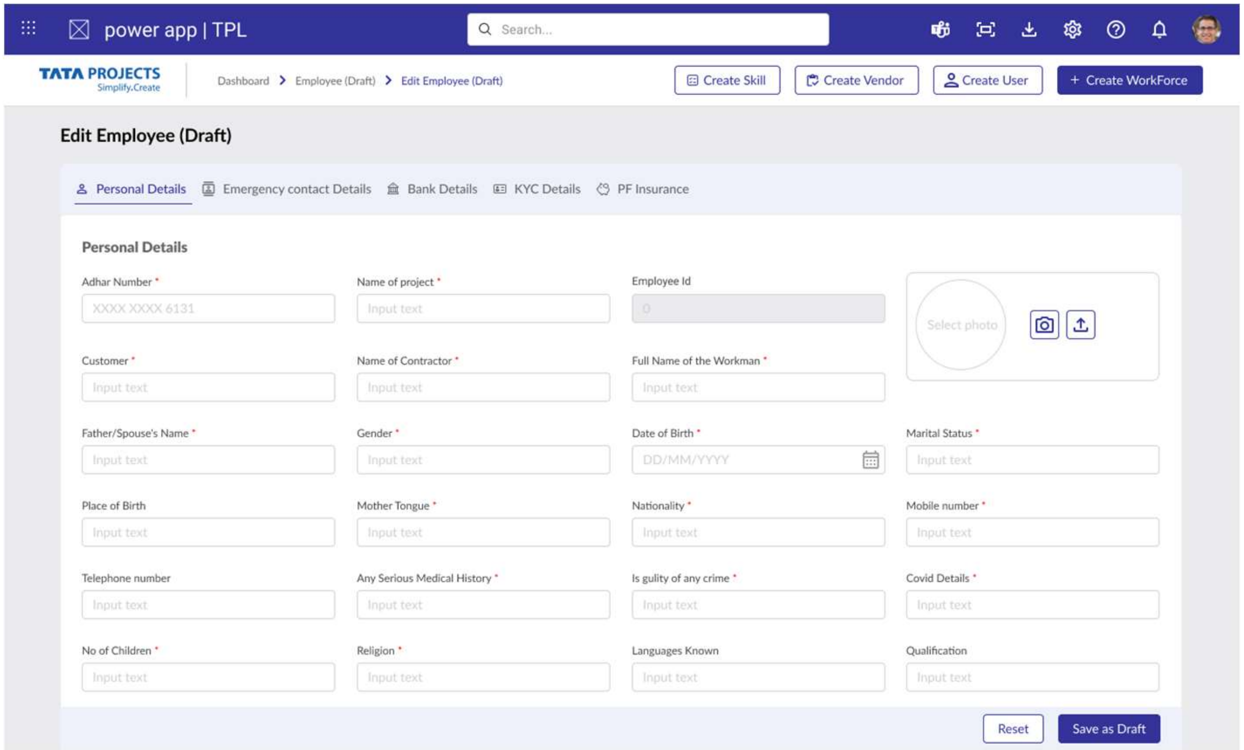
Workman

- The Admin/HR/User can view the details of the block workmen and can go through the three-violation committed in the site.



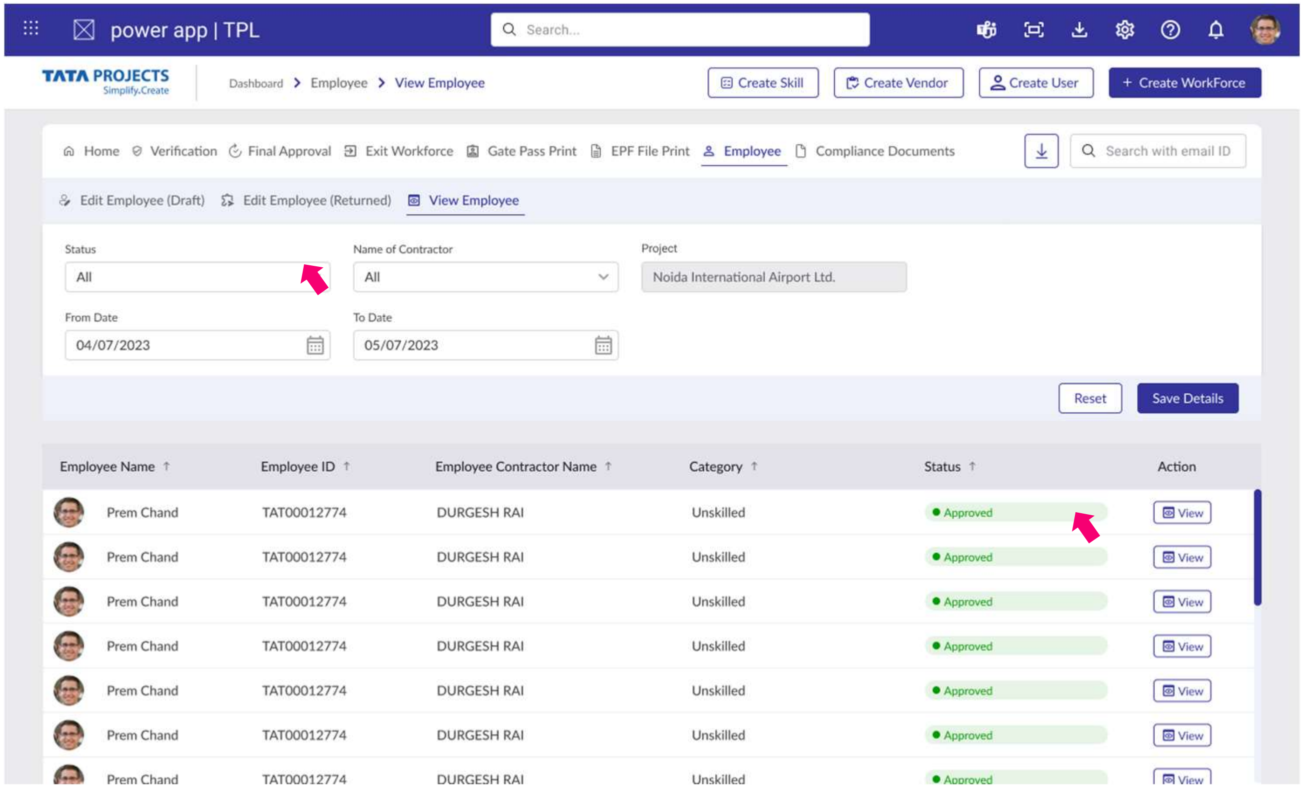
Edit Employee : Draft

- Post clicking on the Edit button, It will redirect to the Workforce details entry page.



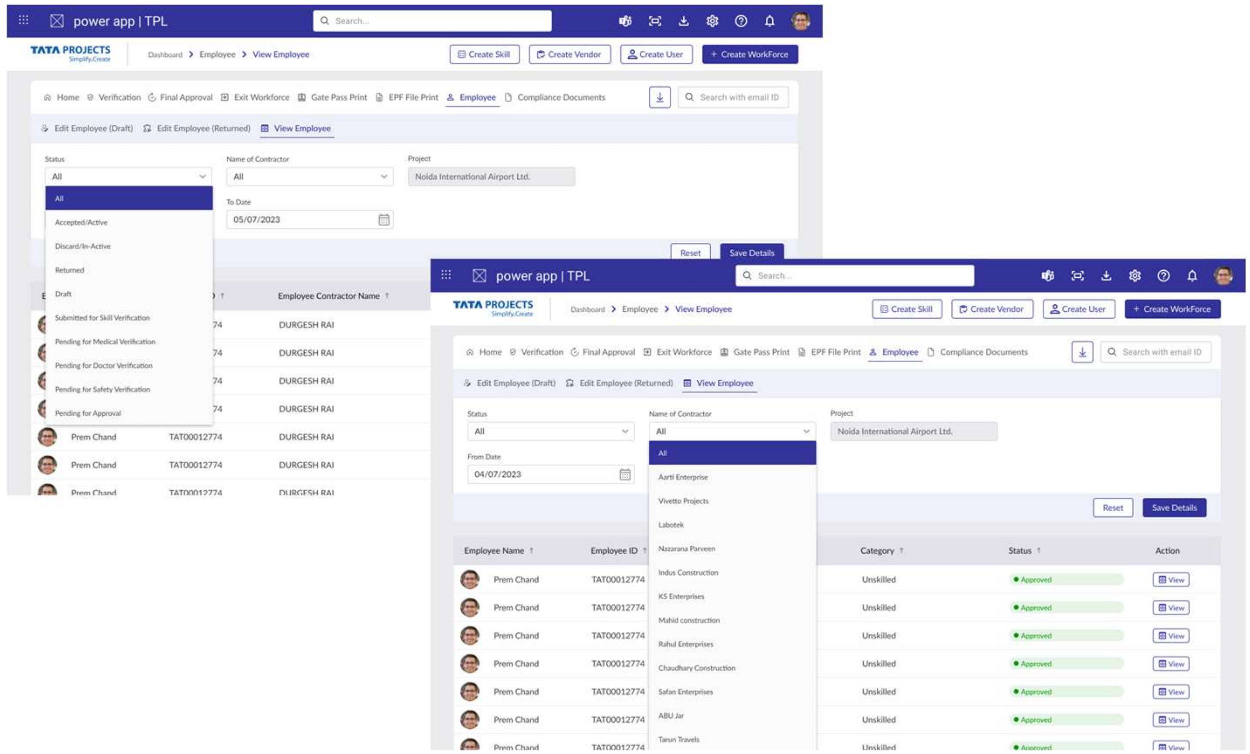
View Employee

- In the View Employee Tab we can see the Status, Name of the contractor, Project, from and to date form fields
- On below we can see the all-approved candidates lists



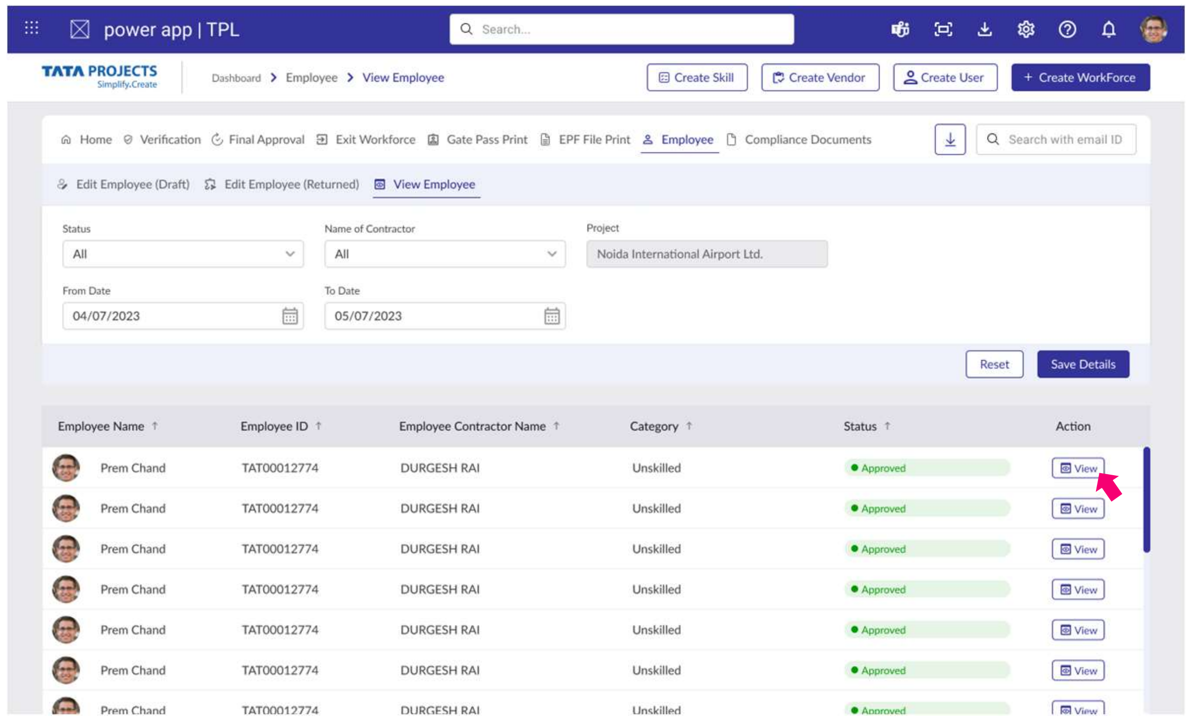
View Employee

- For making an entry, the User will select the status dropdown and Name of Contractor dropdown
- Project details will auto populate
- User need to select the from and to date as well.



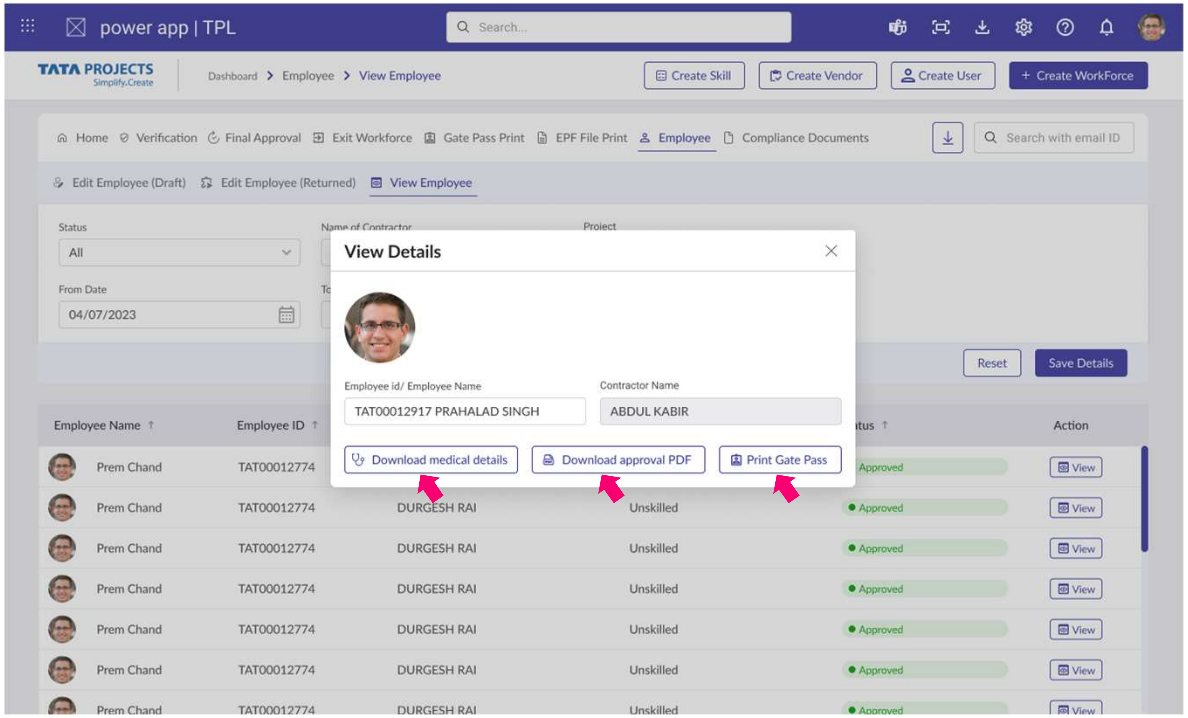
View Employee

- If the User is satisfied with the entries the user will then click on the View Action button.



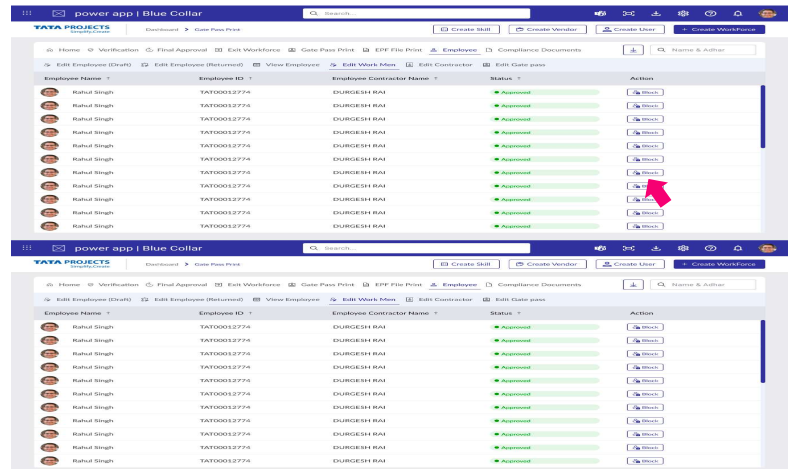
View Employee pop up

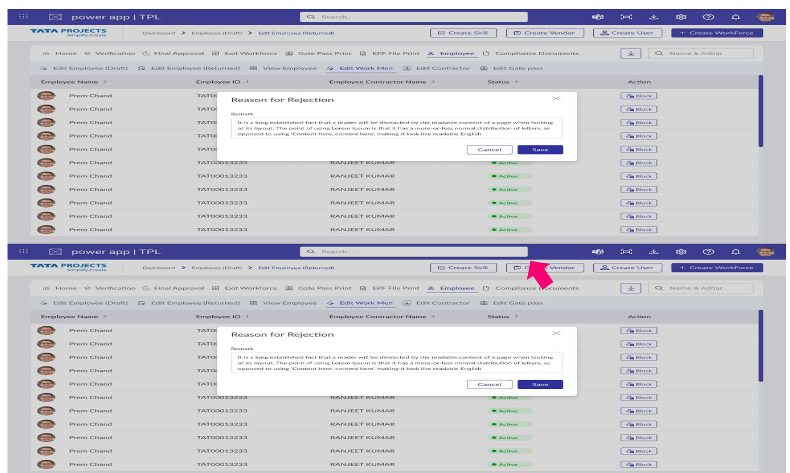
- Post clicking on a View button, a pop up will appear.
- In the pop-up user can see the Employee ID/ Employee Name, Contract Name
- User can download the Medical details, Approval PDF, Print Gate pass, files



Edit Work Men: Blocking Workmen

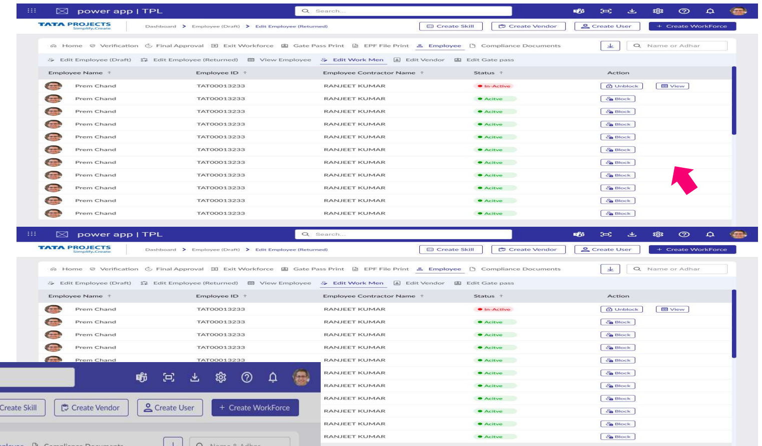
- Under the Employees tab, the user has an additional option to Block any Workmen
- On clicking the ‘Block Button’ the User will see a popup where he will have to add a supporting remark stating the reason to Block the Workmen.
- Post saving the decision, the Workmen will get deactivated/blocked from the system.

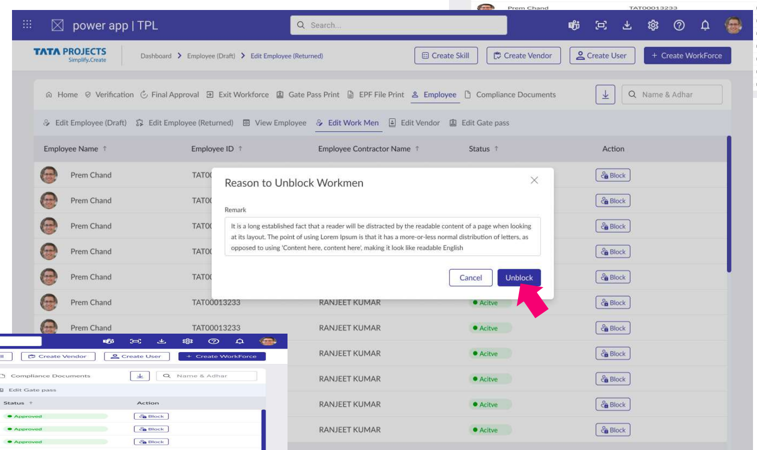


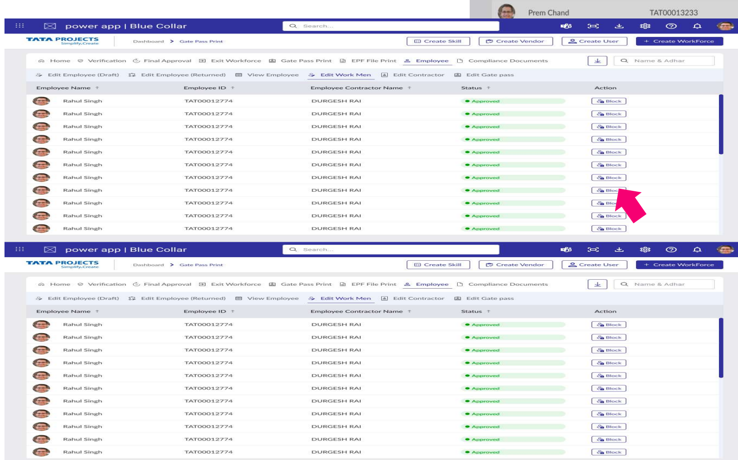


Edit Work Men

- Post saving the decision, the Workmen will get deactivated/blocked from the system.
- The User will now have an additional option to View the reason for blocking and and can also Unblock the Workmen by clicking the 'Unblock' button.
- Post clicking the Unblock button, the User will have to add a supporting remark in the comment section where the User will add 'Reason to Unblock the Workmen'.
- Post this the status for the workmen will get updated back to 'Active'.

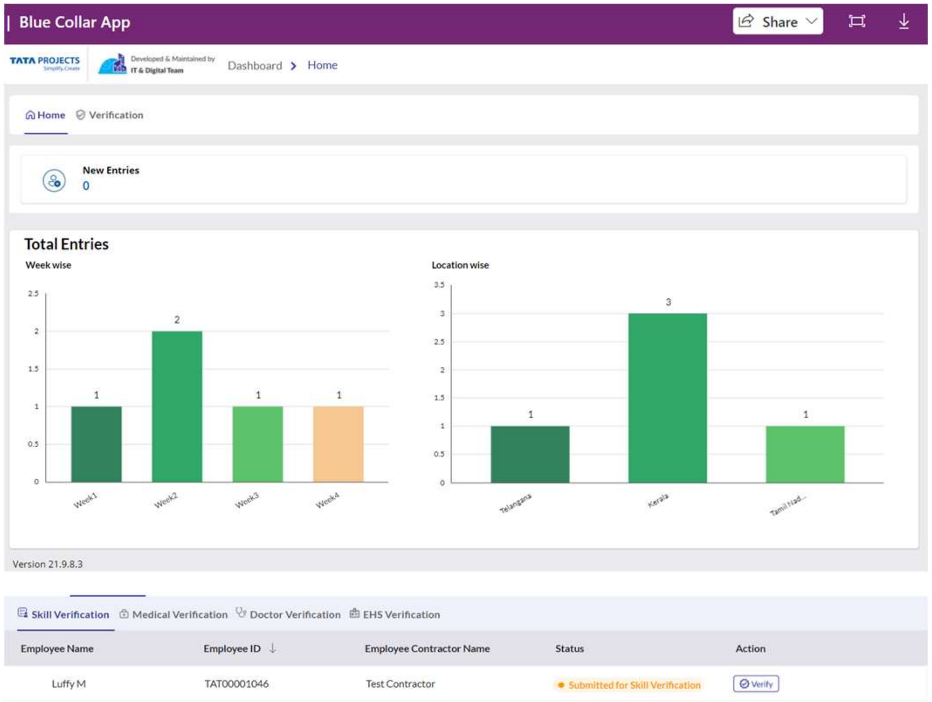






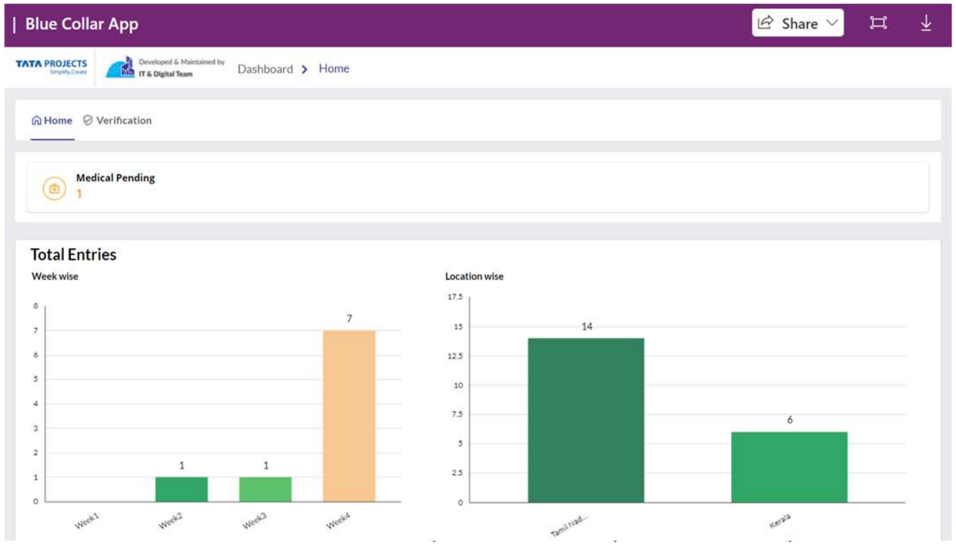
Site Engineer role and view

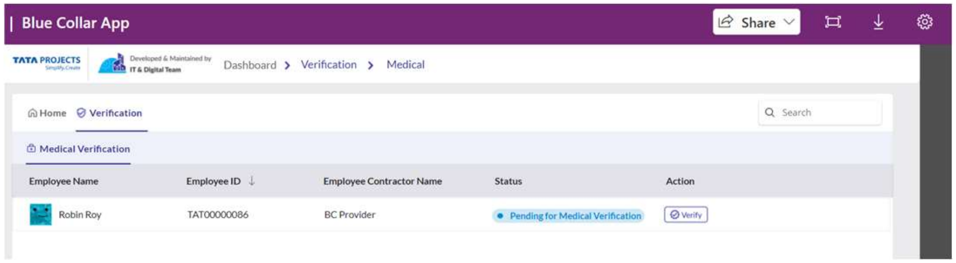
- As a site engineer, user will only be able to see Only Verification - Skill Verification.
- View will as per shown in the screen.
- Skill verification has four tabs -> Skill verification, Medical verification, Doctor verification, EHS verification
- Verification will be carried in similar way from Slides 13 to 18.



Nurse role and view

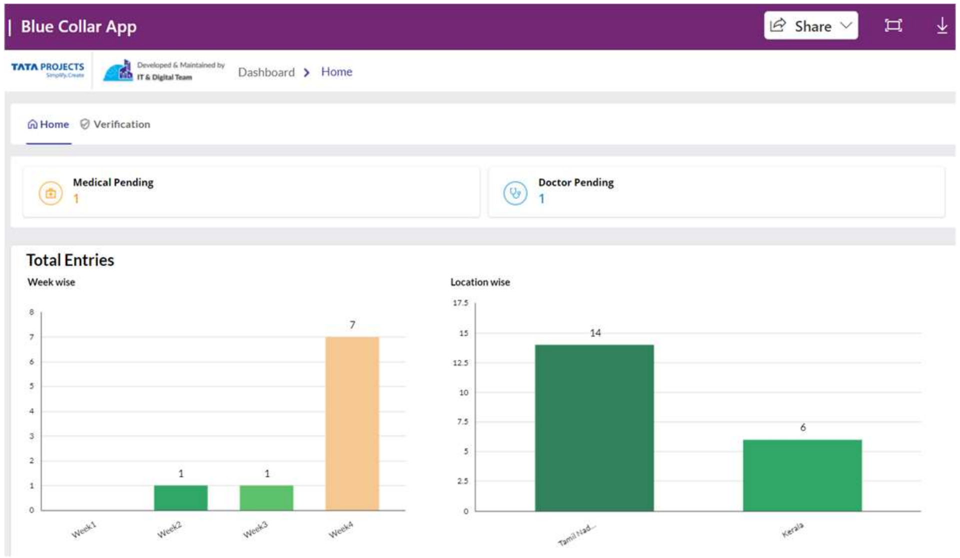
- As a nurse, Only Verification - Medical Verification will be shown to the user.
- View will as per shown in the screen.
- Verification will be carried in similar way from Slides 19, 20, 21

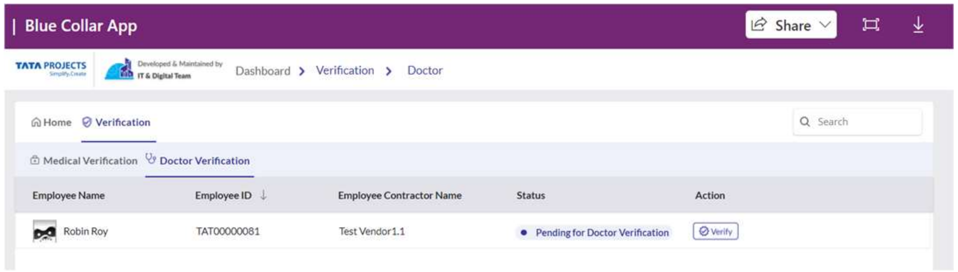




Doctor role and view

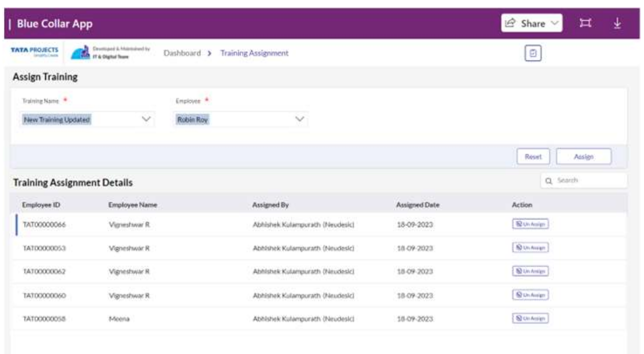
- As a Doctor, Only Verification – Medical & Doctor Verification will be shown to the user.
- View will as per shown in the screen.
- Verification will be carried in similar way from Slides 19 to 24

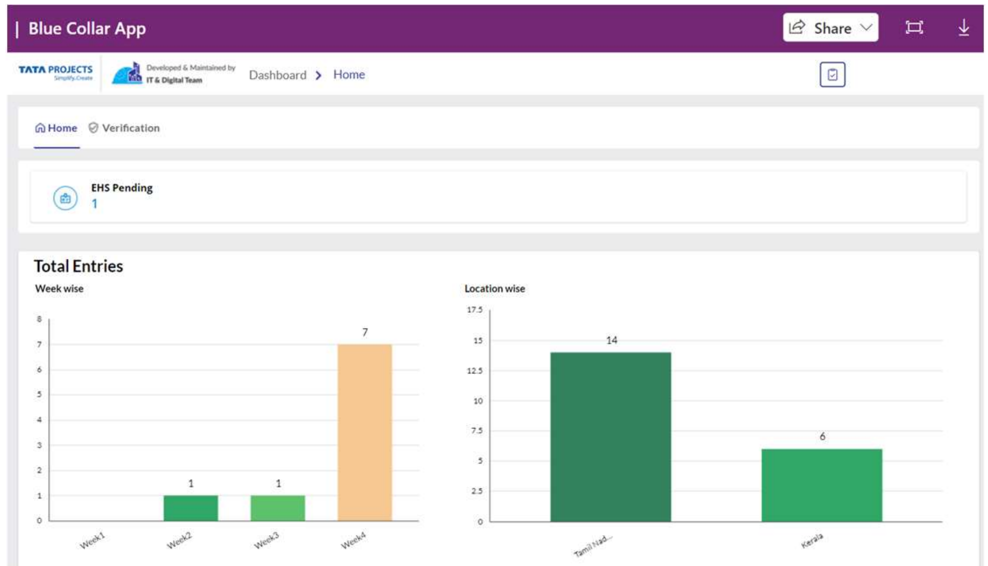


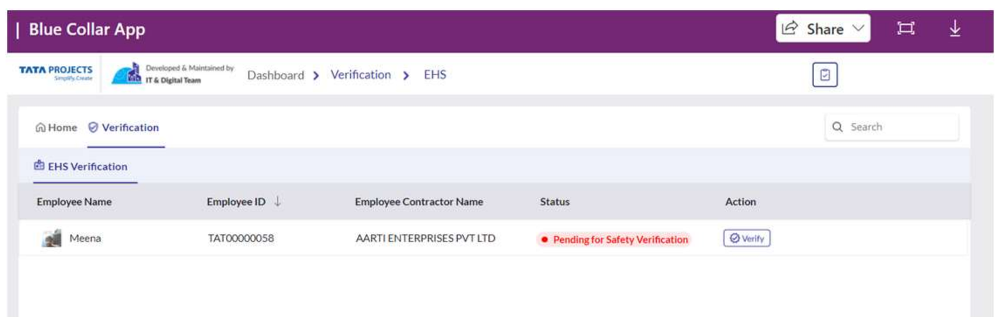


TPL EHS role and view

- As a EHS user, Only EHS Verification and Assign Training will be shown to the user.
- View will as per shown in the screen.
- Verification will be carried in similar way from Slides 25 to 28
- For Assign Training user needs to navigate to top right icon.

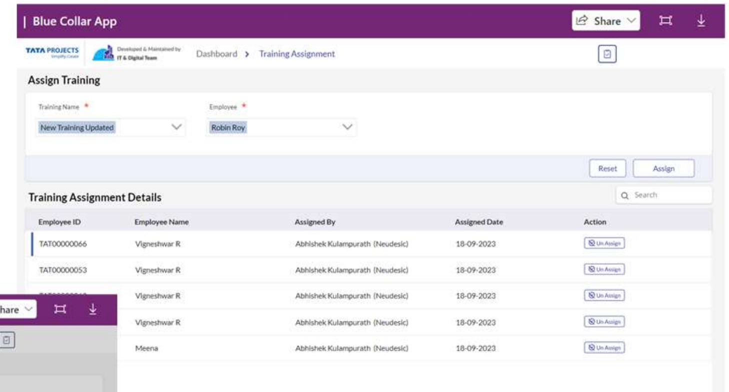


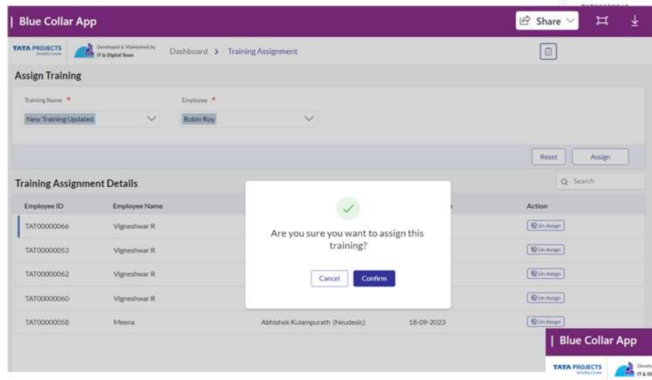


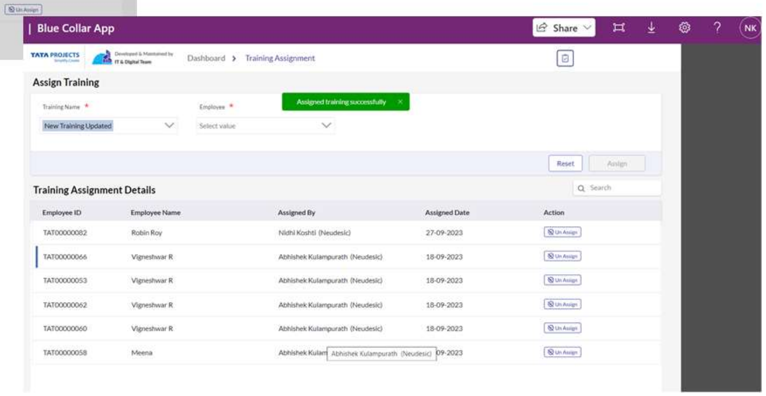


TPL EHS role and view

- For Assign Training user needs to navigate to top right icon.
- Select the Training name and the Employee
- Click on the 'Assign' button.
- If the user is not assigned any training previously then the user will be assigned with new training.

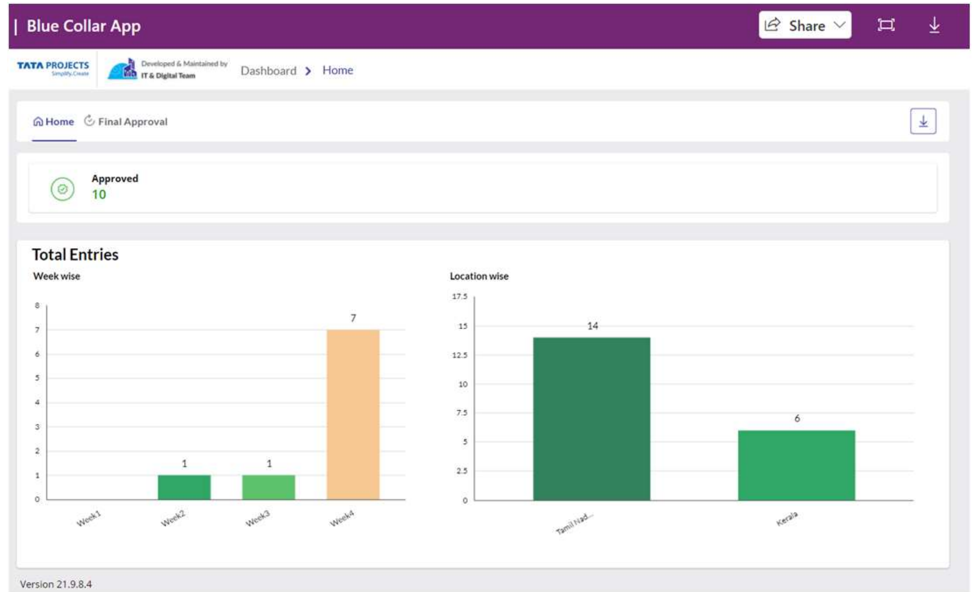


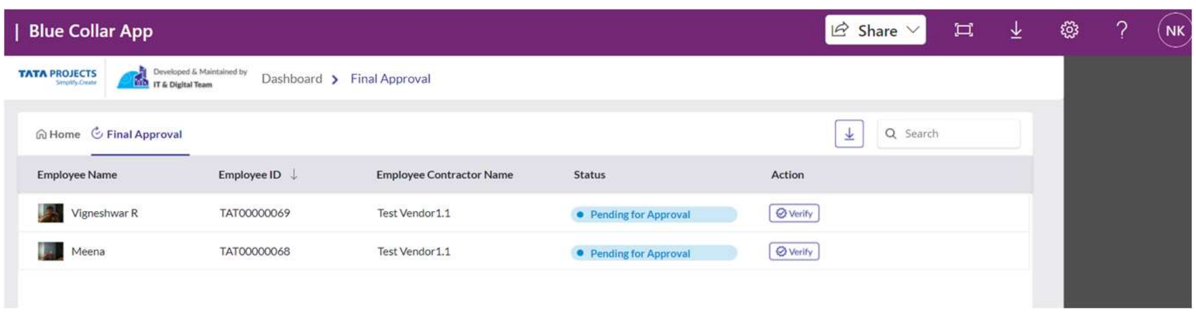




TPL HR role and view

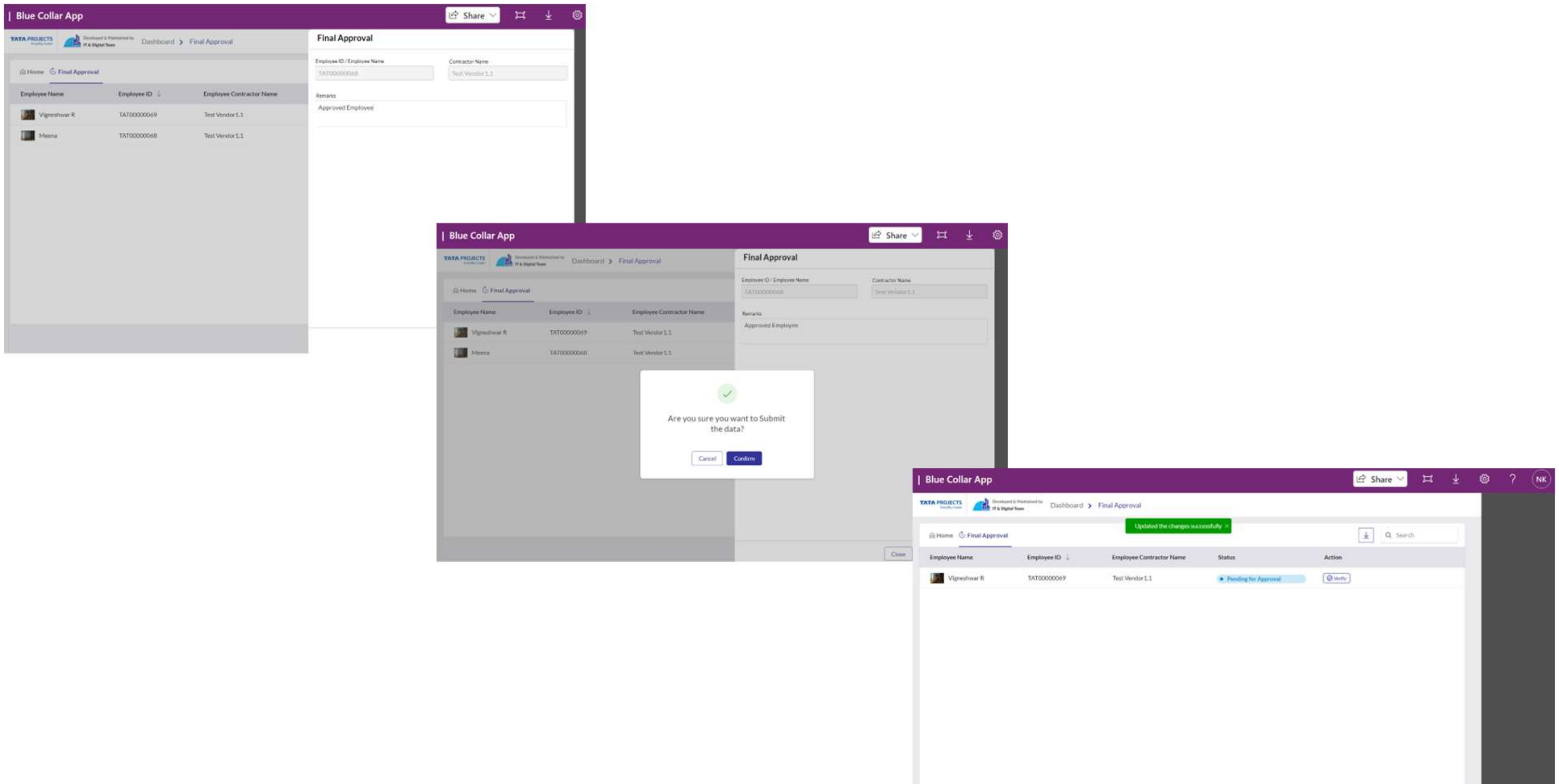
- For TPL HR Role – user will only be able to see Final Approval, Documents list.





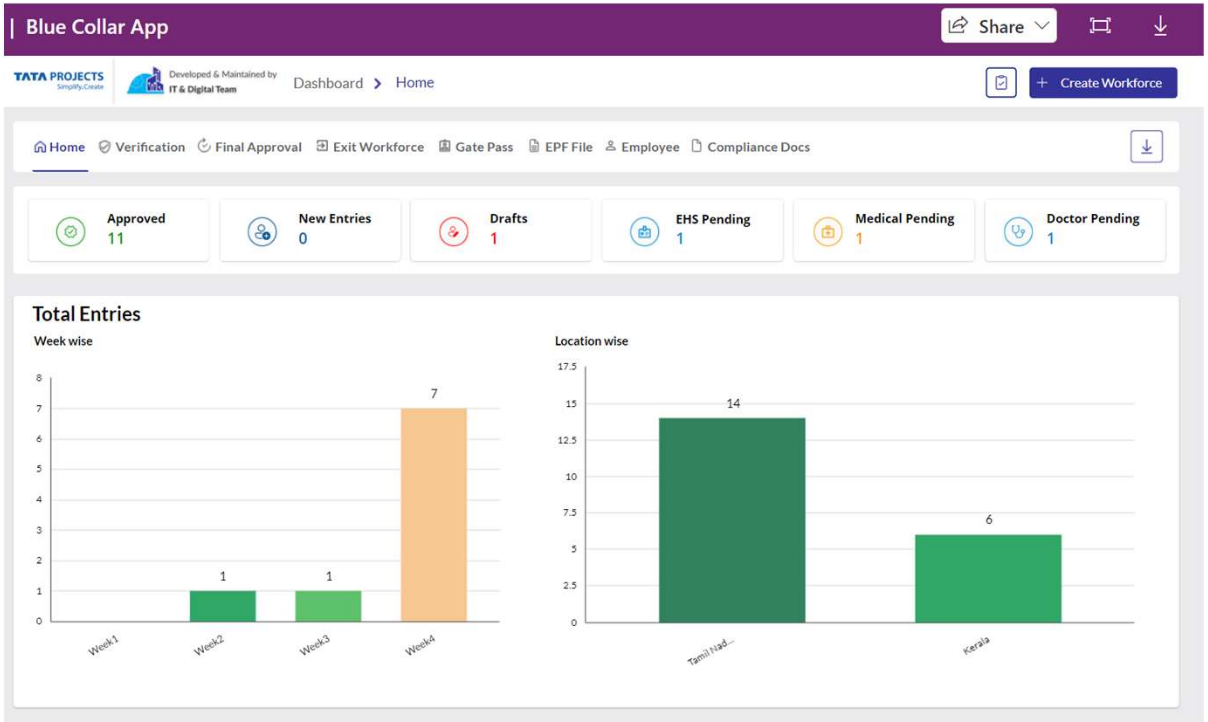
TPL HR role and view

- For TPL HR Role – user will only be able to see Final Approval, Documents list.



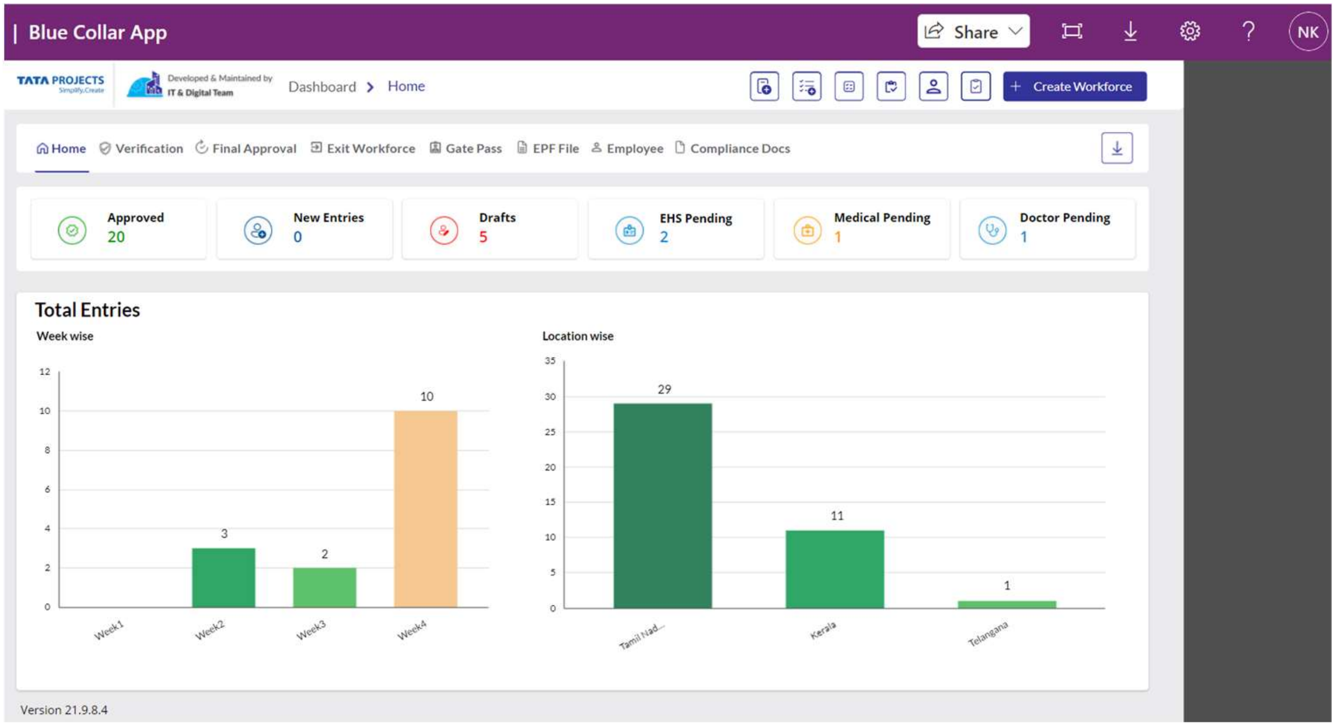
Project Admin role and view

- As a Project Admin – user will have access to all features but will work on data based on the projects he/she is assigned to.
- Assign training will be shown to Project admin and it will work as per given in Slide 60.
- Create User, Project, Vendor, Skill, Training will only be shown to Super Admin user



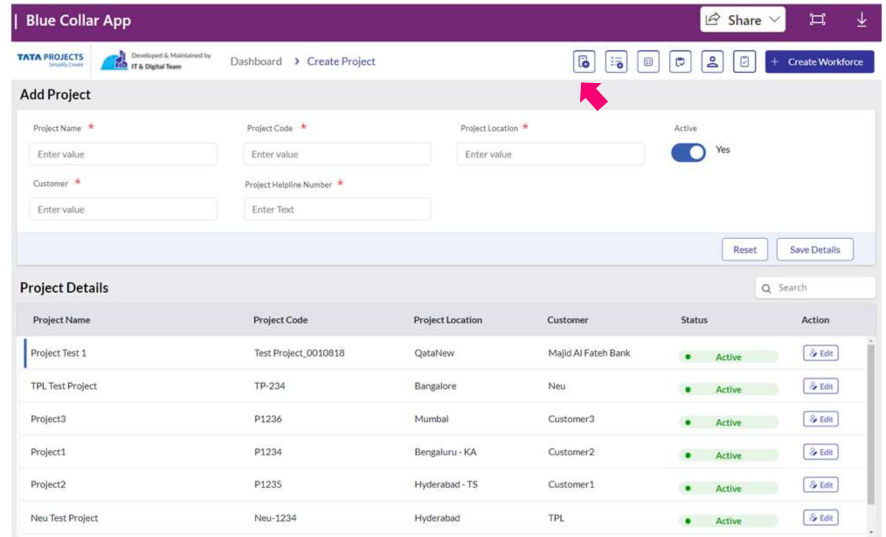
Super Admin role and view

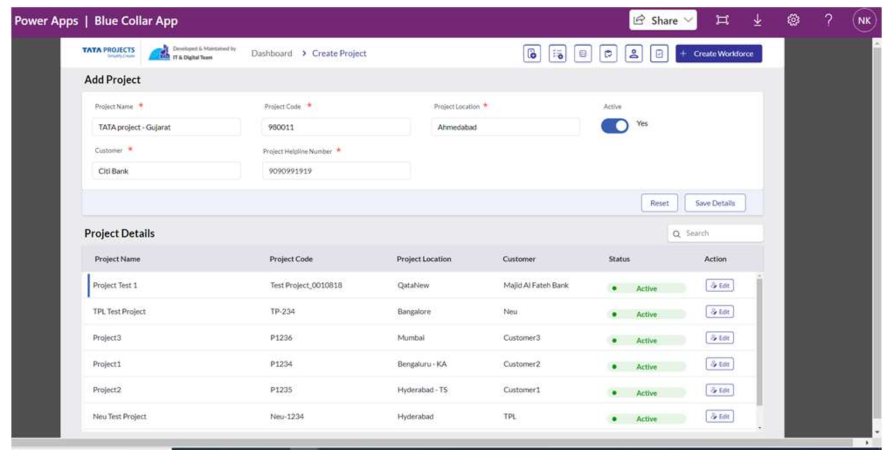
- As a Super Admin – user will have access to all features and Create User, Project, Vendor, Skill, Training.



Create project

- On the top right first, icon is Create Project.
- Clicking on that – an open Forum will open.
- User needs to fill in Project name, code, location, customer name, Helpline number.
- Clicking on save the project will be added.





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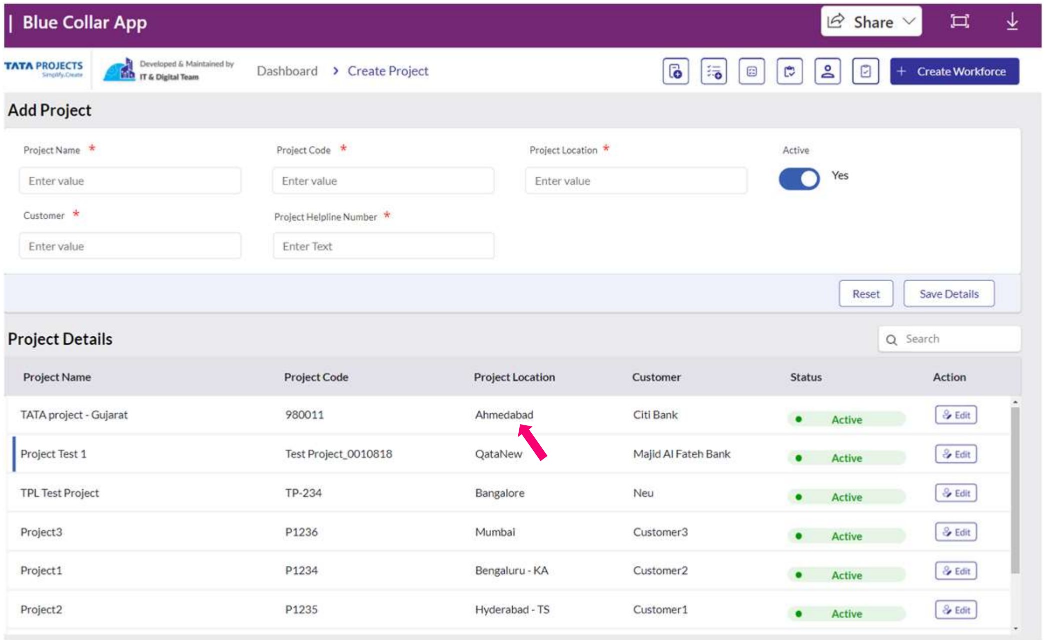
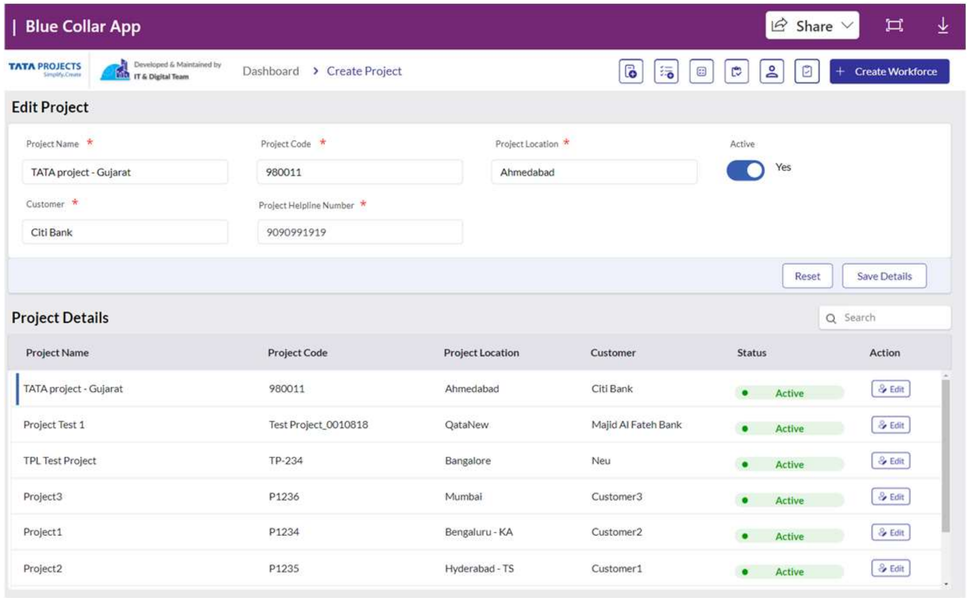
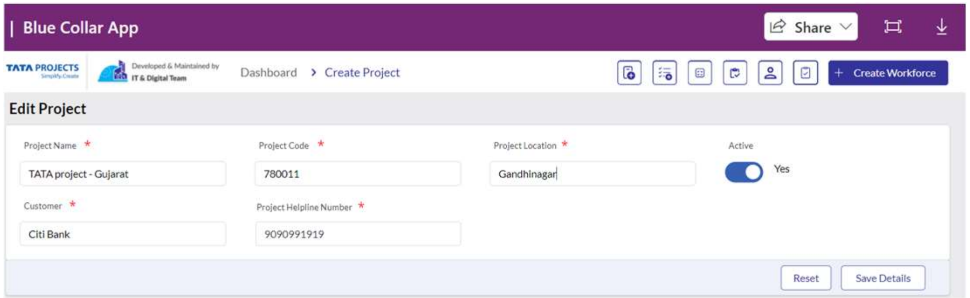


Edit project

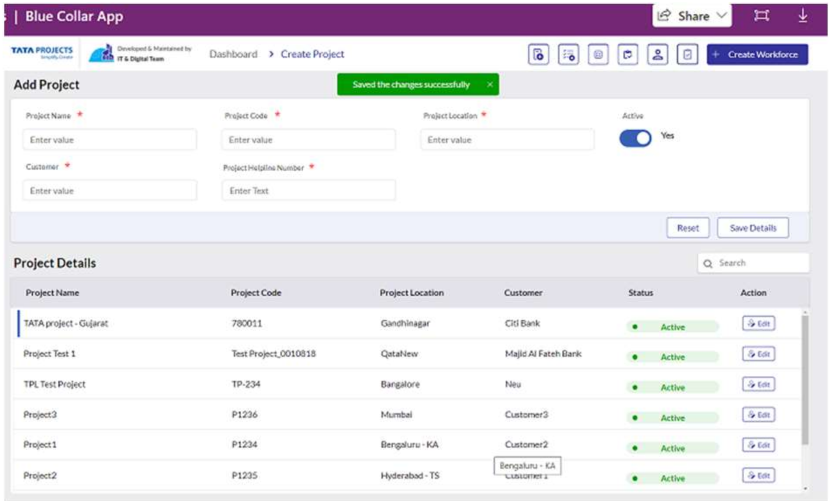
- User can edit any project from the grid for the Project name, code, location, customer name, Helpline number.
- Updates will be shown in the grid.

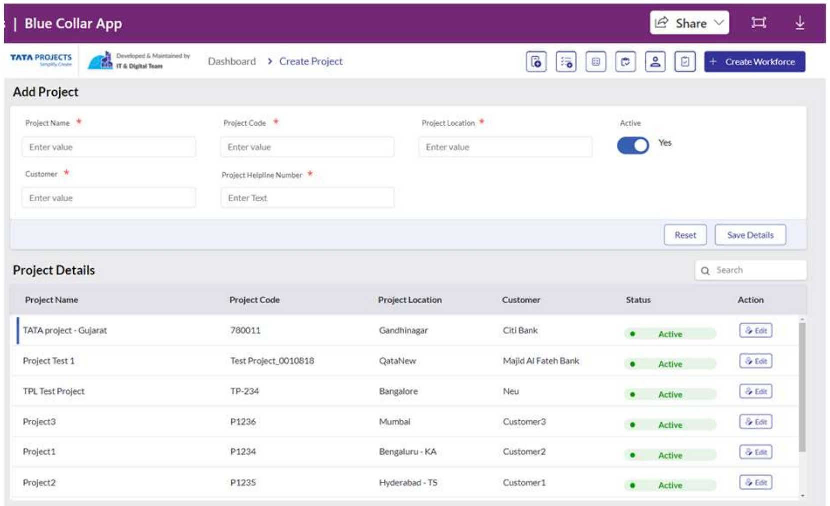




Edit project

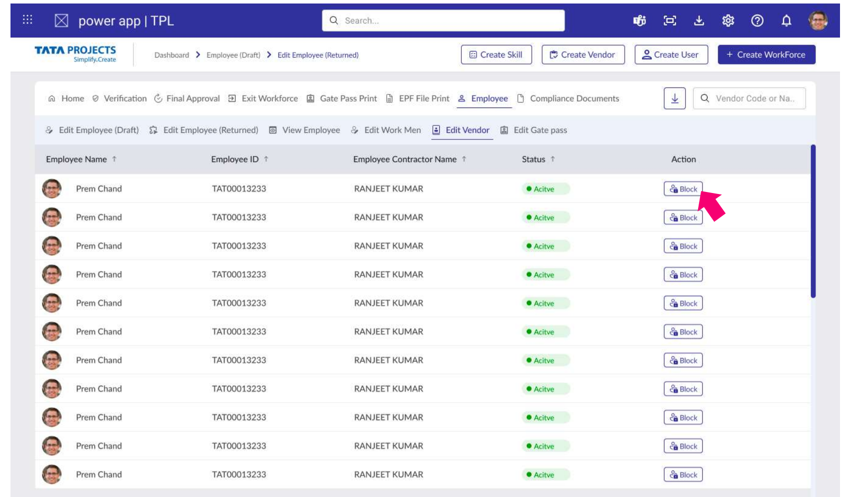
- User can edit any project from the grid for the Project name, code, location, customer name, Helpline number.
- Updates will be shown in the grid.

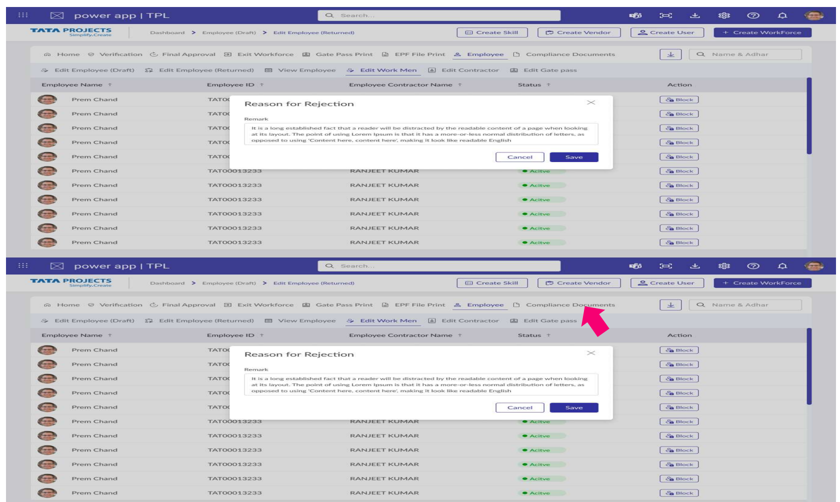




Edi

- Under the Employees tab, the user has an additional option to Block any Existing Vendor.
- On clicking the ‘Block Button’ the User will see a popup where he will have to add a supporting remark stating the reason to Block the Vendor.
- Post saving the decision, the Vendor will get deactivated/blocked from the system.





Edi

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- On clicking the ‘Block Button’ the User will see a popup where he will have to add a supporting remark stating the reason to Block the Vendor.
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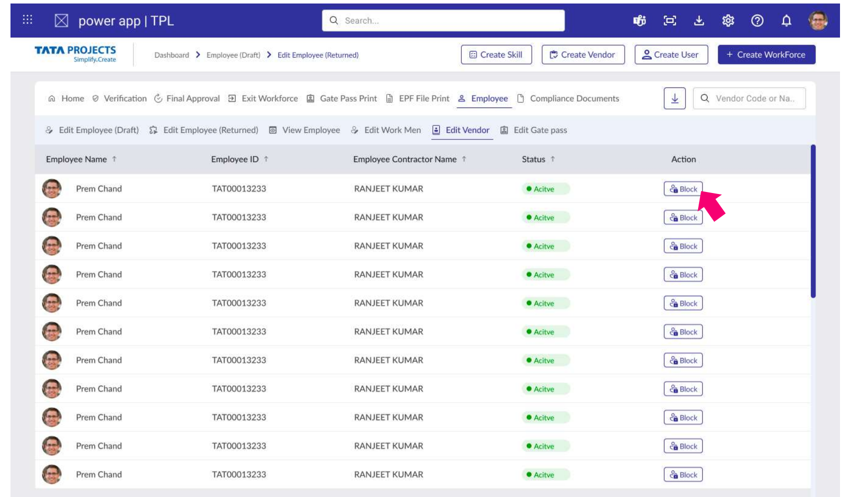
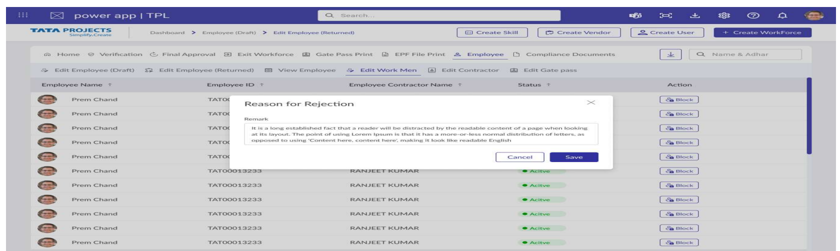
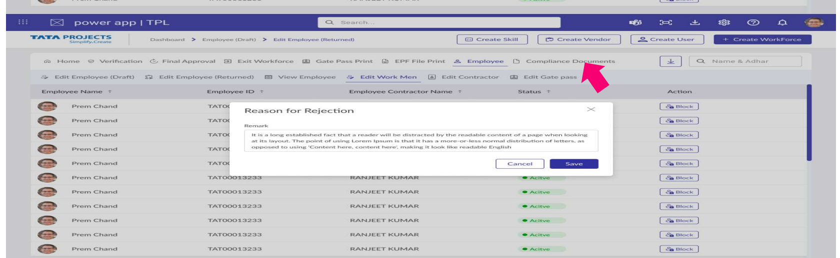
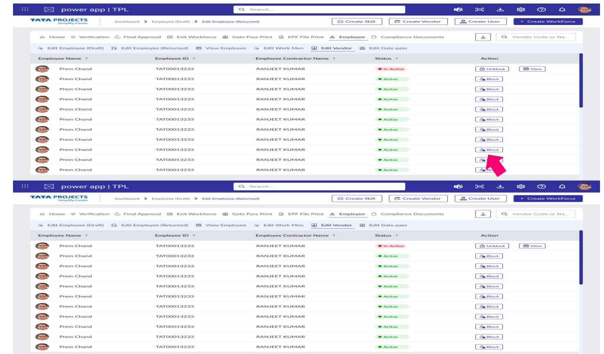


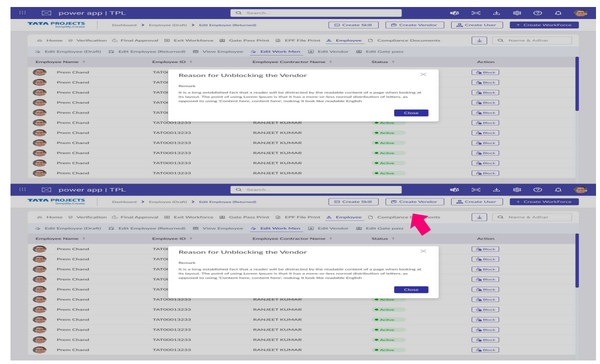


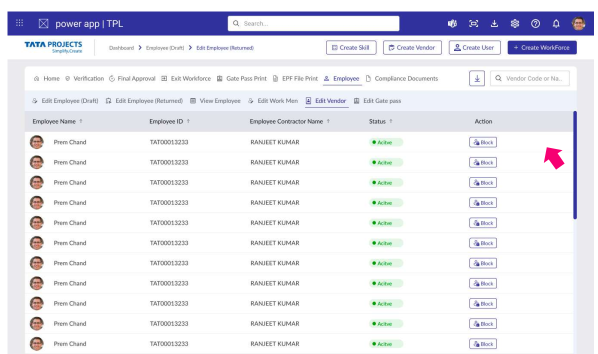


Edit Vendor

- Post saving the decision, the Vendor will get deactivated/blocked from the system.
- The User will now have an additional option to View the reason for blocking and and can also Unblock the Vendor by clicking the ‘Unblock’ button.
- Post clicking the Unblock button, the User will have to add a supporting remark in the comment section where the User will add ‘Reason to Unblock the Vendor’.
- Post this the status for the Vendor will get updated back to ‘Active’.

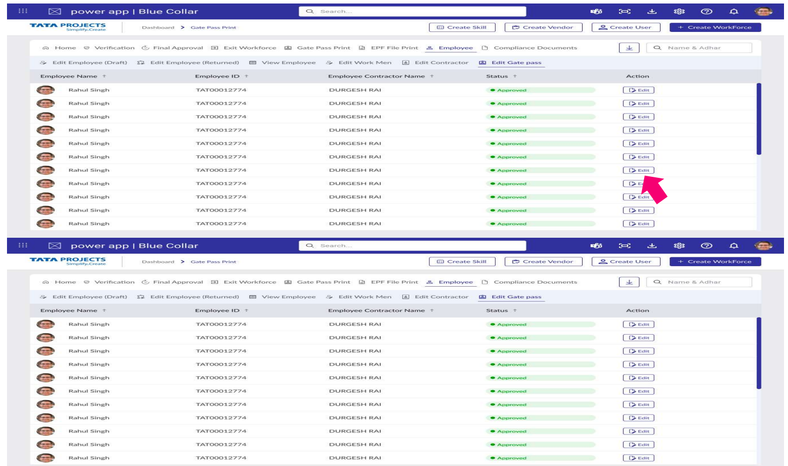


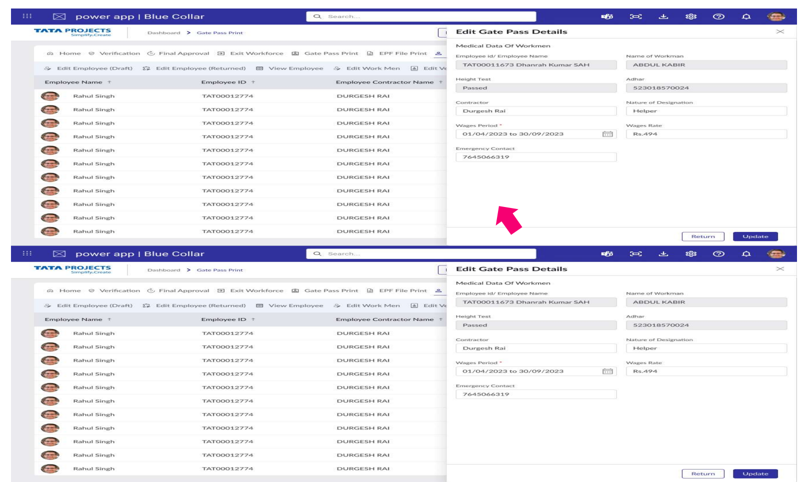




Edit Gate pass

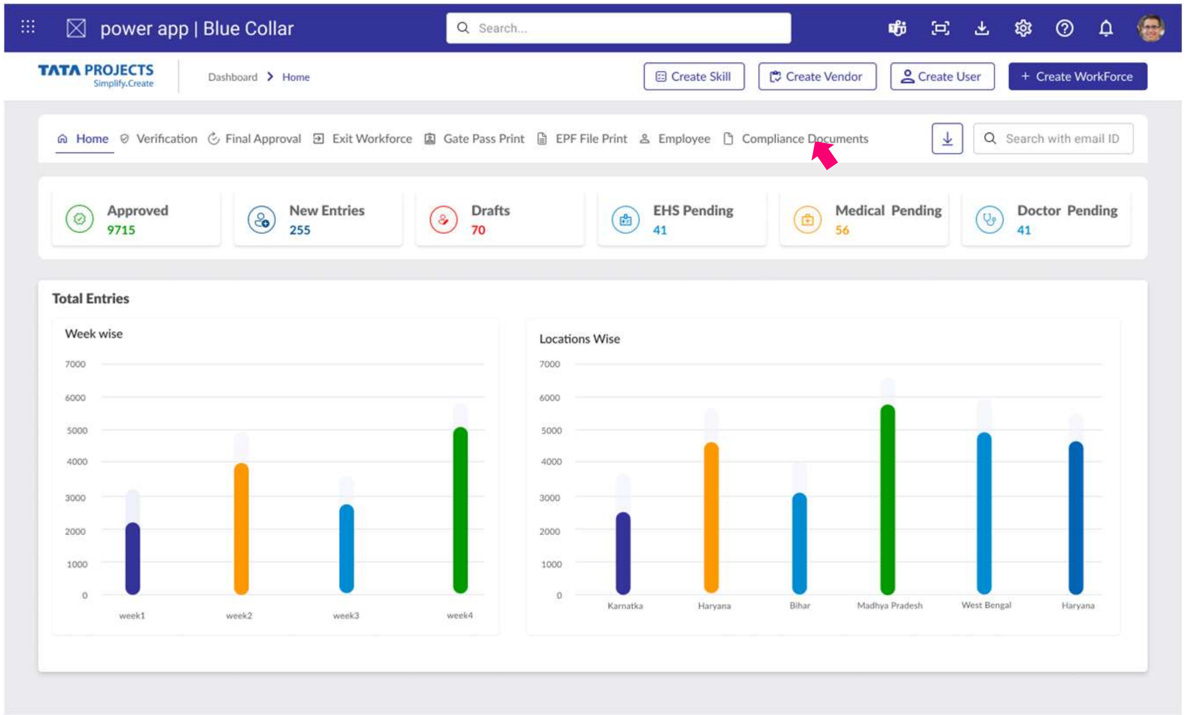
- Under the Employees tab, the User can edit the Gate pass details under the Edit Gate pass Tab.
- On selecting the particular workmen, and clicking on the respective edit button, the right panel will open providing the option to edit the existing details
- The User can revise details regarding Contractor Name, Nature of Designation, Wages Period, Wages Rate and Emergency Contact.
- Post revision the User has to save the details by clicking on 'Save Button' and the changes will be updated in the system.





Compliance Documents

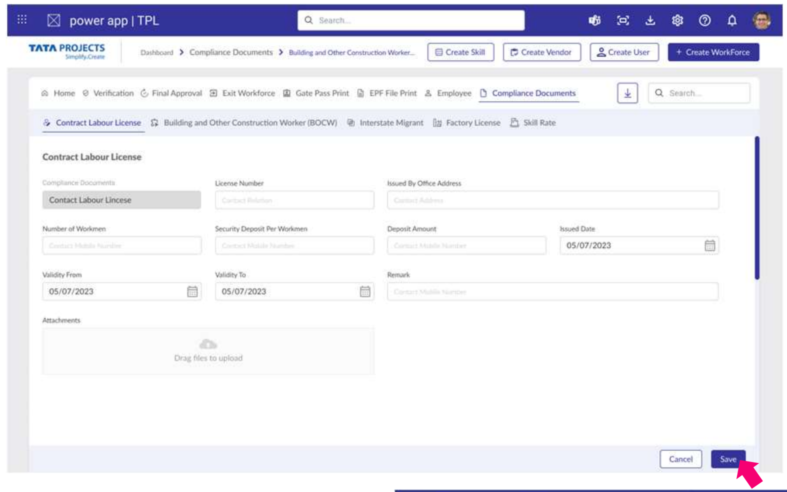
- On the home page we have Compliance Documents page
- Post clicking on a Compliance Documents page, a new page will open.



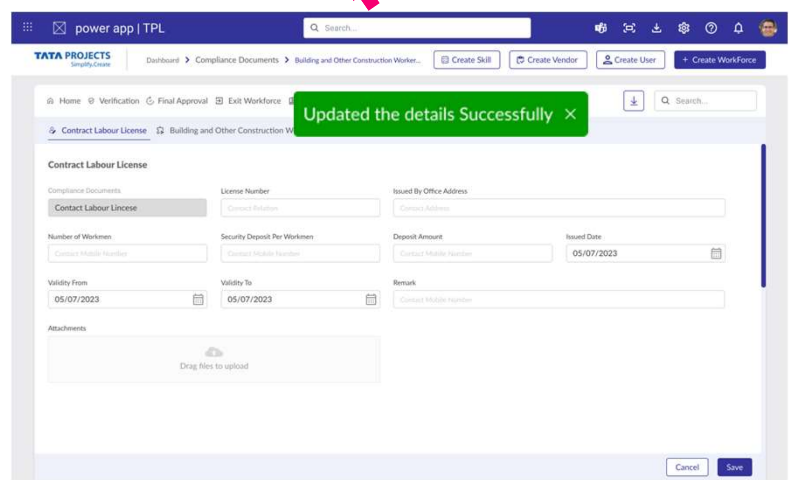
Compliance Documents / Contact Labor License

- The Compliance Documents page shows the Contact Labour License, Building and other construction worker (BOCW), Interstate Migrant, Factory License, and Skill Rate tabs.

- In the Contact Labour License tabs, we can see the Compliance Documents, License Number, Issued by office address, and Number of Workmen. Once the user fills in the details for Security Deposit per worker, Deposit Amount, Issued Date, Validity Form, Validity to remark, and Attachment documents fields, the user must click the **Save** button.



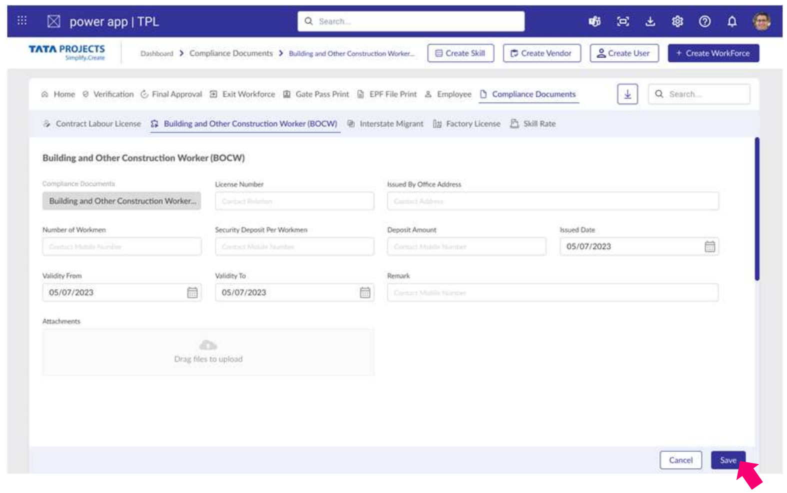
- Once click on the save button, the update message will come

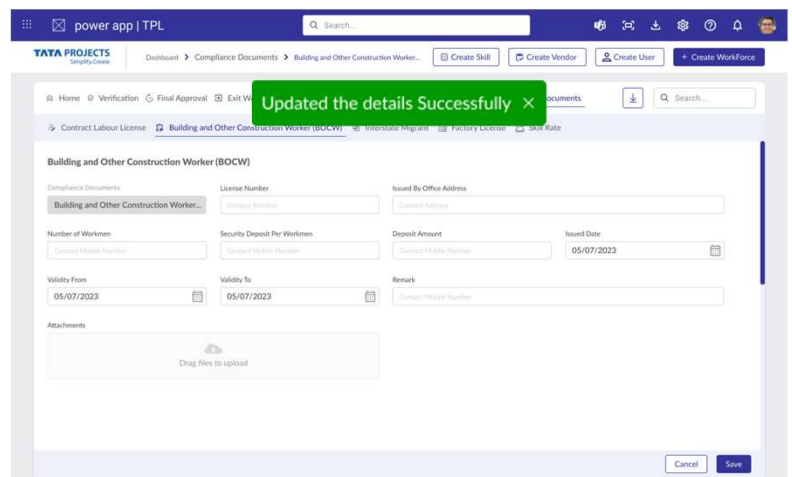


- Whenever the user needs to click on the user can see the details and attachment

Compliance Documents / Building and other construction worker (BOCW),

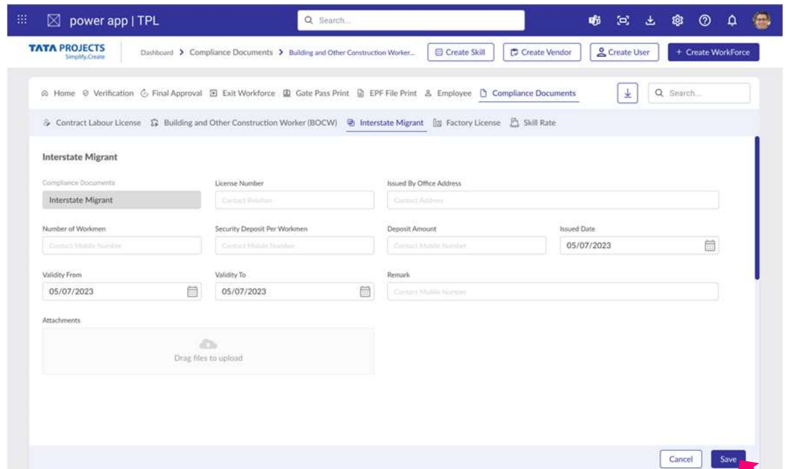
- The Compliance Documents page shows the Contact Labor License, Building and other construction worker (BOCW), Interstate Migrant, Factory License, and Skill Rate tabs.
- Building and other construction worker tabs show the Compliance Documents, License Number, Issued by office address, and Number of Workmen.
- Once the user fills in the details for Security Deposit per worker, Deposit Amount, Issued Date, Validity Form, Validity to remark, and Attachment documents fields, the user must click the **Save** button.
- Once click on the save button, the update message will come
- Whenever user needs click on the user can see the details and attachment

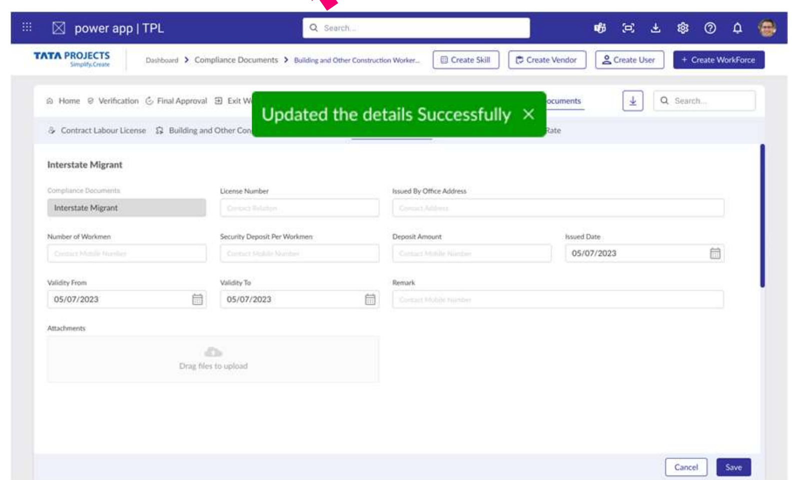




Compliance Documents / Interstate Migrant

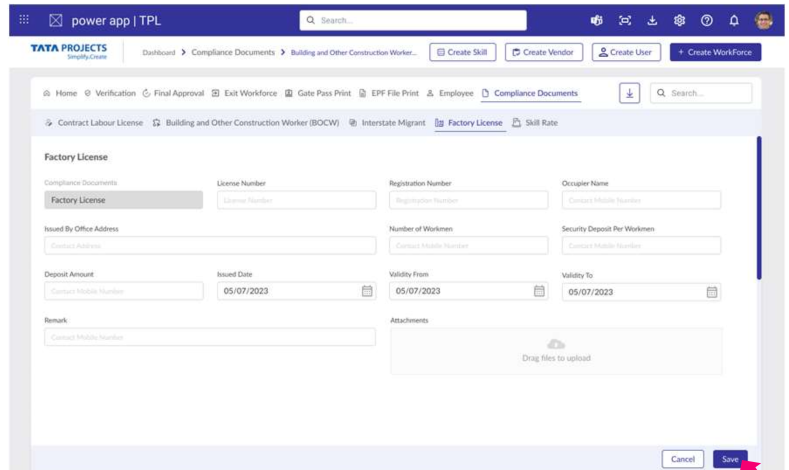
- In the Compliance Documents page we can see the Contact Labor License, Building and other construction worker (BOCW), Interstate Migrant, Factory License, Skill rate tabs
- In Interstate Migrant tab we can see the Compliance Documents, License Number, Issued by office address, Number of Workmen, Security Deposit per workmen, Deposit Amount, Issued Date, Validity Form, Validity to remark and Attachment documents fields .
- Once user fill the all the user need to click on the Save button.
- Once click on the save button the update message will come
- When ever user need click on the user can see the details and attachment

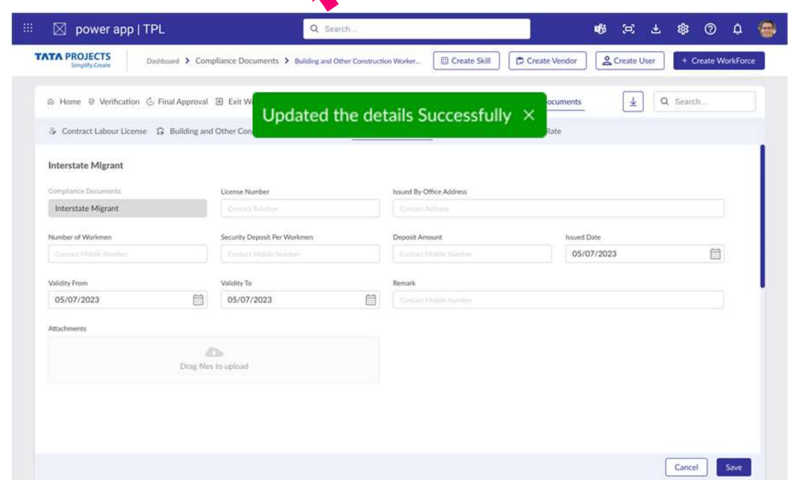




Compliance Documents / Factory License

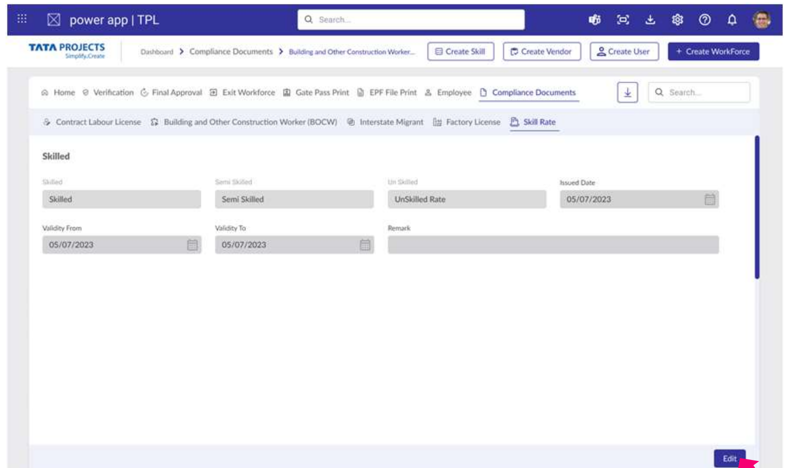
- In the Compliance Documents page we can see the Contact Labor License, Building and other construction worker (BOCW), Interstate Migrant, Factory License, Skill rate tabs
- In Factory License tab we can see the Compliance Documents, License Number, Registration Number, Occupier Name, Issued by Office address, Number of Workmen, Security Deposit per workmen, Deposit Amount, Issued Date, Validity Form, Validity to remark and Attachment documents fields .
- Once user fill the all the user need to click on the Save button.
- Once click on the save button the update message will come
- When ever user need click on the user can see the details and attachment

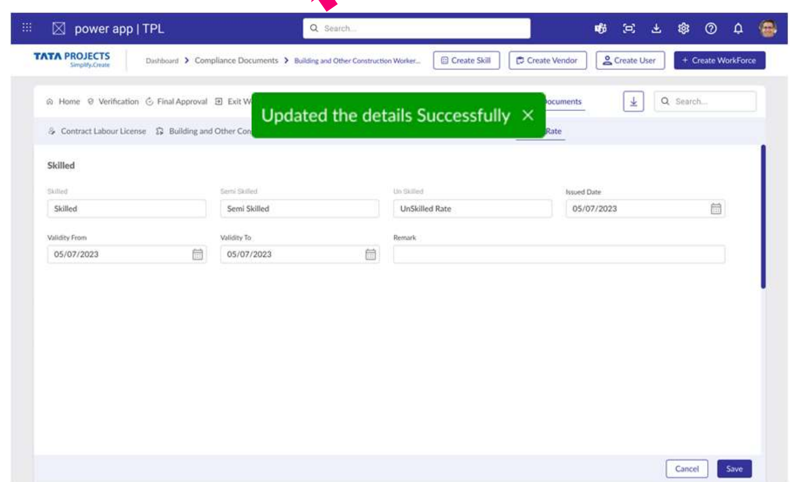




Compliance Documents / Skill rate

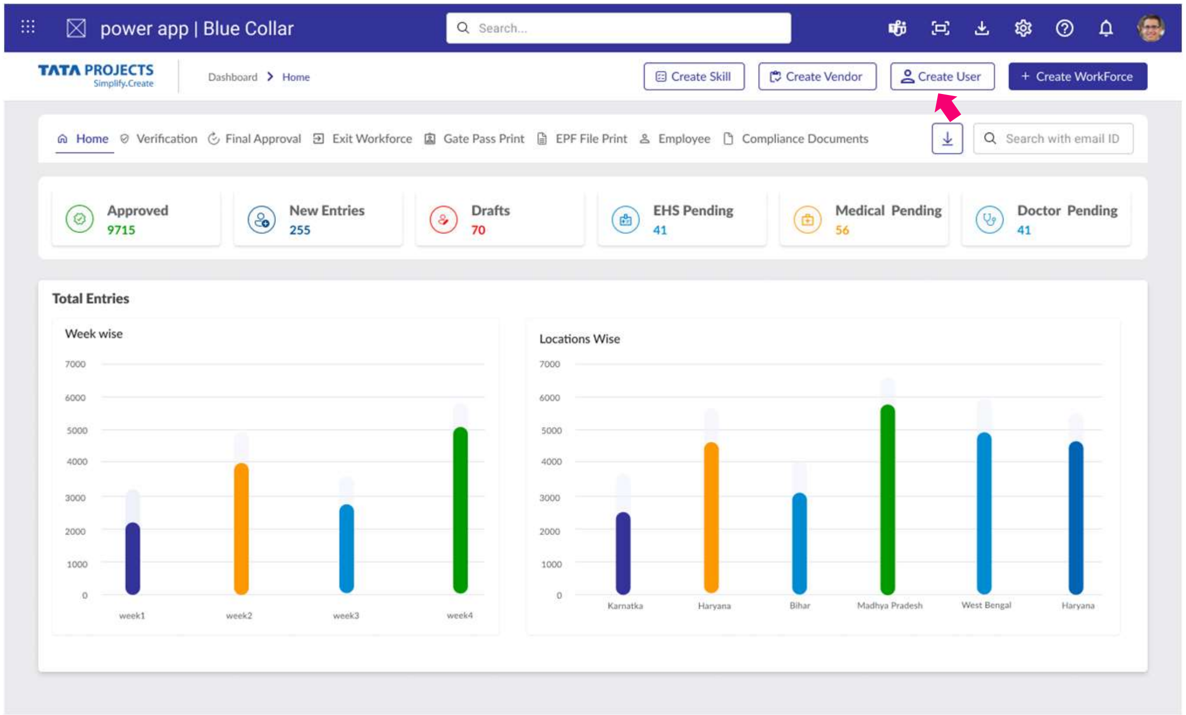
- In the Compliance Documents page, we can see the Contact Labor License, Building and other construction worker (BOCW), Interstate Migrant, Factory License, Skill rate tabs
- In Skill rate tab we can see the Skilled, Semiskilled, Un skilled, Issued Date, Validity From Date, Validity to Date and Remark Fields we can see .
- By Default, all the fields are disabling mode
- User click on edit all the fields are enable
- User once fill the all the details Click on save the button the entered data will save .
- We can see the message like updated data successfully .





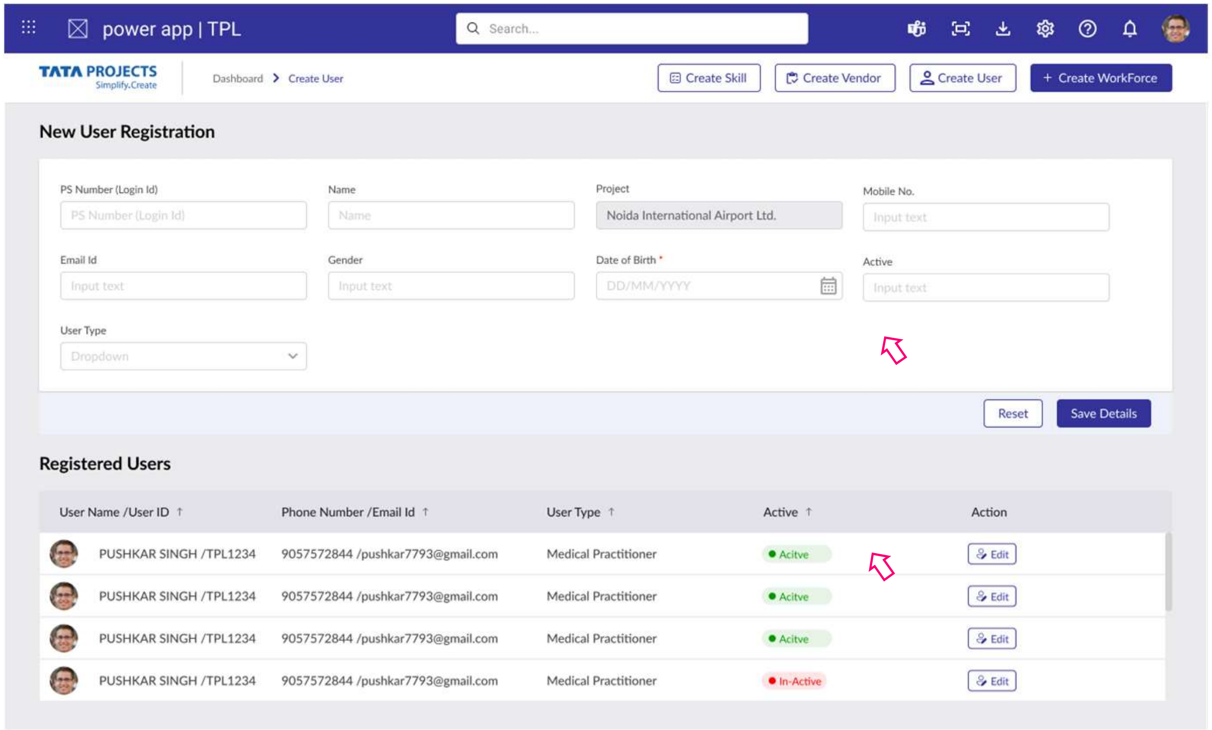
Create User

- On the home page at the top section we have four options one is create workforce, Create User, Create Vendor, Create skill pages
- Post clicking on a Create user page, a new page will open.



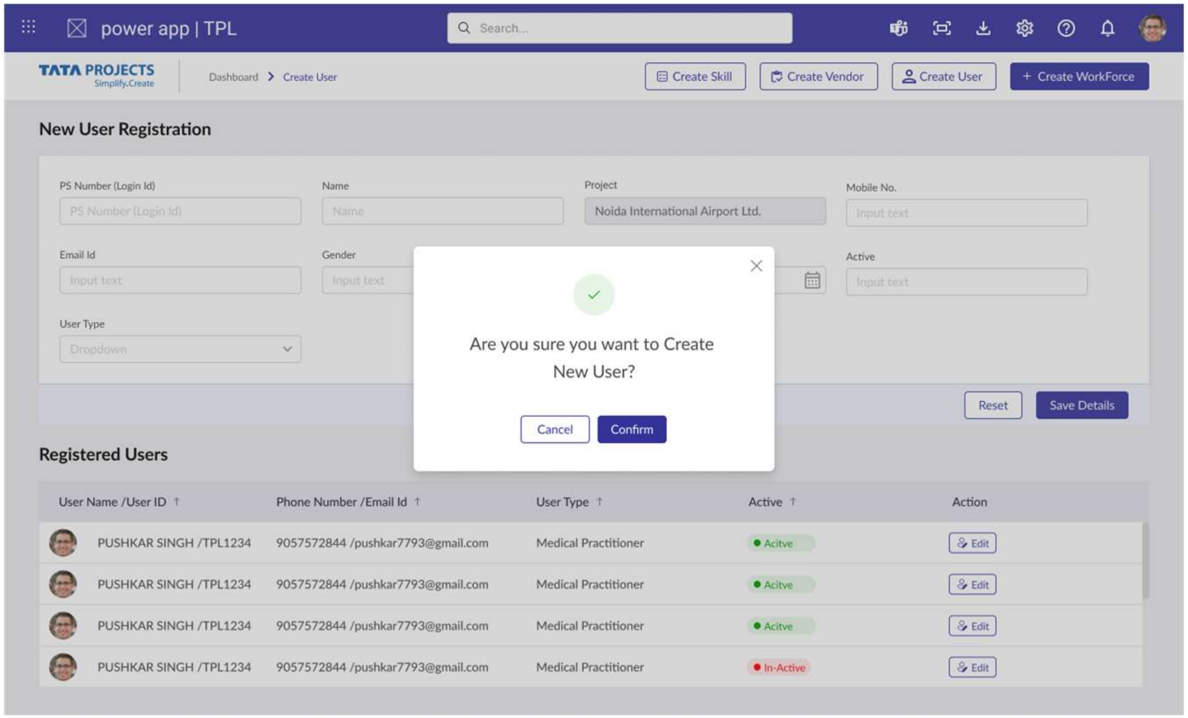
Create User

- In the New user create page we can see the form
- User need to fill the all required details and mandatory fields
- Once user Enter all the details User need to click on the save details button
- User can see the all-registered users in below table



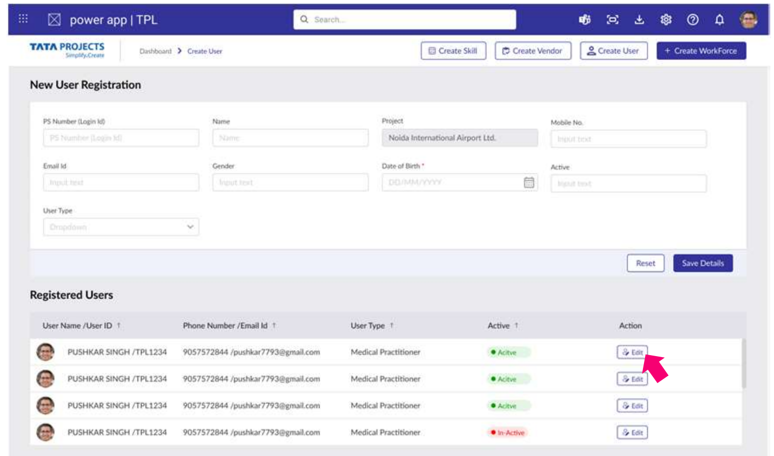
Create User Pop-up

- Post clicking on the save details button, a Confirmatory pop up will appear.
- Post confirming the things, the new register user will add in the below table

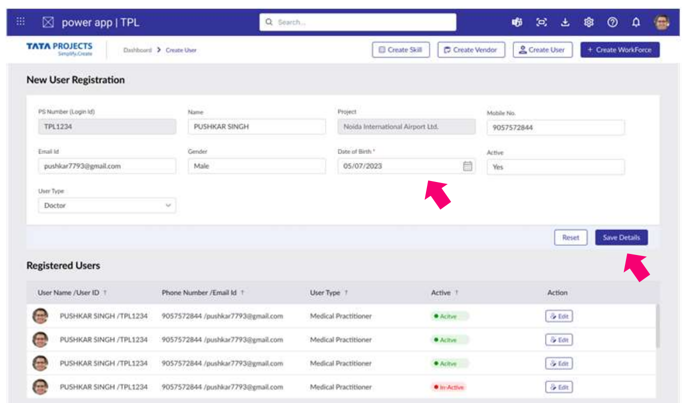


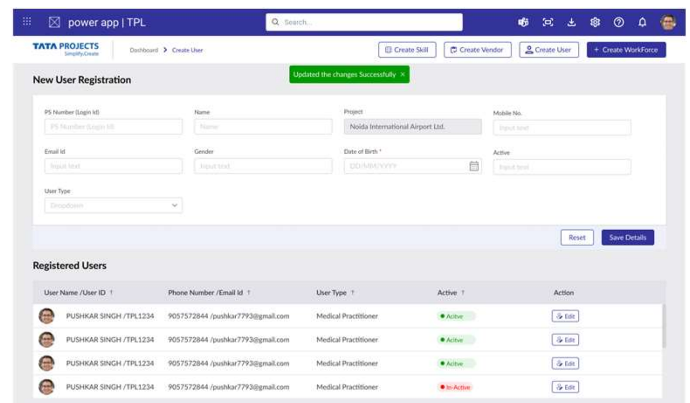
Edit and Update User

- If the user wants to edit the details of the existing user data, the user can select the entry to be edited from the bottom list of existing users by clicking on the edit button.
- Subsequently, the user will change the required change and save the entry.
- The entry will be updated after clicking the Save details button, and the Selected user details will update
- A confirmation message of the entry will pop up at the top.



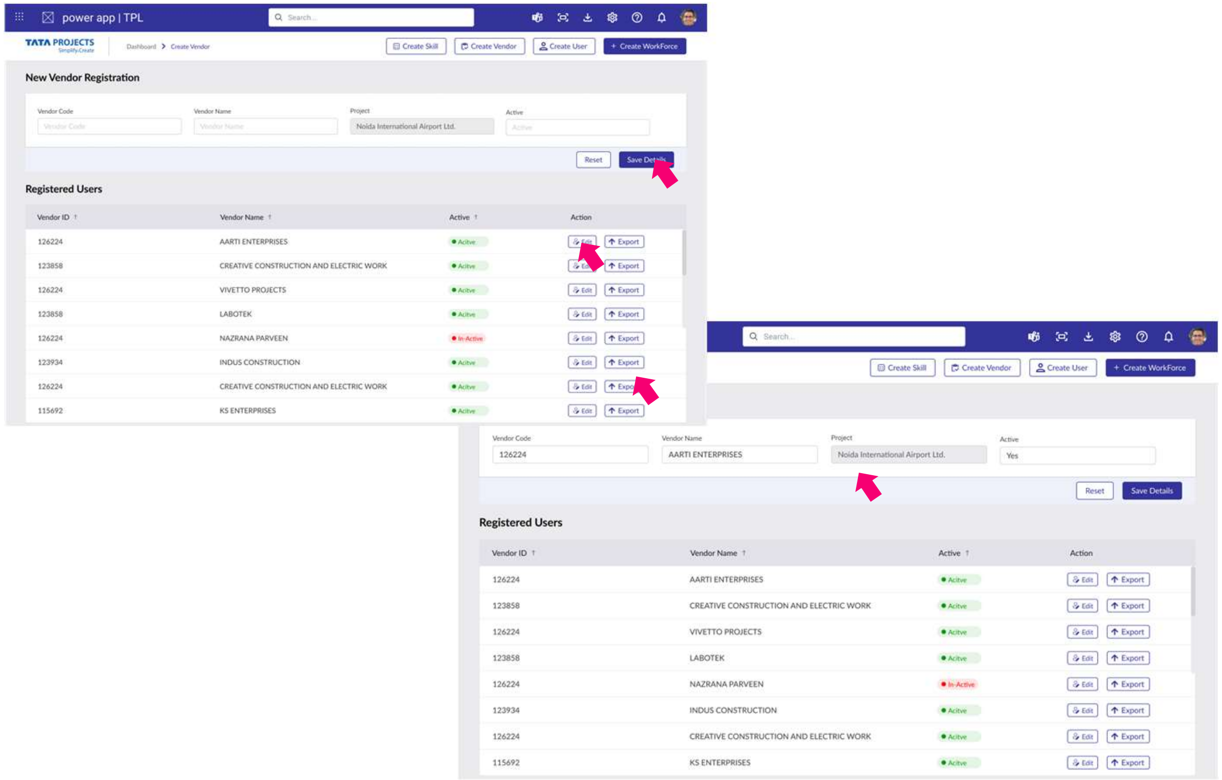
Note – Create new Vendor and Create New Skills also following the same above process only.





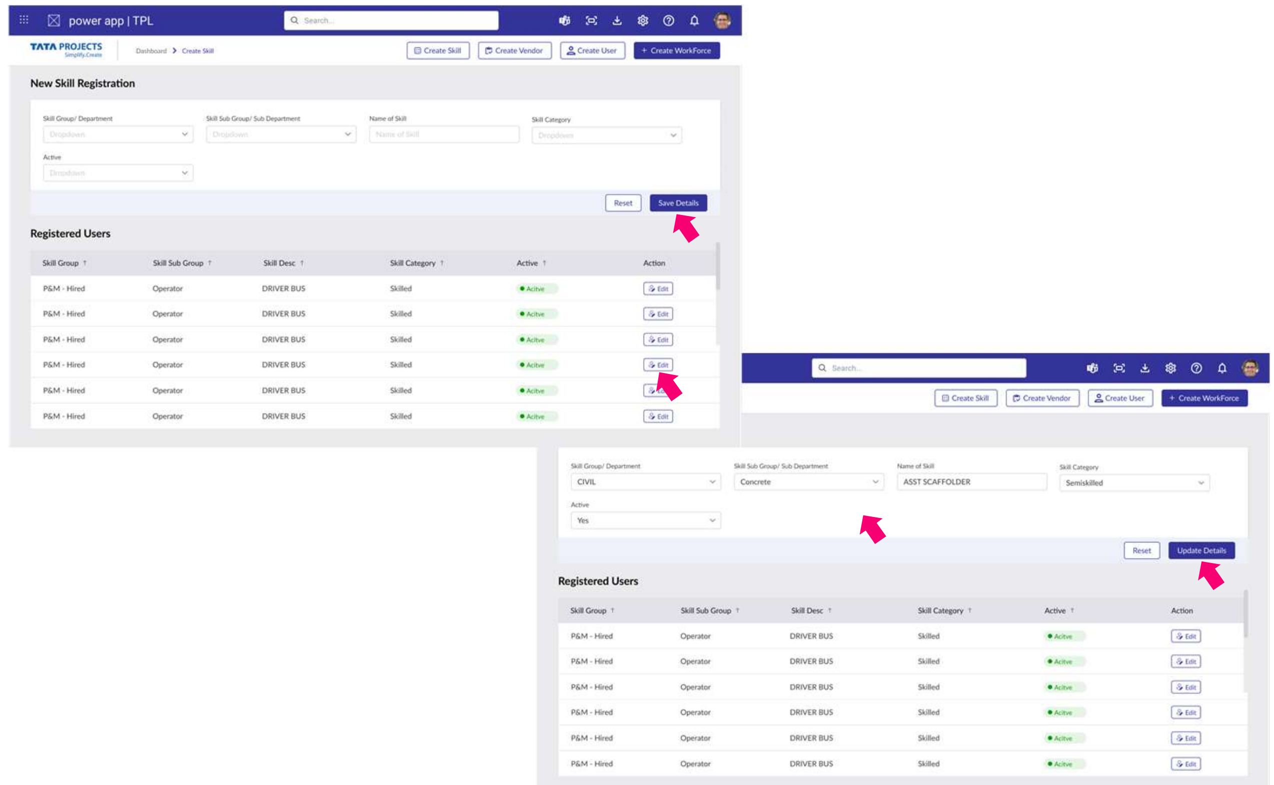
Create and Edit Vendor

- In the New Vendor create page we can see the form
- User need to fill the all required details and mandatory fields
- Once user Enter all the details User need to click on the save details button
- User can see the all-registered Vendor in below table
- User Can edit and Export the all-registered users
- User click on Edit the Vendor details pop-up in above form fields once edit and click on save the Vendor details will save
- If User want Export data user need to click on Export button once User click on the the Export button the file will download



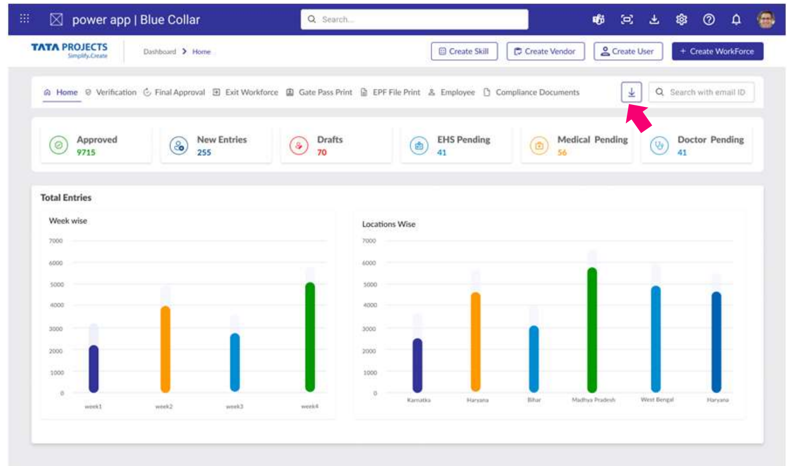
Create and Edit Skill

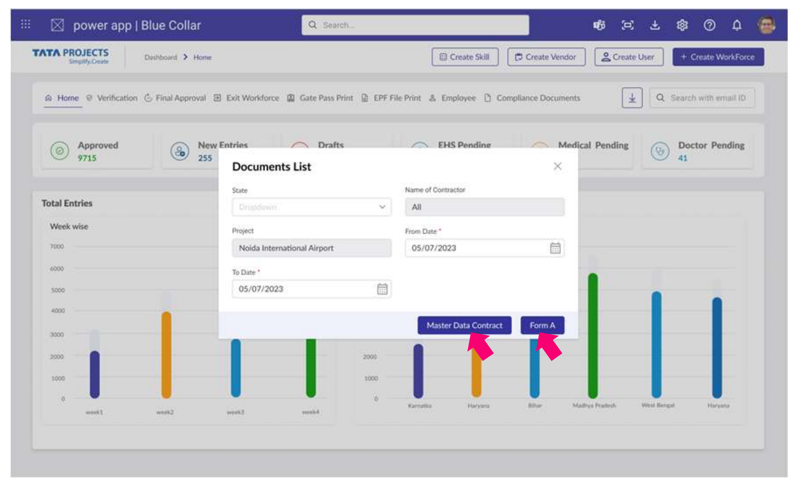
- In the New Skill create page we can see the form
- User need to fill the all required details and mandatory fields, Skill Group/Department, Skill Subgroup / Sub Department , Skill Category and Active as a dropdowns
- Once user Enter all the details User need to click on the save details button
- User can see the all-registered Skills in below table
- User Can edit and Export the all-registered users
- User click on Edit the Skill details pop-up in above form fields once edit and click on save the Vendor details will save



Downloads

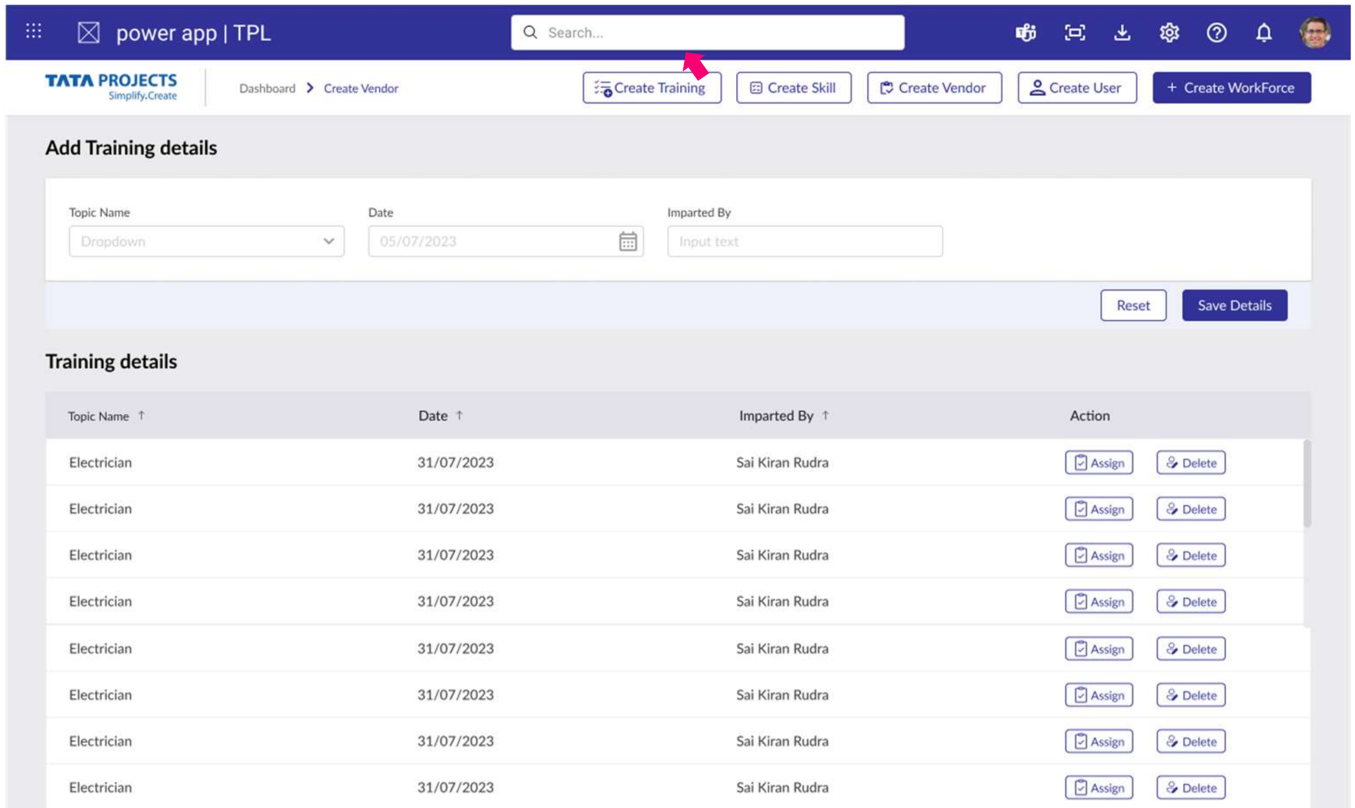
- Post clicking on the download button in the home page, the document list pop up will appear.
- In the document list pop-up User need to select the state dropdown and from and to date
- Once selected the all required fields
- User need to click on Master data contract or Form A button to download the data.
- Post confirming the things, the new register user will add in the below table





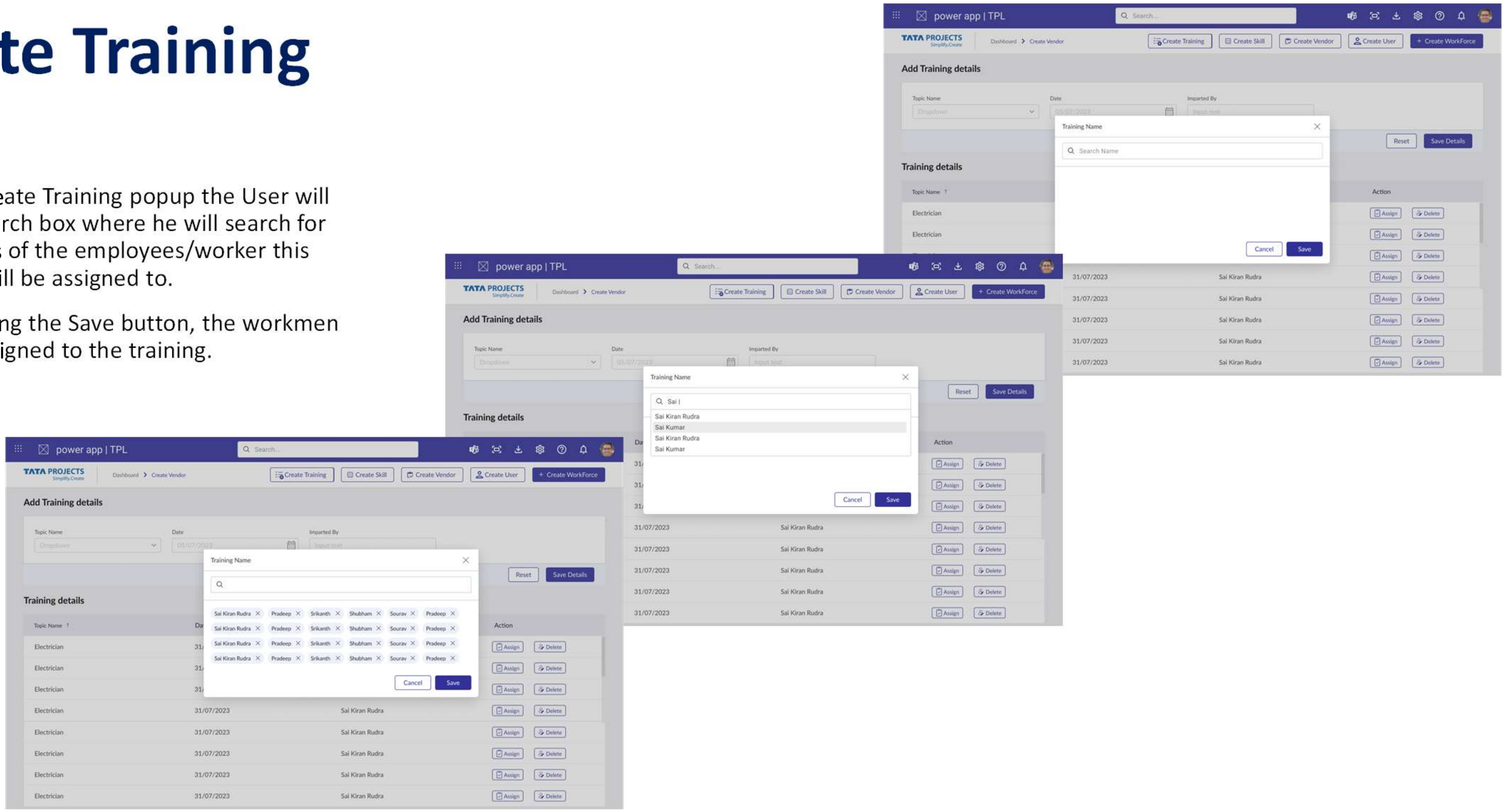
Create Training

- With the Create Training Button, the user will have the ability to add a new training and assign it to the workmen.
- On selection of the Create Training button, a popup will appear



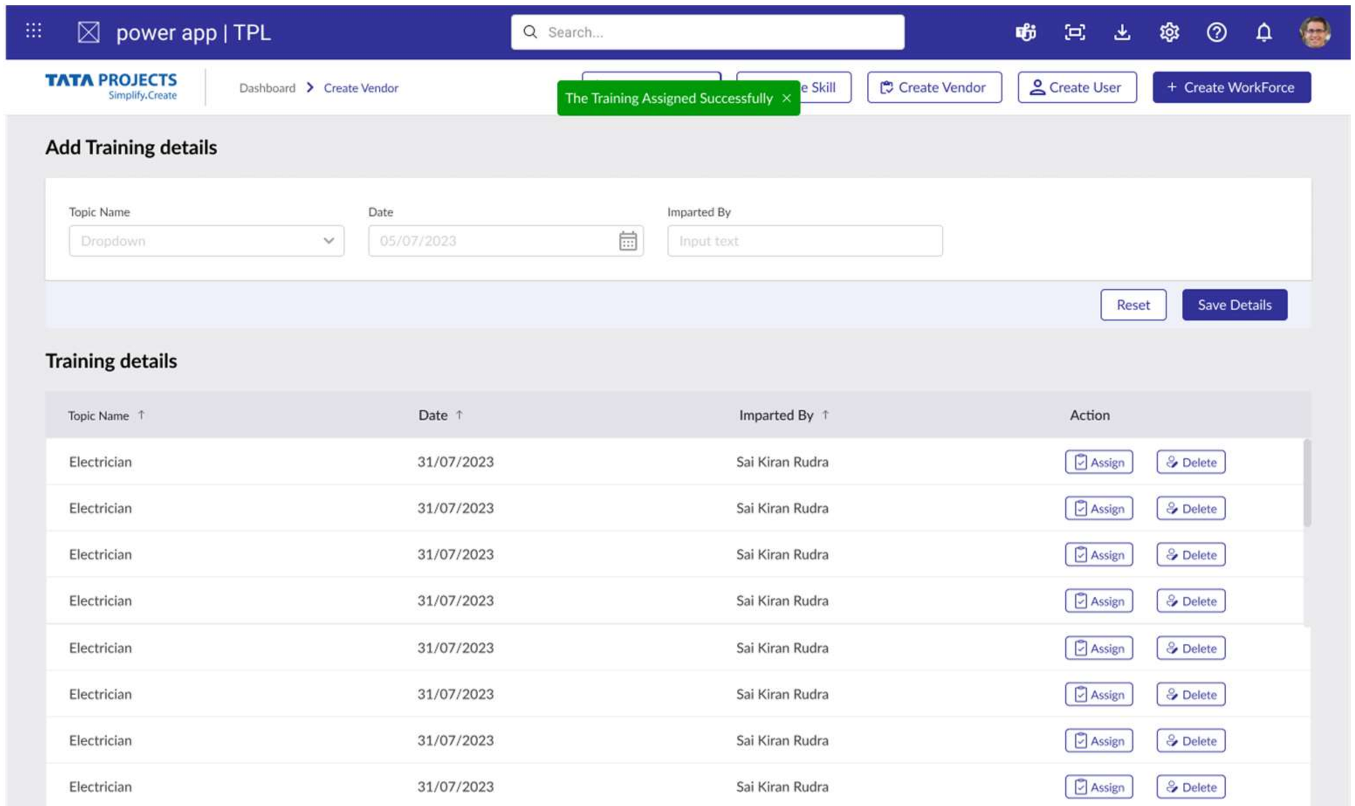
Create Training

- On the Create Training popup the User will have a search box where he will search for the names of the employees/worker this training will be assigned to.
- On Selecting the Save button, the workmen will be assigned to the training.



Create Training

- Post saving the names of the worker, the entry will be made and the user will see the confirmation message that the training has been assigned.



Thank You

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