**4W AND 1H**

4W1H (what, where, when, why, how) is a method of asking questions about a process or a problem taken up for improvement. Four of the W’s (what, where, when, why) and the one H is used to comprehend for details, analyze inferences and judgment to get to the fundamental facts and guide statements to get to the abstraction.

**WHAT – What is all about this?**

Employee Record System is software built to handle the primary housekeeping functions of a company. ERS helps companies keep track of all the employees and their records. It is used to manage the company using a computerized system. This software built to handle the records of employees of any company.

**WHERE – Where is it used?**

Its features as wells as to generate an application which can be used in any office, administration, institution for storing employee’s information.

**WHEN – When it is needed?**

If the work culture is huge and difficult to store all the details manually then we make ERS.

**WHY – Why are you making it?**

ERS helps to eliminate the manual process and saves a lot of time and money. This system maintains the professional and personal details of the employees and the company in a safe manner. The employee management system lowers the burden and the pressure on HRs and the business managers.

**HOW – How feature implemented in it?**

An employee record system is a platform where all work-related as well as important personal details of an employee is stored and managed in a secure way. By using this system, you can manage admin activities in an easier and quicker way.