

USER MANUAL

(For candidate)



Walsons Services Private Limited (SECURITAS)

496, Phase III, Udyog Vihar

Gurgaon – 122016 | Haryana – India

Direct Tel: +91 124 471 88 88

Email: bgv.initiation@securitas-india.com

Revision Sheet

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1. Application Overview

Application is designed to update complete details of the candidate on the application for the purpose of verification. This helps in keeping the data confidential and secure.

2 Authorized Use Permission

An Authorized User is permitted to use the application only for background verification purposes and may exercise only the following permitted uses of the copyrighted materials:

- Log in to update details
- Updating the information & document in case insufficiency is raised

3. Points of Contact

Below are the lists of the points of organizational contact (POCs) that may be contacted by the document user for informational and troubleshooting purposes.

Name	Department	Contact Number	Email-id
	HR (Client)		
	Client SPOC		
Subhash Priyadarshi	HOD		subhash.priyadarshi@securitas-india.com
	IT		

4. Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

Acronyms/ Abbreviation	Meaning
BGV	Background Verification
LOA	Letter of Authorization

5. APPLICATION SUMMARY

Below is the flow of the application which will help in updating the details:



Login



Update Personal Details



Upload LOA



Provide component-wise details



Upload Document



Log out

6. APPLICATION PROCESSING

6.1 Logging On

Go To the link provided over email:



Need to put the login credentials shared by over mail.

BGV

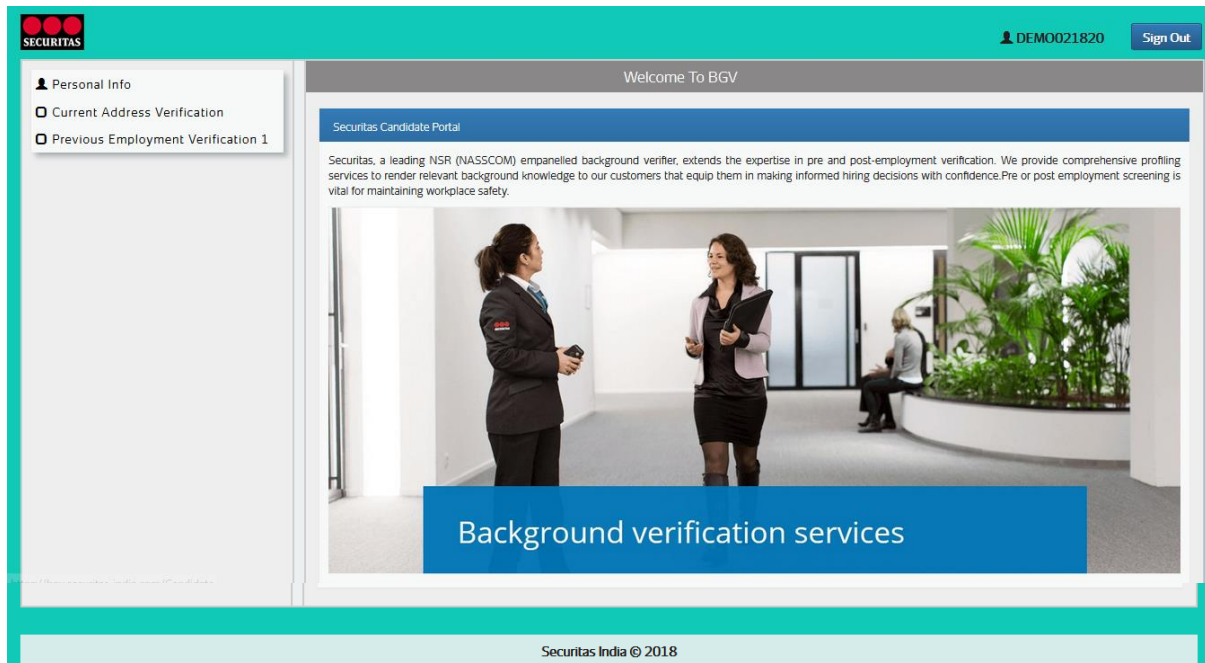
A screenshot of a login form titled "Candidate Login" overlaid on a stack of papers. The form has two input fields: "User Name" and "Password". Below these fields is a blue "Submit" button. Under the button are two links: "Forgot Password ?" and "Change Password ?". At the bottom of the form is a link: "Can't Access the Software".

6.2 HOME PAGE

Please follow the below link to update details on the portal.

<https://bgv.securitas-india.com/Account/CandidateLogin>

Details has to be updated in the tabs provided on the left panel



6.3 PROCEDURE TO UPDATE DETAILS

Details Required

- Component-wise details required are updated on left panel.
- One-by-one each tab had to be updated

Details Updated

- Details required are mentioned against each tab.
- Details has to be provided for the required parameters

Document Uploaded

- Once details are updated, supporting document has to be uploaded.
- In case supporting document is missing, comment can be mentioned to move further

Detail Submitted

- Tab whose details are updated will be highlighted with green.
- Details updated is under editable mode till final submission

6.4 PERSONAL DETAILS

- Below are the mandatory details which has to be updated:
 - Father's Name
 - Marital Status
 - Date of Birth
 - Signed LOA
 - National ID Proof
- Letter of Authorization is provided in the link besides **Browse** button of **Signed LOA**
- Download LOA from the link, manually sign and upload scan copy of the same.

The screenshot shows the 'Edit Candidate' form in the BGV-Candidate Portal. The form is divided into several sections. On the left, there is a sidebar with navigation links: 'Personal Info', 'Current Address Verification', and 'Previous Employment Verification 1'. The main form area is titled 'Edit Candidate' and includes a 'Back' button. The form contains the following fields:

- Client Name:** Demo (IT)-Dundahera
- Candidate Name:** Title: Mr., Name: test1, Middle Name: , Last Name: case
- Father's Name:** Title: -- Select --, Name: , Middle Name: , Last Name:
- Marital Status:** -- Select --
- Gender:** Male (selected), Female
- Date Of Birth:** yyyy-MM-dd
- Mobile No:** 9999999990
- Alternate No:**
- Email:** test1@gmail.com
- Candidate Type:** -- Select --
- Nationality:** Indian
- EmployeeID:**
- Designation:**
- Place of Joining:**
- Designation:**
- Place of Joining:**
- Date of Joining:**
- Signed LOA:** Browse... No file selected. (This field is circled in red)
- National ID Proof:** -- Select --

At the bottom of the form, there are 'Back' and 'Submit' buttons. The footer of the page reads 'Securitas India © 2018'.

6.5 COMPONENT

ADDRESS

- Initially supporting document to be uploaded (at **Upload Document**) for the component.

The screenshot displays the 'Add Address Info (test1 case)' form in the Securitas India portal. The form includes fields for Candidate Name (test1 case), Address (India), Landmark, Country (dropdown), and Duration of Stay. A 'Submit' button and an 'Upload Document' button are at the bottom. A modal window titled 'Upload New Document' is open, showing a list of document types with 'Browse...' buttons and 'No file selected' status. The modal also has a 'Description' field. The background shows the portal's sidebar with 'Personal Info', 'Current Address Verification', and 'Previous Employment Verification 1' options.

- In absence of document, comment has to be mentioned.
- Below are the mandatory fields which has to be filled:
 - Address
 - Country

This screenshot shows the 'Add Address Info (test1 case)' form without the 'Upload Document' modal. The form fields are the same as in the previous image: Candidate Name (test1 case), Address, Landmark, Country (dropdown), and Duration of Stay. The 'Submit' and 'Upload Document' buttons are visible at the bottom. The sidebar on the left shows the same navigation options.

PREVIOUS EMPLOYMENT

- First of all document has to be uploaded by clicking on the **Upload Document** tab at the bottom.

The screenshot displays the 'Add Employment Info (test case)' form in the BGV-Candidate Portal. The form includes fields for Name of Organisation, Other Employer Details, Address of the company, Department, DOJ (DD/MM/YYYY), Type of Employment (Permanent/Temporary/Contractual), Designation, Employee Code, Cost to Company, Tenure of the Employee, Any Exit formalities pending, Duties & responsibilities handled, Reason for leaving, Reporting Manager Name & Designation, and Reporting Manager's contact details. At the bottom of the form, there are 'Submit' and 'Upload Document' buttons. A black arrow points from the 'Upload Document' button to a modal window titled 'Upload New Document'. The modal window contains checkboxes and 'Browse...' buttons for Experience Letter, Relieving Letter, LOA, Appointment Letter, and Others, each followed by the text 'No file selected.' There is also a 'Description' text area and a 'Submit' button at the bottom of the modal. The footer of the page reads 'Securitas India © 2018'.

- Details to be updated post uploading document.
- Name of organization is mandate while updating details.

The screenshot displays the 'Add Employment Info (test1 case)' form in the BGV-Candidate Portal. The interface features a teal header with the Securitas logo and user information (DEMO0021820, Sign Out). A left sidebar contains navigation links: 'Personal Info', 'Current Address Verification' (checked), and 'Previous Employment Verification 1'. The main form area is titled 'Add Employment Info (test1 case)' and includes a 'Back' button. A blue banner indicates 'Not Applicable' for mandatory fields. The form contains the following fields:

- Name of Organisation: A dropdown menu showing '-- Select --' with a red error message 'Please select name of organisation.'
- Other Employer Details: A text input field.
- Address of the company: A text input field.
- Department: A text input field.
- DOJ (DD/MM/YYYY): A text input field.
- Type of Employment (Permanent/ Temporary/ Contractual): A text input field.
- Designation: A text input field.
- Employee Code: A text input field.
- Cost to Company: A text input field.
- Tenure of the Employee: A text input field.
- Any Exit formalities pending: A text input field.
- Duties & responsibilities handled: A text input field.
- Reason for leaving: A text input field.
- Reporting Manager Name & Designation: A text input field.
- Reporting Manager's contact details: A text input field.

At the bottom of the form are 'Submit' and 'Upload Document' buttons. The footer of the page reads 'Securitas India © 2018'.

6.6 FINAL SUBMISSION

- Final Submission tab allows to give final go-head to the details updated for verification.
- Before submitting the mentioned tab we should ensure that the details provided are updated correctly.
- Component for which details are updated would be highlighted with green colour.
- In case the details are not updated then the Final Submission will not work stating that you need to provide details against the missed component.

