

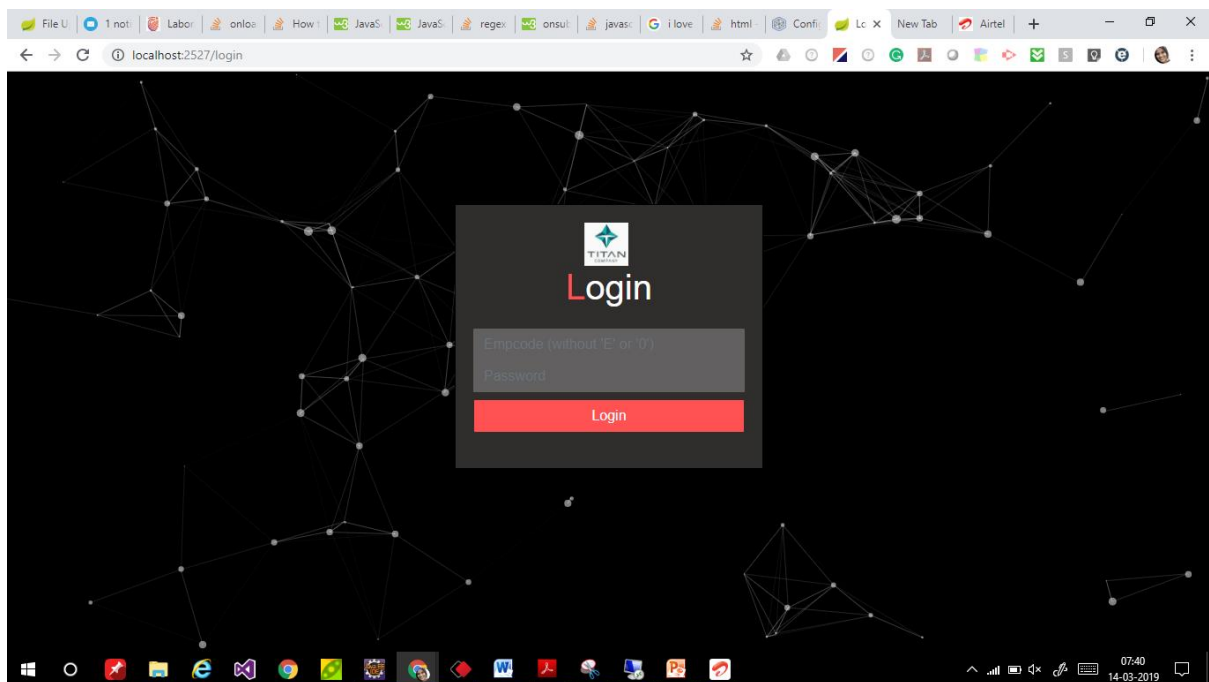
How to Use File Sharer?

File Sharer application is designed to download PDF files by the HR for their respective employees.

- Login

1)Admin Login

2)User/HR login

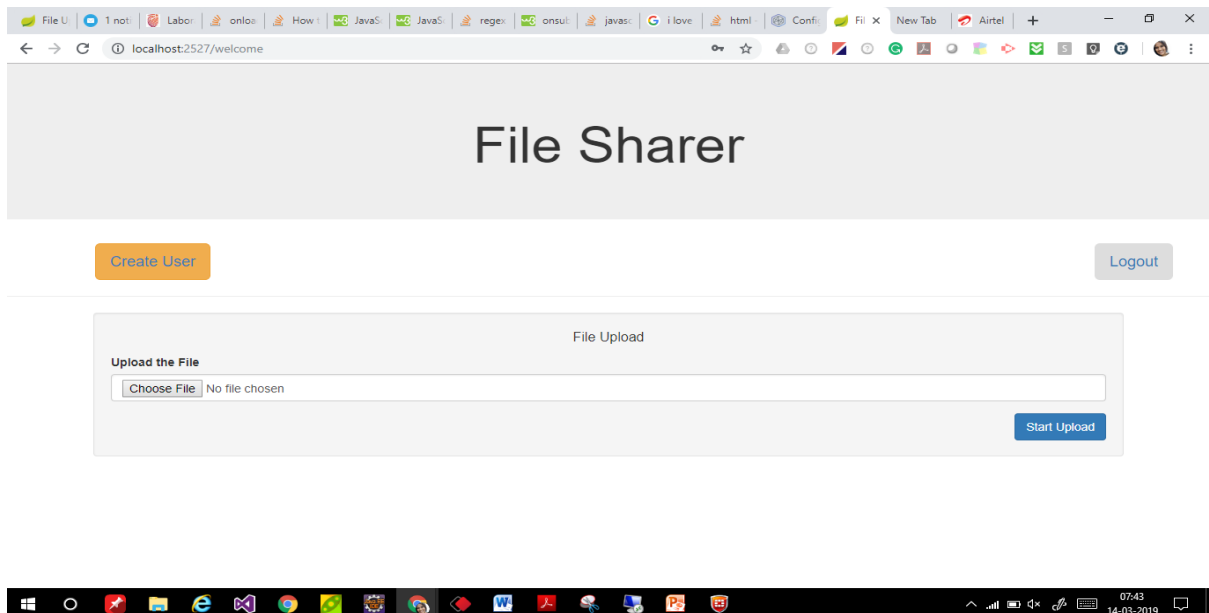


Admin Login

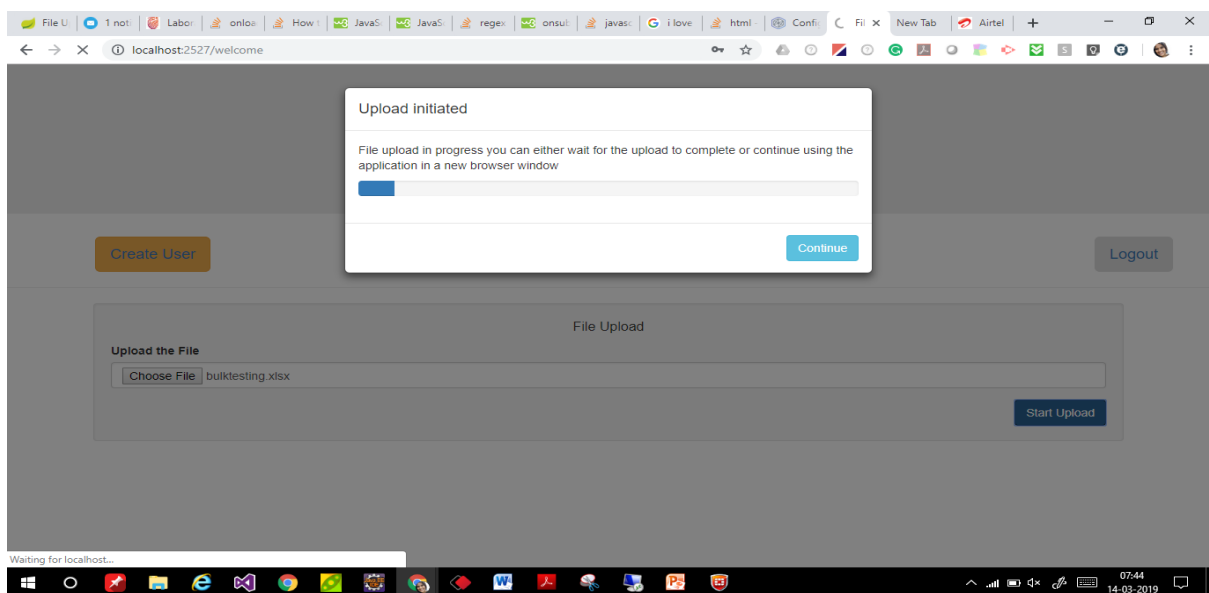
Admin login can be accessed only by the admin user with a unique User Credentials.

Admin login is used to

- 1) Upload data containing HR and employee mapping.
- 2) Create login for HR User
- 3) Delete HR User

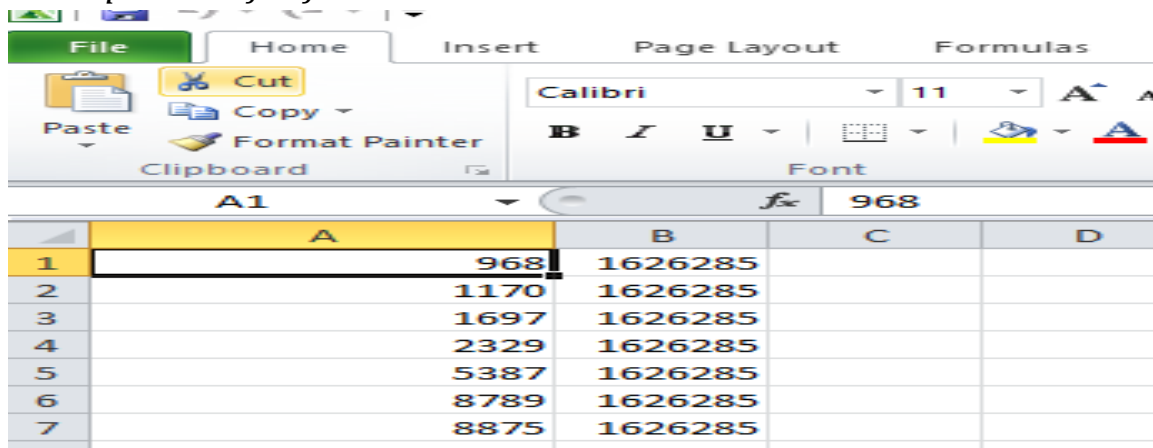


1) Upload Excel file containing Employee-HR Mapping



Choose the excel file which contains the Employee-HR mapping and click on Start Upload. On successful/failure of upload a pop up message will be displayed.

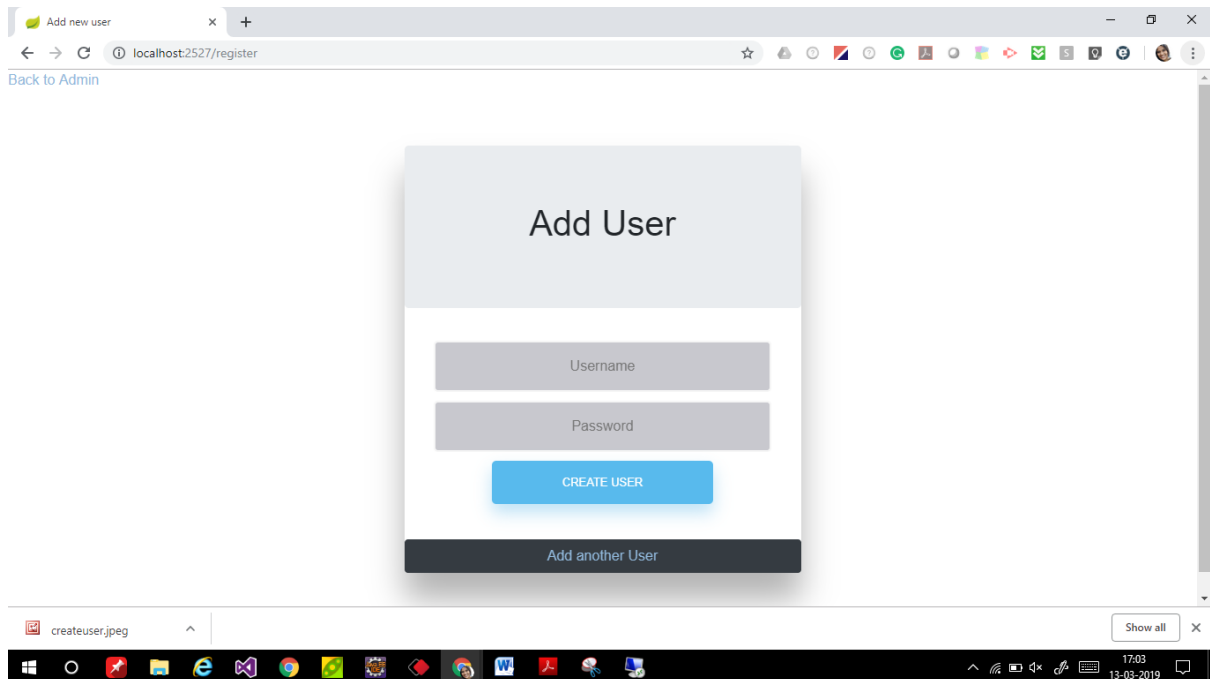
****Sample Excel file format**



	A	B	C	D
1	968	1626285		
2	1170	1626285		
3	1697	1626285		
4	2329	1626285		
5	5387	1626285		
6	8789	1626285		
7	8875	1626285		

2) Create HR User

Option to create user credentials for HR by the Admin.



Add new user

localhost:2527/register

Back to Admin

Add User

Username

Password

CREATE USER

Add another User

createuser.jpeg

Show all

17:03 13-03-2019

- Enter the username and default password and click on Create User.
- To add another user click on “Add another User” and repeat the same step above.
- To go back to admin page, click on “Back to Admin”.

****Username is supposed to be of a specific format i.e. without ‘E’ or ‘e’ or without zeros at the beginning and only comprising of numbers (For ex: 1234567)**

User Login

User login is the Login created for the HR by the Admin where PDF for their corresponding employees can be downloaded as a zipped folder.

- 1) HR Users will be created by the Admin with a default password and shared through mail.
- 2) HR users will be asked to reset their password on their first login.
- 3) After successful reset of password, user will be redirected to the page where files can be downloaded.
- 4) Help Button on the Right-top corner for User manual.

Reset Password

Reset password has been enabled to give users a secure access to the application.

Old Password: User has to enter the default password received in email.

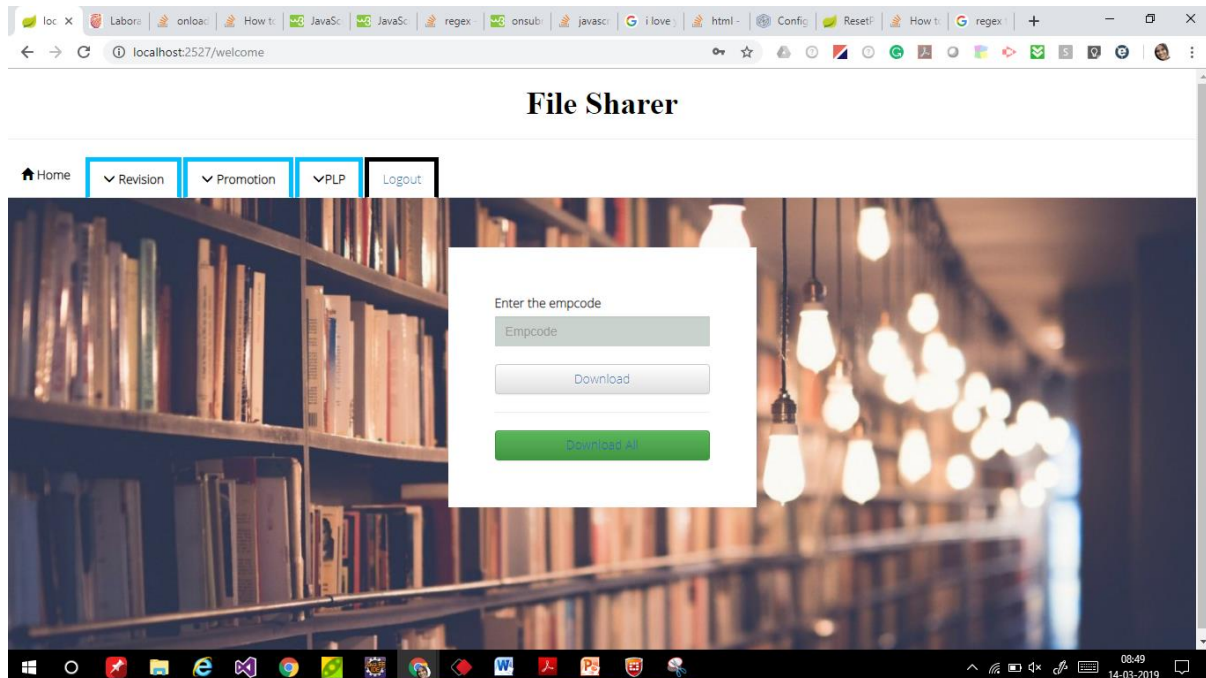
New Password: Enter the password that user wants to set, but it should comply with the password policy as shown in the box above.

Confirm New Password: Retype the new password again.

After successful reset, the HR user will be redirected to welcome page where the user can download the corresponding PDF files.

Download Page

Options are given to the users for downloading PDF files. All files are downloaded as a Zipped folder.

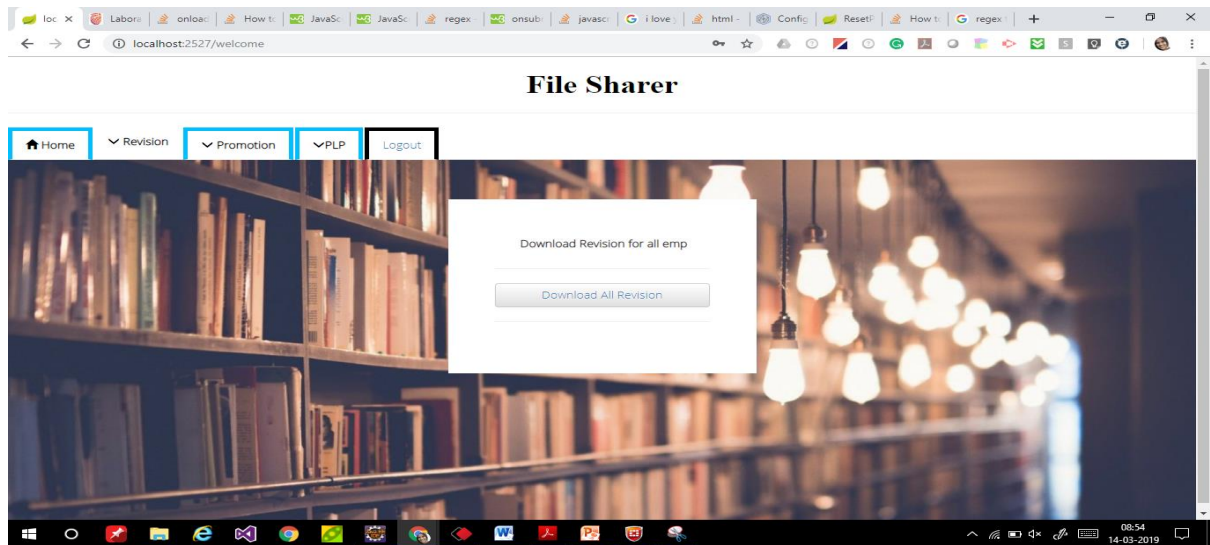


Home Page:

Download: Downloads all the files in a Zipped folder for the particular employee given in the search box to their system.

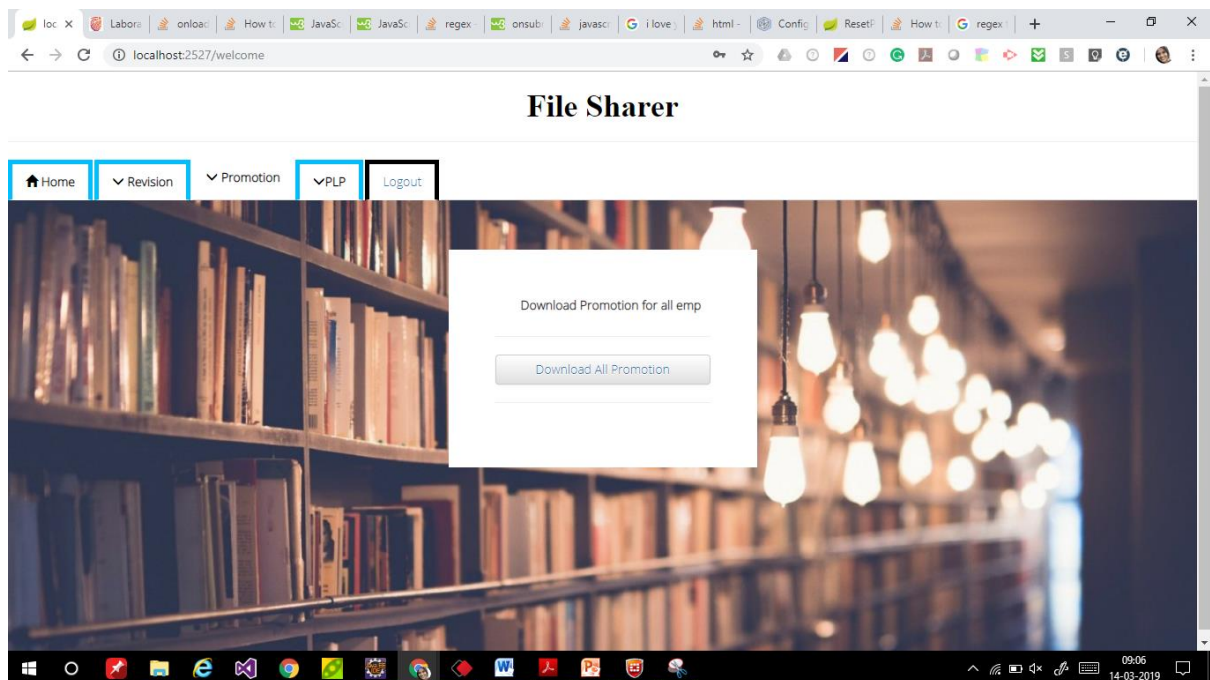
Download All: downloads all the files of all categories (i.e Revision, PLP, Promotion) for all the employees of the respective HR.

Revision:



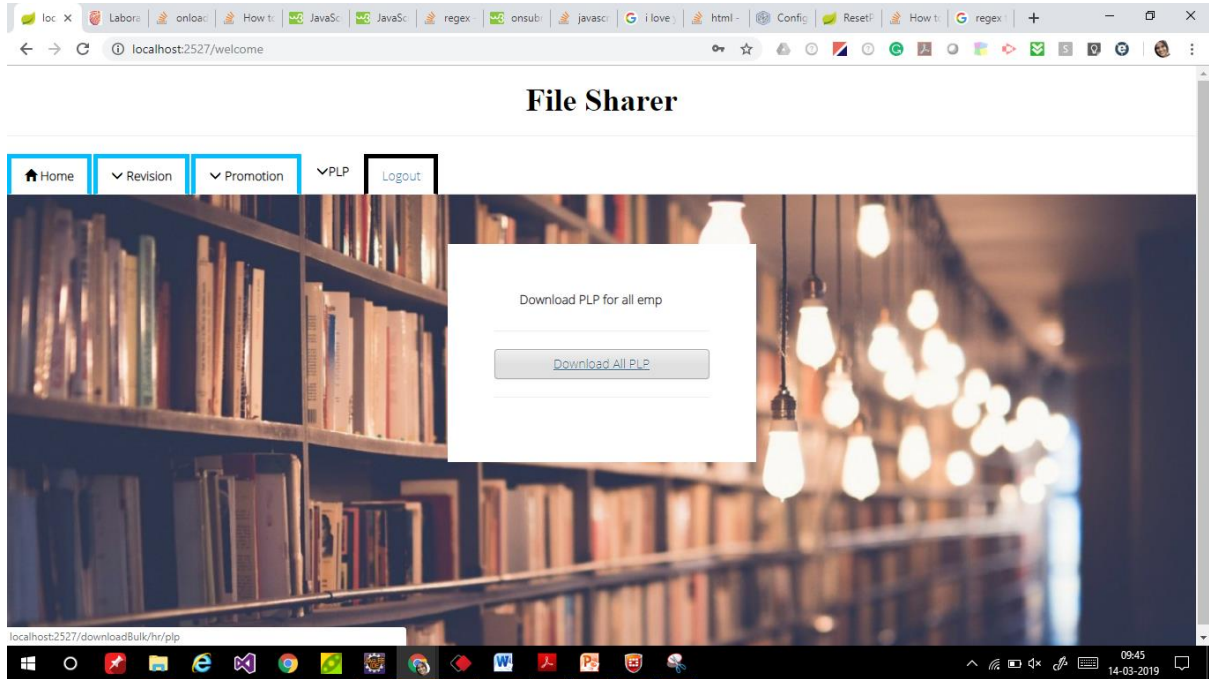
Download All Revision: Downloads only revision files for the Employees corresponding to the HR

Promotion:



Download All Promotion: Downloads only Promotion files for the Employees corresponding to the HR

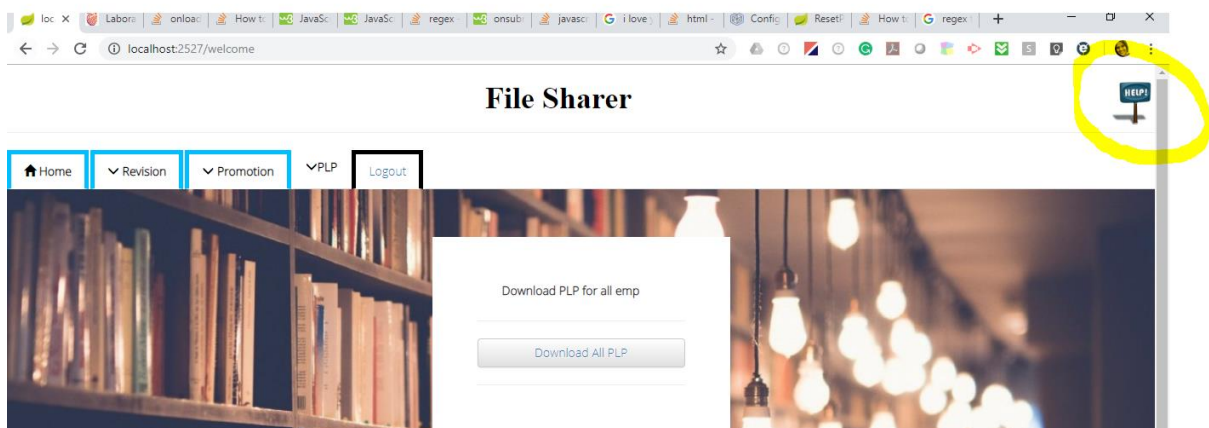
PLP



Download All PLP: Downloads only PLP files for the Employees corresponding to the HR.

HELP

Click on the icon image to download the User manual in pdf format.



-----*****Thank You*****-----