

Final Capstone Project – M365 Training

Case Study: Automating Employee Onboarding Process

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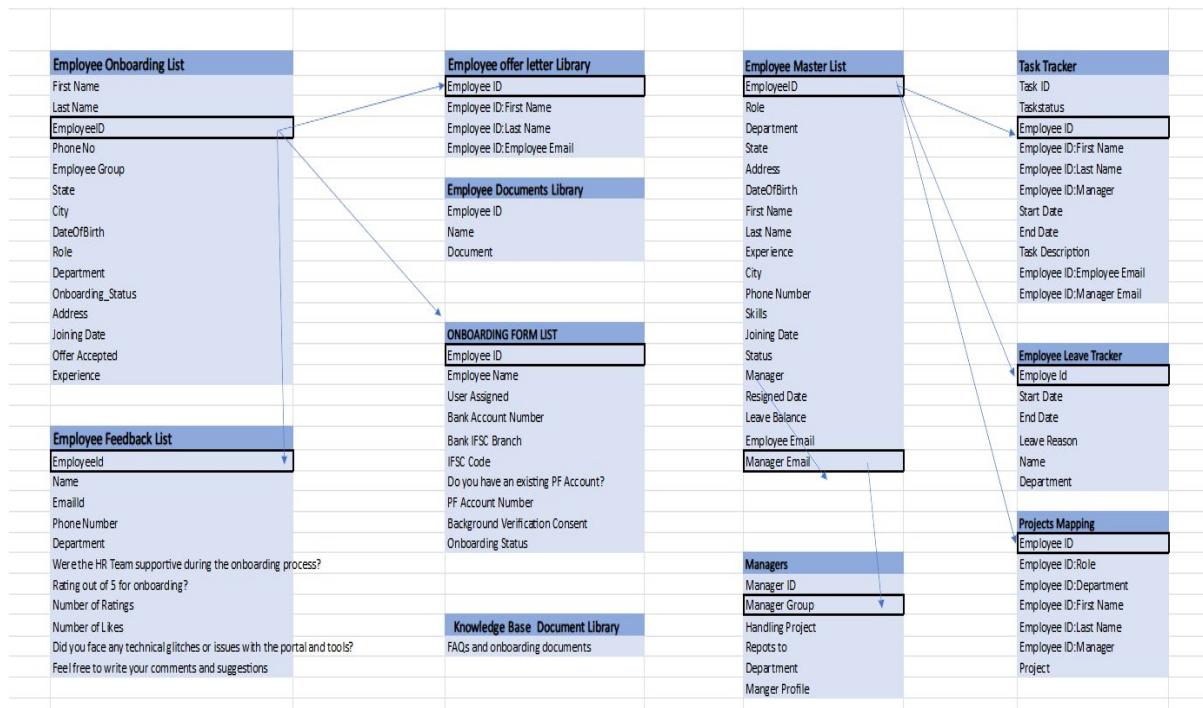
Team Name: Wipro Project 1

SharePoint: [LINK](#)

Power Apps: [LINK](#) , [LINK](#)

Copilot Studio: [LINK](#)

ER Diagram:



1. SharePoint

Project Overview

This SharePoint-based solution was developed to streamline employee management processes and provide centralized access to organizational resources. The project includes custom lists, document libraries, and dedicated sites to support onboarding, tracking, and employee engagement.

1. SharePoint Lists Created

1) Employee Onboarding List:

Link: <https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Employee%20Onboarding%20List/AllItems.aspx>

Purpose of List: Track onboarding progress for new hires.

Fields of List: EmployeeID, First Name, Last Name, Role(choice), Department(choice), Onboarding_Status(choice), State(choice), City(text), Address, Joining date(date), Experience, Skills, Phone No, Date of Birth(Date), Manager(choice), Manager Group.

This list serves as a centralized repository of employee information for HR and administrative purposes.

Employee Onboarding List:

The screenshot shows the SharePoint interface for the 'Employee Onboarding List'. The left navigation bar shows 'FinalCapstoneProject1' with 'List' selected. The main content area displays a table with 14 rows of employee data. The columns are: EmployeeID, First Name, Last Name, Role, Department, Onboarding_Status, Offer Accepted, State, and City. The data is as follows:

EmployeeID	First Name	Last Name	Role	Department	Onboarding_Status	Offer Accepted	State	City
E008	Koustav	Santra	Software Engineer	IT	Pending	✓	West Bengal	Kolkata
E009	Rajat	Goyal	Software Engineer	IT	Completed		Madhya Pradesh	Gwalior
E010	Tarun	Panchal	Software Engineer	IT	Completed			
E011	Kaarthik	A	Software Engineer	IT	Pending	✓	Tamil Nadu	Chennai
E012	Durga	P	Software Engineer	IT	Pending	✓	Andhra Pradesh	Vijayawada
E013	Lakshmi	V	Software Engineer	IT	Pending	✓	Andhra Pradesh	Tirupati
E014	Virat	Kohli	Software Engineer	Finance & Accounts	Completed	✓	Maharashtra	Mumbai

View for Pending Onboarding's:

The screenshot shows a SharePoint list titled "Employee Onboarding List". The list has columns for EmployeeID, N, Last Name, Role, Department, Onboarding_Status, Offer Accepted, and State. There are four items listed:

EmployeeID	N	Last Name	Role	Department	Onboarding_Status	Offer Accepted	State
E008		Santra	Software Engineer	IT	Pending	✓	West Bengal
E011		A	Software Engineer	IT	Pending	✓	Tamil Nadu
E012		P	Software Engineer	IT	Pending	✓	Andhra Pradesh
E013		V	Software Engineer	IT	Pending	✓	Andhra Pradesh

Validation: Employee ID

The screenshot shows the "Change Column" dialog box for a SharePoint column named "EmployeeID".

Column Validation:
 Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass.

Formula:
`=LEFT(EmployeeID,2)="E0"`

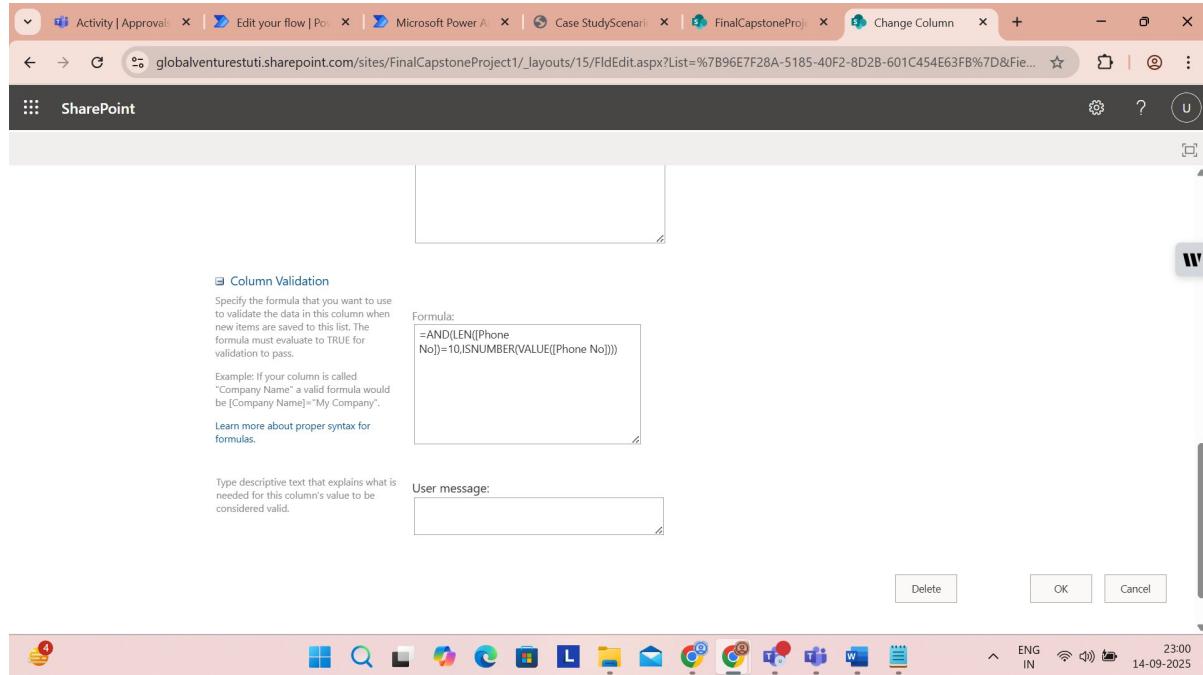
Example: If your column is called "Company Name" a valid formula would be [Company Name] = "My Company".

Learn more about proper syntax for formulas.

Type descriptive text that explains what is needed for this column's value to be considered valid.
 User message:

Buttons at the bottom: Delete, OK, Cancel.

Validation: Phone Number:



2)Employee Master List:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Employee%20Master%20List/AllItems.aspx>

Purpose of List: Maintain a centralized database of all employees.

Fields of List: Name, ID, Role, Department, Manager, Status, State, City, Address, Joining Date, Offer accepted ,Date Of Birth, Experience, Skills.

Employee Master List:

The screenshot shows the 'Employee Master List' grid view in the 'FinalCapstoneProject1' site. The table includes columns for EmployeeID, First Name, Last Name, Phone Number, State, City, Role, Address, and DateOfBirth. The data is as follows:

EmployeeID	First Name	Last Name	Phone Number	State	City	Role	Address	DateOfBirth
E001	Priya	Nair	9574853080	West Bengal	Siliguri	Finance Executive	75 Example Street	5/31/1990
E002	Priya	Singh	9936667922	Tamil Nadu	Coimbatore	Finance Executive	177 Example Street	6/13/1990
E003	Karan	Nair	9440390637	Gujarat	Surat	Data Scientist	165 Example Street	5/7/1993
E004	Karan	Iyer	9293595332	Tamil Nadu	Chennai	HR Executive	168 Example Street	12/2/1993
E005	Amit	Patel	9813791721	Karnataka	Mysuru	Data Scientist	25 Example Street	11/4/1992
E006	Sneha	Das	9876543210	Maharashtra	Mumbai	Marketing Executive	50 Example Street	7/15/1995
E008	Koustav	Santra	8902820532	West Bengal	Kolkata	Software Engineer	35 Kai Dutta Street	9/10/2025

View for 2+ years of Experience Employees:

The screenshot shows a SharePoint list titled "Employee Master List". A filter bar at the top is set to "2+ Years Experience". The list displays the following columns: EmployeeID, First Name, Last Name, Department, Role, State, Address, DateOfBirth, and Experience. The data includes:

EmployeeID	First Name	Last Name	Department	Role	State	Address	DateOfBirth	Experience
E001	Priya	Nair	Finance & Accounts	Finance Executive	West Bengal	75 Example Street	5/31/1990	10
E002	Priya	Singh	Finance & Accounts	Finance Executive	Tamil Nadu	177 Example Street	6/13/1990	6
E004	Karan	Iyer	Human Resources	HR Executive	Tamil Nadu	168 Example Street	12/2/1993	4
E005	Amit	Patel	IT	Data Scientist	Karnataka	25 Example Street	11/4/1992	9
E006	Sneha	Das	Marketing & Sales	Marketing Executive	Maharashtra	50 Example Street	7/15/1995	3

View for Current Active Employees:

The screenshot shows a SharePoint list titled "Employee Master List". A filter bar at the top is set to "Current Active". The list displays the following columns: EmployeeID, First Name, Last Name, Department, Role, City, State, Address, and DateOfBirth. The data includes:

EmployeeID	First Name	Last Name	Department	Role	City	State	Address	DateOfBirth
E001	Priya	Nair	Finance & Accounts	Finance Executive	Siliguri	West Bengal	75 Example Street	5/31/1990
E002	Priya	Singh	Finance & Accounts	Finance Executive	Coimbatore	Tamil Nadu	177 Example Street	6/13/1990
E006	Sneha	Das	Marketing & Sales	Marketing Executive	Mumbai	Maharashtra	50 Example Street	7/15/1995
E014	Virat	Kohli	Finance & Accounts	Software Engineer	Mumbai	Maharashtra	Landsend Street	1/16/2004
E010	Tarun	Panchal	IT	Software Engineer	Pune	Andhra Pradesh	Mg road	9/16/2005
E009	Rajat	Goyal	IT	Software Engineer	Gwalior	Madhya Pradesh	54 Station Road	9/25/2000

Employee Status: Active, On Leave, On Probation:

The screenshot shows a SharePoint list titled "Employee Master List". A filter bar at the top is set to "Employee Status". The list is divided into three sections: "Active (6)", "On Leave (1)", and "On Probation (2)". The data includes:

Status	EmployeeID	First Name	Last Name	Department
Active	E001	Priya	Nair	Finance & Accounts
Active	E002	Priya	Nair	Finance & Accounts
On Leave	E004	Karan	Iyer	Human Resources
On Probation	E003	Karan	Nair	IT
On Probation	E005	Amit		

View for New Joinee's in Last 30 Days & Status – Active:

The screenshot shows a SharePoint list titled "Employee Master List". The filter bar at the top indicates "Joining Date: Last 30 days or later" and "Status: Active". The table has columns: EmployeeID, First Name, Last Name, Department, Role, City, State, Address, and DateOfBirth. The data shows four employees: E002 (Priya Singh, Finance & Accounts, Finance Executive, Coimbatore, Tamil Nadu, 177 Example Street, 6/13/1990), E006 (Sneha Das, Marketing & Sales, Marketing Executive, Mumbai, Maharashtra, 50 Example Street, 7/15/1995), E014 (Virat Kohli, Finance & Accounts, Software Engineer, Mumbai, Maharashtra, Landsend Street, 1/16/2004), and E009 (Rajat Goyal, IT, Software Engineer, Gwalior, Madhya Pradesh, 54 Station Road, 9/25/2000).

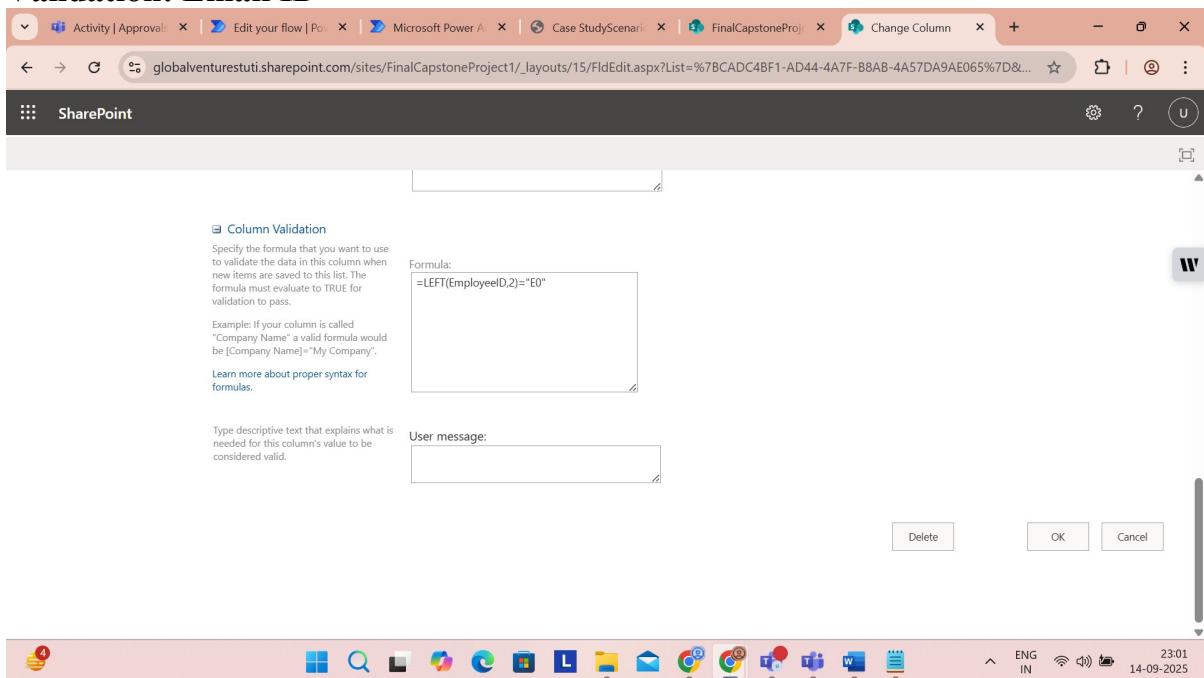
EmployeeID	First Name	Last Name	Department	Role	City	State	Address	DateOfBirth
E002	Priya	Singh	Finance & Accounts	Finance Executive	Coimbatore	Tamil Nadu	177 Example Street	6/13/1990
E006	Sneha	Das	Marketing & Sales	Marketing Executive	Mumbai	Maharashtra	50 Example Street	7/15/1995
E014	Virat	Kohli	Finance & Accounts	Software Engineer	Mumbai	Maharashtra	Landsend Street	1/16/2004
E009	Rajat	Goyal	IT	Software Engineer	Gwalior	Madhya Pradesh	54 Station Road	9/25/2000

View for Statewise Employee's:

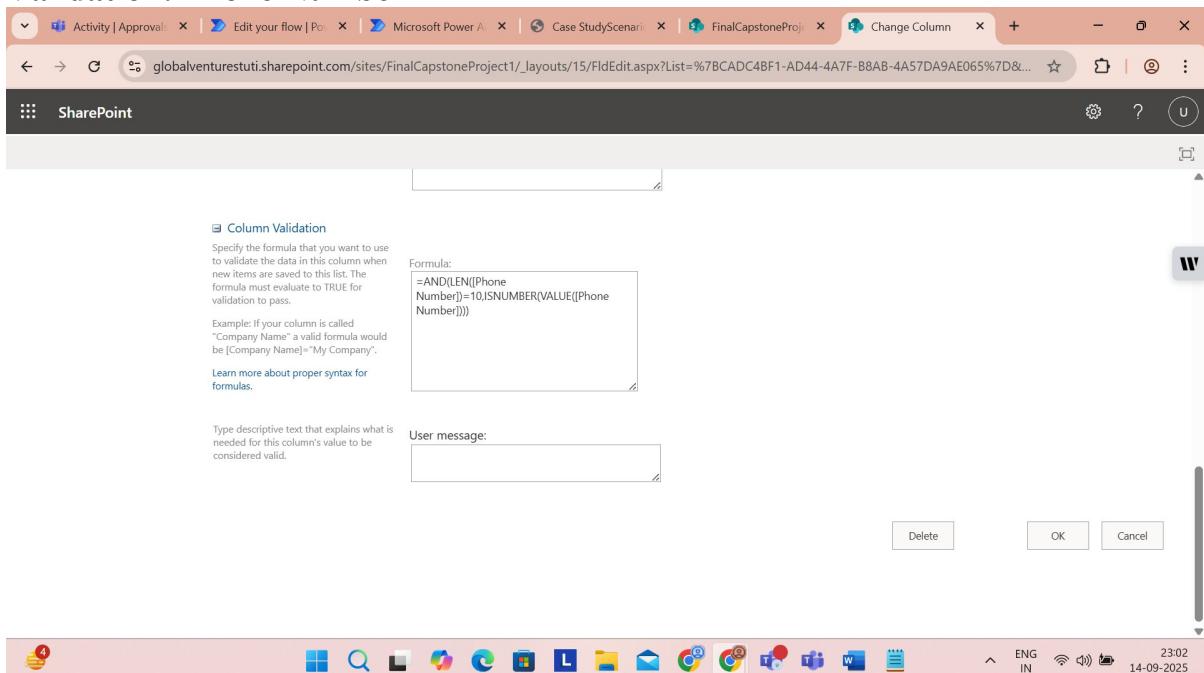
The screenshot shows a SharePoint list titled "Employee Master List". The filter bar at the top indicates "2+ Years Experience". The table is divided into four sections based on state: Karnataka (1), Kerala (0), Madhya Pradesh (1), and Maharashtra (2). The data shows employees from each state: Karnataka (EmployeeID E005, First Name Amit, Last Name Patel, Department IT, Role Data Scientist), Madhya Pradesh (EmployeeID E009, First Name Rajat, Last Name Goyal, Department IT, Role Software Engineer), Maharashtra (EmployeeID E006, First Name Sneha, Last Name Das, Department Marketing & Sales, Role Marketing Executive), and Maharashtra (EmployeeID E014, First Name [partially visible]). A message in the center says "Drag and drop items here or select the add symbol above".

Karnataka (1)	Kerala (0)	Madhya Pradesh (1)	Maharashtra (2)
EmployeeID E005 First Name Amit Last Name Patel Department IT Role Data Scientist		EmployeeID E009 First Name Rajat Last Name Goyal Department IT Role Software Engineer	EmployeeID E006 First Name Sneha Last Name Das Department Marketing & Sales Role Marketing Executive

Validation: Email ID



Validation: Phone Number



Validation: Employee Email

The screenshot shows the 'Change Column' dialog in a SharePoint browser window. The 'Column Validation' section is active, displaying a complex formula to validate email addresses. The formula uses FIND and ISERROR functions to check for '@' and '.' characters in the Employee Email column. A user message input field is empty. The dialog includes standard buttons: Delete, OK, and Cancel. The taskbar at the bottom shows various pinned icons and the date 14-09-2025.

Column Validation

Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass.

Example: If your column is called "Company Name" a valid formula would be [Company Name] = "My Company".

Learn more about proper syntax for formulas.

Type descriptive text that explains what is needed for this column's value to be considered valid.

Formula:

```
=AND((ISERROR(FIND(" ",[Employee Email])),NOT(ISERROR(FIND("@",[Employee Email])))),ISERROR(FIND(".",[Employee Email])),FIND("@",[Employee Email])+1),NOT((ISERROR(FIND(".",[Employee Email])+1))),FIND(".",[Employee Email]),FIND("@",[Employee Email])+1)
```

User message:

Delete OK Cancel

23:09
ENG IN 14-09-2025

Validation: Manager Email

The screenshot shows the 'Change Column' dialog in a SharePoint browser window. The 'Column Validation' section is active, displaying a complex formula to validate manager email addresses. The formula uses FIND and ISERROR functions to check for '@' and '.' characters in the Manager Email column. A user message input field is empty. The dialog includes standard buttons: Delete, OK, and Cancel. The taskbar at the bottom shows various pinned icons and the date 14-09-2025.

Column Validation

Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass.

Example: If your column is called "Company Name" a valid formula would be [Company Name] = "My Company".

Learn more about proper syntax for formulas.

Type descriptive text that explains what is needed for this column's value to be considered valid.

Formula:

```
=AND((ISERROR(FIND(" ",[Manager Email])),NOT((ISERROR(FIND("@",[Manager Email]))))),ISERROR(FIND(".",[Manager Email])),FIND("@",[Manager Email])+1),NOT((ISERROR(FIND(".",[Manager Email])+1))),FIND(".",[Manager Email]),FIND("@",[Manager Email])+1)
```

User message:

Delete OK Cancel

23:10
ENG IN 14-09-2025

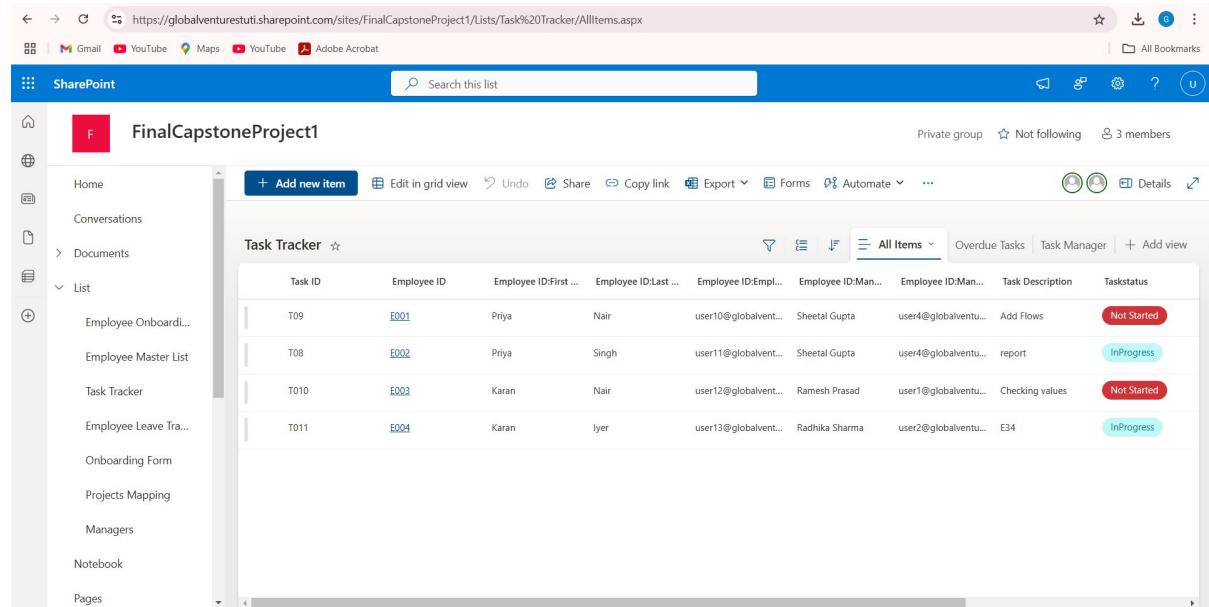
3) Task Tracker List:

Link: <https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Task%20Tracker/AllItems.aspx>

Purpose of List: Track the Task Status.

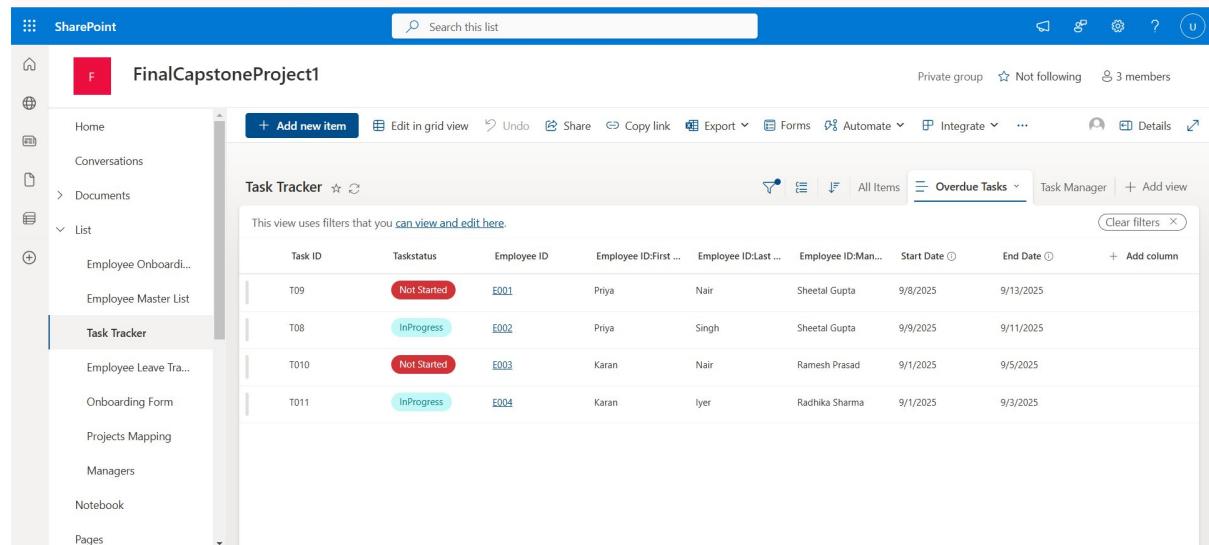
Fields of List: Task ID, Employee ID(Lookup), Task Description, Task Status, Start Date, End Date.

Task Tracker List:



The screenshot shows the SharePoint 'Task Tracker' list page. The left navigation bar includes 'Home', 'Conversations', 'Documents', 'List' (with 'Employee Onboarding', 'Employee Master List', 'Task Tracker', 'Employee Leave Tra...', 'Onboarding Form', 'Projects Mapping', 'Managers', 'Notebook', 'Pages'), and a search bar. The main content area displays a table with columns: Task ID, Employee ID, Employee ID:First Name, Employee ID:Last Name, Employee ID:Email, Employee ID:Manager, Employee ID:Manager Name, Task Description, and Taskstatus. The table contains four rows with data: T09 (E001, Priya Nair, user10@globalvent..., Sheetal Gupta, user4@globalvent..., Add Flows, Not Started); T08 (E002, Priya Singh, user11@globalvent..., Sheetal Gupta, user4@globalvent..., report, InProgress); T010 (E003, Karan Nair, user12@globalvent..., Ramesh Prasad, user1@globalvent..., Checking values, Not Started); and T011 (E004, Karan Iyer, user13@globalvent..., Radhika Sharma, user2@globalvent..., E34, InProgress).

View for OverDue Task:



The screenshot shows the SharePoint 'Task Tracker' list page with a filter applied to show 'Overdue Tasks'. The left navigation bar is identical to the previous screenshot. The main content area displays a table with the same columns as before, but only the last two rows (T08 and T011) are visible, both showing 'In Progress' status. A message at the top of the table says 'This view uses filters that you can view and edit here.' and includes a 'Clear filters' link.

Task Manager: Not Started, In Progress, Completed

The screenshot shows a SharePoint list titled "FinalCapstoneProject1" with a ribbon menu. The left navigation pane includes "Home", "Conversations", "Documents", "List", "Employee Onboarding", "Employee Master List", "Task Tracker" (which is selected), "Employee Leave Tra...", "Onboarding Form", "Projects Mapping", "Managers", "Notebook", and "Pages". The main content area displays a "Task Tracker" view with three columns: "Not Started (2)", "In Progress (2)", and "Completed (0)". The "Not Started" column contains two items: T09 (Employee ID E001, First Name Priya, Last Name Nair) and T010 (Employee ID E002, First Name Priya, Last Name Singh). The "In Progress" column contains one item: T08 (Employee ID E002, First Name Priya, Last Name Singh). The "Completed" column is empty. A message at the bottom of the "Completed" section says "Drag and drop items here or select the add symbol above".

Validation: Task ID

The screenshot shows the "Column Validation" dialog for a SharePoint column. The "Formula:" field contains the formula `=LEFT([Task ID],2)="T0"`. The "User message:" field is empty. At the bottom, there are "Delete", "OK", and "Cancel" buttons. The taskbar at the bottom of the screen shows various application icons.

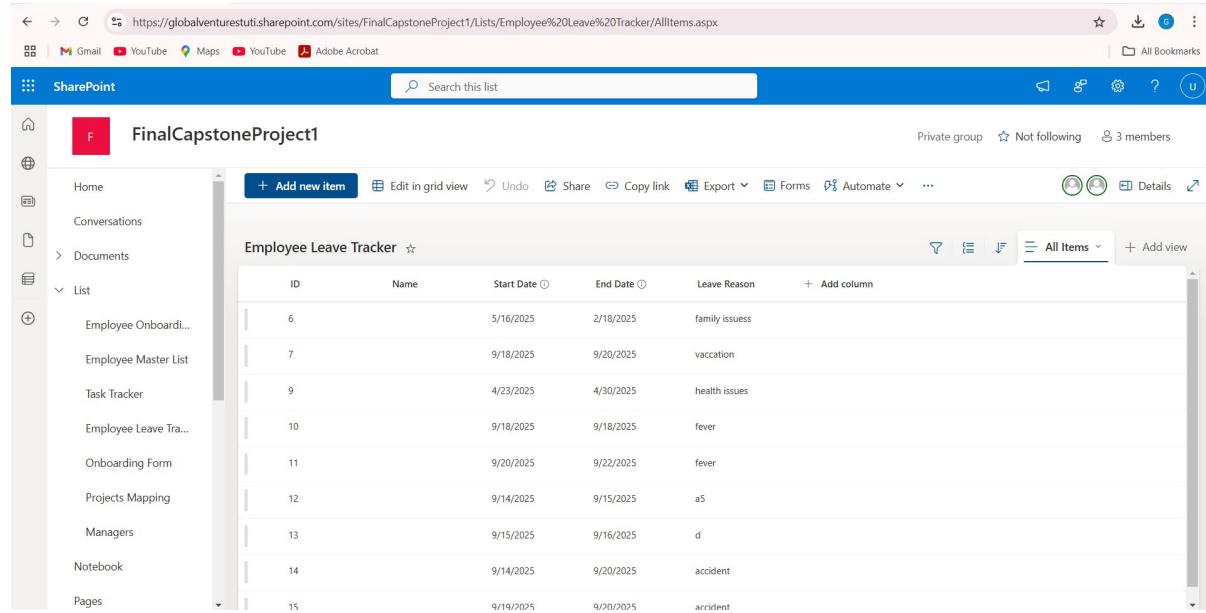
4) Employee Leave Tracker List:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Employee%20Leave%20Tracker/AllItems.aspx>

Purpose of List: Monitor leave requests and balances.

Fields of List: ID, Name, Start Date, End Date, Leave Reasons.

Employee Leave Tracker List:



The screenshot shows a SharePoint list titled "Employee Leave Tracker". The list contains 15 items with the following data:

ID	Name	Start Date	End Date	Leave Reason
6		5/16/2025	2/18/2025	family issuess
7		9/18/2025	9/20/2025	vaccation
9		4/23/2025	4/30/2025	health issues
10		9/18/2025	9/18/2025	fever
11		9/20/2025	9/22/2025	fever
12		9/14/2025	9/15/2025	a5
13		9/15/2025	9/16/2025	d
14		9/14/2025	9/20/2025	accident
15		9/19/2025	9/20/2025	accident

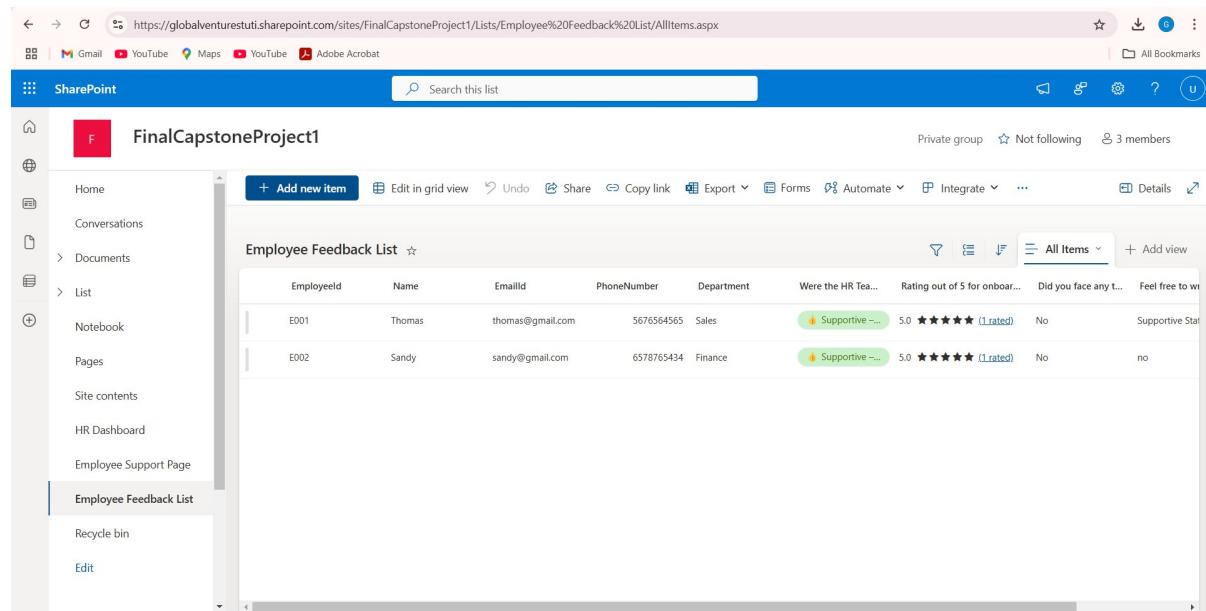
5)Employee Feedback List:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Employee%20Feedback%20List/AllItems.aspx>

Purpose of List: To get feedback from Employee's.

Fields of List: Employee ID, Name, EmailId, Phone Number, Department, Were the HR Team supportive during the onboarding process?, Rating out of 5 for onboarding, Did you face any Glitches or issues with the portal or tools?, Comments.

Employee Feedback List:



The screenshot shows a SharePoint list titled "Employee Feedback List". The list contains two items with the following data:

EmployeeId	Name	EmailId	PhoneNumber	Department	Were the HR Tea...	Rating out of 5 for onboar...	Did you face any t...	Feel free to wr...
E001	Thomas	thomas@gmail.com	5676564565	Sales	Supportive	5.0 ★★★★★ (1 rated)	No	Supportive Stat...
E002	Sandy	sandy@gmail.com	6578765434	Finance	Supportive	5.0 ★★★★★ (1 rated)	No	no

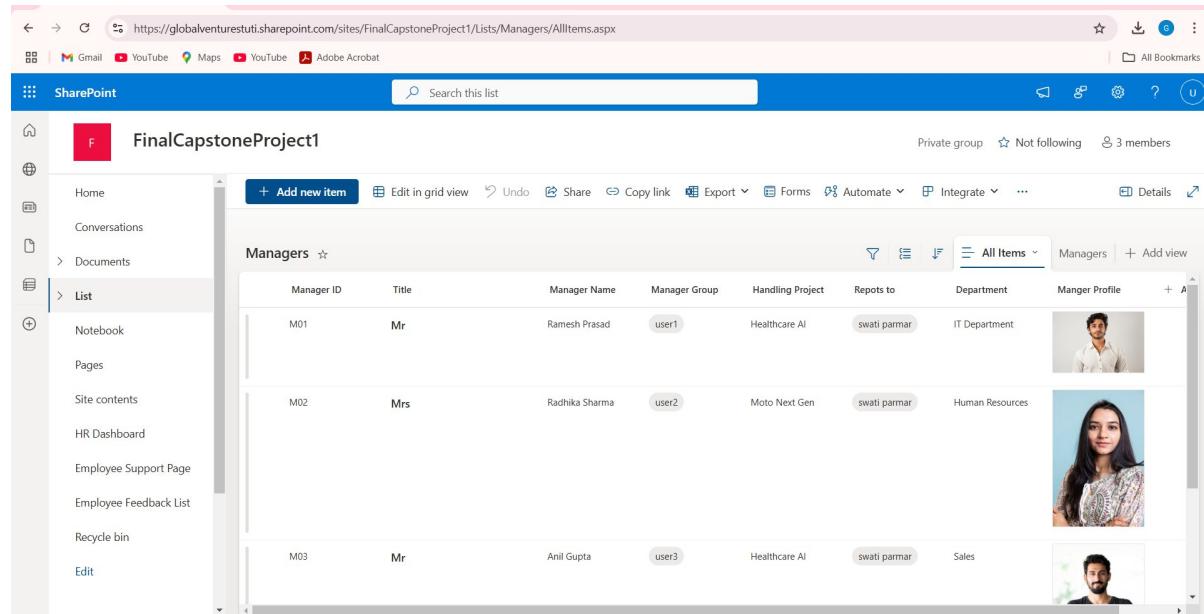
6) Managers List:

Link: <https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Managers/AllItems.aspx>

Purpose of List: Stores Managers Information.

Fields of List: Manager ID, Title, Manager Name, Manager Group, Handling Project, Reports To, Department, Manager Profile.

Manager List:



The screenshot shows a SharePoint list titled "Managers" within the "FinalCapstoneProject1" site. The list contains three items, each with a unique Manager ID (M01, M02, M03), Title (Mr/Mrs), Manager Name, Manager Group, Handling Project, Reports to, Department, and a Manager Profile picture. The Manager Group column shows "user1", "user2", and "user3" respectively. The Handling Project column shows "Healthcare AI", "Moto Next Gen", and "Healthcare AI". The Reports to column shows "swati parmar" for all three. The Department column shows "IT Department", "Human Resources", and "Sales". The Manager Profile column shows small profile pictures for each manager.

Manager ID	Title	Manager Name	Manager Group	Handling Project	Reports to	Department	Manager Profile
M01	Mr	Ramesh Prasad	user1	Healthcare AI	swati parmar	IT Department	
M02	Mrs	Radhika Sharma	user2	Moto Next Gen	swati parmar	Human Resources	
M03	Mr	Anil Gupta	user3	Healthcare AI	swati parmar	Sales	

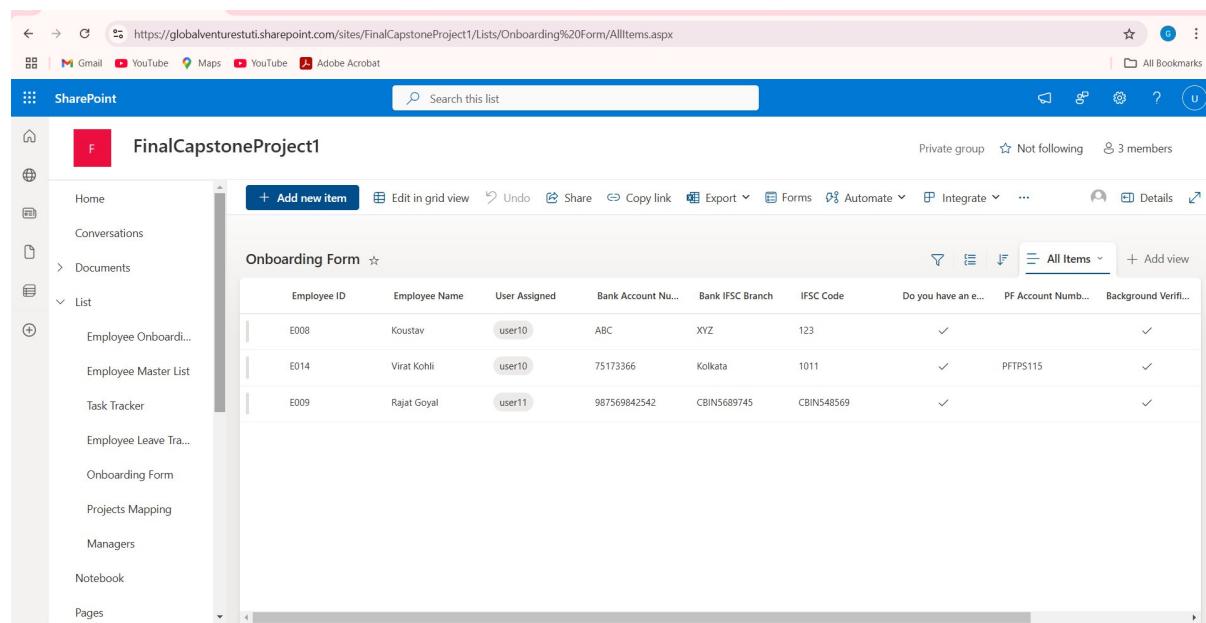
7) Onboarding Form List:

Link: <https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Onboarding%20Form/AllItems.aspx>

Purpose of List: Get Employee details – Bank, BGV details.

Fields of List: Employee ID, Employee Name, User Assigned, Bank Account Number, IFSC Code, Branch, Do you have Any existing PF Account?, PF Account number, Background Verification, Onboarding status.

Onboarding List:



The screenshot shows a SharePoint list titled "Onboarding Form". The list contains three items with the following data:

Employee ID	Employee Name	User Assigned	Bank Account Nu...	Bank IFSC Branch	IFSC Code	Do you have an e...	PF Account Numb...	Background Verifi...
E008	Koustav	user10	ABC	XYZ	123	✓	✓	✓
E014	Virat Kohli	user10	75173366	Kolkata	1011	✓	PTPS115	✓
E009	Rajat Goyal	user11	987569842542	CBIN5689745	CBIN548569	✓		✓

8)Project Mapping List:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Lists/Projects/AllItems.aspx>

Purpose of List: Assign Projects to Employee.

Fields of List: Employee ID(Lookup), First Name, Last Name, Role, Department, Manager, Project.

Project Mapping List:

The screenshot shows the 'Projects Mapping' list in a SharePoint environment. The left navigation bar includes links like 'Knowledge Base Do...', 'Employee Offer Letter', 'List', 'Employee Onboardi...', 'Employee Master List', 'Task Tracker', 'Employee Leave Tra...', 'Onboarding Form', 'Projects Mapping' (which is selected and highlighted in blue), 'Managers', 'Notebook', 'Pages', and 'Site contents'. The main content area displays a grid of data with the following columns: Employee ID, Employee ID:First ... (First Name), Employee ID:Last ... (Last Name), Employee ID:Role (Role), Employee ID:Dep... (Department), Employee ID:Man... (Manager), and Project. The data rows are as follows:

Employee ID	Employee ID:First ...	Employee ID:Last ...	Employee ID:Role	Employee ID:Dep...	Employee ID:Man...	Project
E001	Priya	Nair	Finance Executive	Finance & Accounts	Sheetal Gupta	Moto Next Gen
E002	Priya	Singh	Finance Executive	Finance & Accounts	Sheetal Gupta	E-Innovate
E003	Karan	Nair	Data Scientist	IT	Ramesh Prasad	HealthCare AI
E004	Karan	Iyer	HR Executive	Human Resources	Radhika Sharma	Moto Next Gen
E005	Amit	Patel	Data Scientist	IT	Ramesh Prasad	HealthCare AI
E006	Sneha	Das	Marketing Executive	Marketing & Sales	Anil Gupta	E-Innovate

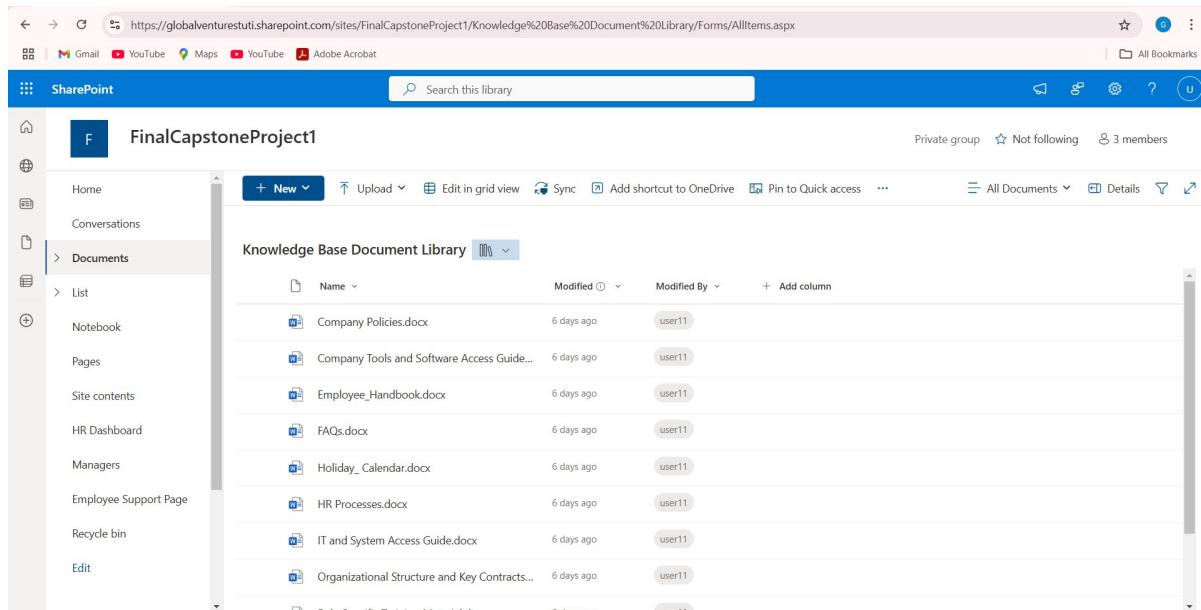
2. SharePoint Document Libraries & Uploads

1) Knowledge Base Document Library:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Knowledge%20Base%20Document%20Library/Forms/AllItems.aspx>

Purpose of Library: A dedicated section for FAQs, How-To Guides, and Policy Documents. Topics include:

- Leave Policy
- IT Support Procedures
- HR Contact Information
- Onboarding FAQs



The screenshot shows a SharePoint document library titled 'Knowledge Base Document Library'. The library contains the following documents:

Name	Modified	Modified By
Company Policies.docx	6 days ago	user11
Company Tools and Software Access Guide...	6 days ago	user11
Employee_Handbook.docx	6 days ago	user11
FAQs.docx	6 days ago	user11
Holiday_Calendar.docx	6 days ago	user11
HR Processes.docx	6 days ago	user11
IT and System Access Guide.docx	6 days ago	user11
Organizational Structure and Key Contracts...	6 days ago	user11

2)Employee Document Library:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/employeeonboardingdocumentlibrary/Forms/AllItems.aspx>

Purpose of Library: Stores all the documents submitted by Employee Includes personal documents such as ID proofs, certificates, and resumes.

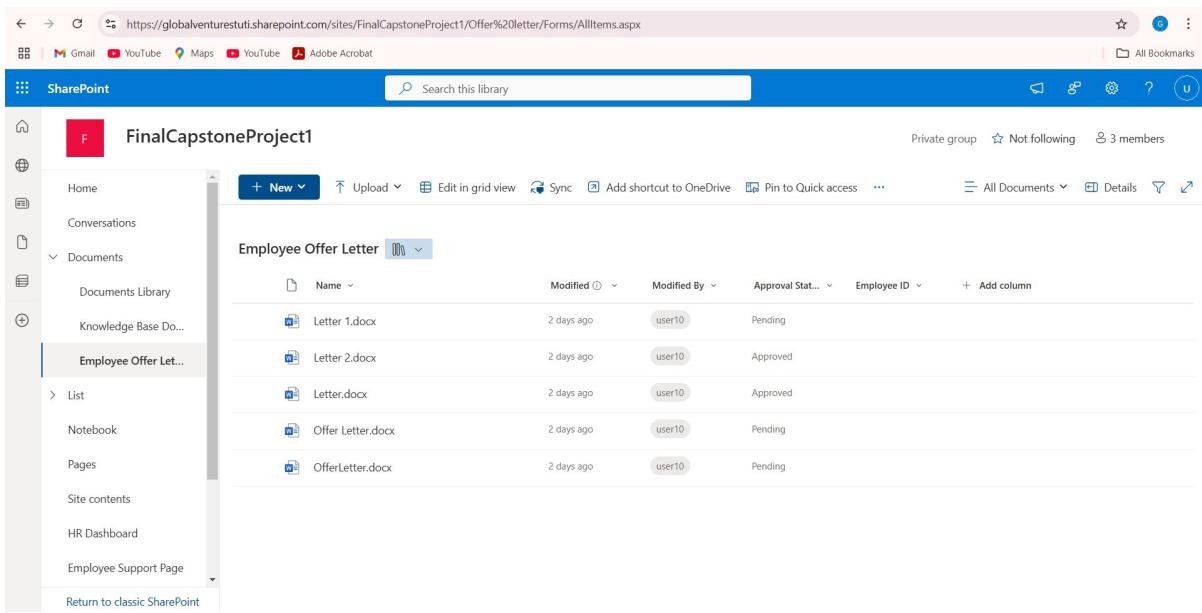
The screenshot shows a SharePoint document library interface. The top navigation bar includes links for Gmail, YouTube, Maps, and Adobe Acrobat. The main title is 'FinalCapstoneProject1'. On the left, there's a navigation menu with options like Home, Conversations, Documents (with sub-items employeeonboarding..., EmployeeOfferLette..., Knowledge Base Do...), List, Notebook, Pages, Site contents, HR Dashboard, Managers, and Employee Support Page. The central area is titled 'Documents Library' and displays a grid of files. The columns are Name, Modified, Modified By, status, Approval stat..., employeeid, and Add column. The files listed are E01_KoustavSantra, E013_LakshmiV, E014_ViratKohli, E015_HariS, E02_RajatGoyal, E03_TarunPanchal, and E099_JaiP, all modified yesterday at 10:19 PM by user10.

Name	Modified	Modified By	status	Approval stat...	employeeid	Add column
E01_KoustavSantra	Yesterday at 10:19 PM	user10				
E013_LakshmiV	About an hour ago	user10				
E014_ViratKohli	About an hour ago	user10				
E015_HariS	4 days ago	user10				
E02_RajatGoyal	Yesterday at 10:19 PM	user10				
E03_TarunPanchal	Yesterday at 10:19 PM	user10				
E099_JaiP	3 days ago	user10				

3)Employee Offer Letter Library:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/Offer%20letter/Forms/AllItems.aspx>

Purpose of Library: Secure storage of offer letters.



The screenshot shows a SharePoint library named "Employee Offer Letter". The left navigation bar includes links like Home, Conversations, Documents (with sub-links for Documents Library, Knowledge Base, and the current Employee Offer Letters), List, Notebook, Pages, Site contents, HR Dashboard, and Employee Support Page. The main content area displays a grid of five documents: "Letter 1.docx", "Letter 2.docx", "Letter.docx", "Offer Letter.docx", and "OfferLetter.docx". Each item has columns for Name, Modified, Modified By, Approval Status, and Employee ID. All documents were modified 2 days ago by user10, with three being Approved and two Pending.

Name	Modified	Modified By	Approval Status	Employee ID
Letter 1.docx	2 days ago	user10	Pending	
Letter 2.docx	2 days ago	user10	Approved	
Letter.docx	2 days ago	user10	Approved	
Offer Letter.docx	2 days ago	user10	Pending	
OfferLetter.docx	2 days ago	user10	Pending	

3. SharePoint Site Pages Created

1)HR Dashboard Page:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/SitePages/HR-Dashboard.aspx>

Purpose of Page: Centralized workspace to track onboarding progress, pending tasks-all in one view.

HR Dashboard:

The screenshot shows the SharePoint HR Dashboard page. The left navigation bar has 'HR Dashboard' selected. The main content area features a large circular 'HR' logo with various icons around it. Below this is a section titled 'Quickly Visit' with links to 'Employee Master', 'Offers Rolled out', 'Task Tracker', and 'Knowledge Base'.

Employee Onboarding Dashboard:

The screenshot shows the Employee Onboarding Dashboard page in SharePoint. The left navigation bar has 'HR Dashboard' selected. The main content area includes several key statistics: 10 Employees in Onboarding, 3 Onboarding Completed, 7 Employees Onboarding Pending, 80 Offer Acceptance Rate %, and 20.00 Offer Rejection Rate %. It also features three charts: a pie chart of Onboarding Status (70% Pending, 30% Completed), a bar chart of Employees by Department (IT: 6, Human Resources: 1, Finance & Accounts: 1), and a line graph of Employee Experience Distribution.

Employee Dashboard:

SharePoint

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. [Add Microsoft Teams](#)

Employee Dashboard

Total Employees: 12 Active Employees: 9 Employees on Leave: 1 Resigned Employees: 1 Employees on Probation: 1

Skills Distribution

Employee Tenure Distribution

Employee Experience Distribution

Employees by Department

Employee Onboarding Employee dashboard

List of Currently Onboarded Employees:

SharePoint

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. [Add Microsoft Teams](#)

Currently Onboarding Employees

See all

+ Add new item Edit in grid view Share Copy link Export to Excel Pending Onboardings

EmployeeID	First Name	Last Name	Role	Department	Onboarding Status	Offer
E008	Koustav	Santra	Software Engineer	IT	Pending	
E011	Kaarthik	A	Software Engineer	IT	Pending	
E012	Durga	P	Software Engineer	IT	Pending	
E013	Lakshmi	V	Software Engineer	IT	Pending	

Pending Task Approvals:

The screenshot shows a SharePoint list titled "Pending Task Approvals". The list has columns for Task ID, Employee ID, Employee ID:First Name, Employee ID:Last Name, Employee ID:Email, Employee ID:Manager, and Employee ID:Manager Name. The data is as follows:

Task ID	Employee ID	Employee ID:First Name	Employee ID:Last Name	Employee ID:Email	Employee ID:Manager	Employee ID:Manager Name
T09	E001	Priya	Nair	user10@globalvent...	Sheetal Gupta	user40000000000000000000000000000000
T08	E002	Priya	Singh	user11@globalvent...	Sheetal Gupta	user40000000000000000000000000000000
T010	E003	Karan	Nair	user12@globalvent...	Ramesh Prasad	user10000000000000000000000000000000
T011	E004	Karan	Iyer	user13@globalvent...	Radhika Sharma	user20000000000000000000000000000000

New Joinee's & Resigned Employees in Past 30 Days:

The screenshot shows a SharePoint dashboard with two lists: "New Joiners in Last 30 Days" and "Employee Resigned in Last 30 Days".

New Joiners in Last 30 Days:

EmployeeID	First Name	Last Name	Department
E002	Priya	Singh	Finance & Accounts
E006	Sneha	Das	Marketing & Sales
E014	Virat	Kohli	Finance & Accounts
E009	Rajat	Goyal	IT

Employee Resigned in Last 30 Days:

EmployeeID	First Name	Last Name	Department

A message box on the right says: "Welcome to your new list. Select the New button to get started." There is also a small graphic of a person at a desk.

Status of Employees:

SharePoint

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

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Today's Status of Employees

+ Add new item Edit in grid view Share Copy link Export to Excel Employee Status See all

Active (6)	On Leave (1)	On Probation (2)
EmployeeID E014 First Name Virat Last Name Kohli Department Finance & Accounts	EmployeeID E004 First Name Karan Last Name Iyer Department Human Resources	EmployeeID E003 First Name Karan Last Name Nair Department IT
EmployeeID E001 First Name Priya Last Name Nair Department Finance & Accounts	EmployeeID E005 First Name Amit Last Name Patel Department IT	EmployeeID E002

Manager's & Team:

SharePoint

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

Search this site

Managers and Team

Managers

+ Add new item Edit in grid view Share Copy link Export to Excel Managers See all

Manager ID	Manager Name	Manager ID	Manager Name
M01	Ramesh Prasad	M02	Radhika Sharma
Title Mr	Manager Group user1	Title Mrs	Manager Group user2
Handling Project Healthcare AI		Handling Project Moto Next Gen	Handling Project Healthcare AI
M03	Anil Gupta	M04	Sheetal Gupta
Title Mr	Manager Group user3	Title Ms	Manager Group user4
Handling Project Moto Next Gen		Handling Project Moto Next Gen	

Manager's Team List:

The screenshot shows a SharePoint site titled "FinalCapstoneProject1". The left navigation bar includes links for Home, Conversations, Documents, List, Notebook, Pages, Site contents, HR Dashboard, Employee Support Page, Employee Feedback List, Recycle bin, and Add real-time chat. The main content area is titled "Manager's Team" and displays a grid of employee data. The columns are EmployeeID, First Name, Last Name, Department, Role, City, State, Address, and DateOfBirth. The data includes:

EmployeeID	First Name	Last Name	Department	Role	City	State	Address	DateOfBirth
E014	Virat	Kohli	Finance & Accounts	Software Engineer	Mumbai	Maharashtra	Landsend Street	1/16/2004
E001	Priya	Nair	Finance & Accounts	Finance Executive	Silguri	West Bengal	75 Example Street	5/31/1990
E002	Priya	Singh	Finance & Accounts	Finance Executive	Coimbatore	Tamil Nadu	177 Example Street	6/13/1990
E004	Karan	Iyer	Human Resources	HR Executive	Chennai	Tamil Nadu	168 Example Street	12/2/1993
E006	Sneha	Das	Marketing & Sales	Marketing Executive	Mumbai	Maharashtra	50 Example Street	7/15/1995
E010	Tarun	Panchal	IT	Software Engineer	Pune	Andhra Pradesh	Mg road	9/16/2005
E009	Rajat	Goyal	IT	Software Engineer	Gwalior	Madhya Pradesh	54 Station Road	9/25/2000

Project Mapping List:

The screenshot shows a SharePoint site titled "FinalCapstoneProject1". The left navigation bar includes links for Home, Conversations, Documents, List, Notebook, Pages, Site contents, HR Dashboard, Employee Support Page, Employee Feedback List, Recycle bin, and Edit. The main content area is titled "Projects Mapping" and displays four project categories: HealthCare AI (2), Moto Next Gen (2), E-Innovate (2), and On Bench (0). Each category has a list of employees. A message at the bottom right says "Drag and drop items here or select add symbol above." The data is as follows:

Project	Employee ID	First Name	Last Name	Role	Department	
HealthCare AI (2)	E003	Karan	Nair	Data Scientist	IT	
	E003	Amit	Patel	Data Scientist	IT	
	Moto Next Gen (2)	E001	Priya	Nair	Finance Executive	Finance & Accounts
		E004	Karan	Iyer	HR Executive	Finance & Accounts
		E-Innovate (2)	E002	Priya	Singh	Finance Executive
E006			Sneha	Das	Marketing Executive	Marketing & Sales
On Bench (0)						

Employee Onboarding App:

The screenshot shows a SharePoint site titled "FinalCapstoneProject1". The left navigation bar includes links for Home, Conversations, Documents, List, Notebook, Pages, Site contents, HR Dashboard (which is selected), Employee Support Page, Employee Feedback List, Recycle bin, and Edit. A message box on the left says "Add real-time chat" and "Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team." Below the navigation is a search bar and a ribbon with options like New, Promote, Page details, Preview, Immersive reader, and Analytics. The main content area displays a page titled "Onboard New Employee" with a heading "Welcome to the Employee Onboarding Portal" and an illustration of four diverse people interacting with a clipboard, a lamp, and a globe. At the bottom of the page are Like, Views (69), and Save for later buttons.

Review from the employees on onboarding :

The screenshot shows a SharePoint list titled "Onboarding Feedback from Employees". The top navigation bar includes Add new item, Edit in grid view, Share, Copy link, Export to Excel, All Items, and a help icon. The list has columns for EmployeeId, Name, EmailId, PhoneNumber, Department, Were the HR Tea..., Rating out of 5 for onboar..., Did you face any t..., and Feel f... (partially visible). The data rows are as follows:

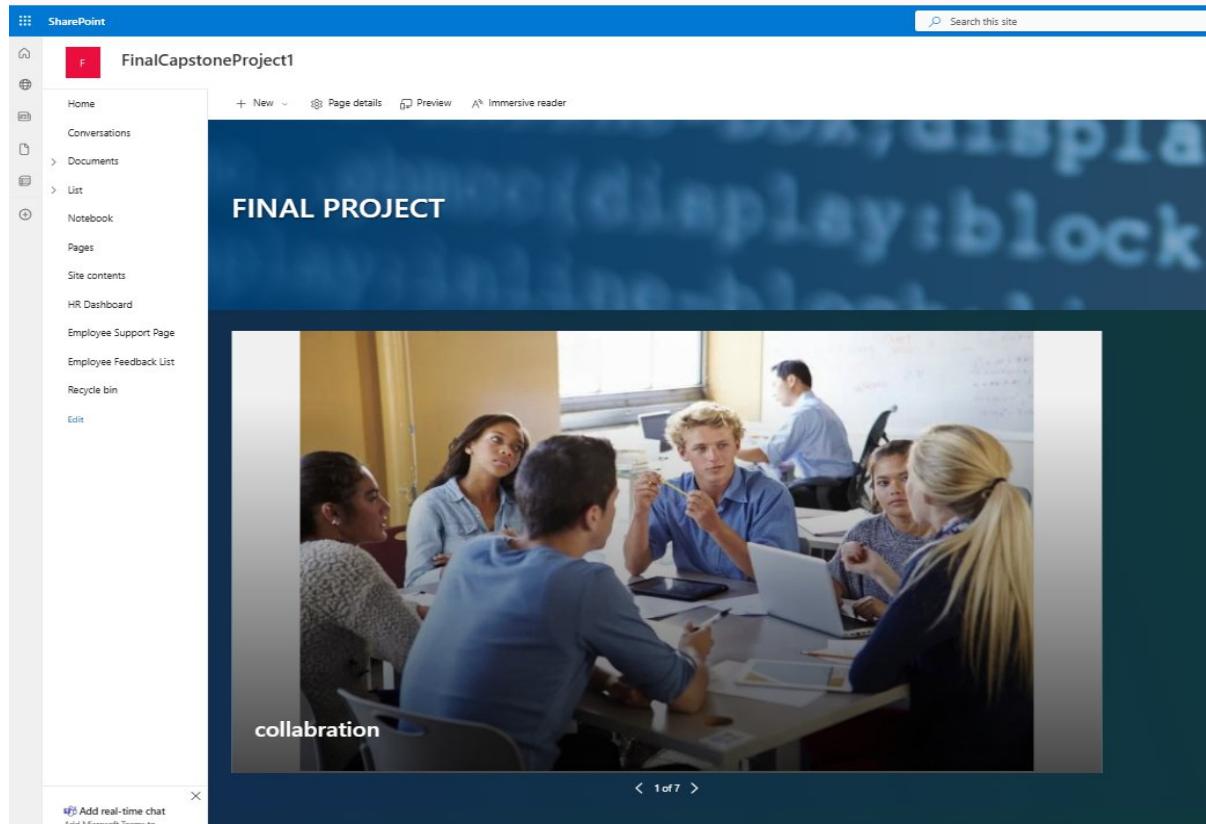
EmployeeId	Name	EmailId	PhoneNumber	Department	Were the HR Tea...	Rating out of 5 for onboar...	Did you face any t...	Feel f...
E001	Thomas	thomas@gmail.com	5676564565	Sales	Supportive -...	5.0 ★★★★★ (1 rated)	No	Suppo...
E002	Sandy	sandy@gmail.com	6578765434	Finance	Supportive -...	5.0 ★★★★★ (1 rated)	No	no...
E0100	Kaarthik	user10@globalvent...	9098765432	HR	Very Suppor...	4.0 ★★★★★ (1 rated)	No	All go...

2)Branding Page:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/SitePages/WELCOM.aspx>

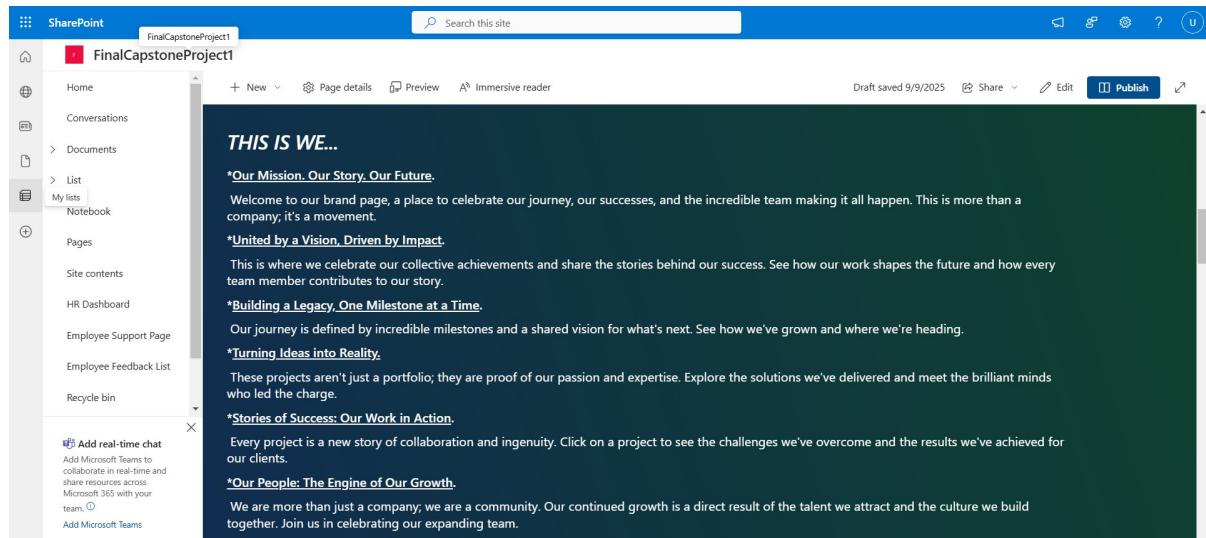
Purpose of Page: Highlights company values, mission, and branding guidelines. Includes media assets like logos, templates, and promotional videos.

Branding Page:



The screenshot shows a SharePoint site titled "FinalCapstoneProject1". The left navigation bar includes links for Home, Conversations, Documents, List, Notebook, Pages, Site contents, HR Dashboard, Employee Support Page, Employee Feedback List, Recycle bin, and Edit. The main content area features a large image of a group of people working together at a desk, with the word "collaboration" overlaid. The title "FINAL PROJECT" is displayed prominently above the image. A navigation bar at the bottom includes "Add real-time chat", "X", and "SharePoint".

Who we Are?



The screenshot shows a SharePoint site titled "FinalCapstoneProject1". The left navigation bar includes links for Home, Conversations, Documents, List, My lists, Notebook, Pages, Site contents, HR Dashboard, Employee Support Page, Employee Feedback List, Recycle bin, and Edit. The main content area features a section titled "THIS IS WE...". It includes several mission statements and success stories: "*Our Mission. Our Story. Our Future.", "*United by a Vision, Driven by Impact.", "*Building a Legacy, One Milestone at a Time.", "*Turning Ideas into Reality.", "*Stories of Success: Our Work in Action.", and "*Our People: The Engine of Our Growth.". The page also mentions "Every project is a new story of collaboration and ingenuity. Click on a project to see the challenges we've overcome and the results we've achieved for our clients." and "We are more than just a company; we are a community. Our continued growth is a direct result of the talent we attract and the culture we build together. Join us in celebrating our expanding team." A navigation bar at the bottom includes "Add real-time chat", "Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team.", "Add Microsoft Teams", and "SharePoint".

Growth of Company:

SharePoint FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

We're expanding our workforce.

Our team is growing!

Value

Year

1 Year 2 Year 3 Year 6 Year 8 Year 9

100 +20% 180 +20% 240 +20% 300 +20% 360 +20% 420 +20% 480 +20% 540

Our success is fueled by a growing workforce.
Thanks to our expanding team, we're building the future, together.

Number of Employees

Years

Years	Number of Employees
Y1	2262
Y2	3465
Y3	4142
Y4	4801
Y5	5318
Y6	5918
Y7	6476
Y8	7028

Draft saved 9/9/2025 Share Edit Publish

Clients Feedback:

SharePoint FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

MICROSOFT
2023

- "They delivered the project flawlessly within the agreed timeline and budget, demonstrating strong project management and adherence to deadlines. Their transparency throughout the process kept us informed and confident in their progress."
- "The team was extremely smooth and efficient, requiring minimal oversight from our side. They were flexible enough to accommodate our internal preferences, and the project was completed on time and on budget."

GOOGLE
2024

- "The team was incredibly knowledgeable and patient with all of my questions. They made a complex process seem simple and their expertise was evident at every step."
- "I'm consistently surprised that, even after many years, the team still delivers consistent, responsive, and outstanding support. They have become a trusted partner we can always count on."

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SharePoint FinalCapstoneProject1

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

Search this site

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ORACLE 2020

- "We were very satisfied with the solution provided. The team did a very professional job, and we were particularly impressed with the communication flow throughout the project."
- "Our team productivity improved immediately after the new system was implemented. We are now able to work more efficiently and handle challenges quickly and effectively."

SAP 2019

The team's work on this software project is truly impressive. The application is intuitive and exceptionally user-friendly, with a clean and logical interface that makes navigation a breeze. The performance is robust and reliable, handling tasks efficiently and without any noticeable lag. We were particularly pleased with the seamless integration of key features, which exceeded our expectations and demonstrated a high level of technical skill. Overall, this project is a testament to the team's commitment to quality and innovation. We are confident it will be a valuable asset and look forward to seeing its continued impact.

Collective Voice & Journey of Innovation:

SharePoint FinalCapstoneProject1

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

Search this site

Draft saved 9/9/2025 Share Edit Publish

Our Collective Voice

Final Project: Shaping Tomorrow, Together.

The Journey of Innovation.

Fastest-Growing Company	- 2018
Best Tech Place to Work	- 2019
Best Use of Cloud Computing	- 2019
Company of the Year	- 2020
The Visionary Award	- 2022
Architect of the Future Award	- 2023
Most Innovative Use of Technology	- 2024
Best AI-Powered Solution	- 2025

Comments

The comments section will be displayed after the page is published.

3)Employee Support Page:

Link:<https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/SitePages/Employee-Support-Page.aspx>

Purpose of Page: Central hub for employee support. Features:

- Quick links to HR, IT, and Admin services
- Request forms (e.g., ID card, system access)
- Chatbot or contact form integration

Employee Support/Help Page:

The screenshot shows a SharePoint site titled "FinalCapstoneProject1". The page has a blue header with the title "FinalCapstoneProject1" and a search bar. On the left, there's a navigation menu with options like Home, Conversations, Documents, List, Notebook, Pages, Site contents, and HR Dashboard. A sub-menu for "Employee Support Page" is open under the "Pages" option. The main content area features a large image of four people working at desks, with the text "Welcome to Employee Support" and "Here to help you onboard with ease". At the bottom, there's a note about real-time chat via Microsoft Teams.

Private group Not following 3 members

Published 9/13/2025 Share Edit

Welcome to Employee Support

Here to help you onboard with ease

Add real-time chat Add Microsoft Teams to

HR & Management Team:

SharePoint

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

+ New Promote Page details Preview Immersive reader Analytics

Search this site

Meet Your HR & Management Team



Michael Brown - HR Manager

HR Manager
Name: Michael Brown
Email: michael.johnson@company.com
Phone: +1 (555) 123-4567
Office Hours: Mon-Fri, 9:00 AM – 5:00 PM
Location: 2nd Floor, HR Department



Priya Sharma - HR Manager

HR Manager
Name: Priya Sharma
Email: priya.johnson@company.com
Phone: +1 (555) 124-4567
Office Hours: Mon-Fri, 9:00 AM – 5:00 PM
Location: 2nd Floor, HR Department



Rajesh Patel - HR Manager

HR Manager
Name: Rajesh Patel
Email: rajesh.johnson@company.com
Phone: +1 (555) 126-4567
Office Hours: Mon-Fri, 9:00 AM – 5:00 PM
Location: 2nd Floor, HR Department



Arjun Khanna - Team Manager

Team Manager
Name: Arjun Khanna
Email: arjun.lee@company.com
Phone: +1 (555) 986-6543
Office Hours: Mon-Fri, 10:00 AM – 6:00 PM
Location: 4th Floor, Dev Wing – Room 412



Emily Clark - Team Manager

Team Manager
Name: Emily Clark
Email: emily.lee@company.com
Phone: +1 (555) 987-6543
Office Hours: Mon-Fri, 10:00 AM – 6:00 PM
Location: 4th Floor, Dev Wing – Room 412



Kevin Johnson - Team Manager

Team Manager
Name: Kevin Johnson
Email: kevin.lee@company.com
Phone: +1 (555) 987-6543
Office Hours: Mon-Fri, 10:00 AM – 6:00 PM
Location: 4th Floor, Dev Wing – Room 412

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

Employee Policies:

SharePoint

FinalCapstoneProject1

Home Conversations Documents List Notebook Pages Site contents HR Dashboard Employee Support Page Employee Feedback List Recycle bin Edit

+ New Promote Page details Preview Immersive reader Analytics

Published 9/13/2025 Share Edit

Search this site

Employee Policies

1. Code of Conduct

- Maintain professionalism, integrity, and respect in the workplace.
- Zero tolerance for discrimination, harassment, or unethical behavior.

2. Work Hours & Attendance

- Standard hours: 9:00 AM – 5:30 PM, Monday to Friday.
- Remote work/hybrid schedules must be approved by your manager.
- Use the attendance portal to clock in/out and apply for leave.

3. Leave Policy

- Paid Time Off (PTO): 18 days per year.
- Sick Leave: 12 days annually.
- Public Holidays: As per the official holiday calendar.
- Maternity/Paternity Leave: As per labor laws and company policy.

4. Dress Code

- Business casual attire.
- Dress appropriately for meetings and client interactions.

5. IT & Security Policy

- Use company equipment responsibly.
- Do not share passwords or sensitive company data.
- Follow cybersecurity best practices.

Add real-time chat Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team. Add Microsoft Teams

Benefits To Employee:

The screenshot shows a SharePoint page titled "Benefits To Employee". The left navigation bar includes links for Home, Conversations, Documents, List, Notebook, Pages, Site contents, HR Dashboard, Employee Support Page (which is selected), Employee Feedback List, Recycle bin, and Edit. A sidebar on the left has a "Add real-time chat" button. The main content area features a large image of a modern building at night. Below it is a video thumbnail of a woman speaking. The page is divided into sections: 1. Health & Wellness (with a bulleted list), 2. Financial Benefits (with a bulleted list), 3. Learning & Development (with a bulleted list), 4. Career Growth (with a bulleted list), and 5. Work-Life Balance (with a bulleted list). The page is published on 9/13/2025.

Quick Help Documents:

The screenshot shows a SharePoint page titled "Quick Help Documents". The left navigation bar includes links for Home, Conversations, Documents, List, Notebook, Pages, Site contents, HR Dashboard, Employee Support Page (which is selected), Employee Feedback List, Recycle bin, and Edit. A sidebar on the left has a "Add real-time chat" button. The main content area features two document icons: "Employee_Handbook" and "FAQs". To the right is a table titled "Company Holiday Calendar - 2025" listing various holidays with their dates. At the bottom of the page are "Like", "Views", and "Save for later" buttons.

Employee feedback form

The screenshot shows an "Employee Feedback Form" titled "Your Voice Matters-Employee Feedback Form". The form contains several input fields: "EmployeeId", "Name", "EmailId", "PhoneNumber", "Department", and a dropdown for "Were the HR Team supportive during the onboarding process?". There is also a section for "Did you face any technical glitches or issues with the portal and tools?" with a "Find items" button, and a "Feel free to write your comments and suggestions" text area. At the bottom are "User ratings", "Add Feedback", "Submit", and "Cancel" buttons.

4. Permissions & Access Control

Role-based access:

- HR: Full access to all lists and documents
- Managers: Access to task and leave tracking
- Employees: Read-only access to help pages and knowledge base

5. Maintenance & Updates

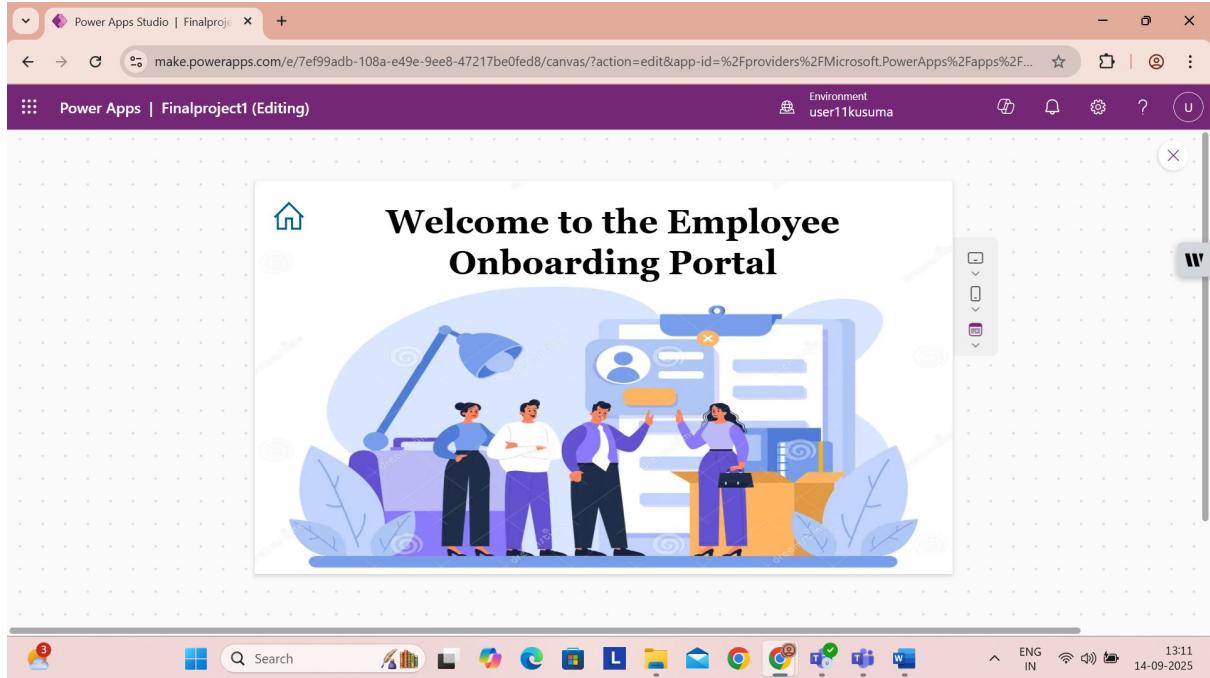
- Daily review of onboarding and leave data
- Monthly update of knowledge base content
- Quarterly audit of document libraries

Power App – Onboarding Form

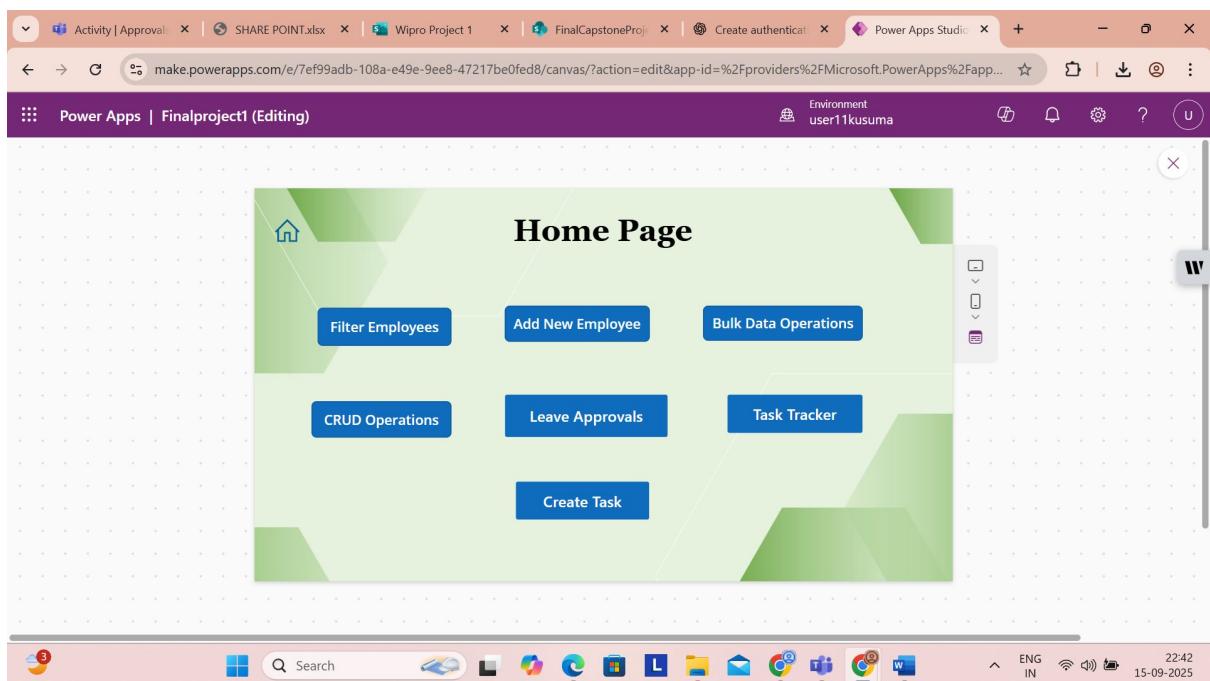
App Link: [New Employee Onboarding App for HR](#)

1. App for HR to enter new employee details

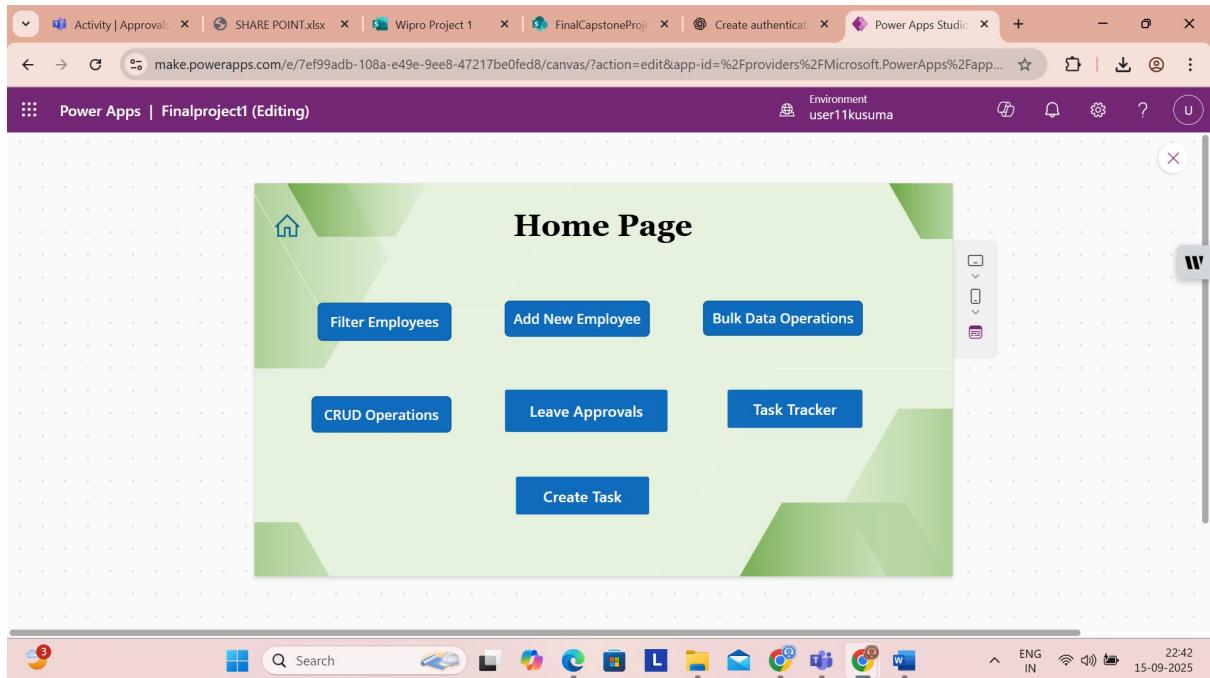
A. Welcome Page



B. Home Page - Has navigations to different screens in the app

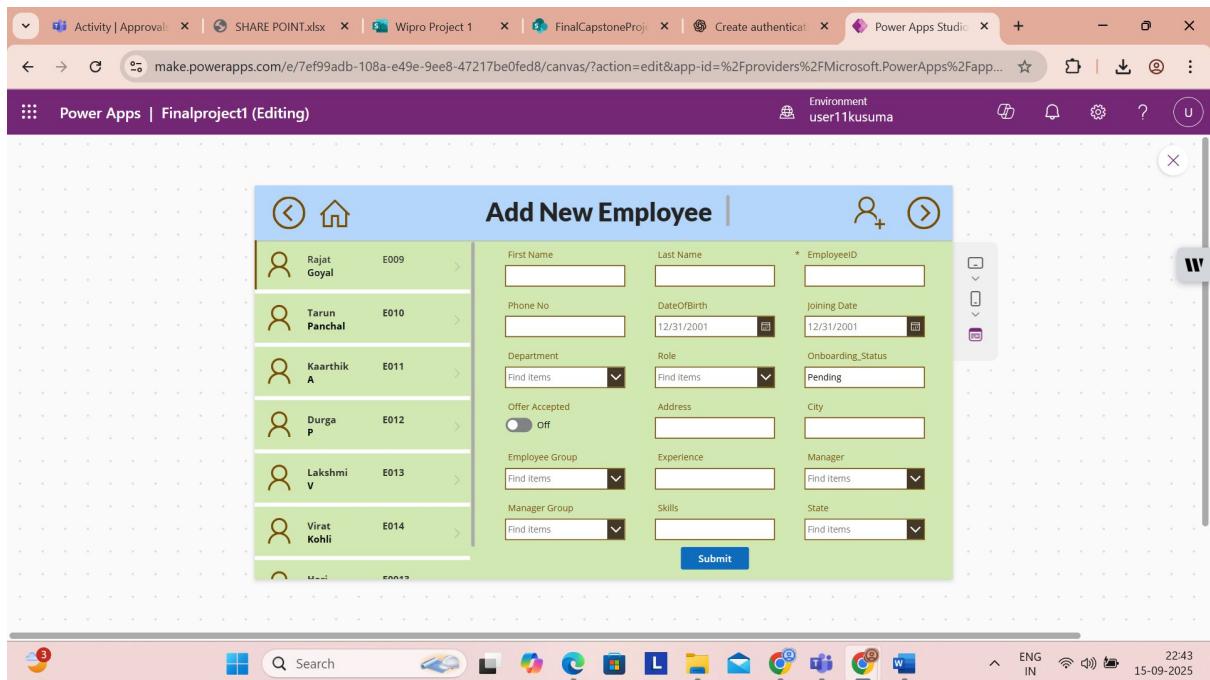


- The home icon at the top of every screen is mapped with the formula **Navigate("Home Page")**, that brings them to home page from whichever page they are present it.
- Also, the users can navigate to any page from the home page through the buttons mapped with the “**Navigate()**” formula.

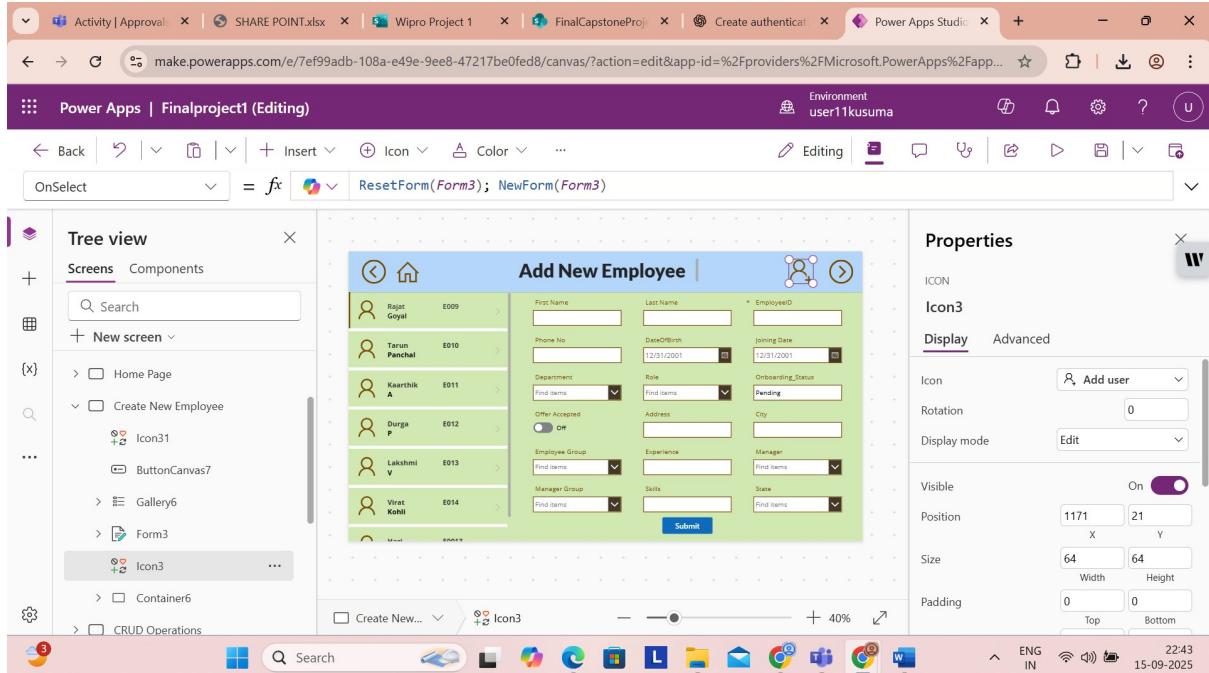


C. Add New Employee - To Enter new employee to onboarding process

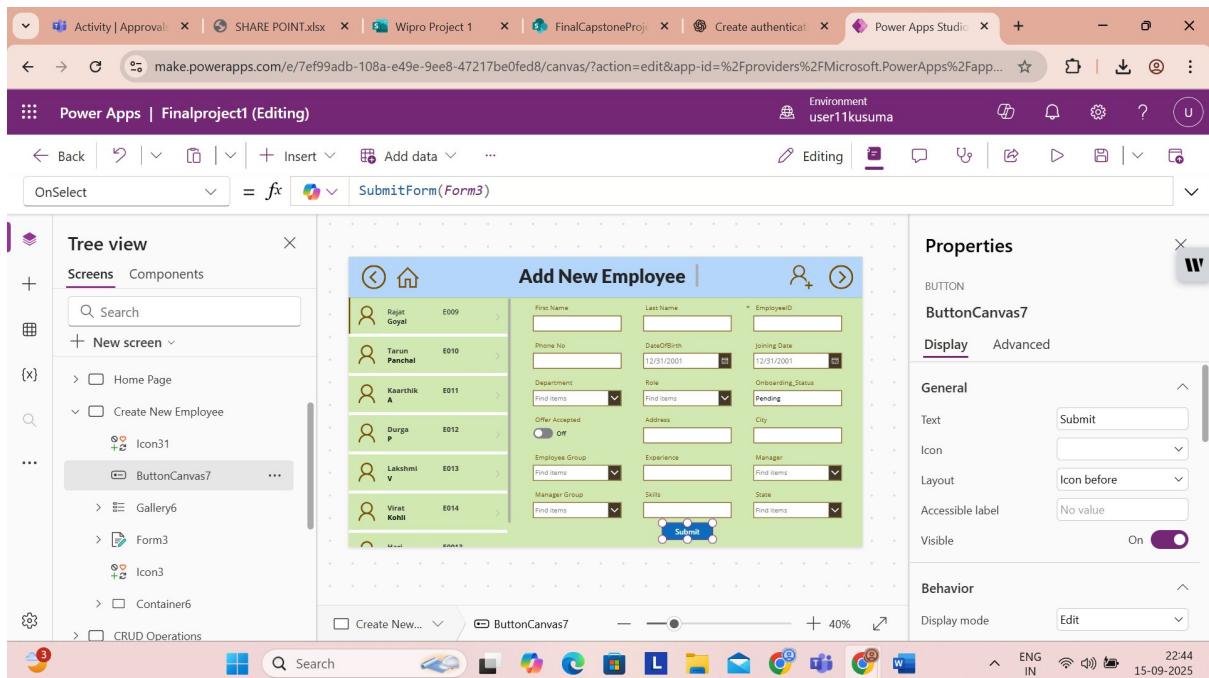
Datasource: [Employee Onboarding list](#)



- The add icon is mapped with the formulas **ResetForm(Form3)**; and **NewForm(Form3)**. They are used to reset the form to get data and new form to load a new form for every new entry to the Employee Onboarding List.

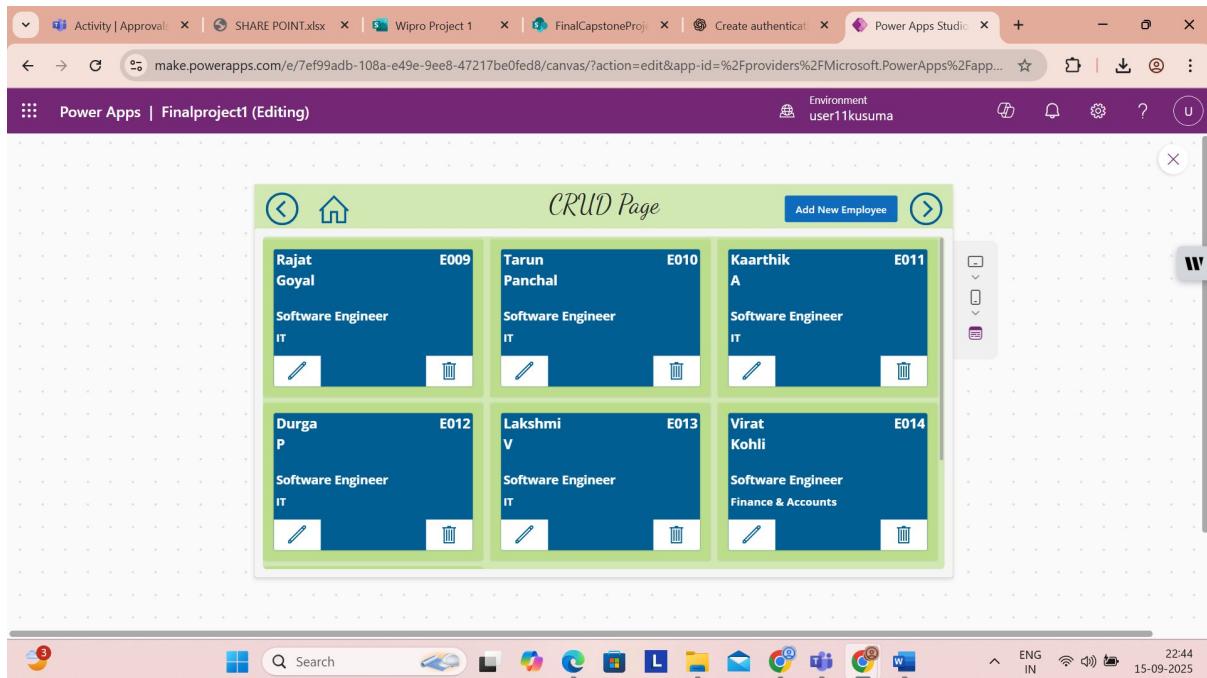


- The **SubmitForm(Form3)** formula is mapped with the Submit button which submits the data entered in the form to the Employee Onboarding list.



D. CRUD Screen – To check the current employees in onboarding, edit and delete their records

- The CRUD screen displays all the records of the employee onboarding list in the tiles format by displaying a few basic details like Name, Employee ID, Department and designation.
- This Page allows the user to update and delete the records

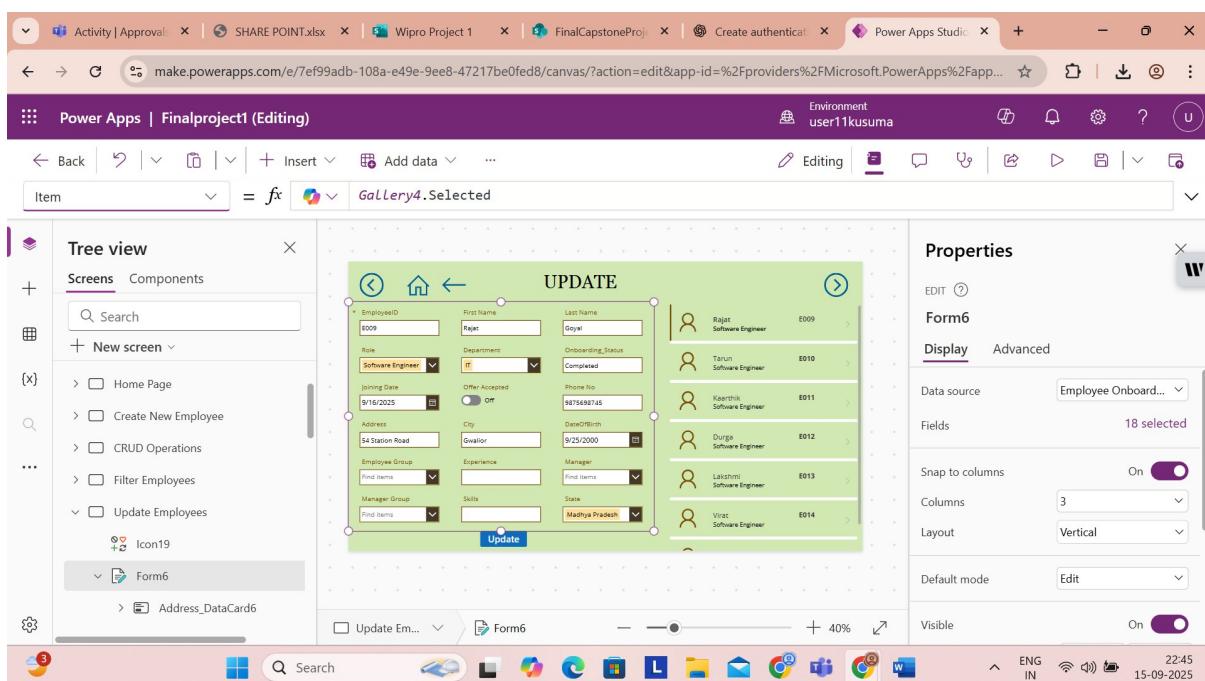
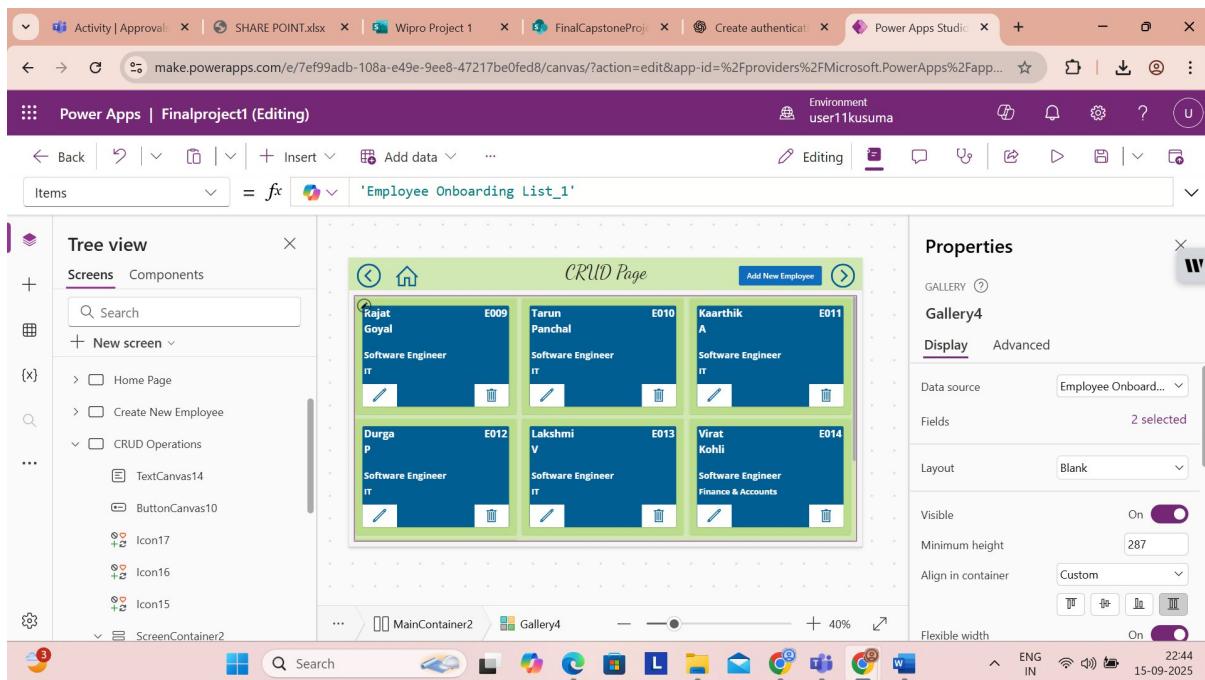


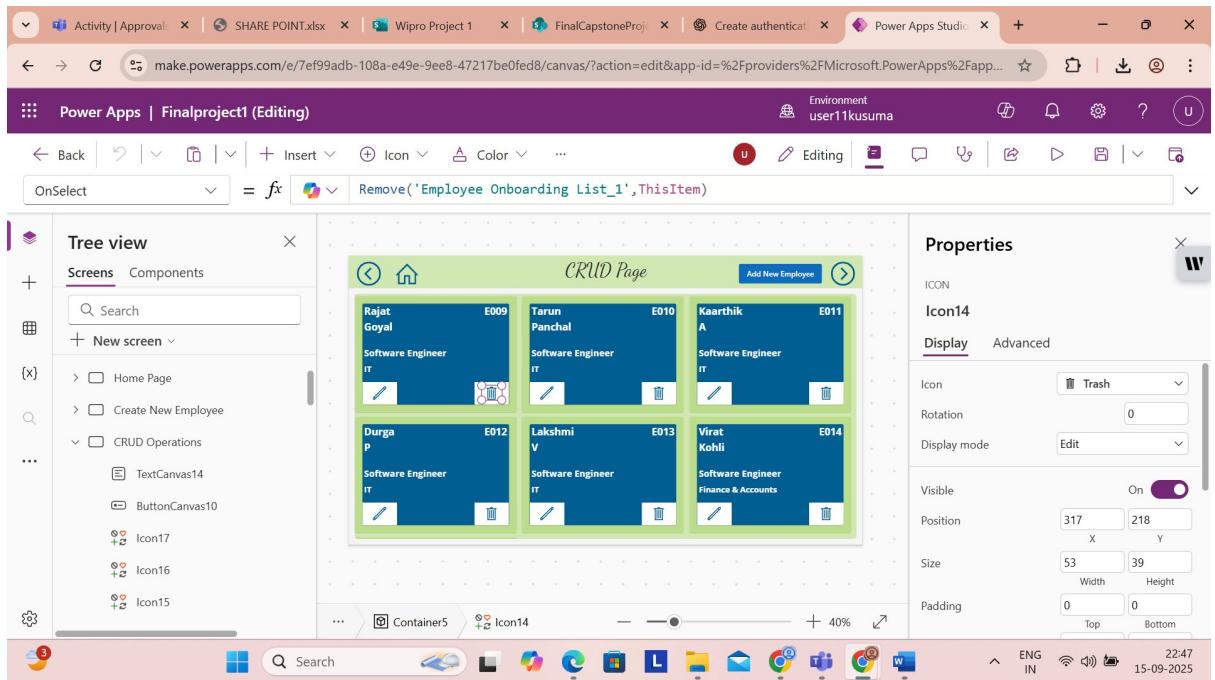
D.1 When the user clicks the pencil icon they are navigated to the edit page of that particular record.

- When the user clicks the pencil icon for a particular employee's record, the update page pops up with the details of that employee and allows the user to update and save the data with the save button at the bottom.
- The records selected in the gallery 4 i.e the CRUD screen are used to extract data and present them in the update screen.
- The fields in the form on the update page are extracted from the employee selected in the CRUD Page. Also, the records are updated and the updated records are saved upon clicking the submit button.

D.2 When the user clicks the Trash icon the selected record is deleted from the employee onboarding list.

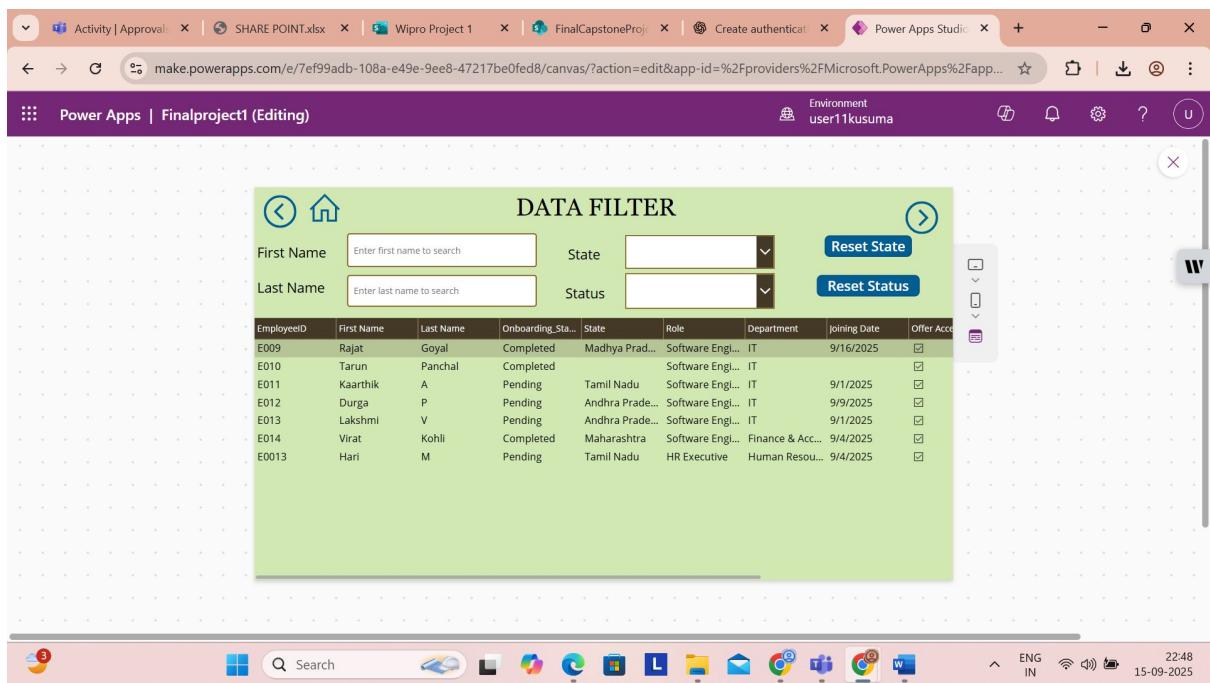
- When the user clicks the trash icon, the record deletion is triggered and the selected record is deleted from the employee onboarding list.

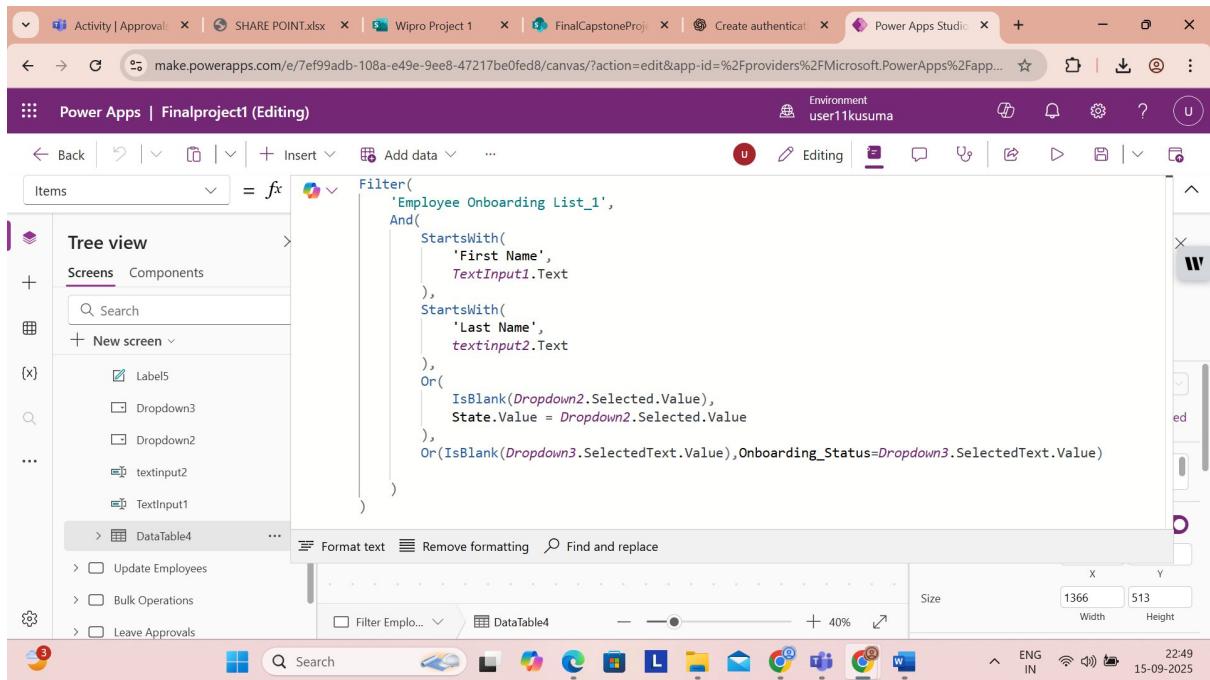




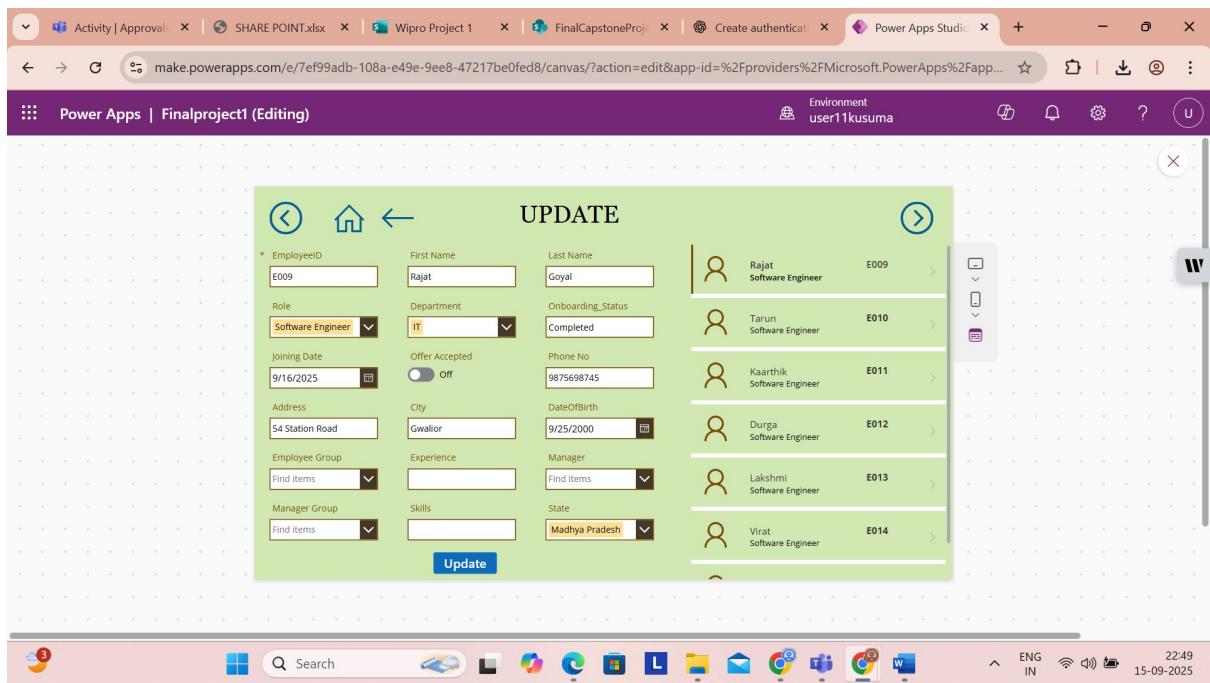
E. Data Filter Screen – To filter the employee onboarding data based on First name, last name, State and onboarding status

- The users can filter the employee records based on the first name, last name, State and Onboarding status in this data filter screen.
- The “Reset State” and “Reset Status” buttons enable to reset their respective dropdowns to default values.

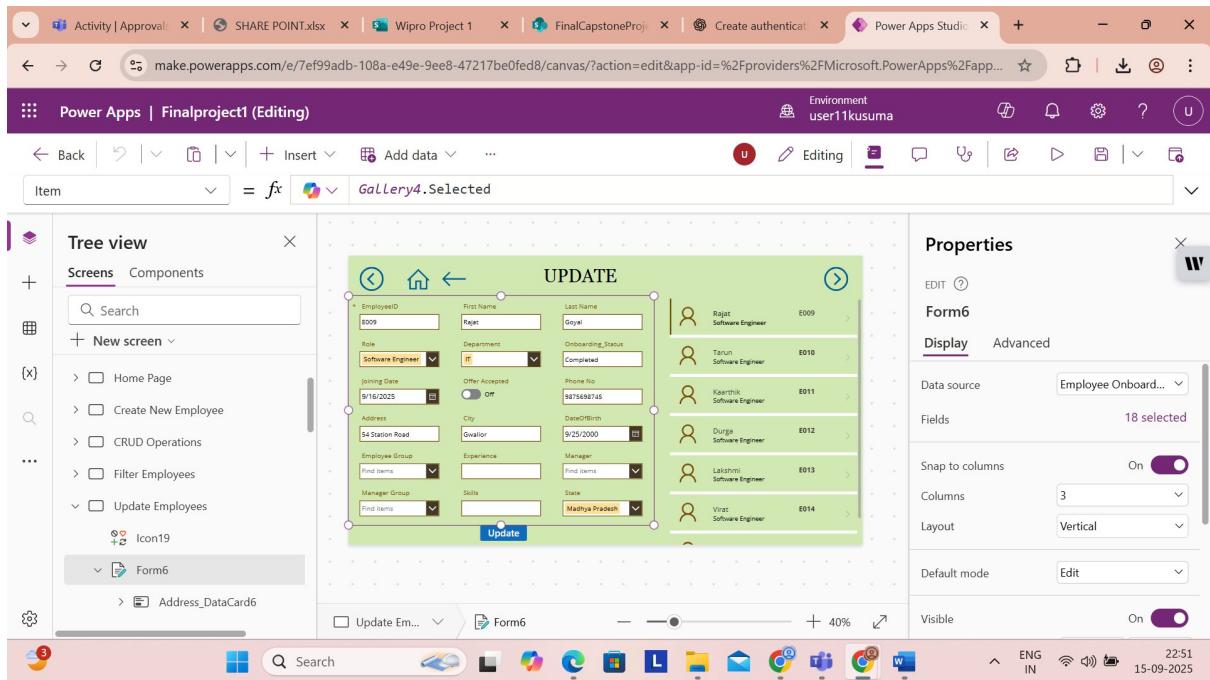




F. Update Screen – To edit the data of the employee selected from the CRUD Operations screen



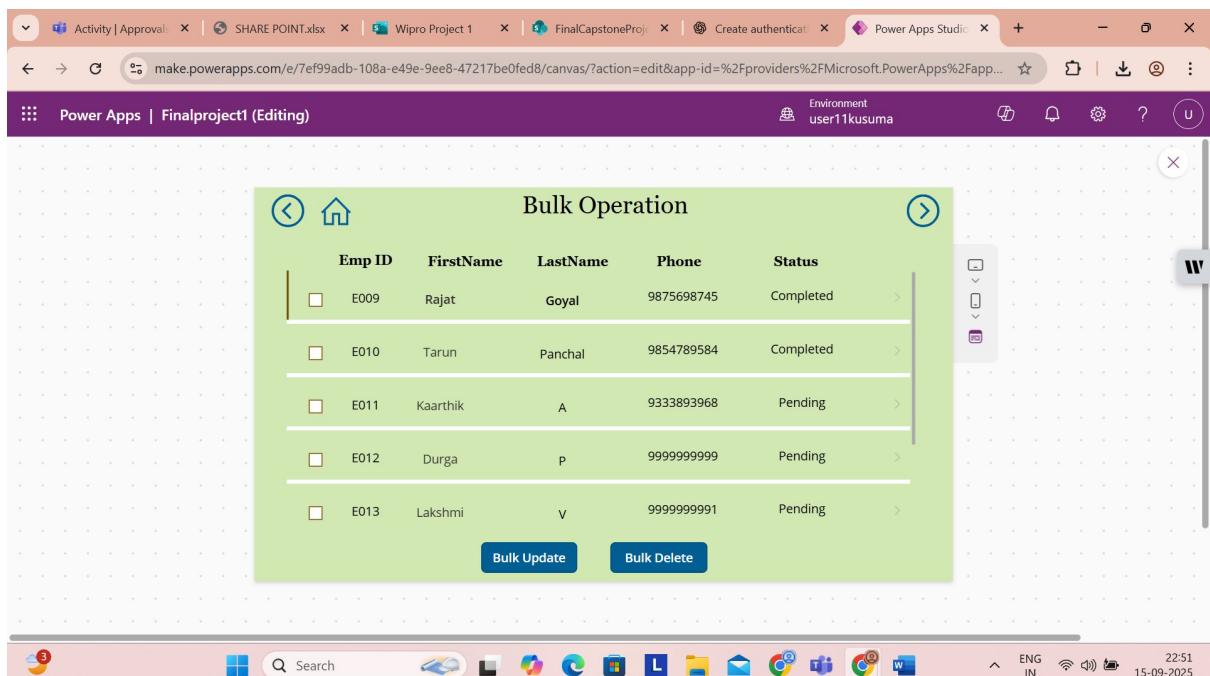
- The record of employee selected in the crud screen will be redirected to the update screen and the data of that selected employee is put into the fields of the form present in the update page.
- Any fields or data can of the employee record can be changed and saved by using the update button, so that the latest responses are saved for that employee record in employee onboarding table.



Update button is working on the submitform(form6) formula.

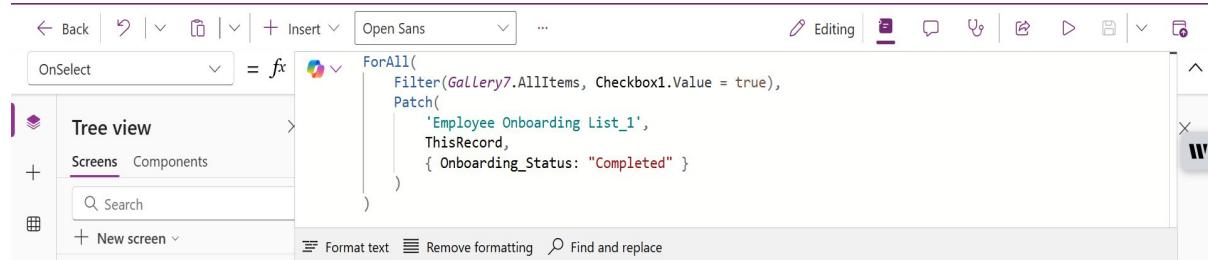
G. Bulk Operations Screen – To perform Bulk update and Bulk delete operations onboarding employee data.

- Bulk Update can be used to update the status of many employees from pending to completed with a single step.
- Similarly, the bulk delete can be used to delete the records of many employees in a single step.
- The bulk update and bulk delete operations are performed on the checked records.



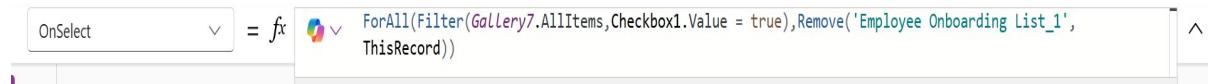
Bulk Update:

Formula: ForAll(Filter(Gallery7.AllItems, Checkbox1.Value = true), Patch('Employee Onboarding List_1', ThisRecord, { Onboarding_Status: "Completed" }))



Bulk Delete:

Formula: ForAll(Filter(Gallery7.AllItems,Checkbox1.Value = true),Remove('Employee Onboarding List_1',ThisRecord))



H. Leaves Approval - To review and approve the leave requests created by employees

Data source: [Employee Leaves](#)

The screenshot shows the Power Apps Studio interface with the 'Leaves Approver' screen. The left side displays a gallery of leave requests, and the right side shows a detailed view of a selected request.

Leaves Approver

ID	Name
6	Abhi

Leave Reason
Family Issues
Start Date
5/16/2025
End Date
2/18/2025
Status
Approved

Buttons: Approve Leave, Reject Leave

- The leave requests made by the employees can be reviewed and then can be approved or rejected.
- The leave requests of the selected employee record is displayed and the buttons to approve or reject the leave are present below the details.

- The details of the request include the employee's name, reason, start and end dates of the leaves.

I. Task Tracker - To manage, track and delete the tasks created and assigned to employees

Data Source: [Task Tracker List](#)

- The task tracker is used to track, manage and handle a bunch of tasks at a time, that are created and assigned to employees.
- The Add Task allows to create a new task, and it navigates to the Create Task Screen.
- The Update task updates the status of all selected tasks to complete and the delete tasks will delete all the selected tasks.

Update status of selected tasks:

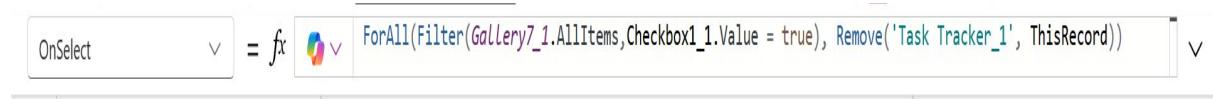
Formula: ForAll(Filter(Gallery7_1.AllItems, Checkbox1_1.Value = true), Patch('Task Tracker_1', ThisRecord, {Taskstatus:{Value:"Completed"}}))

```

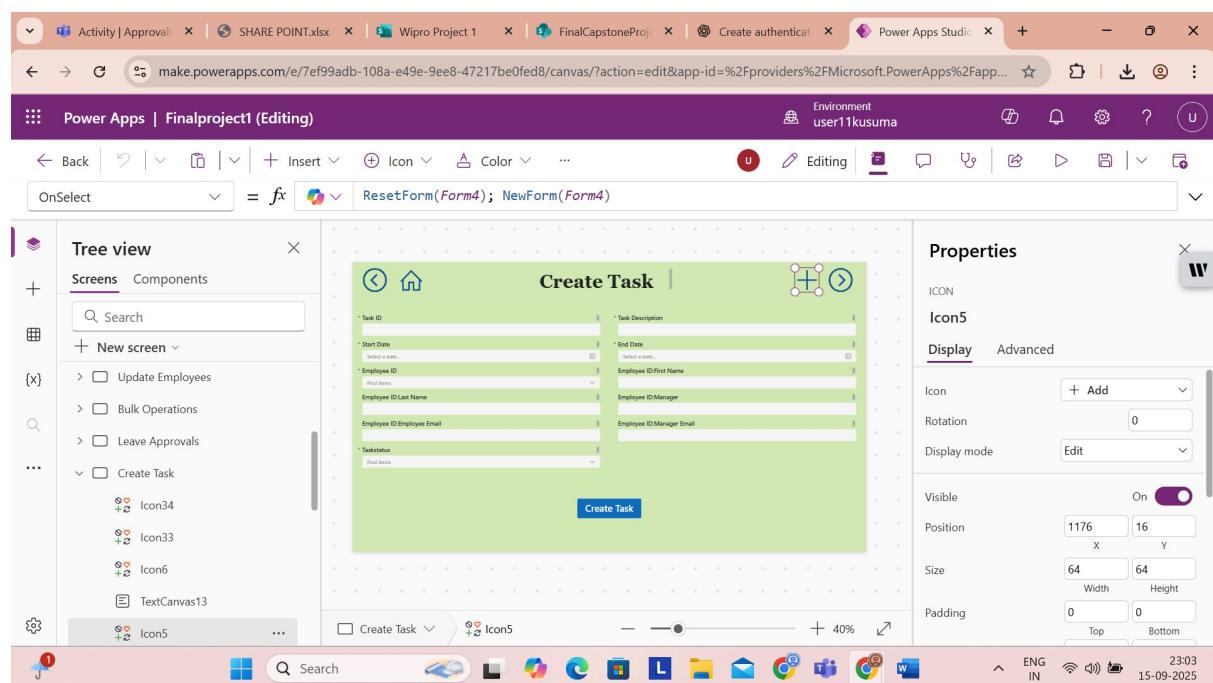
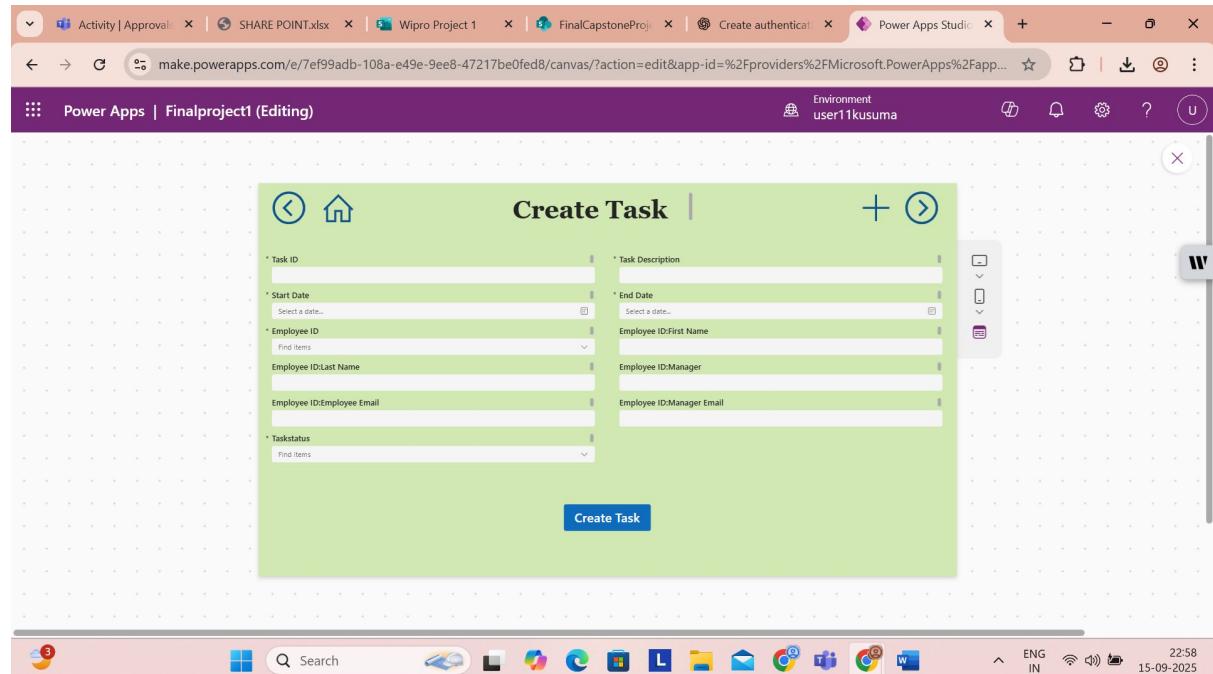
OnSelect = fx
ForAll(
    Filter(Gallery7_1.AllItems, Checkbox1_1.Value = true),
    Patch(
        'Task Tracker_1',
        ThisRecord,
        {Taskstatus:{Value:"Completed"}}
    )
)
  
```

Delete the selected tasks from task tracker:

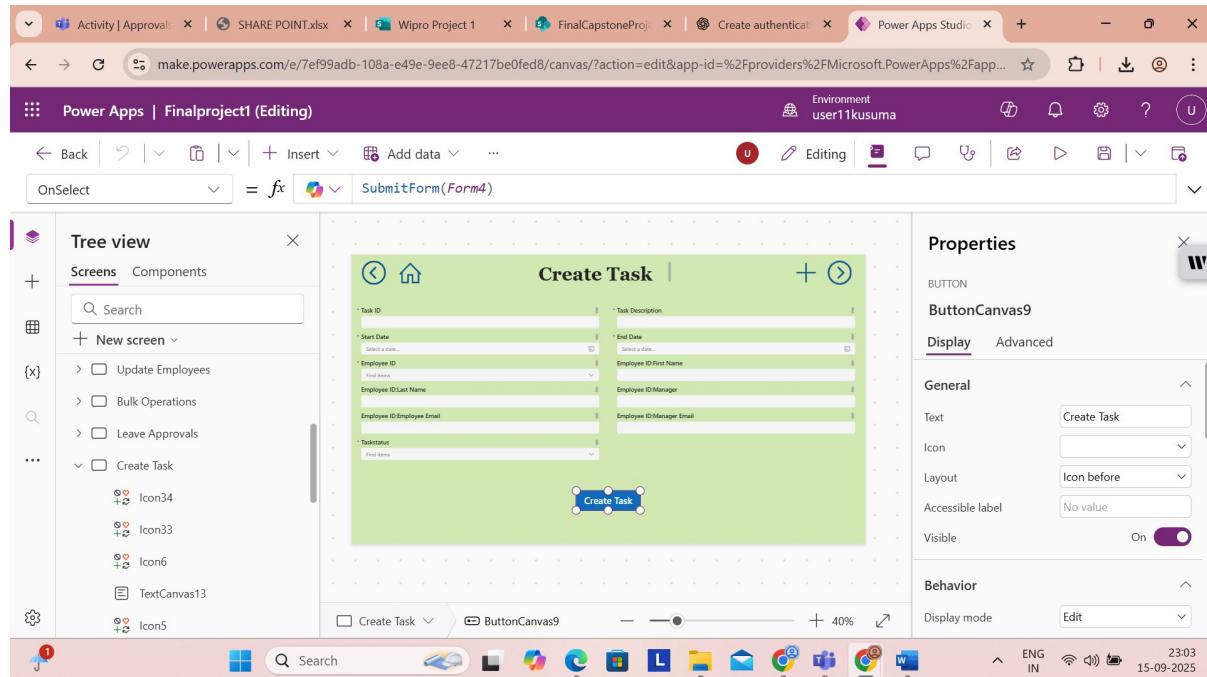
Formula: ForAll(Filter(Gallery7_1.AllItems, Checkbox1_1.Value = true), Remove('Task Tracker_1', ThisRecord))



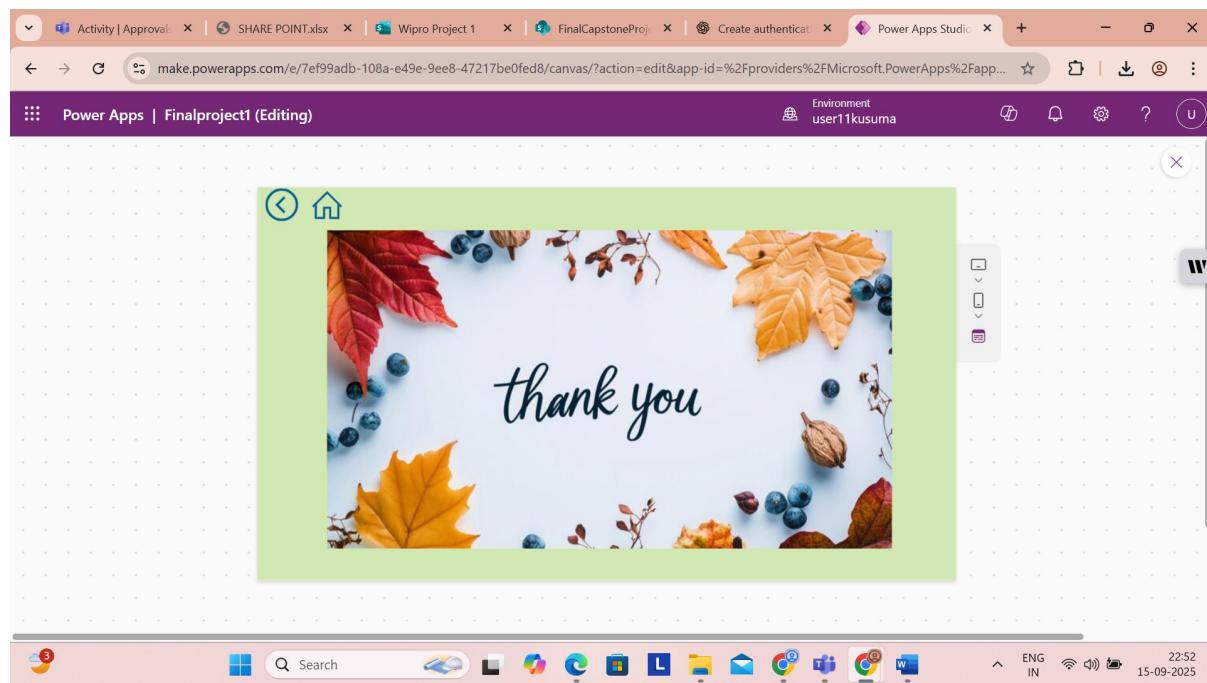
J. Create a Task – To create a task and assign it to the employees



- Create task is used to create a new task in the task list and assign that task to an employee.
- The Add button on the top is used to reload the form and enables to create a newform for every iteration, to create a new task.
- The submit button saves the task details into the task tracker list.



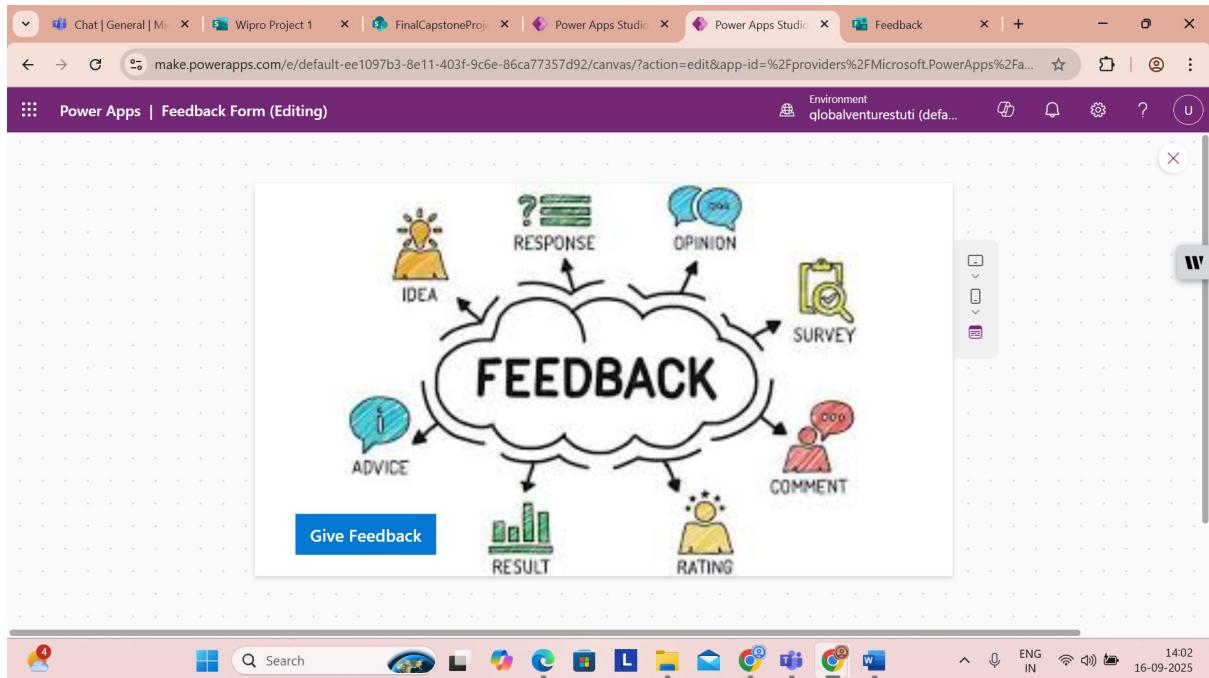
Thank You Page at the End



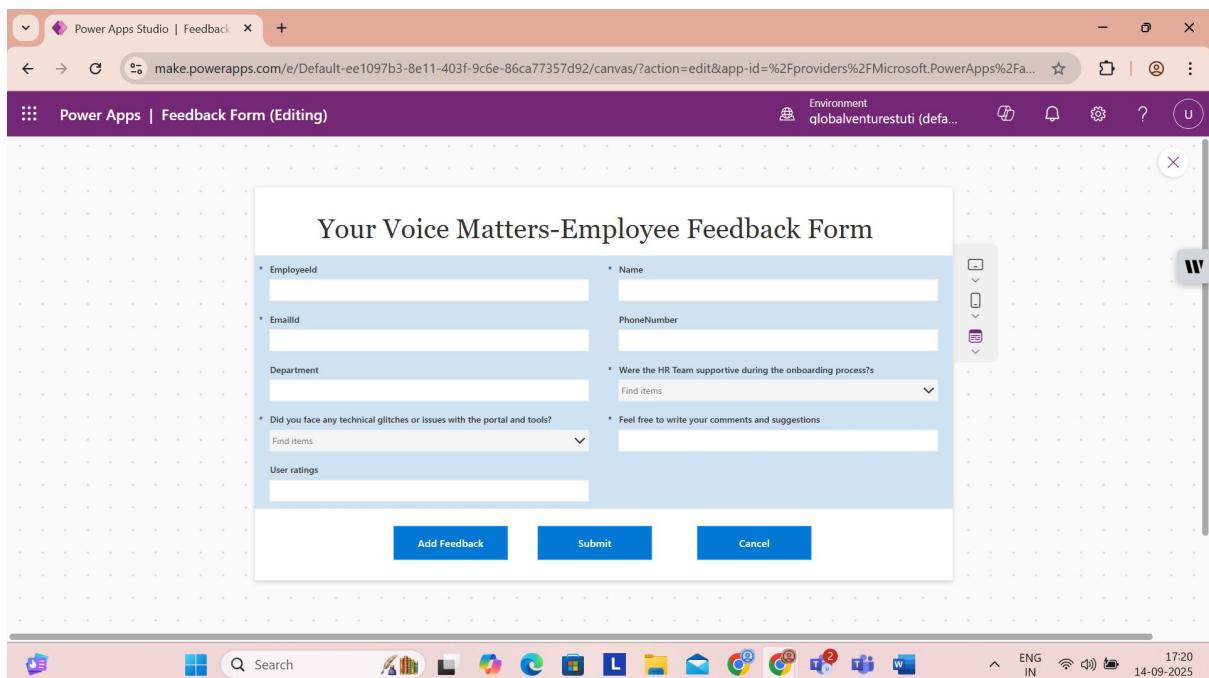
2. App to take Feedback from Employee on Onboarding Process

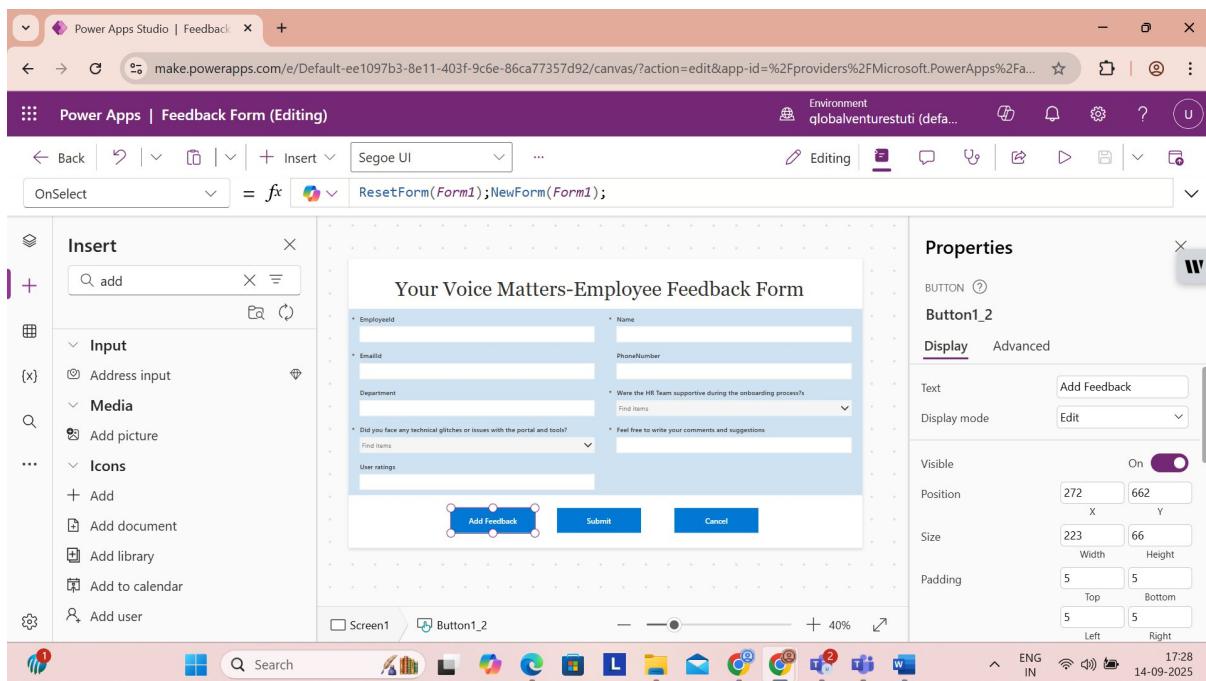
App Link: [App for Employee Feedback form](#)

Data Source: [Data Source](#)

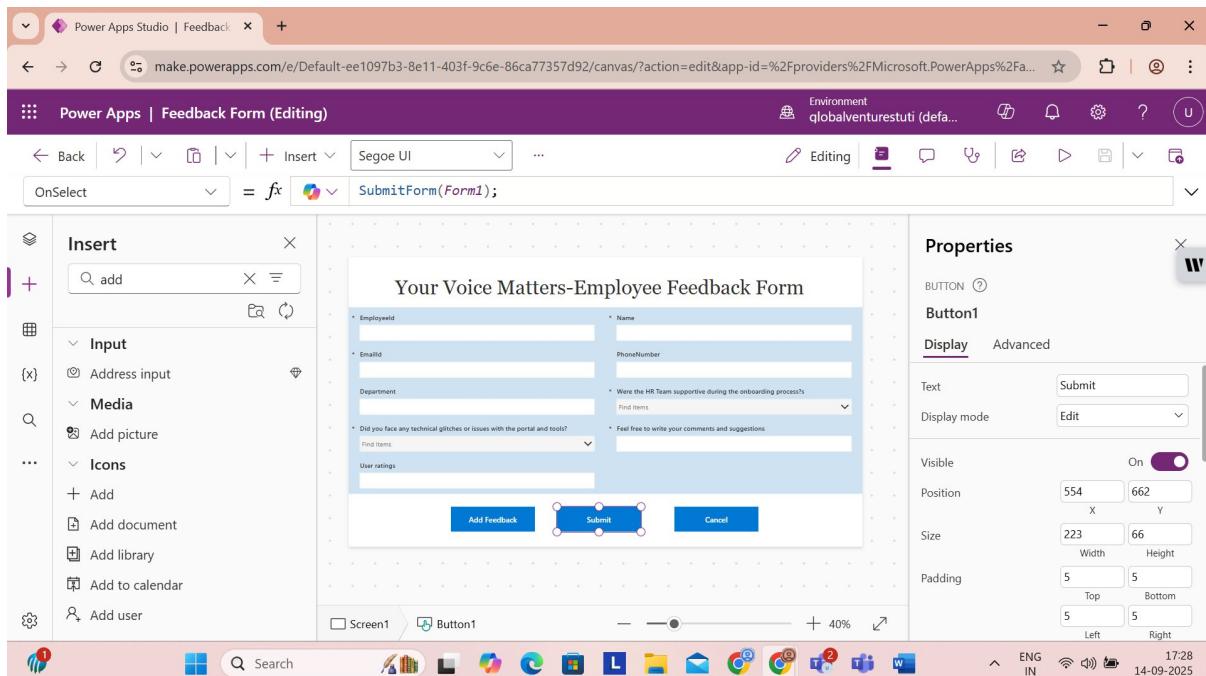


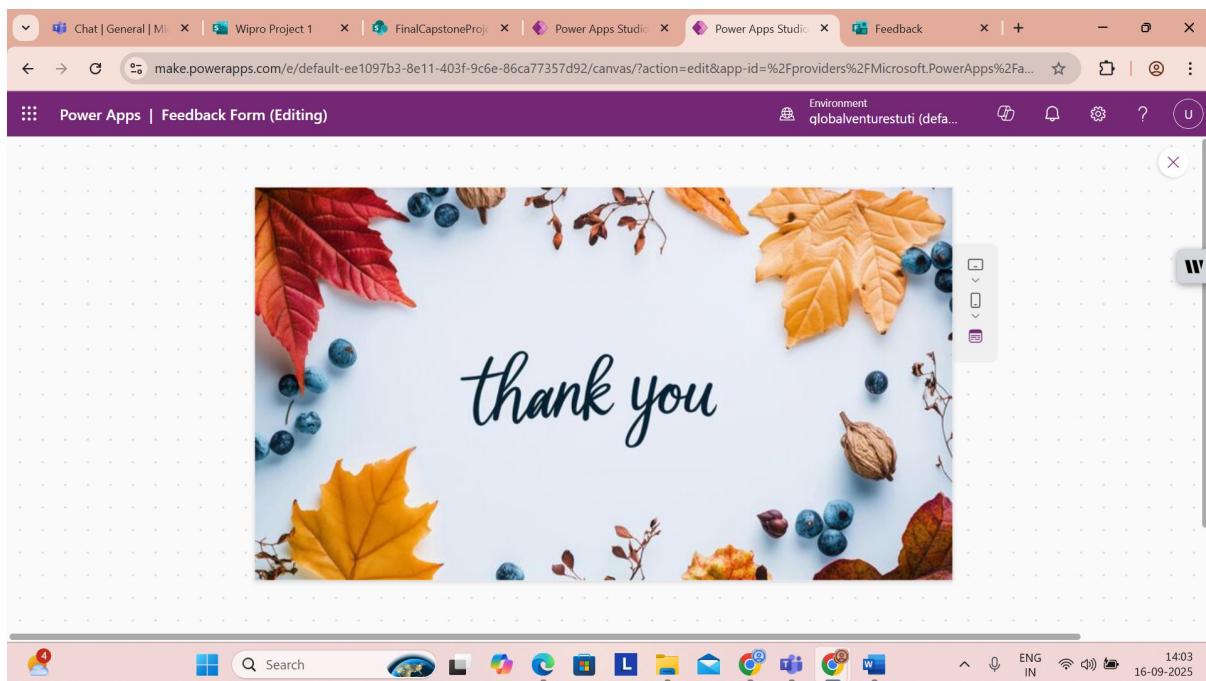
- This app enables the employees to express their feedback and concerns with the onboarding process and also give their suggestions to the onboarding team.
- The **Give Feedback** button navigates the user to the feedback page.





- The “Add Feedback” button creates a new feedback form for every attempt and the “Submit” button submits the feedback form and navigates to the **Thank You** page.
- The “Cancel” button removes the data if the users abort the plan to submit the feedback.

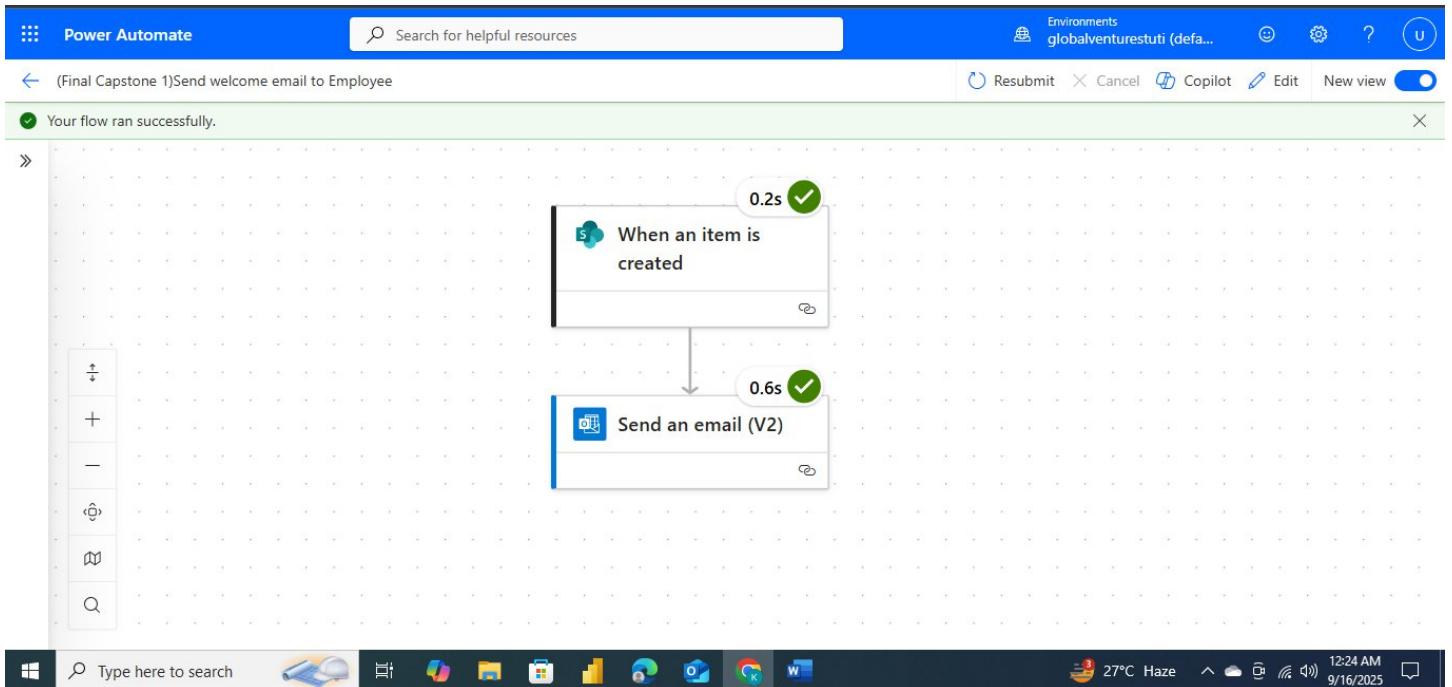




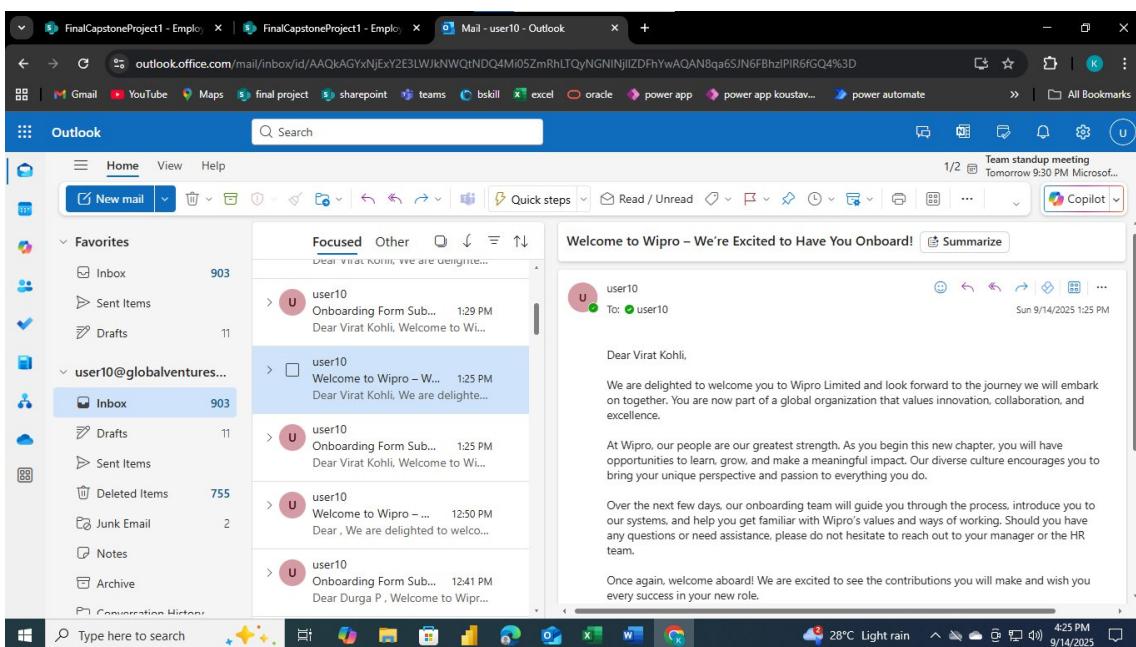
3. Power Automate – Workflow Examples

1) Send Welcome Email to Employee [LINK](#)

When a new employee record is added to the Onboarding list, this flow automatically triggers and sends a personalized welcome email to the employee, providing them with necessary instructions to start their onboarding process.

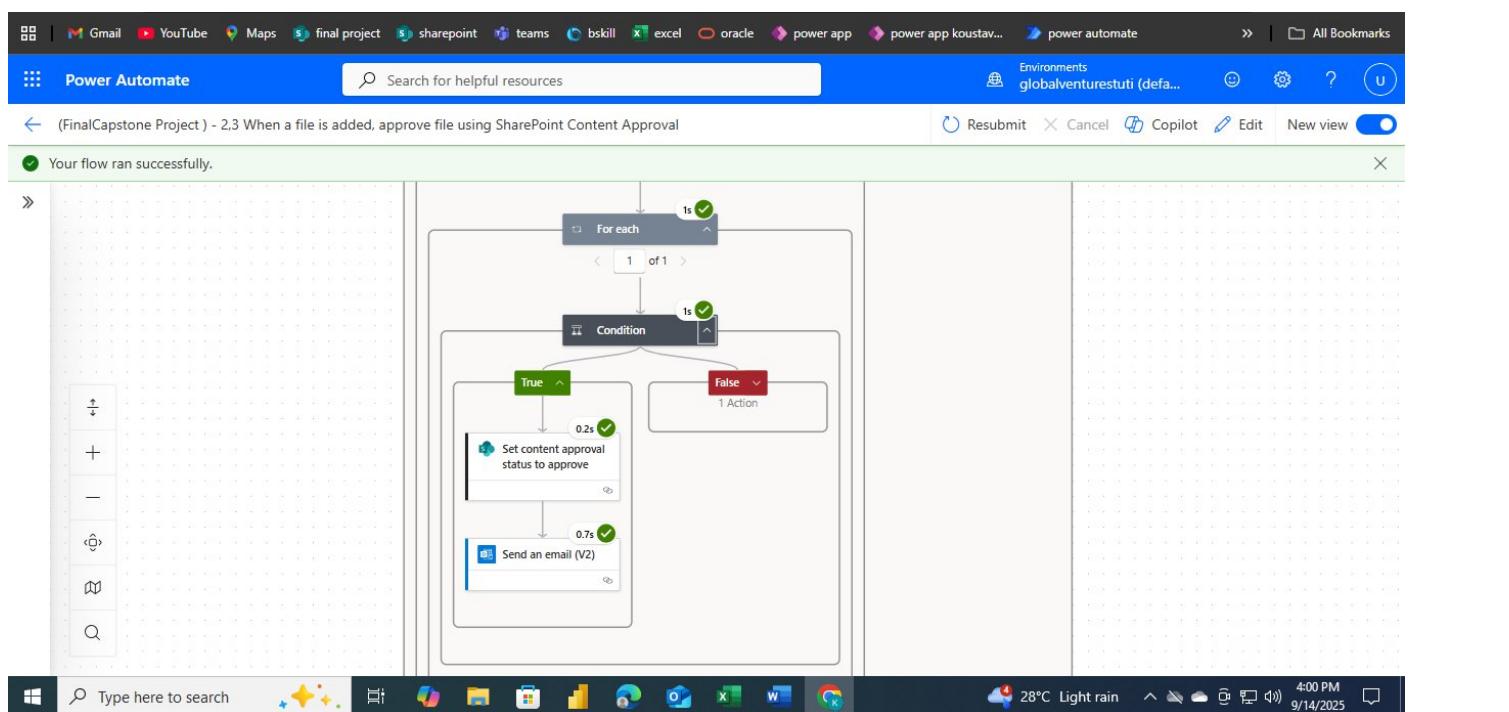
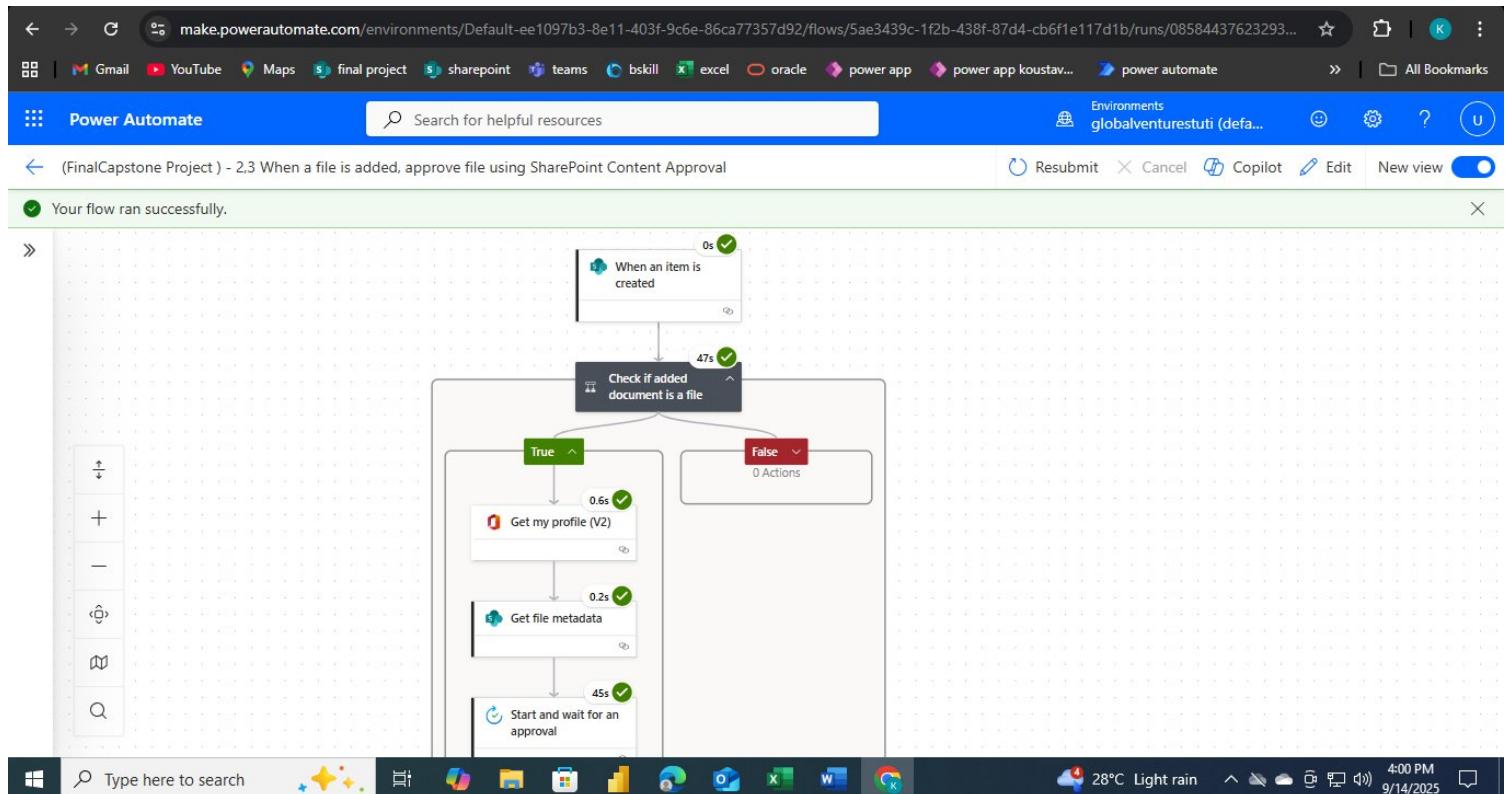


OUTPUT



2 and 3) Send Approval Request on Offer Letter Upload and Email Approved Letter to Employee [LINK](#)

When an employee uploads their signed offer letter to the Employee Offer Letter document library, the flow automatically sends an approval request to the HR Head. Once the HR Head approves the offer letter, the employee receives an email containing their approved offer letter.



OUTPUT

Approval Request Email

The screenshot shows an approval request email from Microsoft Power Automate. The subject is "Review document - Letter 2.docx". The recipient is "user10". The date is "Sun 9/14/2025 3:39 PM". The message content includes a link to a SharePoint document titled "Review document - Letter 2.docx" requested by "user10". It also contains "Approve" and "Reject" buttons. A note at the bottom states: "Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020."

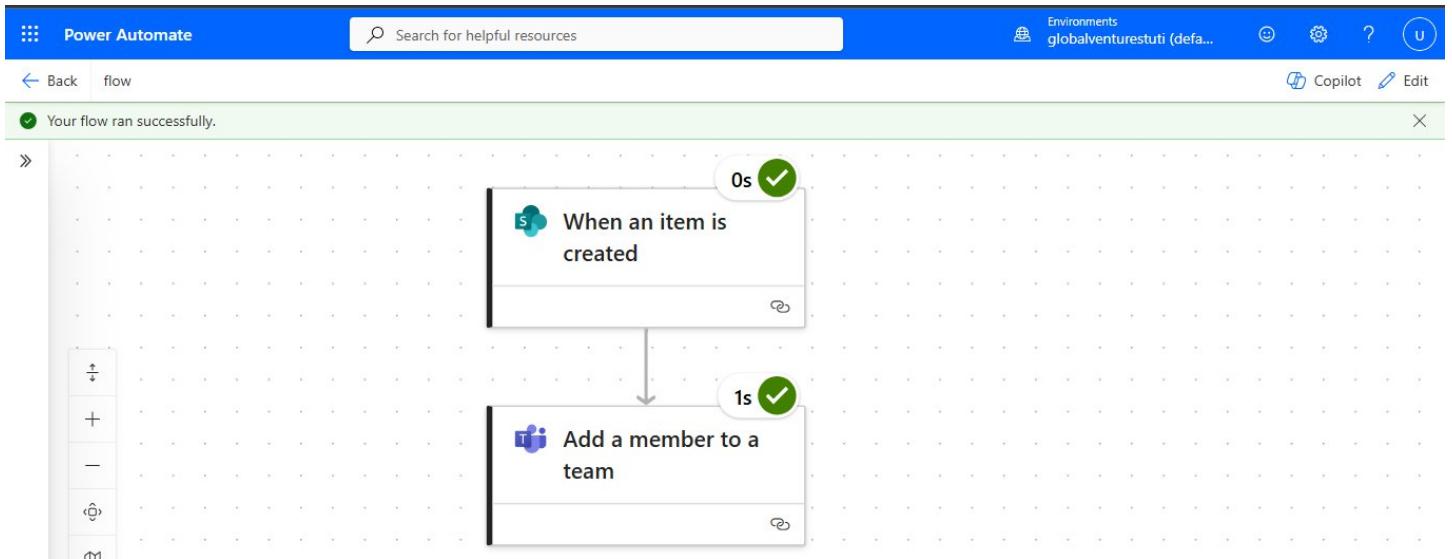
Approved Offer Letter Email to Employee

The screenshot shows an approved offer letter email in Microsoft Outlook. The subject is "Your Offer is Approved". The recipient is "user10". The date is "Sun 9/14/2025 3:40 PM". The message content includes a greeting, "Your Offer Letter is Approved", a link to the offer letter, and a closing message from the Admin Team. The left sidebar shows the inbox with several other messages, including one from "user10" about task completion.

4) Add New Employee to Teams Channel

[LINK](#)

Once an employee completes onboarding and is added to the Employee Master List, this flow automatically adds them to the company's Teams channel, ensuring they have access to relevant communication and collaboration spaces.



New Employee Added to Master List

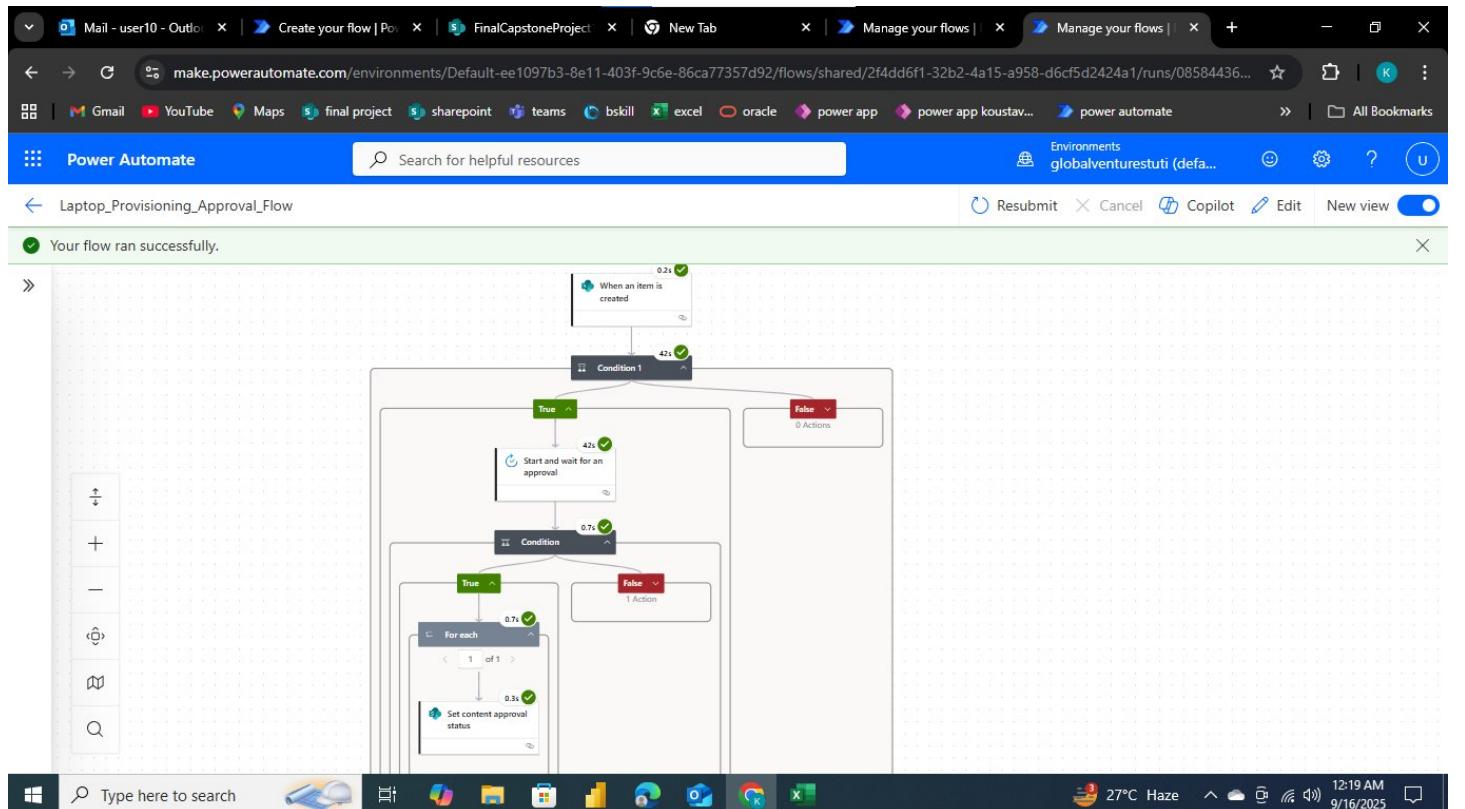
A screenshot of the Microsoft SharePoint "Employee Master List" page. The page title is "FinalCapstoneProject1". It shows a table with columns: EmployeeID, Name, Manager, Manager Email, Employee Email, and Resigned Date. A new row is visible at the bottom with values: E005, Ramesh Prasad, user1@globalventurestuti.onmicrosoft.com, user14@globalventurestuti.onmicrosoft.com. The page also includes navigation links like Home, Conversations, and Documents, and various sharing and editing options.

Employee Added to Teams

A screenshot of the Microsoft Teams "Wipro Project 1" channel. The left sidebar shows activity, chat, calendar, calls, OneDrive, Copilot, approvals, and apps. The main area shows the "Members" tab of the channel settings. It lists "Owners (3)" and "Members and guests (6)". The "Members and guests" list includes users such as swati parmar, user10, user11, santrakoustav16, user1, user22, user14, user7, user23, all with their respective titles, locations, and roles (Owner or Member).

5)Send Approval to IT for Laptop Provisioning [LINK](#)

When an employee completes onboarding and is added to the Employee Master List, this flow automatically sends an approval request to the IT team to assign a laptop to the new employee.

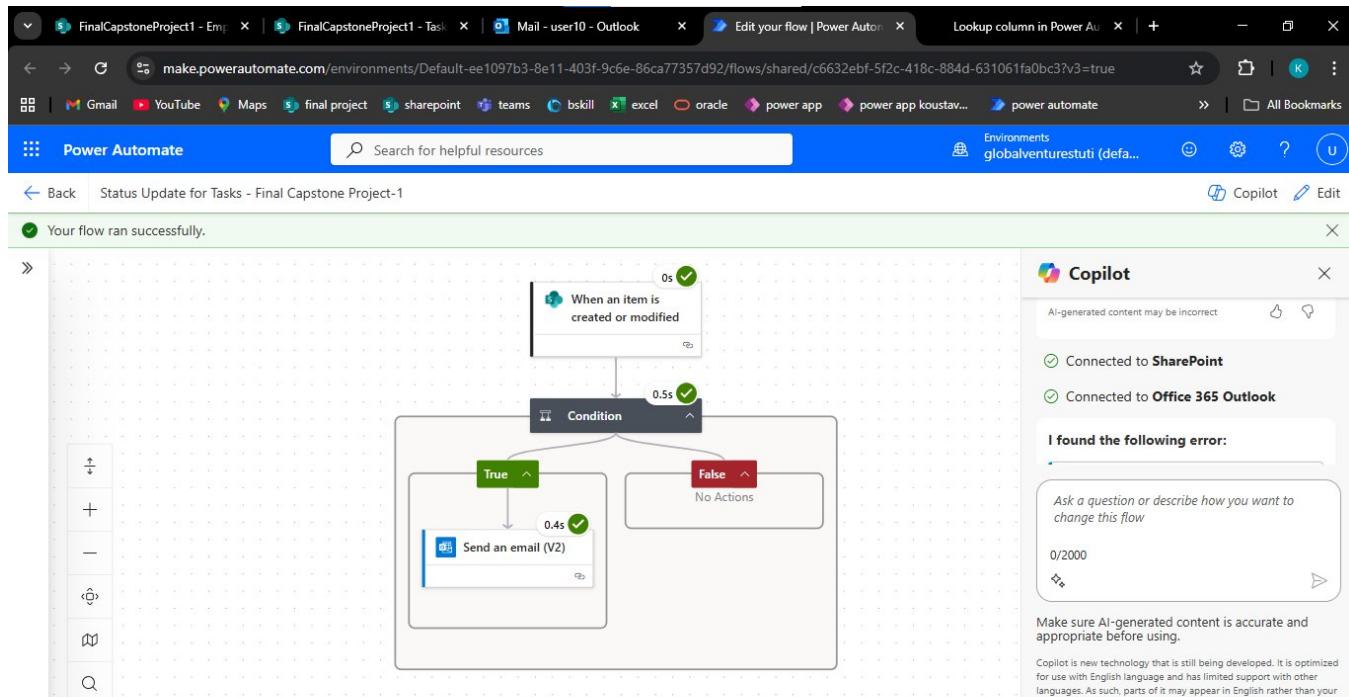


OUTPUT

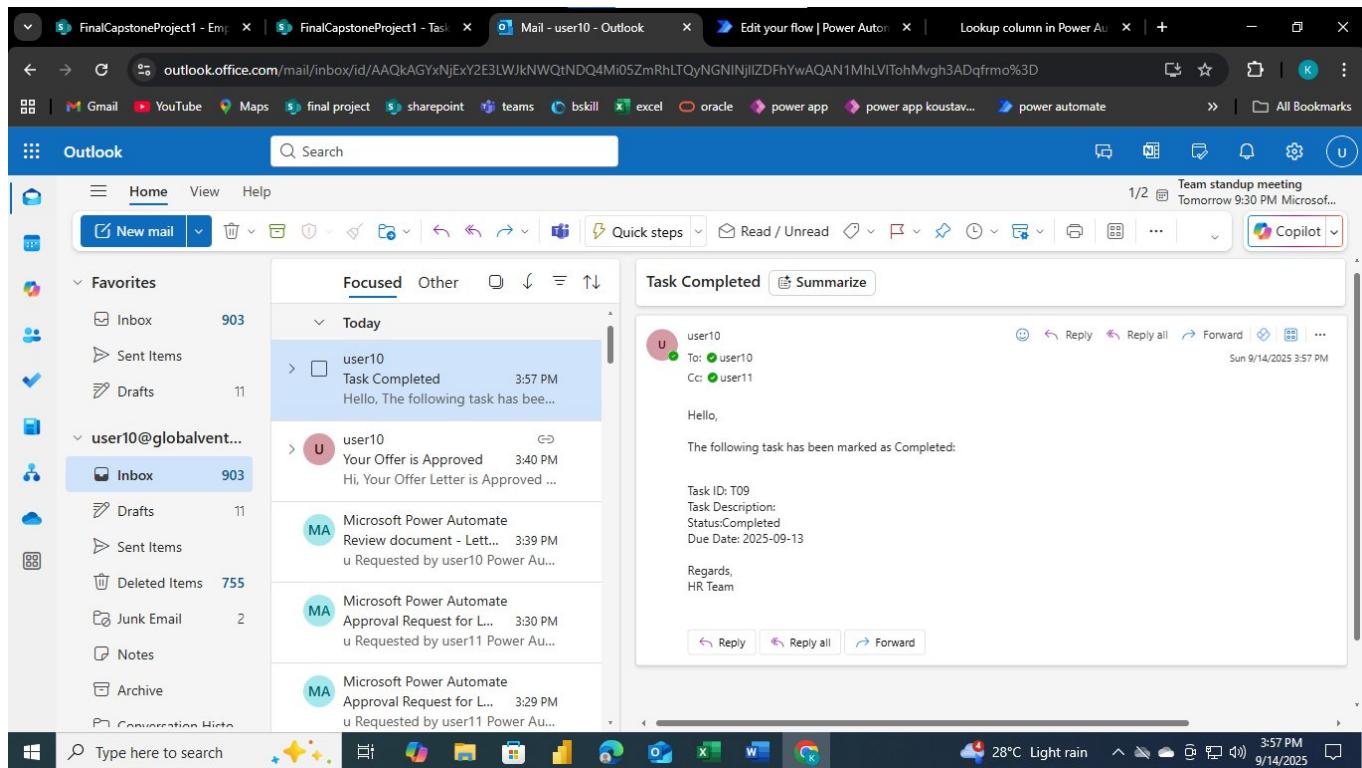
The screenshot shows the Microsoft Outlook inbox. In the 'Focused' view, there are several emails from 'user11' with subject lines related to 'Microsoft Power Automate Approval Request for Laptop Provisioning'. One specific email is selected, showing its details. The email is titled 'Approval Request for Laptop Provisioning' and was requested by 'user11' on Sunday, September 14, 2025, at 3:19 PM. It includes a link to the Power Automate app: https://globalventurestuti.sharepoint.com/sites/FinalCapstoneProject1/_layouts/15/listform.aspx?PageType=4&ListId=cad4bf1%2Dad44%2D4a7%2Db8ab%2D4a57da9ae065&ID=77&Co. The email also lists the approver's information: E010, Tarun Panchal, Software Engineer, IT. At the bottom, there are 'Approve' and 'Reject' buttons, along with 'Reply' and 'Forward' links.

6) Task Completion Notification [LINK](#)

In the Task Tracker list, when a task is marked as completed, this flow automatically notifies both the employee and their manager, updating them that the task is completed.



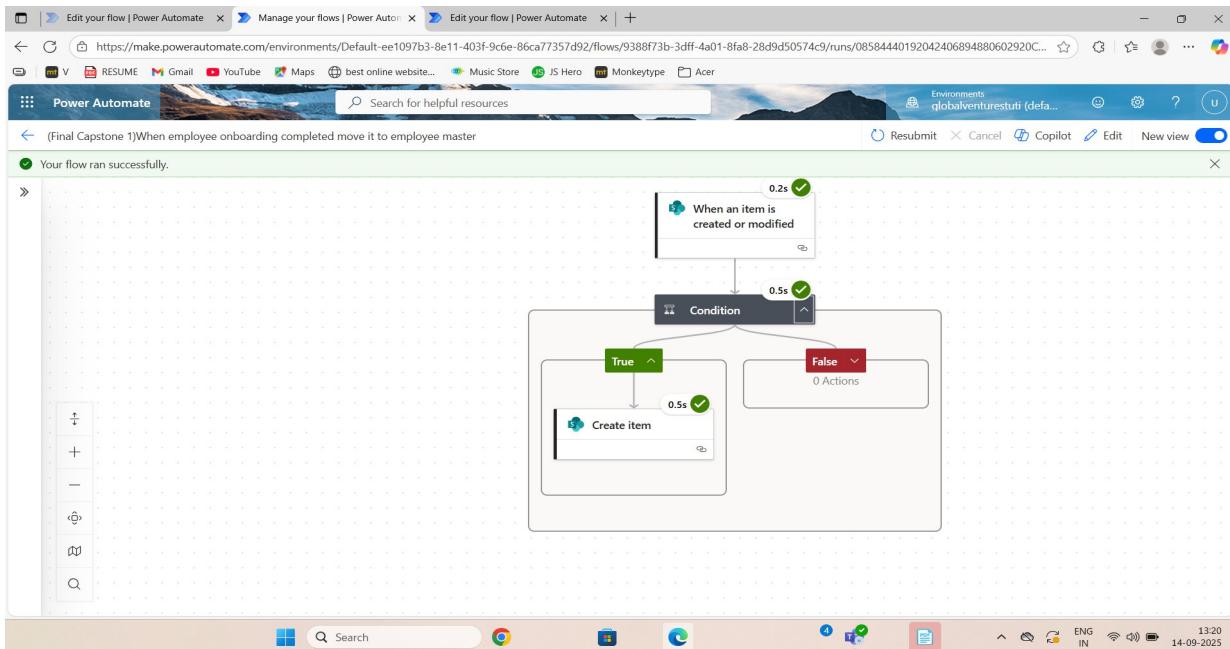
OUTPUT



7) Add Employee to Master List on Onboarding Completion

[LINK](#)

When an employee's onboarding status is marked as Completed, the record is added to the Employee Master List. This ensures employee data is transferred to permanent records after onboarding.



OUTPUT

Onboarding Status Updated to Completed

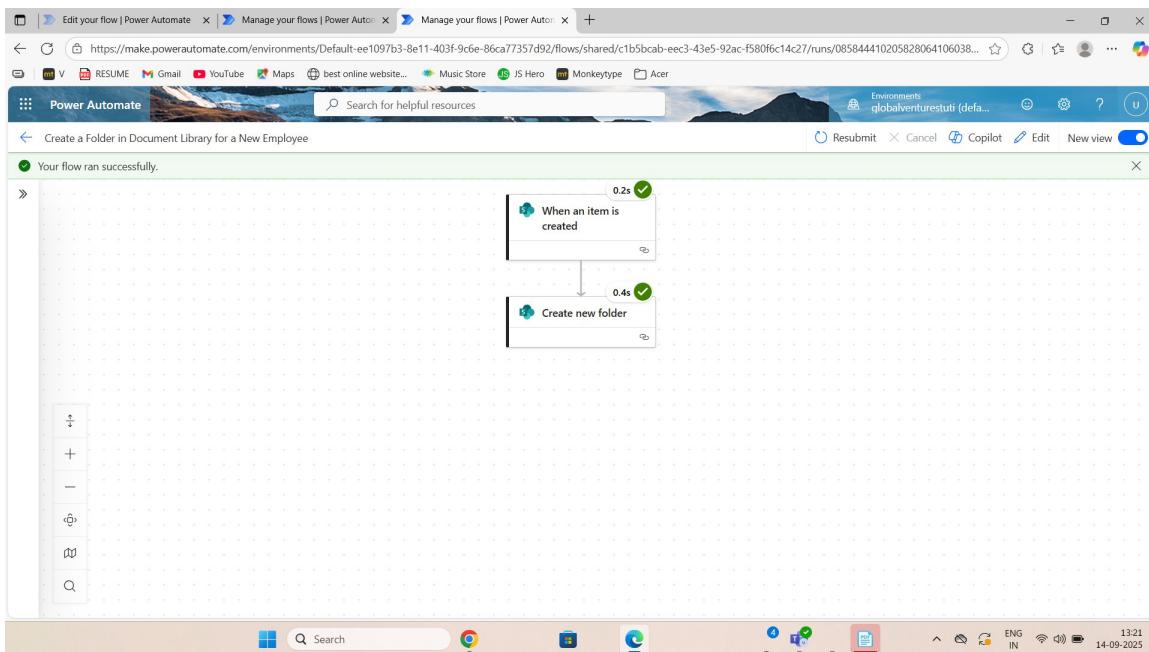
The screenshot shows a SharePoint list named 'Employee Onboarding List' under the group 'FinalCapstoneProject1'. The list has columns: EmployeeID, First Name, Last Name, Role, Department, and Onboarding_Status. A single record is visible: EmployeeID E014, First Name Virat, Last Name Kohli, Role Software Engineer, Department Finance & Accounts, and Onboarding_Status Completed.

Employee Record added to Employee Master List

The screenshot shows a SharePoint list named 'Employee Master List' under the group 'FinalCapstoneProject1'. The list has columns: EmployeeID, First Name, Last Name, Phone Number, State, City, Role, and Address. Two records are visible: EmployeeID E014, First Name Virat, Last Name Kohli, Phone Number 8697556258, State Maharashtra, City Mumbai, Role Software Engineer, and Address Landsend Street. Another record, EmployeeID E001, First Name Priya, Last Name Nair, Phone Number 9574853080, State West Bengal, City Siliguri, Role Finance Executive, and Address 75 Example Street, is also listed.

8) Auto-Create Folder in Document Library for New Employee [LINK](#)

Create a folder for a user in the Document Library when a new employee is added to the Onboarding list. This provides a dedicated location to store employee-related documents.

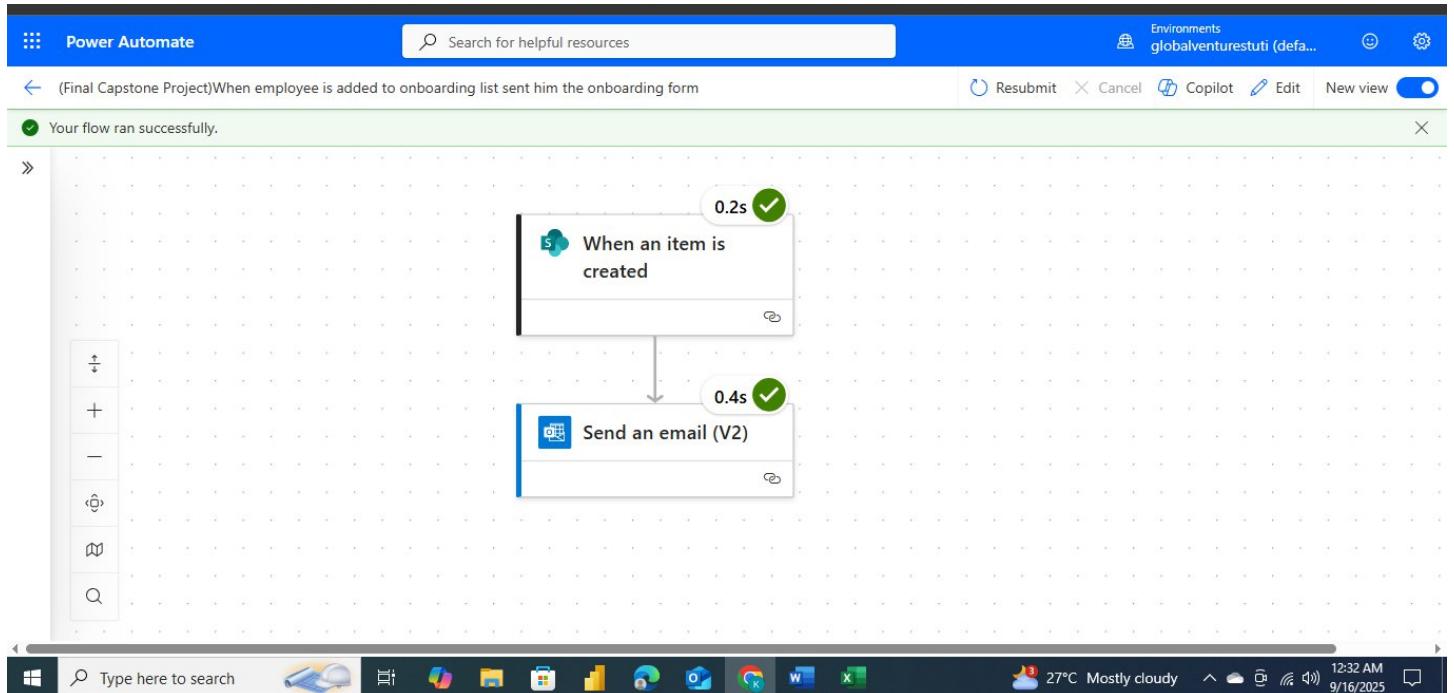


OUTPUT

The screenshot shows a SharePoint document library named 'FinalCapstoneProject1'. The library contains several folders, all of which have been created by the Power Automate flow. The folders are: 'E01_KoustavSantra', 'E013_LakshmiV', 'E014_ViratKohli', 'E015_HariS', 'E02_RajatGoyal', 'E03_TarunPanchal', and 'E099_JaiP'. Each folder has a modified timestamp of 'Yesterday at 10:19 ...' and is modified by 'user10'. The library also includes columns for 'Name', 'Modified', 'Modified By', 'status', 'Approval stat...', 'employeeid', and '+ Add column'. The left sidebar shows other site navigation options like Home, Conversations, and Documents. The browser address bar shows the URL of the SharePoint document library. The system tray at the bottom right indicates the date as 14-09-2025 and the time as 15:49.

9) Send Onboarding Form when Employee Added to Onboarding List [LINK](#)

When an employee is added to the Onboarding list, send them the onboarding form. This automates form distribution to new hires.

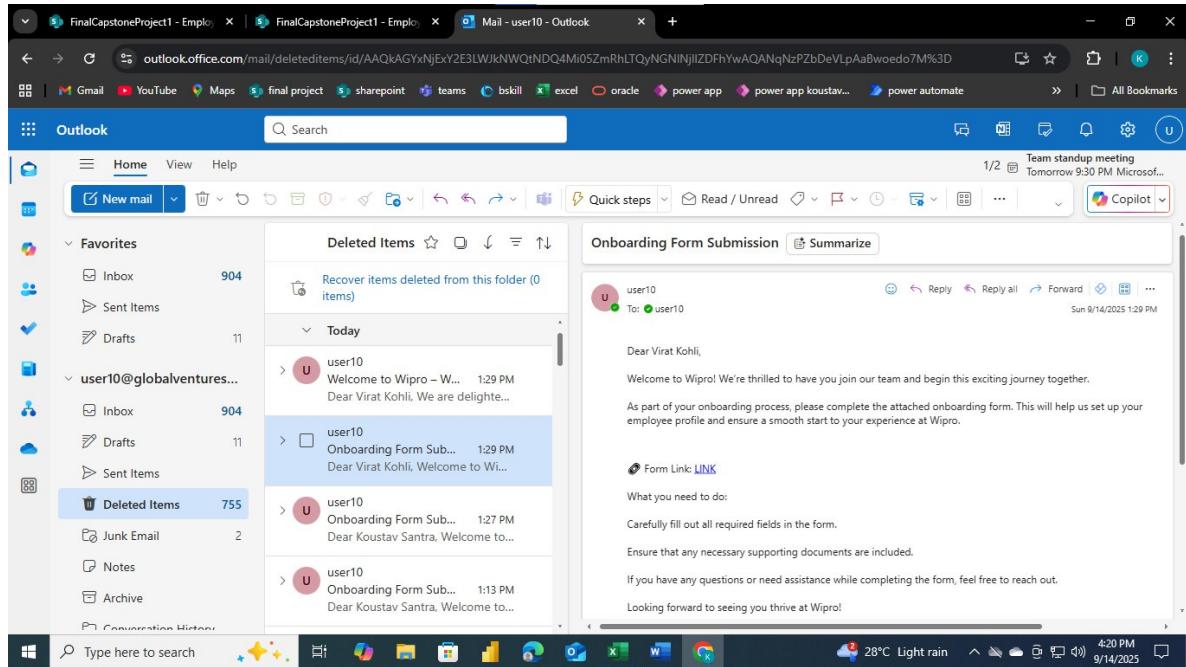


OUTPUT

Employee Added to Onboarding List

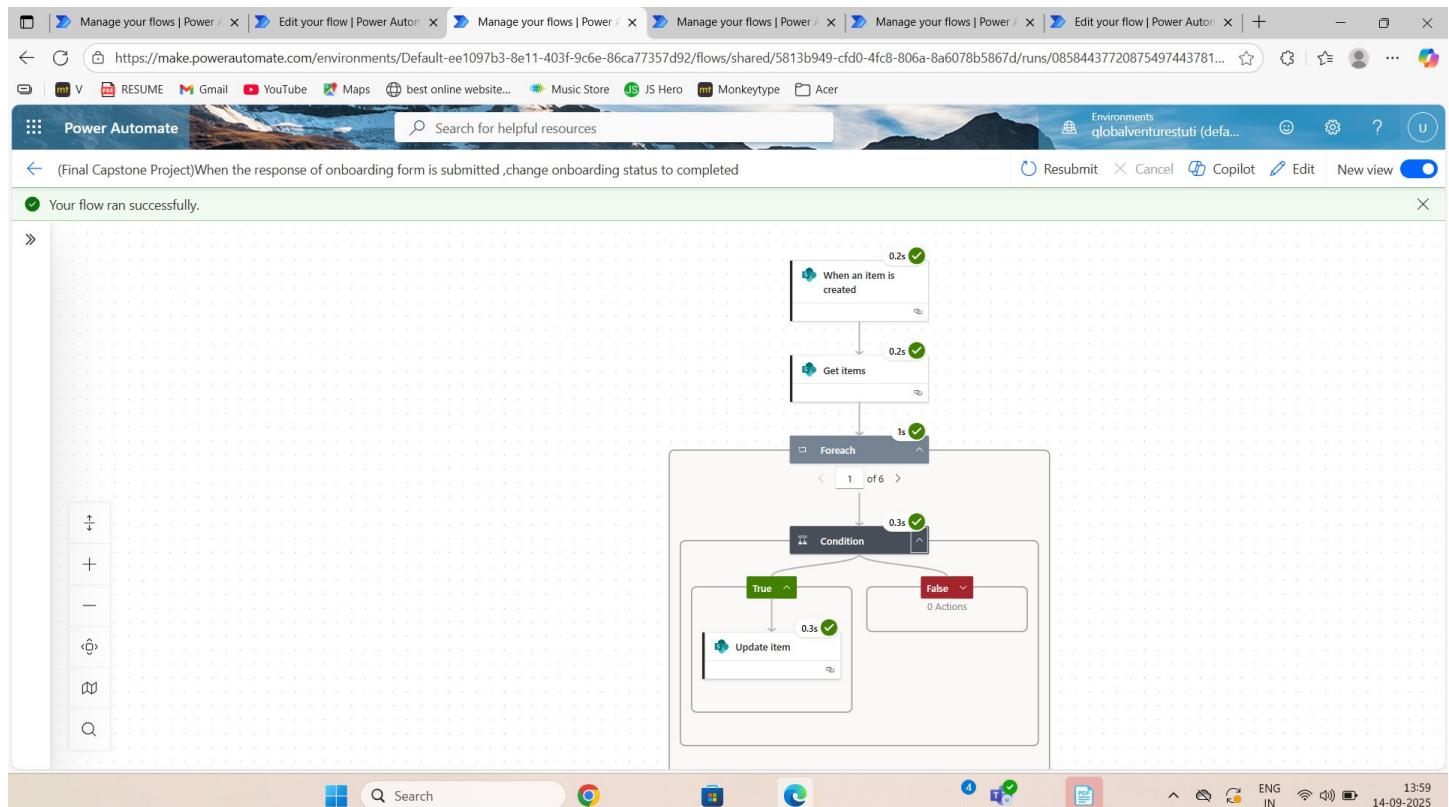
The screenshot shows a SharePoint list titled "Employee Onboarding List". The list has columns: EmployeeID, First Name, Last Name, Role, Department, Offer Accepted, State, and On. There is one item listed: EmployeeID E014, First Name Virat, Last Name Kohli, Role Software Engineer, Department Finance & Accounts, Offer Accepted checked, State Maharashtra, and On (status). The list ribbon on the left shows "Home", "Conversations", "Documents", and "List". The "Employee Onboarding List" is selected. The top navigation bar includes "Add new item", "Edit in grid view", "Undo", "Share", "Copy link", "Export", "Forms", "Details", and "All Items". The status bar at the bottom right shows "Pending Onboardings" and "+ Add view".

ONBOARDING FORM SENT TO EMPLOYEE



10) Update Onboarding Status on Onboarding Form Submission [LINK](#)

When the response of the onboarding form is submitted, change the onboarding status to 'Completed' in the Onboarding list. This automates the update of onboarding status based on form submission.



OUTPUT

New Onboarding Form Entry Added

The screenshot shows a SharePoint list titled "Onboarding Form". The list has columns: Employee ID, Employee Name, User Assigned, Bank Account Nu..., Bank IFSC Branch, IFSC Code, Do you have an e..., and PF Account Nu... . A single item is listed: Employee ID E014, Employee Name Virat Kohli, User Assigned user10, Bank Account Number 75173366, Bank IFSC Branch Kolkata, IFSC Code 1011, Do you have an e... checked, and PF Account Number PFTPS115.

Onboarding Status Changed to Completed

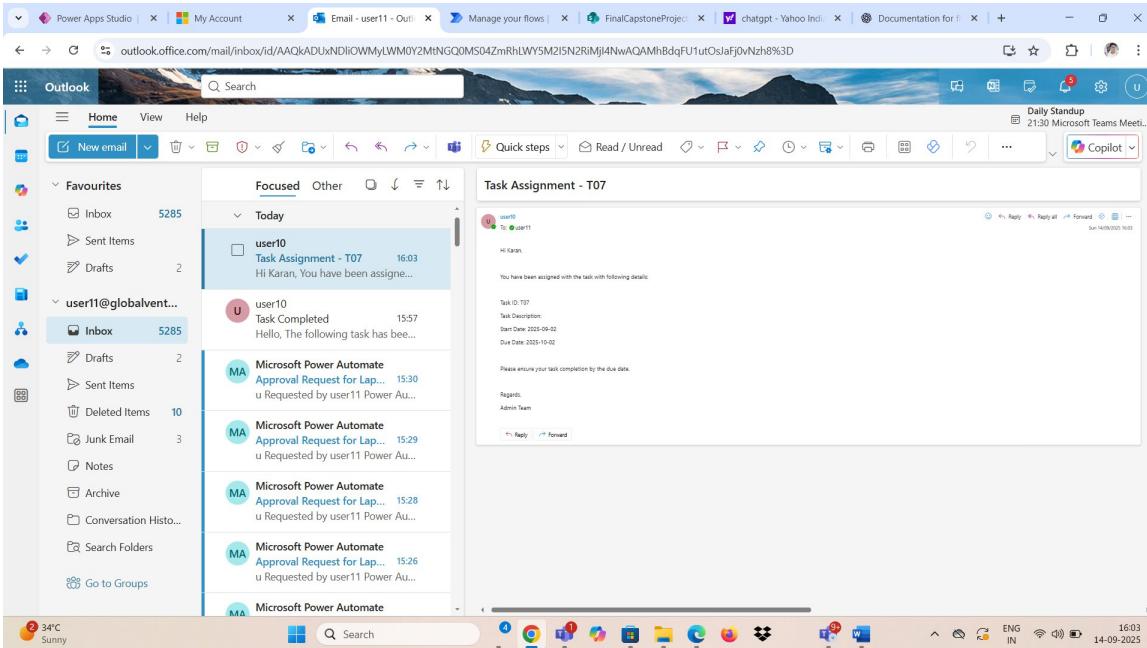
The screenshot shows a SharePoint list titled "Employee Onboarding List". The list has columns: EmployeeID, First Name, Last Name, Role, Department, Onboarding_Status, and Offer Accepted. A single item is listed: EmployeeID E014, First Name Virat, Last Name Kohli, Role Software Engineer, Department Finance & Accounts, Onboarding_Status Completed, and Offer Accepted checked.

11) Send Email on Task Assignment [LINK](#)

When a task is assigned in the Task Tracker list, the employee receives an email. This ensures timely notification about new tasks.

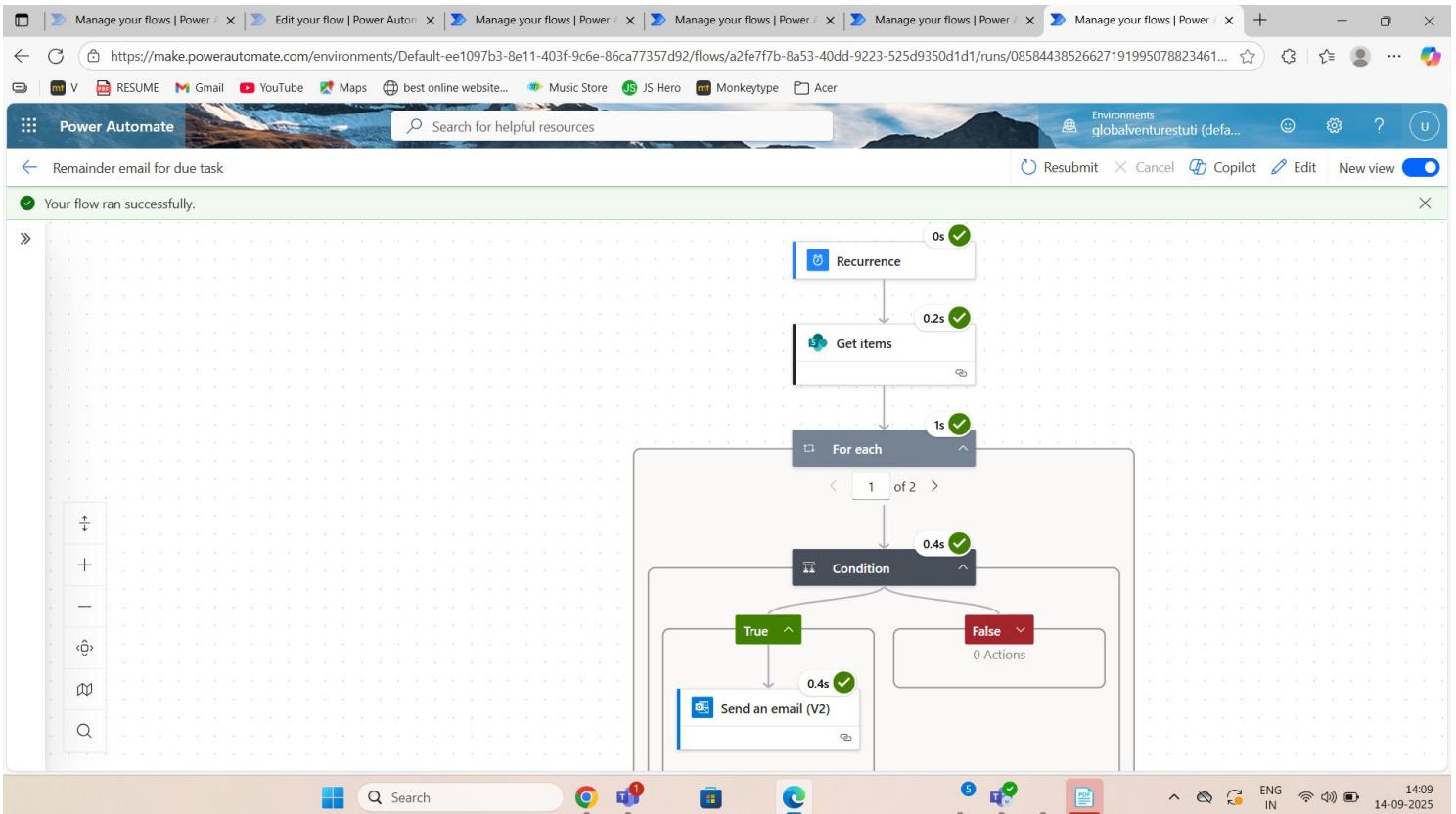
The screenshot shows a Power Automate flow titled "Send Email to Employee When a Task is Assigned to Employee". The flow consists of two steps: "When an item is created" (triggered by a task being assigned) and "Send an email (V2)". The flow ran successfully, as indicated by the green checkmark.

OUTPUT



12) Send Reminder Email on Task Due Date [LINK](#)

Send a reminder email for a due task on the day of submission. This ensures employees are reminded of deadlines.



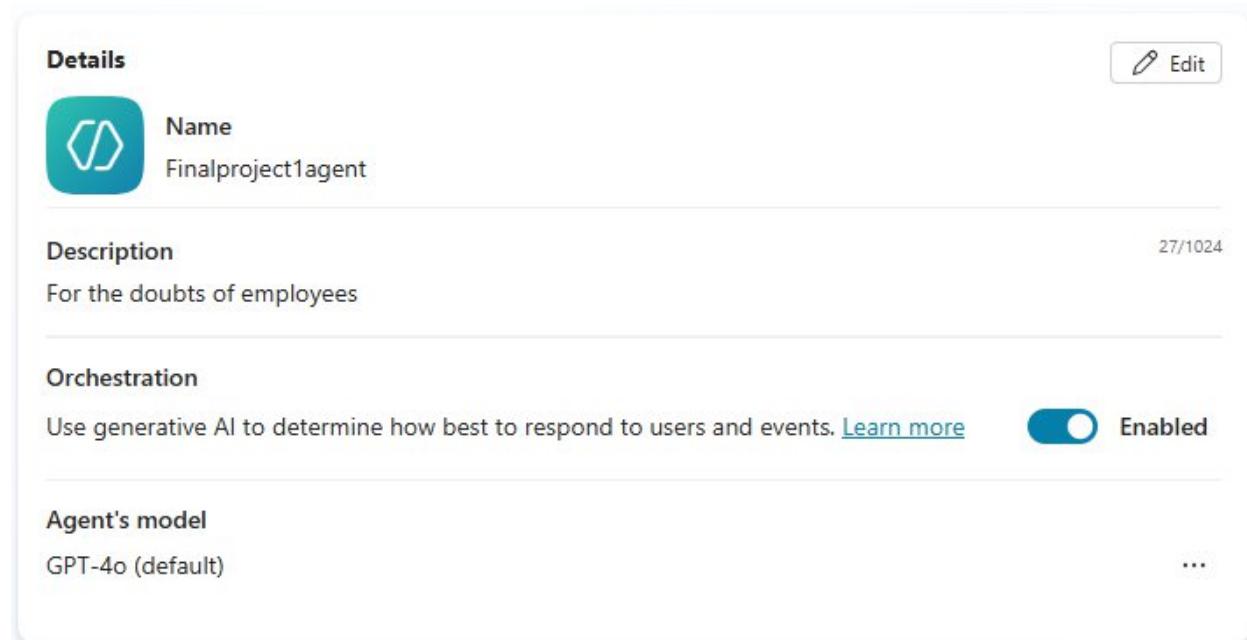
OUTPUT

The screenshot shows the Microsoft Outlook inbox interface. On the left, the navigation pane lists various folders: Favourites, Inbox (5288), Sent Items, Drafts, and a specific folder for 'user11@globalvent...'. The inbox itself displays several emails. At the top, there is a reminder message from 'user11' titled 'Reminder - Task Due Today' sent at 16:14. The message body says: 'Hello Priya This is a reminder tha...'. Below it, there are five more messages from 'user10': 'Task Assignment - T06' (16:10), 'Task Completed' (16:08), 'Task Assignment - T06' (16:06), 'Task Assignment - T07' (16:03), and 'Task Completed' (15:57). The message from 'user10' at 16:08 contains instructions: 'Kindly ensure the task is completed by the end of the day. If you foresee any delays or require assistance, please notify your manager immediately.' The message from 'user10' at 16:06 includes 'Best Regards, Wipro Limited'. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 14-09-2025 16:14.

4. Copilot Studio – HR Chatbot

Agent: <https://copilotstudio.microsoft.com/environments/7ef99adb-108a-e49e-9ee8-47217be0fed8/bots/24bc5ef1-6990-f011-b41b-000d3ac998bb/overview>

Step1: Create an agent in Copilot Studio



Details

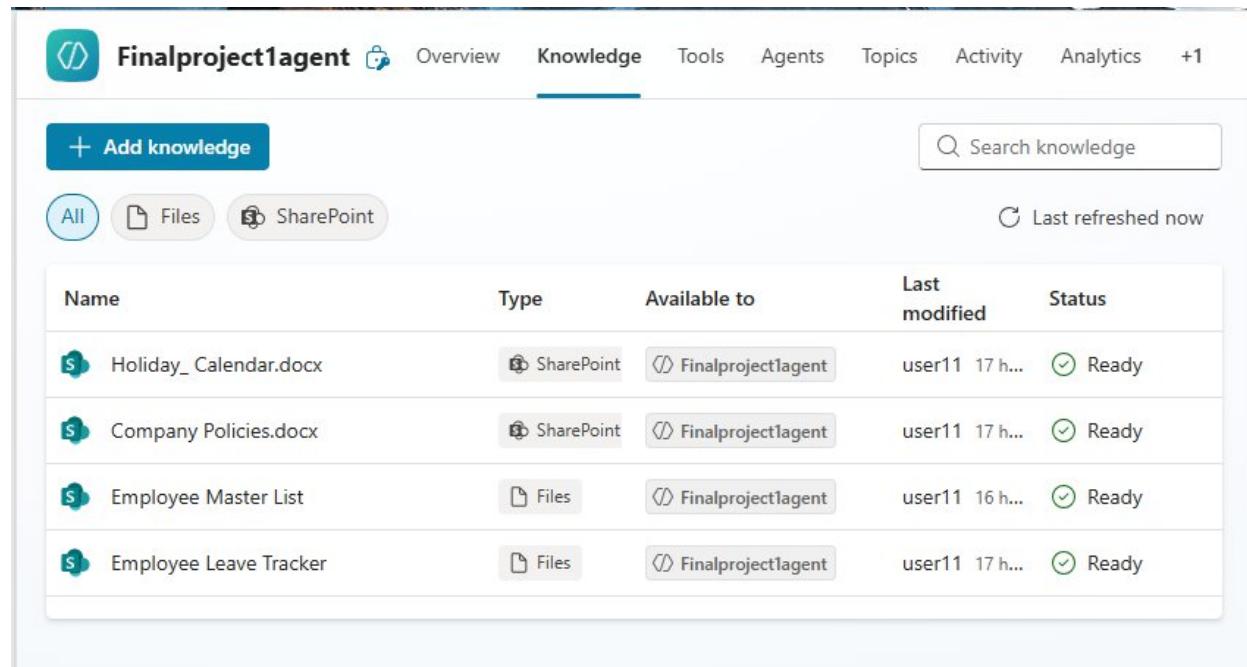
Name
Finalproject1agent

Description
For the doubts of employees

Orchestration
Use generative AI to determine how best to respond to users and events. [Learn more](#) Enabled

Agent's model
GPT-4o (default) [...](#)

Set clear and meaningful name and description for the agent.



Finalproject1agent Overview Knowledge Tools Agents Topics Activity Analytics +1

+ Add knowledge Search knowledge

All Files SharePoint Last refreshed now

Name	Type	Available to	Last modified	Status
Holiday_Calendar.docx	SharePoint	Finalproject1agent	user11 17 h...	Ready
Company Policies.docx	SharePoint	Finalproject1agent	user11 17 h...	Ready
Employee Master List	Files	Finalproject1agent	user11 16 h...	Ready
Employee Leave Tracker	Files	Finalproject1agent	user11 17 h...	Ready

Add relevant knowledge source to the agent. Well-organized knowledge helps the agent deliver precise answers and improve user satisfaction

The screenshot shows a 'Tools' section with a heading 'Tools' and a button '+ Add tool'. Below this, a sub-section titled 'Add tools to empower the AI to complete specific tasks for improved engagement.' includes a link 'Learn more.'. Three items are listed: 'Create item' (with a '...' button), 'Update file' (with a '...' button), and 'Update item' (with a '...' button).

Configure appropriate tools in agent to extend its capabilities such as connections.

The screenshot shows the 'Agents' tab selected in the navigation bar ('Finalproject1agent'). A 'Search' bar is present. A table lists one agent: 'approval request' (Relationship: Child, Trigger: By agent, Last modified: user11 21 hours ago, Errors: 0, Enabled: On). A 'Last refreshed now' indicator is shown.

Name	Relationship	Trigger	Last modified	Errors	Enabled
approval request	Child	By agent	user11 21 hours ago	0	On

Assist child agent to structure complex scenarios into manageable specialized sub-agents.

The screenshot shows the 'Topics' section of the Microsoft Teams Agent interface. At the top, there's a header with the team name 'Finalproject1agent', a gear icon, and navigation links for 'Overview', 'Knowledge', 'Tools', 'Agents', 'Topics' (which is underlined), 'Activity', 'Analytics', and '+1'. Below the header is a search bar with the placeholder 'Search custom topics'. A button labeled '+ Add a topic' with a dropdown arrow is also present. There are three filter buttons: 'All', 'Custom (7)', and 'System (9)'. To the right, a circular icon indicates the last refresh was 'now'. The main area is a table with columns: 'Name', 'Type', 'Trigger', 'Last modified', 'Editing', 'Errors', and 'Enabled'. The table lists seven custom topics:

Name	Type	Trigger	Last modified	Editing	Errors	Enabled
company poli...	Topic	∅ By agent	user11 19 hours ago	<input checked="" type="checkbox"/>	On	
Goodbye	Topic	∅ By agent	user11 22 hours ago	<input checked="" type="checkbox"/>	On	
Greeting	Topic	∅ By agent	user11 22 hours ago	<input checked="" type="checkbox"/>	On	
leave	Topic	∅ By agent	user10 15 hours ago	<input checked="" type="checkbox"/>	On	
leave balance 1	Topic	∅ By agent	user10 15 hours ago	<input checked="" type="checkbox"/>	On	
Start Over	Topic	∅ By agent	user11 22 hours ago	<input checked="" type="checkbox"/>	On	
Thank you	Topic	∅ By agent	user11 22 hours ago	<input checked="" type="checkbox"/>	On	

Designed clear and specific topics in agent to guide user interactions effectively.

The screenshot shows the 'Suggested prompts' section. At the top, it says 'Suggested prompts' with a pencil icon. Below that, a note says 'Suggest ways of starting conversations for Teams and Microsoft 365 channels. [Learn more](#)'. The section contains five entries, each starting with 'Topic':

- Topic: How do I apply for leave?
- Topic: How many casual/sick leaves do I have left?
- Topic: Where can I find company policies?
- Topic: What is the work from home policy?
- Topic: What's the dress code?
- Topic: What are the official holidays this year?

Add suggestion prompts

Step 2: Save and publish the agent

(The agent could not be published because the allocated space for agents in the environment has been exhausted)

Use suggestion prompts to quickly get answers to common HR questions.

- **Embedded on SharePoint HR Portal**

(The agent cannot be embedded into the page because it could not be published. The publishing process failed due to insufficient space available in environment for the agent)

Step 1: Go to the agent in the co-pilot studio and copy the agent web link.

Step 2: Start Editing the Share point page on which the agent is to be embedded.

Step 3: Click on the "+" (Add a new web part) where you want to add the Chatbot.

Step 4: Select the Embed web part and paste the agent web link copies earlier.

Step 5: Save and Test the agent.

- **Responds to common onboarding questions:**

▶ **Test your agent**

… ⌂ ▾ C X

Hello, I'm Finalproject1agent, a virtual assistant. Just so you are aware, I sometimes use AI to answer your questions. If you provided a website during creation, try asking me about it! Next try giving me some more knowledge by setting up generative AI.



9 minutes ago

Ask a question or describe what you need

0/2000



Make sure AI-generated content is accurate and appropriate before using. [See terms](#)

- “How do I apply for leave?”

leave

The agent chooses
Describe what the topic does
Apply for the leave

Question

Type of leave
Identify
Multiple choice options

Options for user
long leave (more than four days)
leave for a day
leave for two days
+ New option

Save user response as
(x) Var1_choice

Condition

- (x) Var1_choice > is equal to long leave (more than four days)
- + New condition

Condition

- (x) Var1_choice > is equal to leave for a day
- + New condition

Condition

- (x) Var1_choice > is equal to leave for two days
- + New condition

All other conditions

Finalproject1agent

Overview Knowledge Tools Agents Topics Activity Analytics Channels

leave

Reason for the leave
Identify
Multiple choice options

Options for user
personal problem
Health issue
maternity leave
vacation
family matters
emergencies
legal obligations
+ New option

Save user response as
(x) Var2_choice

Condition

- Var2_choice > is equal to health issue
- New condition

Condition

- (x) Var2_choice > is equal to maternity leave
- + New condition

Condition

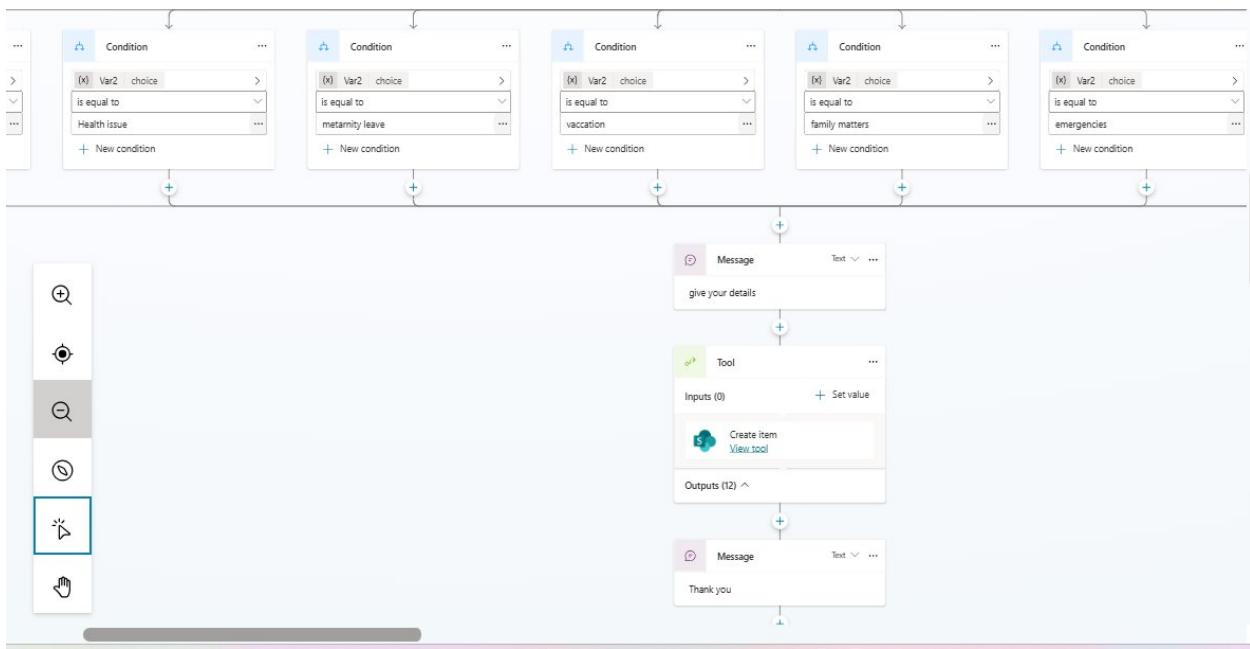
- (x) Var2_choice > is equal to vacation
- + New condition

Condition

- (x) Var2_choice > is equal to family matters
- + New condition

Condition

- (x) Var2_choice > is equal to emergencies
- + New condition



We have used sharepoint connector to connect the topic in the agent and list in sharepoint

The data will be taken in the agent and will be shared to the list

leave

Type of leave



2 minutes ago

long leave (more than four days)

reason for the leave



2 minutes ago

vaccation

give your details



give your details



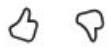
What is the name for the new item you want to create in the SharePoint list?



2 minutes ago

Ram

What is the start date for the new item you want to create?



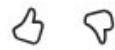
2 minutes ago

14/9/25

2 minutes ago

Ram

What is the start date for the new item you want to create?



2 minutes ago

14/9/25

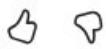
What is the end date for the item you want to create?



2 minutes ago

17/9/25

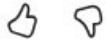
What is the leave reason you would like to provide?



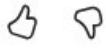
2 minutes ago

vaccation

thank you we have forwarded this message to hr for approval



Thank you



2 minutes ago

Employee Leave Tracker

ID	Name	Start Date <small> ⓘ</small>	End Date <small> ⓘ</small>	Leave Reason
7	Patel	9/18/2025	9/20/2025	vaccation
9	raghav	4/23/2025	4/30/2025	health issues
10	shreya	9/18/2025	9/18/2025	fever
11	Guptha	9/20/2025	9/22/2025	fever
14	swetha	9/14/2025	9/20/2025	accident
15	shela	9/19/2025	9/20/2025	accident
16	jay	9/14/2025	9/16/2025	medical emergency
17	reo	9/15/2025	9/15/2025	vaccation
18	Ram	9/14/2025	9/17/2025	vaccation

This is the data being collected by agent and storing it in the list

- o “What’s the dress code?”

› Test your agent

... 📁 ⚙️ ⌂

What is the dress Code?

Connect to continue

I'll use your credentials to connect and to get the information you're looking for.



SharePoint

This connection can:

•

ⓘ Connecting to other services with your

Ask a question or describe what you need

0/2000



▶ **Test your agent**

...   

The company's dress code policy is as follows:

- Employees are expected to dress in business casual attire.
- Uniforms must be worn where applicable, as instructed.
- Clothing should be clean, neat, and appropriate for a professional work environment.

This policy ensures a professional appearance and supports the company's standards for workplace conduct .

1 reference ▾

1  Company Policies.docx



Ask a question or describe what you need

0/2000

○ “Where can I find company policies?”

▶ Test your agent

...

5 minutes ago

Where can I find Company policies

https://globalventurestuti.sharepoint.com/:w/r/sites/FinalCapstoneProject1/_layouts/15/Doc.aspx?sourceid=%7B2A55B6E7-DDD4-42E9-8D67-8AC6A97CA58F%7D&file=FAQs.docx&action=default&mobileredirect=true

Just now

Ask a question or describe what you need

0/2000

- Pulls answers from SharePoint Knowledge Base

› **Test your agent**

...  ▾ 



32 minutes ago

What are the policies of the company?

https://globalventurestuti.sharepoint.com/:w/r/sites/FinalCapstoneProject1/_layouts/15/Doc.aspx? sourcedoc=%7B2A55B6E7-DDD4-42E9-8D67-8AC6A97CA58F%7D&file=FAQs.docx&action=default &mobileredirect=true ↗



Just now

Ask a question or describe what you need

0/2000



› Test your agent

...



v



Give specific policies related to work hours?

The specific company policies related to work hours are as follows:

- **Standard Working Hours:** Employees are expected to work from 9:00 AM to 6:00 PM, Monday to Friday.
- **Breaks:** Each workday includes a 1-hour lunch break and two 15-minute short breaks.
- **Schedule Changes:** Any changes to the assigned working hours must be approved by the manager in advance.
- **Attendance and Punctuality:** Employees must report to work on time. Absences should be communicated at least 1 hour before the shift

Ask a question or describe what you need

0/2000



▶ Test your agent

... 📄 ⏮ ⏴

When are the holidays for year 2025?

The company-observed holidays for the year 2025 are as follows:

- New Year's Day: January 1, 2025 (Wednesday)
- Republic Day: January 26, 2025 (Sunday)
- Holi: March 14, 2025 (Friday)
- Eid al-Fitr: March 31, 2025 (Monday)
- Good Friday: April 18, 2025 (Friday)
- Raksha Bandhan: August 9, 2025 (Saturday)
- Independence Day: August 15, 2025 (Friday)
- Janmashtami: August 16, 2025 (Saturday)
- Gandhi Jayanti: October 2, 2025 (Thursday)
- Diwali: October 20, 2025 (Monday)
- Christmas: December 25, 2025 (Thursday) 

Ask a question or describe what you need

0/2000



To know about the leave balance

The screenshot shows a conversational AI interface with a flowchart editor at the top and a message history below.

Flowchart Editor:

- Top Bar:** Includes icons for Copilot, Comments, Variables, Topic checker, Details, More, and Save.
- Input Box:** A text input field containing the placeholder text: "balance, how much leave do I have, check my leave balance, remaining vacation days, paid time off left".
- Flowchart Nodes:**
 - Question Node:** "Please provide your employee ID." (Type: Text)
 - Identify Node:** "User's entire response" (Type: Text)
 - Save User Response As:** "EmployeeID string" (Type: String)
 - Create Generative Answers Node:** "Create generative answers" (Type: Generative)
 - Input Node:** "EmployeeID string" (Type: String)
 - Data Sources:** "Data sources" (Type: Data Sources)
- Toolbox:** On the left, there is a vertical toolbar with various icons for creating different node types.

leave balance

Please provide your employee ID.



Just now

E002

The available information indicates a leave balance of 3, but it does not specify if this is for employee ID "E002" or another employee. Based on the data provided, the leave balance is 3 [1](#).

1 reference ▾

1 ↗ <https://globalventurestuti....>



Ask a question or describe what you need

0/2000



Make sure AI-generated content is accurate and appropriate before using. [See terms](#)