

Getting Started with DarwinBox



NSE

NSEIT

India | US | Middle East



Viewing Your Personal Data



Search by Employee name with Designation or Department



DS



Darwinbox Super Admin

AVP & Head - Marketing and
Alliances

Sales

DB_Admin

hrmsadmin@nseit.com

Profile >

Compensation

Benefits

Reimbursement >

Leave

Attendance

Performance >

Talent Assessment >

Travel

Employee Life Cycle >

[VIEW NEW GOAL PLAN](#)

Employee ID
DB_Admin

Current Office Location
N.A

Emergency Contact Number
N.A

Company
NSEIT

Assigned Permission
N.A

Email ID
hrmsadmin@nseit.com

Office mobile number
N.A

HOD
Prakash Mahajan (03420)

Business Unit
DEX

Functional Area
N.A.

Department
Sales

Emergency Contact Name
N.A

Band
E

Grade
E10

Functional Area Code
N.A.

[Organization Chart](#)

Organization Chart

Step 3 : Click on **Profile**

Darwinbox Super Admin
AVP & Head - Marketing and Alliances
Sales
DB_Admin
hrmsadmin@nseit.com

Profile

Compensation

Benefits

Reimbursement

Leave

Attendance

Performance

Talent Assessment

Travel

Employee Life Cycle

Employee ID
DB_Admin

Current Office Location
N.A

Emergency Contact Number
N.A

Company
NSEIT

Assigned Permission
N.A

[Organization Chart](#)

Organization Chart

Step 4 : Click on Personal Details to view **Your Personal Details** ()

Darwinbox Super Admin
AVP & Head - Marketing and Alliances
Sales
DB_Admin
hrmsadmin@nseit.com

Profile

Personal Details

Employment Details

Future Transactions

Workflows

Employee ID
DB_Admin



Current Office Location
N.A


Emergency Contact Number
N.A

Company
NSEIT



Assigned Permission
N.A

Step 5 : Click on Project Details to view **Your Employment Details (Current Project , Manager , Designation Etc.)**





Darwinbox Super Admin
AVP & Head - Marketing and
Alliances
Sales
DB_Admin
hrmsadmin@nseit.com

 **Profile** 

- Personal Details
- Employment Details
- Future Transactions
- Workflows

Employee ID
DB_Admin

Current Office Location
N.A

Emergency Contact Number
N.A

Company
NSEIT

Assigned Permission
N.A

Personal Details Overview

Darwinbox Super Admin
AVP & Head - Marketing and Alliances
Sales
DB_Admin
hrmsadmin@nseit.com

Profile

Personal Details

Employment Details

Future Transactions

Workflows

Compensation

Benefits

Reimbursement

Leave

Attendance

Performance

Biographical

Salutation
N.A

Gender *
Female

Nationality
N.A

Mobile Access
No

Former/Maiden Names (If Applicable)
N.A

Spouse Name(First Name, Middle Name, Last Name)
N.A

First Name *
Darwinbox

Show Date Of Birth Year
Yes

Marital Status
Married

Father's Name
N.A

Date(S) Of Name Change
N.A

Spouse Gender
N.A

Middle Name
N.A

Date Of Birth *
01-Jan-1999

Marital Status Since
N.A

Father Mobile No.
N.A

Are You Currently Engaged In Any Other Business Either As A Proprietor, Partner, Officer, Director, Trustee, Employee And Agent Or Otherwise? If Yes, Please Give Details.
N.A

Last Name
Super Admin

Date Of Birth Access
Only Me

Marriage Anniversary Access
Everyone

SSN/NIC (If Applicable)
N.A

Certification Validity
N.A

Job

Employee ID
DB_Admin

Date Of Joining *
01-Jan-2021

Base Office Location
Sector 11,CBD Belapur Nse.it Ltd Navi Mumbai

Probation Period
N.A

DS

Powered by: [darwinbox](#)

Employment Details Overview

NSE
NSEIT

Search by Employee name with Designation or Department

DS

Darwinbox Super Admin

AVP & Head - Marketing and Alliances

Sales

DB_Admin

hrmsadmin@nseit.com

Profile

Personal Details

Employment Details

Future Transactions

Workflows

Compensation

Benefits

Reimbursement

Leave

Attendance

Performance

Talent Assessment

Work Role

Group Company:
NSEIT

Designation:
AVP & Head - Marketing And Alliances

Department:
Sales

From-To:
01 Jan 2021 - Present

Grade

Grade:
E10

From-To:
01 Jan 2021 - Present


Powered by: [darwinbox](#)



Employee Directory

Employee Directory

Step 1 : From the Dashboard, Click on **Employees**




Search by Employee name with Designation or Department


DS

My Access


Anonymous Test 1




Task Box




Employees




Vibe




Reimbursement




Compensation




Attendance




Leave




HR Documents



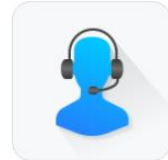
Recruitment




Calendar




Performance




Helpdesk



Travel





Reports Builder





Org View

Employee Directory

Step 2 : Search For An Employee , Select Name from Dropdown.





Search by Employee name with Designation or Department





[← Employees](#)

[DIRECTORY](#)



Richlyn Ferreira (03861) - Sales - Account Manager, 





1 Employee

	Name	Id	Designation	Department	Email Id	Location
	Richlyn Ferreira	03861	Account Manager	Sales	test@nseit.com	 Trade Globe,Mumbai, Maharashtra, India, (HO)

Step 3 : Click on Employee's Name to View his profile.





Search by Employee name with Designation or Department





[← Employees](#)

[DIRECTORY](#)

Richlyn Ferreira (03861) - Sales - Account Manager, 



1 Employee

	Name	Id	Designation	Department	Email Id	Location
	Richlyn Ferreira	03861	Account Manager	Sales	test@nseit.com	 Trade Globe,Mumbai, Maharashtra, India, (HO)

Employee Directory

NSE

NSEIT

Search by Employee name with Designation or Department

DS

Richlyn Jerome Ferreira

Account Manager

Sales

03861

test@nseit.com

Profile

Compensation

Benefits

Email ID

test@nseit.com

Emergency Contact Number

N.A

Company

NSEIT

Dotted Line Manager

Mangesh Sardesai (00012)

Office mobile number

N.A

HOD

Prakash Mahajan (03420)

Business Unit

DEX

Assigned Permission

HRBP

Emergency Contact Name

N.A

Band

S

Grade

S10

HRBP Role

Richlyn Ferreira (03861)

VIEW NEW GOAL PLAN

Organization Chart

Organization Chart

MN

Muralidaran Nata...

CEO

CEO's Office



Powered by: darwinbox




View Pending Tasks / Requests

Employee Directory


Step 1 : From the Dashboard, Click on **Task Box**




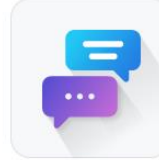
 DS

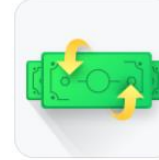
My Access


Anonymous Test 1



Task Box

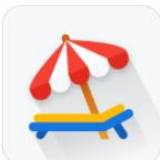

Employees

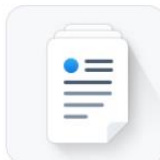

Vibe

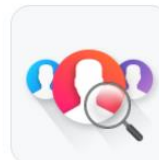

Reimbursement

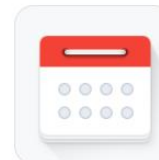

Compensation

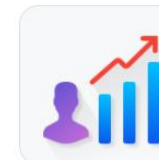

Attendance

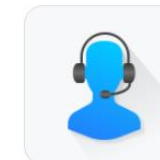

Leave



HR Documents



Recruitment

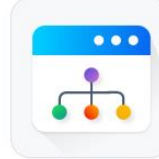

Calendar


Performance


Helpdesk




Travel


Reports Builder





Org View

Employee Directory

Step 2 : Your Pending Tasks Will be visible here.



Search by Employee name with Designation or Department



Task Box

Assigned to Me (1)

Pending Tasks 01

Pending Tasks

1 - 1 of 1 < > Displaying 1 Results

Search MASTER FILTERS

Task Name	Trigger Date	Action
Please sign-off the policy by clicking on ACT button.	02 May 2021	

< 1 >

Task History ⓘ

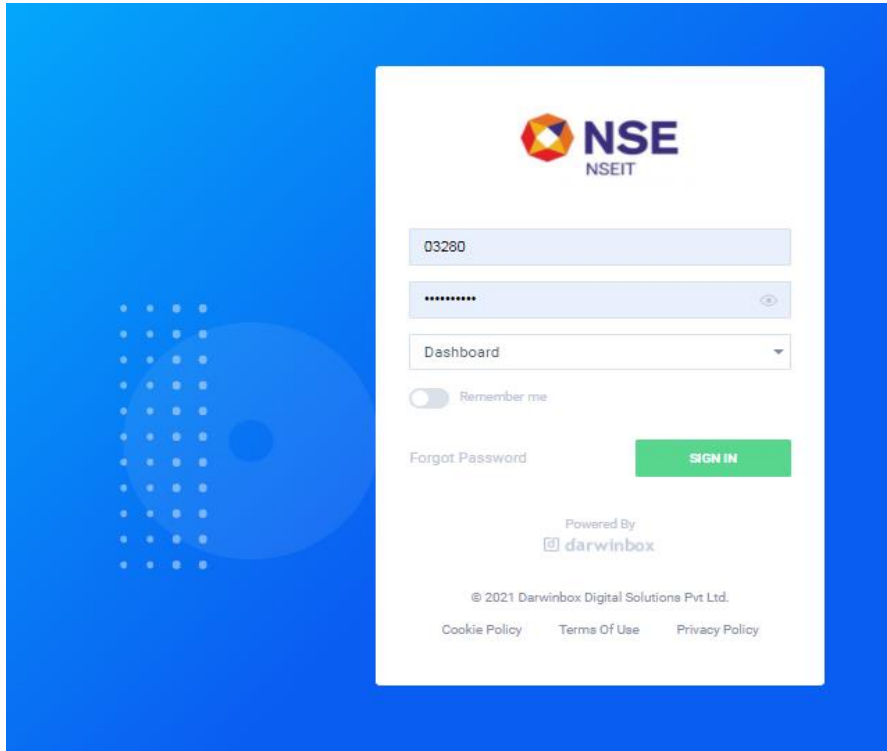


Application of leave in DB system

How to apply for leave in DB-

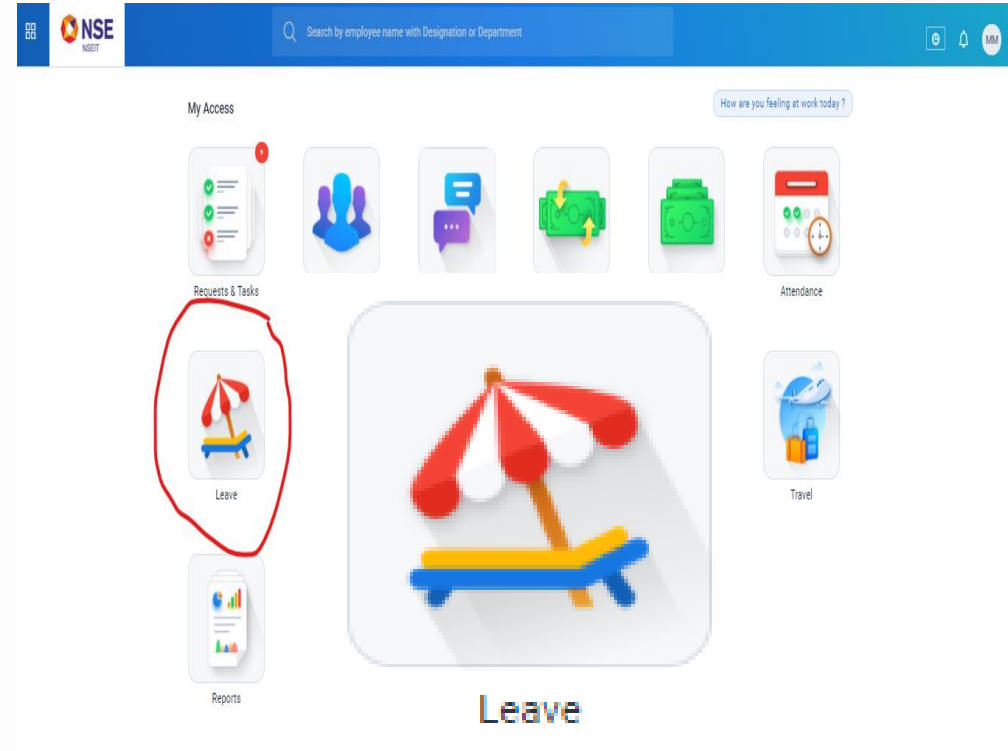
Example of EL (Employee-Mohnish Motwani, L1- Mathew Joseph)

Step 1: Login through employee account



The screenshot shows the login interface for NSE NSEIT. It features a white login box on a blue background. The box contains the NSE NSEIT logo, a username field with '03280', a password field with masked characters, a dropdown menu set to 'Dashboard', a 'Remember me' toggle, a 'Forgot Password' link, and a green 'SIGN IN' button. At the bottom, it mentions 'Powered By: darwinbox' and includes copyright information for Darwinbox Digital Solutions Pvt Ltd. along with links for 'Cookie Policy', 'Terms Of Use', and 'Privacy Policy'.

Step 2: Click on **Leave** icon



How to apply for leave in DB-

Example of EL (Employee-Mohnish Motwani, L1- Mathew Joseph)

Step 3: System displays available no. of EL

Search by employee name with Designation or Department

LIST OF HOLIDAYS APPLY

Your Leave Balance as of 21-May-2021 Pending Requests (0)

Earned Leave

8	Currently Available
8	Accrued so far this year
0	Credited from last year
24	Annual Allotment

Paternity Leave

6	Currently Available
6	Total Allotment

Leave History

2021

VIEW DOWNLOAD DOWNLOAD TRANSACTIONS

Click to add text

Step 4: Click on **Apply** button

Search by employee name with Designation or Department

LIST OF HOLIDAYS APPLY

Your Leave Balance as of 21-May-2021 Pending Requests (0)

Earned Leave

8	Currently Available
8	Accrued so far this year
0	Credited from last year
24	Annual Allotment

Paternity Leave

6	Currently Available
6	Total Allotment

Leave History

2021

VIEW DOWNLOAD DOWNLOAD TRANSACTIONS

Note: A form is displayed upon clicking apply button

How to apply for leave in DB-

Example of EL (Employee-Mohnish Motwani, L1- Mathew Joseph)

Step 5: Fill highlighted details in the form and click on apply button

Apply for a Leave

☒ For Myself ☐ For Others ☐ Encashment

[+ Add Additional Recipients](#)

Select Leave Type

Earned Leave

From

21-05-2021

To

22-05-2021

Total working Days : 1

1

Earned Leave

Message *

Test Leave

[Add Attachments](#) ⓘ

APPLY

Step 6: Notification of leave applied to employee

Your Leave has been applied successfully. X

LIST OF HOLIDAYS APPLY

Mohnish
Business
Mohnish Motwani

Your Leave has been applied successfully.

8	Accrued so far this year	6	Total Allotment
0	Credited from last year		
24	Annual Allotment		

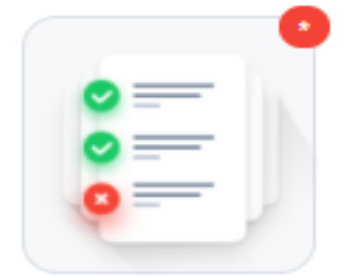
Leave History

2021

VIEW DOWNLOAD DOWNLOAD TRANSACTIONS

How L1 Manager approves or rejects leave

Example of EL (Employee-Mohnish Motwani, L1- Mathew Joseph)

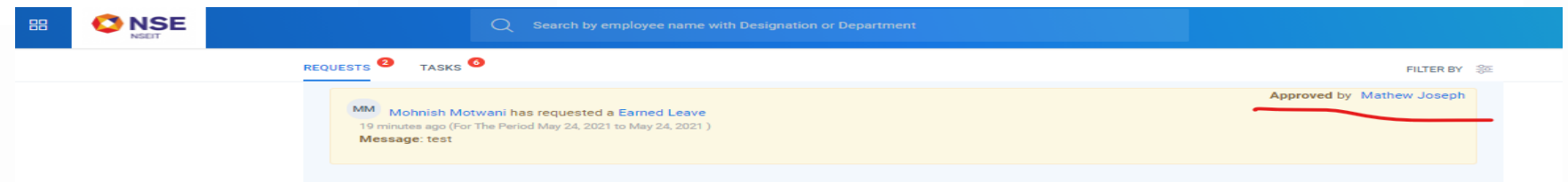
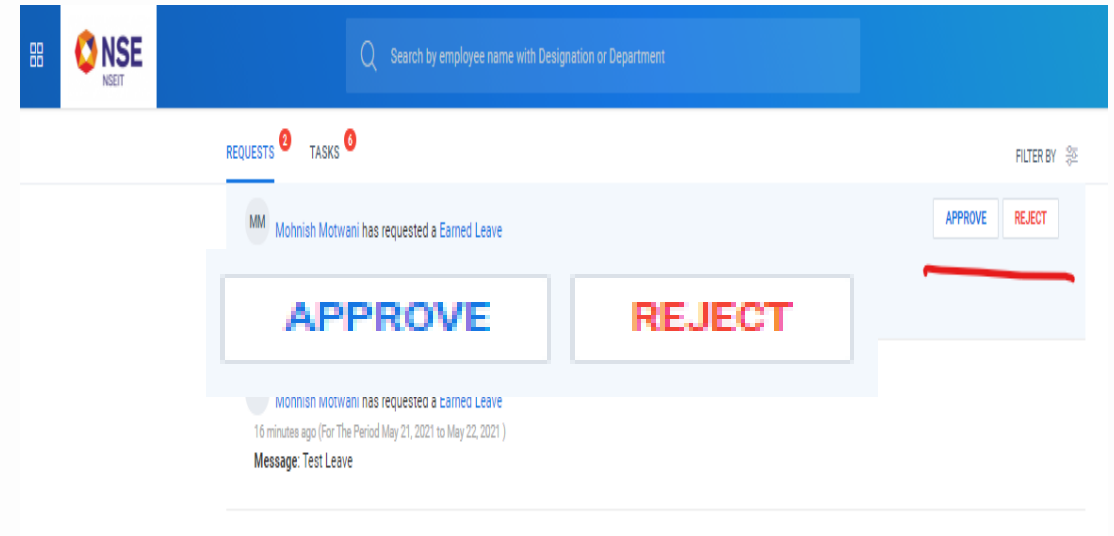
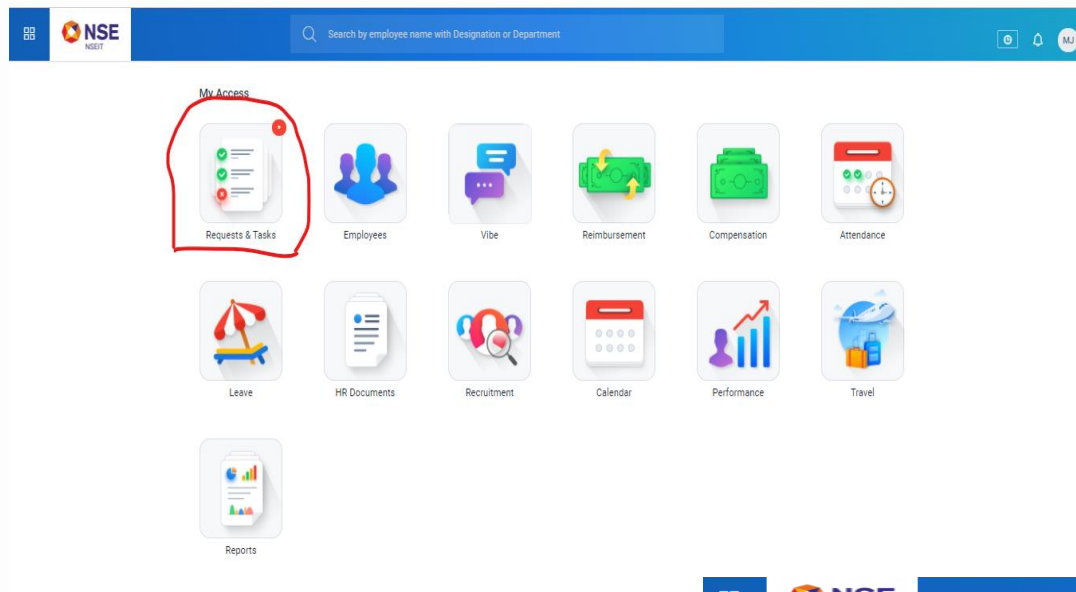


Requests & Tasks

Step 1: L1 manager logs in their account

Step 2: Click on **Request & Tasks** icon

Step 3: Click on **Approve** or **Reject** button



System displays leaved approved

Approved by Mathew Joseph

Notifications received by employee

Example of EL (Employee-Mohnish Motwani, L1- Mathew Joseph)

- Employee receives a notification that leave has been approved by L1

The screenshot shows the NSE portal interface. A notification banner at the top states: "Mathew Joseph has Approved Leave" dated "May 22, 2021 at 12:04:46 AM". Below the notification, the "Your Leave Balance" section displays the following data:

Earned Leave	
7	Currently Available
8	Accrued so far this year
0	Credited from last year
24	Annual Allotment

On the right side of the leave balance section, the "Paternity Leave" section shows:

6	Currently Available
6	Total Allotment

The left sidebar contains the user profile for Mohnish Motwani (Business Analyst, ID 03280) and a menu with options: Profile, Compensation, Benefits, Reimbursement, and Leave.

- Below snip shows that system has EL as the count has changed from 8 EL to 7 EL in employee's account

The screenshot shows the "Your Leave Balance as of 22-May-2021" page. It includes a "Pending Requests (1)" button and a "LIST OF HOLIDAYS" button. The main content area displays the leave balance details:

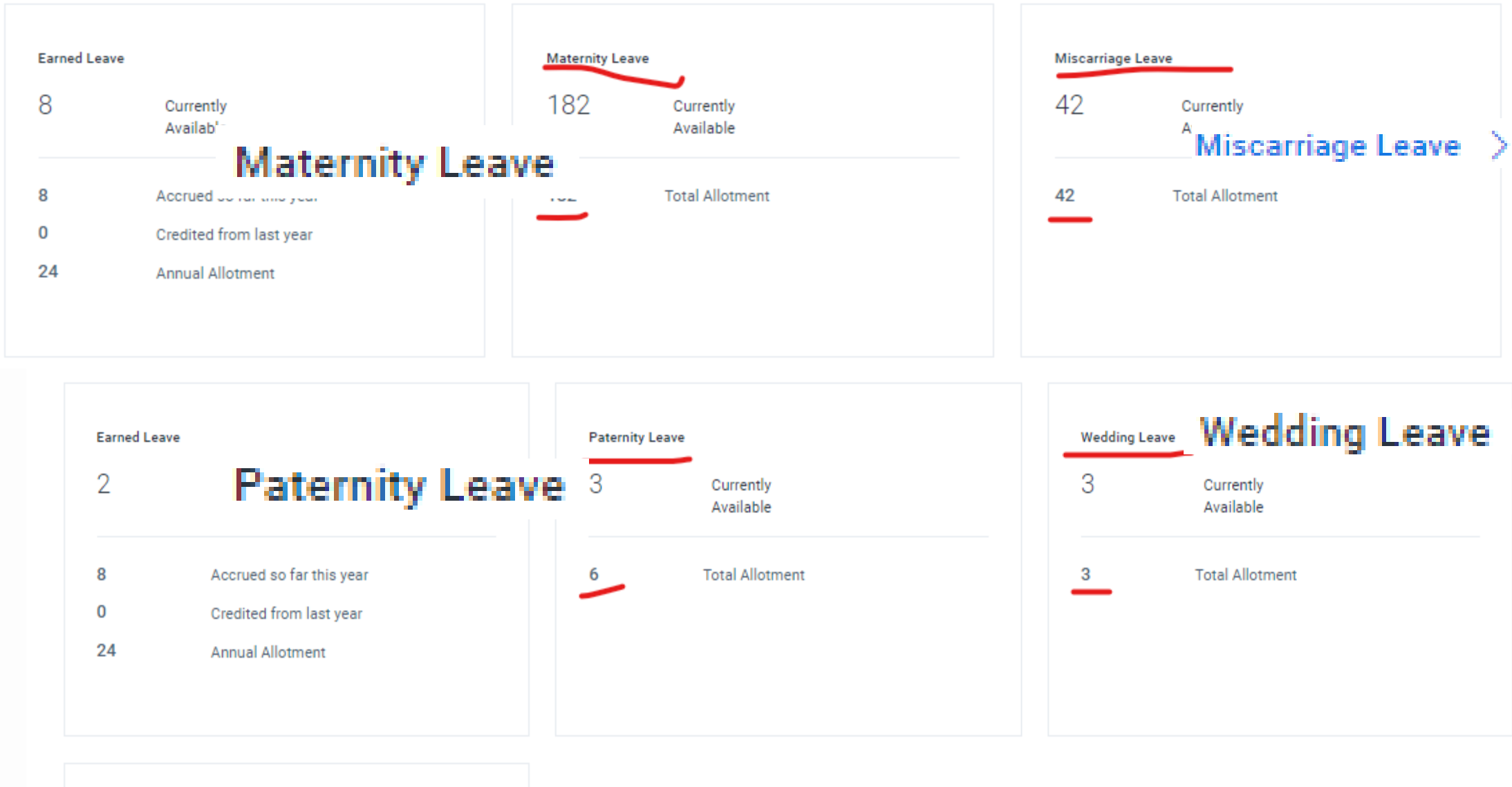
Earned Leave	
7	Currently Available
8	Accrued so far this year
0	Credited from last year
24	Annual Allotment

On the right side, the "Paternity Leave" section shows:

6	Currently Available
6	Total Allotment

Below the leave balance, the "Leave History" section shows a dropdown menu for the year "2021". At the bottom right, there are buttons for "VIEW", "DOWNLOAD", and "DOWNLOAD TRANSACTIONS". The left sidebar contains the user profile for Mohnish Motwani (Business Analyst, ID 03280) and a menu with options: Profile, Compensation, Benefits, Reimbursement, Leave, Attendance, Performance, Talent Assessment, Travel, and Employee Life Cycle.

Snapshots of ML, PL and WL as displayed in system





Additional features in DB system

- System displays all information related to particular leave

Balancing

Your Leave Balance as of 22-May-2021 Pending Requests (1)

21 Pending Requests (1)

LIST OF HOLIDAYS

APPLY



Mohnish Motwani
Business Analyst
03280
mmotwani@yopmail.com

 Profile

Compensation

Benefits

Reimbursement

 Leave

Attendance

 Performance

Earned Leave

7

Currently
Available

8

Accrued so far this year

0

Credited from last year

24

Annual Allotment

Pending Requests (1)

6

Total Allotment

Leave History

Additional features in system

- System allows to apply for leave on behalf of others
- System allows to enter additional recipient for leave request

The screenshot displays a web application interface for leave management. A modal window titled "Apply for a Leave" is open, allowing a user to apply for leave on behalf of others. The modal includes radio buttons for "For Myself", "For Others" (which is selected and underlined with a red line), and "Encashment". Below this, the "Recipients" section shows "Mathew Joseph (C458)". The "Additional Recipients" section has a text input field with the placeholder "Start adding new recipients" and a trash icon. The "Select Leave Type" section features a dropdown menu labeled "Select leave type". The "From" date is set to "22-05-2021" with a calendar icon, and the "To" date field is empty with a calendar icon. A "Message *" section contains a text area with the placeholder "Enter your message here...". At the bottom, there is a link "Add Attachments" with an information icon. A blue "APPLY" button is located at the bottom right of the modal. In the background, a table titled "Your Leave Balance as of 22-May-2021" is visible, showing leave balances for "Earned Leave", "Currently Available", "Accrued so far this year", "Credited from last year", and "Annual Allotment". A "VIEW" button is also visible in the bottom right corner of the background interface.

Your Leave Balance as of 22-May-2021	
Earned Leave	
7	Currently Available
8	Accrued so far this year
0	Credited from last year
24	Annual Allotment

Leave History

2021

Additional features in system

Steps to download leave report

- Login through admin account
- Click on leave icon
- Click on download transaction button

The screenshot shows the NSE HRMS Admin interface. The user is logged in as 'Darwinbox Super Admin'. The main dashboard displays various leave-related metrics: 'Accrued so far this year' (8), 'Credited from last year' (0), 'Annual Allotment' (24), 'Total Allotment' (182), and 'Comp-Off' (0). A large blue button labeled 'DOWNLOAD TRANSACTIONS' is prominently displayed at the bottom. A red circle highlights this button. The interface also includes a search bar at the top and a sidebar with navigation options like Profile, Compensation, Benefits, Reimbursement, Leave, Attendance, Performance, Talent Assessment, Travel, and Employee Life Cycle.

Downloaded report

The screenshot shows the 'Downloads' window of the NSE HRMS Admin interface. It displays a list of downloaded files, including 'Leaves-Details-01-Jan-2021-to-31-Dec-2021 (1).csv'. A red line highlights the file name. The window also includes a search bar and a 'See more' link. The background shows the same dashboard as the previous screenshot, with the 'DOWNLOAD TRANSACTIONS' button circled in red.



Application of leave encashment in DB system

How to apply for EL encashment

Steps-

- Login through employee account as shown on slide 11
- Click on **Leave** icon as shown on slide 11
- Click on **apply** button as shown on slide 12
- Select encashment as shown in snip
- Select leave type as shown in snip
- Enter number of leaves to be encashed
- Enter message as shown in snip as shown in snip
- Click apply as shown in snip

×

Apply for a Leave

☐ Apply Leave ☒ Encashment

Recipients
Sankara Subramaniam (02896)

Select Leave Type
Earned Leave

Enter number of leaves to be encashed
6

8
Total available balance

8
Available balance to encash

8
Balance to encash

5
Minimum balance to be maintained

5
Minimum balance to be maintained

2
Expected balance after Encashment

Message *
test

APPLY

Error messages of encashment-

- Error when no. of leaves entered cannot fulfil condition of maintaining balance of 5 leaves

Apply for a Leave

Cannot apply for leave encashment as minimum balance to retain after encashment is 5

☐ Apply Leave ☒ Encashment

Recipients

Sankara Subramaniam (02896)

Select Leave Type

Earned Leave

Enter number of leaves to be encashed

6

8

Total available balance

8

Available balance to encash

8

Balance to encash

5

Minumum Balance to encash

5

Minimum balance to be maintained

2

Expected balance after Encashment

Message *

test

APPLY

- Error when no. of leaves to be encashed are less than 5

Apply for a Leave

Cannot apply for leave encashment as minimum leaves to be encash is 5

☐ Apply Leave ☒ Encashment

Recipients

Sankara Subramaniam (02896)

Select Leave Type

Earned Leave

Enter number of leaves to be encashed

2

8

Total available balance

8

Available balance to encash

8

Balance to encash

5

Minumum Balance to encash

5

Minimum balance to be maintained

6

Expected balance after Encashment

Message *

test

APPLY



Attendance Module

Attendance Module

How to Punch-In ?

Login to your account. Click on the **clock** button which is on the left of the notification icon to clock in.

The screenshot displays the NSEIT HR system interface. At the top, there is a blue header bar. On the left of the header is the NSEIT logo. In the center is a search bar with the placeholder text "Search by employee name with Designation or Department". On the right side of the header bar, there are three icons: a clock icon, a bell icon, and a circular profile icon labeled "BP". A red arrow points from the "How are you feeling at work today?" prompt to the clock icon. Below the header bar, the main content area is titled "My Access". It features a grid of twelve icons representing different HR functions: Requests & Tasks (with a red notification star), Employees, Vibe, Reimbursement, Compensation, Attendance, Leave, HR Documents, Recruitment, Calendar, Performance, and Travel.

My Access

How are you feeling at work today ?

Requests & Tasks

Employees

Vibe

Reimbursement

Compensation

Attendance

Leave

HR Documents

Recruitment

Calendar

Performance

Travel

Attendance Module

How to Punch-Out?

Use the same button to clock out.

The screenshot displays the NSE HR portal interface. At the top, there is a blue header bar containing the NSE logo, a search bar with the placeholder text "Search by employee name with Designation or Department", and user profile icons for a clock, a bell, and a user labeled "BP". Below the header, the "My Access" section features a grid of twelve modules: Requests & Tasks, Employees, Vibe, Reimbursement, Compensation, Attendance, Leave, HR Documents, Recruitment, Calendar, Performance, and Travel. A red arrow points from the "Attendance" module icon to a "Clockout" button in the top right corner. A tooltip above the clock icon in the top right corner reads "Clockout". A blue speech bubble with the text "How are you feeling at work today ?" is positioned above the "Attendance" module icon.

My Access

Requests & Tasks Employees Vibe Reimbursement Compensation Attendance

Leave HR Documents Recruitment Calendar Performance Travel

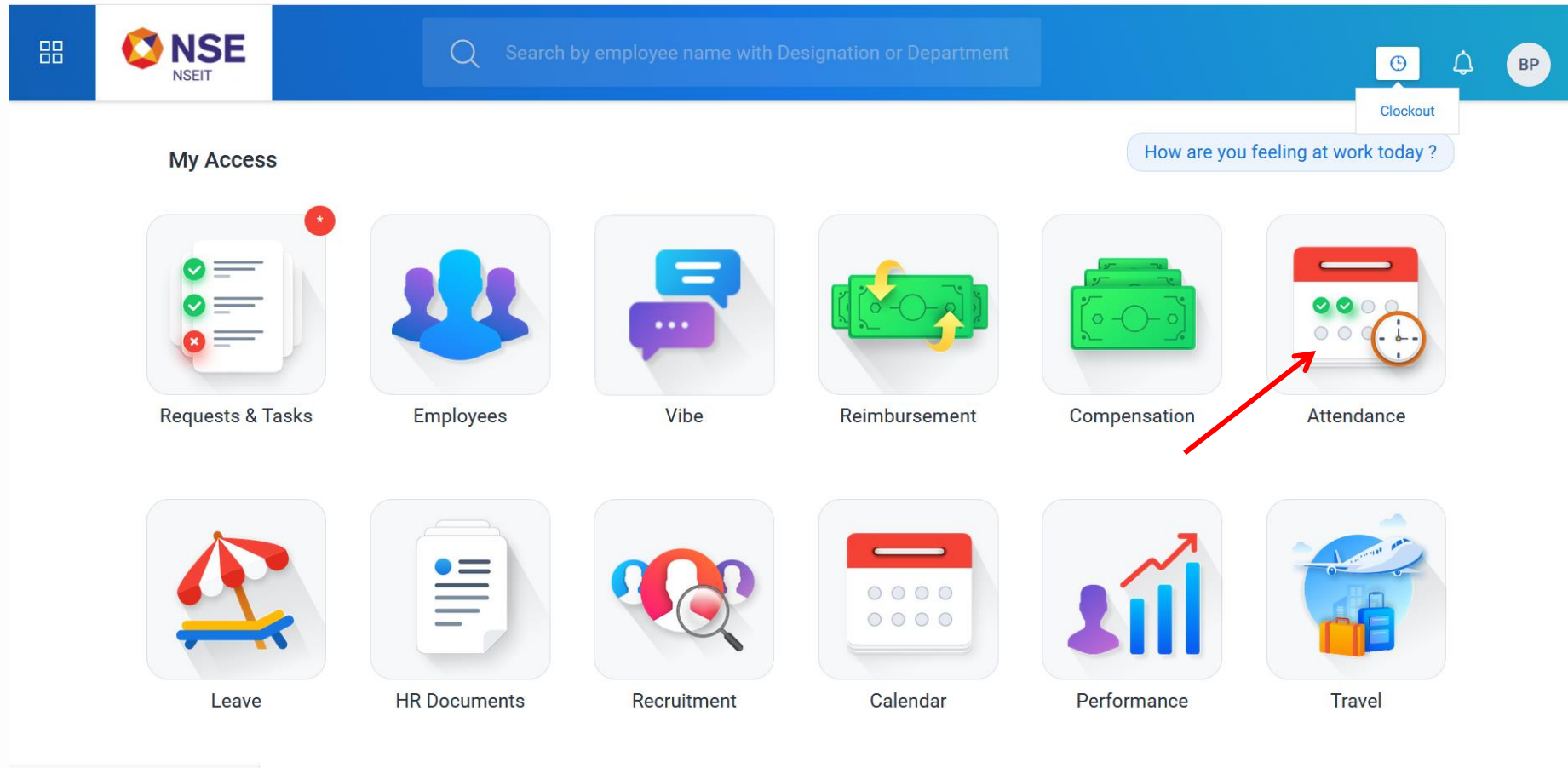
How are you feeling at work today ?

Clockout

Attendance Module

How to Regularize Attendance?

Step 1. Login to your account. From the dashboard go to **Attendance**



Attendance Module

How to Regularize Attendance?

Step 2: Click on **Apply**

Step 3 : Select **Attendance request**

The screenshot shows the NSE Attendance Module interface for Belveena Vesey Pereira. The header includes the NSE logo and a search bar. The left sidebar contains navigation links: Profile, Compensation, Benefits, Reimbursement, Leave, and Attendance. The main content area displays 'Attendance for 2021-May' with a 'Pending Request (1)' badge and a 'System Triggered Leave' badge. Below this, there are buttons for 'Audit Trail', 'Leave Days', 'Present Days', 'Absent Days', and 'APPLY'. The 'APPLY' button is highlighted with a red arrow. The summary section shows: TOTAL (2 Leave Days, 1 Present Days, 12 Absent Days) and AVERAGE (00:00 Work Duration, 00:00 Overtime). Below the summary, there are sections for 'CLOCKING PRIORITY' (Web | IP Restriction), 'SHIFT' (Night Shift 11 (11:30:00 PM - 08:00:00 AM)), 'POLICY' (General Policy | Comp Off), and 'WEEKLY OFF' (Saturday and Sunday (All Saturday, All Sunday)). At the bottom, there is a calendar for May 2021 and a note 'Powered by: darwinbox'.

The screenshot shows the NSE Attendance Module interface with the 'Attendance Request' modal form open. The modal form has a 'Request Type' dropdown menu with 'Clockin' selected. Below the dropdown, there is a red arrow pointing to the 'Attendance Request' option. The modal form also includes fields for 'Location' (Office), 'Clockin Time' (23:30), and a 'Message' field. At the bottom of the modal, there are 'CLOSE' and 'SUBMIT' buttons. The background shows the same interface as the previous screenshot, but with the modal form overlaid.

Attendance Module

How to Regularize Attendance?

Step 4 : Fill all the details and click on **SUBMIT**.

Reason for attendance request

Client/Site Visit

Shift Date From

20-05-2021

Shift Date To

20-05-2021

Location

Office

overnight Clockout?



Is Clockout time after 00:00 midnight on next date?

Clockin Time:

23

30

Clockout Time:

08

00

Break Duration

00

00

Message *

Forgot to login



Attachments

Browse...

No file selected.

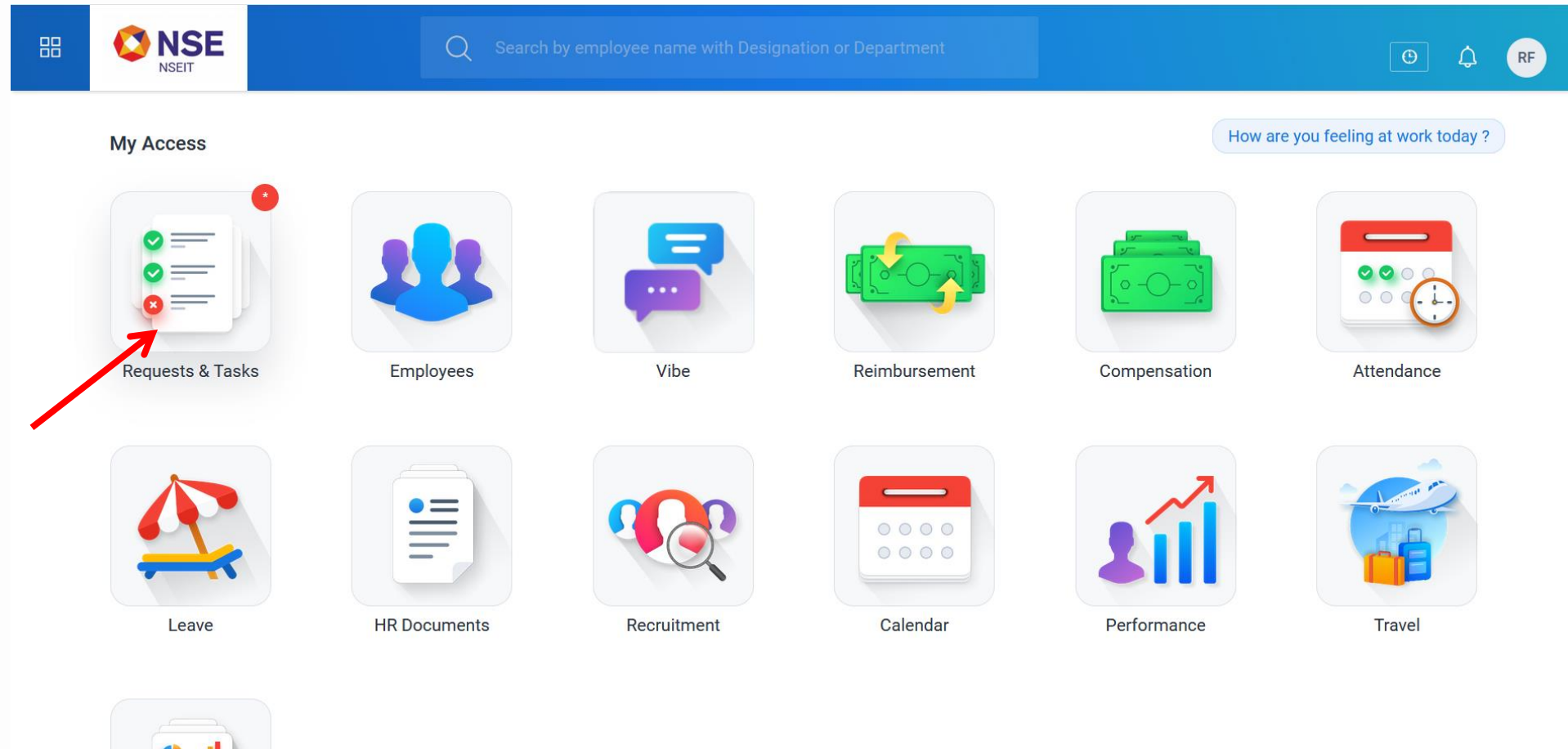
CLOSE

SUBMIT

Attendance Module

How to Approve Attendance as a manager?

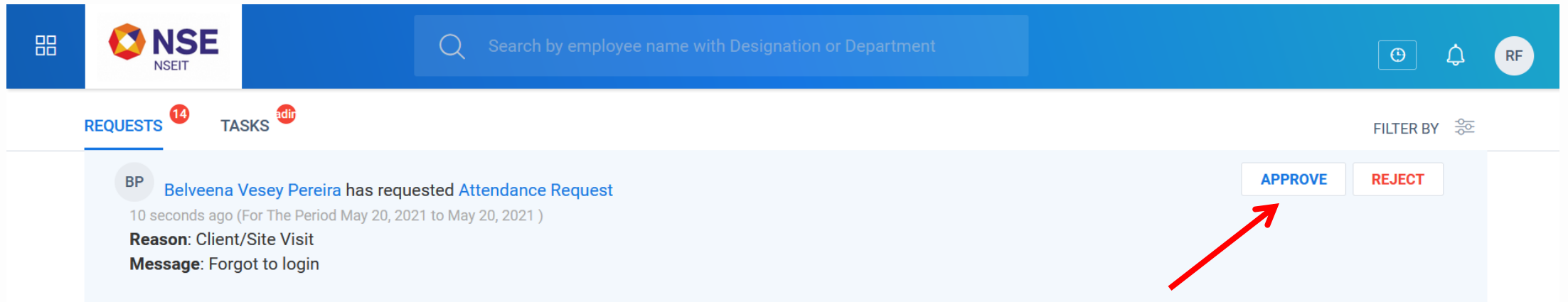
Step 1 : Login through Manager's account. From the dashboard , Go to **Requests and Tasks**



Attendance Module

How to Approve Attendance as a manager?

Step 2 : In requests , On the right hand side you can **approve** or **reject** the request.



The screenshot displays the NSE Attendance Module interface. At the top, there is a blue header bar containing the NSE logo, a search bar with the placeholder text "Search by employee name with Designation or Department", and icons for a clock, a bell, and a user profile labeled "RF". Below the header, there is a navigation bar with "REQUESTS" (highlighted with a red badge showing "14") and "TASKS" (with a red badge showing "adit"). To the right of the navigation bar is a "FILTER BY" button with a filter icon. The main content area shows a request card for "BP Belveena Vesey Pereira" who has requested an "Attendance Request". The request details include "10 seconds ago (For The Period May 20, 2021 to May 20, 2021)", "Reason: Client/Site Visit", and "Message: Forgot to login". On the right side of the request card, there are two buttons: "APPROVE" (in blue) and "REJECT" (in red). A red arrow points to the "APPROVE" button.

REQUESTS ¹⁴ **TASKS** ^{adit} FILTER BY

BP Belveena Vesey Pereira has requested Attendance Request
10 seconds ago (For The Period May 20, 2021 to May 20, 2021)
Reason: Client/Site Visit
Message: Forgot to login

APPROVE **REJECT**

Attendance Module

Calendar View of Reportees / Employee

Step 1 : From the dashboard , Go to **Attendance**. Select **reportees** , ourself click on **apply**.

Attendance for 2021-May Pending Request (0) System Triggered Leave (0)

Richlyn Ferreira (03861)

Richlyn Ferreira (03861)

Mohammad Khan (03547)

Neeraj Kumar Singh (01387)

Parthasarathy Madhavan (F0579)

Shadab Khan (03545)

Sneha Gaikwad (03548)

Snehal Salunkhe (03909)

Rupam Sharma (04271)

Ruchita Meher (F0350)

Belveena Pereira (F0578)

Dummy Conf1 (Dummyconf1)

Dummy Conf2 (Dummyconf2)

Dummy Conf3 (Dummyconf3)

Dummy Conf5 (Dummyconf5)

Rhucha Sawant (12345)

3

Absent Days

AVERAGE

08:30

Work Duration

00:00

Overtime

SHIFT

Night Shift 11 (11:30:00 PM - 08:00:00 AM)

POLICY

[General Policy](#)

[Comp-off Policy](#)

WEEKLY OFF

Only Sunday Off

(All Sunday)

26

Tuesday

27

28

Wednesday

29

30

Thursday

1

2

Friday

3

4

Saturday

5

6

Sunday

7

8

Monday

9

Present

Weekly Off

Attendance Request

Night Shift 11(23:30:00 to 08:00:00)

Present

Attendance Request

Night Shift 11(23:30:00 to 08:00:00)

Present

Attendance Request

Night Shift 11(23:30:00 to 08:00:00)

Present

Attendance Request

Night Shift 11(23:30:00 to 08:00:00)

Present

Attendance Request

Night Shift 11(23:30:00 to 08:00:00)

Present

Attendance Request

Night Shift 11(23:30:00 to 08:00:00)

Present

Attendance Request

Night Shift 11(23:30:00 to 08:00:00)

1

Present

Holiday(May Day / Labor Day / Maharashtra Day)

Attendance Request


Night Shift 11(23:30:00 to 08:00:00)

APPLY

Attendance Module

Calendar View of Reportee / Employee

Holidays are assigned as per the Client Calendar

<div><div>Mohnish Motwani Business Analyst 03280 mmotwani@yopmail.com</div></div> <div><div>Profile ></div><div>Compensation</div><div>Benefits</div><div>Reimbursement ></div><div>Leave</div><div>Attendance</div><div>Performance ></div><div>Talent Assessment ></div><div>Travel</div><div>Employee Life Cycle ></div></div>	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)
	11	12	13	14	15	16	17
	Weekly Off	N.A.	N.A.	N.A.	N.A.	N.A.	Weekly Off
	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)
	18	19	20	21	22	23	24
	Weekly Off	N.A.	N.A.	Holiday(Bakri-Eid)	N.A.	N.A.	Weekly Off
	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)
	25	26	27	28	29	30	31
	Weekly Off	N.A.	N.A.	N.A.	N.A.	N.A.	Weekly Off
	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)	Morning Shift 1(07:00:00 to 16:00:00)
	1	2	3	4	5	6	7

Eg: Mohnish works at BKC Brnach , Hence 21st July is given as a holiday as per BKC Calendar.



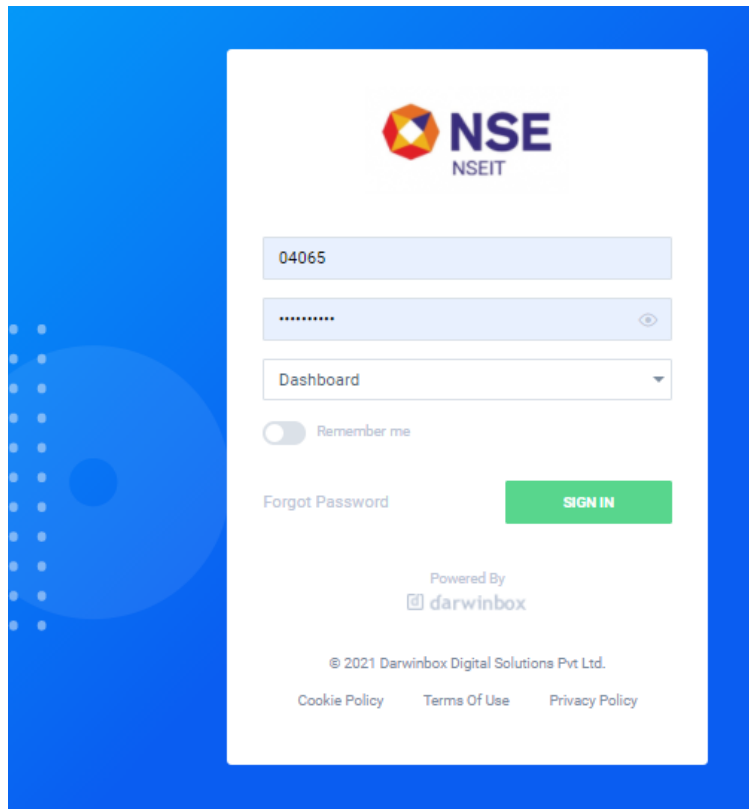
Confirmation Process in DB

Confirmation Process in DB

Employee-Confest 1)

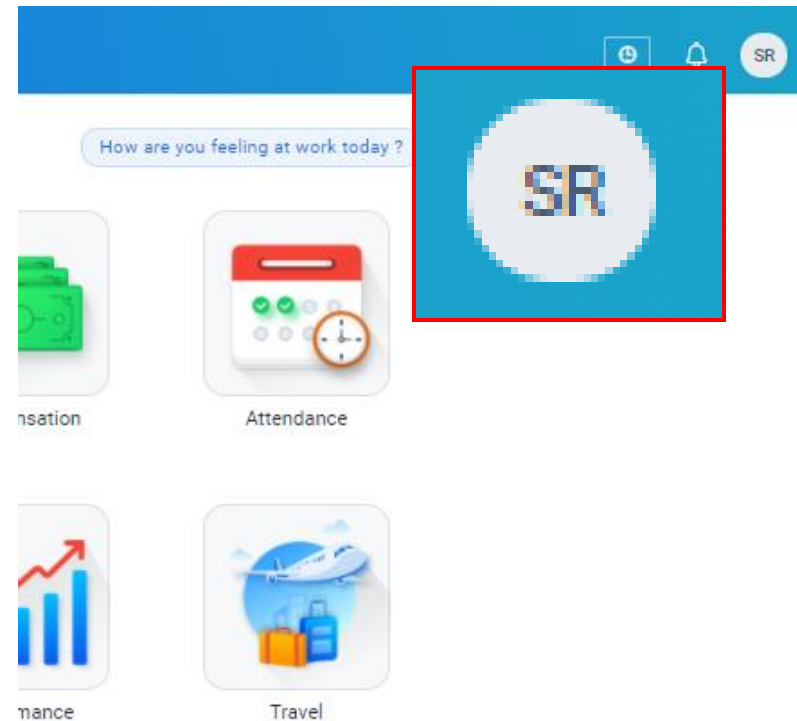
- **How employee can act on self review form**

Step 1: Login to employee account



The screenshot shows the login interface for NSE NSEIT. It features a white login box on a blue background. The box contains the NSE NSEIT logo, a text input field with the value '04065', a password input field with masked characters, a dropdown menu set to 'Dashboard', a 'Remember me' toggle switch, a 'Forgot Password' link, and a green 'SIGN IN' button. At the bottom, it says 'Powered By darwinbox' and includes copyright information for Darwinbox Digital Solutions Pvt Ltd. along with links for 'Cookie Policy', 'Terms Of Use', and 'Privacy Policy'.

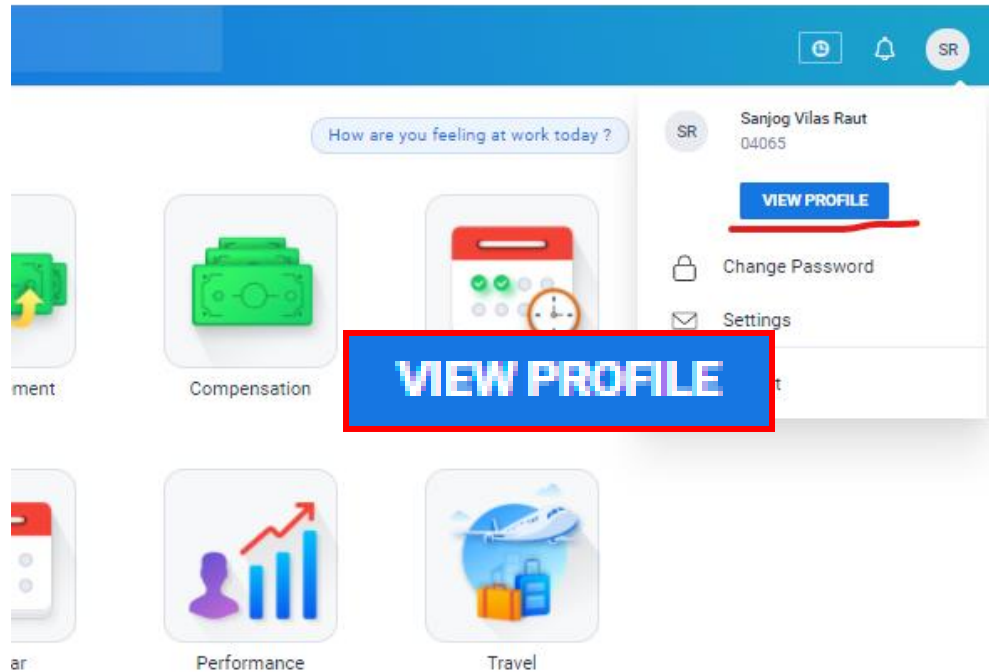
Step 2: Click on name initials to extreme right



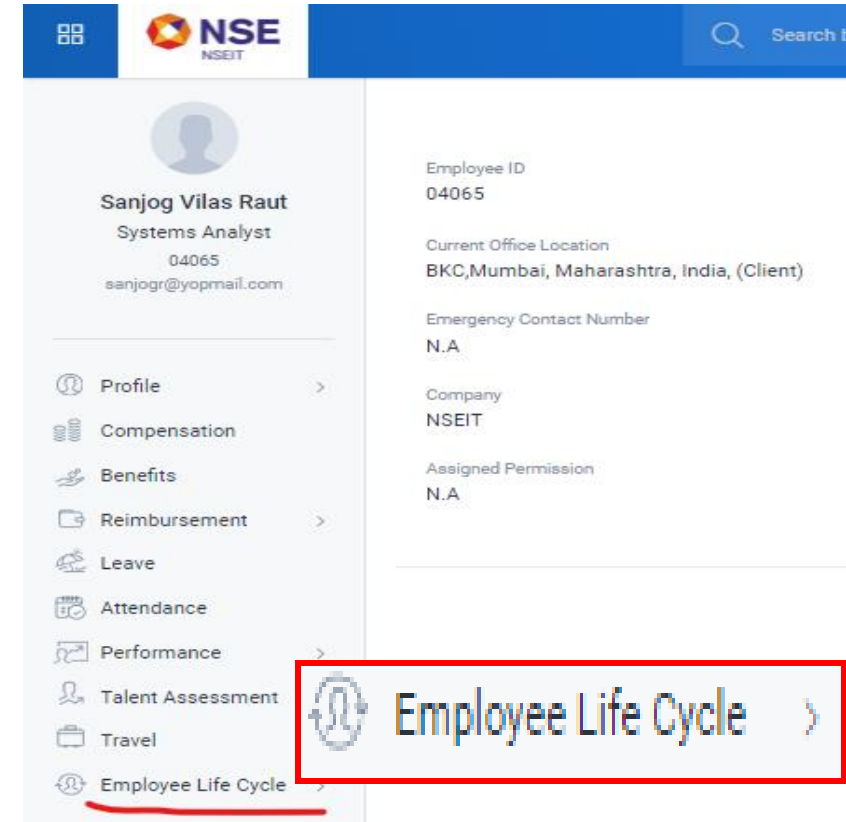
Confirmation Process in DB

Employee-Confest 1)

Step 3: Click on **View Profile**



Step 3: Click on **Employee Life Cycle**




Confirmation Process in DB

Employee-Conftest 1)

Step 4 : Click on **Confirmation**

ON PROBATION



Conftest 1
Account Manager
0001
conftest@yopmail.com

Profile >

Compensation

Benefits

Reimbursement >

Leave

Attendance

Performance >

Talent Assessment >

Travel

Employee Life Cycle ▾

Confirmation

Separation

Employee ID
0001

Current Office Location
Indraprastha,Jamnagar, Gujarat, India, (Regional)

Emergency Contact Number
N.A

Company
NSEIT

Dotted Line Manager
Montu Surati (00120)

Functional Area
N.A.

[Organization Chart](#)

Organization Chart

Step 3 : Click on the **Complete Action**.


Self Review form will be triggered 35 days before the Probation End

NSE
NSEIT

Search by employee name with Designation or Department

🔔 C1

ON PROBATION



Conftest 1
Account Manager
0001
conftest@yopmail.com

Profile >

Compensation

Benefits

Reimbursement >

Conftest 1 (0001)'s Confirmation Workflow

STATUS	EVENT DETAILS	DATE
✔	Date of Joining	23-Dec-2020
...	Probation confirmation due in 182 days from joining date	23-Jun-2021
...	Pending for Action By Conftest 1(Self Review)	<div>COMPLETE ACTION</div>

Confirmation Process in DB

Employee-Confest 1)

Step 4 : Fill self review form and **Submit**.

You can also save it as a draft if you are not sure.

Notification to employee upon successfully completing self review

Action for Confirmation Confirm
- Confest 1 (0001)

Employee ID*

0001

Employee Name*

Confest 1

DOJ*

23-Dec-2020

Grade*

E10

Department*

Sales

Confirmation Due Date*

17-05-2021

Skills : Area needing improvement*

Unacceptable

Contribution : Significant contribution during probation Period*

Unacceptable

Strength of Probationer*

Unacceptable

Final Rating*

Unacceptable B Positive

Training Required

Remarks*

0001

SAVE AS DRAFT

SUBMIT

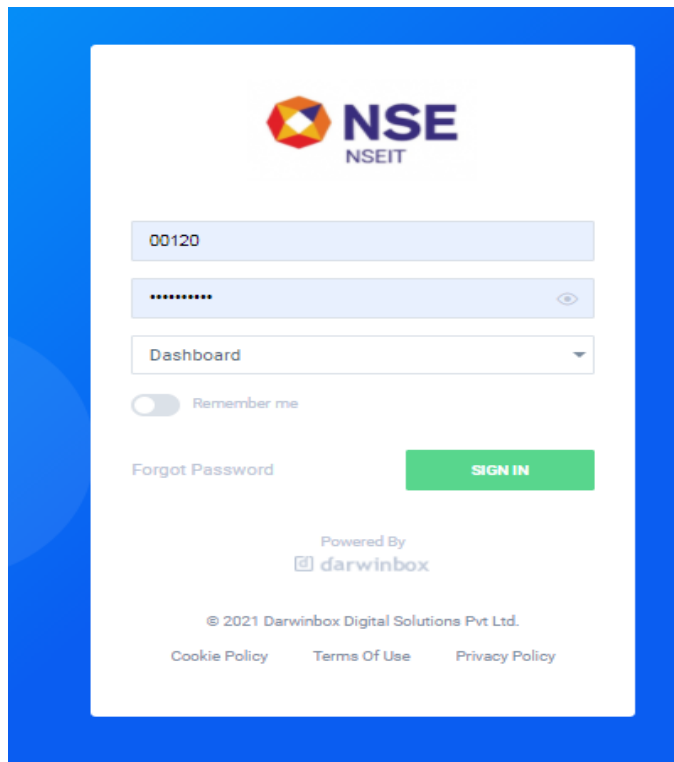
Action Completed successfully.

Confirmation Process in DB

L1 Manager

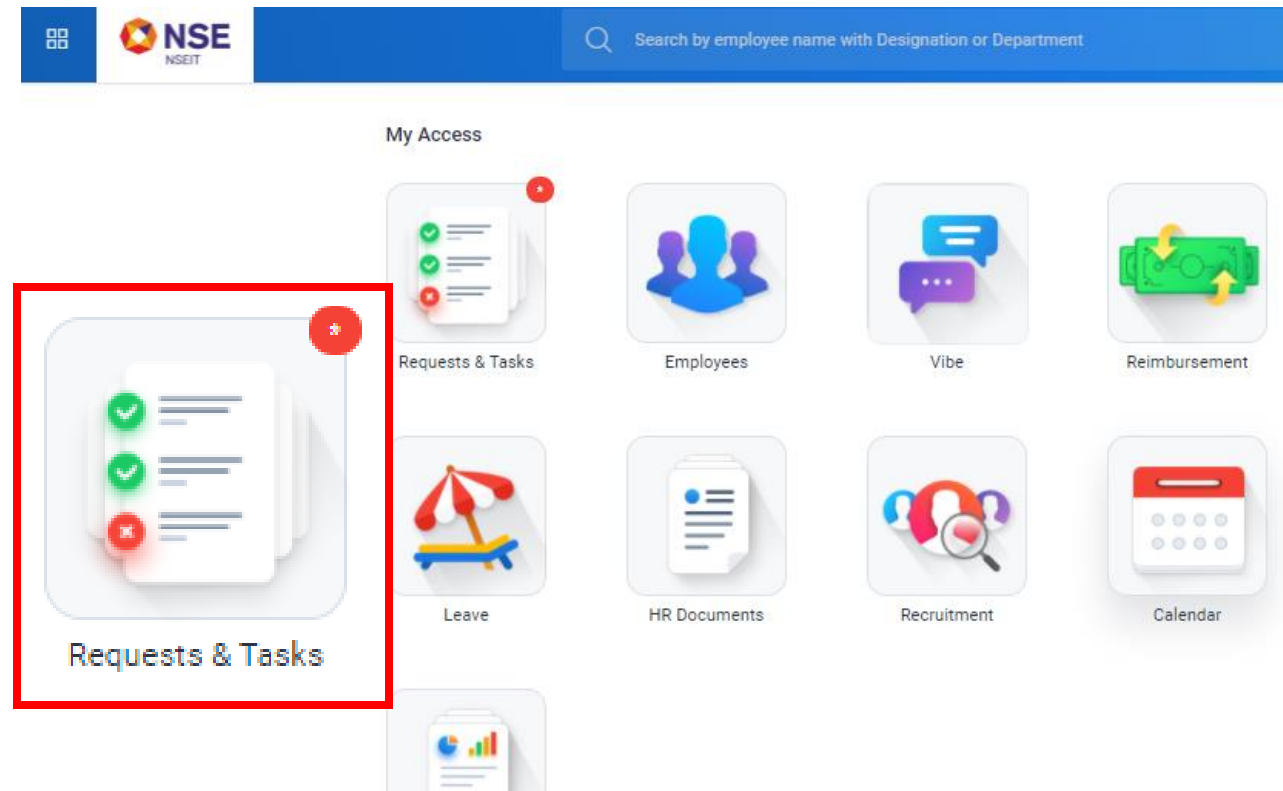
- **How L1 can act on employee's confirmation**

Step 1: Login through L1's account



The screenshot shows the login interface for NSE NSEIT. It features a white login box on a blue background. The box contains the NSE NSEIT logo, a username field with '00120', a password field with masked characters, a dropdown menu set to 'Dashboard', a 'Remember me' toggle, a 'Forgot Password' link, and a green 'SIGN IN' button. At the bottom, it says 'Powered By darwinbox' and includes copyright information for Darwinbox Digital Solutions Pvt Ltd. along with links for 'Cookie Policy', 'Terms Of Use', and 'Privacy Policy'.

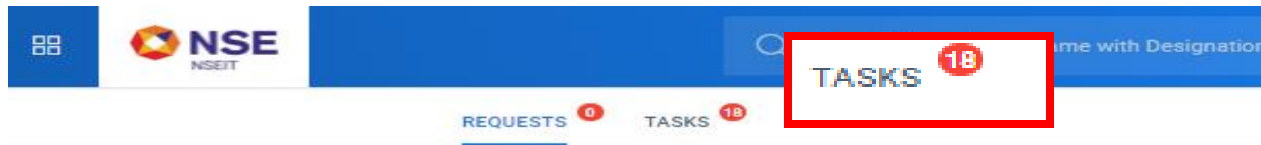
Step 2: Click on **Requests & Tasks**



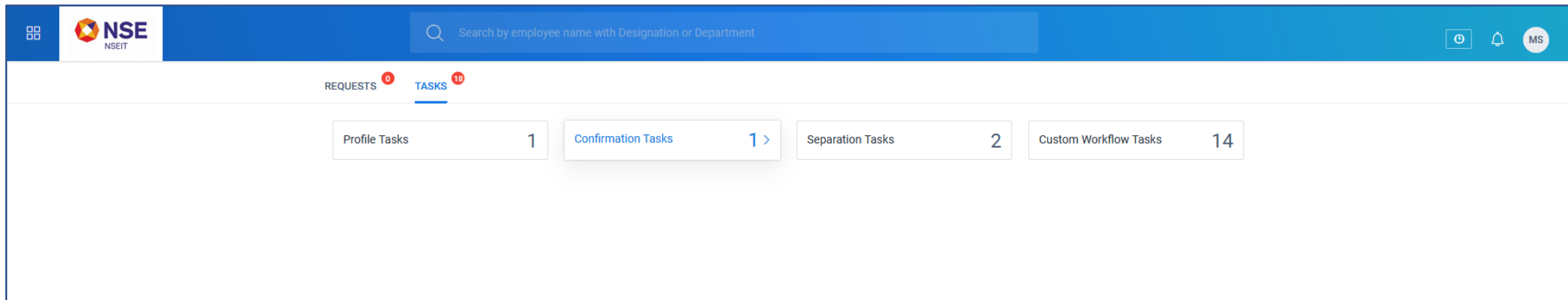
Confirmation Process in DB

L1 Manager

Step 3: Click on **Tasks**



Step 4: Click on **Confirmation Tasks**




Confirmation Process in DB

L1 Manager


Step 4: Click on **ACT**

Confirmation Tasks

TITLE	DATE	ACTIONS
 Conftest 1 (0001) is going to complete Probation on 2021-06-23 please take action	22-May-2021	<div>ACT</div>

Step 5: Click on the **Eye Icon** or the **Cloud Icon** to View or Download the employee's self review form.

ON PROBATION

**Conftest 1**
Account Manager
0001
conftest@yopmail.com

Profile

Leave

Attendance

Reimbursement

Performance

Conftest 1 (0001)'s Confirmation Workflow

STATUS	EVENT DETAILS	DATE
✓	Date of Joining	23-Dec-2020
Probation confirmation due in 188 days from joining date		
✓	Self Review Step Completed By Conftest 1 (Self Review)	22-May-2021
	Pending for Confirmation By World Sarah (00120) (L1 Manager)	

CONFIRM


EXTEND

Confirmation Process in DB

L1 Manager

Step 6: Click on **Confirm/Extend** as per decision made

ON PROBATION



Conftest 1
Account Manager
0001
conftest@yopmail.com

Profile

Leave

Attendance

Reimbursement

Performance

Conftest 1 (0001)'s Confirmation Workflow

STATUS	EVENT DETAILS	DATE
✓	Date of Joining	23-Dec-2020
...	Probation confirmation due in 182 days from joining date	23-Jun-2021
✓	Self Review Step Completed By Conftest 1 (Self Review)	22-May-2021
...	Pending for Confirmation By Montu Surati (00120) (L1 Manager)	

CONFIRM

EXTEND

Confirmation Process in DB

L1 Manager

Step 7: Below form is displayed if L1 selects extend option
L1 to fill **extension** form. Click **Submit**

Action for Confirmation Extend -
Conftest 1 (0001)

Current Probation Period : 6 months(182 days)

Select New Probation Period

-Select Probation Period-

Please select

Confirmed

Confirmed

Extension

Any Attachments

Browse... No file selected.

SAVE AS DRAFT

SUBMIT

Below form is displayed if L1 selects extend option
L1 to fill **confirmation** form. Click **Submit**

Action for Confirmation Confirm
- Conftest 1 (0001)

Employee ID*0001Employee Name*Conftest 1

DOJ*23-Dec-2020Grade*E10

Department*SalesConfirmation Due Date*31-05-2021

Skills : Area needing improvement*Unacceptable

Contribution : Significant contribution during probation Period*Unacceptable

Strength of Probationer*Unacceptable

Final Rating*Unacceptable B Positive

Training Required

Remarks*0001

SAVE AS DRAFT

SUBMIT

Feedback form is submitted and notification is received

Confirmation Process in DB

L2 Manager

- **How L2 can act on employee's confirmation** (Refer L1 process)

Step 1: Login through L2's account

Step 2: Click on **Requests & Tasks**

Step 3: Click on **Tasks**

Step 4: Click on **Confirmation Tasks**

Step 4: Click on **ACT**

Step 5: Click on the **Eye Icon** or the **Cloud Icon** to View or Download the employee's self review form and L1's feedback form

Step 6: L2 to fill **extension** form. Click **Submit**

L2 to fill **confirmation** form. Click **Submit**

Feedback form is submitted and notification is received

- **HRBP receives notification of employee confirmation or extension**
- **Employee receives confirmation or extension letter on due date**
- **Reports on confirmed and pending employees can be downloaded through admin access**



How to Access Confirmation Letter

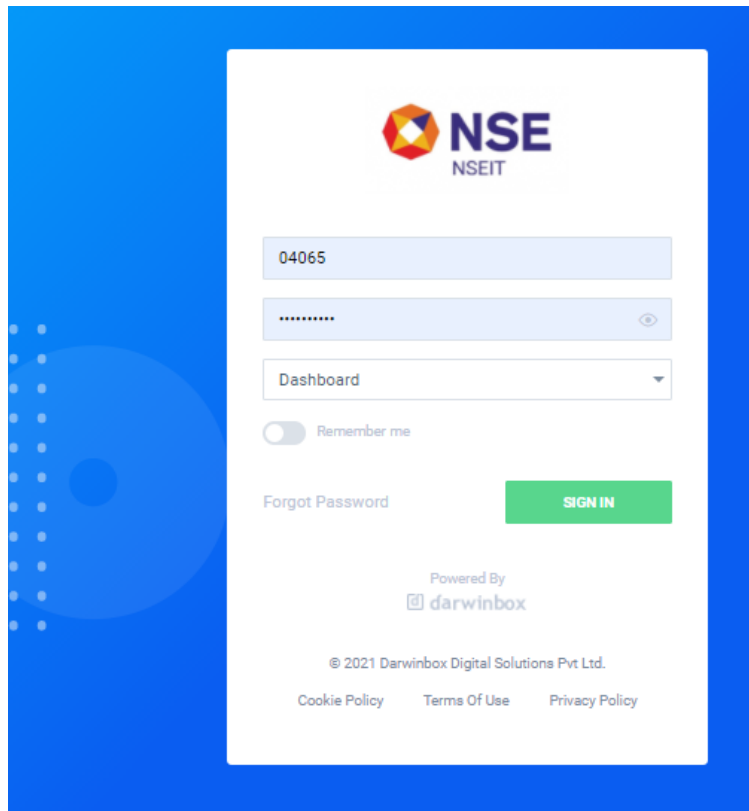
The image features a white background with decorative geometric shapes in the corners. The top-left corner has a cluster of overlapping triangles in blue, orange, yellow, and red. The bottom-right corner has a similar cluster of overlapping triangles in orange, yellow, and red.

Confirmation letter will be emailed to employee upon confirmation as per the status of confirmation.

Separation Process in DB

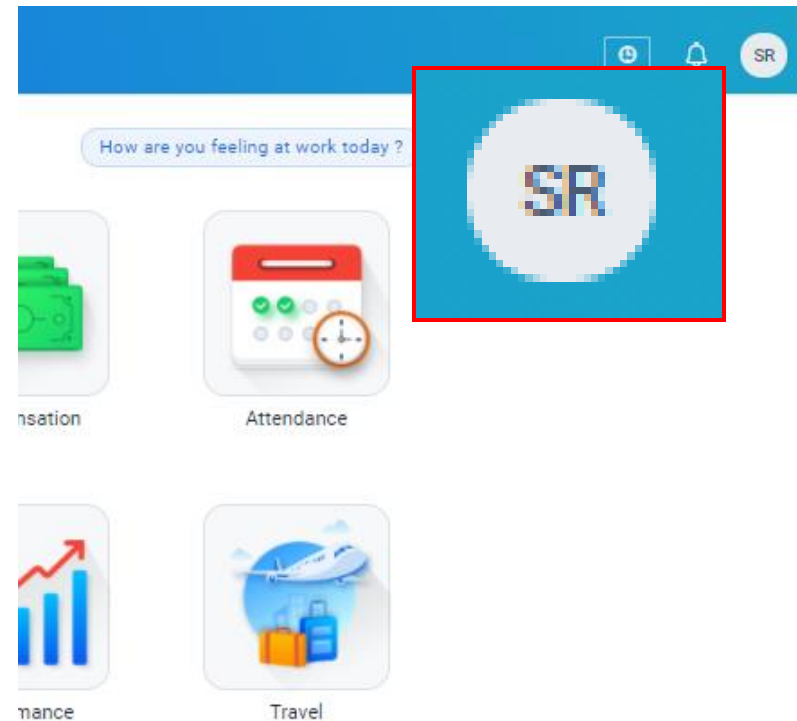
Employee- Sanjog Raut (04065)

Step 1: Login to employee account



The screenshot shows the login interface for NSE NSEIT. It features a blue header with the NSE NSEIT logo. Below the logo, there is a text input field containing the employee ID '04065', a password input field with masked characters, and a dropdown menu set to 'Dashboard'. A 'Remember me' toggle switch is present. A green 'SIGN IN' button is located at the bottom right of the login form. The footer includes the text 'Powered By darwinbox', the copyright notice '© 2021 Darwinbox Digital Solutions Pvt Ltd.', and links for 'Cookie Policy', 'Terms Of Use', and 'Privacy Policy'.

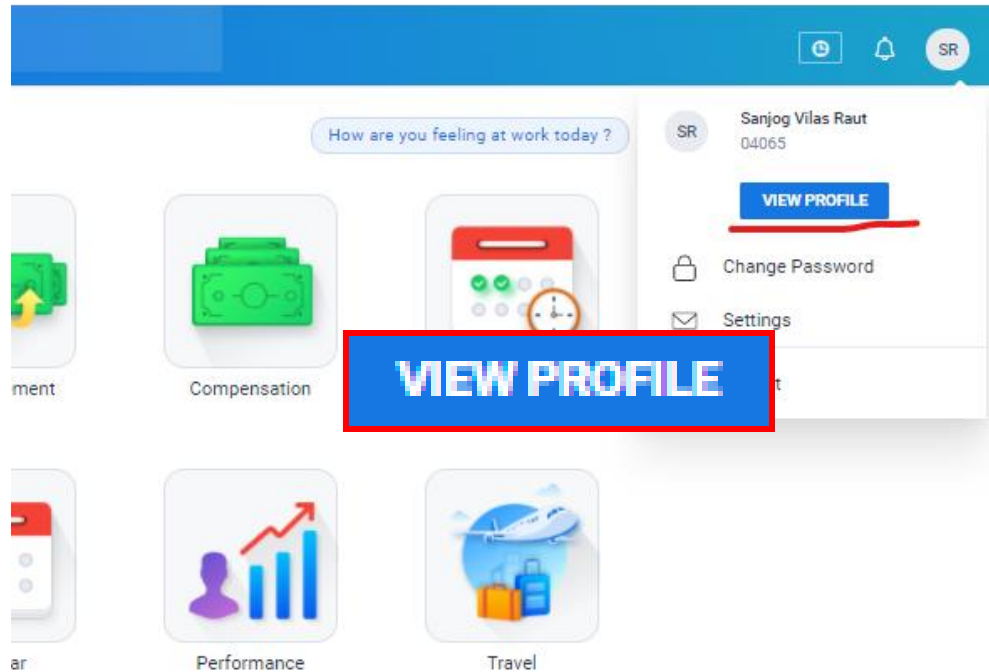
Step 2: Click on name initials to extreme right



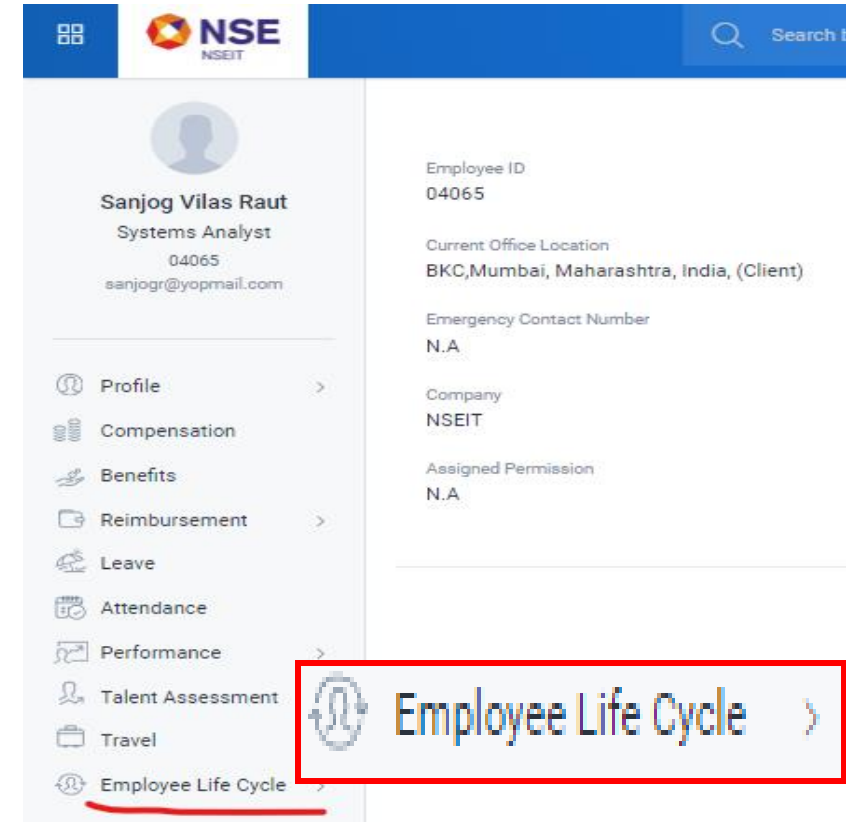
Separation Process in DB

Employee- Sanjog Raut (04065)

Step 3: Click on **View Profile**



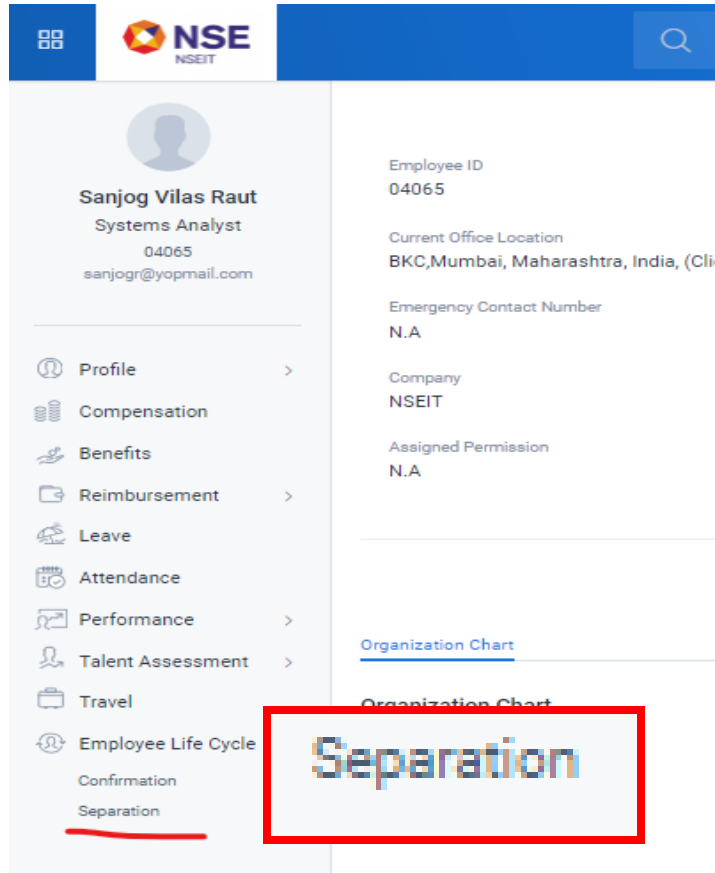
Step 3: Click on **Employee Life Cycle**



Separation Process in DB

Employee- Sanjog Raut (04065)

Step 4: Click on **Separation**



NSEIT

Sanjog Vilas Raut
Systems Analyst
04065
sanjogr@yopmail.com

Employee ID
04065

Current Office Location
BKC,Mumbai, Maharashtra, India, (Cli

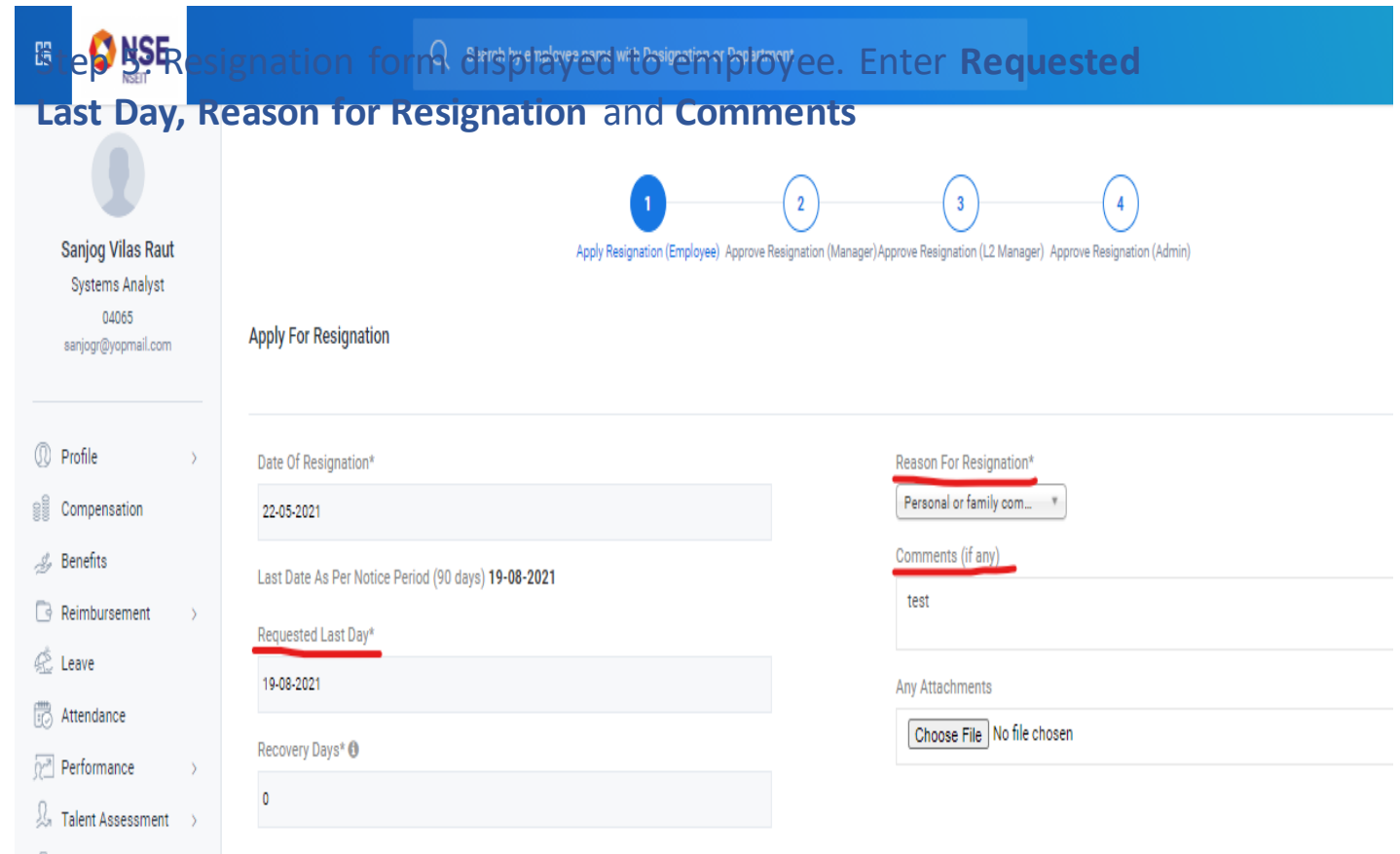
Emergency Contact Number
N.A

Company
NSEIT

Assigned Permission
N.A

[Organization Chart](#)

Separation



NSEIT

Step 1: Resignation form displayed to employee. Enter Requested Last Day, Reason for Resignation and Comments

1 2 3 4
Apply Resignation (Employee) Approve Resignation (Manager) Approve Resignation (L2 Manager) Approve Resignation (Admin)

Apply For Resignation

Date Of Resignation*
22-05-2021

Last Date As Per Notice Period (90 days) 19-08-2021

Requested Last Day*
19-08-2021

Recovery Days* ⓘ
0

Reason For Resignation*
Personal or family com...

Comments (if any)
test

Any Attachments
Choose File No file chosen

Separation Process in DB

Employee- Sanjog Raut (04065)

If requested last day is not according to LWD then system automatically calculates **Recovery days**

Apply For Resignation

Date Of Resignation*

22-05-2021

Last Date As Per Notice Period (90 days) **19-08-2021**

Requested Last Day*

08-07-2021

Recovery Days* ⓘ

42

Step 6: Click on **Resign** button

Time with Designation or Department

RESIGN

1 2

Apply Resignation (Employee) Approve Resignation (Manager) Approve Resignation (HR)

Reason For Resignation*

Personal or family com...

Comments (if any)

test

Any Attachments

Choose File No file chosen

Separation Process in DB

Employee- Sanjog Raut (04065)

Step 7: A dialogue box appears. Click on **OK**

io/separation/index/id/92313

Search by e

nseit.stage.darwinbox.io says

You are about to submit the separation request. Please click ok to confirm. Note that emails will be triggered to all stakeholders upon submission of the request

OK Cancel

4

r) Approve Resigna

Reason For Resignation*

Personal or family com...

Step 8: Notification of submitted resignation

Employee has option to revoke or resubmit applied resignation

RESUBMIT REVOKE

3 4

ger) Approve Resignation (L2 Mar

RESUBMIT **REVOKE**

Reason For Resignation*

Personal or family com...

Comments (if any)

test

Any Attachments

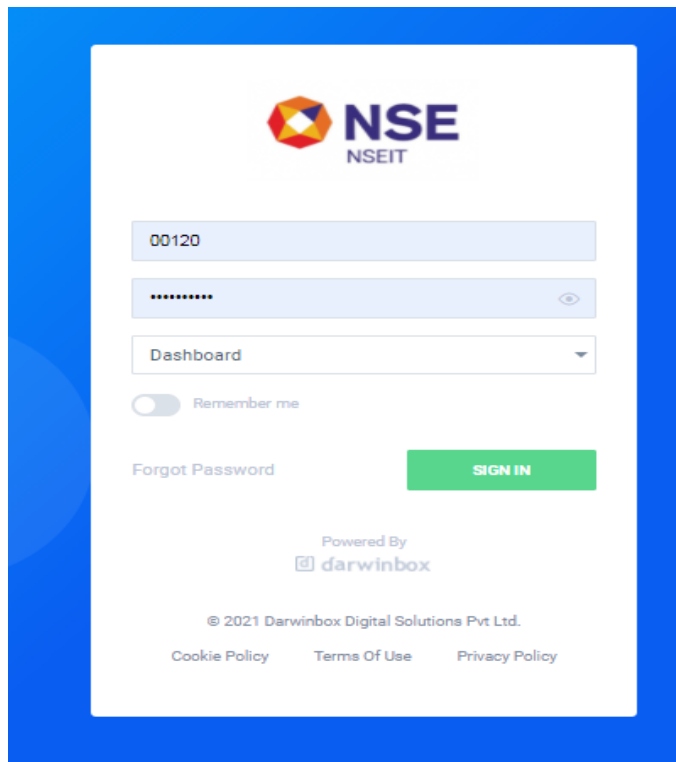
Choose File No file chosen

Resignation has been updated!

Separation Process in DB

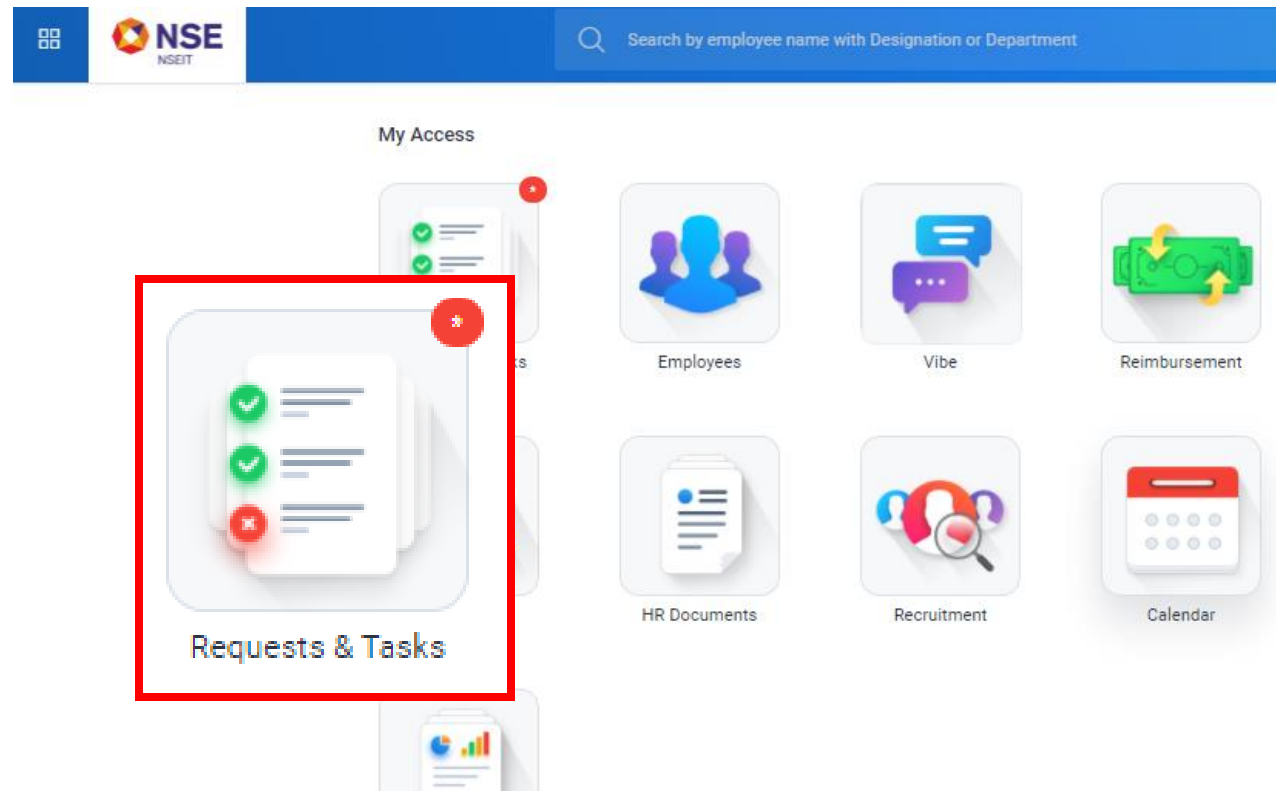
L1 Manager- Montu Surati (00120)

Step 1: Login through L1's account



The screenshot shows the login interface for NSE NSEIT. It features a white login box on a blue background. The box contains the NSE NSEIT logo at the top. Below the logo are input fields for a username (containing '00120') and a password (masked with dots). A dropdown menu is set to 'Dashboard'. There is a 'Remember me' toggle switch and a 'Forgot Password' link. A green 'SIGN IN' button is at the bottom of the login fields. At the very bottom, it says 'Powered By darwinbox' and '© 2021 Darwinbox Digital Solutions Pvt Ltd.' with links for 'Cookie Policy', 'Terms Of Use', and 'Privacy Policy'.

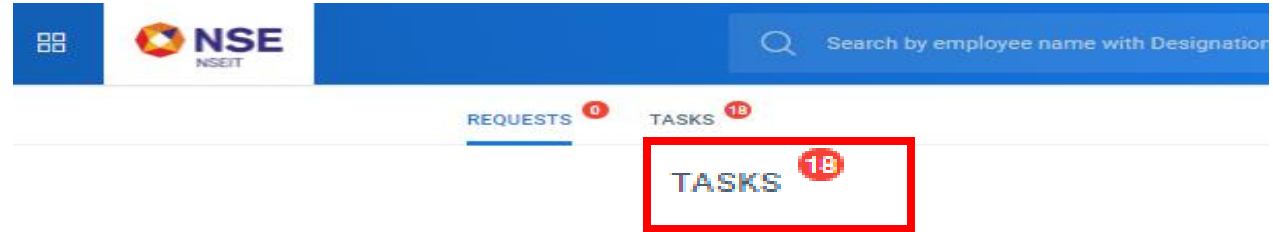
Step 2: Click on **Requests & Tasks**



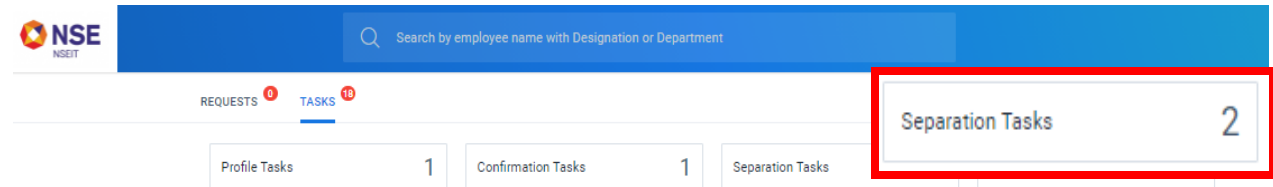
Separation Process in DB

L1 Manager- Montu Surati (00120)

Step 3: Click on **Tasks**








Step 4: Click on **Separation Tasks**



Step 5: Employee's resignation request displayed to L1. Click on **ACT**

Separation Tasks

TITLE	DATE	ACTIONS
 Sneha Gaikwad (03548) Manager Clearance is pending for completion. Last working day is 01-08-2021. Office Location - Trade Globe Mumbai, Maharashtra, India, (HO)		 
 Sanjay Bhat (04065) reporting to you has Resigned	22-May-2021	

Separation Process in DB

L1 Manager- Montu Surati (00120)

Search by employee name with Designation or Department

MS

Sanjog Vilas Raut

Systems Analyst

04065

sanjogr@yopmail.com

Profile >

Leave

Attendance

Reimbursement >

Performance >

Talent Assessment >

Travel

Employee Life Cycle >

Confirmation

Separation

1

2

3

4

Apply Resignation (Employee)

Approve Resignation (Manager)

Approve Resignation (L2 Manager)

Approve Resignation (Admin)

APPROVE

REJECT

Approve Resignation - Sanjog Raut (04065)

Date Of Resignation*

22-05-2021

Last Date As Per Notice Period (90 days)

19-08-2021

Requested Last Day*

08-07-2021

Recovery Days*

42

Reason For Resignation*

Personal or family com...

Comments (if any)

test

Approval form to be filled by L1

Proposed Last Day*

19-08-2021

Proposed Number Of Recovery Days ⓘ*

0

Reason For Proposed Recovery Days*

Comment (If Any)

Any Attachments

Choose File

No file chosen

Separation Process in DB

L1 Manager- Montu Surati (00120)

Step 6: L1 to enter below highlighted fields

Proposed Last Day*

19-08-2021

Proposed Number Of Recovery Days ⓘ*

0

Reason For Proposed Recovery Days*

Comment (If Any)

Any Attachments

No file chosen

Step 7: Click **Approve** or **Reject**

3 4

[Manager\) Approve Resignation \(L2 Manager\)](#) [Approve Resignation \(Admin\)](#)

Proposed Last Day*

19-08-2021

Proposed Number Of Recovery Days ⓘ*

0

Reason For Proposed Recovery Days*

Comment (If Any)

Any Attachments

No file chosen

Separation Process in DB

L1 Manager- Montu Surati (00120)

Step 8: A dialogue box appears. Click **OK**

nseit.stage.darwinbox.io says

You are about to submit the separation request. Please click ok to confirm. Note that emails will be triggered to all stakeholders upon submission of the request

OK Cancel

- Sanjog Raut (04065)

Proposed Last Day*

19-08-2021

Notification to L1 upon acting on resignation request

Resignation has been Approved successfully.

Sanjog Vilas Raut
Systems Analyst
04065

1 Apply Resignation (Employee) 2 Approve Resignation (Manager)

Approve Resignation - Sanjog Raut (04065)

L1 can **Resubmit** or **Revoke** approved or rejected resignation

ment

2 3 4

Resignation (Manager) Approve Resignation (L2 Manager) Approve Resignation (L3 Manager)

RESUBMIT REVOKE

Proposed Last Day*

08-07-2021

Proposed Number Of Recovery Days

42

Reason For Proposed Recovery Days*

test

Separation Process in DB

L2 Manager- Vinay Wankhede(03799)

Follow the below steps for L2 Manager's approval-
(Refer L1 approval process)

Step 1: Login through L2's account

Step 2: Click on **Requests & Tasks**

Step 3: Click on Tasks

Step 4: Click on Separation Tasks

Step 5: Click on **ACT** . L1's approval form displayed to L2

Step 6: L2 to fill approval form

Step 7: Click **Approve** or **Reject**

Step 8: A dialogue box appears. Click **OK**

Notification to L2 upon acting on resignation request

L2 can **Resubmit** or **Revoke** approved or rejected resignation

Separation Process in DB

Hr Admin-Richlyn (03861)

Follow the below steps for HR Admin's approval-

Step 1: Login through HR Admin's account

Step 2: Click on **Requests & Tasks**

Step 3: Click on Tasks

Step 4: Click on Separation Tasks

Step 5: Below is the snip of resignation request received at the end of HR Admin. Click on **ACT**



Sanjog Raut (04065) reporting to Montu Surati (00120) has resigned and Reviewer has approved the same.

22-May-2021

ACT



Dummy Conf5 (Dummyconf5) HRBP Clearance is pending for completion.

01-May-2021

COMPLETE

Last working day is 30-06-2021, Office Location - 118A MG Road, Civil Lines, Allahabad, Uttar Pradesh, India, (Regional)

Separation Process in DB

Hr Admin-Richlyn (03861)

Visibility of L1's approved form

Visibility of L2's approved form

Form to be filled by HR Admin

APPROVE

REJECT

1

2

3

4

Apply Resignation (Employee) Approve Resignation (Manager) Approve Resignation (L2 Manager) Approve Resignation (Admin)

Approve Resignation - Sagar Pithadiya (03985)

Date Of Resignation*

11-05-2021

Last Date As Per Notice Period (90 days) 08-08-2021

Requested Last Day*

21-05-2021

Recovery Days*

79

Reason For Resignation*

Personal or family com...

Comments (if any)

PR

Proposed Last Day*

08-08-2021

Proposed Number Of Recovery Days*

0

Reason For Proposed Recovery Days*

78

Comment (If Any)

Hi

Comment (If Any)

Any Attachments

Choose File No file chosen

Final Recovery Days ⓘ*

Final Recovery Days Reason*

Separation Type

Voluntary

Separation Reason *

Select Reason

☐ DO NOT RE HIRE

Any Attachments

Choose File No file chosen

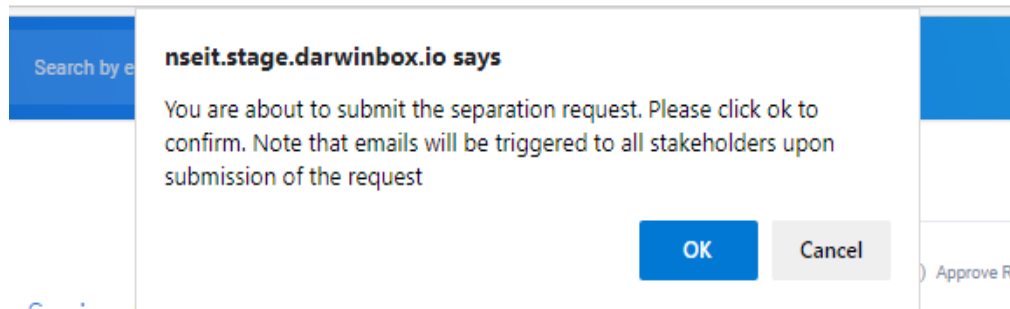
Separation Process in DB

Hr Admin-Richlyn (03861)

Step 6: Highlighted fields to be filled by HR Admin and click on **approve** or **reject** button

Note: DO NOT RE HIRE option to be selected only when company does not wish to hire employee again in future

Step 7: A dialogue box appears. Click OK



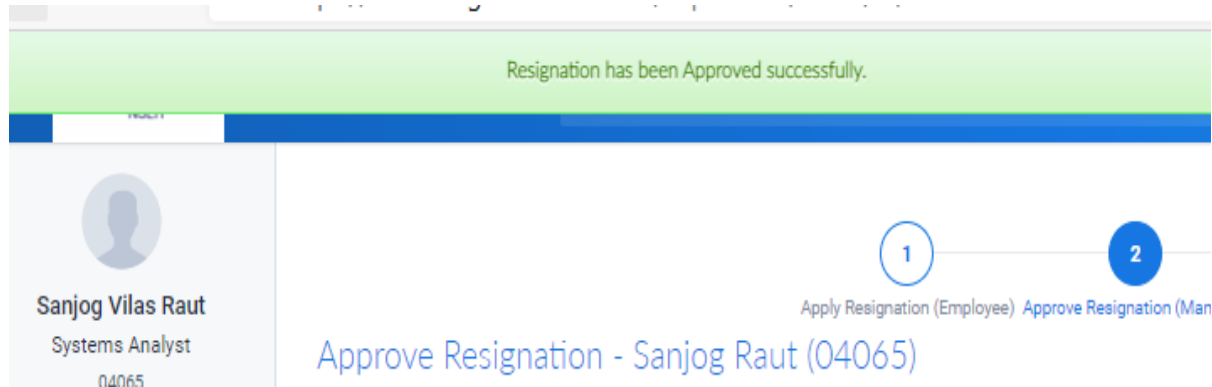
- Sanjog Kaut (04005)

A screenshot of a web form for submitting a separation request. At the top right, there are two buttons: "APPROVE" (blue) and "REJECT" (red). The form contains several fields, each with a red arrow pointing to it: "Final Recovery Days" (text input with value "42"), "Final Recovery Days Reason" (text input with value "test"), "Separation Type" (dropdown menu with value "Voluntary"), "Separation Reason *" (dropdown menu with value "Personal or family com..."), "DO NOT RE HIRE" (checkbox, checked), "DO NOT RE HIRE Comments (if any)" (text input with value "test"), and "Any Attachments" (file upload area with a "Choose File" button and "No file chosen" text).

Separation Process in DB

Hr Admin-Richlyn (03861)

Notification to HR Admin upon acting on resignation request



Resignation has been Approved successfully.

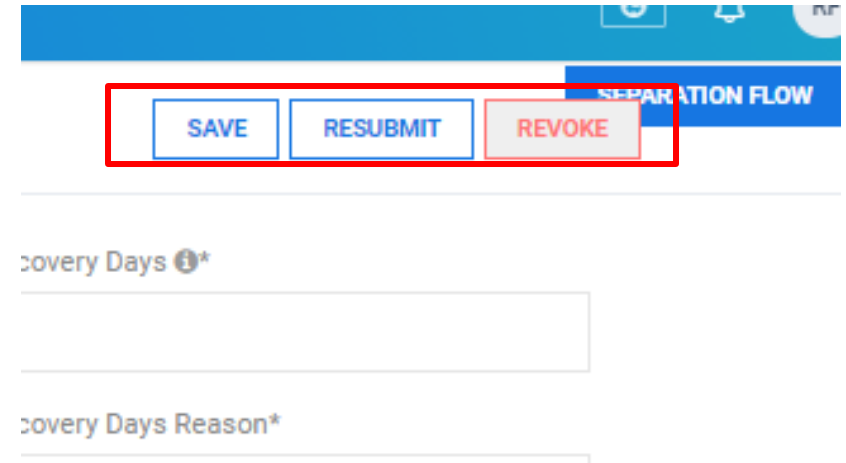
Sanjog Vilas Raut
Systems Analyst
04065

1 — 2

Apply Resignation (Employee) Approve Resignation (Manager)

Approve Resignation - Sanjog Raut (04065)

HR Admin gets an option, to **save**, **resubmit** or **revoke**



SEPARATION FLOW

SAVE RESUBMIT REVOKE

Recovery Days ⓘ*

Recovery Days Reason*

Separation Process in DB

Hr Admin-Richlyn (03861)

Clearance form triggered to Employee and other departments 10 days before LWD

[DOWNLOAD](#)[DOWNLOAD CONSOLIDATED](#)

Employee Office Location: Trade Globe,Mumbai, Maharashtra, India, (HO)

Grade:






























Date Of Joining: 13-Mar-2020

Notice Period Days: 90

Date Of Resignation: 11-May-2021

Last Working Day: 08-Aug-2021

Recovery Days: 42

TASK	OPERATION	CONFIGURED TRIGGER DATE 	OWNER		STATUS	COMPLETED BY	DOCUMENTS	RETRIGGER
EXIT INTERVIEW		22-May-2021	Employee (Sagar Pithadiya (03985))		 Inprogress			
IT Clearance		22-May-2021	Role:- IT Admin		 Inprogress			
Finance Clearance		22-May-2021	Role:- Finance Admin		 Inprogress			
HRBP Clearance		22-May-2021	Role:- HRBP		 Inprogress			
Administration Clearance		22-May-2021	Role:- Administration Team		 Inprogress			
Manager Clearance		22-May-2021	Direct Manager (Montu Surati (00120))		 Inprogress			
Attendance Regularization		22-May-2021	Employee (Sagar Pithadiya (03985))		 Inprogress			

How to raise a ticket in Helpdesk?

Helpdesk

Step 1 : In the Helpdesk module , Click on create new issue.

MY ISSUES

0
Open

0
Closure Requested

1
Closed

Q Search

+ Create New Issues

BULK ACTION ▾

☐

ISSUES ID

||

TITLE

||

CATEGORY

||

CREATED DATE

||

LAST UPDATE

||

ASSIGNEE

||

COMMENTS

||

No data available in table

Showing 0 to 0 of 0 entries

First

Previous

Next

Last

Step 2 : Select Category and Sub Category of your issue. Enter Title , Attach Screenshot.

Create New Issues

SAVE

Category *

Select a Category

Title *

Description

ATTACH A FILE

Category *

Select a Category

Select a Category

Attendance

Confirmation

Finance

General

Leave

Reimbursement

Separation

ATTACH A FILE

Step 3 : Click on save.

Create New Issues

SAVE

Category *

General

Sub-category *

Other Grievances

SLA: 27 Hrs

Title *


Unable to view dashboard

Description *

Test

ATTACH A FILE

Step 3 : Once your ticket is saved , It will be visible in the dashboard. Click on the ticket to have a detailed view.

<input type="checkbox"/>	ISSUES ID	TITLE	CATEGORY	CREATED DATE	LAST UPDATE	ASSIGNEE	COMMENTS
<input type="checkbox"/>	Gen1	Unable to view dashboard	General - Other Grievances	10-08-2021 08:15:41	-	-	 0

Step 5 : Chat with the assignee , Once your issue is resolved , Click on Close issues.

#Gen1 Issues

Unable to view dashboard

Test

Raised On: 10-08-2021 08:15:41 Category: General - Other Grievances Raised By: [Mandar Naik \(04214\)](#) Assigned To:



OPEN

Comment

MN

Add Attachment

CLOSE ISSUES

POST



Mandar Kirtikumar Naik

10-08-2021 08:16:21 by Trainee Associate Systems Analyst

Resolveddd