Phase 1: Flows

HR   User   External HR   Notary

New Joiners

Flow	Description	
Flow 1: HR login	• HR login using credential provided as part of HR onboarding process • Can see the status in dashboard of incoming and outgoing requests	
Flow 2: User enters their details	• User login through the link given by HR as part of onboarding • User sign up using the link. • User provides their SSLC, HSE, Degree and Experience • Subsequently when they login, they can see the status of their BGV	
Flow 3: Notary approves the data and sends mail for experience verification	• Login using Notary email id • List of verification to be completed will be shown • Click on any of the certificates • Send Mail to External HR for Last Exp check by clicking on "Send Mail"	
Flow 4: External HR approving/ rejecting experience in their company	• Receives a link in mail for checking and verifying • Look at the data and if the data is correct press verify else press reject • Enter their name & designation, name, empid and remarks for audit purposes	

Resigned Employees

Flow	Description	
Flow 5: Import emails into VerifyChain	• Receive mail to bgv@securekloud.com from the external HR • If the mail has key word "verification" in the subject it is shown in the incoming request queue of HR dashboard	
Flow 6: HR respond to incoming verification requests	• HR selects a request from the coming queue and clicks "Reply" • An automated mail will be sent with a link to external HR	
Flow 7: External HR looking up response for their verification request	• External HR Opens the links, where they can see the data of the employee from VerifyChain. • They can validate this against the data provided by their employee	