**1) Menu: Employee Document Template**

Under the HR>>Configuration, a menu Employee Document Template is added.

Employee Document Template menu opens a view in which following fields are there:

**Fields:**

* **name**

– Name for the report (manually)

* **sequence**

– Sequence for the employee.document.template (auto)

* **version**

– Version of the report (manually)

* **model\_name**

– Name of the model of which aeroo report is to be generated (manually)

* **odt\_file\_id**

– Odt file is set here from the wizard which opens on button click (auto)

* **is\_necessary\_sign**

– If checked, sign is mandatory to upload (manually)

* **active**

– To make the form active or inactive, default is True (manually)

* **unique\_code**

– To display the unique code for each generated document (manually)

* **emp\_document\_template\_line\_ids**

– Lines of keys which will be used at the time of report generation (manually)

* **odt\_file\_binary**

– To display the uploaded odt file, this is the compute field, which is set on change of the odt\_file\_id field (auto)

* **status**

- To display the status of the employee.document.template, possible states are Default, Launched and Aborted. Default is Default.

* **aeroo\_report\_id**

- Reference of ir.actions.report.xml is set (auto)

**Buttons:**

* **Launch**
* To launch the report template. Visible only if the status is draft. When this button is clicked a record is created in ir.actions.report.xml with given values of the fields for generating aeroo report. The status will be updated to Launched and a log will be created in the chatter section.
* When the status is set to launched then the form becomes readonly.
* Only hr manager can launch the report template.
* Only launched report templates are displayed at the time of report generation.
* **Abort**
* To abort the report template. This will set the status to Abort.
* Only hr executive can abort the report template.
* **Set to Draft**
* To set the status to Draft.
* Only hr executive can set the report template to Draft.
* **ODT File**
* To upload the report template odt file.
* This button opens a wizard through which odt file is uploaded.
* **Active/Inactive**
* To make the report template active or inactive.

**Functionality:**

* Provides the user friendly interface for the user to setup the aeroo report template.

**2) Employee Download Report (Wizard)**

* In hr.employee there is an action button in contextual menu named “Print Employee Report”, it opens a wizard from where the actual pdf report can be generated.
* From this wizard we can select the report template. Only those template will be displayed whose status is launched.
* When template is selected the, the static key-vlaue lines of that particular report template are loaded below. The keys will be there which is readonly and the values for the keys is needed to be entered by the user.
* If the value for the key configured as required and user do not enter the value for that key then warning will be raised and will not allow to generate the report.

**Buttons:**

* **Generate Report**
* To generate and download the pdf report with custom values entered at runtime.
* When this button is clicked, it first validates whether the required value against the keys are set or not, it not then raise a warning with appropriate warning.
* If there is no problem in validation then it takes the configured odt file and sets the value in the report and then the complete report with docx extension generated in the “/tmp” directory.
* Then this docx file is converted to the pdf and a record in the ir.attachment is created and the report with docx extension is removed from the “/tmp” directory.
* A record is created in hr.employee for the reference of the generated report.
* Then finally the desired report with pdf extension is downloaded from the ir.attachment.
* **Test Sample**
* This button will provide the same function as the “Generate Report” button’s function.
* But the only difference is that a record for the reference of this tested report will not be created in hr.employee.

**3) Employee Generated Documents**

* In hr.employee a new page named “Employee Generated Document” is added.
* When report is generated for the employee then a record containing all necessary information related to the generated report will be created here.
* These records are readonly.
* An unique alpha numeric sequence is generated for each of the record.
* If the same report is generated multiple times then its sequence’s postfix which is a number will be auto incremented.
* On each record there is a button which pops up a wizard to display the static value information which is entered by the user while generating the report. This is also readonly.