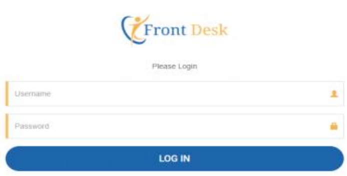
FRONT DESK APPLICATION DOCUMENTATION

FRONT DESK WEBSITE LOGIN

To access the Front Desk Application, please open the below-mentioned **URL** on your browser and enter your credentials. Both roles have same login screens.

1. Admin login
2. Operator login (with certain restrictions).

Admin URL: https://frontdesk.corp.ojas-it.com



ADMIN DASHBOARD

• After the admin Login Dashboard which looks like the picture shown below and you will find the page that consists of a few categories like add candidate, add Visitors and add Vendor's data.

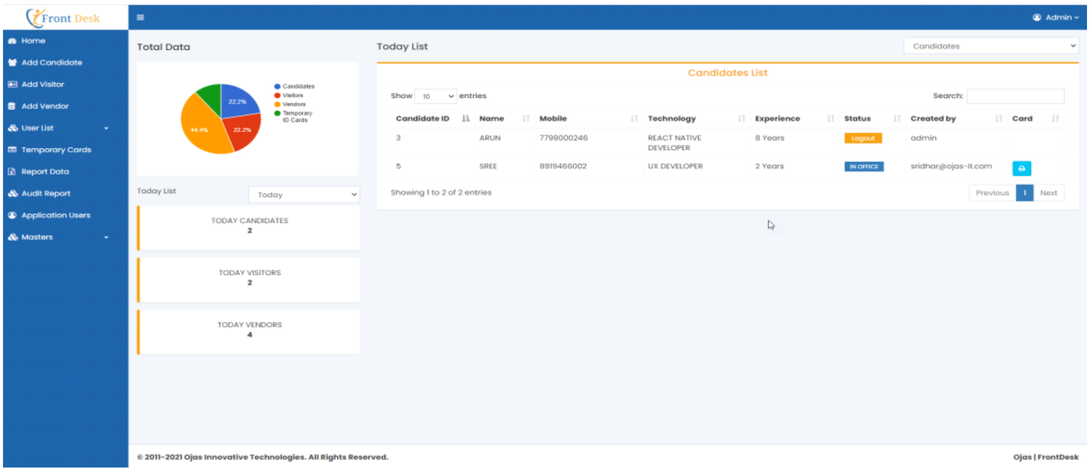
<u>Interested to see the total dashboard, the option is available with us:</u>

On the right side of the page we can find the entire dashboard as well which will show details as mentioned below:

• Total Data.

• Today List (Weekly, Monthly, Quarterly) based on number of People i.e., total count of the users)

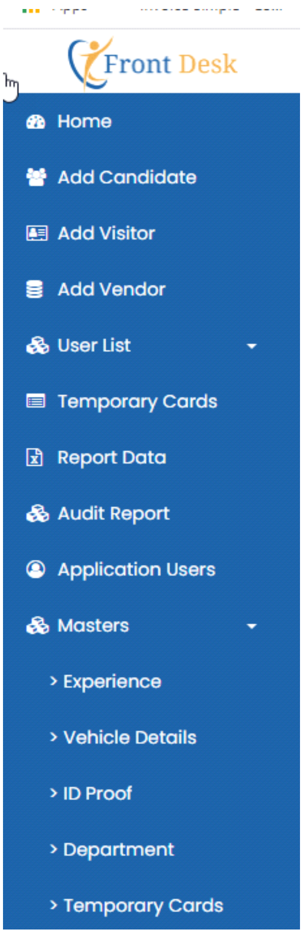
The app also has an option of Side Bar Menu which can be minimized or maximized.



SIDEBAR MENU

• Side Menu option consists of options as mentioned below.

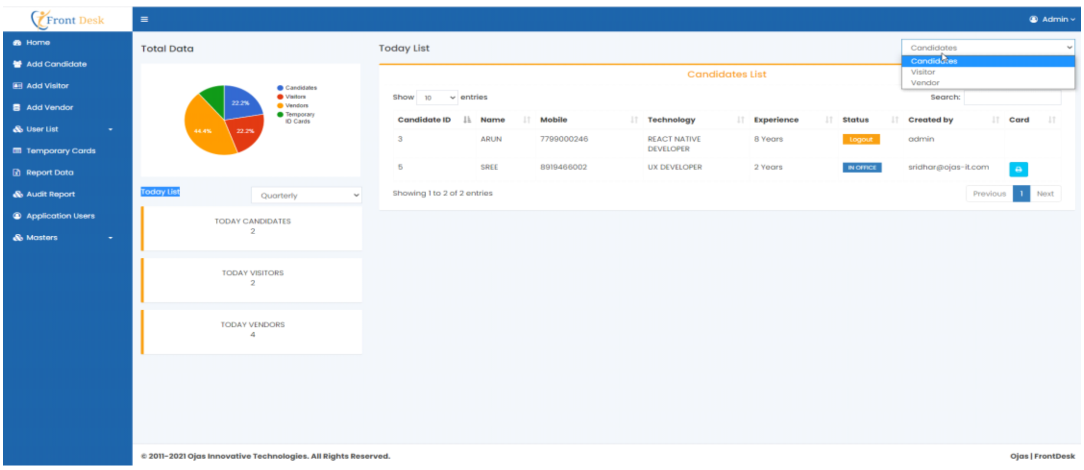
Ex: Home, Add Candidate, Add Vendor, Add Visitor, User List, Temp Cards, Report Data, Audit Report, Application Users, Masters (Dropdown with list).



To change the category of the data, select the category appropriately:

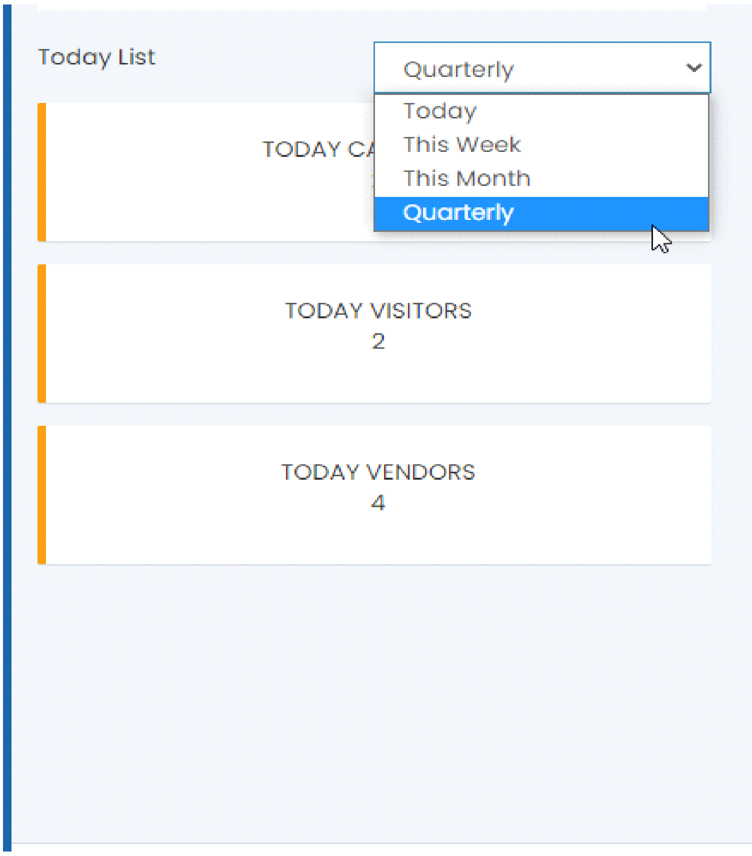
- Candidates
- Visitor
- Vendor

(Note: The data will vary based on day to day activities)



To change the view of the data, we can go for the data to be shown category wise as shown below;

Today, This week, This Month, Quarterly



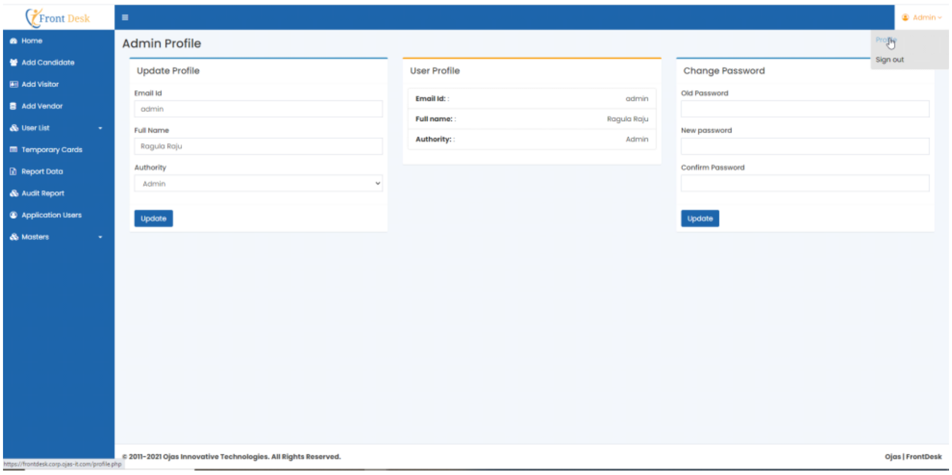
EDIT PROFILE

Select Profile Menu from the top right corner and select the appropriate dropdown.

If you want to update your profile, click on the update option on the left side update profile space. Once done with all the necessary changes click on the update option.

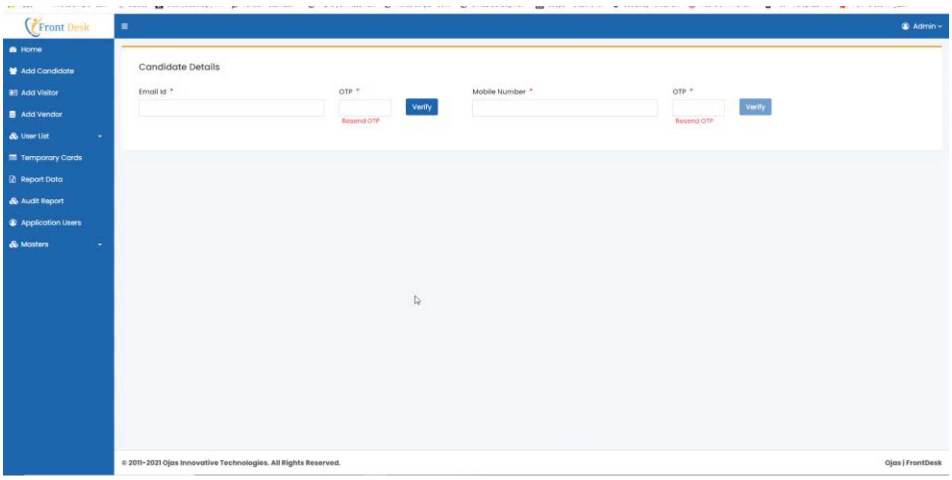
If you want to change your password, follow the same step as mentioned above.

If you want to go out of the application, click on Sign Out/logout button.



ADD INTERVIEW CANDIDATE

<u>**Dashboard -> Add Candidate**</u>

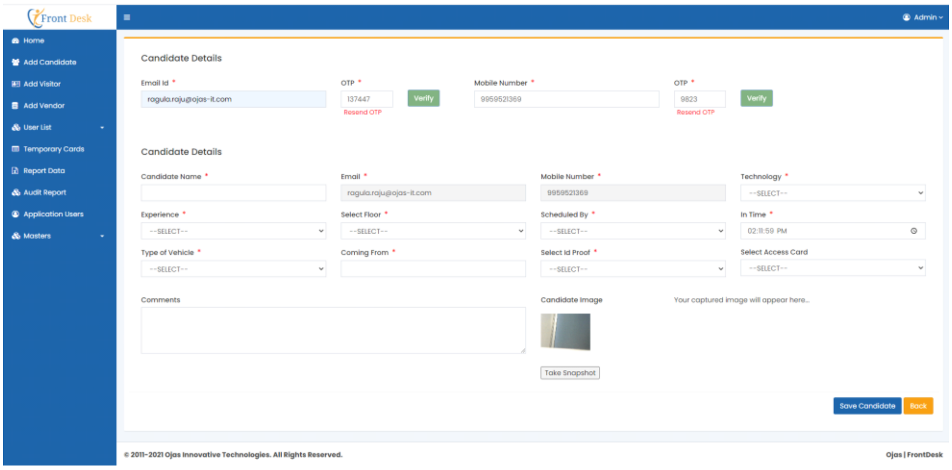


Candidate's page, firstly need to verify the personal details like:

- Email Id (valid)
- Mobile (in use)

First enter the mail Id (personal), once the system validates the email id you'll receive the verification code on the email id which is been provided by the individual, then fill the space of mobile number and after the verification code is sent verify the mobile number and that's it, the interview candidates form will be visible on the webpage.

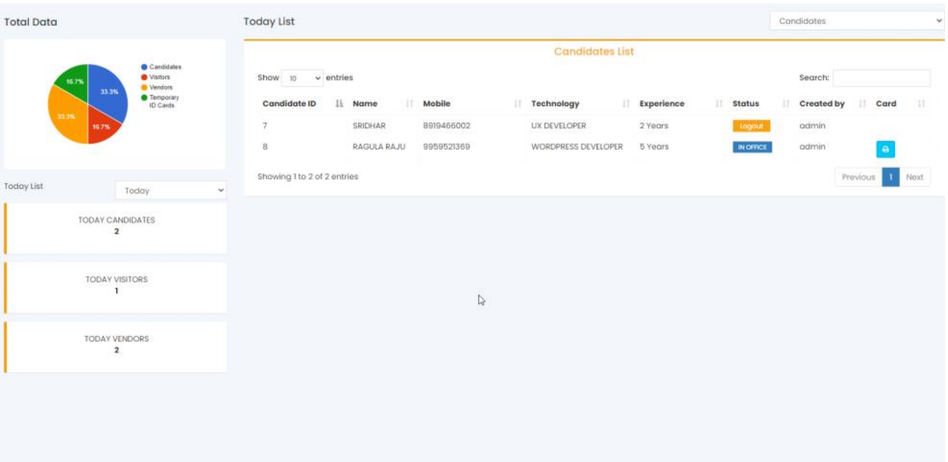
Please note, if you did not receive an OTP code, you can click on the resend code after double checking the mobile number again option as shown below:



Please make sure to fill all-mandatory fields which includes the ID Proof doc's and also capture the Candidates image without fail.

Note, please try to fill all fields on the candidate's form page and then click the save candidate option.

After the successful submission of the interview candidate's details, the data will be displayed on the candidate's list page and the dashboard (Only today's records will appear on the dashboard screen who is inside the office premises) will then redirect the user to the dashboard.



If the user has a lot much of data that is/was been stored in the dashboard and if we need to find the appropriate/specific individual's data, then we also have the search option available where we can find/search the specific personal details with the details they provided while submitting the form in the initial stage of form filling.

After adding the candidate's details, we can check the details of the individual on the home screen itself within a day. If want to find the details of the candidate/candidates who came to our Org a day before/two, we can find the data in the user list. When you add the new candidate's records, the candidate status will show default/login in the office.

Once the candidate log's out of the system, the temp ID option will automatically get disabled by the system.

If want to check the details of the individual in a single window, then click on the view/eye icon on the list page.

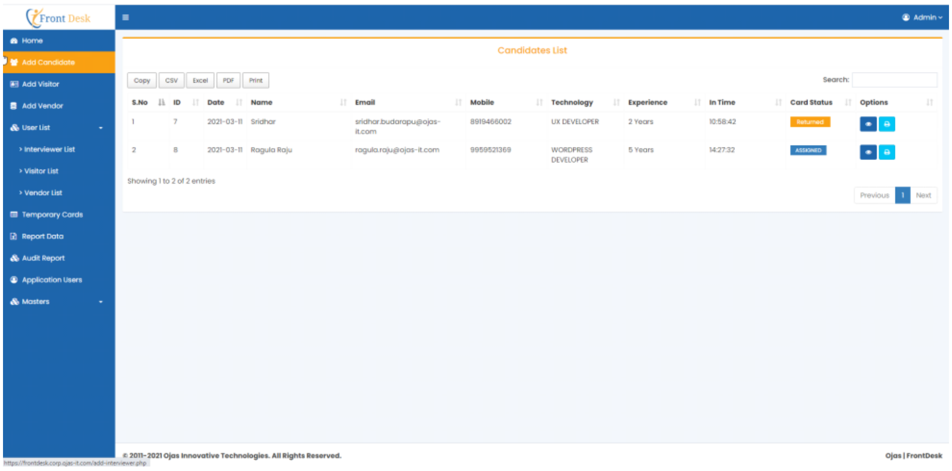
If want to take a print of the ID card, then click on the print option which will be visible next to the view/eye icon.

If the individual is done with the interview, then he/she needs to click on the login option with one click, then the system will pop up a screen with an alert message asking for the confirmation of the user, just click on Yes and that's it, the user is logged out. Once the user confirms the log out the status will be changed from login to logout. The same would apply even to the access cards.

To check the candidate details, follow the path mentioned below:

Dashboard -> Candidates

Please check the sidebar, when we select the user list-menu and click on the dropdown button and when we select options provided as "Click on the desired menu" we need to click the Candidates list".

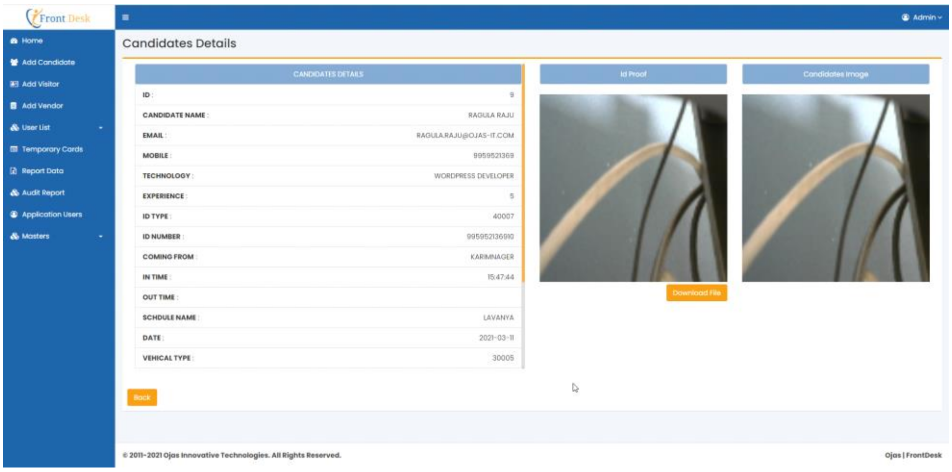


If you want to download the records of the bulk data, then just click on options mentioned under the candidates list where you'll find options such as:

COPY, CSV, EXCEL, PDF, PRINT

You can just click the button once and the records will download automatically by the system in the local system/drive.

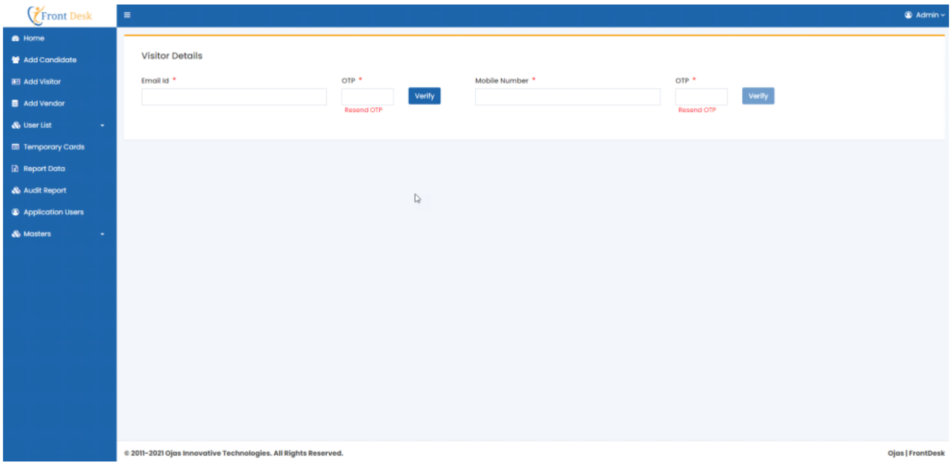
Please find the picture mentioned below for your more reference:



Please note the details which are mentioned on the screen will only show you the individual candidate records, click on the eye icon to find the individual records (In detailed info). When you click the second icon i.e., the print icon the system will automatically redirect the user to the new tab and show the candidate id card, and capture the image with details. If You want to print out the card you can follow the printing options.

ADD VISITOR

Dashboard - > Add Visitor

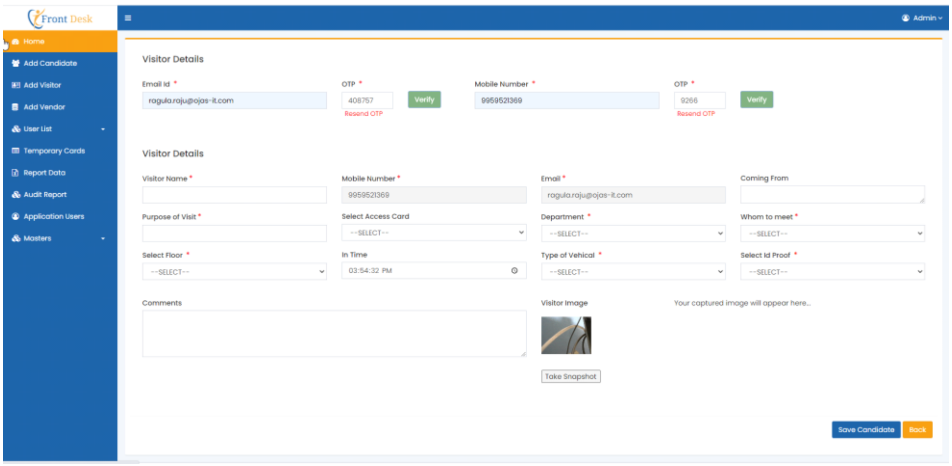


Visitor page first need to verify the personal details like:

- Email Id
- Mobile

First enter the mail Id after which the visitor will receive an OTP, fill up the valid OTP and then fill the space of mobile number and verify the mobile number using the OTP sent to the registered number and then verify the visitor details form will show on the webpage.

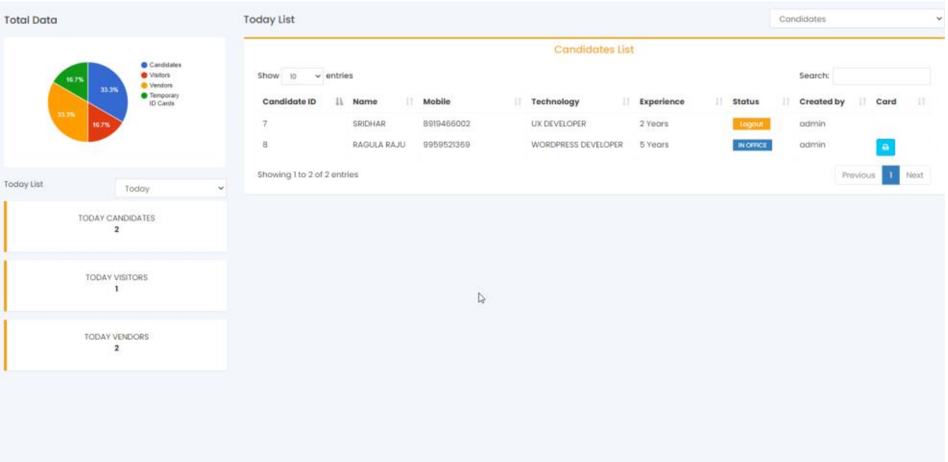
Please note if you're not receiving an OTP code you can click on the resend OTP button as shown the below:



Please fill the all mandatory fields including the ID Proof doc and also capture the visitor image which is mandatory.

Please make sure to fill all fields on the Visitor page.

After fill-up the Visitor details, data will be shown on the visitor's list page and dashboard and they will be redirected to the dashboard web page. You can check today list records.



If the user has a lot much of data that is/was been stored in the dashboard and if we need to find the appropriate/specific individual, then we also have the search option available where we can find/search the specific person with the details they provided while submitting the firm in the initial stage of form filling.

After adding the visitor's details, we can check the detail of the individual on the home screen itself within a day. If want to find the details of the individual who came to our Org a day before/two, we can find the data in the user list. When you add the new visitor's records, the candidate status will show default/login in the office.

Once the visitor's log's out of the system, the temp ID option will automatically get disabled by the system.

If want to check the details of the individual in a single window, then click on the view/eye icon on the list page.

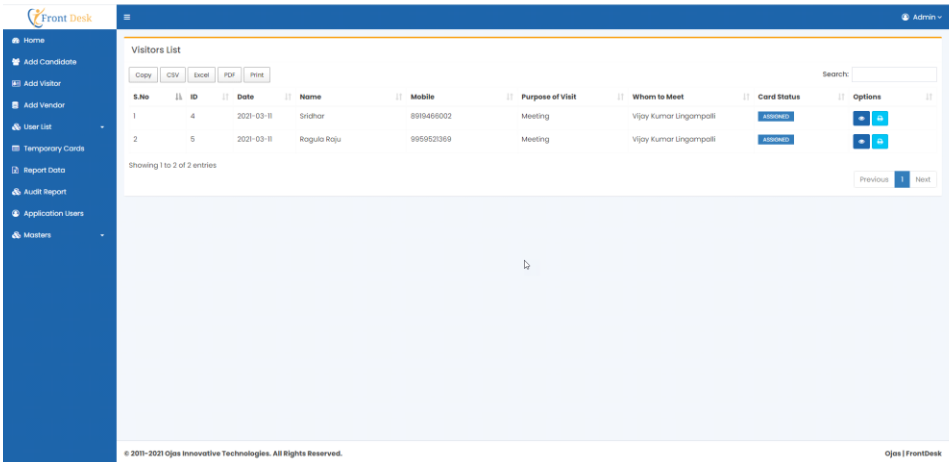
If want to take a print of the ID card then click on the print option which will be visible next to the view/eye option.

If the individual is done with the interview, then he/she needs to click on the login option with one click, then the system will pop up with a warning message asking for the confirmation of the user, just click on Yes and that's it, the user is logged out. Once the user confirms the log out the status will be changed from login to logout. The same would apply to even the access card.

To check the candidate details, follow the path mentioned below:

Dashboard - > Candidates

Please check the sidebar, when we select the user list-menu and click on the dropdown button and when we select the option provided "Click on the desired menu" we need to click the Candidates list".

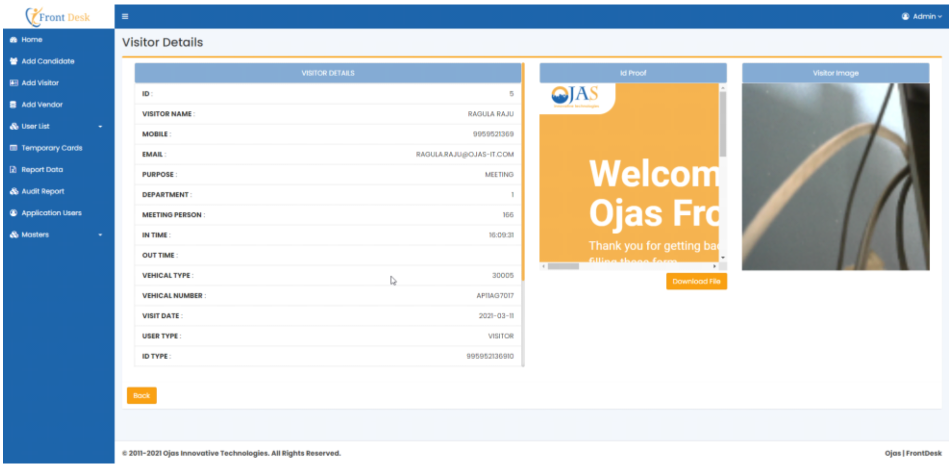


If you want to download the records of the bulk, then just click on options mentioned under the candidates list where you'll find options such as:

COPY, CSV, EXCEL, PDF, PRINT

You can just click the button once and the records will download automatically by the system in the local system/drive.

Visitors before entering the office operator or admin provide access cards to the Visitor to enter the office. Once the card will be assigned to the Visitor. Card status will show assigned in the table records.

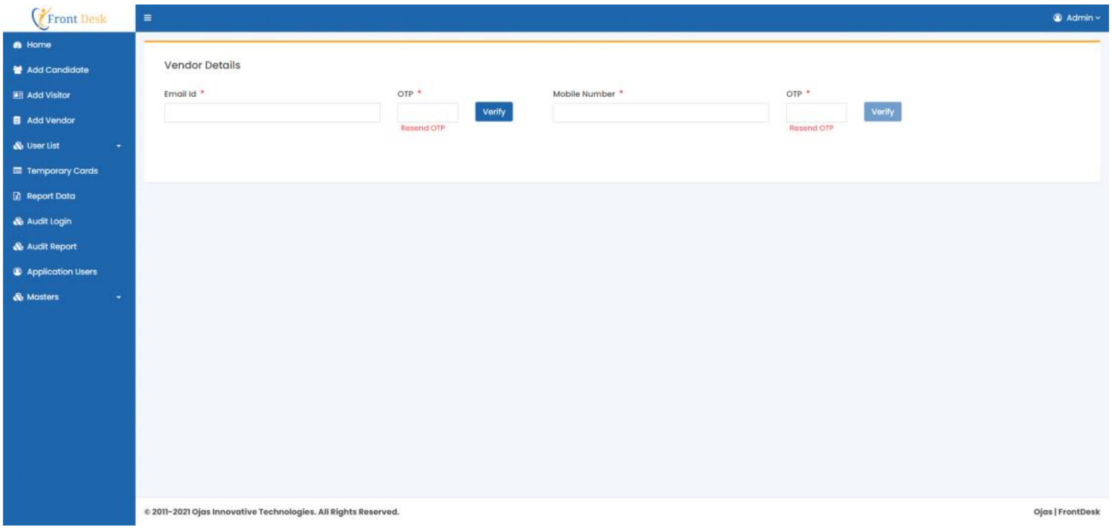

Front Desk
Home
Add Candidate
Add Visitor
Add Vendor
User List
Temporary Cards
Report Data
Audit Report
Application Users
Masters
Admin
Visitor Details
VISITOR DETAILS
ID : 5
VISITOR NAME : RAGULA RAJU
MOBILE : 9959521369
EMAIL : RAGULA.RAJU@OJAS-IT.COM
PURPOSE : MEETING
DEPARTMENT : 1
MEETING PERSON : 166
IN TIME : 16:09:31
OUT TIME :
VEHICAL TYPE : 30005
VEHICAL NUMBER : AP11AG7017
VISIT DATE : 2021-03-11
USER TYPE : VISITOR
ID TYPE : 995952136910
Id Proof
Visitor Image
Welcom
Ojas Fro
Thank you for getting ba
Download File
Back
© 2011-2021 Ojas Innovative Technologies. All Rights Reserved.
Ojas | FrontDesk


OJAS
innovative technologies
NAME : RAGULA RAJU
TECHNOLOGY : WORDPRESS DEVELOPER
PURPOSE : INTERVIEW

ADD VENDOR

Dashboard - > Add Vendor

We have two types of vendor’s old vendors and the new vendor. New vendor details are shown below and also old vendor we have four types of vendor visiting, billing, delivery, and maintenance, all works in the same process which we have shown under the new vendor workflow.

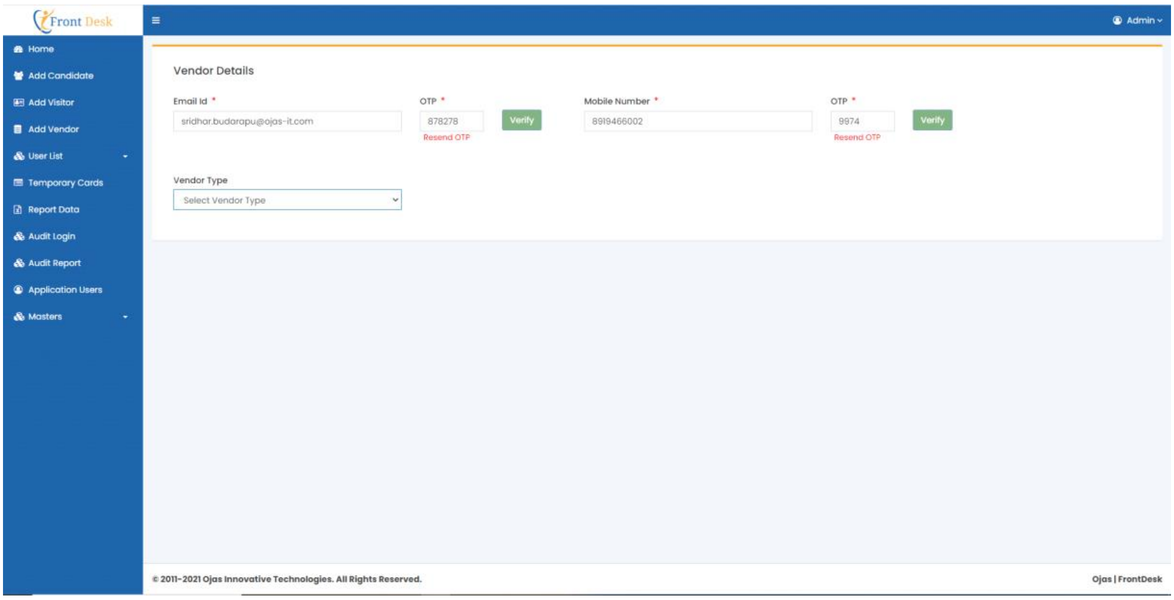


Vendor page first need to verify the person details like:

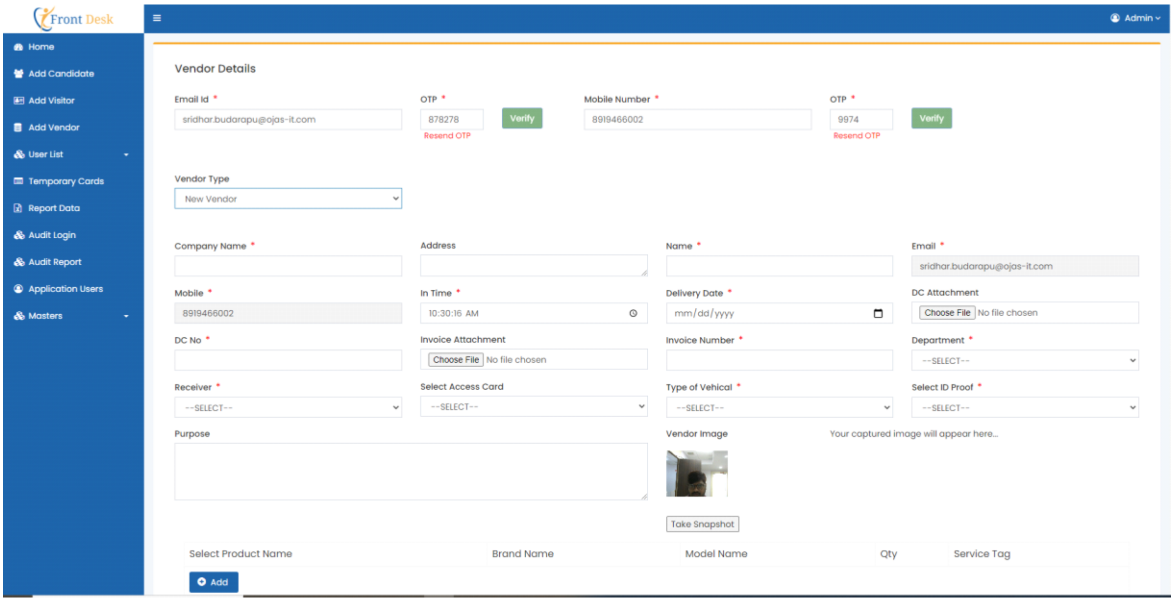
- Email Id
- Mobile

Need to verify email & mobile number after verification we have vendor options shown below.

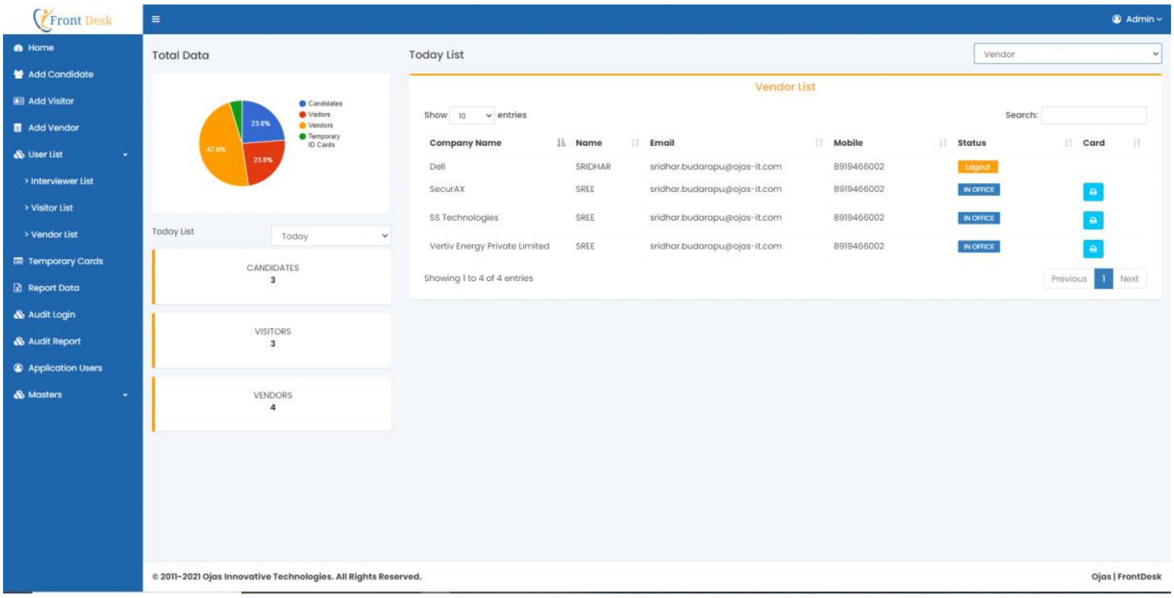
Please note if you're not receiving OTP code you can click the resend button as shown the below of verify button.



Please select Vendor type whether it is a new one or an old one. If we select a new-vendor form the screen would be visible to the user as mentioned below and also all fields are mandatory (If missed the system will not accept the request and it will deny the request.



After successful filling of new vendor's form, the data will be shown on vendor list under the dashboard/ vendor list (Only Today Records appear on dashboard).



We have search options for easy work flow.

After adding a new vendor, you can check the dashboard. We have a STATUS (Clickable button) option by default in the office.

If we click on the print icon, it will redirect to a new tab. Please check the new vendor details and image properly and provide the ID card to the same.

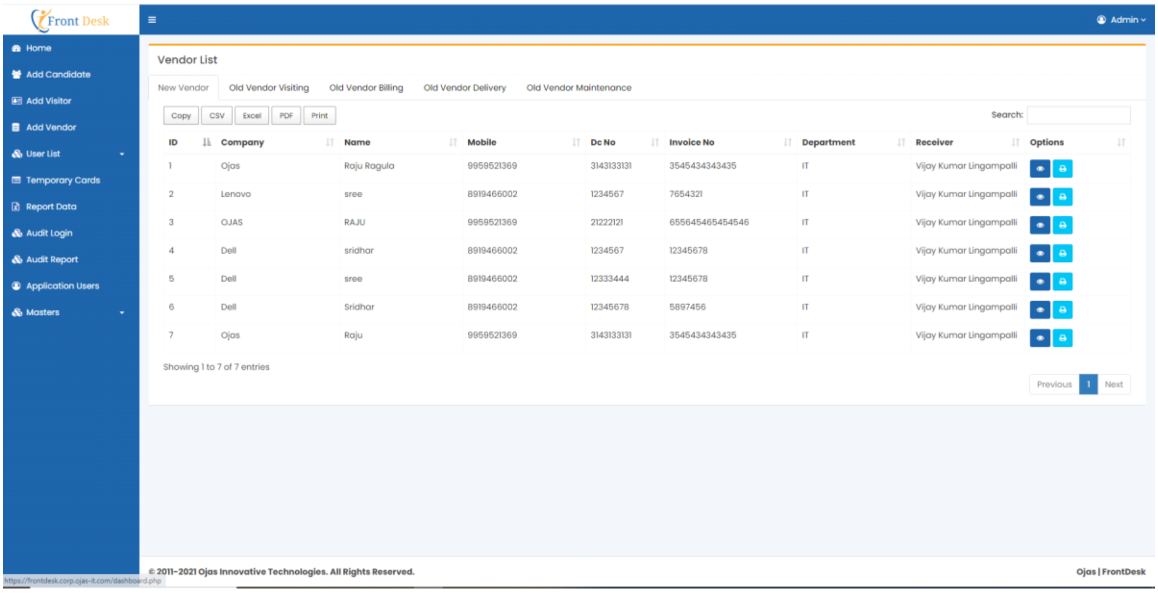
After completion of the meeting, the admin/operator/user needs to change the status by clicking the IN-OFFICE button. The vendor status will change after the user confirms the same and once it is confirmed the status will automatically change to Logout.

Please note: If the vendor status is shown as default in that case we can have the access to print the card. When we change the status from Out, the card print button /option will get disabled.

To check the Vendor details, follow this path:

<u>Dashboard -> New Vendor List</u>

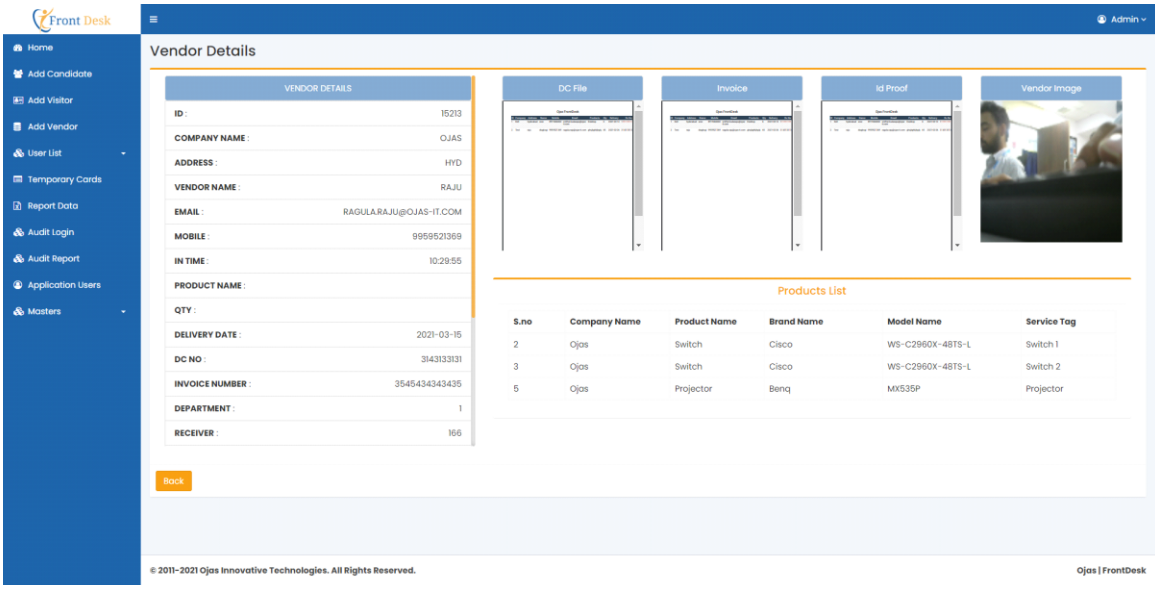
Please check the sidebar and select the user list-menu and click the dropdown button and select the options appropriately which are provided and click on the desired menu to click the vendor list.



In New vendor we have Multiple download options to download the records like- COPY, CSV, EXCEL, PDF, PRINT. You can just click the button/option once and the records will download by the system under the local storage/ drive.

Vendor's before entering inside the office premises, the operator or admin can provide access cards to the vendor's.

Individual Vendor records/details will be visible as shown below:



ADD MASTERS

Dashboard -> Masters

We have 12 types of masters tables, which will be visible on the webpage as mentioned below:

. Experience

. Vehicle Details

. ID Proof

. Department

. Temporary Cards

. Access Cards

. Vendors List

. Employee Data

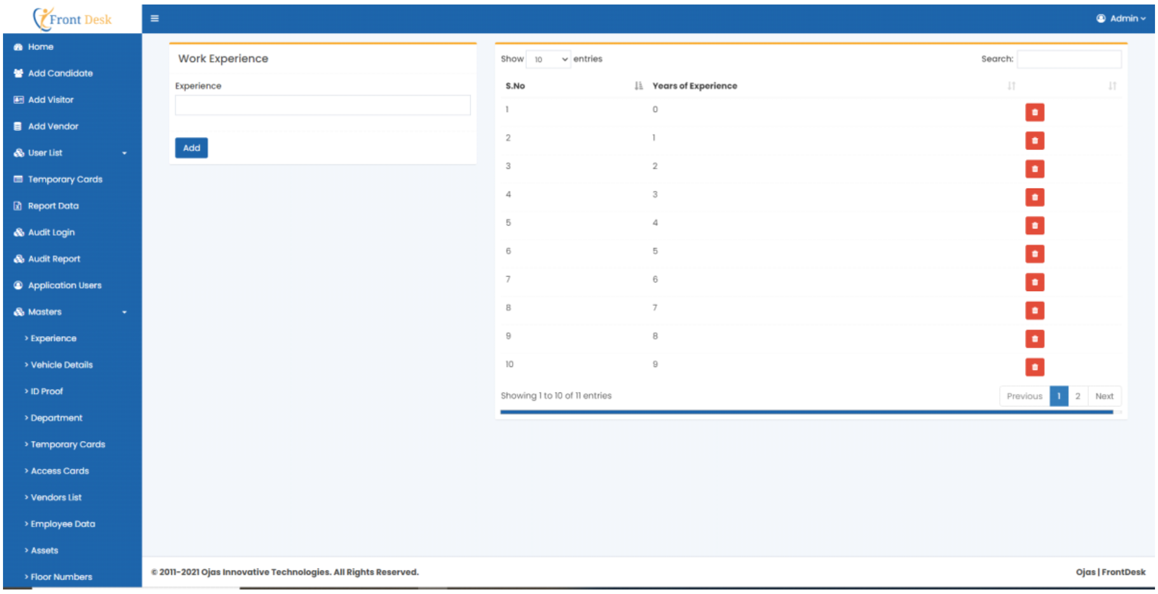
. Assets

. Floor Numbers

. Technology

. BDM List

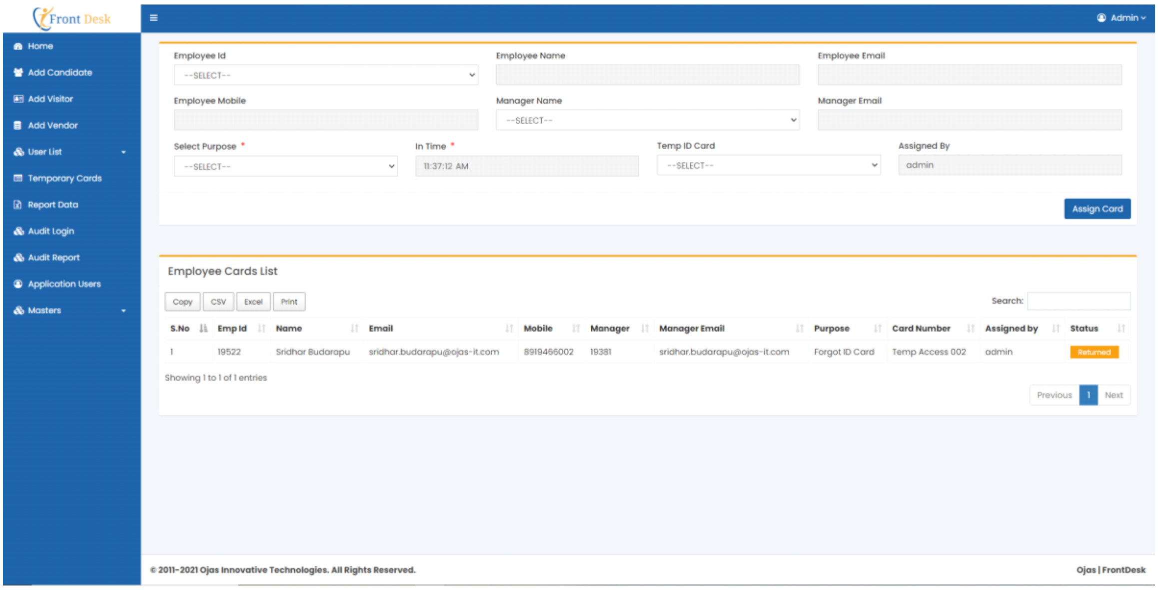
All the master pages look like same as mentioned below:



TEMPORARY CARDS

Dashboard -> Temporary Cards

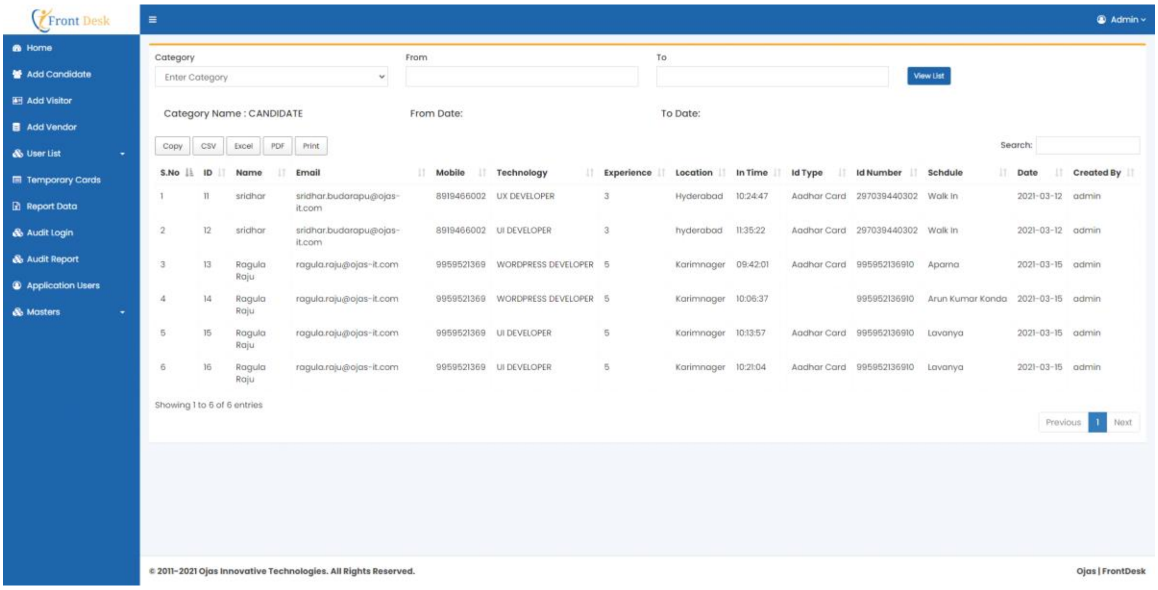
If an employee forgot/ lost Id Cards, the Front desk operator can provide a temporary ID card to the employees. We have to assign Id Card through the temporary id card page. Particular manager of the individual gets the email with the all the relevant details who is/are under their supervision.



REPORT DATA

Dashboard -> Report Data

In Report data we have categories such as candidate, visitor and vendor and also we have download options for downloading the data.

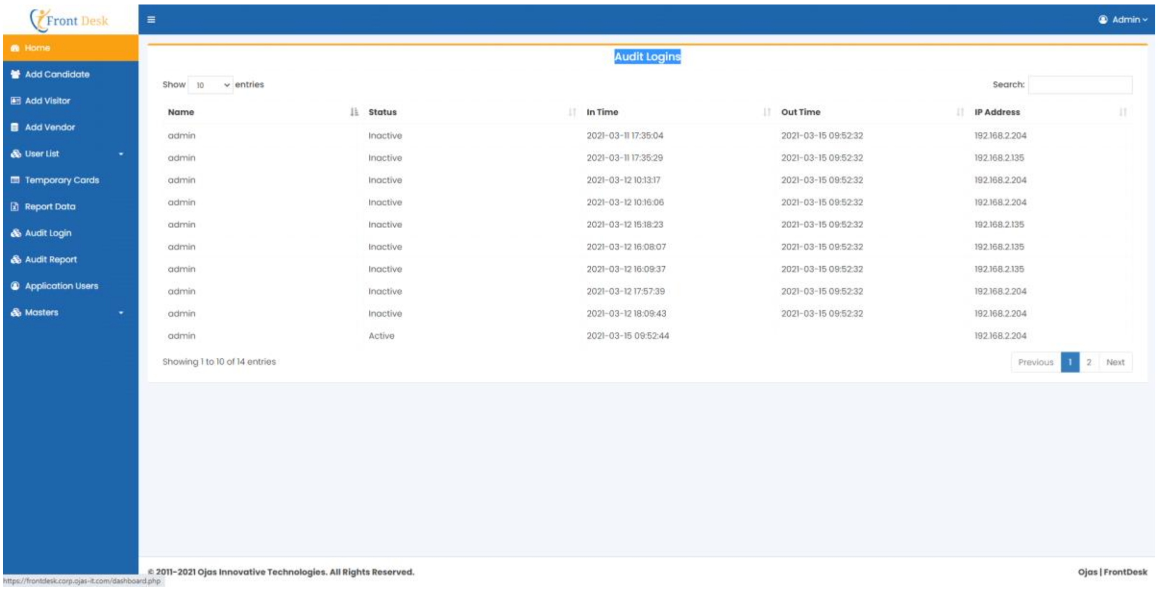


AUDIT LOGIN

Dashboard -> Audit Login

In Audit login we are showing which user had logged in and logged out on in the entire day.

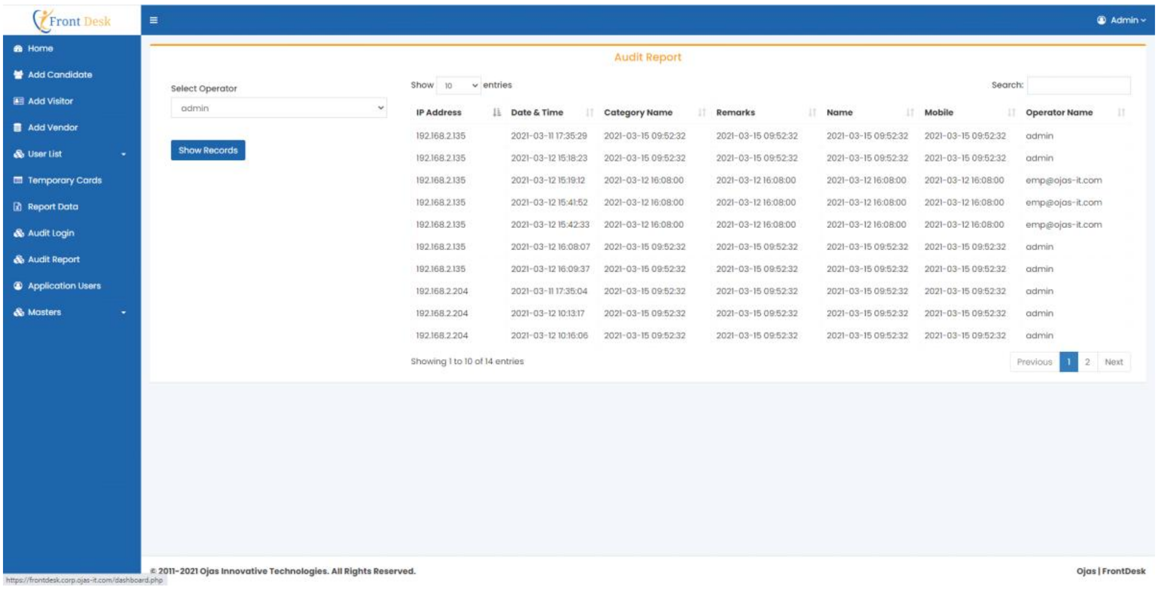
Check the picture mentioned below for your reference.



AUDIT REPORT

Dashboard -> Audit Report

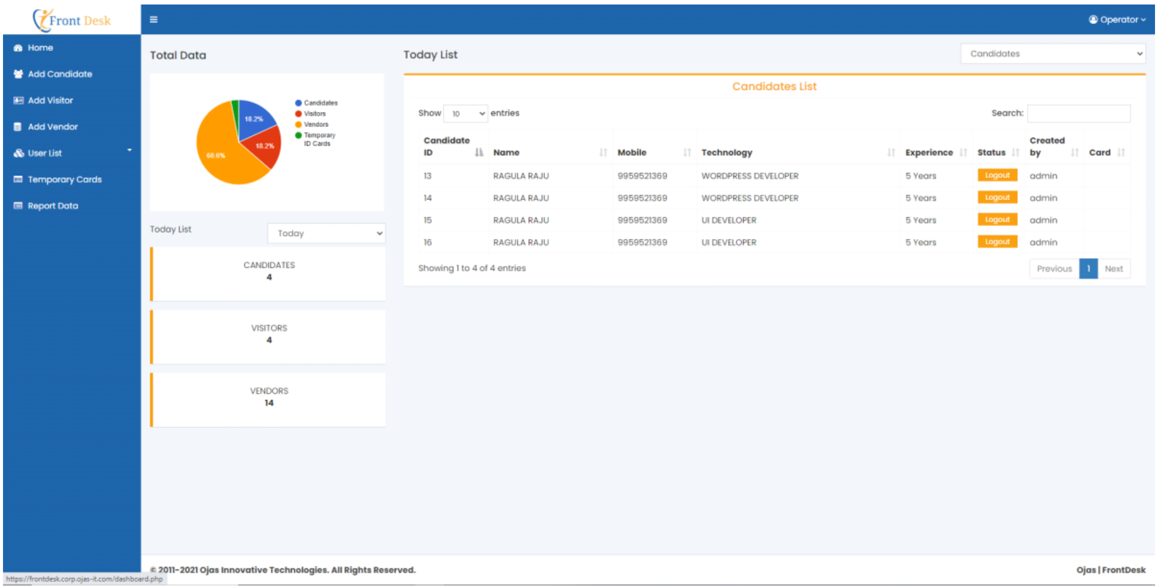
In Audit Report we are showing operator wise Records list as shown below.



OPERATOR WEBSITE (LIMITED ACCESS)

Dashboard -> Home

Operator Dashboard looks like an admin dashboard but we have some basic restrictions applied to the operator. The sidebar menu for the operator doesn't include- masters, audit login, audit report, and some more features. The operator can only add the candidates, visitors, and Vendors. The remaining all pages look the same as the admin portal.



THANK YOU