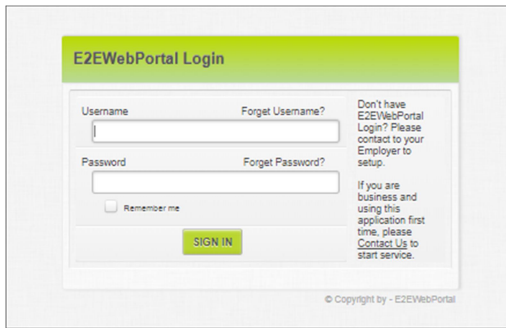


E2WEBPORTAL USER GUIDE

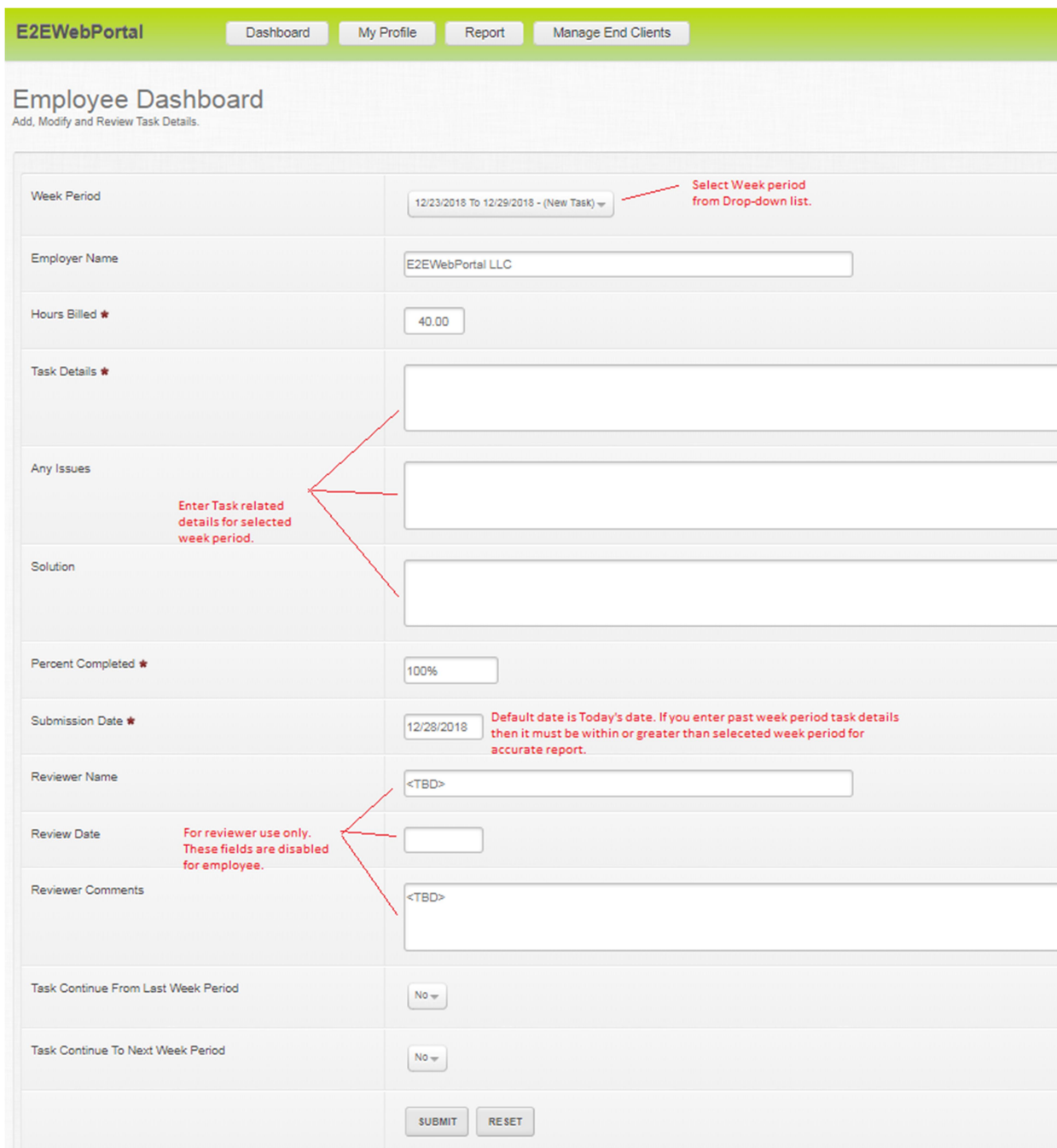
ROLE – Employee

1. **Login on E2WEBPORTAL as an Employee** – Go to www.e2webportal.com and click on Sign In button to open web portal login page. Enter 'Username' and 'Password' to following login form and you will be Logged In according to Role assigned. **You must add new end client to add any task details. Please refer to step 3 for details.**



The login form is titled 'E2WebPortal Login'. It contains fields for 'Username' and 'Password', each with a 'Forget' link. There is a 'Remember me' checkbox and a 'SIGN IN' button. A copyright notice '© Copyright by - E2WebPortal' is at the bottom.

2. **Once you login successfully as an Employee, you will see below Dashboard.**



The dashboard is titled 'Employee Dashboard' with the subtitle 'Add, Modify and Review Task Details.' It features a navigation bar with 'Dashboard', 'My Profile', 'Report', and 'Manage End Clients'. The main form contains the following fields:

- Week Period:** A dropdown menu showing '12/23/2018 To 12/29/2018 - (New Task)'. A red arrow points to it with the text: 'Select Week period from Drop-down list.'
- Employer Name:** A text field containing 'E2WebPortal LLC'.
- Hours Billed ★:** A text field containing '40.00'.
- Task Details ★:** A large text area.
- Any Issues:** A text area.
- Solution:** A text area.
- Percent Completed ★:** A text field containing '100%'.
- Submission Date ★:** A text field containing '12/28/2018'. A red arrow points to it with the text: 'Default date is Today's date. If you enter past week period task details then it must be within or greater than selected week period for accurate report.'
- Reviewer Name:** A text field containing '<TBD>'.
- Review Date:** A text field.
- Reviewer Comments:** A text area containing '<TBD>'.
- Task Continue From Last Week Period:** A dropdown menu showing 'No'.
- Task Continue To Next Week Period:** A dropdown menu showing 'No'.

At the bottom are 'SUBMIT' and 'RESET' buttons. A red arrow points to the 'Reviewer Name', 'Review Date', and 'Reviewer Comments' fields with the text: 'For reviewer use only. These fields are disabled for employee.'

3. **Manage End-Client** - Employee must create End-client before any weekly task added. This page let employee Add, Edit, Delete end-client details. All weekly Tasks crated for this end-client when this end-client Active flag is 'Yes'. To Add new end- client click on 'ADD NEW END CLIENT' button and form will expand. Fill out form with end-client details and new End-client will be created. If you want to add new end client, set Active flag 'No' for current client and simply click on 'ADD NEW END CLIENT' and fill out details. Keep End-client details up to date as it will be reflected when activity report will generate for immigration purpose.

E2EWebPortal

Dashboard My Profile Report Manage End Clients

Manage End Clients

Manage End Client Data!

ADD NEW END CLIENT

Click on this button to expand New End-client profile form.

End Client Business Name *

Employee Title At End Client Site *

Address1 *

Address2

City *

State *

Zip *

Phone Number *

Extn

Employee Email At End Client

SUBMIT RESET CANCEL

Show 10 entries

Set Active flag 'Yes' or 'No'

Search:

Business Name	Title At End Client Site	Active	Address 1	Address 2	City	State	Zip	Phone Number	Email At End Client	Action
EndClient Finance Inc	Software Developer	Yes	404 E2EWebportal Dr	Suite # 365	New York	NY	11111	646-123-4567	emp1_endclient2@prudential.com	EDIT DELETE

4. How to enter Task details from Employee Dashboard –

- On employee dashboard, select week period with '**New Task**' from drop down list.
- Simply fill out form with all task related details, any issues or difficulty to complete task and solution applied to remediate issues.
- Default submission date would be Today's date. If you enter past week(s) task details then submission date must be within or greater than selected week period.
- Reviewer Name, Review date and Reviewer comments are for reviewer use only. These fields are disabled for employee.
- If you select week period with '**Task Re-assigned**' from drop down list, then resubmit task details according to reviewer comments.
- If you select week period with '**Task Completed**' from drop down list, then task details is for information only.

5. **My Profile** – This web page let Employee modify their profile including user name and password.

6. **Generate Reports** – It will open Report Dashboard and let user generate report by passing parameters.

- Provide Start Date & End Date to select week period. Passing Start/End Date will pull week period in which that date fall.
- User can use default Report Title or pass custom Report Title.
- After Click on Submit Report will be generated and displayed.
- User can export report in desired format such as Excel, Word or PDF.

Hi e2e_Employee , Logout

E2EWebPortal Dashboard My Profile Report Manage End Clients

Employee Activity Report

Search your activity !

Start Date ★	<input type="text" value="11/28/2018"/>	Enter Start Date to pull week period
End Date ★	<input type="text" value="12/28/2018"/>	Enter End Date to pull week period
Report Title ★	<input type="text" value="End-Client Site Activity Report"/>	Use this default Report title or add custom report title.
<input type="button" value="SUBMIT"/>		Click submit to generate and view report.

Sample Report

1 of 1 Find | Next

End-Client Site Activity Report

Petitioner : E2EWebPortal LLC
Beneficiary : E2e, e2e_Employee E Mid2

End-Client Name : EndClient Finance Inc
End-Client Location : 404 E2EWebportal Dr, Suite # 365
New York
NY - 11111

Report Start Date : 09/01/2018
Report End Date : 09/30/2018
Report Created By : Emp_Ln, E2e_Emp_Admin
Report Created On : 11/28/2018 10:55:01 PM

Week Period:	09/02/2018 To 09/08/2018	Hours Billed : 40.00
Task Details :	erere123	Submission Date : 09/25/2018
Any Issues :	issu1123	Task Status : Task Completed
Solution :	sol123	Review Date : 09/25/2018
Review Comments:	All assigned task completed successfully.	Reviewer Name : E2E, e2e_Reviewer R

Week Period:	09/09/2018 To 09/15/2018	Hours Billed : 40.00
Task Details :	fkjfkj	Submission Date : 09/28/2018
Any Issues :	hkjhkhkhkhkj	Task Status : Task Re-Assigned
Solution :	hjhhoil	Review Date : 09/25/2018
Review Comments:	Assigned Task Completed successfully for current week period.	Reviewer Name : E2E, e2e_Reviewer R