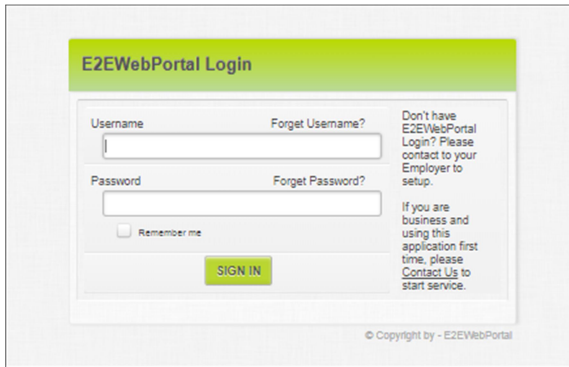


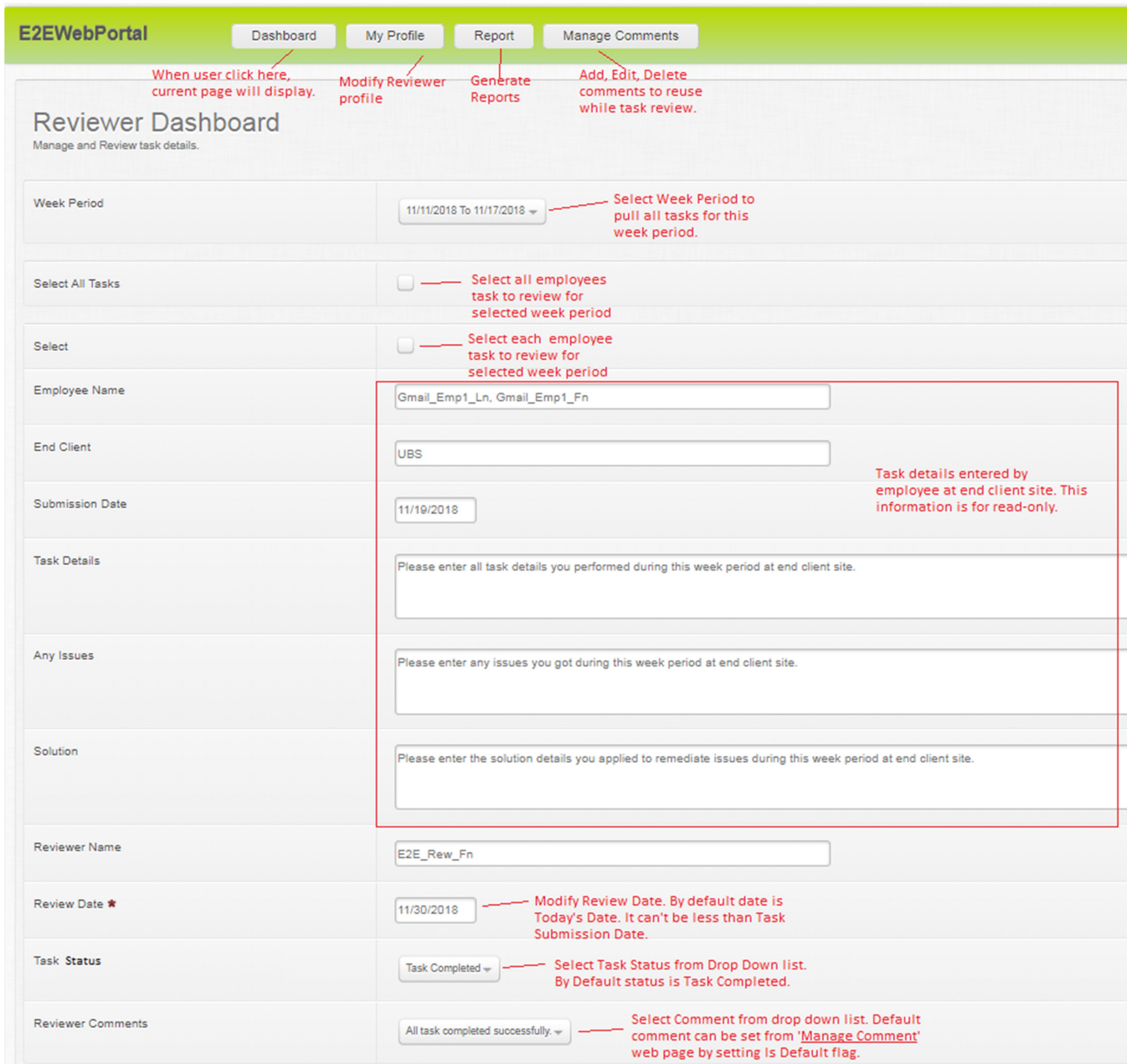
E2WEBPORTAL USER GUIDE

ROLE – Reviewer

1. How to login on E2WEBPORTAL as an Employer Admin? – 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.



2. Once you login successfully as a Reviewer, you will see below Dashboard.



3. How to select and Review Task from Reviewer Dashboard? –

To Review task – On Dashboard

- a) Check '**Select All Tasks**' to select all employee's task for selected week period or select one or more task(s) by checking '**Select**' at each task individually.
- b) Enter Review Date. Default Review Date is today's date for all task when user logged In as Reviewer.
- c) Select Task Status from drop down list. Default Task Status is 'Task Completed'
- d) Select Comment from Reviewer Comment drop down list. When Reviewer logged in, default reviewer comment will be displayed. This default comment can be set from 'Manage Comments' web page by setting Is Default flag.
- e) At the end click Submit button to complete task review for selected week period. Upon successful submission, all selected employee(s) will receive email confirmation of Task Review.
- f) Repeat same process by selecting different week period, if any.

The screenshot displays the 'Reviewer Dashboard' interface. At the top, it says 'Manage and Review task details.' Below this, there's a 'Week Period' dropdown set to '11/11/2018 To 11/17/2018'. A red box highlights the 'Select All Tasks' checkbox, which is checked. A red arrow points to it with the text: 'It will select all employees task for above week period.' Below this, another red box highlights the 'Select' dropdown, which is also checked. A red arrow points to it with the text: 'Reviewer can check/uncheck this employee's task.' The dashboard is divided into two main sections for two different employees. The first section is for 'Gmail_Emp1_Ln, Gmail_Emp1_Fn' at 'UBS', with a submission date of '11/19/2018'. It includes fields for 'Task Details' and 'Any Issues', both with placeholder text. The second section is for 'Gmail_emp2_Ln, Gmail_Emp2_fn' at 'Capital One Finance'. Both sections have a 'Reviewer Name' field (E2E_Rew_Fn), a 'Review Date' field (11/30/2018), a 'Task Status' dropdown (Task Completed), and a 'Reviewer Comments' dropdown (All task completed successfully).

4. **My Profile** – This web page let Reviewer modify their profile including user name and password.
5. **Generate Reports** – It will open Report Dashboard and let user generate report by passing parameters.
 - a. Reviewer will select Employee from Beneficiary drop down list and
 - b. Provide Start Date & End Date to select week period. Passing Start/End Date will pull week period in which that date fall.
 - c. User can use default Report Title or pass custom Report Title.
 - d. After Click on Submit Report will be generated and displayed.
 - e. User can export report in desired format such as Excel, Word or PDF.

E2EWebPortal

Dashboard

Manage Admin

Manage Reviewer

Manage Employee

Reports

Employer Activity Report

Search your activity !

Beneficiary	E2e, e2e_Employee E Mid2	Select Beneficiary from Drop-down list
Start Date *	9/1/2018	Enter Start Date to pull week period
End Date *	9/30/2018	Enter End Date to pull week period
Report Title *	End-Client Site Activity Report	Use this default report title or add custom report title.
SUBMIT		Click Submit to generate and view report.

Sample Report -

1 of 1		Find Next	Excel PDF Word
<h2>End-Client Site Activity Report</h2> <p>Petitioner : E2EWebPortal LLC</p> <p>Beneficiary : E2e, e2e_Employee E Mid2</p> <p>End-Client Name : EndClient Finance Inc</p> <p>End-Client Location : 404 E2EWebportal Dr, Suite # 365 New York NY - 11111</p>		<p>Report Start Date : 09/01/2018</p> <p>Report End Date : 09/30/2018</p> <p>Report Created By : Emp_Ln, E2e_Emp_Admin</p> <p>Report Created On : 11/28/2018 10:55:01 PM</p>	
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 :	hkjhjkhkhkj	Task Status : Task Re-Assigned	
Solution :	hjhhoii	Review Date : 09/25/2018	
Review Comments:	Assigned Task Completed successfully for current week period.	Reviewer Name : E2E, e2e_Reviewer R	

6. **Manage Comments** – This page let Reviewer Add, Edit and Delete comments to use while reviewing Task from Dashboard.

Reviewer must enter all comments prior to starting Task Review. Comment Description with Is Default flag 'Yes' will be displayed on Reviewer Comment drop down list on Dashboard. If more than one comment's have 'Is Default' flag yes then most recent one will be default flag on drop down list.

Hi E2E_Rew_Fn . Logout

E2EWebPortal Dashboard My Profile Report Manage Comments

Manage Comments

Add/Edit Comments

ADD NEW COMMENT Add new comments by filling out form.

Show 10 entries

Comment Description	Is Default?	Action
All task completed successfully.	Yes	EDIT DELETE
Assigned tasks not completed , need additional time to complete task.	No	EDIT DELETE
Task completed successfully for last week.	No	EDIT DELETE
This is new comment for testing and mark task completed.	No	EDIT DELETE

Showing 1 to 4 of 4 entries

FIRST PREVIOUS 1 NEXT LAST

7. **Reset Task** – This page, let reviewer(s) to Reset completed task. When user click on Reset Task button from dashboard, following page will be appeared. To reset task, choose week period from drop down list. Once week period is chosen, list of beneficiaries with completed tasks will show up. Click on RESET button under Action column and that task will be reset as a 'New Task'.

E2EWebPortal Dashboard My Profile Report Manage Comments Reset Task

Reset Task

Reset Completed Tasks

Week Period 12/02/2018 To 12/08/2018 Select week period from drop down list

Task Details:

Show 10 entries

Beneficiary	End Client	City	State	Task Details	Submission Date	Submission Status	Review Date	Reviewer Comments	Action
E2e, e2e_Employee E Mid2	EndClient Finance Inc	New York	NY	4343	12/9/2018	Task Completed	12/28/2018	All assigned task completed successfully.	RESET Click on Reset

Showing 1 to 1 of 1 entries

FIRST PREVIOUS 1 NEXT LAST