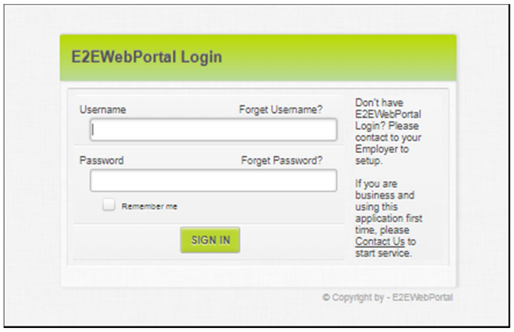
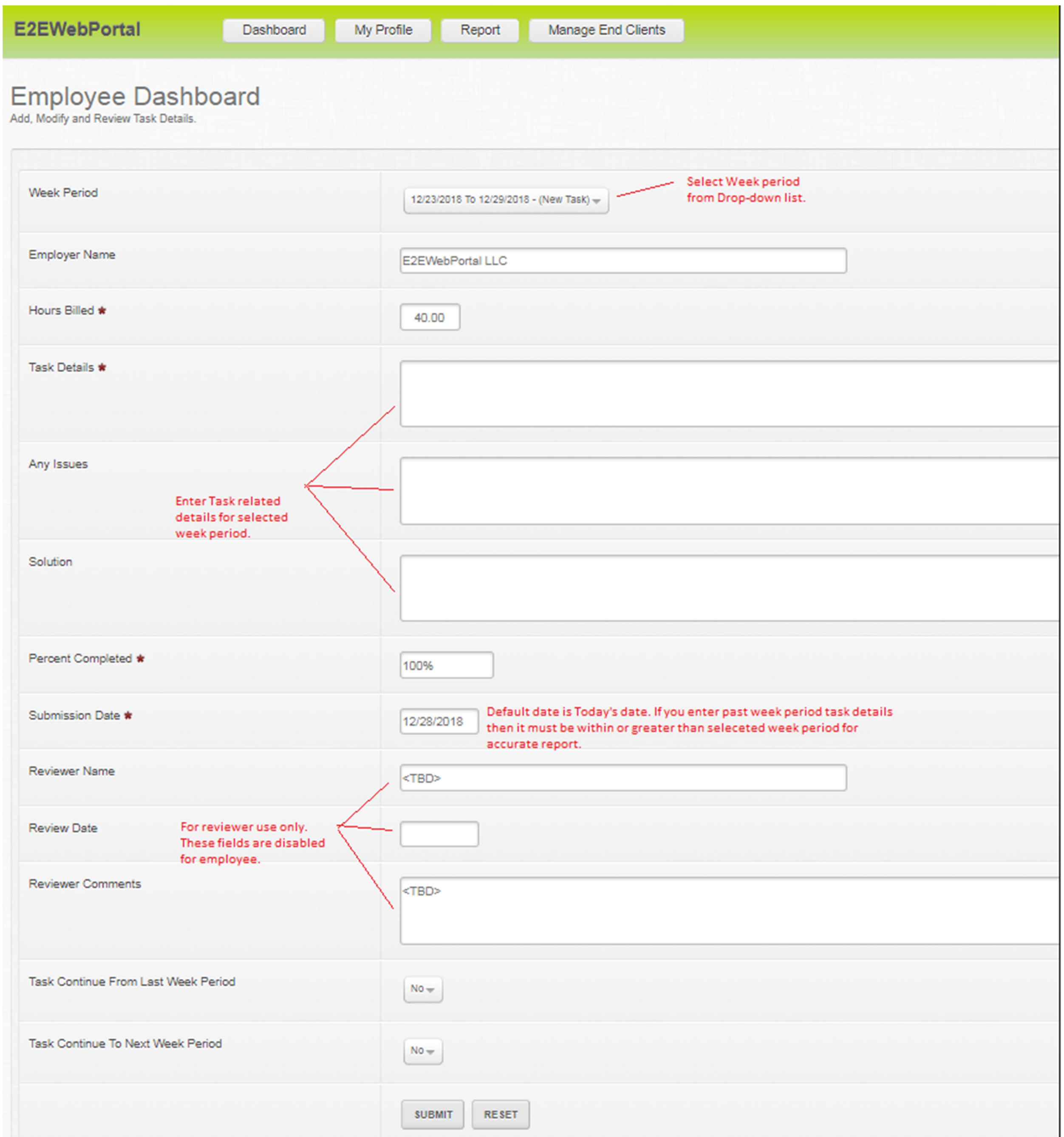
E2EWEBPORTAL USER GUIDE

ROLE – Employee

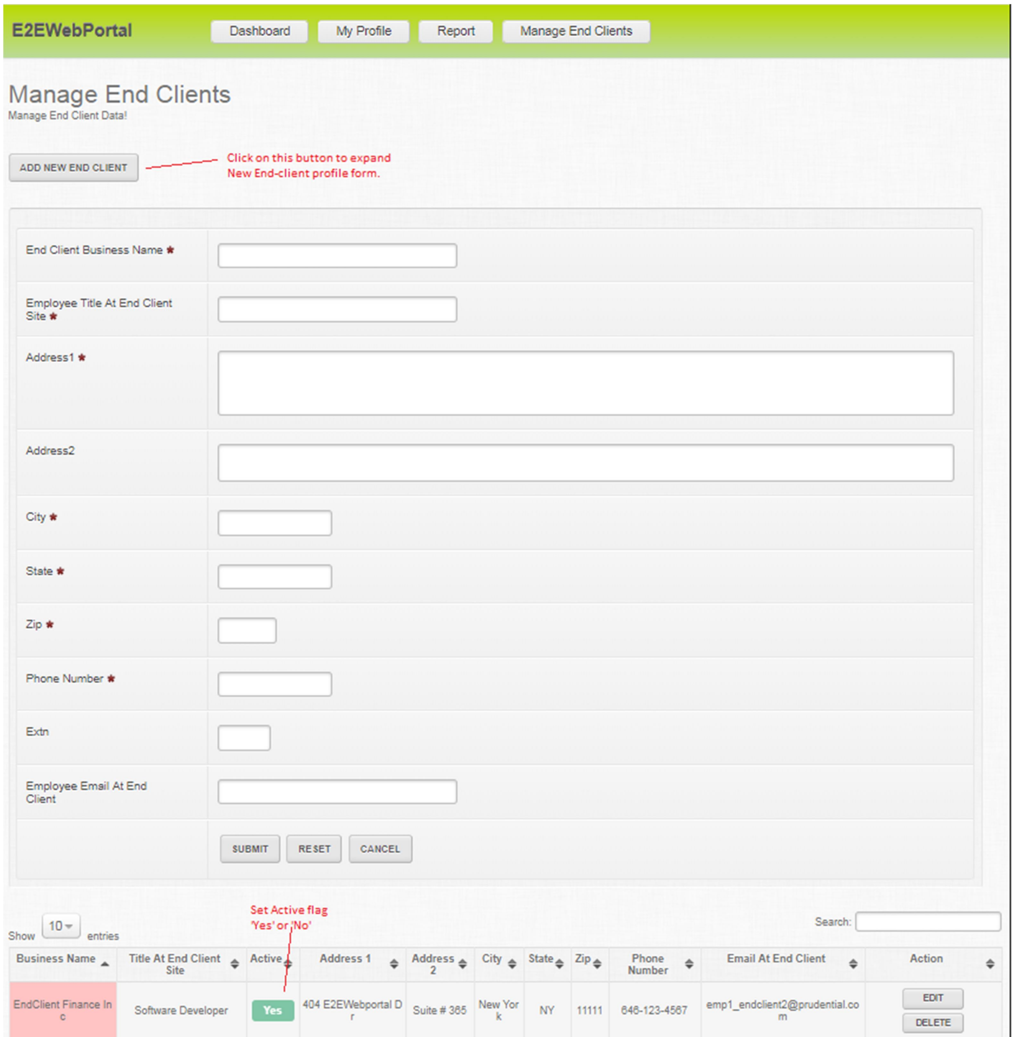
1. **Login on E2EWEBPORTAL as an Employee** – Go to www.e2ewebportal.com and click on Sign In button to open web portal login page. Enter 'Username' and 'Password' to following login form and you will be Logged In according to Role assigned. **You must add new end client to add any task details. Please refer to step 3 for details.**



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



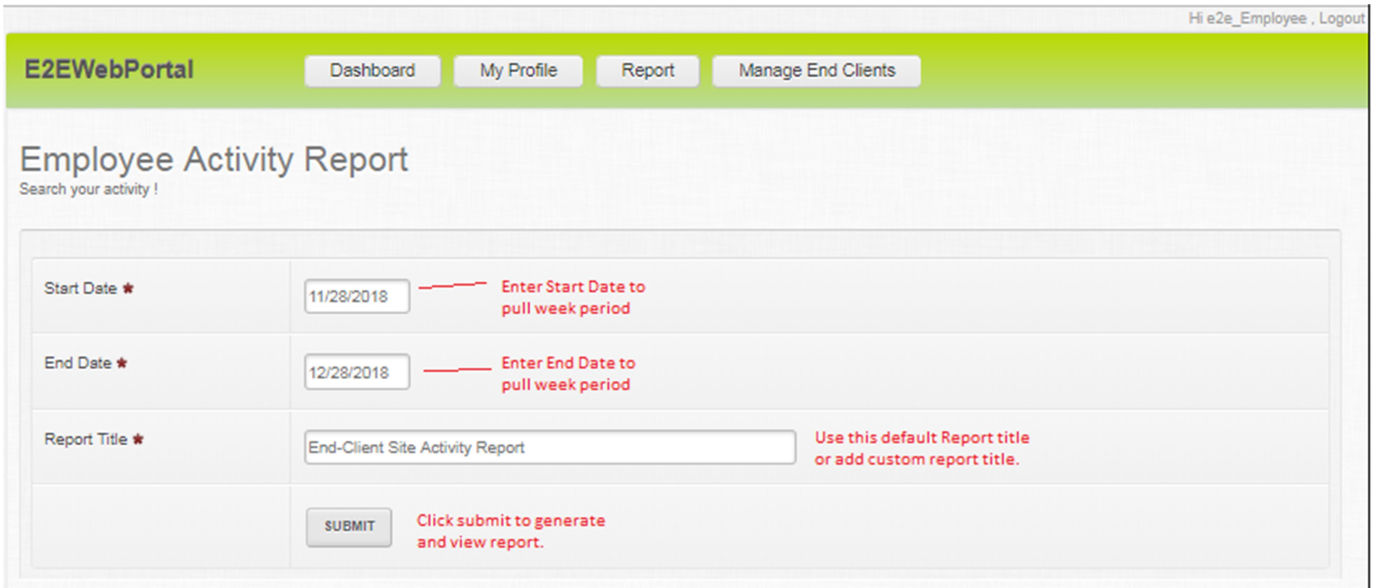
3. **<u>Manage End-Client</u>** - Employee must create End-client before any weekly task added. This page let employee Add, Edit, Delete end-client details. All weekly Tasks crated for this end-client when this end-client Active flag is 'Yes'. To Add new end- client click on 'ADD NEW END CLIENT' button 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.



4. **How to enter Task details from Employee Dashboard –**
   - On employee dashboard, select week period with '**<u>New Task</u>**' 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 '**<u>Task Re-assigned</u>**' from drop down list, then resubmit task details according to reviewer comments.
   - If you select week period with '**<u>Task Completed</u>**' from drop down list, then task details is for information only.

5. **<u>My Profile</u>** – 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.
    a. Provide Start Date & End Date to select week period. Passing Start/End Date will pull week period in which that date fall.
    b. User can use default Report Title or pass custom Report Title.
    c. After Click on Submit Report will be generated and displayed.
    d. User can export report in desired format such as Excel, Word or PDF.



Sample Report