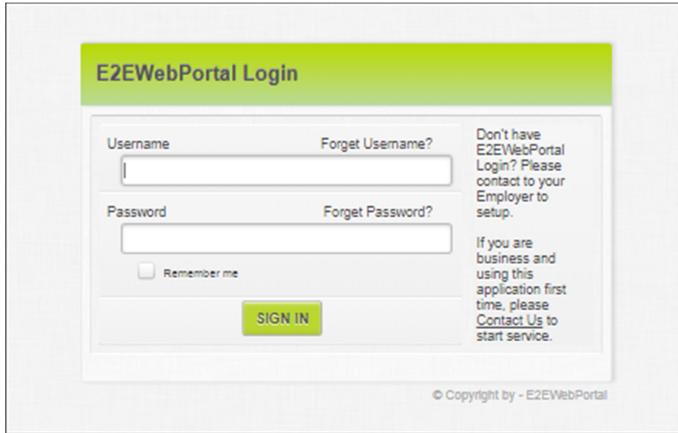


E2WEBPORTAL USER GUIDE

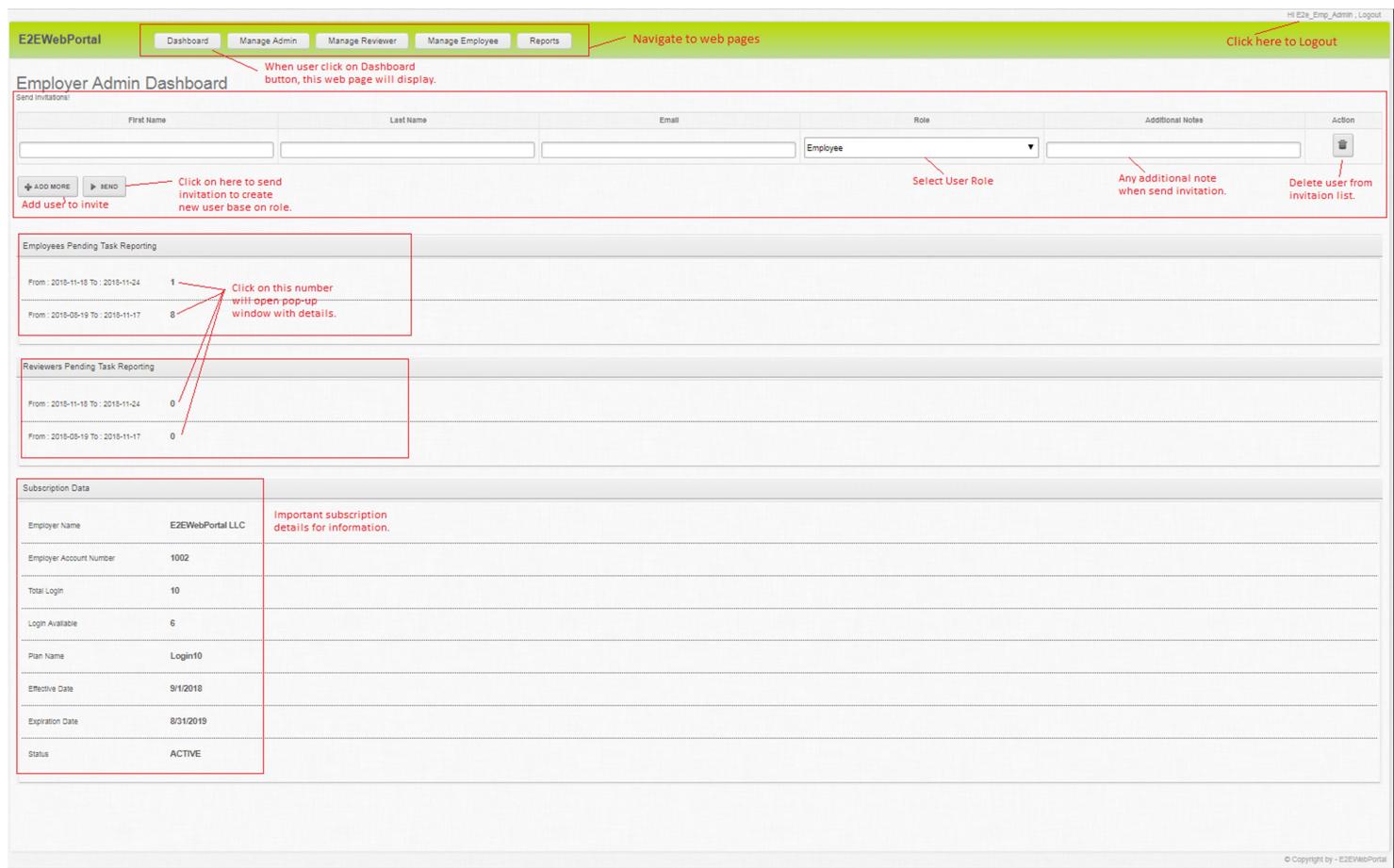
ROLE - EMPLOYER ADMIN

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



The screenshot shows the E2WebPortal Login page. It has a green header bar with the title 'E2WebPortal Login'. Below it is a form with fields for 'Username' and 'Password', each with a 'Forgot Username?' or 'Forgot Password?' link. There is also a 'Remember me' checkbox and a 'SIGN IN' button. To the right of the form, there are two informational boxes: one about setup for employers and another for first-time business users. At the bottom, there is a copyright notice: '© Copyright by - E2WebPortal'.

2. Once you login successfully as an Employer Admin, you will see below Dashboard with important information.



The screenshot shows the Employer Admin Dashboard. At the top, there is a navigation bar with links for 'Dashboard', 'Manage Admin', 'Manage Reviewer', 'Manage Employee', and 'Reports'. A red box highlights the 'Dashboard' link, with a callout pointing to it and the text 'When user click on Dashboard button, this web page will display.' Below the navigation bar is a section titled 'Employer Admin Dashboard' with a 'Send Invitations!' heading. It includes fields for 'First Name', 'Last Name', 'Email', 'Role' (set to 'Employee'), 'Additional Notes', and an 'Action' button. Red annotations point to the 'ADD MORE' and 'SEND' buttons, the 'Role' dropdown, and the 'Additional Notes' field. Another annotation points to the 'Delete user from invitation list' button. Below this is a section titled 'Employees Pending Task Reporting' showing data for two dates: 'From : 2015-11-18 To : 2015-11-24' (count 1) and 'From : 2015-08-19 To : 2015-11-17' (count 8). A red box highlights the count '1', with a callout pointing to it and the text 'Click on this number will open pop-up window with details.'. Below this is a section titled 'Reviewers Pending Task Reporting' with similar data for two dates. At the bottom is a 'Subscription Data' table with columns for 'Employer Name', 'Employer Account Number', 'Total Login', 'Login Available', 'Plan Name', 'Effective Date', 'Expiration Date', and 'Status'. A red box highlights the 'Employer Name' row, with a callout pointing to it and the text 'Important subscription details for information.'

3. How to add new user by **sending invitation**? – On Dashboard, on send Invitation section fill out user First Name, Last Name, Email , Select Role and enter notes(if any) and Click on ‘Send’ button to invite user. Clicking on ‘Send’ button will send email to user with Link to Sign Up form. You can invite multiple users by clicking on ‘Add More’ button.

E2EWebPortal

Dashboard Manage Admin Manage Reviewer Manage Employee Reports Navigate to web pages Click here to Logout

Employer Admin Dashboard

Send invitation:

First Name	Last Name	Email	Role	Additional Notes	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	Employee	<input type="text"/>	

Add user to invite

When user click on Dashboard button, this web page will display.

Click on here to send invitation to create new user base on role.

Select User Role

Any additional note when send invitation.

Delete user from invitation list.

4. **Subscription Data** – This section displays subscription details such as Account number, Login availability, expiration date, status etc.

Subscription Data	
Employer Name	E2EWebPortal LLC
Employer Account Number	1002
Total Login	10
Login Available	6
Plan Name	Login10
Effective Date	9/1/2018
Expiration Date	8/31/2019
Status	ACTIVE

5. **Employees Pending Task Reporting** – It will display employee's pending task reporting for past week and all pending tasks prior past week. It is very useful to monitor employee's pending task reporting activity. Clicking on this numbers will display detailed information.

Employees Pending Task Reporting	
From : 2018-11-18 To : 2018-11-24	1
From : 2018-08-19 To : 2018-11-17	8
Reviewers Pending Task Reporting	
From : 2018-11-18 To : 2018-11-24	0
From : 2018-08-19 To : 2018-11-17	0

- 6. Reviewer Pending Task Reporting** - It will display reviewer's pending task review for past week and all pending tasks prior past week. It is very useful to monitor reviewer's pending task reviewing activity. Clicking on this numbers will display detailed information.

Employees Pending Task Reporting	
From : 2018-11-18 To : 2018-11-24	1
From : 2018-05-19 To : 2018-11-17	8

Reviewers Pending Task Reporting	
From : 2018-11-18 To : 2018-11-24	0
From : 2018-05-19 To : 2018-11-17	0

- 7. Manage Admin** – By clicking on this, all users with Employer Admin Role will be displayed in list view. Employer Admin can Activate/Deactivate, Edit, Delete any user(s) by clicking on associated button.

Manage Employer Admin												
List of Employer Admin												
Show	10	entries										Search:
Admin User First Name	Admin User Last Name	Active	Is Primary?	Cell Phone	Work Phone	Primary Email	Address 1	Address 2	City	State	Zip	Action
E2e_Emp_Admin	Emp_Ln	Yes	Yes	123-456-7890	123-456-7890	employer_admin@e2ewebportal.com	Admin Ave1		Admin	NJ	00000	EDIT
Showing 1 to 1 of 1 entries												
FIRST PREVIOUS 1 NEXT LAST												

- 8. Manage Reviewer** – By clicking on this, all users with Reviewer Role will be displayed in list view. Employer Admin can Activate/Deactivate, Edit, Delete any user(s) by clicking on associated button.

Manage Reviewers												
List of Reviewers												
Show	10	entries										Search:
Reviewer First Name	Reviewer Last Name	Active	Cell Phone	Work Phone	Primary Email	Address 1	Address 2	City	State	Zip	Action	
e2e_Reviewer	E2E	Yes	123-456-7890	123-456-7890	reviewer@e2ewebportal.com	Admin Ave		Admin	NJ	0	EDIT	
Showing 1 to 1 of 1 entries												
FIRST PREVIOUS 1 NEXT LAST												

9. **Manage Employee** – By clicking on this, all users with Employee Role will be displayed in list view. Employer Admin can Activate/Deactivate, Edit, Delete any user(s) by clicking on associated button.

First Name	Last Name	Active	Cell Phone	Work Phone	Primary Email	Address 1	Address 2	City	State	Zip	Action
e2e_Employee	E2e	NO	456-789-1230	456-789-1230	employee@e2ewebportal.com	Employee Ave		Admin	NJ	23232	EDIT DELETE

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

- Employer Admin will select Employee from Beneficiary drop down list and
- 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.

Sample Report -

End-Client Site Activity Report	
Petitioner : E2EWebPortal LLC	Report Start Date : 09/01/2018
Beneficiary : E2e, e2e_Employee E Mid2	Report End Date 09/30/2018 :
End-Client Name : EndClient Finance Inc	Report Created By : Emp_Ln, E2e_Emp_Admin
End-Client Location : 404 E2EWebportal Dr, Suite # 365 New York NY - 11111	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 : hkjhjkhhkj	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

- 11. Reset Task** – This page, let Admin(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’.

The screenshot shows the 'Reset Task' page of the E2EWebPortal. At the top, there is a navigation bar with links: Dashboard, My Profile, Report, Manage Comments, and Reset Task. Below the navigation bar, the title 'Reset Task' is displayed, followed by the sub-section 'Reset Completed Tasks'. A 'Week Period' dropdown menu is shown, with the value '12/02/2018 To 12/08/2018' selected. A red arrow points to this dropdown with the text 'Select week period from drop down list'. Below the dropdown is a table titled 'Task Details'. The table has columns: Beneficiary, End Client, City, State, Task Details, Submission Date, Submission Status, Review Date, Reviewer Comments, and Action. One row is highlighted in pink, representing 'E2e, e2e_Employee E Mid2'. The 'Action' column for this row contains a 'RESET' button, which is also highlighted with a red arrow and the text 'Click on Reset'. The table also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls (FIRST, PREVIOUS, 1, NEXT, LAST) at the bottom.

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