**Documentation**

Project Name: Emp Metrics

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Client: Manasi Rathod

Login Screen:

There are 2 types of User:

1. Admin: The person who is responsible for
   1. Adding the Company Details
   2. Uploading the required employee details for that company in excel format (details are employee name, email id, department etc.)
   3. Creating the Survey (start date, end date, survey name)
   4. Creating the form (form name)
   5. Creating the question sets (Multiple Choice Question, Open Ended Question) and options in case of (MCQ)
   6. Admin can view the user status (survey submitted, pending etc.)
   7. UserName: [survey@gmail.com](mailto:survey@gmail.com) password: survey (can be changed if required.)
2. Users: Those people who are going to participate in the survey for the given company.
   1. Password: (default) can be changed if required

Home Screen for Admin:

There are 4 menu available for admin to access.

1. Users:

This screen will be used to upload the employee details for the given company as an excel format. It has 2 fields company name (dropdown, excel file upload)

1. Survey:

This screen will show already created survey details in a table format.

Admin can view user status, can edit and delete the selected survey.

Admin can also create new survey by clicking on ‘create New Survey’ link.

In Add New Survey screen , Admin have to fill details (company (dropdown), form (dropdown), survey name, start date and end date.

1. Company:

In this screen, Admin can view all the already created company rows. He can also create new company entry by clicking on ‘Add New Company’ link.

1. Form:

In this screen, Admin can created New Forms and can also view the already created forms.

Admin can also view the questions and options created under that particular form by clicking on ‘Questions’ link in the give row.

Admin can create new form by clicking ‘Create Form’ link.

Upon click on ‘Questions’ link a new screen will open that will show the already created questions under that form.

To create New Question, Admin has to click on ‘Create Question’ link.

Under ‘Add Question’ Screen, Admin can add new question description, question type (MCQ , OE) and multiple options for (MCQ).

Home Screen for User:

In this screen , the user will be provided the a ‘Start Survey’ button with some guidelines.

Upon click on ‘Start Survey’ link , he will be directed to the Survey page.

User will only be able to submit the form if the he/she has selected options for all the questions and has answered open ended question.