



End to End Staffing Business Process Automation

ONBOARDING PORTAL

EASYBILLNPAY TECHNO SERVICES PRIVATE LIMITED

#466, 12th Main, 17th B Cross, JP Nagar 5th Phase,
Bangalore – 560078, Karnataka

+91-9110677966 | info@staffinggo.in

Table of Contents

Overview	3
1. Login into the portal.....	3
2. Recover password	5
3. Dashboard	6
4. Personal Information	6
5. Skill details.....	7
6. Address details.....	8
7. Family details	9
8. Educational details.....	10
9. Employment detail.....	11
10. Bank detail	12
11. Document details.....	14
12. My queries	14
13. Change Password.....	16

Overview

Candidate portal process involves furnishing all the necessary candidate details and documentation required for the recruitment process.

Once candidate reaches the interview or offer stage the User or Recruiter initiates the onboarding process to the candidate. Notification E-mail will be triggered to you along with the login credentials and portal link from the StaffingGo application.

- Below are the functionalities available for the candidate to perform or view the task:
 - a. Landing page/Dashboard
 - b. Personal information
 - c. Address information
 - d. Education Information
 - e. Employee Information
 - f. Skills details
 - g. Bank information
 - h. Documentation Details

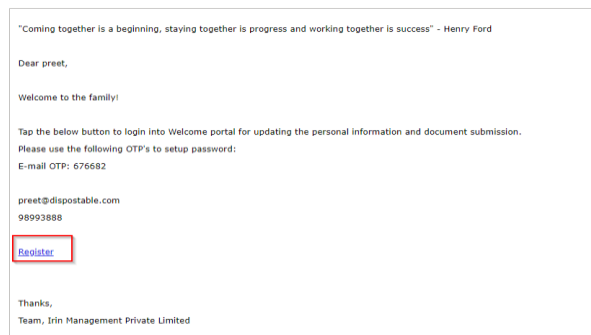
Once you complete the process of submission, you will be able to “**Submit for Approval**” for the verification process. Details saved from the portal will be available to the Recruiter or ER person in StaffingGo application.

If any discrepancies in data user will return to you for correction. On each transaction mail notification will be triggered informing about the status and remarks and you will be able to view the **return for correction** in the onboarding status section.

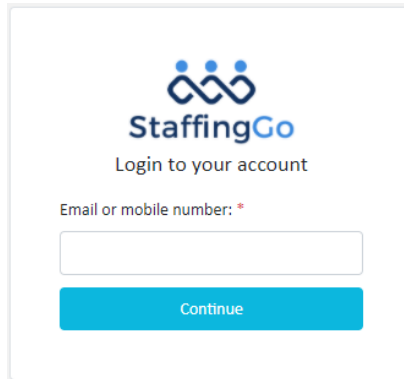
The particular icon will be in **pink** in color along with the user comments otherwise it will be in green with successful verification. You will not be able to edit any information once approval is in-process. During return for correction that particular section will be enabled along with the “**Submit for Approval**” button.

1. Login credentials

- Click on; “**Register**” link in the email notification. It navigates to the onboarding portal.

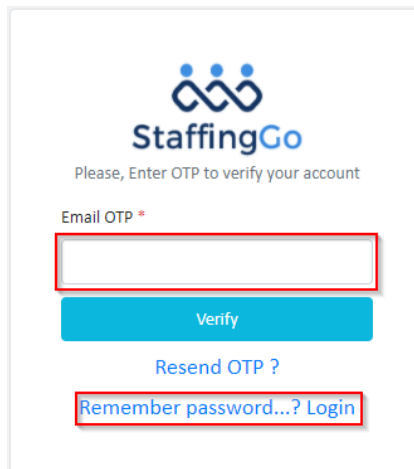


- Login into portal by using Username provided in the notification and click on “Continue” button.



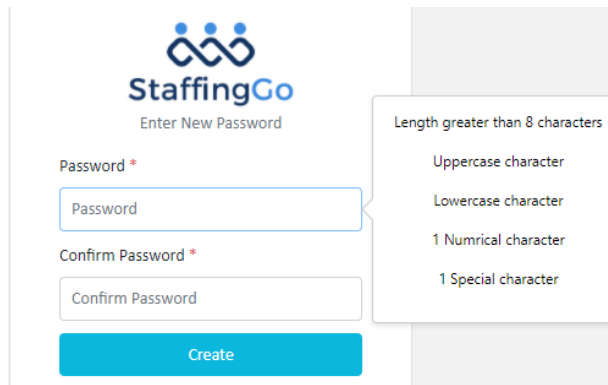
The screenshot shows the StaffingGo login page. At the top is the StaffingGo logo and the text "Login to your account". Below this is a label "Email or mobile number: *" followed by a text input field. At the bottom of the form is a blue button labeled "Continue".

- By using the email OTP provided in the notification system prompts to change the password OR If password provided in the notification; click on the “Remember password” link to create the new password.



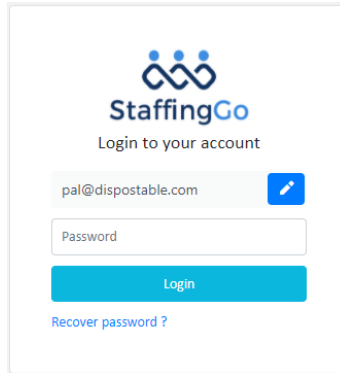
The screenshot shows the StaffingGo OTP verification page. At the top is the StaffingGo logo and the text "Please, Enter OTP to verify your account". Below this is a label "Email OTP *" followed by a text input field. Below the input field is a blue button labeled "Verify". Below the "Verify" button is a link "Resend OTP ?". At the bottom of the form is a link "Remember password...? Login".

- Click on; “Create” button to create new password as per the password instruction.



The screenshot shows the StaffingGo password creation page. At the top is the StaffingGo logo and the text "Enter New Password". Below this are two text input fields: "Password *" and "Confirm Password *". Below the input fields is a blue button labeled "Create". To the right of the input fields is a list of password requirements: "Length greater than 8 characters", "Uppercase character", "Lowercase character", "1 Numrical character", and "1 Special character".

- Click on; **Create** button; it prompts to login section. Enter your registered email id or mobile as Username and new password to login.



The image shows a login form for StaffingGo. At the top is the StaffingGo logo and the text "Login to your account". Below this is a text input field containing "pal@dispostable.com" with a blue edit icon to its right. Underneath is a "Password" input field. A blue "Login" button is positioned below the password field. At the bottom of the form, there is a blue link that says "Recover password ?".

2. Recover password

You can change your password for security reasons or reset it if you forget it. Follow the steps to recover your password.

- Click on; "**Recover password**" after entering the registered emailed or mobile no.
- Click on; "**Reset**" button. Mail will be triggered to candidate along with the email OTP to reset the password.

Dear MANASA,

Welcome to the family!

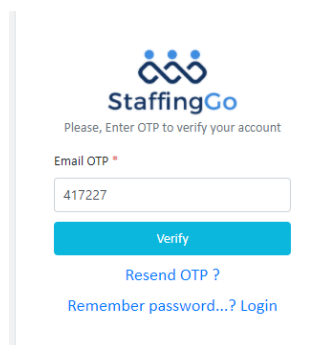
Tap the below button to login into Welcome portal for updating your information and expected document submission.
Please use following credentials to login:

User Name: {{ToMobileNo}}
OTP: 892142
Password: {{ConsPassword}}

[Register](#)

Thanks,
Team Sadhana Testing Company

- Use the OTP to create new password.



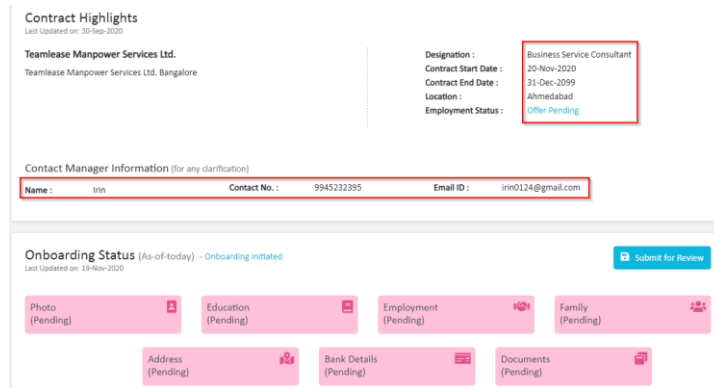
The image shows an OTP verification form for StaffingGo. At the top is the StaffingGo logo and the text "Please, Enter OTP to verify your account". Below this is a text input field labeled "Email OTP *" containing the number "417227". A blue "Verify" button is positioned below the input field. At the bottom of the form, there are two blue links: "Resend OTP ?" and "Remember password...? Login".

- Click on; “Verify” button. It navigates to new password setting section.
- Set new password as per the instructions.
- Login to portal using **Username** and new **set Password**.


3. Landing page/Dashboard

When you login successfully, it navigates to Dashboard/Home page. This is divided into following section for actions:

- Staffing company address – Your staffing company address
- Staffing details – Contract range, working location, designation along with sourcing status.
- Contact manager information – Your contact manager information
- Onboarding status – Present status on each onboarding section along with the onboarding status.
 - Pink** indicates details or documents are yet to be submitted by you.
 - Yellow** indicates details or documents are submitted by you.
 - Green** indicates details or documents are been verified by the recruiter after you submitted for approval.



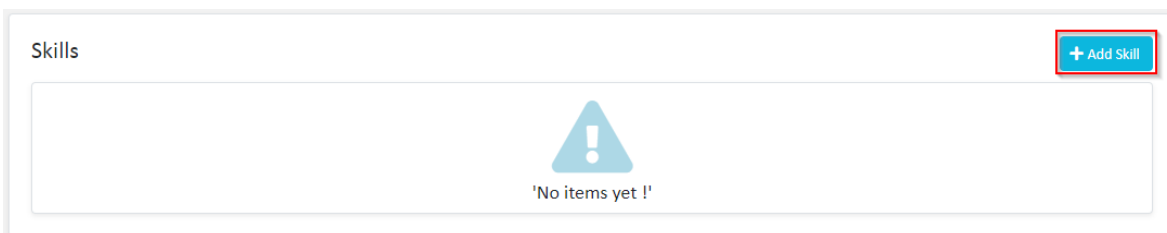
4. Personal Information

- Click on; menu item “Personal Details” on the left side to navigate to personal details page.
OR
- Click on; “Photo” section of the onboarding status section to navigate to the personal details page.
- Click on;  to edit the personal information.
- Follow the wizard to input all the mandatory details marked with * symbol and other information.

- Click on; **“SAVE”** button to save Personal details.
- Following toaster message will be displayed:
 - Details saved successfully
- Click on; **“CANCEL”** button to close the personal details without saving.
- Click on; **“Change photo”** to add or update the photo.

5. Skill details

- Click on; menu **“Skills”** on the left side to navigate to the skills page.
- You can view the skills, if the recruiter is updated or you can add skills or update.



- Click on; **+ Add Skill** button to add the new skills.
- Follow the wizard to input all the mandatory details marked with * symbol and other information.

- Click on; “**SAVE**” to save the skills.
- Following toaster message will be displayed:
 - Skills saved successfully
- Click on; “**CANCEL**” to close the skills information without saving.
- All the added skills are listed and can be edited or delete at any time.

Skills + Add Skill

Skill Type	Years of Experience	Proficiency Level	
Q	Q	Q	
Javascript	1	Basic	✎ ✖

6. Address details

- Click on; menu “**Address Details**” on the left side to navigate to the address page.
- Click on; + Add Address button to add the new address.
- Follow the wizard to input all the mandatory details marked with * symbol and other information.

Address Information ✕

Address Type *

Address Line 1 *

Address Line 2 * Address Line 3

Country * State * City * PIN Code *

Save

- Click on; “**SAVE**” button to save Address information.
- Following toaster message will be displayed:
 - Address details updated successfully
- Click on; “**CANCEL**” button to close the Address details without saving.

Address Details + Add Address

<p>Address Type Permanent Address</p>	<p>Address sdadsa dadsadsda</p>	<p>Country India</p> <p>State Karnataka</p> <p>City Bangalore - 572001</p>
--	--	---


✎ ✖

- All the address details can be edited or delete at any point of time before submitting for approval.

7. Family details

- Click on; menu “**Family Details**” on the left side to navigate to the family page.

Family Details + Add Family



'No items yet !'

- Click on; + Add Family button to add the new family members.
- Follow the wizard to input all the mandatory details marked with * symbol and other information.

Family Information ×

<p>Relationship * <input type="text" value="Choose Relation Type"/></p>	<p>Salutation * <input type="text" value="Choose Salutation"/></p>	<p>Name * <input type="text" value="Name"/></p>
<p>Date of Birth <input type="text" value=""/></p>	<p>Gender <input type="text" value="Choose Gender"/></p>	<p>Mobile No. <input type="text"/></p>
<p>Aadhar No. <input type="text"/></p>		<p><input type="checkbox"/> Mark as emergency contact</p>
<p>Address <input type="text"/></p>		
<p>Save</p>		<p><input type="button" value="Cancel"/></p>

- Click on; “**SAVE**” button to save Family information.
- Following toaster message will be displayed:
 - Family details saved successfully
- Click on; “**CANCEL**” button to close Family details without saving.

Family Details + Add Family

<p>Relationship Father</p>	<p>Name Ms. Soloman</p> <p>Gender Female</p> <p>Date of Birth 09-Mar-1960</p>	<p>Emergency Contact No</p> <p>Address Sadepura, Tumkur</p>
---------------------------------------	--	---

- All the family details can be edited or delete at any point of time before **submitting** for approval.
- Your emergency contact details for are also captured in this section.

8. Educational details

- Click on; menu **“Education Details”** on the left side to navigate to the address page.
- Click on; + Add Education button to add the education details.

Education Details + Add Education

'No items yet !'

- Follow the wizard to input all the mandatory details marked with * symbol and other information.

Education Details ×

Education Type: *		Specialization: *	
<input type="text" value="Select..."/>		<input type="text" value="Select..."/>	
Education: *		University:	
<input type="text" value="Select..."/>		<input type="text"/>	
Institute/School Name: *			
<input type="text"/>			
Joined Month-Year: *	Pass Month-Year:	Grade/Percentage:	<input type="checkbox"/> Is there any gap in education
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	
Remarks:			
<input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

- Click on; **“SAVE”** button to save Education information.
- Following toaster message will be displayed:
 - Education saved successfully

- Click on; “CANCEL” button to close Education details without saving.

Education Details + Add Education

Education Graduation - B.Com Institute Sree Siddaganga institute	Duration From - To July-2015 - December-2016 Education Gap No	Grade/Percentage Distinction Remarks There is no gap
---	--	---


✎ 🗑

- All the education details can be edited or delete at any point of time before submitting for approval.

9. Employment detail

- Click on; menu “Employment Details” on the left side to navigate to the employment page.
- Click on; + Add Employment button to add the employment details.

Employment Details + Add Employment



'No items yet !'

- Follow the wizard to input all the mandatory details marked with * symbol and other information

Employer Details ×

Is Past Employment

Employer Name: * Designation: *

Address: *

Joining Date: * 📅 Quit Date: 📅 Skill Worked:

Remarks:



Save
Cancel

- Click on; “SAVE” button to save Employment details.
- Following toaster message will be displayed:
 - Employment details saved successfully

- Click on; "CANCEL" button to close Employment details without saving.

Employment Details + Add Employment




Employer Name Novel Staffing Solutions	Designation Executive Bussines Manager	Joining Date 23-Jul-2015
Skills asp.net, javascript, HTML		


- All the employment details can be edited or delete at any point of time before **submitting** for approval.

10. Bank detail


Bank details need to be provided to carry out the transactions like salary or reimbursement.

-  Statutory details
-  Bank details
-  Bank reimbursement details

Statutory details:

- Click on  to add the statutory details.
- Follow the wizard to input all the mandatory details marked with * symbol and other information.


Statutory details

UAN No.	ESI No.	PF No.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
		

Update
Cancel

- Click on; "UPDATE" button to save the statutory details.
- Click on; "CANCEL" button to close without saving.

Bank account details:

- Click on;  to add the account details.
- Follow the wizard to input all the mandatory details marked with * symbol and other information.

Bank account details

Bank Name * Bank Account No. * Enter IFSC Code * [GET ADDRESS](#)

i Don't know your IFSC?
Click [here](#) to find your bank

[Save](#) [Cancel](#)

- To get the IFSC Code of the any bank, click on; **“here”** of the yellow section. To open the IFSC code popup.

Find IFSC ×

Bank Name * State * District *

City * Branch *

[Search](#) [Cancel](#)


- Follow the wizard to input all the mandatory fields and click on **“Search”** button to retrieve the details.

Bank Name	Bank State	Bank District	Bank Branch	Bank Address
ALLAHABAD BANK	ANDHRA PRADESH	ANANTAPUR	PAPEMPETA	D NO 4 1 900 BESIDE NGB TVS SHOWROOM, BELLARY ROAD, ANANTPURA

Click on, to select or copy IFSC code

- Click on; **row** which automatically gets pasted in the IFSC section. OR copy the data and paste the same.

Bank reimbursement details:

- Click on;  button and add the account details.
- Follow the wizard to input all the mandatory details marked with * symbol and other information.

Bank account details

Bank Name * Bank Account No. * Enter IFSC Code * [GET ADDRESS](#)

i Don't know your IFSC?
Click [here](#) to find your bank

[Save](#) [Cancel](#)

- Click on; “**SAVE**” button to save Bank information.
 - Following toaster message will be displayed:
 - bank details saved successfully
 - Click on; “**CANCEL**” button to close bank details without saving.
- Note:** To retrieve the IFSC code follows the procedure mention in the above section.

11. Document details

Documents which are displayed in this section are configured in the StaffingGo application by the recruiter. Based on configuration, you need upload the documents OR some need to be downloaded and uploaded the same.

- Each document section there will be an option to choose file and upload the document or to download the template and upload the same.
- Click on; “**Choose file**” option, system allows to upload each file size of 5MB and supports jpg, jpeg, gif, png, pdf, doc, docx files.

- Click on; “**View/Download**” option to download the template provided by the user. You need to fill the data and upload the same.

12. My queries

If you have any questions regarding the process in order to resolve a doubt they can use this section. Queries raised by the logged in user will be visible to ER or Recruiter in the StaffingGo application.

- Click on; menu “My Queries” on the left side.
- Navigates to queries page. This is divided into following section for actions:
 - a) Queries History
 - b) New Query
- a) Queries History – Logged in user will be able to view all the queries raised by them along with their status may be waiting for the response or received and their doubt is cleared. All the queries will be listed as history.

My Queries + New Query

Open ▾ ↻ ▾ 📄 📅

Ticket No.	Query Type	Subject	Status	Last Action From	Last Action On
Q/10	Employment	qwerty	In-Process	prem raj	06-Oct-2020 5:28 PM

- b) New Query – In the query page, Click on; + New Query, A query window opens up.

Submit Query ✕

Category *

Subject *

Details *

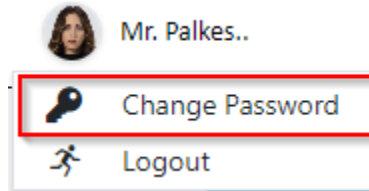
Attachment
 or Drop file here

- In the query popup, select the desired category and follow the wizard to input all the other information.
- Click on; “**SAVE**” to save the query.
- Following toaster message will be displayed:
 - Query raised successfully
- Click on; “**CANCEL**” to close the query without saving.
- **Note:** The query also reflects in the Query History section.
- Mail and SMS will be triggered to user informing about the query raised.

13. Change Password

You login to the system through the auto generated password or through mail OTP and create a password. At any point time for the security reason you can change the password “n’ number of times.

- Click on; “Change Password” in the header section.



- It navigates to the change password page.
- Follow the wizard to input your new password.

Change Password

Old Password *

New Password *

Confirm New Password *

[Change Password](#)

- Click on; “Change password” to save the new change password.
- Following toaster message will be displayed:
 - Password changed successfully
- When you logout the portal, you have to use the new created password to login.