my work point

Employee Management & Work Flow Made Easy

Organize Your Team Efficiently & Improve Performance Across Entire Company

Overview

MyWorkPoint is a product of Crowd Software Company which has been providing end to end Technological Solutions since 2012. We have grown from strength to strength from inception, adding fortune 500 companies to our portfolio.

We aim at growth and providing trustworthy, reliable software solutions to our clients. Our team of consultants and engineers share our goal and motivation that reflects in their performance and service delivery.

Mission

We at My Work Point are fiercely dedicated to delivering result oriented services.Our team of experts has the values that make our company reliable and dependable to provide solutions.

1 ADMIN MODULE

Employees, Assignments, Allocations, Sales Managers, Submissions, Interviews, Customers, Employee Groups, Expenses, Time Sheets, Reports, Announcements &

2 SALES MANAGER MODULE
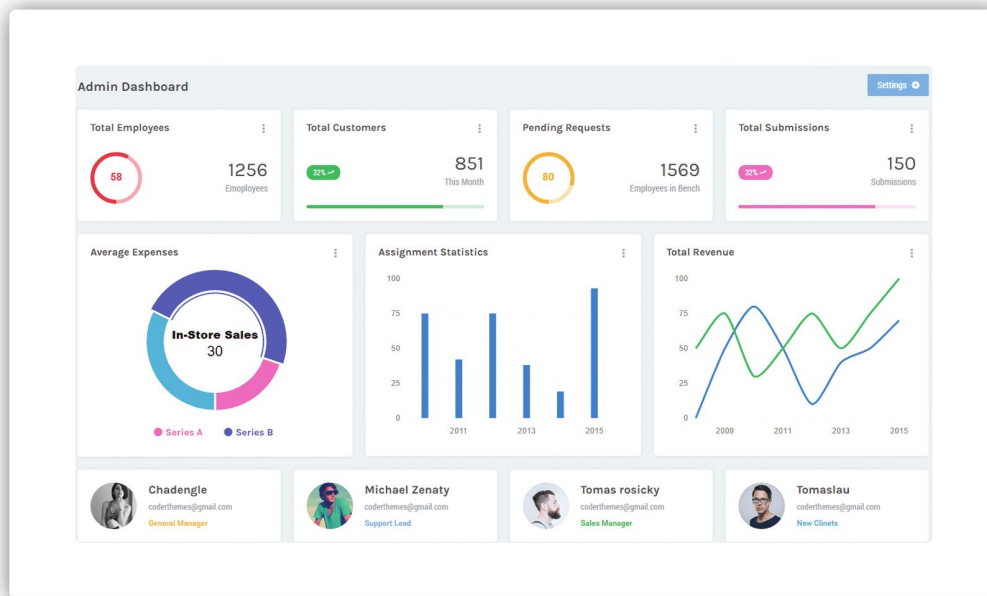
Employee, Submissions, Interviews

3 EMPLOYEE MODULE

Employee Profile, Leaves, Employee E-Tickets, Expenses, Time Sheets, Announcements

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Admin Module

⏱ Admin Dashboard

Overall Statistics
Your numbers, be it employees, customers, managers, time sheets, assignments, allocations etc;

Complete Dashboard
Get the complete summary of the entire organization on a single page

i. Employees

Admin will have the ability to manage the employees from this section. In fact, this is the entry point of the entire application. This component helps on boarding the employees. Admin will have the options to add, edit, delete & list all the employees of the organization

Admin can:

✅ List Employees   ✅ Add Employee

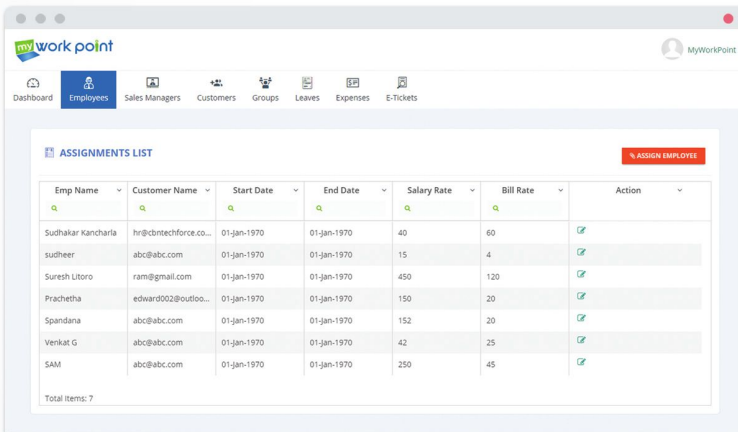✅ Edit Employee   ✅ Delete Employee
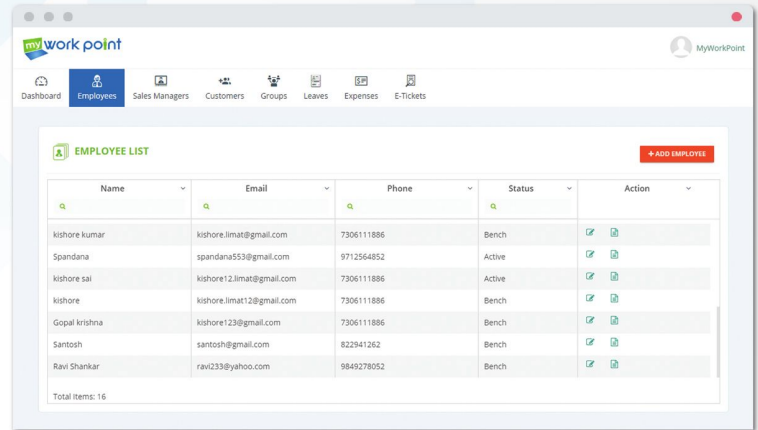
ii. Assignments

This component handles the assignment of employees to the customers listed in the company's domain. Admin will be able to assign an employee to a company only after the employee attains 'Job Ready' status which requires completion of certain

Admin can:

✅ List Assignments

✅ Assign Employee

✅ Edit Assignment

iii. Allocations

Employees will have to attain Job Ready status before they can start working for the customers. In order to attain this status each employee has to go through certain prerequisites that includes Job Application, Interviews & Training. In order to manage the same each employee will be allocated to a Sales Manager who looks after all these tasks and the allocations are handled by the Admin

Admin can:

✅ List Allocations   ✅ Allocate Employee

✅ Update Allocation   ✅ Delete Allocation
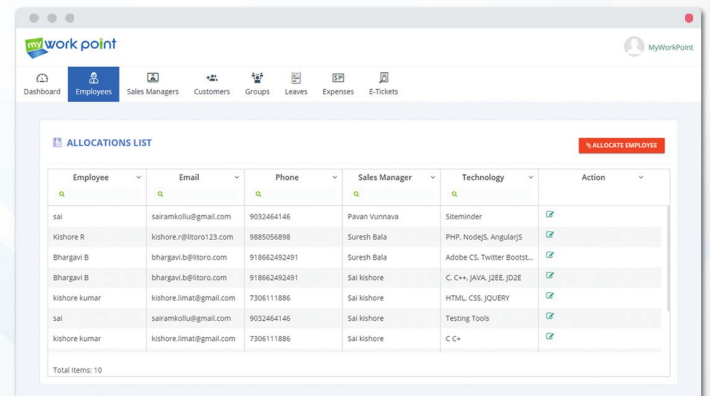
iv. Sale Managers

Sales Managers are added to the company's domain by the Admin and the management of the Sales Managers also rests with the Admin. Sales Managers primary job involves in getting the **Job Ready** for each employee allocated.

Admin can:

- ✅ List Managers
- ✅ Add Manager
- ✅ Update Managers
- ✅ Deactivate Manager

v. Submissions

Sales Manager applies to different companies on behalf of the employee and this component keeps a track of all the applications made by the Manager. Admin can manage all these submissions which further allows to update the status of the Employees.

Admin can:

- ✅ List Submissions
- ✅ Update Submission
- ✅ Delete Submission
- ✅ View Submission

vi. Interviews

Sales Manager will set up an interview for the employee upon receiving a response from the companies to which the sales manager has applied. Admin gets to know the status of these interviews along with full controls to manage the same

Admin can:

- ✅ List Interviews
- ✅ Update Interview
- ✅ View Interview
- ✅ Resend Interview

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vii. Customers

This component assists Admin in managing the customers of the company. Admin will have options to bring in the new customers, update the existing customers, assign employees to the customers & also looks after the communication with them.

Admin can:
- ✔ List Customers
- ✔ Add Customer
- ✔ Update Customer
- ✔ Email Customer
- ✔ Activate/Deactivate Customer

viii. Employee Groups

Purpose of this component is to club employees into different groups based on different parameters that include technical knowledge domains, employees status, customer & company requirements. This helps in making the communication to a predefined set of people seamless and quick

Admin can:
- ✔ List Groups
- ✔ Create Group
- ✔ Add Employee To Group
- ✔ Add Manager To Group
- ✔ Update Groups & its Members

ix. Expenses

All the expenses incurred by the employees are managed by this component. Admin gets to see the expenses listed by employees along with the bills, if any and takes proper actions upon the same that includes paying for the expenses, seek more details, cancel the payment etc;

Admin can:
- ✔ View & Filter Expenses
- ✔ Make Payment
- ✔ Seek Payment Info
- ✔ Cancel Payment

x. Time Sheets

Every employee assigned to company's customer will submit their time sheets as per the time slots set up by the Admin. This component helps Admin to look into the Time Sheet Details and take the necessary follow up actions that includes Time Sheet Approval/Rejection, Auto Invoice Generation, Auto Communication to the Customers etc;

Admin can:

✅ View TimeSheets
✅ Approve TimeSheets
✅ Reject TimeSheets
✅ View Weekly Summary

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Dashboard | Employees | Sales Managers | Customers | Groups | Leaves | Expenses | E-Tickets | Time-sheet | Reports

| SUBMITTED TIMESHEETS | REJECTED TIMESHEETS | APPROVED TIMESHEETS | PENDING TIMESHEETS |

SUBMITTED TIMESHEETS

Employee Name	From	To	Weekly Summary	Hours	Status	Action
Rohit Fethuri	01-Jun-2016	08-Jun-2016	The range is one month from the consectetuer adipiscing elit.	65	Submitted	✎
Abdul Kadhan	16-May-2016	21-May-2016	This month payment has been do consectetuer adipiscing elit.	54	Submitted	✎
Rithi Sharma	23-Apr-2016	30-Apr-2016	The range is one month from the consectetuer adipiscing elit.	62	Submitted	✎
Hema Latha	01-May-2016	08-May-2016	This month payment has been do consectetuer adipiscing elit.	54	Submitted	✎
Ramgopal	23-Apr-2016	30-Apr-2016	The range is one month from the consectetuer adipiscing elit.	62	Submitted	✎
Rithi Sharma	23-Apr-2016	30-Apr-2016	The range is one month from the consectetuer adipiscing elit.	62	Submitted	✎
Hema Latha	01-May-2016	08-May-2016	This month payment has been do consectetuer adipiscing elit.	54	Submitted	✎

xi. Reports

Admin gets to see all the reports across all the components of the entire application. These reports enable Admin to take the necessary action calls that helps in making the entire work flow more efficient. Reports range from daily to monthly spread across employees, customers, managers, time sheets, expenses, payrolls & invoices

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Dashboard | Employees | Sales Managers | Customers | Groups | Leaves | Expenses | E-Tickets

SUBMISSIONS LIST

Manager	Employee	Vendor	Vendor Email	Rate	Date	Action
🔍	🔍	🔍	🔍	🔍	🔍	
Suresh Bala	Kishore R	ABC Vendor	vendor@abc.com	$ 90	19-Apr-2016	👁
Suresh Bala	Bhargavi B	Vendor 123	vendor123@abc.com	$ 65	19-Apr-2016	👁
Pavan Vunnava	sai	Object Info	kancharla.pharma@...	$ 60	26-Apr-2016	👁
Suresh Bala	Kishore R	Litoro	lit@litoro.com	$ 50	13-May-2016	👁
Sai kishore	kishore kumar	TATA	tata@sharepoint.co...	$ 6	10-Jun-2016	👁
Sai kishore	Bhargavi B	GVS Solutions	contact@gvssolutio...	$ 240	11-Jun-2016	👁
Sai kishore	Bhargavi B	GVS Solutions Pvt. Lt	contact@gvssolutio...	$ 450	11-Jun-2016	👁

Total Items: 7

Admin can:

✅ Time Sheets Reports
✅ Invoices Reports
✅ Payroll Summary Reports
✅ Expenses Reports
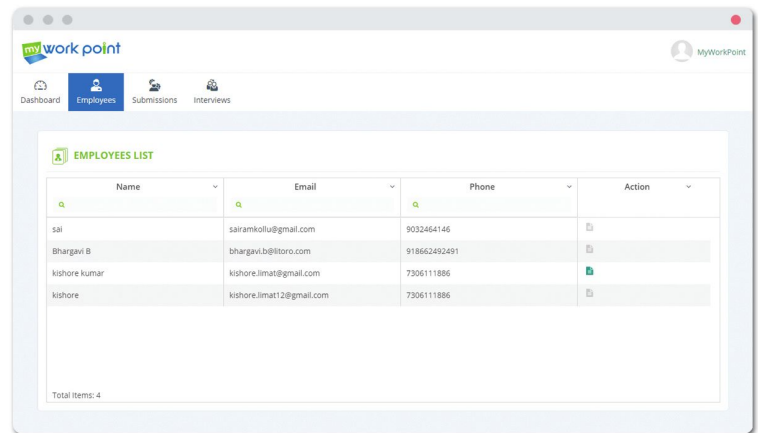
Sales Manager Module

i. Employees

Sales Managers manage the employees allocated to them through this component. This component looks after listing the employees along with an option to download their resumes which the Sales Manager will need to apply for the Job Postings.
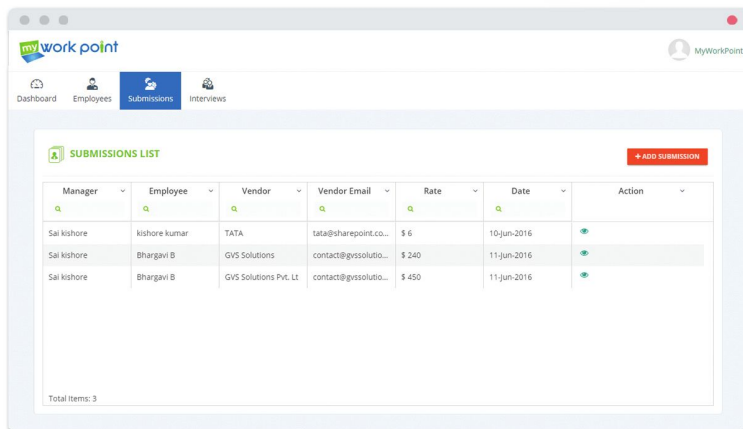
Manager can:

✔ List Employees

✔ Download Resumes

✔ Request Resume

ii. Submissions

Sales Manager applies to different companies on behalf of the employee and this component keeps a track of all the applications made by the Manager. It helps Manager to organize the applications and take necessary follow up action that involves interviews, trainings etc;

Manager can:

✔ List Submissions   ✔ Add Submission

✔ Update Submission   ✔ Delete Submission

✔ View Submission

iii. Interviews

Sales Manager will set up an interview for the employee upon receiving a response from the companies to which the sales manager has applied. This component handles everything about Interview set up that includes communication to the employee about the interview, interview process, technical information etc;

Manager can:

- ✔ List Interviews
- ✔ Set up Interview
- ✔ Update Interview
- ✔ View Interview
- ✔ Resend Interview

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Dashboard | Employees | Submissions | **Interviews**

INTERVIEWS LIST   + ADD INTERVIEW

Manager	Employee	Vendor	Date	Time	Status	Action
Sai kishore	kishore kumar	TATA	01-Jan-1970	00:00:00 - 00:00:00	PENDING	👁
Sai kishore	kishore kumar	TATA	01-Jan-1970	00:00:00 - 00:00:00	PENDING	👁

Total Items: 2
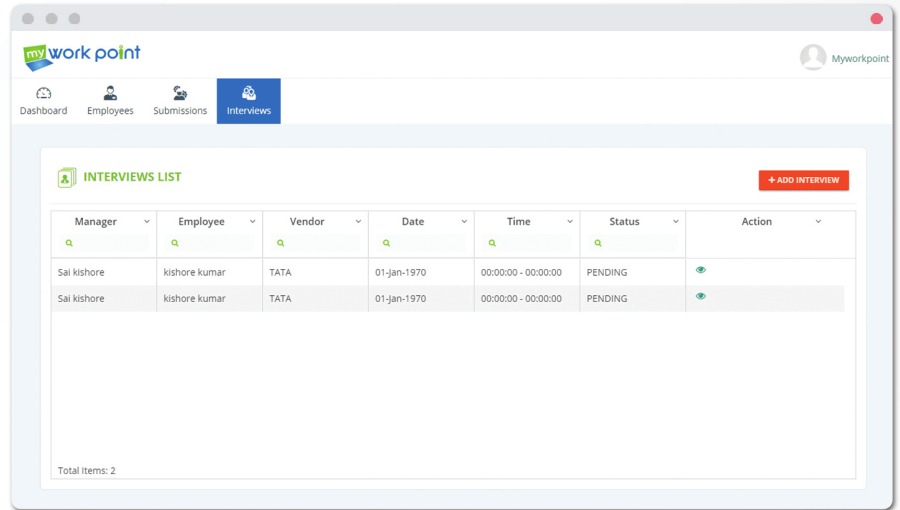
Employee Module

i. Employees

Employees get to manage their entire profile in this component. This includes updating their personal details, knowledge domains, communication details etc; This component also looks after the entire document management that includes updating about a score of documents that are linked to an employee profile

Employee can:

- ✓ View Profile
- ✓ Update Communication Details
- ✓ Delete Files
- ✓ Update Profile
- ✓ Upload Files
- ✓ Download Files
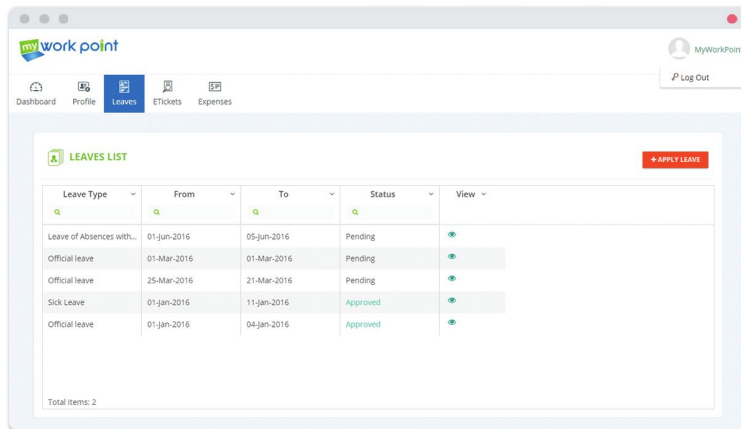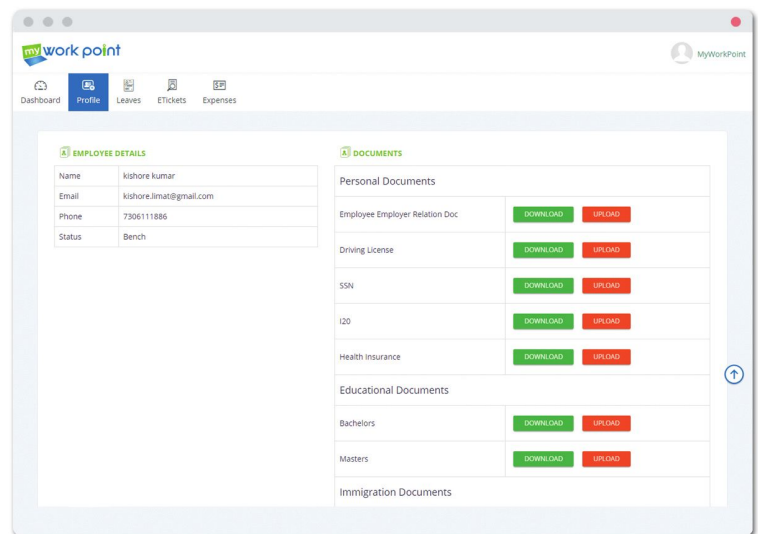
ii. Employee Leaves

Leave management is handled through this component. Upon a leave application a notification is sent to the Admin and the relevant sales manager. Admin looks after the leave application and decides on the approval/rejection of the same.

Employee can:

- ✓ List all Leaves
- ✓ Update Leave
- ✓ Apply Leave
- ✓ View Leave Details

iii. Employee E-Tickets

This component looks after managing the issues faced by an employee on a personal note. Employee can communicate the issues through this component to the Admin and the same will be resolved by the Admin.

Employee can:

- ✔ List E-Tickets
- ✔ Add E-Tickets
- ✔ View E-Tickets Details
- ✔ View Weekly Summary

E-TICKETS LIST — + ADD E-TICKET

Category	Subject	Message	Status	Created	Attachment	View
Trainings	Training Period	Sir, Please provide employee development process and encourag...	Pending	11-Jun-2016	📄	👁
Expenses	Travelling Charges	Sir, Here Im attaching my travel Expanses which are hadn't issued...	Pending	16-Jun-2016	📄	👁

Total Items: 2
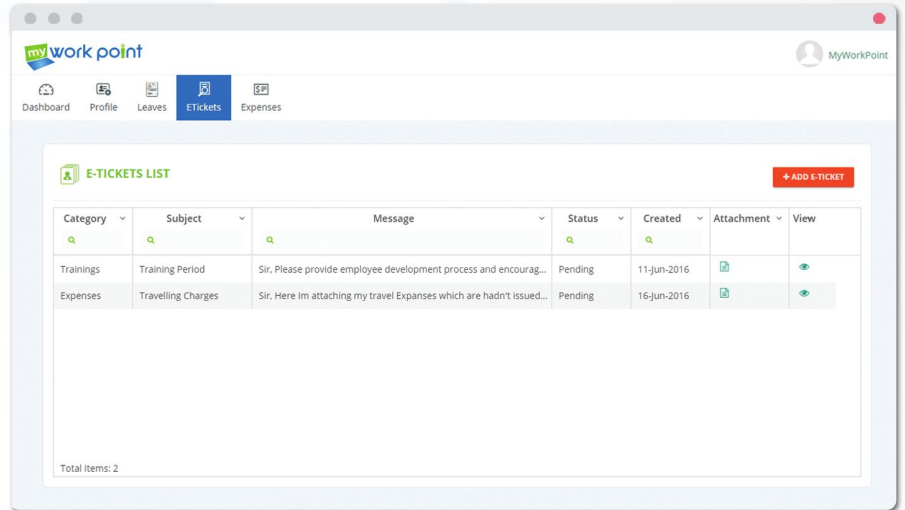
iv. Employee Expenses

Expenses incurred by the employee during his/her work for the customers are managed by this component. Employees can raise an expense ticket along with the requisite bills which will be looked after by the Admin for the approval.

EXPENSES LIST — + ADD EXPENSE

Date	Type	Paid By	Amount	Status	Receipt	View
15-Jun-2016	Bus Travel	Employer	120	Pending	📄	👁
30-Aug-2016	Hotel	Employer	45	Pending	📄	👁
15-Jul-2016	Bus Travel	Employer	120	Pending	📄	👁
22-Jun-2016	Accommodat...	Client	41	Pending	📄	👁
15-Jun-2016	Bus Travel	Employer	120	Pending	📄	👁

Total Items: 3
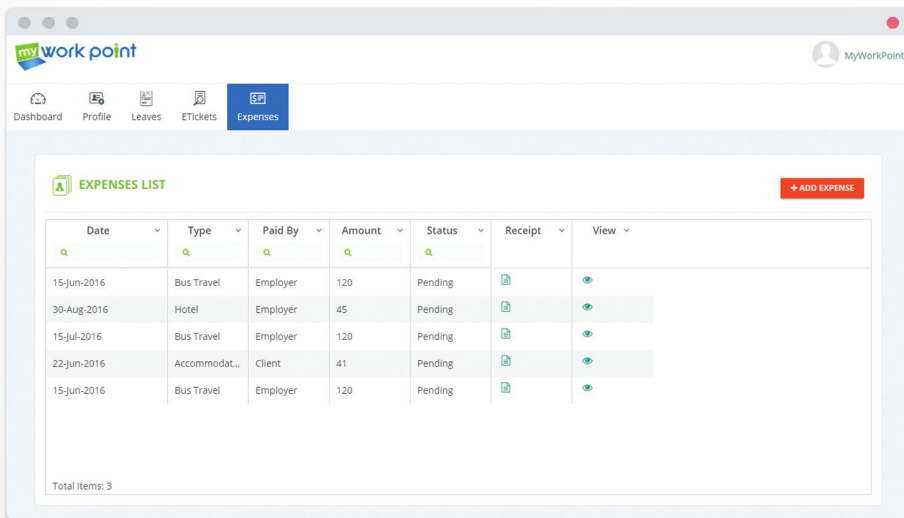
Employee can:

- ✔ List Expenses
- ✔ Add Expenses
- ✔ Upload Bills
- ✔ View Expenses Details

v. Time Sheets

Upon successful completion of the interviews and the employee is assigned to a customer, employee is tasked with time sheets submission on a weekly basis. These time sheets record the number of daily working hours, daily summary & weekly summary which is mandatory. Only upon successful submission of time sheets and approved by the Admin, the same will be considered for the pay roll generation.

Employee can:

✅ Add Time Sheets
✅ Save Time Sheets
✅ Update Time Sheets
✅ Submit Time Sheets

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Dashboard | Profile | Leaves | ETickets | Expenses | Time-sheet

📅 **TIMESHEETS**   CREATE TIMESHEETS

From	To	Weekly Summary	Hours	Status	Action
25-May-2016	31-May-2016	Monthly Summary Goes Here..	65	Saved	✎
05-Jun-2016	11-Jun-2016	Monthly Summary Goes Here..	65	Pending	✎
15-May-2016	21-May-2016	This month payment has been do..	54	Submitted	✎
24-Apr-2016	30-Apr-2016	The range is one month from the..	62	Approved	✎
15-May-2016	21-May-2016	This month payment has been do..	54	Submitted	✎
19-Jun-2016	25-Jun-2016	Monthly Summary Goes Here..	65	Pending	✎

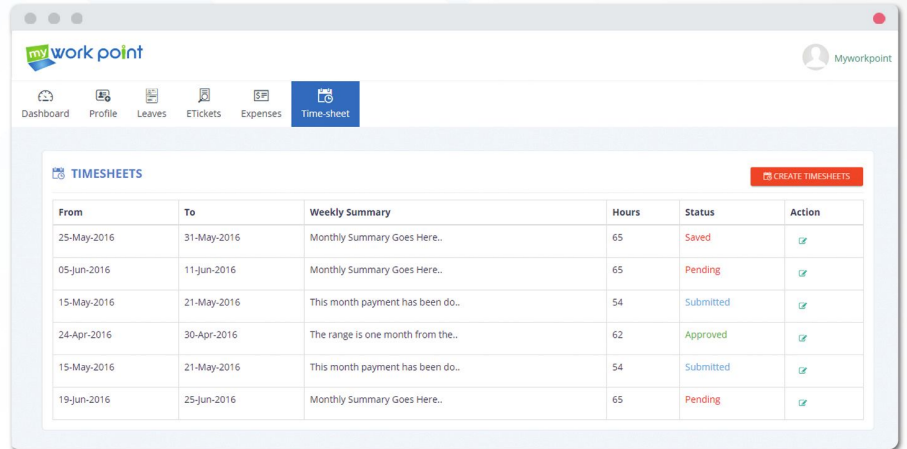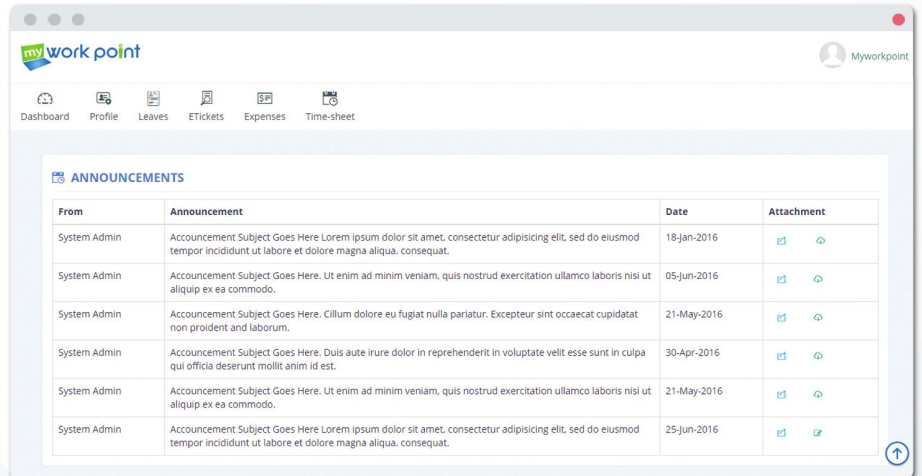## vi. Announcements

All the announcements made by the Admin can be looked after by the employee from this component. An employee can also download the attachments accompanying the announcements, reply to the announcements and seek more information if required.

Employee can:

✅ View Announcements
✅ Download Attachments
✅ Reply to Announcement

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Dashboard | Profile | Leaves | ETickets | Expenses | Time-sheet

📅 **ANNOUNCEMENTS**

From	Announcement	Date	Attachment
System Admin	Accouncement Subject Goes Here Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. consequat.	18-Jan-2016	📄 ☁
System Admin	Accouncement Subject Goes Here. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo.	05-Jun-2016	📄 ☁
System Admin	Accouncement Subject Goes Here. Cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident and laborum.	21-May-2016	📄 ☁
System Admin	Accouncement Subject Goes Here. Duis aute irure dolor in reprehenderit in voluptate velit esse sunt in culpa qui officia deserunt mollit anim id est.	30-Apr-2016	📄 ☁
System Admin	Accouncement Subject Goes Here. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo.	21-May-2016	📄 ☁
System Admin	Accouncement Subject Goes Here Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. consequat.	25-Jun-2016	📄 ✎

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