



# Login

Email Id

Password

If you don't have an account [Register here](#)

[Forgot Password](#)



## Forgot Password

Email Id



## Reset Password

OTP

New Password

Re-Enter Password



User

Add User

View User

Employee Onboardin

Send File

View Status

On-Boarding Kit

Employee Checklist

## Add User

Select User\*

Select Option

HR  
Management  
Employee

Name\*

Name

Mobile No\*

Mobile No

Email \*

Email

Password \*

123

Add User



User

Add User

View User

Employee Onboardi

Send File

View Status

On-Boarding Kit

Employee Checklist

## View User

Excel

Print

PDF

Q search

User Nam ◆	Role ◆	Phone Numbe ◆	Email Address ◆	Delet ◆	Updat ◆
Subhashini	HR	0987654321	subhashinib@ambconline.co	Delete	Edit
Shanta	President	0987654321	shanta@ambconline.com	Delete	Edit
Seema	Vice Presiden	0987654321	seema@ambconline.com	Delete	Edit
AAA	Employee	0987654321	aaa@gmail.com	Delete	Edit
BBB	Employee	0987654321	bbb@gmail.com	Delete	Edit
CCC	Employee	0987654321	ccc@gmail.com	Delete	Edit

1

2

3

....

10



User

Add User

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Employee Checklist

## Edit User

[User](#) > [View User](#) > [Edit](#) > Subhashini

Select User\*

Employee

Name \*

aaa

Mobile No\*

0987654321

Email \*

aaa@gmail.com

Password \*

123

Update User



User

Add User

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Employee Onboarding

Send Offer

Send Document

On-Boarding Kit

Employee Checklist

## Send Offer

Select Employee

---

aaa  
bbb  
ccc

Designation

Designation

Employee Type

---

Full Time  
Part-Time  
Contract

Job Location

---

Madurai  
Hyderabad

Date of Joining

/ /



Offer Expires On

/ /



Salary per annum

#####

Department

---

Digital Marketing  
IT Staffing  
IT Security

Reporting To

Reporting To

Send Offer



User  
Add User  
View User

Employee Onboardin  
Send Offer  
Send Document

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Employee Checklist

## View Offer

Excel Print PDF

Q search

User Nam ◆	Designation ◆	Employee Typ ◆	Job Locatio ◆	Joining Dat ◆	Offer Expire ◆	Salar ◆	Departme ◆	Reportin ◆	Delet ◆	Updat ◆
AAA	SAP	Contract	Hyderabad	11/07/2021	20/06/2021	600000	IT	Shanta	Delete	Edit
BBB	IT Recruiter	Full Time	Madurai	11/07/2021	20/06/2021	600000	IT	Seema	Delete	Edit
CCC	Lead Web	Contract	Hyderabad	11/07/2021	20/06/2021	600000	DGM	Shanta	Delete	Edit
DDD	Graphic Designe	Part Time	Madurai	11/07/2021	20/06/2021	600000	DGM	Seema	Delete	Edit
EEE	IT Security	Intern	Hyderabad	11/07/2021	20/06/2021	600000	IT	Shanta	Delete	Edit
FFF	SAP	Contract	Madurai	11/07/2021	20/06/2021	600000	IT	Seema	Delete	Edit





User

Add User

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Employee Checklist

## Edit Offer

[Employee Onboarding](#) > [Send Document](#) > [Edit](#) > AAA

Select Employee

aaa

Designation

SAP

Employee Type

Contract

Job Location

Hyderabad

Date of Joining

11/07/2021



Offer Expires On

20/06/2021



Salary per annum

600000

Department

IT

Reporting To

Shanta

Update



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Employee Checklist

# Document Status

[Employee Onboarding](#) > [Send Document](#) > AAA

Document Status Send Document Logs

Document	AMBC Sent	Employee Signed On	Status
EPF Declaration Form	11/7/2021	20/6/2021	Signed
ESIC Declaration	11/7/2021	20/6/2021	Signed
Meal card & Health Insurance declaration Template	11/7/2021	20/6/2021	Signed
Handbook Declaration Form	11/7/2021	20/6/2021	Signed
NDA Docs	11/7/2021	20/6/2021	Signed
ID card Request Form	11/7/2021	20/6/2021	Signed



User

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Employee Onboarding

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On-Boarding Kit

Employee Checklist

## Send Document

[Employee Onboarding](#) > [Send Document](#) > AAA

Document Status

Send Document

Logs

AMBC Onboarding Form

EPF Declaration Form

ESIC Declaration

Meal card & Health Insurance declaration Template

Handbook Declaration Form

NDA Docs

ID card Request Form

Send Message.....

Send



User  
Add User  
View User

Employee Onboarding  
Send File  
Send Document

On-Boarding Kit

Employee Checklist

Logs

[Employee Onboarding](#) > [Send Document](#) > AAA

Document Status Send Document Logs

Document	User	Sent On	File	Comments
EPF Declaration Form	HR	11/7/2021 00:09:08	epf.pdf	Review and sign it
EPF Declaration Form	AAA	11/7/2021 00:09:08	epf.pdf	Updated



User

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Employee Onboarding

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On-Boarding Kit

Add Kit

View Kit

Employee Checklist

## Add Kit

Select Document

EPF Declaration Form

ESIC Declaration

Meal card & Health Insurance declaration Template

Handbook Declaration Form

NDA Docs

ID card Request Form

Description

**B** *I* U ~~S~~ style : ≡  $\frac{1}{2}$  ≡ ↶ ↷  

Add Kit



- User
  - Add User
  - View User
- Employee Onboardi
  - Send File
  - Send Document
- On-Boarding Kit
  - Add Kit
  - View Kit
- Employee Checklist

View Kit

Excel

Print

PDF

Q

search

Dcument	Delete	Update
EPF Declaration Form	Delete	Edit
ESIC Declaration	Delete	Edit
Meal card & Health Insurance declaration Template	Delete	Edit
Handbook Declaration Form	Delete	Edit
NDA Docs	Delete	Edit
ID card Request Form	Delete	Edit



User

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Add Kit

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Employee Checklist

## Add Kit

[On-Boarding Kit](#) > [View Kit](#) > [Edit](#) > EPF Declaration Form

Select Document

EPF Declaration Form

Description

**B** *I* U ~~S~~ style ≡ 1/2 ≡ ↶ ↷ 🖼️ 😊

I have received my copy of the Employee Handbook and understand my responsibility to read it, understand its contents, and adhere to all the policies and procedures of the company, whether set forth in this handbook or elsewhere. I further acknowledge that this Handbook is provided as an informational guide only and is not to be considered a contract between myself and AMBC. I also understand that AMBC reserves the right in its sole discretion, with or without notice, cause or consideration, to modify this handbook, or modify or terminate any of their policies, procedures, or employee benefit programs, whether described in this handbook or elsewhere.

Employee Name : AAA  
Employee Signature :  
Date :

Edit Document



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- Employee Onboarding
- Send File
- Send Document
- On-Boarding Kit
- Add Kit
- View Kit
- Employee Checklist
- Send checklist
- View Checklist

Send Checklist

S.No	Document	To be filled by New Employee	To be filled in b HR Department
1	Signed Letter of Appointment Copy / AMBC Offer Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Resume / CV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	AMBC Employment application Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Passport Size Photo (2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Education documents :-SSLC / HSC board mark sheet-Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Degree certificates & Mark sheets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Identity Proof : (Any one of the following)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Valid PassportDriving License-Voter ID card-Pan card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Email ID Creation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Salary Slips from Previous Employer: (last three month)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Offer Letter Relieving Letter & Experience letter from previous employer.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	IT Assets(Laptop Mouse Charger Headset) - Shippe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signature		<input type="text"/>	<input type="text"/>

Select Employee

---

aaa

bbb

ccc

Add Checklist





User  
Add User  
View User

Employee Onboarding  
Send File  
Send Document

On-Boarding Kit  
Add Kit  
View Kit

Employee Checklist  
Send checklist  
View Checklist

ViewChecklist

Excel Print PDF

Q search

S.No	Employee Name	Delete
1	AAA	Delete
2	BBB	Delete
3	CCC	Delete
4	DDD	Delete
5	EEE	Delete
6	FFF	Delete



User  
Add User  
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Send Document

On-Boarding Kit  
Add Kit  
View Kit

Employee Checklist  
Send checklist  
View Checklist

# AAA Checklist Log

[Employee Checklist](#) > [View Checklist](#) > AAA

User	Sent On	File
HR	11/7/2021 00:09:08	epf.pdf
AAA	11/7/2021 00:09:08	epf.pdf