Employee Portal Document Set Up

Once the Employee Portal has been installed follow these steps to add documents like an Employee Handbook, Insurance Guide, and Benefit Guide.

1. Copy/Save any documents to the following path: **C:\ProgramData\Penta Technologies, Inc\Employee Portal\{Application Name/URI}\Documents**
   1. The {Application Name/URI} can be found through the Employee Portal Configuration Tool
2. Navigate to **C:\ProgramData\Penta Technologies, Inc\Employee Portal\{Application Name/URI}\app\company** and open*companyDocuments.json* in a text editor
3. Each file that is saved or copied to the Documents folder needs to be referenced in the *companyDocuments.json* file.
4. The Json has two parts for each entry. 1. **name -** the name that appears in the document list on the webpage. 2. **url -** the url must start with “documents/” then after the “/” the filename needs to be added. This is what the file should look like if an employee hand book is added.

            [{

                “name”: “Employee Handbook”,

                “url”: “documents/employeeHandbook.pdf”

            }]

1. When adding multiple documents make sure to add commas **‘,’** after each closing curly brace**‘}’** Here is an example

          [

              {

                   “name”: “Employee Handbook”,

                   “url”: “documents/employeeHandbook.pdf”

**},**

              {

                  “name”: “Insurance Guide”,

                  “url”: “documents/insuranceGuide.txt”

              }

          ]

1. Remove the set up document entry in the *companyDocuments.json*. The file json file should not have this entry

           {

              “name”: “Document Setup”,

              “url”: “documents/documentsetup.docx”

          }

1. Make sure to save the*companyDocuments.json* file.**Do not** rename the *companyDocuments.json* file
2. Refresh the browser and all documents added will appear