



MEDICOVER
HOSPITALS

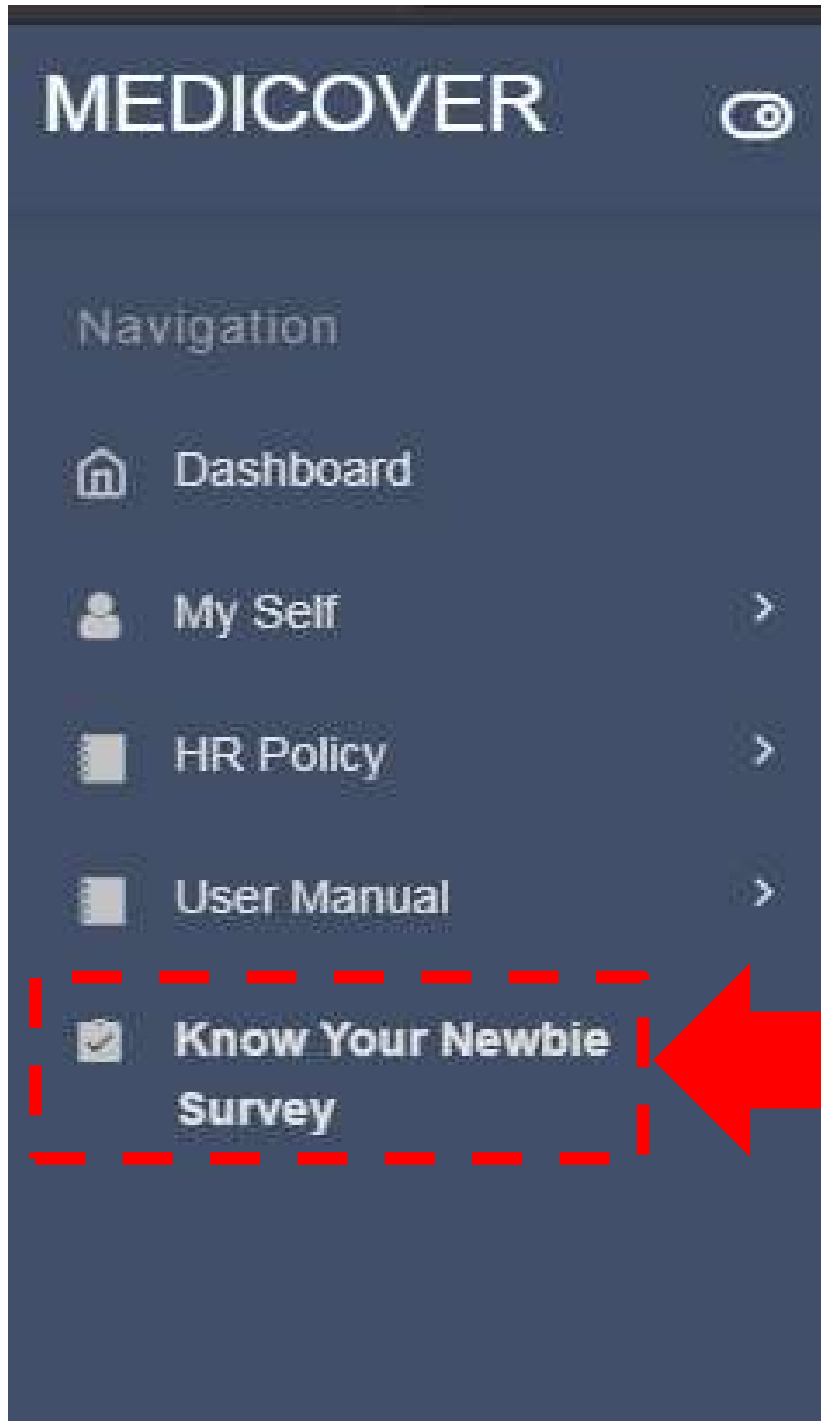
Know Your Newbie User Guide

Login & Initial Navigation

Link: HRMS link (<http://3.7.119.125/hrms/>)

User ID: Employee ID

Password: HRMS password



Survey Submission

Employees need to click on the “Submit” button (without fail) after filling the Survey Form.

11) My manager is not partial.

Strongly Agree Agree Neutral Disagree Strongly disagree

12) My colleagues treat me well and respect me.

Strongly Agree Agree Neutral Disagree Strongly disagree

13) I am satisfied with the support that I get from my colleagues.

Strongly Agree Agree Neutral Disagree Strongly disagree

14) My colleagues support me whenever required and they all believe in team work.

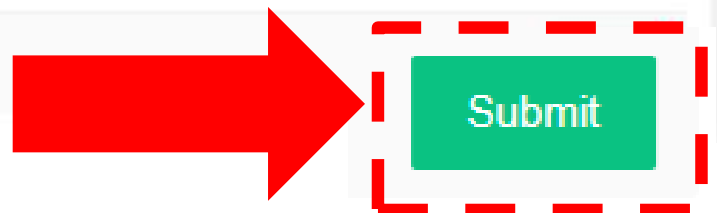
Strongly Agree Agree Neutral Disagree Strongly disagree

15) My overall experience in the second month...

Very Good Good Satisfied Somewhat Satisfied Not at all Satisfied

16) To perform my job better, I need specific training on...

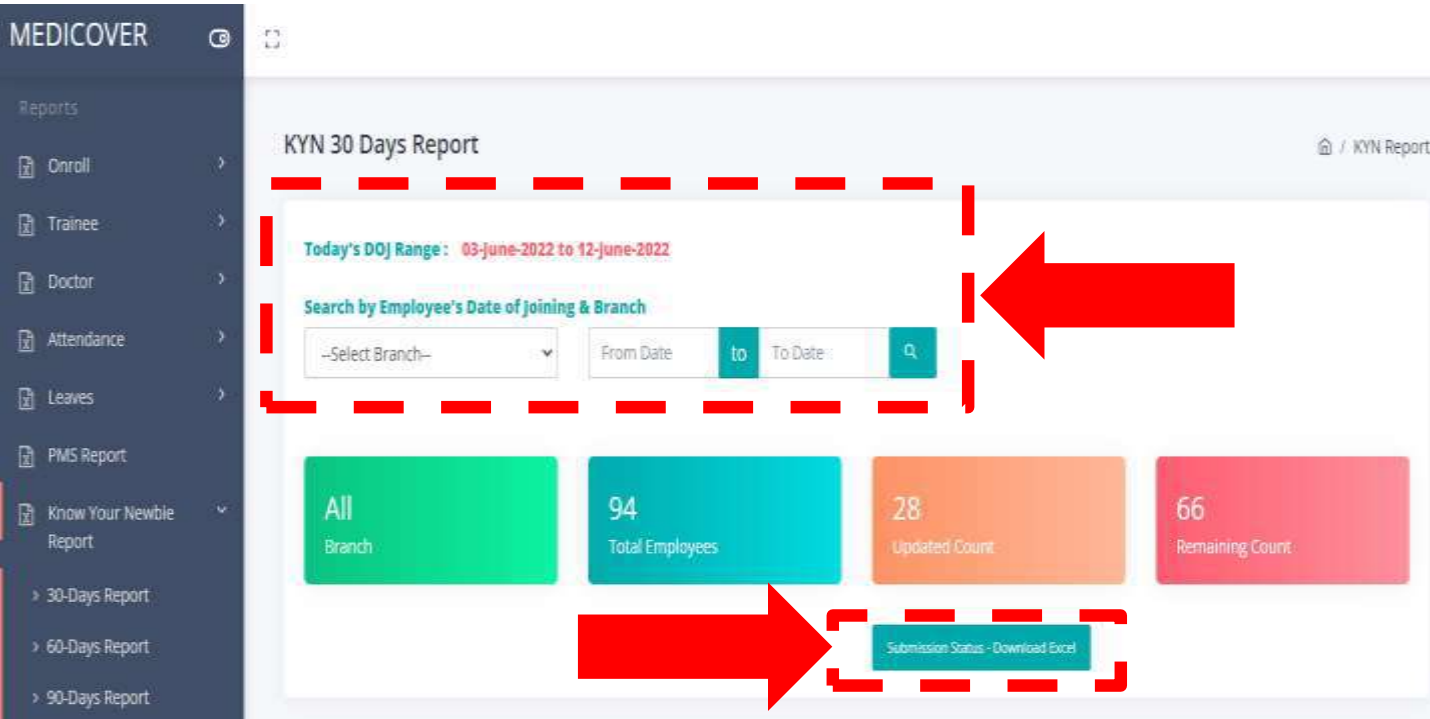
Suggestions (if any)



***Download
Submission Report
User Guide
(for HRs only)***

Survey Submission Report

Reports > Know Your Newbie > 30 Days Report or 60 Days Report or 90 Days Report



The Survey Submission Status Report:

Emp id	Emp Name	Doj	Department	Designation	Branch	Manager Id	Manager Name	Submission Status
123456	ABCDEF	DD-MM-YYYY	Nursing	Staff Nurse	Vizag Unit 4	654321	FEDCBA	Not Submitted
12345	ABCDE	DD-MM-YYYY	Legal	Staff Nurse	Corporate	54321	EDCBA	Submitted
123	ABC	DD-MM-YYYY	Laboratory	Technician	Madhapur	321	CBA	Not Submitted



Thank You!