



Link : www.iMBDian.com

Tested browser : Google Chrome

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Introduction

iMBDian is a web portal developed for employees of MBDGroup to get connected & get access to basic information related to themselves & the organization. with HR, IT, Admin for their day to day requirements, this portal have many features like

- View/Search Employee
- View Salary
- View Attendance
- View Job opening in company
- View company policies
- Task Assistant (not available in this version)
- Access to helpdesk
- Access to Newsletters, Feeds & Notification

Login Panel

Registration

Flow to access :

Signup → Activate → Access to iMBDian

There are following **Pre requisites** for Employee signup.

- Employees should have valid ERP Code.
- Employee should have a valid MBD email id updated in the system.
- If Employee doesn't have email id than activation code will be sent to supervisor id.
- Employee need to submit activation code to get the account activated.

Sign in to start your session

ERP Code Password Remember me. Sign in Register

Register with your Erp Code

A000006 basant@mbdgroup.com

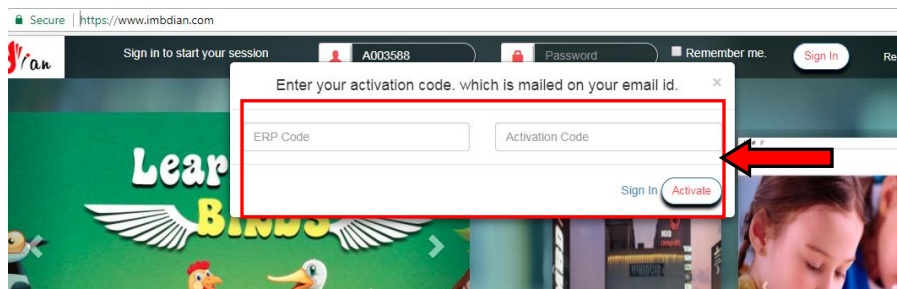
Basant Kumar Arya 8527196615

Password Re-Password

You already have an account? Sign Up

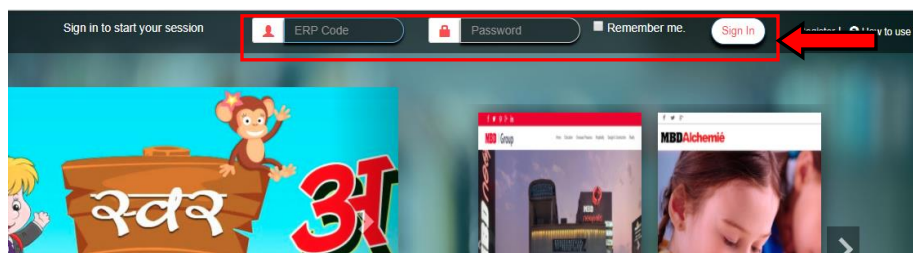
Account Activation

Once registration process is complete, employee will get an activation code in mail using which account is activated.



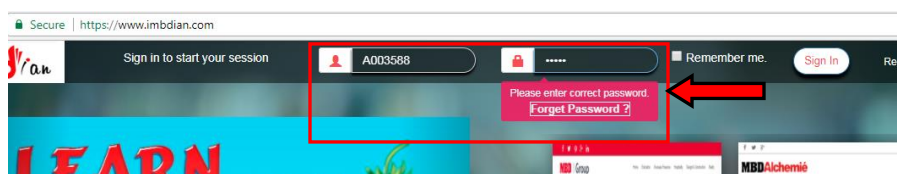
Login

Once account is activated employee can login by simple entering ERP code and Password.

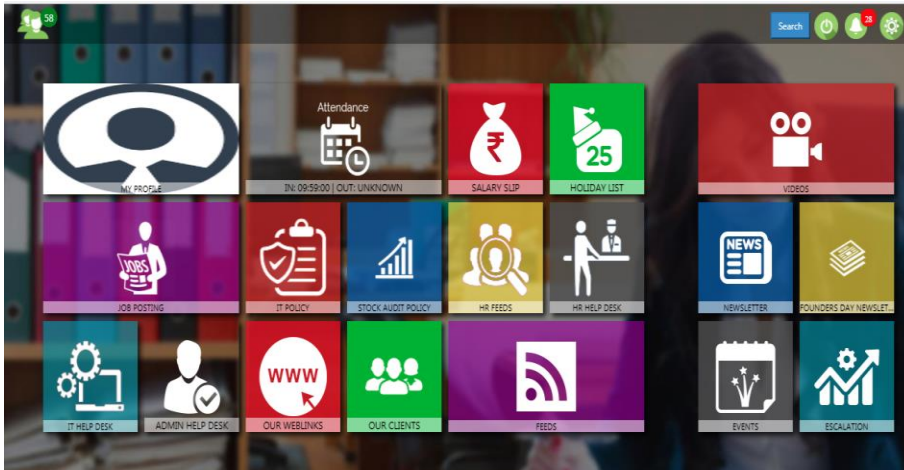


Forget Password

An Employee can retrieve their password after submitting his/her email id through forget password link on login page. Password will be send to employees email id.

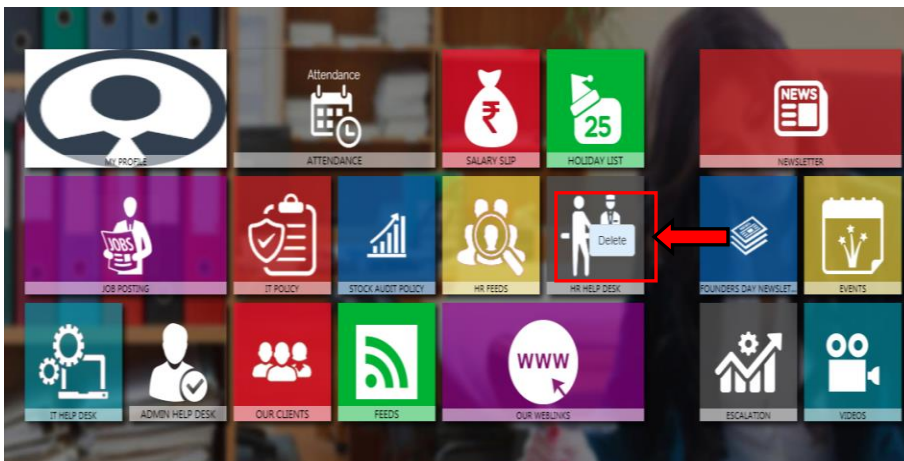


Home Screen – view MBD journey .. search for Employees ..

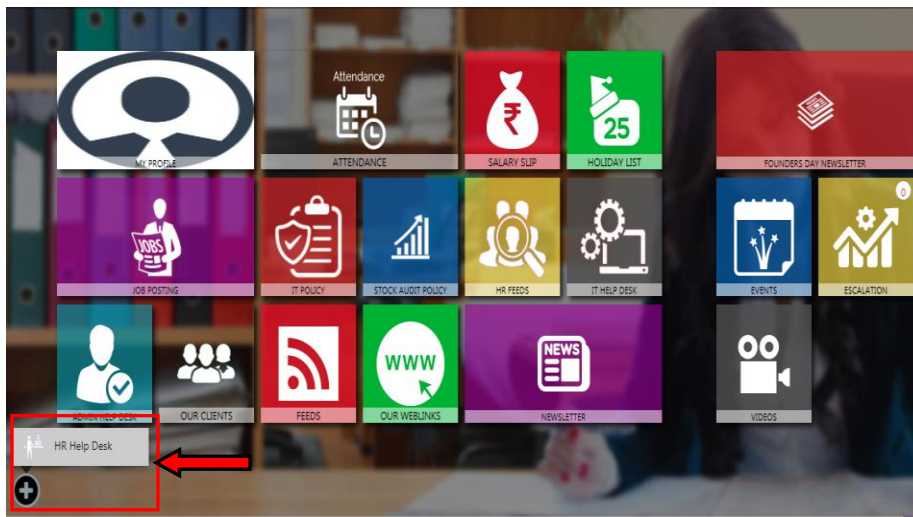


Dashboard Configuration

Employee can delete a tile from the dashboard by simply right clicking on the tile which he/she wants to delete.



Employee can add the deleted tile to the dashboard by clicking on the plus “+” icon and selecting the tile which he/she wants to add.



Employee can change the position of any tile by simple drag and drop the tile.

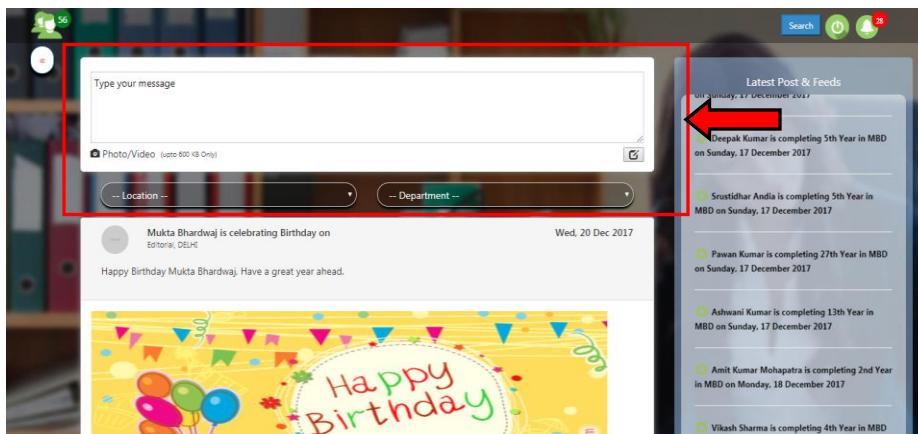
Search

On header section, there is an option to search a person using ERP, Department, e-mail, location etc. Text from iMBDian database helps to find the specifications.



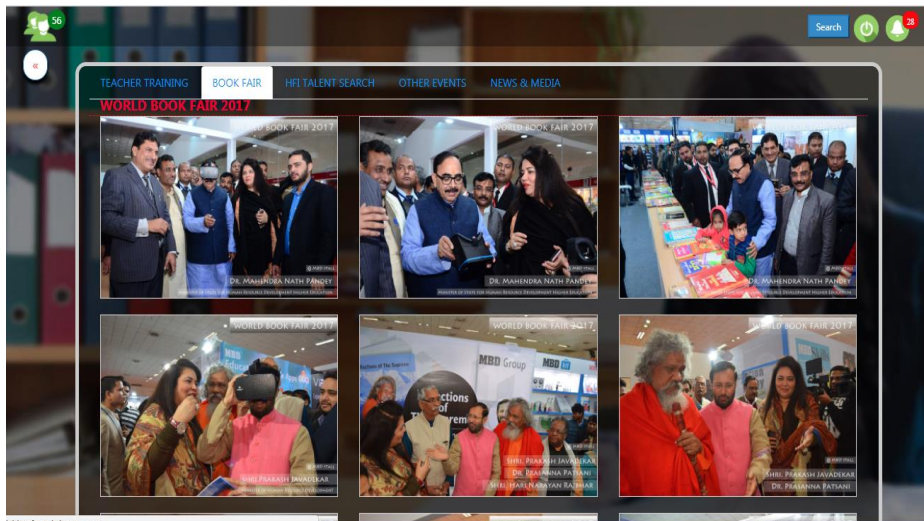
Feeds

Latest posts are shown on employee's Feed option. User can write his/her message in text, photo or video forms. Furthermore, user can like and comment on the feeds shown on the screen.



Events

Instant view of MBD's news, achievements, accolades and other events all can be seen in this section.



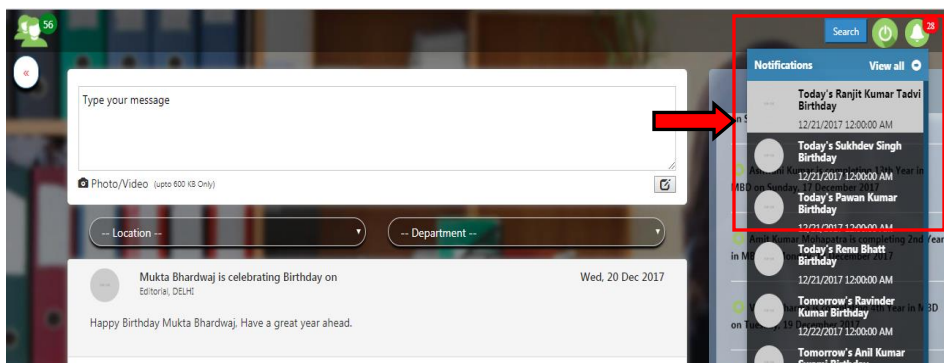
Newsletter

Quarterly E-newsletter flip book. Know what is going around, here, at MBD. A quick review of recent developments within the group and interesting posts shared by MBDians.



Notifications

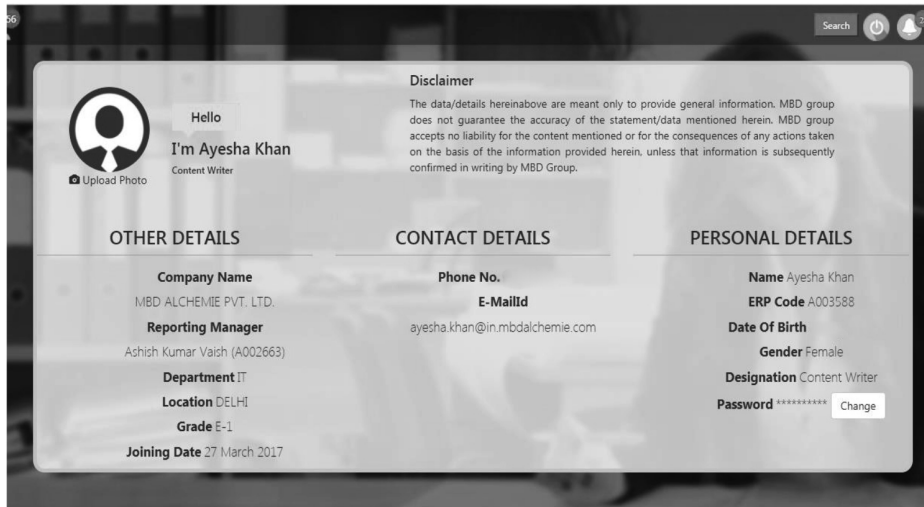
Here, user can find two notification icons one is of birthday notifications while other is post notifications. Wish your mates happy returns of their birthday. A list of all MBDians, having birthday on a day, appears in this section of notification.



My Space

Manage Profile

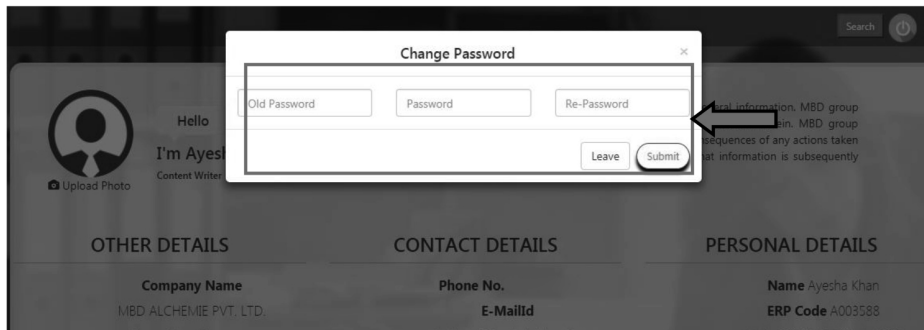
Here, profile information of an employee are given. Employee can manage his/her profile by uploading/changing profile picture and changing password.



The image shows an employee profile page for Ayesha Khan, a Content Writer. The page includes a profile picture upload button, a disclaimer, and three sections: Other Details, Contact Details, and Personal Details.

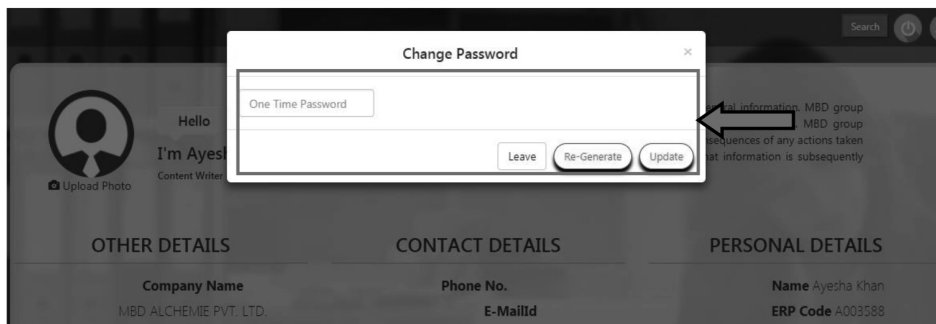
OTHER DETAILS	CONTACT DETAILS	PERSONAL DETAILS
Company Name MBD ALCHEMIE PVT. LTD.	Phone No.	Name Ayesha Khan
Reporting Manager Ashish Kumar Vaish (A002663)	E-MailId ayesha.khan@in.mbdalchemie.com	ERP Code A003588
Department IT		Date Of Birth
Location DELHI		Gender Female
Grade E-1		Designation Content Writer
Joining Date 27 March 2017		Password ***** Change

To change password write your previous password and change it by writing and confirming new password on next fields.



The image shows a 'Change Password' dialog box with three input fields: 'Old Password', 'Password', and 'Re-Password'. There are 'Leave' and 'Submit' buttons. An arrow points to the 'Submit' button.

An OTP will be sent to the registered e-mail of user. Within 2:30 minutes user can update password by submitting OTP, else re-generate OTP or leave without changing password.



The image shows a 'Change Password' dialog box with a 'One Time Password' input field. There are 'Leave', 'Re-Generate', and 'Update' buttons. An arrow points to the 'Update' button.

Attendance

An Employee can view his/her daily IN/OUT entries, total working hours of current and previous month of the current year. A manager can see respective team member’s attendance as well by selecting the appropriate option. The attendance is shown in both halves of the day. Different colors such as green, red and yellow are used to indicate presence absence or late coming of employees, respectively.



Clicking on the particular date a description box will appear. User can write reason for late coming or absence on a date. An option for In-Time and Out-Time is available for users working from home or locations other than office.

The screenshot shows a modal window titled "Ayesha Khan (A003588) - 16/12/2017" overlaid on the calendar. The modal contains a table with attendance details for the selected date (16/12/2017). The table has columns for In Time, Out Time, Total Hrs., Early In, Early Out, and Late In. Below the table, there is a "Status" dropdown menu set to "Half Day Leave" and a "Description" text area containing "Half Day Leave". A red arrow points to the "Save" button at the bottom right of the modal.

In Time	Out Time	Total Hrs.	Early In	Early Out	Late In
09:57	14:13	04:16	0	227	27

Status: Half Day Leave
Description: Half Day Leave
Save

With having list view of attendance makes it easier to get users monthly attendance approved by designated authority where entire details of employee’s attendance are summed up. User can take print out of attendance or forward it directly for approval.

	Name : Ayesha Khan	ERPCode : A003588	MSD ALCHEMIE PVT. LTD. / IT / December - 2017			
	Date	In Time - Out Time	Total Hrs.	Marked Status	In/Out Status (Minute)	Employee Remarks
<input type="checkbox"/>	26 Nov 2017	-	00:00	WO		Sunday
<input type="checkbox"/>	27 Nov 2017	P		P	Early In : 21	
<input type="checkbox"/>	28 Nov 2017	10:02 - 18:32	08:30	P	Late In : 32	
<input checked="" type="checkbox"/>	29 Nov 2017	10:09 - 18:30	08:21	TA	Late In : 39	Grace Time
<input type="checkbox"/>	30 Nov 2017	10:01 - 18:31	08:30	P	Late In : 31	
<input type="checkbox"/>	1 Dec 2017	10:06 - 18:36	08:30	P	Late In : 36	
<input checked="" type="checkbox"/>	2 Dec 2017	10:52 - 18:30	07:38	SL(M)	Late In : 82	Short Leave Morning
<input type="checkbox"/>	3 Dec 2017	-	00:00	WO		Sunday
<input type="checkbox"/>	4 Dec 2017	10:02 - 18:30	08:28	P	Late In : 32	
<input type="checkbox"/>	5 Dec 2017	10:01 - 18:30	08:29	P	Late In : 31	
<input type="checkbox"/>	6 Dec 2017	10:04 - 18:32	08:28	P	Late In : 34	
<input type="checkbox"/>	7 Dec 2017	10:01 - 18:32	08:31	P	Late In : 31	
<input type="checkbox"/>	8 Dec 2017	09:42 - 18:30	08:48	P	Late In : 12	
<input type="checkbox"/>	9 Dec 2017	10:02 - 18:31	08:29	P	Late In : 32	
<input type="checkbox"/>	10 Dec 2017	-	00:00	WO		Sunday
<input checked="" type="checkbox"/>	11 Dec 2017	10:14 - 18:31	08:17	TA	Late In : 44	Grace Time
<input type="checkbox"/>	12 Dec 2017	10:01 - 18:26	08:25	P	Late In : 31	
<input checked="" type="checkbox"/>	13 Dec 2017	10:10 - 18:31	08:21	TA	Late In : 40	Grace Time
<input type="checkbox"/>	14 Dec 2017	10:01 - 18:34	08:33	P	Late In : 31	
<input type="checkbox"/>	15 Dec 2017	10:08 - 18:39	08:31	P	Late In : 38	
<input checked="" type="checkbox"/>	16 Dec 2017	09:57 - 14:13	04:16	HDL	Late In : 27 Early Out : 227	Half Day Leave

Once you are done with description or reason of leave or late coming, by default, all the descriptions are selected. Print view will show only selected fields.

Print Dialog:

- Total: 1 sheet of paper
- Buttons: Print, Cancel
- Destination: LaserJet M1319f MF... (highlighted with a red box and arrow)
- Pages: All (selected)
- Copies: 1
- Layout: Portrait
- More settings link
- Print using system dialog... (Ctrl+Shift+P)

Employee Attendance Sheet:

Name : Ayesha Khan	ERPCode : A003588	MSD ALCHEMIE PVT. LTD. / IT / December - 2017			
Date	In Time - Out Time	Total Hrs.	Marked Status	In/Out Status (Minute)	Employee Remarks
26 Nov 2017	10:09 - 18:30	08:21	TA	Late In : 39	Grace Time
2 Dec 2017	10:52 - 18:30	07:38	SL(M)	Late In : 82	Short Leave Morning
11 Dec 2017	10:14 - 18:31	08:17	TA	Late In : 44	Grace Time
13 Dec 2017	10:10 - 18:31	08:21	TA	Late In : 40	Grace Time
16 Dec 2017	09:57 - 14:13	04:16	HDL	Late In : 27 Early Out : 227	Half Day Leave

Summary:

- 1 Half Day Leave (16 Dec 2017)
- 1 Short Leave (02 Dec 2017)
- 3 Time Adjustment/Flexi Hours (29 Nov 2017, 11 Dec 2017, 13 Dec 2017)

View Salary Slip

An employee can get desired salary slip up to past three month. User will create his/her secured access password to view salary slip. Through this user gets an access to the path where user can generate secured access password. Screen will appear this way for the very first time to generate password.

To view salary slip, following are the pre-requisites.

- * Please ensure you have valid ERP Code. (Please report to HR team for any discrepancy)
- * You need to generate a secured access password for Salary Slip Access. **Please click Here to generate password**
- * The secured access password should not be same as HR/Share login password.

One time password is sent to the registered mail of the user. Enter OTP, Secured access password, re-enter it and submit.

An OTP has been send to your E-Mail as per generating Secured Access Password. Please use this OTP to create your password.

Please Enter One Time Password

Enter Secured Access Password

Re-Enter Secured Access Password

Submit

Below given screen will appear once the secured access password is generated and user can proceed entering password and submit it. This also gives user an option to change password for security reasons or if user forgets password.

Change / Forgot Password

In case you forgot secured access password, go on to the option given in the pre-requisites. This will lead to a screen to enter OTP received on the registered mail and submit with new secured access password.

To view salary slip, following are the pre-requisites.

- * Please enter the secured access password.
- * Click [Here](#) to Change secured access password.
- * Click [Here](#) if you have forgot secured access password.

Enter Secured Access Password

Submit

User can view his/her salary slip of last three months, select accordingly a month and view. Further user can print his/her salary slip by a simple click on print icon or exit.

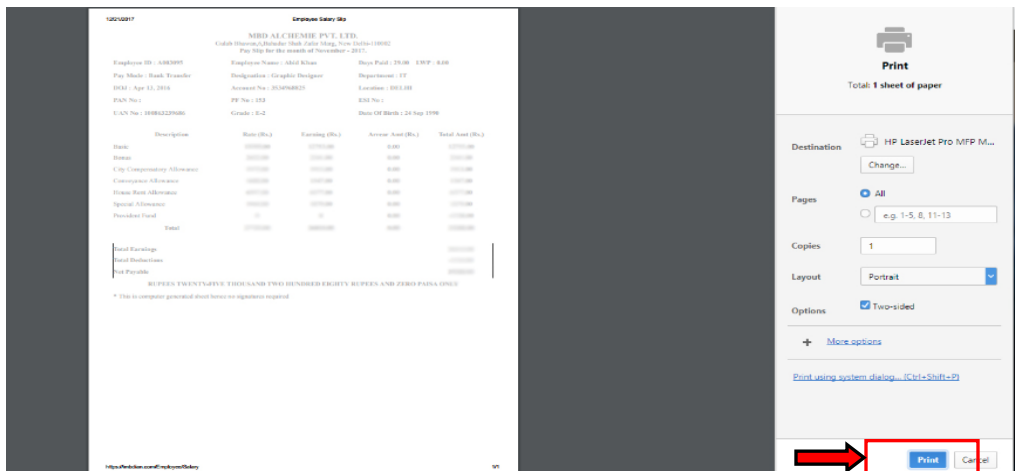
ERP Code: A003095 Month: November 2017

MBD ALCHEMIE PVT. LTD.
Gulab Bhawan, Khabadar Shah Zafar Marg, New Delhi-110002

Pay Slip for the month of November - 2017.

Employee ID : A003095	Employee Name : Abid Khan	Days Paid : 29.00	LWP : 0.00
Pay Mode : Bank Transfer	Designation : Graphic Designer	Department : IT	
DOJ : Apr 13, 2016	Account No : 3534968825	Location : DELHI	
PAN No :	PF No : 153	ESI No :	
UAN No : 100863239686	Grade : E 2	Date Of Birth : 24 Sep 1990	

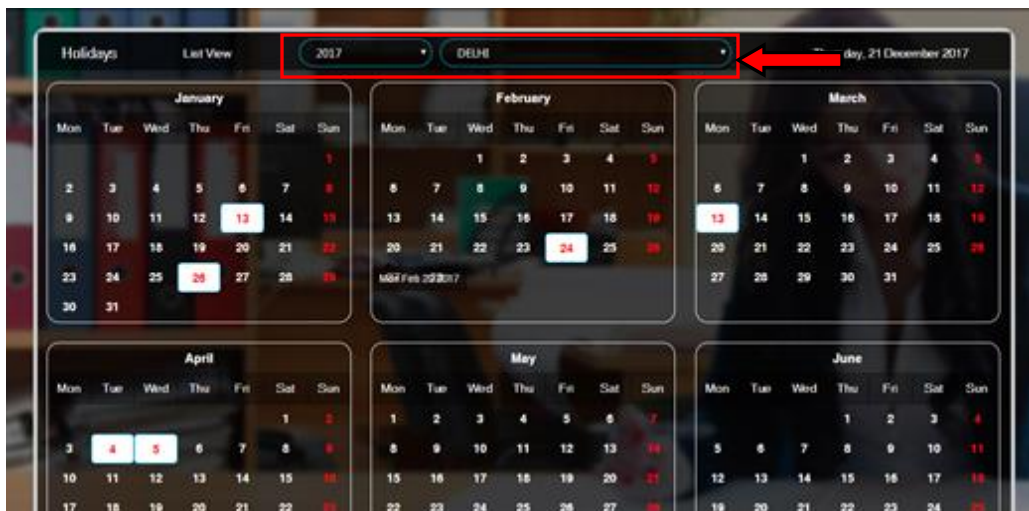
Description	Rate (Rs.)	Earning (Rs.)	Arrear Amt (Rs.)	Total Amt (Rs.)
Basic	52750.00	52750.00	0.00	52750.00
Bonus	2807.00	2807.00	0.00	2807.00
City Compensatory Allowance	18750.00	18750.00	0.00	18750.00
Conveyance Allowance	10000.00	10000.00	0.00	10000.00
House Rent Allowance	45000.00	45000.00	0.00	45000.00
Special Allowance	15000.00	15000.00	0.00	15000.00
Provident Fund	0	0	0.00	0.00
Total		139500.00	0.00	139500.00
Total Earnings		139500.00		
Total Deductions				
Net Payable				



HR

Holiday List

This section presents MBD's Calendar for the current year with all the holidays. Dates in red color indicates holidays falling out in the year. List of holidays is available according to location of office that is different for every location.



For user convenience, there is a list view where holidays on the entire year are listed altogether.

Holidays		Calendar View	7	DELHI	Thursday, 21 December 2017
S.No.	Date	Holidays			
1	Friday, January 13, 2017	Bhagat Singh-Secund Hall			
2	Thursday, January 26, 2017	Republic Day			
3	Friday, February 24, 2017	Maha Shivaratri			
4	Monday, March 13, 2017	Holi			
5	Monday, August 07, 2017	Raksha Bandhan			
6	Tuesday, August 15, 2017	Independence Day			
7	Tuesday, April 04, 2017	Ashoka Pooja Festival			
8	Wednesday, April 05, 2017	Etem Nazam			
9	Saturday, September 30, 2017	Dussehra			
10	Monday, October 02, 2017	Mahatma Gandhi Birthday			
11	Thursday, October 19, 2017	Deepavali			
12	Saturday, October 21, 2017	Pongal Day			

Job Posting

A user can view all current job opening of different departments in the company.

Current Openings with MSD			Last Updated on Wednesday, 08 November 2017		
S.No.	Designation	Department	Location	No. of Vac.	Vacancy Type
1	Executive	Sales & Marketing	CHENNAI	2	Non-Referral
2	Executive	Sales & Marketing	HYDERABAD	4	Non-Referral
3	Editor- Geography	Editorial	DELHI	3	Non-Referral
4	Editor- Science	Editorial	DELHI	3	Non-Referral
5	Area Sales Officer	Sales & Marketing	AHMEDABAD	1	Non-Referral
6	Executive	Sales & Marketing	JAMMU	1	Non-Referral
7	Editor- English	Editorial	DELHI	2	Non-Referral
8	Sales coordinator	Sales & Marketing	DELHI	1	Non-Referral
9	Area Sales Officer	Sales & Marketing	GUWAHATI	1	Non-Referral
10	Area Sales Officer	Sales & Marketing	KARNAL	2	Non-Referral
11	Business Development Manager	Skill Development	DELHI	1	Non-Referral
12	Business Development Manager	Sales & Marketing	DELHI	1	Non-Referral
13	QC Executive	Production	DELHI	1	Non-Referral
14	Java Developer	IT	DELHI	1	Non-Referral
15	Android Developer	IT	DELHI	1	Non-Referral
16	Editor- Chicks	Editorial	DELHI	1	Non-Referral
17	Technical Consultant- Navigation	Finance & Accounts	DELHI	1	Non-Referral
18	Business Development Manager- Construction	Projects	DELHI	1	Non-Referral
19	DTP Operator	Editorial	DELHI	1	Non-Referral
20	Editor- History	Editorial	DELHI	1	Non-Referral
21	Executive	Sales & Marketing	NAGPUR	2	Non-Referral
22	Executive	Sales & Marketing	LUCKNOW	4	Non-Referral
23	Executive	Sales & Marketing	KOLKATA	1	Non-Referral
24	Executive	Sales & Marketing	CUTTACK	4	Non-Referral

Policies

An employee can view HR & IT policies displayed on dashboard.





HR Feeds

Through the section of HR Feeds, employee can get acquaintance about events and notices. In this section posts only from HR are made visible.



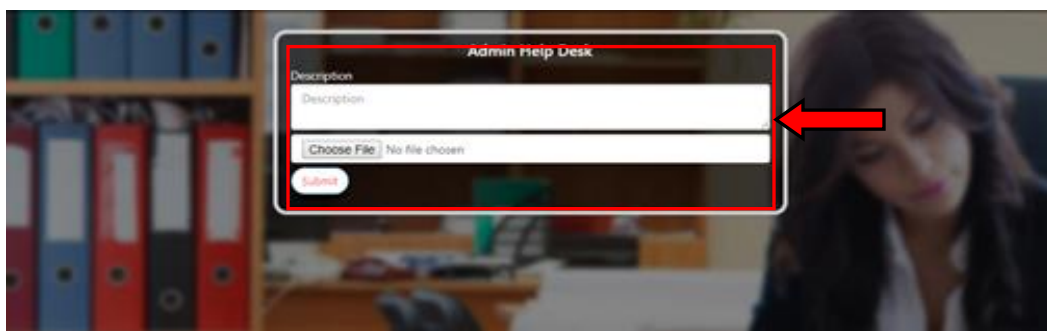
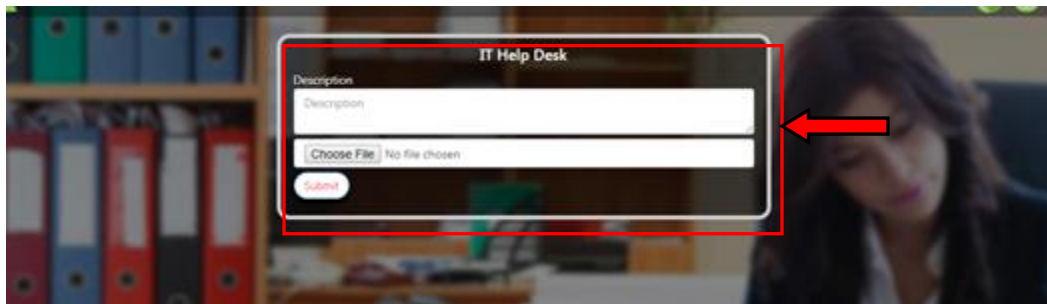
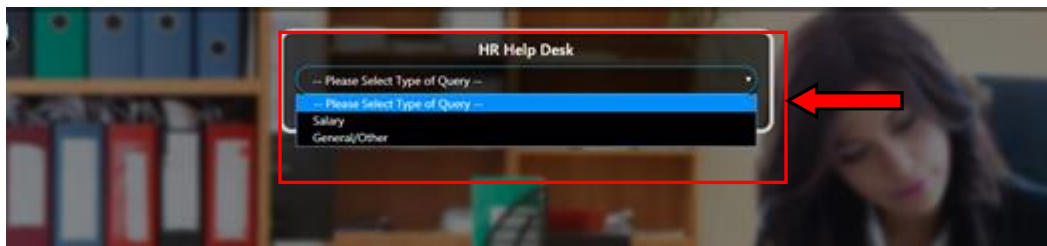
Help Desk

A help desk is available with below categories.

HR, IT and Admin help desk

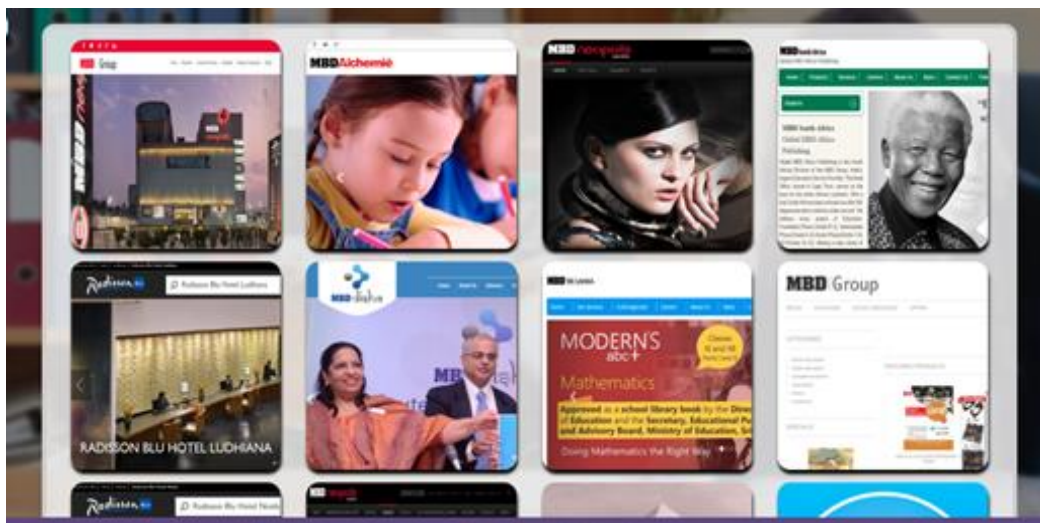
Employees to report any issue regarding HR, IT or Administration.
Submit your matter of concern with description and file.

HR help desk is made functional to receive queries of users regarding Salary and general/other.



Our web-links

Know about MBD Group and its divisions through the available web links.



Thank You