EAS BE PORTAL FAQ

EAS SPO Team

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1. Whom do I contact to get access to EAS BE Portal?

Please reach out to below SPO contacts for access related issues/access requests

ORC access - Srinivas_Manjunath@infosys.com

SAP access - Patel_jignesh@infosys.com

2. How do I access EAS BE Portal?

EAS BE Portal login - http://nebula/login

Click on the above link to login. When you login, you shall land in the home screen and can view all your BE projection data for the current quarter.

3. How can I view my BE projections for a particular Quarter?

Based on your Access Level, you can view the Revenue/Volume BE projections that you has added by selecting the *PU, MCC (Master Customer Code), Qtr (Quarter)* Combination and clicking on *Search* button.

The Sum of BE projections should be equal to the sum of Additional inputs for the Quarter. If not, the row will be marked red as seen in the above screenshot. But still you shall be able to save the data. After making desired changes in the editable fields click on the **Save** button to save the same. After saving successfully, you will see below message.

4. Can I copy the BE projections of my DM(s) for a particular master customer code and native currency?

To copy DM's BE projections for a particular master customer and native currency combination, select the master customer by checking the check box under the column **SELECT** and click on **Copy DM's data** button.

After copying the data in the screen, you will get below success message.

5. How can I include BE projections for a master customer code not listed in the Portal?

By clicking on the **_Include Master Customer_** button, you will get a pop up window. Based on your access you will be able to add a master customer to your BE projection screen. Master customer available in RTBR will be available to add.

The subsequent drop down in the pop up screen will only be enabled after you select the Service Line. All fields in this popup window are **mandatory**.

6. Master customer code not listed in the Portal to provide my projections. Whom should I contact?

Please reach out to below SPO leads for your enquiry
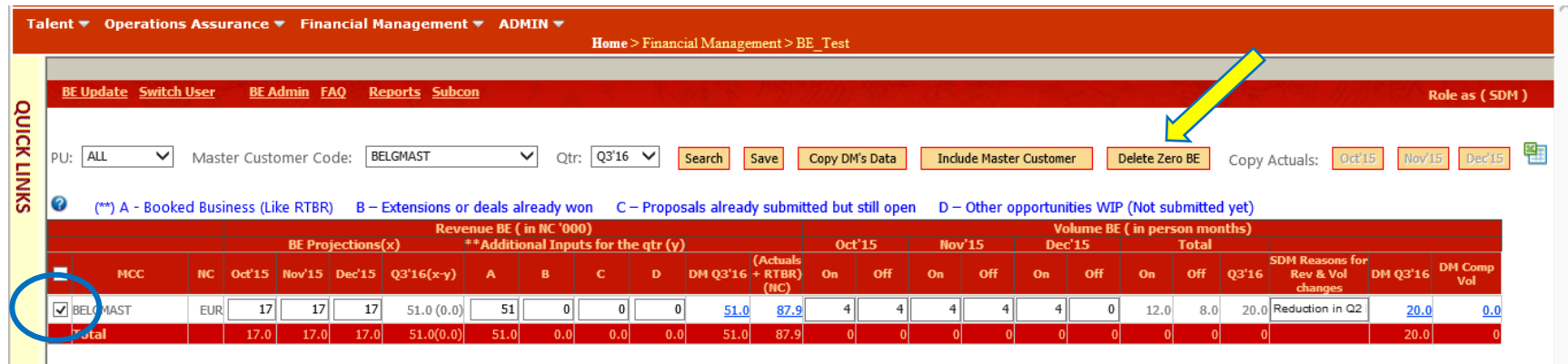
ORC - Srinivas_Manjunath@infosys.com

SAP - Patel_jignesh@infosys.com

7. How can I remove Master customer code not used from BE Portal?

Master Customer code with Zero BE projections and Zero values in RTBR/ Alcon/ PBS/ FinPulse for the selected quarter can be removed by checking the check box under the column **SELECT** of the particular row and click on ***Delete Zero BE*** Button.
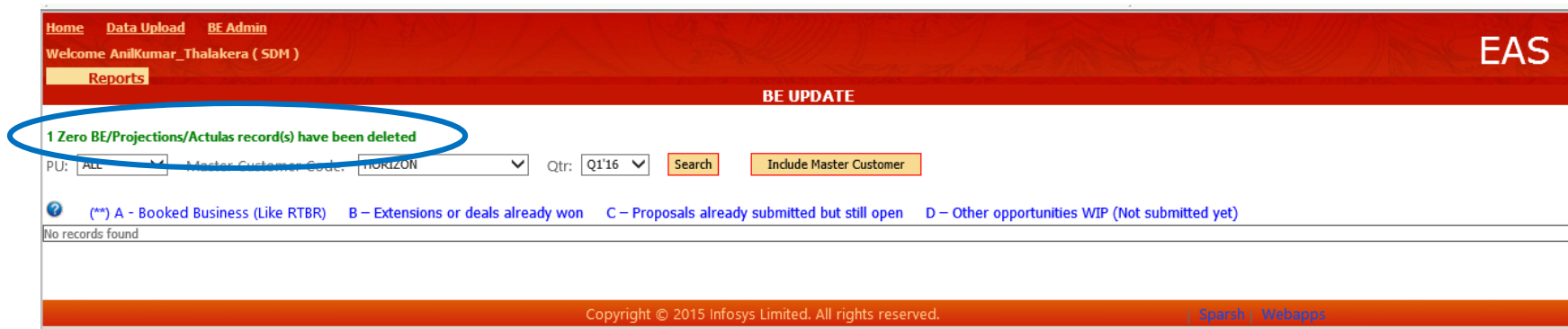
You will be able to delete the row only if all the BE values in that row are 0 including the values (RTBR/ Alcon/ PBS/ FinPulse).

After deleting you will get below success message.

8. Can I download my data for my offline references?

It helps you to download the BE data based on the filter criteria selected on the screen in the form of an excel file.

9. How can I refer to the actuals for the previous months?

By clicking on the below marked links you will get a pop up window. Based on the master customer code and native currency for the selected row you will get the below details.

By clicking on these links you will get a pop up window. Based on the master customer code and native currency for the selected row you will get the below details.

- DM BE Projections
- RTBR/FinPulse for all 3 months in Native Currency (NC)
- RTBR/FinPulse for all 3 months in USD (USD)
- DM volume Projections at Master Customer level
- Billed Months/ALCON Volume at Master Customer level
- Billed Months/PBS Volume at Master Customer level

BE UPDATE

DM Details - Windows Internet Explorer

							DM BE Projections				
MCC	**Native Currency**	**DM Mail Id**	**Apr'15**	**May'15**	**Jun'15**	**Q1'16 BE**	**Booked Business (Like RTBR)**	**Extensions or deals already won**	**Proposals already submitted but still open**	**Other opportunities WIP (Not submitted yet)**	
AXAFRMST	EUR	Rohit_Mohindru	0	18	37	55	55	0	0	0
AXAFRMST	EUR	thanujm	0	0	0	0	0	0	0	0
			0	18	37	55	55	0	0	0

		RTBR/FinPulse (NC)				**RTBR/FinPulse (USD)**			
MCC	**Native Currency**	**Apr'15**	**May'15**	**Jun'15**	**Q1'16 BE**	**Apr'15**	**May'15**	**Jun'15**	**Q1'16 BE**
AXAFRMST	EUR	0	19	105.8	124.7	0	21	0	21

				DM volume at Master Customer level						
MCC	**DM Mail Id**	**Apr On**	**Apr Off**	**May On**	**May Off**	**Jun On**	**Jun Off**	**Q1'16 On**	**Q1'16 Off**	**Q1'16 Total volume**
AXAFRMST	Rohit_Mohindru	0	0	0	2	0	4	0	6	6
AXAFRMST	thanujm	0	0	0	0	0	0	0	0	0
		0	0	0	2	0	4	0	6	6

				Billed Months/ALCON Volume at Master Customer level						
MCC	**DM Mail Id**	**Apr On**	**Apr Off**	**May On**	**May Off**	**Jun On**	**Jun Off**	**Q1'16 On**	**Q1'16 Off**	**Q1'16 Total volume**
AXAFRMST	Rohit_Mohindru	0	0	0	2	0.2	4	0.2	6	6.2
		0	0	0	2	0.2	4	0.2	6	6.2

				Billed Months/PBS Volume at Master Customer level						
MCC	**DM Mail Id**	**Apr On**	**Apr Off**	**May On**	**May Off**	**Jun On**	**Jun Off**	**Q1'16 On**	**Q1'16Off**	**Q1'16 Total volume**
AXAFRMST	Rohit_Mohindru	0	0	0	2	0.2	4.1	0.2	6.1	6.3
		0	0	0	2	0.2	4.1	0.2	6.1	6.3

Copy

10. Can I copy the Actuals to my BE Projections?

To copy actuals from FinPulse to BE Revenue and Volume projections for the current Quarter , select the record by checking the check box under the column **SELECT** of the particular row and click on ***Copy Actuals <<Oct'15/Nov'15/Dec'15>>*** Button.

Copy Oct'15 actuals will replace the BE Revenue and Volume projections of the selected record for the month Oct'15. Similarly Copy Nov'15 actuals will do the same for Nov'15 BE Revenue and Volume projections. After reviewing, please click on ***Save*** button to save the replaced data.

11. Do we have features from where I can download the actuals for the previous months?

It helps you to download the reports on BE data based on your access level in the form of an excel file.

12.   How do I provide the Competency based volume details?

By clicking on the **DM Comp Vol** link, DM will get a pop up window as shown below. Based on your access you will be able to provide the competency volume details.

By clicking on the **Add New** button, a new row shall be added to the screen. Select the competency from the drop down and provide the Volume details for each month. You will not be allowed to exceed beyond the Volume BE already provided. Delta (Volume BE – Competency) shows the difference in the volumes provided.

You shall be able to delete the row from the screen by clicking on the delete icon. To permanently delete, please click on **SAVE** button.