TOSS the COIN

SpringBoard Admin & Joinee User Screens Flow

For Supervisor, SPOC & BHR – the actions can be enabled or disabled based on roles set

User: Admin

For Supervisor, SPOC & BHR – the actions can be enabled or disabled based on roles set

Onboarding Management > My Profile

View | Edit

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

My Profile

Name	NITIN SONI
DOJ	21 JAN 2017
Emp Id	Qtr23456
Emp Email	nitin soni@springboard.com
Business	SPRINGBOARD PROCESSING
Location	Chennai, India
Dept	HUMAN RESOURCES
Sub Dept	RISK MGMT
Level	1
Designation	Asst. Manager
Supervisor	Sup1
SPOC	Hr Spoc1
Business HR	Anil

X

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Onboarding Management > Create Joinee

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Onboarding Management

SEARCH

NITIN SONI

Onboarding	Interval Feedback	Roadmap	Manage
Manage	Monthly	Manage	Report
Create	Bi-monthly		Profile
Logistics	Bi-annual		Settings
Confirmation	Annual		

DHANYA MENON		QAM03615	13 JAN 18									
ATUL P		QTR34567	12 JAN 17									
SANGEETA KURUP		QTR45678	02 DEC 17									
ABHISHEK BAXI	✓	QTR87654	13 JAN 18									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON		QAM03615	13 JAN 18									
ATUL P	✓	QTR34567	13 JAN 18									
SANGEETA KURUP	✓	QTR45678	12 JAN 17									
ABHISHEK BAXI		QTR87654	02 DEC 17									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON	✓	QAM03615	13 JAN 18									

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Onboarding Management

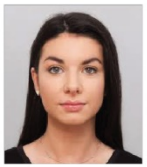
SEARCH

NITIN SONI

Add Joinee

Qtr23456

Name	Dhanya Menon
DOJ	21 JAN 2017
Emp Id	Qtr23456
Emp Email	Dhanya Menon@springboard.com
Business	SPRINGBOARD PROCESSING
Location	Chennai, India
Dept	HUMAN RESOURCES
Sub Dept	RISK MGMT
Level	1
Designation	Asst. Manager
Supervisor	Sup1
SPOC	Hr Spoc1
Business HR	Anil



X

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Onboarding Management > Dashboard

Select Joinee

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Onboarding Management

SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ	INTIMATION	ARRANGEMENT	SESSION INTIMATION	SESSION ARRANGEMENT	15 DAYS CHECK LIST	30 DAYS EMP FEEDBACK	30 DAYS SPR FEEDBACK	45 DAYS BHR CONNECT
DHANYA MENON	✓	QAM03615			●	●	●	●	●	●	●
ATUL P	—	QTR34567			●	●	●	●	●	●	●
SANGEETA KURUP	—	QTR45678	13 JAN 18	●	●	●	●	●	●	●	●
ABHISHEK BAXI	—	QTR87654	13 JAN 18	●	●	●	●	●	●	●	●
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18	●	●	●	●	●	●	●	●
DHANYA MENON		QAM03615	13 JAN 18	●	●	●	●	●	●	●	●
ATUL P		QTR34567	12 JAN 17	●	●	●	●	●	●	●	●
SANGEETA KURUP	—	QTR45678	02 DEC 17	●	●	●	●	●	●	●	●
ABHISHEK BAXI	✓	QTR87654	13 JAN 18	●	●	●	●	●	●	●	●
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	●	●	●	●	●	●	●	●
DHANYA MENON	—	QAM03615	13 JAN 18	●	●	●	●	●	●	●	●
ATUL P	✓	QTR34567	13 JAN 18	●	●	●	●	●	●	●	●
SANGEETA KURUP	✓	QTR45678	12 JAN 17	●	●	●	●	●	●	●	●
ABHISHEK BAXI	—	QTR87654	02 DEC 17	●	●	●	●	●	●	●	●
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	●	●	●	●	●	●	●	●
DHANYA MENON	✓	QAM03615	13 JAN 18	●	●	●	●	●	●	●	●
ATUL P	—	QTR34567	13 JAN 18	●	●	●	●	●	●	●	●

Intimation
Alerts you on the status of intimation sent to the new joined supervisor.

Confirmation
The confirmation of this employee is approved.

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Onboarding Management > Joinee Details *View*

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

15 DAYS CHECKLIST
15 JAN 17
DONE

LOGISTICS ARRANGEMENT
12 JAN 18
PENDING

CONFIRMATION STATUS
18 AUG 18
OPEN

BHR 45-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

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Onboarding Management > Joinee Details *Edit*

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH NITIN SONI

+ Add Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

X ✓

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Onboarding Management > Logistics

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

Onboarding	Interval Feedback	Roadmap	Manage
Manage	Monthly	Manage	Report
Create	Bi-monthly		Profile
Logistics	Bi-annual		Settings
Confirmation	Annual		

DHANYA MENON		QAM03615	13 JAN 18									
ATUL P		QTR34567	12 JAN 17									
SANGEETA KURUP		QTR45678	02 DEC 17									
ABHISHEK BAXI	✓	QTR87654	13 JAN 18									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON		QAM03615	13 JAN 18									
ATUL P	✓	QTR34567	13 JAN 18									
SANGEETA KURUP	✓	QTR45678	12 JAN 17									
ABHISHEK BAXI		QTR87654	02 DEC 17									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON	✓	QAM03615	13 JAN 18									

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Onboarding Management > Logistics Management

View List

ApolloMunich HEALTH INSURANCE | Onboarding Management | SEARCH | NITIN SONI

Logistics Management

Employee Name	CONFIRM	EMP ID	DOJ	LOGISTICS
DHANYA MENON	✓	QAM03615	12 JAN 17	✓
ATUL P	—	QTR34567	02 DEC 17	✗
SANGEETA KURUP	—	QTR45678	13 JAN 18	✓
ABHISHEK BAXI	—	QTR87654	13 JAN 18	✗
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18	✗
DHANYA MENON	—	QAM03615	13 JAN 18	✓
ATUL P	—	QTR34567	12 JAN 17	✓
SANGEETA KURUP	—	QTR45678	02 DEC 17	✓
ABHISHEK BAXI	✓	QTR87654	13 JAN 18	✗
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	✗
DHANYA MENON	—	QAM03615	13 JAN 18	✓
ATUL P	✓	QTR34567	13 JAN 18	✓
SANGEETA KURUP	✓	QTR45678	12 JAN 17	✓
ABHISHEK BAXI	—	QTR87654	02 DEC 17	✗
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	✗
DHANYA MENON	✓	QAM03615	13 JAN 18	✓
ATUL P	—	QTR34567	13 JAN 18	✗

Logistics Completed

Logistics Not Completed

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Onboarding Management > Joinee Details > Logistics Management *For Joinee*

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH NITIN SONI

+ Add Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Name	Dhanya Menon	Location	Chennai, India
Emp Id	Qtr23456	Business	SPRINGBOARD PROCESSING
Designation	Asst. Manager	Dept	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	Sub Dept	RISK MGMT
SPOC	Hr Spoc1	Band	BAND 2 (2A)
Supervisor	Sup1	DOJ	21 JAN 2017

15 DAYS CHECKLIST
15 JAN 17
DONE

LOGISTICS ARRANGEMENT
12 JAN 18
PENDING

CONFIRMATION STATUS
18 AUG 18
OPEN

BHR 45-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

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Onboarding Management > Joinee Details > Logistics

Add Logistics

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

Filters

NEW JOINEE	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN BAND1	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Logistics Arrangement

Joinee Information | **Interval Feedback** | **Roadmap**

Joinee Information -> **Logistics Arrangement**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

- ☑ LAN ID CREATION (GURGAON) GURGAON INFORMATION TECHNOLOGY
- ☐ BUSINESS CARD CHENNAI INFRASTRUCTURE SERVICES, INFRASTRUCTURE SERVICES,
- ☐ VOICE SUPPORT CHENNAI IT SUPPORT, VOICE SUPPORT, TECHNOLOGIES
- ☐ CAR PARKING STICKER CHENNAI INFRASTRUCTURE SERVICES, INFRASTRUCTURE SERVICES
- ☐ LAN ID CREATION (PLOT - 119) GURGAON INFORMATION TECHNOLOGY, TECHNOLOGIES
- ☑ CAR PARKING STICKER (PLOT-160) GURGAON INFRASTRUCTURE SERVICES
- ☐ BUSINESS CARD (PLOT-119) GURGAON INFRASTRUCTURE SERVICES
- ☑ BUSINESS CARD (PLOT-160) GURGAON INFORMATION TECHNOLOGY
- ☐ VOICE SUPPORT GURGAON INFORMATION TECHNOLOGY
- ☐ IT SUPPORT,PLOT - 160 GURGAON INFORMATION TECHNOLOGY
- ☐ ACCESS CARD/PHOTO ID CARD (PLOT - 119) GURGAON INFRASTRUCTURE SERVICES
- ☐ ACCESS CARD/PHOTO ID CARD (PLOT - 160) GURGAON INFRASTRUCTURE SERVICES
- ☐ IT SUPPORT (THANE) THANE INFRA,TECHNOLOGIES
- ☐ CAR PARKING STICKER (THANE) THANE INFRASTRUCTURE SERVICES
- ☐ VOICE SUPPORT (THANE) THANE TECHNOLOGIES
- ☑ ACCESS CARD/PHOTO ID CARD THANE INFRASTRUCTURE SERVICES,INFRA
- ☐ BUSINESS CARD (THANE) THANE INFRASTRUCTURE SERVICES
- ☐ BUSINESS CARD (THANE) THANE INFRASTRUCTURE SERVICES

SEND REQUIRMENT

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Onboarding Management > Joinee Details > Logistics

View | Edit

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

Filters

NEW JOINEE	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN BAND1	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Logistics Arrangement

Joinee Information | **Interval Feedback** | **Roadmap**

Joinee Information > **Logistics Arrangement**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

LAN ID CREATION (GURGAON) GURGAON INFORMATION TECHNOLOGY ✓	BUSINESS CARD CHENNAI INFRASTRUCTURE SERVICES, INFRASTRUCTURE SERVICES, ✗	VOICE SUPPORT CHENNAI IT SUPPORT, VOICE SUPPORT, TECHNOLOGIES ✗	CAR PARKING STICKER CHENNAI INFRASTRUCTURE SERVICES, INFRASTRUCTURE SERVICES ✓
LAN ID CREATION (PLOT - 119) GURGAON INFORMATION TECHNOLOGY, TECHNOLOGIES ✗	CAR PARKING STICKER (PLOT-160) GURGAON INFRASTRUCTURE SERVICES ✗	BUSINESS CARD (PLOT-119) GURGAON INFRASTRUCTURE SERVICES ✓	BUSINESS CARD (PLOT-160) GURGAON INFORMATION TECHNOLOGY ✗
VOICE SUPPORT GURGAON INFORMATION TECHNOLOGY ✗	IT SUPPORT,PLOT - 160 GURGAON INFORMATION TECHNOLOGY ✓	ACCESS CARD/PHOTO ID CARD (PLOT - 119) GURGAON INFRASTRUCTURE SERVICES ✓	ACCESS CARD/PHOTO ID CARD (PLOT - 160) GURGAON INFRASTRUCTURE SERVICES ✓
IT SUPPORT (THANE) THANE INFRA,TECHNOLOGIES ✓	CAR PARKING STICKER (THANE) THANE INFRASTRUCTURE SERVICES ✗	VOICE SUPPORT (THANE) THANE TECHNOLOGIES ✗	ACCESS CARD/PHOTO ID CARD THANE INFRASTRUCTURE SERVICES,INFRA ✗
BUSINESS CARD (THANE) THANE INFRASTRUCTURE SERVICES ✗	BUSINESS CARD (THANE) THANE INFRASTRUCTURE SERVICES ✓		

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Onboarding Management > Joinee Details > 15 day

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Name	Dhanya Menon	Location	Chennai, India
Emp Id	Qtr23456	Business	SPRINGBOARD PROCESSING
Designation	Asst. Manager	Dept	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	Sub Dept	RISK MGMT
SPOC	Hr Spoc1	Band	BAND 2 (2A)
Supervisor	Sup1	DOJ	21 JAN 2017

15 DAYS CHECKLIST
15 JAN 17
DONE

LOGISTICS ARRANGEMENT
12 JAN 18
PENDING

CONFIRMATION STATUS
18 AUG 18
OPEN

BHR 45-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

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SpringBoard

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Onboarding Management > Joinee Details > 15 day *Add*

KABIL VENTURES

DHANYA MENON

Name Dhanya Menon

Emp Id Qtr23456

Designation Asst. Manager

Emp Email Dhanya.Menon@springboard.com

SPOC

Supervisor

Please note that this is a dummy form – every client will have their own form that the backend must push in the assigned real estate

15 DAYS CHECKLIST
15 JAN 17
DONE

LOGISTICS ARRANGEMENT
12 JAN 18
PENDING

SUPERVISOR MONTHLY FEEDBACK
15 JAN 17
DONE

BHR BI-MONTHLY FEEDBACK
12 JAN 17
PENDING

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15 DAYS CHECKLIST

X

Organisation Overview

Q: I Am Aware Of Quatrro Values And Its Journey.

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.

Q: Please Tell Us If You Would Require More Information About Your Business Or Function

Q: I Am Aware Of All The Departments In My Line Of Business And Support Functions.

Process Overview

Q: I Am Aware Of Quatrro Values And Its Journey.

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.

Q: Please Tell Us If You Would Require More Information About Your Business Or Function

Q: I Am Aware Of All The Departments In My Line Of Business And Support Functions.

Learning Overview

Q: I Am Aware Of Quatrro Values And Its Journey.

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.

SUBMIT

SpringBoard

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Onboarding Management > Joinee Details > 15 day *View | Edit | Share*

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH NITIN SONI

+ Add Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Joinee Information > **15 day Feedback**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

Organisation Overview

Q: I Am Aware Of Quatrro Values And Its Journey.
A: I Am Almost Certain

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.
A: Hmm, I Think Know

Q: Please Tell Us If You Would Require More Information About Your Business Or Function
A: No Additional Discussion Points To Be Discussed

Q: I Am Aware Of All The Departments In My Line Of Business And Support Functions.
A: Hmm, I Think Know

Process Overview

Q: I Am Aware Of Quatrro Values And Its Journey.
A: I Am Almost Certain

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.
A: Hmm, I Think Know

Q: Please Tell Us If You Would Require More Information About Your Business Or Function
A: No Additional Discussion Points To Be Discussed

Q: I Am Aware Of All The Departments In My Line Of Business And Support Functions.
A: Hmm, I Think Know

Learning Overview

Q: I Am Aware Of Quatrro Values And Its Journey.
A: I Am Almost Certain

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.

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Onboarding Management > Joinee Details > BHR Meeting

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Name	Dhanya Menon	Location	Chennai, India
Emp Id	Qtr23456	Business	SPRINGBOARD PROCESSING
Designation	Asst. Manager	Dept	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	Sub Dept	RISK MGMT
SPOC	Hr Spoc1	Band	BAND 2 (2A)
Supervisor	Sup1	DOJ	21 JAN 2017

15 DAYS CHECKLIST
15 JAN 17
DONE

LOGISTICS ARRANGEMENT
12 JAN 18
PENDING

CONFIRMATION STATUS
18 AUG 18
OPEN

BHR 45-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

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Onboarding Management > Joinee Details > BHR Meeting *Add*

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Onboarding Management

SEARCH

NITIN SONI

Filters

CONFIRM

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Joinee Information > **BHR 45 DAYS MEETING**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

Session Date

Session Time

Session Interval

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+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

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Joinee Details

Joinee Information | Interval Feedback | Roadmap

Joinee Information > **BHR 45 Days Meeting**

Session Date	21 JAN 2017
Session Time	04.30 PM
Session Interval	45 DAYS

SpringBoard

Onboarding Management > Roadmap

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Onboarding Management

SEARCH

NITIN SONI

Onboarding	Interval Feedback	Roadmap	Manage
Manage	Monthly	Manage	Report
Create	Bi-monthly		Profile
Logistics	Bi-annual		Settings
Confirmation	Annual		

DHANYA MENON		QAM03615	13 JAN 18									
ATUL P		QTR34567	12 JAN 17									
SANGEETA KURUP		QTR45678	02 DEC 17									
ABHISHEK BAXI	✓	QTR87654	13 JAN 18									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON		QAM03615	13 JAN 18									
ATUL P	✓	QTR34567	13 JAN 18									
SANGEETA KURUP	✓	QTR45678	12 JAN 17									
ABHISHEK BAXI		QTR87654	02 DEC 17									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON	✓	QAM03615	13 JAN 18									

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Onboarding Management > Roadmap

View List

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Roadmap

SEARCH

NITIN SONI

Manage

Employee Name	CONFIRM	EMP ID	DOJ	STATUS
DHANYA MENON	✓	QAM03615	12 JAN 17	↗
ATUL P	—	QTR34567	02 DEC 17	✓
SANGEETA KURUP	—	QTR45678	13 JAN 18	✓
ABHISHEK BAXI	—	QTR87654	13 JAN 18	✓
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18	✓
DHANYA MENON	—	QAM03615	13 JAN 18	↗
ATUL P	—	QTR34567	12 JAN 17	↗
SANGEETA KURUP	—	QTR45678	02 DEC 17	↗
ABHISHEK BAXI	✓	QTR87654	13 JAN 18	✓
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	✓
DHANYA MENON	—	QAM03615	13 JAN 18	↗
ATUL P	✓	QTR34567	13 JAN 18	✓
SANGEETA KURUP	✓	QTR45678	12 JAN 17	✓
ABHISHEK BAXI	—	QTR87654	02 DEC 17	↗
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	↗
DHANYA MENON	✓	QAM03615	13 JAN 18	✓
ATUL P	—	QTR34567	13 JAN 18	↗

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Onboarding Management > Roadmap (Milestone) *Add (Recommend)*

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SEARCH NITIN SONI

Filters

NEW JOINEE	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Management

Joinee Information | Interval Feedback | Roadmap

Roadmap > **Recommend**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

SORT BY LOB

Roadmap Training 1 **6 hours**

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,

Roadmap Training 2 **12 hours**

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,

Recommend Clear all

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Onboarding Management > Roadmap

View List

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Roadmap

SEARCH

NITIN SONI

Manage

Employee Name	CONFIRM	EMP ID	DOJ	STATUS
DHANYA MENON	✓	QAM03615	12 JAN 17	↗
ATUL P	—	QTR34567	02 DEC 17	✓
SANGEETA KURUP	—	QTR45678	13 JAN 18	✓
ABHISHEK BAXI	—	QTR87654	13 JAN 18	✓
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18	✓
DHANYA MENON	—	QAM03615	13 JAN 18	↗
ATUL P	—	QTR34567	12 JAN 17	↗
SANGEETA KURUP	—	QTR45678	02 DEC 17	↗
ABHISHEK BAXI	✓	QTR87654	13 JAN 18	✓
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	✓
DHANYA MENON	—	QAM03615	13 JAN 18	↗
ATUL P	✓	QTR34567	13 JAN 18	✓
SANGEETA KURUP	✓	QTR45678	12 JAN 17	✓
ABHISHEK BAXI	—	QTR87654	02 DEC 17	↗
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18	↗
DHANYA MENON	✓	QAM03615	13 JAN 18	✓
ATUL P	—	QTR34567	13 JAN 18	↗

Recommend Status

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View (on completion)

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SEARCH

NITIN SONI

Filters

NEW JOINEE	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN BAND1	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Management

Joinee Information | Interval Feedback | Roadmap

Roadmap > **View Roadmap**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

BHR 45 Days Session	21 jan 2017	7 Hours

Joinee Feedback: Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

BHR Feedback: Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

Comment

9/10

BHR 90 Days Session	21 jan 2017	7 Hours

Joinee Feedback: Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

BHR Feedback: Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

Comment

3/10

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Onboarding Management > Roadmap

Arrange | Edit

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Onboarding Management

SEARCH

NITIN SONI

Filters

NEW JOINEE	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN BAND1	✓	QTR87654	13 JAN 18
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ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | **Roadmap**

Roadmap > **Arrange**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

Session Title	Business	Department	Sub Department	Band	Meeting With	Date	Time	Interval
BHR Connect	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in
EFA Session	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in
Employee Development	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in
Infra Session	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in

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Onboarding Management

SEARCH

NITIN SONI

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Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

- **SUPERVISOR MONTHLY FEEDBACK** 15 JAN 17 DONE
- **BHR BI-MONTHLY FEEDBACK** 12 JAN 17 PENDING
- **BHR BI-ANNUAL FEEDBACK** 02 DEC 17 DONE
- **BHR ANNUAL FEEDBACK** 13 JAN 18 DONE

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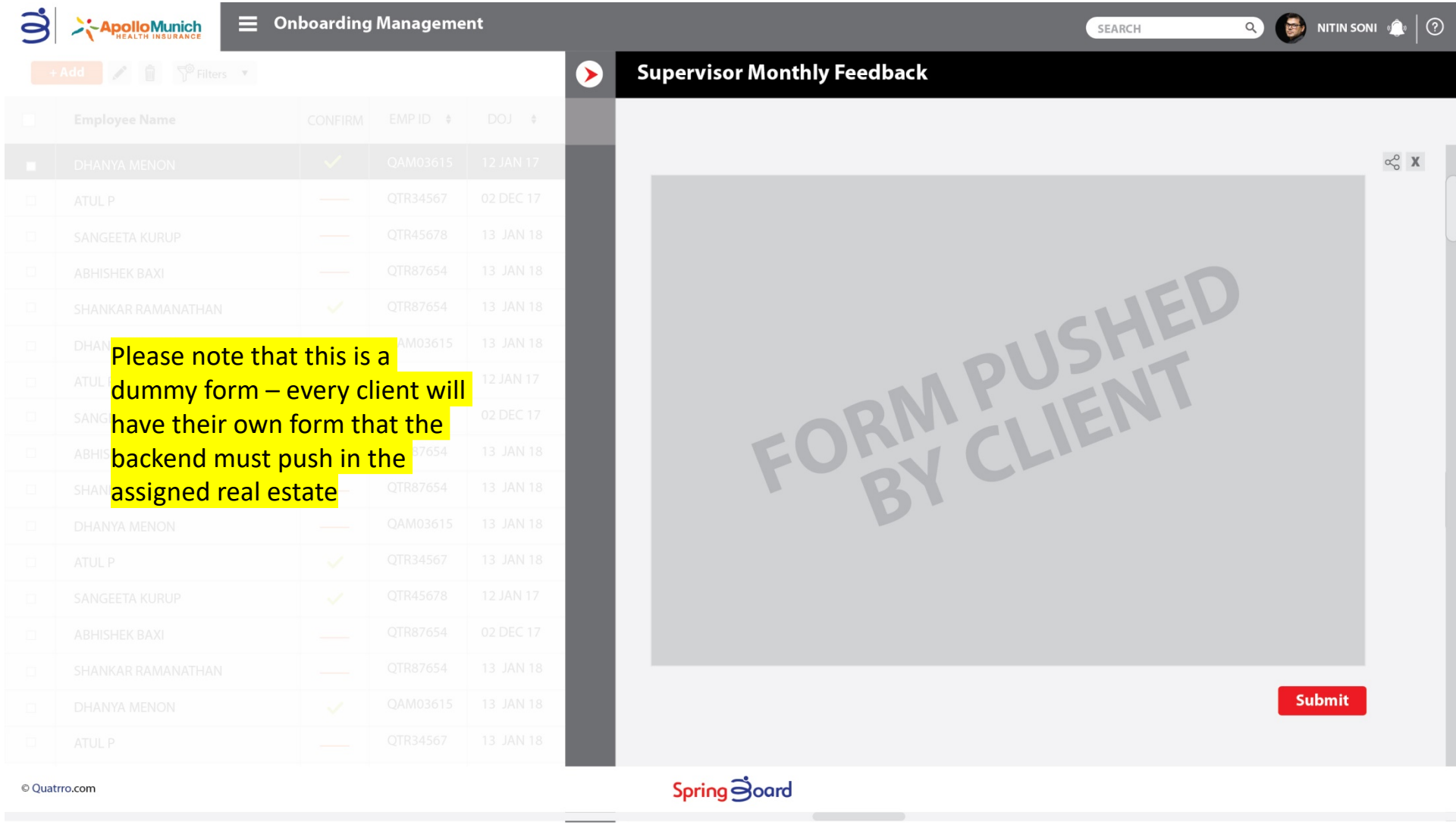
Onboarding Management > Interval Feedback > Supervisor Monthly ***Add***



Please note that this is a dummy form – every client will have their own form that the backend must push in the assigned real estate

Onboarding Management > Interval Feedback > Supervisor Monthly *View | Share*

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Onboarding Management

SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
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DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | **Interval Feedback** | Roadmap

Interval Feedback > **Supervisor Monthly Feedback**

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Onboarding Management > Interval Feedback > Employee Monthly Feedback

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Onboarding Management

SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | **Interval Feedback** | Roadmap

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18

SUPERVISOR MONTHLY FEEDBACK
15 JAN 17
DONE

BHR BI-MONTHLY FEEDBACK
12 JAN 17
PENDING

BHR BI-ANNUAL FEEDBACK
02 DEC 17
DONE

BHR ANNUAL FEEDBACK
13 JAN 18
DONE

Employee Monthly feedback

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SEARCH NITIN SONI

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Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Employee Monthly Feedback

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Onboarding	Interval Feedback	Roadmap	Manage
Manage	Monthly	Manage	Report
Create	Bi-monthly		Profile
Logistics	Bi-annual		Settings
Confirmation	Annual		

DHANYA MENON		QAM03615	13 JAN 18									
ATUL P		QTR34567	12 JAN 17									
SANGEETA KURUP		QTR45678	02 DEC 17									
ABHISHEK BAXI	✓	QTR87654	13 JAN 18									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON		QAM03615	13 JAN 18									
ATUL P	✓	QTR34567	13 JAN 18									
SANGEETA KURUP	✓	QTR45678	12 JAN 17									
ABHISHEK BAXI		QTR87654	02 DEC 17									
SHANKAR RAMANATHAN		QTR87654	13 JAN 18									
DHANYA MENON	✓	QAM03615	13 JAN 18									

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Onboarding Management > Confirmation

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NITIN SONI

Confirmation

Employee Name	EMP ID	DOJ	SESSION DATE	SUPERVISOR	JOINEE FEEDBACK	MY FEEDBACK	CONFIRM
DHANYA MENON	QAM03615	12 JAN 17	12 JAN 17	ATUL P	NKLSANDNASNANSN	Enter Comments Here	✓ X –
ATUL P	QTR34567	02 DEC 17	02 DEC 17	SANGEETA KURUP	NKLSANDNASNANSN	Enter Comments Here	X –
SANGEETA KURUP	QTR45678	13 JAN 18	13 JAN 18	ABHISHEK BAXI	NKLSANDNASNANSN	Enter Comments Here	✓ X –
ABHISHEK BAXI	QTR87654	13 JAN 18	13 JAN 18	SHANKAR RAMANATHAN	NKLSANDNASNANSN	Enter Comments Here	✓ X –
SHANKAR RAMANATHAN	QTR87654	13 JAN 18	13 JAN 18	DHANYA MENON	NKLSANDNASNANSN	Enter Comments Here	✓ X –
DHANYA MENON	QAM03615	13 JAN 18	13 JAN 18	ATUL P	NKLSANDNASNANSN	Enter Comments Here	✓ X –
ATUL P	QTR34567	12 JAN 17	12 JAN 17	SANGEETA KURUP	NKLSANDNASNANSN	Enter Comments Here	✓ X –
SANGEETA KURUP	QTR45678	02 DEC 17	02 DEC 17	ABHISHEK BAXI	NKLSANDNASNANSN	Enter Comments Here	✓ X –
ABHISHEK BAXI	QTR87654	13 JAN 18	13 JAN 18	SHANKAR RAMANATHAN	NKLSANDNASNANSN	Enter Comments Here	✓ X –
SHANKAR RAMANATHAN	QTR87654	13 JAN 18	13 JAN 18	DHANYA MENON	NKLSANDNASNANSN	Enter Comments Here	✓ X –
DHANYA MENON	QAM03615	13 JAN 18	13 JAN 18	ATUL P	NKLSANDNASNANSN	Enter Comments Here	✓ X –
ATUL P	QTR34567	13 JAN 18	13 JAN 18	SANGEETA KURUP	NKLSANDNASNANSN	Enter Comments Here	✓ X –
SANGEETA KURUP	QTR45678	12 JAN 17	12 JAN 17	ABHISHEK BAXI	NKLSANDNASNANSN	Enter Comments Here	✓ X –
ABHISHEK BAXI	QTR87654	02 DEC 17	02 DEC 17	SHANKAR RAMANATHAN	NKLSANDNASNANSN	Enter Comments Here	✓ X –
SHANKAR RAMANATHAN	QTR87654	13 JAN 18	13 JAN 18	DHANYA MENON	NKLSANDNASNANSN	Enter Comments Here	✓ X –
DHANYA MENON	QAM03615	13 JAN 18	13 JAN 18	ATUL P	NKLSANDNASNANSN	Enter Comments Here	✓ X –
ATUL P	QTR34567	13 JAN 18	13 JAN 18	ABHISHEK BAXI	NKLSANDNASNANSN	Enter Comments Here	✓ X –

Confirmation
The Status has been Confirmed

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Onboarding Management > Joinee Details > Confirmation

For Joinee

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SEARCH

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+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | Interval Feedback | Roadmap

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

15 DAYS CHECKLIST
15 JAN 17
DONE

LOGISTICS ARRANGEMENT
12 JAN 18
PENDING

CONFIRMATION STATUS
18 AUG 18
OPEN

BHR 45-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

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Onboarding Management > Joinee Details > Confirmation

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SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
SANGEETA KURUP	—	QTR45678	02 DEC 17
ABHISHEK BAXI	✓	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Joinee Details

Joinee Information | **Interval Feedback** | **Roadmap**

Joinee Information > **Confirmation Status**

NAME DHANYA MENON **EMP ID** QAM03615 **DOJ** 11 JAN 18 **CONFIRM**

BHR 45 days Sessions
10 Jan 2017
4:00pm
Anil

Joinee Feedback
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

BHR Feedback
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

BHR 90 days Sessions
10 Jan 2017
4:00pm
Anil

Joinee Feedback
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

BHR Feedback
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

BHR 180 days Sessions
10 Jan 2017
4:00pm
Anil

Joinee Feedback
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BHR Feedback
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

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User: Joinee

Joinee Dashboard

View

KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

Edit option not available as it needs to be done at the Master Employee Database level

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BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

SUPERVISOR MONTHLY FEEDBACK
15 JAN 17
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BHR BI-MONTHLY FEEDBACK
12 JAN 17
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BHR BI-ANNUAL FEEDBACK
02 DEC 17
DONE

EMPLOYEE MONTHLY FEEDBACK
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13 JAN 18
DONE

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Joinee Dashboard > 15-day

KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

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12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

SUPERVISOR MONTHLY FEEDBACK
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BHR BI-MONTHLY FEEDBACK
12 JAN 17
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BHR BI-ANNUAL FEEDBACK
02 DEC 17
DONE

EMPLOYEE MONTHLY FEEDBACK
15 JAN 17
DONE

ROADMAP VIEW
13 JAN 18
DONE

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Joinee Dashboard > 15-day (when not completed) ***Add | Edit***

KABIL VENTURES

DHANYA MENON

Name Dhanya Menon

Emp Id Qtr23456

Designation Asst. Manager

Emp Email Dhanya Menon@springboard.com

SPOC Hr Spoc1

Supervisor Sup1

15 DAYS CHECKLIST
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BHR BI-MONTHLY FEEDBACK
12 JAN 17
PENDING

15 DAYS CHECKLIST

X

Organisation Overview

Q: I Am Aware Of Quatrro Values And Its Journey.

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.

Q: Please Tell Us If You Would Require More Information About Your Business Or Function

Q: I Am Aware Of All The Departments In My Line Of Business And Support Functions.

Process Overview

Q: I Am Aware Of Quatrro Values And Its Journey.

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.

Q: Please Tell Us If You Would Require More Information About Your Business Or Function

Q: I Am Aware Of All The Departments In My Line Of Business And Support Functions.

Learning Overview

Q: I Am Aware Of Quatrro Values And Its Journey.

Q: I Am Aware Of All The Departments In My Line of Business And Support Functions.

SUBMIT

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KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

15 DAYS CHECKLIST
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BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

SUPERVISOR MONTHLY FEEDBACK
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BHR BI-MONTHLY FEEDBACK
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BHR BI-ANNUAL FEEDBACK
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DONE

ROADMAP VIEW
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DONE

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View

KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon
Emp Id	Qtr23456
Designation	Asst. Manager
Emp Email	Dhanya Menon@springboard.com
SPOC	Hr Spoc1
Supervisor	Sup1

15 DAYS CHECKLIST
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BHR BI-MONTHLY FEEDBACK
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LOGISTICS ARRANGEMENT

X

LAN ID CREATION (GURGAON) ✓ GURGAON INFORMATION TECHNOLOGY	BUSINESS CARD ✗ CHENNAI INFRASTRUCTURE SERVICES, INFRASTRUCTURE SERVICES,	VOICE SUPPORT ✗ CHENNAI IT SUPPORT, VOICE SUPPORT, TECHNOLOGIES	CAR PARKING STICKER ✓ CHENNAI INFRASTRUCTURE SERVICES, INFRASTRUCTURE SERVICES
LAN ID CREATION (PLOT - 119) ✗ GURGAON INFORMATION TECHNOLOGY, TECHNOLOGIES	CAR PARKING STICKER ✗ (PLOT-160) GURGAON INFRASTRUCTURE SERVICES	BUSINESS CARD (PLOT-119) ✓ GURGAON INFRASTRUCTURE SERVICES	BUSINESS CARD (PLOT-160) ✗ GURGAON INFORMATION TECHNOLOGY
VOICE SUPPORT ✗ GURGAON INFORMATION TECHNOLOGY	IT SUPPORT,PLOT - 160 ✓ GURGAON INFORMATION TECHNOLOGY	ACCESS CARD/PHOTO ✓ ID CARD (PLOT - 119) GURGAON INFRASTRUCTURE SERVICES	ACCESS CARD/PHOTO ID CARD ✓ (PLOT - 160) GURGAON INFRASTRUCTURE SERVICES
IT SUPPORT (THANE) ✓ THANE INFRA,TECHNOLOGIES	CAR PARKING STICKER (THANE) ✗ THANE INFRASTRUCTURE SERVICES	VOICE SUPPORT (THANE) ✗ THANE TECHNOLOGIES	ACCESS CARD/PHOTO ID CARD ✗ THANE INFRASTRUCTURE SERVICES,INFRA
BUSINESS CARD (THANE) ✗ THANE INFRASTRUCTURE SERVICES	BUSINESS CARD (THANE) ✓ THANE INFRASTRUCTURE SERVICES		

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KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

15 DAYS CHECKLIST
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12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

SUPERVISOR MONTHLY FEEDBACK
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BHR BI-MONTHLY FEEDBACK
12 JAN 17
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BHR BI-ANNUAL FEEDBACK
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DONE

EMPLOYEE MONTHLY FEEDBACK
15 JAN 17
DONE

ROADMAP VIEW
13 JAN 18
DONE

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View | Add Comments

KABIL VENTURES

DHANYA MENON

CONFIRMATION STATUS

X

BHR 45 days Sessions
10 Jan 2017
4:00pm
Anil

Comments
Enter Comments Here

BHR 90 days Sessions
10 Jan 2017
4:00pm
Anil

Comments
Enter Comments Here

BHR 180 days Sessions
10 Jan 2017
4:00pm
Anil

Comments
Enter Comments Here

Joinee Dashboard > BHR Meeting

KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

15 DAYS CHECKLIST
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12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

SUPERVISOR MONTHLY FEEDBACK
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BHR BI-MONTHLY FEEDBACK
12 JAN 17
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BHR BI-ANNUAL FEEDBACK
02 DEC 17
DONE

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ROADMAP VIEW
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DONE

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Add to Calendar | Request Reschedule

KABIL VENTURES

DHANYA MENON

BHR 45 DAYS MEETING

Session Date	21 JAN 2017
Session Time	04.30 PM
Session Interval	45 DAYS

Add to Calendar | Request Reschedule

Add Comments

KABIL VENTURES

DHANYA MENON

BHR 45 DAYS MEETING

Status	CONFIRM
Session Date	21 JAN 2017
Session Time	04.30 PM
Session Interval	45 DAYS
Comments	Enter Comments Here

Submit

Joinee Dashboard > Employee Monthly

KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

15 DAYS CHECKLIST
15 JAN 17
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LOGISTICS ARRANGEMENT
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18 AUG 18
OPEN

BHR 45-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

SUPERVISOR MONTHLY FEEDBACK
15 JAN 17
DONE

BHR BI-MONTHLY FEEDBACK
12 JAN 17
PENDING

BHR BI-ANNUAL FEEDBACK
02 DEC 17
DONE

EMPLOYEE MONTHLY FEEDBACK
15 JAN 17
DONE

ROADMAP VIEW
13 JAN 18
DONE

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Joinee Dashboard > Employee Monthly (when not completed) ***Add | Edit***

ApolloMunich HEALTH INSURANCE

Onboarding Management

SEARCH

NITIN SONI

+ Add | Filters

Employee Name	CONFIRM	EMP ID	DOJ
DHANYA MENON	✓	QAM03615	12 JAN 17
ATUL P	—	QTR34567	02 DEC 17
SANGEETA KURUP	—	QTR45678	13 JAN 18
ABHISHEK BAXI	—	QTR87654	13 JAN 18
SHANKAR RAMANATHAN	✓	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	—	QTR34567	12 JAN 17
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SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	—	QAM03615	13 JAN 18
ATUL P	✓	QTR34567	13 JAN 18
SANGEETA KURUP	✓	QTR45678	12 JAN 17
ABHISHEK BAXI	—	QTR87654	02 DEC 17
SHANKAR RAMANATHAN	—	QTR87654	13 JAN 18
DHANYA MENON	✓	QAM03615	13 JAN 18
ATUL P	—	QTR34567	13 JAN 18

Employee Monthly Feedback

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Joinee Dashboard > Roadmap

KABIL VENTURES

DHANYA MENON

Name	Dhanya Menon	**Location**	Chennai, India
Emp Id	Qtr23456	**Business**	SPRINGBOARD PROCESSING
Designation	Asst. Manager	**Dept**	HUMAN RESOURCES
Emp Email	Dhanya Menon@springboard.com	**Sub Dept**	RISK MGMT
SPOC	Hr Spoc1	**Band**	BAND 2 (2A)
Supervisor	Sup1	**DOJ**	21 JAN 2017

15 DAYS CHECKLIST
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BHR
12 JAN 2017 01:15:15 PM

BHR 90-DAYS MEETING
BHR
12 JAN 2017 01:15:15 PM

SUPERVISOR MONTHLY FEEDBACK
15 JAN 17
DONE

BHR BI-MONTHLY FEEDBACK
12 JAN 17
PENDING

BHR BI-ANNUAL FEEDBACK
02 DEC 17
DONE

EMPLOYEE MONTHLY FEEDBACK
15 JAN 17
DONE

ROADMAP VIEW
13 JAN 18
DONE

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Joinee Dashboard > Roadmap (when Roadmap recommended) ***Add to Calendar***

KABIL VENTURES

DHANYA MENON

Name Dhanya Menon

Emp Id Qtr23456

Designation Asst. Manager

Emp Email Dhanya Menon@springboard.com

SPOC Hr Spoc1

Supervisor Sup1

15 DAYS CHECKLIST
15 JAN 17
DONE

LOGISTICS ARRANGEMENT
12 JAN 18
PENDING

SUPERVISOR MONTHLY FEEDBACK
15 JAN 17
DONE

BHR BI-MONTHLY FEEDBACK
12 JAN 17
PENDING

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ROADMAP STATUS

X

Session Title	Business	Department	Sub Department	Band	Meeting With	Date	Time	Interval
BHR Connect	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in
EFA Session	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in
EFA Session	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in
EFA Session	Quatrro Glow	Technical Solution	Technologies	BAND1	Technical Solution	2017-01-09	12:25:15	Select in

Add to Calendar

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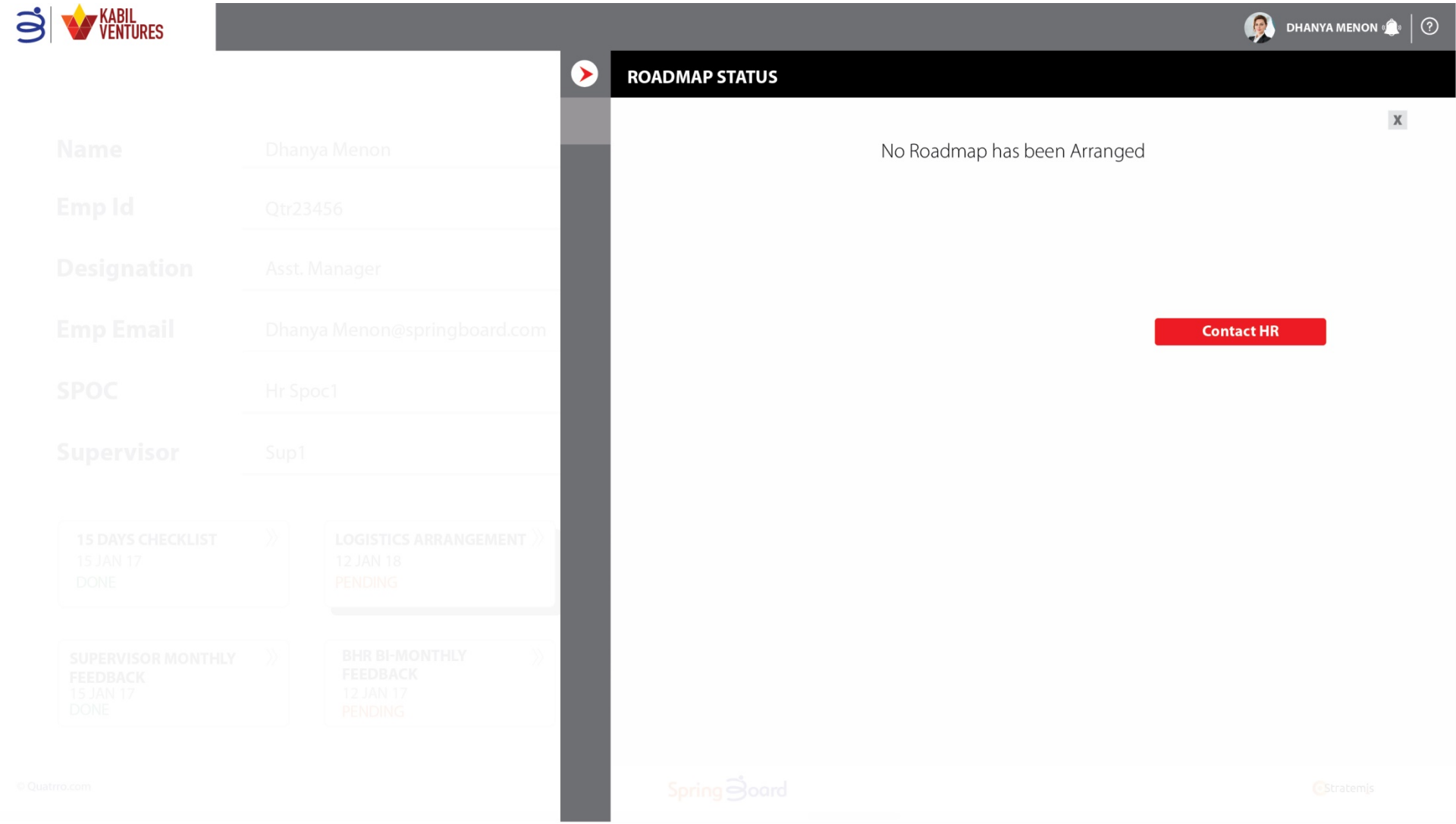
Joinee Dashboard > Roadmap (when Roadmap not recommended) ***Contact***



Joinee Dashboard > Roadmap (when Roadmap is completed) *View | Add Comments*

KABIL VENTURES

DHANYA MENON

ROADMAP VIEW

X

BHR 45 Days Session	21 jan 2017	7 Hours

SPOC Feedback

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

BHR Feedback

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

Comments

Enter Comments Here

9/10

BHR 90 Days Session	21 jan 2017	7 Hours

SPOC Feedback

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BHR Feedback

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet

Comments

Enter Comments Here

3/10