



## **Induction Kit**

Version 8

17 October 2022



## Introduction:

This document is to detail the steps required to be completed once on-boarded to the company. The following are the list of steps to be completed.

1. On-boarding Form
2. Login to the Mac.
3. Connect to the server
4. Configure Email Client/Skype
5. Training Materials
6. Rules and Regulations
7. Holiday List
8. Leave Request Form
9. Signature Format
10. Internal Process
11. Workroom Overview
12. TimeSheet Overview
13. Library
14. Guidelines

## I. On-boarding Form:


Fill the on-boarding form provided by the admin. Once the form is filled, Admin will create the following:

- Login ID
- EmailID
- Apple ID


The login ID is configured in our local server. So will be accessed using the same user credentials. The email ID is hosted in external servers, hence the password alone will be different from the login password. But in-order to maintain passwords, it is advisable to change the email password to your new login ID password.

## II. Login to the Mac:

Once the Login ID is provided, login to the Mac assigned to you using your Login ID and default password (**password123**). Change the password, as you wish, but never share your password with any other employee.

To change the password open **System Preferences -> Users and Groups**: Click the lock icon  to make changes. Once clicked enter **Username: admin** and



**Password: password** and click unlock button. If correct, the lock icon  will change to open status. Then click **Your Name** (Current User) -> **Change password**: enter Old password: password123; New password: as you wish; Verify: same as new password and click Change Password.

### III. Connecting to the server:

During first time, login with your Login Id and password: password123 in below link and change your fileserver/common folder access password to same as used for System login purpose, so that you can easily remember all passwords.

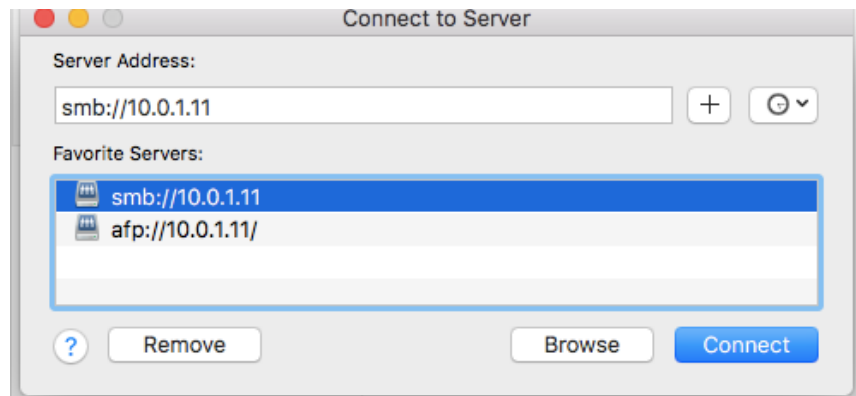
<http://10.0.1.11:8080/cgi-bin/>

**Step 1:** Select **Connect to Server** from **Go** Menu.

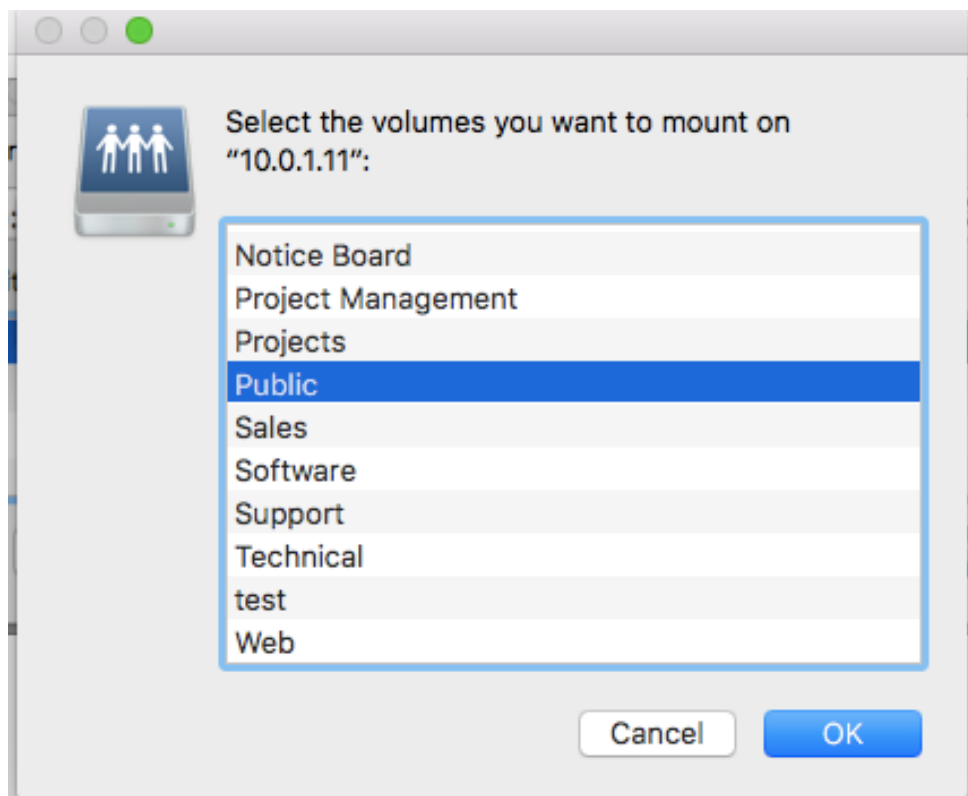




**Step 2:** Provide the **Server Address (smb or afp)**, as provided in the screenshot.



**Step 3:** Select the folder from the list which you have access.



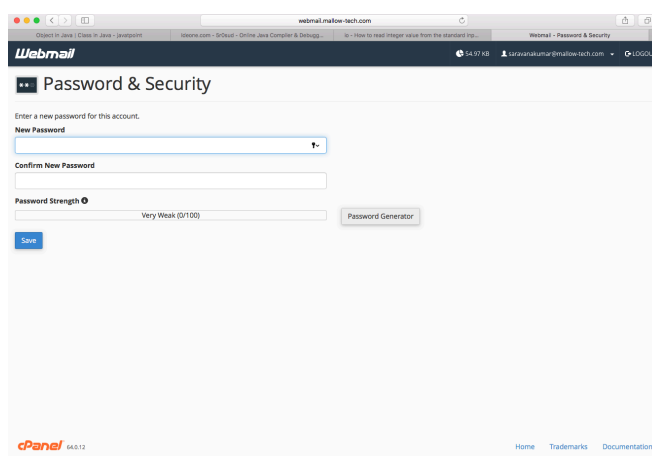
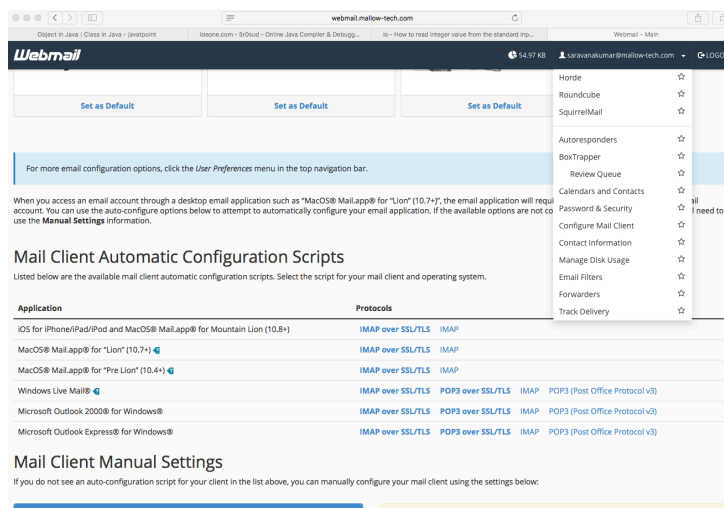


To add contacts, go to the server from the Finder window. Click FILESERVER(AFP), if not connected click connect, enter your User name and the new Password, click connect. After connected to the server go to **/Volumes/Public/Common/MallowTech - Contacts**. Double click **MallowTech - Contacts**, to add the mail address's of the current staff to your contact list.

## IV. Configure Email Client:

**Step 1:** Email can be accessed using web in the URL – <http://webmail.mallow-tech.com/>. Login into this web portal using the **Email ID** and **Password:** password123

**Step 2:** After logging in, you can change the password using **Password and Security** link available in Dropdown menu in home page. This password is different than the login password. But in-order to maintain passwords, it is advisable to change this password to your new login ID password.





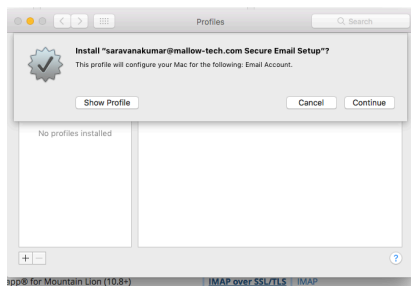
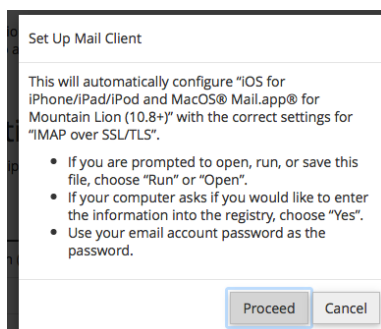
**Step 3:** Under Mail Client Automatic Configuration scripts, Click on Protocol corresponding to iOS for iPhone/iPad/iPod and MacOS

#### Mail Client Automatic Configuration Scripts

Listed below are the available mail client automatic configuration scripts. Select the script for your mail client and operating system.

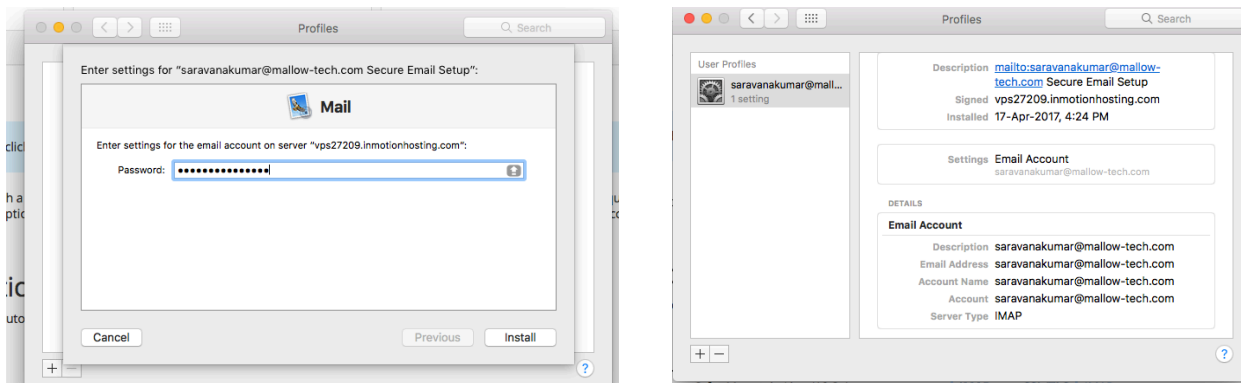
Application	Protocols
iOS for iPhone/iPad/iPod and MacOS® Mail.app® for Mountain Lion (10.8+)	IMAP over SSL/TLS IMAP
MacOS® Mail.app® for "Lion" (10.7+)	IMAP over SSL/TLS IMAP
MacOS® Mail.app® for "Pre Lion" (10.4+)	IMAP over SSL/TLS IMAP
Windows Live Mail®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
Microsoft Outlook 2000® for Windows®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
Microsoft Outlook Express® for Windows®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)

**Step 4:** Click on Proceed button in Set Up Mail Client window and Click Continue in next window





**Step 5:** Enter the same password set in Step 2. The email client will get configured.



### Configure Skype account :

<https://signup.live.com/>

Please use your official mallow-tech e-mail-id(will be shared to you) in the above Weblink while creating your Skype account.

After Skype ID is created, Kindly install and configure the Skype web application available in below location in your System:

**/Volumes/Software/General/Skype/**

## V.Training Materials:

Step 1: Open the link - **[/Volumes/Public/Developers/Training Material/](#)**

**Step 2:** The training videos from Apple can be accessed from **Training\_Videos\_Apple** folder. Watch all the videos to get a basic understanding of Mac.

**Step 3:** Go through all the other relevant materials available in the Training Material folder.

## VI. Rules and Regulations:

The rules and regulations specified in the below link needs to followed all the time -  
<https://drive.google.com/drive/folders/128uAJBhp4nsYRRIRfckpYiUd1oBOIXb2?usp=sharing>



## VII. Holiday List:

The holiday list for the current year is available for your reference at <https://drive.google.com/drive/folders/128uAJBhp4nsYRRIRfckpYiUd1oBOIXb2?usp=sharing>

## VIII. Leave Request :

Any planned leave needs to be intimated in advance using the Day Off from <https://workroom.mallow-tech.com/leaves>

## IX. Signature Format :

We have standard signature format for all Internal and External mails, we have given the steps to create Mallow's standard signature

### Steps to create Mallow's standard Signature

Here is how to do it:

1. In Apple Mail, go to Preferences > Signatures and create 2 signatures (one for Long format - to be used for external mails and one for short format - to be used for internal mails) with any Name you prefer (it can be renamed). Name them something meaningful for easier sorting.
2. Edit the below long and short formats of the standard signature with your details.
3. Copy one and paste it to the corresponding newly created signature. Follow it with the other signature as well.







4. Drag the newly created signature from the second column in the Preferences > Signatures window to an email account in the first column.



**Mallow's standard Signature's** (there can be changes in future)

## Long Format

-



### Name

Designation

Skype ID: (if available)

Google ID: (if available)

www.mallow-tech.com

## Short Format

Regards,

### Name

Designation



## **X. Internal process:**

We have Employee Referral Programs, Performance Appraisal and Instant Evaluation system for our employees etc. are available for your reference at <https://drive.google.com/drive/folders/128uAJBhp4nsYRRIRfckpYiUd1oBOIXb2?usp=sharing>

## **XI. Workroom Overview:**

Workroom is an in-house product, primarily developed for easy and simple collaboration with the team members.

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Login in the below link once to activate your account (this is compulsory) with your Official E-mail ID name and password and update your personal details in Your Name->Profiles -> User Info link.

<https://workroom.mallow-tech.com>

## **XII. Timesheet Overview:**

Timesheet Application :

Mallow Technologies is a service-based company, and we depend on our resources for the efforts they put in. These efforts should have measurement criteria, which is their time spent. All industries have some tracking tools for the efforts spent, and we have the internal Timesheet application to easily track efforts spent by the resources.

Our billing structure is purely based on man-hours spent for each task/feature/app as a service provider. So, it is vital to enter the working hours, approve, authorise and mark them billable on time.



## Use of Timesheet?

It is used to track the time spent on projects or tasks. Employees are expected to enter their working hours with details in the timesheet application by the closure of business daily. Ideal case would be to enter the timesheet twice a day (i.e by end of every session). The entered Timesheet must be verified, approved, authorised and marked billable by the reporting persons within 11 am of the next day.

At least the timesheet authorisation of a week has to be completed by the reporting persons within 1 pm of the following Monday, if any missed during the previous week.

Brief of the few terms used in Timesheet:

Approved hours - The hours spent on tasks that is authentic to be accomplished during the working hours should be approved.

Authorised hours - The hours spent efficiently on a task should be authorised.

Billable hours - The efficient hours spent on client deliverables should be marked as billable.

Please make use of the below given link for updating your entries on TIME in the TIMESHEET feature.

Note: Check whether you are using your official email id to login.

<https://hubble.mallow-tech.com/timesheet>

Please have a look on the below given documentation & demo video link, to make your timesheet entry easier.

<https://mallow-hubble.gitbook.io/intro/>

**Self-learning Timesheet Entry link** : Project Name : “ Training Taken 1.0 “

If anyone face issues in **Work Room or Timesheet**, kindly report the same in mantis.

**Mantis URL** : [http://timesheet.server.local/mantisbt/login\\_page.php](http://timesheet.server.local/mantisbt/login_page.php)

Login with your PC login id and password and choose the project.

**Project Name in Mantis** : Mallow - Work Room, Mallow - Timesheet



### **XIII. Library:**

We have consolidated the books / online courses / videos that we have purchased so far, into Library folder at **/Volumes/Public/Common/Library/Mallow Library Details.numbers**. The books are maintained in the Admin room.

For Online Course Material :

**Access details:**

<https://www.udemy.com/>

Username : [library@mallow-tech.com](mailto:library@mallow-tech.com)

Password : [Ask Admin Team \( It will change frequently \)](#)

### **XIV. Guidelines:**

1. No Main deliverables to be sent after 2 PM.
2. No Auxiliary deliverables to be sent after 6 PM.
3. No External mails / phone calls to be done after 6 PM and No Internal mails after 7 PM.
4. No time sheet entry to be made after 7.15 PM.
5. Office to be closed at 7 PM on Wednesdays. We are trying to close it on all days but as a trial it applies only for Wednesdays now.
6. Team Standup meetings at 9.15 AM - To check mails and speak about them too in the scrum meeting. If there are no points to be discussed at the scrum meeting from your side then have a useful tip to share with the team.
7. Milestones to be planned with 6 hours for a day.
8. No permission needed to leave office after 6 PM.
9. Time you stay in office and time sheet entry should match.
10. Leave request for the planned leave has to be given before at least one week.
11. Unplanned leave should be requested once you reach office after the leave in the Day Off. Otherwise until leave request is produced will be considered as leave only.
12. Mail approval for breaking any of the above.



## **Seating Posture:**

### **Chair adjustment information:**

Pneumatic Lift (placed at the right side below your seat):

Easily adjusts to the perfect seat height. To raise the seat, lift your weight off the seat and pull up on the lever. Release lever when seat reaches desired height. To lower seat, lift up on the lever while you are seated; release lever when seat reaches desired height.

Adjustable Back Angle (placed at the left side below your seat):

Adjusts the angle of the back to a desired position for a more personal fit. To adjust, lift lever up to adjust to desired position. Push down to lock this position.

Lumbar Support Pad:(Behind BackRest):

Lumbar Support can be conveniently adjusted by side knobs,without getting up from chair, to customise the exact support for various spinal shapes.

### **Position your monitor properly:**

Sit at least an arm's length away from the screen and adjust the distance for your vision. Reduce any glare by carefully positioning the screen, which you should be looking almost straight at, but partially looking down. Adjust the vertical screen angle and screen controls to minimize glare from overhead lights.

## **Our Group Mail Id's:**

For sending to Everyone	: <a href="mailto:all@mallow-tech.com">all@mallow-tech.com</a>
For sending to Interns	: <a href="mailto:interns@mallow-tech.com">interns@mallow-tech.com</a>
For sending to Team leads	: <a href="mailto:tl@mallow-tech.com">tl@mallow-tech.com</a>
For sending to Android team	: <a href="mailto:android-team@mallow-tech.com">android-team@mallow-tech.com</a>
For sending to iOS team	: <a href="mailto:ios-team@mallow-tech.com">ios-team@mallow-tech.com</a>
For sending to PHP team	: <a href="mailto:php-team@mallow-tech.com">php-team@mallow-tech.com</a>
For sending to ROR team	: <a href="mailto:ror-team@mallow-tech.com">ror-team@mallow-tech.com</a>
For sending to WebFE team	: <a href="mailto:web-frontend-team@mallow-tech.com">web-frontend-team@mallow-tech.com</a>
For sending to BA team	: <a href="mailto:ba-team@mallow-tech.com">ba-team@mallow-tech.com</a>
For sending to Marketing team	: <a href="mailto:marketing-team@mallow-tech.com">marketing-team@mallow-tech.com</a>
For sending to Testing team	: <a href="mailto:testing-team@mallow-tech.com">testing-team@mallow-tech.com</a>
For sending to Admin team	: <a href="mailto:admin-team@mallow-tech.com">admin-team@mallow-tech.com</a>
For sending to Design team	: <a href="mailto:design-team@mallow-tech.com">design-team@mallow-tech.com</a>
For sending to Hr team	: <a href="mailto:hr@mallow-tech.com">hr@mallow-tech.com</a>
For sending to Network team	: <a href="mailto:network@mallow-tech.com">network@mallow-tech.com</a>
For sending to Core Team Members	: <a href="mailto:core-team@mallow-tech.com">core-team@mallow-tech.com</a>



For sending to Executives : [pm@mallow-tech.com](mailto:pm@mallow-tech.com) (Please use this for adding CC in external mails also).

### **Office Hours:**

1. Office Hours : 9:00 AM to 6:00 PM
2. Lunch Break and Morning/Evening Breaks : 1 hour.
3. Saturday & Sunday Holiday

### **Networking :**

#### **1.System Maintains :**

Please follow the below rules while you leave the office at end of each day.

- ◆ Do not forget to shut down your system.
- ◆ Switch off your work station main switch.
- ◆ Power off your keyboard and mouse at end of the day.

#### **Reason:**

- In case of any emergency like short circuit / lightning the systems can't be protected if it is ON. Hence, please shut down your system
- And also switch off the main power which is under the table.
- Please power off your Keyboard and Mouse in-order to save battery life.

How to Power OFF a Keyboard / Trackpad - long press the right side power button, till the Green light fades off.

How to ON a Keyboard / Trackpad - Just press the right side power button.

How to Power OFF a Mouse - Under the mouse there is a button, push it Down to OFF it.

How to ON a Mouse - Push the button under the mouse Up to ON it.

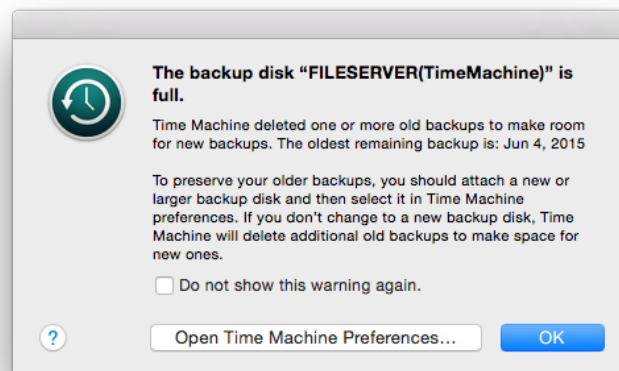
#### **2.Copy of Files :**

For coping any file from one folder to another folder, please use terminal coping when coping of files is not copied - [local/Public/Common/Videos/Copying files to server/ Copying files to Server](#)

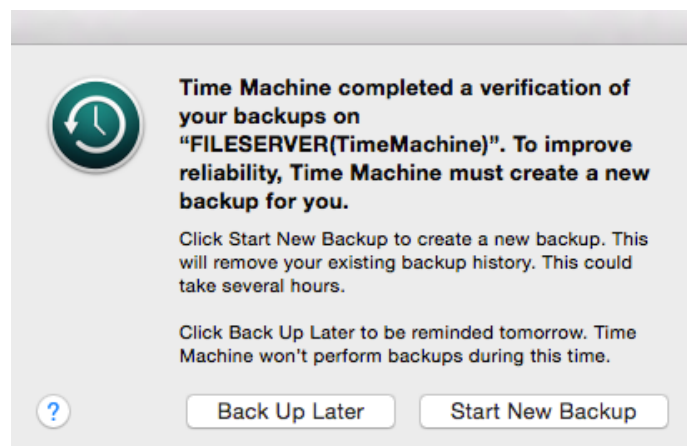


### 3.Backup Issue :

1. “Backup warning message”, which may occur in your machine/system. In the attached screenshot you may notice that “The oldest remaining backup is:”. Please make sure that it is minimum of 15 days from the current date in which this warning message occurs. If this is below 15 days then please intimate to Network team.



2. Whenever the old backup of your system fails and asked for the new fresh backup, please click “**Backup Later**” and **intimate to Network team**. Since we have to take the steps for setting the backup limit.



### 4.Slow Internet :

Whenever you feel the internet is slow, please try the following search engines

1. Google
2. Bing

If both of them are non responsive then it may be the issue from our end. If not then the heavy traffic of some of the sites may caused this issue.



## **5.Approval Authority :**

Please follow the below process for sending approval email requests related to taking Office Laptop to home/Outside Office :

RoR Team - To E-mail ID: Logesh cc: Reporting person, pm@mallow-tech.com, network@mallow-tech.com, admin-team@mallow-tech.com

PHP/Web Front End Team - To E-mail ID: Jayaprakash cc: Reporting person, pm@mallow-tech.com, network@mallow-tech.com, admin-team@mallow-tech.com

iOS/Android Team - To E-mail ID: Yogesh cc: Reporting person, pm@mallow-tech.com, network@mallow-tech.com, admin-team@mallow-tech.com

Design Team - To E-mail ID: Vadivel cc: Reporting person, pm@mallow-tech.com, network@mallow-tech.com, admin-team@mallow-tech.com

Testing Team - To E-mail ID: Manivel cc: Reporting person, pm@mallow-tech.com, network@mallow-tech.com, admin-team@mallow-tech.com

BA Team - To E-mail ID: Sathish cc: Reporting person, pm@mallow-tech.com, network@mallow-tech.com, admin-team@mallow-tech.com

Marketing/Support/HR/Admin Team - To E-mail ID: Kamal cc: Reporting person, pm@mallow-tech.com, network@mallow-tech.com, admin-team@mallow-tech.com

## **Indoor Game:**

**In-door Game products details available at below location:**

<https://drive.google.com/drive/folders/128uAJBhp4nsYRRIRfckpYiUd1oBOIXb2?usp=sharing>





### **RO / UV treated water :**

For the benefit of all employees, our organisation has provided with two types of water purifiers i.e,

- I) RO treated water purifier at parking area, Ground floor
- ii) UV treated water purifier at Cafeteria

We have explained about the health benefits of each facility below.

We request you to make use of the aforesaid facility that suits for you.

### **Health benefits of Reverse Osmosis treated water:**

Reverse osmosis refers to a chemical treatment process for water. The process forces water through specialized membranes and exerts a certain amount of pressure on it to remove foreign contaminants, solid substances, large molecules and minerals. Reverse osmosis is a water purification system used around the world to help improve water for drinking, cooking and other important uses.

#### **Free of Lead**

The reverse osmosis filtering system can effectively remove lead, thus making it safe for consumption. Excess levels of lead in the body can result in increased blood pressure, problems with fertility and development of nerve and muscle damage. Lead may even lead to brain damage and cause severe anemia in children.

#### **Safe For Cancer Patients**

Cancer patients can consume reverse osmosis water during and after cancer treatment. Cancer patients, most especially during radiation or chemotherapy, have weakened immune systems. Using untreated water for cooking and drinking that contains harmful micro-organisms and tiny germs can cause infection.

#### **Filters Cryptosporidium**

Reverse osmosis water does not contain cryptosporidium, a parasite found in contaminated water. Once ingested, this parasite affects the small intestines, causing stomach cramps, fever and diarrhea. Children who ingest this parasite can experience dehydration and malnutrition.



## **Removes Sodium**

The process of reverse osmosis removes sodium molecules from water. Large sodium molecules cannot pass through the membranes of the reverse osmosis filtering system. Drinking reverse osmosis water therefore provides benefits to people with high blood pressure, kidney or liver disease or any sodium restrictions.

## **Health benefits of Ultra Violet treated Water:**

Most waterborne diseases are caused by the presence of bacteria and virus in water.

Bacteria Causes: gastro-enteritis, typhoid, cholera, paratyphoid, dysentery and diarrhoea.

Virus Causes: polio, dysentery, gastro-enteritis, and diarrhoea.

In addition, worm infestations are commonly caused through contaminated water

The water quality in our country has changed over the past couple of years because of rapid urbanisation and unchecked industrialisation. The water is not only contaminated with bacteria, virus and cysts but also has dangerous levels of pesticides and arsenic, referred to as new age contaminants.

Boiling water only helps you remove the physical impurities that are present in water. That too, only if you boil the water for 20 minutes or more. It doesn't tackle the chemical impurities that are present. On the contrary boiling water has shown to increase the chemical impurities that are present in water like nitrates and pesticides. It also removes dissolved oxygen from water which your body needs to aid digestion.

## **UV Water purifier - Overview**

UV Water purifier's unique e-boiling+ technology eliminates disease causing bacteria, virus and protozoa ensuring that every drop of water you get is as pure and safe as water boiled for 20 minutes. Advanced Mineral guard technology removes dangerous new age contaminants like lead, pesticides, while retaining essential natural minerals.

## **UV technology**

This technology uses ultra violet rays to boil and purify the water. The water thus derived is safe and made free from all disease-causing micro organisms. The water treated by UV technology has all the benefits of boiling water for 20 minutes in less than a minute. Moreover it also rules out the possibility of recontamination, which always exists while cooling and handling, when boiling water manually.



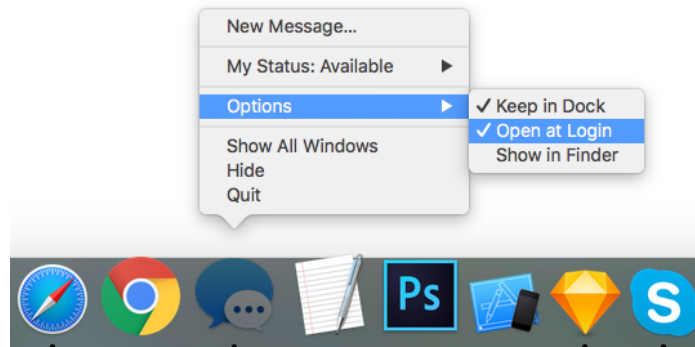
One of the biggest advantages of using a UV water purifier is that killing a majority of the harmful microbes associated with most common water-borne illnesses.

Importantly, UV water filters do not introduce chemicals in the water. As a result, the taste and colour of the water remain virtually unaltered and there is also no danger of any harmful bi-products resulting from the use of UV filters.

### **Open Apps at Login:**

Please make sure that the below apps are opened by default when you login into your Mac. So that you will receive the chat / email at Login. Set this by as shown in the image.

- \* Mail
- \* Skype (if available)



**Kindly don't use this option for heavy application. It may reduce the Mac's performance.**

### **Importance of ID Cards:**

Purpose of issuing Identity cards is to create a bond between the company and the employee and to cultivate a sense of belongingness and team spirit among all employees.

Use of ID cards increases company's value and publicity also.

In case of emergencies or incase you fell sick in deserted areas, people can immediately contact your home with the help of the details in the ID card.

It is expected from all the employees, that they will proudly wear/display ID Cards all the time.



## **General Rules:**

Company will provide ID Card holder along with ID Card to protect and display card properly.

In case of loss or damage of ID card, another card will be issued and cost of the card will be recovered from the employee.

Loss or robbery of ID Card should be reported immediately to the HR Dept. with the concern employee requesting for another ID Card. This request will include a undertaking stating that, the old card will be returned to company in case it is found at later.

ID Card is the property of Mallow Technologies. It is mandatory to return the ID Card to the company at the time of separation from the company.

Each employee is responsible for safe keeping and preserving his/her ID Card as it is. Any changes / alterations / duplications made on ID Card by employee will be considered as forgery.

Incase of any mistakes found in your details, please inform it to the HR team as early as possible. We will correct it and provide you a new card at the earliest.

## **Contact Person :**

**1.For Admin/Accounts : Selvakumar / Sakthi / Pavithra**

**2.For Hr : Saranya(Contact No.9884228063)/Anandraj (Contact No.94870 33006)**

**3.For Network : Rajesh / Aravindraaj**