

Deloitte.



Agenda

Topic

Registering on the Portal

Posting A New Project - Guidelines for Requestor

Viewing/Applying For A Project - Guidelines for Contributor

Viewing/Applying For A Firm Initiative/Industry Initiative - Guidelines for Contributor

Approving An Assignment Request- Guidelines for Project Manager

Assigning A Project- Guidelines for Requestor

Assigning A Firm Initiative / Industry Initiative - Guidelines for Requestor

REGISTERING ON THE PORTAL

1. Accessing the portal

- All the users need to register to the TechX Portal
- Click on the logo to access the portal or use the link <http://techx/>
- When you login for the first time using the link below, it redirects to your profile

2. Adding New Skill set on the first login

- Select the relevant skills from the drop down
- You can view all the selected Skill set on the page
- Click on Submit once you have added all relevant Skills.
- You will now be directed to a dashboard view where you can view/apply for the recommended tasks

3. Editing the existing Skill Set

- To edit the skillset click on the settings icon in the Dashboard view. This will redirect you to the profile Page
- Click on Edit Button and add/delete the skill Sets
- Click on submit once the editing is complete

Add New Skill Set

The screenshot shows the 'Welcome aboard!' registration page. It includes a TechX logo at the top. Below the header, there's a message: 'To start we'd like you fill in a few important details. Complete your profile and help us enter your feed accordingly.' The form contains several fields: 'Name' (Aryama Prasad), 'Position' (DC Consultant), 'Work Extension' (+1 615 718 2071), 'Email ID' (aryprasad@deloitte.com), 'Service Line' (HYD EBS), and 'Mobile'. There is a 'Skill Set' dropdown menu with a search bar and a 'Submit' button. A checkbox for 'Subscribe to emails of new tasks posted on Techx based on skillset' is also present.

Edit the existing skill set

The screenshot shows the TechX dashboard and profile page. On the left is a dark sidebar with a user profile (AP, Aryama Prasad, DC Consultant) and navigation links: 'MY TASKS', 'HISTORY', and 'CONTACT US'. A settings icon is visible in the top right of the sidebar. An arrow points from the settings icon to the main profile page. The main page has a 'Welcome Back!' header with the user's profile information (Name, Position, Work Extension, Email ID, Service Line, Mobile). At the bottom, there is a 'Skill Set' section with a search bar and a 'Submit' button. A checkbox for 'Subscribe to emails of new tasks posted on Techx based on skillset' is also present.

POSTING A NEW REQUIREMENT - GUIDELINES FOR REQUESTOR

1. Creating A New Task

- Login on the portal
- Select on "Create New Task". This opens the "Add New Task" page
- Select the task type : "Client service/Firm Initiative / Industry Initiative"
- Fill in all the required details

2. Review and post the task

- After you have filled the required information, review the task before posting it
- After the Review is complete, post the task

* Once the task is posted, contributors will be able to view the task in "My tasks" tab

Create A New Task

The screenshot shows the 'Add New Task' form in the TechX portal. The form is divided into several sections: 'Project/Initiative Name' with a text input field containing 'Test1'; 'Task Type' with a dropdown menu showing options like 'Client Service', 'Firm Initiative', and 'Industry Initiative'; 'Skill Set' with a search bar; 'Industry/Offering' with a dropdown menu; 'WBS Code' with a text input field containing 'WBS Code (XXX00000-00-00-00-0000)'; 'Task Name' with a text input field; and 'Description' with a large text area. A sidebar on the left contains navigation links: 'CREATE NEW TASK', 'MY TASKS', 'APPROVALS', 'HISTORY', and 'CONTACT US'. At the bottom of the sidebar are buttons for 'Switch to Contributor' and 'Suggestions'.

Review Task

The screenshot shows the 'Review Task' page in the TechX portal. The page displays the task details: 'Description' with a text input field containing 'Test'; 'Start Date' with a date picker set to '08/22/2018'; 'Due Date' with a date picker set to '08/22/2018'; and 'Total Hours' with a text input field set to '10'. A sidebar on the left contains navigation links: 'CREATE NEW TASK', 'MY TASKS', 'APPROVALS', 'HISTORY', and 'CONTACT US'. At the bottom of the sidebar is a button for 'Switch to Contributor'. A purple button labeled 'REVIEW TASK' is located at the bottom right of the form.

Post Task

The screenshot shows the 'Post Task' page in the TechX portal. The page displays the task details: 'Task Name' with a text input field containing 'Test FI Name'; 'Required skills' with a text input field containing 'JAVA J2EE'; 'Billable hours' with a text input field containing '40 hours'; 'Start Date' with a date picker set to 'Aug 13, 2018'; and 'Offering' with a text input field containing 'ORACLE'. A sidebar on the left contains navigation links: 'CREATE NEW TASK', 'MY TASKS', 'APPROVALS', 'HISTORY', and 'CONTACT US'. At the bottom of the sidebar is a button for 'Switch to Contributor'. Two buttons, 'Edit' and 'Post Task', are located at the bottom right of the form.

VIEWING/APPLYING FOR A PROJECT - GUIDELINES FOR CONTRIBUTORS

1. Viewing the Projects

- Click on the TechX Logo to login on the portal
- Once you have registered on the portal and added skill set you will be directed to a dashboard view
- Click on “My Task” to view the recommended tasks
- Select the Task type as “ Client Service”
- Select “My Offering” to view the projects available in your offering
- Select “ All Portfolio” to view the projects available across all offerings
- You can also search for the Projects using the search in the tab

2. Applying for the Project

- If they are willing to contribute to any of the projects, click on the apply button
- This will open an inline form for requesting Permission
- Fill in the details and click on “Request Permission” to initiate request for your managers’ approval

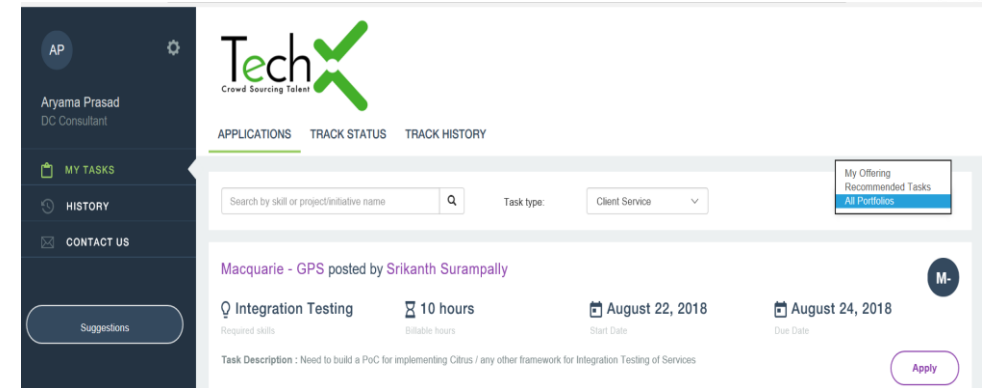
Note :

1. Please discuss the Projects with your Manager before applying
2. In order to be assigned to a Project, your manager should approve your request and the requester should assign the Project.
3. You will receive an email from US India TechX (US) once you have been assigned to a Project,

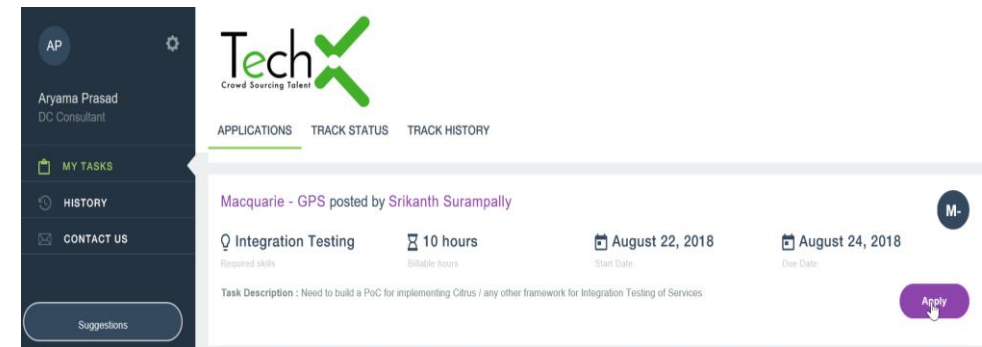
View the Projects

Request for Approval

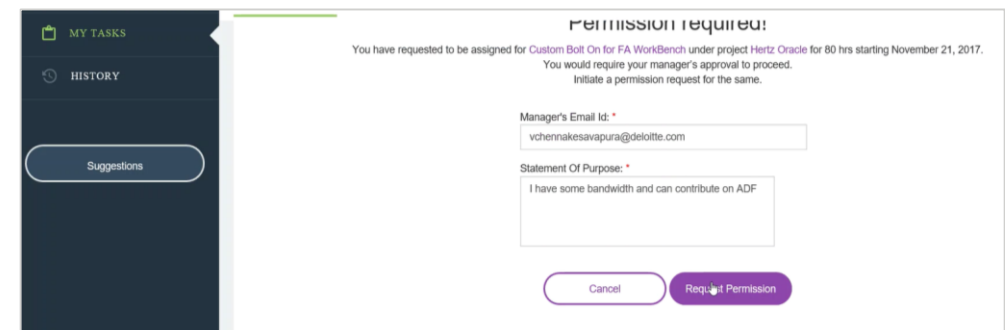
Apply for the Projects



The screenshot shows the TechX dashboard for user Anyama Prasad, DC Consultant. The left sidebar contains navigation links: MY TASKS, HISTORY, and CONTACT US. The main content area displays a project listing for 'Macquarie - GPS' posted by Srikanth Surampally. The project details include 'Integration Testing' (Required skills), '10 hours' (Billable hours), 'August 22, 2018' (Start Date), and 'August 24, 2018' (Due Date). The task description is: 'Need to build a PoC for implementing Citrus / any other framework for Integration Testing of Services'. An 'Apply' button is visible in the bottom right corner of the project card.



This screenshot is identical to the previous one, but the 'Apply' button in the bottom right corner of the project card is highlighted with a mouse cursor, indicating the next step in the process.



The screenshot shows a 'Permission required!' form. The text states: 'You have requested to be assigned for Custom Bolt On for FA WorkBench under project Hertz Oracle for 80 hrs starting November 21, 2017. You would require your manager's approval to proceed. Initiate a permission request for the same.' The form includes a 'Manager's Email Id:' field with the value 'vchennakesavapura@deloitte.com' and a 'Statement Of Purpose:' field with the text 'I have some bandwidth and can contribute on ADF'. At the bottom, there are 'Cancel' and 'Request Permission' buttons.

VIEWING/APPLYING FOR A FIRM/INDUSTRY INITIATIVE - GUIDELINE FOR CONTRIBUTORS



1. Viewing the Firm Initiative

- Click on the TechX Logo to login on the portal
- Once you have registered on the Portal and added skill set you will be directed to a dashboard view
- Click on “My Task” to view the recommended tasks
- Select the Task type as “ Firm Initiative”
- Select “My Offering” to view the FI’s available in your offering or Select “ All Portfolio” to view FI’s available across all offerings
- You can also search for the FI using the search in the tab

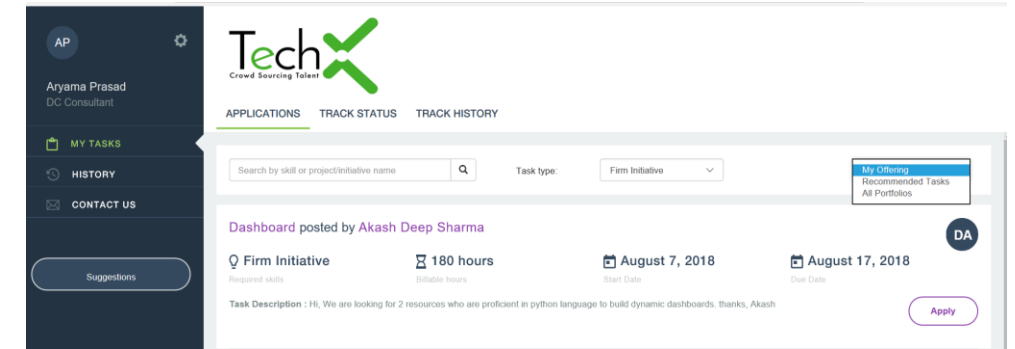
2. Viewing the Industry Initiative

- Click on “My Task” to view the recommended tasks
- Select the Task type as “ Industry Initiative” . This will list all the available industry initiatives . Please note that the industry initiatives cannot be viewed based on offerings

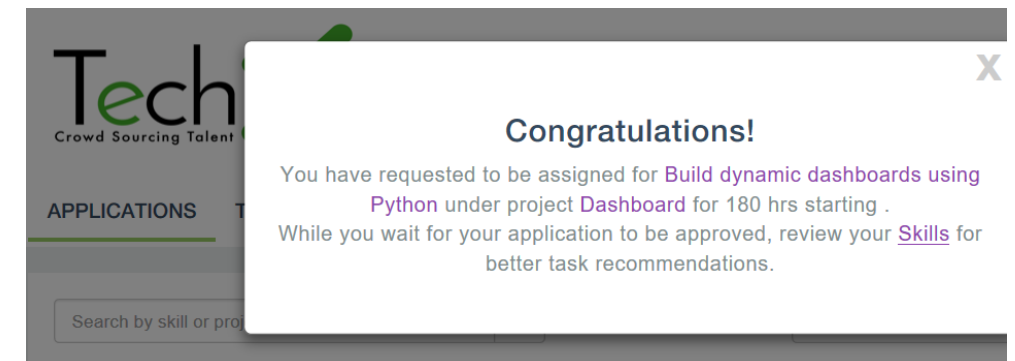
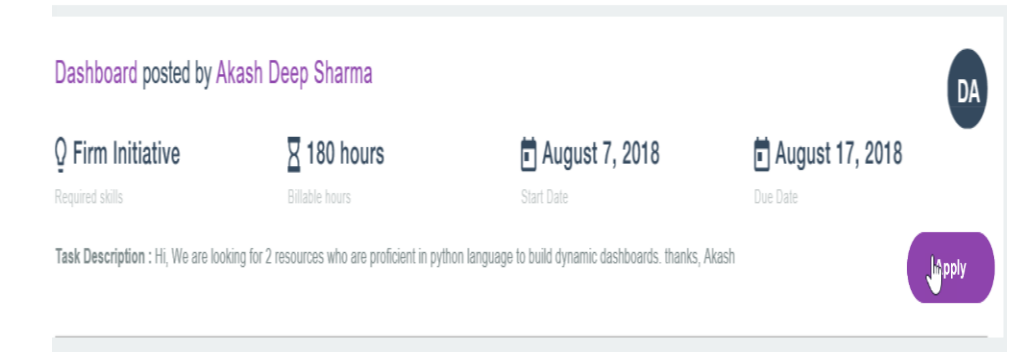
3. Applying for the Firm/ Industry Initiative

- If they are willing to contribute to any of the initiatives, click on the apply button
- You will get a pop up notification on successful

View the FI



Apply for the FI



APPROVING A ASSIGNMENT REQUEST - GUIDELINES FOR PROJECT MANAGERS

1. Viewing the Requests

- Login on the portal
- Click on the “Approvals”
- You will now be able to view all the permission requested

2. Approving/Rejecting the Requests

- Review the requests
- Click on Allow/Reject accordingly
- Once you have either Approved or Rejected a request, it will no longer be available in the “Approvals” tab
- Review all the remaining requests and take necessary action

View the Requests

VC
Vijay Chennake
Manager

CREATE NEW TASK

MY TASKS

APPROVALS

HISTORY

TechX
Short Term STAFFING

APPROVAL

TS Tushar Sharma

Hertz Oracle
Project Name

80 hours
Billable hours

November 21, 2017
Start Date

Oracle
Service Line

REJECT ALLOW

Approve/ Reject Requests

VC
Vijay Chennake
Manager

CREATE NEW TASK

MY TASKS

APPROVALS

HISTORY

TechX
Short Term STAFFING

APPROVAL

TS Tushar Sharma

Hertz Oracle
Project Name

80 hours
Billable hours

November 21, 2017
Start Date

Oracle
Service Line

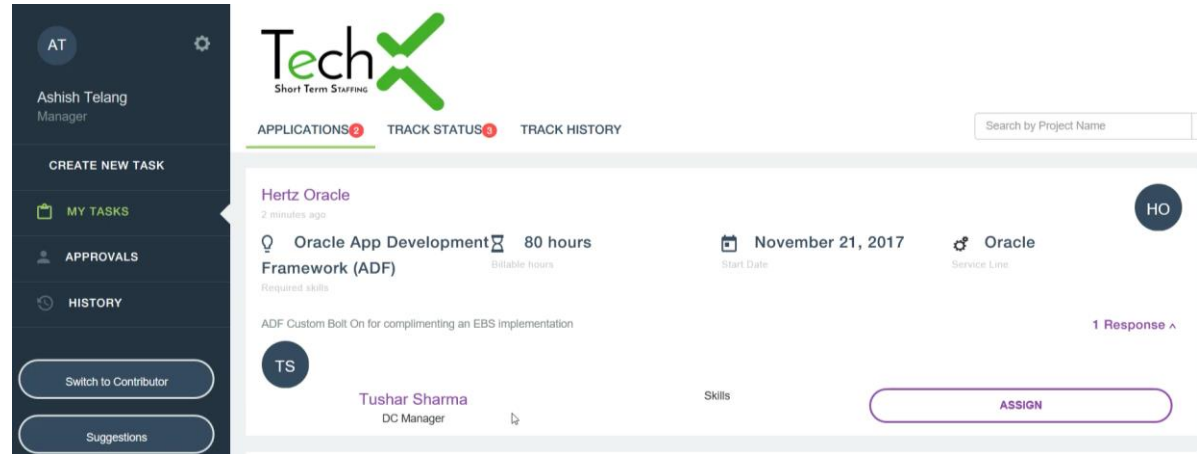
REJECT ALLOW

ASSIGNING A PROJECT- GUIDELINES FOR REQUESTOR

1. Viewing the Responses for the posted Requirements

- Once the Project Manager has approved a contributor's request, a requestor will receive the notification
- To view the responses , click on My task and go to the job posted by you
- Click on Response to view the details of the contributor
- You will be able to view the skills of the contributor

View the Requests

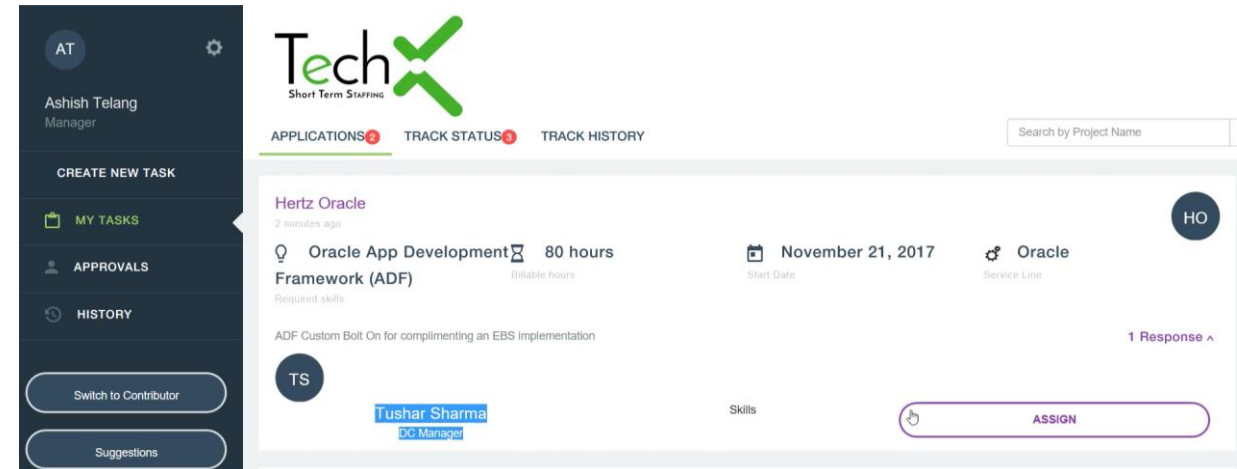


The screenshot shows the TechX Short Term Staffing dashboard. On the left, a sidebar for Ashish Telang (Manager) includes options like 'CREATE NEW TASK', 'MY TASKS', 'APPROVALS', and 'HISTORY'. The main area displays a project request for 'Hertz Oracle' (2 minutes ago) for 'Oracle App Development Framework (ADF)' (80 hours). It shows the start date as November 21, 2017, and the service line as Oracle. A response from Tushar Sharma (DC Manager) is visible, with a button to 'ASSIGN'.

2. Assigning the Project

- If you want to assign the contributor to the project, click on assign
- Once the contributor is assigned to the project, they will receive a mail from US India TechX (US)

Approve /Reject the Requests



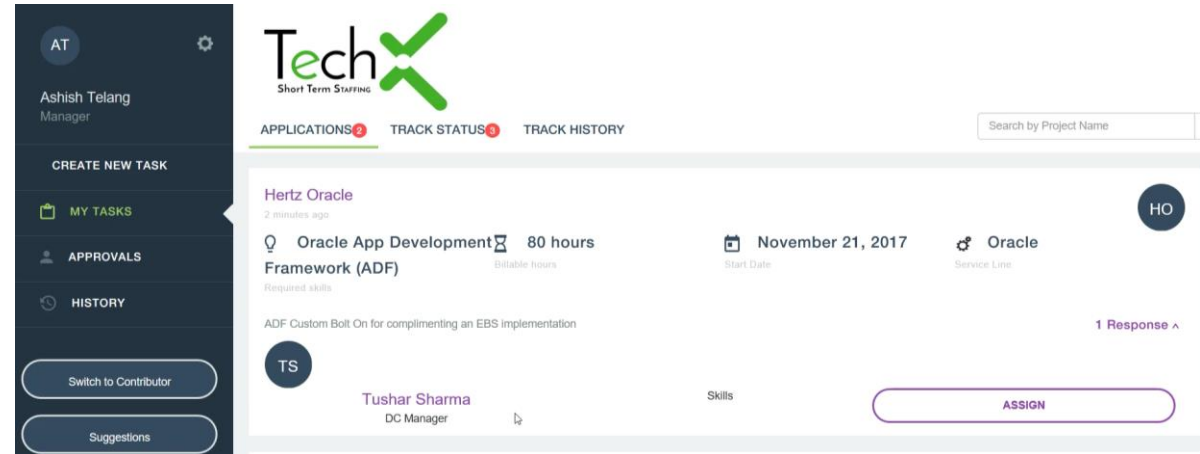
This screenshot is identical to the one above, showing the project request for 'Hertz Oracle' and the response from Tushar Sharma. The 'ASSIGN' button is highlighted with a blue border, indicating the next step in the process.

ASSIGNING A FIRM INITIATIVE/INDUSTRY INITIATIVE - GUIDELINES FOR REQUESTOR

1. Viewing the Responses for the posted Requirements

- Once the contributor has applied, the requestor will receive the notification
- To view the responses, click on My task and go to the job posted by you
- Click on Response to view the details of the contributor
- You will be able to view the skills of the contributor

View the Requests

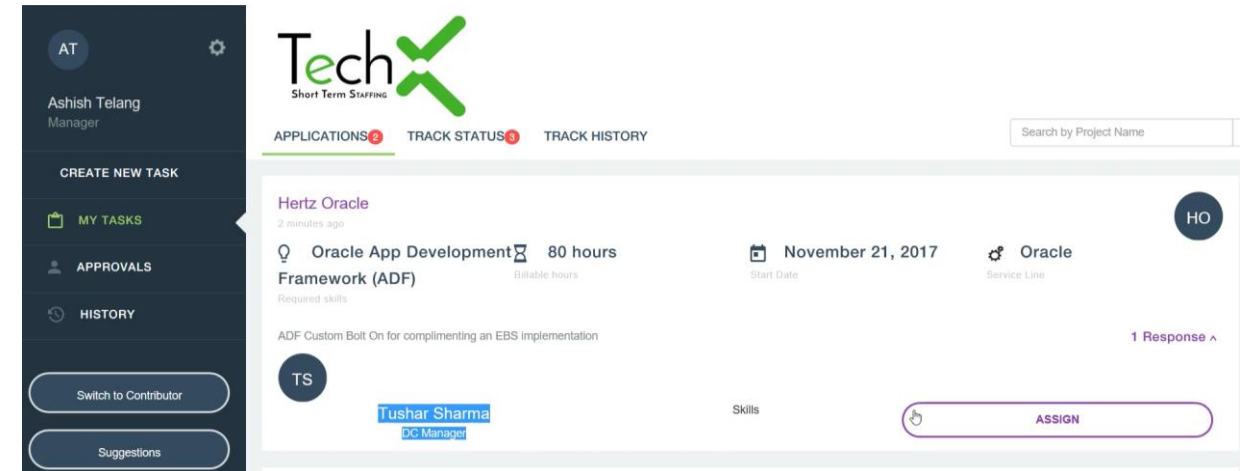


The screenshot shows the TechX interface for a manager named Ashish Telang. The left sidebar contains navigation options: AT, Ashish Telang Manager, CREATE NEW TASK, MY TASKS, APPROVALS, and HISTORY. The main area displays a task titled 'Hertz Oracle' with a response from 'Tushar Sharma' (DC Manager). The task details include 'Oracle App Development Framework (ADF)', '80 hours', 'November 21, 2017', and 'Oracle'. A button labeled 'ASSIGN' is visible at the bottom right.

2. Assigning the Firm /Industry Initiative

- If you want to assign the contributor to the FI/ Industry Initiative, click on assign
- Once the contributor is assigned to the project, they will receive a mail from US India TechX (US)

Approve /Reject the Requests



This screenshot is identical to the one above, showing the TechX interface for Ashish Telang. The task 'Hertz Oracle' is displayed with the response from 'Tushar Sharma'. The 'ASSIGN' button at the bottom right is highlighted with a red circle, indicating the next step in the process.