Deloitte.

TechX

Crowd Sourcing Talent

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

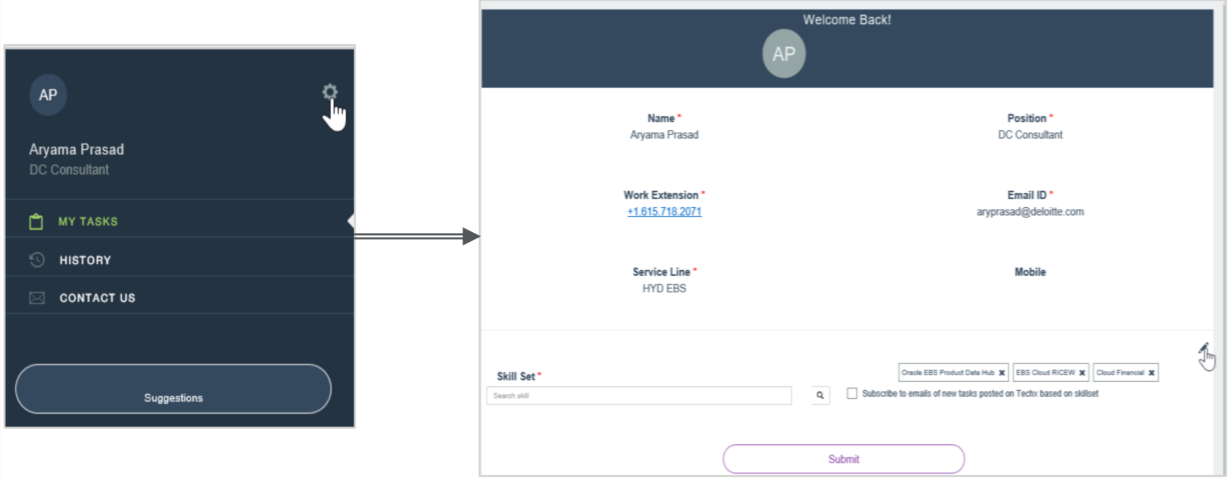
- Select the relevant skills from the drop down
- You can view all the selected Skill set on the page
- Click on Submit once you have added all relevant Skills.
- You will now be directed to a dashboard view where you can view/apply for the recommended tasks

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

Edit the existing skill set



POSTING A NEW REQUIREMENT - GUIDELINES FOR REQUESTOR

1. Creating A New Task

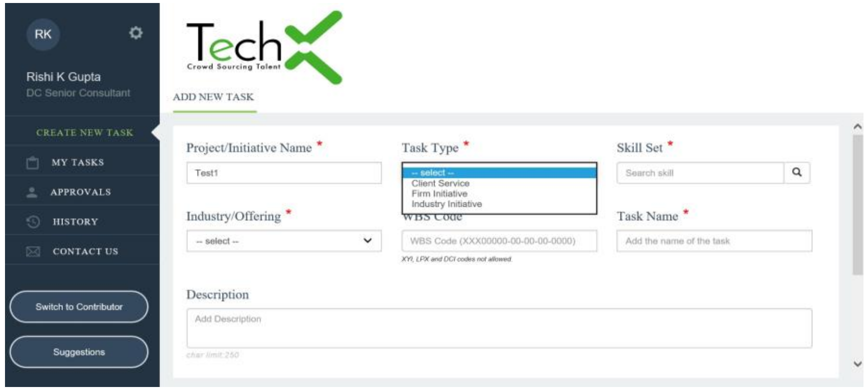
- Login on the portal
- Select on “Create New Task”. This opens the “Add New Task” page
- Select the task type : “Client service/Firm Initiative / Industry Initiative”
- Fill in all the required details

2. Review and post the task

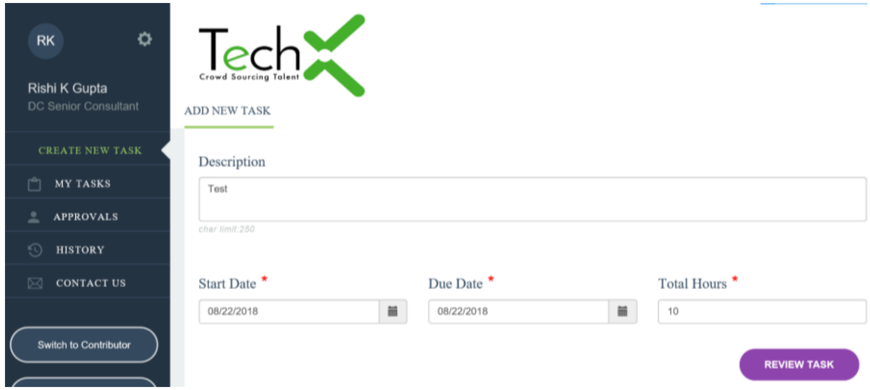
- After you have filled the required information, review the task before posting it
- After the Review is complete, post the task

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

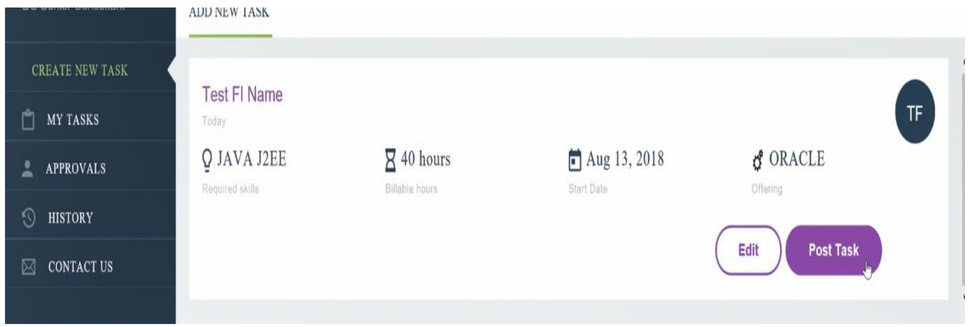
Create A New Task



Review Task



Post Task



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

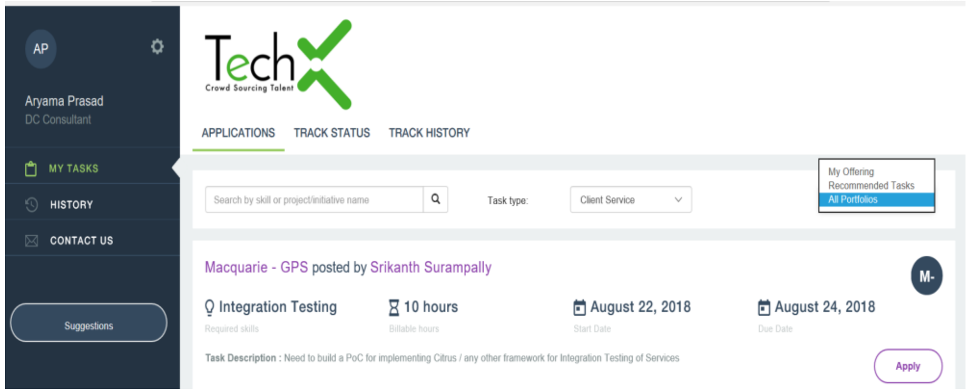
2. *Applying for the Project*

- If the 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

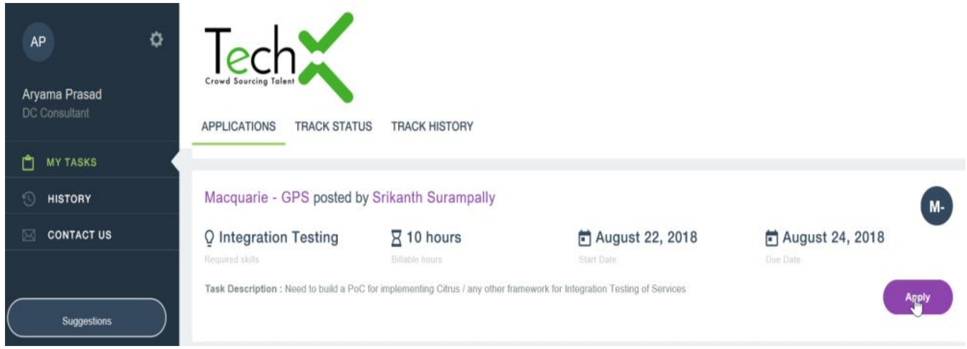
Note :

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,

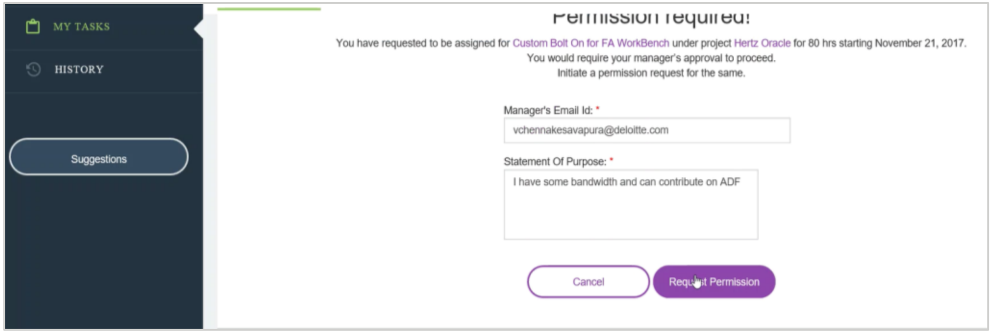
View the Projects



Request for Approval



Apply for the Projects



VIEWING/APPLYING FOR A FIRM/INDUSTRY INITITAIVE - 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

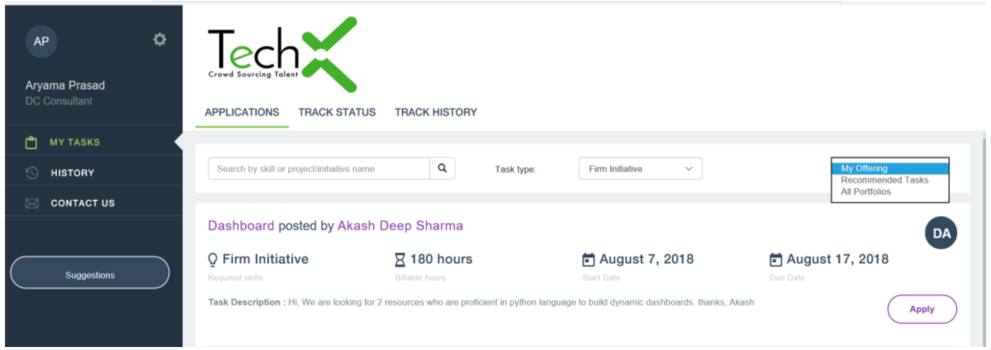
2. Viewing the Industry Initiative

- 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

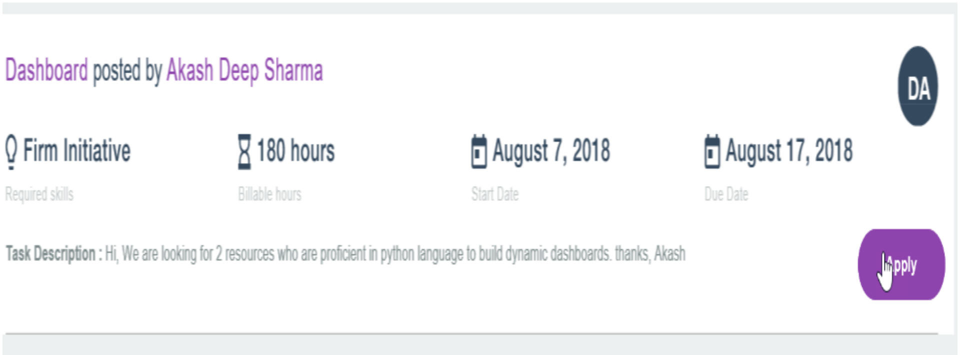
3. Applying for the Firm/ Industry Initiative

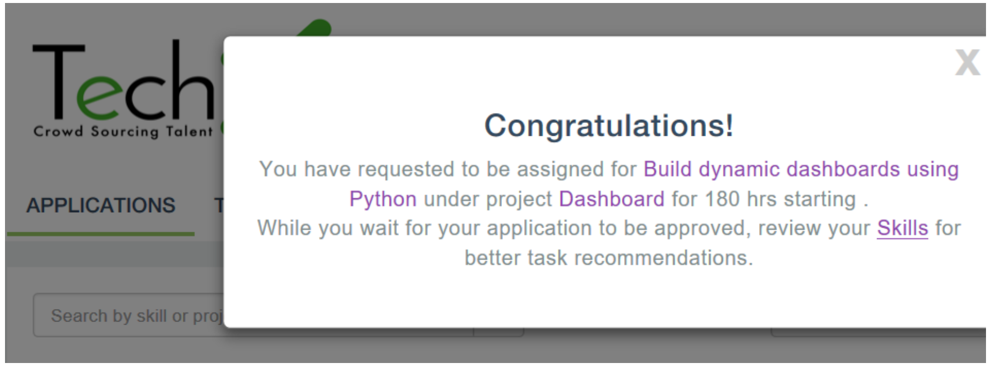
- If the are willing to contribute to any of the initiatives, click on the apply button
- You will get a pop up notification on successful

View the FI



Apply for the FI





APPORVING A ASSIGNMENT REQUEST - GUIDELINES FOR PROJECT MANAGERS

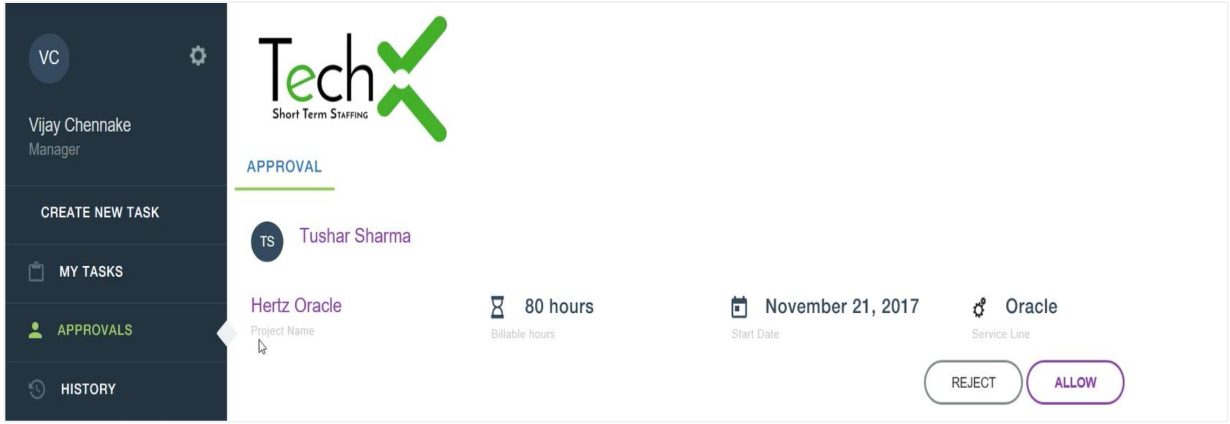
1. Viewing the Requests

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

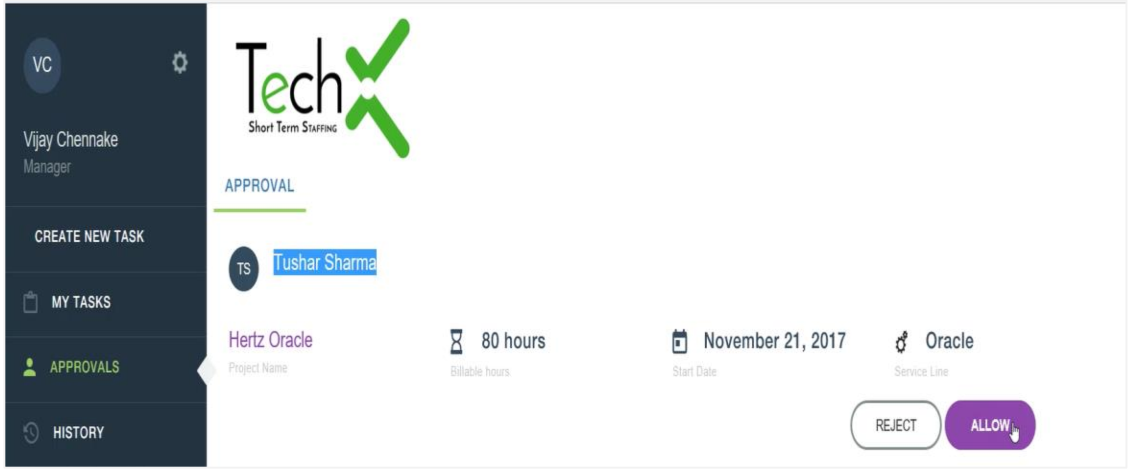
2. Approving/Rejecting the Requests

- 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



Approve/ Reject Requests



ASSIGNING A PROJECT- GUIDELINES FOR REQUESTOR

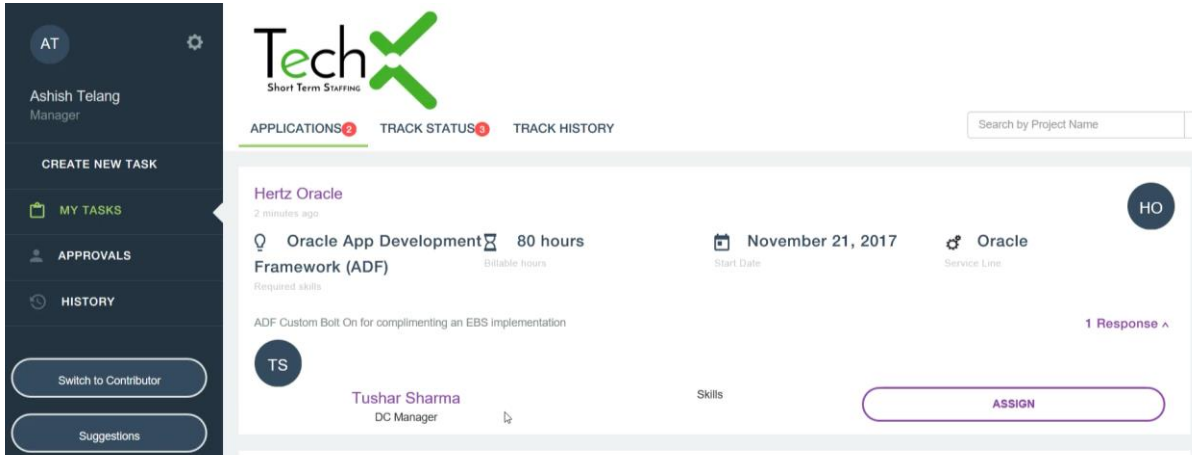
1. Viewing the Responses for the posted Requirements

- 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

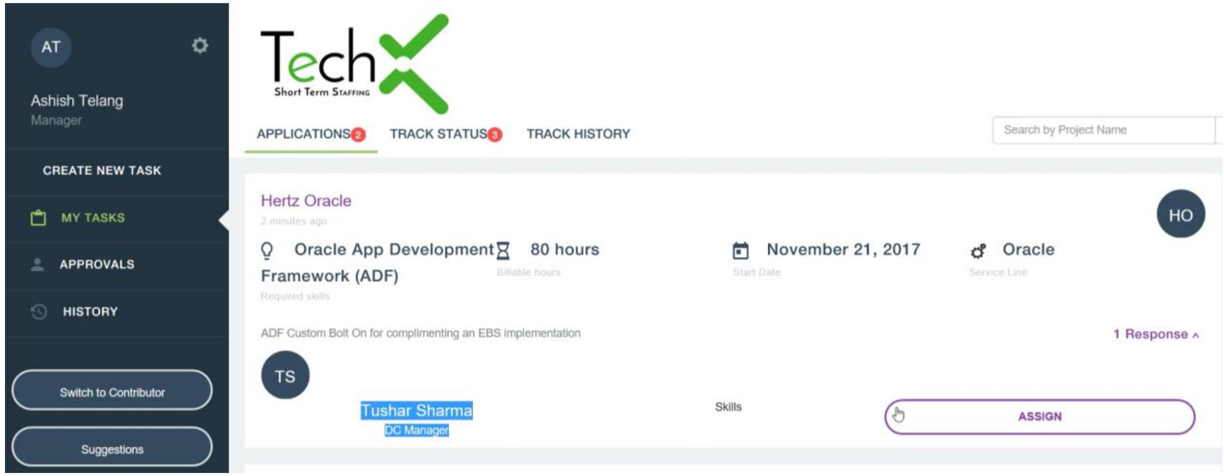
2. Assigning the Project

- 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)

View the Requests



Approve /Reject the Requests

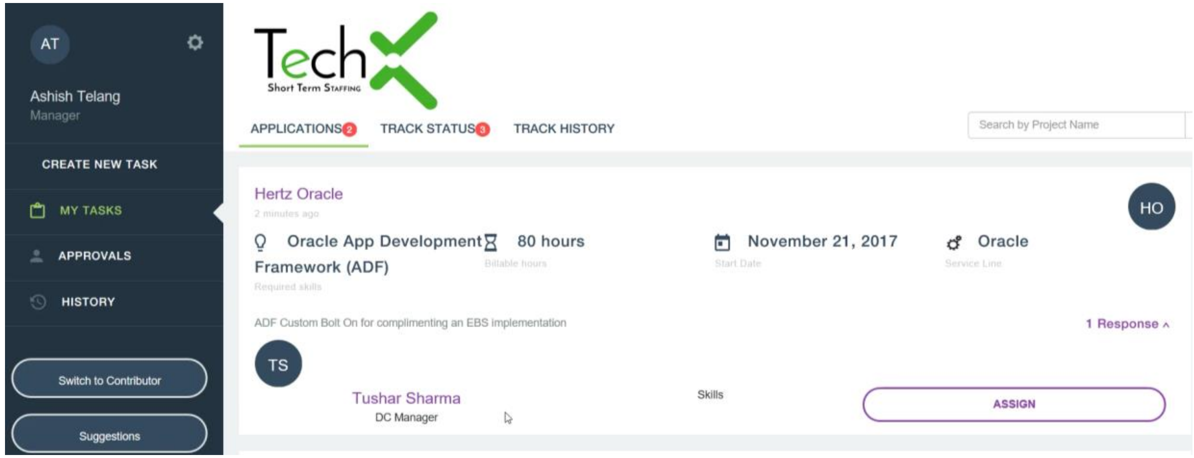


ASSIGNING A FIRM INITIATIVE/INDUSTRY INITIATIVE - GUIDELINES FOR REQUESTOR

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



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