

Babylon Group Manager of the Managers (MOM) USER GUIDE

Version: 01

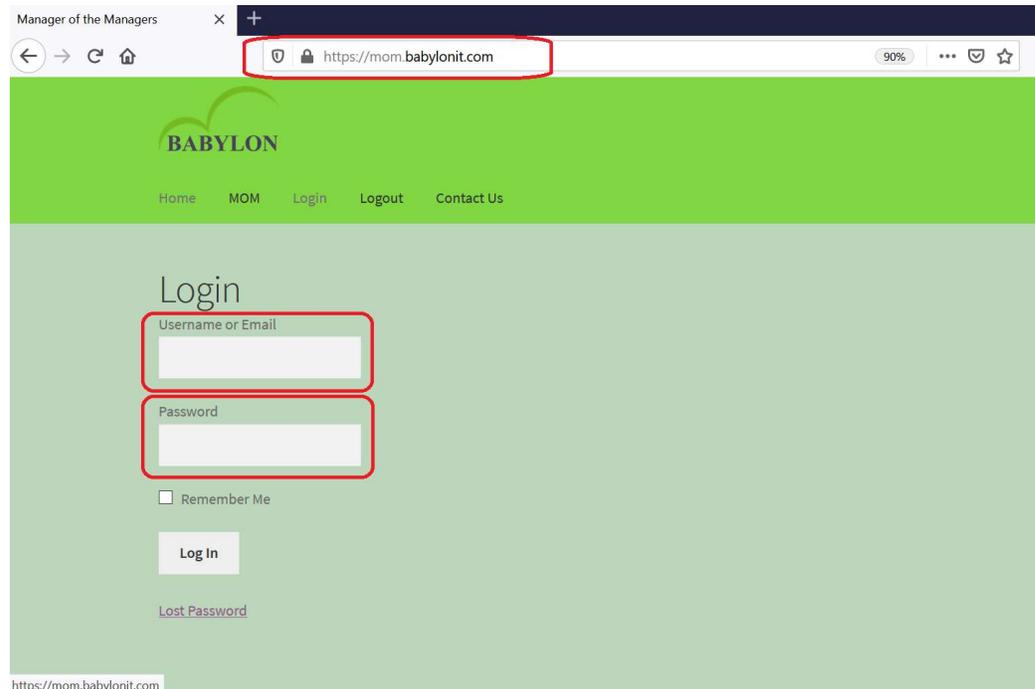
Document Date: 15-02-2020

STEP: 01

-Browse www.mom.babylonit.com or click on the link you received by email from MOM.

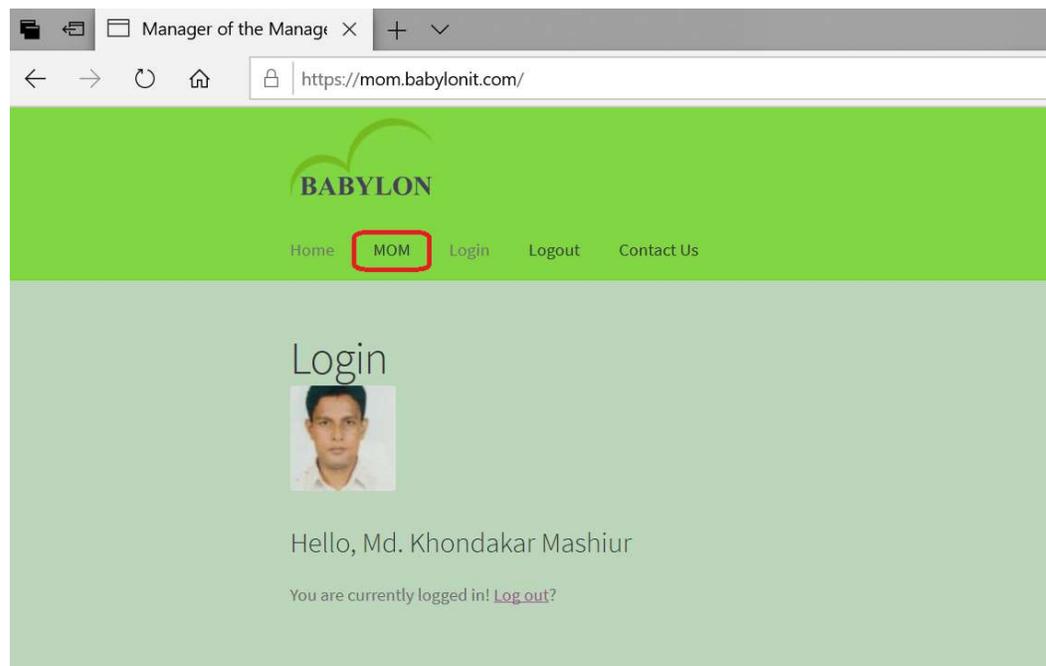
-Put your user name (email address) and password and click on **Log In** button

(Note: please tick on **Remember Me** button for the first time login)



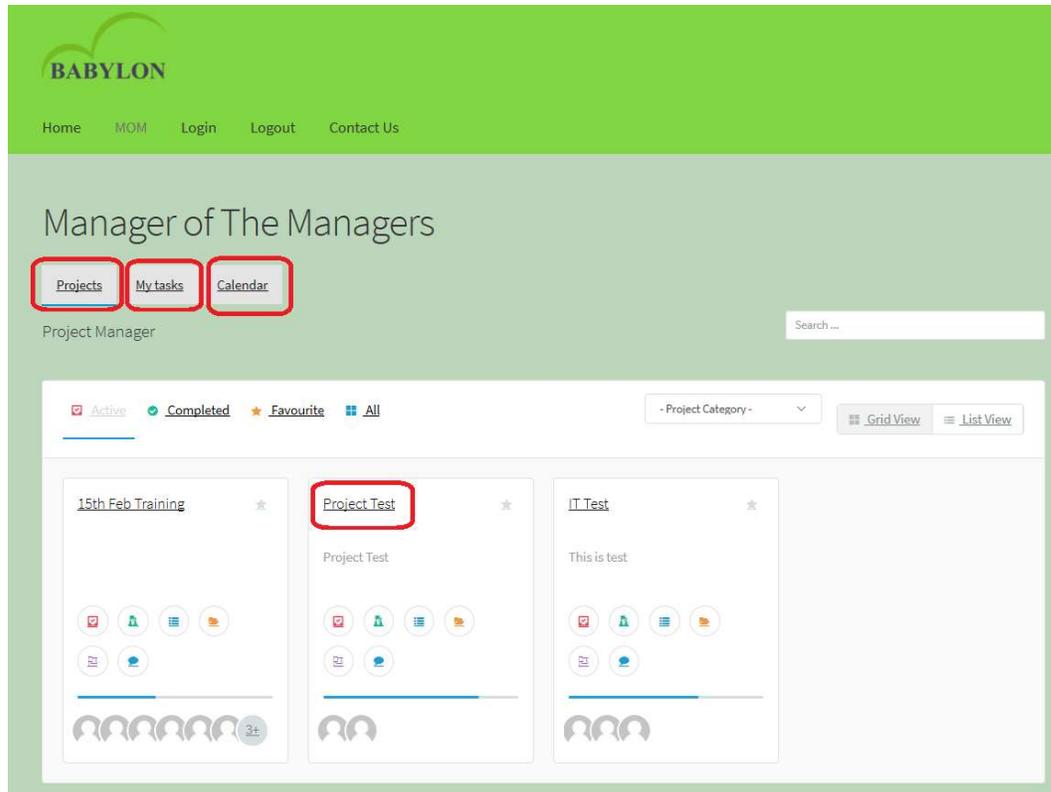
STEP: 02

-After login you will see above home screen and just Click on **MOM** menu



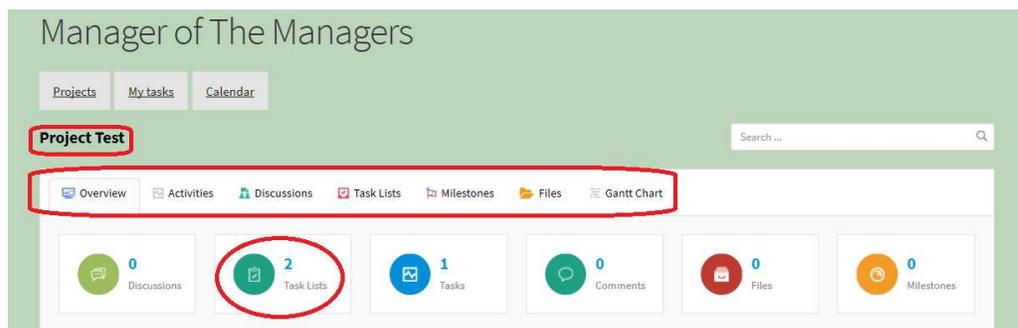
STEP: 03

- Click on the **Projects** button to see the projects which are assigned to you
- Click on **My Tasks** to see your tasks related to your project
- Click on **Calendar** to see the complete calendar of your projects
- Click on the specific project (like Project Test) to view the details of that project



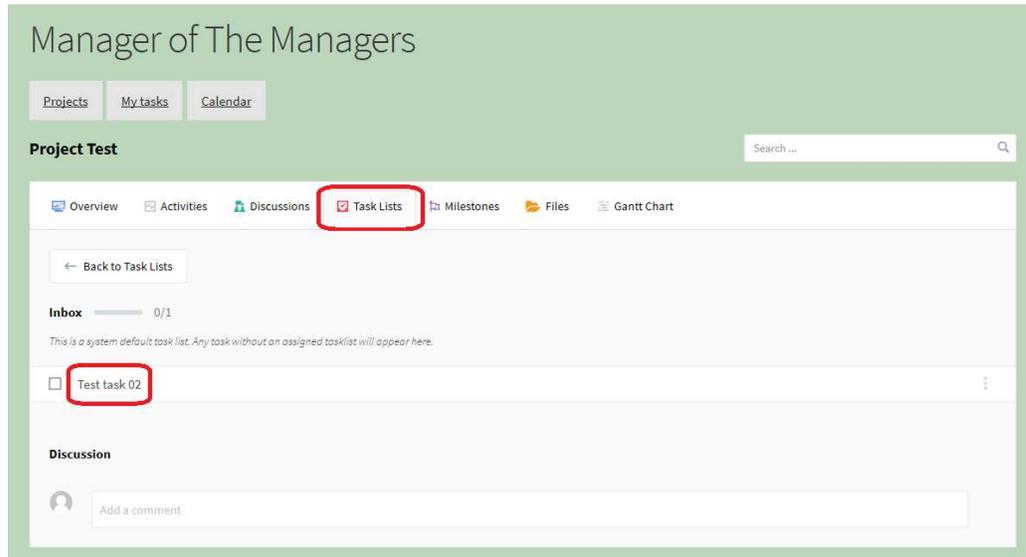
STEP: 04 (Inside the project, you can get the details like)

- Overview:** Summary of this project
- Activities:** List of activities are completed for this project
- Discussions:** To discuss anything with the project owner related to this project
- Task List:** Tasks to be completed related to this project
- Milestone:** If there are any milestones for this project
- Files:** For uploading/downloading files or documents related to this project
- Gantt Chart:** To see the gantt chart of this project



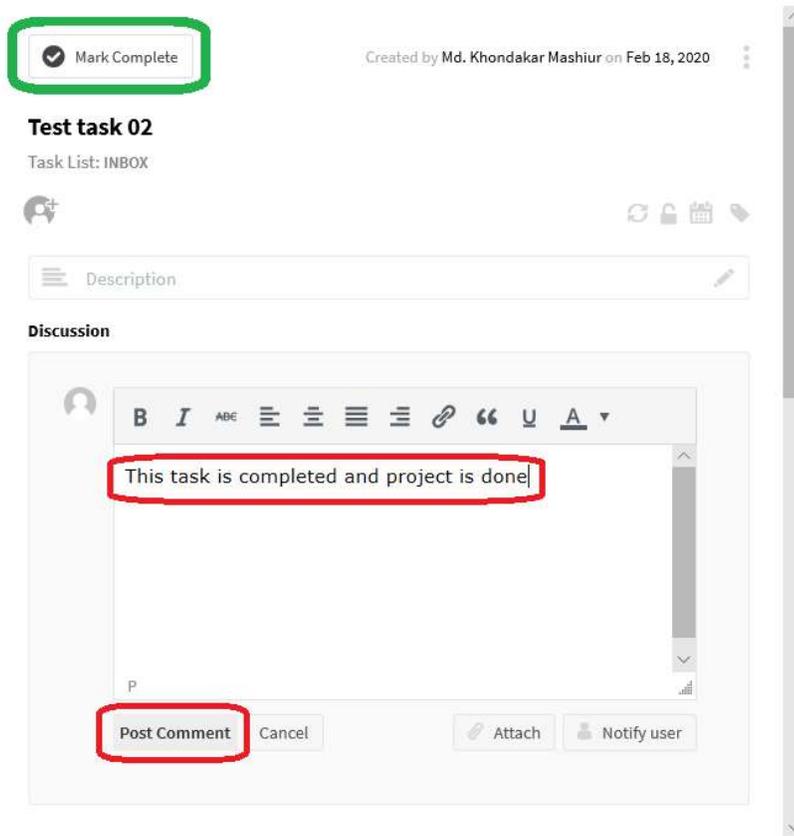
STEP: 05

- Click on the **Task Lists** menu to see task lists
- Click on the task to update the status of it



STEP: 06

- After post the comment and if the task is completed then tick on **Mark Complete** (as below picture)



Note: Once a project is completed (by completing its all tasks), a notification email shall be sent to the Project owner and he can then review and close the project accordingly.

The End

By: Babylon IT