Babylon Group Manager of the Managers (MOM) USER GUIDE

Version: 01

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STEP: 01

-Browse <u>www.mom.babylonit.com</u> 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)

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Login Username or Email Password Remember Me Log In Lost Password	
https://mom.babylonit.com	

STEP: 02

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

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Home MOM Login Logout Contact Us		Home MOM Login Logout Contact Us
Login File And School		Login Second Hello, Md. Khondakar Mashiur You are currently logged in! Log out?

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

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 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

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STEP: 05

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

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nia is a system defourt task lat. Any task without an assigned taskilst will appear here.		1
Discussion		
Add a comment		

STEP: 06

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

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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.