TLC

TLC Portal

How To WORK INSTRUCTIONS

http://tlc.vii.co.in:8069

V1.1   15.11.2022

This guide will keep growing, ensure that you are referring to the latest version.

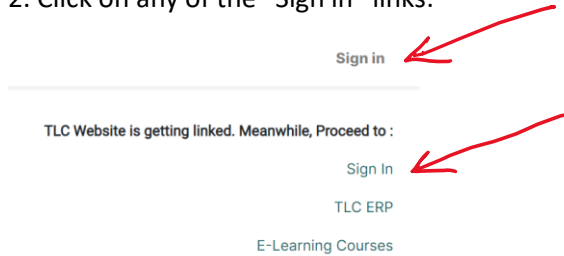Latest guide can be downloaded from the TLC Portal Home Page.

SI SYSTEMS
System Integration & Automation Solutions

Contents

1:        **First time login at TLC portal**

Prefer Google Chrome on a Laptop or Desktop

1. Go to the url: http://tlc.vii.co.in:8169

2. Click on any of the "Sign in" links:

Sign in

TLC Website is getting linked. Meanwhile, Proceed to :

Sign In

TLC ERP

E-Learning Courses

3. On the Login form, click in the "Reset Password":

Email

Email

Password

Password

Log in

Reset Password.
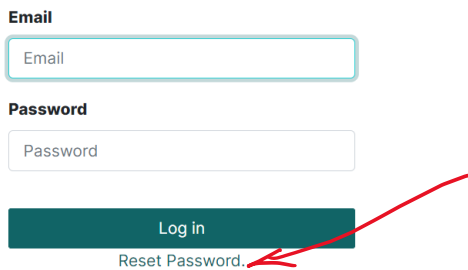
4. Enter your email ID registered with TLC here and then press "Send Reset Link":

Reset account password

E-mail address

Send Reset Link
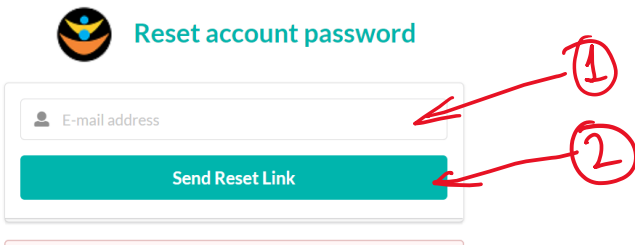
5. The system should show this:

Reset Email Sent Status: OK
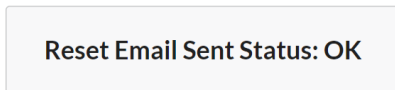
In case an error is shown saying that "Enter correct email id registered with TLC", then recheck your email id. In case the error still persists, please contact your city-admin head.

6. Proceed to check your email: TLC Admin   TLC Password Reset and click the link inside the email.

7. On this screen, enter your choice of password and click update password:

Enter new password:
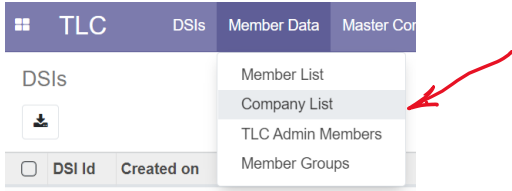
New Password

Update Password
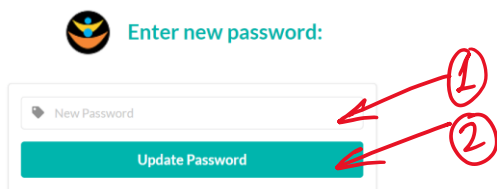
8. After Update confirmation, go back to login page and proceed with your TLC portal login.

2:          **New Member Entry**

NOTE: Only "City Admin" Role users can perform this activity

1. Login to the portal
2. If the member company is already created, jump to step 7
3. In the TLC Section , Go to the Company List option under member data:

4. Click "Create"
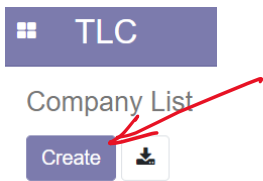
5. A blank row will open at the bottom of the screen:

6. Enter the company name and select the city. Press "enter" or Click on "save" to save the record

7. Go to the Member List Menu

8. Click "Create" to open the create member form:

Contd…

9. In the member form, enter the data.
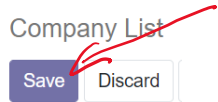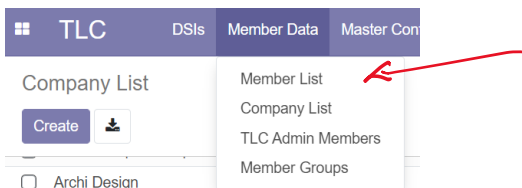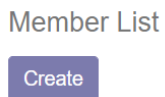   - Note that you will be selecting the company already created in the Company List
   - Note that the mobile number is just the 10 digit mobile number without spaces and country code:
     - o 9422020446 ✓
     - o 09422020446 X
     - o 942 202 446 X
     - o 94220 20446 X
     - o +919422020446 X
   - In "Login" field, enter the correct email id of the member
   - UId can be the TLC UId, or, any temporary number series maintained by your city in absence of the TLC User ID
   - Note that the "active" field is enabled by default
   - Keep the chatid field empty, It will be populated by TLC Bot at time of Telegram Bot Registration

Name	
Login	
TLC Company	
Mobile	
City Uid	
Gad	
Active	☑
Honorary Member	☐

Permissions / Access Rights

TLC Master (multicity) admin	☐	↻ Allow Toggle
City admin	☐	↻ Allow Toggle
Session / Support admin	☐	↻ Allow Toggle
E-Learning Content reviewer	☐	↻ Allow Toggle
E-Learning Content creator	☐	↻ Allow Toggle

Chatid	

10. Click on Save to save the member data.
11. To create more members, repeat from step 8.
12. The registered members should follow the "First Time Login" section on how to request for the password and log in.

3:    **How to search for members**

1.   Go to the Member List Menu
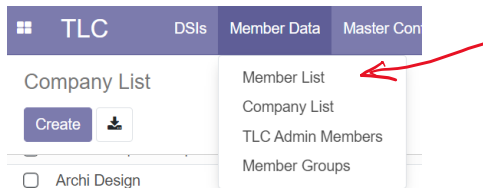
2.   In the "Easy Search" Box, start typing as per the search method you want
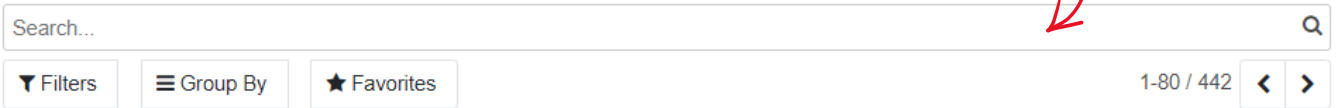
3.   For e.g. If I want to search for "Nashik" city members, I can just type "Na" or something, to show the search option suggestions:
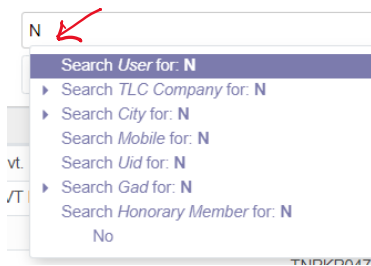
4.   Scroll down to the Search option, e.g. city, and press enter. This will search for all members with cities containing "na".

5.   You can make the search more specific, by opening the search option indicated by ▶
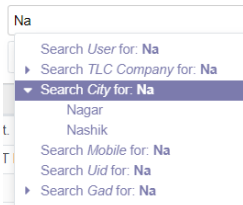
6.   You can combine multiple searches, for example, in Nashik, I want members with "Pat" in name:
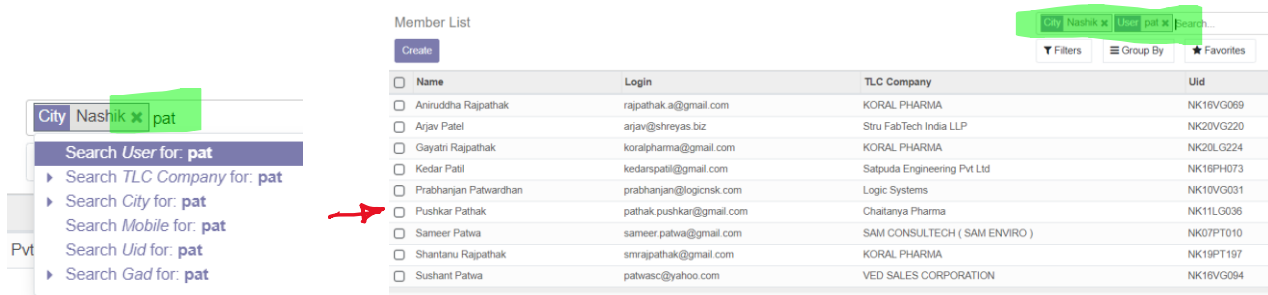
7.   Explore the Filters menu for custom searches
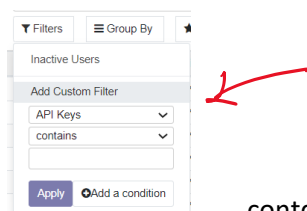
contd…

8. Once the search results are shown, you can paginate using the buttons or modify the range to be shown on a single page

1-80 / 442   ‹   ›
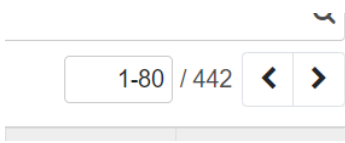
9. In the result list, click on the row, to open the member form

4: **Where can I see the inactive members**

Inactive members are hidden by default.

To see the inactive member list, go to Filter section on the "Easy Search" box and choose Inactive Members.

All the other search facilities are available here too.
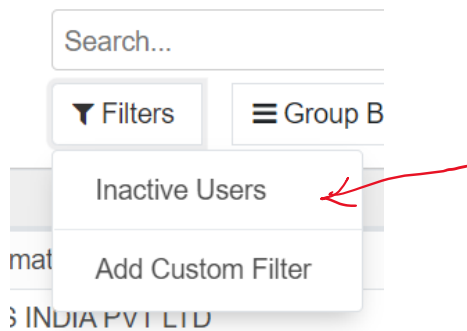
5:        **How to modify a member Entry**

1. Search for the member record as shown in "How to search for member records"
2. Open the member record, by clicking on the member row of the search result
3. Click on **Edit**
4. Modify the member information as required
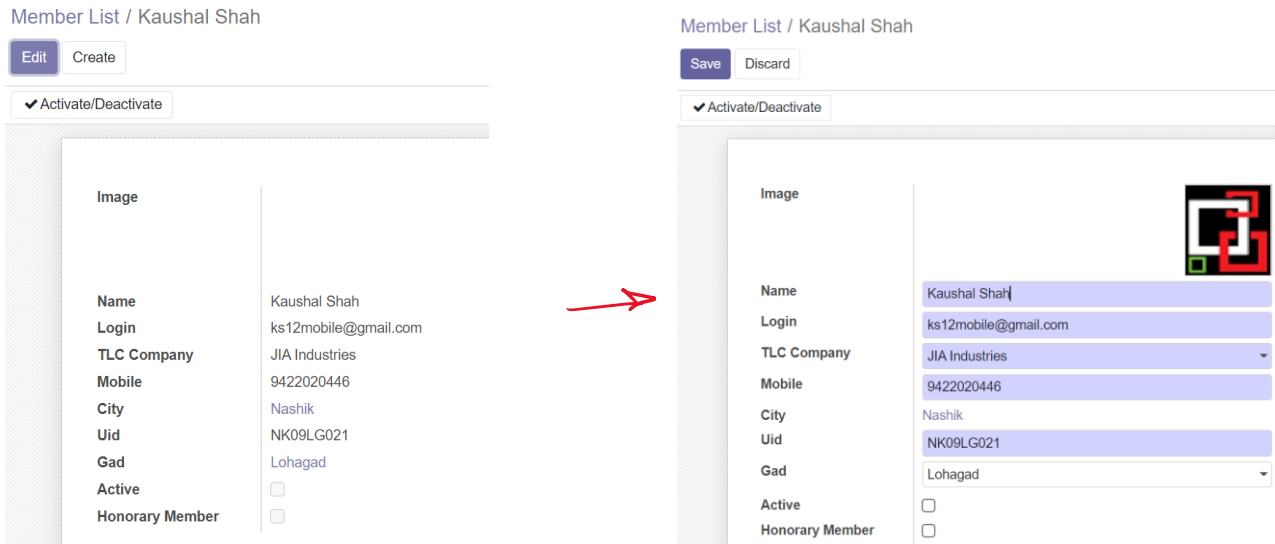
5. After editing, click on Save

6:   **How to mark member as "Inactive" / How to reactivate the member**

NOTE: Inactive members cannot login to the TLC Portal.

1. Search for the member record as shown in "How to search for member records"
2. Open the member record, by clicking on the member row of the search result
3. Once the member record is opened, click on "Activate/Deactivate" toggle button   ✔ Activate/Deactivate

Member List / Kaushal Shah

Edit   Create

✔ Activate/Deactivate

Image	
Name	Kaushal Shah
Login	ks12mobile@gmail.com
TLC Company	JIA Industries

4. Note that the activation status changes when the button is toggled:

Gad   Loh:
Active   ☐
Honorary Member   ☐

Gad   Loha
Active   ☑
Honorary Member   ☐

5. There is no further need to save / edit the record.

7:       **How to create member models:**

1. Go to the Member Groups menu
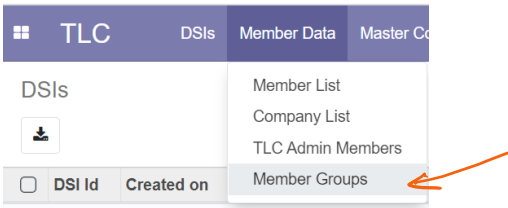
2. Click on create, to show the group form
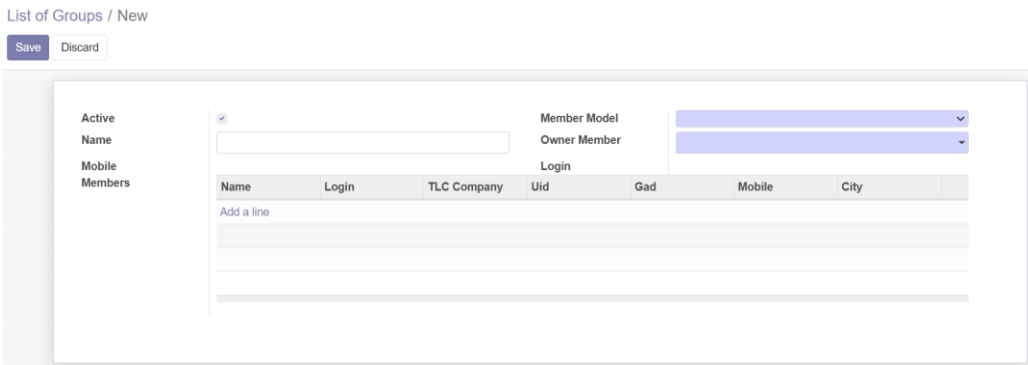
3. Enter the "Name" of the group
4. Select the Member model as appropriate
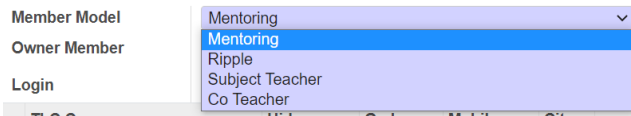
5. Select the "Group Owner" member of the group
6. Then add members by clicking "Add a line". On clicking, a Add Member window is opened:

7. Use the search options to easily narrow down the member list and "Select" the members

8. Click "Save" to save the changes

Save   Discard

Active	☑		**Member Model**	Mentoring		
Name	Abbas Aboojiwala Mentoring Group		**Owner Member**	Abbas Aboojiwala		
Mobile	9822750855		**Login**	abbas.aboojiwala@technoshell.com		

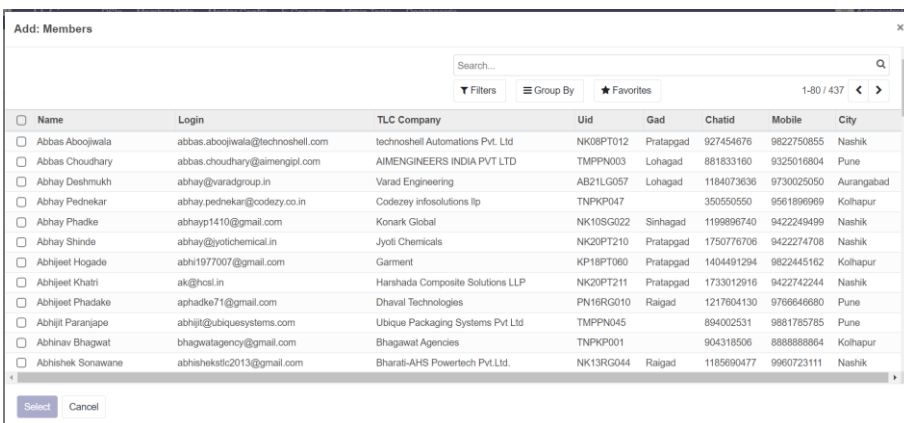| **Members**	Name	Login	TLC Company	Uid	Gad	Mobile	City	
	Abhijeet Brahmankar	abhijeet.brahmankar@chetnaengg.co.in	Chetna Engineering Co.	NK16SG068	Sinhagad	9420310230	Nashik	✖
	Deepak Thakare	info@autoshell.co.in	Autoshell Electromech Pvt.Ltd	NK17VG103	Vishalgad	9850023944	Nashik	✖
	Prasad Deochake	marketing.technospace@gmail.com	Technospace Engineers	NK16VG081	Vishalgad	9922996017	Nashik	✖
	Tanmay Baste	tanmay.baste@technoshell.com	technoshell Automations Pvt. Ltd	NK16PT095	Pratapgad	7066432110	Nashik	✖
	Vinod Dharmik	purchase.technospace@gmail.com	Technospace Engineers	NK19PH206	Panhalgad	9921070354	Nashik	✖
	Add a line							

9. Wrongly selected members can be removed by Deleting using ✖

8:        **How to add members to the Telegram DSI Bot:**

NOTE: Adding members to the TLC Portal WILL NOT add the members automatically to the Telegram group. Telegram is an independent application, with the TLC-DSI-Bot configured for one-way messaging.

Admin task to add members:

Option 1:   Add member directly to the group, by selecting the "Add Participant" in the options

Option 2:   Generate the "Invite Link" and share it with the members

The invite link is open ended, even unknown members can join, so care should be taken while sharing the link. The link can also be disabled in the Group options.

CHAT ID: Once the members are added to the group, admins have to ensure that the member is registered with the BoT. On successful registration, the Chat Id will be allocated to the member and will be shown in the member list on the portal

	Name	Login	TLC Company	Uid	Gad	Chatid
☐	Abbas Aboojiwala	abbas.aboojiwala@technoshell.com	technoshell Automations Pvt. Ltd	NK08PT012	Pratapgad	927454676
☐	Abbas Choudhary	abbas.choudhary@aimengipl.com	AIMENGINEERS INDIA PVT LTD	TMPPN003	Lohagad	861833160
☐	Abhay Deshmukh	abhay@varadgroup.in	Varad Engineering	AB21LG057	Lohagad	1184073636
☐	Abhay Pednekar	abhay.pednekar@codezy.co.in	Codezey infosolutions llp	TNPKP047		350550550
☐	Abhay Phadke	abhayp1410@gmail.com	Konark Global	NK10SG022	Sinhagad	1199896740

NOTE: CHAT ID is linked to the user. It will be valid for the user from all Telegram groups, irrespective of the city of the member

Member task:

After getting added to the DSI group, the member has to send a registration message on the group.

To send the registration message, the member has to send his 10-digit mobile number in the group.

The Bot will recognize the member and set the chat ID for the member on successful registration.

        Members can log in to the portal and confirm the chat ID registration (Pending)

In case the number is not recognized, the Bot will not respond.

Tips for member Bot-registration message:

1. Note that the mobile number is just the 10 digit mobile number without spaces and country code:
   - 9422020446   ✓
   - 09422020446   X
   - 942 202 446   X
   - 94220 20446   X
   - +919422020446   X
2. The message should only contain the mobile number:
   - Hi, my number is 9422020446   X
   - 94220 20446   X
   - Hey BOT! 9422020446   X
   - 9422020446 Kaushal Shah   X
   - 9422020446   ✓

9:       **How to delete the member from Telegram group**

NOTE: Marking members as "Inactive" no the TLC Portal WILL NOT delete the members automatically to the Telegram group. Telegram is an independent application, with the TLC-DSI-Bot configured for one-way messaging.

Admins have to manually remove the member from the group options in telegram "Remove Participant"

NOTE: On TLC portal, there is no deleting facility. The members who have left TLC need to be marked as "Inactive", Refer section: How to mark member as "Inactive" / How to reactivate the member

**10:** **How to fill up SAS Report (by each TLC member)**

Notes:

A. SAS is the self assessment score which the TLC member rates for himself / herself.
B. It is a score of an individual. If the individual has associates from the same company in TLC, each member has to fill up a separate SAS form in their login.
C. The SAS Score needs to be approved by your mentor / ripple leader before the end of the calendar month.
D. A snapshot of your approved scores will automatically be recorded by the system on eve of the next months midnight. You will be able to see the snapshots in "My Score History" Section
E. Initially the whole SAS for all subjects need to be filled up by the member. Later only the changes in the scores need to be updated hand-in-hand with the implementation progress.
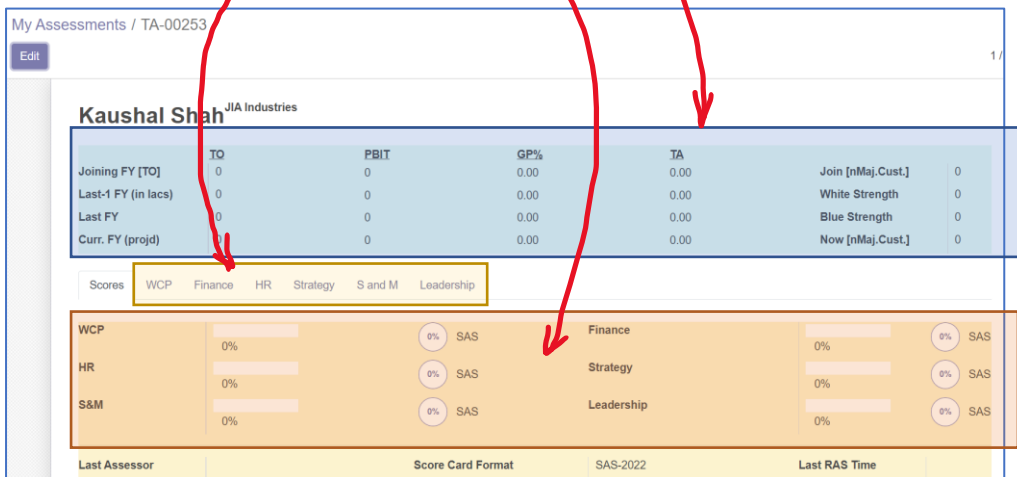
Steps:

1. Login to the TLC portal. [Please refer to page no. 3 of this guide]
2. In the TLC Section [TLC], go to My Assessments section
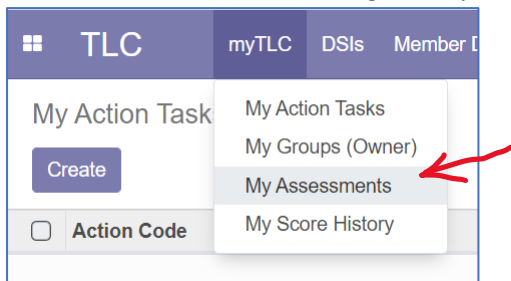
3. Your active assessment format is shown. Click on that to open the assessment record
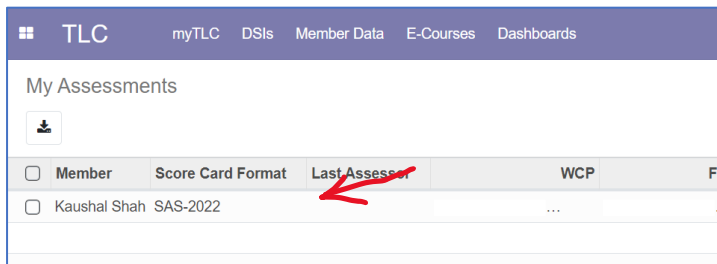
4. The assessment screen is made up of 3 sections:
   a. Your company results / statistics matrix
   b. Your SAS Score summary
   c. Subject wise SAS assessment

5. Press Edit on the top-left corner to make your record editable
   PTO

6. Fill up your company results / statistics data.
    Note: The company level data will be accessible only to the following group of people in TLC:
    a. Yourself
    b. Your current mentor / ripple leader
    c. Intercity admins / City heads

    Note:
    -   If current FY is 2022-23, then Last FY is 2021-22 and Last-1 FY is 2020-21
    -   TO = Turnover in lacs
    -   PBIT = Profit before Interest & Taxes in lacs
    -   GP% = Gross Profit as a % of TO
    -   TA = Total Assets in lacs
    -   For current FY, please enter the projected numbers for the end of year
    -   Join nMaj.Cust = No. of major customers you had when you joined TLC
    -   Now nMaj.Cust = No. of major customers you have as on date
    -   White strength = No of white-collared employees as on date
    -   Blue strength = No of blue-collared employees as on date

	TO	PBIT	GP%	TA		
Joining FY [TO]	0	0	0.00	0.00	Join [nMaj.Cust.]	0
Last-1 FY (in lacs)	0	0	0.00	0.00	White Strength	
Last FY	0	0	0.00	0.00	Blue Strength	
Curr. FY (projd)	0	0	0.00	0.00	Now [nMaj.Cust.]	

7. Open each individual subject section pages to view the list of questions. Each subject questionnaire comprises of all the topics from FL to HL.

Question Types:

-   Y/N – Yes or No. For yes, mark 5 stars, For No mark no stars
-   0-5 – Mark score 0 to 5 based on guidelines given in the question
-   * marks questions are compulsory

Task for the member is to only give the stars to each question based on implementation.

PTO

8. Please do remember to keep saving the record and again going to edit mode in order to lower the risk of effort-loss due to power cut or Internet disconnections
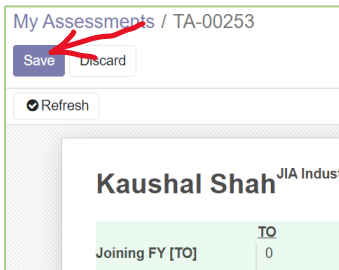
Tip: If the Assessment record is opened in "Edit" mode, then it will be faster to mark the answers for multiple questions before "Saving" to the server. In case you mark the answer without opening the "Edit" mode, each marking will go to the server directly. But this data exchange can slow things down.

9. Once you are satisfied with your SAS markings in all the subjects, kindly co-ordinate with your mentor / ripple leader to Approve the scores using the button at the end of each subject page.
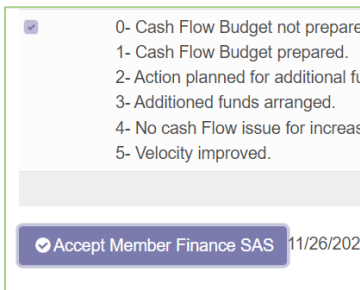
Note:
   - You may be required to explain your implementation and documentation for verification by your mentor / ripple head.
   - It is primarily the TLC member's responsibility to get scores approved before the month end, so that they make it to the Monthly Score Snapshot.
   - If you don't have any mentor / ripple owner assigned, please contact your city admin team

10. The summary of scores will be shown in the "Scores" section

11: __How to approve the Member's SAS Score__

Notes:

A. Please go through the **points 4,6 and 7** in _section no. 10: How to fill up SAS report_ to understand the Report format, layout, color coding and question formats.

B. You need to be the current group owner for the member (Mentor / Ripple head / etc)

C. Ensure that the member has completely filled the company results / statistics data and verify the same.

D. **[Mentor Bonus]** The updates by the member since the last approval are shown in Red. Only those questions are required to be reviewed.

E. **[Mentor Bonus]** All the questions for a subject can be approved by 1 click.

Steps:

1. Login to the TLC portal. [Please refer to page no. 3 of this guide]

2. In the TLC Section ![TLC], My Groups (Owner) section
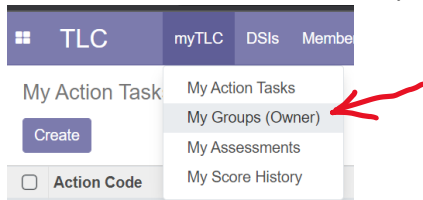
3. Click on the row to select the right group amongst all the groups you are leading

4. On the groups screen, click on the "Assessments" tab

5. On the Assessments Tab, click on the member row to open the Assessment record:

Member	Score Card Format	WCP	Finance	HR
Vinod Dharmik	SAS-2022	0	0	0
Tanmay Baste	SAS-2022	0	0	0
Prasad Deochake	SAS-2022	0	0	0
Kaushal Shah	SAS-2022	0	4	0
Deepak Thakare	SAS-2022	0	0	0
Abhijeet Brahmankar	SAS-2022	0	0	0

(Tabs: Action Tasks | Assessments)

6. Identify the subject that needs RAS approval and open the subject tab:

WCP 0%	3% SAS	**Finance** 4%	7% SAS
HR 0%	0% SAS	**Strategy** 0%	0% SAS
S&M 0%	0% SAS	**Leadership** 0%	0% SAS

(Handwritten annotations: "score last approved by your mentor" pointing to the 4% Finance bar; "your self assessed latest score" pointing to the 7% SAS)

Tabs: Scores | WCP | Finance | HR | Strategy | S and M | Leadership

Last Assessor	Abbas Aboojiwala	Score Card Format	SAS-2022	Last RAS Time	11/26/2022 22:29:19

7. Locate the Red rows and verify the member's given score based on your findings:

Profit & Loss Statement

Do you know what is fixed (Indirect) cost and what is Varaible (Direct) cost.   5 Y/N* ★★★★★   5.00   5.00

0 Not prepared monthly
1-Prepared monthly
2-identified abnormal account head.
3-Action take to correct/improve
4- Financial benefit achieved
5- Change in process/system done.   25 0-5 ★★☆☆☆   10.00   0.00

(Handwritten annotations: "Member's suggested Score"; "last score approved by you")

8. If you are not satisfied by the score, you may change the star count based on question type
9. Verify that the member has marked the 'Not Applicable' questions appropriately. Need to be corrected in using the member's login if required.
10. After you have verified all the questions, scroll to the bottom of the page to find the approval button. Click on the same to record and save your approval for the selected subject.

0- Cash Flow Budget not prepare
1- Cash Flow Budget prepared.
2- Action planned for additional fu
3- Additioned funds arranged.
4- No cash Flow issue for increas
5- Velocity improved.

✔ Accept Member Finance SAS   11/26/202

11. Repeat the same for the other Subjects

Tabs: WCP | Finance | HR | Strategy | S and M | Leadership