Table of Contents

End of Table of Content

Mahindra Remembers Features:

This document will guide you through all the features of Mahindra Remembers Alumni Portal. The following is an extensive list of the portal functionalities:

1. About Us
2. Gallery
3. My Page
4. Helpdesk
5. Blogs
6. Communities
7. Job Referrals and Job openings

About Us:

Know everything about your former company. What builds its core values and what keeps it *'Rising'*.

Gallery:

Keep yourself connected with the latest events and programs and relive the glorious M&M days.

You can navigate to Images and Videos as shown below:

My Page:

By Clicking on *MY Page* you can see the following menu items:

- ❖ Remembers Wall
- ❖ My Profile
- ❖ My Posts
- ❖ My Photos
- ❖ Newsletter
- ❖ Alumni Directory
- ❖ Share your Memories
- ❖ Celebrations Panel
- ❖ Search Alumni

Remembers Wall:

Post what's on your mind! View what others are up to….comment on their post. View/Delete your own comment.

How to post on your wall?

- Write what you want to in the space provided
- Click on Post Button

My Profile:

View your profile details. Further you can see two more sub items:

- ➢ Edit Profile
- ➢ Change Password

How to edit your profile?

- Click on Edit Profile under My Profile menu.
- Edit the fields you want to change.
- To change your profile picture click on 'Choose File' and browse and select the image desired.
- Click the save button.

How to change your password?

- Click on Change password under My Profile menu.
- Please fill the required details to change the password. It is advised to change the password after the first login.

My Posts:

See the posts you are associated to i.e. the posts by you and to you.

How to write a Post?

- Click on 'My Post'
- Share your thoughts with the other alumni in the space provided.
- Click on 'Post' Button.

My Photos:

Show your fellow mates what you have been upon by uploading Pictures.

How to upload a picture?

- Click on My Photo ->Add Photo.
- Click on 'Browse' to choose a photo you want to upload from your computer.
- Write in 'Say something about this photo' field to describe the photo.
- Click on Upload to complete the loading.
- A message would be sent to the Portal Administrator for approval.
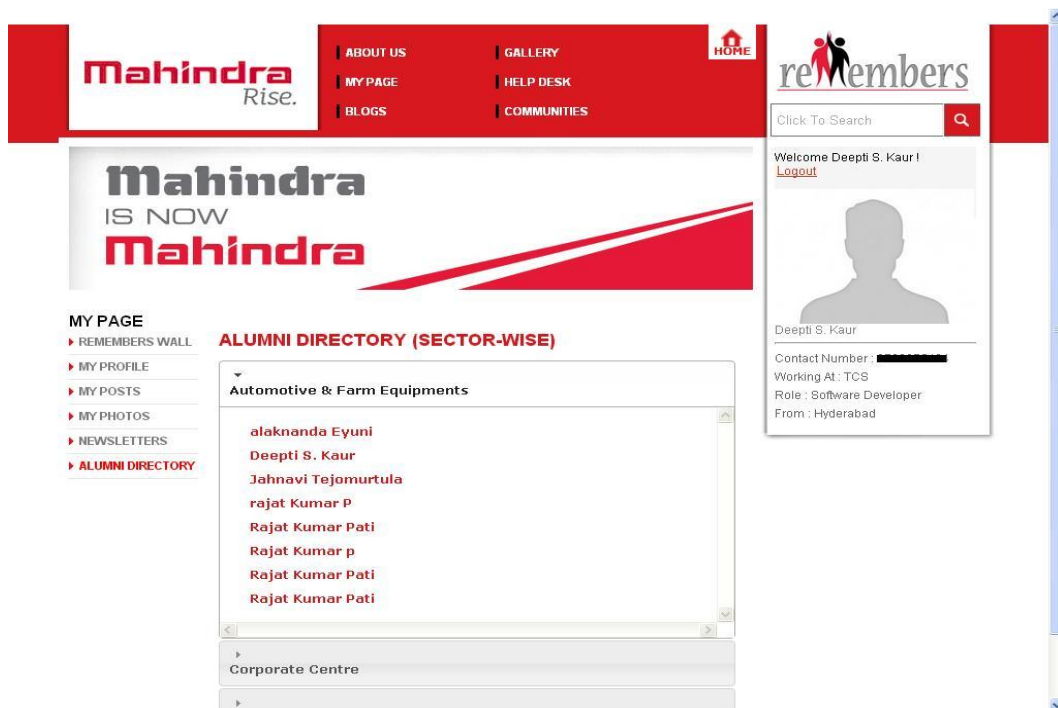- Once the Administrator approves, you can view your Photo

Newsletter:

View the newsletters upload by the site Administrator to get an insight into the current events at M&M.
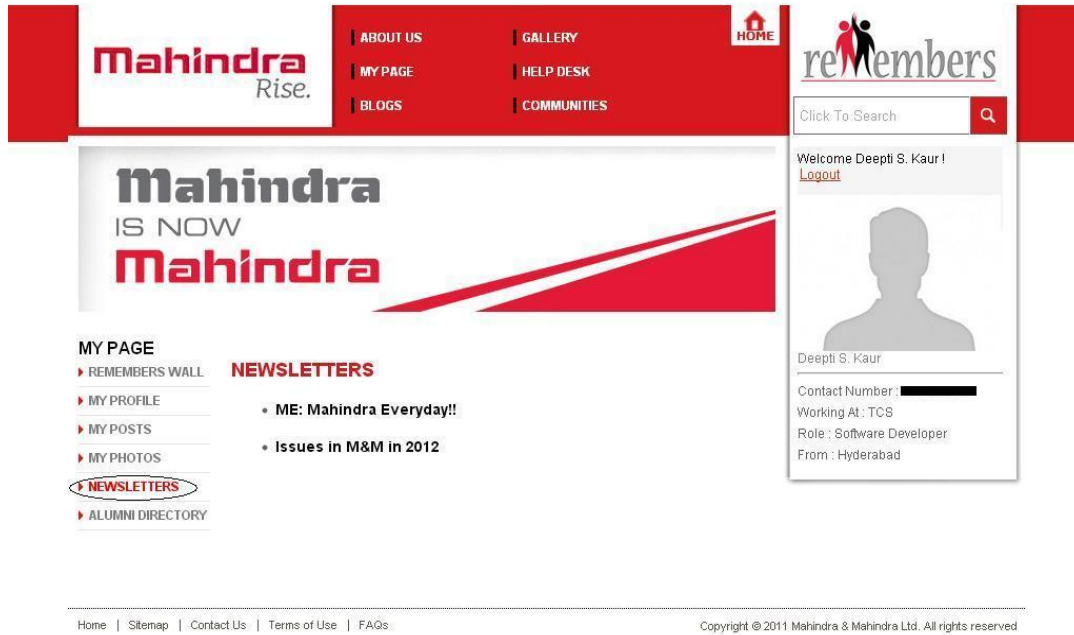
Alumni Directory:

View a sector wise list of all the members of the Alumni Portal. Navigate to their profiles by clicking on their Name.

Share Your Memories:

Recall your days at M&M, share your experiences and relive those magical moments by writing about it.

How to write a testimonial in Share Memories?

- Click on the "+" sign on Share Memories on the Right hand side of the page.
- Write a minimum of 30 characters and a maximum of 100 words your memories with M&M and click on Create.
- Message would be sent to the Portal Administrator for approval.
- Once the admin approves, everyone can view your message in the Share Memories panel.
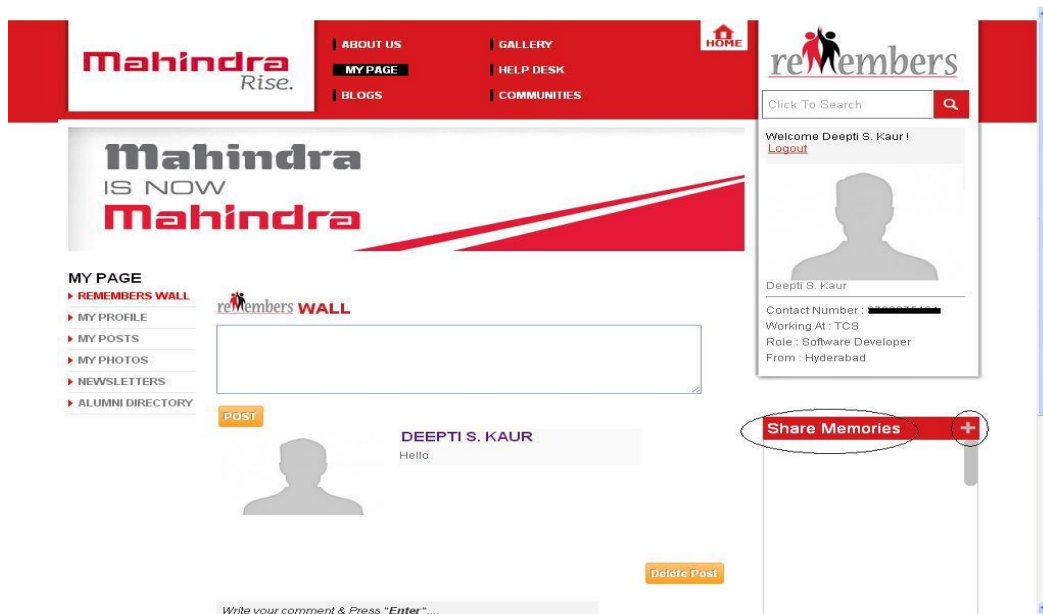
Celebrations Panel:

View the members whose birthday/anniversary falls on that particular day.
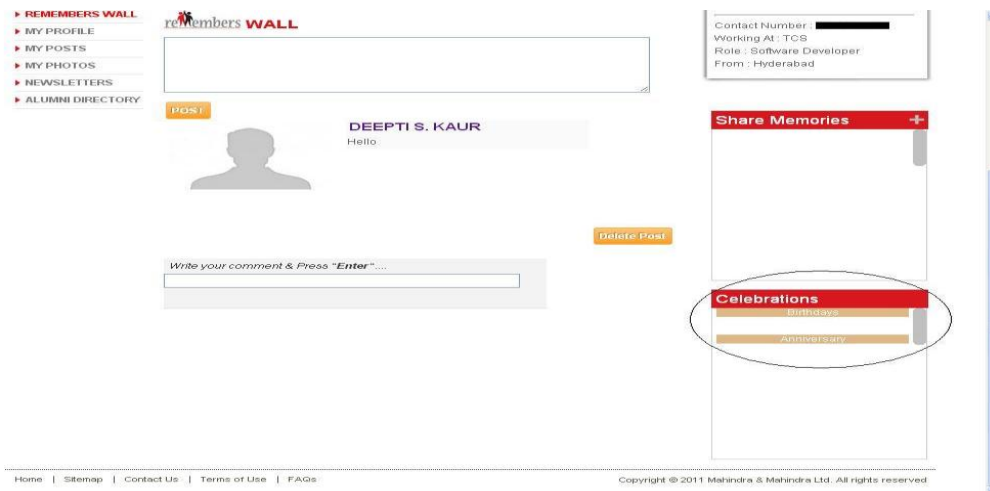
Search Alumni:

Search an existing member of the Alumni Portal with this feature!

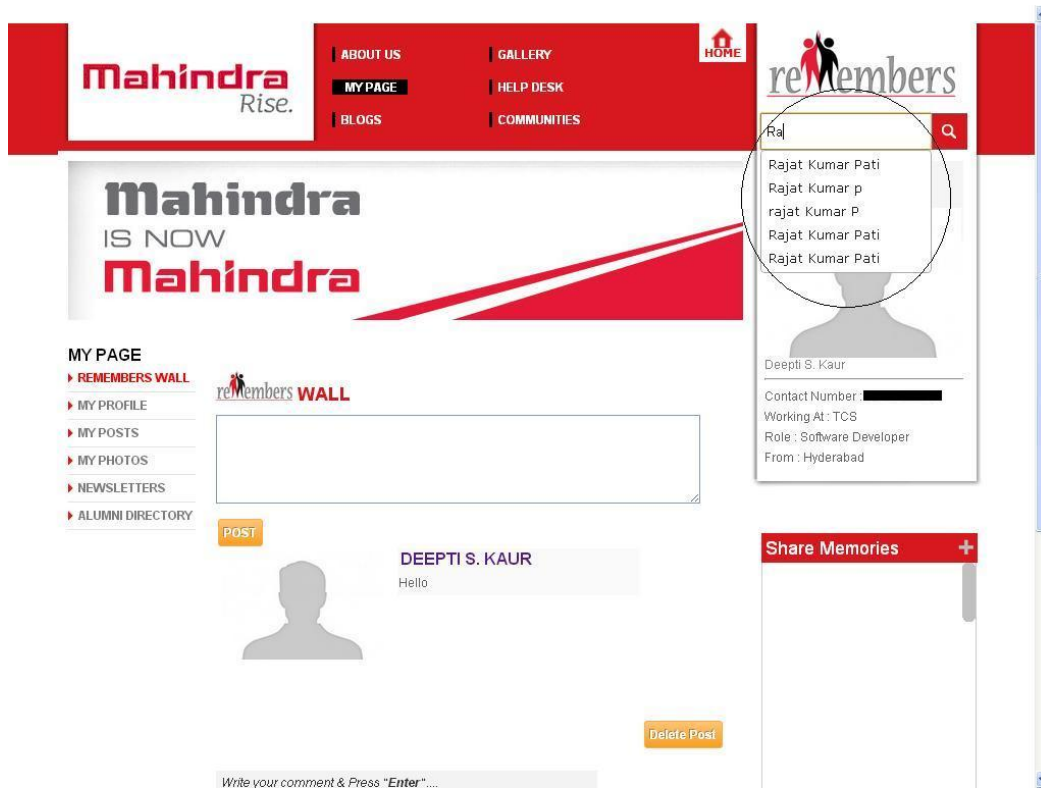Just write just 2 characters of first name or middle name or last name and a list with the exact matches will come. Select the person you want to search and click on the search button. This will redirected you to the member's Profile comprising of His/her Post and Photos. You can now post, comment and view his photos!

HELPDESK:

Find information, documents and FAQ pertaining to the portal usage. You can also find few documents that can be downloaded and saved for future use and ease. The Helpdesk has 4 subsections:

- ➢ Mahindra Remembers Features
- ➢ Website Related FAQ's
- ➢ Human Resources FAQ's
- ➢ Forms and other documents

Mahindra Remembers Features:

Contains a document describing the Features of the Portal

Website related FAQ's:

This section contains information regarding the usage of the Website

Human Resources related FAQ's:

Addresses issues related to HR Department. Please get in touch with the concerned department for further information.

Forms and other documents:

Has some commonly downloaded forms like PF withdrawal, transfer and other forms related to M&M.

BLOGS:

Clicking on 'Blog' will redirect you to a generalized Blog page where you can see the following sub items:
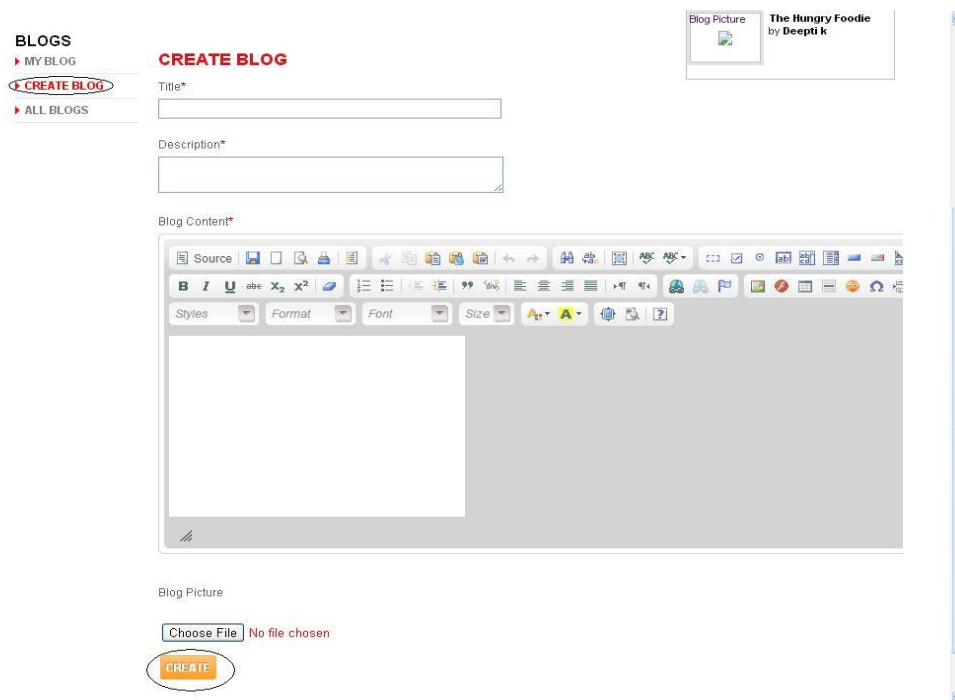
- ❖ Create Blog
- ❖ My Blogs
- ❖ All Blogs

Create Blog:

Create a blog and see the views and opinions on it by other members of the portal.

How to create a blog?

- Click on 'Create Blog' to create a blog on a topic of your interest.
- Write the Title of the blog you'd like to create under 'Title'.
- Describe briefly in a line what the blog is about under 'Description'.
- Write the content of the blog under 'Blog Content'.
- Click on Browse to choose a photo you want to upload from your computer for your Blog.
- Click on Create to post the Blog.

My Blog:

View the blogs written by you; see the comments received by it. Also has an option to edit/delete an existing blog.

How to edit my blog?

- Click on the Edit Icon on the right hand side of the Blog name.
- Redirects you to Edit Blog Page
- Add the changes you want to do in the respective section.
- Click the save button.

How to delete my blog?

- Click on the Delete icon on the right hand side of the Blog name.
- A confirmation message will be displayed.
- Click "Yes" to delete or Click "No" to go back to *My Blog.*

All Blogs:

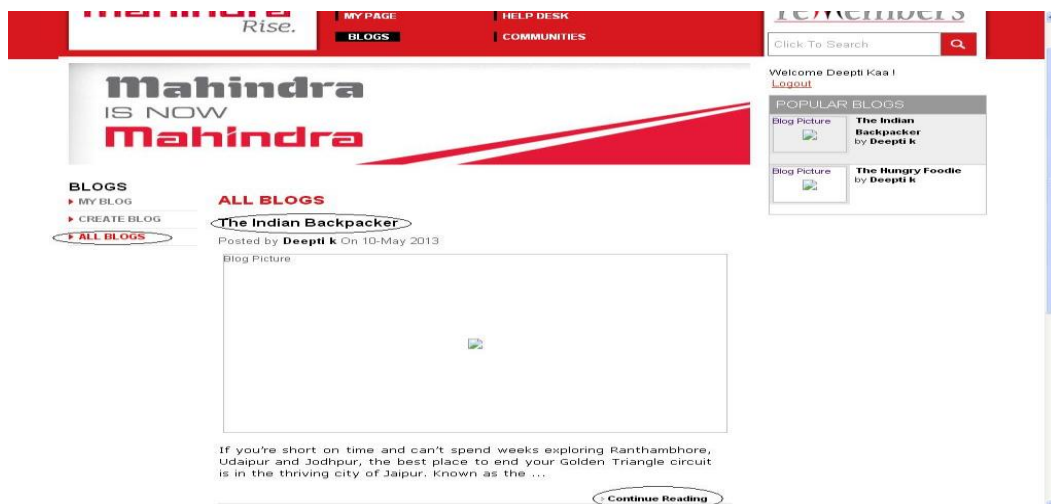View all the blogs on the portal. Read it and let the creator know about your opinion, suggestions by commenting on it!

How to comment on a blog?

- Open the blog by clicking on the blog name or clicking on the link "Continue Reading".
- After the comment in the space provided and press Enter.

The Hungry Foodie

Posted by **Deepti k** On 10-May 2013

Have you been going crazy for spring produce as much as I have? As each item comes into season and hits the farmer's market stalls, I rush to get my hands on it. Ramps are one, and last week I had the first asparagus of the year. I cook simple things at home. Freshness and basic techniques allow the ingredients to truly shine. Fresh herbs are a great way to perk up any dish; I also love adding lemon zest. This is a very easy and rustic way to prepare ramps. As always, I hope to inspire people to support their local farmers and try new things. My recipes aren't meant to be perfect but rather a guide to inspire. Happy ramp season ya'll, though short-lived, they sure are divine. PS- I would eat everything with a spoon if I could.

Write your comment & Press "*Enter*"...

COMMUNITIES:

Create your own community. Share your knowledge in an open community and let others contribute to it or add your close circle of friends in a closed community and start talking right away!

Clicking on communities will redirect you to a page with the following options:

- ❖ Create Community
- ❖ My Communities
- ❖ All Communities

Create Community:

You can create two types of communities.

i. An Open community in which anyone one can become a member by clicking on 'Join'
ii. Closed community in which the members are added by the community owner by invitation or a member can send a request to the owner for their membership acceptance.

How can I create a community?

- Click on '*Create Communities'* to create a community of your interest.
- Write the name of the community you'd like to create under 'Community Name'.
- Write about the community under 'Community Description'.
- Choose the community type (Open/Closed).
- Click on Browse to select a photo for your Community.
- Click on Create.
- A message would be sent to the Portal Administrator for approval.
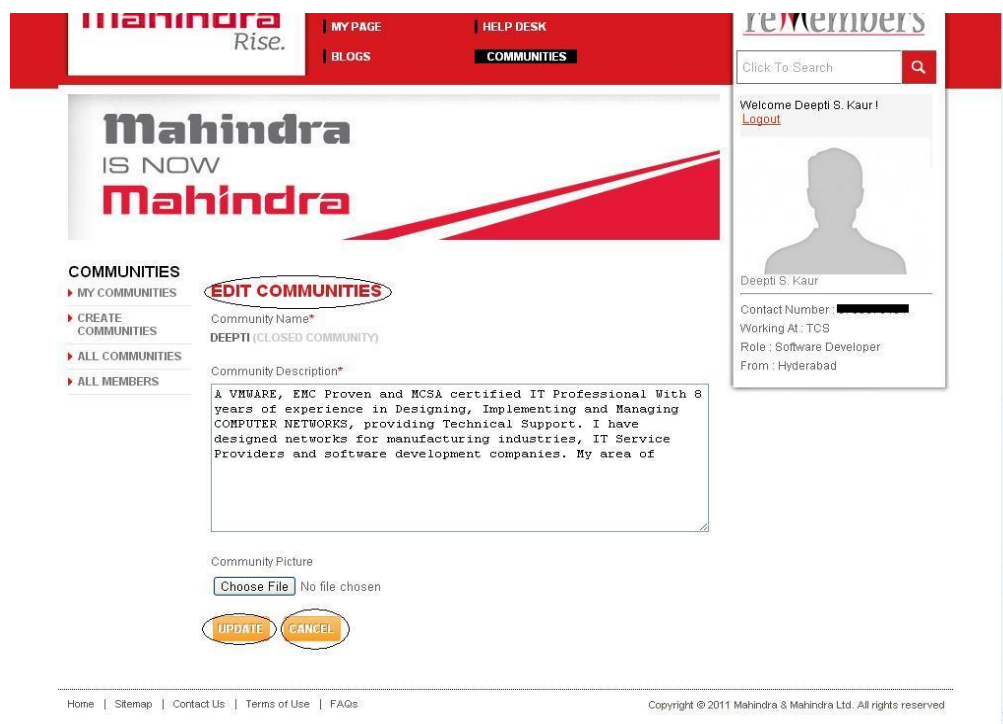- Once the Admin approves, you can view your Community.

My Communities:

View the communities created and joined by you. Edit/unjoin a community, comment/delete a community.

How can I edit my community?

- Click on My community, for the community in which you are the creator you can see an Edit button.
- Click the edit button you can view the details of the community. Add the changes required.
- After Editing click Update or cancel to go back.

How can I add/invite members to my community?

- Click on My Communities-> Click on the name of the community.
- On the right hand side you can see a bar with 'Add more people'.
- Enter the member name and click on '+' sign
- An invite to the selected member will be sent

How can I delete my community?

- Click on My community, for the community in which you are the creator you can see a Delete button.
- A confirmation message will be displayed on clicking the 'Delete' button
- Click 'Yes' to delete the community or 'No' to return to my communities

All Communities:

View all the communities on the portal. You can Join/Unjoin/Delete the Communities, Post or comment on them.

How can I join a community?

- Click on All communities. A list with all the communities will be displayed and a for a community in which you are not a member a 'JOIN' button will be visible
- If the community is an open community (Green button on the side of community name) then by clicking JOIN button you become member instantly and can start accessing it.
- If the community is a closed community (Red button on the side of community name), clicking the JOIN button a request will go to the owner for approval and till the owner approves a PENDING button will be visible. After the approval only you can access the contents of the community.

How can I unjoin a community?

- While viewing 'All Communities' list the communities in which you are a member but not the owner an Unjoin Button will be visible to you.
- If you want to leave the community then click on UNJOIN button and you will no longer be a member of that particular community.

All Members:

If you are the owner of a closed community then at the time of viewing the contents you will find 'All Members' menu where you can view the entire member list and can remove anyone from the list by clicking the remove button.

You can also add members by searching in the Add to communities.

JOB REFERALS and JOB OPENINGS:

View the latest Job openings and refer your friends for suitable positions.

Job Openings:

On the Home Page click on 'JOB OPENINGS'.

View all the Recent Job openings in M&M along with the contact details of the Concerned HR.

Job Referral

How can I refer my friend for an opening?

- Click on 'Job Referrals'.
- Fill all the mandatory fields for referring someone.
- Upload his/her Resume in Prescribed format (.txt, .doc, .docx, .pdf).
- Click on Submit to refer successfully.
- A message will be displayed saying *Referral Successful*.