

## Tech Mahindra CIO

You are responsible for the smooth operation of Tech Mahindra. *JA BizTown* businesses will pay your company for web page maintenance. Be certain that all employees are familiar with their responsibilities and are courteous to customers.

### DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.
2. Keep your **JA Biz Prep** envelope in the black mesh holder on your desk.
3. Give a copy of **Request for Direct Deposit of Net Pay** to all employees and tell them to complete it. Collect the forms when they are finished.
4. Practice reading the **CEO Opening Town Meeting Speech**. The speech is on a clipboard on your desk.
5. Sign and distribute the first paycheck to all employees.
6. Locate the **blue** recycling container and place it outside your business door.
7. Practice reading the prepared interview script. KPLR 11 will send an employee for you when it is time for the interview.
8. Show the **Professional Offices Pledge Card** to all employees in your office and ask for their support of United Way. Employees should check the amount they would like to pledge and write their initial to confirm the donation.

### DURING THE FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.

1. Following the National Anthem, take the **Loan Application**, the **Promissory Note**, the **Requests for Direct Deposit of Net Pay**, and the **Second Period Payroll Checks** to the **Business Window** at First Bank in the bank bag on your desk.
2. Sign all business checks after they have been printed by the CFO.
3. See the next page for billing instructions.

## Billing Instructions

1. Using the CFO's computer (usually works best during yellow break, while CFO is out of the office), print an invoice (bill) for each business using your **CIO Billing Checklist**.
  - a. In order to prepare an invoice (bill) for each business to pay Tech Mahindra, you must go to a new screen.
  - b. Go to the **drop down menu** in the Tech Mahindra title bar and click on the down button, then click on **Tech Mahindra - Billing**.
  - c. Using the instructions below and your **CIO Billing Checklist** to keep track, check off businesses as they are printed till done.
  - d. When finished, go back to **Tech Mahindra – Accounting** using the **drop down menu** in the title bar
- If you do not see the following screen, please see a JA staff member.

The screenshot shows the 'Tech Mahindra Billing' web interface. It features a title bar with a dropdown menu, a main content area with a form, and a 'Print Bill' button. Annotations with arrows point to specific elements:

- A red arrow points from the dropdown menu in the title bar to the 'Tech Mahindra - Billing' option.
- A green arrow points from the 'Select the business to be billed.' text to the 'Select' dropdown menu.
- A blue arrow points from the 'Select a message to be placed on the invoice.' text to the radio button options.
- A purple arrow points from the 'Click on Print Bill.' text to the 'Print Bill' button.

The form contains the following fields:

Select the business:	Select
Select a sidebar message:	<input type="radio"/> Reach more customers on the web. <input type="radio"/> Easy to read web pages are the easiest way to attract customers. <input type="radio"/> Starte up to date on the web.
Web Maintenance:	\$ 2.00
Total:	\$ 2.00

2. Deliver the invoices to all businesses and collect payment using your **CIO Billing Checklist** to keep track. Give the \$2.00 checks from the businesses to the CFO to deposit.

## **OTHER TASKS DURING THE DAY TO BE COMPLETED**

1. **During the second Yellow Break**, take the business pet to Purina for a wellness checkup.
2. KPLR 11 will send an employee for you when it is time for the interview.
3. If you are all caught up with your work help the Software Engineers go to other businesses with the **Change Orders**. They can give you the information on how fill the Orders out.
4. The United Way Executive Director will visit to pick up the **Philanthropy Pledge Sheet**. It can be found in your **JA BizPrep** envelope. Have it ready for him/her.
5. Meet with the Utilities Customer Energy Specialist when he/she comes to talk with you about ways your business can conserve energy.
6. Sign the **Rental Agreement** when the Realtor brings it to your business.
7. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.
8. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most, by filling in for an employee on break.
9. Assist the business clean up at the end of the day. Recycle all used paper into the **blue** recycle bin.

## **END OF DAY**

- CIO should remove all papers from file folders and place in the recycle bin.
- Any papers that are written on should be placed in recycle bin.
- All employee manuals are placed in appropriate black bins.
- Pencils and scissors are in holders.
- All neck wallets are emptied and hanging on hooks.
- Make sure that all tablets have been given to the volunteer.

**Congratulations on a job well done!**