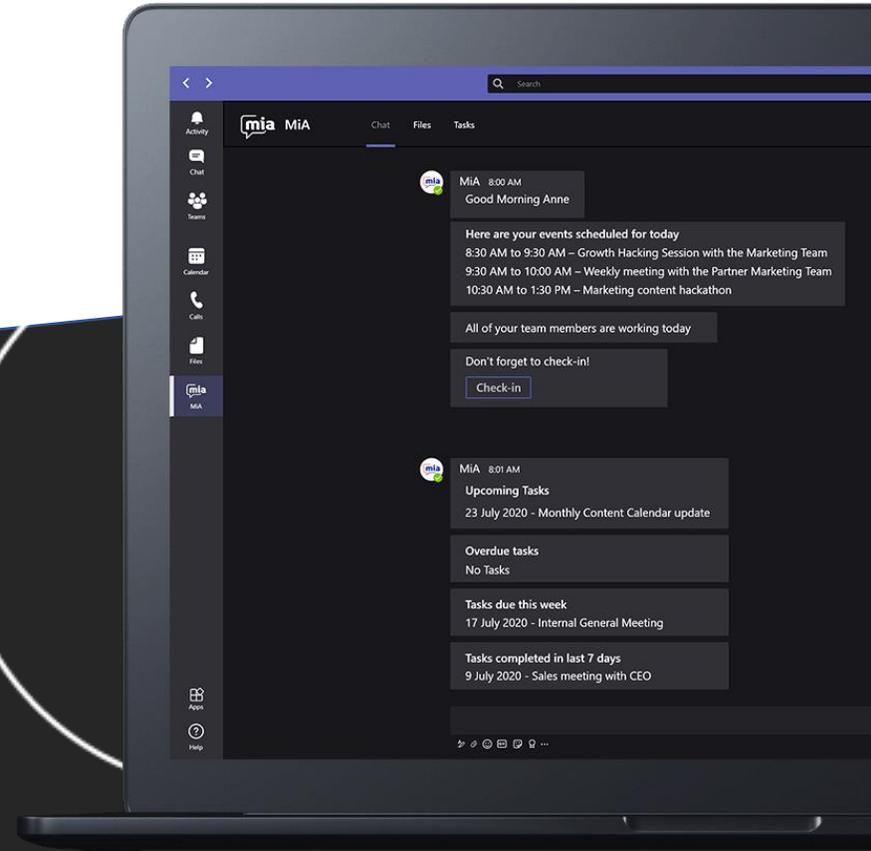
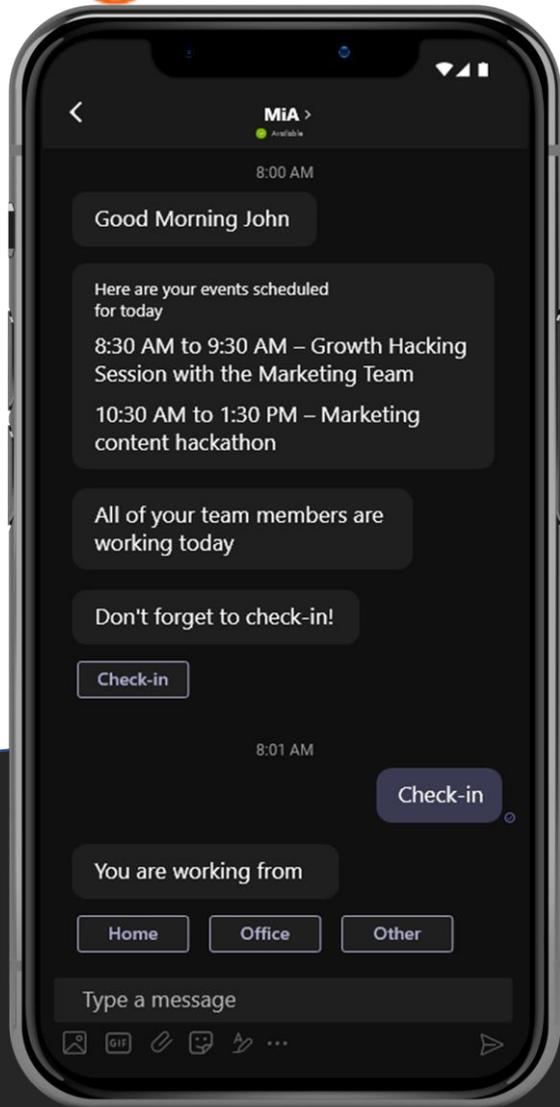


# Say hello to



Explore how MiA  
workplace  
virtual assistant  
helps with your  
daily work



# Kick start your work week with MiA

All of your team members are working this week

Team members with birthdays this week

Tyler Brown - Monday, 9th November

[Send Wishes](#)

Tina Jones - Tuesday, 10th November

[Send Wishes](#)

Team members with work anniversaries this week

James Smith - 2 years completion (9th November)

[Send Wishes](#)

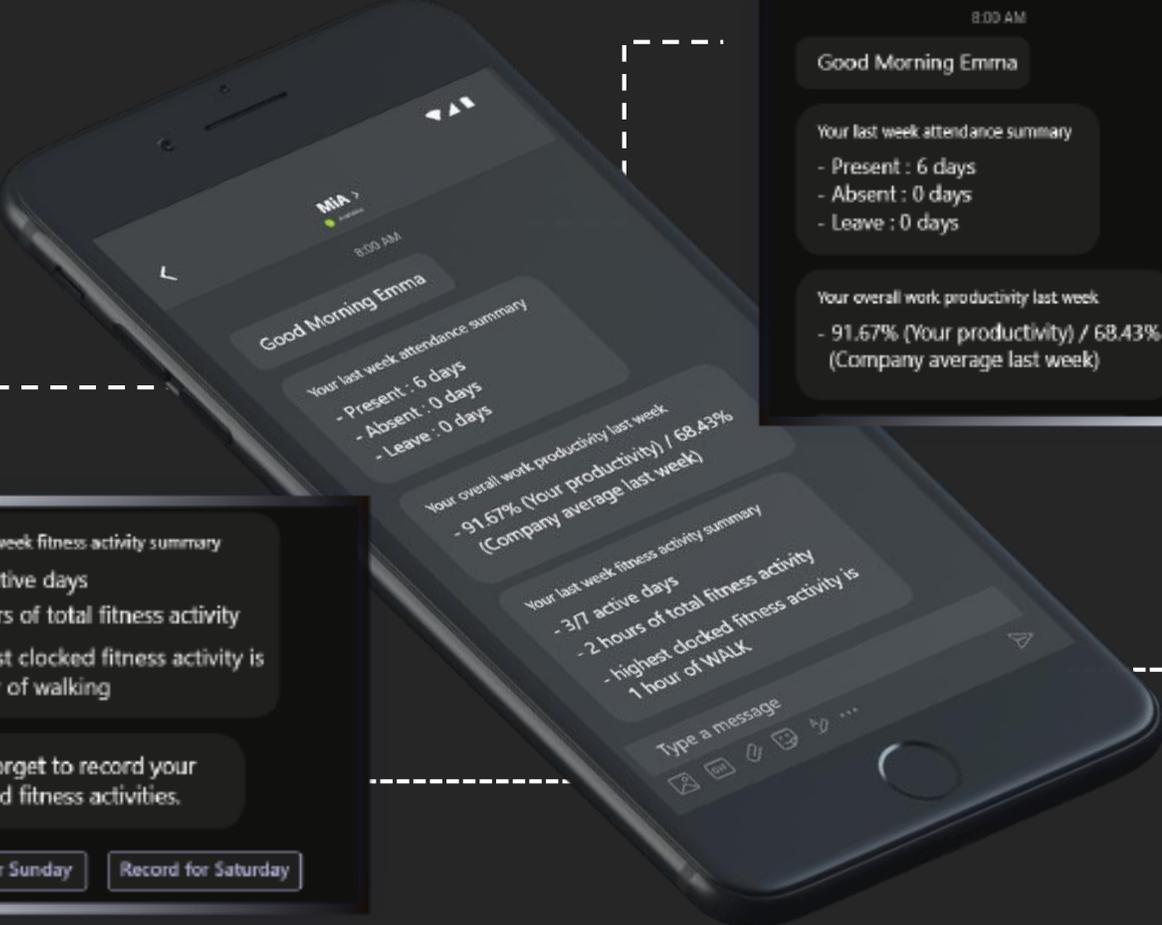
Sarah Davis - 5 years completion (11th November)

[Send Wishes](#)



*Best Wishes*

*Keep up the good work! Here's to many years to come.*



8:00 AM

Good Morning Emma

Your last week attendance summary

- Present : 6 days
- Absent : 0 days
- Leave : 0 days

Your overall work productivity last week

- 91.67% (Your productivity) / 68.43% (Company average last week)

Your last week fitness activity summary

- 3/7 active days
- 2 hours of total fitness activity
- highest clocked fitness activity is 1 hour of WALK

Don't forget to record your weekend fitness activities.

[Record for Sunday](#) [Record for Saturday](#)

Here are your events scheduled for today

- 8:30 AM to 9:30 AM - Growth Hacking Session with the Marketing Team
- 10:30 AM to 1:30 PM - Marketing content hackathon
- 2:30 AM to 3:30 PM - Marketing collateral for 'Digital Marketing Summit 2021'

Team members with birthdays

Tyler Brown - Monday, 9th November

[Send Wishes](#)

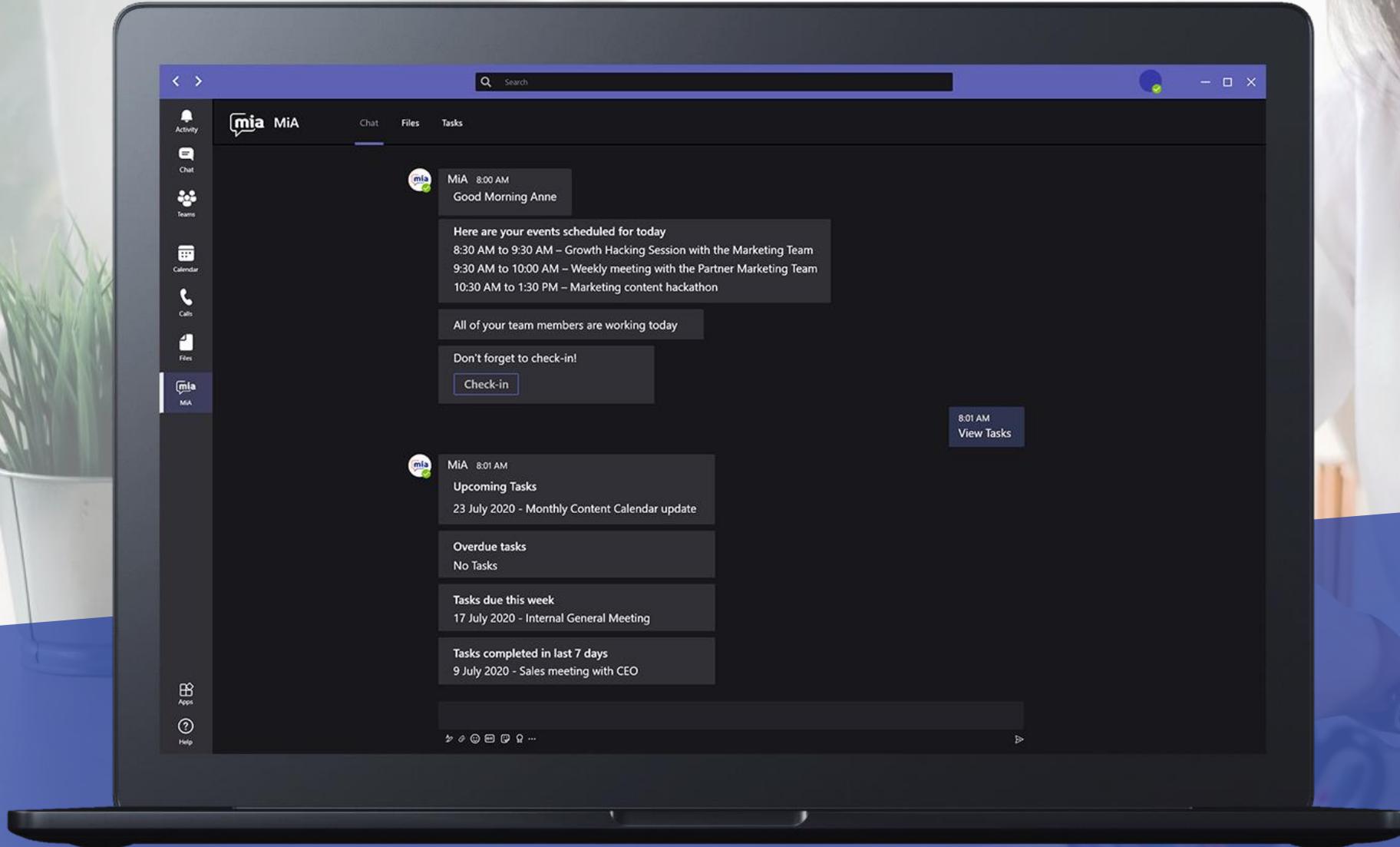
Team members with work anniversaries

James Smith - 2 years completion (9th November)

[Send Wishes](#)

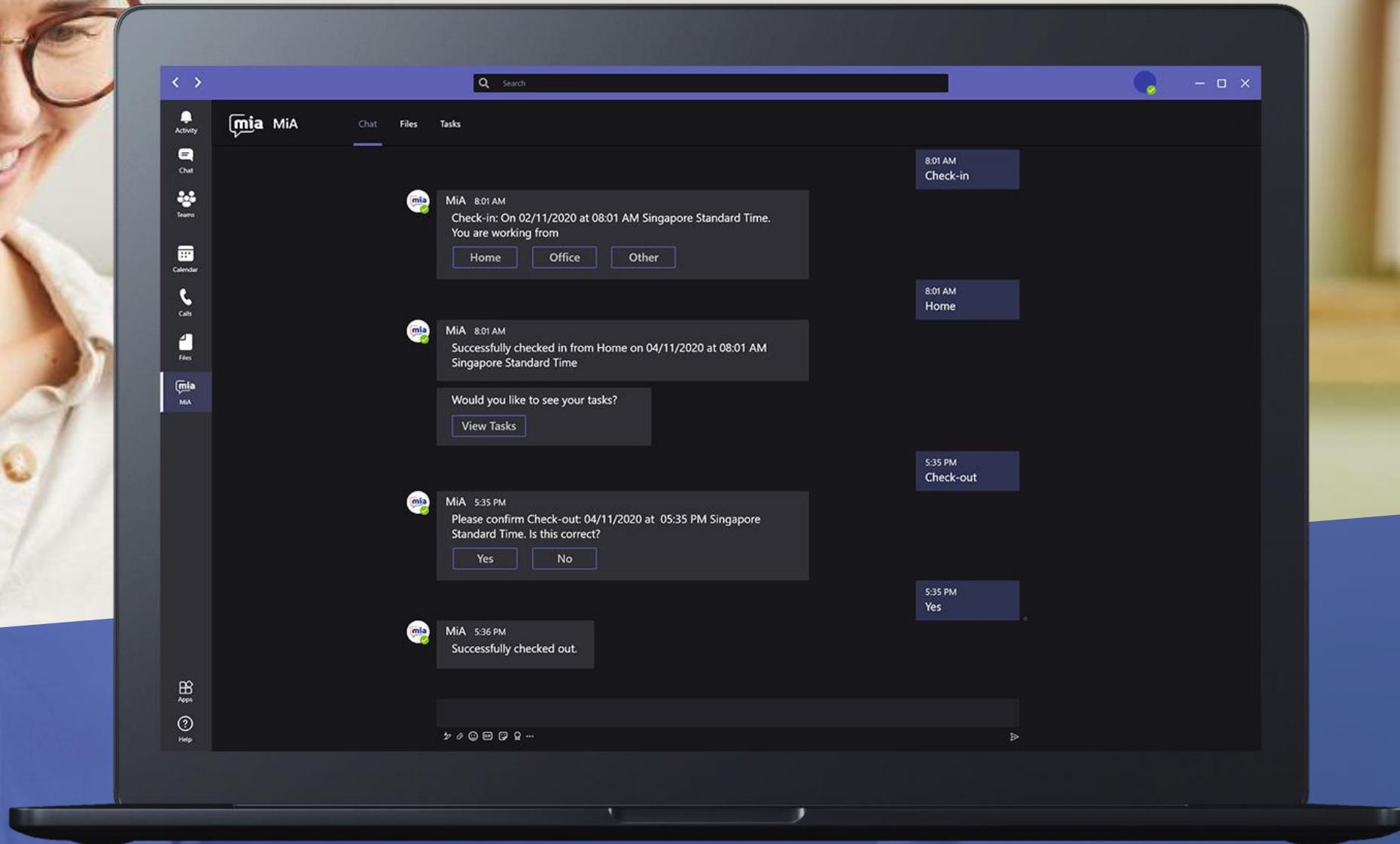
Don't forget to check-in!

# Kick start your day with meetings & work plan reminders





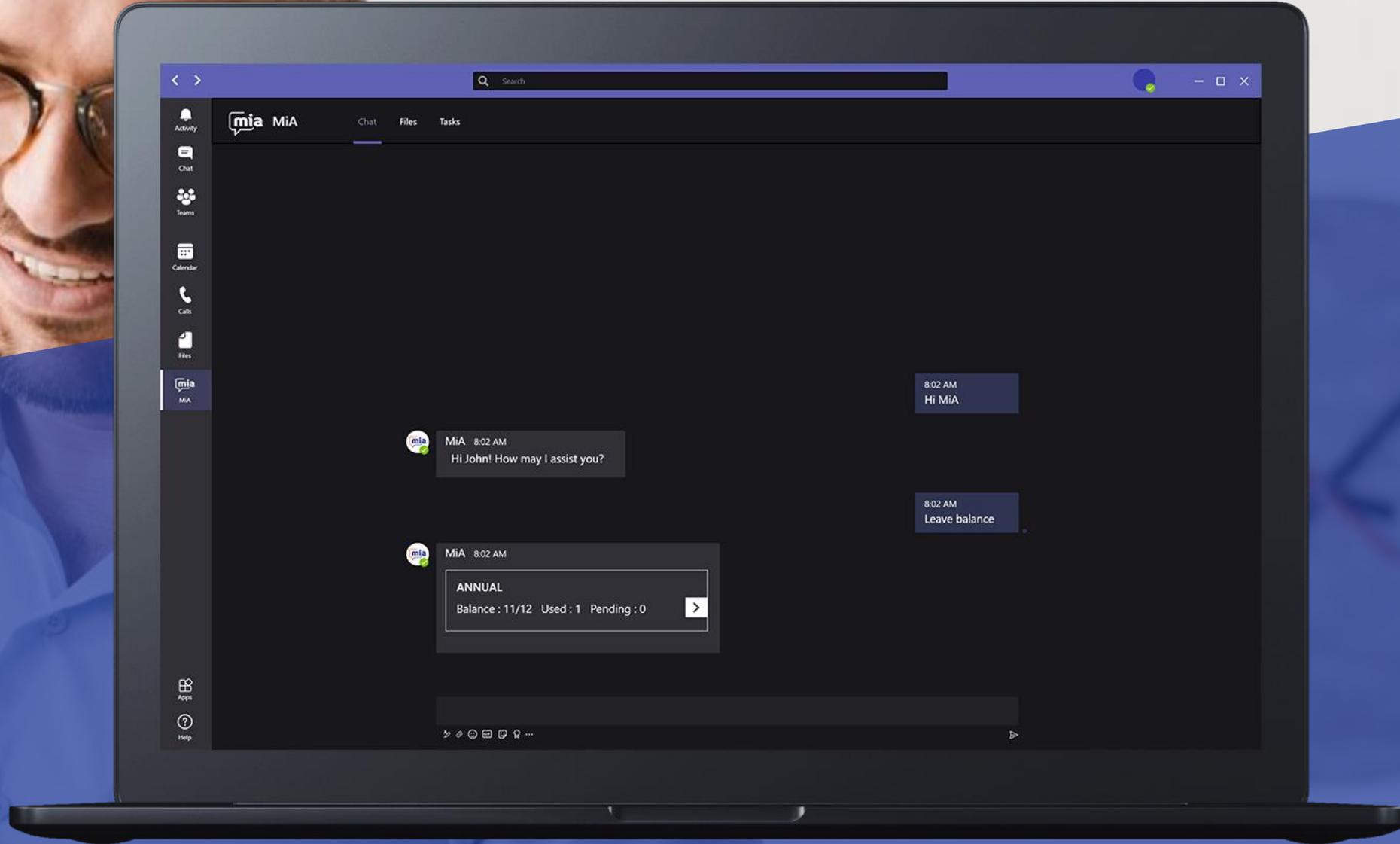
# Helps you with check-in/ check-out



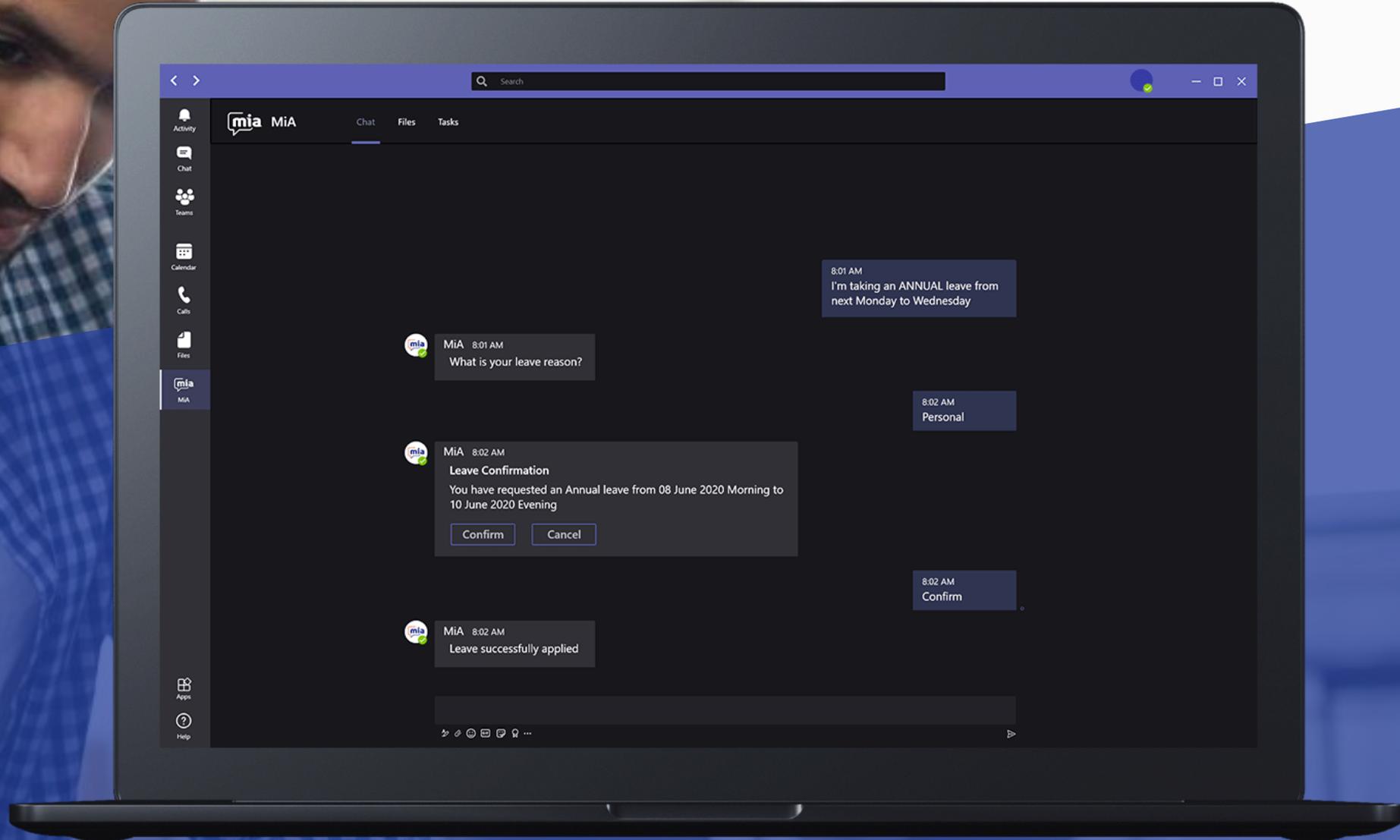


# Assists with your routine HR requests-

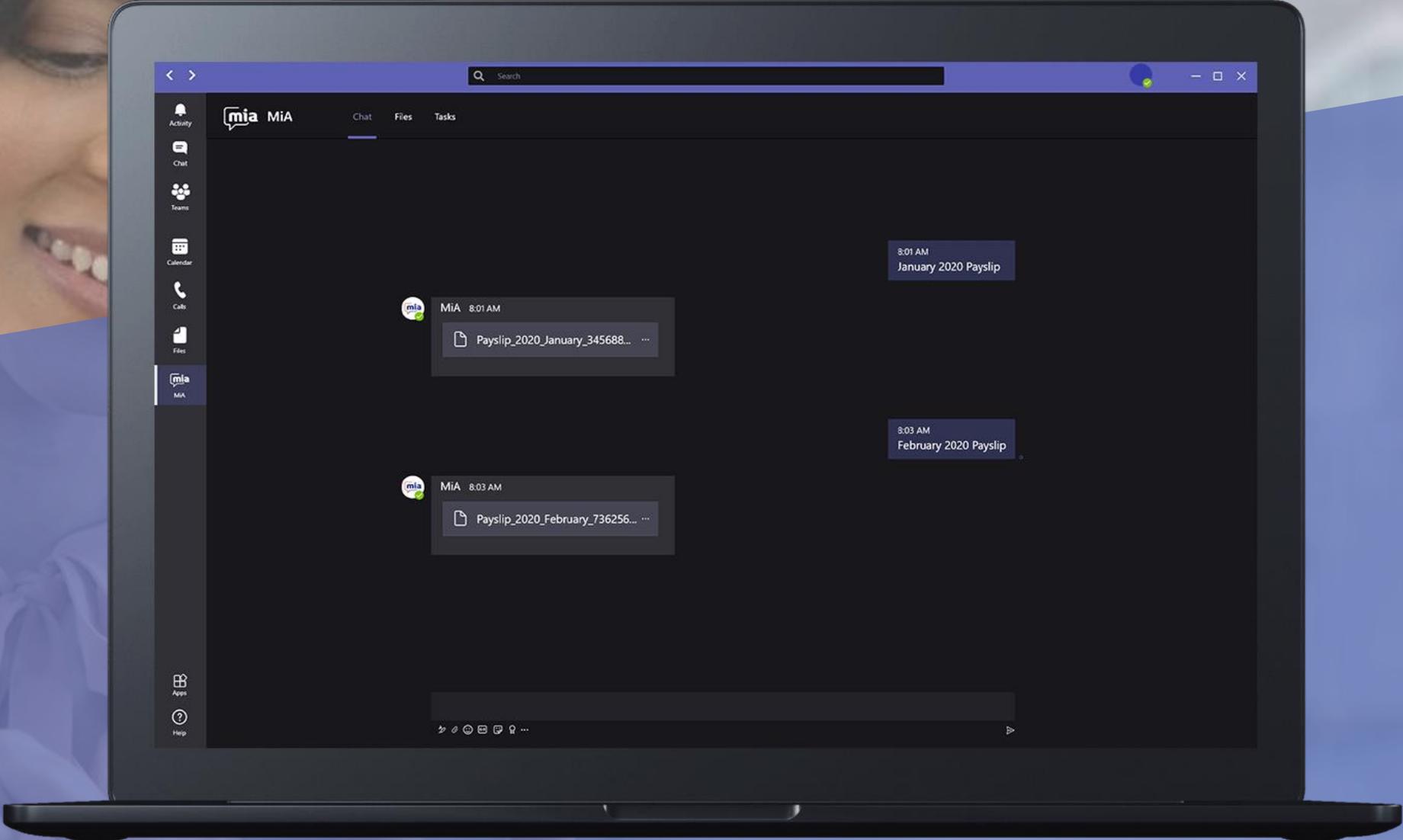
## Check leave balance



# Assists with your routine HR requests- Leave Application

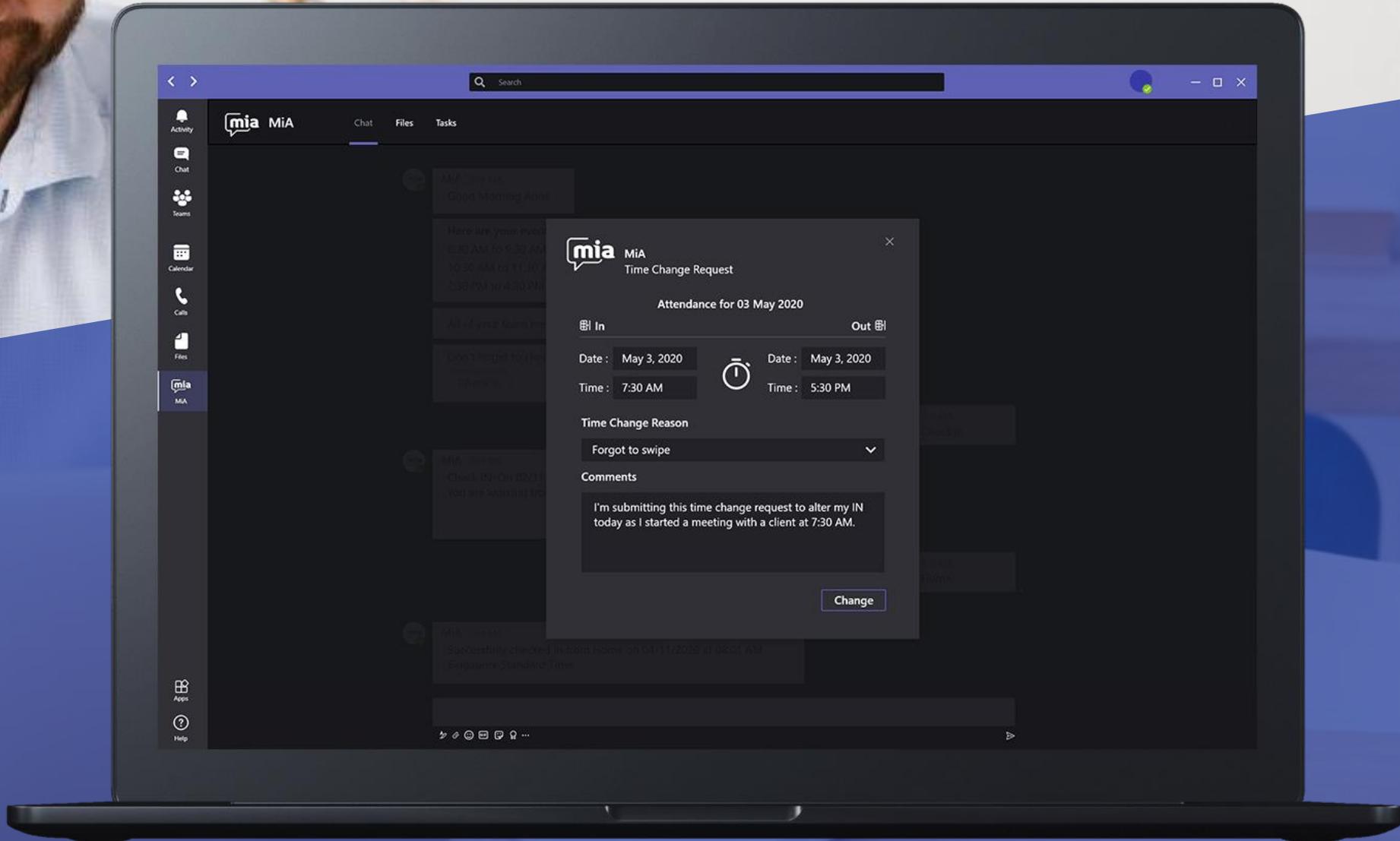


# Assists with your routine HR requests- Preview Pay slips

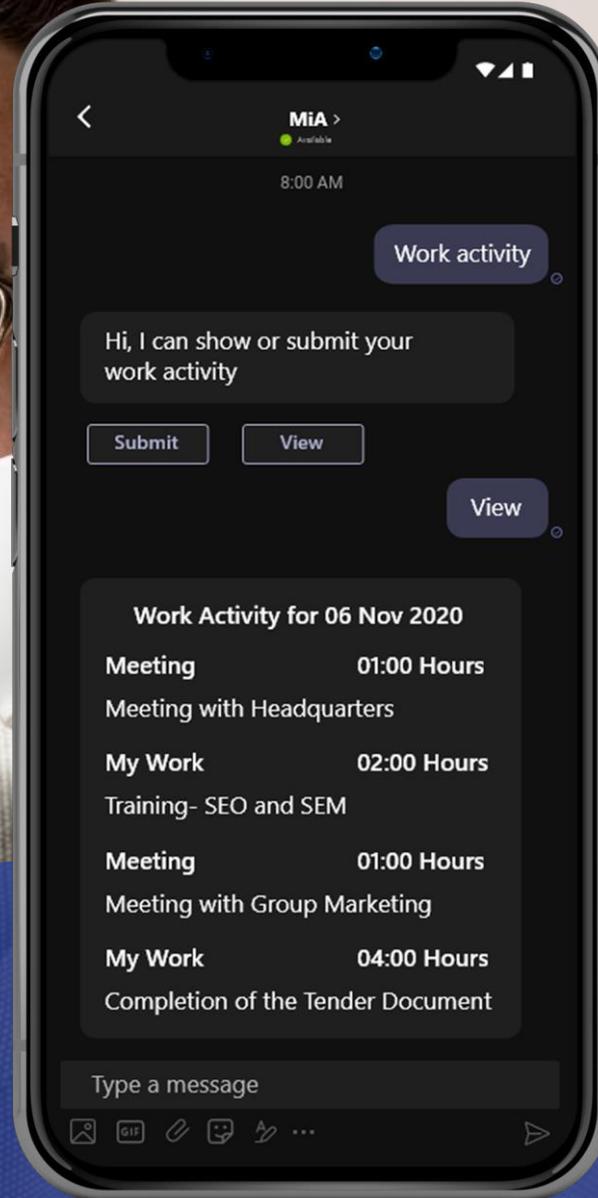




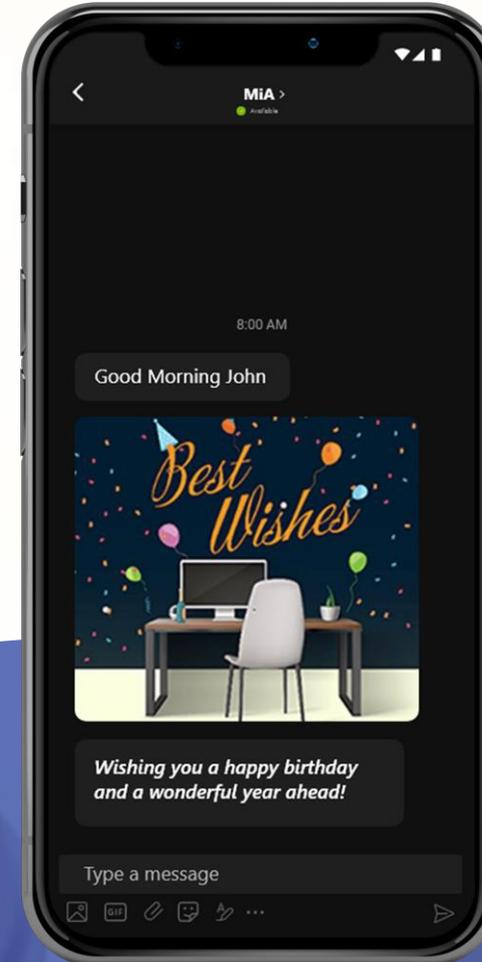
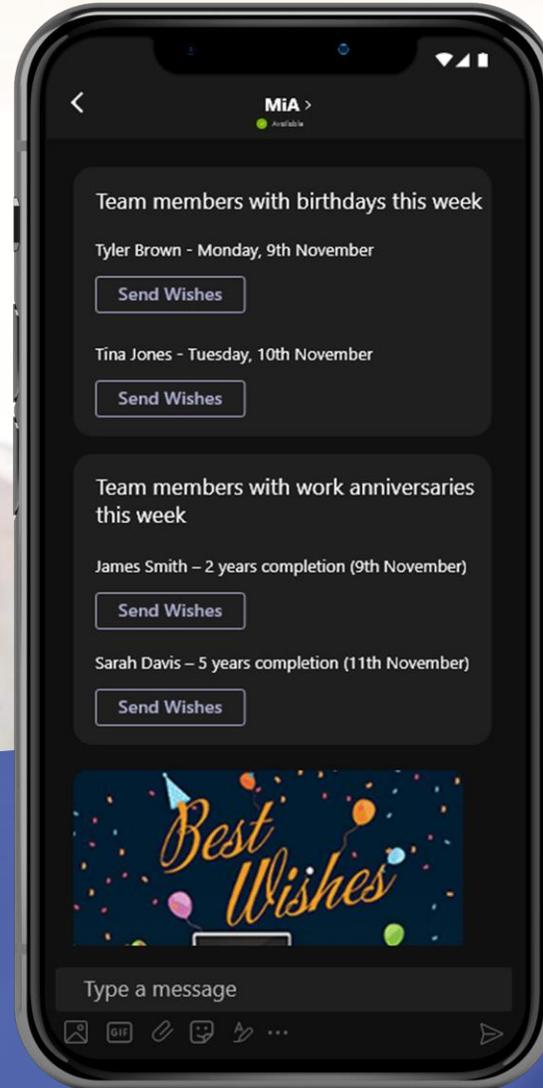
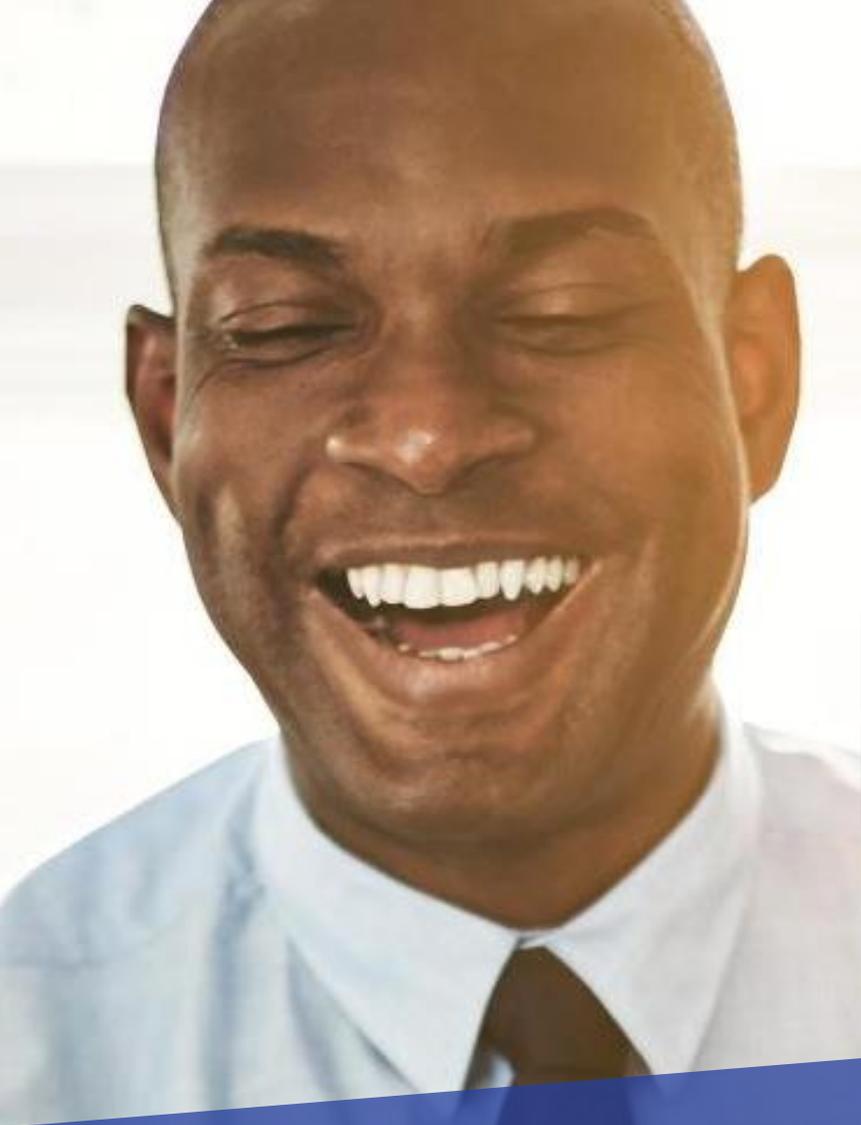
# Assists with your routine HR requests- Time change request



# Updates your work activity & measures your productivity productivity



# All important notifications & notices



# Reminds you to stay active & track your progress



Record Fitness Activity

Activity: GYM-WORKOUT

Time Spent: 45 minutes

Submit

8:00 AM

Your last week fitness activity summary

- 4/7 active days
- 4 hours 20 minutes of total fitness activity
- Highest clocked fitness activity is 50 minutes of climbing

Don't forget to record your weekend fitness activities.

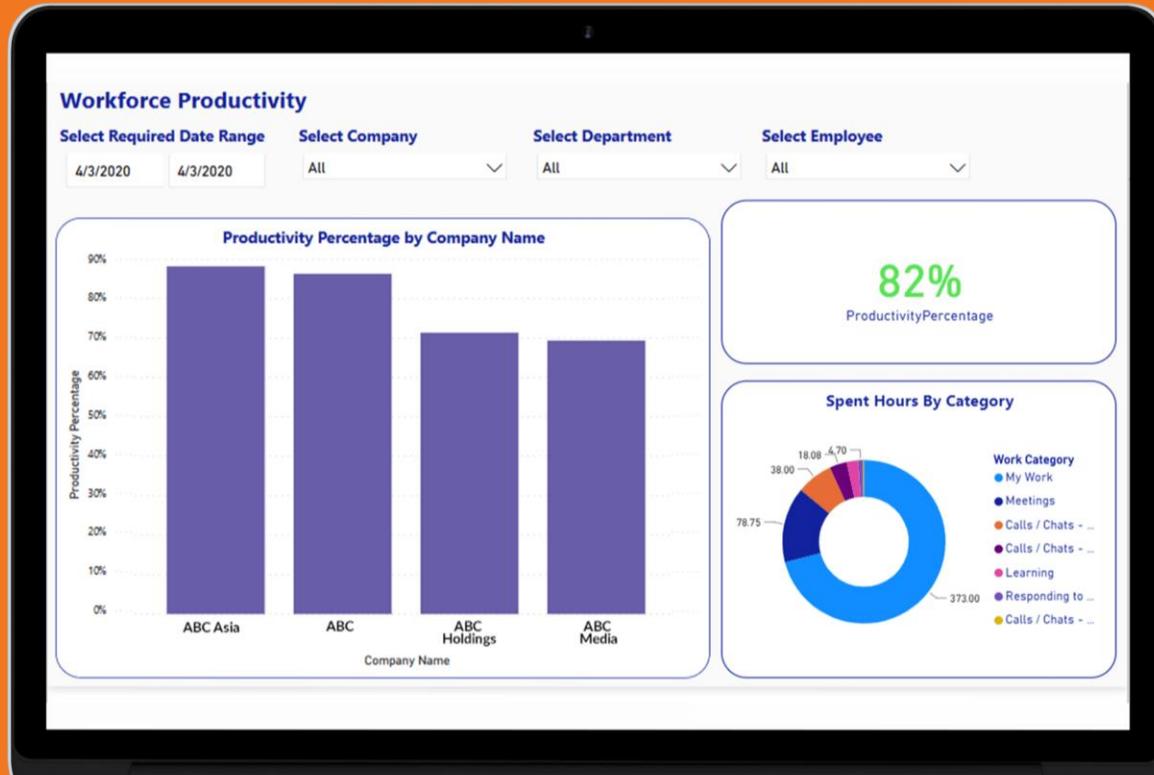
Record for Sunday   Record for Saturday

A woman with dark hair pulled back, wearing glasses and a light-colored blazer over a white collared shirt, is looking down at a laptop. The scene is dimly lit with a warm, orange glow, suggesting an office environment at night or in low light. The background is blurred, showing some office lights.

# Measure Workforce Productivity with Analytics and Reports

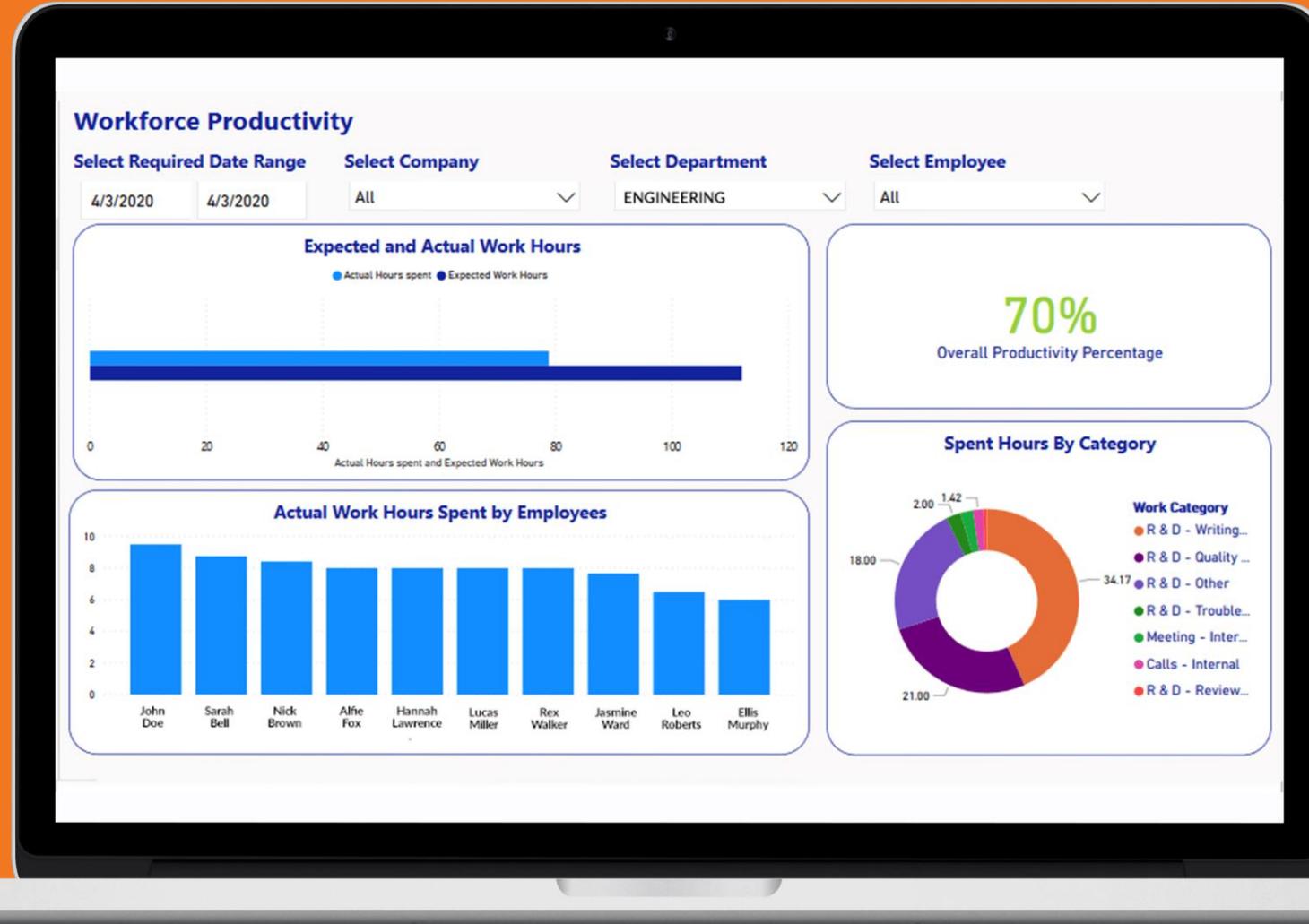
# Dashboards

## Workforce Productivity



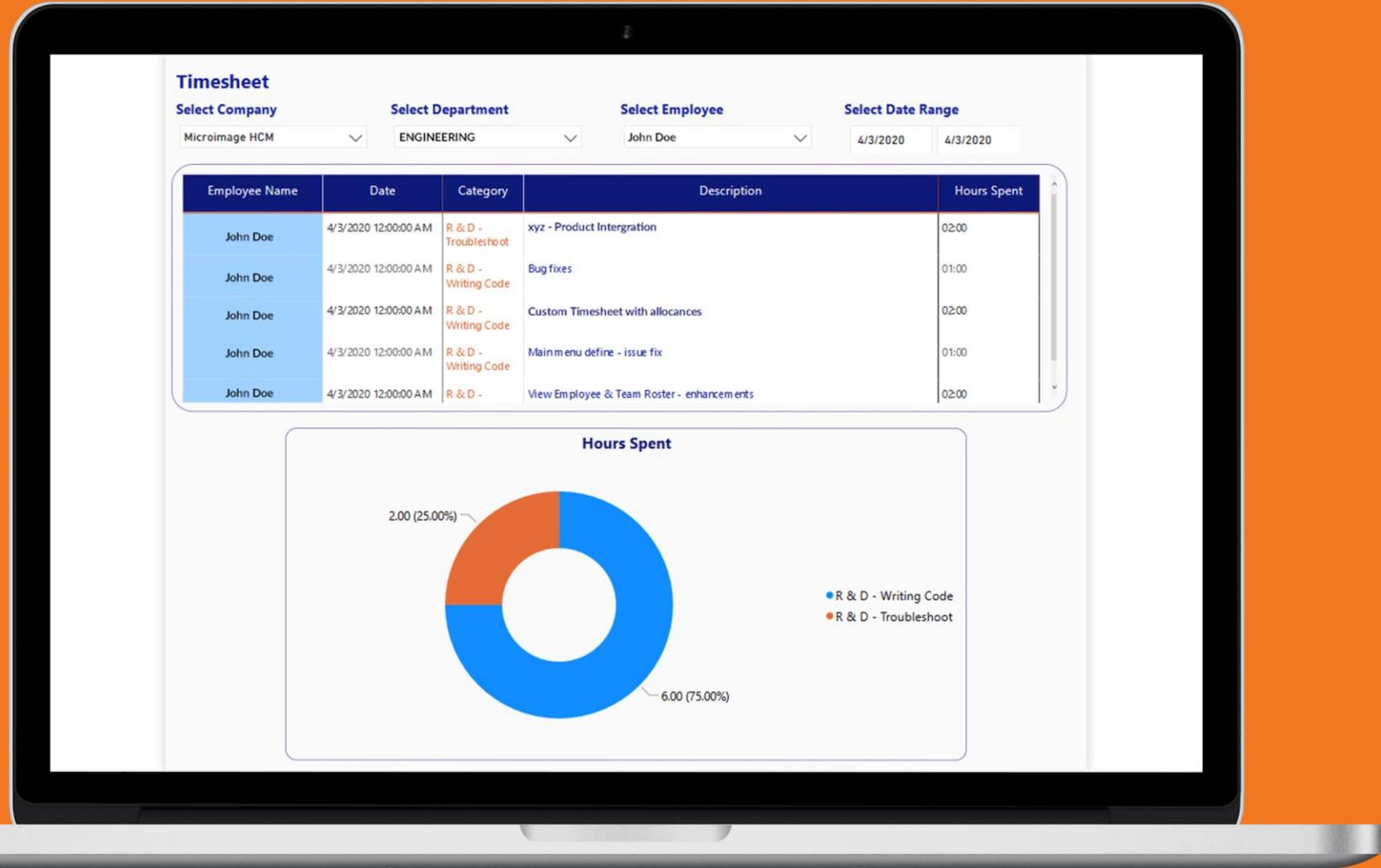
# Dashboards

Workforce  
Productivity



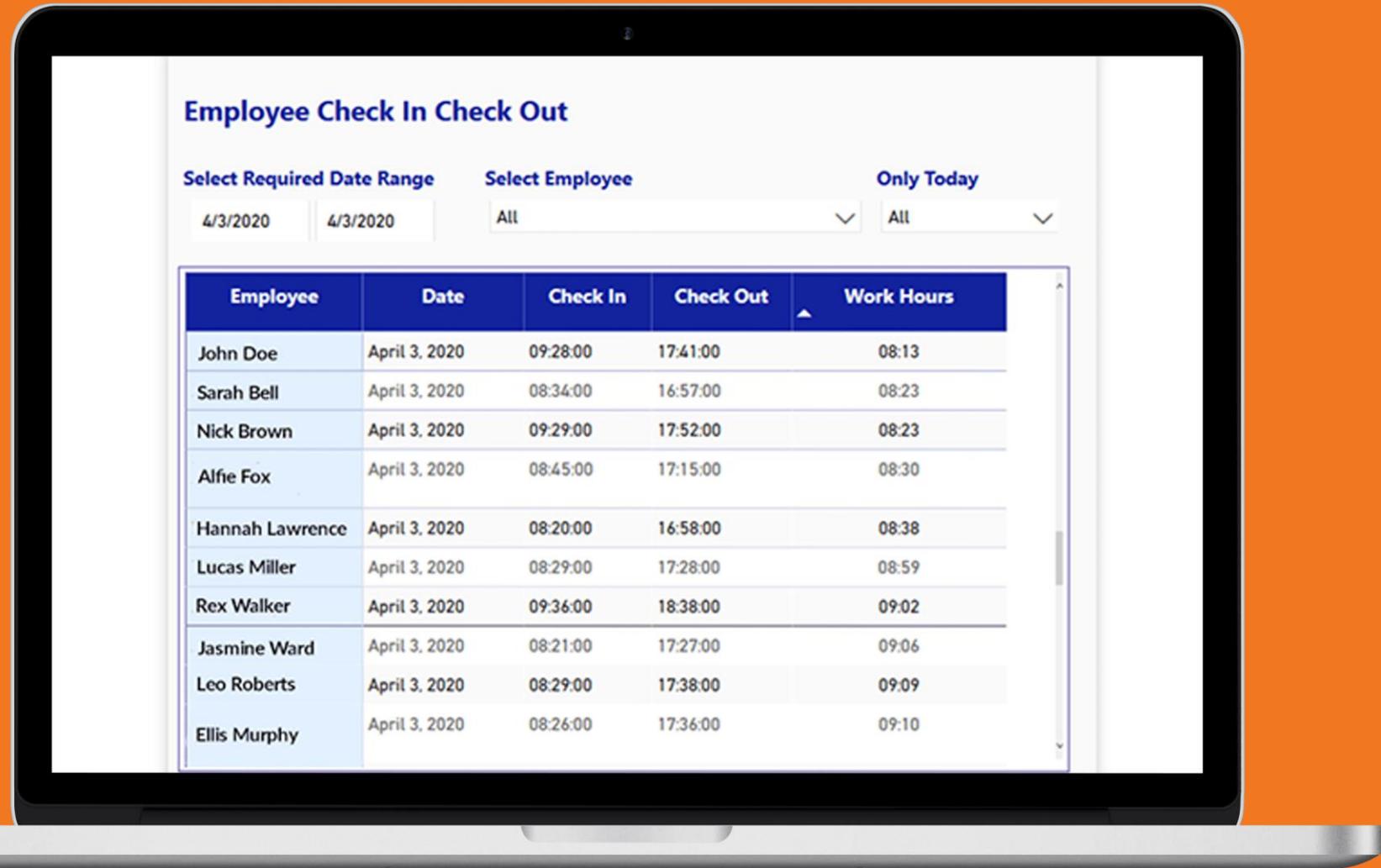
# Dashboards

Timesheet



# Dashboards

Check-in/Out



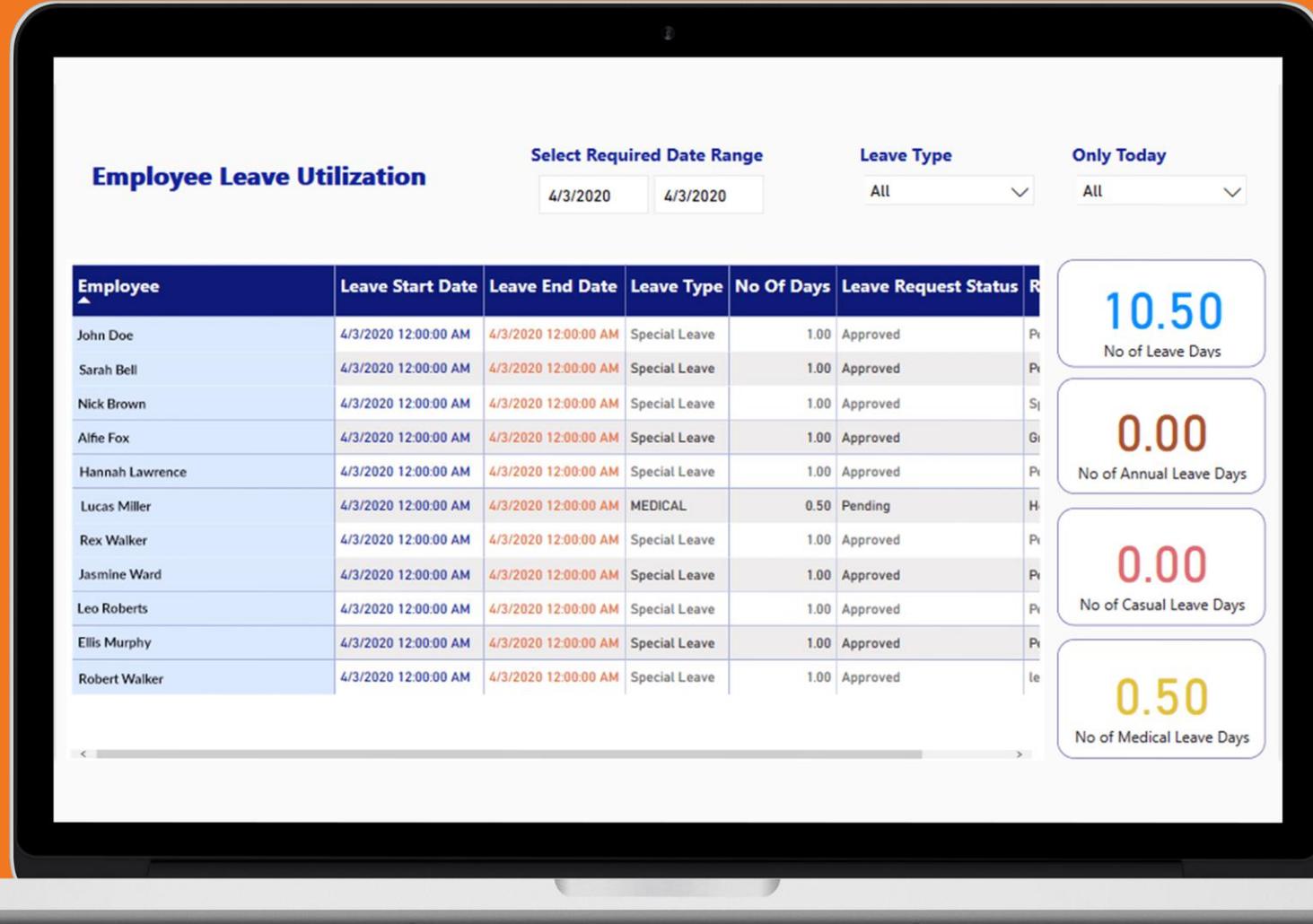
**Employee Check In Check Out**

Select Required Date Range: 4/3/2020 4/3/2020    Select Employee: All    Only Today: All

Employee	Date	Check In	Check Out	Work Hours
John Doe	April 3, 2020	09:28:00	17:41:00	08:13
Sarah Bell	April 3, 2020	08:34:00	16:57:00	08:23
Nick Brown	April 3, 2020	09:29:00	17:52:00	08:23
Alfie Fox	April 3, 2020	08:45:00	17:15:00	08:30
Hannah Lawrence	April 3, 2020	08:20:00	16:58:00	08:38
Lucas Miller	April 3, 2020	08:29:00	17:28:00	08:59
Rex Walker	April 3, 2020	09:36:00	18:38:00	09:02
Jasmine Ward	April 3, 2020	08:21:00	17:27:00	09:06
Leo Roberts	April 3, 2020	08:29:00	17:38:00	09:09
Ellis Murphy	April 3, 2020	08:26:00	17:36:00	09:10

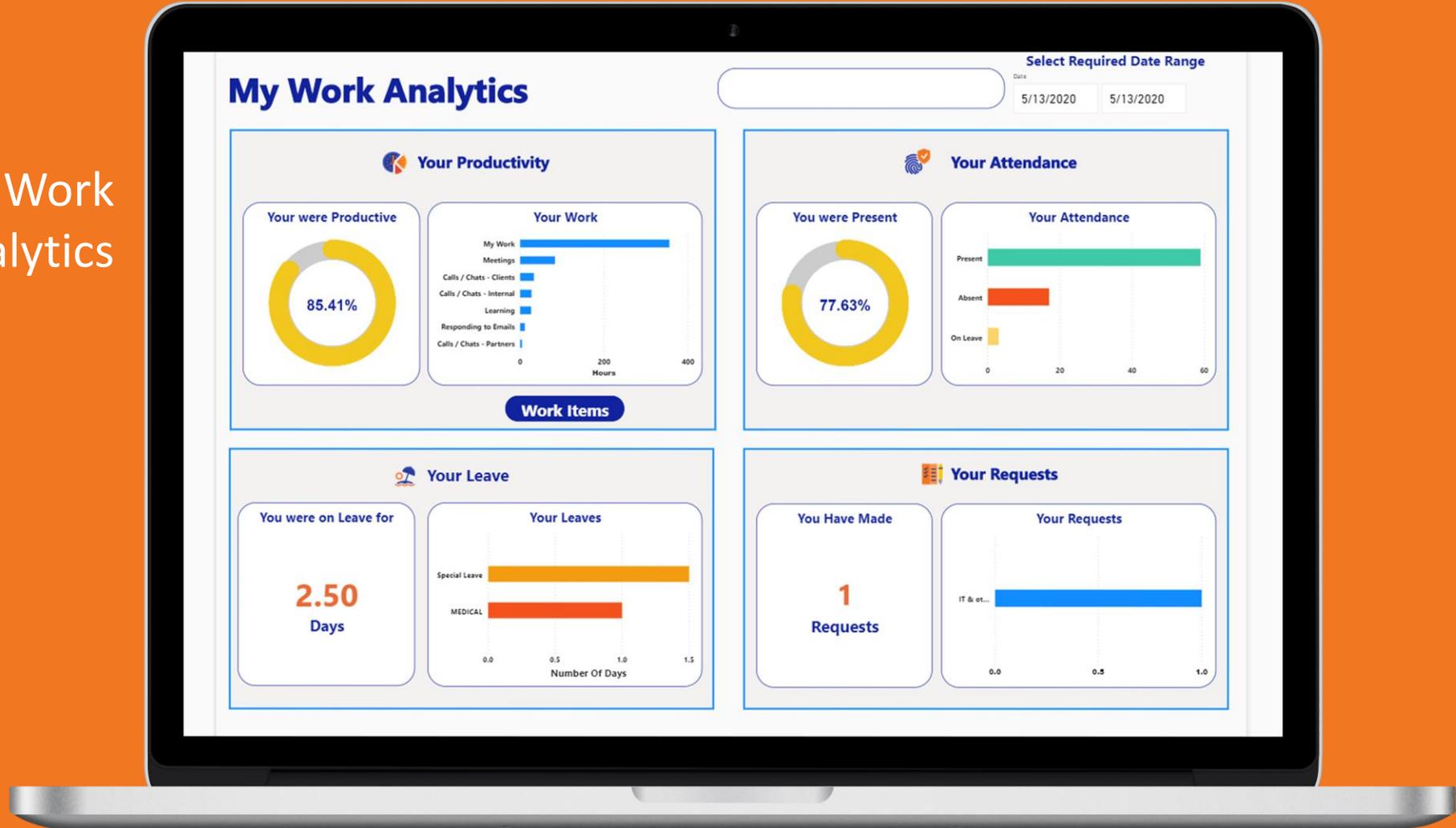
# Dashboards

## Leave Utilisation

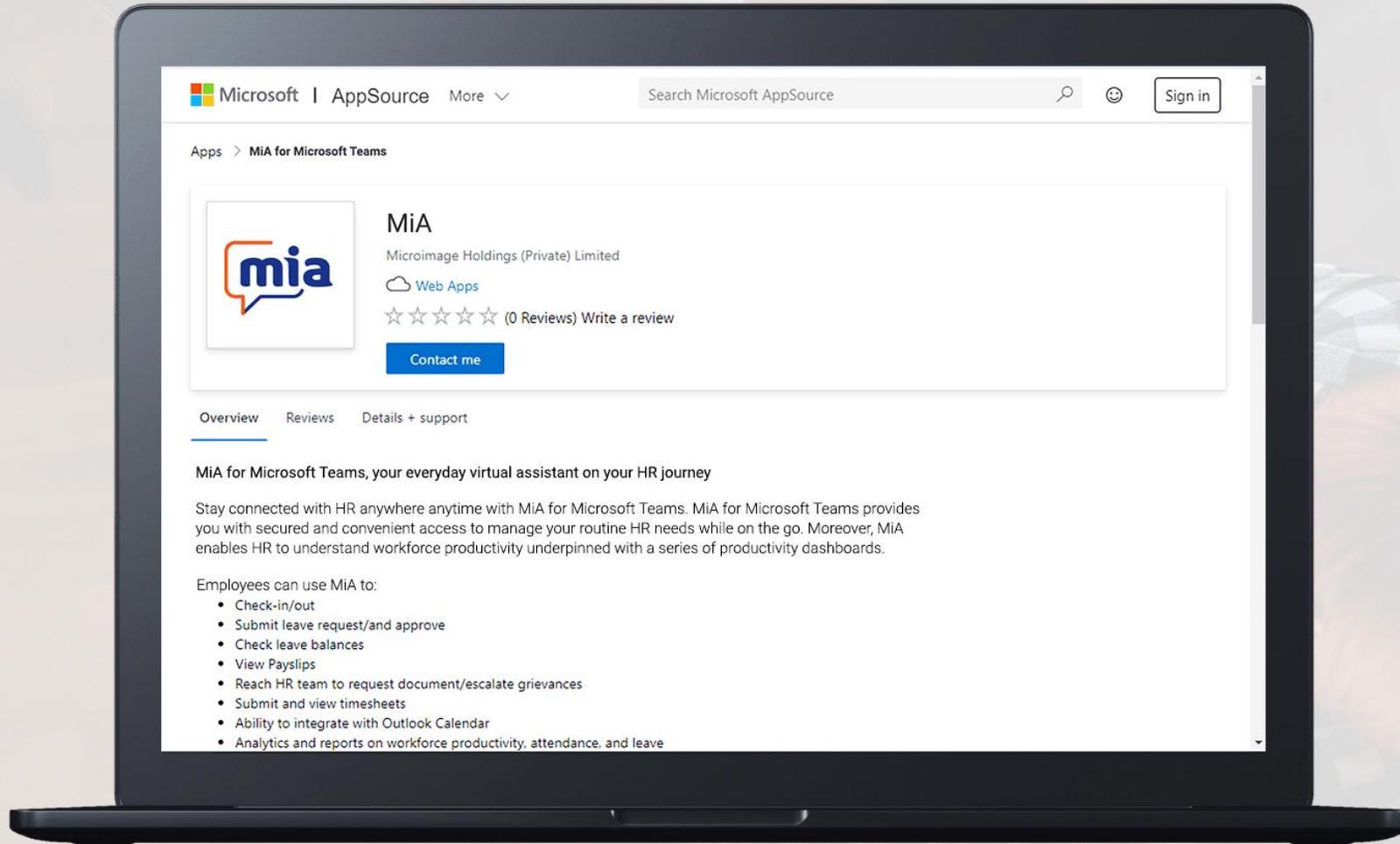


# Dashboards

My Work Analytics



# Subscribe to MiA on Microsoft AppSource!

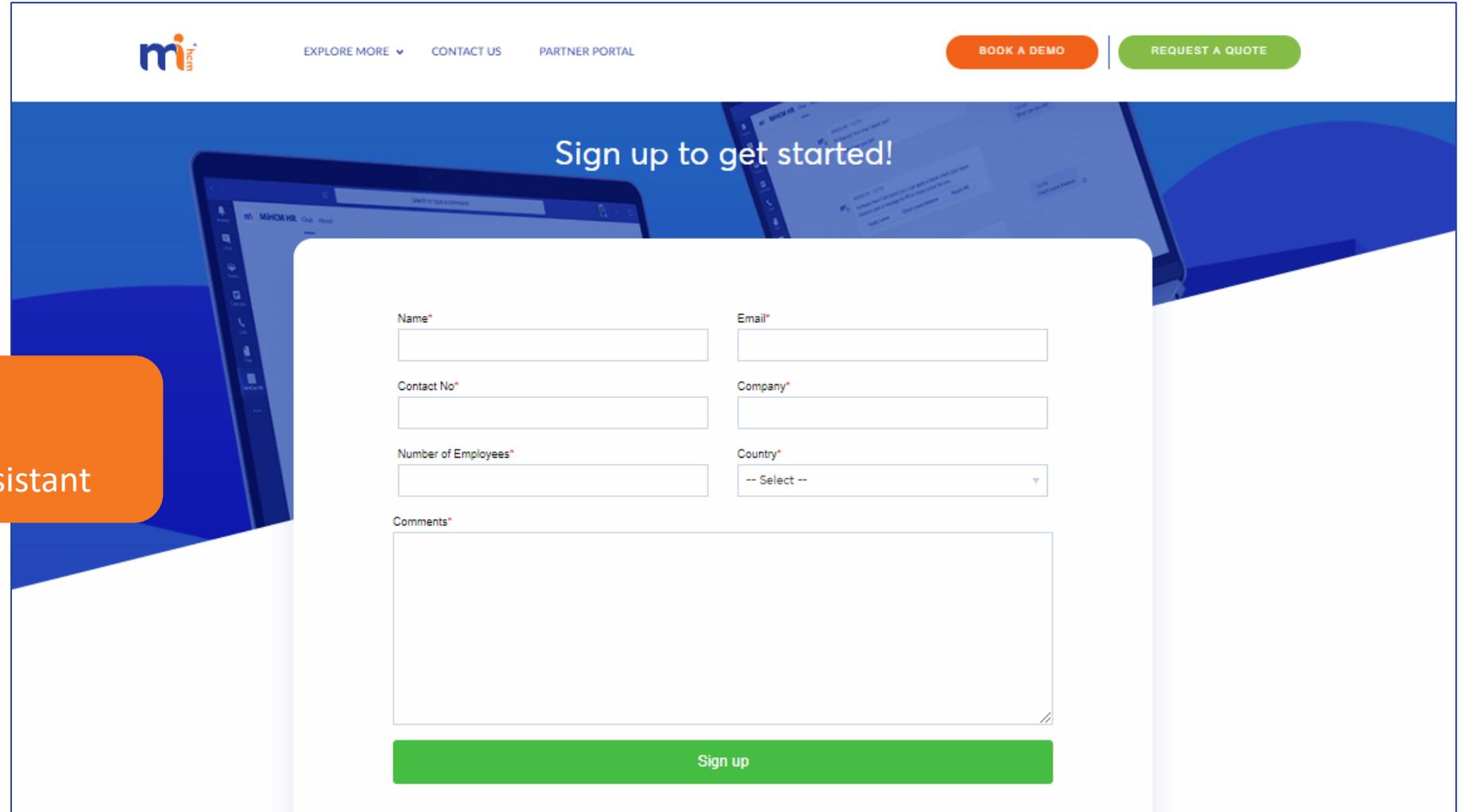


# Call To Action

01

✓ Sign Up for MiA

Your workplace virtual assistant



The screenshot shows the top navigation bar of the MiA website. On the left is the 'mia work' logo. In the center are links for 'EXPLORE MORE', 'CONTACT US', and 'PARTNER PORTAL'. On the right are two buttons: 'BOOK A DEMO' (orange) and 'REQUEST A QUOTE' (green). Below the navigation is a blue banner with the text 'Sign up to get started!'. A white sign-up form is overlaid on the banner. The form contains the following fields: 'Name\*' (text input), 'Email\*' (text input), 'Contact No\*' (text input), 'Company\*' (text input), 'Number of Employees\*' (text input), 'Country\*' (dropdown menu with '-- Select --'), and 'Comments\*' (text area). A green 'Sign up' button is at the bottom of the form.

02

✓ Provisioning the tenant – Setup Wizard

Getting Started  
Setting up wizard for MiHCM App for Microsoft Teams

Welcome to MiHCM HR!

MiHCM setup wizard will help you to setup MiHCM HR instance through few easy steps. First, it allows you to upload employee details to the system. The wizard also allows you to define leave types and upload leave balances. As a part of setting up process, Reach HR categories, which will be used by your employees when connecting with the HR team can also be defined. Finally, it will allow you to setup various timesheet categories, which enables employees to choose a suitable category when indicating the time they spent on each activity.

Let's get started with MiHCM HR!

CONTINUE >

Upload Employee Details

Step 01

Download template and upload the same with employee information filled. [Download Template](#)

Click or Drag-&Drop to Upload file

Format: doc,docx,pdf | Size: Less than 1MB

CLEAR UPLOAD NEXT >

Upload employee details via an Excel sheet

This step allows you to upload details of your employees into MiHCM HR Microsoft Teams app via an Excel sheet. You can fill in the details in the sample record given there as a guideline. In the Excel sheet, you need to have one record each, per employee in your organization. (Please use the sample record shown in grey colour). Also, you need to fill all the fields given in the Excel sheet. The fields of the Excel sheet are described below.

Step 01

Field Name	Description	Example
Employee Number	Employee number which is used to identify employee	003
First Name	Employee First Name	Sara
Last Name	Employee Last Name	Crew
Organisation Level 1	The highest level in your organization structure. E.g. Name of the Group of Companies, if your business is a group of Companies. It can be the name of Company, in case of a single Company scenario.	ABC Group
Organisation Level 2	The second level in your organization structure in relation to the employee given. E.g. If employee mentioned is working for Company "ABC Company" and Company is the second level in organization structure, this field will contain "ABC Company"	ABC Company
Organisation Level 3	The third level in your organization structure in relation to the employee given. E.g. If employee mentioned is working in the Finance Department of "ABC Company", this field will contain "Finance Department"	Finance Department

	A	B	C	D	E	F	
	Employee Number	First Name	Last Name	Organisation Level 1	Organisation Level 2	Organisation Level 3	Email Address
1	003	Sara	Crew	ABC Group	ABC Company	Finance Department	sara@abc.com
2							
3							

Create New HR Service Request Type

Request Type  [+](#)

Step 02

Request Types

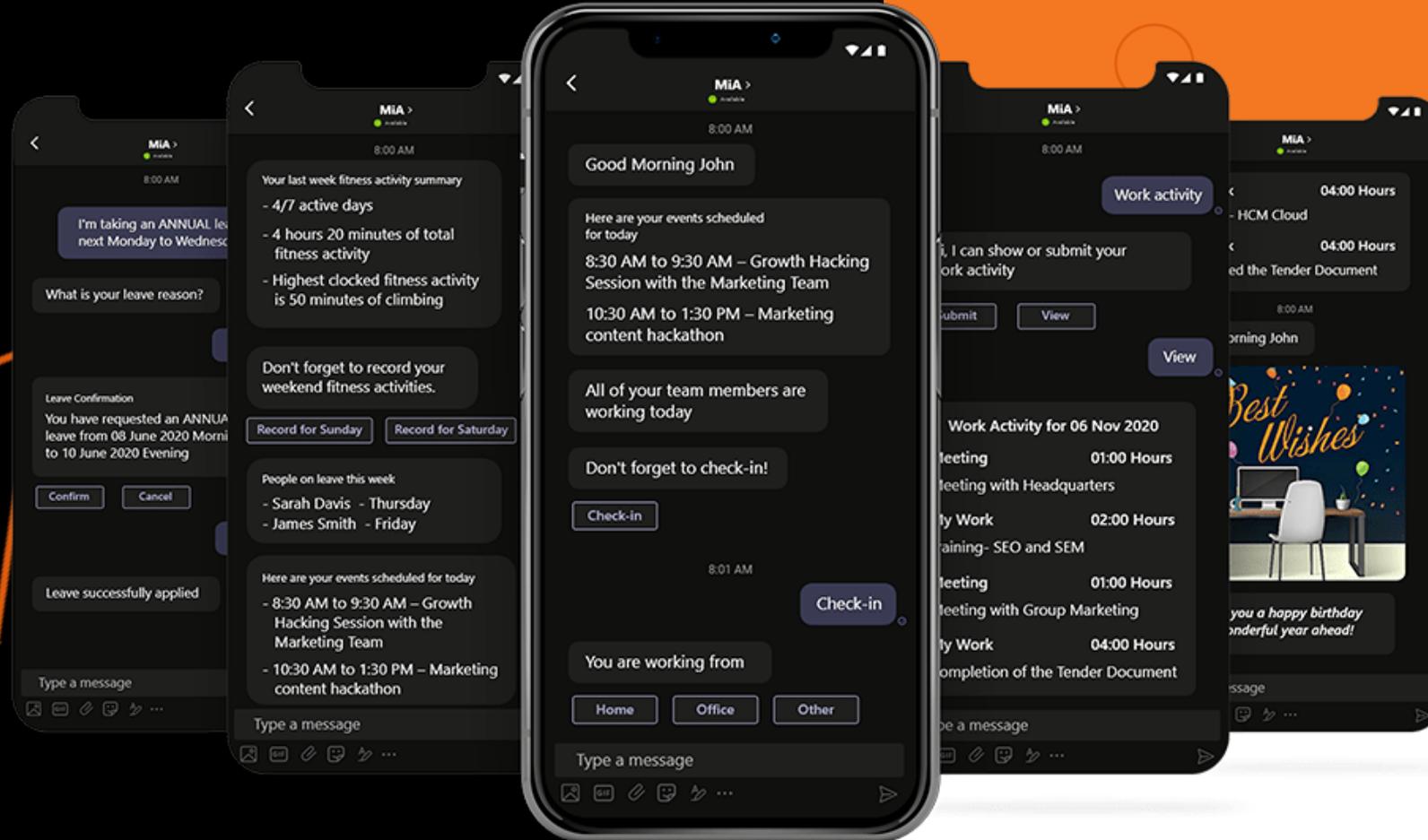
Show 5 entries Search:

- Letter Requests [✎](#) [✕](#)
- Grievances [✎](#) [✕](#)
- Ideas & Suggestions [✎](#) [✕](#)
- Infrastructure [✎](#) [✕](#)
- Other [✎](#) [✕](#)

Showing 1 to 5 of 7 entries

Previous 1 2 Next

# Thank You!



<https://mia.work>

