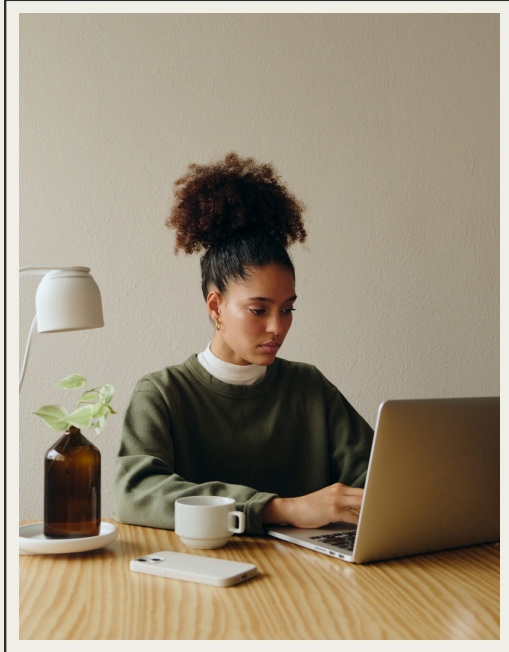




# INCUBER SERVICES LLP



# NEW EMPLOYEE ONBOARDING GUIDE

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## WELCOME TO INCUBER SERVICES

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Welcome to Incuber Services LLP! We're excited to have you join our team. We are looking forward for you to become a partner in the future in our entity. Our journey to become a cooperative entity becomes closer with every new partner joining a BOOTSTRAPPED SAAS STARTUP that strives to be a COOPERATIVE UNICORN. This comprehensive guide is designed to help you understand our company's processes, tools, and communication channels. This onboarding document serves as your reference guide during your first weeks with us and beyond. You'll find most things you need to get started, from accessing our internal systems to understanding our company structure.

Our goal is to make your transition into our team as smooth as possible. If you have any questions that aren't addressed in this guide, please don't hesitate to reach out to us.

# COMMUNICATION & ATTENDANCE

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## IWM Portal

We use the IWM Portal as our primary platform for internal communication and attendance tracking. This integrated system helps us stay connected and organized.

### **With the IWM Portal, you can:**

- Mark your daily attendance
- Communicate with team members
- Share important updates and announcements
- Access company resources
- Track projects and tasks

**How to Use IWM Portal:** Watch our comprehensive tutorial video to learn the ins and outs of the IWM Portal: [IWM Portal Tutorial](#)

Your IWM Credentials:

- URL:  
<https://incubers.pnapna.net/admin/authentication>
- Email ID: [yourname@email.com](mailto:yourname@email.com)
- Password: Kennedy63 (You can change it upon first sign in)

## COMMUNICATION & ATTENDANCE

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**Remember:** Regular attendance logging is required. Make sure to mark your attendance daily through the portal.

Our office operates from **8:00 AM**, Monday to Saturday. If you wish to arrive earlier, an office key can be provided to you. The morning office meeting starts promptly at 9:00 AM. **You are expected to be at your desk well before 9:00 AM**, having settled in, read your emails, reviewed the meeting agenda, and prepared any notes or points you wish to address during the meeting.

**Continuous late arrivals may lead to disciplinary action and could potentially result in dismissal from the company.**

Please note that the company premises are under CCTV surveillance, and your computer has a screen monitoring system running in the background to track work-related activity and time management.

# DOCUMENT SHARING & NAMING CONVENTIONS

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Proper document management is essential for our workflow. We follow specific naming conventions for all shared files to ensure consistency and easy retrieval.

## Document Naming Format:

[PROJECT] [DATE] [CREATOR-ID] [RECIPIENT-ID] [DOCUMENT-NAME]

## Example:

INCS\_20250403\_ATUK\_VIJC\_Onboarding\_document.docx

To learn more about our document sharing protocols and naming conventions, watch our tutorial: [Document Sharing & Naming Conventions Tutorial](#)



# TEAM COMMUNICATION & MEETINGS

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## Microsoft Teams

We use Microsoft Teams for virtual meetings, conferences, and day-to-day communication. This platform allows us to collaborate effectively, regardless of location.

### Key Team Members' Skype IDs:

- **Vijay Chopra (VIJC):** vijay\_kumar\_chopra
- **Gaurav Patel (GAUP):**  
live:.cid.742496aa609e6
- **Atul Kumar (ATUK):**  
live:.cid.742496aa609e601e
- **Ankita Sawal (ANKS):**  
live:.cid.6342266627b64291
- **Tanishka Khandelwal (TANK):**  
live:.cid.5ff3fd0f18faa73

### Meeting Guidelines:

- Be punctual for all scheduled meetings
- Test your audio and video before joining
- Keep your microphone muted when not speaking
- Use the chat function for questions if someone else is presenting

# COMPANY PRODUCTS

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Currently, Incuber Services develops and maintains three main products:

## 1. PNAPNA

- Website: [pnapna.com](http://pnapna.com)

## 2. All Bookkeeping and Taxes

- Website: [allbookkeepingandtaxes.com](http://allbookkeepingandtaxes.com)

## 3. The Home Etc

- Website: [thehomeetc.com](http://thehomeetc.com)
- YouTube Channel: [The Home Etc](https://www.youtube.com/channel/UC...)

Take some time to explore these products to better understand our company's offerings and audience.

Few more are in the progress.



# EMPLOYEE ACCESS SETUP

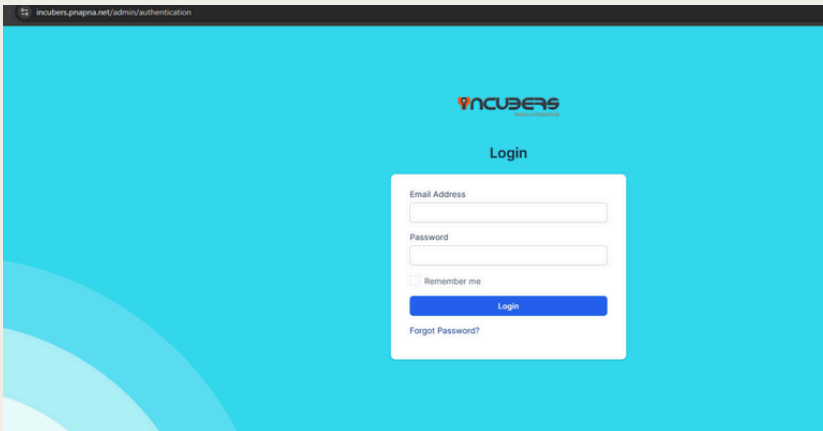
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## IWM Portal Access

The IWM Portal will be your primary platform for daily tasks and communication.

### Access Details:

- **URL:**  
<https://incubers.pnapna.net/admin/authentication>
- **Email ID:** [yourname@email.com](mailto:yourname@email.com)
- **Password:** Kennedy63 (You can change it upon first sign in)



For a detailed walkthrough, watch our tutorial:

[IWM Portal Tutorial](#)

# EMPLOYEE ACCESS SETUP

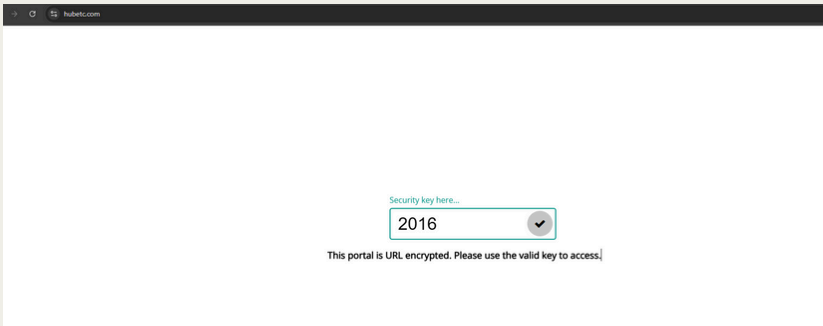
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## HubETC Access

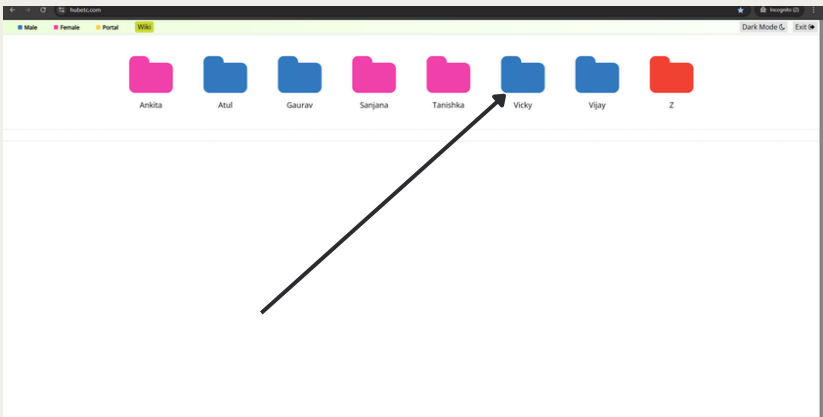
HubETC is our centralized hub for specific project resources and development.

### HubETC Details:

- **URL:** <https://hubetc.com/>
- **Website Password:** 2016



- **Your Personal URL:**  
<https://yourname.hubetc.com/>



# EMPLOYEE ACCESS SETUP

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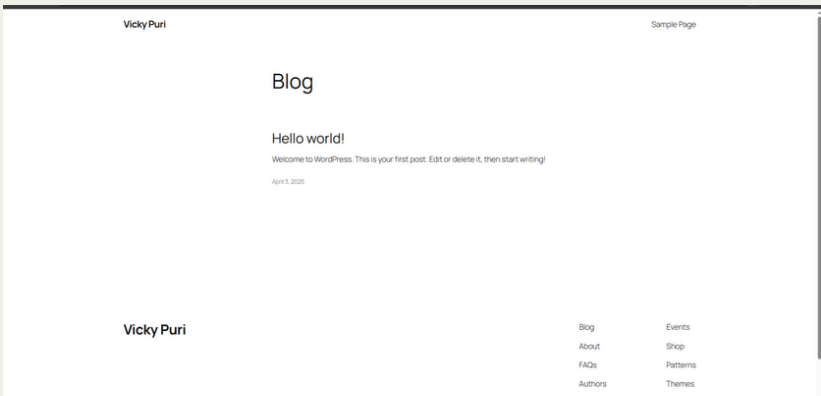
## WordPress Administration

You'll have access to your personalized WordPress instance for content management and development.

### WordPress Access:

- **WordPress URL:**

<https://yourname.hubetc.com/wordpress/>



- **Admin URL:**

<https://yourname.hubetc.com/wordpress/wp-login.php>

- **Username:** [yourname@email.com](mailto:yourname@email.com)
- **Password:** kennedy63

# COMPANY SERVER INFRASTRUCTURE

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## Server Hosting

We utilize two primary platforms for our server hosting needs:

- **SiteGround:** For client-facing websites and applications
- **SSD Node:** For internal applications, development environment, and hosting our application that hold SAAS.
- Several others in house at several locations: For back up and emergency use.

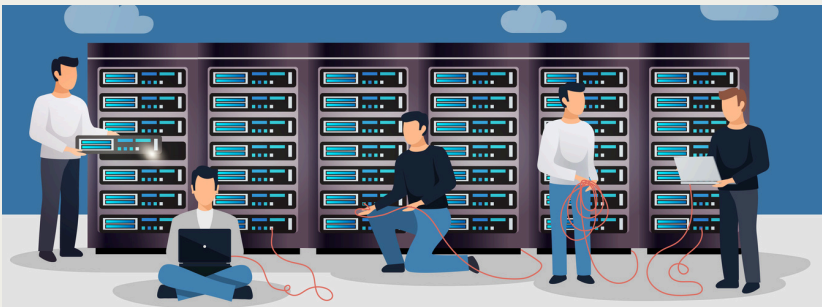
## Domain Registration

Our domains are registered through:

- **Namecheap:** Primary domain registrar
- **Pinome.com:** Secondary domain services

## Company Website

Visit our company website to learn more about our services: [incubers.com](https://incubers.com)



## MEET THE TEAM

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At Incuber Services LLP, you'll be working with a talented team of professionals:

1. **Gaurav Patel (GAUP)**

- Senior Developer
- 3+ years with the company

2. **Atul Kumar (ATUK)**

- Developer, HR, Admin
- 2 years 10 months with the company

3. **Ankita Sawal (ANKS)**

- Graphics Designer
- 1 year 2 months with the company

4. **Tanishka Khandelwal (TANK)**

- Digital Marketing
- 8 months with the company

Your Employee ID is **VICP**, which is generated based on your name.



## ADDITIONAL RESOURCES

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### Onboarding Video

For a comprehensive overview of our company and your role, please watch our **onboarding video**: [Incuber Services Onboarding Video](#)

A day in the life of an employee at Incubers:  
Watch these videos

**Company website:** <https://www.incubers.com>

- **Company Employee Manual:** Host it and write the URL of the PDF here
- This manual also has a mission statement
- **Employee Agreement:** Host it and write the URL of the PDF here
- **INTROSPECTION OF OUR PROGRESS:** I have attached the document. host it and write the URL of the PDF here

### Employees who have been rewarded:

**Mr. Dilkhush Yadav:** Rs 5 lakhs upon completing 5 years

**Mr. Gaurav Patel:** A motorbike worth Rs 1 lakh upon completion of 2.5 years

**Mr. Atul Kumar:** A motorbike worth Rs 1 lakh upon completion of 2.5 years

Several other progress bonuses are awarded routinely.

## YOUR JOURNEY BEGINS

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Congratulations on joining the Incuber Services team! We're excited to see the contributions you'll make and the growth we'll achieve together.

### **Your first day will focus on:**

- Setting up your accounts and workstation
- Meeting the team
- Familiarizing yourself with our products
- Understanding your specific role and responsibilities

**Remember:** Questions are encouraged! Don't hesitate to reach out to your supervisor or any team member for assistance.

**Welcome aboard!**