



Marikar Group

PERFORMANCE HUB

USER MANUAL · VERSION 1.1

Every division, **one clear view.**

How to sign in, find your way around, read the division and sales dashboards, build verified reports, track HOD actions and manage people on the Marikar Group performance hub.

Document **UM-MGHUB-2026-01**
Issued **14 October 2026**
For **Marikar Group leadership, HODs and authorised users**
Hub address **mmlpbi.bpropms.in**



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D&D by **Dr.Babu.B** · BPro Consulting & Technologies
www.drbabu.in | www.bpropms.com

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1. How to read this manual

Each chapter covers one part of the hub, with a screenshot of the real screen. Numbered pointers on the screenshots match the numbers in the text.

- | | |
|---|---|
|  Pointer — a numbered marker on a screenshot. In the text it looks like  . |  Highlighter — a term worth remembering . |
|  Sticky note — a practical tip from the people who built the hub. |  Lens — a closer look at how a figure is calculated or where it comes from. |
|  Tooltip — what you see when you hover or tap a figure on screen. |  Caution — something that can go wrong, and how to avoid it. |
|  Badge — a Hub Explorer achievement (chapter 12). |  Key — a keyboard key or button label. |

STICKY NOTE

If you only read one chapter, read chapter 7, "the four lenses". It explains every number on the sales and inventory dashboard and where it comes from.

2. Background of the programme

The Marikar Group performance hub is the leadership team's single place for the half-year review: every division, every company, one clear view.

Marikar Group

Marikar Group has served Kerala and Tamil Nadu since 1910. Today it sells and services Honda two-wheelers (Honda Kerala, AMZES in Tamil Nadu, BigWing premium motorcycles), Royal Enfield motorcycles, Nissan cars, Royal Enfield parts through CSPW, and Canon office automation, alongside its corporate and HR functions. Each division reports to the group's HOD meetings.

Why the hub exists

At the 9 October 2026 HOD meeting the H1 FY 2026–27 review was presented from separate decks and spreadsheets, each in its own format. Figures were hard to compare, prior-year numbers were missing from some decks, and sales data lived inside TallyPrime where only Accounts could see it. The hub was commissioned to:

- **Bring every division on to one screen**, in one format, with the same comparisons: H1 against the same months last year, and against the full year to 31 March.
- **Reconcile sales and inventory figures to the source**. Every number on the sales dashboard is traced back to a TallyPrime register and its Grand Total, to the paisa.
- **Make the 31 HOD actions visible** with owners, due dates and a league table, so follow-through is measured, not assumed.
- **Issue reports people can trust**: every PDF and Excel download carries a document ID and a QR code that anyone can check.

Principles

Data → insight → action

One version of the truth

Every figure reconciled to its source

Measure what matters, every month

Decide on evidence, not opinion

From TallyPrime to the boardroom

Trends beat snapshots

Spot it early, fix it early

Who built it

The hub was designed and developed by **Dr. Babu B.** of **BPro Consulting & Technologies** (www.drbabu.in | www.bpropms.com), the group's analytics partner, working with the divisions and Accounts. It is published at **mmlpbi.bpropms.in**, works in any modern browser, and installs on a phone as an app.



LENS

The hub holds only aggregated figures. Customer names, phone numbers and vehicle numbers from the Tally registers never leave Accounts; the dashboards are built from monthly, daily and item-level totals.

3. Getting started

Open <https://mmlpbi.bpropms.in> on a computer, tablet or phone. You will see the sign-in page.

Signing in

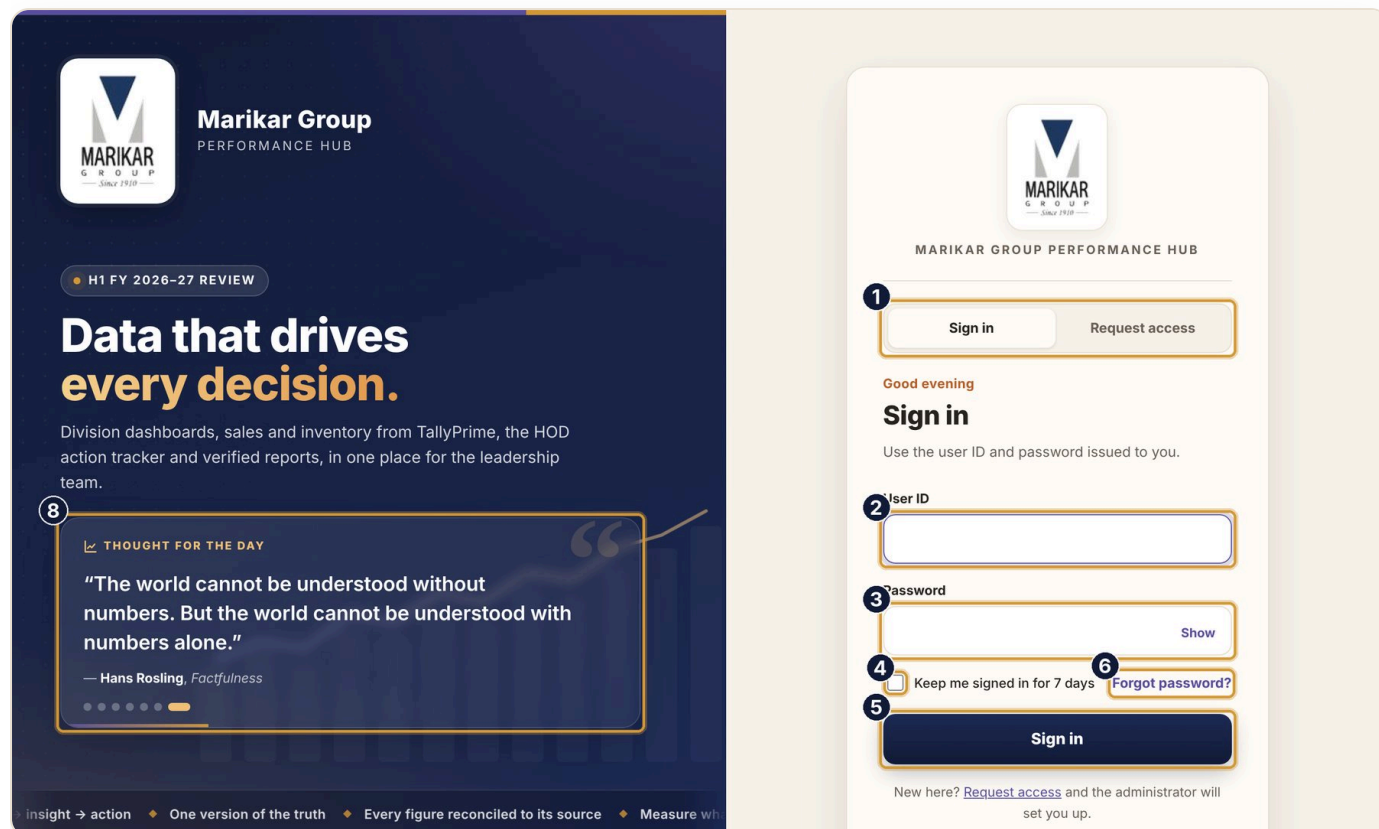


Figure 1 · The sign-in page. The left panel shows a rotating thought on data; the right card is where you sign in.

- 1 Make sure the **1 Sign in** tab is selected.
- 2 Type your **2 User ID**. This is your work e-mail address; capital letters do not matter.
- 3 Type your **3 Password**. Use **Show** to check it. If Caps Lock is on, the page warns you.
- 4 Tick **4 Keep me signed in for 7 days** on your own device only. Otherwise the session ends after 12 hours or when you close the browser.
- 5 Click **5 Sign in**. You arrive at the hub, or at the page you were trying to open.

Forgot your password? Use **6**. Need to check a document without signing in? Use **7 Verify a document**. The **8 Thought for the day** rotates every few seconds; the dots pick one.



CAUTION

After several wrong attempts the page waits longer before each new try. That is deliberate. If you are stuck, use "Forgot password?" rather than guessing.

Requesting access

New to the hub? Choose the **Request access** tab and fill in the form. The administrator reviews every request and e-mails you a user ID and a temporary password, usually within one working day.

Figure 2 · Request access: **1** full name, **2** work e-mail (it becomes your user ID), **3** company, division or function, **4** the access you need, **5** the confirmation tick, **6** Send request.

The **company / division / function** box suggests the corporate functions (Management / Corporate, Finance & Accounts, Admin, HR, IT, Internal audit, Marketing) as well as every division, plus "All divisions" and "Other"; you can also type your own. **Access needed for** tells the administrator whether you need your own division, several, or the whole group, so the right role can be set before you sign in for the first time.

MARIKAR GROUP PERFORMANCE HUB

Sign in Request access

Request access

Tell us who you are. The administrator reviews every request and sends your sign-in details by e-mail.

Request ready to send

Thanks, Priya. One more step: send the request to the administrator with the button below (it opens your mail app with everything filled in).

Reference: **AR-20261014-2079**

Send by e-mail

Copy the request instead

Approval usually takes one working day. You will receive your user ID and a temporary password at the e-mail address you gave.

Already have access? [Sign in](#)

OR

Verify a document

Check a note or report by its ID or QR code →

Figure 3 · After you send: a **1** reference to quote, **2** a button that opens your mail app with the request filled in for the administrator, and **3** a copy option if your mail app does not open.



STICKY NOTE

Keep the reference (it looks like **AR-20261014-7618**). If you need to chase a request, quote it.

Forgot your password

Figure 4 · Enter your **1** user ID and **2** request a reset. The administrator issues a new temporary password to that e-mail address.

Roles

ROLE	CAN
Viewer	Open every dashboard, tracker, note and report; download PDF and Excel reports; verify documents; choose their own theme and menu layout.
Admin	Everything a viewer can; reserved for future editing rights.
Super admin	Everything above, plus Settings → People: add, reset and remove accounts and act on access requests.

Installing the hub as an app

The hub invites you to install it on every visit until you do. Installed, it opens full-screen from your home screen or desktop, keeps working offline with the last data it saw, and shows an **Update available** message when a new version is published (tap **Update** to switch).

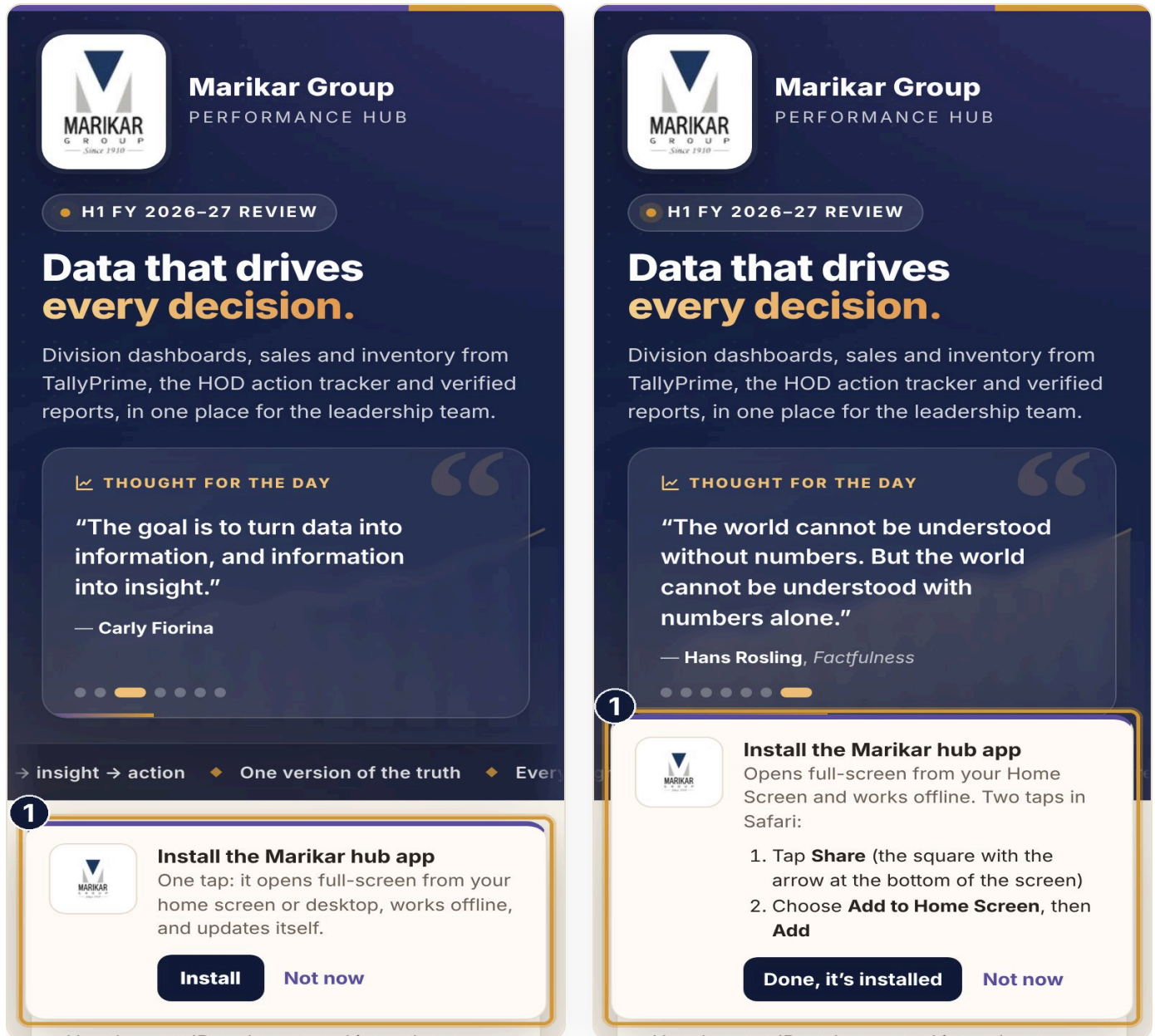


Figure 5 · Left, Android / Chrome / Edge: 1 the card; **Install** opens the phone's own install dialog in one tap. Right, iPhone and iPad: Apple allows no one-tap install, so the card shows the two steps, Share → Add to Home Screen, and a "Done, it's installed" button.

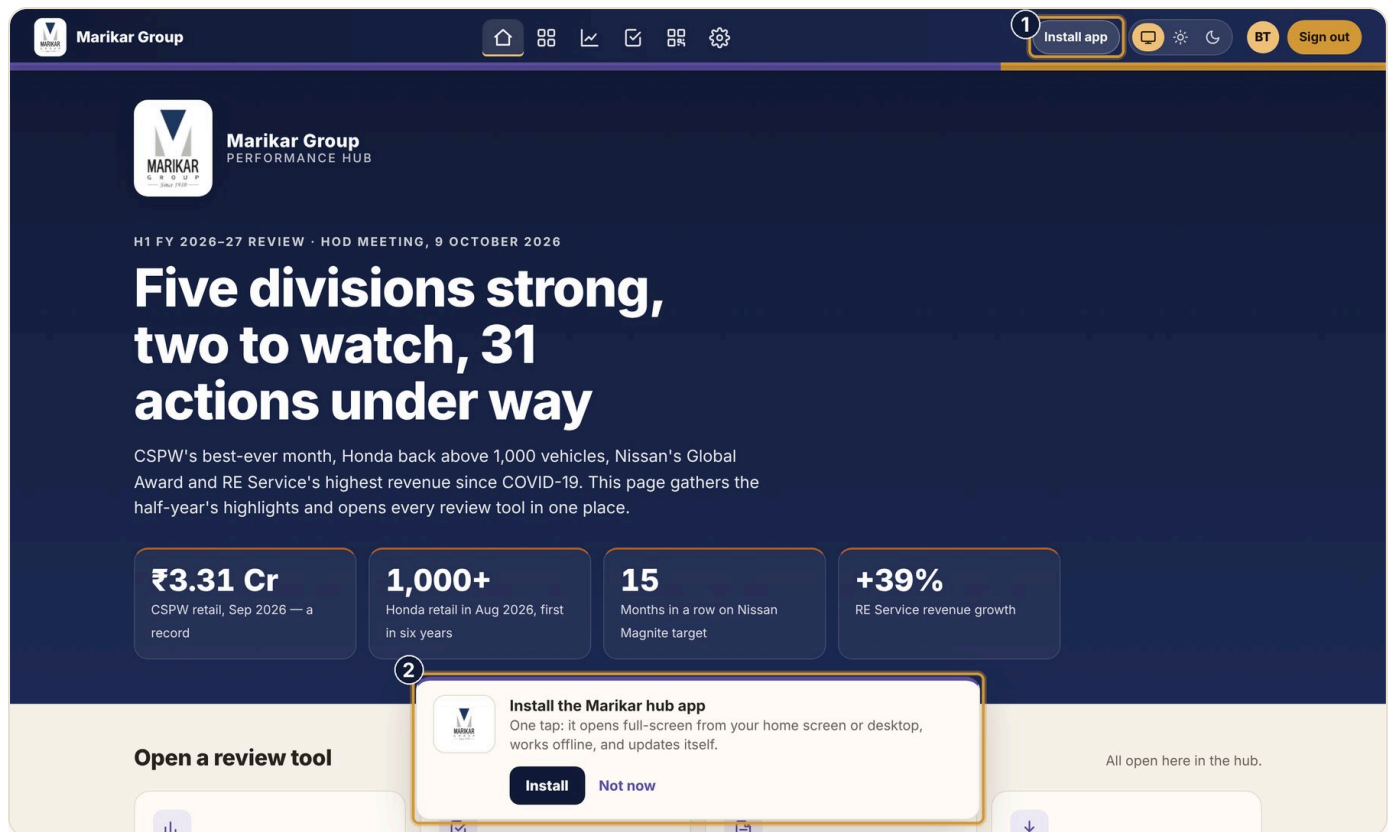


Figure 6 · On a computer the **1** **Install app** button sits in the bar and the **2** card appears at the foot of the page. Chrome and Edge install the hub as a desktop app with its own window.



STICKY NOTE

"Not now" hides the card for the current session only; it is back on your next visit. Once the app is installed, it never shows again. Long-press the app icon for shortcuts to the dashboard, the divisions and the tracker.

4. Finding your way around

Every page carries the same bar: the menu, a theme switch, your name and Sign out.

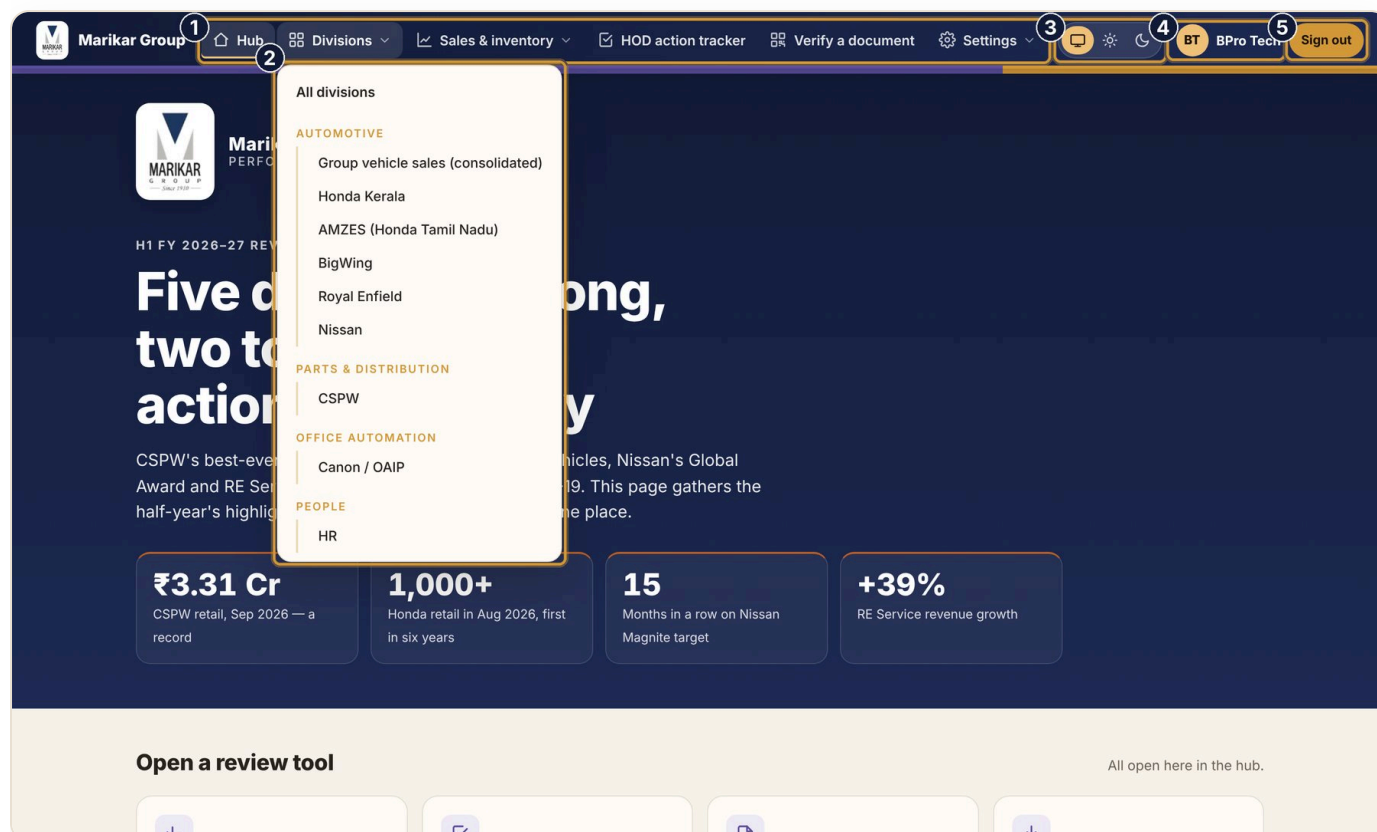


Figure 7 · 1 Main menu · 2 the Divisions submenu, with the division groups · 3 theme switch · 4 who is signed in · 5 Sign out.

The menu

MAIN ITEM	SUBMENU	OPENS
Hub	—	The landing page: headline figures, review tools, baseline and insights.
Divisions	All divisions · Automotive · Parts & distribution · Office automation · People	The division dashboards. Each division group is a consolidation page showing its divisions together; under it sit the divisions themselves.
Sales & inventory	Dashboard · Report builder · Reconciliation note	The TallyPrime-based sales and inventory views.
HOD action tracker	—	The 31 actions, league standings and roadmap.
Verify a document	—	Public page to check a document's ID or QR code.
Settings	Appearance · People	Your theme and menu layout; account management for the super admin.

ON SCREEN

Hover a main item to open its submenu; on a touch screen tap once to open it and tap the item again to follow it.

Light, dark or system

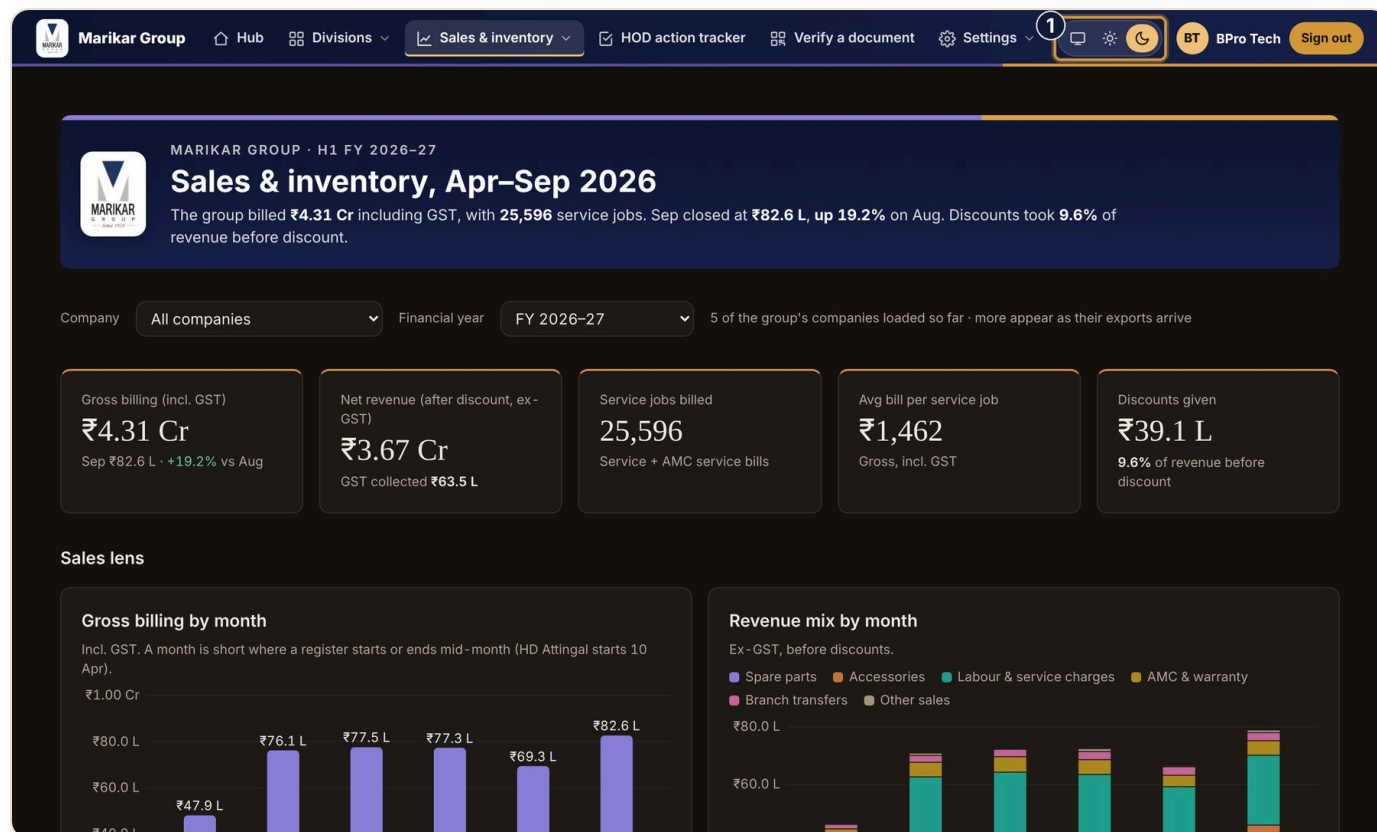


Figure 8 · The **1** theme switch: System follows your device, Light and Dark force a theme. The choice is remembered on that browser.

Top bar or sidebar

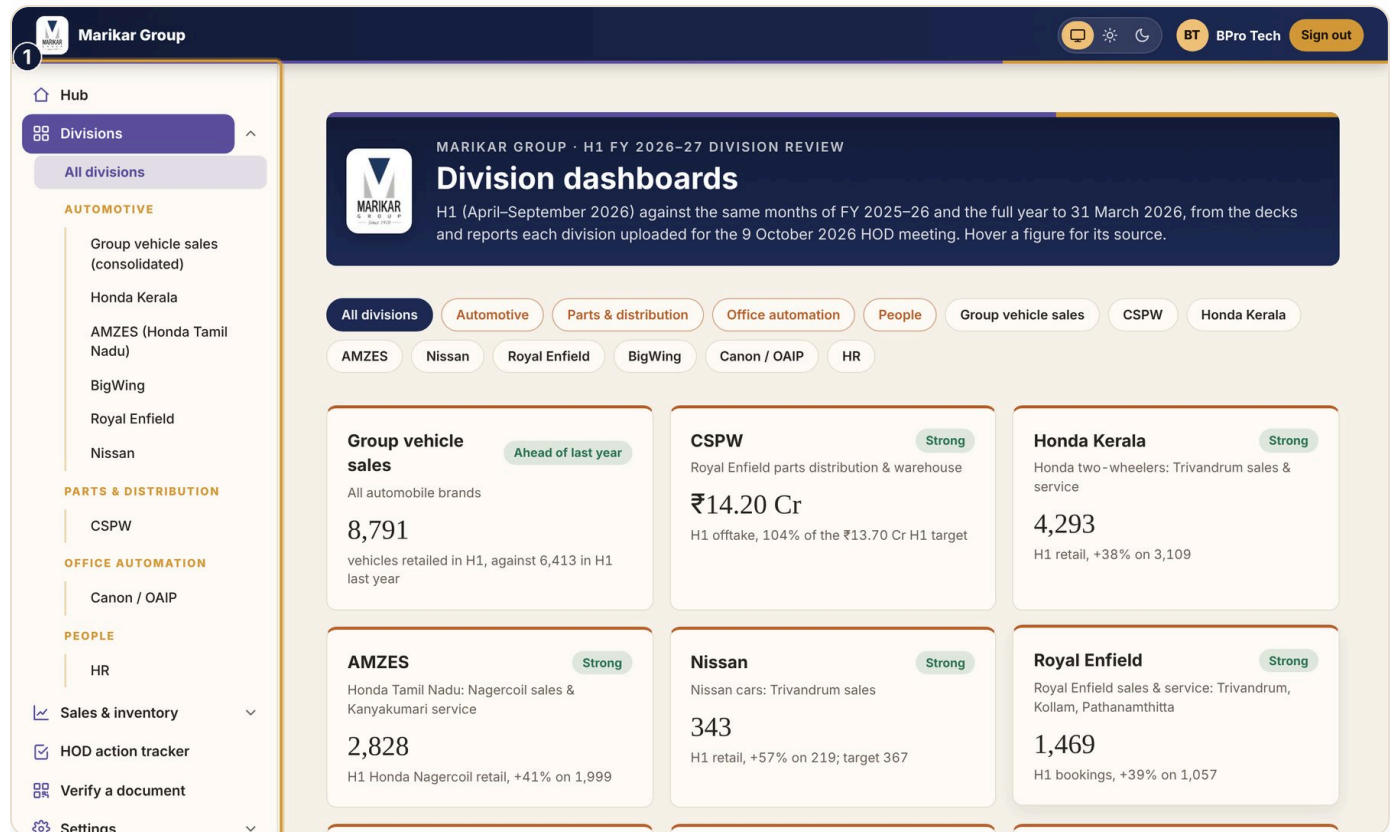


Figure 9 · In **1** sidebar mode the full menu stays open on the left and remembers which sections you expanded. **2** switches back to the top bar. Change it any time in Settings → Appearance.

On a phone

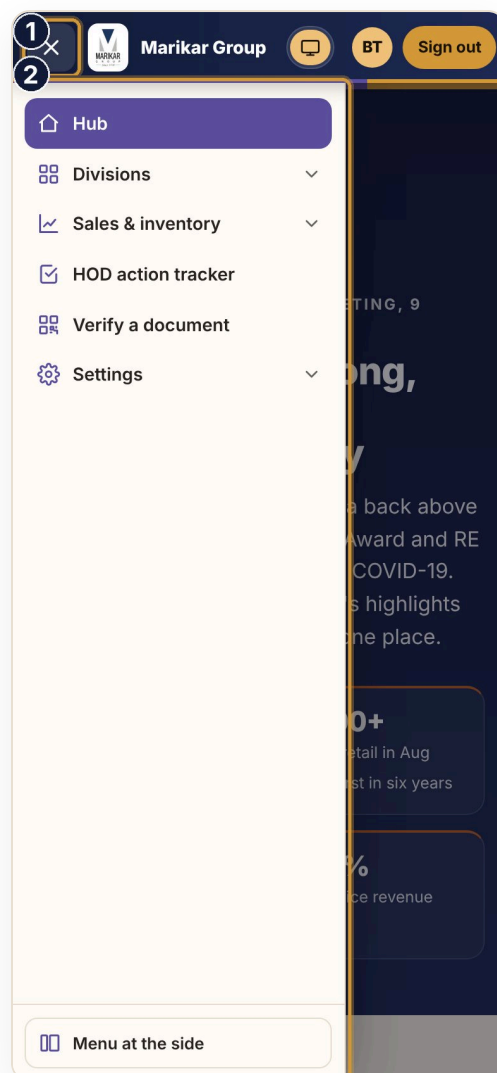


Figure 10 · On phones the menu is a drawer behind the **1**  button; **2** the same items as on a computer. Tap outside the drawer, or press **Esc** on a keyboard, to close it.



BADGE

Switch the theme and the menu position once each and you have earned the **Navigator** badge (chapter 12).

5. The hub landing page

The hub page is the half-year review at a glance: what happened, what to watch, and a door to every tool.

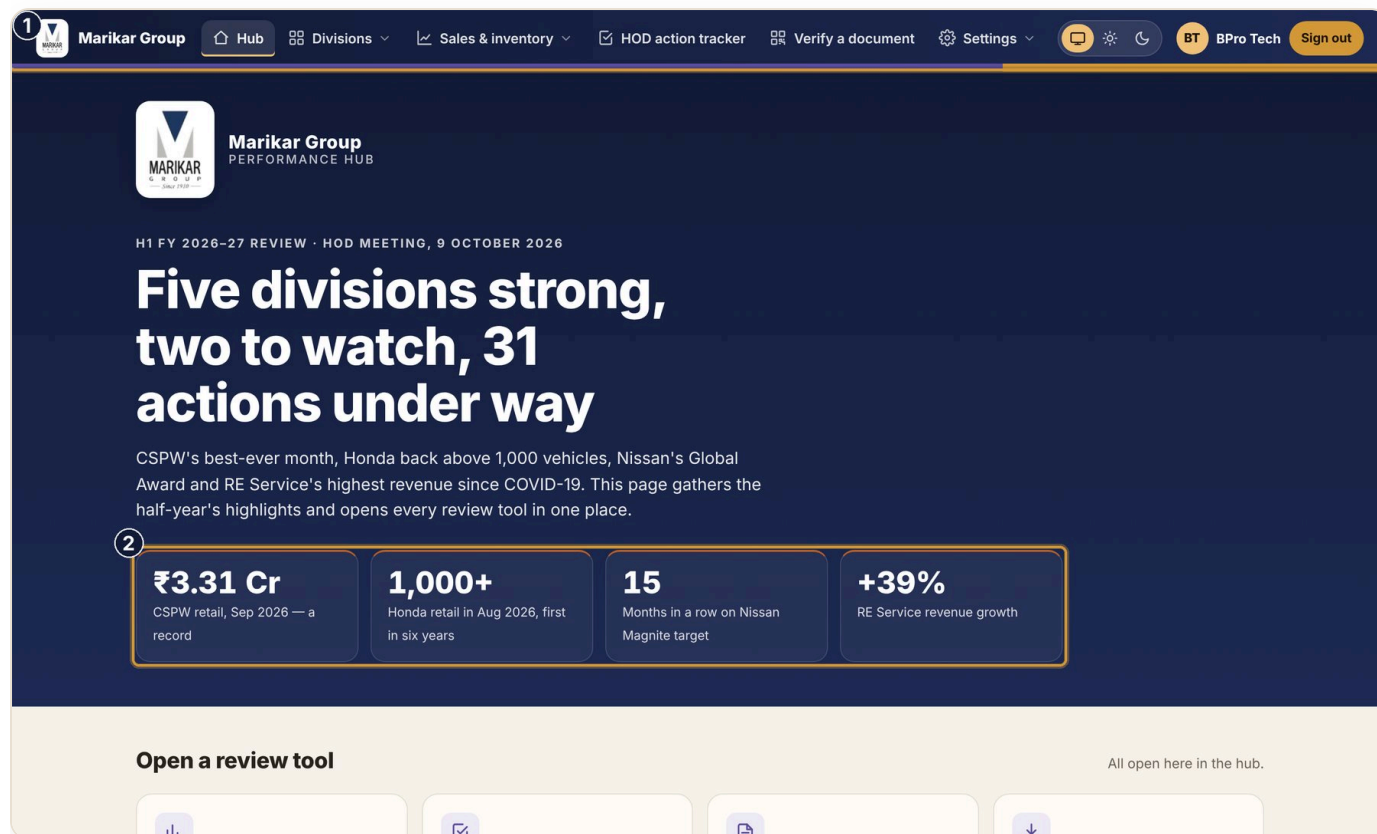


Figure 11 · The hub: 1 the menu bar, 2 the headline figures from the HOD meeting.

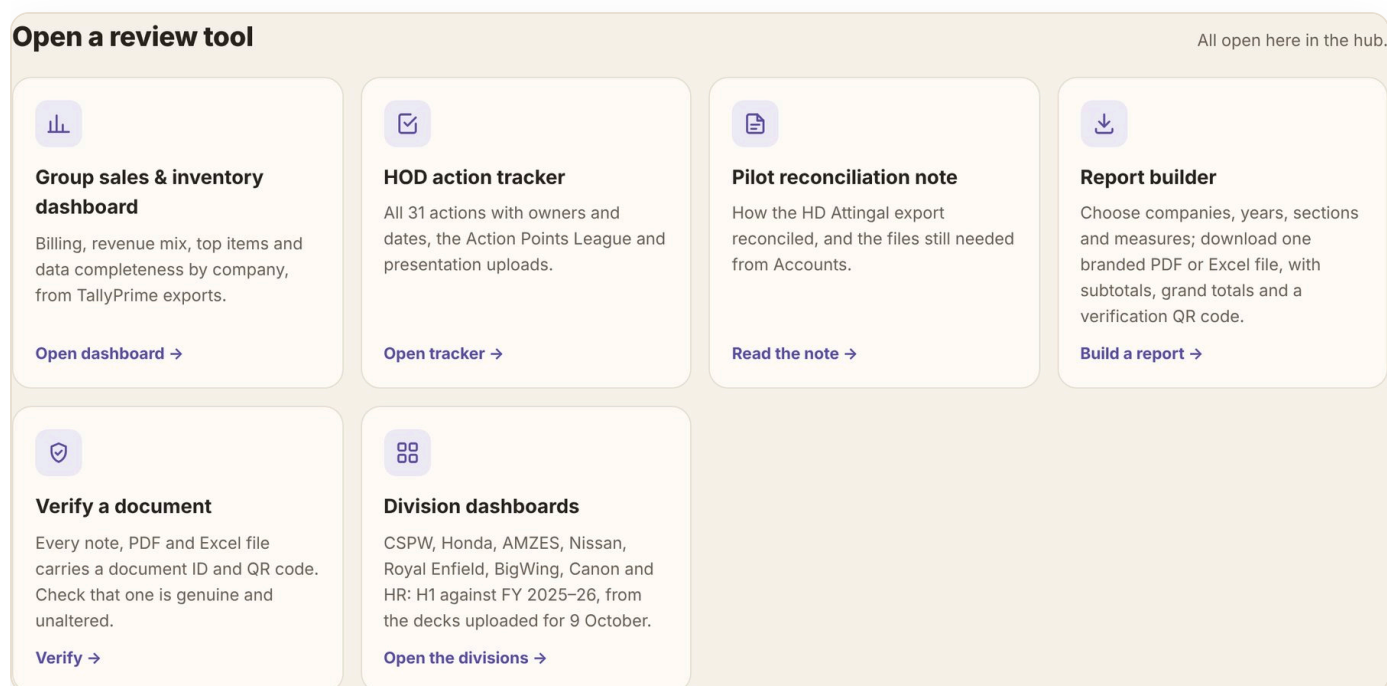


Figure 12 · "Open a review tool": every tool is one click away. The same links are in the menu.

Below the tools the page gathers the **FY 2025–26 baseline** (revenue by line of business, the financial position), the **Honda two-wheeler units' H1** panel drawn from the sales dashboard, and **Insights for the H1 review**, each ending with a question for the owner. These are typed figures from the HOD meeting and the provisional accounts; they are refreshed after each meeting.

**LENS**

The Honda units panel on this page reconciles to the sales dashboard: ₹4.31 Cr gross billing, 25,596 service jobs, average bill ₹1,462, stock ₹27.8 L → ₹40.5 L. If the dashboard changes, this panel is updated with it.

6. Division dashboards

One view per division, built from the decks and reports each division uploaded for the 9 October meeting, with H1 FY 2026–27 against the same months of FY 2025–26 and the full year to 31 March 2026.

The overview

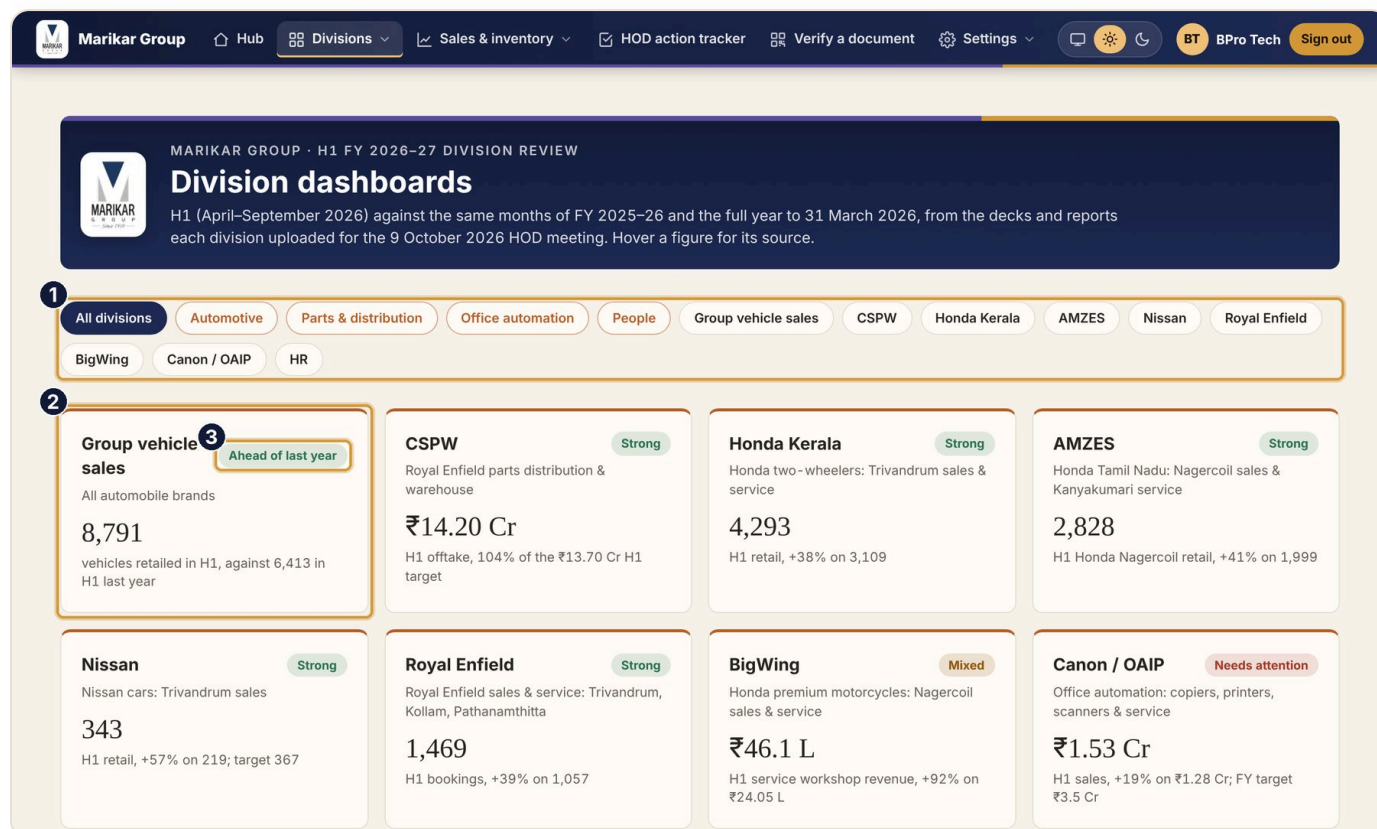


Figure 13 · **1** chips for every division and group · **2** a division card with its headline figure · **3** its status.

Each card shows the division's headline figure and a status pill: **Strong**, **Mixed**, **Needs attention**, **Ahead of last year** or **Plan presented**. Click a card or a chip to open the division.

Division groups

A **division group** consolidates several divisions on one screen. There are four: **Automotive** (group vehicle sales, Honda Kerala, AMZES, BigWing, Royal Enfield, Nissan), **Parts & distribution** (CSPW), **Office automation** (Canon / OAIP) and **People** (HR). Pick a group from the Divisions menu or the gold chips.

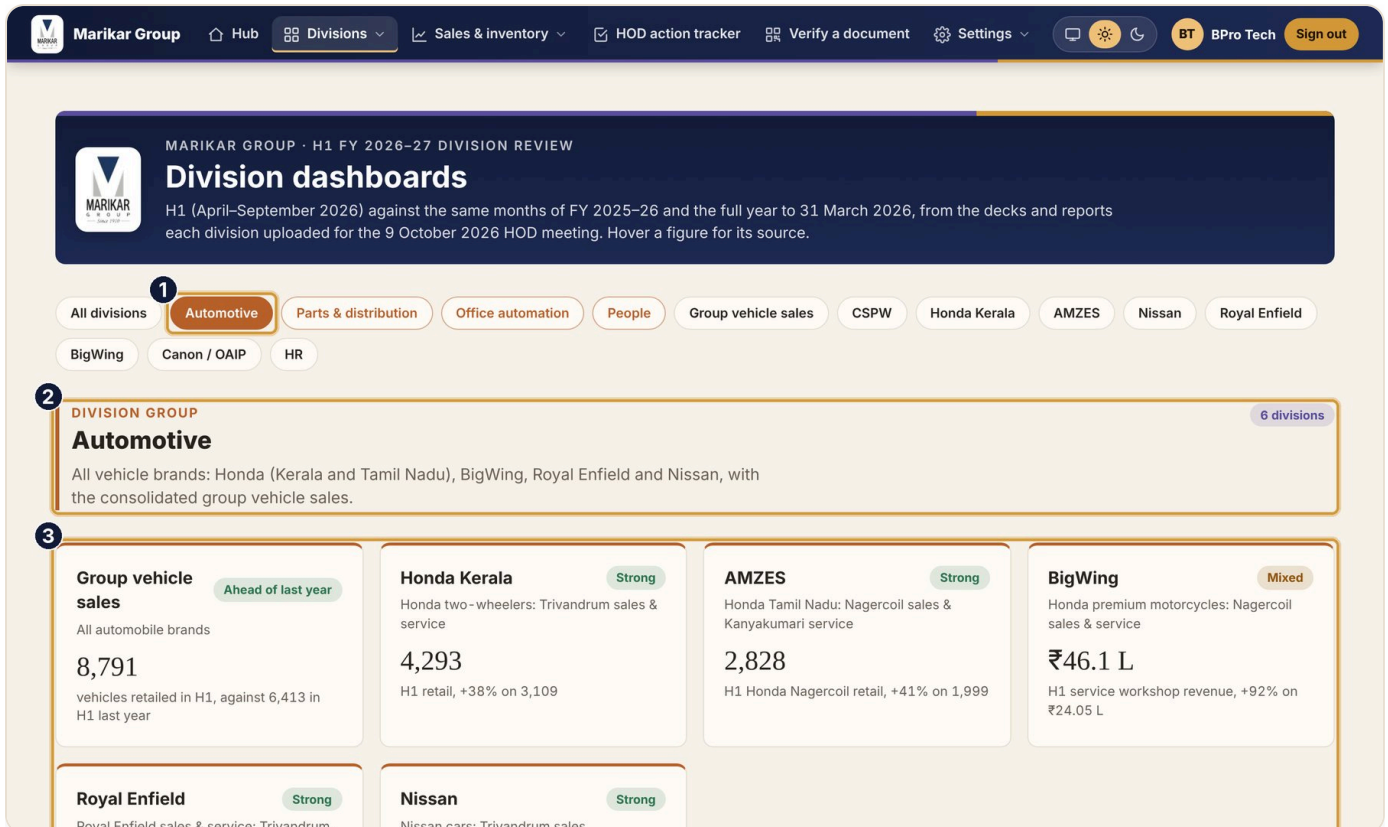
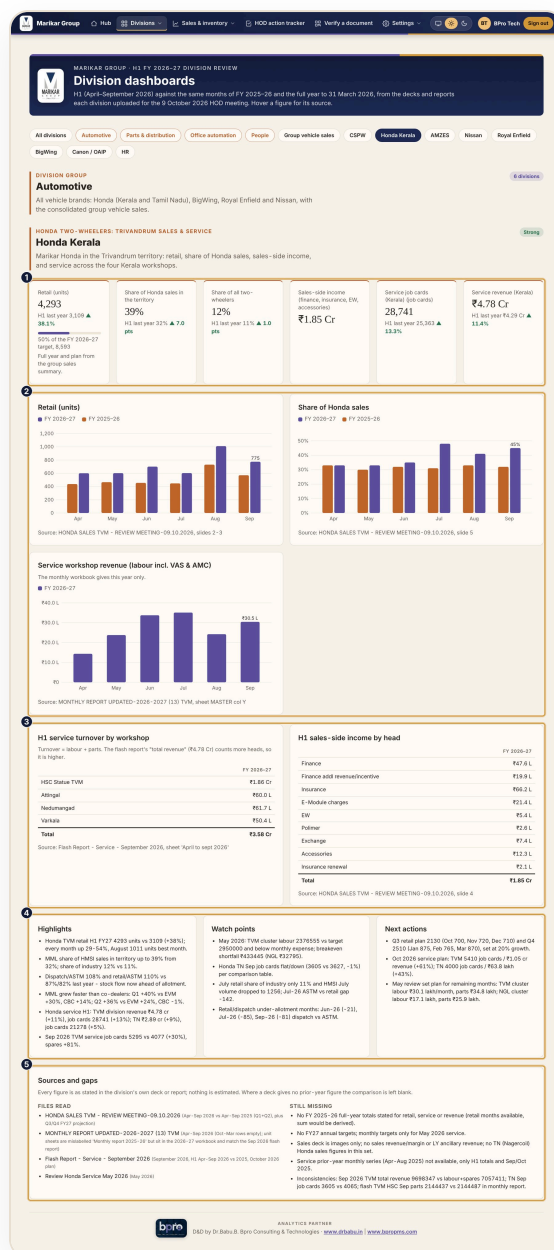


Figure 14 · The Automotive group: **1** the group chip, **2** the group heading with its scope, **3** the six divisions it consolidates.

Reading a division page



7. Sales and inventory dashboard

Built from TallyPrime Service Bill Registers and Stock Summaries, one per company. Five Honda two-wheeler units are loaded: Attingal, Kulasekharam, Marthandam, Nedumangad and Varkala. The page reads top to bottom as four lenses.

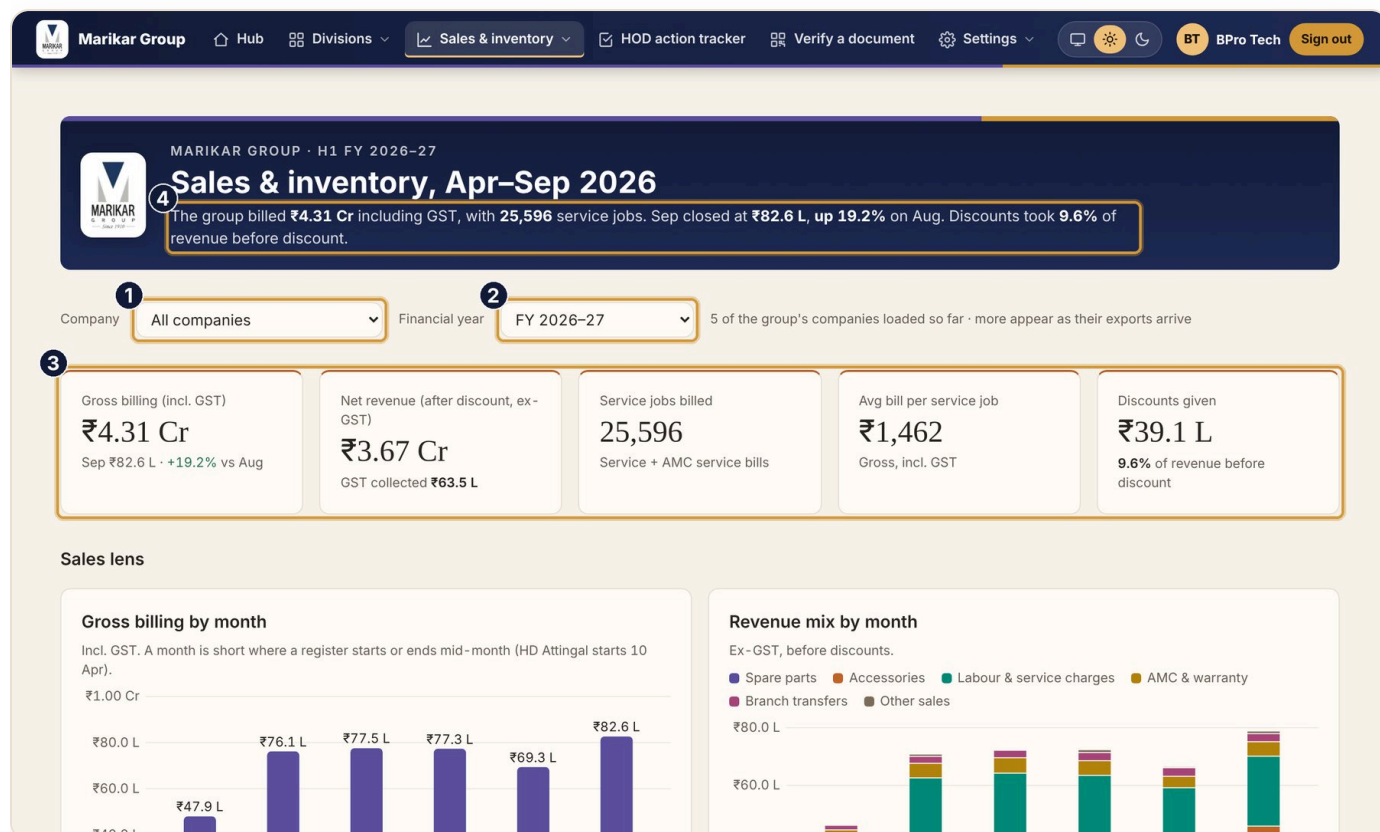


Figure 16 · 1 Company filter · 2 financial year · 3 headline figures · 4 the takeaway sentence, which rewrites itself for whatever you select.

Filters

The **company** filter shows one unit or all of them; the **financial year** filter opens on the latest year. Choose "All years" only when every company has both years loaded, otherwise a full year for one company is added to half-years for the others.

Headline figures

FIGURE	MEANING
Gross billing	Everything invoiced, including GST.
Net revenue	The income ledgers minus discounts, without GST.
Service jobs	Service bills and AMC service bills.
Average bill per service job	Service gross ÷ service jobs.
Discounts given	The discount ledgers, and their share of revenue before discount.

Lens 1 · Sales



Figure 17 · Gross billing by month. A month is short where a register starts or ends mid-month.

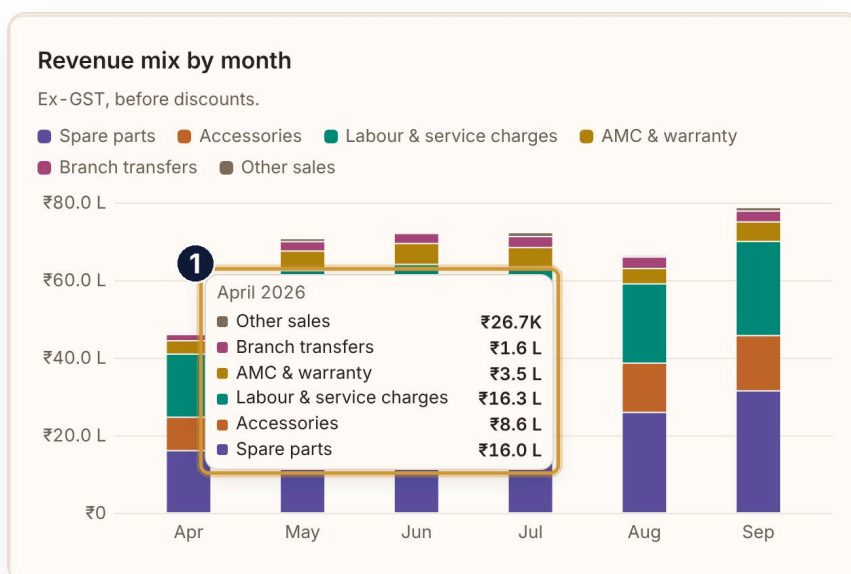


Figure 18 · Revenue mix by month: hover a bar for the **1** tooltip with every stream's value for that month.

The sales lens also shows **daily billing, where the revenue comes from** (every income ledger ranked), totals **by voucher type** with the average bill, and the **top parts and accessories sold** with a search box and sortable columns.



LENS

Each register column is grouped by its name: spare parts, accessories, labour and service charges, AMC and warranty, branch transfers, other sales. Every unit names its ledgers differently; the grouping is done by the build script, and the full list is in the README.

Lens 2 · Year on year



Figure 19 · Apr-Sep 2026 against Apr-Sep 2025, month by month, for companies that have both years loaded: **1** legend, **2** the table by company with the change and service jobs.

The comparison is like for like: every register starts on 9 or 10 April in both years. Companies whose FY 2025–26 register has not arrived are named under the chart.

Lens 3 · Inventory

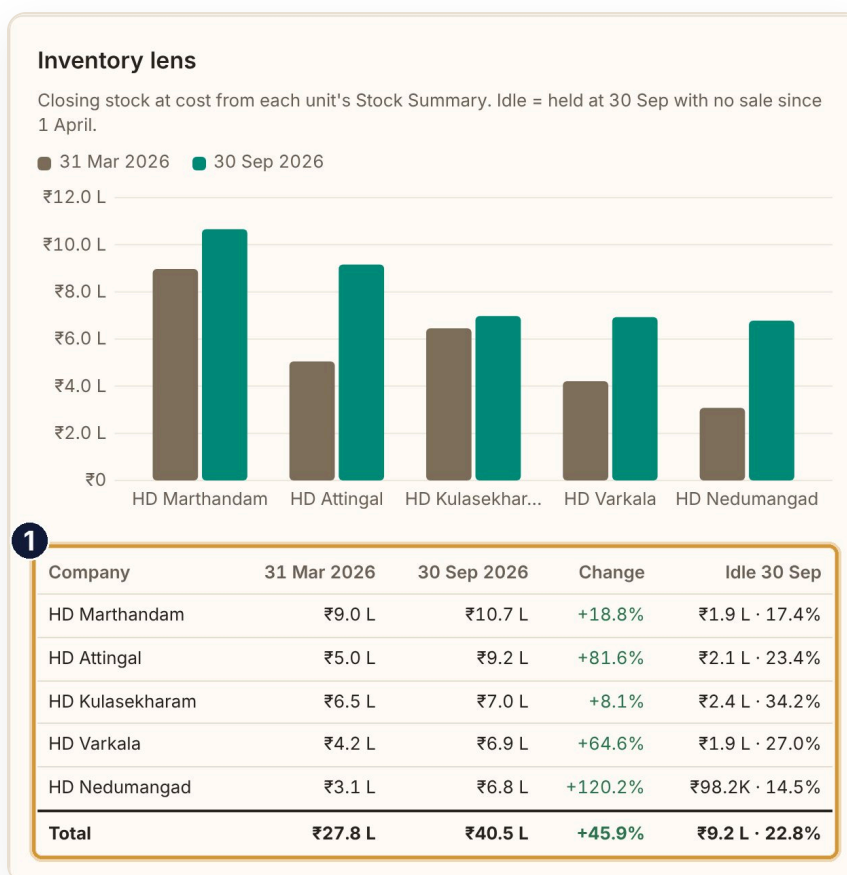


Figure 20 · Closing stock at cost on 31 March and 30 September by company, and **1** the idle share. Pick one company to see it by stock group instead.

1 **Stock held but not sold since April**

The costliest lines on hand at 30 Sep 2026 with no counter, workshop or accessory sale from April to September. Branch and warranty transfers do not count as sales. Once the stock movement reports arrive, this list will also show each line's age.

2,181 lines worth ₹9.2 L (22.8% of stock) had no sale from April to September. The 40 costliest are listed.

Company	Item	Part no.	Category	Qty	Value
HD-ATL	MODULATOR ASSY	57110-K1K-D21	Honda Parts	1	₹7,410
HD-VKL	SWITCH ASSY HNDL LOCK	35100-K0P-D81	Honda Parts	1	₹6,810
HD-MDM	MUFFLER COMP EXH	18300-K1J-DG0	Honda Parts	1	₹6,064
HD-ATL	METER ASSY COMB	37100-K0N-DZ1	Honda Parts	1	₹5,719
HD-VKL	TANK ASSY FUEL TY1	17500-K1C-DC0ZG	Honda Parts	1	₹5,518
HD-ATL	STATOR COMP	31220-K0N-D01	Honda Parts	2	₹5,168
HD-ATL	GUARD KIT BLACK	08302-K0P-G10ZA	Honda Accessories	5	₹5,037
HD-NDD	FRAME BODY COMP	50100-KWP-D01	Honda Parts	1	₹4,994
HD-NDD	FRAME BODY COMP	50100-K0P-DA1	Honda Parts	1	₹4,910
HD-KSR	FRAME BODY COMP	50100-K0P-DT0	Honda Parts	1	₹4,910
HD-ATL	FRAME BODY COMP	50100-K0P-DA1	Honda Parts	1	₹4,814
HD-NDD	FRAME BODY	50100-K0Y-D00	Honda Parts	1	₹4,610
HD-KSR	MUFFLER COMP EXH	18300-K3C-D20	Honda Parts	1	₹4,595
HD-VKL	SEALPIVOT ARM	91251-GZ5-003	Honda Parts	11	₹4,501

Figure 21 · **1** the summary line, then the 40 costliest lines held at 30 September with no sale since April.

LENS

Idle stock = a line held at 30 September with no counter, workshop or accessory sale from 1 April. Branch and warranty transfers do not count as sales. Lines are matched to sales by their Tally name, or by the part code when the name was edited.

Lens 4 · Control

1 Companies on the dashboard

Register period loaded and how many of the six requested files have arrived.

Code	Company	From	To	Bills	Gross	Files
HD-ATL	HD Attingal	10 Apr 2026	30 Sep 2026	7,677	₹1.03 Cr	3 of 6
HD-KSR	HD Kulasekharam	9 Apr 2025	30 Sep 2026	13,035	₹1.18 Cr	4 of 6
HD-MDM	HD Marthandam	9 Apr 2026	30 Sep 2026	10,435	₹99.7 L	3 of 6
HD-NDD	HD Nedumangad	10 Apr 2026	30 Sep 2026	8,308	₹1.13 Cr	3 of 6
HD-VKL	HD Varkala	10 Apr 2026	30 Sep 2026	5,140	₹75.2 L	3 of 6
Total · 5 companies				44,595	₹5.09 Cr	16 of 30

Figure 22 · Companies on the dashboard with their register periods, bills and gross, and **1** how many of the six requested files each has sent. The data-completeness table below it lists every file and its status.

STICKY NOTE

Every company's figures reconcile to its register's own Grand Total, and every stock summary to its own. The build refuses a file that does not add up, so a number on this page is a number in Tally.

8. Report builder

Turn the dashboard into a PDF or Excel report, with subtotals, grand totals and a verification QR code.

Report parameters
Every table has a subtotal per company and year, and a grand total. Amounts are in rupees.

1 Companies

- ☒ HD Attingal (HD-ATL)
- ☒ HD Kulasekharam (HD-KSR)
- ☒ HD Marthandam (HD-MDM)
- ☒ HD Nedumangad (HD-NDD)
- ☒ HD Varkala (HD-VKL)

2 Financial years

- ☒ FY 2026-27
- ☒ FY 2025-26

3 Sections and measures

- ☒ Monthly summary
 - ☒ Bills ☒ Service jobs ☒ Gross ☒ Net
 - ☐ GST ☒ Discount
- ☐ Revenue streams by month
- ☒ Revenue by ledger
- ☒ Voucher types
 - ☒ Bills ☒ Gross ☒ Net ☒ Avg bill
- ☒ Top items
 - ☒ Qty ☒ Value ☐ Bill lines
 - Top by
- ☐ Year-on-year comparison
Uses the monthly summary measures chosen above.

5 Preview **4 Download Excel** **4 Download PDF** Preview ready: 4 sections.

Every PDF and Excel file carries the Marikar and BPro logos, a document ID and a QR code. Scanning the code opens this page, rebuilds the report from the hub's data and confirms the

Figure 23 · Choose **1** companies, **2** financial years and **3** sections and measures; the preview updates as you go. Then **4** Download PDF or **5** Download Excel.

- 1 Tick the companies to include, or leave all ticked for a group report.
- 2 Pick one financial year, or two to add a year-on-year section.
- 3 Choose the sections (monthly, streams, heads, voucher types, items) and the measures within each: quantity, value, bills, gross, net, GST, discount.
- 4 Check the preview, then download. Each table carries a subtotal per company and year and a grand total.

What every download carries

- The Marikar and BPro logos, the report title, the filters used and the date.
- A **document ID** of the form `MGR-20261014-a1b2c3`.
- A **QR code**. Scanning it reopens the report builder with the same settings and recomputes the report; if the figures match, the report is confirmed genuine. The Excel file has the same ID and link.

**CAUTION**

A report is a snapshot of the data loaded at the time. If more companies or months are loaded later, the same settings give a different (newer) report and the old one will no longer verify. Keep the date and ID with any figure you quote.

9. HOD action tracker

The 31 actions agreed at the 9 October 2026 HOD meeting, with owners, due dates and a league table.

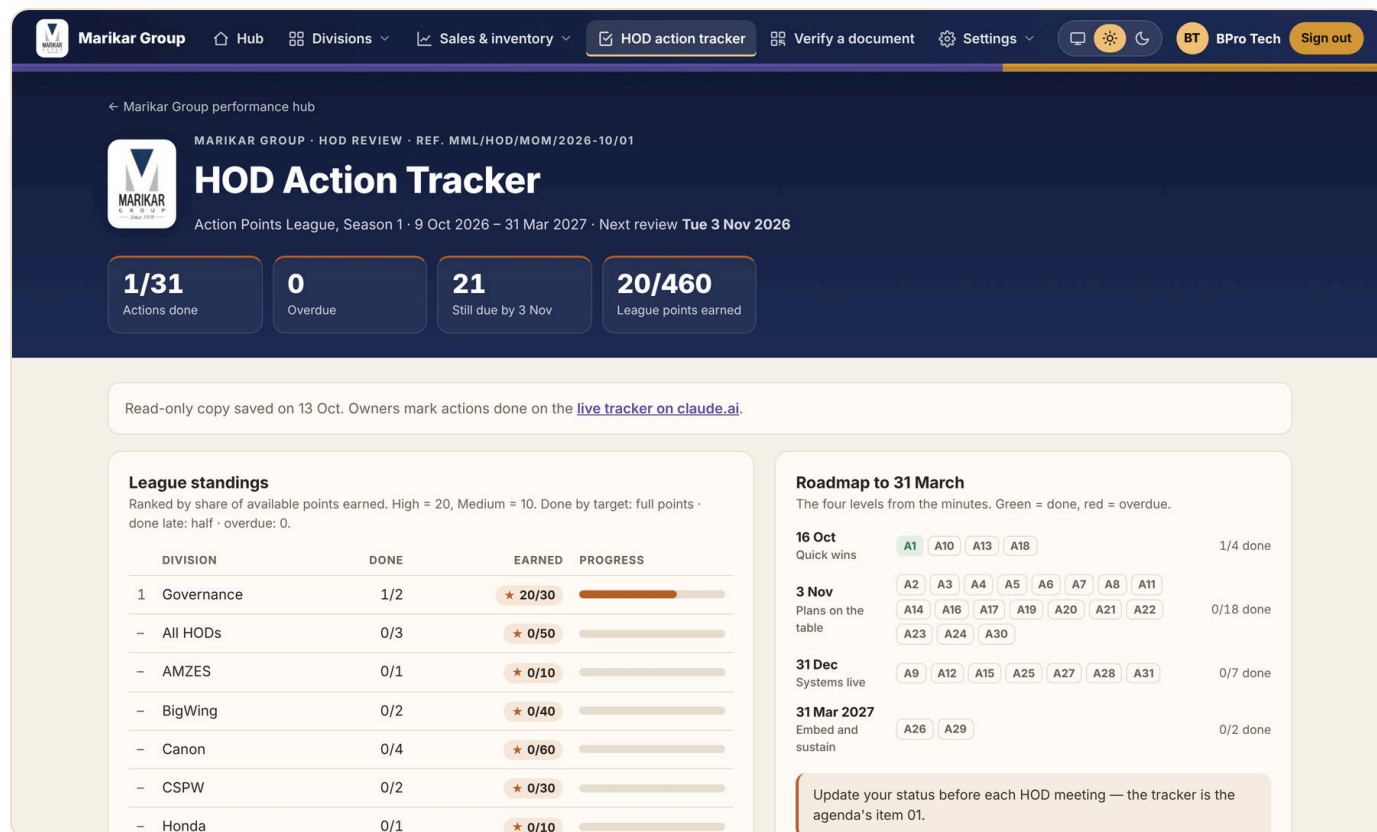


Figure 24 · The tracker: league standings, the roadmap to 31 March, presentation uploads and all actions.

SECTION	WHAT IT SHOWS
League standings	The Action Points League: who has closed how many of their actions, in order.
Roadmap to 31 March	The actions laid out by month to the year end.
Presentation uploads	Which divisions have uploaded their decks for the next review.
All actions	Every action with its ID, owner, due date and status.

GOOD TO KNOW

The hub shows a read-only copy of the tracker. Owners mark actions done on the live tracker on [claude.ai](#); the copy here is refreshed with each hub release.

BADGE

Find your own actions in the tracker and note their due dates: that is the **Owner** badge.

10. Reconciliation note and document verification

The reconciliation note

Summary

The HD Attingal sales register for Apr-Sep 2026 works as the pilot export. It reconciles to Tally's own Grand Total to the rupee: ₹1,02,52,514 gross and ₹57,12,868 of item value.

The pilot passes 3 of the playbook's 8 checks outright, 2 in part, and 3 are pending on files not yet sent. Before rollout we need the FY 2025-26 register, the two stock summaries and the stock movement reports, plus an agreed company code for this unit.

What was received

One file: `HD_ATL_01.04.26_to_30.09.26_sales_register_with_inventory.xls`, a Tally Service Bill Register for MARIKAR (MOTORS) LTD, Attingal (Honda two-wheelers). It is item-wise: one row per bill, then one row per item on it.

MEASURE	VALUE
Period on the report header	1 Apr – 30 Sep 2026
First and last bill	10 Apr – 30 Sep 2026 (147 billing days)
Bills	7,677

Figure 25 · The pilot reconciliation note: how the HD Attingal export reconciled to Tally, the checklist against the data playbook, and the files still needed from Accounts.

The note is also issued as a PDF on BPro letterhead, document `RN-HDATL-2026-01`, with a verification QR code. Read it to understand how a Tally export becomes a dashboard, and what Accounts must export for each company.

Verifying a document

← Marikar Group performance hub

MARIKAR GROUP · DOCUMENT VERIFICATION

Verify a document

Every note, PDF and Excel file issued from the hub carries a document ID and a QR code. Scan the code, or enter the ID, to confirm it is genuine.

1 Look up a document

The ID is printed beside the QR code, for example RN-HDATL-2026-01. Report downloads (IDs starting MGR-) verify through their own QR code, which opens the report builder.

Verify

2 Registered document. RN-HDATL-2026-01 was issued by Dr. Babu B., BPro Consulting & Technologies on 13 October 2026. To confirm a digital copy has not been changed, compare it below.

3 Registered document

These are the details held in the hub's register of issued documents.

DOCUMENT ID	RN-HDATL-2026-01
TITLE	HD Attingal Pilot Export — Reconciliation Note
ISSUED	13 October 2026

Figure 26 · Enter the **1** document ID (or scan the QR code), read the **2** result and the **3** registered details. For a digital copy, drop the file on the page to compare its fingerprint with the register.

This page needs no sign-in, so anyone who receives a hub document can check it. IDs starting **RN-** are fixed documents held in the register; IDs starting **MGR-** are report downloads, which verify through their own QR code in the report builder.



LENS

A fingerprint is a SHA-256 hash of the file: a 64-character code that changes if even one byte of the file changes. The verify page computes it in your browser; the file is not uploaded anywhere.

11. Settings

Appearance

Appearance

Saved in this browser only. Each person chooses their own.

1
Theme

System

Follows your device's light or dark setting

Light

Warm paper tones

Dark

Easier on the eyes at night

2
Menu position

Top bar

Menus drop down from the bar

Sidebar

The full menu stays open on the left

On phones the menu opens from the ☰ button in either case.

Figure 27 · 1 Theme: System, Light or Dark. 2 Menu position: top bar or sidebar. Both are saved on that browser only.

D&D by Dr.Babu.B · BPro Consulting & Technologies · www.drbbabu.in | www.bpropms.com

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People (super admin only)

People

Who can sign in to the hub. Passwords are never stored: each account keeps only a salted fingerprint. Changes made here are queued below and go live when you publish them.

1

NAME	USER ID	ROLE	
BPro Tech	tech@bpropms.com	Super admin	Reset password

Access and reset requests

Requests from the sign-in page arrive by e-mail with a code starting MGQ1. Paste the e-mail (or just the code) here to act on it.

2

MGQ1.eyJ2IjoxLCJraw5kIjoiYWVjZXNzIiwicmVmIjoiQVItMjAyNjEwMTQ0QUY2RiIsImF0IjoiMjAyNi0xM00xNFQxOTowND01MS44MDhaIiwibmFtZSI6IlByaXlhIE5haXIiLCJlbWVpYyB3IjoiQWxsIGRpdmlzaW9ucyIsInRpdGxIjoiQWNjb3VudHMgTWFuYWdlciIsInJlYXNvbiI6Ik1vbnRobHkgcmV2aWV3In0=

Read request

3

Access request

AR-20261014-AF6F

sent 14 Oct 2026, 7:04 pm

Name

Priya Nair

E-mail

priya.nair@marikarhonda.in

Company / division / function

Finance & Accounts

Access needed for

All divisions

Designation

Accounts Manager

Reason

Monthly review

Account

none yet

Role

Viewer

Approve and create account

Decline (opens e-mail)

4

Add a person

Full name	User ID (e-mail)	Role
		Viewer

Create account

Figure 28 · 1 the accounts, with Reset password and Remove · 2 where a request e-mail or code is pasted · 3 the request read back, with its function, access scope and whether an account exists, ready to approve or decline · 4 Add a person.

Adding a person

- 1 Enter the full name, the work e-mail (their user ID) and a role, then **Create account**.
- 2 Copy the temporary password shown. It appears once and is not stored anywhere.
- 3 The change is queued under **Changes waiting to go live**. Click **Publish to the site**; the site rebuilds in about a minute and the password then works.
- 4 Send the person their user ID and temporary password by a separate channel.

Acting on a request

Requests from the sign-in page arrive at **mml@bpropms.in** with a code starting **MGQ1**. Paste the e-mail or the code into the box and click **Read request**. The request appears as a card with every detail and whether

an account already exists. **Approve** creates the account (or issues a new password for a reset) and queues it for publishing; **Decline** opens a courteous reply.

**LENS**

Passwords are never stored. Each account keeps only a salted fingerprint of its password (PBKDF2-SHA-256, 210,000 rounds). That is why a forgotten password is replaced, never recovered.

**CAUTION**

Publishing writes the account list to the hub's repository and needs a GitHub token that the super admin pastes once per sign-in. It is kept in that browser tab only and cleared on sign-out. Without a token, use **Send to BPro instead** and the change is applied for you.

12. Hub Explorer

A light-hearted way to make sure everyone knows the hub. Tick the boxes as you go; the quiz at the end checks what stuck. Answers are at the end of the chapter.

B Bronze · Visitor

- ☐ Sign in and reach the hub page
- ☐ Open your own division's dashboard
- ☐ Hover a KPI tile and read its source
- ☐ Install the hub on your phone

S Silver · Navigator

- ☐ Switch between light and dark theme
- ☐ Try the sidebar, then go back to the top bar
- ☐ Open a division group (Automotive)
- ☐ Find your actions in the HOD tracker

G Gold · Analyst

- ☐ Filter the sales dashboard to one company and one year
- ☐ Read the idle-stock list for your unit
- ☐ Build and download a PDF report
- ☐ Verify that report's QR code

P Platinum · Owner

- ☐ Bring a missing prior-year figure for your division
- ☐ Close an action in the tracker before its due date
- ☐ Get your unit's FY 2025–26 register loaded
- ☐ Score 9 or more in the quiz below

The quiz

- Q1** What is your user ID on the hub? a) a number issued by IT · b) your work e-mail address · c) your employee code
- Q2** "Net revenue" on the sales dashboard is: a) gross billing minus GST · b) income ledgers minus discounts, without GST · c) gross billing minus discounts
- Q3** A line is "idle stock" when: a) it has not sold for 30 days · b) it was held at 30 September with no sale since 1 April · c) it was transferred to a branch
- Q4** Which of these is a division group? a) Honda Kerala · b) Automotive · c) CSPW
- Q5** Every figure on the sales dashboard reconciles to: a) the division's deck · b) the register's Grand Total in Tally · c) last year's audited accounts
- Q6** What does the QR code on a report do? a) opens the hub home page · b) rebuilds the report with the same settings and checks the figures · c) downloads the Excel version
- Q7** A forgotten password is: a) e-mailed back to you · b) replaced with a new temporary one by the administrator · c) shown in Settings
- Q8** On a phone the menu opens from: a) the ☰ button · b) a long press on the logo · c) the Settings page
- Q9** "All years" on the sales dashboard is best used when: a) always · b) every company has both years loaded · c) never

Q10 Who built the hub? a) the IT department · b) Dr. Babu B., BPro Consulting & Technologies · c) TallyPrime



ANSWERS

1 b · 2 b · 3 b · 4 b · 5 b · 6 b · 7 b · 8 a · 9 b · 10 b. Nine or more: Platinum.

13. Frequently asked questions

I typed the right password and it says they don't match.

Check Caps Lock (the page warns you), and that you are using the e-mail address you registered with. After a password reset the old one stops working as soon as the change is published. If an installed app still refuses, open the site in the browser once, or reload with **Ctrl** + **Shift** + **R**.

Why does my division show "Still missing" items?

The deck for the HOD meeting did not contain that figure. Send it to the administrator and the dashboard is updated; nothing is estimated in the meantime.

The sales dashboard shows only five companies.

Only the Honda two-wheeler units' Tally exports have been received so far. Other companies appear as their exports arrive; the control lens lists what each company has sent.

Why is April smaller than the other months?

Every register starts on 9 or 10 April, so April is a short month in both years. The year-on-year comparison is still like for like.

Can I share a report outside the group?

Reports are for internal circulation. If one must be shared, the recipient can check it is genuine with the QR code, which is the point of the verification.

Does the hub work offline?

The installed app opens offline with the last data it saw and says so. New data needs a connection.

Where is my data stored?

Aggregated figures are published with the hub. Raw Tally exports with customer details stay with Accounts and are never uploaded.

Can I change my own password?

Not yet. Use "Forgot password?" on the sign-in page and the administrator issues a new one. Self-service password changes arrive with the hub's server-based sign-in in a later version.

The page looks different from the screenshots.

You may be on a different theme or menu layout; both are in Settings → Appearance. New versions also add features; the update message lists them.

How do I get a colleague access?

Ask them to use **Request access** on the sign-in page, choosing their function or division and the access they need. The administrator approves it within a working day.

Who do I contact?

mml@bpropms.in for access and sign-in; your division's HOD for figures; BPro (www.bpropms.com) for the hub itself.

14. Rarely asked questions

Questions nobody asks until they need to.

Why do the browser tab and the app icon show only the "M", not the whole logo?

At 16 pixels the wordmark is unreadable; the emblem alone stays crisp. The full logo is on every page.

What happens if two super admins publish account changes at the same time?

The second publish is refused with "the file changed on GitHub meanwhile; try again". Nothing is lost; the second person simply publishes again.

Can the request code in an access e-mail be forged?

It can be typed by anyone, which is why the super admin reviews every request and the new password is sent to the e-mail address in the request, not to whoever sent it.

Why does "Thought for the day" change every seven seconds?

Seven quotes, seven seconds each. Hover it to pause, or use the dots. Under a reduced-motion setting it stays still.

Why is a bill sometimes counted as negative?

In a few bills the discount exceeds the bill, so the true amount is negative, but Tally's export drops the minus sign. The build detects these from each bill's ledger arithmetic; that is what makes the totals match the Grand Total.

Why does Marthandam's export look different from the others?

Its discounts are exported as negative amounts while the other units export them as positive. The build uses the size of the amount, so both reconcile.

Can I open the hub from the old github.io address?

Yes; it redirects to mmlpbi.bpropms.in, so QR codes printed before the move keep working.

I tapped Install and nothing happened.

Chrome shows its install dialog only on sites it considers "engaged with", which can take a second visit. The card will be back; try again then. On iPhone the Share → Add to Home Screen route always works.

Is the hub a Power BI report?

No. It is a purpose-built web application with its own charts, reports and verification, which is why it runs on a phone without any licence.

15. Troubleshooting

SYMPTOM	LIKELY CAUSE	WHAT TO DO
Sign-in refused right after a new account or reset	The browser or app still has the previous version cached	Reload once with Ctrl + Shift + R (Mac: Cmd + Shift + R), or tap Update in the app.
Charts are empty, cards say "Loading"	No connection, or a blocked script	Check the connection; the hub needs d3 and the report libraries from public CDNs. Corporate firewalls that block cdnjs or jsdelivr stop the charts.
"Failed to load" on a card	A data file could not be fetched	Reload. If it persists, tell mml@bpropms.in in which card and the time.
The update message keeps reappearing	An old tab is still open	Close every tab of the hub, open it once more and tap Update.
A report's QR code says the figures do not match	Data was reloaded since the report was made	Expected: the report is a snapshot. Build a fresh one.
The sidebar covers the page on a small laptop	Sidebar mode below 900 px becomes a drawer	Use the ☰ button, or switch to the top bar in Settings.
Publishing accounts says the token was not accepted	Token expired or lacks Contents: write	Create a new fine-grained token for the repository with Contents read and write, paste it again.

16. Version history

Each release raises the app version; installed copies show an update message with the notes.

VERSION	DATE	WHAT CHANGED
2026.10.14l	14 Oct 2026	Install-the-app invitation on every visit (one tap on Android, Chrome, Edge; steps on iPhone), Install app button, shortcuts and screenshots in the install dialog, iPhone full-screen polish.
2026.10.14k	14 Oct 2026	Request access lists corporate functions (Finance, Admin, HR, IT, Audit, Marketing) and asks what access is needed.
2026.10.14j	14 Oct 2026	This user manual, on the hub page and in the menu.
2026.10.14i	14 Oct 2026	Favicon and app icons from the Marikar emblem.
2026.10.14h	14 Oct 2026	Hub mailbox mml@bpropms.in; mail relay for requests prepared.
2026.10.14g	14 Oct 2026	Request access and password reset on the sign-in page; requests desk for the super admin.
2026.10.14f	14 Oct 2026	Menu bar or sidebar on every page, Light/Dark/System theme, division groups, Settings with People.
2026.10.14e	14 Oct 2026	Sign-in page redesign: thought for the day, principles ticker, animated chart.
2026.10.14d	14 Oct 2026	Sign-in fix: scripts load fresh when online so account changes apply at once.
2026.10.14c	14 Oct 2026	Marikar logo prominent on the sign-in page; super admin account.
2026.10.14b	14 Oct 2026	Five Honda units loaded from Tally; year-on-year and inventory lenses; idle stock list.
2026.10.14	14 Oct 2026	Landing and sign-in page; hub moves behind sign-in. Custom domain mmlpbi.bpropms.in.
2026.10.13	13 Oct 2026	Division dashboards for nine divisions; installable app with update message; BPro branding, warm palette and QR verification on every download; reconciliation note PDF on letterhead; financial position panel.
2026.10.12	12 Oct 2026	HD Attingal pilot dashboard; multi-company data model; hub landing page; report builder with subtotals and grand totals; HOD action tracker copy.

This manual is version 1.1, issued 14 October 2026, document UM-MGHUB-2026-01. It describes app version 2026.10.14l. Changes since v1.0: the request-access fields, the install invitation, and the requests desk figure.

17. Glossary

AMC — annual maintenance contract; AMC service bills are counted as service jobs.

Division group — a consolidation page showing several divisions together (Automotive, Parts & distribution, Office automation, People).

Document ID — the code printed on every hub document (RN-..., MGR-..., UM-...) that the verify page checks.

Fingerprint — the SHA-256 hash of a file, used to confirm a digital copy is unchanged.

FY — financial year, 1 April to 31 March. FY 2026–27 runs from 1 April 2026.

Grand Total — the last line of a Tally register or stock summary, which every build must match.

Gross billing — everything invoiced including GST.

H1 — the first half of the financial year, April to September.

HOD — head of department; the HOD meeting reviews every division.

Idle stock — a line held at the balance date with no sale since the start of the year.

Lens — one of the four sections of the sales dashboard: sales, year on year, inventory, control.

Net revenue — income ledgers minus discounts, without GST.

Register — TallyPrime's Service Bill Register export, one per company per financial year.

Stock summary — TallyPrime's closing stock report at a balance date, by stock group and item.

Super admin — the account that manages people and approves access requests.

Voucher type — Tally's bill category: service bill, AMC service bill, spare sale invoice, local sales, branch transfer.

18. Support and credits

NEED	CONTACT
Access, passwords, sign-in problems	mml@bpropms.in
A figure on your division's page	Your division HOD, who sends corrections to the administrator
Tally exports and the data request	Accounts, following the reconciliation note's checklist
The hub itself: features, faults, this manual	BPro Consulting & Technologies · www.bpropms.com



Designed and developed by Dr.Babu.B

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Analytics partner to Marikar Group · HRMS, PMS, LMS, Consulting, Process.ai

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MARIKAR GROUP PERFORMANCE HUB

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Data → insight → action. Every figure reconciled to its source.
Decide on evidence, not opinion.

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