

## Welcome to the Action-technology team!

We are glad that you are with us. And now we will help you immerse yourself in the life of our company. Let's start with the login and password for mail -

[gurabanidze@action-media.ru](mailto:gurabanidze@action-media.ru)

Login: gurabanidze, password:

### Tools for the job

#### Outlook

We use Outlook to send documents and official correspondence with a large number of people from different departments.

When you enter the mail, you will find a letter with a username and password to enter the corporate portal.

#### home.action-mcfr.ru

Our portal is a social network for our own people. On the portal, data on all employees - their position, contacts and in which office they can be found.

On the first day, you need to make an appointment with a photographer so that you have a beautiful photo in your profile and on your personal pass.

#### Rocket chat - [rocketchat.action-media.ru](https://rocketchat.action-media.ru)

In this chat, the entire IT department solves operational issues. Entering the chat through the corporate portal.

#### Jira, Confluence and Git

You yourself know very well about these guys. Login with login (part of the email address before @) and password.

## Who to contact with questions

Action is a big company. We occupy all eight floors of the building. Therefore, further there will be an orientation on the terrain, namely - who, where and on what issues to look for.

#### Holidays, sick leave, personnel issues

Olga Mironova

Room 502, ex. 2116

#### All about the corporate portal

Evgeny Demchenko and Nikita Cherkashin

Room 620, open space

#### Technical support

For all questions related to hardware, software, telephony, you can safely contact the user support department.

On the corporate portal, in the search box, you drive in - the user support department, and then a list of colleagues appears, to whom you can turn for help.

#### Wow, I don't know anything!

If you don't know how to decide where to go or you're in despair that is HR is an aquarium in the room 620.

Alisa Guseva (ex. 5107) will be happy to help you. Do not be shy - write to her, call or come.

Your leader is Pavel Davydov

Great job

### CERTIFICATION OF THE TRANSLATION

I, Anna Chumburidze, certify that I am fluent in English and Russian, and that the above document (translation) is a complete and accurate translation of the attached document.

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Date: 19 April 2021

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Remarks: For EB1A and EB2-NIW Petition

See all documents, web link: <http://makler24.ge/doc/3/>

EB1A full Petition (PDF file, 69 pages), web link-URL: [http://makler24.ge/doc/3/0.petition\\_eb1a.pdf](http://makler24.ge/doc/3/0.petition_eb1a.pdf)

EB2-NIW full Petition (PDF file, 67 pages), web link: [http://makler24.ge/doc/3/0.i-140\\_eb2-niw\\_cover\\_letter.pdf](http://makler24.ge/doc/3/0.i-140_eb2-niw_cover_letter.pdf)

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