

Thinknyx Connect Portal

EMS 1.0

EMS URL for Admin:- <https://connect.thinknyx.com>

About Thinknyx Connect

Thinknyx Connect is an internal user portal for Thinknyx employees to perform:

- Timesheet Management
- Leave Management
- Annual Appraisal Management
- Company Policy Documents

This guide will take you through the instructions and steps to get familiar with the portal.

The image shows a login interface for Thinknyx. At the top center is the Thinknyx logo. Below it are two input fields: 'Email' and 'Password', each preceded by a small icon (person for Email, pen for Password). These two fields are highlighted with an orange border. At the bottom left is a blue 'Lost password?' button with a lock icon. At the bottom right is a green 'Login' button. A grey callout box with an orange border and arrow points to the 'Email' field, containing the text: 'Enter your Admin email-Id or password to login.'

Thinknyx®

Email

Password

Lost password?

Login

Enter your Admin email-Id or password to login.



Dashboard

Home > Dashboard

Dashboard

Users

Click on Dashboard
to see all the
activities.

Timesheets

Goals

Appraisals

Settings

Documents

Logout

Hello Super Admin, Welcome To Thinknyx Connect

Employee ID	TT1	Office	Butwal
First Name	Super	Manager	
Last Name	Admin	Department	Hr
Phone Number	9866567794	Thinknyx Tenure (Years)	
Designation	admin	Join Date	2019-03-12
Gender	Male	Job Type (Status)	Regular

Birthdays Current Month

Weekly Timesheet

Leaves >

Timesheets >

Goals >

Appraisals >

Settings >

Documents >

Logout

Employee ID TT1

First Name Super

Last Name Admin

Phone Number 9866567794

Designation

You can see
current month
Birthdays lists

Gender

Office Butwal

Manager

Department Hr

Thinknyx Tenure (Years)

Join Date

Job Type (Status)

You can see
Weekly
Timesheet

Birthdays Current Month

S.N	Username	DOB	Email
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Weekly Timesheet

S.N.	Employee Name	Date	Time
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Dashboard

Home > Dashboard

Dashboard

Users

Users

Add

Leaves

Timesheets

Goals

Appraisals

Settings

Documents

Click on users to see and add users

Super Admin, Welcome To Thinknyx Connect

Employee ID TT1**First Name** Super**Last Name** Admin**Phone Number** 9866567794**Designation** admin**Gender** Male**Office** Butwal**Manager****Department** Hr**Thinknyx Tenure (Years)****Join Date** 2019-03-12**Job Type (Status)** Regular

Birthdays Current Month

Weekly Timesheet

Admin Manager

Dashboard

Users

Users

Add

Leaves

Timesheets

Add details of
employee to
create user.

Appraisals

Settings

Documents

Logout

Add User

* Employee ID

* Username

* First Name

Last Name

* Designation

* Manager

* Email

* Phone Number

* Password

Add details of employee to create user.

* Role Select Role

* Status Active

Address

* Gender Select Gender

* Date Of Birth dd-mm-yyyy

* Joining Date dd-mm-yyyy

* Job Type Select Job Type

* Office Select Office

Age

Upload Profile Image Choose File...
Hints: Picture dimensions like (100x100) px.

Click on save

Submit



Admin Manager

Dashboard

Users

You can search your employee

Leaves

Timesheets

Goals

You can see your employee details

Settings

Documents

Search

Search By Employee Name

Employee name

Search

Clear

Admin

S.N	Username	Image	Role	Email	Leaves Count	Action
1	admin		admin	atul.vashishat@gmail.com	0	<button>View</button> <button>Edit</button> <button>Delete</button>

2	Roopam45		employee	roopamgaikar@gmail.com	0	<button>View</button> <button>Edit</button> <button>Delete</button>
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Leave Management

Home > Leave

Dashboard

Users

Leaves

Leave list

Timesheets

Click on Leave list

Goals

Appraisals

Settings

Documents

Logout

Search

Leave Type

-Select User-

dd-mm-yyyy



Search

Clear

Leave List

S.N.	Employee name	Leave type	Date from	Date to	No. of days	Reason	Leave status	Action
1	atulemp	annual leave	2020-08-28	2020-08-28	1	You can approve leaves or reject leave	Pending	Approve Reject
2	atulemp	annual leave	2020-08-28	2020-08-28	1	Rest Day	Pending	Approve Reject



Admin Manager

Admin

S.N	Name	Action
1	Super Admin	<button>View Goals</button>
2	Roopam Gaikar	<button>View Goals</button>
3	Himanshu Kashyap	<button>View Goals</button>
4	Atul Vashishat	<button>View Goals</button>

You can view goals
only after, all goals are
submitted by users

Dashboard

Users

Leaves

Timesheets

Goals

Goals

Appraisals

Click on goals

Settings

Documents

Logout

Functional Goals

S.N.	Title	Desc	Status	Options
1	PPT Skills	Improving and Utilizing the PPT skills to contribute in Short Videos and Presentation Stuff.	Submitted	<button>View</button>
2	UI designing	Contributing the UI designing for upcoming and ongoing projects.	Submitted	<button>View</button>
3	GCP Skills	Will be furnishing my GCP skills so that I can contribute in related projects.	Submitted	<button>View</button>
4	Python for Automation	Learning Python for Automation	Submitted	<button>View</button>
5	C Language	Learning C	Submitted	<button>View</button>

Approve

Return

You can approve or
return goals

Professional Development Plan Goal

Functional Goals

S.N.	Title	Desc	Status	Options
1	PPT Skills	Improving and Utilizing the PPT skills to contribute in Short Videos and	Submitted	<button>View</button>
2	UI design	Designing user interfaces for mobile and web applications.	Submitted	<button>View</button>
3	GCP Skills	Developing cloud-based solutions using Google Cloud Platform services.	Submitted	<button>View</button>
4	Python for Automation	Automating repetitive tasks using Python scripts and libraries.	Submitted	<button>View</button>
5	C Language	Learning C programming language and its applications.	Submitted	<button>View</button>

Alert Box

X

Are you sure, you want to approve the goals?

CloseSave ChangesApproveReturn



Dashboard

Users

Leaves

Click on Appraisal to view or approve the appraisal

Appraisals

Appraisal

Settings

Documents

Logout

Admin Manager

Appraisal

S.N	Name	Action
1	Super Admin	<button>View Appraisal</button>
2	Roopam Gaikar	<button>View Appraisal</button>
3	Atul Vashishat	<button>View Appraisal</button>
4	Himanshu Kashyap	<p>Click on View Appraisal to view or to add your comments</p> <button>View Appraisal</button>

- Goals >
- Appraisals >
- Settings >
- Documents >
- Logout

Innovation – New initiatives that has not seen before in Thinknyx, must be measurable at least once per year (eventually more often), customer focused, and ultimately delivering value

Objective – Innovation involves new ideas or processes, better solutions to meeting customer needs, or achieving a goal in a new way. Combined, they are key to providing businesses with a competitive edge.

KPI (metric) – No. of successful new value initiatives launched and related feedback by the stakeholders.

Add comments

User Comments

Done some work in PPts video

Manager Comments

Description

Ratings

1 2 3 4 5

Give ratings and then click on next for others goals

Click on next to save this and for other goals

Submit

Back

Next

Users >

Goal 1

1

Goal 2

2

Goal 3

3

Goal 4

4

Goal 5

5

Leaves >

Timesheets >

C Language

Learning C

Goals >

Appraisals >

Settings >

Documents >

Logout

User Comments

Sill working on it

Manager Comments

Click on final submit
to submit the goals

Ratings

1 2 3 4 5

Submit

Back

Next

Go to PDP

Go to Organizational

- Users >
- Leaves >
- Timesheets >
- Goals >
- Appraisals >
- Settings >
- Documents >
- Logout

1

2

3

4

5

C Language

Learning C

Alert Box

x

User Comm

Please review appraisal before submission. After submission you will not be able to amend it.

[Close](#)[Save Changes](#)

Ratings

1 2 3 4 5

[Submit](#)[Back](#)[Next](#)[Go to PDP](#)[Go to Organizational](#)

Users >

Leaves >

Timesheets >

Goals >

Appraisals >

Settings >

Documents >

Logout

Goal 1

Goal 2

Goal 3

Goal 4

Goal 5

1

2

3

4

5

Innovation – New initiatives that has not seen before in Thinknyx, must be measurable at least once per year (eventually more often), customer focused, and ultimately delivering value

Reason for Objective – Innovation involves new ideas or processes, better solutions to meeting customer needs, or achieving a goal in a new way. Combined, they are key to providing businesses with a competitive edge.

KPI (metric) – No. of successful new value initiatives launched and related feedback by the stakeholders.

User Comments

Did some innovative work in PPt videos.

After giving
comments and ratings
it will look like this

Manager Comments

Good Work done

Ratings

5

Thank you

In case of any queries kindly touch base with HR Team.