

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 screen 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 grouped together and 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. An orange arrow points from a gray callout box on the right towards the 'Email' and 'Password' fields.

Thinknyx®

Email

Password

Lost password?

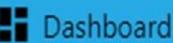
Login

Enter your email-Id or password to login.



Dashboard

Home > Dashboard



Click on Dashboard
to see all the
activities.



Hello Himanshu Choudhary, Welcome To Thinknyx Connect

Employee ID TT16

Office Faridabad

First Name Himanshu

Manager Chetan Talwar

Last Name Choudhary

Department IT -
Development

Phone Number 6200072573

Thinknyx Tenure
(Years)

Designation Project Engineer

Join Date 2019-07-10

Gender Male

Job Type (Status) Regular

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

Employee ID TT16
First Name Himanshu
Last Name Choudhary
Phone Number 6200072573
Designation
Gender

You can see
current month
Birthdays lists

Office Faridabad

Manager Chetan Talwar

Department

Thinknyx Tenure (Years)

Join Date

Job Type (Status)

You can see
Weekly
Timesheet

Birthdays Current Month

S.N	Username	DOB	Email

Weekly Timesheet

S.N.	Employee Name	Date	Time



Dashboard

Home > Dashboard

Dashboard

Leaves

Apply Leave

Leave list

Timesheets

Goals

Appraisals

Settings

Documents

Logout

Click on leave to
apply leaves or see
your leaves list

Himanshu Choudhary, Welcome To Thinknyx Connect

Employee ID	TT16
First Name	Himanshu
Last Name	Choudhary
Phone Number	6200072573
Designation	Project Engineer
Gender	Male

Office	Faridabad
Manager	Chetan Talwar
Department	IT - Development
Thinknyx Tenure (Years)	
Join Date	2019-07-10
Job Type (Status)	Regular

You can see
your leave
summary

Leave Summary

Total Leaves: 18

Taken Leaves: 2

Balance Leaves: 16

Timesheets >

Goals >

Appraisals >

You can Apply
your leave >

Documents >

Logout

Apply Leave

* Leave Type

Annual Leave

* Date From

dd-mm-yyyy



dd-mm-yyyy



* Days

Number of leave days

* Reason

Reason

Apply

Click on apply

Leave Management

Dashboard

Leaves

You can search your leaves

Timesheets

Goals

Appraisals

You can see your leave list

Logout

Search

Leave Type

-Select User-

dd-mm-yyyy



Search

Clear

Apply leave

You can edit your leave till admin approval

Leave List

S.N.	Employee Name	Leave Type	Date From	Date To	No. Of Days	Reason	Leave Status	Action
1	himanshu10	sick leave	2020-09-01	2020-09-02	2	Suffering from fever	Pending	Edit



Leave Management

Dashboard

Users

Leaves

Leave list

Timesheets

Goals

Appraisals

Settings

Documents

Logout

Search

Leave Type

-Select User-

dd-mm-yyyy



Search

Clear

After approving by
admin it will look
like this

Leave List

S.N.	Employee Name	Leave Type	Date From	Date To	No. Of Days	Reason	Leave Status	Action
1	himanshu10	sick leave	2020-09-01	2020-09-02	2	Suffering from fever	Approved	Cancel



Click on
Timesheet to add
your work time

Leaves >

Timesheets <

Add Timesheet

Timesheet list

Goals

Appraisals

Settings

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Logout

Timesheet Management

Home > Timesheet

Timesheet

* Timesheet Date

dd-mm-yyyy

* Timesheet Time

Hours

Minutes

* Description

Description

Submit

Click on submit

Add More

Click on add more to
add more work time

You can add your
work time and
details

All Rights Reserved



Timesheet Management

Home > Timesheet

Add timesheet

Timesheet List

S.N.	Employee Name	Date	Time	Options
1	himanshu10	2020-08-31	3:10	<button>View</button> <button>Delete</button>

Click on Timesheet
list to see the
timesheet list

You can view and
delete your
timesheet



Timesheet Ma

Add timesheet

Timesheet List

S.N.

1

Timesheet Details

X

Timesheet List

S.N.	Comments	Time	Options
1	Worked on LMS Doc	3:10	Delete

Close

	Time	Options
	3:10	View Delete

Dashboard

Leaves

Timesheets

Add Timesheet

Timesheet list

Goals

Appraisals

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Dashboard

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Timesheets

Goals

Goals

Appraisals

You can add your goals by clicking on goals

Logout

Organizational Goals

S.N.	Title	Desc	Status	Options
1	Innovation – New initiatives that..	Objective – Innovation involves new ideas..	Approved	<button>View</button>
2	Internal Knowledge Sharing – Self..	Objective – Create a learning culture..	Approved	<button>View</button>
3	Technical Documentation - Publishing Technical..	Objective – Blogging enables you to..	Approved	<button>View</button>
	Customer Satisfaction..	1. Increase customer satisfaction scores by..	Approved	<button>View</button>
		Objective – Alignment between organizational values..	Approved	<button>View</button>

Click to add your functional goals and you have to add 5 goals that are compulsory after that you can submit your goals

Add Functional GoalAdd PDP Goal

You can add only 1 personal goal and but its not mandatory

Dashboard

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Goal Management

1.

* Goal Title

* Goal Description

Description

Save

Click on save to save
your goal

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.	Pending	<button>Edit</button> <button>View</button>
2	UI designing	Contributing the UI designing for upcoming and ongoing projects.	Pending	<button>Edit</button> <button>View</button>
3	GCP Skills	Will be furnishing my GCP skills so that I can contribute in related projects.	Pending	<button>Edit</button> <button>View</button>
4	Python for Automation	Learning Python for Automation	Pending	<button>Edit</button> <button>View</button>
5	C Language	Learning C	Pending	<button>Edit</button> <button>View</button>

Submit

Click on submit to submit your goals
after submission you cannot edit
your goals you can only view.



Dashboard

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Goals

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Add Functional Goal

Add PDP Goal

Functional Goals

S.N.

1

2

3

4

5

Options

Edit View

Edit View

Edit View

Edit View

Edit View

Alert Box

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

Close

Save Changes

Submit

[Add Functional Goal](#)[Add PDP Goal](#)

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	View
2	UI designing	Contributing the UI designing for upcoming and ongoing projects.	Submitted	View
3	GCP Skills	Will be furnishing my GCP skills so that I can contribute in related projects.	Submitted	View
4	Python for Automation	Learning Python for Automation	Submitted	View
5	C Language	<p>After submission you cannot edit your goals. You can only view your goals, and only after approval from admin, you can apply for appraisals</p>		

[Submit](#)

Leaves >

Timesheets >

Goals >

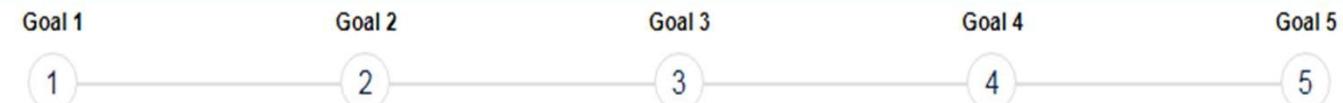
Appraisals >

Appraisal

Settings >

Click on appraisal >

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.

User Comments

Description

Submit

Accept

Reject

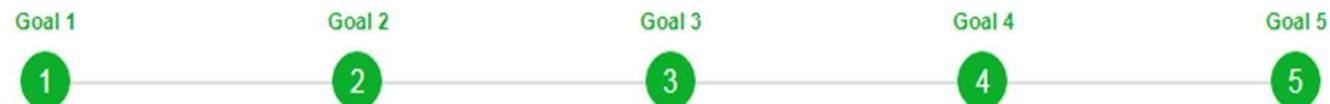
Click on next to
save this goals

Next



Functional Goals

Home > Appraisal



C Language

Learning C

Click on submit to
submit your goals

gram.

Submit

Accept

Reject

Back

Save



Dashboard

Leaves >

Timesheets >

Goals >

Appraisals >

Settings >

Documents >

Logout

Functional Goals

Goal 1

Goal 2

Goal 3

Goal 4

Goal 5

1

2

3

4

5

Alert Box



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

Close

Save Changes

User Comments

By using C made a program.

Submit

Accept

Reject

Back

Save

Appraisals

Appraisal

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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.

Manager Comments

Good Work done

You can accept and
reject your Appraisal

5

Submit

Accept

Reject

Go to PDP

Go to Functional

Appraisals



Appraisal



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

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.

Alert Box



User Commem

Did some innovative work? Are you sure, you want to accept the appraisal?

Manager Co

Good Work done

Close

Save Changes

Ratings

5

Submit

Accept

Reject

Go to PDP

Go to Functional



Dashboard

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Appraisals

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Summary

Home

Appraisal

Thanks For Submission Your Appraisal

Final Performance Rating

4

You can see your appraisal summary, You can view the rating and other details

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

DESC :

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 : Done some work in PPs video



Dashboard

Home > Dashboard

Hello Himanshu Choudhary, Welcome To Thinknyx Connect

Employee ID TT16

First Name Himanshu

Last Name Choudhary

Office Faridabad

Manager Chetan Talwar

Department IT -
Development

Thinknyx Tenure
(Years)

Join Date 2019-07-10

Job Type (Status) Regular

Click on settings to see your
profile, you can edit your
profile and also you can
change your password

Dashboard

Leaves

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Appraisals

Settings

My profile

Edit profile

Change Password

Documents



Dashboard

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Settings

My profile

Edit profile

Click on My profile to see your profile

Basic Details Personal Details Educational Details Important Details

Employee ID	TT16	Office	Faridabad
First Name	Himanshu	Manager	Chetan Talwar
Last Name	Choudhary	Department	IT - Development
Phone Number	6200072573	Thinknyx Tenure (Years)	
Designation	Project Engineer	Join Date	2019-07-10
Gender	Male	Job Type (Status)	Regular

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Click on edit profile
to edit your profile

[Settings](#)[My profile](#)[Edit profile](#)[Change Password](#)[Documents](#)[Logout](#)[Basic Details](#)[Personal Details](#)[Educational Details](#)[Important Details](#)*** Employee ID**

TT16

*** Upload Profile Image**[Browse](#)*** First Name**

Himanshu

Last Name

Choudhary

*** Gender**

Male

*** Join Date**

10-07-2019

*** Job Type (Status)**

Regular

*** Office**

Faridabad

*** Department**

IT - Development

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Click on change
password to change
your password

[My profile](#)[Edit profile](#)[Change Password](#)[Documents](#)[Logout](#)

Password Settings

Change password

* Current Password

* New Password

* Confirm Password

[Change](#)



Dashboard

Home > Dashboard

Hello Himanshu Choudhary, Welcome To Thinknyx Connect

Click on documents
to see holiday lists
and company policy

Employee ID	TT16	Office	Faridabad
First Name	Himanshu	Manager	Chetan Talwar
Last Name	Choudhary	Department	IT - Development
Phone Number	6200072573	Thinknyx Tenure (Years)	
Designation	Project Engineer	Join Date	2019-07-10
Gender	Male	Job Type (Status)	Regular

Dashboard

Leaves

Timesheets

Click on documents
to see holiday lists
and company policy

Settings

Documents

Holiday List

Company Policy

Organizational Goals

Logout



Holiday List

Home > Holiday List

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Click on holiday list to see holidays

Documents

Holiday List

Company Policy

Logout

Thinknyx Technologies

Holiday List – 2020		
S.No.	Date	Holiday
1	Wednesday, 01 January, 2020	Republic Day
	Sunday, 26 January, 2020	
2	Tuesday, 10 March, 2020	Holi
3	Friday, 10 April, 2020	Good Friday
4	Thursday, 7 May, 2020	Buddha Purnima
5	Saturday, 15 August, 2020	Independence Day
	Monday, 17 August, 2020	
6	Tuesday, 11 August, 2020	Janmashtami
7	Friday, 2 October, 2020	Mahatma Gandhi Jayanti
8	Sunday, 25 October, 2020	Dussehra, Durga Puja
	Monday, 26 October, 2020	
9	Friday, 13 November, 2020	Diwali / Lakshmi Puja
	Saturday, 14 November, 2020	
10	Monday, 16 November, 2020	Goverdhan Puja



Dashboard



Leaves

Organizational Goals

Home > Organizational Goals

Organizational_Goals_FY_2020-2021.pdf

1 / 1

Think^{nyx}[®]

Organizational Goals (FY 2020-2021)

1. **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.

2. **Internal Knowledge Sharing** - Self Driven knowledge sharing sessions for internal Thinknyx team in order to build organizational skills and capabilities.

Objective - Create a learning culture and build internal skills and capabilities.
KPI (metric) - No. of internal sessions delivered and feedback received by the participants.

3. **Technical Documentation** - Publishing Technical Blog and Technical PPT (short video)

Click on Organization
Goals to view the
Organization goals

Holiday List

Company Policy

Organizational Goals

Logout

Thank you

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

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divya.vohra@thinknyx.com