



ADRENALIN MAX ACCESS PROCEDURE

Request to follow the below steps to Login Adrenalin Max. This will enable you to access other modules like Leave Request, Attendance Regularization, Attendance Calendar, Company Policies.

Kindly Login Adrenalin Max Page with the Below Link:

<https://hrmax.myadrenalin.com/azureauth>

User ID: (mailID@expleogroup.com)

Password: System Password

For any login issues Contact **HR Team**

1. Srishti Pandya – Srishti.Pandya@expleogroup.com
2. Ujwal Pansare – Ujwal.Pansare@expleogroup.com
3. Sayali Prabhu – Sayali.Prabhu@expleogroup.com
4. Ambika Ramamurthy - Ambika.Ramamurthy@expleogroup.com
5. Sanjeevini S Dixit - Sanjeevini-s.Dixit01@expleogroup.com

On First Log In you need to complete the Employee On-Boarding details, to gain access to the other modules in Adrenalin Max. Unless you complete the On-Boarding details, you can't access any modules in Adrenalin Max.

ADRENALIN MAX ACCESS

1. Employee On-Boarding
2. Leave Request
3. Attendance Regularization
4. Attendance Calendar
5. Company Policies
6. Adrenalin Max Page Load Error

EMPLOYEE ON – BOARDING

Step 1:

Type “Employee On – Boarding” on Search option and Select it.

The screenshot shows a web browser window with the URL hrmax.myadrenalin.com/AdrenalinMAX/#/NewDashboard. The dashboard has a purple header with the [expleo] logo and a search bar containing 'employee on'. A dropdown menu shows 'EMPLOYEE ON-BOARDING' as the selected option. The main content area is divided into several sections:

- HR Foundation:** Displays user information for Hariharan Machavelu (TG3890), Junior QA Associate, reporting to Swaminathan K Sambasivan (TG2444).
- Frequently Used:** Shows 'No Records Found'.
- Company Policies:** Lists policies such as 'Timesheet filling FAQ's and Procedure', 'UOY Portal Manual', 'Policy for Bench Management', and 'Policy on Separation'.
- Celebrations:** Displays birthday wishes for employees like TG0024-Srinath P and TG2779-Nanda Kumaran M, each with a 'WISH' button.
- MoodXpress:** Features a mood selector with options like 'Ok', 'happy', and 'Sad'.
- CEO Speaks:** Shows an HR Announcement from Coco Chanel: 'In order to be IRREPLACEABLE one must always be DIFFERENT...'.
- Share Information:** Shows 'No Records Found'.
- Touch Points:** Includes sections for 'Notifications' and 'Approvals', both showing 'No Records Found'.

Step 2:

Give Next & Click on Accept the Terms and conditions.

The screenshot shows the 'EMPLOYEE ON BOARDING' form. The header includes a home icon, the text 'EMPLOYEE ON BOARDING', and a search bar. The form is divided into two main sections:

- Employee Information:** Displays details for Srishti Pandya (EI53106), Co-ordinator, reporting to -- (). It also lists the Date of Joining (01-Apr-2019), Position (DEFAULT - DEFAULT), Department (BEF-HR OPS - BEF-HR OPS), and Location (Pune).
- Welcome Letter:** A large text area containing the message 'WELCOME TO EXPLEO'.



V

Vinayak Nigade

EI53178

Vinayak.Nigade@expleogroup.com

Date of Joining
07-Mar-2022

Position
DEFAULT - DEFAULT

Designation
Administrator

Reporting Manager
-- ()

Functional Manager
-- ()

Department
BEF-HR OPS - BEF-HR OPS

Location
Pune

Terms And Condition



Business Conduct Guidelines

Step 3: Fill the Details using edit option which is showing **Pending** in the Screen and save it. Once all the details are filled, the status changes from Pending to Not Mandatory.

hmax.myadrenalin.com/AdrenalinMAX/#/NewDashboard

EMPLOYEE ON BOARDING On Behalf Of

Hariharan Machavelu
TG3890
Hariharan.Machavelu@expleogroup.com

Date of Joining
01-March-2021

Position
01 - Junior Test Engineer

Designation
Junior QA Associate

Reporting Manager
Swaminathan K Sambasivan (TG2444)

Functional Manager
-- ()

Department
CARPRAC - Cards

Location
Chennai

Form Name	Status	Action
Past Employment Details	Pending	
Contact Details	Pending	
Driving License	Not Mandatory	
Emergency Contacts	Pending	
Employee Details	Pending	
Bank Details	Pending	
Family Details	Pending	
Passport Details	Not Mandatory	
Education Details	Pending	

☐ I confirm the Statement Of Conformance

FINISH **BACK**



Once all the forms are duly filled click the **I Confirm the Statement of Compliance** and **Finish**.

hmax.myadrenalin.com/AdrenalinMAX/#/NewDashboard

EMPLOYEE ON BOARDING On Behalf Of

Hariharan Machavelu
TG3890
Hariharan.Machavelu@expleogroup.com

Date of Joining
01-March-2021

Position
D1 - Junior Test Engineer

Designation
Junior QA Associate

Reporting Manager
Swaminathan K Sambasivan (TG2444)

Functional Manager
- (-)

Department
CARPRAC - Cards

Location
Chennai

Form Name	Status	Action
Past Employment Details	Pending	OC
Contact Details	Pending	Edit Past Employment Details
Driving License	Not Mandatory	
Emergency Contacts	Pending	OC
Employee Details	Pending	OC
Bank Details	Pending	OC
Family Details	Pending	
Passport Details	Not Mandatory	OC
Education Details	Pending	OC

☐ I confirm the [Statement Of Compliance](#)

FINISH**BACK**

LEAVE REQUEST

Type **"Leave Request"** on Search option and Select it. You can select the **Leave Type & Date** accordingly and submit leave request.

The screenshot shows the Adrenalin MAX dashboard. The search bar at the top contains the text "Leave Request". The dropdown menu is open, showing the following options:

- Gift Leave Request 663
- Gift Leave Request Report
- LEAVE REQUEST

The dashboard also displays various sections including HR Foundation, Workforce Management, Performance Management, MoodXpress, Touch Points, Notifications, and Approvals.

The screenshot shows the Leave Request form. The form is titled "Leave Request" and includes the following fields:

- Employee ID:** EI53106 ^ Srishti Pandya
- Leave Type:** CMP - Compensatory Off (0)
- Leave Balance:** ELPB - Earned Leave ELPB (55.75)
- Leave Type:** GL - Gift Leave (0)
- Leave Type:** ML - Maternity Leave (0)
- Leave Date:** 04-Apr-2022
- Reason *:** (Required field)
- Leave Address:** A-704 33 Milestones Apartment, Tathawade Pune
- Mobile no:** 7447615190
- Work Reassign to:** (Dropdown menu)
- Employees to be notified:** (Dropdown menu)
- Supporting Document:** (Field for dropping supporting document here)

The form includes "SUBMIT" and "CANCEL" buttons at the bottom.

ATTENDANCE REGULARIZATION

Type **"Attendance Regularization"** on Search option and Select it. You can select the Regularization Category & Date accordingly and submit.

The screenshot shows the Adrenalin MAX dashboard. The search bar at the top contains the text "attendance reg". A dropdown menu is visible, showing the following options:

- ATTENDANCE REGULARIZATION
- Attendance Regularization details

The dashboard also displays various sections including:

- HR Foundation**: User profile for Karthik Sivakumar (TG2613), Senior Executive - (Level 2), Reporting to - Saravanakumar B (TG2793).
- Workforce Management**: Celebrations section with birthday wishes for TG0672-Gopirajan Kamarajan, TP0349-Karin Barbagallo, and TP0350-Victoria Pulido.
- MoodXpress**: Mood selection (OK, happy, Sad).
- Touch Points**: WORKFORCE MANAGEMENT.
- Notifications**: List of resignation approvals.
- Approvals**: List of resignation approvals.
- CEO Speaks**: HR Announcement section with a quote by Coco Chanel.
- Share Information**: No Records Found.
- Company Policies**: New Timesheet filling FAQ's and Procedure, UOY Portal Manual.

The screenshot shows the Attendance Regularization form. The form includes the following fields and options:

- On Behalf Of**: Search bar for selecting a user.
- Reason**: Dropdown menu with the following options:
 - Non Availability of system
 - Temp ID card used
 - Was on Duty/Official Tour
 - Was on Training
 - Will be on Duty/Official Tour
 - Will be on Training
 - Work from Home
- Duration**: 1 Days
- Reason**: Text area for providing details.
- SUBMIT** and **CANCEL** buttons.

ATTENDANCE CALENDAR

Type **"Attendance Calendar"** on Search option and Select it and you can see your Attendance calendar in **"Left Side"**, raised Leave Request & Attendance Regularization status in **"Right Side"**.

The screenshot shows the Adrenalin MAX dashboard. A search bar at the top contains the text "Attendance cal". Below the search bar, a dropdown menu displays "ATTENDANCE CALENDAR" as the selected option. The dashboard layout includes a left sidebar with navigation links like "HR Foundation", "Workforce Management", and "Performance Management". The main content area features sections for "Celebrations" (with birthday wishes), "MoodXpress" (with mood indicators), "Touch Points" (with workforce management), "Frequently Used" (with no records found), "CEO Speaks", "HR Announcement", "Things to do", "Notifications", and "Approvals". The bottom of the dashboard shows a Windows taskbar with various application icons and the system clock.

The screenshot shows the "Calendar" view for user Karthik Sivakumar (TG2613). The interface includes a calendar grid on the left and a table of records on the right. A red arrow points to the date 2 on the calendar grid, and another red arrow points to the "Day(s)/Hour(s)" column in the records table.

Calendar View:

- User: Karthik Sivakumar (TG2613)
- Today: 03-Apr-2021 10:06
- Month: March 2021

Records Table:

Start Date	End Date	Absence Type	Day(s)/Hour(s)	Status	Action
22-Mar-2021	26-Mar-2021	Regularization	5	Pending	
15-Mar-2021	19-Mar-2021	Regularization	5	Pending	
08-Mar-2021	12-Mar-2021	Regularization	5	Approved	
22-Feb-2021	26-Feb-2021	Regularization	5	Approved	
01-Mar-2021	05-Mar-2021	Regularization	5	Approved	
15-Feb-2021	19-Feb-2021	Regularization	5	Approved	
11-Jan-2021	13-Jan-2021	Regularization	3	Approved	
01-Feb-2021	05-Feb-2021	Regularization	5	Approved	
27-Jan-2021	27-Jan-2021	LR ; SL - Sick Leave	1	Approved	
04-Jan-2021	08-Jan-2021	Regularization	5	Approved	

COMPANY POLICIES

You can see the recently updated company policies in Home Page → Left Side.

HR Foundation

Workforce Management

Admin

Performance Management

Srishti Pandya (EIS3106)

Co-ordinator

Reporting to - ()

Frequently Used

No Records Found

Company Policies

Bereavement Leave Policy

New

Expleo India_WFH Policy

Expleo_India_Disciplinary_Policy

Expleo_India_Diversity_Equal_Opportunity_Policy

Expleo_India_Freedom_Of_Association_Policy

Celebrations

Wish TP1202 - Harshitha Rachamadugu (04-Apr), A Happy Birthday

WISH

Wish TP0877 - Hamsini K K (04-Apr), A Happy Birthday

WISH

Wish TG3118 - Vinesh Nanu (04-Apr), A Happy Birthday

WISH

Wish TG3340 - Haritha Venugopal (04-Apr), A Happy Birthday

WISH

Wish EIS2130 - Anil Kasar (04-Apr), A Happy Birthday

WISH

MoodXpress

Ok

happy

Sad

Your Description (Optional)

CEO Speaks

HR Announcement

Things to do

In order to be IRREPLACEABLE one must always be DIFFERENT ..

- Coco Chanel

Share Information

No Records Found

Touch Points

Notifications

Approvals

No Records Found

ADRENALIN MAX PAGE LOAD ERROR

Go to **History Tab** → **Clear Browsing Data** → **Clear Data**. Then try again the Adrenalin Max Link

