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: (<u>mailID@expleogroup.com</u>)

Password: System Password

For any login issues Contact HR Team

- 1. Srishti Pandya <u>Srishti.Pandya@expleogroup.com</u>
- 2. Ujwal Pansare <u>Ujwal.Pansare@expleogroup.com</u>
- 3. Sayali Prabhu <u>Sayali.Prabhu@expleogroup.com</u>
- 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

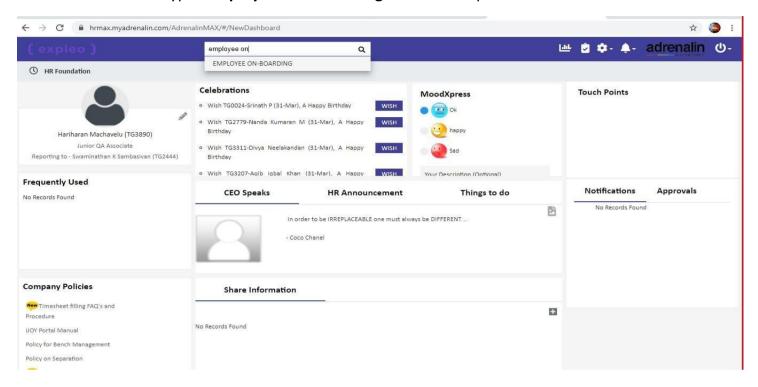
- 1. Employee On-Boarding
- 2. Leave Request
- 3. Attendance Regularization
- 4. Attendance Calendar
- 5. Company Policies
- 6. Adrenalin Max Page Load Error



EMPLOYEE ON - BOARDING

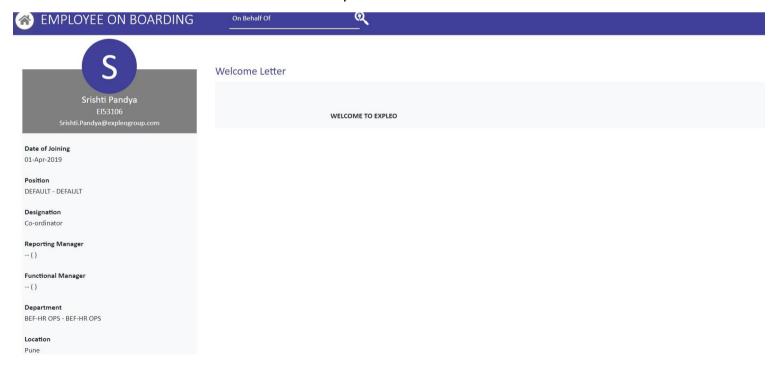
Step 1:

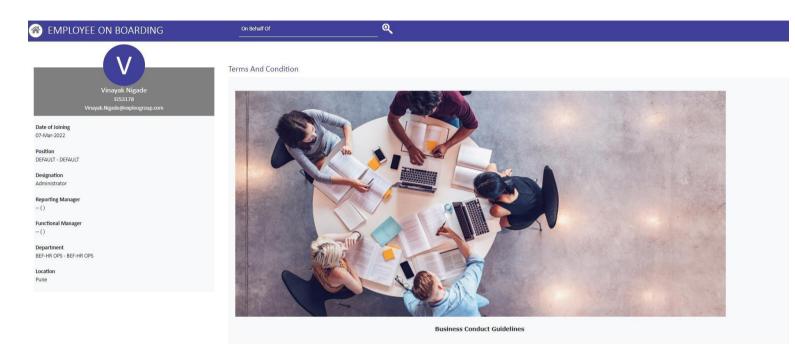
Type "Employee On - Boarding" on Search option and Select it.



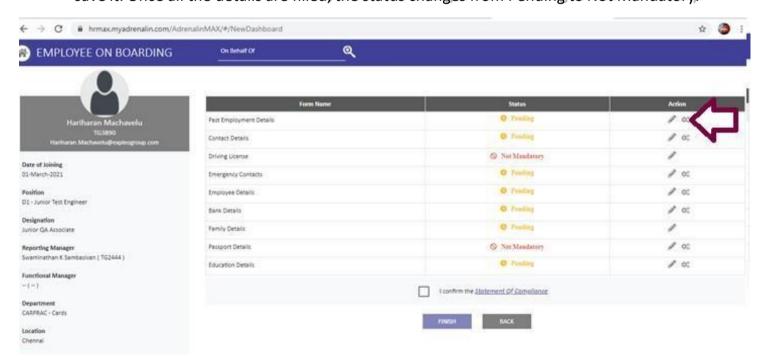
Step 2:

Give Next & Click on Accept the Terms and conditions.

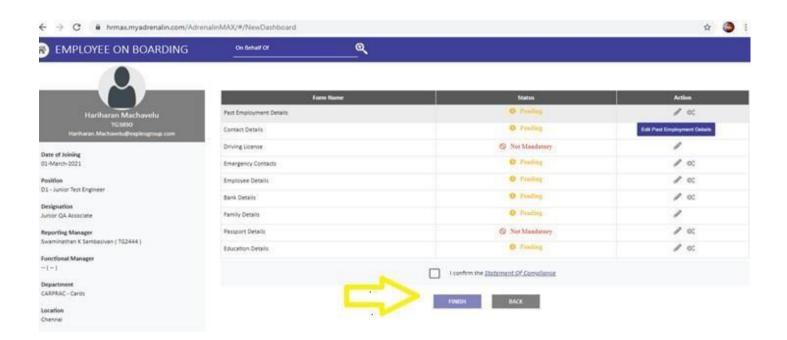




Step 3: Fill the Details using edit option which is showing Pending in the Screen and save it. Once all the details are filled, the status changes from Pending to Not Mandatory.



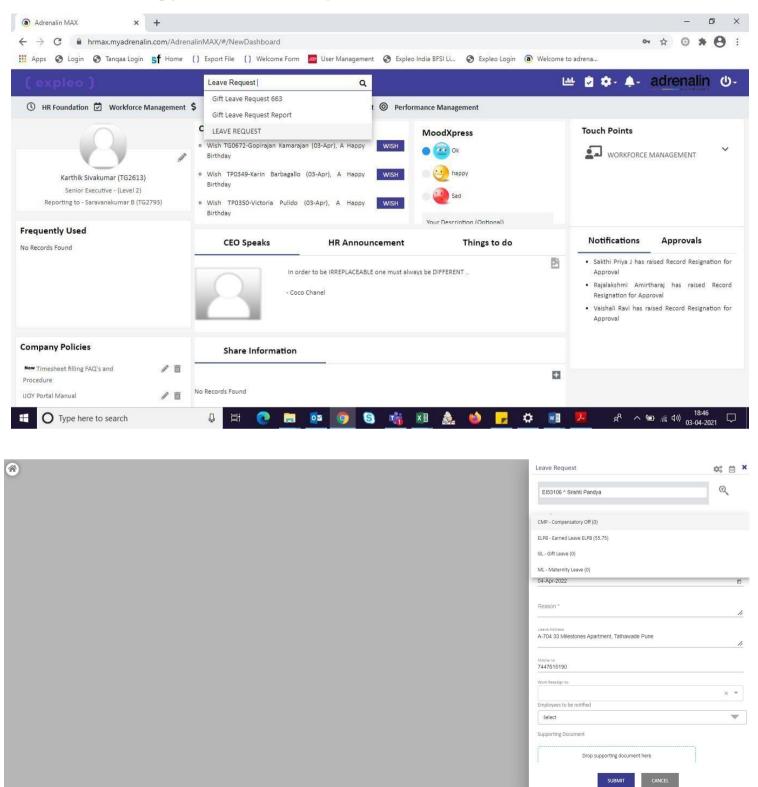
Once all the forms are duly filled click the I Confirm the Statement of Compliance and Finish.





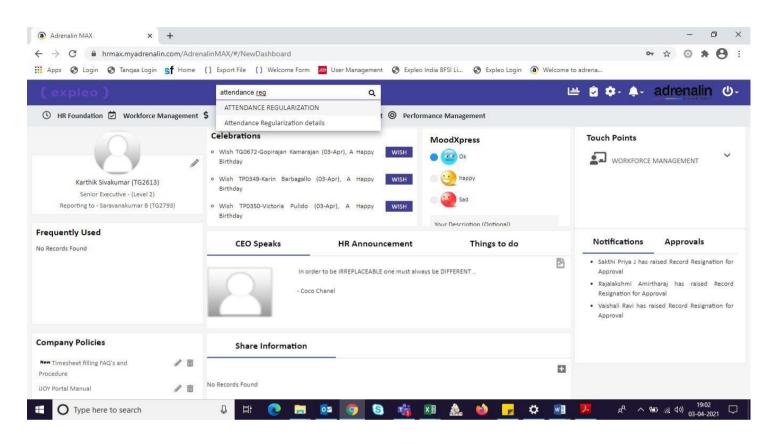
LEAVE REQUEST

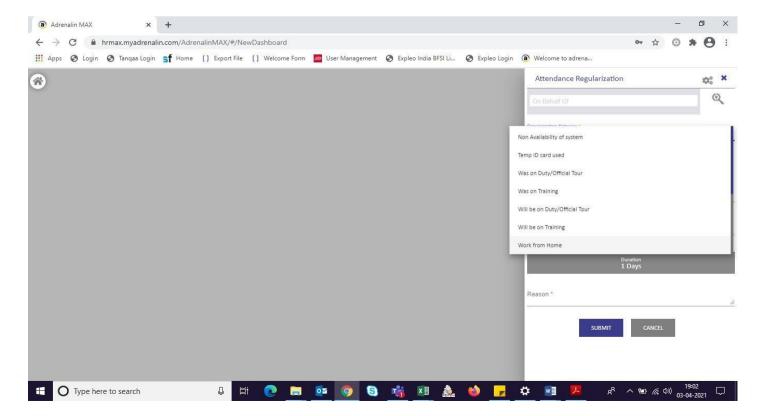
Type "Leave Request" on Search option and Select it. You can select the Leave Type & Date accordingly and submit leave request.



ATTENDANCE REGULARIZATION

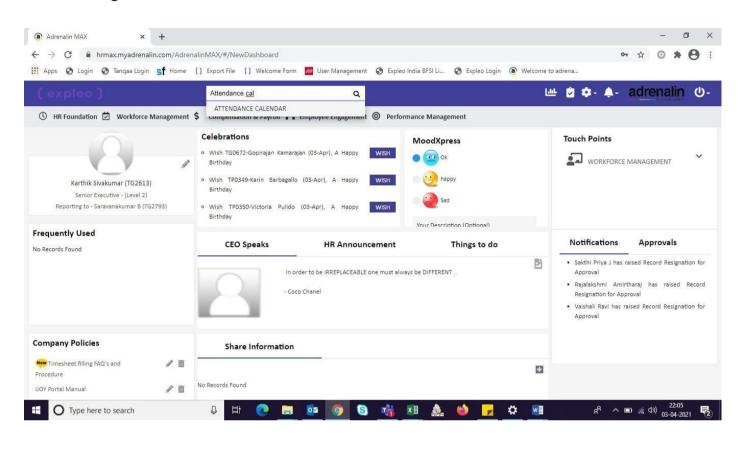
Type "Attendance Regularization" on Search option and Select it. You can select the Regularization Category & Date accordingly and submit.

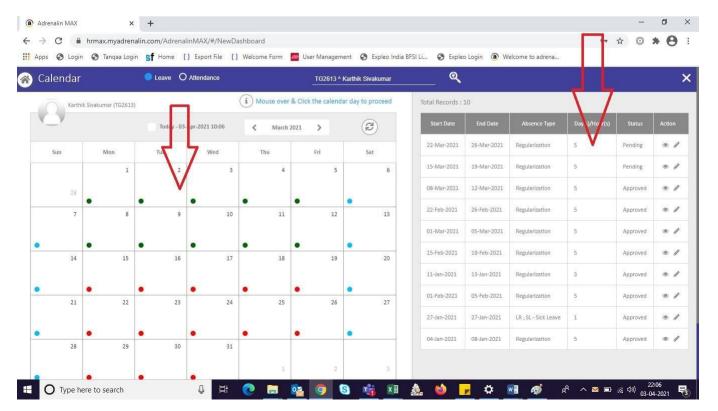




ATTENDANCE CALENDAR

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".

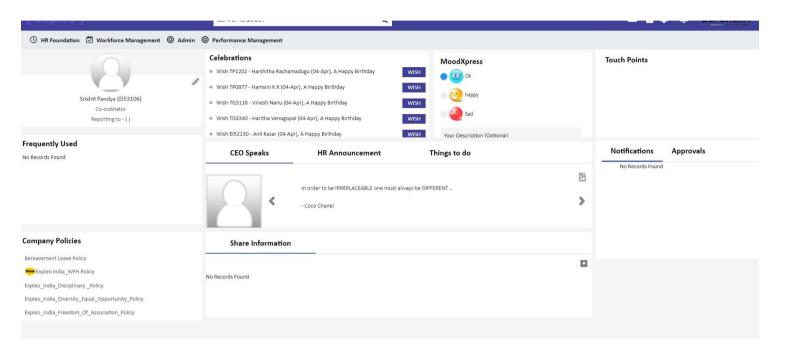






COMPANY POLICIES

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





ADRENALIN MAX PAGE LOAD ERROR

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

