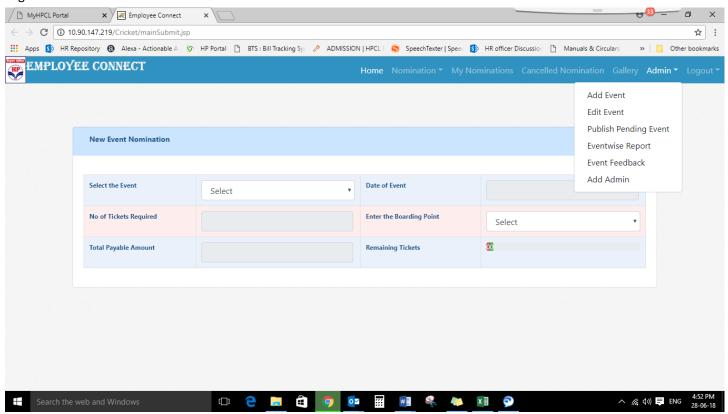
USER GUIDE FOR EMPLOYEE CONNECT PORTAL

In the new employee connect portal following functionalities are available:

- 1. **Creation of an event (activity)** Zonal HR Officer/Admin can create an event for an employee connect activity. Functionality for requesting additional details (Photo, ID etc.) wherever applicable is also available. Step by step procedure to create an event is detailed below.
- 2. Editing of event Option is available to admin for editing details of the event.
- 3. **Nomination by employee/s** Once the event is published, employees will be able to see and apply for the event.
- 4. **Confirmation for participation** Once an employee applies for the event he/she shall receive system generated e-mail confirming his/her participation.
- 5. **Cancellation of nomination** Option is available for employees to cancel their nomination before expiry of the due date.
- 6. **Event wise Report** HR Officer/Admin can download full list of participants who have applied for the event.
- 7. Online feedback section Post the event, participants can submit the feedback in the online system.
- 8. **Gallery** HR Officer/Admin can upload the report pertaining to the activity/event in the online system.
- 9. **Recent Events section** Employees can see all the activities/events conducted recently in the recent events section.

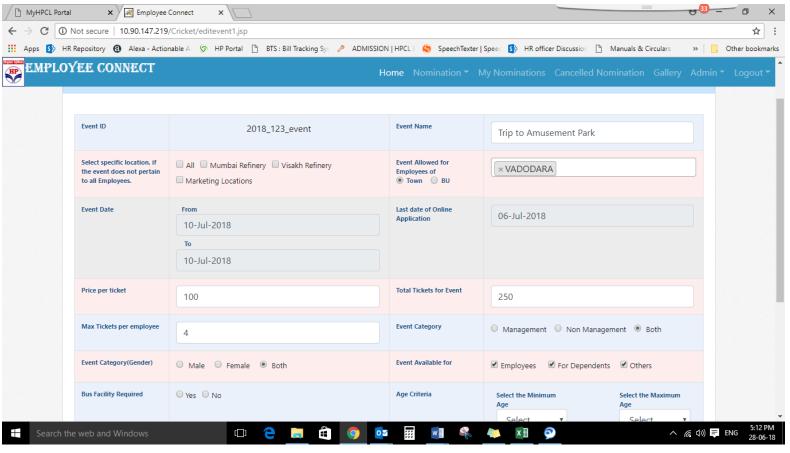
For Creating a New Event

- 1. Goto My HPCL portal -> Ecare -> Declarations -> Event Nomination
- 2. Login and click on Admin -> Add Event

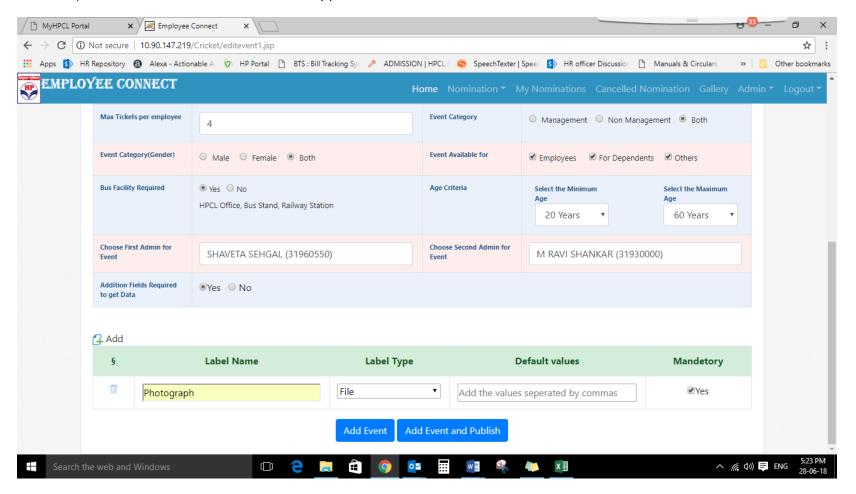


- 3. New window will open in which other details are to be populated. In the below case:
 - a) Event is for Vadodara based employees
 - b) Event is for one day only i.e. 10th July. In case, event is for 2 or more days, 'from' and 'to' dates can be selected accordingly.

- c) Last date for making online application is 6th July.
- d) Price per ticket can be set as desired. In this case it is Rs. 100/-
- e) Total tickets can be set. In this case it is 250 tickets.
- f) Maximum tickets for each employee can also be customized. In the below case, maximum tickets are 4 per employee.
- g) The below event is open for both Management and Non-management employees.
- h) In case of events specific for certain sections of employees (Mgmt/NM or Male/Female) appropriate selection can be made.

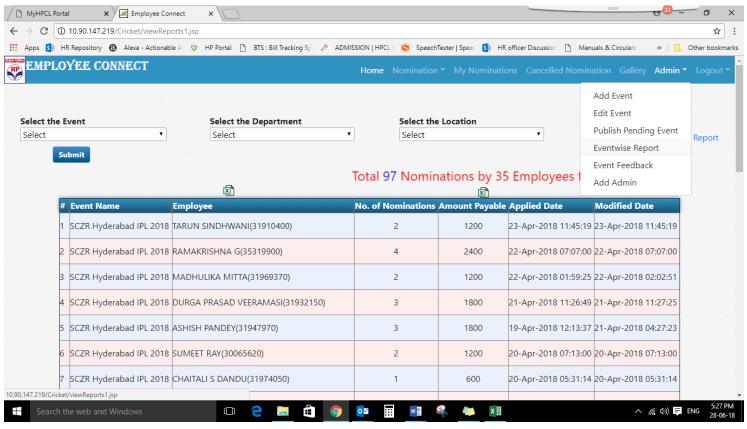


- i) In case bus facility is required, option 'yes' can be chosen and boarding points can be mentioned.
- j) Age criteria can also be defined for the participants.
- k) Admins can be chosen for the specific event who shall be able to view/download the participation list.
- I) In case any additional data is required such as Photograph/ID proof, same can be added using the add button.
- m) Event can then be either saved or directly published.

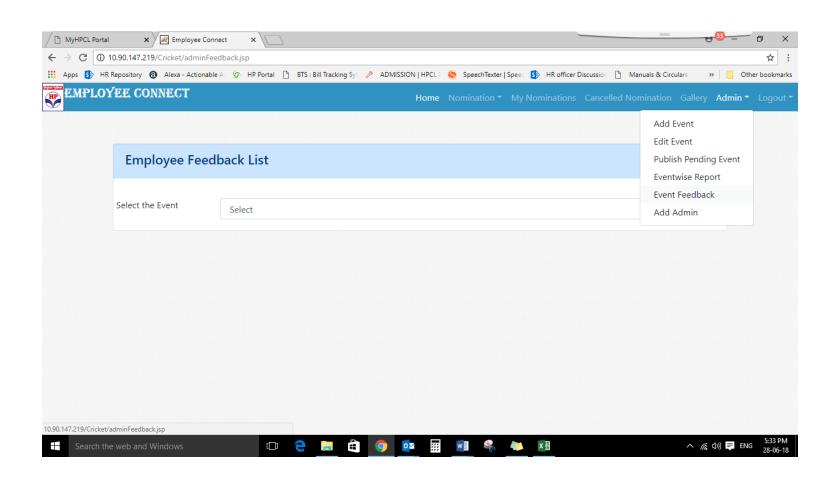


4. Upon publishing, Employees will be able to see the event under their login and can apply for the same.

5. HR Officer can download the list of participants by going to Admin -> Eventwise Report -> Select the event. Click on the excel icon on the middle of the screen to download he report.



- 6. Post completion of the event, participants can provide their feedback by logging under 'My Nominations' -> Feedback
- 7. HR Officer can see/download the feedback by going to 'Admin' -> Event Feedback -> Select event



8. Event reports can be hosted under the 'Gallery' section which shall be visible to all employees.

