



**GO SOCIAL.**  
CREATE A  
TRANSPARENT  
**WORK**  
**CULTURE.**

Ever imagined a pro-active, congenial and constructive work environment that brings out the very best in employees? Ever been in a workplace that breaks down inhibitions among employees and enables free knowledge sharing and open discussions? Ever been to a workplace where structured conversations lead to meaningful insights?

The doors of transparency, flexibility & productivity are opening. The flexibility of creating virtual groups, a single platform where employees can express themselves, find like-minded employees, share knowledge and work together for enhanced performance and increased productivity, is slowly emerging. Make way for the all-encompassing, single business collaboration platform - Social Connect - where people can work together to solve common problems and achieve common goals. The result is enhanced satisfaction levels and positive business outcomes!

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Employees can  
share articles,  
create blogs, invite  
discussion groups,  
build wikis, share  
videos and so on.

**adrenalin**<sup>TM</sup>  
Transformative Digital HR

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# CONNECT, COMMUNICATE AND COLLABORATE WITH **SOCIAL CONNECT**

Social Connect, the first-of-its-kind enterprise social and collaboration platform, is the new way to work. Social Connect allows employees to share knowledge with peers, create discussions and streamline organizational goals on a single, most engaging social platform. Social Connect allows employees to connect, communicate and collaborate by breaking location barriers.

Now, employees can share articles, create blogs, invite discussion groups, build wikis, share videos and so on. Social Connect also facilitates creation of project or team or department room, allowing sharing of common information among like-minded people.





## ▶ PUT YOUR HEADS TOGETHER - IDEATE

Social Connect as a Social collaboration Tool provides a platform to the employees where they can voice their ideas. Employees can create, edit and share ideas with the help of collaboration features like articles. Ideas when made social, receive comments and likes from subordinates, peers and seniors from multiple departments. This creates a culture of excellence where constructive discussions are encouraged to identify and promote ideas which are in alignment with the organizational goals. Social Connect thus provides equal opportunity to every individual in the organization to voice their ideas and receive feedback from employees across the organization.

**adrenalin** ZOLOG forms, content and @users adrenalin

Mancomm > Articles  
Isolated room - manage room

**Some basics about Gratuity**

Published: 1/7/2016 by Adrian Hyde

**Some Basics about Gratuity:**

- Gratuity Act is applicable to all establishments, where number of employees, are 10 or more in any day of the preceding 12 months. [Click here to download the Gratuity bare act.](#)
- Charitable institutes and hospital are also covered under the act.
- It includes both commercial and non commercial establishment like educational institutes etc.
- Only Basic and Dearness allowance should be considered as wages for the purpose of Gratuity.
- Gratuity payment formula:

Example: If an employee leave company after 10 years and his last Basic + Dearness allowance is 10,000 then his gratuity will be paid as per following formula.

**FAQ 1: Can an employee claim Gratuity even before completion of 5 years?**

Yes, An employee can claim gratuity even before completion of 5 years in followings cases:

- Death (to his nominees)
- Disablement

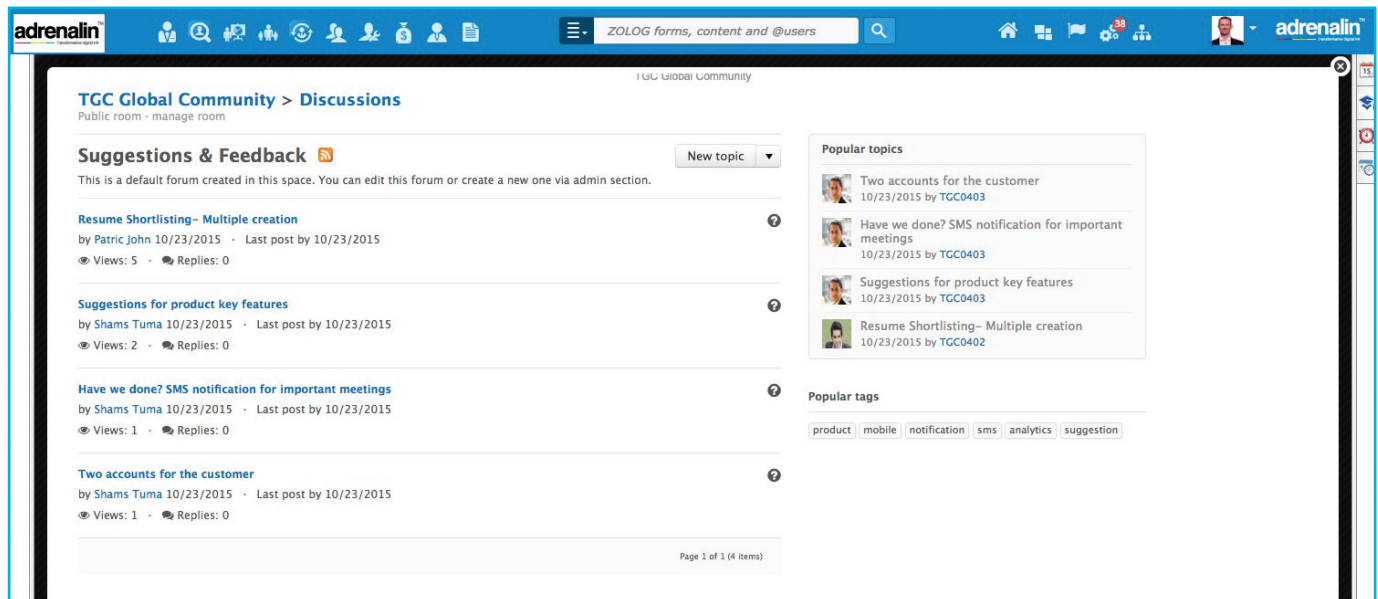
But the quantum of gratuity will be as per act.

**FAQ 2: Can employer forfeit Gratuity, even if employee has completed 5 years?**

Yes, employer can forfeit gratuity even if employee has completed 5 years in following cases:

## ▶ QUESTION THE ANSWERS - LEARN

Social Connect allows social build-up of organization standards by enabling easy learning. An in-built area called 'Discussions' enables members to post questions or topics and get immediate response from peers and seniors. This process of continuous self-development not only reduces training cost and allows members to learn and leverage knowledge expertise within the organization, it also gradually builds the organization's knowledge database which is easily accessible. Moreover, Social Connect also enables employees to synchronize with knowledge experts from the field.



The screenshot shows the Adrenalin platform interface for the TGC Global Community Discussions. The page features a navigation bar at the top with the Adrenalin logo, search bar, and user profile. The main content area is titled "TGC Global Community > Discussions" and includes a "Suggestions & Feedback" section with a "New topic" button. Below this, there are several discussion threads, each with a title, author, date, and view/reply counts. A "Popular topics" sidebar on the right lists trending discussions, and a "Popular tags" section at the bottom right includes tags like "product", "mobile", "notification", "sms", "analytics", and "suggestion". The page footer indicates "Page 1 of 1 (4 items)".





## ► FIND WHAT YOU WANT - SEARCH

Social Connect uses a high performance enterprise level search engine which quickly scans all content across all spaces/groups to which one has access to. Everything is just a click away. The search remembers everything, so you don't have to. It is super smart, because it knows what you are allowed to find and helps you find it, instantly. With Social Connect it is now easier to search and filter relevant content within your community. Finding people, documents and knowledge based articles now become effortless with Social Connect. You can now make better decisions because everything is organized in context and easy to find.

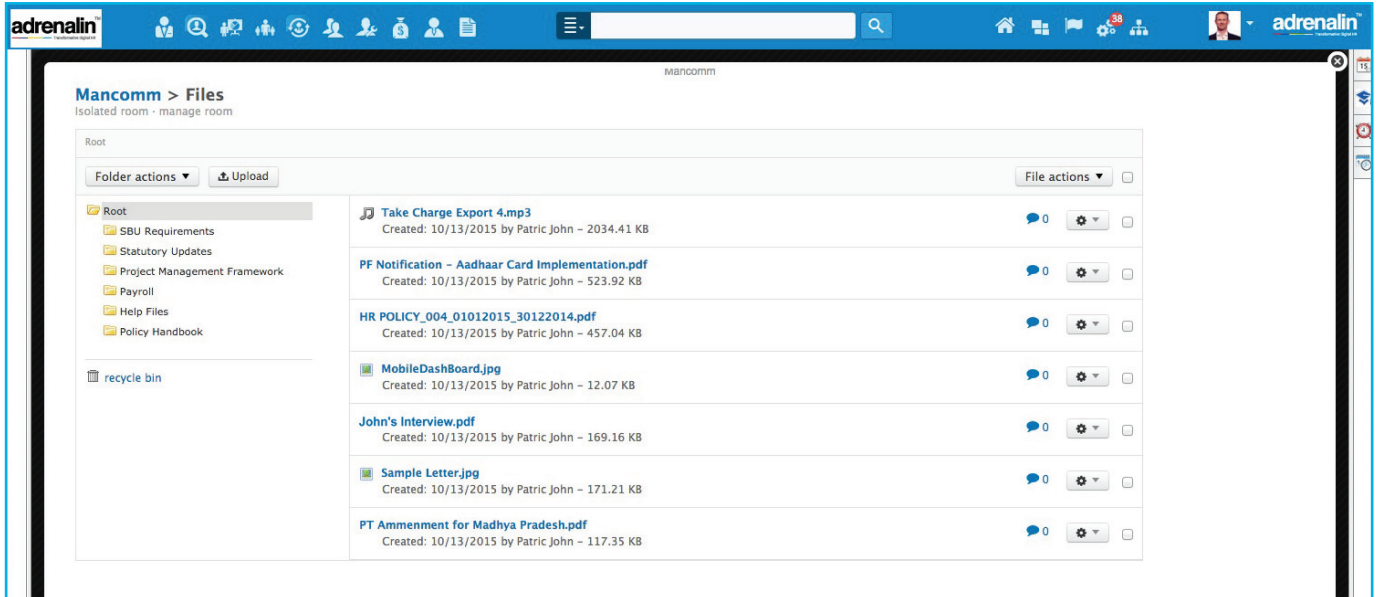
The screenshot displays the Adrenalin HR system interface. At the top, there is a navigation bar with the Adrenalin logo, a search bar containing 'HR', and various utility icons. Below the navigation bar, the main content area shows search results for 'Adrenalin (10)'. The results list several documents and reports, each with a title and a brief description:

- [Form5 PT Report for Andhra Pradesh](#) - Adrenalin  
Minimum Gross Pay
- [HR - Clearance Activity Status](#) - Adrenalin  
This form facilitates employees to view the status of their clearance activities.
- [HRA Rent Declaration Summary](#) - Adrenalin  
HRA Rent Declaration Summary
- [SFT482 - Shripad Shamarao Poldar](#) - Adrenalin  
NA
- [TGC0092 - Hashri](#) - Adrenalin  
NA
- [TGC0340 - Shray](#) - Adrenalin  
NA
- [TGC0362 - Dhruv](#) - Adrenalin  
NA
- [TGC0379 - Shreyas](#) - Adrenalin  
NA
- [TGC0383 - Hrishita](#) - Adrenalin  
NA
- [Two Field Master - HRMS](#) - Adrenalin  
This form can be used as a master configuration for defining the field values for a table containing two fields like department, designation, currency maste ...

At the bottom of the results list, there are navigation controls including a page size dropdown set to '16' and a status indicator 'Displaying page 1 of 1, items 1 to 10 of 10.'

## ▶ SPREAD THE KNOWLEDGE - SHARE

Publish, share, and collaborate on content like never before. Empower your employees to innovate and improve productivity, accelerate engagement, and encourage meaningful contributions. With Social Connect, one can now upload files, share them with the employees, and access uploaded files anywhere and everywhere. Files once uploaded become collaborative when employees add comments, like the article and rate them. With Social Connect's File Management feature one can upload important documents and these documents will be viewable only by those members as specified by the security permissions. You can also view the history of each file, so that you can roll back to the previous versions if you need.



The screenshot displays the Adrenalin file management interface. The top navigation bar includes the Adrenalin logo, a search bar, and various utility icons. The main content area shows a folder named 'Mancomm' with a breadcrumb trail 'Mancomm > Files'. Below this, there are 'Folder actions' and 'Upload' buttons. A file list is shown with columns for file name, creation date, creator, and size. Each file entry includes a file icon, a name, a creation date and time, the creator's name, and the file size. To the right of each entry are icons for comments, settings, and a checkbox.

File Name	Created	By	Size
Take Charge Export 4.mp3	10/13/2015	Patric John	2034.41 KB
PF Notification - Aadhaar Card Implementation.pdf	10/13/2015	Patric John	523.92 KB
HR POLICY_004_01012015_30122014.pdf	10/13/2015	Patric John	457.04 KB
MobileDashboard.jpg	10/13/2015	Patric John	12.07 KB
John's Interview.pdf	10/13/2015	Patric John	169.16 KB
Sample Letter.jpg	10/13/2015	Patric John	171.21 KB
PT Ammenment for Madhya Pradesh.pdf	10/13/2015	Patric John	117.35 KB





## ▶ COLLABORATE FOR RESULTS - ACT

Information keeps changing as research progresses. How does one ensure that the information is kept safe and up-to-date as newer information is introduced into the system? This is where Social Connect comes in. With a collaboration documentation component called Wikis, information can be edited and added onto by seniors and peers, creating up-to-date information of every archive. Social Connect lets you build a knowledge repository whereby knowledge resides in the organization for future reference. And this knowledge does not go out with the people.

The screenshot shows the Adrenalin Wiki interface. At the top, there's a navigation bar with the Adrenalin logo and various icons. The main content area is titled 'Mancomm > Wiki' and features a page for 'Zolog Video feature'. The page includes a version history indicator (VERSION 1), a search bar, and a list of pages. The main text describes the benefits of video, such as making applications sticky, helping with upselling, and driving traffic. Below the text, there are several video thumbnails, including one for 'Adrenalin - Muscle' and another for 'pepperfry'.

**Mancomm > Wiki**

**Zolog Video feature** VERSION 1

Published 10/13/2015 by Patric John - Last updated on 10/13/2015 by Patric John

Zolog now provides a solution to embed videos on tiles !!

Most of the people prefer to watch a video presentation over verbal or reading written content. Videos are great in expressing and explaining more things in less time.

Video has become a very cost-effective form of communication which allows you to give trainings, demonstrate any product and service benefits in ways that text based PPTs and Photos cannot.

**Start**

Other benefits:-

- 1.Video makes our application sticky.
- 2.Interactive videos help you "upsell" - Videos with clickable links direct users to appropriate pages in the website or to other video selections, providing additional opportunities for us to cross-sell and upsell.
- 3.Videos drive traffic. Search engines now offer video as part of integrated search results.

**Search the wiki**

**Pages** Wiki index

- Wiki landing page
- Zolog Video feature**
  - Did you know on Zolog Communication

## ▶ STEAL THE SHOW - ORGANIZE

Large companies often face challenges while organizing multiple events such as annual functions, seminars and guest visits, and so on. How can one possibly send out event details and maintain guest lists? This is solved by Social Connect's built-in Event Management console, which not only allows organizers to host events but also manages their RSVPs. Guess what? you can also add pictures and videos of the event to generate curiosity amongst the targeted audience. Social Connect's search would let you filter and sort on tags, keywords, location, categories and date.

The screenshot displays the Adrenalin Social Connect interface. The top navigation bar includes the Adrenalin logo, a search bar, and various utility icons. The main content area is titled "TGC Global Community > Events" and features a "Public room - manage room" header. Below this, there are tabs for "Most recent", "Most viewed", "Highest rated", and "Most commented".

The first event listed is "Product review meeting", which includes a cartoon illustration of a meeting. The event details are as follows:

- When:** 10/26/2015 09:00 AM
- Where:** Sir. Fedrick Hall, Josh associates, Street 3, Salt Lake, Utah, United States
- Description:** Dear Team, This is to inform that we are going to conduct three day product review session. You are requested to attend the session with your subordinates. Agenda of this meeting will be to understand how we can incorporate the market requirements in our product. Also new ideas related to product...
- Posted by:** Shams Tuma - 10/23/2015
- Tags:** Meeting, Product, Review
- Avg Rating:** 0/5 (0 votes)

The second event is "New Office launch", featuring a photograph of a ribbon-cutting ceremony. The details are:

- When:** 11/24/2015 09:00 AM
- Where:** Jason associates, C J Hambross Pllass 2c, Norway
- Description:** Dear Team, It gives us immense pleasure to inform you that we are expanding our business in Oslo, Norway. Our CEO Mr. Gary Osborne would be the Chief Guest. We invite you to the ribbon cutting ceremony. Please join us to celebrate the new office facility in OSLO, NORWAY. Come and tour our new of...
- Posted by:** Shams Tuma - 10/23/2015
- Tags:** OFFICE, OSLO
- Avg Rating:** 0/5 (0 votes)

The third event is "Family Fun Day", with a photo of a climbing wall. The details are:

- When:** 11/7/2015 11:00 AM
- Where:** River Front Resort, 2nd Bakers Street, Salt Lake, Utah, United States
- Description:** Dear All, We are happy to inform you about our upcoming Family Fun DAY on 7-Nov-2015 @ Salt lake City, Utah. You are an important part of this organisation and so is your family

On the right side of the interface, there is a "Search Events" section with filters for TAGS (fun, office, oslo, meeting, product, review), EVENT TYPE, and DATE RANGE.







## ▶ GET DOWN TO BUSINESS - PRIORITIZE

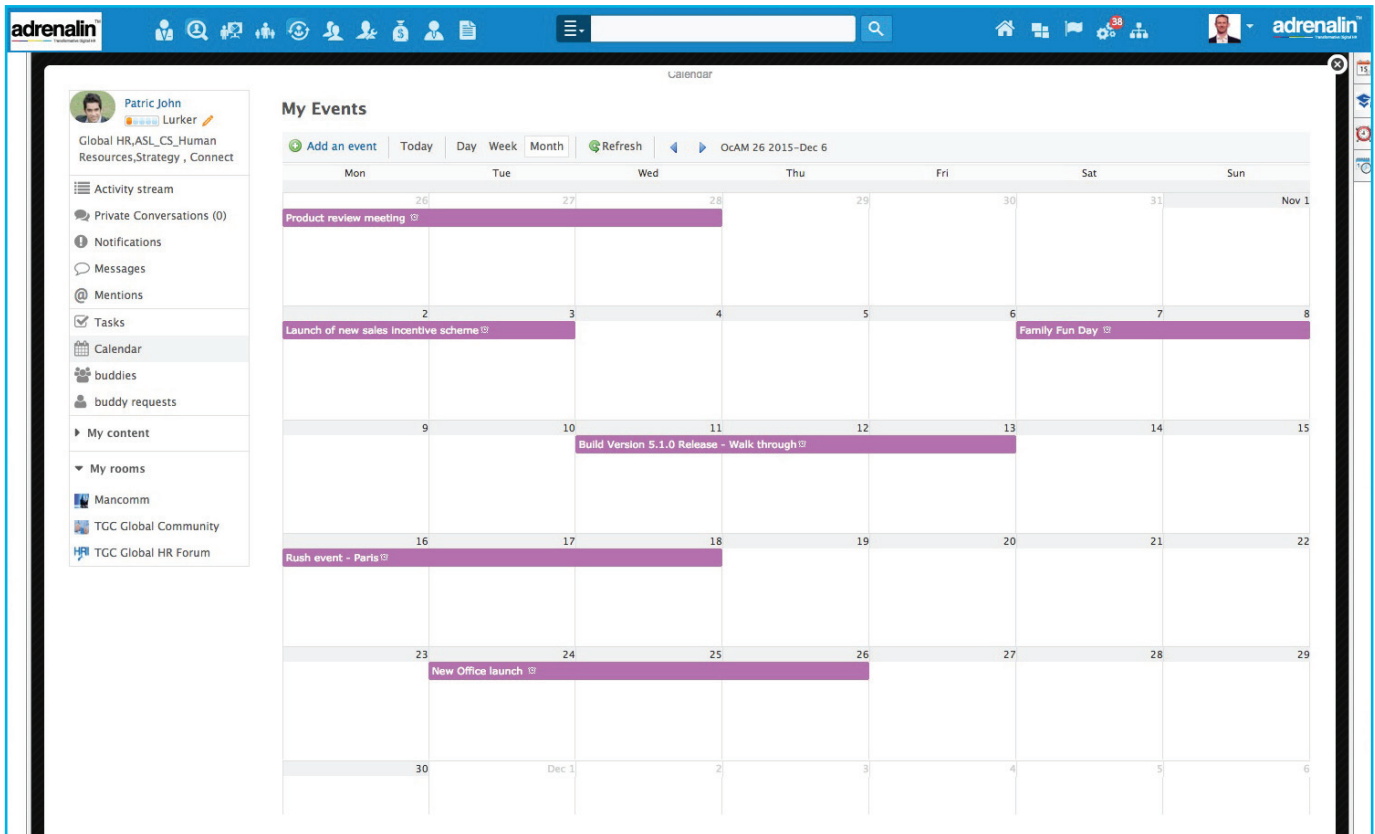
Various projects and assignments demand peers to be scattered across a set of responsibilities that need to be accomplished. It is but human for someone to forget or get confused. But not with Social Connect's Task Manager Widget - that can be used to arrange in priority and manage both common as well as personal tasks. Task manager is a great tool to manage time lines of different projects and to make sure each project is completed on time. In order to organize the task, you have to create a list, add tasks in the created list, and select the due date. Once the tasks are created, order them in sequence and as the tasks are completed you can check them off your list.

 A screenshot of the Adrenalin Task Manager interface. The interface is in a blue-themed layout. On the left, there is a sidebar with navigation options: Activity stream, Private Conversations (0), Notifications, Messages, Mentions, Tasks (selected), Calendar, buddies, buddy requests, My content, My rooms, Mancomm, TCC Global Community, and TCC Global HR Forum. The main content area is titled "Tasks" and shows a list of tasks for the user "Patric John". The tasks are organized into three sections: "Planning", "Preparation", and "Task". Each task has a checkbox, a description, the assignee "You", and icons for edit, delete, and more options.
 

Section	Task	Assigned to
Planning	<input type="checkbox"/> Creative inputs on New Page Design	You
	<input type="checkbox"/> Screenshots for presentation	You
	<input type="checkbox"/> Finish PowerPoint for presentation	You
	<input type="checkbox"/> Update landing page for new campaign	You
Preparation	<input type="checkbox"/> Website Redesign	You
	<input type="checkbox"/> Consult with user interface option	You
	<input type="checkbox"/> Roll out updates 2.0	You
Task	<input type="checkbox"/> Identify online Advertising agencies	You
	<input type="checkbox"/> Identify vendors for printing and distributing	You

## ▶ MEET THE DEADLINES - PLAN

Employees struggle to manage multiple clients, deadlines, meetings, seminars, events, etc. Maintaining separate plans could end up being a laborious process. How can planning be made easier, then? Social Connect has a built-in calendar for each user as well as each space/group. Employees can make note of all important dates so that they never forget them. Also, all events marked as 'Attending' are automatically added to the individual's calendar.



The screenshot displays the Adrenalin calendar interface for user Patric John. The calendar is set to a monthly view for December 2015. The interface includes a navigation bar with options like 'Add an event', 'Today', 'Day', 'Week', 'Month', and 'Refresh'. The calendar shows several events:

- Product review meeting (Nov 26 - Dec 2)
- Launch of new sales incentive scheme (Dec 2 - 3)
- Family Fun Day (Dec 6 - 7)
- Build Version 5.1.0 Release - Walk through (Dec 10 - 13)
- Rush event - Paris (Dec 16 - 18)
- New Office launch (Dec 23 - 26)

The sidebar on the left lists various user activities and content, including 'Activity stream', 'Private Conversations (0)', 'Notifications', 'Messages', 'Mentions', 'Tasks', 'Calendar', 'buddies', 'buddy requests', 'My content', and 'My rooms'.





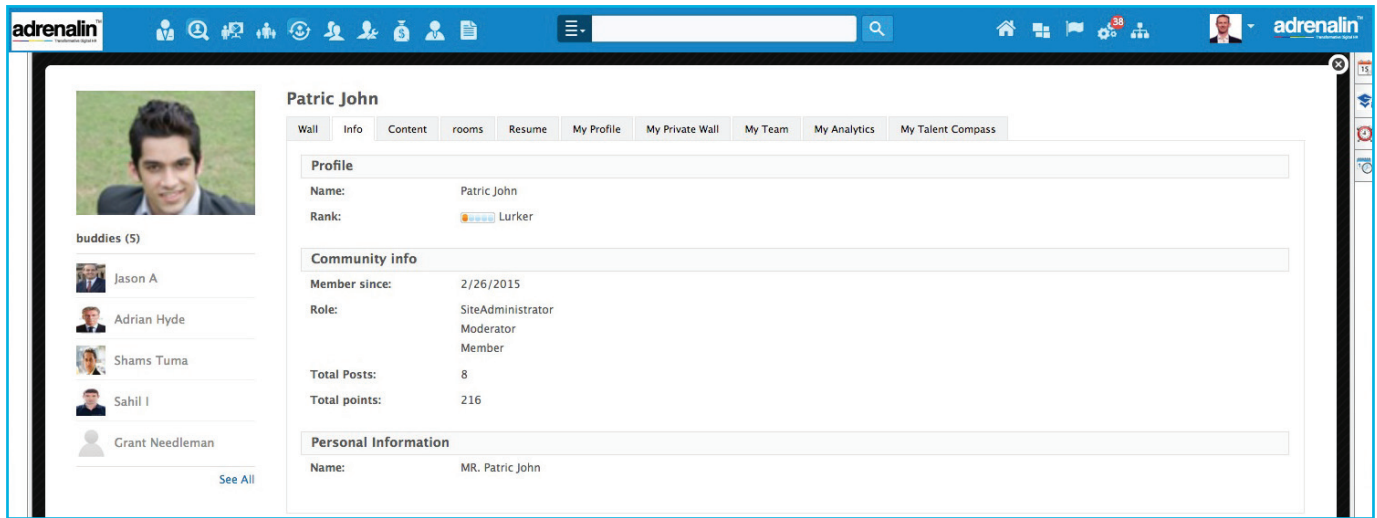
## ▶ STAY ON THE SAME PAGE - SYNC

It is but imperative for all employees in the organization to be on the same page. How does one keep them in sync, without having to spam them with irrelevant information? Notifications is a smart feature which knows what you need to act upon before you do. It is deftly designed to provide you access to the things that are all about you, it helps by informing what you need to act upon next. Now you do not need to invest time in finding information related to you, notification helps save your crucial time which you can invest in tasks which are of high importance.

The screenshot displays the Adrenalin user interface. On the left is a navigation sidebar with options like 'Connect', 'My Community Update', 'Activity stream', 'Private Conversations (0)', 'Notifications', 'Messages', 'Mentions', 'Tasks', 'Calendar', 'buddies', 'buddy requests', 'My content', 'My rooms', and 'Mancomm'. The main content area shows a feed of updates from 'Patric John' and 'Adrian Hyde'. A 'Smart Approval' pop-up is visible, listing several requests with 'Approve' and 'Reject' buttons. The right sidebar contains an 'Organization Corner' with sections for 'CEO Speaks m' and 'Spotlight We are conducting this survey i...'.

## ▶ EMBRACE THE NEW - ENGAGE

The biggest task at hand is to “drive” your employees towards a new and cutting-edge platform and to ensure that they use the new platform to earn regular appreciation and rewards. Every time employees interact with Social Connect (like post a discussion topic or blog post, upload files, write wikis, answer questions etc.), they will be awarded points. Social Connect, thus ensures that employees keep contributing to the system.



The screenshot shows the Adrenalin user interface. At the top is a blue navigation bar with the Adrenalin logo, a search bar, and various icons. The main content area displays the profile for Patric John. On the left, there is a profile picture and a list of buddies: Jason A, Adrian Hyde, Shams Tuma, Sahil I, and Grant Needleman. The profile details are as follows:

Profile	
Name:	Patric John
Rank:	Lurker

Community info	
Member since:	2/26/2015
Role:	SiteAdministrator Moderator Member
Total Posts:	8
Total points:	216

Personal Information	
Name:	MR. Patric John



# THE NEW WAY TO WORK

- Every new employee is welcomed at the time of Joining on Social Connect
- Organizational level communication like, CEO Speaks and Spotlight is shared through Organizational Corner
- Employees share their ideas/information through Knowledge Circles
- Celebrations Corner displays employees celebrating birthdays, wedding anniversaries and career anniversaries
- Initiate private conversations with one or more employees/groups with My Private wall feature in Social Connect. It allows users to have offline conversation with a particular user/group of users
- The chat feature allows members to connect instantly on Social Connect platform
- Be smart, prioritize your work with the task manager. Know what task is assigned, to whom it is assigned and when it is supposed to be completed
- Cases, the feature in Social Connect displays the queries posted. It also allows the users to post the solution for the queries.

# GO SOCIAL ANYTIME, ANYWHERE

Get notified, view and respond. Remain updated on team activities and announcements. Post, approve and learn on the go. Be prepared with customer history before a meeting. All on the go!

With Social Connect	Without Social Connect
<ul style="list-style-type: none"> <li>• Establish a congenial, constructive work environment that brings out the very best in employees</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult to get employee information like their skills, experience and personal information at one place.</li> </ul>
<ul style="list-style-type: none"> <li>• Speed up the resolution of problems and the identification of opportunities – essentially leveraging collective knowledge, experience and skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge remains a constraint to individual members, due to little collaboration</li> </ul>
<ul style="list-style-type: none"> <li>• Improve communication and collaboration among employees by providing access to work related documents and information on Social Connect experience and skills</li> </ul>	<ul style="list-style-type: none"> <li>• Content discovery is poor as it is hard to find relevant content</li> </ul>
<ul style="list-style-type: none"> <li>• Enhance workplace collaboration to business collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Heavy use of emails causes data/knowledge redundancy and mis-management of information</li> </ul>
<ul style="list-style-type: none"> <li>• Break the information silos</li> </ul>	<ul style="list-style-type: none"> <li>• Information exist in silos</li> </ul>
<ul style="list-style-type: none"> <li>• Enable employees to manage both personal and delegated tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Managing tasks in an organized way for multiple projects consumes lot of time and effort</li> </ul>
<ul style="list-style-type: none"> <li>• Stay ahead the learning curve by accessing information from Knowledge Circles.</li> </ul>	<ul style="list-style-type: none"> <li>• Important time which could have been invested in completing crucial projects is often wasted in searching and completing transactional tasks</li> </ul>
<ul style="list-style-type: none"> <li>• Interactivity: Promote dialogue between senior management and employees</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult to get feedback from employees</li> </ul>
<ul style="list-style-type: none"> <li>• Employee recognition across organization is quicker with Social Connect</li> </ul>	<ul style="list-style-type: none"> <li>• Employee recognition is limited to performance appraisals once a year</li> </ul>

# SOCIAL CONNECT – THE WAY AHEAD

Social Connect creates a bridge among employees working in organization. It allows everyone to express themselves. Social Connect enables organizations to link people conversations into business conversations and to enhance from workplace collaboration to business collaboration. It is only on Social Connect, structured conversations lead to meaningful insights that can be very well be used for positive business outcomes.

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