SiNET
A complete Enterprise Information Portal
**WHAT IS SiNET?**

Time and money are the most important resources for any organization. If used effectively maximum productivity ensues; if used ineffectively an organization can suffer from waste, poor performance and low growth.

SiNET is a custom built software tool that ensures every employee has the support and infrastructure to manage time and resources in the most efficient way. The process architecture and framework enables and empowers employees to plan activities, measure productivity and learn lessons on how further enhance performance in future. This in turn delivers maximum profits as well as increased dividends for the stakeholders of the company.

At its heart SiNET is a user-friendly internal database that helps clients to meet time and money goals. Accessible by employees through a secure, permissions-based hierarchy of log ins depending on roles, SiNET unifies all of them, irrespective of their departments. Furthermore, it acts as a standardized internal communication channel that transmits knowledge between employees, thereby offering a measurable platform for employee engagement and management.

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**WHY SiNET?**

- **Knowledge and document publishing**
  To share and publish the information of an organization over a single platform with appropriate control and security.

- **Efficient management of company operations**
  To simplify operations and enable transparency and visibility of all activities within the organization through one secure point.

- **Streamline Communication**
  To achieve better control over the organization by strengthening the flow of communication with protocols that facilitate conveying and receipt of information within the scheduled time.

- **Easy Workflow Automation**
  To integrate applications and restructure labour resources with predefined work-flow diagrams, e-forms and standard templates.

- **Integrating departments**
  To achieve corporate integrity by harmonizing the processes within departments and sub-departments.

- **Stress Free Implementation Tool**
  To curtail data management and migration issues by the deployment of SiNET smoothly within the organization.
Employee profile management: SiNET allows you to create employee profiles with details like certifications, qualification, skills and projects achieved. This helps the managers in taking the right promotion decisions and allocation of labor resources to projects skill-wise and experience-wise. To make things more interesting, one can add their personal hobbies, blogs and relevant links too.

Document management and sharing: SiNET helps you to upload work-related documents and also facilitate access and sharing of such documents according to employee permissions set within the software.

Content ranking and ratings: The database also serves as a platform for employees to express themselves better by sharing new ideas and rating the activities, which can encourage greater innovation.

Smart search and speedy discovery of information: SiNET incorporates a keyword search feature that allows you to save significant by not having to search multiple files and folders to access your required document.

Social networking stream for your company: Improve communication within your organization through the social networking module in SiNET. It allows transmission of your employees’ thoughts and perceptions through employee groups.

Flexible application integration: SiNET allows installation of plugins for easily integrating external software tools and apps like emails, HRMS and ERP systems.

Business process automation: You can create and upload standard templates and e-forms to integrate and automate work-flows for better collaboration among the employees.

Employee location-based directory: SiNET facilitates the creation and publishing of an entire location wise directory of all the employees within your company.

Easier front end administration: Administrators can easily manage data and arrange given information for employees more securely with less time spent.

MOM module: SiNET helps managers to oversee business processes in the office even when they are away. The MOM module in the database can be logged into and tracked from anywhere using external mail tools.

HR tools: SiNET also has core HR management facilities wherein an HR can monitor employee attendances, leave applications and pay slip generation.

Simplified and efficient project management: SiNET has inbuilt features for generating tickets for support calls, task allocation and auto-calendar notification. These prove extremely advantageous for managing and monitoring internal and external projects.

External portal: One can upload and access the required documents relating to business transactions between the company’s vendors and customers using the external portal.

Real time email notification: A supervisor can use the required settings in SiNET to receive email notifications for various updates of activities in his/ her department or the project concerned.

Comprehensive Reporting: SiNET allows you to create real-time reports and extract them based on the employee permissions assigned within. Reports can be generated for attendance, pay slips, performance efficiency and so on.

Mobility: What makes SiNET even more impressive is the accessibility of the database through mobile platforms, wherever you are across the globe.

A rigorous security system: SiNET enforces a strong password policy with captcha codes while accessing the portal. One can only log in using an encrypted system generated password.
TOP-LEVEL FEATURES OF SiNET

- Improved employee management
- Promotes a culture of collaboration
- Promotes transparency within the organisation
- Improves harmony between departments and sub-departments of your company
- Effective communication and knowledge sharing that creates an environment for innovation
- Faster and more effective decision making based on empirical data
- Time savings due to fewer internal meetings
- Increased employee retention and lower employee turnover
- Improved employee engagement contributing to a great corporate culture
- Increased profitability through improved productivity and waste mitigation