

HR System

1) First page in the system is the login page

← → ↻ 🔍 <https://hr.anasacademy.uk/login> 📄 ⌵ 🌐 🏠 📖 📄 📄 📄

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Login

Email
Enter your email ← 1

Password
Password ← 2

[Forgot Your Password?](#)

Login

Don't have an account? [Register](#)

Fig 1

- In this form in **field 1** the employee enter his work email and in **field 2** enter his password.
- In case of the email and password are correct it will move him into dashboard page (**Fig 2**).

2) Dashboard Page For employee.

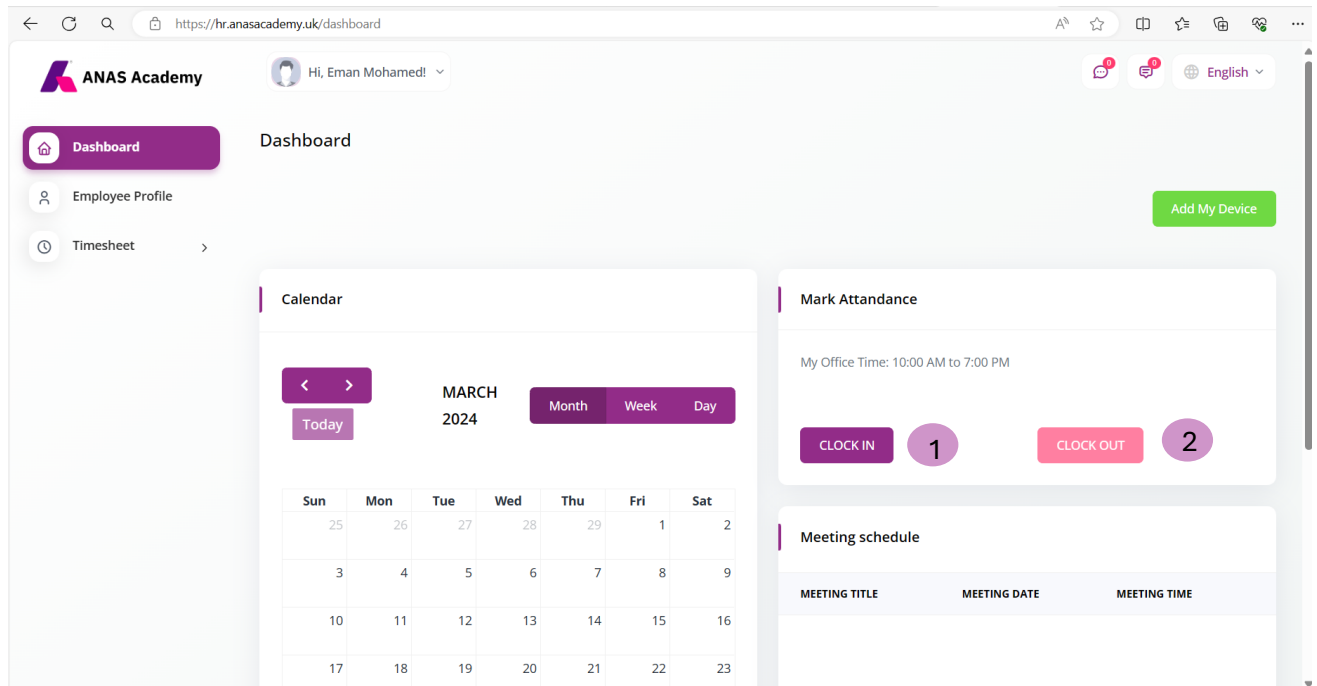


Fig 2

- In this page the employee registers his attendance by clicking in clock in button (number 1) and departure by clicking in clock out button (number 2).
- the employee must register his attendance and departure from specific devices, if he registers from different device or browser the system will display message “**This device is not allowed to clock in & clock out.**” to him like in Fig 3 (number 1).

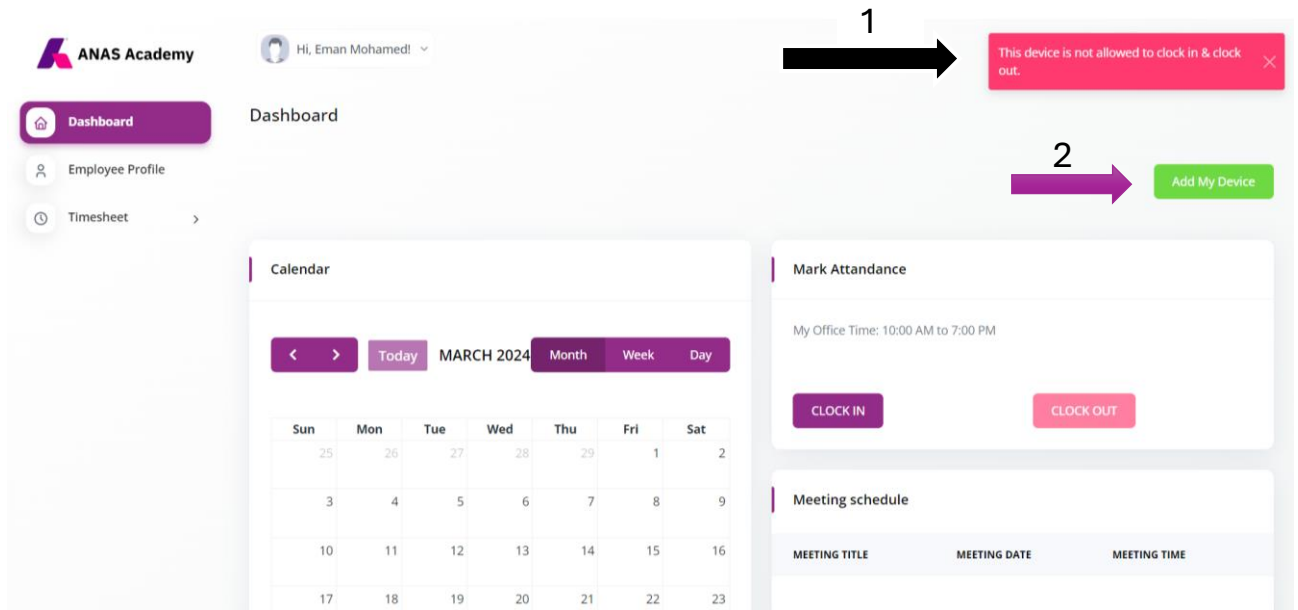


Fig 3

- in this case of registering from different device or browser, the employee needs to click on **add my device button (number 2)** to send request to his manager to enable him to register from this device and **wait the request** to be accepted.
- After the request is approved, he can register his attendance and departure from this device by clicking in **(clock in and clock out buttons)**.

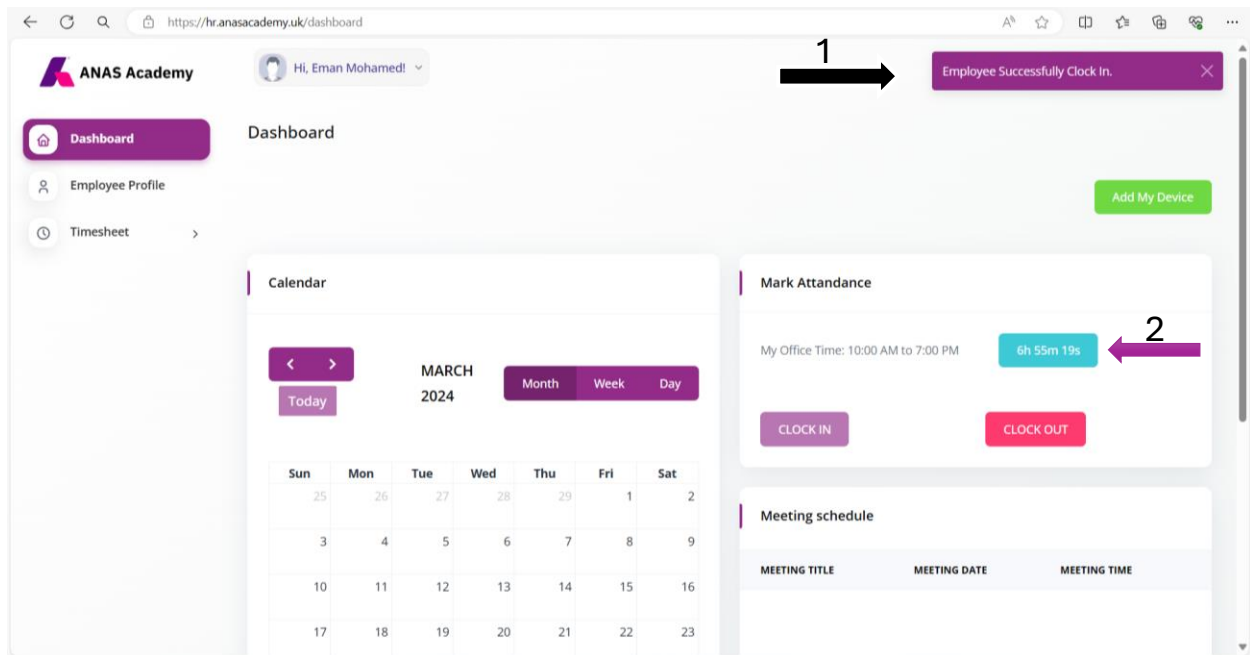


Fig 4

- When the employee clicks in clock in button it will display message to him like (number 1) in Fig 4. And the button will be disabled to be clicked again.
- It will display count down represent the remaining Time until the working time end like in (number 2).

3) Employee Attendance

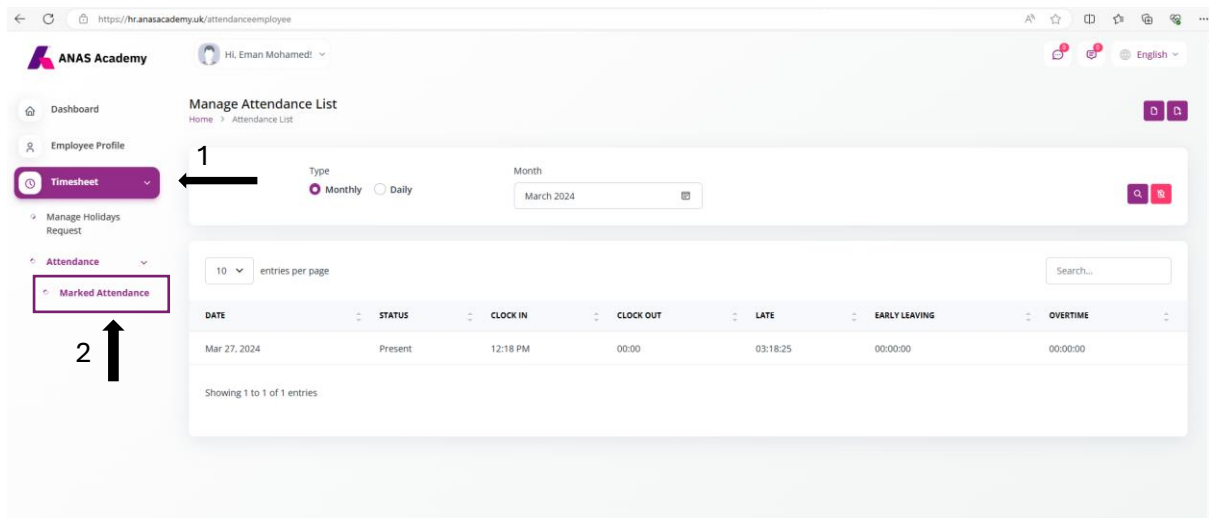


Fig 5

- To view your attendance you need to open timesheet tab (number 1) and click on attendance then choose marked attendance (number 2).
- you will find all your attendance records.

4) Employee Holidays request

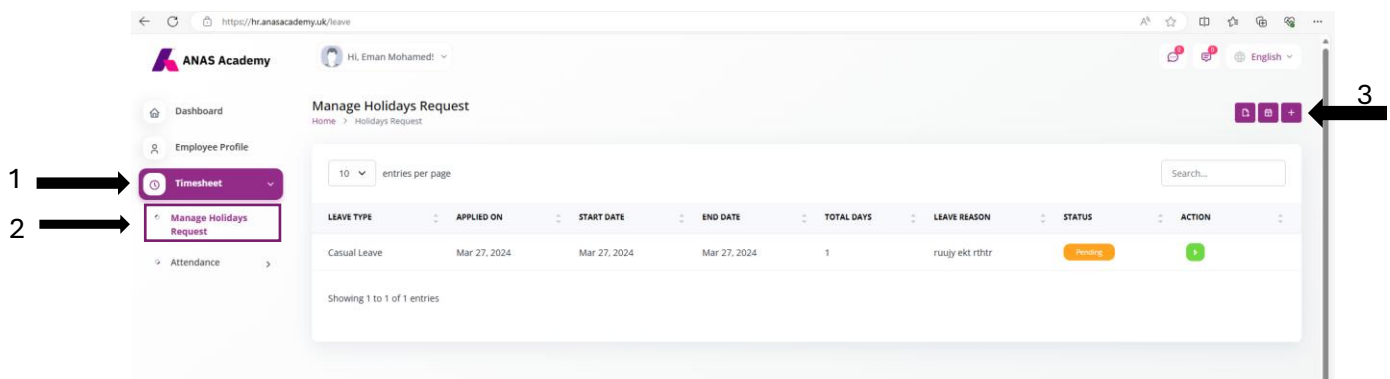


Fig 6

- To view your holidays request you need to open timesheet tab (number 1) and click on manage holidays request (number 2).
- There you can view your requests for holiday and their status.
- If want to send new request you need to click on plus icon (number 3).

5) Create new holiday request

The screenshot shows the 'Create New Request' modal form. It includes a 'Generate With AI' button at the top right. The 'Leave Type*' field is a dropdown menu. The 'Start Date' and 'End Date' fields are date pickers. The 'Leave Reason' field is a text area. The 'Remark' field is a text area with a 'Grammar check with AI' button. The 'Create' button is at the bottom right.

Fig 7

- After clicking on plus icon (number 3 in fig 6) this form in fig 7 will display to you.
- You need to select the type of leave /holiday from number 1, then determine the start and end date of holiday and write the reason and then click on create button (number 2).