HR System

1) First page in the system is the login page

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).**
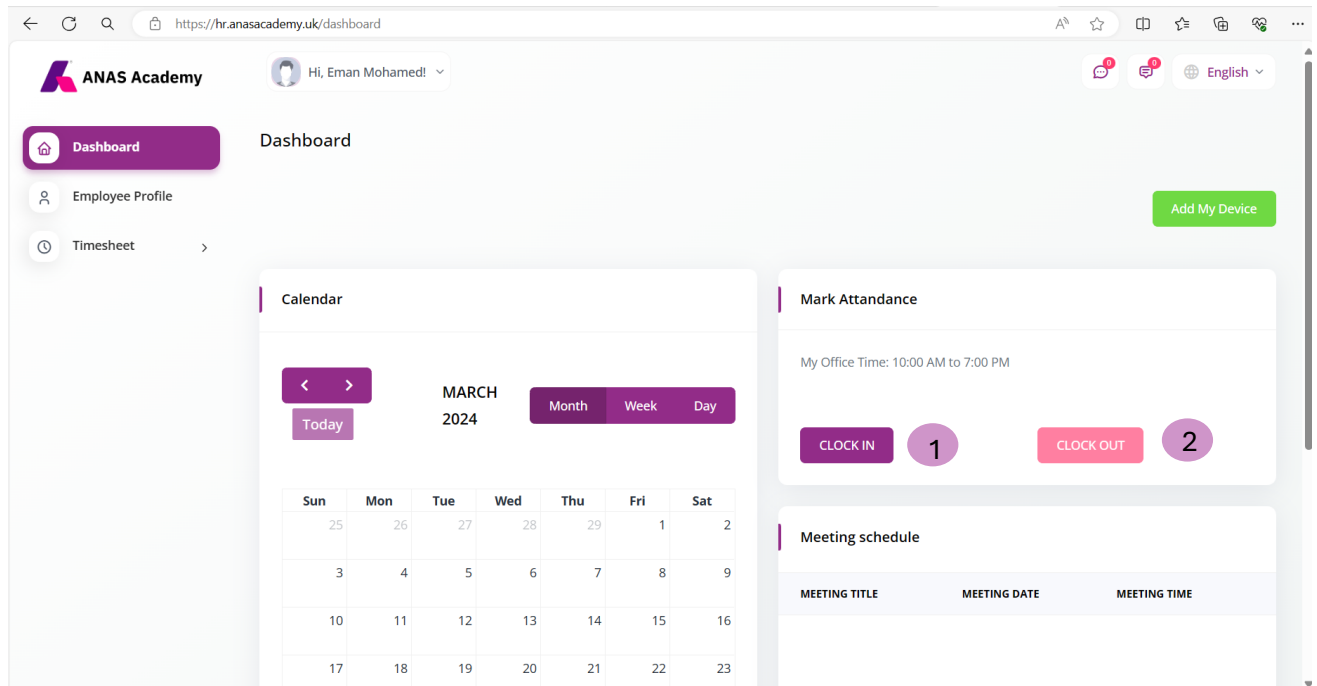
2) Dashboard Page For employee.

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).**
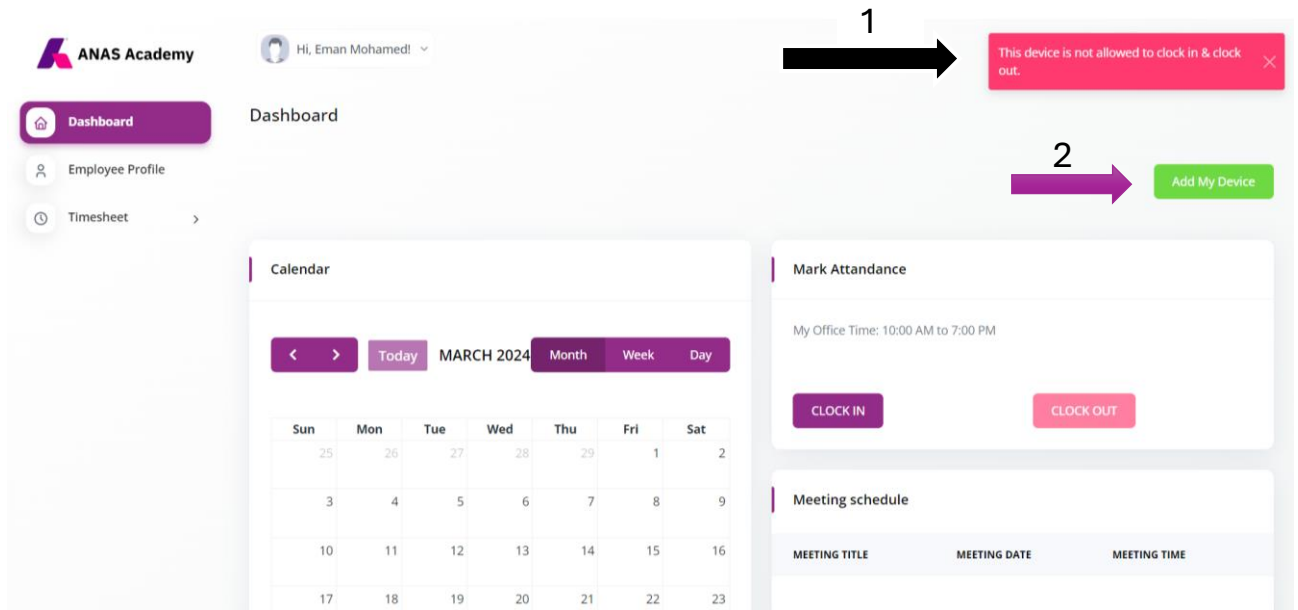
Fig 3

- 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).**
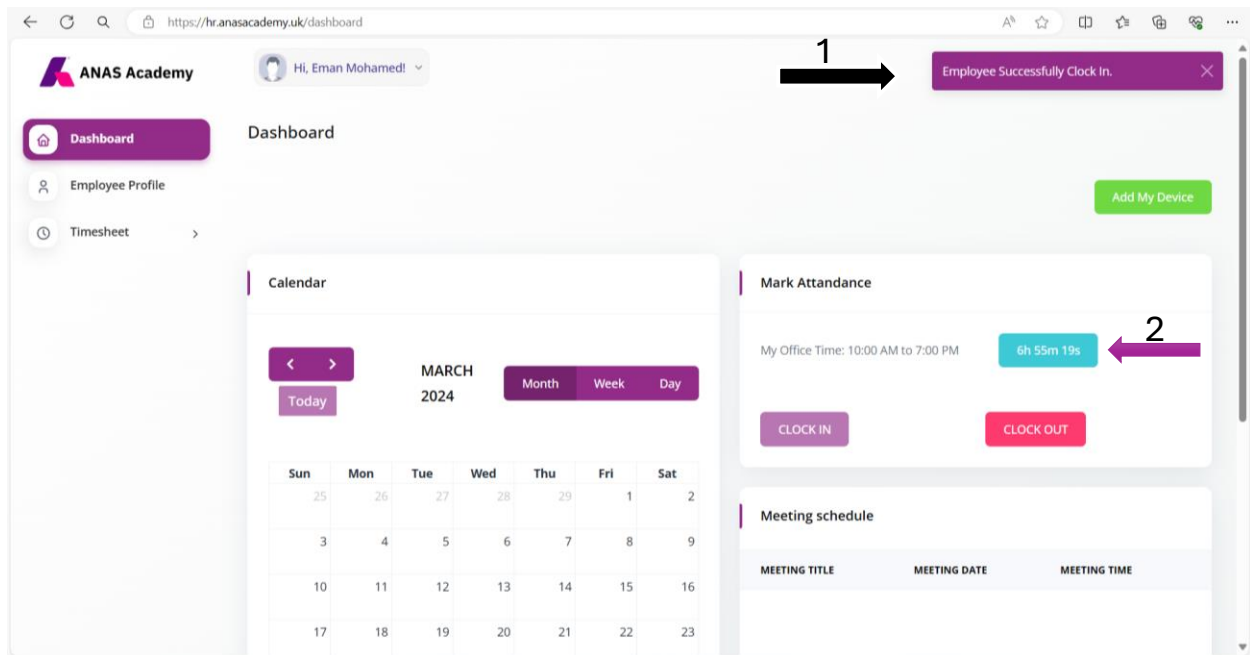
Fig 4

- **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).**

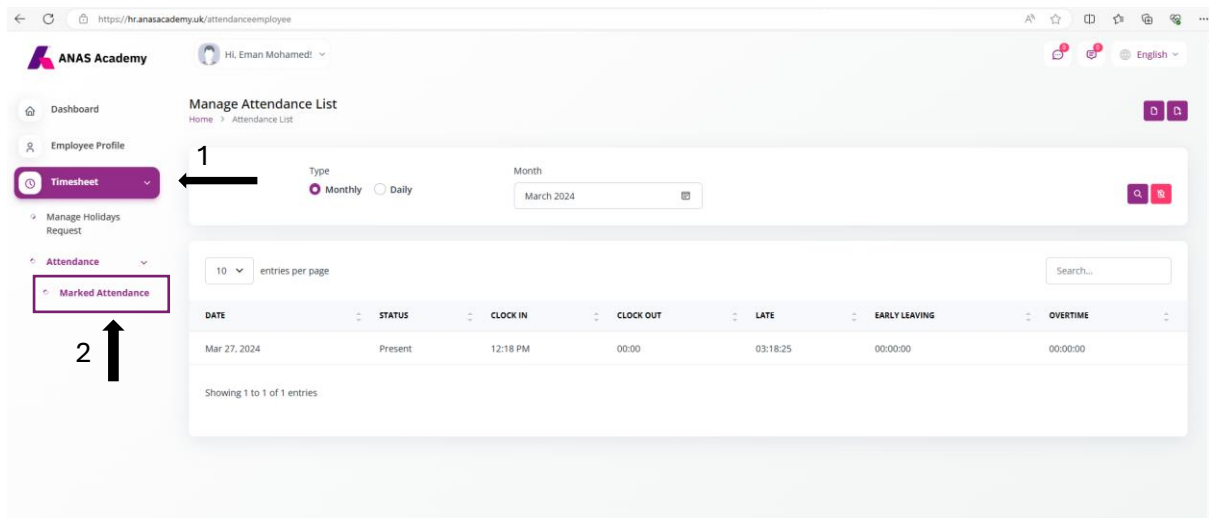## 3) Employee Attendance

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.**

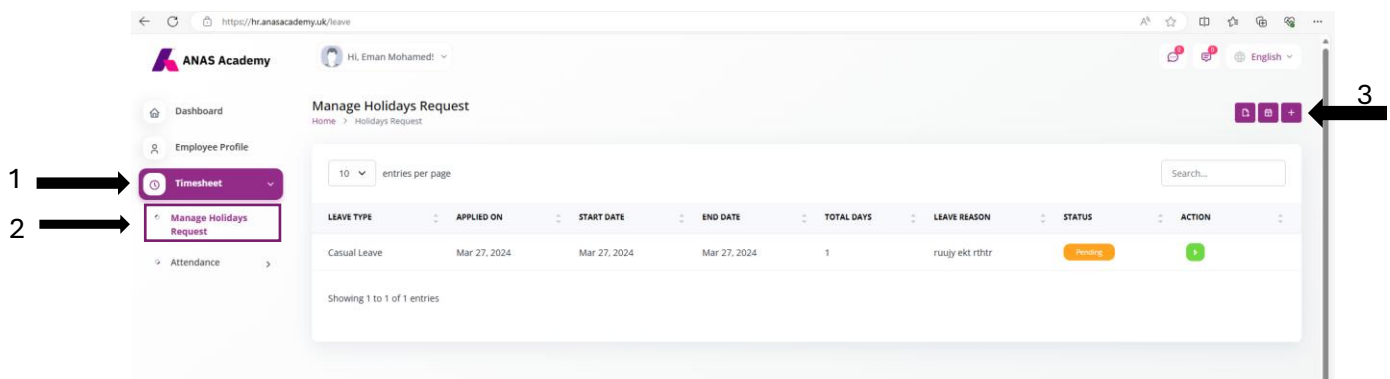## 4) Employee Holidays request

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

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).**