



Guide to Login into HR System

Welcome to ANAS Academy! HR System is our primary platform for registering attendance and departure and holidays requests. Follow the steps below to log in using your company account.

•**Step1: First page in the system is the login page**

Follow this link and write your email and password that send in the email.

<https://hr.anasacademy.uk/>

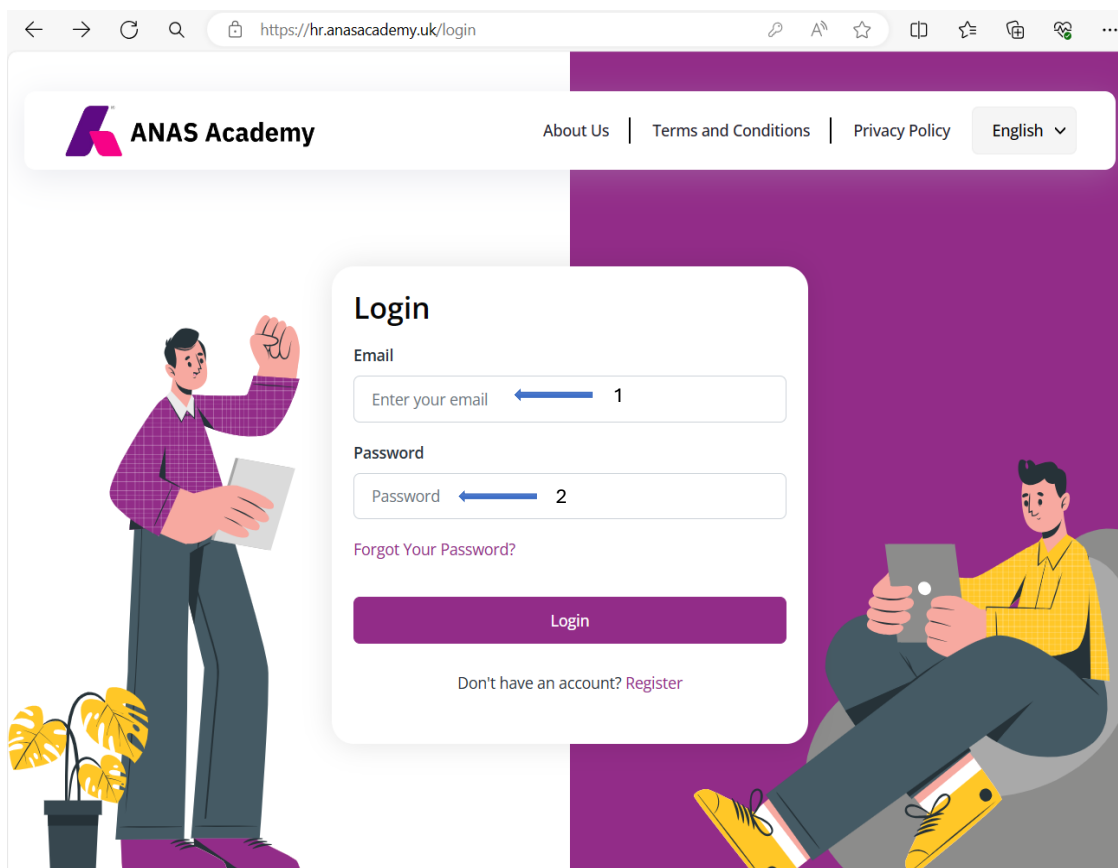


Fig 1

- 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.

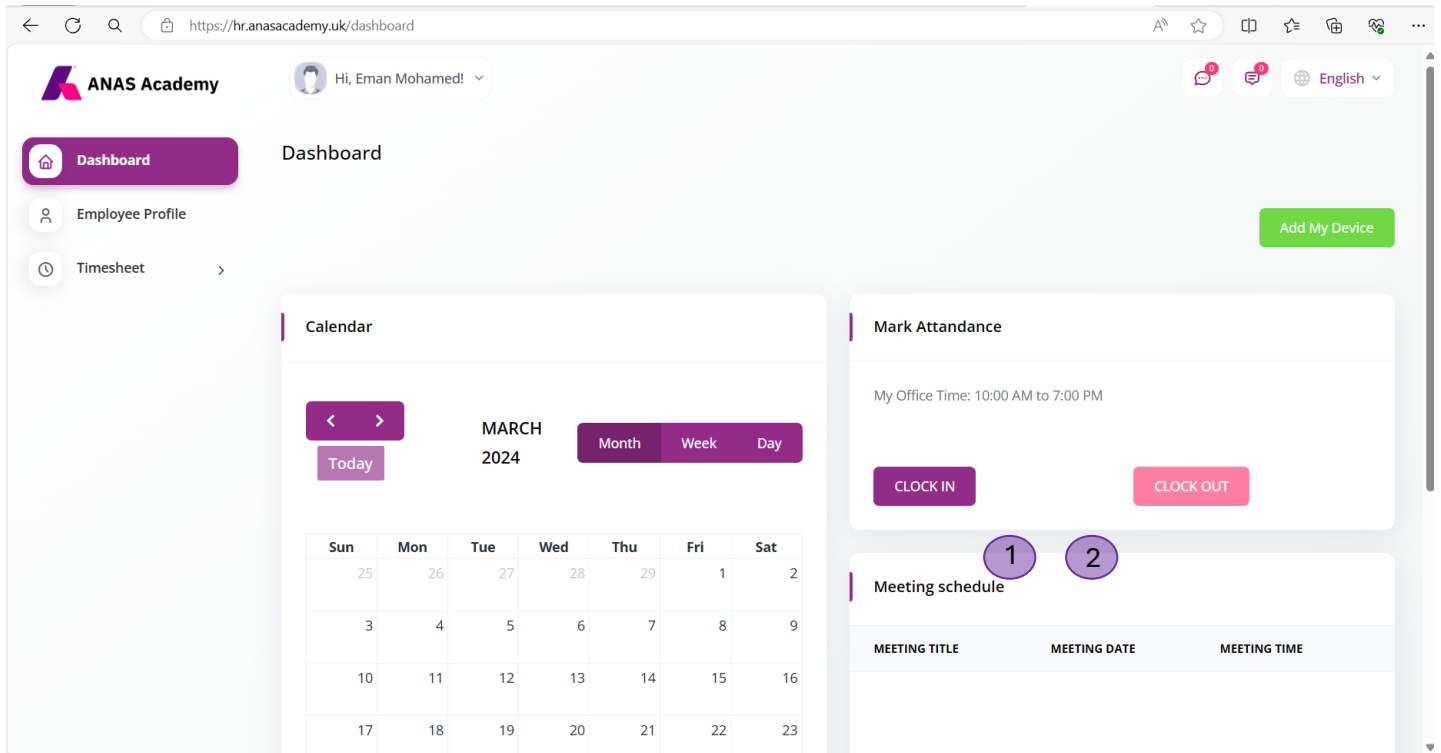


Fig 2

•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).

Important note: Doesn't forget to click clock out button after finishing your working hours and not before because if you forgot, the system didn't calculate how many you work.

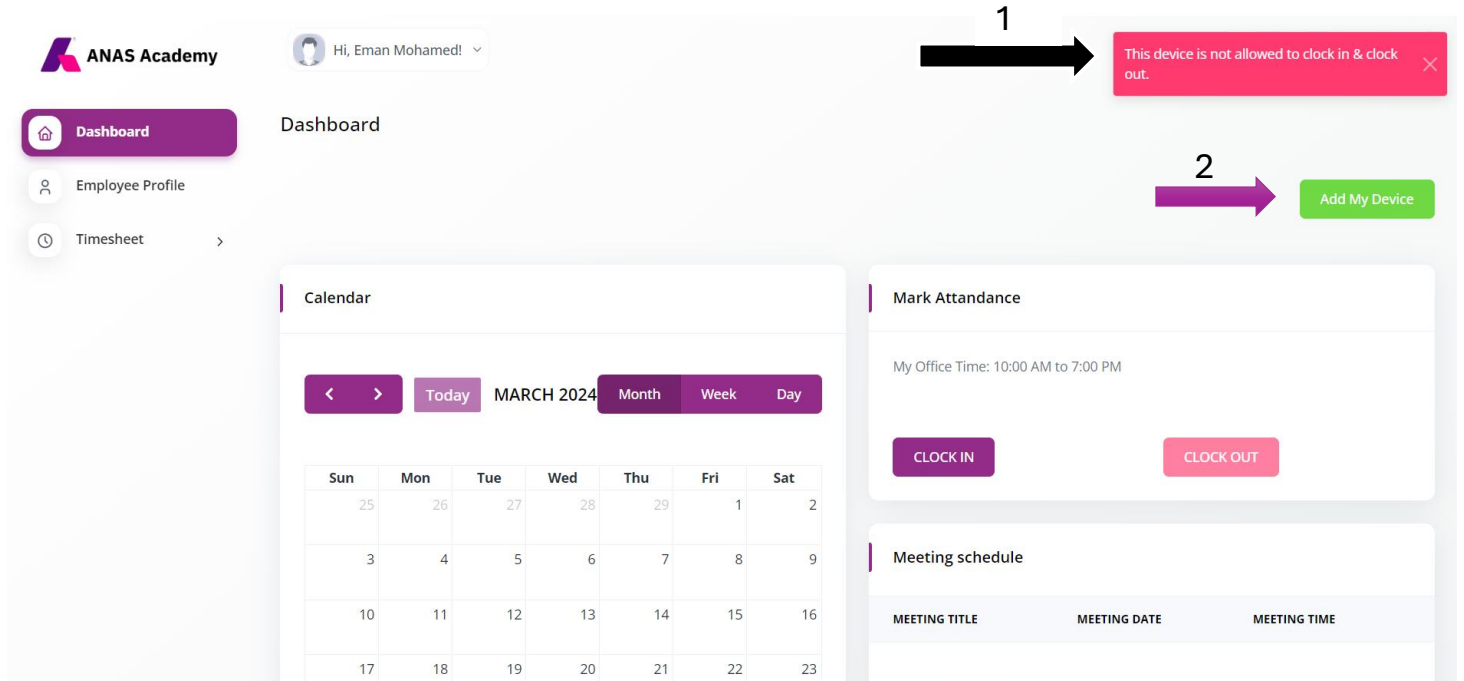


Fig 3

- 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)**.

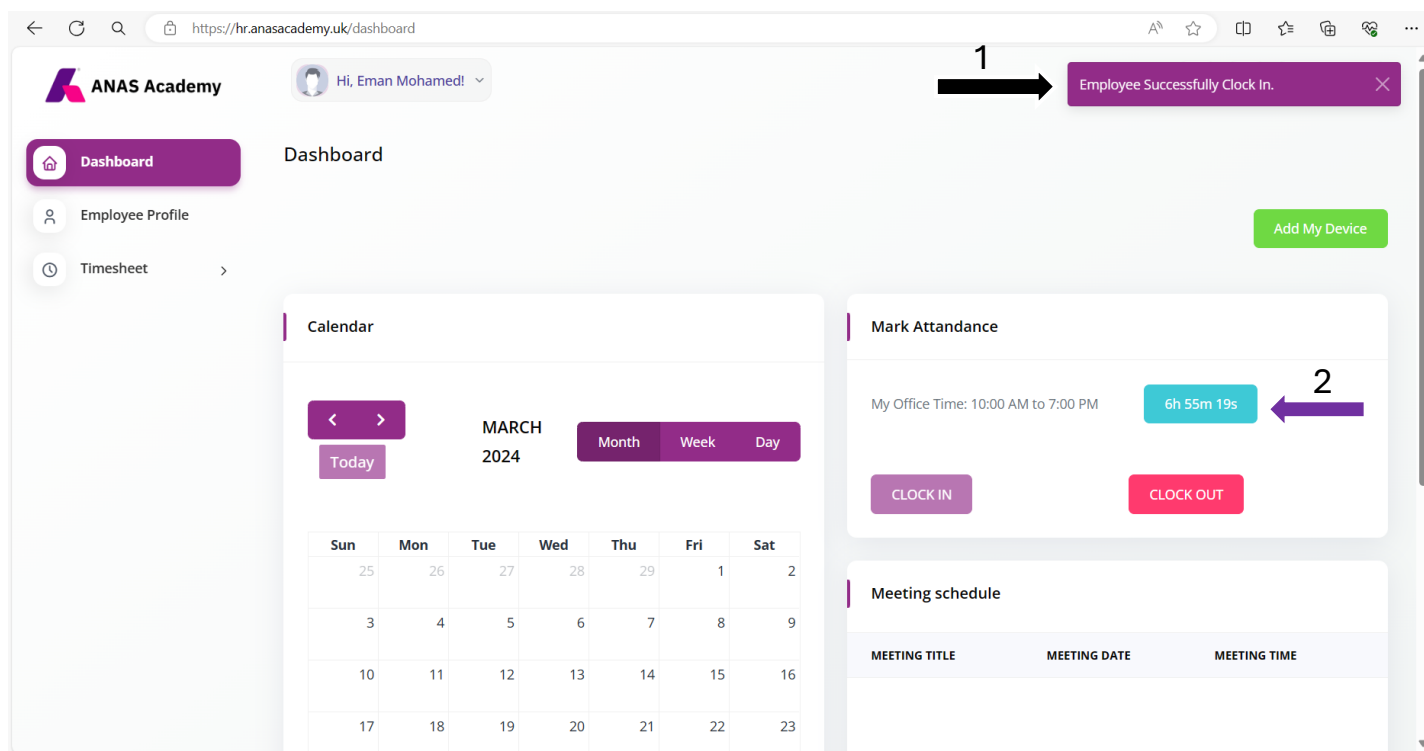


Fig 4

- 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

The screenshot displays the 'Manage Attendance List' interface. In the left sidebar, the 'Timesheet' tab is selected (indicated by arrow 1), and the 'Marked Attendance' sub-tab is highlighted (indicated by arrow 2). The main content area shows a table of attendance records for March 2024. The table has the following columns: DATE, STATUS, CLOCK IN, CLOCK OUT, LATE, EARLY LEAVING, and OVERTIME. The first row shows a record for Mar 27, 2024, with status 'Present' and clock in/out times. A search bar and 'entries per page' dropdown are also visible.

DATE	STATUS	CLOCK IN	CLOCK OUT	LATE	EARLY LEAVING	OVERTIME
Mar 27, 2024	Present	12:18 PM	00:00	03:18:25	00:00:00	00:00:00

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

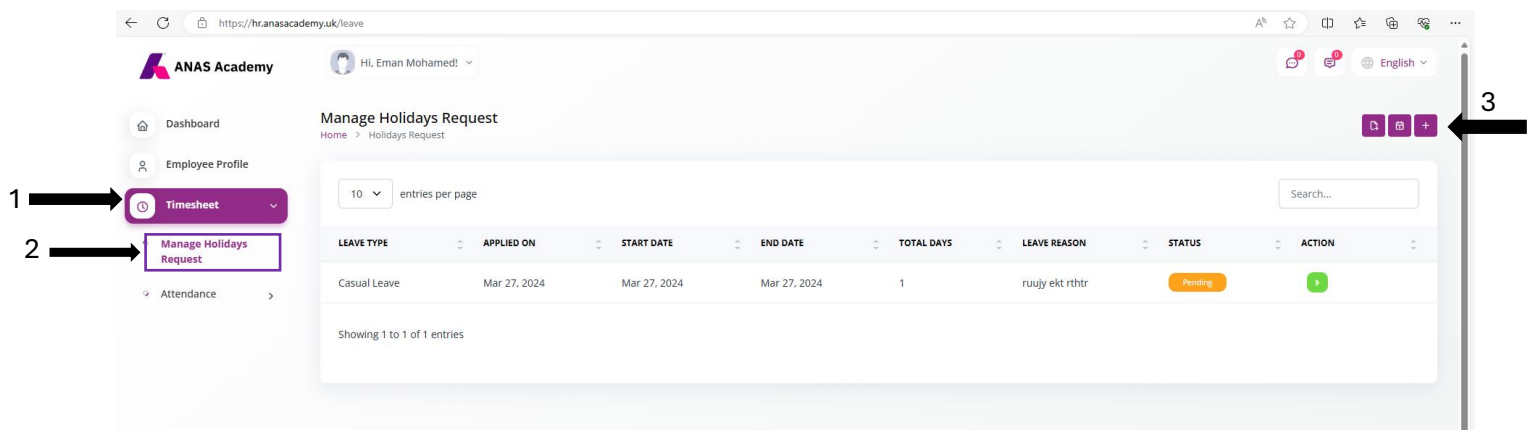


Fig 6

- 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' form in the ANAS Academy system. The form is a modal window with a close button (X) in the top right. It contains the following fields and buttons:

- Leave Type***: A dropdown menu with the text 'Select Leave Type'. A purple button labeled 'Generate With AI' is to its right. An arrow labeled '1' points to this dropdown.
- Start Date**: A text input field containing '2024-03-27'.
- End Date**: A text input field containing '2024-03-27'.
- Leave Reason**: A text area with the placeholder text 'Leave Reason'.
- Remark**: A text area with the placeholder text 'Leave Remark'. A purple button labeled 'Grammar check with AI' is to its left.
- Buttons**: At the bottom right, there are two buttons: 'Close' and 'Create'. An arrow labeled '2' points to the 'Create' button.

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**).