

Introduction



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1st cloud SaaS ERP software system in MENA region. With customizations for more than 50 business industries, Daftra is a comprehensive solution to manage small businesses, from sales and invoicing, books, clientele, and workforce to inventory and operations.

Human Resources

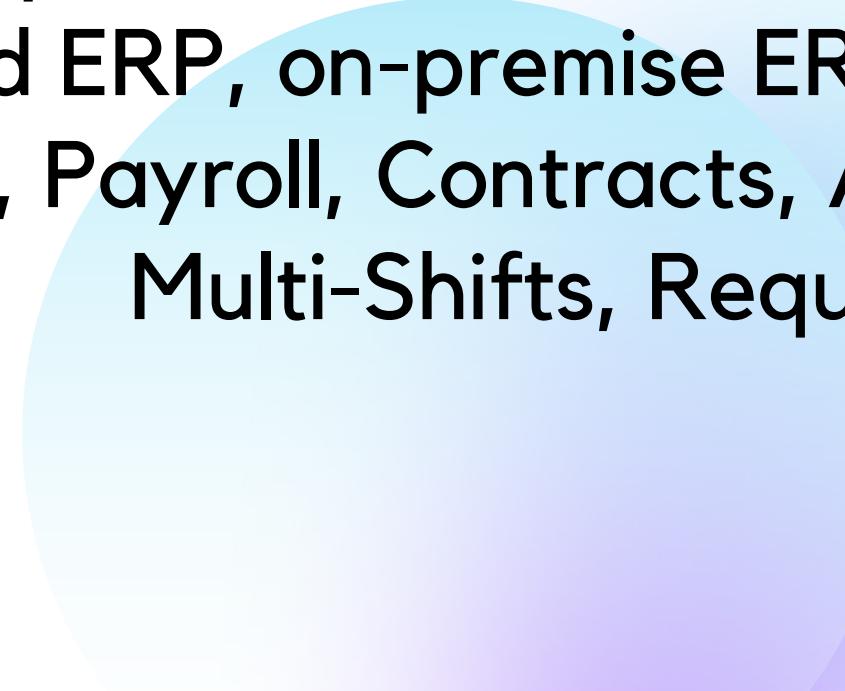
A human resources department is focused on the recruitment and retention of employees within a company. HR typically finds, hires (and fires), and trains employees. It oversees employee relations and manages benefit programs. It's the place where an employee goes with questions about their position at the company, to address concerns, and to air grievances.

human resources

There are three main types of ERP systems that function with different deployment model options. The most common types of ERP systems include cloud ERP, on-premise ERP, and hybrid ERP.

Employee Database, Payroll, Contracts, Attendance & Leave Management,
Multi-Shifts, Requests, Loans

Features



Order tracking
Transaction history
Email notifications
Returns & refunds history
Companies

Implementation of drafta

❶

Thank you for registering!

Welcome to your own version of the software

You can use this URL to use access your version directly

https://ERP-KSU.daftra.com

Account Information

First name *

Last name *

Mobile *

Telephone

Country *

Currency *

Time Zone *

Address 1 *

Address 2

Have a Question 

Chose industry:

Skip >

Search for your industry here



[دارة شفون الموظفين]



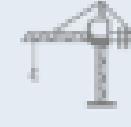
المحلات والمتاجر



مؤسسات تجارية وتوريدات



التجارة الإلكترونية



[دارة شركات الإنشاء والاستثمار العقاري]



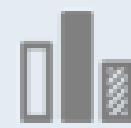
إدارة محلات الجوالات



إدارة محلات الملابس



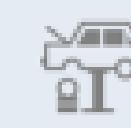
الشحن واللوجستيكس



شركات الطباعة و الدعاية والإعلان



إدارة محلات الكمبيوتر



مراكز صيانة السيارات



قطع غيار السيارات

Chose department:

The screenshot shows a software interface for managing accounts. On the left is a sidebar with navigation links: Dashboard, Sales, Clients, Inventory, Purchases, Finance, Accounting, Employees, Reports, Templates, Settings, and Help. The main area has tabs for 'Account Information', 'Invoicing Method', and 'Client Type'. Below these are sections for 'Sales Management' and 'Inventory and Purchases Management', each with several toggle switches for activating or deactivating various features like Sales, Point of Sale, etc.

Human Resources Management

Module	Status
Employees	Activated
Organizational Structure	Activated
Employee Attendance	Activated
Payroll	Activated
Requests	Activated

We chose HR department:

Organizational Structure:

Departments that we added:

Adding department:
Manage department> add new department:

Name	Employees Count	Status	Sort by
Sales Management	0	Active	...
Marketing	1	Active	...
IT	0	Active	...
Finance	0	Active	...

Adding manage Designation:

The screenshot shows a software interface with a sidebar on the left and a main content area on the right.

Left Sidebar:

- Employees
- Organizational Structure
- Manage Designations** (selected)
- Manage Departments
- Manage Employee Levels
- Manage Employment Types

Main Content Area:

A table displays the following data:

Name	Employees Count	Status	Sort by
Founder	0	● Active	...
CEO	0	● Active	...

Add employee Level.

The screenshot shows a software application window titled "Employee Levels > Add". The left sidebar, titled "Fatimah", contains a navigation menu with the following items:

- Dashboard
- Finance
- Requests
- Employees
- Organizational Structure
 - Manage Designations
 - Manage Departments
 - Manage Employee Levels
 - Manage Employment Types
- Attendance
- Payroll
- Reports
- Templates
- ...

The main content area is titled "Employee Level" and contains the following fields:

- Name * (empty input field)
- Status * (dropdown menu set to "Active")
- Description (empty text area)

At the top right of the main content area are "Cancel" and "Save" buttons. At the top right of the entire window are a notification icon with a red dot and a user profile with the name "Fatimah Almutairy" and the date "27/05/2023 21:38".

employee level

Fatimah Almutairi • 27/05/2023 21:39

Employee Levels

Page 1 of 1 1 - 4 of 4 < >

+ New Employee Level

Dashboard Finance Requests Employees Organizational Structure Manage Designations Manage Departments Manage Employee Levels Manage Employment Types Attendance

Search by Employee Level All Status

Search by Employee Level All Status

Reset Search

Name	Employees Count	Status	Sort by
Senior Manager	0	Active	...
Middle Manager	0	Active	...
Intermediate	0	Active	...
Entry-level	0	Active	...

Employee

add new employee:

Fatimah

Employees > Add

Fatimah Almutairi 27/05/2023 21:46

X Cancel Save

General Information

First Name *

Surname

Middle Name

Employee Picture

Drop image here or select from your computer

Notes

Employee Mode

Email Address

Status *

Active

Allow access to the system

Dashboard

Finance

Requests

Employees

Manage Employees

Manage Employee Roles

Settings

Organizational Structure

Attendance

Payroll

Reports

Templates

Settings

Help

Employee

Manage employee > add new employee
Chose user or employee.

We assign the user to be a manager .

Manager information:

Employees Names: .

Page 1 of 1 1 - 4 of 4 < >

Export + Add New

Search by Employee Name, ID or Email Address

Select Status Select Status

Advanced Search Reset Search

Name	Role	Designation	Department	Status	Sort by 
 Fatimah Almutairy #1	Manager (User)			 Active	<input type="button"/>
 Naif Ahmad #4	Employee		Marketing	 Active	<input type="button"/>
 Reema #2	Employee			 Active	<input type="button"/>
 Tamadher #3	Employee			 Active	<input type="button"/>

Employee information:

The screenshot shows a web-based application interface for managing employee information. The top navigation bar includes tabs for 'Elm - Apply to Coop Training' and 'Naif Ahmad #4 | Employees | Fab'. The URL in the address bar is erp-ksu.daftara.com/v2/owner/staff/4#details. The top right corner displays a user profile for 'Fatimah Almutairi' with the date '27/05/2023 21:47'.

The main header shows 'Employees > Naif Ahmad #4' and indicates 'Naif Ahmad #4 • Active'. On the left, a sidebar menu for 'Fatimah' lists categories like Dashboard, Finance, Requests, Employees (selected), Manage Employees, Manage Employee Roles, Settings, Organizational Structure, Attendance, Payroll, Reports, Templates, Settings, and Help. The current view is under the 'Employees' section.

The central content area displays the profile of 'Naif Ahmad (Employee) #4'. It includes a placeholder profile picture, a phone number '0544543767', and a link 'Setup Attendance Mobile App'. Below this are buttons for 'Edit', 'Delete', 'Add Note / Attachment', and 'Mark as Inactive'. A tab navigation bar at the bottom of this section includes 'Details' (selected), 'Contracts', and 'Activity Log'.

The 'General Information' section shows 'Display Language: English'. The 'Personal Information' section includes fields for 'Date of Birth: 07/11/1999', 'Gender: Male', 'Country: Saudi Arabia', and a note '36°C اعلاه الصافر'.

The bottom of the screen features a taskbar with icons for search, file explorer, browser, and other system functions. The system status bar at the bottom right shows the date '5/27/2023', time '9:48 PM', battery level, and connectivity status.

You can add and manage employee role :

The screenshot shows a web-based application interface for managing employee roles. On the left, there is a vertical sidebar with navigation links: Dashboard, Finance, Requests, Employees (selected), Manage Employees, Manage Employee Roles, Settings, and Organizational Structure. The main content area displays a table titled "Employee Roles" with two entries: "Manager" (ID 1) and "Staff" (ID 2). Each entry has columns for "ID", "Role Name", and "Actions". The "Actions" column contains three buttons: "Edit", "Blocked Pages", and "Delete". Below the table, there are buttons for "With Selected" and "Delete". In the top right corner, there is a green button labeled "New Employee Role" with a plus sign icon.

ID	Role Name	Actions
1	Manager	Edit Blocked Pages Delete
2	Staff	Edit Blocked Pages Delete

With Selected [Delete](#)

1-2 of 2 results shown

attendance

add attend sheet to organize employee attendance:

The screenshot shows a web application interface for managing employee attendance. The top navigation bar includes tabs for 'Elm - Apply to Coop Training', 'Add | Attendance Sheets | Fatimah', and 'Demo | Request a Demo | Marelli'. The main title is 'Attendance Sheets > Add'. On the left, a sidebar menu for 'Fatimah' lists: Dashboard, Finance, Requests, Employees, Organizational Structure, Attendance (selected), Attendance Logs, Attendance Days, Attendance Sheets (highlighted in blue), Attendance Permissions, Shifts Management, Allocated Shifts, Attendance Log Sessions, and Settings. The main content area is titled 'Attendance Sheet Details' and contains fields for 'From *' (01/05/2023) and 'To *' (01/06/2023). Below these are sections for 'Choose Criteria' (with 'Rule Selection' selected over 'Employees Selection'), 'Department' (dropdown menu showing 'All Departments' selected, with options for Finance, IT, Marketing, and Sales Management), and 'Employees' (dropdown menu labeled 'Select Employee'). The bottom right corner shows system status icons (40°C, 5:23 PM, 5/26/2023).

Elm - Apply to: Coop Training - h x Attendance Sheets | Fatimah x +

erp-hsu.daftara.com/v2/owner/attendance_sheets

Fatimah Almutairy 27/05/2023 21:54

Attendance Sheets

Actions Page 1 of 1 1 - 4 of 4 < > + Create Attendance Sheet

Dashboard Finance Requests Employees Organizational Structure Attendance

Attendance Logs Attendance Days Attendance Sheets Attendance Permissions Shifts Management Allocated Shifts Attendance Log Sessions Settings

Search by Employee All Status From Date To Date Date of Creation Advanced Search Reset Search

ID	Employee	From	To	Present Days	Actual W.H	Status	Sort by
4	Naif Ahmad #4	01/05/2023	01/06/2023	1/1	27.02/48	Pending	...
3	Tamadher #3	01/05/2023	01/06/2023	0/0	0/0	Pending	View
2	Reema Alangri #2	01/05/2023	01/06/2023	0/0	0/0	Pending	Approve
1	Fatimah Almutairy #1	01/05/2023	01/06/2023	0/0	0/0	Approved	Delete

https://erp-hsu.daftara.com/v2/owner/attendance_sheets/d66a0db7-33f4-4c6d-9f6b-915089a6d678/change_status

36°C Search ENG 9:54 PM 5/27/2023

Add employee attend:

The screenshot shows a web application interface for managing employee attendance. The top navigation bar includes tabs for 'Edit | Attendance Day #4--2023-' and 'Demo | Request a Demo | March'. The main title is 'Attendance Days > Attendance Day #4--2023-05-09 > Edit'. On the right, there is a user profile for 'Fatimah Almutairi' (26/05/2023 17:21) with a notification icon.

The left sidebar menu for 'Fatimah' lists the following categories:

- Dashboard
- Finance
- Requests
- Employees
- Organizational Structure
- Attendance
 - Attendance Logs
 - Attendance Days
 - Attendance Sheets
 - Attendance Permissions
 - Shifts Management
 - Allocated Shifts
 - Attendance Log Sessions
 - Settings

The main content area displays 'Attendance Information' with fields for 'Attendance Date' (09/05/2023) and 'Employee Name' (#4 Naif Ahmad). It also shows status options: 'Present *' (selected), 'On Leave *', and 'Absent *'. Below this is the 'Attendance Details' section with fields for 'On duty time of shift *' (09/05/2023 03:00) and 'Off duty time of shift *'. The bottom of the page features a toolbar with icons for search, file operations, and system status (40°C, 100% battery, 5/26/2023 5:21 PM).

Elm - Apply to: Coop Training - [X](#) Attendance Days | Fatimah [X](#) +

Attendance Days | Fatimah [X](#)

erp-ksudafra.com/v2/owner/attendance_days

Fatimah Almutairy • 27/05/2023 21:55

Attendance Days

Page 1 of 7 1 - 20 of 128

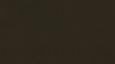
Add Attendance Day Calculate Attendance

Dashboard Finance Requests Employees Organizational Structure Attendance

Attendance Logs Attendance Days Attendance Sheets Attendance Permissions Shifts Management Allocated Shifts Attendance Log Sessions Settings

Search by Employee From Date To Date Advanced Search Reset Search

Employee	Date	Sign In	Sign Out	Total W.H	Status	Sort by
<input type="checkbox"/> Fatimah Almutairy #1	Thursday, 01/06/2023	--	--	--	● Day Off (No Shift)	...
<input type="checkbox"/> Reema Alangri #2	Thursday, 01/06/2023	--	--	--	● Day Off (No Shift)	...
<input type="checkbox"/> Tamadher #3	Thursday, 01/06/2023	--	--	--	● Day Off (No Shift)	...
<input type="checkbox"/> Naif Ahmad #4	Thursday, 01/06/2023	--	--	--	● Day Off (No Shift)	...
<input type="checkbox"/> Fatimah Almutairy #1	Wednesday, 31/05/2023	--	--	--	● Day Off (No Shift)	...
<input type="checkbox"/> Reema Alangri #2	Wednesday, 31/05/2023	--	--	--	● Day Off (No Shift)	...
<input type="checkbox"/> Tamadher #3	Wednesday, 31/05/2023	--	--	--	● Day Off (No Shift)	...
<input type="checkbox"/> Naif Ahmad #4	Wednesday, 31/05/2023	--	--	--	● Day Off (No Shift)	...

96°C  Search        ENG 9:55 PM 5/27/2023

Add shift:

Fahad #1 | Shifts | Fatimah

Fahad Added Successfully

Edit Delete Clone

Day	Day Type
> Sunday	Day Off
> Monday	Day Off
> Tuesday	Day Off
> Wednesday	Day Off
> Thursday	Day Off
> Friday	Work Day

Attendance Details

Attendance Logs

Attendance Days

Attendance Sheets

Attendance Permissions

Shifts Management

Allocated Shifts

Attendance Log Sessions

Settings

37°C تبوك, Saudi Arabia

Shifts > Add

Fatimah

Thursday

Friday

Saturday

Attendance Details

On Duty Time: * 07:00

Off Duty Time: * 01:30

Beginning In: * 08:00

Ending In: * 02:00

Beginning Out: * 03:00

Ending Out: * 04:00

Late Time: ? 20 minutes

Start late time from on duty:

9:19 PM 5/27/2023

9:24 PM 5/27/2023

payroll

Elm - Apply to: Coop Training · X Add | Salary Structures | Fatimah · X +

← → C erp-ksu.daftra.com/v2/owner/salary_structures/create

Fatimah

Salary Structures > Add

Fatimah Almutairy 27/05/2023 22:02

Cancel Save

Salary Structure

Name * Status *

Reema Active

Payroll Frequency * Description:

Monthly Enter description

Earning

Component	Formula	Amount	Or Primary
Basic		4000	Or Primary

Add

Deduction

Component	Formula	Amount

Add

36°C

Search

File

Chrome

Key

Code

WhatsApp

File

Folder

10:03 PM 5/27/2023

Salary structure:

The screenshot shows a web-based payroll application interface. On the left, a sidebar menu for 'Fatimah' lists various modules: Dashboard, Finance, Requests, Employees, Organizational Structure, Attendance, Payroll, Contracts, Pay Runs, Payslips, Loans, Salary Components, Salary Structures, and Settings. The 'Salary Structures' item is currently selected. The main content area displays a success message: 'Salary Structure Added Successfully'. Below this, there are tabs for 'Edit', 'Delete', and 'Mark as Inactive'. The 'Details' tab is active, showing 'Salary Structure Information' with fields for 'Description' (Reema) and 'Payroll Frequency' (Monthly). The 'Activity Log' tab is also present. A table titled 'Earning' lists a single component: 'Basic' with an amount of 4000. The top navigation bar shows the URL 'erp-ksu.daftra.com/v2/owner/salary_structures/1#details' and the user 'Fatimah Almutairy' with a notification count of 1. The bottom taskbar includes icons for search, file, messaging, calendar, and other system functions.

finance: add expense

The screenshot shows the 'Expenses' module interface. At the top, there are three summary boxes: 'Last 7 Days' (300.00 SR), 'Last 30 Days' (300.00 SR), and 'Last 365 Days' (300.00 SR). Below these are search and filter options for 'Code', 'Date', and 'Category'. A large 'Results' section is currently empty.

The screenshot shows the 'Incomes' module interface. At the top, there are three summary boxes: 'Last 7 Days' (0.00 SR), 'Last 30 Days' (0.00 SR), and 'Last 365 Days' (500.00 SR). Below these are search and filter options for 'Code', 'Date', and 'Category'. A 'Results' section displays one entry: '000022 - 13/03/2023' with a value of '500.00 SR' and 'Main Treasury' as the category.

Add income

Add bank account:

The screenshot shows the 'Add Bank Account' page in the ERP system. The top navigation bar includes tabs for 'Elm - Apply to Coop Training' and 'Add Bank Account - Fatimah'. The main title is 'Treasuries & Bank Accounts > Add'. A sidebar on the left lists various modules: Dashboard, Finance (selected), Expenses, Incomes, Treasuries & Bank Accounts (selected), Finance Settings, Requests, Employees, Organizational Structure, Attendance, Payroll, Reports, Templates, and Settings. A message at the top right says 'Alahli has been saved'. The form fields include:

- Type: Bank Account
- Name: Alahli
- Bank Account Name: AJAHLI BANK
- Bank Account Number: 09090909877
- Currency: SAR
- Status: Active (radio button selected)
- Description: (empty text area)
- Permissions:
 - Deposit: Everyone
 - Withdraw: Everyone

At the bottom, there are browser icons for search, refresh, and other functions, along with system status indicators like temperature (39°C) and date/time (5/26/2023, 5:19 PM).

Treasury information

The screenshot shows a web browser window with a treasury management application. The URL in the address bar is `erp-ksu.daftra.com/v2/owner/staff_treasuries/create`. The page title is "Employees Default Treasuries > Create". On the left, there is a sidebar menu under the heading "Fatimah" with the following items: Dashboard, Finance (selected), Expenses, Incomes, Treasuries & Bank Accounts, Finance Settings, Requests, Employees, Organizational Structure, Attendance, Payroll, Reports, Templates, and Settings. The main content area is titled "Treasury Information" and contains two fields: "Employee *" with a dropdown menu showing "i1 Fatimah Almutairy (fatmalhumaid2@gmail.com)" and "Default Treasury *" with a dropdown menu showing "Alahli". At the bottom right of the content area are "Cancel" and "Save" buttons. The status bar at the bottom of the screen shows the date and time as "5/26/2023 5:20 PM".

reports:

Account report

The screenshot shows a web application titled "Reports - Fatimah" with a URL of <http://erp-ksu.daftra.com/owner/reports/list/#accounting>. The interface is a dashboard for managing reports. On the left, there is a sidebar with various menu items under "Fatimah". The "Reports" section is expanded, showing sub-options like "Accounting Reports", "Attendance Reports", "Payroll Reports", and "System Activity Log". The main content area is titled "System Reports" and contains four sections: "Accounting Reports", "Expenses Segmented Reports", "Expenses Periodic Reports", and "Incomes Segmented Reports". Each section lists specific report types with icons and links for "Details" and "Summary". The top right corner shows the user's name, "Fatimah Almutairy", and the date and time, "27/05/2023 22:13". The bottom right corner includes a "Have a Question?" button and system status indicators like "35°C" and "ENG".

Accounting Reports

- Tax Report
- Tax Declaration
- Income Statement
- Balance Sheet
- Profit & Loss
- Financial Transactions

Expenses Segmented Reports

- Expenses by Category
- Expenses by Vendor
- Expenses by Staff
- Expenses by Client

Expenses Periodic Reports

- Daily Expenses
- Weekly Expenses
- Monthly Expenses

Incomes Segmented Reports

- Incomes by Category
- Incomes by Vendor
- Incomes by Staff
- Incomes by Client

From accounting report: view income statement.

The screenshot shows the 'Income Statement' report for user 'Fatimah' on May 27, 2023, at 22:13. The report displays financial data categorized into Incomes and Expenses.

Income Statement
27/05/2023
Fatimah

Name	Total
Incomes	
Revenue	
Sales Revenue	0.00
Other Income	500.00
Total Income	500.00 SR
Expenses	
Expenses	
Sales Cost	0.00
General And Administrative Expenses	0.00
Depreciation Expense	0.00

System status: 35°C طفيف حراره

Attendance report

The screenshot shows a web-based reporting interface for an employee named Fatimah. The top navigation bar includes tabs for 'Elm - Apply for Coop Training' and 'Reports - Fatimah'. The URL in the address bar is erp-ksu.daftra.com/owner/reports/list/#attendance_reports. The top right corner displays the user's name, Fatimah Almutairy, and the date and time, 27/05/2023 22:15. A notification icon with a red dot is also present.

The left sidebar contains a navigation menu with the following items:

- Dashboard
- Finance
- Requests
- Employees
- Organizational Structure
- Attendance
- Payroll
- Reports
- Accounting Reports
- Attendance Reports
- Payroll Reports
- System Activity Log
- Templates
- Settings

The main content area is titled "System Reports" and displays three categories of reports:

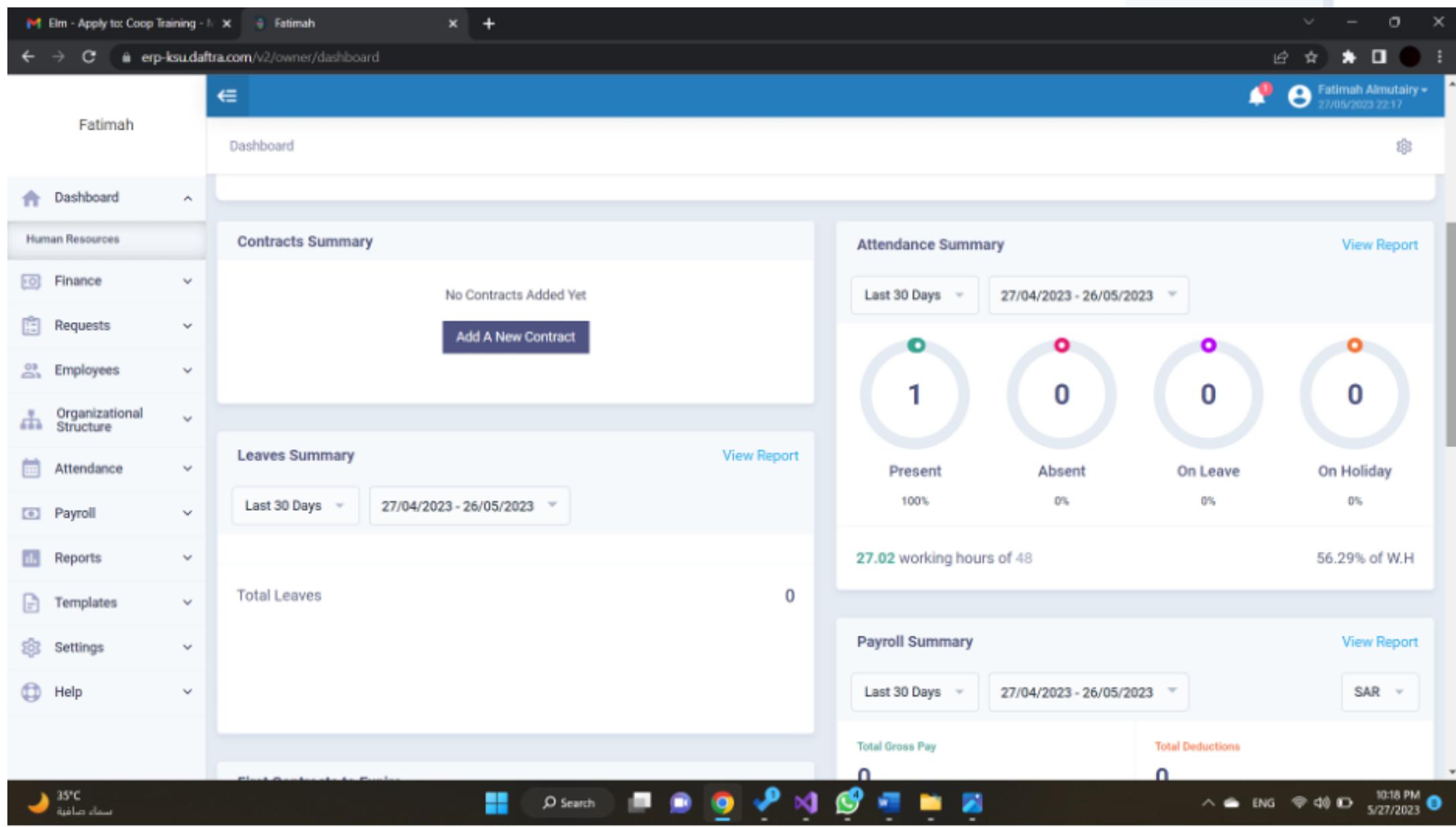
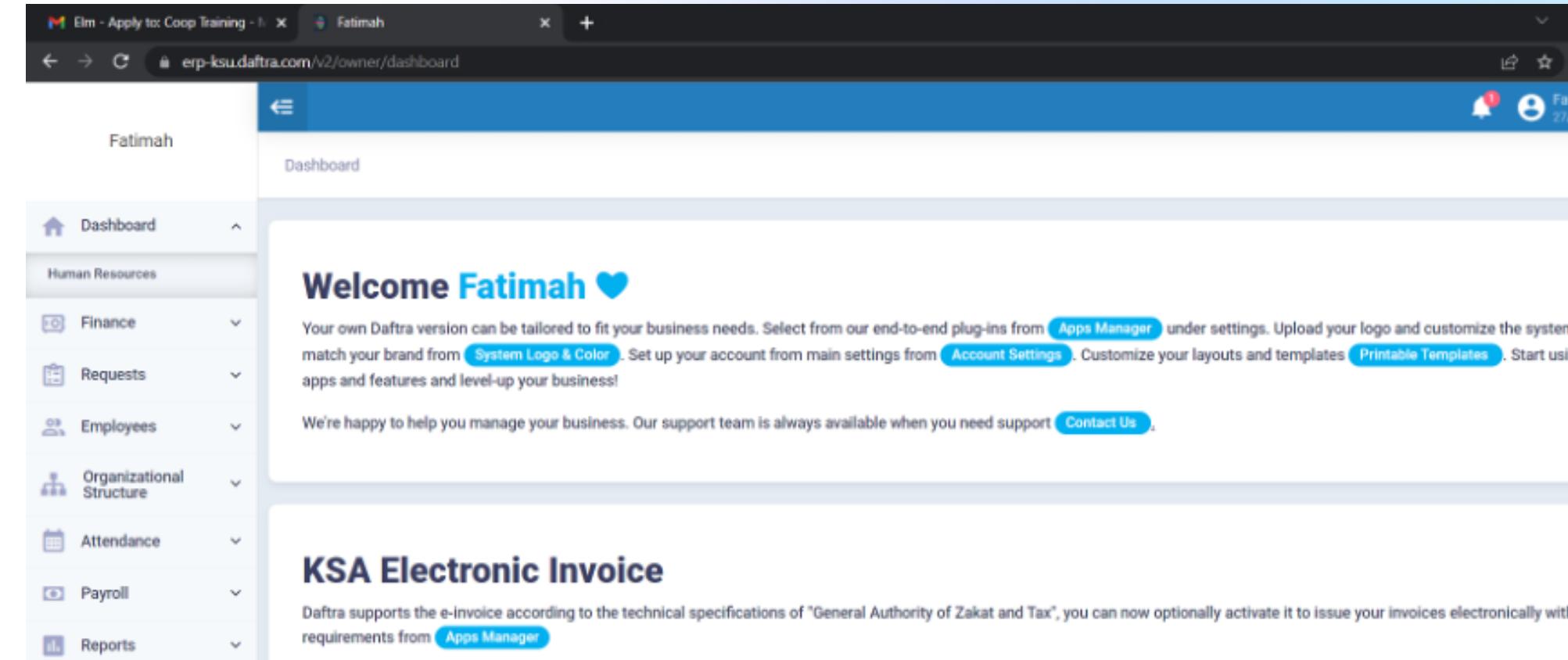
- Attendance Report**
 - Detailed Attendance Report (Single Employee) [View](#)
 - Detailed Attendance Report (Multiple Employees) [View](#)
- Summary Attendance Report**
 - Summary Attendance Report - by Employee [View](#)
 - Summary Attendance Report - by Day [View](#)
 - Summary Attendance Report - by Week [View](#)
 - Summary Attendance Report - by Month [View](#)
 - Summary Attendance Report - by Year [View](#)
 - Summary Attendance Report - by Department [View](#)
- Attendance Shift Report**
 - Attendance Shift Report [View](#)

At the bottom of the screen, there is a taskbar with icons for search, messaging, browser, file explorer, and other system utilities. The system status bar at the bottom right shows the temperature (35°C), battery level (40%), and system date and time (10:15 PM, 5/27/2023).

Summary attendee report :

The screenshot shows a web application interface for managing employee attendance. The left sidebar contains a navigation menu with options like Dashboard, Finance, Requests, Employees, Organizational Structure, Attendance, Payroll, and Reports. The main content area displays a summary attendance sheet report for employee **Fatimah**. The report includes search filters for Date Range (27/04/2023 to 27/05/2023), Department, Designation, Shift, and Group By Employee. The report title is "Summary Attendance Sheet Report - Group By Employee" with a timestamp of "Time: 27/05/2023 22:16". It also shows the date range "From Date: 27/04/2023 | To Date: 27/05/2023". Below the report title, there is contact information for Fatimah: "Fatimah", "albusharia street", "building#329", "riyadh, riyadh 13222". The interface features two charts: a bar chart showing attendance status (Present, Absent, Leave) and a donut chart showing a 100% present status. A "Have a Question" button is located at the bottom right of the report area. The bottom of the screen shows a Windows taskbar with icons for weather (35°C), search, file explorer, browser, and other system functions.

Dashboard:



Conclusion:

One of the most essential software for every company is Enterprise Resource Planning (ERP).

It is a combination of systems that help with methodology across different parts of a business, to make the gathering and processing of information easier and it also offers control over the financial aspects of them.

Drafta system help companies plan, account, and run key business functions under one roof and often from a centralised system.

6



+966 56 607 8950
Business Account

Today

This business works with other companies to manage this chat. Tap to learn more.

اهلاً و مرحباً بكم

معكم مدير حسابكم في موقع دفتره اذا كان لديكم أي استفسار فلا تترددوا بالتواصل معنا

هذه قناة دفتره تجد فيها شرح البرنامج

<https://www.youtube.com/@daftra/videos>

للاستفسارات التقنية يمكنكم التواصل مع الدعم الفني من 9 صباحاً و حتى 12 مساءً

في حالة لاقى البرنامج رضاكم، نحن نتظركم

نتمنى لكم تجربة مبهجة

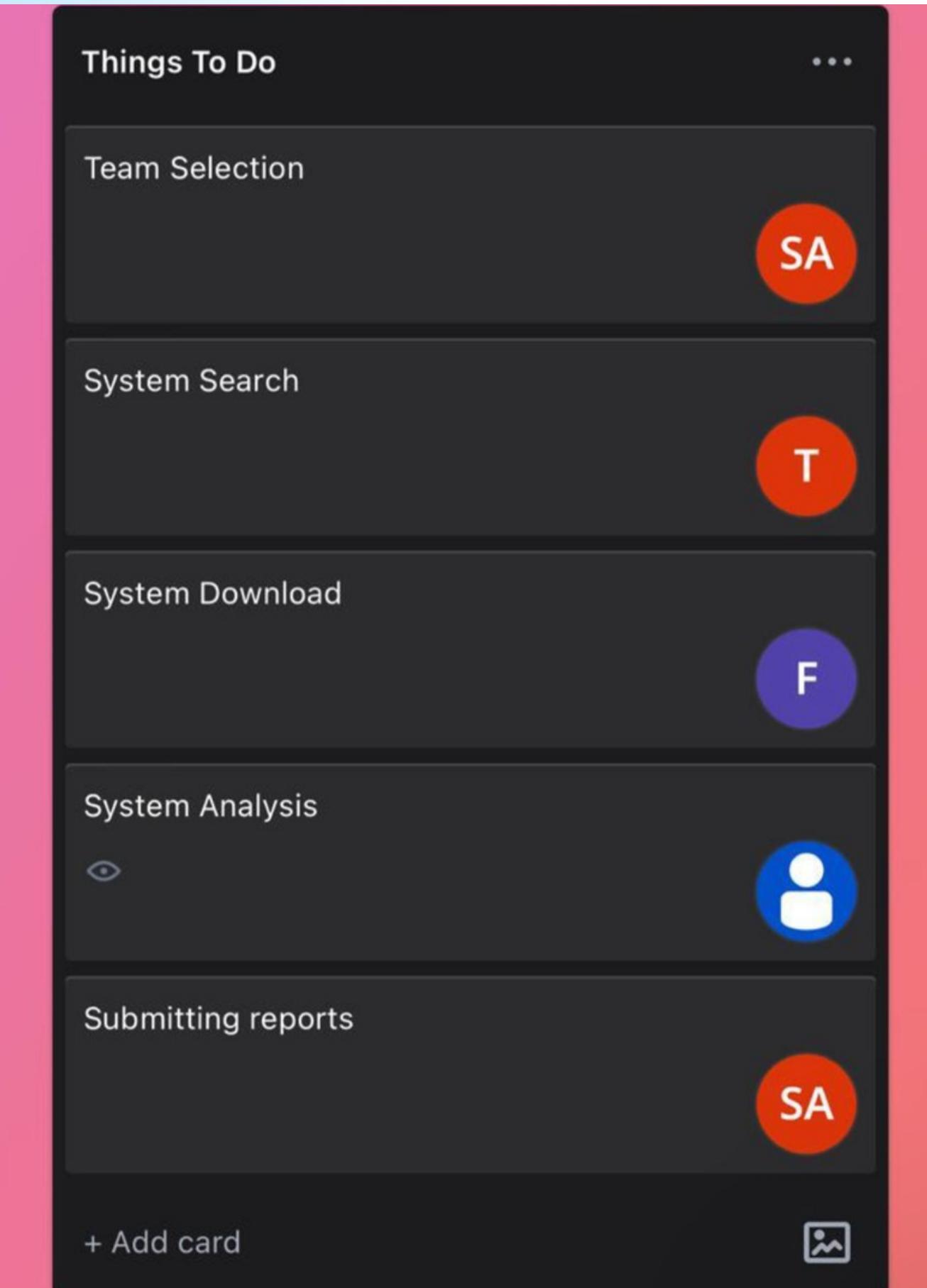
11:48 AM

وسائل التواصل

اتصل بنا هاتفياً

IF YOU NEED HELP DAFTRA WILL CONTACT WITH YOU TO HELPE YOU TO MANAGE YOUR ACCOUNT:

We Use Trello To Manage Our Project:



**Thank you for your listening .
ANY QUESTIONS?**

Team Members:

- | | |
|-----------------------------|------------------|
| • Fatimah Almutairy | 439201242 |
| • Reema Alangri | 441925239 |
| • Shahad Alolait | 441201489 |
| • Tamadher Alsharekh | 441204559 |

Section:75714