Introduction

EmpowerX is a comprehensive HRMS (Human Resource Management System) app designed to manage employees, offices, departments, and organizational workflows. This manual is tailored for Super Admins, who represent organizations and oversee setup, structure, and employee management in the app.
Upon launching the app, users are prompted to choose between continuing as an Organization (Super Admin) or Employee. This guide walks through the Super Admin flow.

Admin Flow

Sign Up and Login

Description:

Super Admins must register and verify their accounts. First-time users are required to create an organization and at least one office.

How to Sign Up

- Tap **"Continue as Organization." on welcome screen.**
- Tap **"Sign Up."**
- Enter:
    - Full Name
    - Email
    - Phone Number
    - Password and Confirm Password
- Tap **Continue**.
- Enter the OTP sent to your phone number.

Add Organization

Description:

The organization setup includes name, branding, industry, and app theming.

How to Add an Organization

- After login, tap **"+ Add Organization."**
- Fill in:
    - Organization Name
    - Upload Logos
    - Industry Type

    - Primary & Secondary Theme Colors
- Tap **“Next: Office Setup.”**

Add Office

How to Add an Office

- Enter Office Name and Address.
- Select Time Zone.
- Office start & end time
- Define Working Days
- Add:
    - Departments (e.g., HR, Marketing)
    - Roles (e.g., Manager, HR)
- Tap **“Finish Setup.”**

This feature is only available for admin and HR.

How to Add an Employee

Single Add:

- Click on the Add icon from bottom nav bar it will open a dialoge which will show no. Of tiles to add.
- Tap on Add Employee Tile, this will navigate you to the Add Employee Screen
- Or in Employee List Tab tap **Add (+)** icon on top right. This will navigate you to the Add Employee Screen.
- Fill:
    - Name
    - Email
    - Department
    - Role, etc.
    - Employment Status
- Tap **Submit**.

This feature is only available for admin and HR.

Bulk Upload:

- Tap **Bulk Upload (icon)** on top.

- Upload employee Excel file via bottom sheet.
- Tap **Submit** to add all employees from the document.

How to Remove an Employee

- From Bottom nav bar click on second tab and then tap the **three-dot (⁝)** icon beside the employee.
- Tap **Remove** and employee will be deleted

How to View Employee Details

- From Bottom nav bar click on second tab and then tap the **three-dot (⁝)** beside the employee.
- Select **Details** to open the profile.

How to Edit Employee Info

- From Bottom nav bar click on second tab and then tap the **three-dot (⁝)** next to an employee and select **Details**.
- On the detail page, tap the **Action Button** on the top-right corner.
- A bottom sheet opens with multiple options:
  - Edit Details
  - Assign Manager
  - Share Employee Card
  - Delete Account
- Tap **Edit Details**.
- A new screen opens with a form showing the current employee data.
- Update the employee's:
  - Role
  - Department
  - Employment Status
- Tap **Update** to apply changes.

This feature is only available for admin and HR.

How to Assign Manager

Bulk Assignment:

- From Bottom nav bar click on second tab then tap the **Select** button on the Employee List screen.
- Tap employees to select them.
- Once selected, the **Assign Manager** button on the top becomes active.
- Tap **Assign Manager** to open a bottom sheet.
- Choose a manager from the list.
- Tap to assign the manager to all selected employees.

Individual Assignment:

- Open the employee's **Detail Page**.
- Tap the **Action Button**, then choose **Assign Manager**.
- Select the manager and confirm.

Settings Tab

Description:

The Settings tab allows the Super Admin to configure their profile, manage organizational details, update app branding, and change account credentials.

How to Edit Profile:

As an admin:

- Go to **Settings > Profile**.
- Tap the profile picture to change it.
- Update name, email, or organization if needed.
- Tap **Update** to save changes.

As an employee:

- Go to **Settings > Profile.**
- Tap edit button on the top right to make it editable
- Tap edit icon beside profile image to change it.
- Update profile details like name, phone number, cnic, dob, emergency contact.
- Tap **Update** to save.

How to Edit Organization Details:

- Go to **Settings > Organization Details**.
- Select the office to edit from the dropdown list.
- Update fields like address, time zone, working days, department, or role.
- Tap **Update** to apply changes.
- Tap **Add** (top-right) to add another office.

This feature is only available for admin.

How to Change Password:

- Go to **Settings > Change Password**.
- Enter current password.
- Enter and confirm the new password.
- Tap **Update** to save changes.

Custom Branding

Customize app appearance, including logo and primary theme color.

How to Change Branding:

- Go to **Settings > Custom Branding**.
- Upload or change logo.
- Select a new theme color from the dropdown.
- Tap **Update** to apply branding changes across the app.

This feature is only available for admin.

Add Button

Description:

The Add Button is centrally placed in the bottom navigation bar and gives Super Admins quick access to create and manage foundational organizational data.

How to Add Leave Type

- Tap the ✚ button from bottom nav bar.
- Select **Leave Types**.
- Enter the leave type (e.g., Annual, Sick, Casual).
- Enter duration of that leave type.
- Tap the ✚ icon to add it.
- Remove a type by tapping ✖ beside it.

This feature is only available for admin and HR

How to Add Travel Type

- Tap the ✚ button from bottom nav bar.
- Choose Travel Type.
- Enter a travel mode (e.g., By Road, By Air).
- Tap the ✚ icon to add.
- Remove travel modes by tapping ✖.

This feature is only available for admin and HR

How to Add Department

- Tap the ✚ button from bottom nav bar.
- Select Departments.
- Enter a department name in field (e.g., Mobile, backend, frontend etc).
- Tap the ✚ icon to save.
- Remove any department using ✖.

How to Add Reimbursement Type

- Tap the ✚ button from bottom nav bar.
- Select Reimbursement Type.
- Enter a type (e.g., Food, Travel, Hotel).
- Tap the ✚ icon to save.

- Remove any type using ✕.

How to Add Employment Status

- Tap the ✚ button.
- Choose **Employment Status**.
- Enter a status (e.g., Intern, Contract).
- Tap on **Duration** to open a bottom sheet (1–12 months or Permanent).
- Select duration and tap the ✚ icon to add.
- Remove status entries by tapping ✕.

HR Flow

Description:

HRs are employees who have elevated permissions to manage leave, travel, and employee-related actions.

Manage Leave

Description:

HRs can view, approve, reject, or filter employee leave requests.

How to Manage Leaves (Approve/Reject)

- Tap **Manage Leave** from the Home screen.
- You will see pending leaves in the manage leaves screen on the pending tab.
- Tap the Tick icon to approve leave and Cross to reject.
- A popup will open to add comments and approve/reject.
- Add comments on it and press approve/reject.

Only HR and Manager can manage leaves.

Manage Travel

Description:
Travel requests made by employees can be tracked and handled by HR.

How to Manage Travel Requests

- Tap **Manage Travel** from the Home screen.
- You will see pending travel requests in the manage leaves screen on the pending tab.
- Tap the Tick icon to approve leave and Cross to reject.
- A popup will open to add comments and approve/reject.
- Add comments on it and press approve/reject.

Only HR and Manager can manage leaves.

Add Button

Description:
HRs can use the + button to add internal data types for whole organization.

How to Add Policy Document

- From bottom nav bar Tap the + button.
- Choose **Add Policies**.
- Enter the policy name.
- Tap on + icon a bottom sheet will open to select document.
- Select the policy document from your phone.
- Then Click Upload.

Only HR can add policy documents.

Common Employee Features

Apply Leave

How to Apply leave

- Click on the leaves tile on the Home screen**.**
- You will see a screen of My leaves.
- On the bottom tap on the button **Apply Leave**
- You will see the Apply Leave Screen there you can fill that form by adding leave type its duration and reason.
- Then click on the submit button and your application will be submitted.

Apply Travel Requests

How to Apply Travel Request

- Click on the Travel tile on the Home screen **.**
- You will see a screen of My Travel Requests.
- On the bottom tap on the button **Apply Travel Request**
- You will see the Apply Travel Request Screen there you can fill that form by adding leave type its duration and reason.
- Then click on the submit button and your application will be submitted.

Apply Reimbursement

Description:

Employees can request reimbursement for expenses such as travel, meals, lodging, and other approved organizational costs. This form ensures the expense has a valid purpose, proper documentation (like manager approval), and clear itemization.

How to Apply for Reimbursement:

1. **Navigate to the Reimbursement Section:**
    a. Tap on the **Reimbursement** tile on the **Home screen**.
    b. You'll be taken to a screen titled **My Reimbursements**.
    c. Tap the **Apply Reimbursement** button at the bottom of the screen.
2. **Fill in the Reimbursement Form:**
    a. **Purpose of Expense:**
    Tap to open the dropdown and select the appropriate purpose from the list (e.g., Food, Travel, Hotel).
    b. **Manager Approval Picture:**
    Tap the image upload area and select a photo (e.g., approval screenshot or signed document) from your gallery or camera.

    c. **Currency Type:**
    Tap the dropdown to select the currency in which the expense occurred (e.g. Pound, USD, PKR, AED and INR.).
    d. **Duration:**
    Use the **From** and **To** date pickers to indicate the date range during which the expense was incurred.
    e. Itemized Expense:
        i. Tap **+ Add Expense** to add individual expense entries (e.g., hotel, taxi, meals).
        ii. Each added item will automatically update the total expense amount displayed at the bottom.
3. **Submit Application:**
    a. Once all fields are correctly filled and a manager approval image is uploaded, tap **Submit Application** at the bottom.

Manager Flow

Managers are employees who have elevated permissions to manage leave, travel, and their team related actions. It has a Manager and Employee tab on the Home Screen to switch the view as manager or as a normal employee.

Team List Tab

Description:

The manager can view his/her team list and can overview individual team member details.

How to see Team member Details

- From the bottom navbar tap on the second tab and you will see your team list, then tap **three-dot (⁝)** in the Team List screen beside the employee.
- Select **Details** to open the profile details of your team member.

How to View Team Attendance

- Tap the **View Team Attendance** button on Home Screen.
- You will see the attendance record of your team and you can filter them by date range filter on top.

Only manager can view his/her team attendance.

Finance Manager Flow

Finance Managers are employees who have elevated permissions to manage reimbursement requests. It has a Manager and Employee tab on the Home Screen to switch the view as manager or as a normal employee.

Manage Reimbursement Requests

Description:

HRs can view, approve, reject, or filter employee leave requests.

How to Manage Reimbursement Requests

- Tap **Manage Reimbursement** from the Home screen.
- You will see pending reimbursement requests in the manage reimbursement screen on the pending tab.
- Tap the Tick icon to approve leave and Cross icon to reject.
- A popup will open to add comments and approve/reject.
- Add comments on it and press approve/reject.

Only Finance manager can manager reimbursement requests.