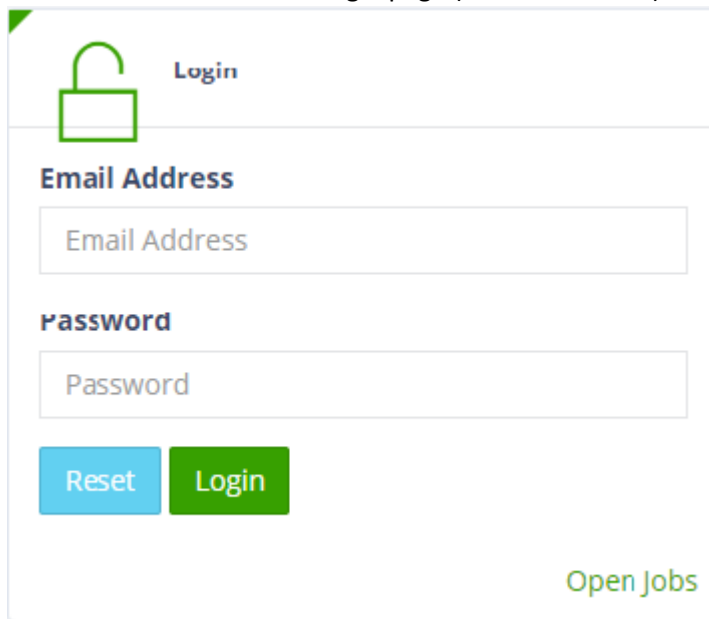


# HRM Training Guide

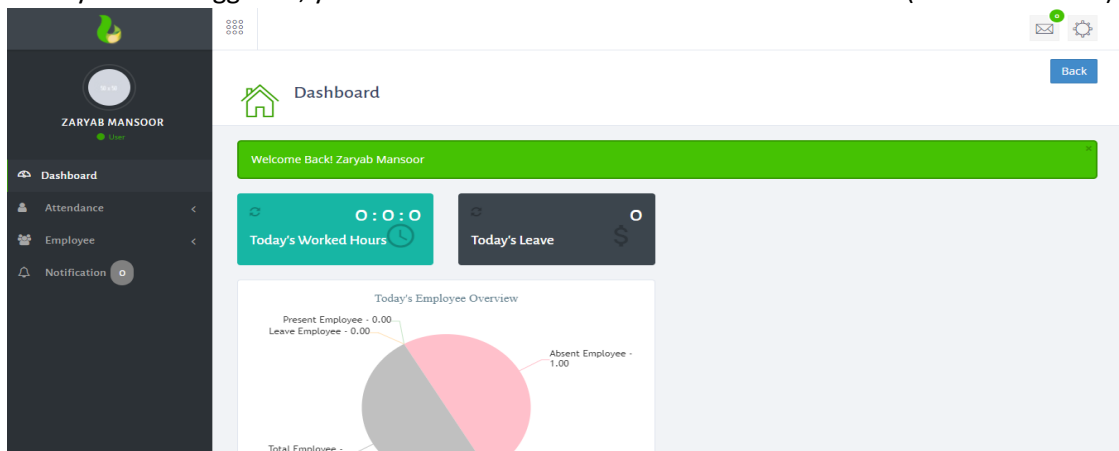
## Logging into the HRM

- 1) Open the following website: [hrm.appedology.pk](http://hrm.appedology.pk)
- 2) You will come to the main login page (as shown below):



The login page features a green padlock icon and the word "Login" at the top. Below this are two input fields: "Email Address" and "Password". At the bottom left are two buttons: a blue "Reset" button and a green "Login" button. At the bottom right is a green link that says "Open Jobs".

- 3) To login to the HRM, please use your HRM email address. The HRM email address is simply your employee ID and the company name. For example, [APD0092@appedology.com](mailto:APD0092@appedology.com) or [PRO0092@proglobal.com](mailto:PRO0092@proglobal.com). You will also need to enter your password.
- 4) Once you have logged in, you will come to the main dashboard of the HRM (as shown below):



## Attendance Tracking

### Check In & Check Out:

- 1) Once you have successfully logged into the HRM, please proceed to the attendance module on the left hand side of the HRM portal. A dropdown will open. From there, please select 'Check In / Check Out'.

The screenshot shows the HRM portal interface. On the left is a dark sidebar with the user's name 'ZARYAB MANSOOR' and a 'User' status. The 'Attendance' module is selected in the sidebar, with a dropdown menu open showing 'Check In/Out' as the active option. The main content area is titled 'Attendance' with a 'Check In' sub-header. It contains a form with the following fields: 'Employee Name' (Zaryab Mansoor), 'Current Time' (27-04-2021 04:28:56 PM), and a 'Note' text area. A green 'Check In' button is at the bottom right of the form. A 'Back' button is in the top right corner.

- 2) Simply click on the 'Check In' button and your attendance is recorded.
- 3) To check out at the end of the shift, follow the instructions mentioned in step 1 & select the 'Check Out' option.

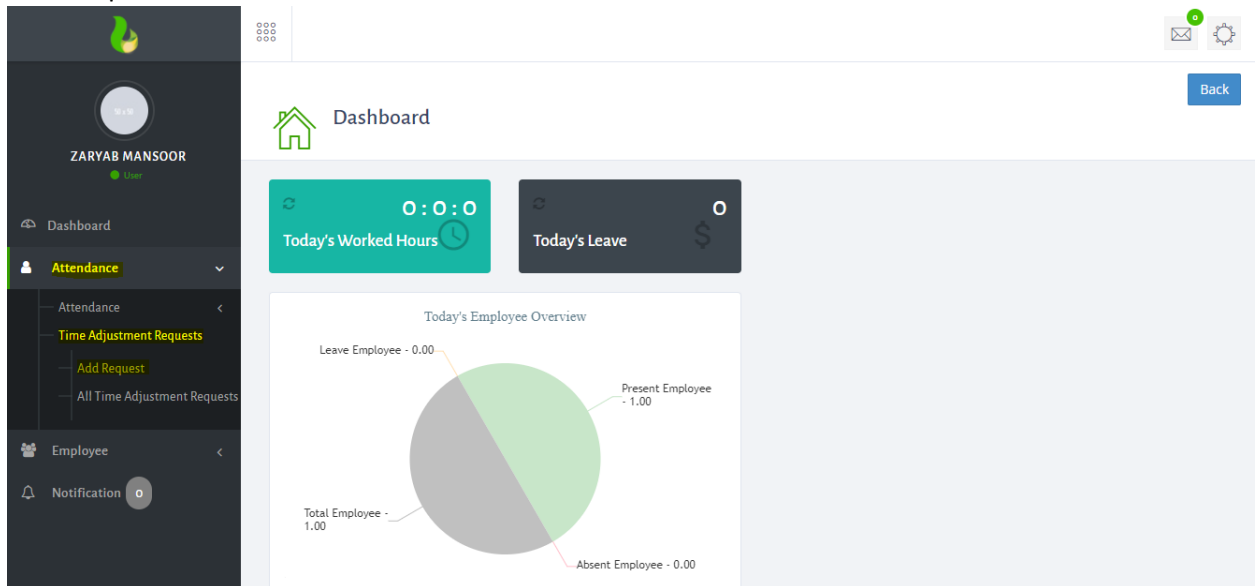
The screenshot shows the HRM portal interface after clicking 'Check Out'. A green banner at the top of the main content area reads 'Your Data Save Successfully'. The 'Attendance' module is still selected, but the sub-header is now 'Check Out'. The form fields are: 'Employee Name' (Zaryab Mansoor), 'CheckIn Time' (27-04-2021 04:46:12 PM), 'Current Time' (27-04-2021 04:46:13 PM), and a 'Note' text area. A green 'Check Out' button is at the bottom right of the form. A 'Back' button is in the top right corner.

## Time Adjustment Request:

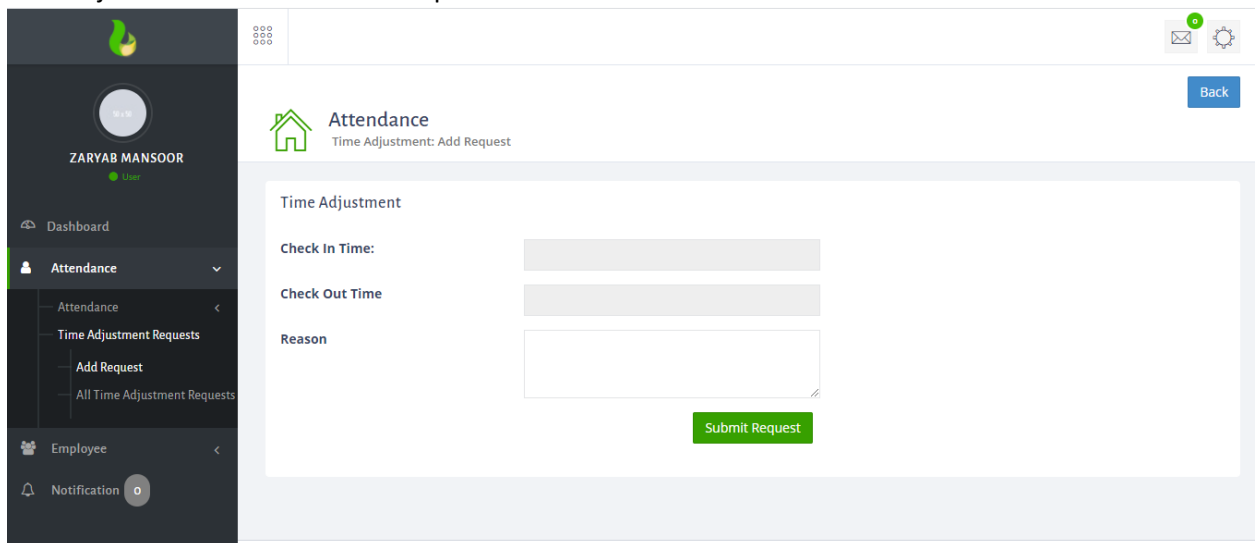
### *Submitting a New Request:*

In the event that your attendance is not marked correctly, you have the option to submit a 'Time Adjustment Request' in the HRM. To do so, please follow the steps outlined below.

- 1) From the HRM main page, please proceed to the attendance module on the left hand side of the HRM portal. A dropdown will open. From there, please select 'Time Adjustment Request' & select 'Add Request'.

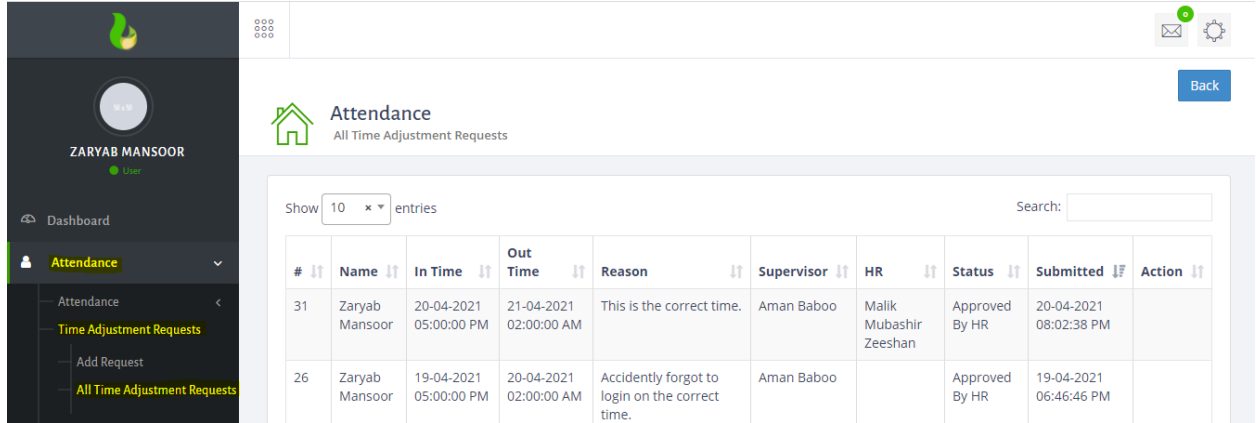


- 2) On this page, please mention the Check In time, Check Out time along with the reason for the time adjustment & click 'Submit Request'.



### Status Tracking:

- 1) To view the status of the request, please proceed to the attendance module on the left hand side of the HRM portal. A dropdown will open. From there, please select 'Time Adjustment Request' & select 'All Time Adjustment Requests'.

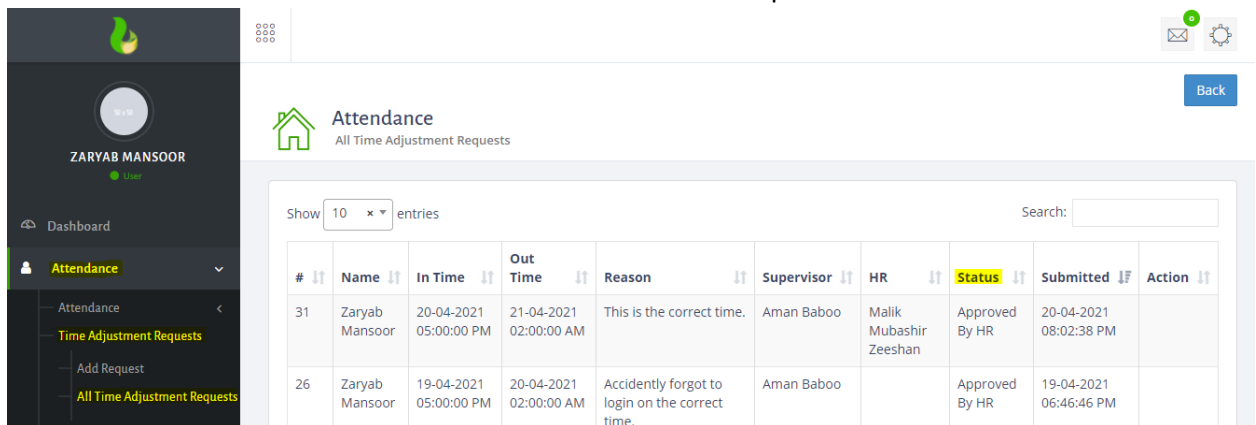


**Attendance**  
All Time Adjustment Requests

Show 10 entries Search:

#	Name	In Time	Out Time	Reason	Supervisor	HR	Status	Submitted	Action
31	Zaryab Mansoor	20-04-2021 05:00:00 PM	21-04-2021 02:00:00 AM	This is the correct time.	Aman Baboo	Malik Mubashir Zeeshan	Approved By HR	20-04-2021 08:02:38 PM	
26	Zaryab Mansoor	19-04-2021 05:00:00 PM	20-04-2021 02:00:00 AM	Accidently forgot to login on the correct time.	Aman Baboo		Approved By HR	19-04-2021 06:46:46 PM	

- 2) On this page, you will be able to view the status of all the Time Adjustment Requests that you have submitted. The status column outlines the status of the request.



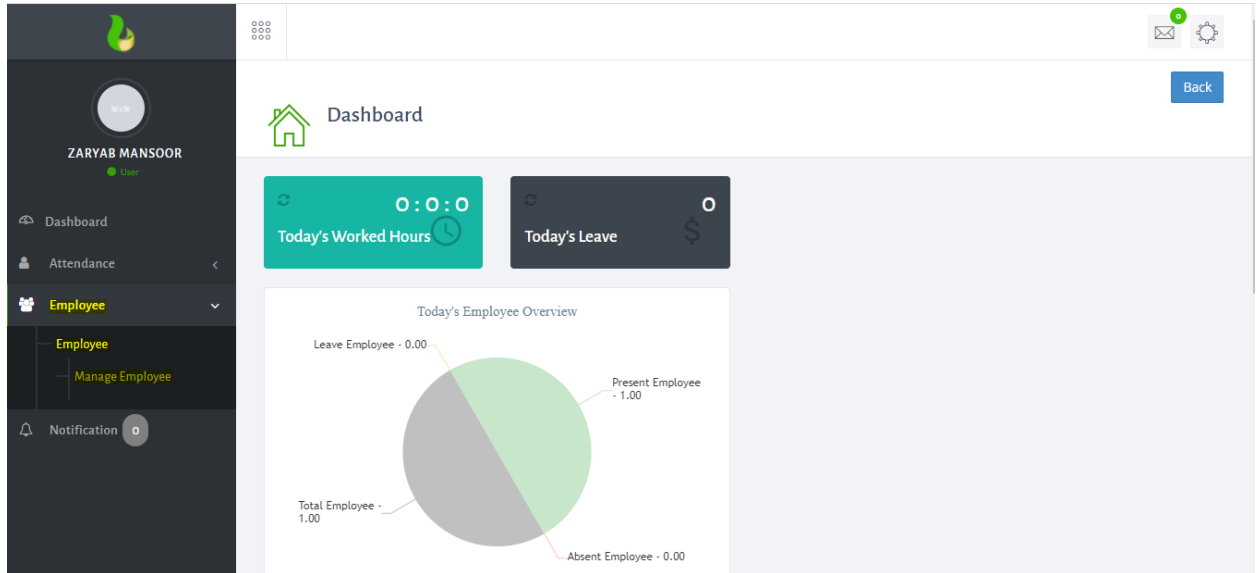
**Attendance**  
All Time Adjustment Requests

Show 10 entries Search:

#	Name	In Time	Out Time	Reason	Supervisor	HR	Status	Submitted	Action
31	Zaryab Mansoor	20-04-2021 05:00:00 PM	21-04-2021 02:00:00 AM	This is the correct time.	Aman Baboo	Malik Mubashir Zeeshan	Approved By HR	20-04-2021 08:02:38 PM	
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## Employee Profile

- 1) To view your employee profile, please proceed to the Employee module on the left hand side of the HRM portal. A dropdown will open. From there, please select 'Manage Employee'.



- 2) On this page, you can view your employee profile. Should you wish to, you also have the option to Print and Download your profile.