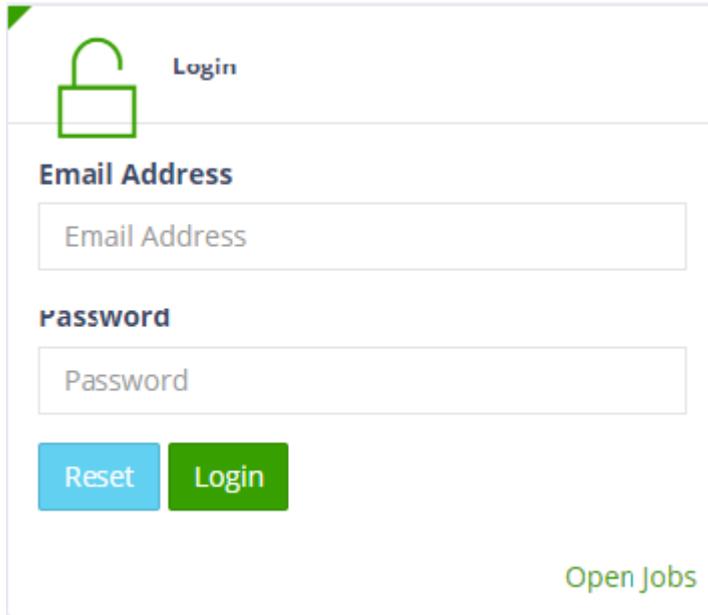


HRM Training Guide

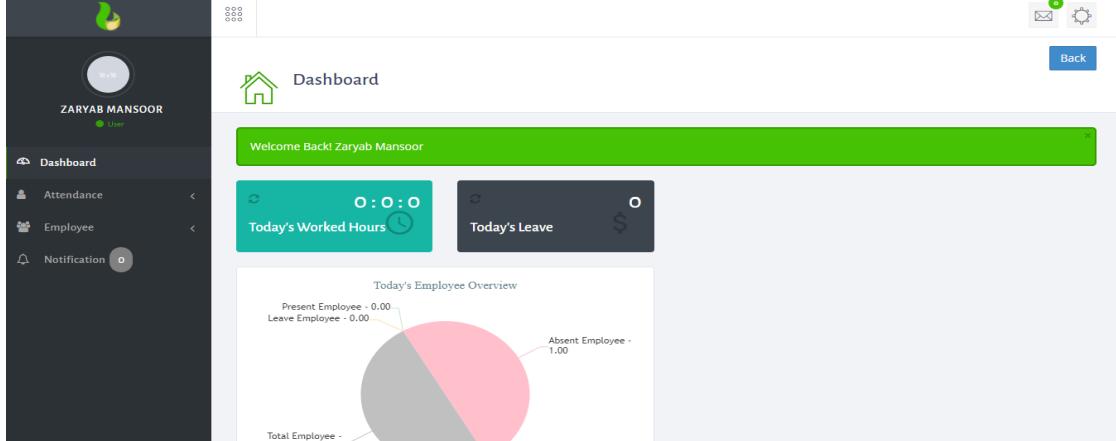
Logging into the HRM

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



The screenshot shows a login form with a green header bar containing a lock icon and the word 'Login'. Below the header is a 'Email Address' label with a text input field. Below that is a 'Password' label with a text input field. At the bottom are two buttons: 'Reset' (blue) and 'Login' (green). In the bottom right corner, there is a green 'Open Jobs' link.

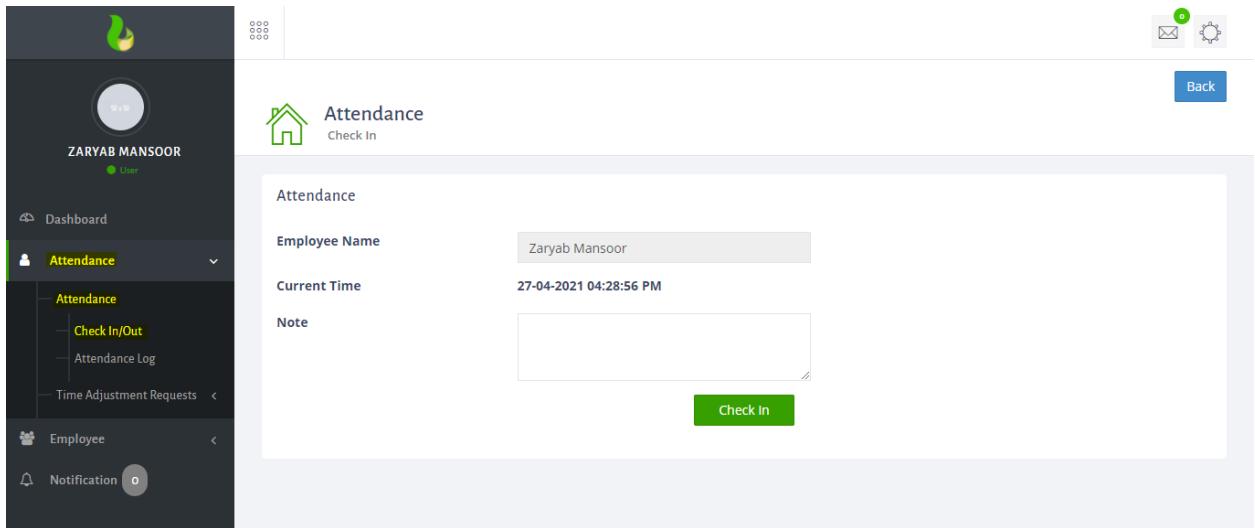
- 3) To login to the HRM, please your HRM email address. The HRM email address is simply your employee ID and the company name. For example, APD0092@appedology.com or PRO0092@proglobal.com. You will also need to enter your password.
- 4) Once you have logged in, you will come to the main dashboard of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



Attendance
Check In

Attendance

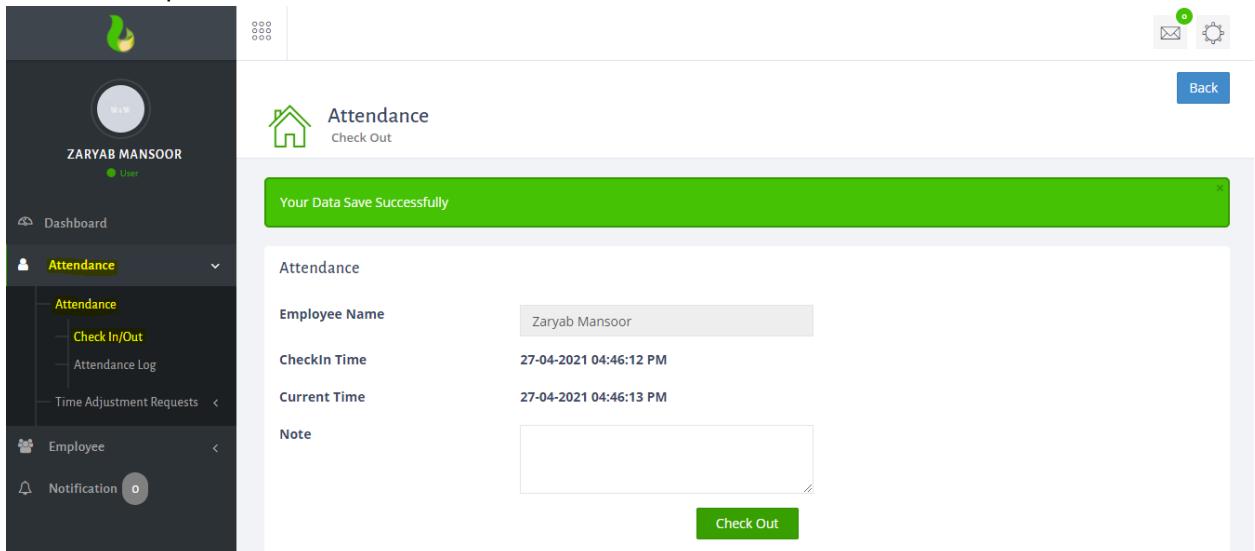
Employee Name: ZARYAB MANSOOR

Current Time: 27-04-2021 04:28:56 PM

Note:

Check In

- 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.



Attendance
Check Out

Your Data Save Successfully

Attendance

Employee Name: ZARYAB MANSOOR

Checkin Time: 27-04-2021 04:46:12 PM

Current Time: 27-04-2021 04:46:13 PM

Note:

Check Out

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'.

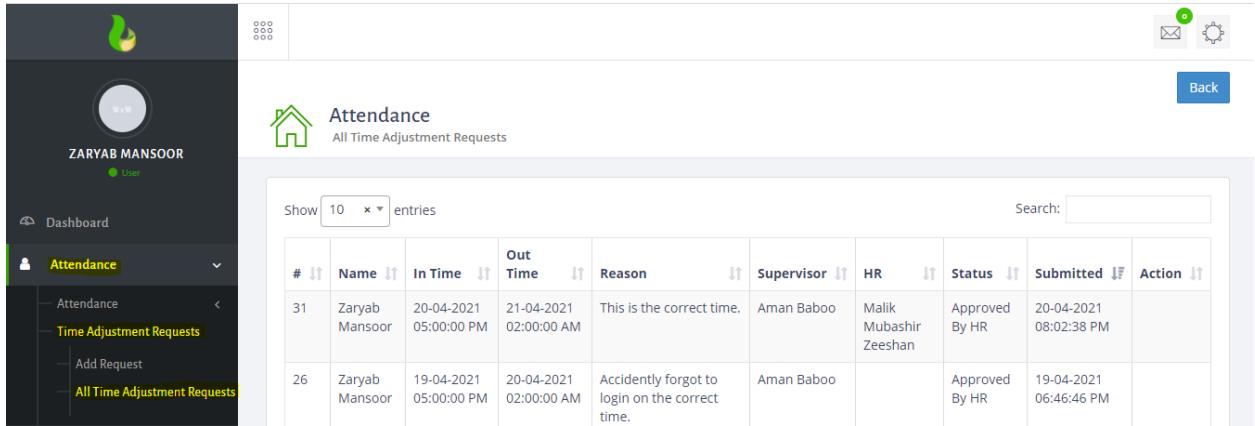
A screenshot of the HRM (Human Resource Management) application interface. The left sidebar has a dark theme with a user profile picture and the name 'ZARYAB MANSOOR' (User). The 'Attendance' module is selected, showing a dropdown menu with 'Attendance', 'Time Adjustment Requests' (which is highlighted in yellow), 'Add Request', and 'All Time Adjustment Requests'. The main content area is titled 'Dashboard' with a green header. It shows 'Today's Worked Hours' as 0:0:0 and 'Today's Leave' as \$0. Below this is a section titled 'Today's Employee Overview' with a pie chart. The chart segments are: Leave Employee - 0.00 (dark grey), Present Employee - 1.00 (light green), Total Employee - 1.00 (light grey), and Absent Employee - 0.00 (white). The interface includes a top bar with a green notification icon (6), a mail icon, a gear icon, and a 'Back' button.

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

A screenshot of the 'Time Adjustment' form within the HRM application. The left sidebar shows 'Attendance' is selected. The main form is titled 'Attendance' and specifically 'Time Adjustment: Add Request'. It contains three input fields: 'Check In Time' (empty), 'Check Out Time' (empty), and 'Reason' (empty text area). At the bottom right is a green 'Submit Request' button. The top bar includes a green notification icon (6), a mail icon, a gear icon, and a 'Back' button.

Status Tracking:

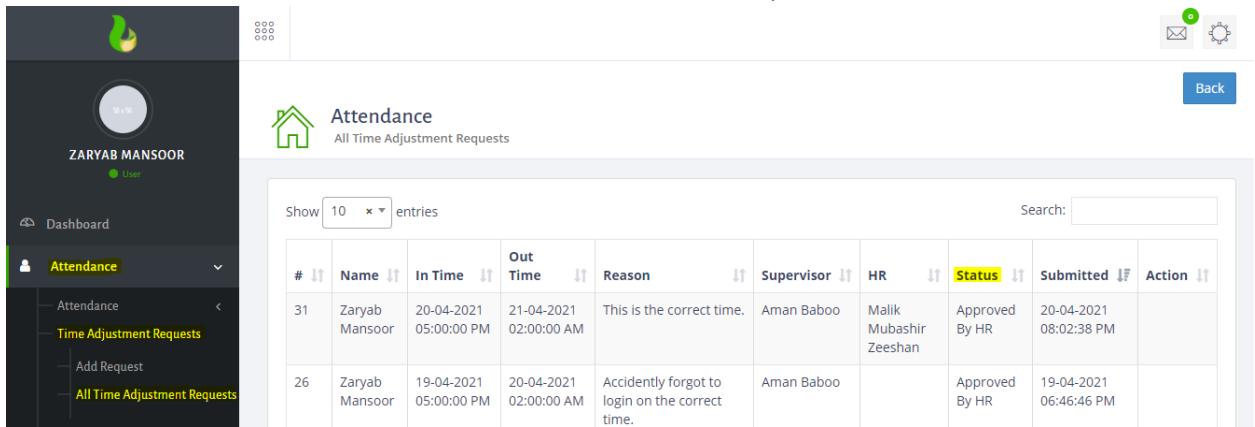
- 1) To view the status of the request, please proceed to the attendance module on the left hand side of the HRM portal. A dropdown will open. From there, please select 'Time Adjustment Request' & select 'All Time Adjustment Requests'.



The screenshot shows the HRM portal's 'Attendance' module. The left sidebar has 'Attendance' selected under 'Time Adjustment Requests'. The main content area is titled 'Attendance' and 'All Time Adjustment Requests'. A table lists two entries:

#	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	Accidentally 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.

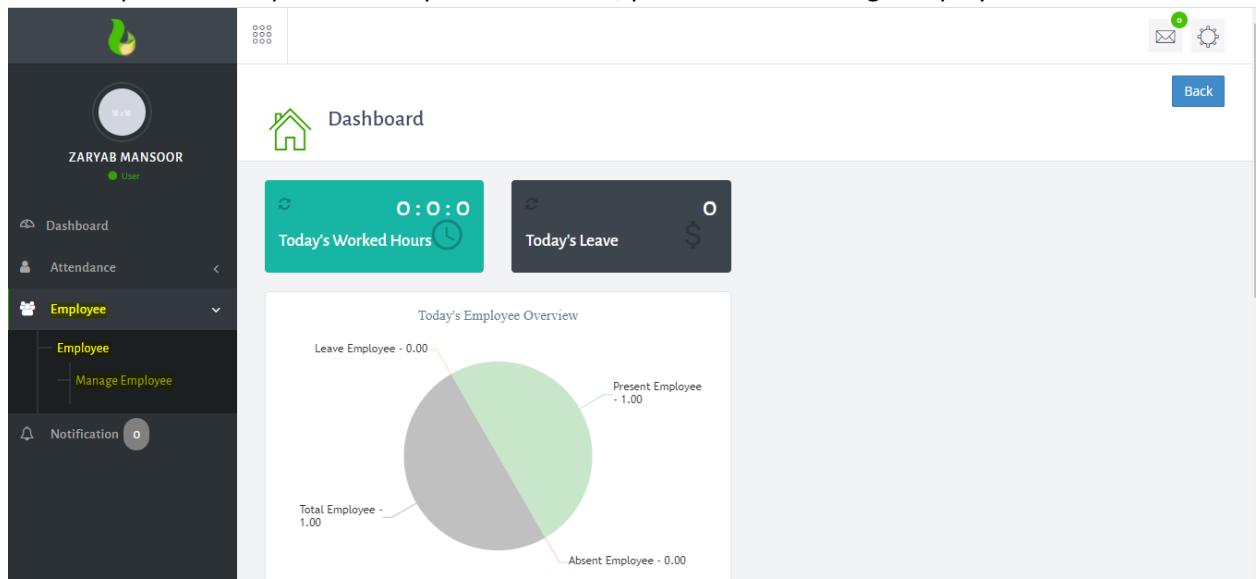


The screenshot shows the HRM portal's 'Attendance' module. The left sidebar has 'Attendance' selected under 'Time Adjustment Requests'. The main content area is titled 'Attendance' and 'All Time Adjustment Requests'. A table lists two entries:

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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'.



The screenshot shows the HRM portal interface. On the left, a dark sidebar menu is open, showing the user's name 'ZARYAB MANSOOR' and 'User' status. The 'Employee' module is selected, with 'Manage Employee' highlighted. The main dashboard area is titled 'Dashboard' and displays two cards: 'Today's Worked Hours' (0:0:0) and 'Today's Leave' (0). Below these is a pie chart titled 'Today's Employee Overview' with the following data:

Status	Count
Leave Employee	0.00
Present Employee	1.00
Total Employee	1.00
Absent Employee	0.00

- 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.