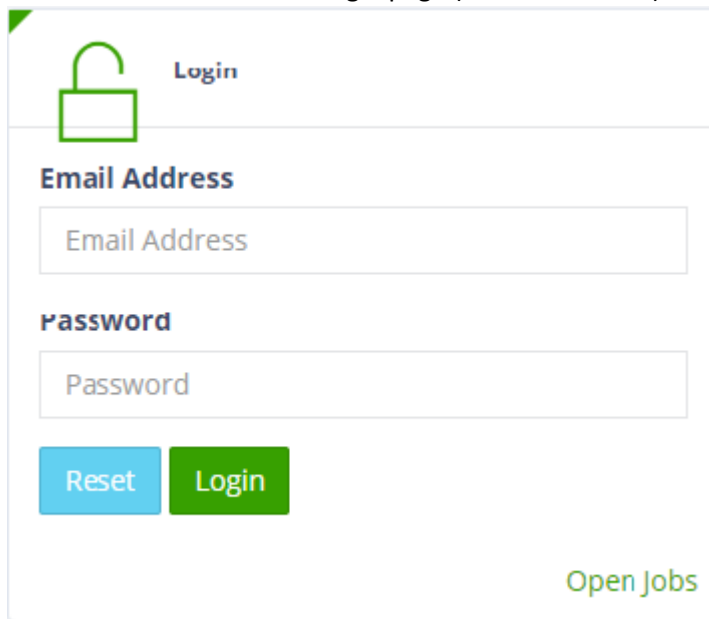


HRM Training Guide

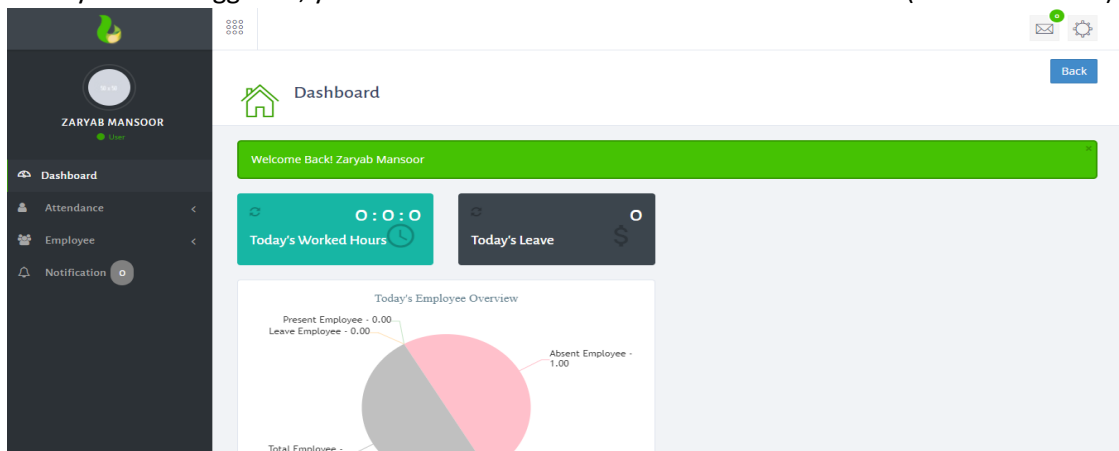
Logging into the HRM

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



The 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: "Reset" (light blue) and "Login" (green). At the bottom right is a link that says "Open Jobs" in green text.

- 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 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'.

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 sidebar menu includes 'Dashboard', 'Attendance' (selected), 'Check In/Out', 'Attendance Log', 'Time Adjustment Requests', 'Employee', and 'Notification'. The main content area is titled 'Attendance' with a 'Check In' sub-header. It contains a form with fields for 'Employee Name' (Zaryab Mansoor), 'Current Time' (27-04-2021 04:28:56 PM), and a 'Note' field. 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.

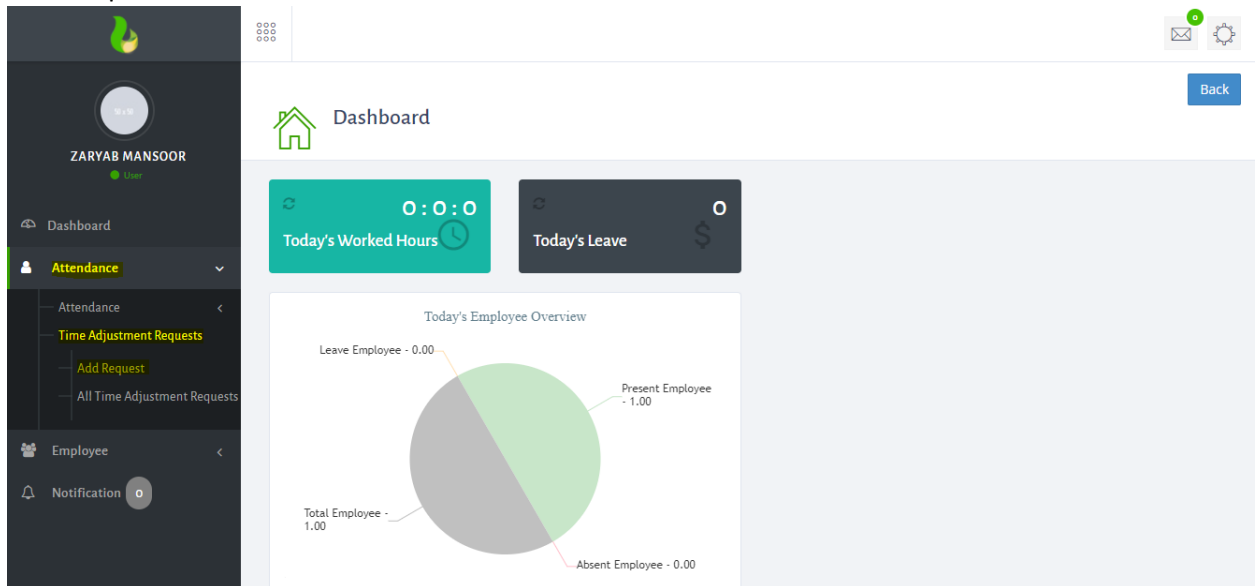
The screenshot shows the HRM portal interface after a successful check-in. A green banner at the top of the main content area reads 'Your Data Save Successfully'. The 'Attendance' module now shows a 'Check Out' sub-header. The form fields are: 'Employee Name' (Zaryab Mansoor), 'CheckIn Time' (27-04-2021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

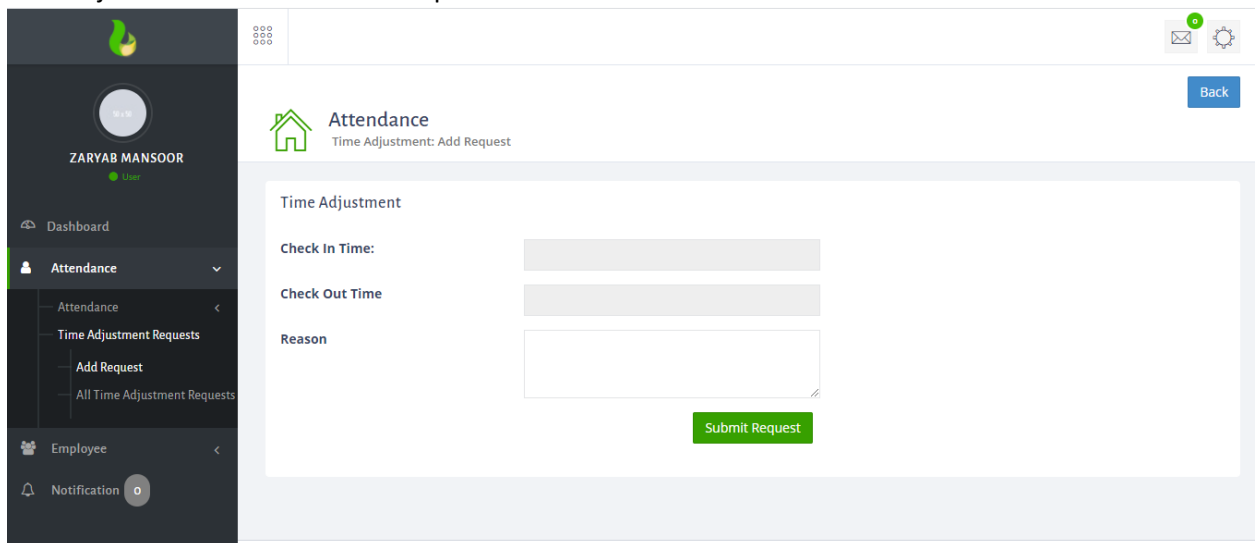
Submitting a New Request:

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'.

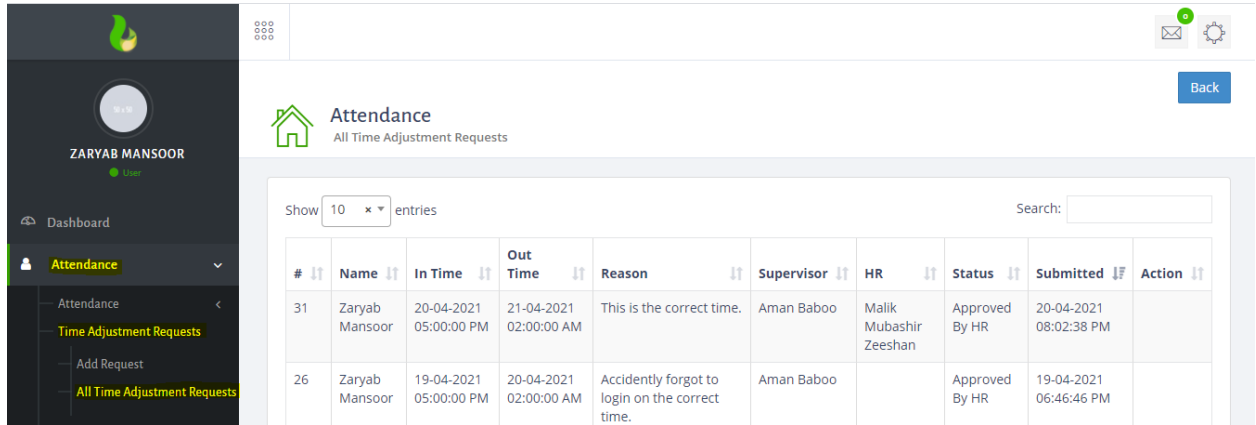


- 2) On this page, please mention the Check In time, Check Out time along with the reason for the time adjustment & click 'Submit Request'.



Status Tracking:

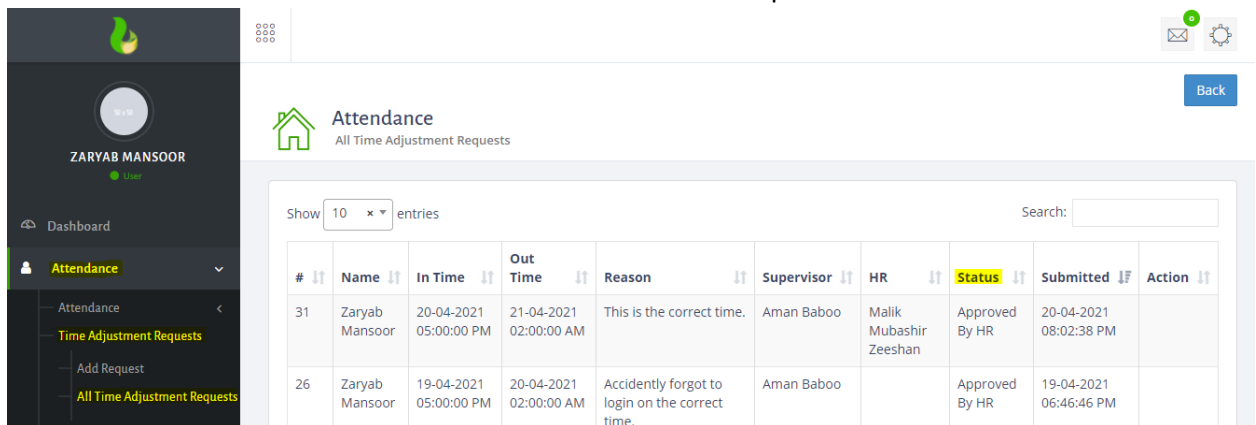
- 1) To view the status of the request, please proceed to the attendance module on the left hand side of the HRM portal. A dropdown will open. From there, please select 'Time Adjustment Request' & select 'All Time Adjustment Requests'.



The screenshot shows the HRM portal interface. On the left, the user profile for ZARYAB MANSOOR is visible, with a dropdown menu open showing 'Attendance' and 'Time Adjustment Requests' (highlighted). Below 'Time Adjustment Requests' are 'Add Request' and 'All Time Adjustment Requests' (highlighted). The main content area is titled 'Attendance' and 'All Time Adjustment Requests'. It features a table with 10 columns: #, Name, In Time, Out Time, Reason, Supervisor, HR, Status, Submitted, and Action. The table contains two entries for Zaryab Mansoor.

#	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.

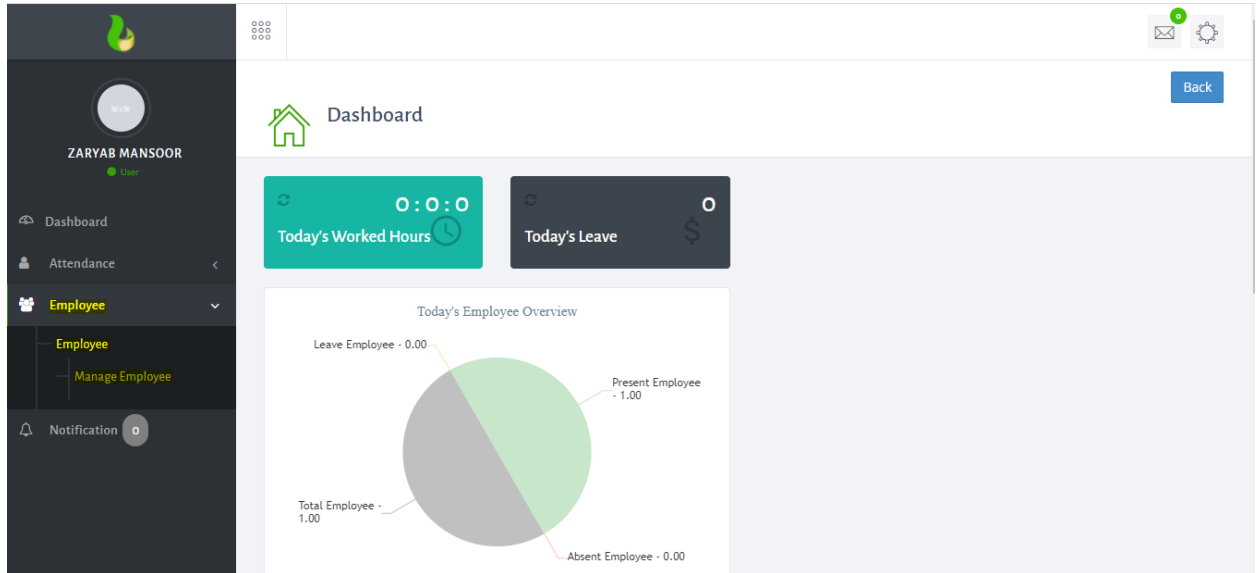


This screenshot is identical to the one above, showing the 'Attendance' module with 'All Time Adjustment Requests' selected. The table displays two requests for Zaryab Mansoor. In this version, the 'Status' column header is highlighted in yellow.

#	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	

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.