



*The Power of Innovation*

WEB & MOBILE APPLICATION

**HERO TEAM** | MANAGEMENT SYSTEM  
**AIM HIGHER**



**USA TECHNOLOGY  
AND DESIGN**



[WWW.HERO-TECH.US](http://WWW.HERO-TECH.US)



*The Power of Innovation*

## MOBILE APPLICATION

**HERO TEAM** | **MANAGEMENT SYSTEM**  
**A I M H I G H E R**







# Our Strategy With Our Clients

- ✓ Our priority is to satisfy our customers by providing them with the best and most suitable solutions for their business needs, and at the right time.
- ✓ Our reputation comes first, followed by profits throughout the years. We have made it a habit to fulfill our promises.
- ✓ We are entrepreneurs, not employees.
- ✓ We have a specialized management structure in all aspects of our work, but we do not make individual decisions.
- ✓ Accuracy is non-negotiable, it is what makes us trustworthy.
- ✓ Our benchmark is excellence, and we cannot sacrifice high quality.
- ✓ The cornerstone of our company is transparency.
- ✓ We listen attentively and communicate clearly.



# Who is Herotech

It is an American company that provides integrated solutions for companies through governance, digital transformation, and artificial intelligence for its clients in a sophisticated and modern way, with a new generation of information solutions that will take your business operations to another level, accompanied by facilitating procedures, the best technology, competencies, and aiming to provide a powerful and integrated tool that enables management to manage company resources regardless of the presence of the human element, whether inside or outside the company, saving time and effort, and at the same time, providing extreme accuracy so that decision-makers can follow up on implementation and address obstacles that hinder achieving management goals.

## Manage Your Business While You Take Your Cup Of Tea

### **Our mission:-**

We aim to provide the best service to our clients by sharing the best resources and building partnership and alliances with local and international companies. Our priority is to deliver quality and service to all our clients at every level while providing unique solutions tailored to their needs.



# Overview of the System-HTMS

**The general features of Attendance ,Tasks and Human Resources Management System (HTMS) include:**

- 1) An integrated and multilingual system for Attendance, tasks and employees management.
- 2) Mobile application that works on both IOS and Android systems.
- 3) Built on the latest technology on the web and mobile that meets the needs of both government and private institutions.
- 4) Supports Attendance ,Tasks and Human Resources Management.
- 5) Helps achieve a highly efficient and paperless work environment.
- 6) Enables management to focus on priorities and core objectives without wasting time on subsidiary tasks.
- 7) Increases productivity and helps achieve desired success for the organization.
- 8) Helps manage the network of information related to job functions and human resource requirements.



# General Features of HTMS

- ✓ Data Center
- ✓ Multi-language (Arabic/English/-----)
- ✓ Full support for multi-branch operations.
- ✓ Exporting reports not only PDF format but also Excel(we also have the ability to export it in many other formats if needed)
- ✓ Integration of all systems (HR, Attendance and task management) saves time and streamlines the input process.
- ✓ The size of data has no effect on the performance speed.
- ✓ Superb ability to display data on screens.
- ✓ Ease of use.
- ✓ confidentiality on all levels System-level, screen-level, job-level, and record-level.
- ✓ Multidimensional analysis.
- ✓ Support for graphical representation/charts.



# System Goals - HTMS

## **H**ero **T**eam **M**anagement **S**ystem (HTMS)





# System Goals - HTMS

The Hero Team software package aims to use data or outputs from the HR and Attendance programs to achieve the various goals of the organization, whether they are strategic or phased goals, by assigning all these goals to their different types (goals of utmost importance - important goals - normal goals for departments) and the available individuals to carry out these tasks. Thus, tracking the achievement of these goals moment by moment, knowing the answer to the question "where is the fault?" and consequently taking all immediate Corrective actions, and vigorously directing towards achieving the organization's goals.



## EMPLOYEE MANAGEMENT





# System Goals - HTMS



- ❑ This aims to maximize the return on managing and operating the resources of the facility, and work on increasing productivity.
- ❑ Creating an interactive competitive environment to increase motivation, and consequently, improve performance.
- ❑ Identifying work obstacles and taking corrective actions immediately.
- ❑ Identifying competent employees and rewarding them, as well as identifying those who need skill development and training using the latest governance methods.
- ❑ Adopting digital transformation and artificial intelligence systems in modern management in accordance to world towards the vision of e-world.



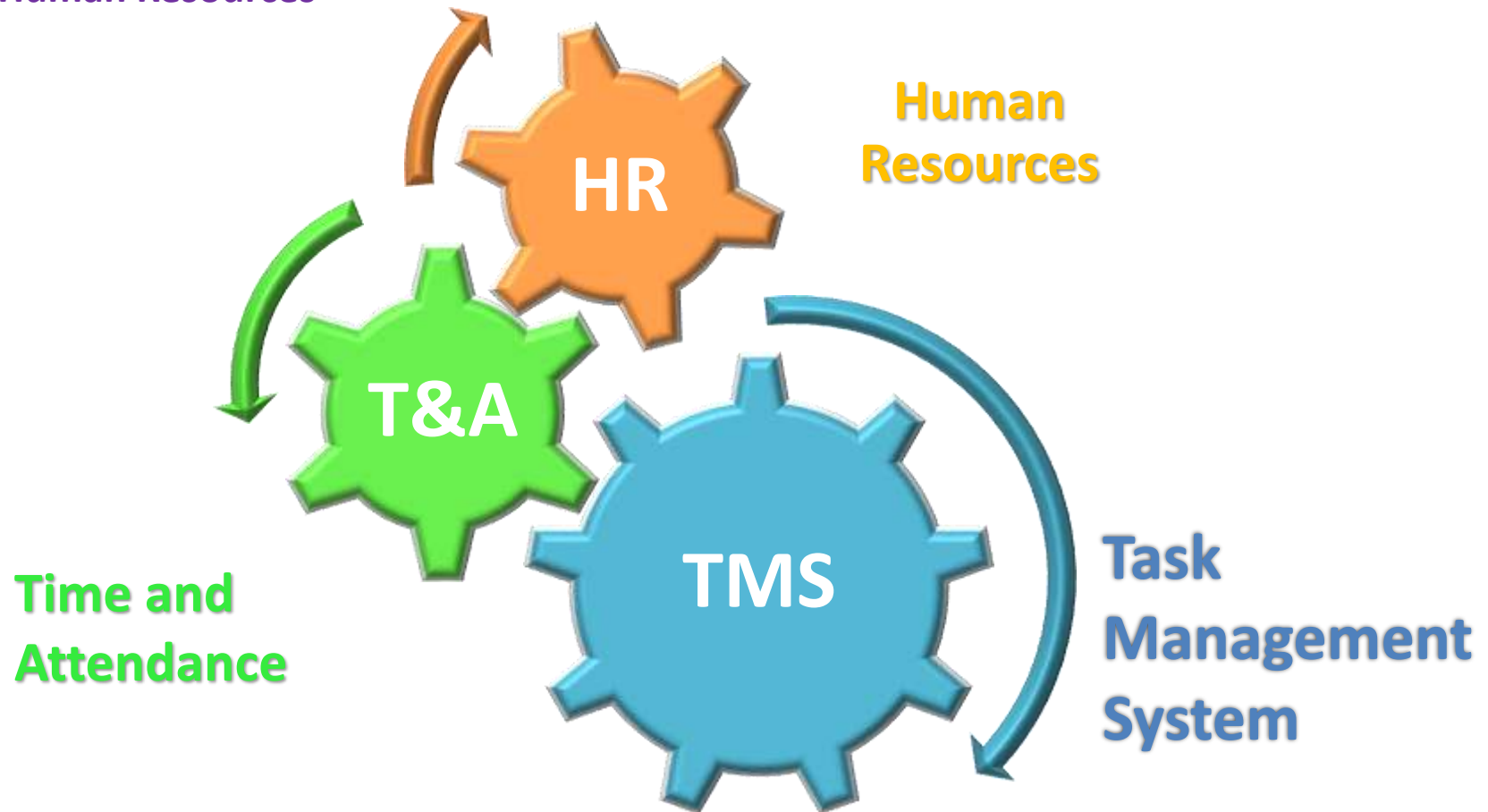
# General Features HTMS





# Components of the System - HTMS

1. Time And Attendance
2. Task Management System
3. Human Resources





# Firstly – Time & Attendance

- ✓ Efficient time monitoring and management
- ✓ Records for attendance , absence and lateness
- ✓ A real-time report of employees currently on duty
- ✓ Monitoring the records of leaves , Missions and permits for each employee
- ✓ Linking with fingerprint devices
- ✓ Reports at the level of employee, management and branch
- ✓ Detailed reports for missions and permits
- ✓ Various reports for attendance and time
- ✓ Report analyzing employees' work hours
- ✓ Analysis of employee violations during a specific period

**T&A**  
Time &  
Attendance







## Secondly – Task Management System

- ✓ Planning task time
- ✓ Assigning tasks to employees
- ✓ Monitoring task execution and achievement rates
- ✓ Tracking tasks based on priorities
- ✓ Measuring task execution efficiency at the branch, department and employee levels
- ✓ Correcting task execution paths in case of obstacles
- ✓ Performing various main and sub-tasks
- ✓ Publishing informative tasks at the institutional level
- ✓ Reports at the employee, department and branch levels
- ✓ Managers approval of tasks before implementation with the possibility of modifying them.

# TMS

Task management  
system





# Thirdly – Human Resources

- ✓ A complete record for each employee containing all personal information, educational qualifications, training courses, and medical file.
- ✓ Planning and monitoring of training courses.
- ✓ Medical record for each employee.
- ✓ Registering companies and medical institutions contracted with.
- ✓ A record for vaccinations and their dates, such as COVID-19 vaccination and others.
- ✓ A record for employees with special needs.
- ✓ Establishing KPIs to evaluate the efficiency of the institution.
- ✓ Evaluating the efficiency of each employee.
- ✓ Monitoring the expiration dates of various documents for each employee (national ID, passport ,driver's license, etc.).
- ✓ Reports at the employee, management, and branch levels.

**HR**

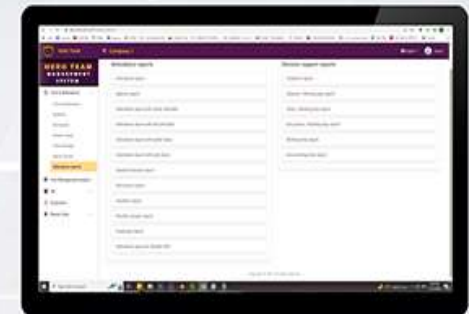
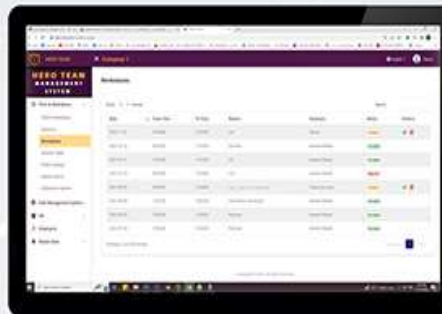
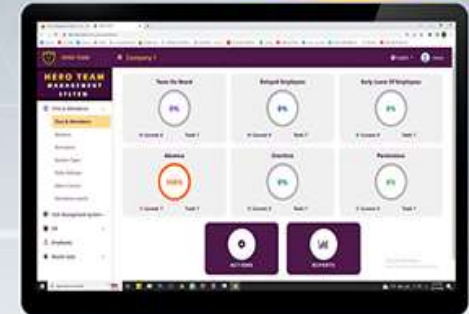
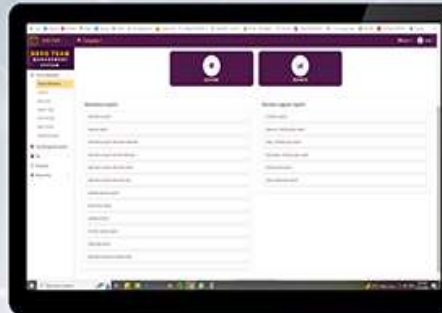




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## TIME & ATTENDANCE

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# T&A Workflow on System

- ✓ The login screen to the system via email and password according to the permissions of each user

## Mobile Application & Website



**Email**

**Password**

☐ Remember Me

[Forgot your password?](#)

**Login**

**OK**

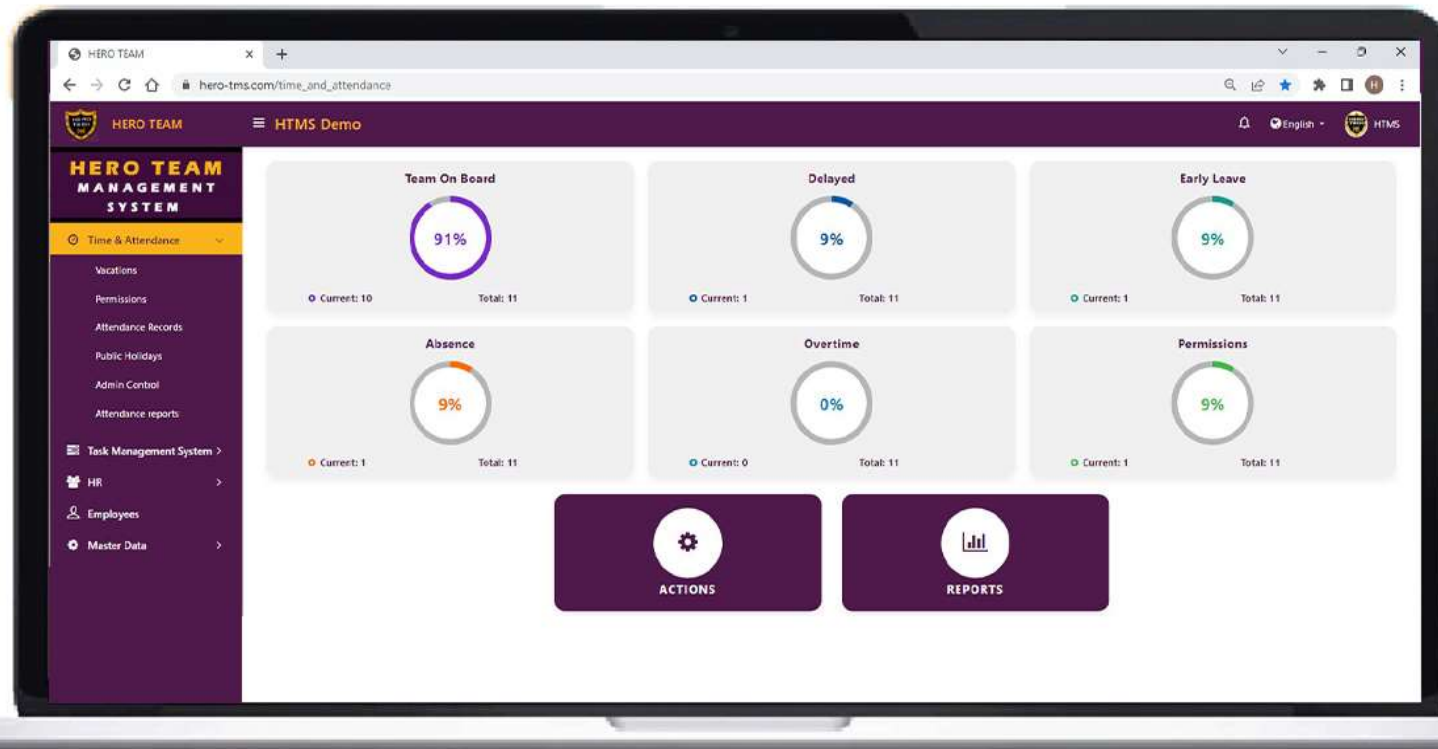




# T&A System Home Screen

After logging in, the **Dashboard** and program menus are opened in the preferred language, whether Arabic, English, etc.

Through the attendance and time program, the responsible manager in the facility can do the following:  
Monitor the attendance and absence status of employees through a simple and easy-to-use screen.  
Track salary-related impacts such as delays and overtime.





# Capabilities Offered in T&A

- ✓ Recording employee attendance and time through mobile, computer, or linking with fingerprint attendance machine.
- ✓ Shift scheduling.
- ✓ Tracking employee requests for early leave and their status and reasons.

HERO TEAM

HTMS Demo

English HTMS

HERO TEAM  
MANAGEMENT  
SYSTEM

Time & Attendance

Vacations

Permissions

Attendance Records

Public Holidays

Admin Control

Attendance reports

Task Management System

HR

Employees

Master Data

Attendance report

Empid:

Search

Download

Employee	Empid	Job title	Digital Marketing	Branch	Pasadena
Department	Marketing	From date	2023-07-12	To date	2023-07-18
Shift	Morning Shift				

Date	Day	Time in	Time Out	Shift
12/07/2023	Wednesday	10:15 AM	07:50 PM	Morning Shift
13/07/2023	Thursday	10:01 AM	08:00 PM	Morning Shift
14/07/2023	Friday	10:00 AM	06:15 PM	Morning Shift
15/07/2023	Saturday	10:00 AM	06:00 PM	Morning Shift
16/07/2023	Sunday	10:00 AM	06:00 PM	Morning Shift
17/07/2023	Monday	Absence		
18/07/2023	Tuesday	10:10 AM	08:07 PM	Morning Shift

Attendance summary

Attended days (7) days	Absence days (1) days	Vacations days (0) days	Missions days (0) days
Delay days (0) days	Delay times (0) Hour	Extra working times (3.25) Hour	
Early leaves days (0) days	Early leaves hours (0) Hour		
Total of absences and delays and early leaves (1) days			



# Capabilities Offered in T&A

- ✓ The ability to determine the official holidays and permits allowed for employees on a monthly basis.

HTMS Demo



English ▾



HTMS

## Vacations report



2023-07-18

HTMS ▾

All Branches ▾

All departments ▾

Search


Download

#	Employee ID	Employee	Job title	Branch	Department	Vacation Type	Vacations balance	Used vacations	Remaining vacations	Unapproved vacations
1	155	HTMS	GM	Pasadena	Sales	Annual	21	2	19	0
2	155	HTMS	GM	Pasadena	Sales	Sick Unpaid	7	2	5	0
3	155	HTMS	GM	Pasadena	Sales	Sick Paid	7	2	5	0
4	155	HTMS	GM	Pasadena	Sales	Maternity Leave	90	0	90	0
5	155	HTMS	GM	Pasadena	Sales	Duvet Day	1	0	1	0
6	155	HTMS	GM	Pasadena	Sales	Sabbatical Leave	7	0	7	0




# Capabilities Offered in T&A

- ✓ Tracking the vacation record and its status (annual vacation, sick leave, etc.).
- ✓ Ability to take action while tracking the vacation record

 **HERO TEAM**

HTMS Demo

English

 HTMS

**HERO TEAM  
MANAGEMENT  
SYSTEM**

Time & Attendance

Vacations

Permissions

Attendance Records

Public Holidays

Admin Control

Attendance reports

Vacations

Approval Requests

My Vacations

Add Vacation

All Vacation Types

All Employees



2023-05-01

2023-07-16

Search

Show 10 entries

Search:

Start	Due	Type	Reason	Employee	Status	Actions
2023-07-16	2023-07-20	Annual	Vacations	Ash	Pending	 

Showing 1 to 1 of 1 entries

Previous

1

Next





# Capabilities Offered in T&A

- ✓ Registering the registered location of the employee's attendance or leave time.
- ✓ Creating multiple shifts for the company that are suitable for the nature of the work and linking them to one or more employees.
- ✓ Having various policies for early entry, early exit, late exit, and no entry or exit fingerprint.
- ✓ Recording leave permits and specifying the time of leave and return.
- ✓ Calculating weekly and annual leaves. High flexibility in setting work schedules - regular and flexible shifts.
- ✓ Flexibility and ease of extracting daily and monthly results with the ability to print and Export reports not only PDF format but also Excel(we also have the ability to export it in many other formats if needed)



# Capabilities Offered in T&A

- ✓ Dealing with all types of annual, emergency, unpaid, sick, and paid leaves from the balance, as well as optional leaves.
- ✓ It is possible to define the types of leaves and absences so that entitlement occurs at specified intervals, such as annually, monthly, or semi-monthly.
- ✓ Recording leave requests and work assignments for employees separately.
- ✓ Tracking employee absences and daily delay rates.
- ✓ Availability of a Dashboard to display program event alerts such as delay rate, attendance, absenteeism, leave requests, and permit requests.



# Capabilities Offered in T&A

- ✓ Getting multiple reports about attendance and leave, and support decision-making

HTMS Demo



English



HTMS

## Attendance reports

### Attendance reports

Attendance report

Absence report

Attendance report with earlier attended

Attendance report with late attended

Attendance report with earlier leave

Attendance report with early leave

Detailed missions report

Permissions report

Vacations report

Monthly variants report

Employees report

Attendance report for flexible shift

### Decision support reports

Violations report

Absence / Working days report

Delay / Working days report

Early leaves / Working days report

Working time report

Extra working time report



# Capabilities Offered in T&A

Examples of reports that cover all system users' needs include:

## Attendance reports

- ✓ Attendance report
- ✓ Attendance report
- ✓ Attendance report with earlier attended
- ✓ Attendance report with late attended
- ✓ Attendance report with earlier leave
- ✓ Attendance report with early leave
- ✓ Detailed missions report
- ✓ Permissions report
- ✓ Vacation report
- ✓ Monthly variations report
- ✓ Employees report
- ✓ Attendance report for flexible shift

## Decision support reports

- ✓ Violations report
- ✓ Absence / Working days report
- ✓ Delay / Working days report
- ✓ Early leaves / Working days report
- ✓ Working time report
- ✓ Extra working time report





# Capabilities Offered in T&A

- ✓ To extract a detailed missions report, for example, the desired period, employee, and department are selected, then the search button is pressed. Once the results appear, we can download and print the report.
- ✓ All reports can be generated for an individual, department, or branch over any given period of time.

≡ HTMS Demo





English ▾



HTMS

## Detailed missions report

 2023-06-01

 2023-07-18

All Employees ▾

All Branches ▾

All departments ▾

Search

Download

#	Employee ID	Employee	Job title	Branch	Department	Mission date	Mission info
1	1134	Kevin	Digital Marketing	Pasadena	Marketing	13/06/2023	Office Supplies



# Capabilities Offered in T&A

- ✓ Print template for detailed missions report.

## Detailed missions report



Report print date: 18/07/2023  
User name: HTMS

From date	2023-06-01	To date	2023-07-18
-----------	------------	---------	------------

#	Employee ID	Employee	Job title	Branch	Department	Mission date	Mission info
1	1134	Kevin	Digital Marketing	Pasadena	Marketing	13/06/2023	Office Supplies



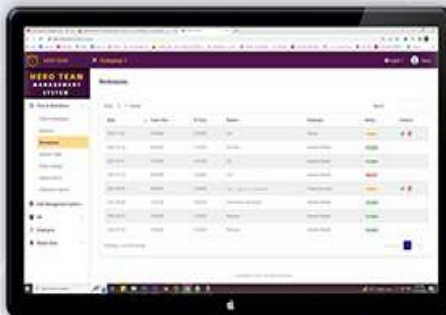
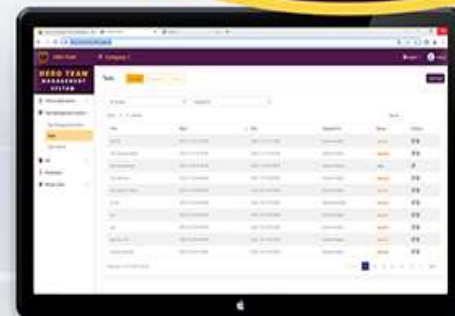
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## TASK MANAGEMENT SYSTEM

**HERO TEAM** | MANAGEMENT SYSTEM



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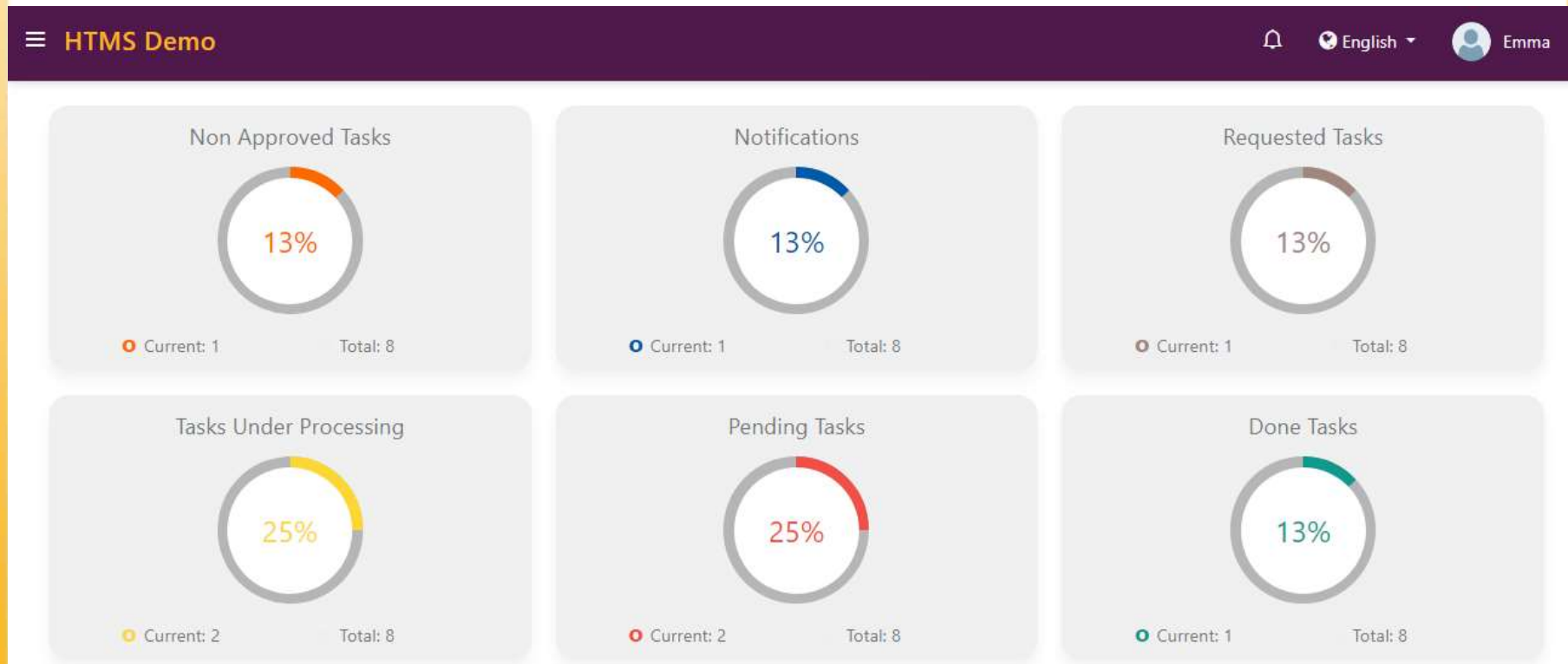
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# Capabilities Offered in TMS

Through the task management software, the responsible manager in the facility can do the following:


Monitor the percentage of completed, incomplete, and ongoing tasks for employees through a simple and easy-to-use screen.








# Capabilities Offered in TMS

- ✓ Each responsible manager creates tasks assigned to their department employees, whether they are routine or non-recurring tasks, with the ability to determine the level of importance of each task and approve them.

 **HTMS Demo**

  English  Emma

**Location**  
Select location

**Start Date / Time**

**End Date / Time**

**Status**  

Pending

**Task Type**  

Approved

**Priority**  

Normal

Normal

High

Top

Top Urgent

**Task has mission**  
☐

Submit

Cancel





# Capabilities Offered in TMS

- ✓ Monitoring assigned tasks for all employees through a screen that displays all information about the nature of the task, its start and end dates, and whether the task is completed or not.
- ✓ Additionally, through the operations field, it is possible to delete or modify the task. These tasks are distributed among the employees and their implementation is continuously monitored.

The screenshot displays the HERO TEAM MANAGEMENT SYSTEM interface. The top navigation bar includes the HERO TEAM logo, a hamburger menu, 'HTMS Demo', a notification bell, 'English', and a user profile for Emma. The left sidebar contains navigation options: 'Time & Attendance', 'Task Management System' (selected), 'Tasks' (highlighted), and 'HR'. The main content area is titled 'Tasks' and features three filter buttons: 'All tasks' (selected), 'Requests', and 'Notify'. An 'Add Task' button is in the top right. Below the filters, there are dropdown menus for 'All statuses' and 'Assigned To'. A 'Show 10 entries' option and a search bar are also present. The task list table has columns for Title, Start, Due, Assigned To, Status, and Actions. The tasks listed are:

Title	Start	Due	Assigned To	Status	Actions
Repost new hardware	2023-07-16 15:48:00	2023-07-19 15:48:00	Emma	Pending	[Edit] [Delete]
Fix PC Software	2023-07-16 15:45:00	2023-07-17 15:45:00	Paul	Pending	[Edit] [Delete]
u.s.	2023-07-16 15:43:00	2023-07-28 15:43:00	Paul	Inprocess	[Edit] [Delete]
ads for snapchat	2023-06-14 14:12:00	2023-06-19 14:12:00	Kevin	Inprocess	[Edit] [Delete]
Ads for Fb and Youtube	2023-06-14 14:06:00	2023-06-19 14:06:00	Emma	Done	[Edit]
Office Supplies	2023-06-13 16:07:00	2023-06-15 16:07:00	Kevin	Inprocess	[Edit] [Delete]
Replace PC	2023-06-13 15:36:00	2023-06-21 15:36:00	Charlie	Inprocess	[Edit] [Delete]
Monitor Fix	2023-06-13 15:32:00	2023-06-13 18:00:00	Ash	Done	[Edit]



# Capabilities Offered in TMS

- ✓ It is possible to add audio, media, or text files to each task.
- ✓ Each employee records the progress of the task assigned to them and reports any obstacles to their manager.
- ✓ The employee and external missions can be specified.
- ✓ Any manager can create a task that is not within their scope of work and send it as a proposal to another manager within their responsibility to issue an execution order through their department employees.
- ✓ Any program user can create a notification task for all employees.



# Advantages features in TMS

- ✓ The latest technology has been used to design the reports and system screens.
- ✓ A notification system for all task events with notifications on the dashboard.
- ✓ Customized interface according to the permissions of the employee or manager.
- ✓ Division of tasks among available employees for task execution.
- ✓ Division of tasks according to priorities (top urgent - urgent - high - normal).
- ✓ Division of tasks into sub-tasks and assigning each one to the responsible person for its implementation.
- ✓ Ability to assign different audio and media tasks via mobile and web.
- ✓ Ability to upload attachments related to the task via mobile and web.
- ✓ Linking external tasks to the mission system with regards to Human Resources.
- ✓ It is possible to write correspondences and comments related to the task with team members.



# Advantages features in TMS

- ✓ The tasks must be approved by the responsible manager to be put into action.

Setting a start and end date for each task.










- ✓ The ability to create informational tasks aimed at publishing an administrative alert or announcement to system users.
- ✓ The ability to create tasks between managers at the same administrative level.
- ✓ The ability to modify tasks according to implementation stages.
- ✓ The ability to display tasks according to the status of each task (pending-in process-done-canceled).
- ✓ The ability to display the tasks assigned to each employee.
- ✓ The ability to determine the location of task execution using Google Maps Location services and attach it to the task.

**HTMS Demo**EnglishEmma

**Tasks**All tasksRequestsNotifyAdd Task

All statusesAssigned To

Show: 10 entriesSearch:

Title	Start	Due	Assigned To	Status	Actions
Repost new hardware	2023-07-16 15:48:00	2023-07-19 15:48:00	Emma	Pending	 
Fix PC Software	2023-07-16 15:45:00	2023-07-17 15:45:00	Paul	Pending	 
u.s	2023-07-16 15:43:00	2023-07-28 15:43:00	Paul	Inprocess	 
ads for snapchat	2023-06-14 14:12:00	2023-06-19 14:12:00	Kevin	Inprocess	 
Ads for Fb and Youtube	2023-06-14 14:06:00	2023-06-19 14:06:00	Emma	Done	



# Capabilities Offered in TMS

- ✓ Getting multiple reports for monitoring tasks on one hand, and evaluating performance on the other hand.

HTMS Demo



English ▾



HTMS

## Tasks reports

### Tasks follow-up reports

Assigned tasks report

Tasks count report based on branches and departments

Pending tasks report

In process tasks report

Completed tasks report

Requests tasks report

Notified tasks report

Mission tasks report

Not approved tasks report

### Comparing and evaluating performance

Employees tasks comparison report

Best employee report

Best department report

Best branch report

Tasks planned vs actual time report





# Types of reports in TMS

**1. Users of the task management system can obtain the following reports:**

**Tasks follow-up reports :-**

- ✓ Assigned tasks report
- ✓ Tasks count report based on branches and departments
- ✓ Pending tasks report
- ✓ In process tasks report
- ✓ Completed tasks report
- ✓ Requests tasks report
- ✓ Notified tasks report
- ✓ Mission tasks report
- ✓ Not approved tasks report

\*Tasks reports always appear according to priority of the tasks (top urgent-urgent - very important - important - normal)



# Types of reports in TMS

## 2. Performance Comparison and Evaluation Reports

- ✓ Report comparing task data for employees
- ✓ Report on the efficiency of an employee in executing tasks
- ✓ Report on the efficiency of a department in executing tasks and assignments
- ✓ Report on the efficiency of a branch in achieving company goals
- ✓ Report comparing planned and actual times for completed tasks

With the ability to print and export in Excel and PDF formats.

(also have the ability to export these reports data in many other forms if needed)



# Capabilities Offered in TMS

- To generate a print template for pending tasks, you need to select the required period in the date fields, then click on the search button.
- Once the results appear, you can download and print the report.

**All reports are generated at the individual, department, or branch level for any given period.**

HTMS Demo



English ▾



HTMS

## Pending tasks report

 2023-07-01

 2023-07-18

All Employees ▾

All Branches ▾

All departments ▾

Search

Download

### Normal

#	Title	Created by	Assignee	Branch	Department	Planned start date	Planned end date	Delay (In days)
1	Fix PC Software	HTMS	Paul	Pasadena	IT	16/07/2023	17/07/2023	2
2	Repost new hardware	HTMS	Emma	Pasadena	Marketing	16/07/2023	19/07/2023	2

Tasks count: 2

Total tasks: 2



# Capabilities Offered in TMS

The format of the print template for the pending tasks:

## Pending tasks report



Report print date: 18/07/2023  
User name: HTMS

## Normal

#	Title	Created by	Assignee	Branch	Department	Planned start date	Planned end date	Delay (In days)
1	Fix PC Software	HTMS	Paul	Pasadena	IT	16/07/2023	17/07/2023	2
2	Repost new hardware	HTMS	Emma	Pasadena	Marketing	16/07/2023	19/07/2023	2
Tasks count: 2								
Total tasks: 2								



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**HERO TEAM** | MANAGEMENT SYSTEM  
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HUMAN RESOURCES



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# Human Resources Management (HR)

It is a comprehensive system designed to manage human resources information based on the latest concepts, methods, tasks, and job requirements to help human resources management achieve its desired goals of improving administrative efficiency, employee productivity, training, growth, cost control, and increasing job satisfaction.

Through the TMS software package, a database can be created that contains all personal, contractual, organizational, and job details of the company's employees.

## The components of the HR program include:

- ✓ Human Resources
- ✓ Document Management
- ✓ Training and Education
- ✓ Performance Evaluation
- ✓ Medical Record.



# Human Resources Management (HR)

## Human Resources Home Screen :- Dashboard





# Human Resources Management (HR)

## Features of the HR system include:

- ✓ Centralized data as the system is built using web-based technology.
- ✓ Full support for multi-branch organizations.
- ✓ High flexibility in processing work policies that suit each company or group.
- ✓ The latest technology is used to design reports and system screens.
- ✓ Highly powerful and flexible database.
- ✓ Notification system for all system events with notifications on the dashboard.
- ✓ Customized interface according to employee or manager permissions.
- ✓ Full control over system permissions at the user, department, and branch levels.
- ✓ Complete archiving of employee documents and the HR department section.
- ✓ An interface for managing HR department tasks that allows the department manager to distribute daily tasks through the system while evaluating employee performance for each task.
- ✓ Support for data entry via Excel sheets.
- ✓ Support for integration with fingerprint devices and real-time data display, as well as transferring user data between fingerprint devices at the main center and branches.



# Human Resources Management (HR)

- ✓ Definition of the administrative structure of the establishment, such as branches, general departments, and sub-departments.
- ✓ Definition of job titles according to the organizational structure.
- ✓ Definition of types of documents and records related to the employee, with the ability to attach and archive them in the system, and track their expiry dates and display alerts for the procedures related to renewing those documents.

HTMS Demo



English



HTMS

## Hiring documents

HTMS

Employee	155 HTMS	Joining Date	2023-05-01	Education	
Document	Delivered	Attachment	Expiry date		
Academic Qualification	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen			
Birth certificate	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen			
National ID	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen			
Passport	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen			
Military Service	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen			
Criminal Journal	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen			



# Human Resources Management (HR)

## Definition of employee personnel file which includes the following:

- ✓ Definition of basic employee data such as job number, file number, department, branch, and current job position.
- ✓ Definition of personal data, including current addresses, contact information such as phone numbers, mobile numbers, email addresses, educational qualifications, and marital status.
- ✓ Definition of general employee data including date of birth, date of employment, and date of appointment.
- ✓ Definition of work shifts, which can be fixed or flexible.
- ✓ Definition of employee documents including national ID, passport, driver's license, etc.
- ✓ Entering the medical file for each employee with contracted medical companies.
- ✓ Entering data on COVID-19 vaccination for each employee, in addition to other vaccinations if available.
- ✓ Entering data on special medical conditions (such as disabilities) if they exist.
- ✓ Support data entry through Excel sheets.



# Human Resources Management (HR)

- ✓ Enter data for training courses and education that the employee has received, with the ability to create a training plan for employees during upcoming periods.

Conduct evaluations for employees with the ability to assign points for each item in the evaluation system, including KPIs.



HTMS Demo

English

Evaluations

Paul

Employee	1133 Paul	Joining Date	2023-06-11	Education	Bachelors
----------	-----------	--------------	------------	-----------	-----------

Evaluation date2023-07-16

Evaluation type	Evaluation	Notes
Self-assessment	Good	Note
Project-based review	Very Good	Note





# Human Resources Management (HR)

- ✓ Obtaining multiple reports related to human resources management.

≡ HTMS Demo



English ▾



HTMS

## HR Reports

### Basic data reports

Employees info report

Public holidays report

Employees marital status report

Employees who are medically prohibited from certain work Report

### Movement Reports

Employees Retirements Report

Employees documents report

Educations & Courses report

Upcoming courses report

Employees evaluations Report

Employees who did not receive Corona vaccine Report



# Human Resources Management (HR)

## Examples of the range of reports that cover all the needs of Human Resources Management include:


- ✓ Employee data report
- ✓ Official leave report Employees' marital status report
- ✓ Report of those referred to retirement on a specific date
- ✓ Report of employees and the submitted and unsubmitted employment documents to the recruitment department
- ✓ Report on training courses and academic qualifications.
- ✓ Report on the training courses schedule for upcoming periods
- ✓ Report on employees medically prohibited from certain work
- ✓ Report on employees who have not received the COVID-19 vaccine.






# Human Resources Management (HR)

- ✓ To generate an employee data report, you can specify a particular employee, branch, and department or review a general report for all employees. Once the results appear, you can download and print them.

All reports can be generated at an individual, department, or branch level for any given period.

 **HTMS Demo**

  English  HTMS

### Employees info report

All Employees ▾

All Branches ▾

All departments ▾

Search

Download

#	Employee ID	Employee	Job title	Academic Qualification	Education	Birth Date	Department
1	155	HTMS	GM			1990-01-01	Sales
2	10	Customer Full Access	Customer	Bachelors		1990-01-01	Sales
3	1131	Ash	Sales	Masters	• Bachelors	2000-01-01	Sales
4	1132	Alex	Sales	Bachelors		1999-01-01	Sales
5	1133	Paul	IT Support	Bachelors		1992-01-01	IT
6	1134	Kevin	Digital Marketing	Bachelors		1994-02-10	Marketing
7	1135	Charlie	IT Support	Bachelors		1997-06-10	IT
8	1136	Emma	Digital Marketing	Masters		1990-01-01	Marketing
9	1137	Benjamin	IT Sales	Bachelors		2000-01-01	Sales



# Human Resources Management (HR)

- ✓ Highly flexible in assigning work schedules at all levels of the organizational structure in a very simple way.
- ✓ Recording employee attendance and time through mobile devices or manually by the system administrator using **Admin Control**, with the ability to add manual records or automatically through linking with the biometric attendance and time machine.
- ✓ Reviewing employee attendance and time data to correct input errors through Admin Control.
- ✓ Linking work schedules for employees in a general manner for branches and departments, or specifically at the employee level.
- ✓ Determining permissible periods after attendance time and before leave time.
- ✓ Recording leave permits and specifying the time of leave and return.
- ✓ Easy implementation and consideration of individual and government institutional rules.
- ✓ Tracking salary impacts such as absences, lateness, and overtime.
- ✓ Flexibility and ease of extracting daily and monthly results through a variety of reports with the ability to print and export.
- ✓ Specifying types of leaves as different types of absences that employees can report, and since these types are known by the user, they can be customized to fit your institution.



# Human Resources Management (HR)

- ✓ Handling all types of leaves including annual, emergency, unpaid, sick, and paid leaves, as well as maternity and bereavement leaves.
- ✓ The system supports combining annual and unpaid leaves in one request.
- ✓ Recording leave and work mission requests for each employee separately.
- ✓ Implementing a workflow for leave, permission, and work mission requests through mobile or computer applications.
- ✓ Tracking employee absence balances and their daily lateness rates.
- ✓ Employees or their managers can view leave or absence balances using their mobile devices.
- ✓ Sending notifications for approval or rejection of leave, work mission, and permission requests. If no action is taken, a notification is sent to the HR department.

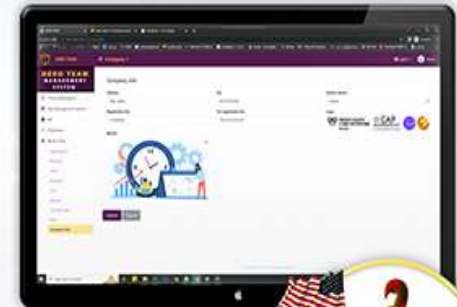
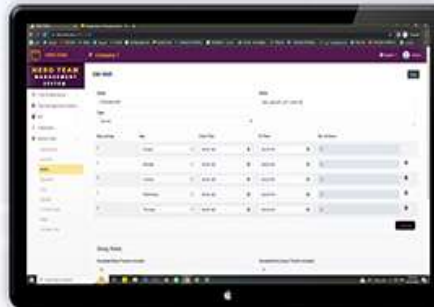
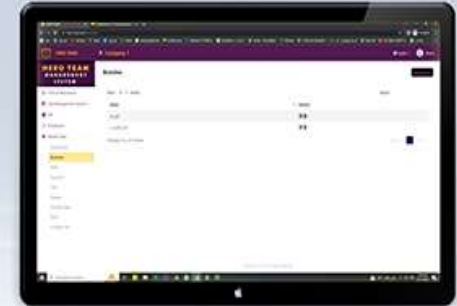
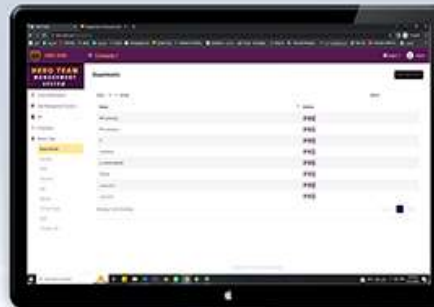


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## MASTER DATA



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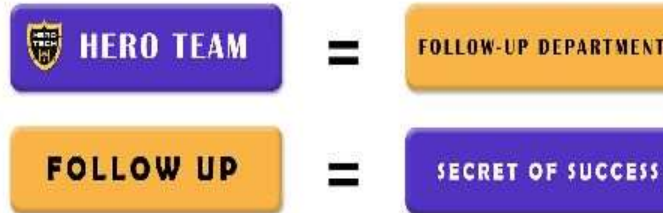
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# THANK YOU

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AT YOUR SERVICE**



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