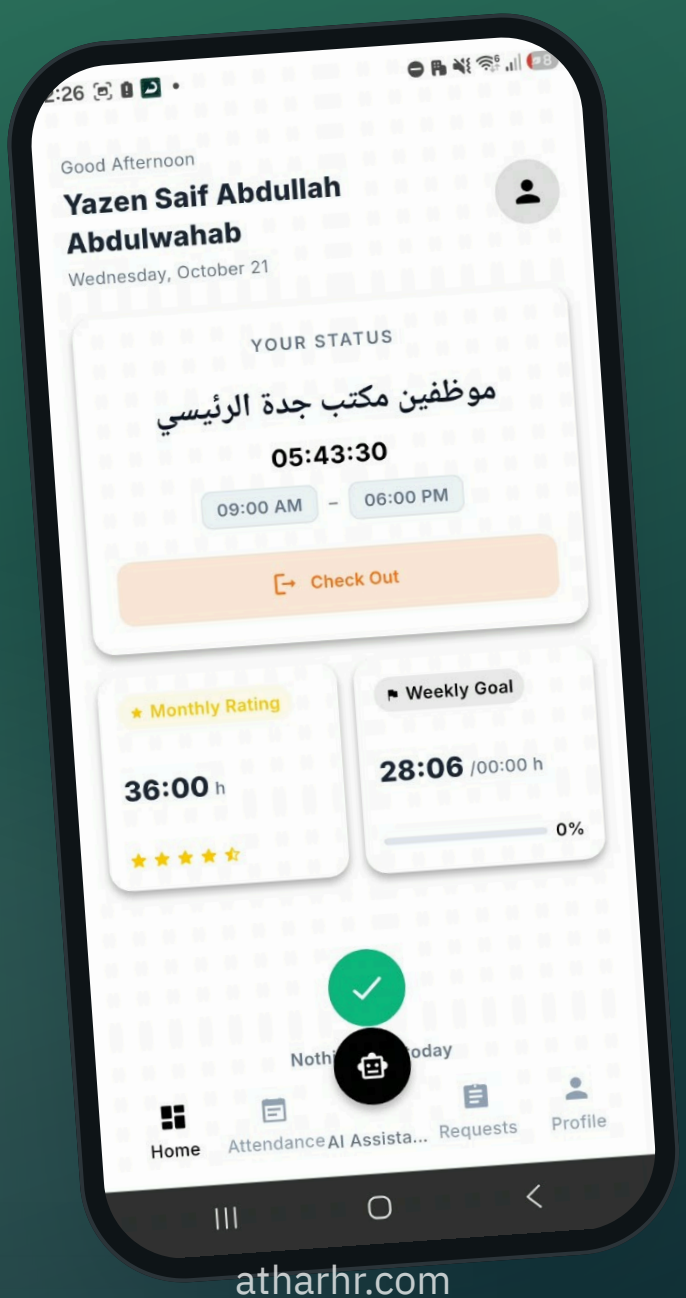
User Guide

Self-service mobile app
for the Athar HR system



Contents

Introduction	03
Downloading the mobile app	04
Invitation email (account activation)	05
Signing in	06
Home	07
Submitting requests (self-service)	08
Filling a request & approval path	09
Tracking your requests	10
Attendance (records)	11
Profile	12
Team management (managers)	13

* Tap a title to jump to it. Tap the home icon at the bottom of any page to return to the contents.

01

Introduction

Athar HR is a complete web platform that helps HR and personnel teams manage employees, attendance, leave, requests, approvals and payroll from one place.

The system comes with a self-service mobile app that lets employees check in and out, submit requests and follow their status, view their data and records, and receive notifications quickly — instead of emails and paper forms.

02

Downloading the mobile app

The mobile app has the same name as the web system: “Athar HR”. Download it from the link in your invitation email, or search for “Athar HR” in your phone's app store:



- **App Store — for iPhone**
- **Google Play — for Android**

i The app is available in Arabic and English; switch between them from the sign-in screen.

03

Invitation email (account activation)

As an employee of a company that uses Athar, your HR team adds your details in advance and then sends you an invitation email to activate your account.

The email contains a secure link to set your password. Tap the link, enter a password of at least 8 characters with letters and numbers, confirm it and tap “Reset Password”.

Example invitation email

ATHAR HR

Activate your Athar HR account

Dear employee,

Your company has sent you a secure link to activate your Athar HR account and create your password.

Steps:

1. Tap “Activate account” to create your password.
2. Download the Athar HR app on your phone.
3. Sign in with your email and password.

Activate account

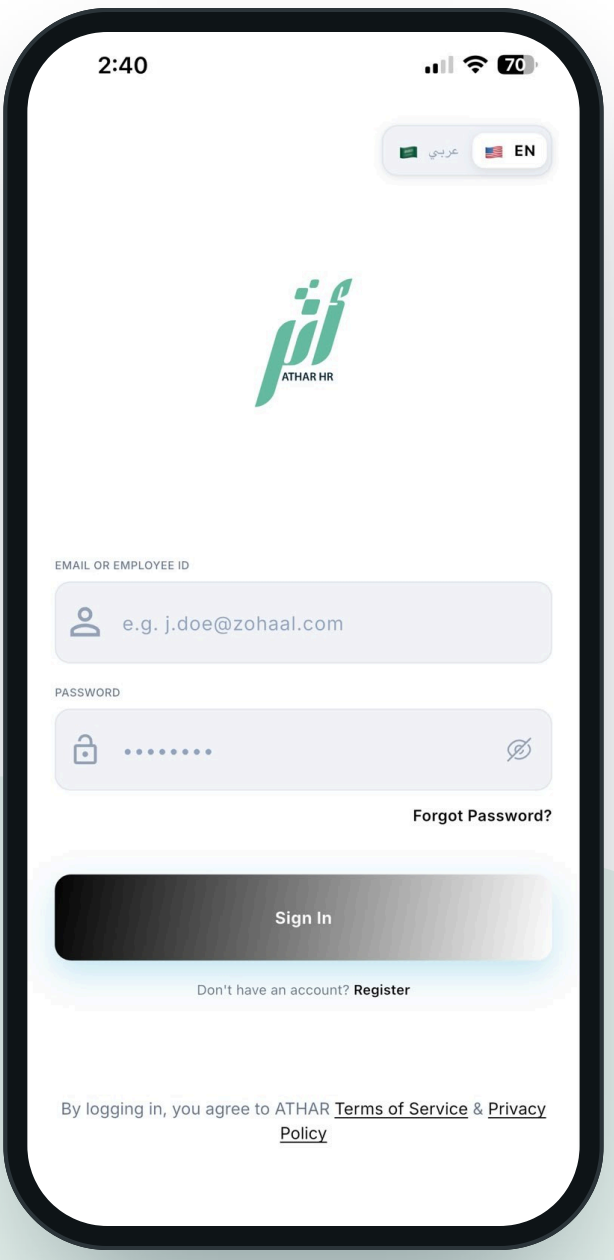
Note: if the invitation doesn't arrive, check your Spam folder or use “Forgot Password?”. If it still doesn't work, contact your HR team to update your email and resend the invitation.

04

Signing in

After activating your account and installing the app, open it and enter your sign-in details:

- Your email or employee ID.
- The password you set from the invitation link.
- Tap “Sign In”.



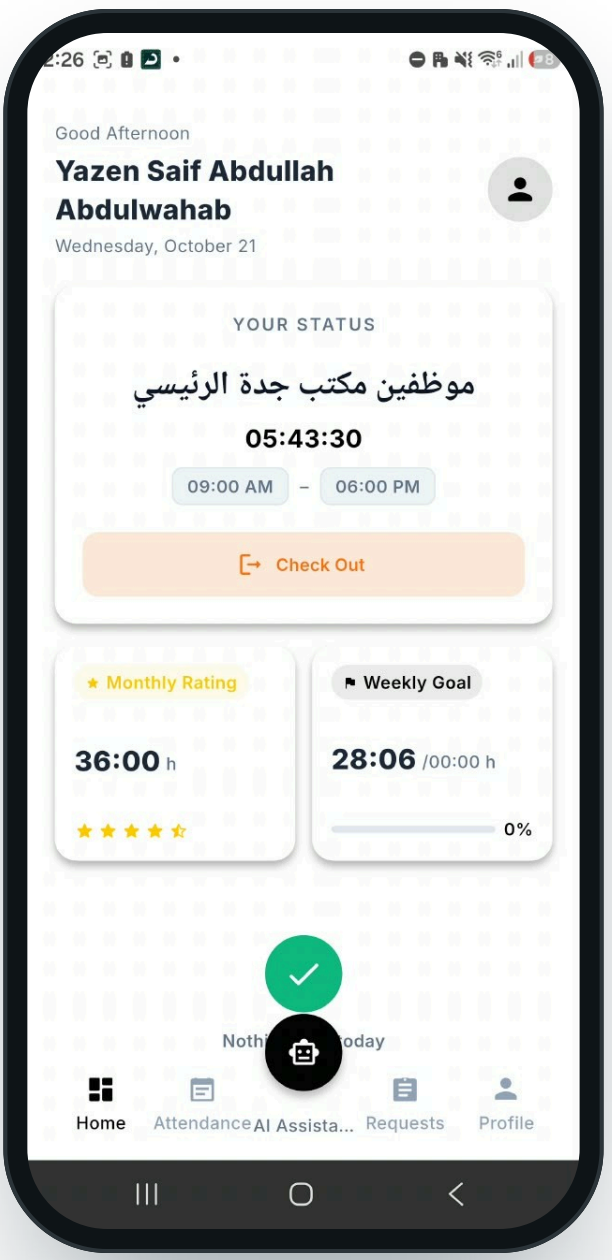
i Change the app language (عربي / EN) at the top of the screen, and recover your password with “Forgot Password?”.

05

Home

The home screen shows:

- Your status today: work location, time worked since check-in, and your shift start and end.
- The Check In / Check Out button (within the location range set by HR).
- Your monthly rating and weekly goal.
- The AI assistant, in the middle of the bottom bar, to answer your questions.

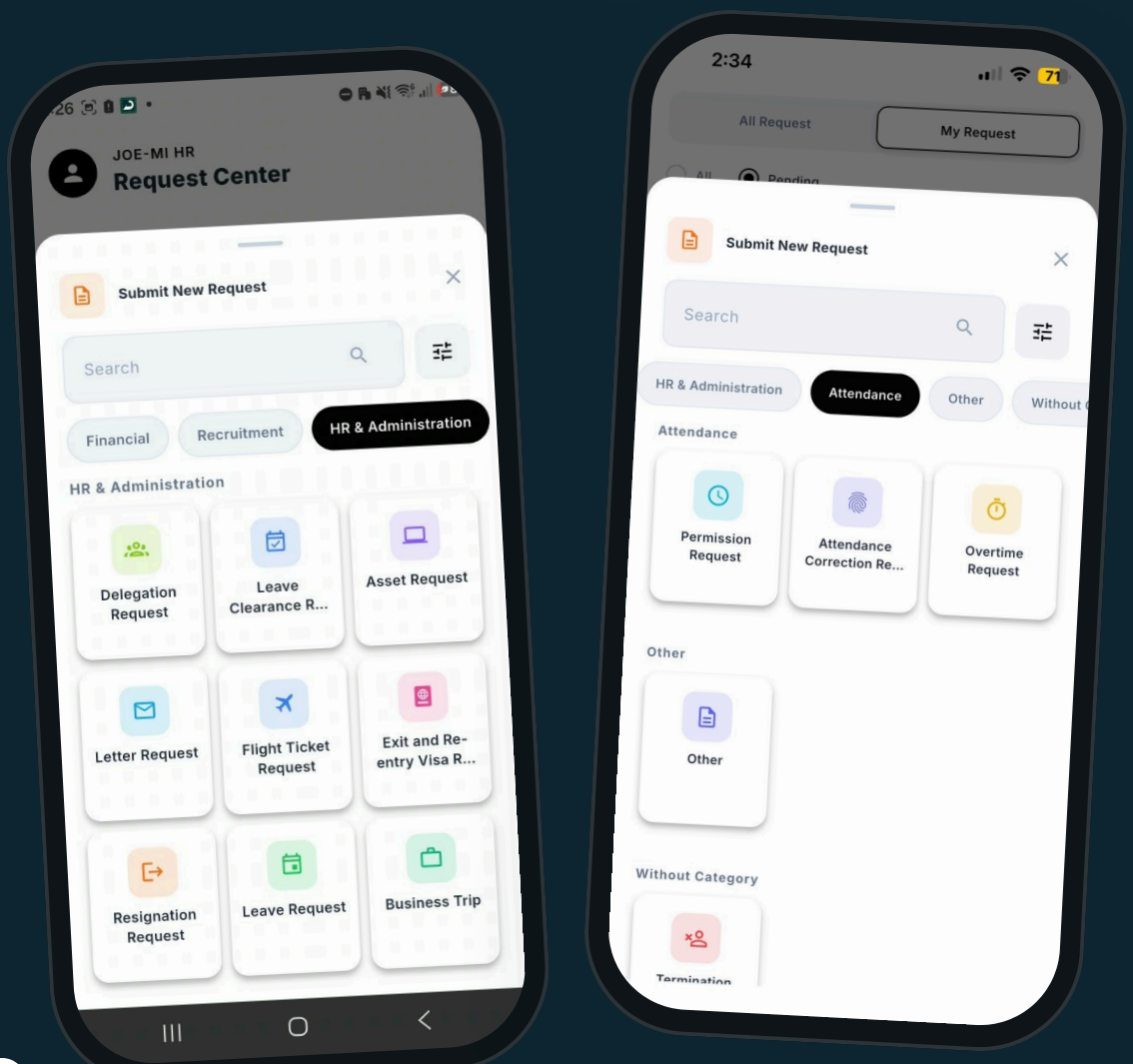


06

Submitting requests (self-service)

Submit requests to your line manager or HR (following your company's approval path) from the Requests page, then “Submit New Request”.

- Request types are grouped by category: HR & Administration, Attendance, Financial and Other.
- Use search or the filter to find a request type quickly.
- Examples: leave, letter, asset, flight ticket, permission, attendance correction and overtime requests.



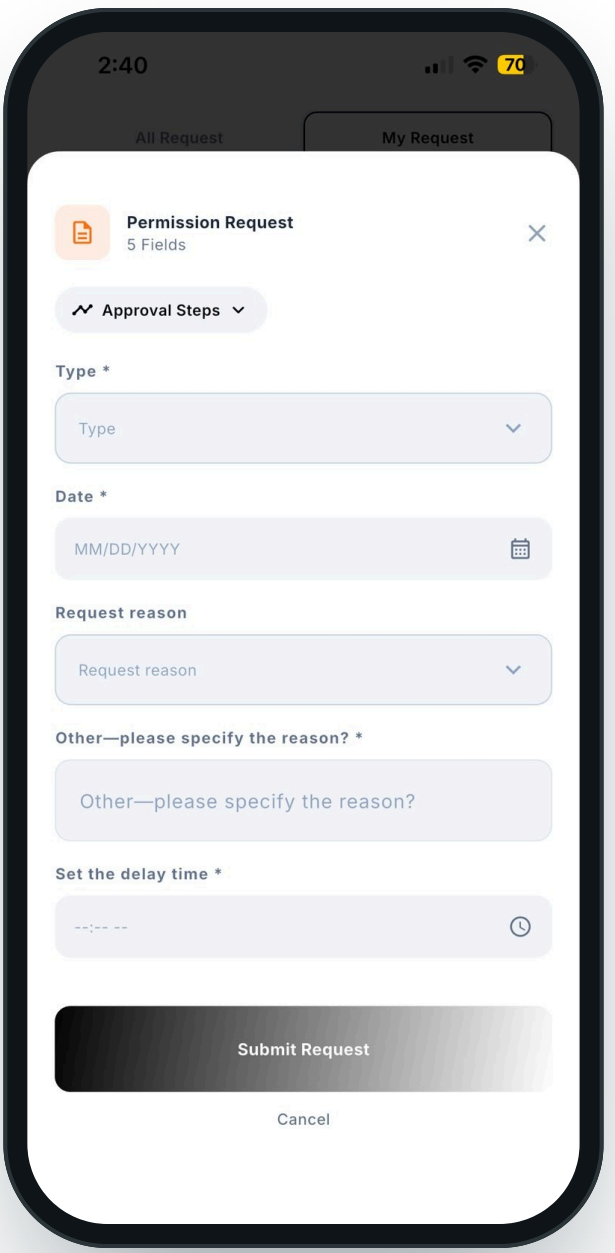
07

Filling a request & approval path

After choosing a request type, a form with its fields appears:

- Fill in the fields — those marked * are required.
- Tap “Approval Steps” to see who will approve your request and in what order.
- Tap “Submit Request” and follow its status in “My Requests”.

> i Every request follows its approval path, and you're notified when it's approved or rejected.

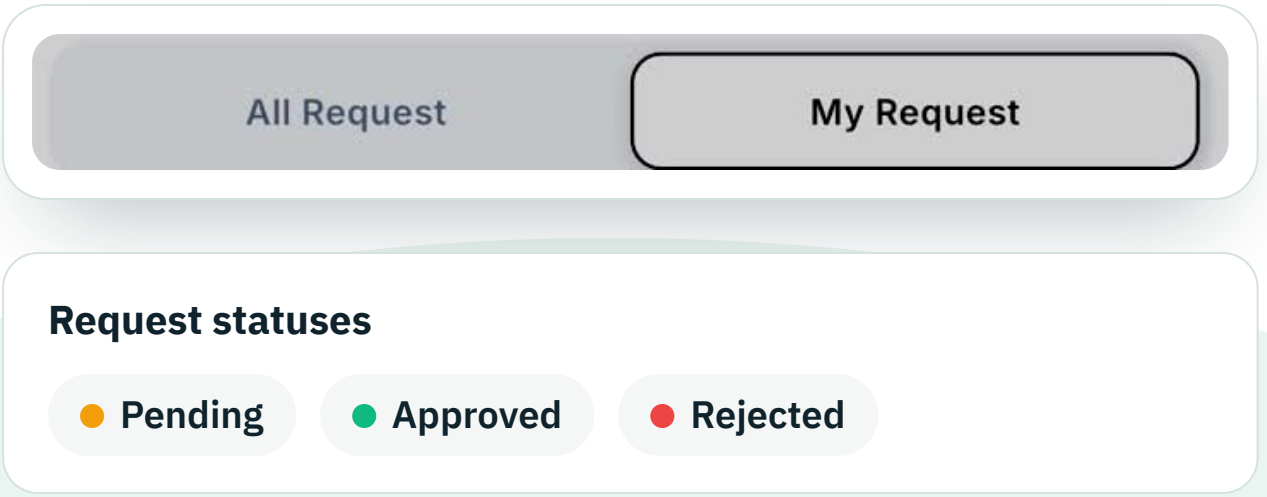


08

Tracking your requests

Follow every request you've submitted from the Requests page:

- “My Requests”: the requests you submitted.
- “All Requests”: requests you're allowed to follow, such as your team's.
- Filter the list by status: All or Pending.
- Tap any request to see its details, approval path and comments.



i You're notified on every update to your request, and can follow each step of the approval path.

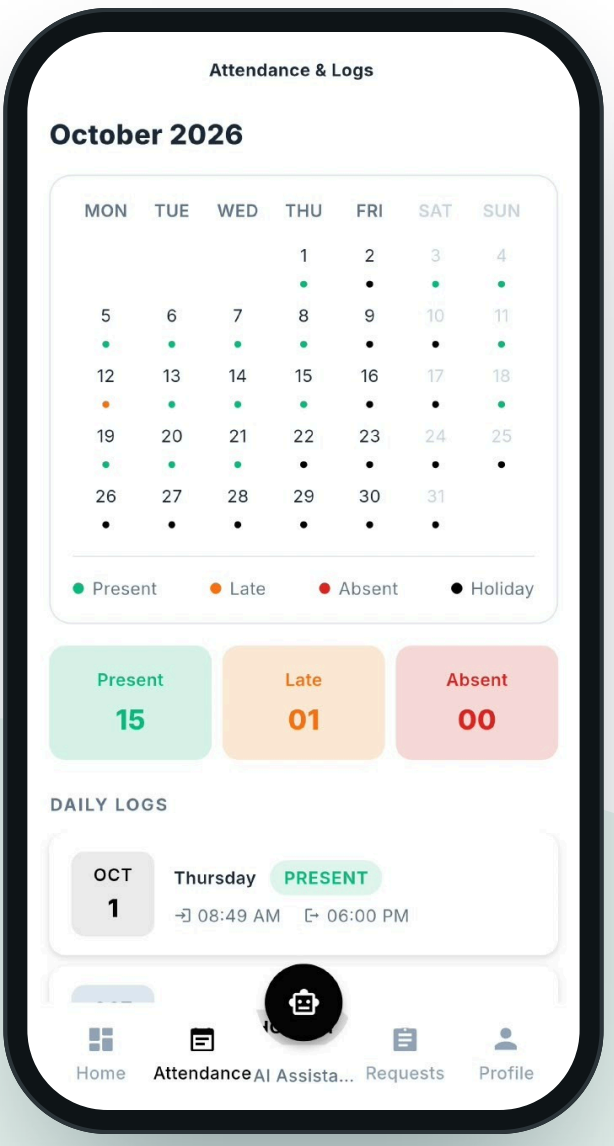
09

Attendance (records)

The Attendance page shows the month's calendar with each day's status:

Present Late Absent Holiday

- Monthly summary: present, late and absent days.
- Daily logs: check-in and check-out time for each day.
- Submit attendance requests (permission, attendance correction) from the Requests page.

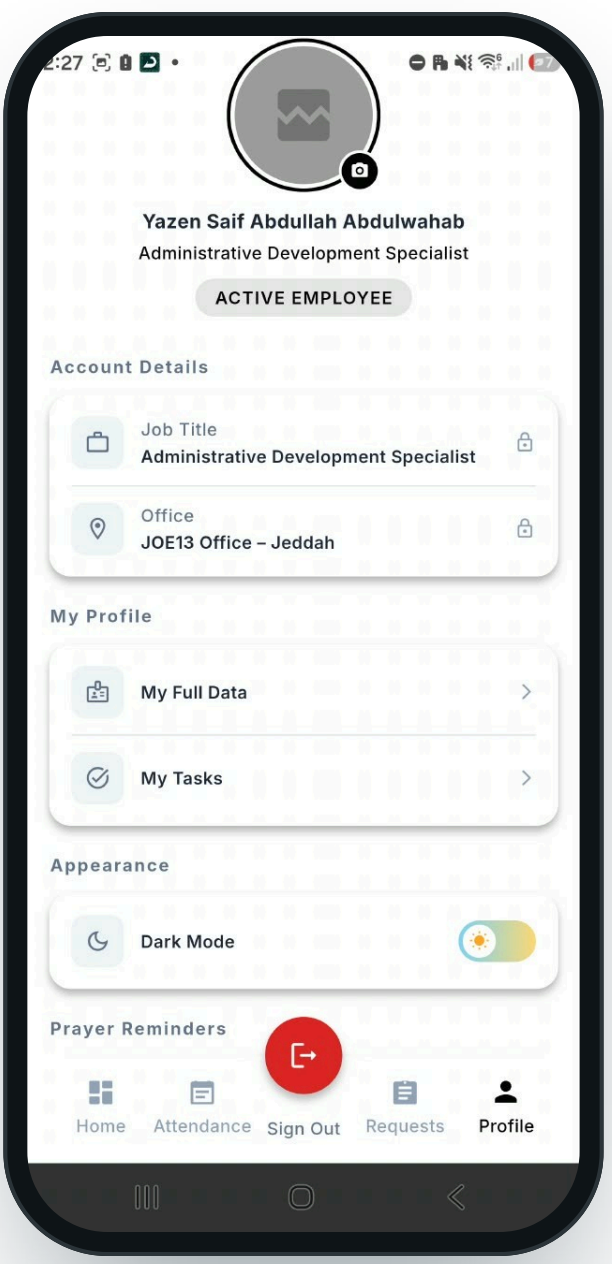


10

Profile

From the Profile page you can:

- See your job title and office (only HR can change them).
- View your complete data under “My Full Data”.
- Follow your tasks under “My Tasks”.
- Turn on dark mode and prayer reminders.
- Sign out of the app.



11

Team management (managers)

(This section appears only for users who have team members)

As a manager, you can review your team members and their profiles:

- Member details: contracts, vacations, documents, assets, attendance and violations.
- Attendance record: total, present, absent and late days, plus the latest daily records.
- Your team's pending requests on the home screen, to approve or reject.



Thank you

Athar — Creating impact, empowering people.

atharhr.com