

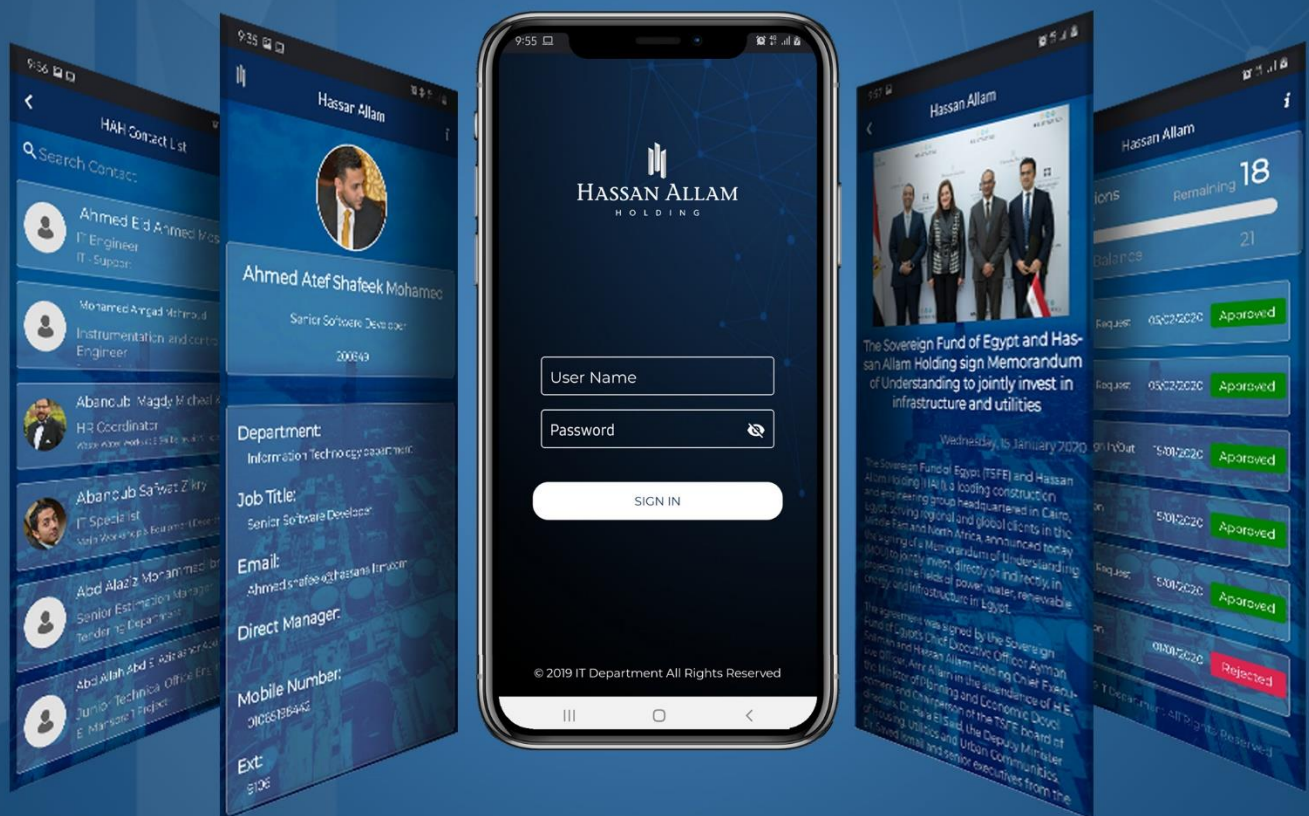


HAH MOBILE APPLICATION USER MANUAL

INFORMATION TECHNOLOGY DEPARTMENT

HAH - Portal Mobile Application

Android - IOS



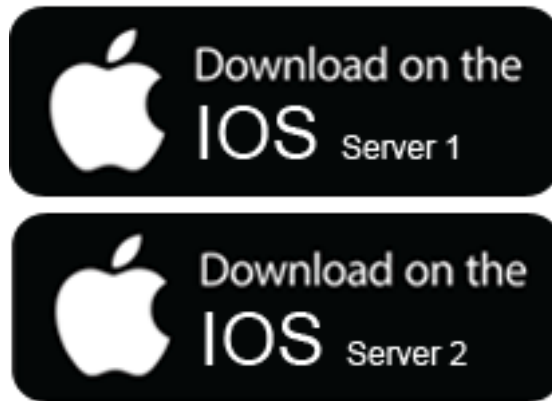
Our vision is to develop a user-friendly intranet for HAH business users that facilitates a consolidated professional platform for all HAH employees' daily business needs in a professional, simple and easy way

Contents

Download App.	3
iPhone Links:	3
Google play Store:.....	3
Login screen.....	4
Home	5
Home Grid	5
Attendance.....	6
Contact List.....	7
Benefit	8
HR Request.....	11
IT Request	18
Admin Request.....	23
News	26
HA News Letter	27
Media Center	28
Slide Menu.....	29
My Request	30
My Profile.....	31
Notifications	32
Values	33

Download App.

iPhone Links:

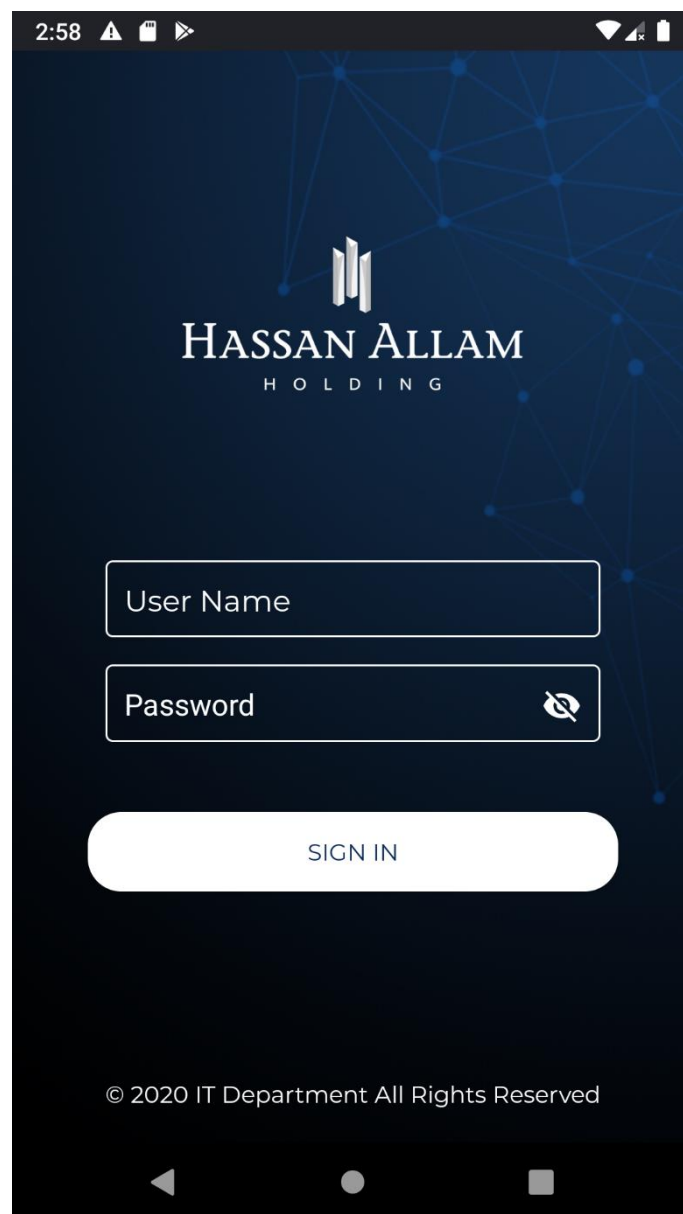


Google play Store:



Login screen

Insert your HA User name and Password



2:58

HASSAN ALLAM
HOLDING

User Name

Password

SIGN IN

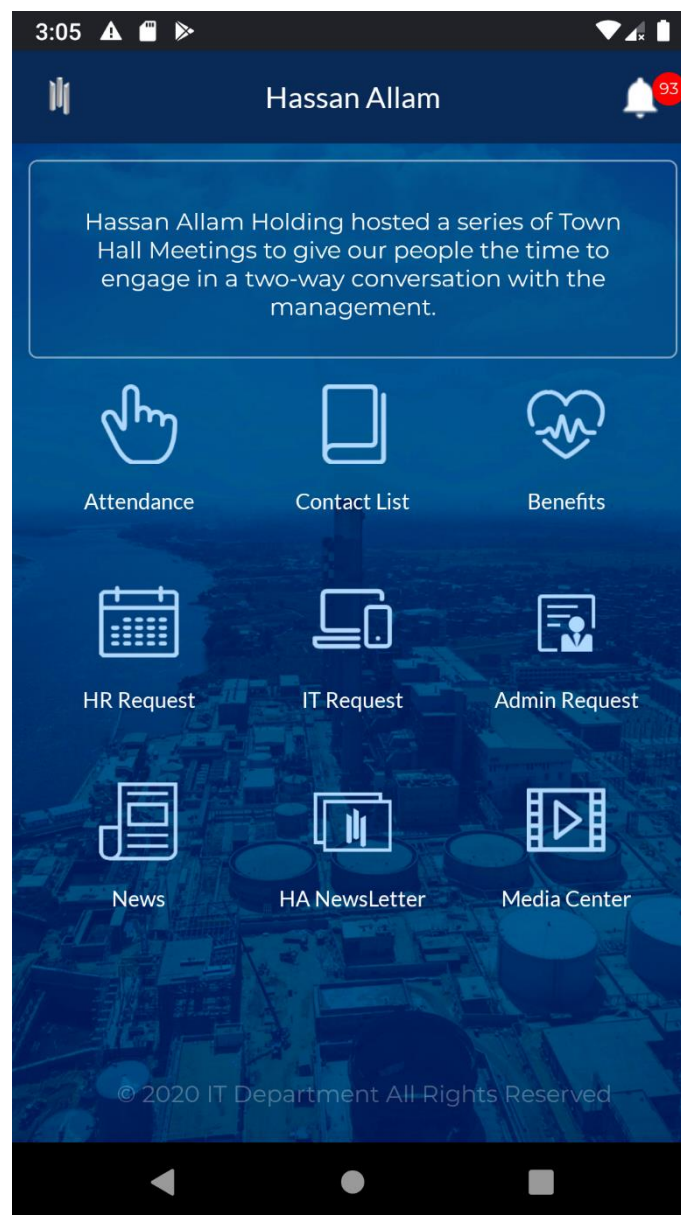
© 2020 IT Department All Rights Reserved

Home

Home Grid

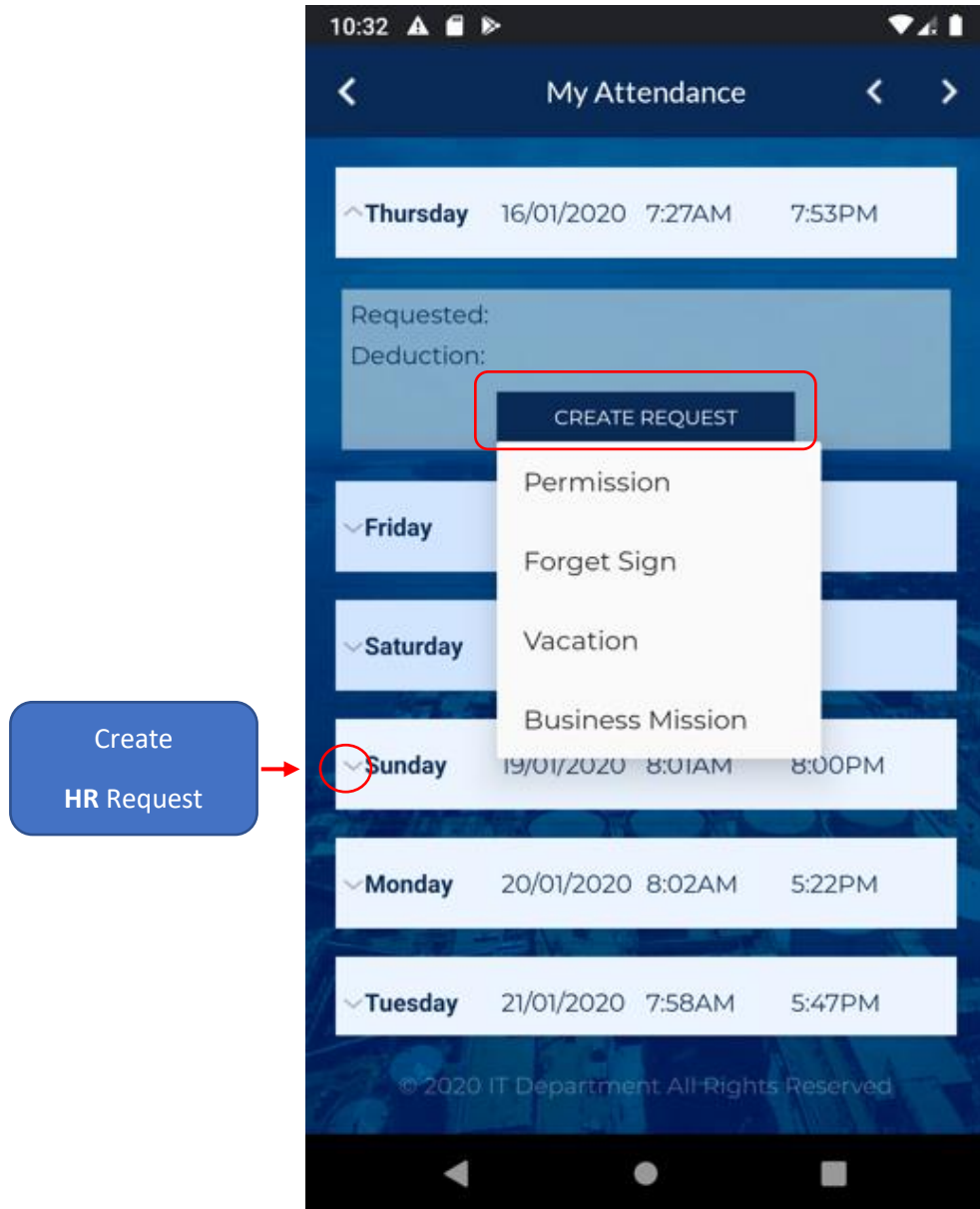
The main screen showed to user app and it contain:

- Attendance
- HR Request
- News
- Contact list
- IT Request
- News Letter
- Benefits
- Admin Request
- Media Center



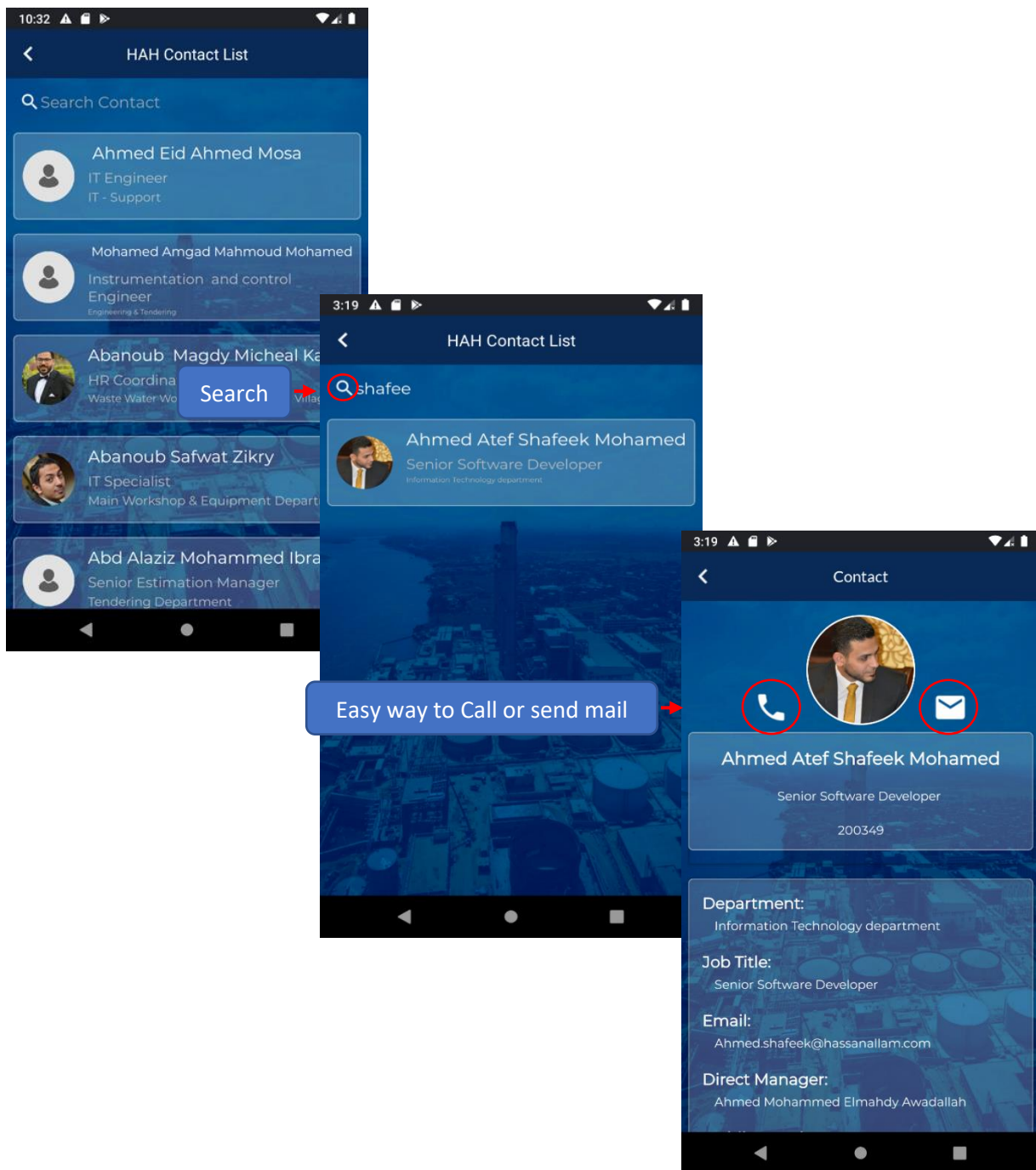
Attendance

Your Attendance per day with availability to create request



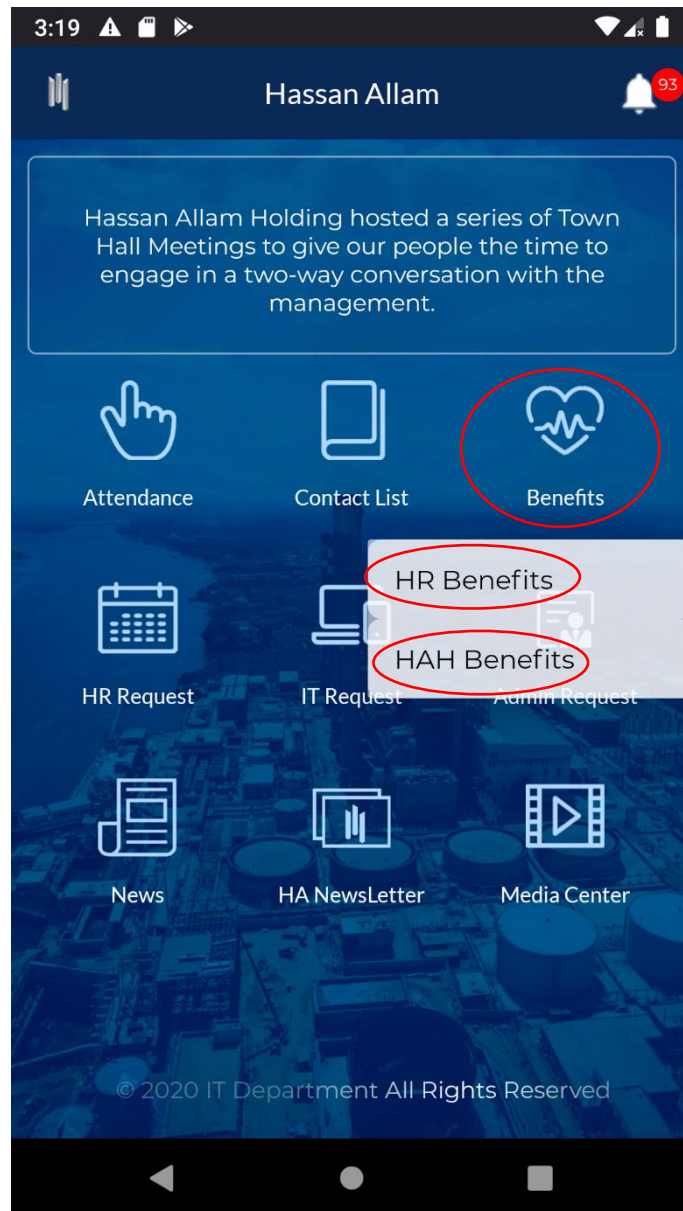
Contact List

HA Employee Contact List with availability to Search by name

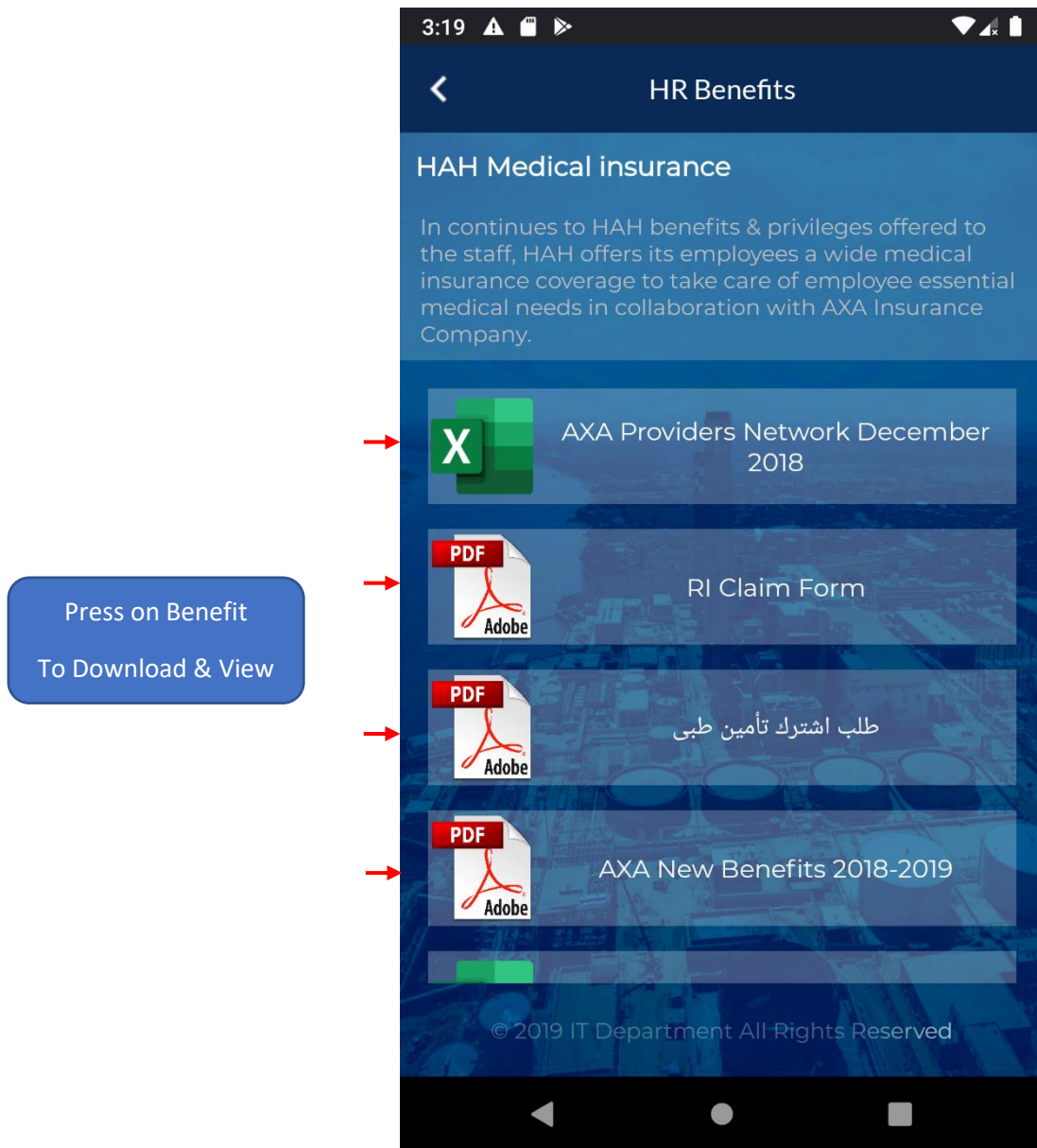


Benefit

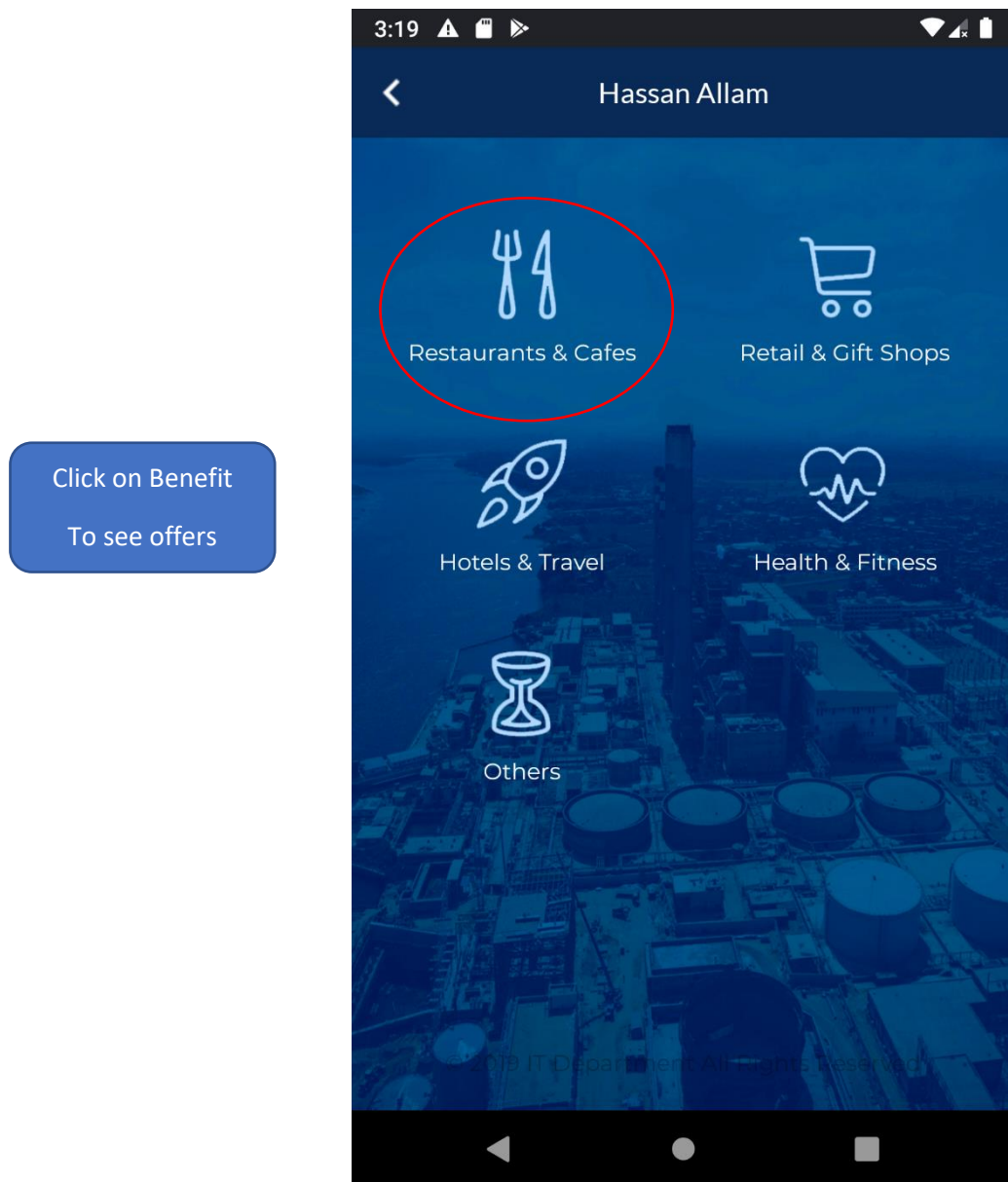
Benefit (HR Benefit – HAH Benefit)



HR Benefit



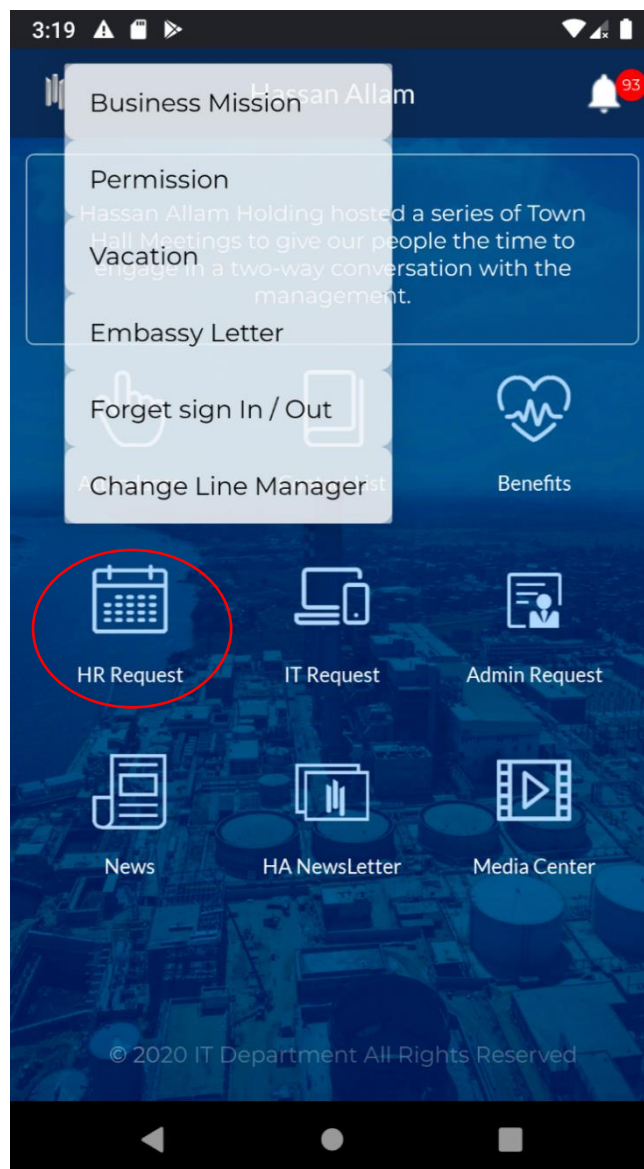
HAH Benefit



HR Request

Provide availability to select and create one of HR Following Request:

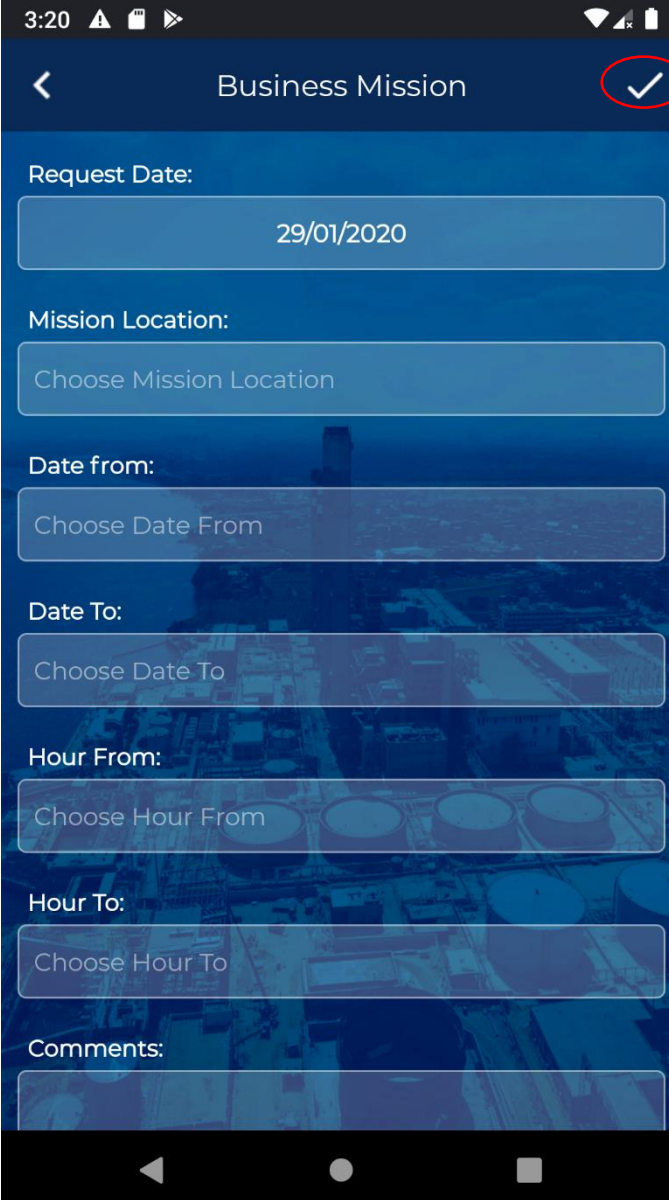
- Business Mission
- Permission
- Vacation
- Embassy Letter
- Forget Sign In / Out
- Change Line Manager



Business Mission

Select mission date, Location and number of mission hours

And submit ✓.



3:20

Business Mission

Request Date:

29/01/2020

Mission Location:

Choose Mission Location

Date from:

Choose Date From

Date To:

Choose Date To

Hour From:

Choose Hour From

Hour To:

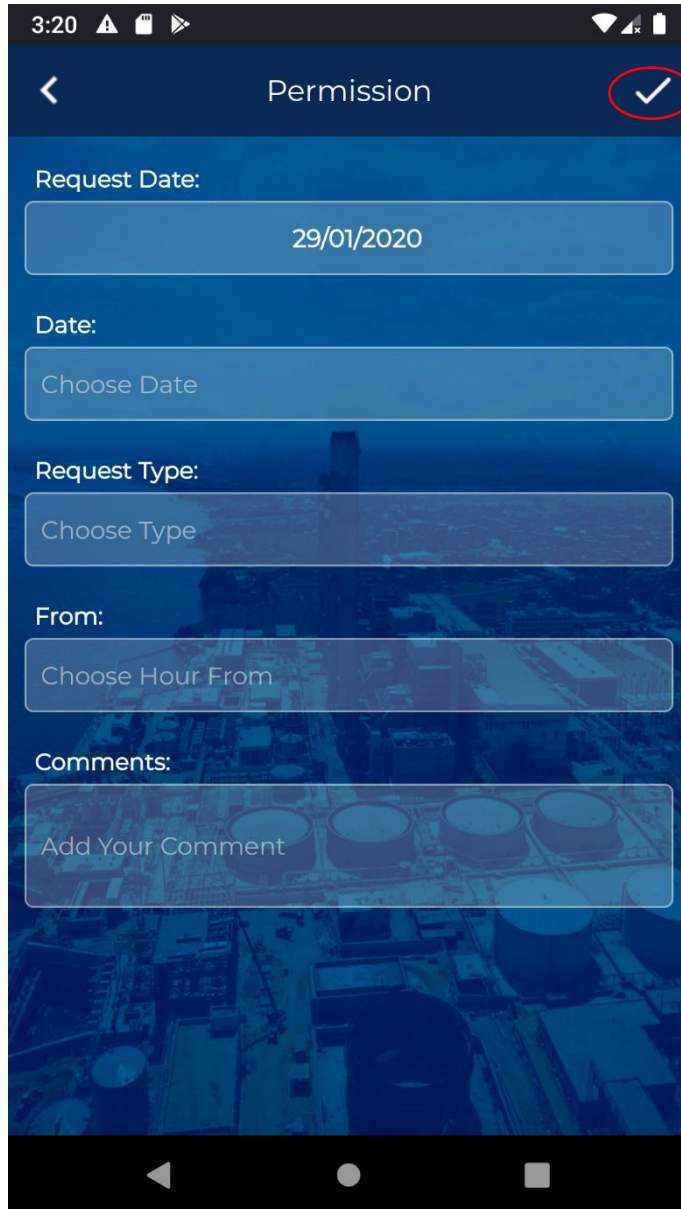
Choose Hour To

Comments:

Submit

Permission

Select Permission date, Type and Time and submit



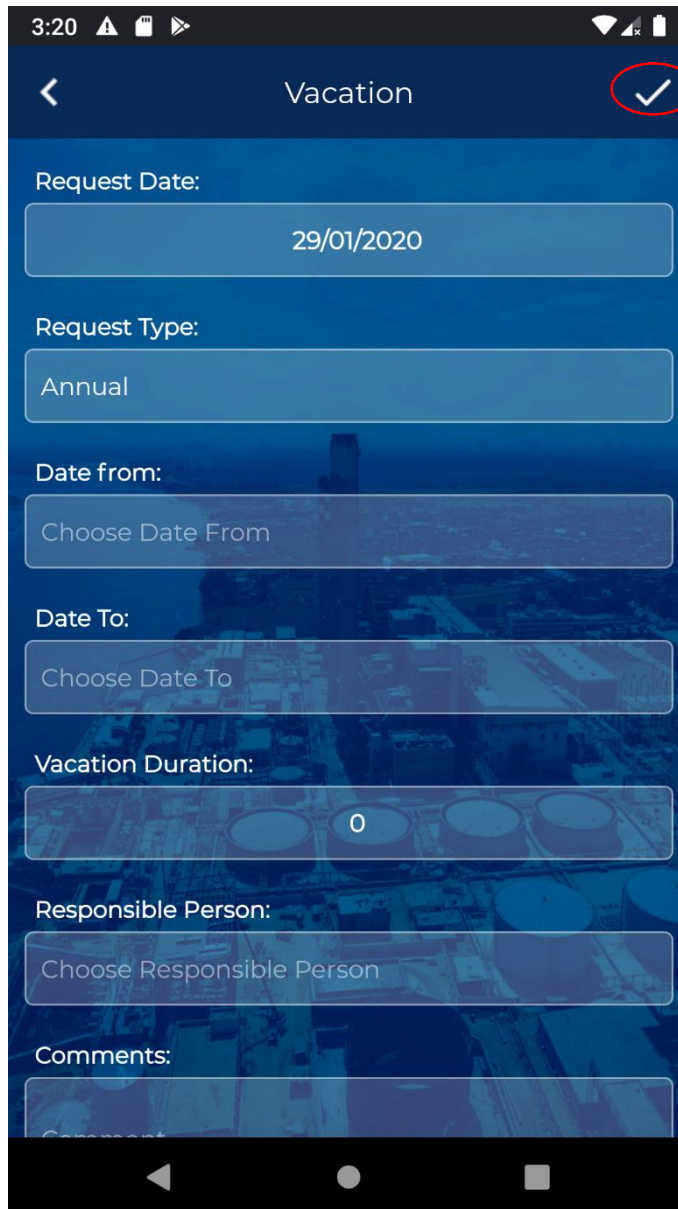
The screenshot shows a mobile application interface for a 'Permission' form. At the top, there is a status bar with the time 3:20 and various icons. Below the status bar is a dark blue header with a back arrow, the title 'Permission', and a checkmark icon circled in red. The form consists of several input fields: 'Request Date' with the value '29/01/2020', 'Date' with a 'Choose Date' placeholder, 'Request Type' with a 'Choose Type' placeholder, 'From' with a 'Choose Hour From' placeholder, and 'Comments' with an 'Add Your Comment' placeholder. The background of the form is a blue-tinted image of an industrial facility with large storage tanks. At the bottom, there is a black navigation bar with standard Android icons.

Submit

Vacation

Select Vacation Request date, Type and choose alternative person

And submit ✓



3:20

< Vacation ✓

Request Date:

29/01/2020

Request Type:

Annual

Date from:

Choose Date From

Date To:

Choose Date To

Vacation Duration:

0

Responsible Person:

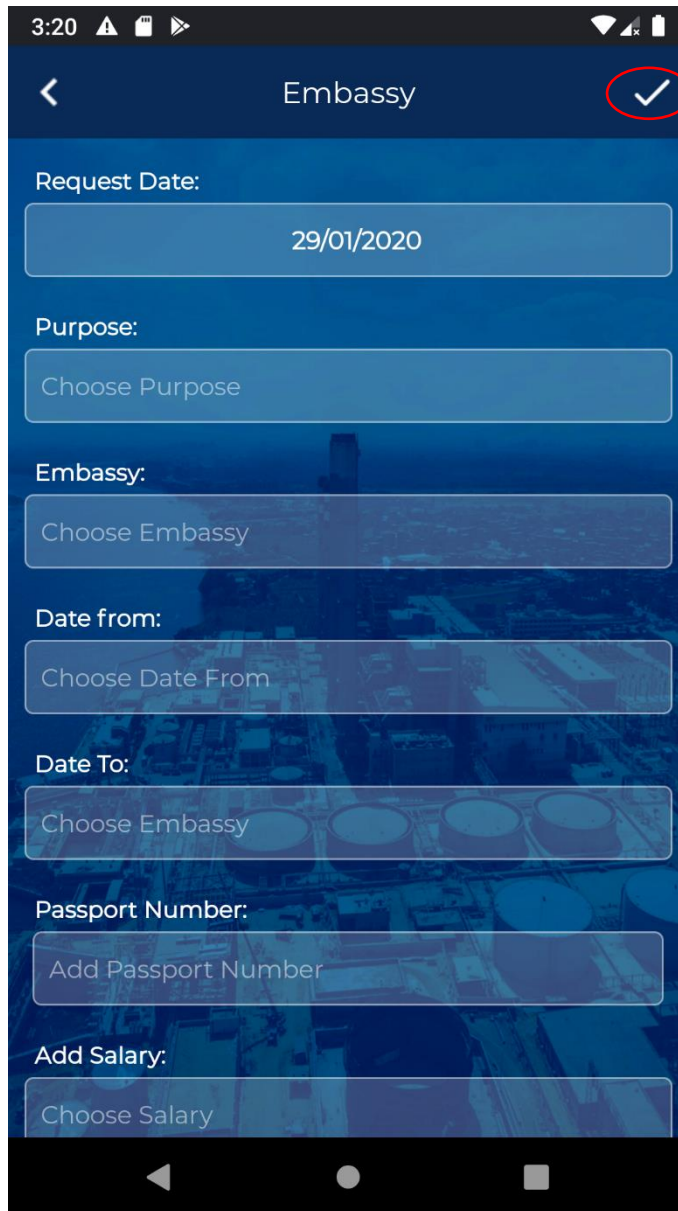
Choose Responsible Person

Comments:

Submit

Embassy

Select Embassy Request date (From – To), right passport number and salary and submit ✓.



3:20

Embassy

Request Date:

29/01/2020

Purpose:

Choose Purpose

Embassy:

Choose Embassy

Date from:

Choose Date From

Date To:

Choose Embassy

Passport Number:

Add Passport Number

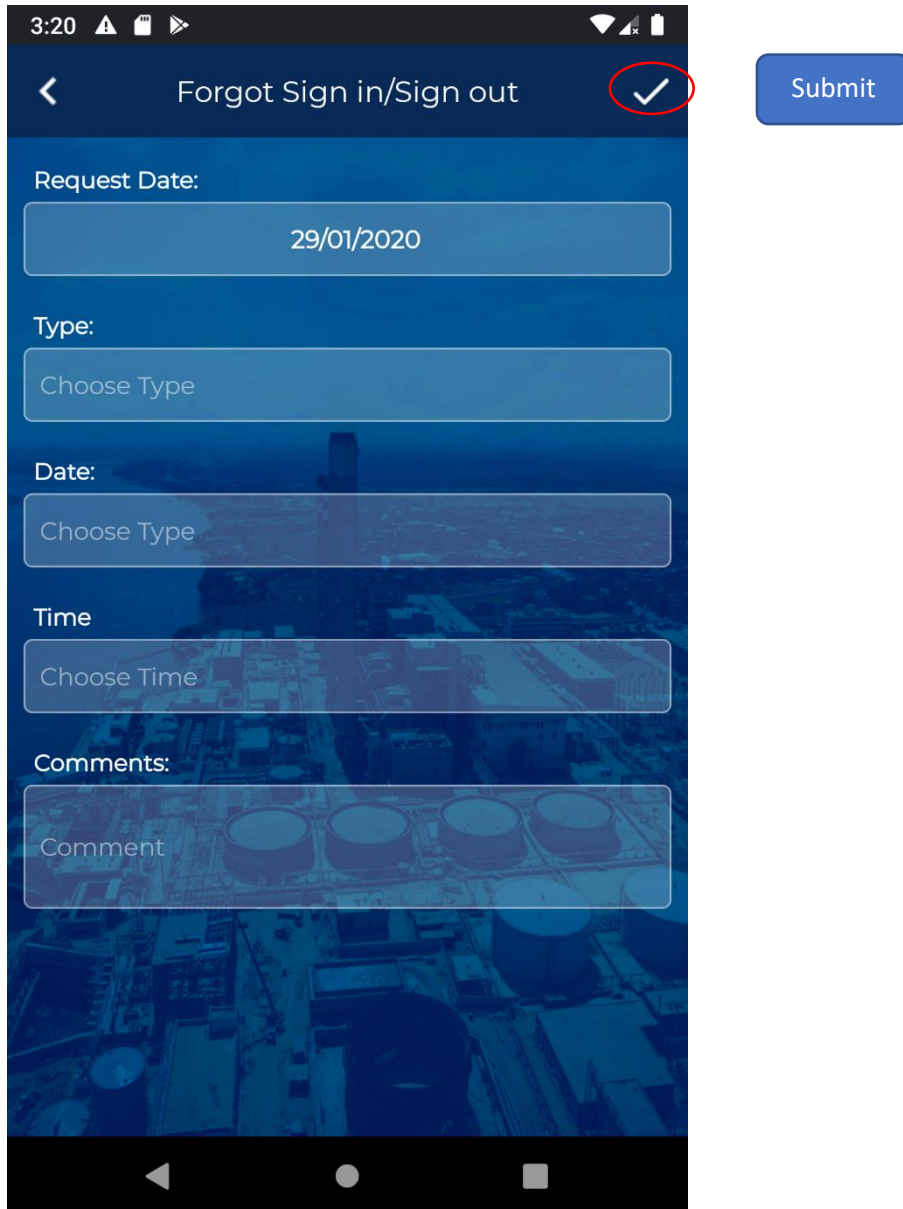
Add Salary:

Choose Salary

Submit

Forget Sign in / out

Select Request date, type, and time and submit ✓.



3:20

< Forget Sign in/Sign out ✓

Submit

Request Date:

29/01/2020

Type:

Choose Type

Date:

Choose Type

Time

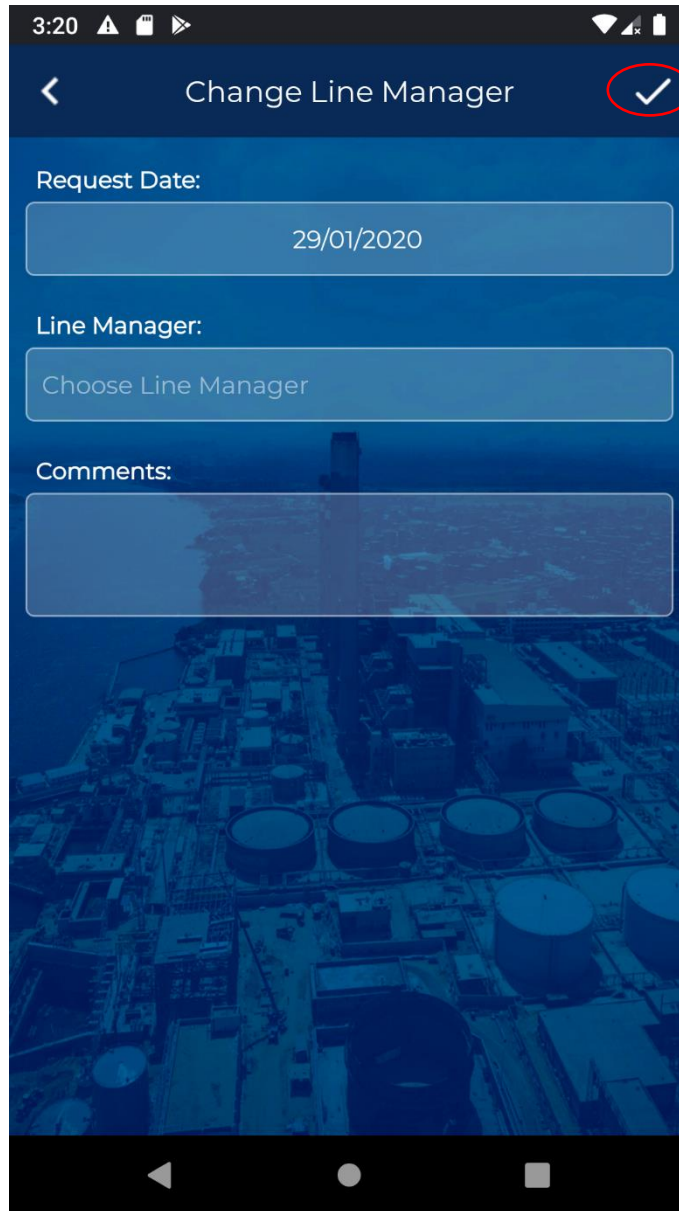
Choose Time

Comments:

Comment

Change Line Manager

Choose new line Manager and submit ✓.

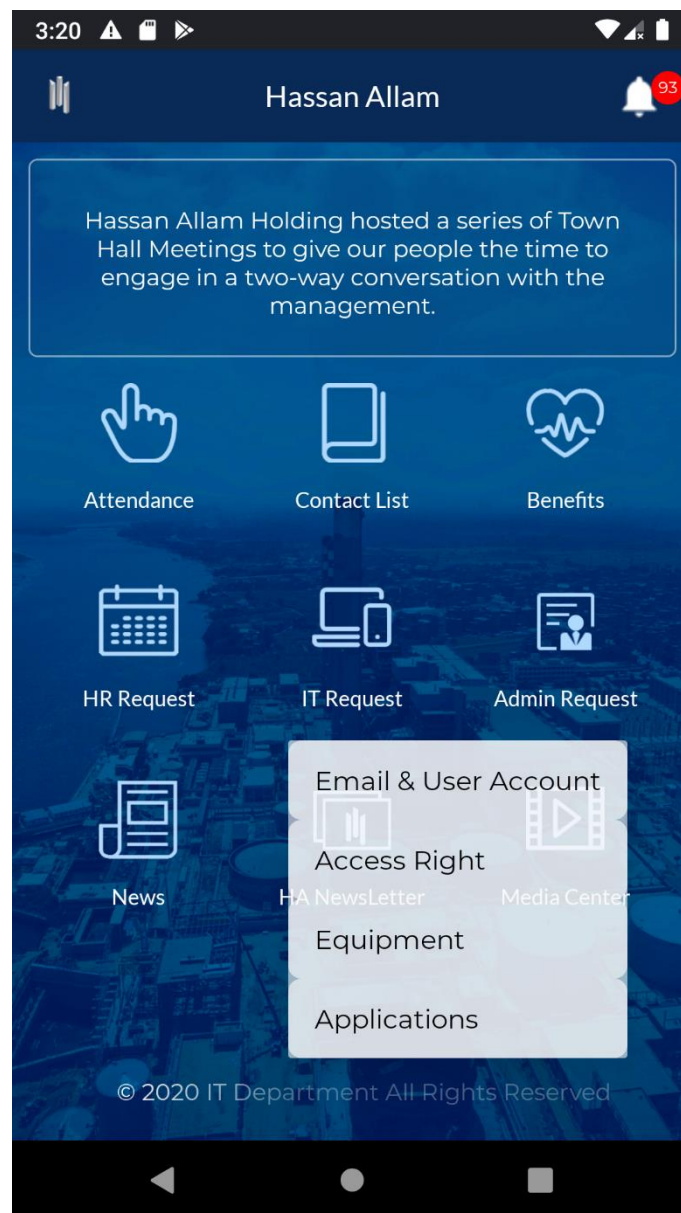


Submit

IT Request

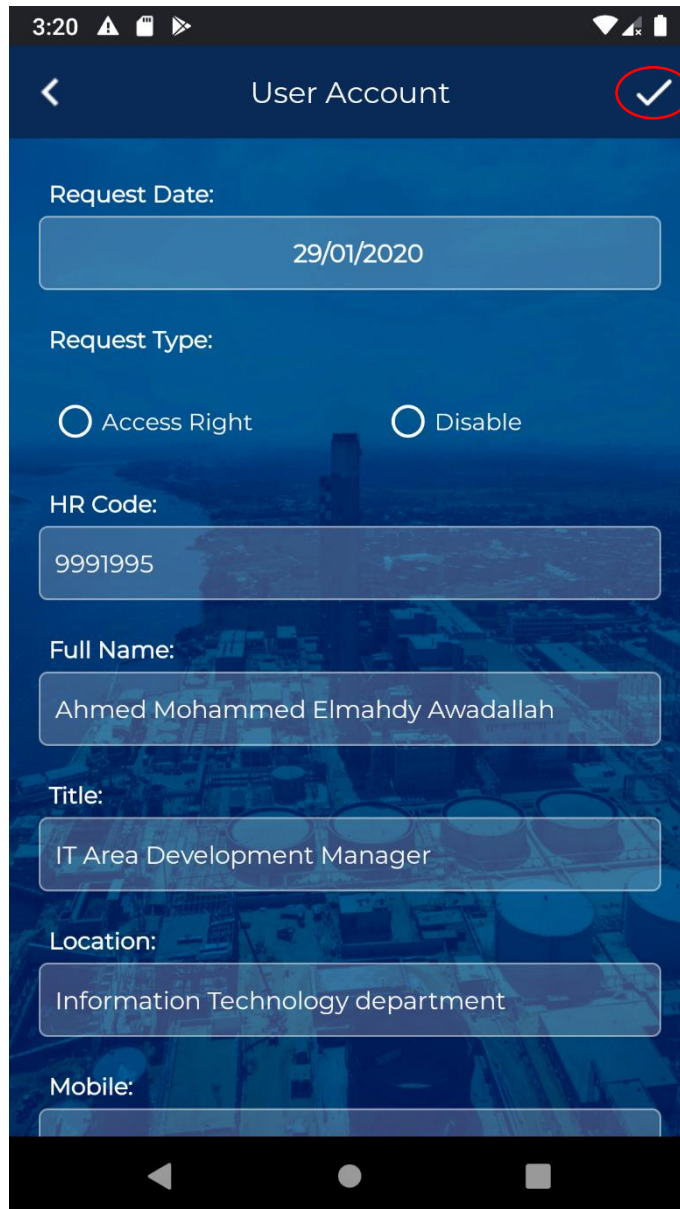
Provide availability to select and create one of IT Following Request:

- Email & User Account
- Access Right
- Equipment
- Applications



Email & user Account

Select your **Request type** Account Access Right or Disable Account



3:20

User Account

Request Date:

29/01/2020

Request Type:

☒ Access Right ☐ Disable

HR Code:

9991995

Full Name:

Ahmed Mohammed Elmahdy Awadallah

Title:

IT Area Development Manager

Location:

Information Technology department

Mobile:

Submit

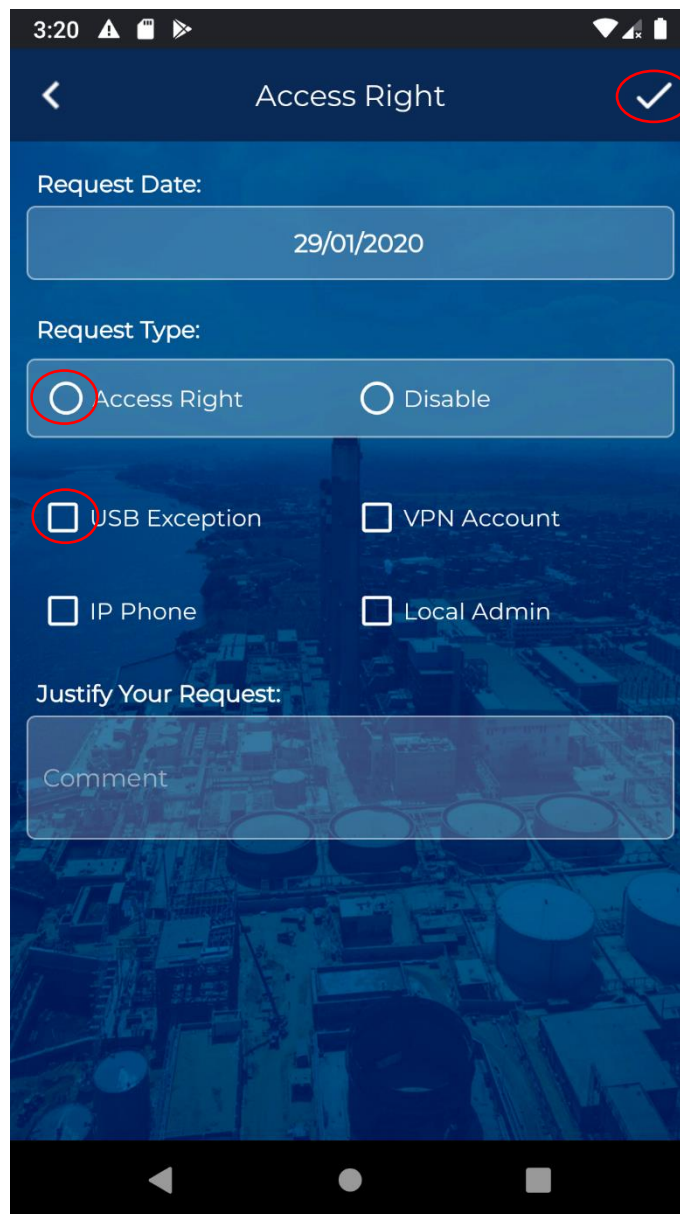
Access Right

Select your **Request type** Account Access Right or Disable

Select your request from list:

USB Exception – VPN Account – IP Phone – Local Admin

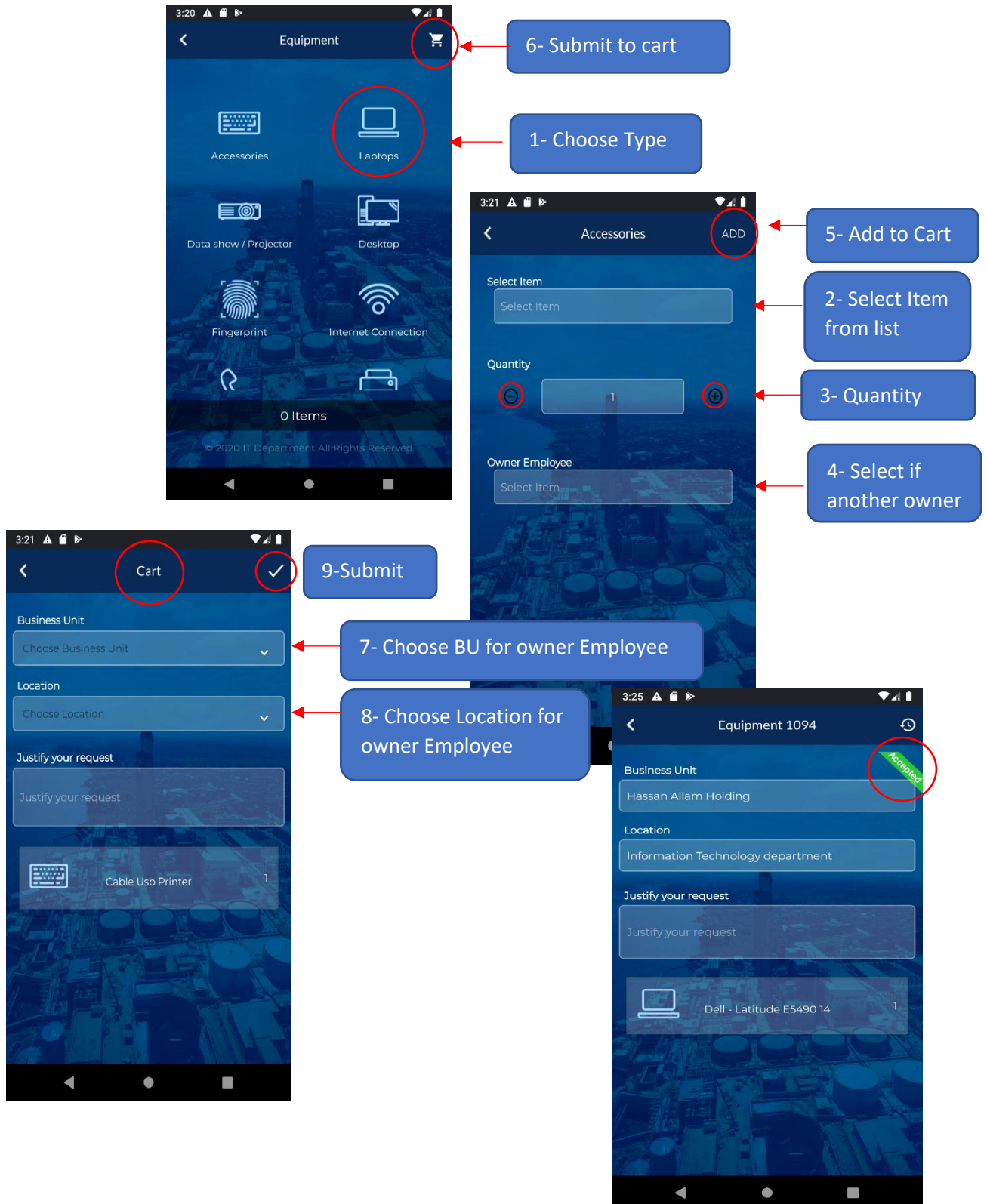
and submit ✓



Submit

Equipment

Select your Equipment needs from following Items or for another user



6- Submit to cart

1- Choose Type

5- Add to Cart

2- Select Item from list

3- Quantity

4- Select if another owner

9-Submit

7- Choose BU for owner Employee

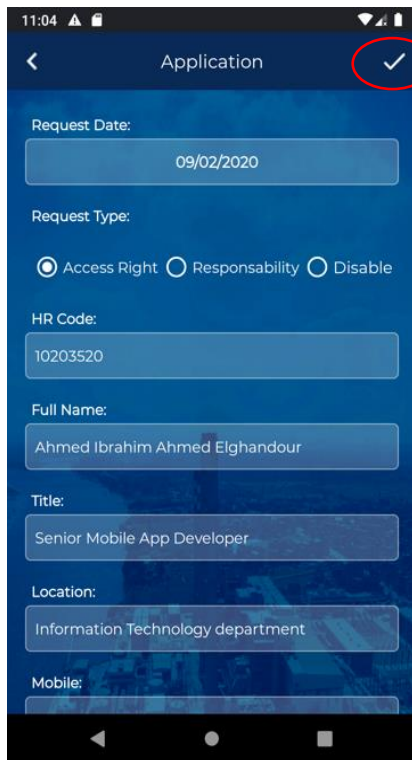
8- Choose Location for owner Employee

Accepted

Application

Select your Request Type from:

Access Right – Responsibility – Disable



11:04

< Application ✓

Request Date:
09/02/2020

Request Type:
☒ Access Right ☐ Responsibility ☐ Disable

HR Code:
10203520

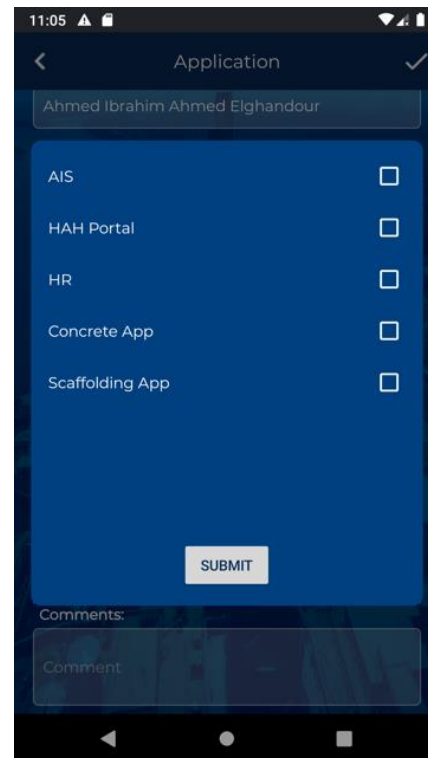
Full Name:
Ahmed Ibrahim Ahmed Elghandour

Title:
Senior Mobile App Developer

Location:
Information Technology department

Mobile:

Submit



11:05

< Application ✓

Ahmed Ibrahim Ahmed Elghandour

AIS ☐

HAH Portal ☐

HR ☐

Concrete App ☐

Scaffolding App ☐

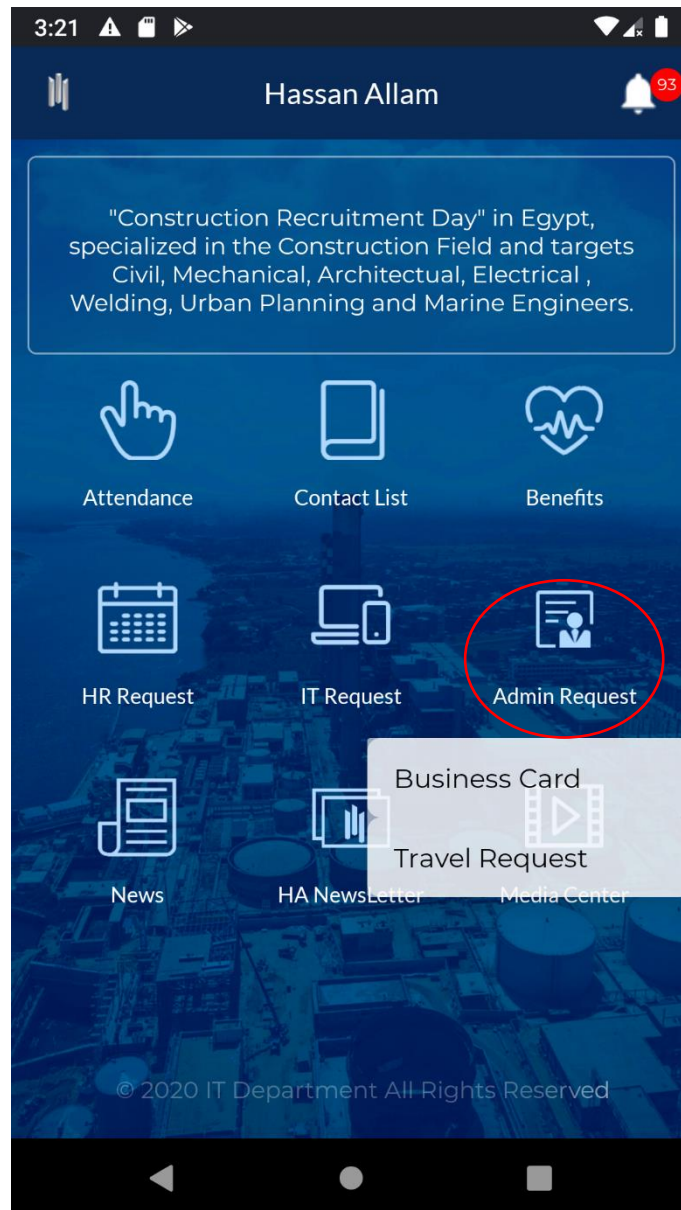
SUBMIT

Comments:
Comment

Admin Request

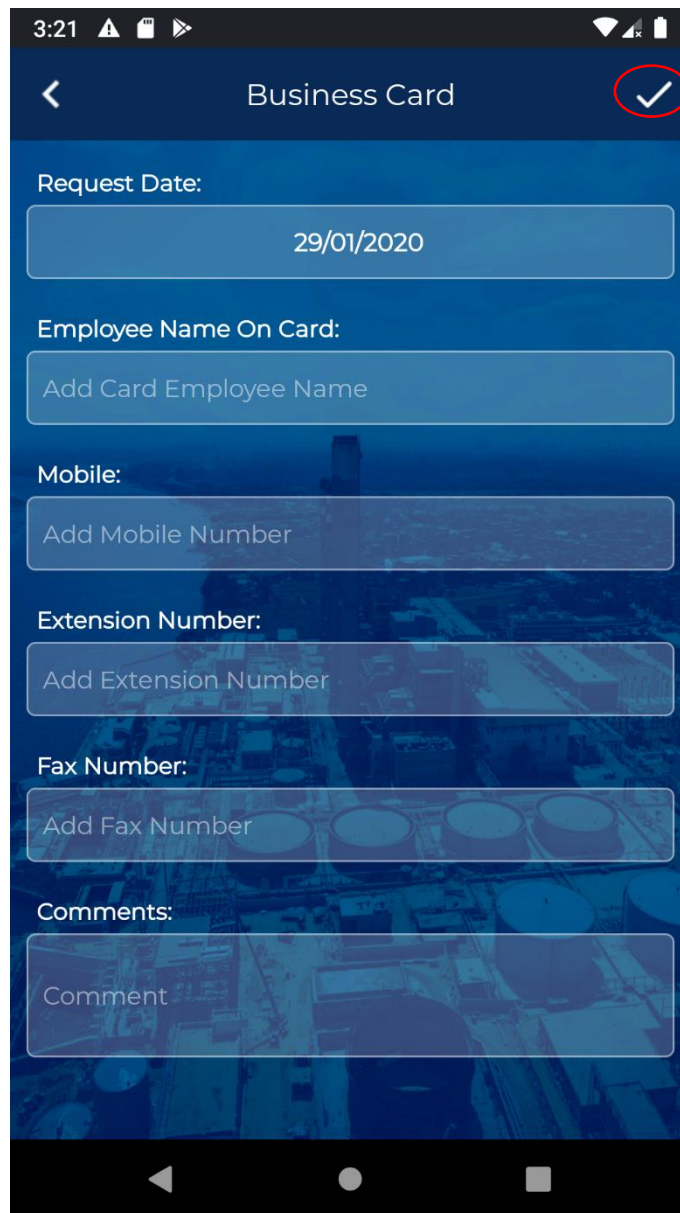
Provide availability to select and create one of **Admin** Requests:

- Business Card
- Travel Request



Business Card

Add data as you want to print on your card and submit ✓.



3:21

Business Card

Request Date:

29/01/2020

Employee Name On Card:

Add Card Employee Name

Mobile:

Add Mobile Number

Extension Number:

Add Extension Number

Fax Number:

Add Fax Number

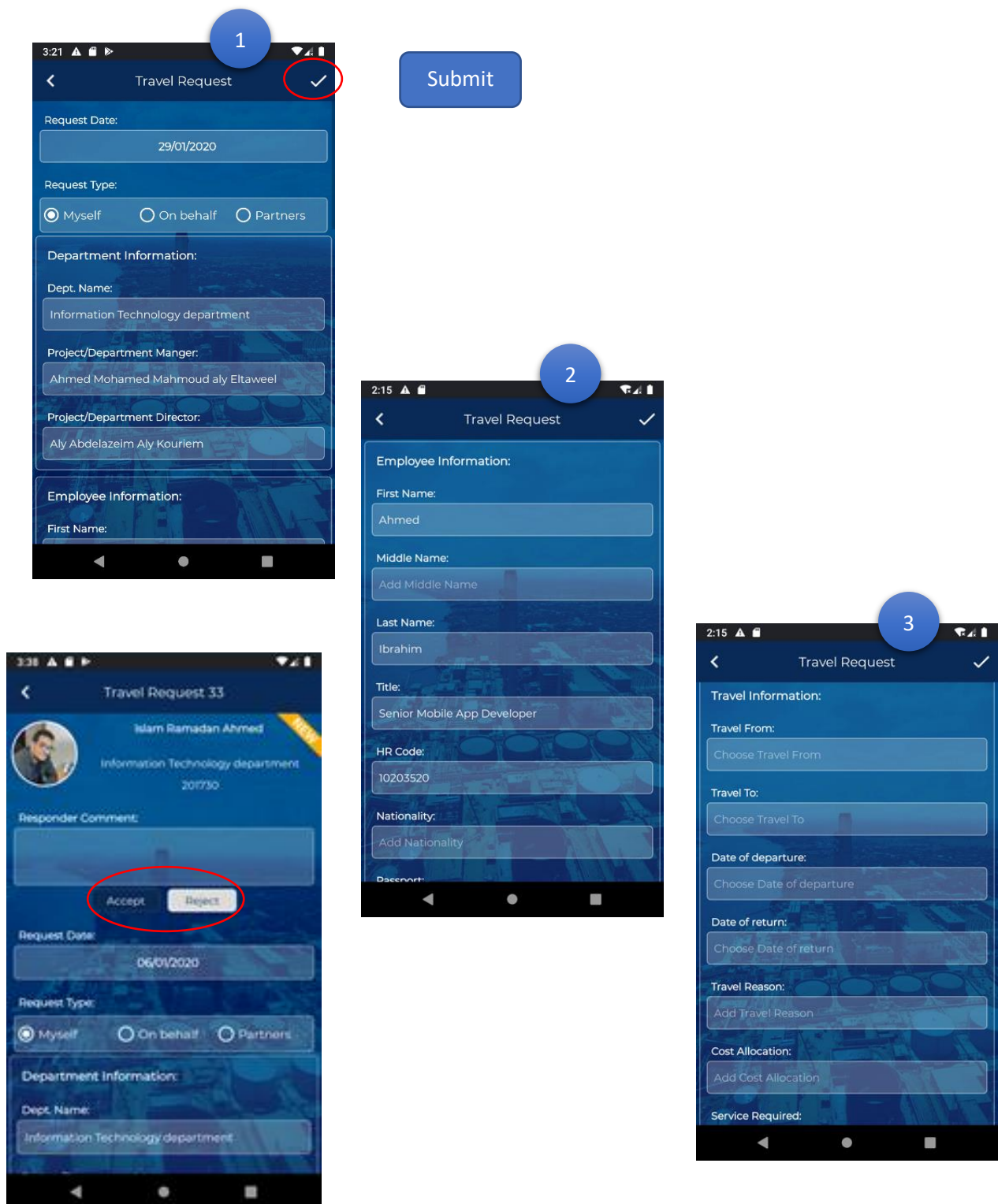
Comments:

Comment

Submit

Travel Request

Provide availability to create request for yourself or for another person or for partners by select the request type and Fill required data and submit ✓.



1

Travel Request

Request Date: 29/01/2020

Request Type: ☒ Myself ☐ On behalf ☐ Partners

Department Information:

Dept. Name: Information Technology department

Project/Department Manger: Ahmed Mohamed Mahmoud aly Eltaweel

Project/Department Director: Aly Abdelazeim Aly Kourlem

Employee Information:

First Name:

2

Travel Request

Employee Information:

First Name: Ahmed

Middle Name: Add Middle Name

Last Name: Ibrahim

Title: Senior Mobile App Developer

HR Code: 10203520

Nationality: Add Nationality

3

Travel Request

Travel Information:

Travel From: Choose Travel From

Travel To: Choose Travel To

Date of departure: Choose Date of departure

Date of return: Choose Date of return

Travel Reason: Add Travel Reason

Cost Allocation: Add Cost Allocation

Service Required:

Accept Reject

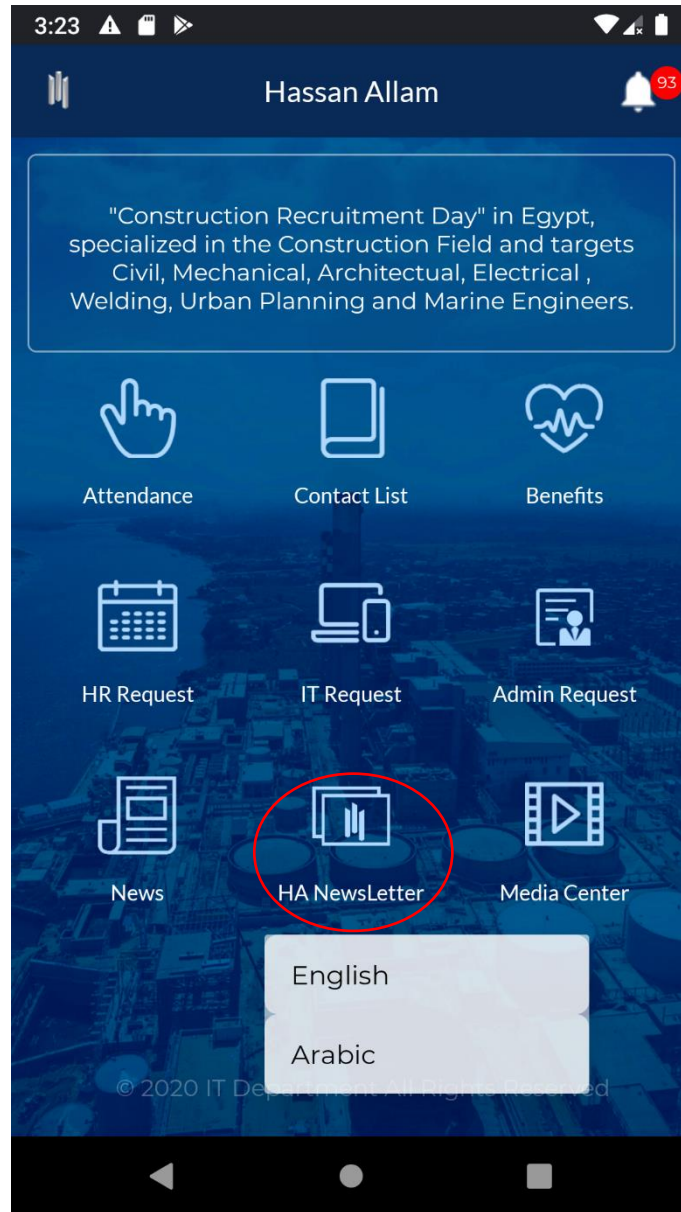
News

Click and scroll to view and read HAH News



HA News Letter

Select from Arabic or English to view and read HAH News Letter



Media Center

Select from Arabic or English to view and read HAH News Letter

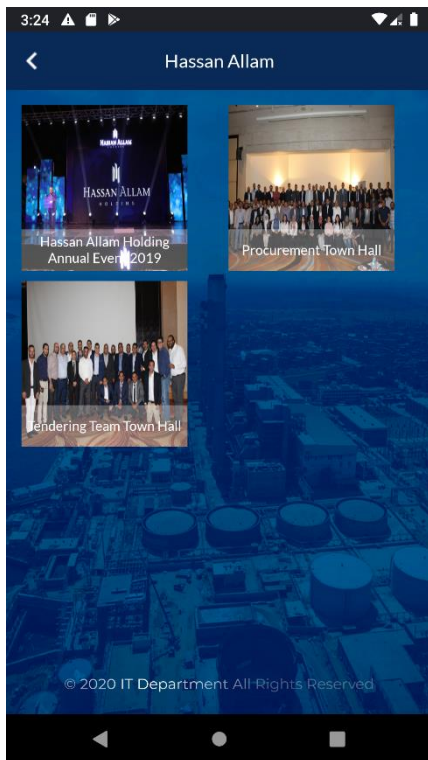
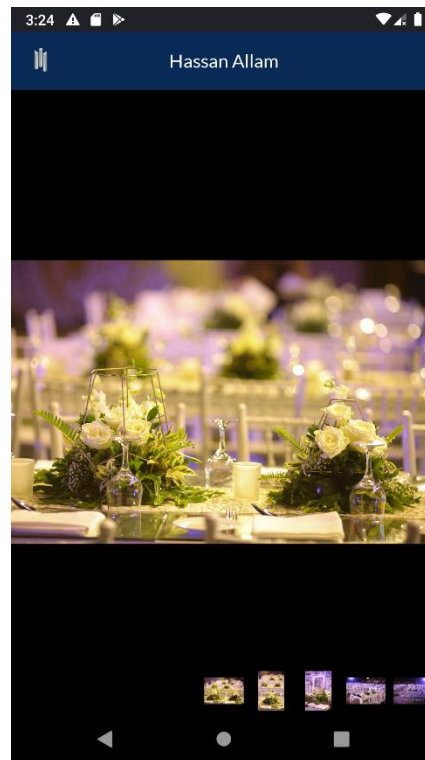
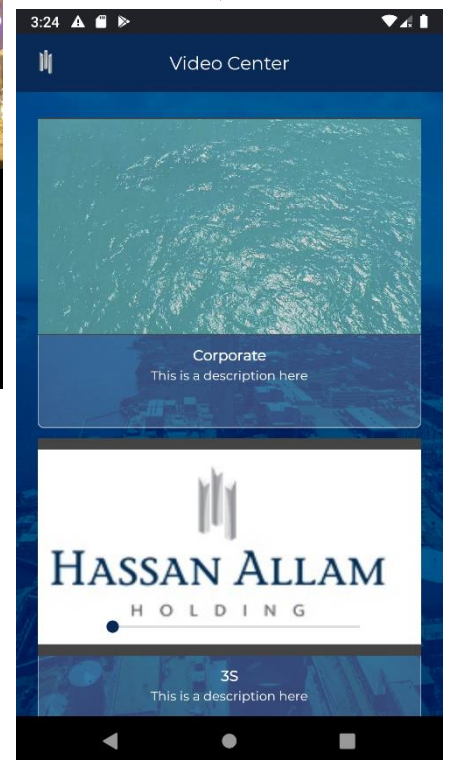


Photo Albums



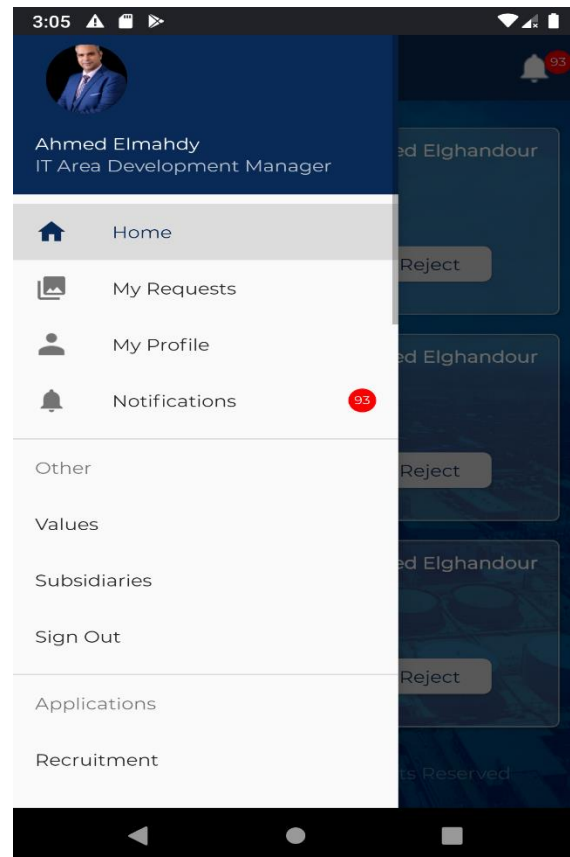
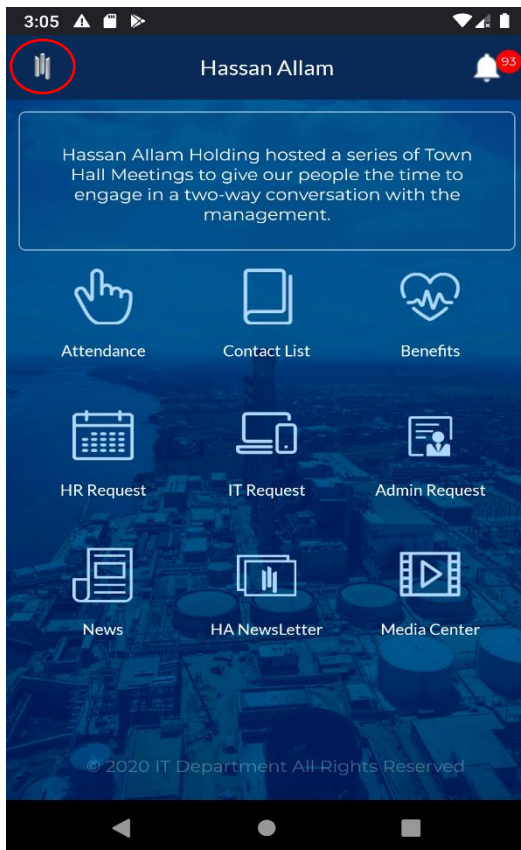
Video Center



Slide Menu

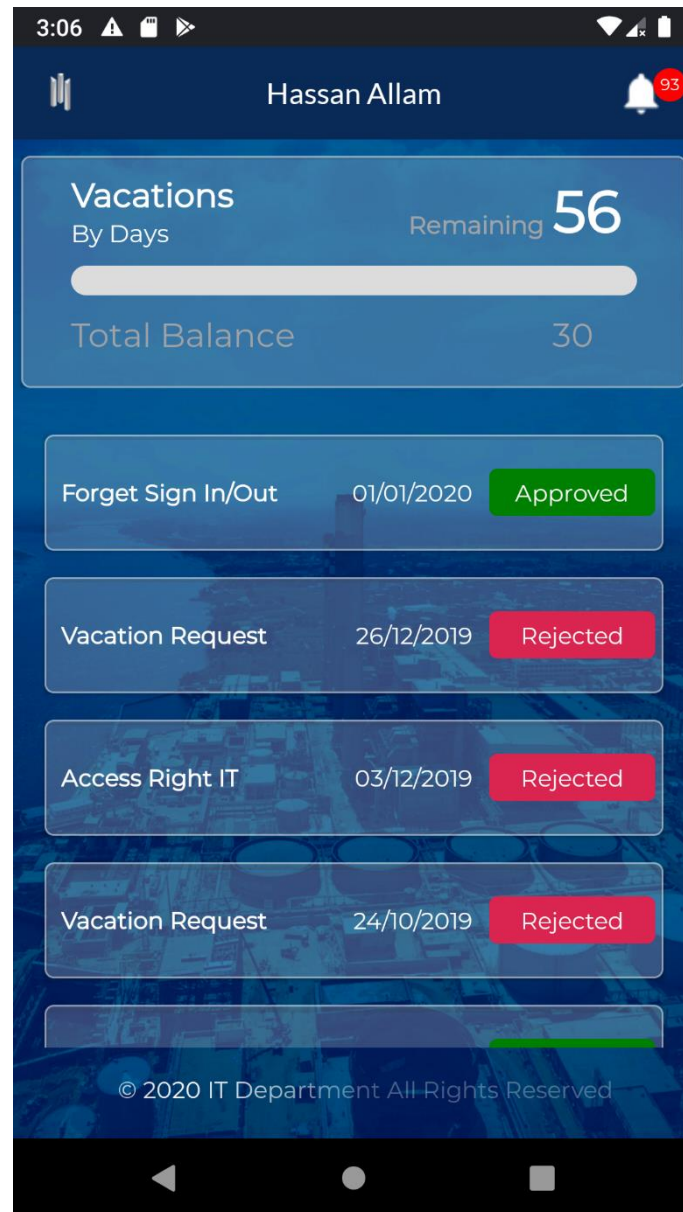
As a Mobile App. side menu and it's contain:

- Home
- My Request
- My Profile
- Notifications
- Values
- Subsidiaries
- Sign Out
- Application "Let's Work"



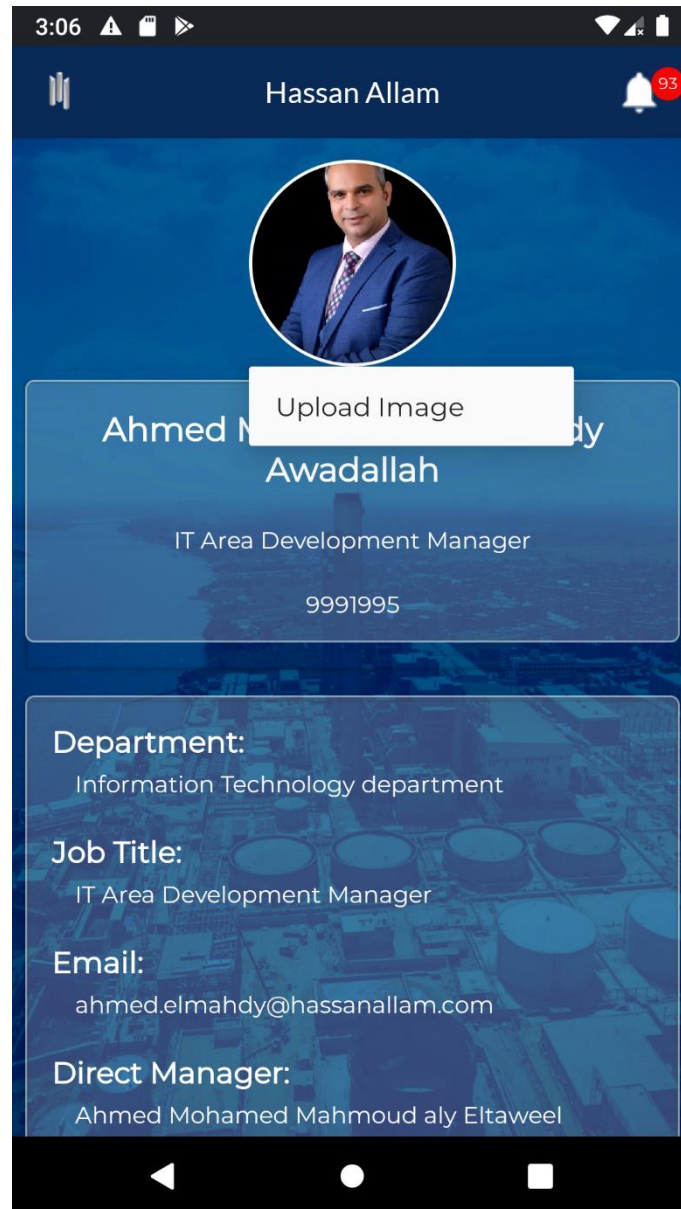
My Request

Provide availability to Show your Requests kind, date and status:



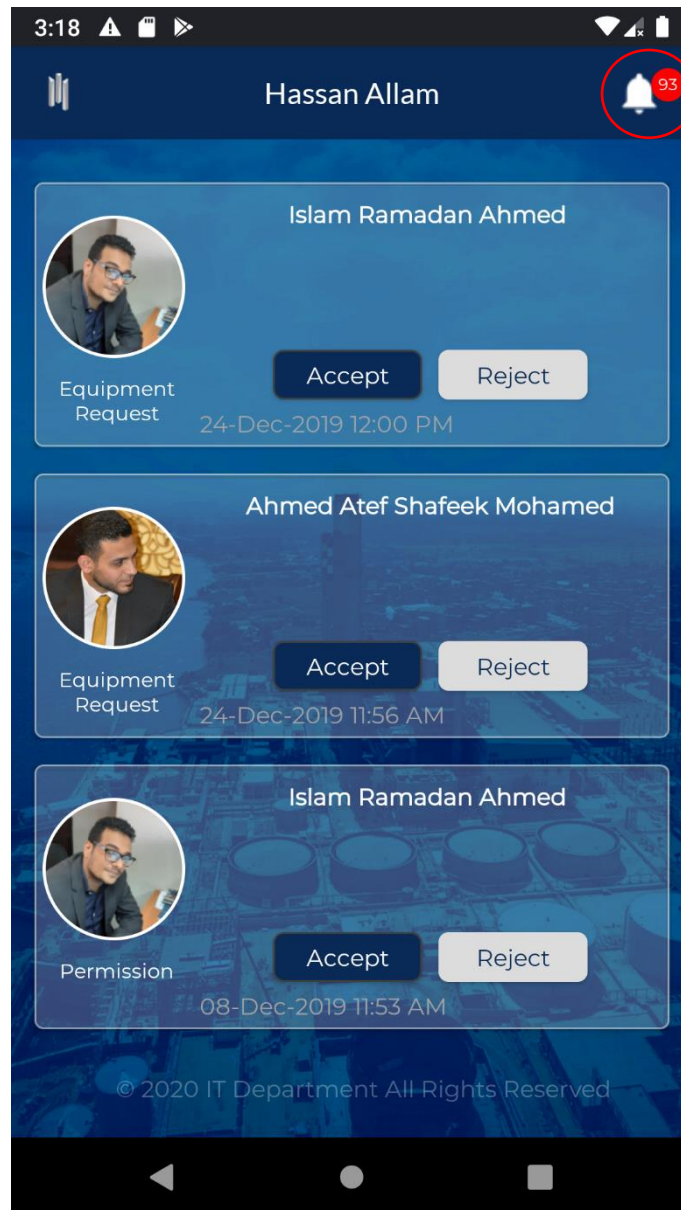
My Profile

Provide availability to Show your profile and change your photo:



Notifications

Provide availability to Show your inbox and Accept or Reject directly:



Values

Provide availability to Read HAH Values:

Quality – Integrity – Reliability - Innovation

