

HR IBMS

User Guide

Integrated Business Management System

Attendance · Leave · Missions · Reports · Administration

Version 1.0 — August 2026

Applies to: Web dashboard and mobile app

Roles covered: SuperAdmin, Admin, Manager, Employee, Unassigned



HR

Contents

1. Getting Started — accounts, sign-in, first login
2. Roles & Permissions — what each role can do
3. Dashboard — overview cards, charts, notifications
4. Attendance — QR check-in, face check-in, records, calendar
5. Missions — creating, check-in/out, mission log & history
6. Missing Attendance — request and approval workflow
7. Leave Management — requests, balances, approvals
8. Reports & Analytics — list, summary, PDF / ZIP export
9. Mobile App — daily workflow for every role
10. Administration — company, subsidiaries, departments, users, work time
11. Troubleshooting & FAQ

1. Getting Started

Signing in

- Open the system URL in your browser or launch the mobile app.
- Sign in with your email or username and password, or use Sign in with Google.
- New Google users are automatically registered with the Unassigned role until an administrator assigns a role.
- If you see the Access Restricted screen, your account has no assigned role yet — contact your administrator.

Interface basics

- Use the sidebar (desktop) or the menu drawer (mobile) to navigate between modules.
- The top bar contains the language switcher (English / Khmer), dark-mode toggle, notification bell, and your profile menu.
- Dates display as e.g. 18 Aug 2026; times use the 12-hour clock (Asia/Phnom Penh timezone).
- Green buttons confirm an action; the bell badge shows your unread notification count in real time.

2. Roles & Permissions

Access is controlled by role and by module permissions set in Operator → Roles & Permissions. Custom roles are fully enforced on every screen.

Role	What you can do
SuperAdmin	Full access to every company, module, setting, and audit trail. Cannot be deleted.
Admin	Manage users, employees, attendance, missions, leave, reports, and company settings within scope.
Manager	Approve/reject team requests, manage department data, view subsidiary-scoped dashboards and reports, export PDFs for their subsidiary.
Employee	Check in/out (QR, face, mission), request leave and missing attendance, view own records and balances.
Unassigned	View-only access to basic employee features until a role is assigned.

Buttons you are not permitted to use are hidden. Escalation path for requests: Employee → Manager → Admin → SuperAdmin.

3. Dashboard

- Today Overview cards show live counts: Present, Late, Absent, On Leave, Day Off, and On Mission.
- Employees see their personal Last 7 Days Overview instead of company-wide counts.
- Managers and Admins see data automatically scoped to their subsidiary; SuperAdmins can filter by subsidiary.
- The Weekly QR Attendance Trend chart and Today's Attendance table update in real time, including Roster Day Off counts.
- Click the bell icon for notifications — mission reviews, leave decisions, and missing-attendance outcomes. Notifications can be deleted individually; lists paginate every 10 rows.

4. Attendance

Check-in methods

- Check-in with Face — capture a single photo; the system verifies your face, GPS location, and geofence before recording the event.
- Scan QR Code — point the camera at the company QR code within the geofence.
- Mission Check-In/Out — for off-site work; captures face photo, GPS address, and schedule.

How your daily status is decided

Statuses resolve in strict priority order:

Priority	Source	Resulting status
1	Roster Day Off	Day Off
2	Approved Leave	Leave (with leave type)
3	Full-day Mission	On Mission
4	Approved Missing-Attendance correction	Corrected Present/Late
5	Check-in vs Work Time (shift start + grace period)	Present or Late (with late minutes)
6	No record by end of day	Absent

Records & calendar

- The Records page lists every day with check-in/out times, status pill, late minutes (e.g. “Late (12m)”), and the matched source.
- Mobile employees get a monthly calendar with status dots plus a read-only daily log feed below the calendar.
- Admins see a dense employee table with pastel stat tiles, sorted by most recent check-in.

5. Missions

- Create a mission from the mobile Mission screen or the floating + button on the Mission Log.
- Fill in title, type, schedule, and location; capture your face photo and attach supporting images; add a referent and reason.
- Mission Check-In/Out records GPS location and address automatically.
- Mission History shows summary tiles (Total, Completed, Pending, Cancelled), search, sort, and status filter chips.
- The Mission Log is a scoped audit trail: SuperAdmin/Admin see all records; Managers and Employees see their own, view-only.
- Admins review missions from the desktop console — approving a full-day mission marks that day On Mission in attendance.

6. Missing Attendance

Requesting a correction (Manager & Employee)

- Open Missing and tap Log Missing Attendance.
- Pick the date, enter the correct check-in/out times, and give a reason.
- You can edit or delete a request while it is still pending.

Reviewing requests (SuperAdmin & Admin)

- Open the Missing Attendance review console (desktop) or the mobile list view with stat tiles.
- Approve or reject each request. Approving a request writes the corrected times directly into the attendance record — no double entry.
- The employee is notified of the decision automatically.

7. Leave Management

- Overview tab: leave statistics, including Roster Day Off counts.
- Requests tab: submit a request (type, dates, reason) and track its status; Managers/Admins approve or reject with escalation to the next level.
- Leave History: full audit of past requests.
- Balances: one dynamic column per leave type showing entitled, used, and remaining days per employee.
- The Types tab (Admin only) defines leave types, yearly entitlements, and policies.
- Approved leave automatically appears as Leave — <type> in attendance records and reports.

8. Reports & Analytics

- Attendance List Report — day-by-day rows with check-in/out, status, and late minutes.
- Attendance Summary Report — per-employee totals: Present, Late, Absent, Leave, Day Off, Mission.
- Click any summary row to open the detail popup, including “Late (Xm)” per day.
- Filter by subsidiary, department, employee, and date range. Managers see only their subsidiary and can export it.

Exporting

- PDF — subsidiary-branded report (Poppins font, numbered rows); “All Subsidiaries” skips the parent-company header.
- Zip All Company — downloads one branded PDF per subsidiary packed into a single ZIP.
- Custom — export exactly the filter selection on screen.
- Absent counts reconcile across the on-screen table, PDF, and ZIP exports.

9. Mobile App — Daily Workflow

- All screens are full-screen and support dark mode.
- Home: Today Overview (or Last 7 Days for employees), quick actions, and notifications.
- Attendance: Check-in with Face, Scan QR, Mission — in that order — above your monthly calendar; your past log feed sits below it.
- Mission: green header, today's summary card, creation form with face capture and photo attachments; floating + on the log screen.
- Missing: stat tiles (Total, Leave, Absent, Late), request cards, and the Log Missing Attendance form.
- Leave: balances and request submission.
- Roster: weekly schedule with Focus mode and Day Off counts.
- Photos are compressed automatically (~25 KB) before upload; poor connectivity queues changes for sync.

10. Administration (SuperAdmin & Admin)

Area	Location	Key actions
Company Profile	Settings	Corporate identity, logos (PNG/JPEG < 5 MB), brand colors, legal & contact info; Change History view.
Subsidiaries	Operator	Create/edit subsidiaries; employee counts update dynamically.
Departments	Operator	Assign each department to a subsidiary; pick a manager from that subsidiary's employees.
Roles & Permissions	Operator	Module permission matrix; create custom roles; default roles cannot be deleted.
Work Time	Operator	Global shift (24-hour range), grace period, auto-deduct breaks, late/absent thresholds; per-subsidiary and per-department overrides.
Users	User Management	Create users, assign roles, reset passwords (with visibility toggle).
Employees	Employee Management	Full records: separate check-in/out defaults, emergency contacts, manager history.
QR Management	Attendance System	Generate and rotate secure QR codes.

11. Troubleshooting & FAQ

“Access Restricted” after signing in

Your account has no role yet. Ask an administrator to assign one under User Management.

“Invalid credentials”

You may sign in with either your email or your username. If both fail, ask an Admin to reset your password from User Management.

My face check-in was rejected

Ensure good lighting, hold the phone at eye level, and stand inside the geofenced area. Both face match and GPS must pass.

Today shows Absent but I haven't checked in yet

The status resolves only after your first event of the day; check in with Face or QR and the record updates immediately.

A day is wrong on my record

Submit a Missing Attendance request with the correct times. Once approved, the record and all reports update automatically.

I'm not receiving notifications

Check the bell icon — the badge count is live. Attendance check-in/out events do not create notifications by design; request decisions and mission reviews do.

— End of guide —