HRadvocate Mobile App User Guide

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Overview

HRadvocate is an all-in-one Human Capital Management (HCM) platform. It gives employees access to critical information starting from their offer letter acceptance to selecting benefits. It also helps companies retain their top talent and improve their overall organization engagement with streamlined self-service. This document describes the features and functionalities of HRadvocate mobile app.

Company Code Page

Once you first log into HRadvocate application, you will see the Company Code Page. This page is where you enter the company code provided by the company.

- Touch the box below **Enter Company Code** and type in your provided company code. In this prototype, the company codes "abc" and "riptide" are created to demonstrate the app. Enter a company code and press **Submit** (Figure 1 and 2).

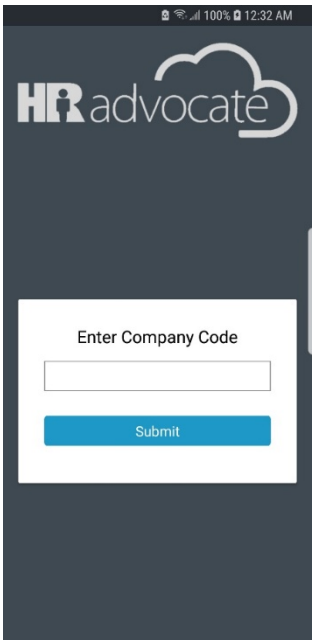
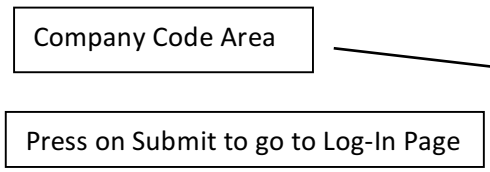


Figure 1: Company Code Page



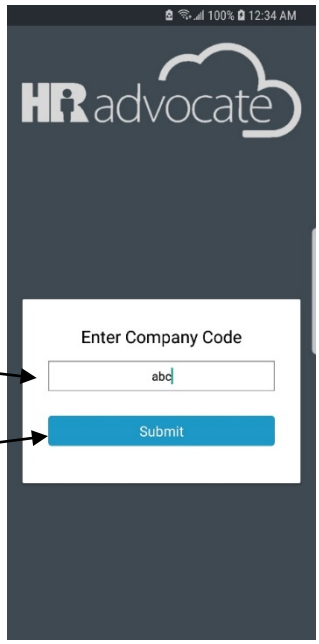


Figure 2: Company Code Page

- If invalid company code is entered, the app will display an error message (Figure 3).

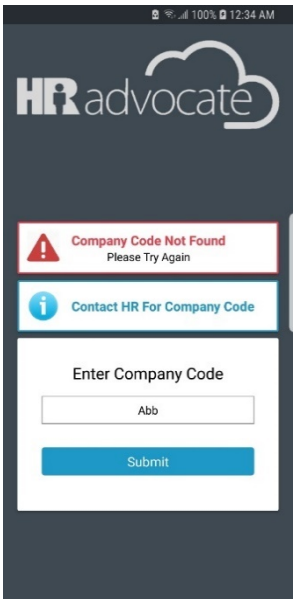


Figure 3: Company Code Error Message

Login Page

Login Page is where you enter your login credentials to access the features of the app. This prototype currently has **ABC** login page (Figure 4) and **Riptide** login page (Figure 5).

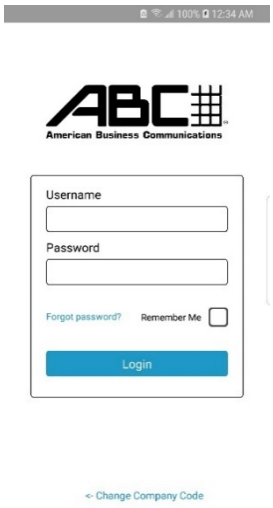


Figure 4: ABC Login Page

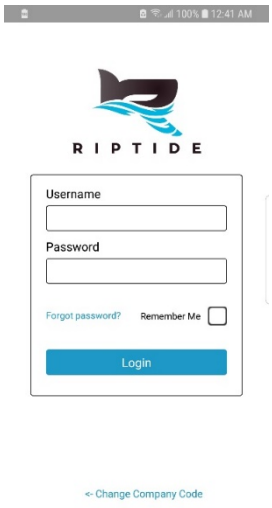


Figure 5: Riptide Login Page

Login is shown in Figure 6 and 7:

- Touch the box below **Username** and type in your username. For demonstrating purpose, "**bob@abc.com"** is the username to login.
- Touch the box below **Password** and type in your password. For demonstrating purpose, "**secret**" is the password to login.
- Press the **Login** button to login.

- Touching the **Remember Me** box will save the login credentials, so you will not have to type in username and password again to login.
- If you want to change company code, touching **<- Change Company Code** will send you back to the Company Code Page.

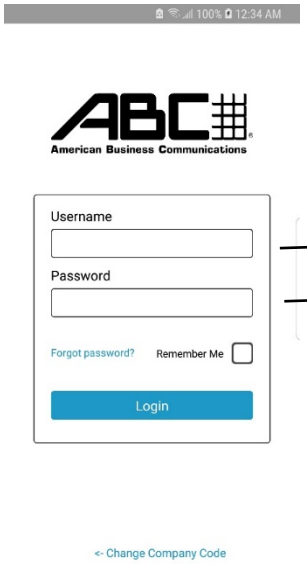


Figure 6: Login Page

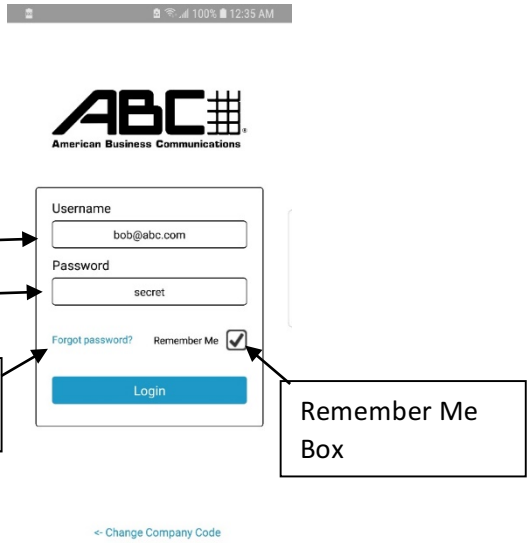


Figure 7: Login Page

- If username or password is entered incorrectly, the app will display an error message that requires users type in correct username and password (Figure 8).
- If you forget the password, touch on **Forgot password?** will take you to the company website to reset password.

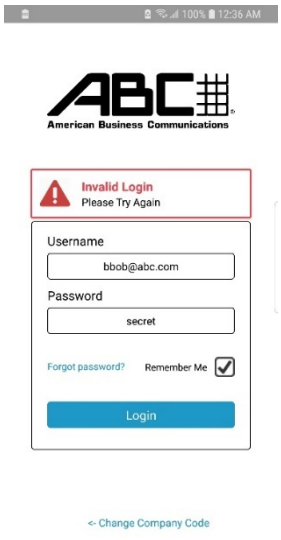


Figure 8: Login Error

Dashboard Page

Once login is successful, you will see the Dashboard of HRadvocate application (Figure 9). The **Dashboard Page** displays the **Company Calendar** as well as **News and Announcements**.

- Below company name, you will see the calendar which displays the days of the current month. On each day, red dots represent working shifts of that day and blue dots represent company events of that day. Touching on any day in the calendar will take you to the **Calendar Page** of the application.
- Below the calendar, **News and Announcements** displays company news and announcements in chronological order. You can scroll down the screen to see more news and announcements.

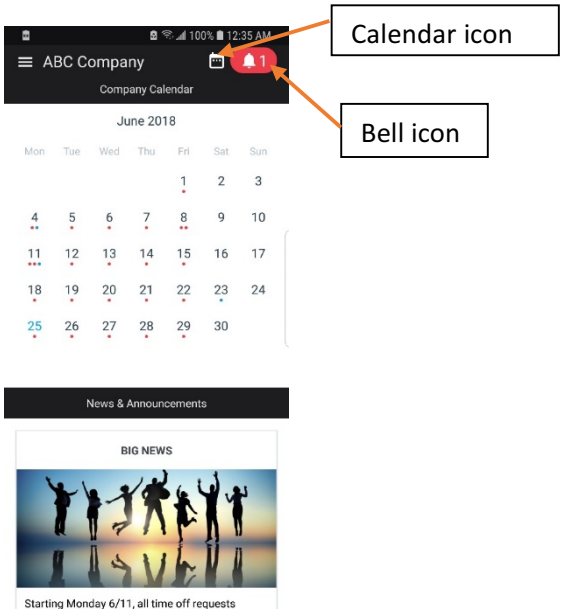


Figure 9: Dashboard

- At the top right of the page, there are a bell icon and a calendar icon. The bell icon shows the notifications of the application. Touching on the bell icon will take you to the **Notifications** page. Touching on the calendar icon will take you to the **Calendar** page.
- At the top left of the page, there is a hamburger menu which contains the features of the application. Touching on the hamburger menu will displays the features (Figure 10).

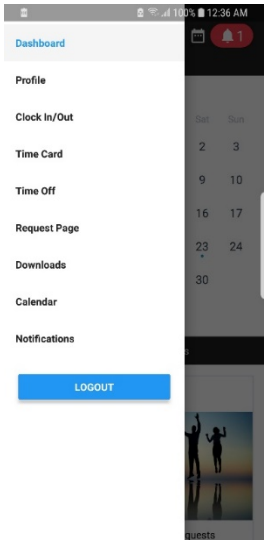


Figure 10: Hamburger Menu

Profile Page

The **Profile** page displays user's personal information. On this page, you can view your personal information and edit it (Figure 11 and 12).

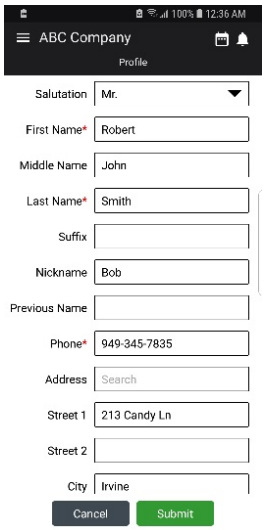


Figure 11: Profile Page

Figure 12: Profile Page

To edit information:

- You need to touch on the field that you want to add or edit.
- Type in the new value for the field.
- Press **Submit** button if you want to save the changes
- When you submit the changes, you will see a message that confirms the information is saved (Figure 13).
- If you do not want to save the changes, pressing **Cancel** button will discard them. The application will prompt a message (Figure 14).

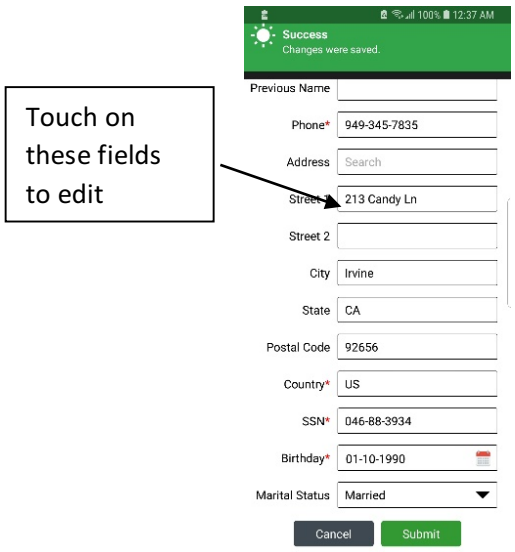


Figure 13: Submitting edited information

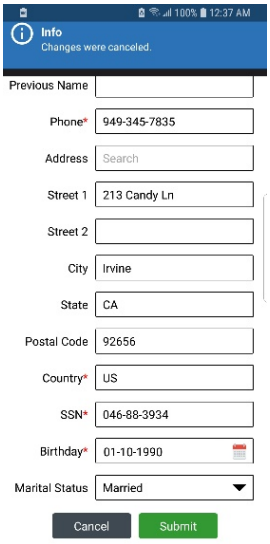


Figure 14: Cancelling edited information

Clock In/Out Page

Clock In/Out Page allows users to clock in and clock out of the working shifts. It also displays the upcoming shifts and the shifts 'statuses.

- The **Timer** at the top has different stages.
    1. Stage 1: **Timer** will count down until the next shift starts. In this Figure 15, **Clock In** is not enabled because there are over 7 hours until the next shift. **Clock In** depends on companies' preferences. For example, companies can allow their employees to clock in 5 minutes before the shifts or clock in again after lunch breaks.

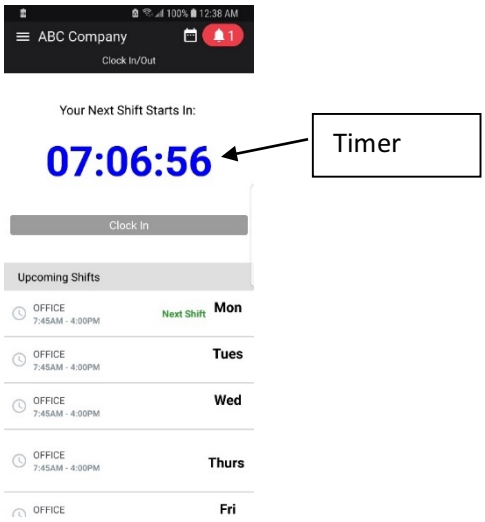


Figure 15: Clock In/Out Page

    2. Stage 2: For demonstrating purpose, **Clock In is enabled** once the **Timer** counts down to 5 minutes before the shift starts. To change the **Timer** to 5-minute count down, long press on the **Timer** (Figure 16). Now, you can clock in of your shift by pressing on **Clock In** button.

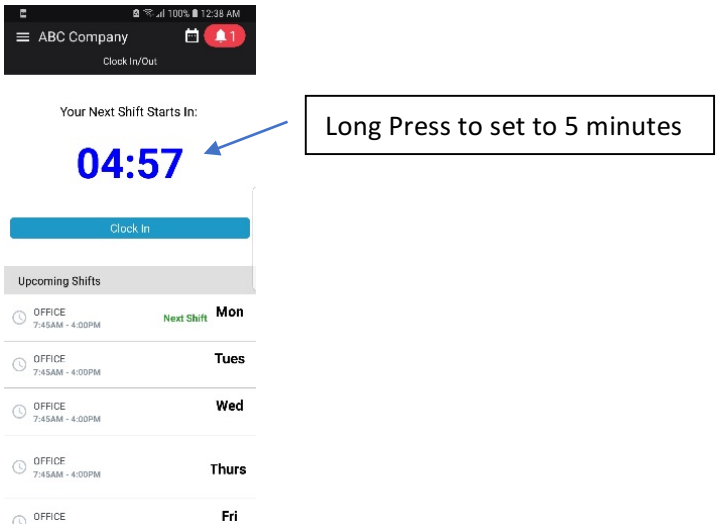


Figure 16: Clock In/Out Page

Once you press **Clock In,** the **Clock In** button will change to **Clock Out** button that allows you to clock out. If you want to clock out of the shift, you need to press the **Clock Out** button (Figure 17).

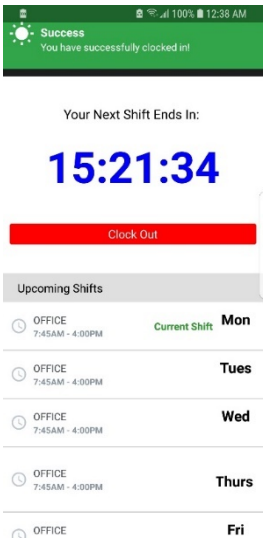


Figure 17: Clock In/Out Page

Time Card Page

The **Time Card Page** keeps track when you clock in/out of each work day and the duration of each shift (Figure 18). The most recent work days are at the top. You can scroll down to see previous shifts.

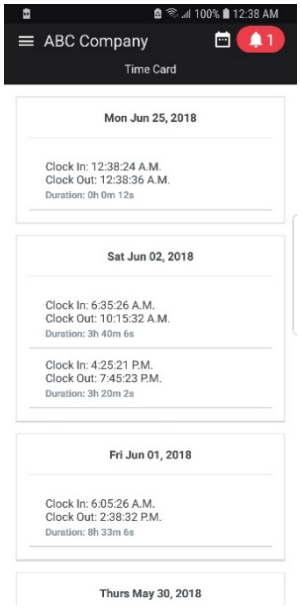


Figure 18: Time Card Page

Time Off Page

Time Off Page allows you to see the balances of different types of **Time Off,** request **Time Off**, and check the statuses of **Time Off** requests.

- Under **Balances,** it shows the current number of hours for each type of **Time Off** and its statuses. There are 3 different types of **Time Off** in this application which are **Paid Time Off, Floating Holidays, and Sick Days** (Figure 19 and 20).

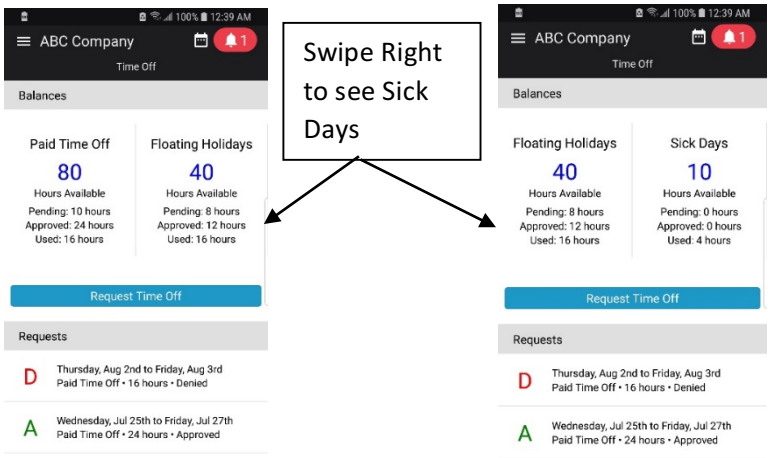


Figure 19: Time Off Page

Figure 20: Time Off Page

- Under **Requests,** it shows a list of **Time Off** requests in chronological order and the statuses of the requests. On each request, there will be a letter better indicates if the request is **Denied (D), Approved (A), or Pending (P)** (Figure 19 and 20).
- To make a **Time Off** request:
    1. You need to press on **Request Time Off** button to fill out the request form (Figure 21 and 22).

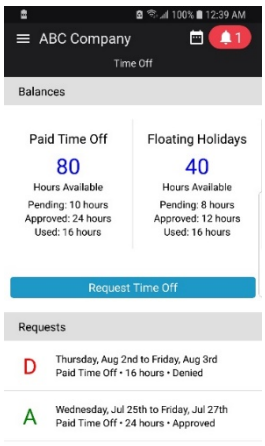


Figure 21: Requesting Time Off

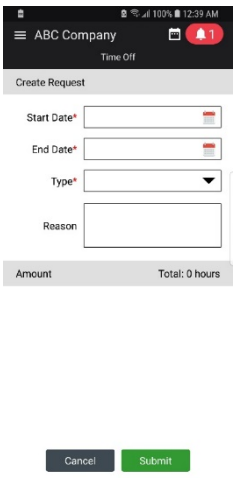


Figure 22: Requesting Time Off

2. Touch on **Start Date** field to select the beginning day of time off (Figure 23).
3. Touch on **End Date** field to select the ending day of time off (Figure 23).
4. Touch on **Type** field and select the type of request: **Paid Time Off, Floating Holiday,** or **Sick Days.** After filling out the information, the application will calculate the total hours taken and show the number of hours on for each day (Figure 23).
5. If you want to type in the reason for the request, touch on the box next to **Reason** (Figure 23)**.**
6. Press on **Submit** button to submit the time off request. Press on **Cancel** to discard the request (Figure 23).

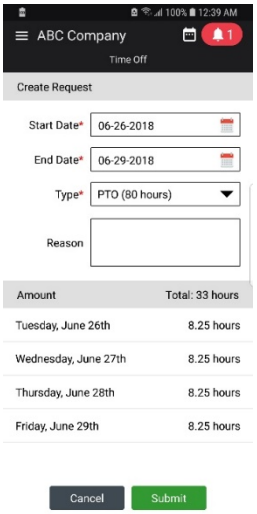


Figure 23: Requesting Time Off

- If you request over the limit of that type of Time Off, you will see an error message and you will not be able to submit the request (Figure 24).

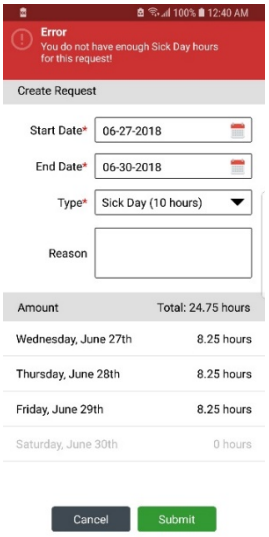


Figure 24: Requesting Time Off Error

- Once you press **Submit,** you will be taken to the previous **Time Off** page where you can see the updated hours in **Time Off** balances and a new request under **Requests** (Figure 26).

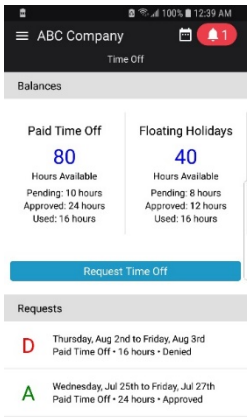


Figure 25: Previous Balances and Requests

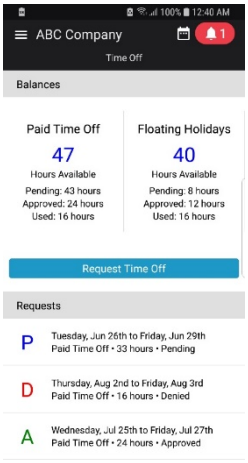


Figure 26: Updated Balances and Requests

Downloads Page

Download Page allows users to see company files and documents. To view the documents, you need to touch on the **download** icon**.**

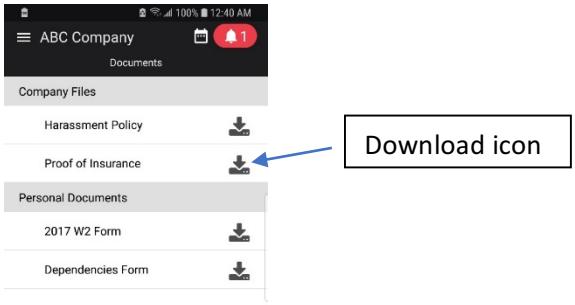


Figure 27: Download Page

Calendar Page

Calendar Page displays the current days of the week, the working shifts, and company events. On the calendar, red dots represent working shifts and blue dots represent company events. There are two ways to view scheduled shifts or company events:

- You can scroll down the screen to see more scheduled shifts and events.

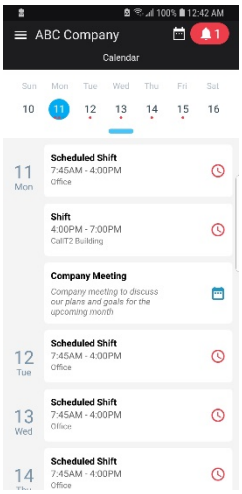


Figure 28: Calendar Page

- You can also touch the **blue bar** (Figure 29) and push it down to see the full calendar by months.

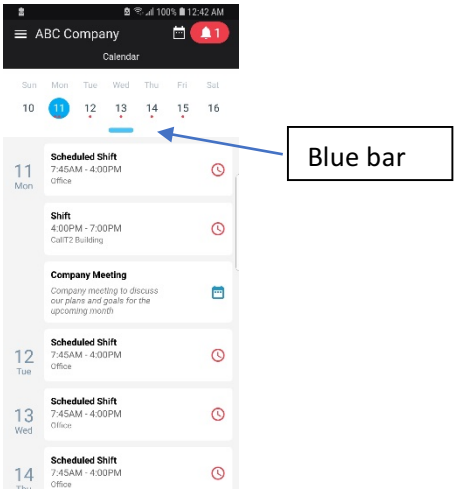


Figure 29: Calendar Page

Notifications Page

The Notifications Page displays the alerts such as news, announcements, tasks, time-off requests, pay days, etc.

- You can navigate to this page by touching on **Notifications** in the hamburger menu (Figure 30) or the **Bell** icon at the top (Figure 31). Doing this will also make the number of notifications next to the **Bell** icon to disappear.

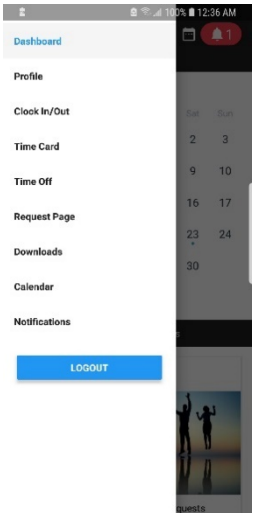


Figure 30: Notifications Page in Menu

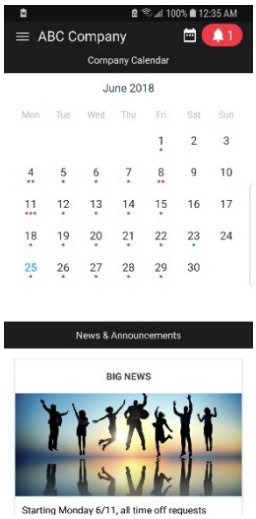


Figure 31: Notifications Page in Bell Icon

- You will see a list of notifications which has most recent ones at the top (Figure 32).

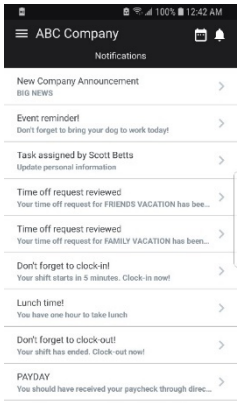


Figure 32: Notifications Page

- You can view more information about each notification by touching on it (Figure 33 and 34).

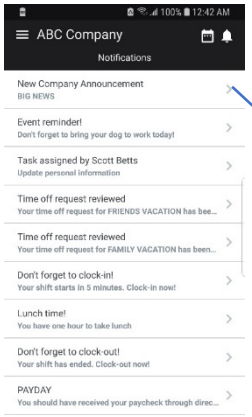


Figure 34: News Notification

Pressing on notification to see more information

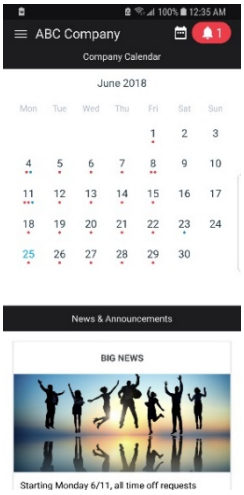


Figure 35: News

Logout

Logout button allows users to log out of the account that they sign in.

- To log out of the account, you need to touch on the hamburger menu at the top left (Figure 36).
- Then press on the **LOGOUT** button at the bottom (Figure 37).

Hamburger Menu

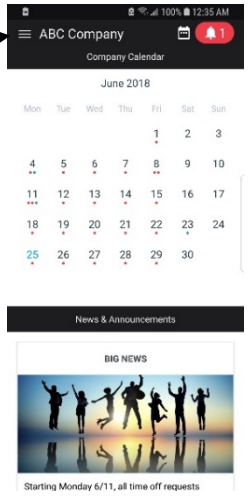


Figure 36: Dashboard

Press this button to logout

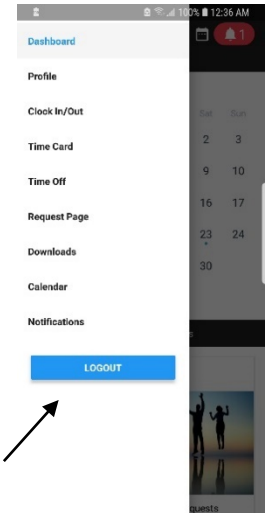


Figure 37: Logout