

## USER MANUAL

This user manual on i-Hadir can be downloaded from <http://i-hadir.uitm.edu.my/usermanual.pdf>

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#### 1. What is i-Hadir?

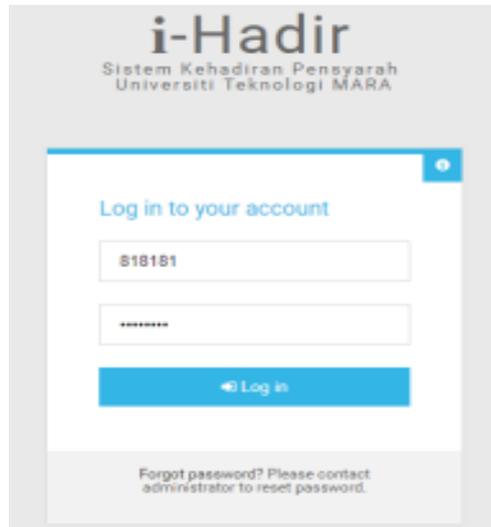
i-Hadir is an easy to use system which allows lecturers to clock-in and clock-out their daily working time, replacing the traditional paper punch-in and punch-out as well as the thumbprint. i-Hadir comes in the form of a website or a mobile site therefore it can be accessed using an Internet browser on a personal computer or a smartphone. i-Hadir generates a monthly timesheet and helps lecturers to immediately record any medical leave or emergency leave that may occur for that day. A special feature of i-Hadir is lecturers can perform a pause to the clocking of their work activities in the case that they need to complete urgent personal tasks. Once they are done, they can then resume clocking their work activities.

## 2. Logging In and Logging Out

To start using i-Hadir, you must be logged in.

Step 1:

- Go to <http://i-hadir.uitm.edu.my>

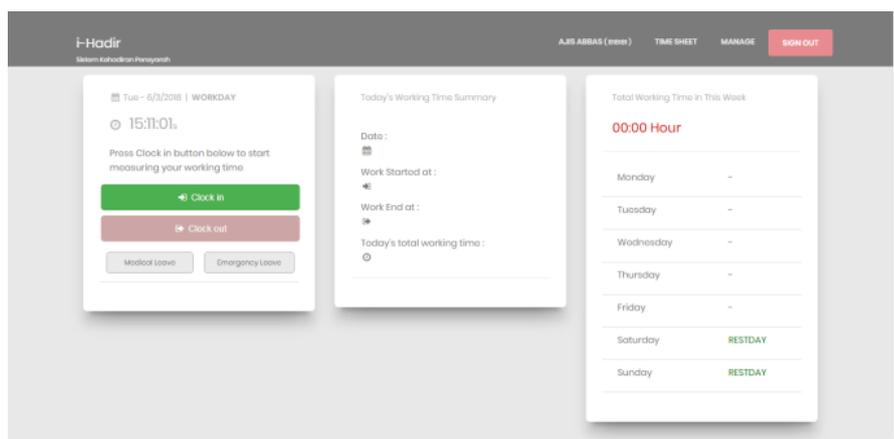


Step 2:

- Enter your staff id and the password which you have received via email from [i-hadir@salam.uitm.edu.my](mailto:i-hadir@salam.uitm.edu.my).

Step 3:

- Click on the “Log in” button. If you see the i-Hadir dashboard, then you have successfully logged in. If you have not received this password or have forgotten it, please contact the administrator.



To leave i-Hadir.

Step 1:

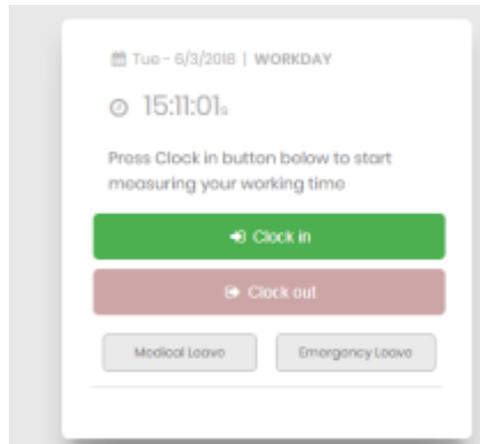
- Click on the “LOG OUT” button located at the top right of the dashboard.

### 3. Clocking In

You clock in to start your work for the day. This will record your work time.

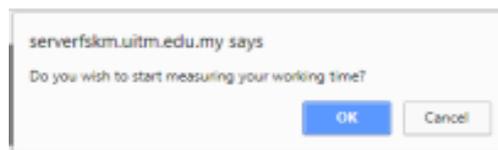
Step 1:

- At the dashboard, click on the “Clock in” button. Your work time will start to be recorded.

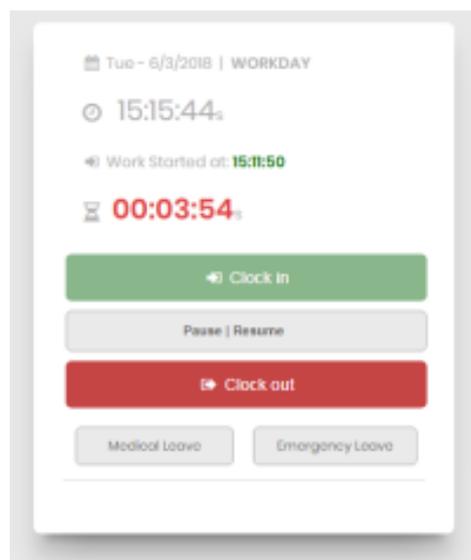


Step 2:

- When asked for confirmation to start recording work time, click “OK” if you are ready to start or “Cancel” if you are not.



If you chose “OK”, the time you started work for that day will be displayed.



### Widgets:

- a. Shows today's day and date.
- b. Shows current time.
- c. Shows work time started.
- d. Shows how much time you have worked so far for that day.

### Note:

a. Clock in button is clickable/started at 12:00am/00:00:00.

b. Clock in button will be disabled at 06:00pm/18:00:00.

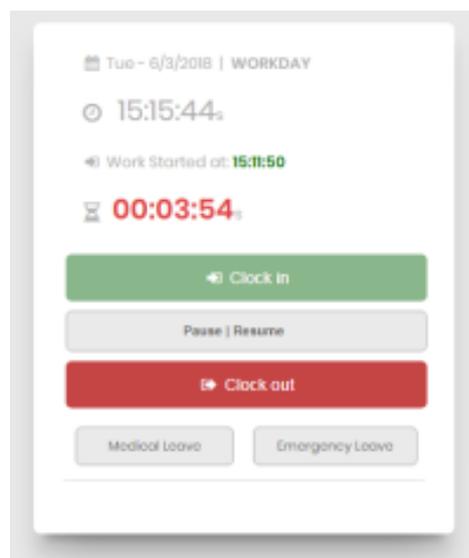
c. I-hadir can also be used during the weekends to record your work time. This applies to any events or programmes that may run during weekends.

## 4. Clocking Out

When your work is done for the day, you clock out to stop recording your work time.

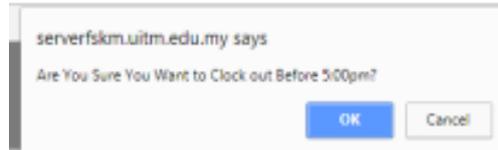
Step 1:

- Click on the "Clock out" button.

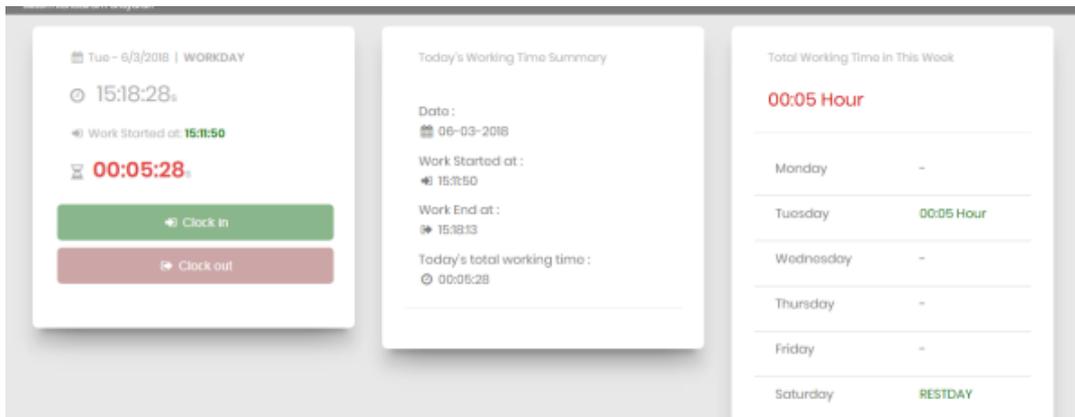


Step 2:

- When asked for confirmation to stop recording work time, click “OK” if you are ready to stop or “Cancel” if you are not.



If you chose “OK”, a summary of your day’s work time will be displayed as well as your week’s work time.



**Note:**

a. Clock out button will disable at 11:59:59pm/23:59:59.

b. You can clock out at any time, and the system will ask for the confirmation “Are you sure you want to clock out before 5:00pm”.

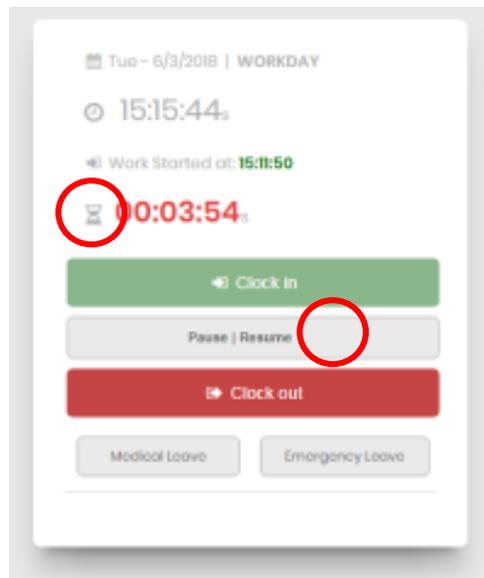
c. Once you press the clock out button, System will stop counting your working time and display your today’s total working time like the diagram above.

## 5. Pausing and Resuming Work

To take a break from work.

Step 1:

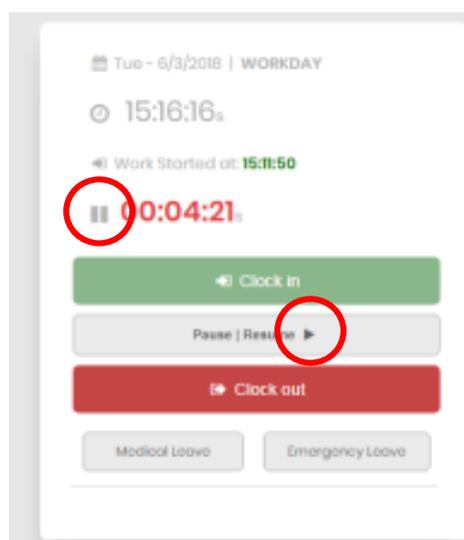
- Click on the “Pause” button. **Note: Only applicable if you have not clocked out.**



To resume work.

Step 1:

- Click on the “Resume” button.

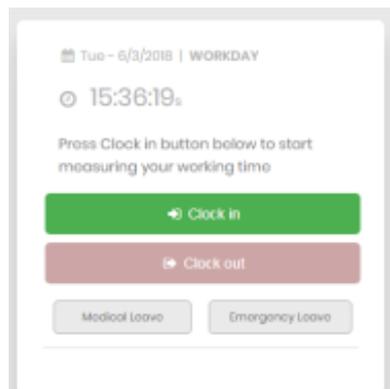


## 6. Medical Leave

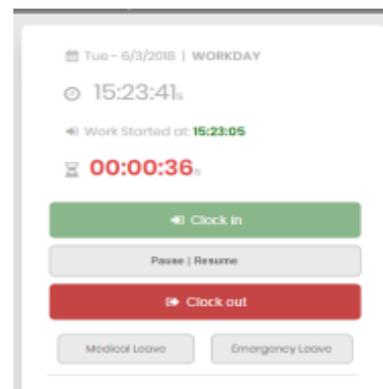
If for that day you have been given a medical leave, you should record it with i-Hadir. This can be done before or after you have clicked on the “Clock in” button.

Step 1:

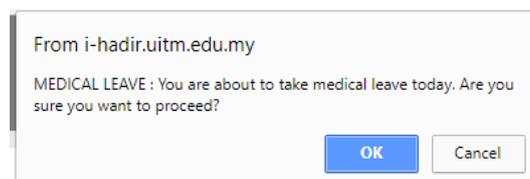
- Click on the “Medical Leave” button.



Before “Clock in” button is clicked.



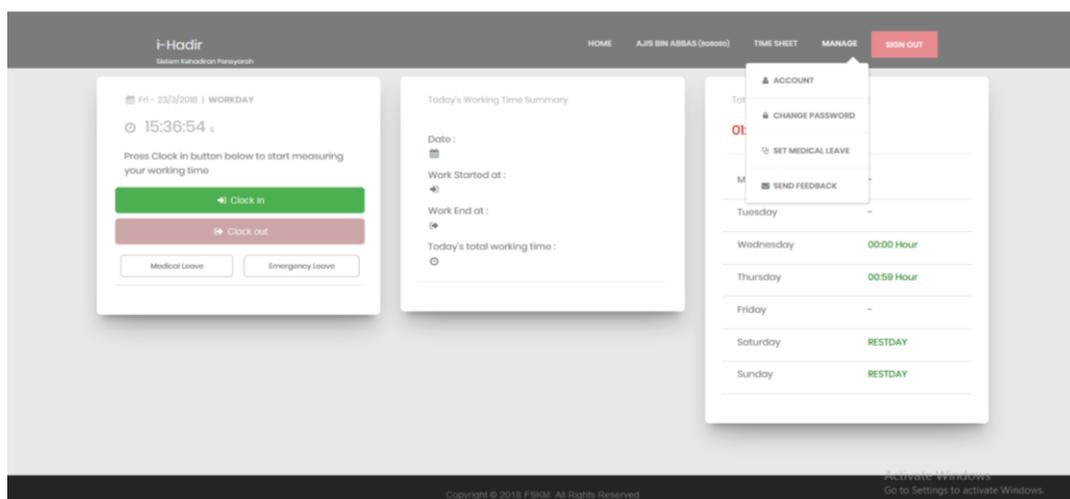
After “Clock in” button is clicked.



Next, the system will ask for the confirmation.

Step 2:

- Click on the “Set Medical Leave” button which can be found in the manage navigation bar.



- Fill up the Medical Leave form and click on the “Submit” button.

## Medical Leave

Set Your Medical Leave Date

[Cancel](#)

Description/ Reason

Start Date End Date

03/24/2018 03/24/2018

[Submit](#)

Bill	Description	Start/End	Manage
// No Data			

If you have successfully set your medical leave, your entry will be recorded.

Ex: Date – 03/04/2018

## Medical Leave

Set Your Medical Leave Date

[+ MC](#)

Bill	Description	Date	Manage
1	Med	04/04/2018	<a href="#">Delete</a>
2	Med	03/04/2018	<a href="#">In progress</a>
3	Test Medical Leave	02/04/2018	<a href="#">Done</a>

\*The completed form will be displayed and the staff can still delete the applied medical one day before the applied date.

\*For In progress medical leave cannot be updated or delete.

Fri - 23/3/2018 | WORKDAY

15:40:48 s

**MEDICAL LEAVE**  
\*You've taken a medical leave today.

[Clock in](#)

[Clock out](#)

Fri - 23/3/2018 | WORKDAY

15:23:20 s

Work Started at: 15:22:05

00:01:08 s

**MEDICAL LEAVE (P)**

[Clock in](#)

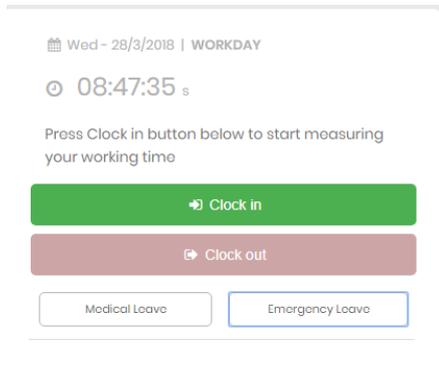
[Clock out](#)

## 7. Emergency Leave

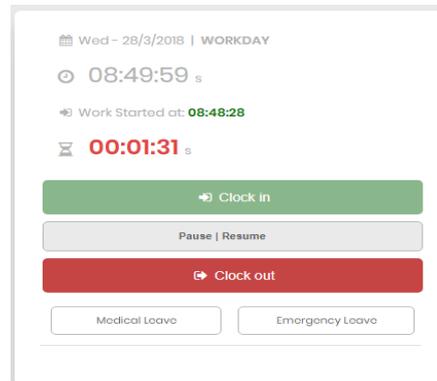
If for that day you have to take an emergency leave, you should record it with i-Hadir. This can be done before or after you have clicked on the “Clock in” button.

Step 1:

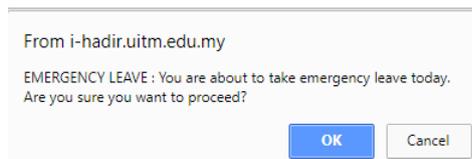
- Click on the “Emergency Leave” button.



Before “Clock in” button is clicked.

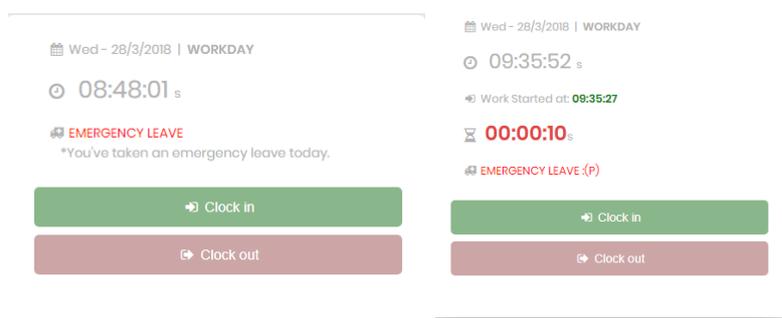


After “Clock in” button is clicked.



Next, the system will ask for the confirmation.

If you have successfully take the emergency leave, your entry will be recorded and it cannot be cancelled.



The “Clock In” and “Clock Out” button will be disabled.

