



HumanOS

Application Manual



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Table of Contents

Title	Page
Download and Installation	1
Login	1
Time Attendance	2
Job Detail	3
Calendar	5
Leave	6
Contact	7
Location	8
Project	10
Overtime Request	11
Expense	12
Daily Report	13



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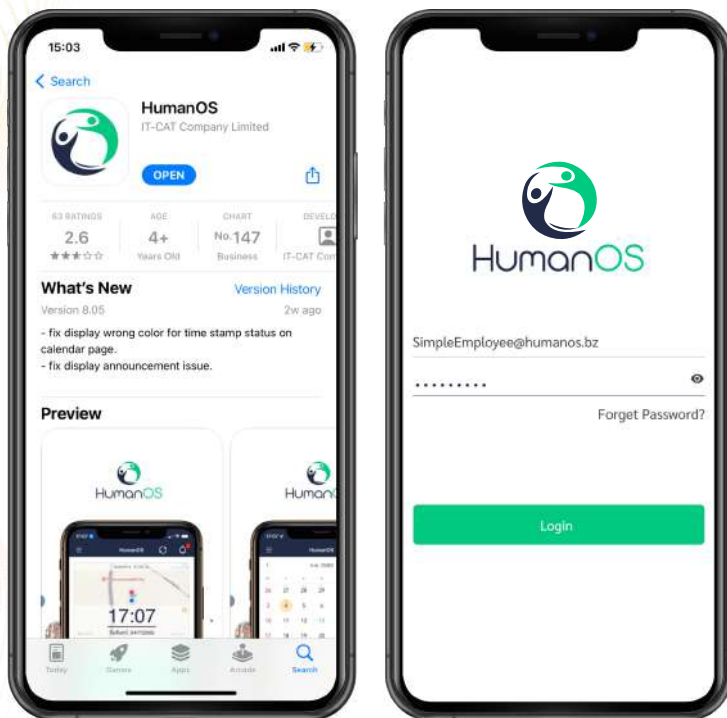
Download & Install

Users can search for applications from the store by searching for the keyword '**HumanOS**' and then click to install the application on their device.

- Android 8.0
- iOS 8.0
- Huawei



** if your operating system is lower than the specified version, please inform our team immediately via our Line OA: [@humanos.biz](https://line.me/ti/gp/@humanos.biz)*



Login

1. Upon the first login, the system will request permission to enable notifications. Please tap 'Allow' to enable notification functionality.
2. Next, enter your email and password.
3. Grant the application access to your location and Bluetooth for clocking in and out.



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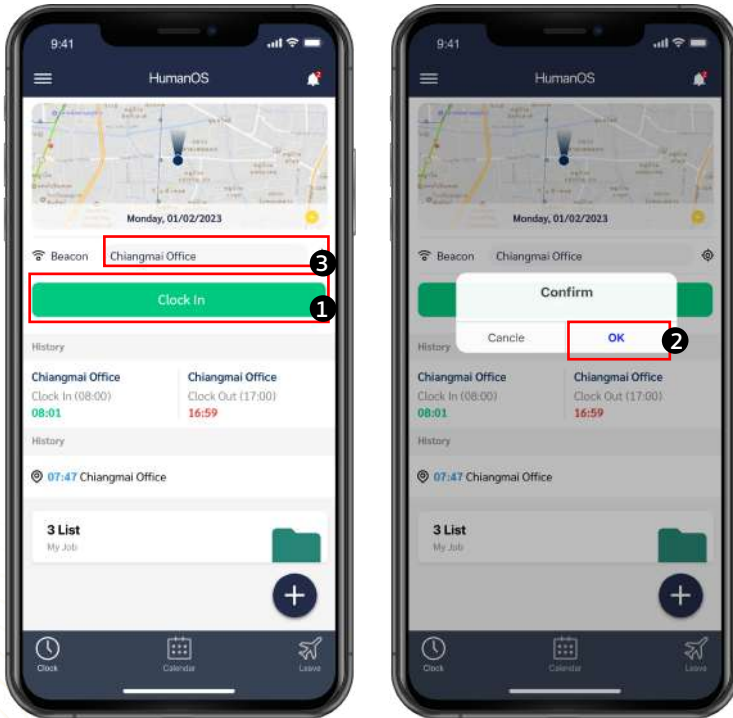
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Time Attendance

Employees can clock in and out through the mobile application, supporting both office and customer site attendance within a 100-meter radius. Administrators can define specific clock-in and clock-out locations, and if employees are not within the designated radius, they will not be able to log their working hours.



Clock in - Clock Out (Single-button)

1. Once logged in, users can clock their working hours in two ways: by pressing '**Clock In**' to record their time of arrival, and '**Clock Out**' to record their time of departure.

When '**Clock In**' is pressed, the button will automatically switch to '**Clock Out**'.

2. Press 'Confirm' to finalize the time recording with the system.

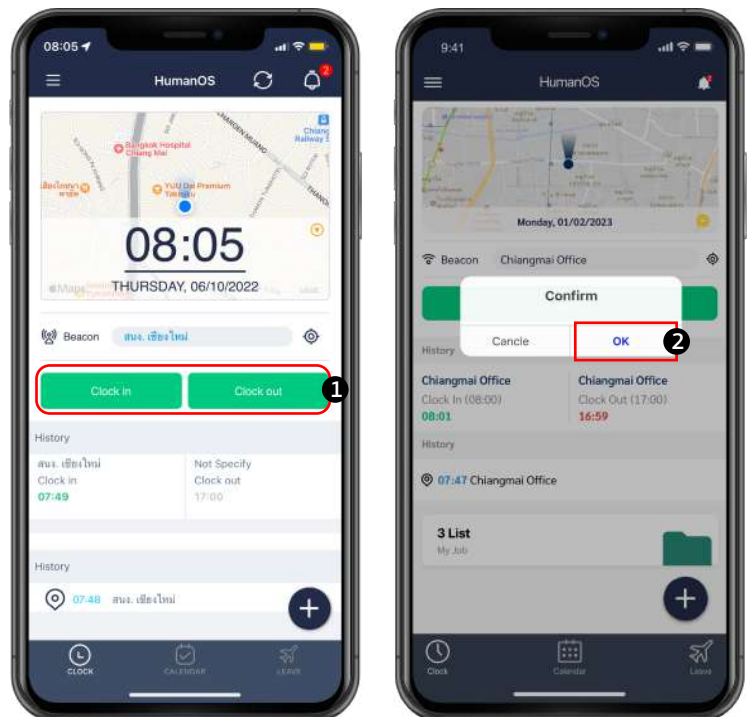
3. If you need to change the location, you can either select  to refresh the system's location

Clock in - Clock Out (2-button)

If you have a work schedule with more than one shift per day, you can notify HumanOS to enable the additional shift functionality immediately, free of charge. Please contact us via LINE @humanos.biz or call 099-5051007.

1. Press the 'Clock In' and 'Clock Out' buttons to record your working hours. In the case of multiple shifts per day, you can clock in multiple times. The system will automatically select the most appropriate clock-in time for you.

2. Press 'Confirm' to finalize the time recording with the system.



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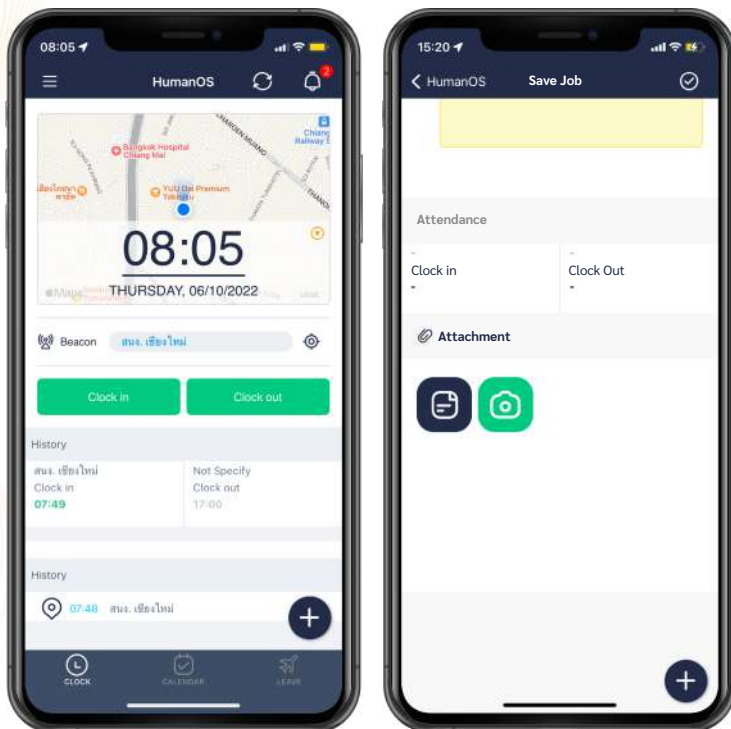
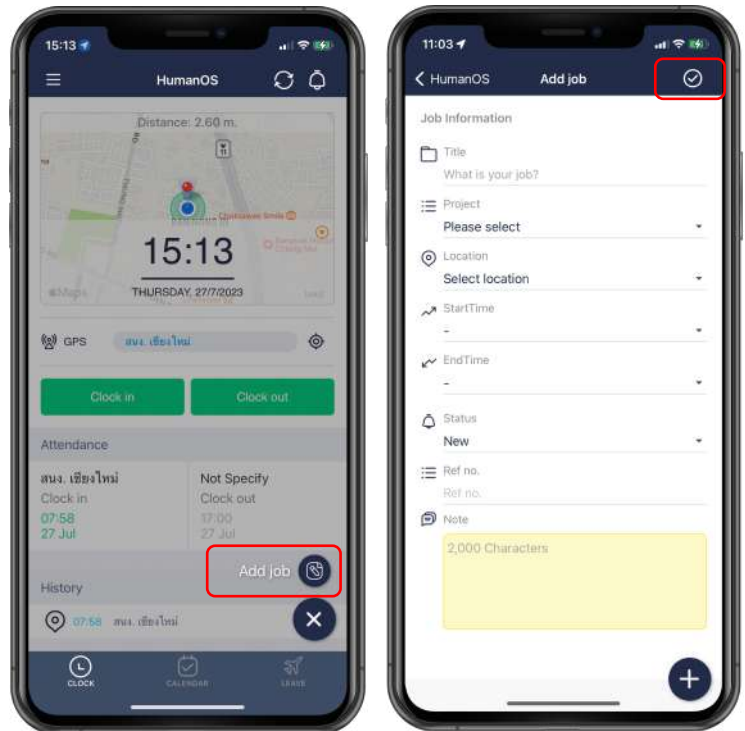
Job Detail

Recording online work or daily activities allows you to specify the work status, start date, project, job details, and the number of working hours. For new work records, users can create them in the 'Time Tracking' menu or log past work activities in the 'Calendar' menu.

Add New Job

1. Select the “**Attendance**” tab and press +
Then choose the “**Add New Job**”
2. Fill in the work details, such as job title, project, location, start time, end time, work status, reference document number, job description (additional notes), and actual clock-in and clock-out times.
3. Press the '**Save**' button to create the new work record.

Note: If users want to attach a signature or images, press.  the option and select the desired item."



Clocking in at the workplace.

After completing the new work entry, the system will automatically record the current location and clock-in/out time, and it will not be possible to edit it retrospectively.

1. Scroll down to the '**Workplace Clock-in Time**' section.
2. Press '**Clock In**' or '**Clock Out**' based on your current activity.
3. Choose the workplace location from the available locations.
4. Press '**Confirm**' to use the selected location for clocking in/out.



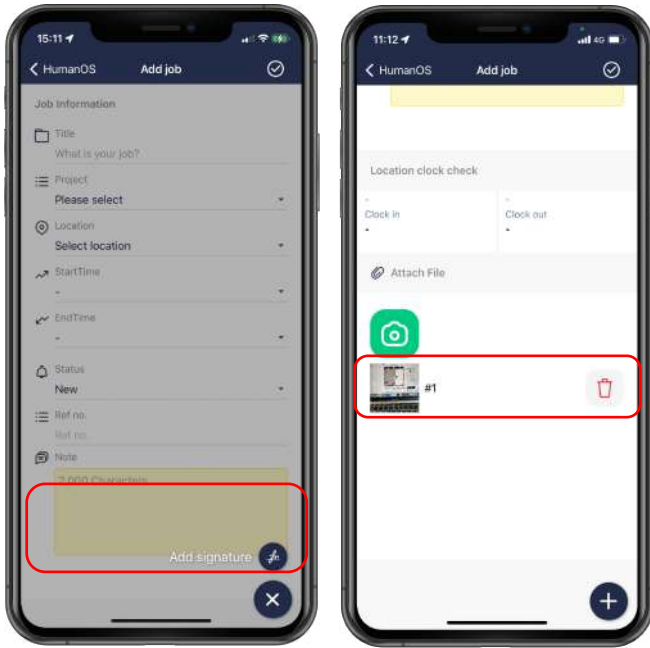
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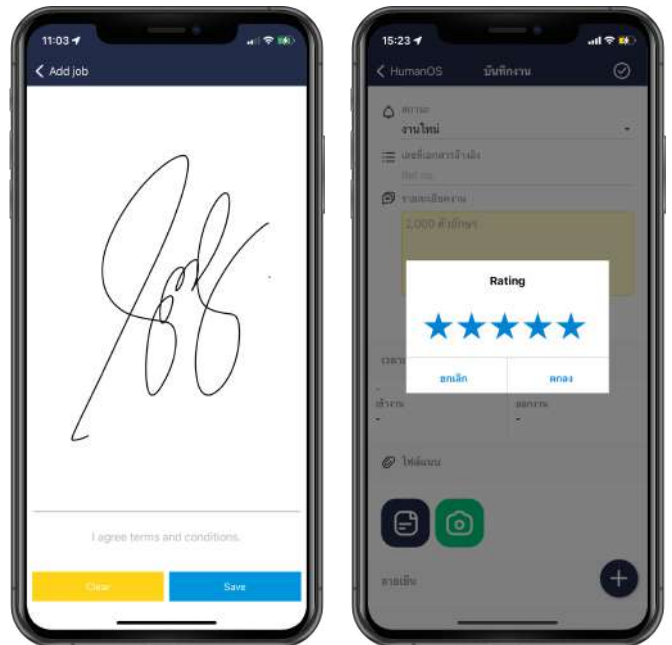


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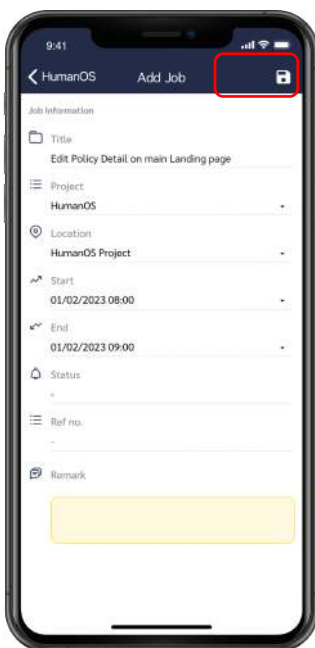
Add Attachment Photos

1. Press **+** and Select menu **"Photos"**
2. Select an image from the phone's gallery or take a photo.
3. Save Photo
4. In case you want to delete a photo, please go to the **'Photos and Signatures'** section, then click on **'Delete'** on the photo you wish to remove."



Adding a signature and Rating score

1. Press **+** select **"Add Signature"**
2. Sign on screen and then press **"Save"** or Press **"Clear"** if you wish to add a new signature.
3. Rating score and press **"save"**
4. If you want to delete a signature, please go to the 'Photos and Signatures' section, then click on 'Delete' next to the respective item.



Edit Job Detail

1. Select the task from the **"Attendance"** menu tab.
2. The system will display the work details.
3. Edit the necessary work details.
4. Press. **✓** to save the edited work.

Delete Job Detail

1. Select the task from the **"Attendance"** menu tab.
2. The system will display the work details.
3. press **🗑** on top - left
4. press **"Yes"** to confirm system



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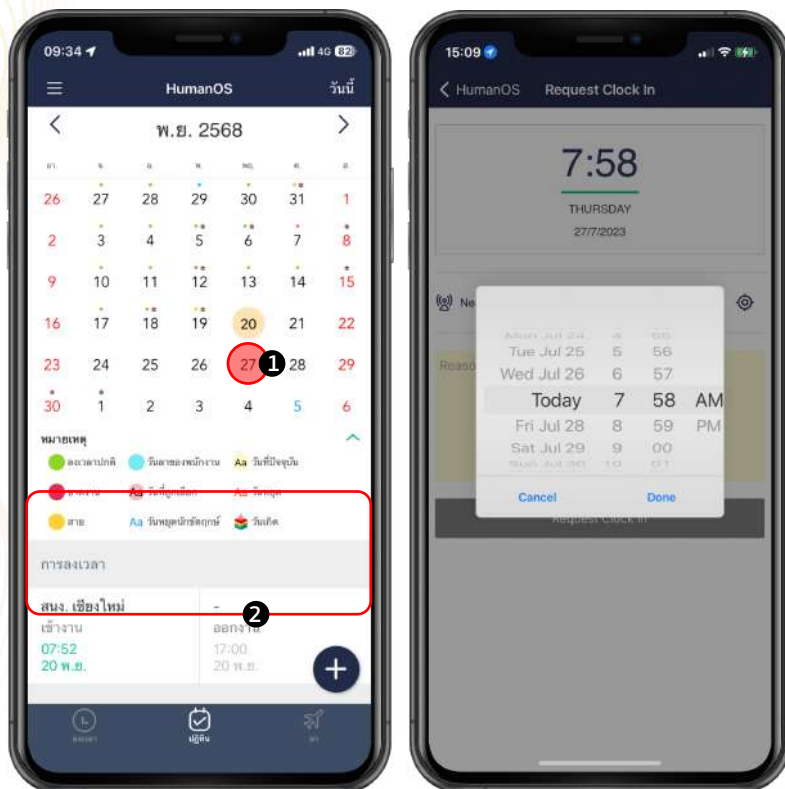
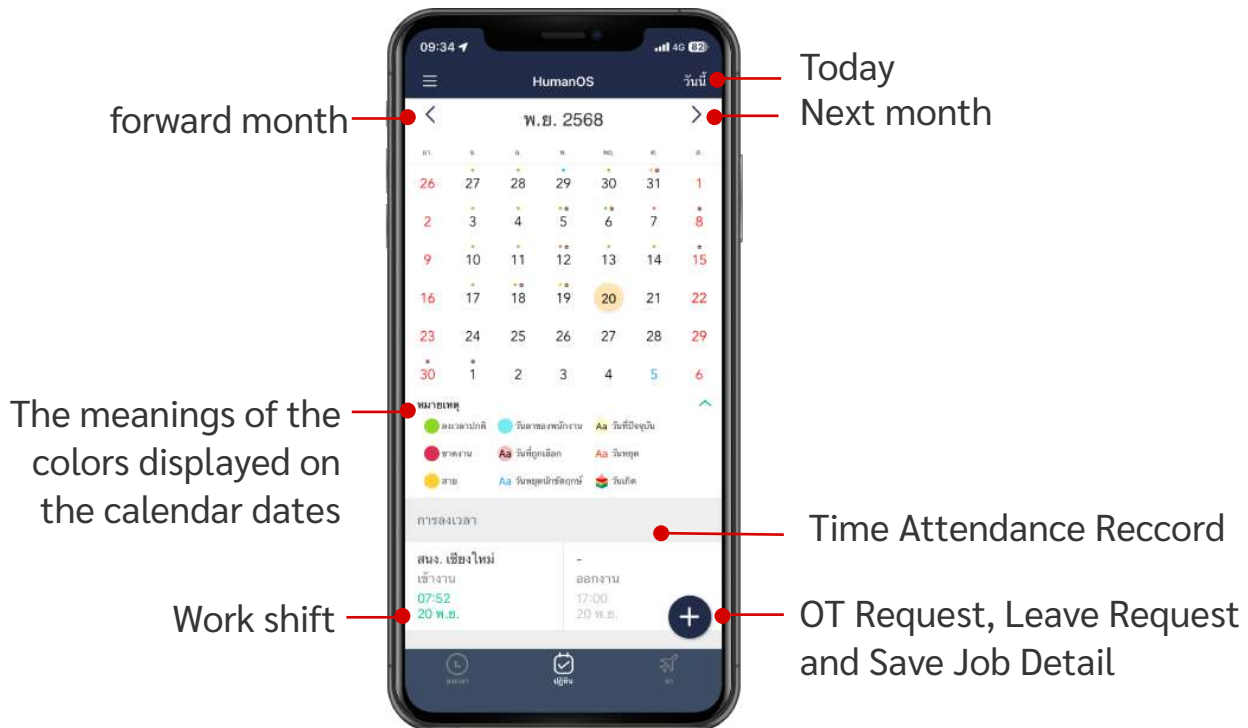
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Calendar

It is a menu that displays the activities of employees that occur each day, such as clock-in/out, leave days, employee holidays, recorded tasks, requesting retroactive time logging, requesting online leave, and requesting time correction



Requesting retroactive time / Request edit time attendance

1. Select the date you want to request retroactive time logging from the calendar.
2. Click on the clock-in/clock-out card you wish to request.
3. Choose the date and time, then click 'Done.'
4. Fill in the reason for the time request.
5. Press **"Request Clock Time"**
6. The system will notify the supervisor to approve the request.



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Leave Online

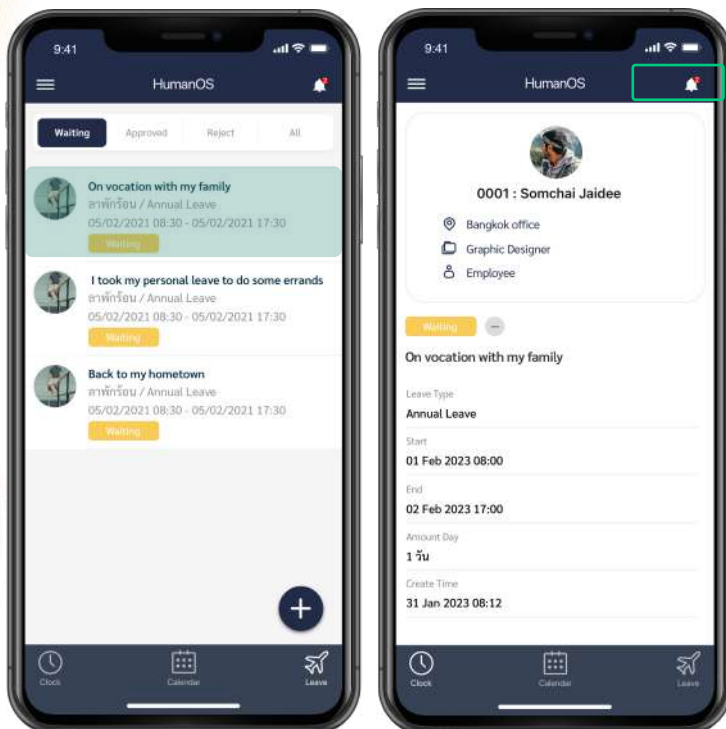
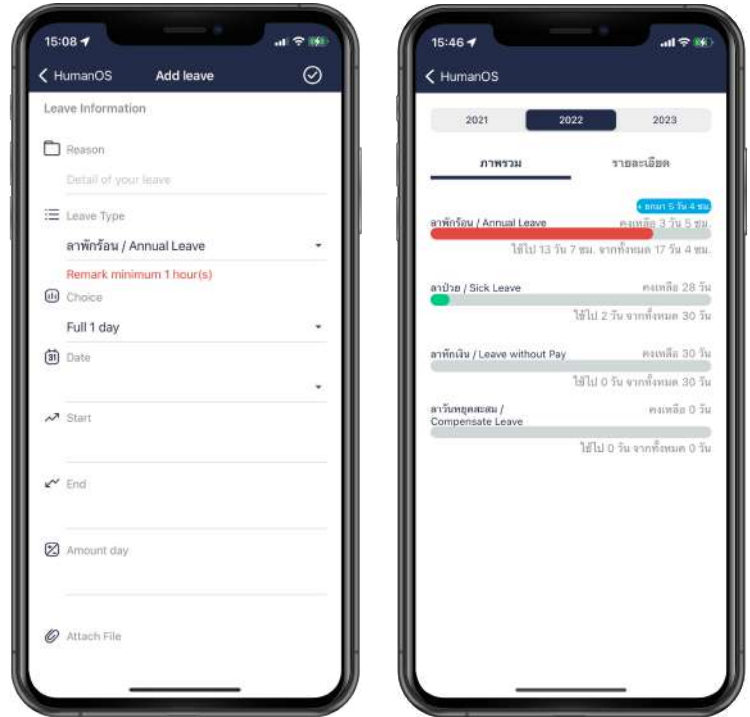
Employees can submit leave requests online through their smartphones, supporting both advance and retrospective leave applications. In the case of sick leave, they can attach a medical certificate. The system allows checking of remaining leave days and provides instant approval notifications through notifications.

Add New Leave

1. Go to the '**Leave**' tab and then click 
2. Fill in the details of the leave request, such as the reason for leave, leave type, sub-leave type, number of leave days, date, and attachment of files, for example, a medical certificate.
3. Click  to submit the online leave request.

Summery Leave Report

1. You can check the remaining leave days by going to the '**Leave**' page and clicking  on the right side of the screen.
2. On the '**Request Leave**' page (bottom section), the system will calculate the remaining leave days based on the approved leave statuses.



Edit Leave Request

1. Go to the '**Leave**' tab.
2. Select the leave request you want to edit.
3. The system will display the leave details. Click .
4. Edit the details as needed.
5. Click  to save the edited leave request.

Delete Leave Request

1. Go to the '**Leave**' tab.
2. Select the leave request you want to edit. Click .
3. Press  the trash bin icon on the top right corner.
4. Click "**Yes**" to confirm the deletion.



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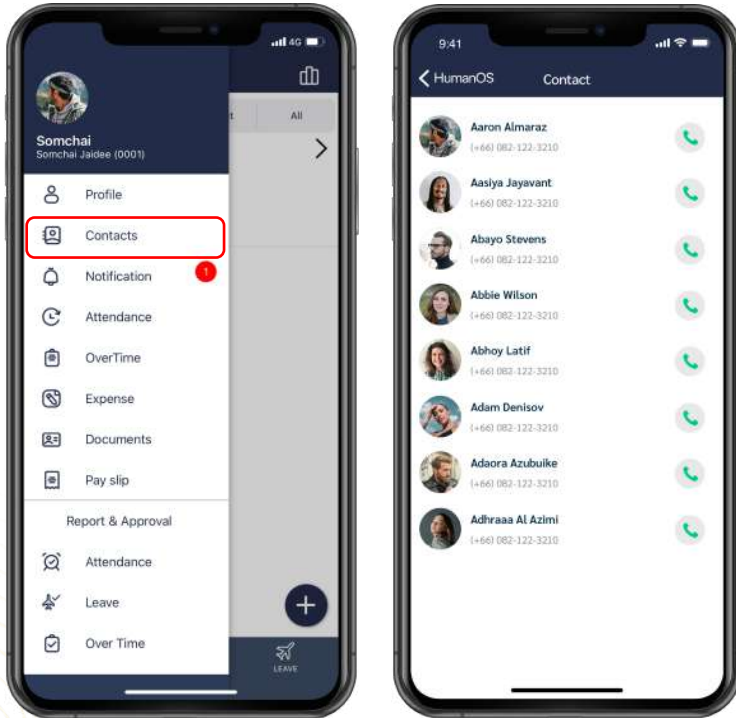
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Contact

The list contains internal personnel data within the organization and can be expanded without limitations. It can be uploaded from an Excel file and allows quick access to contact through phone calls, emails, names, surnames, Facebook profiles, LINE, Skype, or other means, enhancing convenience and efficiency in communication.

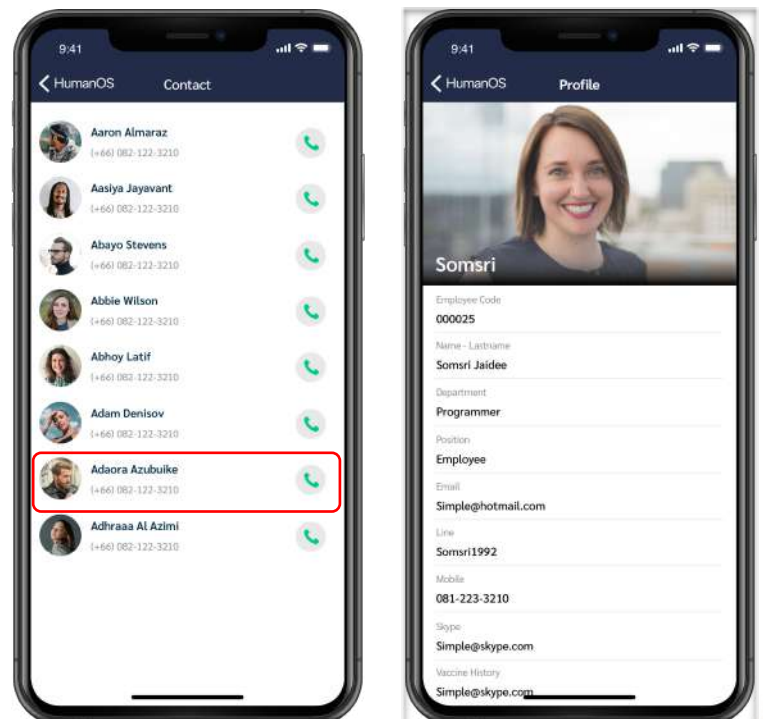


Outgoing call

1. Going to ☰ Select menu **“Contact”**
2. Users can make an immediate call by pressing 📞 after selecting the desired employee's name.

Employee Profile

1. Click on the name of the employee whose information you want to view.
2. The system will display various details about the employee, such as their name, position, email, and LINE ID.
3. Users can access other contact information, such as sending an email, by clicking on the email address directly. The system will then connect and navigate to the email sending screen automatically.



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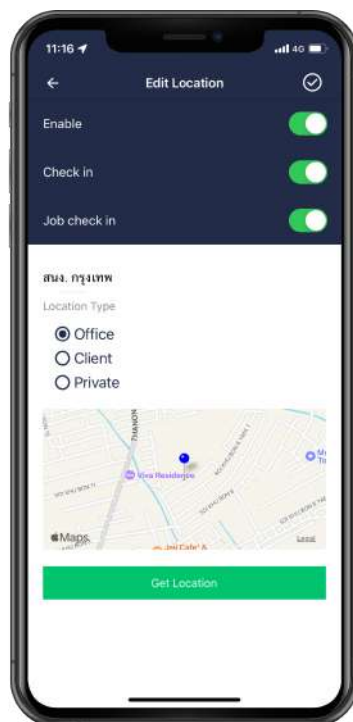
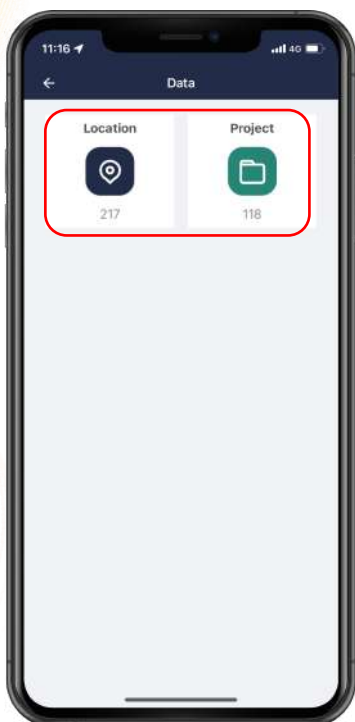
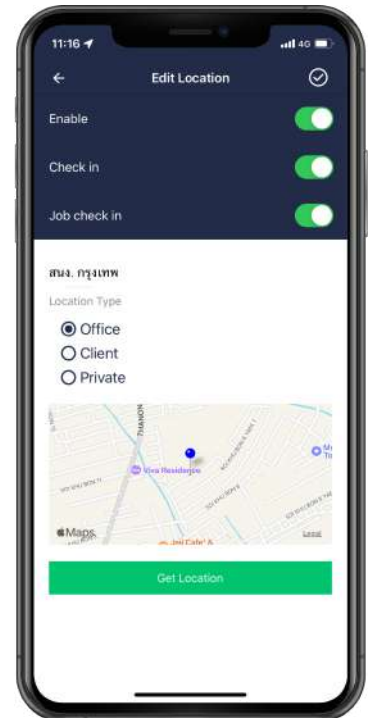
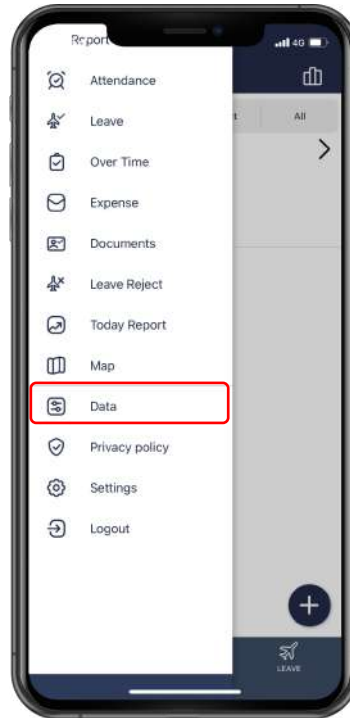
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Locations

This is data management for recording, searching, editing, and deleting location information used for workplace positions, to be used for clocking in and out.

Add New Location

1. Go to the main menu > **Data**.
2. Select the '**Location**' menu.
3. Click  to add a new location.
Choose the usage status:
 -  Enable location usage
 -  Clock in/out daily
 -  Clock in/out for work
4. Set the location name.
5. Select the location type, such as Office or Customer Site. If the user doesn't specify the location type, the system will
6. automatically set it as an Office.
7. Click  to save the new location information."



Edit Location Detail

1. Go to the Main menu > **Data**.
2. Select the "**Location**" menu
3. Select the location type: Office, Customer Site, or Personal.
4. Choose the location you want to edit the location details
6. Click "**Get Location**" to update the current location coordinates.
7. Click  to save the edited location."



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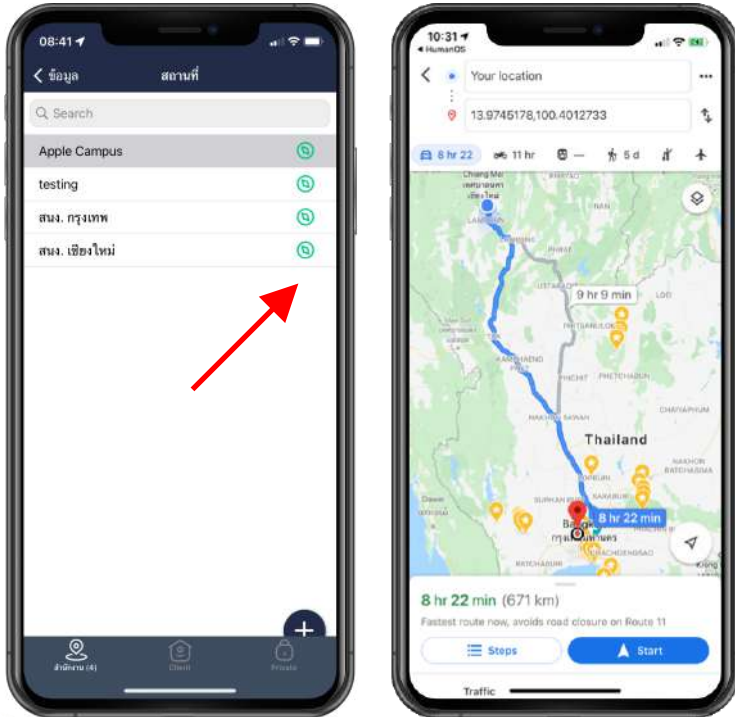


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Location



Location Direction

1. Go to main manu and Select **"Data"**
2. Select **"Location"**
3. Select Location Type
 -  Office
 -  Customer site
 -  Personal Location
4. Press  for start direction via google map



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Projects

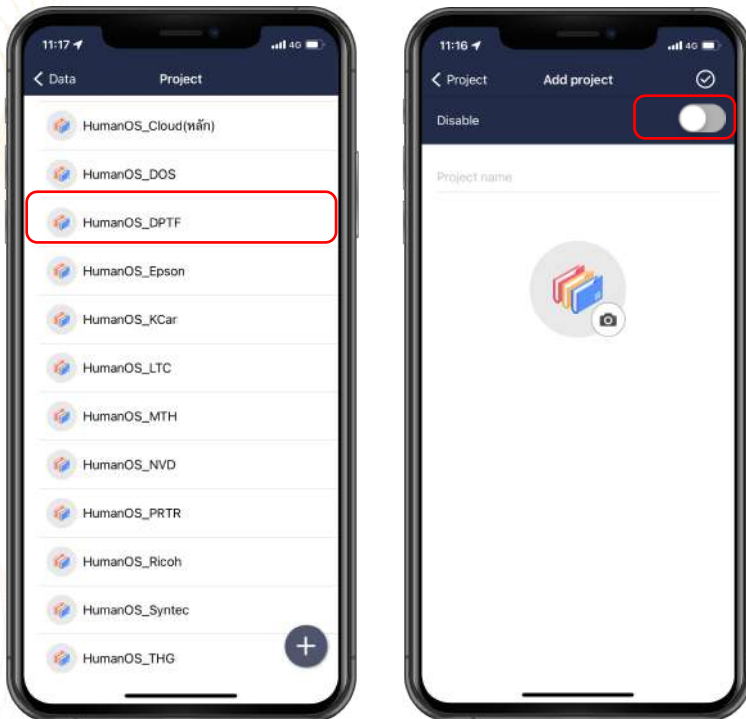
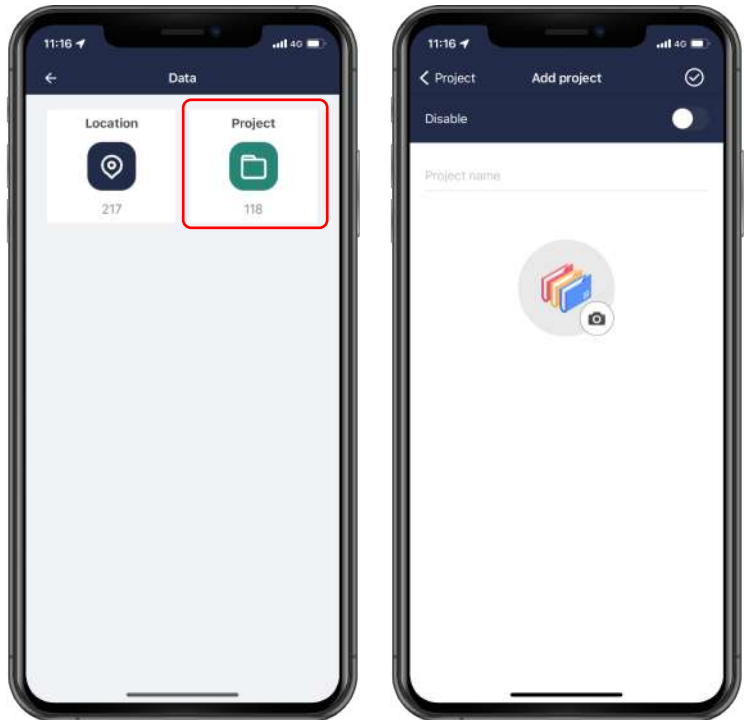
The **'Project'** is used to record work or daily activities within the organization. You can create a new project or edit existing projects

Add New Project

1. Go to the main menu > **Data**.
2. Select the **'Projects'** menu.
3. Click to **+** add a new project.
4. Choose the usage status
☒ **Active**.

Set the project name and upload the project image.

5. Click ☒ to save the new project information.



Edit Project

1. Go to the main menu > Data.
2. Select **"Project"**
3. System will display all of Project
4. Select project list you want to edit
5. Edit project detail for example
Press ☒ for Active project
6. Press ☒ to Save

*** In cases where the project has been used for recording activities, it cannot be deleted from the system.*



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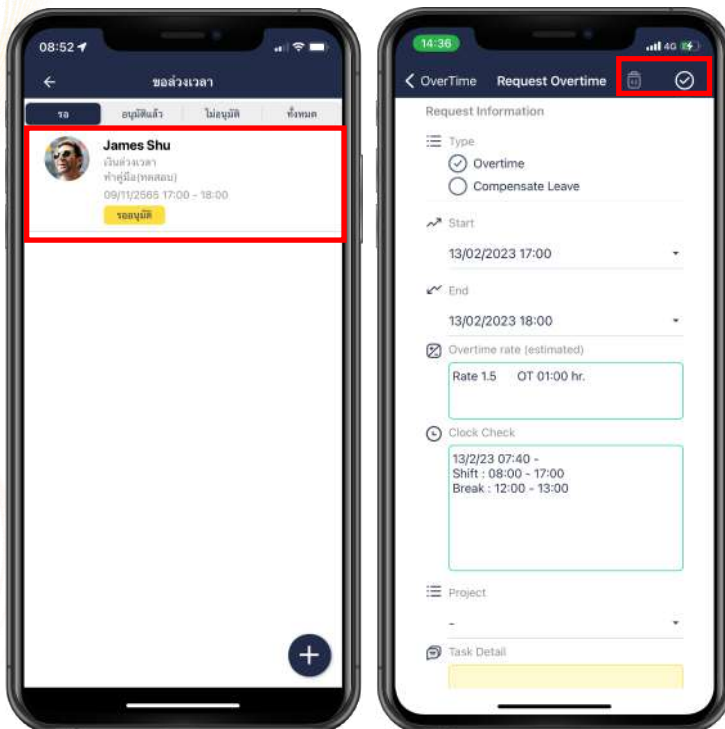
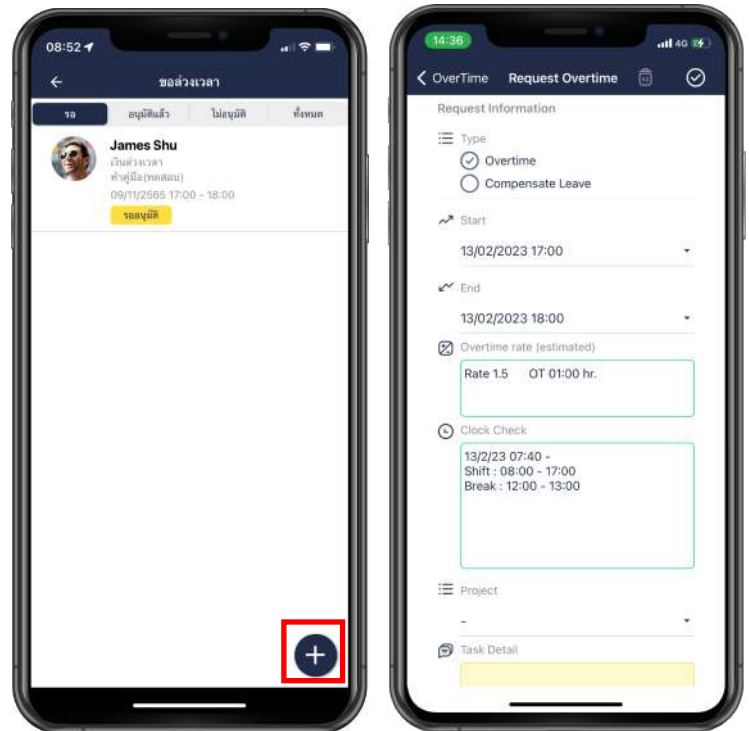
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Overtime Request

Overtime Requests are used to record requests for working overtime. The system automatically calculates the overtime pay, and supervisors can approve them online immediately. The system also provides real-time approval notifications.

Add New Overtime Request

1. Go to the main menu.
2. Select the '**Overtime**' menu.
3. Click **+** to add a new overtime request.
4. The system will display the default working date and time.
5. Fill in the overtime details, such as the start and end date and time. The system will automatically calculate the estimated overtime rate. You can also specify the project and provide additional details for consideration.
6. Click  to save the new overtime request.



Edit Overtime Request

1. Go to the main menu > **Overtime**
2. Select the overtime task you want to edit.
3. Edit the details as needed.
4. Click  to save the edited overtime information.

Delete Overtime Request

1. Go to main menu > **Overtime**
2. Select overtime request list
3. Press  on the top left
4. Press **"Yes"** for confirm



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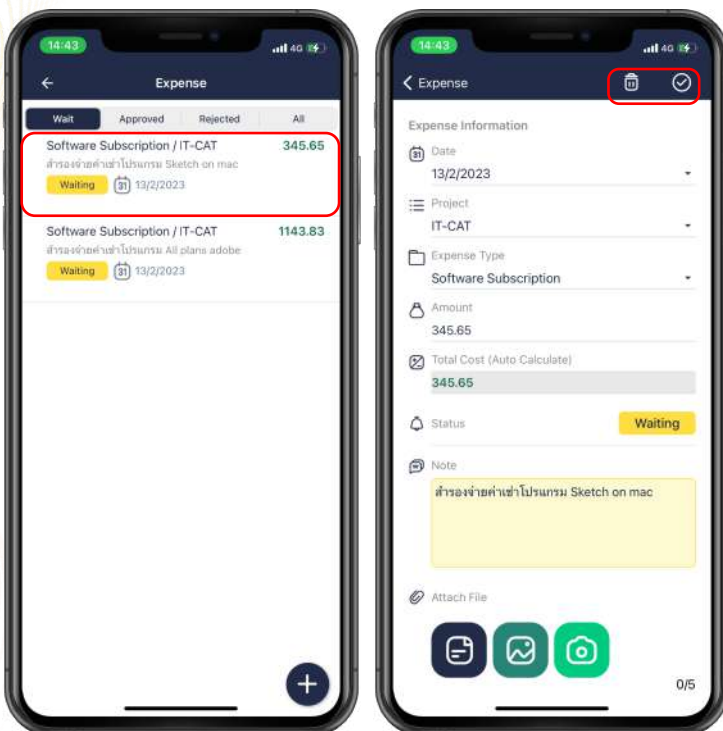
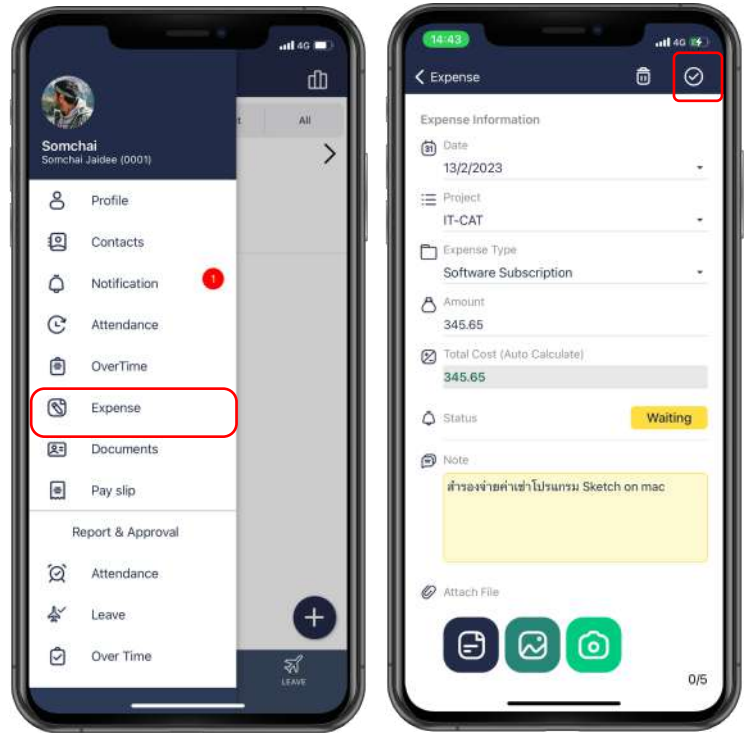
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Expense

Employees can request online reimbursement for expenses incurred within recorded projects, such as private car travel. The system automatically calculates the expenses based on the distance traveled.

Add New Expense Request

1. Go to the main menu > **Expenses**.
2. Click **+** to add a new expense entry.
3. Enter the expense details, such as project, expense type, and amount. The system will automatically calculate the total amount. If you choose the expense type as 'Travel', the system will prompt you to specify the starting and ending locations.
4. Click **✓** to save the new expense entry.



Edit Expense Request

1. Go to the main menu > **Expense**
2. Select the expense task you want to edit.
3. Edit the details as needed.
4. Click **✓** to save the edited overtime information.

Delete Expense Request

1. Go to main menu > **Expense**
2. Select expense request list
3. Press. **☒** on the top left
4. Press **“Yes”** for confirm



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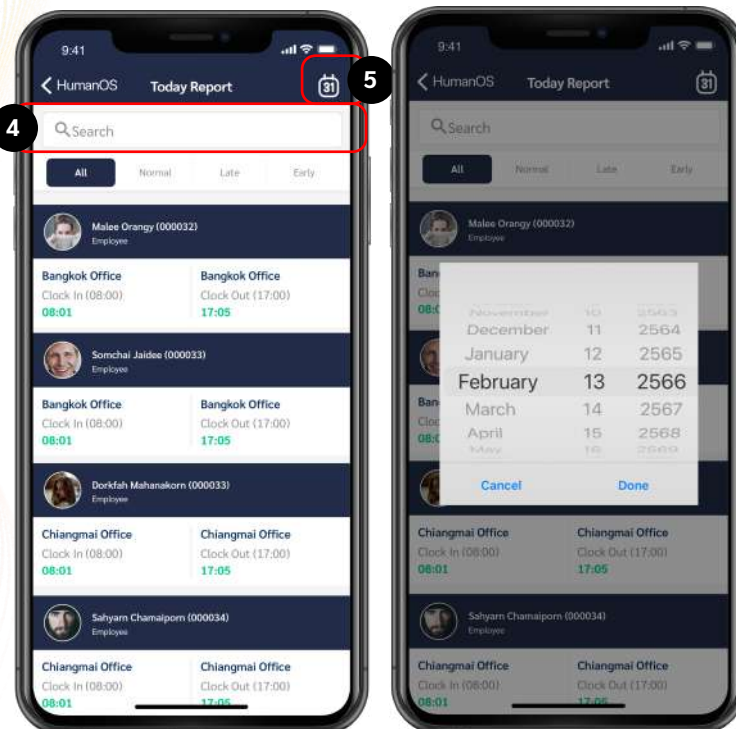
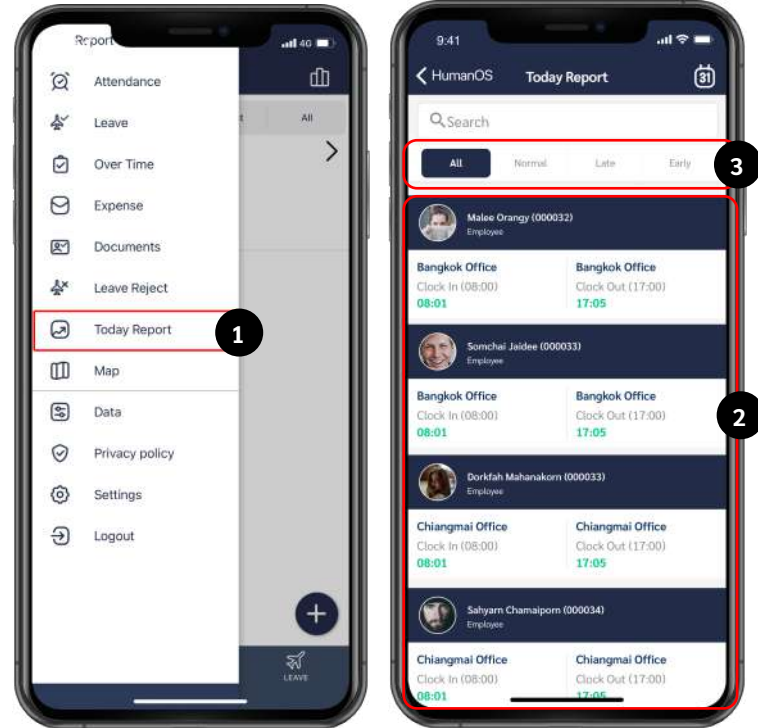
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Daily Report

Daily report that includes clock-in time, clock-out time, absences, leaves, and tardiness. Employees can view their own timekeeping reports, while administrators can access real-time timekeeping reports of all employees at any time

Daily Report

1. Go to the main menu > **Daily Reports**.
2. The system displays the employees' daily attendance data.
3. You can select attendance statuses from tabs, such as the 'Late' tab, where the system will display employees who arrived late on that day.



Search for reports by name and date.

1. You can enter details such as employee name to search for employee information.
2. Click (31) and then select the date you want to view the time log report for. The system will display the data for the selected date.



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Contacting us via LINE is more convenient and efficient.

We have added this feature to enhance customer service, allowing customers to access our services through the LINE Add service. This provides customers with even greater convenience, as they can search for us using our ID or simply scan the QR code.

LINE ID: @humanos.biz

Operating hours: 08:00 - 17:00, Monday to Friday
(Closed on holidays)

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