



**USER MANUAL THE ALBAYEN LEARNING AND  
TEACHING SUPPORT SYSTEM**

**HR (*HUMAN RESOURCES*) ACCOUNT**

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## INTRODUCTION

The Albayen system is a teaching and learning support system developed to meet school needs. This system includes several accounts, namely, school accounts, teacher accounts, student accounts and parent accounts.

This manual has been prepared to guide Albayen system users in using the system effectively and efficiently. This guide contains a step-by-step guide along with the original interface screens of the module to provide explanations that are easier for users to understand and apply.

We hope that with this user manual, the teaching and learning process using the Albayen system can be made easier and implemented more effectively towards 21st century learning.



## SYSTEM REQUIREMENTS



### Compatible Web Browser

The Albayen system was developed along with current technological developments.

We recommend to all Albayen system users to use the web browser options below to enjoy smooth system browsing

**Download Now:**



### Sistem Operasi yang Kompatibel

The operating system is the system that runs your device. The Albayen system has been developed to be compatible with all types of operating systems. Among the suitable operating systems are the following:

Microsoft Windows

Mac OS

Linux



### Pop-up Blocker

For the smooth use of the Albayen system, users are advised to disable pop-up blockers in their respective web browsers.

Disable popup blocker in Google Chrome:

1. Open Google Chrome..
2. At the top right of Google Chrome, please press 'More', and select the 'Settings' menu.
3. Find the 'Privacy and Security' section, press 'Site Settings'.
4. Click Pop-ups and redirects.
5. At the top, change the setting to 'Allowed'.
6. Return to the Albayen School system. Press the 'Refresh' button on your web browser.

## ACCESS TO THE ALBAYEN SYSTEM

To access the Albayen system, users only need to enter the link below into their web browser via their respective devices.

Link to Albayen system:

<https://albayen.my>

Note:

Recommended web browser options are Google Chrome, Mozilla Firefox, or Microsoft Edge.



## LOG IN TO THE SYSTEM

After accessing the Albayen system link, HR can log in to the system. Follow the steps below for the system login process.

1. Please ensure your name is registered in the system by the admin. If you haven't or are unsure, please contact your admin to register your information in the system.
2. If your information has been registered by the Admin system, please enter 'HR ID' in the **Email** and **Password** columns or the password set is **Albayen1234**. If you have changed your password, please enter your new password.
3. Please press the **LOG IN** button to access your account.
4. If you forget your password, please click on the **Forget Password** section and enter the required information.

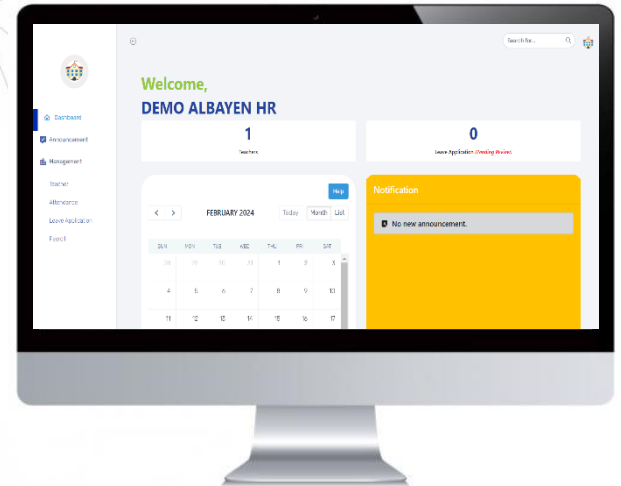


## HOME PAGE HR ACCOUNT

After the login process is complete, the front page of the HR account system will be displayed as in the image on the right.

There are three (3) main menus in the HR account with different functions, namely;

1. Dashboard
2. Announcement
3. Management
  - i. Teacher
  - ii. Attendance
  - iii. Leave Application
  - iv. Payroll

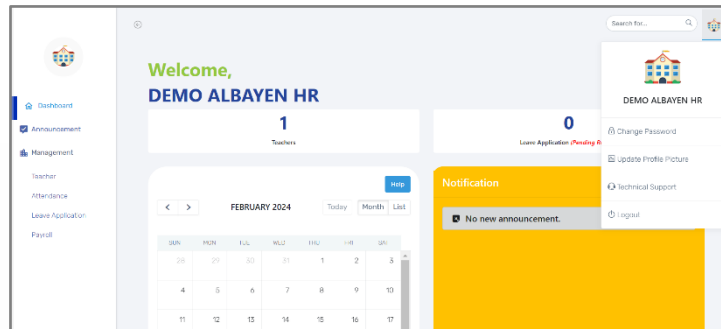


## HEADER BAR

The top bar component or header bar is the most important component in the process of using the Albayen system. This component contains; starting from the left, the arrow button points to the left to hide the sidebar menu, user name, and also the HR icon or avatar. Users can change the avatar icon by pressing the **Change Avatar** menu.

Users can also change their password by pressing the **Change Password** menu.

If the user wants to leave the Albayen system, the user can press the **Logout** menu.



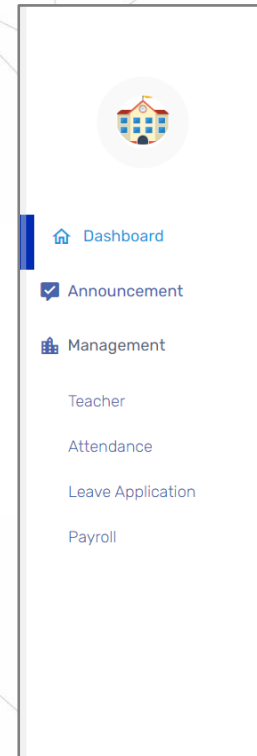


## SIDEBAR

The side menu component lists the menus and functions provided for the HR account. That includes:

1. The dashboard page, displays information on the number of teachers and leave applications. Users can also access a calendar containing important events and a list of notifications created by the admin.
2. **Announcement**, menu for making announcements and will be received by the specified recipient.
3. **Management**, displays a list of submenus, namely **Teacher, Attendance, Leave Application, and Payroll**

HR are advised to explore all the functions of the Albayen System that have been provided in order to increase their knowledge and skills in using the system.



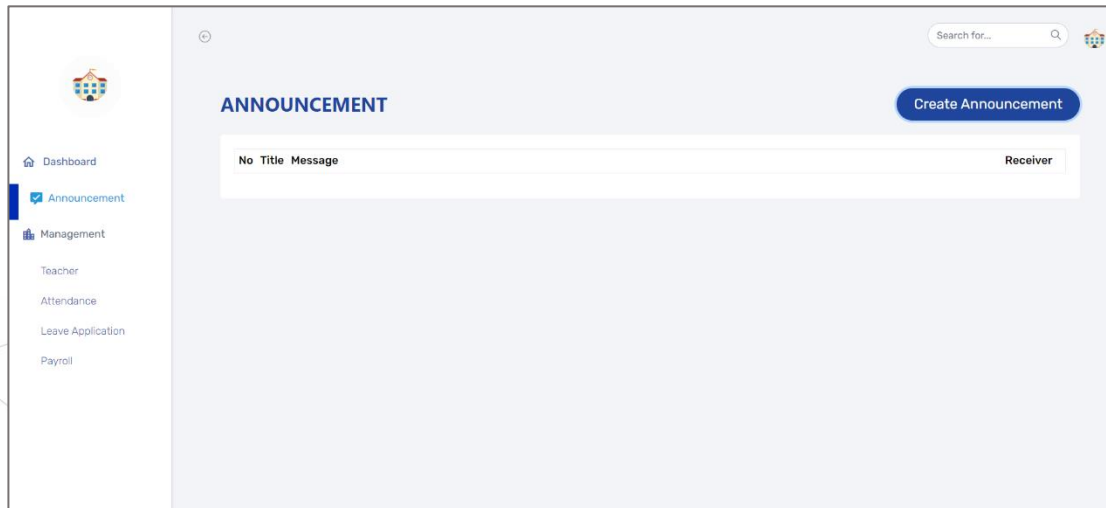
## DASHBOARD MENU

The Dashboard displays the number of existing teachers and leave application information. Apart from that, it also contains an event calendar. This calendar is maintained by admin to include important events throughout the year. It also contains a notification column which lists important announcements by the admin.

The screenshot displays the HR dashboard interface. On the left is a sidebar menu with the following items: Dashboard (selected), Announcement, Management, Teacher, Attendance, Leave Application, and Payroll. The main content area features a search bar at the top right. Below the search bar is a welcome message: "Welcome, DEMO ALBAYEN HR". Two summary cards are present: "1 Teachers" and "0 Leave Application (Pending Review)". A calendar for "FEBRUARY 2024" is shown, with navigation for "Today", "Month", and "List" views, and a "Help" button. The calendar grid shows dates from 28 to 17. A yellow notification box on the right contains the message: "No new announcement."

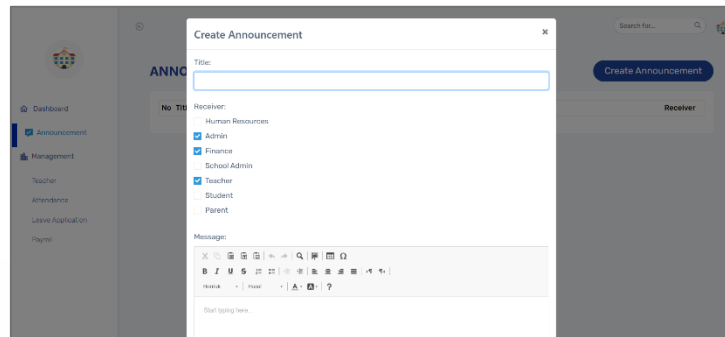
## ANNOUNCEMENT MENU

This menu is provided to make an announcement that will be received by the recipient specified in the column for filling in the announcement. To make an announcement, users can press the **Create Announcement** button at the top right.



## ANNOUNCEMENT MENU

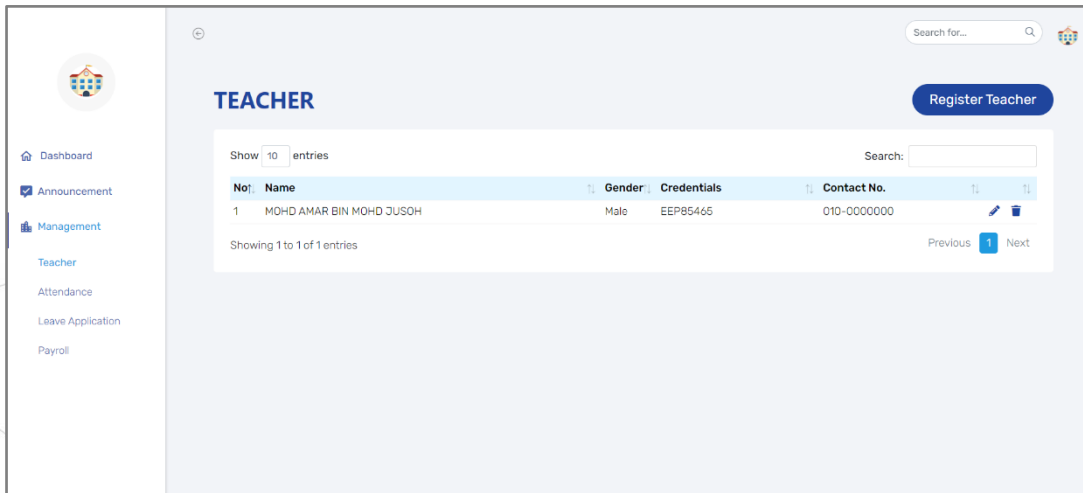
Enter the title of the announcement, then determine who will receive the announcement you made. After that, fill in the announcement message, and upload files if necessary.



## MANAGEMENT MENU

### TEACHER ROOM

This column displays teacher data registered in the Albayen system. There is information regarding the teacher's name, gender, credential (teacher ID), and number. Contact. Users can also add teachers by pressing the **Register Teacher** button.



The screenshot displays the 'TEACHER' management interface. On the left is a navigation sidebar with options: Dashboard, Announcement, Management, Teacher, Attendance, Leave Application, and Payroll. The main content area features a search bar at the top right, a 'Register Teacher' button, and a table listing teacher entries. The table has columns for No., Name, Gender, Credentials, and Contact No. A single entry is shown for MOHD AMAR BIN MOHD JUSOH. Below the table are pagination controls showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

No.	Name	Gender	Credentials	Contact No.
1	MOHD AMAR BIN MOHD JUSOH	Male	EEP85465	010-0000000

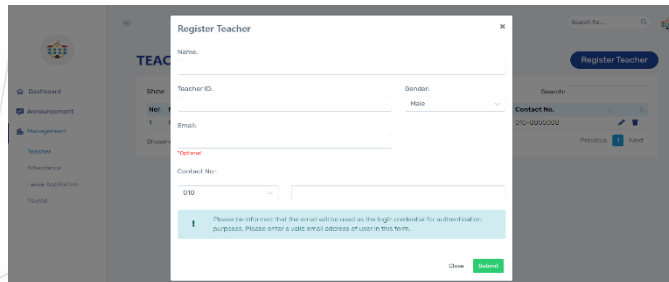
## MANAGEMENT MENU

### TEACHER'S ROOM

After pressing the **Register Teacher** button, the admin needs to fill in the form, namely:

- i. Name
- ii. Teacher id
- iii. Gender
- iv. Email
- v. Contact No.

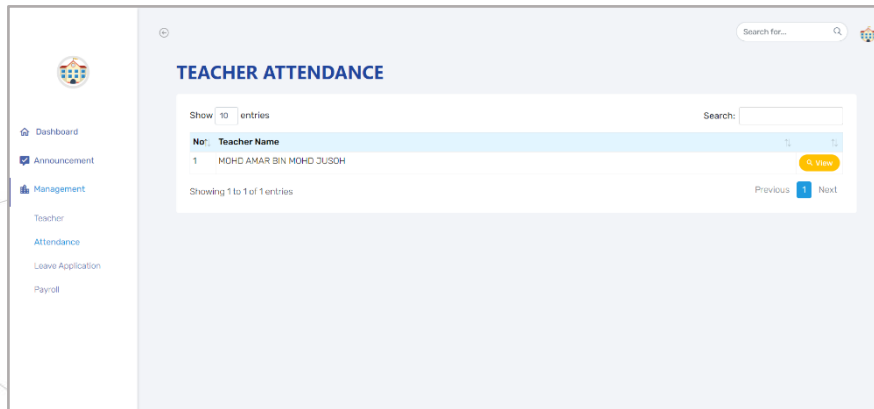
When finished, press  button. Wait until the upload process is successful.



## MANAGEMENT MENU

### ATTENDANCE ROOM

This **Attendance** column displays a list of teacher attendance registered in the Albayen system. To see more complete information about the teacher, users can press the **View** button.



## MANAGEMENT MENU

### LEAVE APPLICATION ROOM

The **Leave Application** column displays a list of requests for leave/leave permission. Users can apply for teacher leave by pressing the **Apply Leave** button.

HR LEAVE MANAGEMENT DASHBOARD

Apply Leave

Show 10 entries Search:

No.	Teacher Name	Status	Leave	Phone No	Date Applied
*	Not data available	Not data available	Not data available	Not data available	

Showing 0 to 0 of 0 entries Previous Next



## MANAGEMENT MENU

### LEAVE APPLICATION ROOM

After pressing the **Apply Leave** button, the user needs to fill in several existing data, including: Leave, Date, Total Days, Reason, and File Upload. After filling in, the user needs to wait for approval from the admin, whether it is accepted or not.

The screenshot displays a 'Leave Application' form within a dashboard interface. The form includes the following fields:

- Leave:** A dropdown menu with 'Select...' as the current selection.
- Date:** A date picker with a 'TO' label.
- Total Days:** A dropdown menu with 'Day' as the current selection.
- Reason:** A text input area.
- File Upload:** A button labeled 'Choose File' and a status indicator 'No file chosen'.

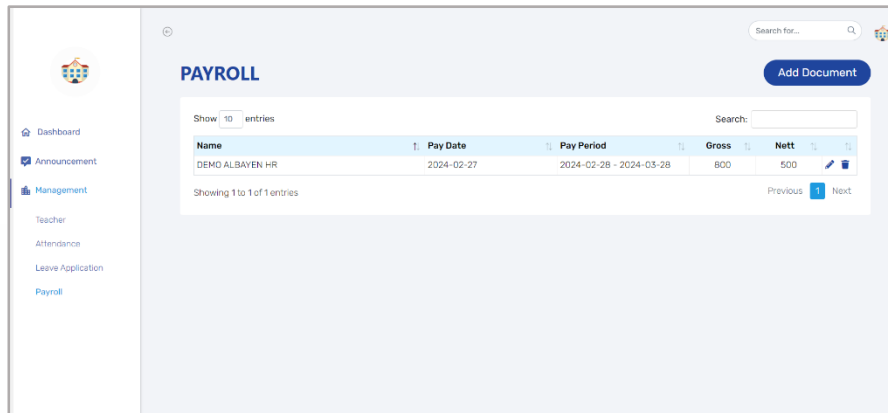
At the bottom of the form, there is a light blue message bar with an exclamation mark icon and the text 'Please wait for approval.' Below the message bar are 'Close' and 'Submit' buttons.

The background dashboard shows a search bar, an 'Apply Leave' button, and a table with a 'Date Applied' column. The table has 'Previous' and 'Next' navigation buttons.

## MANAGEMENT MENU

### PAYROLL ROOM

The **Payroll** column displays a list of salaries determined by HR. Users can also add a payroll by pressing the **Add Document** button.



The screenshot displays the 'PAYROLL' management interface. On the left is a navigation sidebar with options: Dashboard, Announcement, Management (selected), Teacher, Attendance, Leave Application, and Payroll. The main content area features a search bar, an 'Add Document' button, and a table. The table has columns for Name, Pay Date, Pay Period, Gross, and Nett. A single entry is shown for 'DEMO ALBAYEN HR' with a pay date of 2024-02-27 and a pay period of 2024-02-28 - 2024-03-28. The Gross amount is 800 and the Nett amount is 500. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

Name	Pay Date	Pay Period	Gross	Nett
DEMO ALBAYEN HR	2024-02-27	2024-02-28 - 2024-03-28	800	500

## MANAGEMENT MENU

### PAYROLL MENU

After pressing the **Add Document** button, the user needs to fill in the required information, including: Staff Name, Pay Period, Gross, Net, and File Upload. After filling in everything, users can click the **Submit** button below.

The screenshot shows a web application interface with a sidebar menu on the left containing 'Dashboard', 'Announcement', 'Management', 'Teacher', 'Attendance', 'Leave Application', and 'Payroll'. The 'Payroll' menu item is selected. The main content area displays a 'Payroll' form with the following fields:

- Staff Name: A dropdown menu with 'DEMO ALBAYEN HR' selected.
- Pay Period: A text input field with 'TD' entered.
- Gross: A text input field with a '\$' symbol on the left.
- Net: A text input field with a '\$' symbol on the left.
- File Upload: A large empty box with a cloud icon and the text 'Drag and drop a file here or click'.

At the bottom right of the form are 'Close' and 'Submit' buttons. In the background, a table is partially visible with columns for 'Gross' and 'Net', and rows for 'DEMO A' and '500'. A search bar and a table navigation bar are also visible.



**ALBAYEN**  
SCHOOLS