



وزارة الحرس الوطني - الشؤون الصحية

MINISTRY OF NATIONAL GUARD HEALTH AFFAIRS

MNGHA

MNG-HA Employee Self- Service Mobile Application

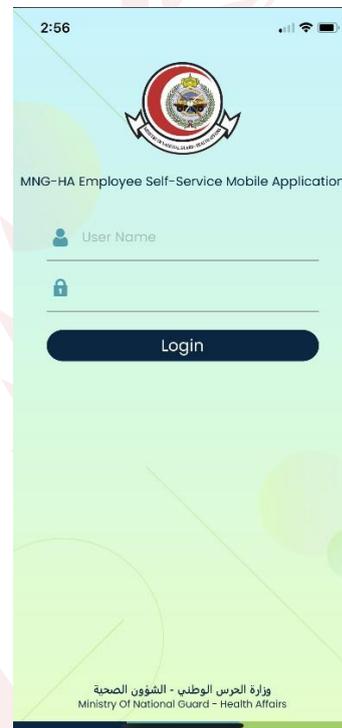
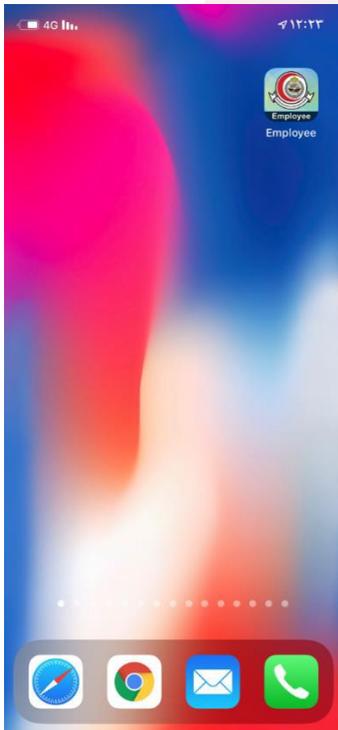
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Chapter 1 – Login to Mobile Apps

This chapter contains description of login procedure.

- Open “Employee” application.
- Enter username and password, tap on “Login”.

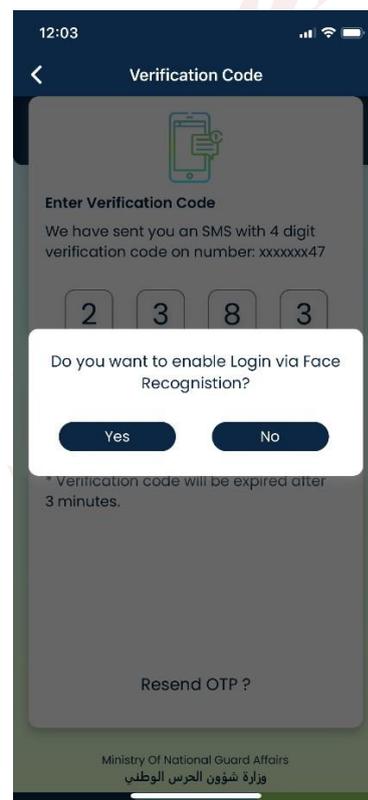
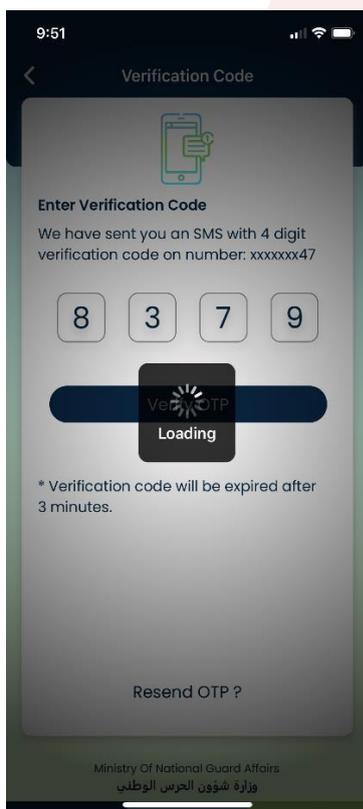


- You will get verification code in SMS.

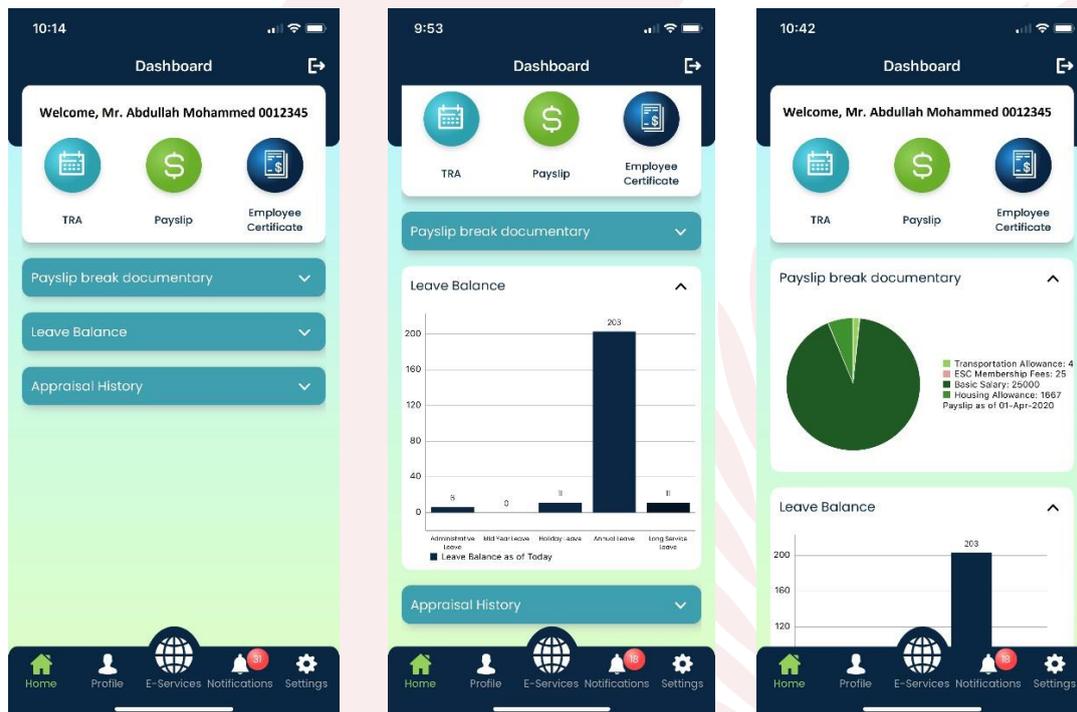
It will automatically enter, tap on “Verify OTP”.

It will redirect to Dashboard page.

- You can also configure Face Recognition login.



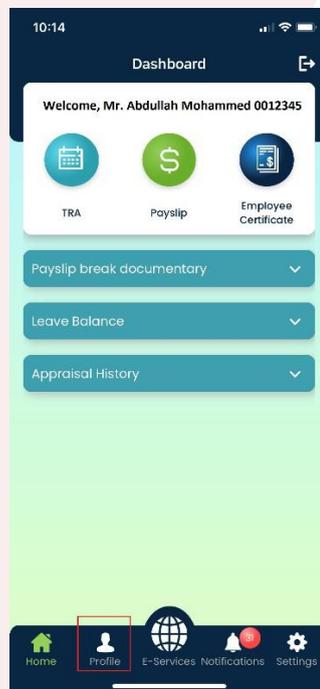
- You are now logged into Employee Mobile Apps. You can check your Payslip Breakup, Leave Balance etc on Dashboard.



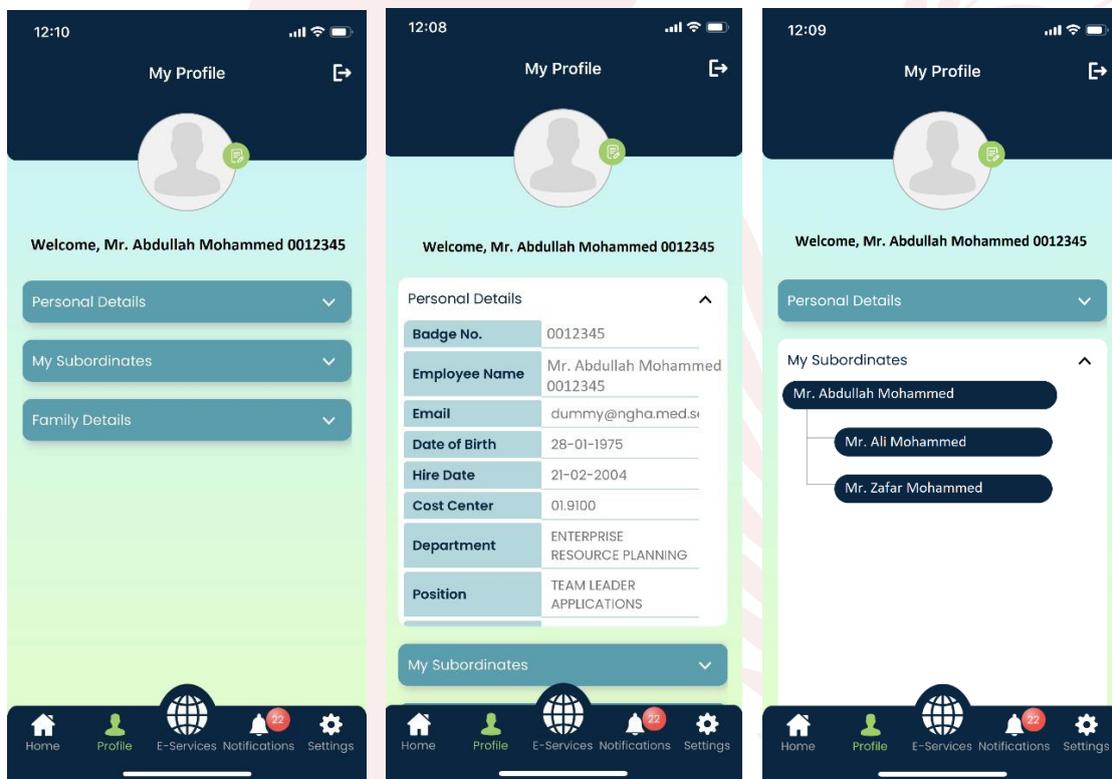
Chapter 2 – My Profile Dashboard

This chapter contains description of My Profile Dashboard.

- Open and login to “Employee” application, tap on “Profile”.



- Your profile dashboard is now displaying. You can check your Personal Details, Subordinate Details and Family Details.



- To set your profile picture, tap on edit icon.
- Tap on “Choose from Gallery” or you can directly take picture from camera.



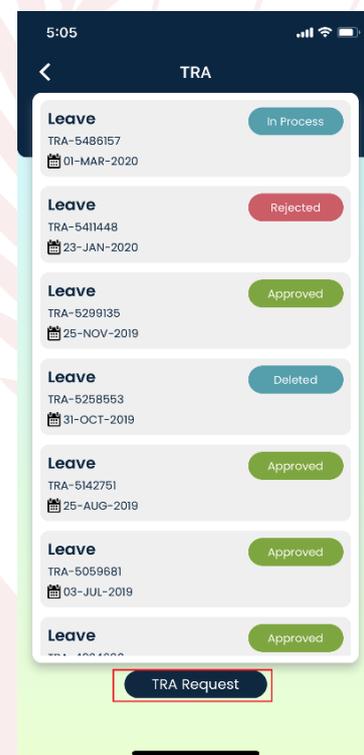
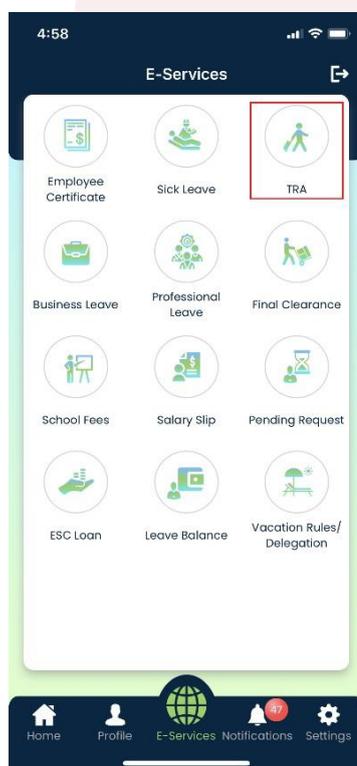
- Select picture by browsing your local files. Your display picture is changed successfully.



Chapter 3 – TRA

This chapter contains description to create TRA request.

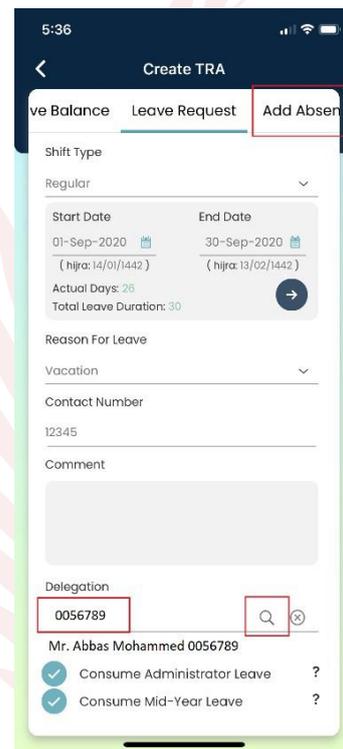
- Open and login to “Employee” application, tap on “E-Services” and go to “TRA”.
- You can check your previously created leaves and their status. Tap on “Create TRA”. “Apply Ticket” option will be visible for expatriates.



- First tab will display user's leave balance, tap on "Leave Request" tab.



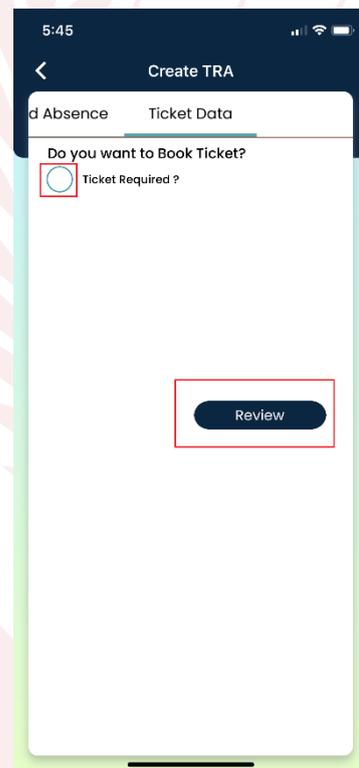
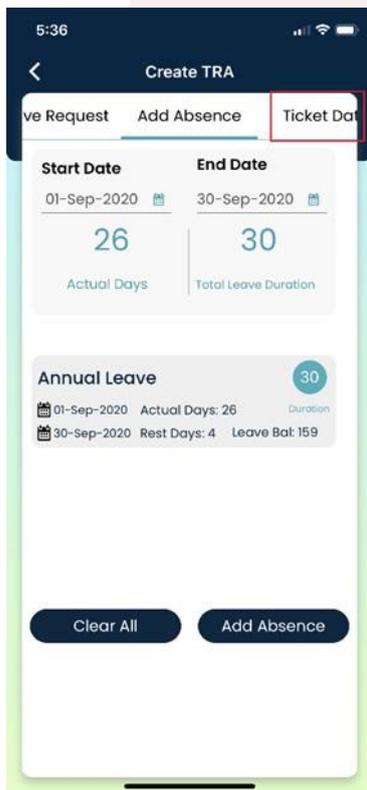
- Fill mandatory details.
- To select delegation, enter employee number to whom you want to select as delegate in "Delegation" field and tap on search icon as shown below:



- Full name of employee will be displayed after selecting delegate. Tap on "Add Absence" once you finish with the basic information.

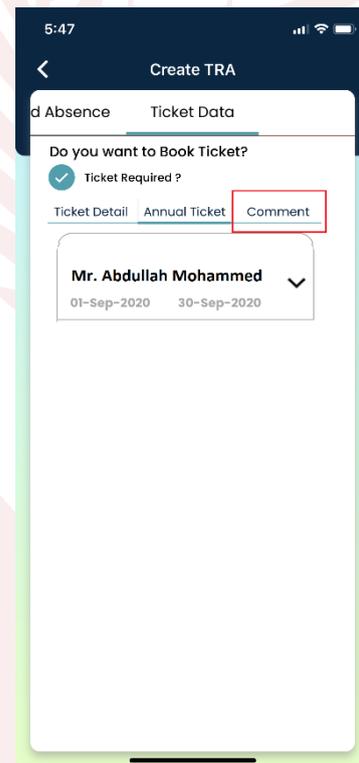
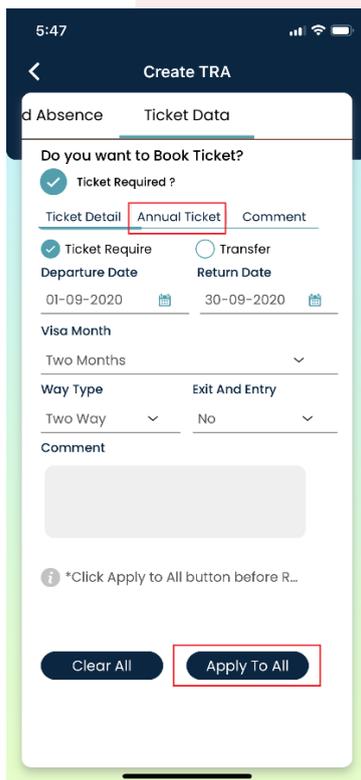
- Absences will be automatically calculated based on your selection in previous screen (i.e. Administrative Leave, Holiday Leave, Mid Year Leave). You can adjust Absence Type if required. Tap on “Ticket Data” after reviewing absence details.

- Check “Ticket Required?” if needed. Otherwise tap on “Review”.

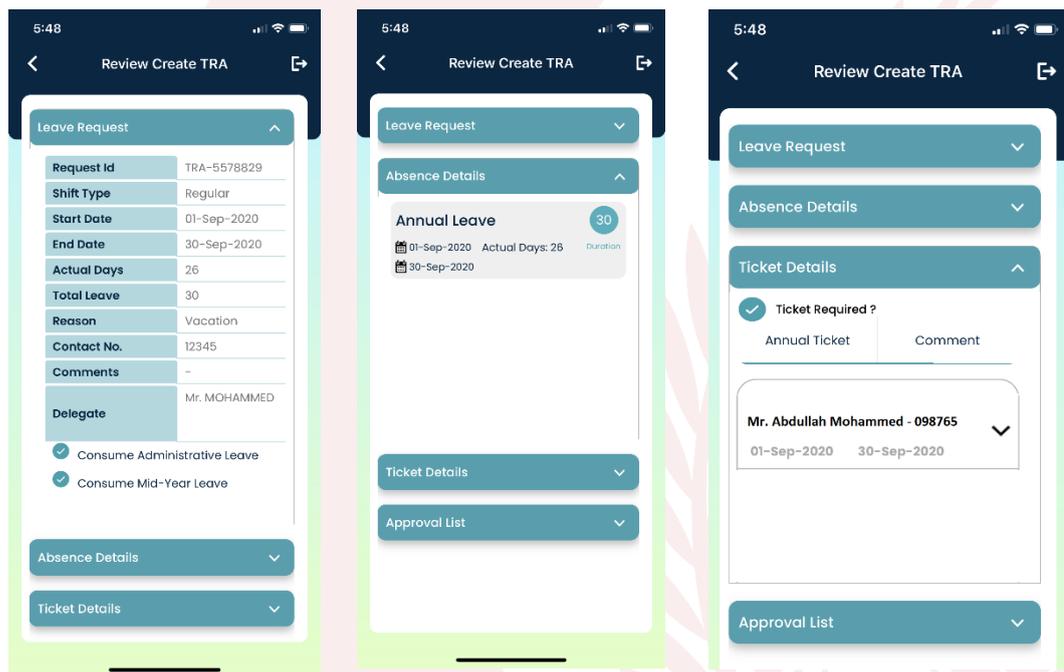


- If user selects “Ticket Required?”, application will be redirected to Ticket Details page. Fill necessary information in “Ticket Details” tab and tap on “Apply to All”.
- Tap on “Annual Ticket” to review your ticket details then tap on “Comment”.

- Add comments if needed and tap on “Review”.



- You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.



- After reviewing, check “I have read and agreed to the MNG-HA policies” and tap on “Submit” as below:

5:48

Review Create TRA

Absence Details

Ticket Details

Approval List

To avoid delay and unnecessary rejection, please...

RESOURCE PLANNING
Position : TEAM LEADER
APPLICATIONS.9100-BERP ENTERPRISE RESOURCE PLANNING
Email id : dummy@ngha.med.sa

Mr. Zafar Mohammed
0098765
Organization Name : 9100-BERP ENTERPRISE RESOURCE PLANNING
Position : DIRECTOR CORPORATE ENTERPRISE RESOURCE PLANNING SYSTEM.9100ERP
ENTERPRISE RESOURCE PLANNING
Email id : dummy@ngha.med.sa

[Read Leave Policies Here](#)

I have read and agree to the NGHHA policies

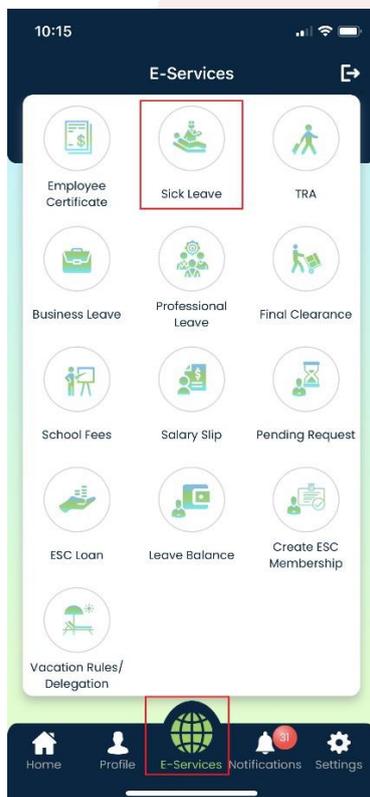
Cancel Submit

- TRA request is successfully submitted for approval

Chapter 4 – Sick Leave

This chapter contains description to create Sick Leave request.

- Open and login to “Employee” application, tap on “E-Services” and go to “Sick Leave”.
- You can check your previously created leaves and their status. Tap on “Create Sick Leave”.



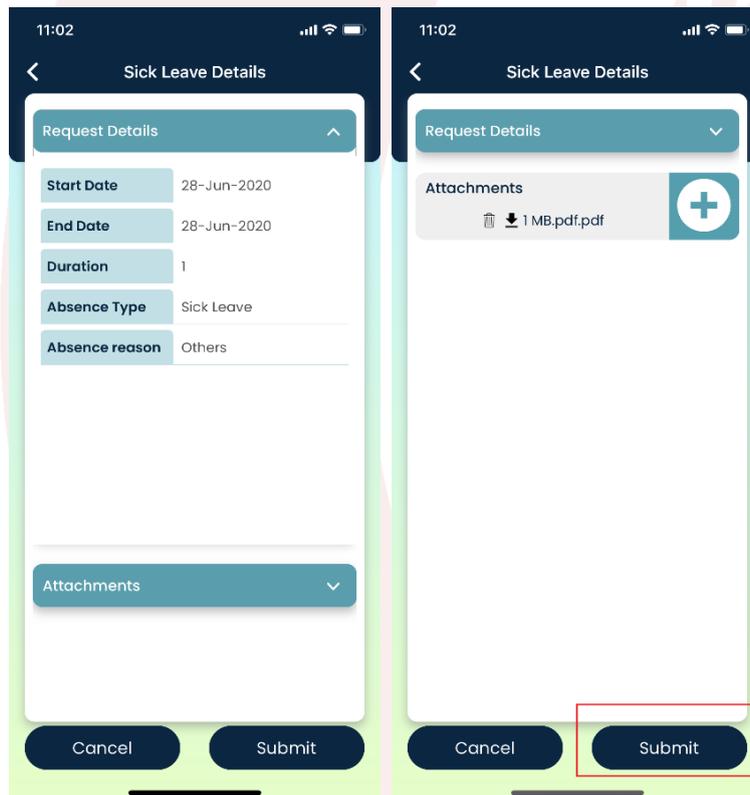
- Fill mandatory details and tap on “Next”.

The screenshot shows a mobile application interface for submitting a Sick Leave request. The title bar at the top reads "Sick Leave". The form contains the following fields:

- Start Date:** 03-Jun-2020
- End Date:** 03-Jun-2020
- Total Leave Duration:** 1
- Absence Type:** Sick Leave
- Absence reason:** Others

A "Next" button is located at the bottom of the form.

- You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.

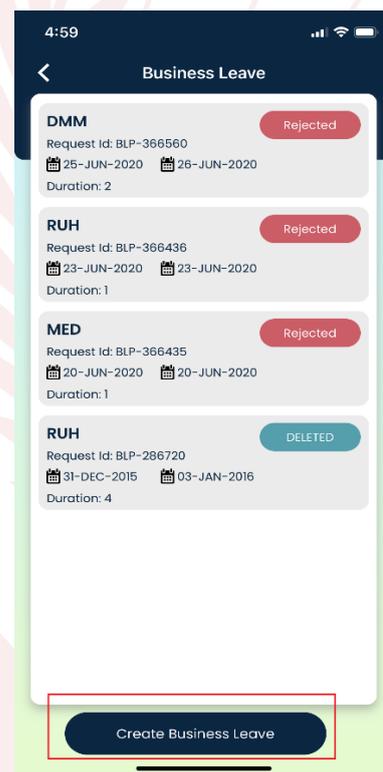
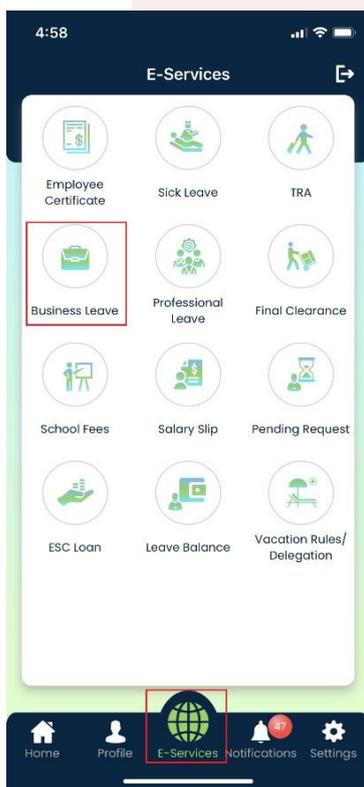


- After reviewing, tap on “Submit”. Sick Leave request is successfully submitted for approval.

Chapter 5 – Business Leave

This chapter contains description to create Business Leave request.

- Open and login to “Employee” application, tap on “E-Services” and go to “Business Leave”.
- You can check your previously created leaves and their status. Tap on “Create Business Leave.”



- Fill mandatory details and tap on “Next”.

5:00

Business Leave

Request Id
BLP-366635

Start Date
30-Jun-2020

End Date
30-Jun-2020

Total Leave Duration: 1

Leave Type
Normal Business Leave

Travel Type
Inside Kingdom

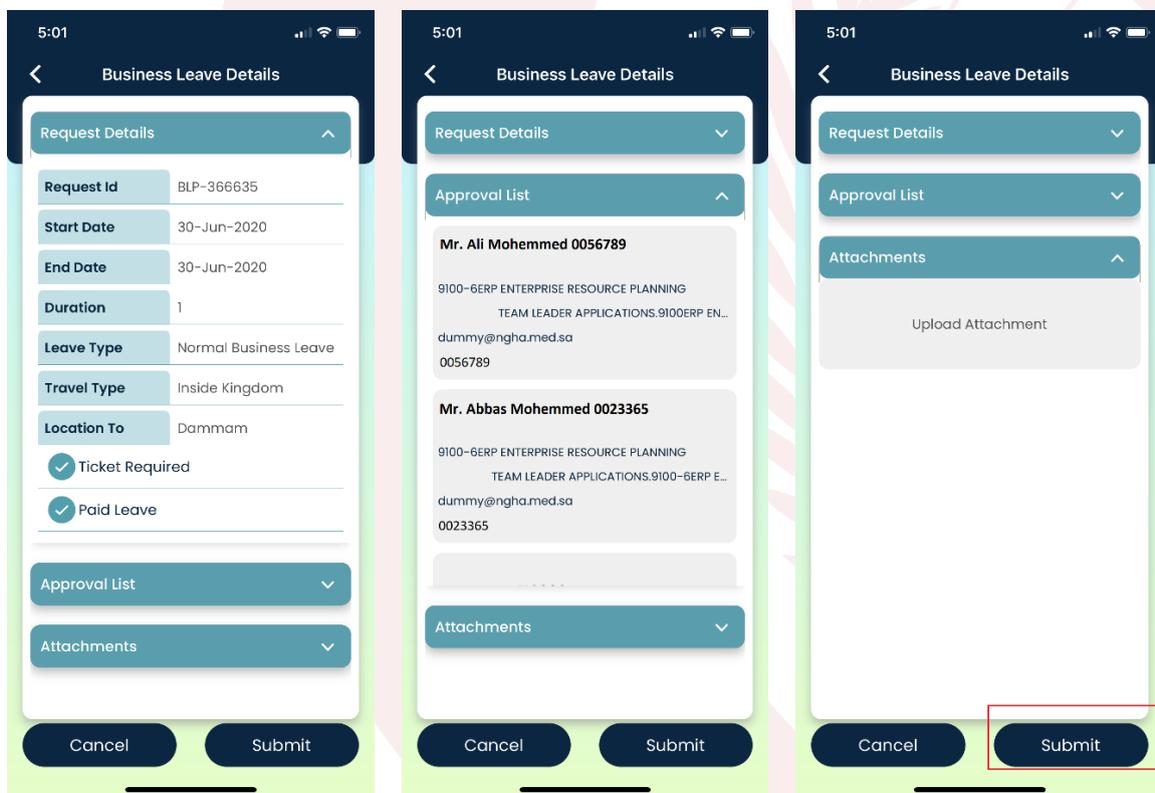
Location To
Dammam

Ticket Required

Paid Leave

Next

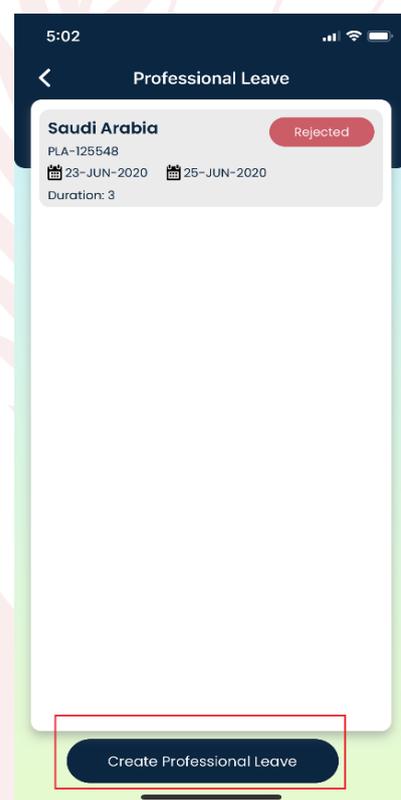
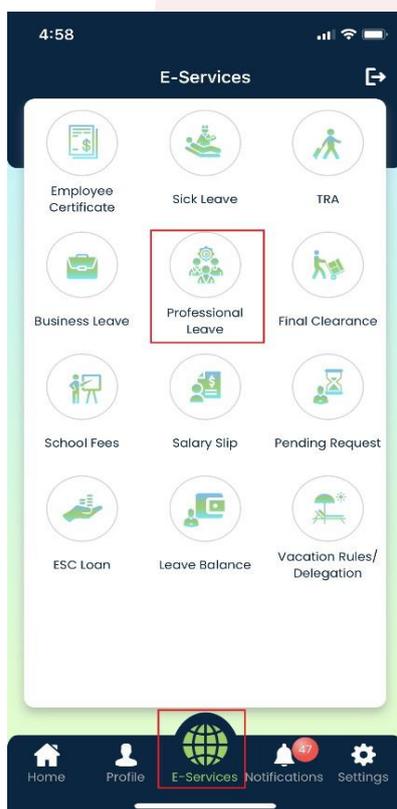
- You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.
- After reviewing, tap on “Submit”. Business Leave request is successfully submitted for approval.



Chapter 6 – Professional Leave

This chapter contains description to create Professional Leave request.

- Open and login to “Employee application”, tap on “E-Services” and go to “Professional Leave”.
- You can check your previously created leaves and their status. Tap on “Create Professional Leave”.



- Fill mandatory details and tap on “Next”.

5:03

< Professional Leave

Request Id
PLA-125648

Start Date 06-Jul-2020 End Date 09-Jul-2020

Total Leave Duration: 4

Reason of leave
To attend International Meeting

Destination type
1. Europe, North and South America, Austr...

Location
Italy

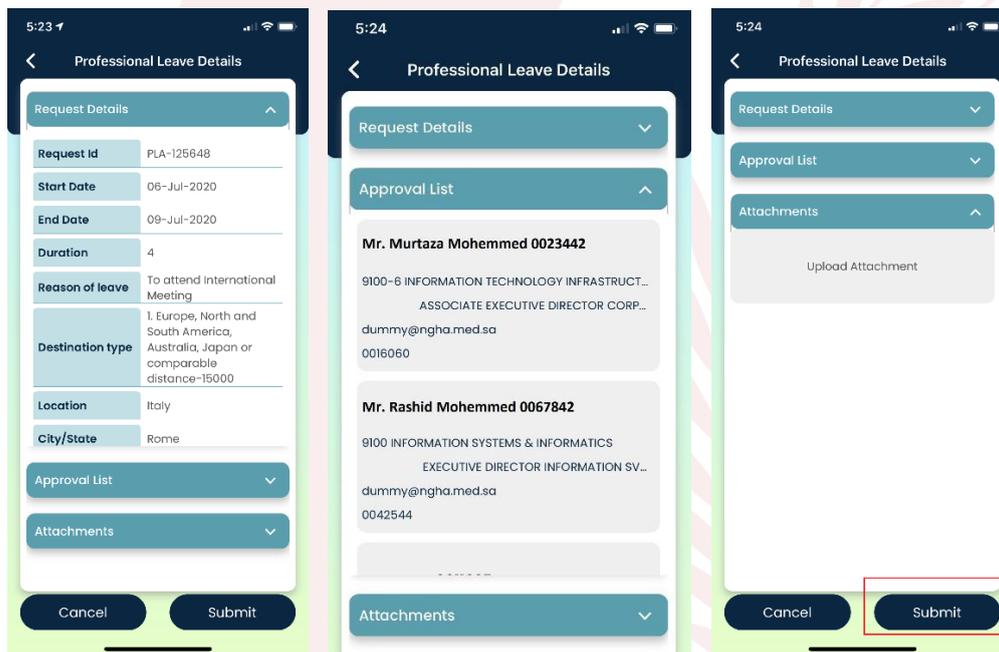
City/State
Rome

Exit & Re-entry

Paid Leave

Next

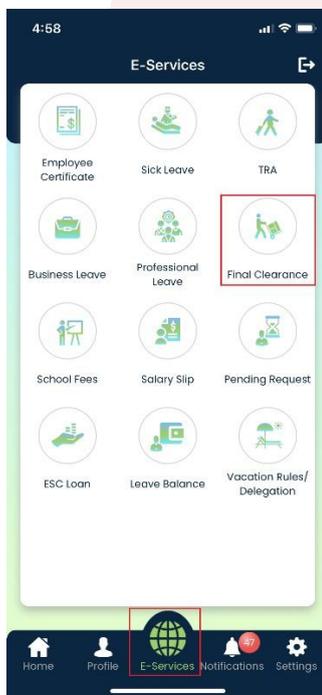
- You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.
- After reviewing, tap on “Submit”. Professional Leave request is successfully submitted for approval.



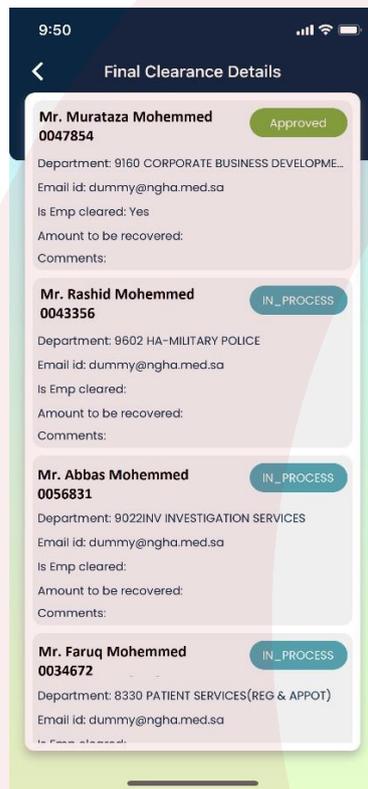
Chapter 7 – Final Clearance

This chapter contains description to check Final Clearance status.

- Open and login to “Employee “application, tap on “E-Services” and go to “Final Clearance”.
- Tap on the request.



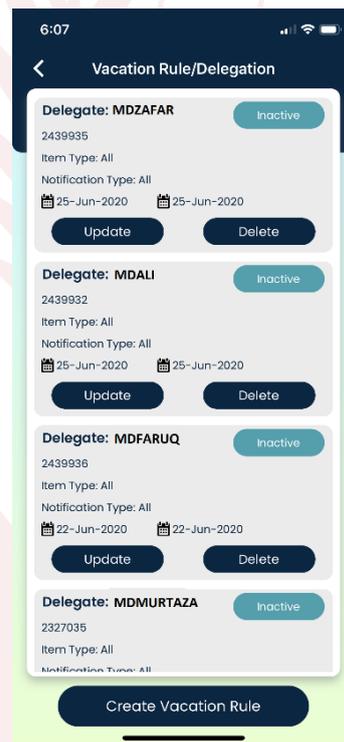
- It will display all the approver details and approval status of your request.



Chapter 8 – Vacation Rule

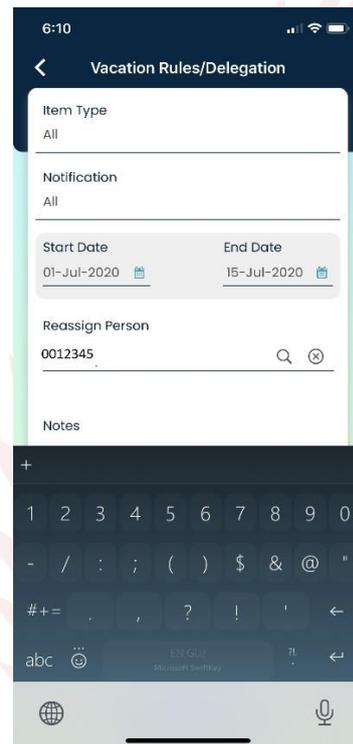
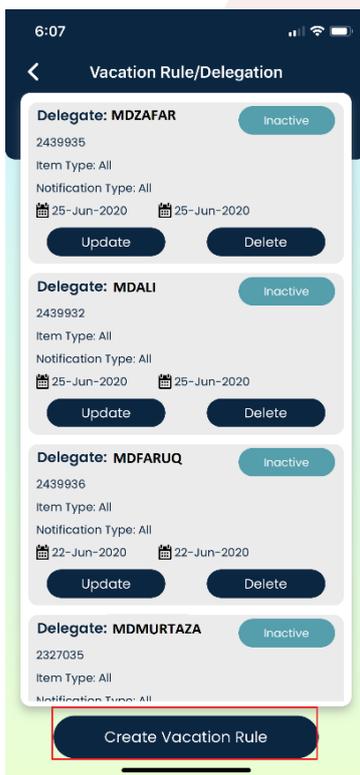
This chapter contains description to create, update and delete Vacation Rule.

- Open and login to “Employee “application, tap on “E-Services” and go to “Vacation Rule/Delegation”.
- You can check previously created vacation rules.

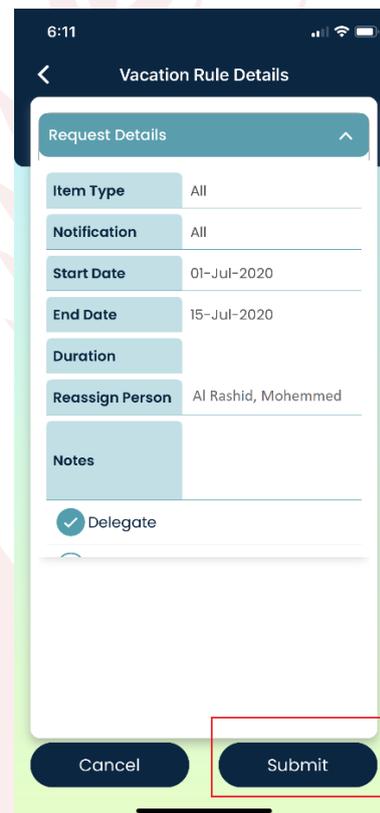
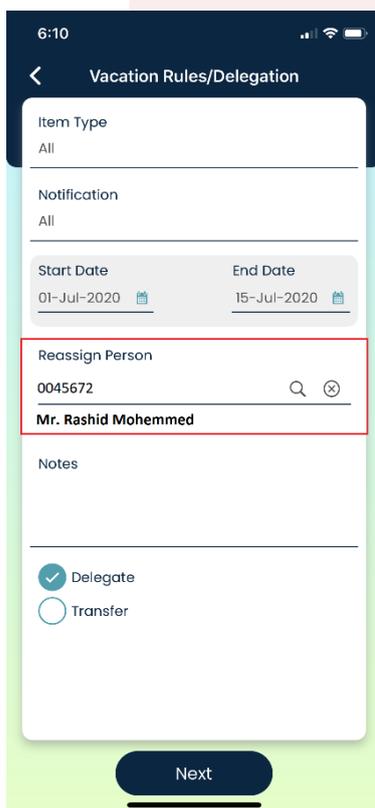


1. Create Vacation Rule

- Tap on “Create Vacation Rule”.
- Select Start Date and End Date.

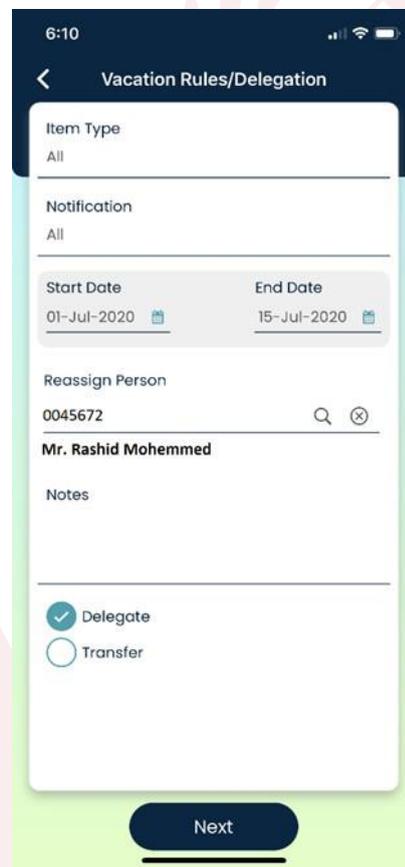
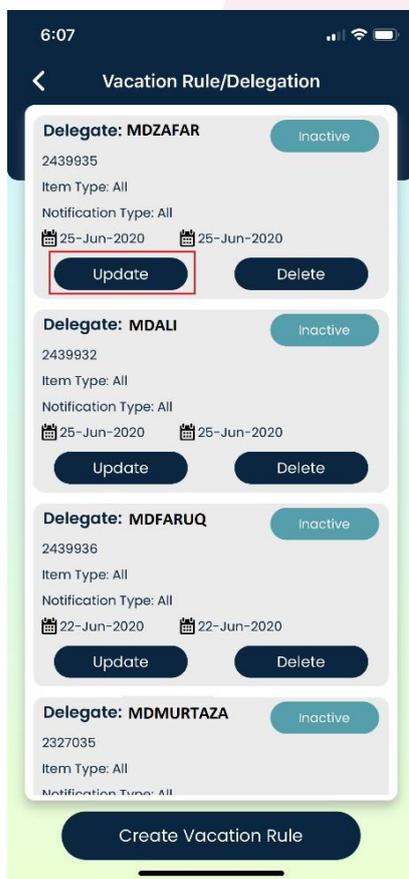


- Enter employee number of the user you want to delegate/transfer your notifications and tap on “Search” icon as shown below:
- Full name of the selected employee will be displayed in “Reassign Person” block.
- Check “Delegate” or “Transfer” as required and tap on “Next”.
- Review your request and tap on “Submit”. Vacation Rule is created successfully.

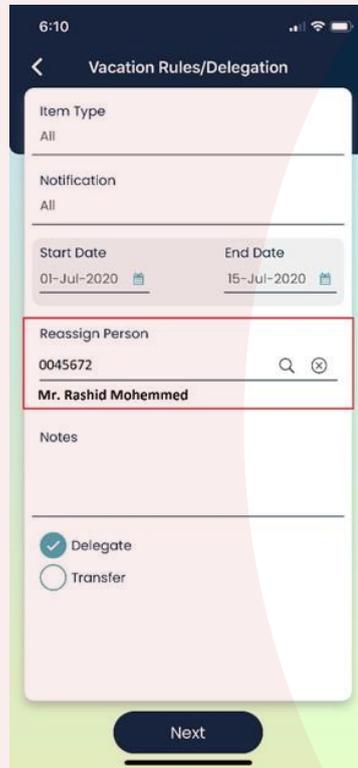


2. Update Vacation Rule

- Choose the rule you want to update from previously created rules and tap on “Update”.
- Change Start Date and End Date as required.



- Enter employee number of the user you want to delegate/transfer your notifications and tap on “Search” icon as shown below:

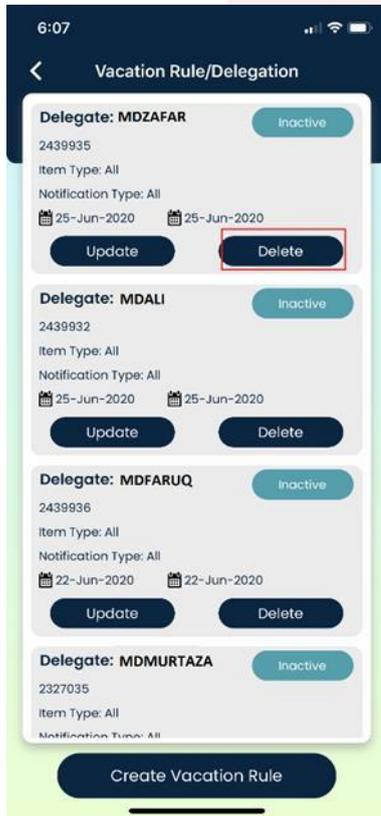


The screenshot displays the 'Vacation Rules/Delegation' screen on a mobile device. At the top, the time is 6:10. The screen contains several input fields: 'Item Type' (All), 'Notification' (All), 'Start Date' (01-Jul-2020), and 'End Date' (15-Jul-2020). A 'Reassign Person' section is highlighted with a red box, showing the employee ID '0045672' and the name 'Mr. Rashid Mohemmed'. Below this, there is a 'Notes' field and two radio button options: 'Delegate' (which is selected) and 'Transfer'. A 'Next' button is located at the bottom of the screen.

- Full name of the selected employee will be displayed in “Reassign Person” block.
- Check “Delegate” or “Transfer” as required and tap on “Next”.
- Review your request and tap on “Submit”.
Vacation Rule is updated successfully.

3. Delete Vacation Rule

- Choose the rule you want to delete from previously created rules and tap on “Delete”.
- Tap on “Yes”

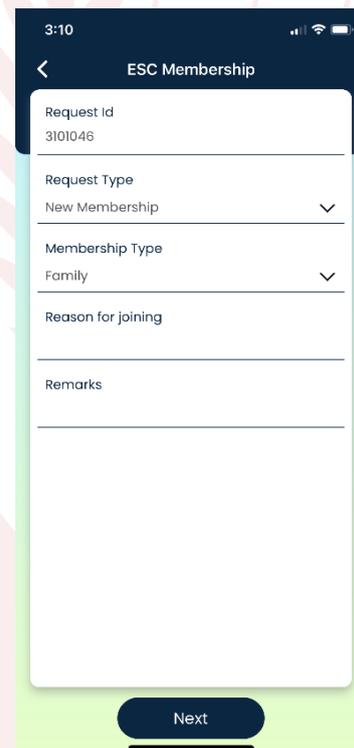
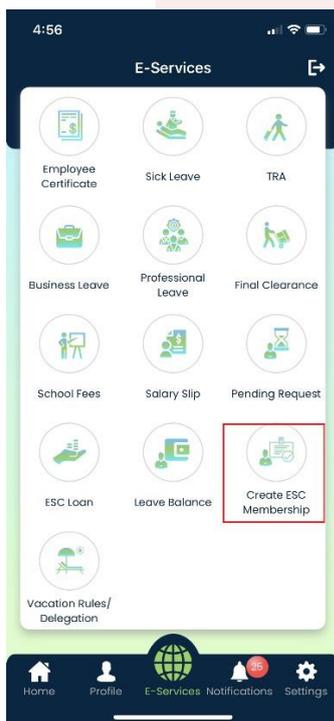


- Vacation Rule is deleted successfully

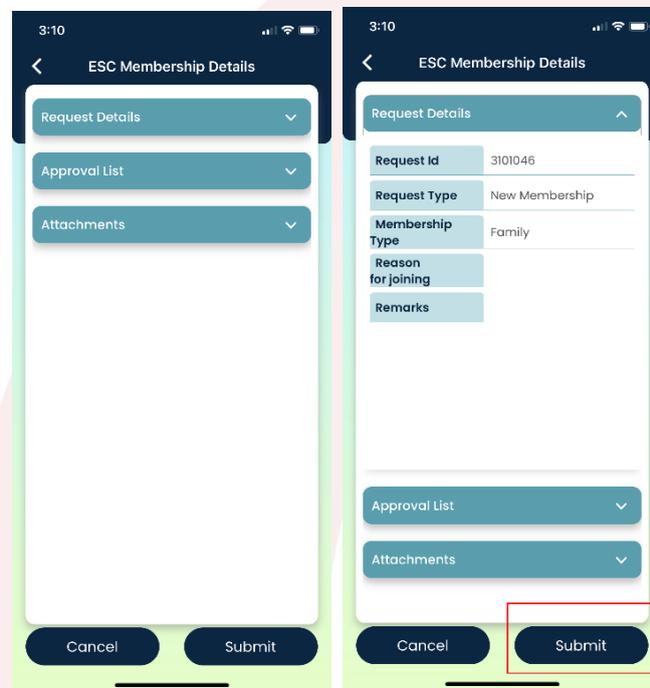
Chapter 9 – ESC Membership

This chapter contains description to create, change and discontinue ESC Membership Request.

- Open and login to “Employee “application, tap on “E-Services “and go to “ESC Membership”.
- Fill all the details and tap on “Next”.

A screenshot of the "ESC Membership" form. The form contains the following fields: Request Id (3101046), Request Type (New Membership), Membership Type (Family), Reason for joining, and Remarks. A "Next" button is located at the bottom of the form.

- Review the information and tap on “Submit”.

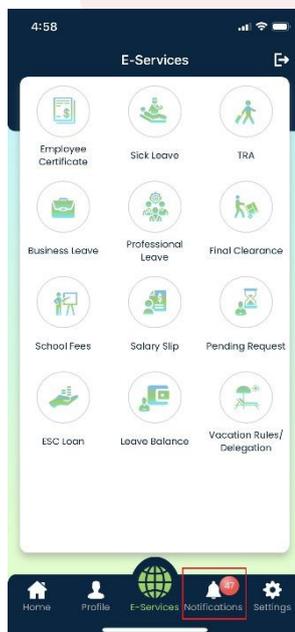


- Membership request is successfully submitted for approval.

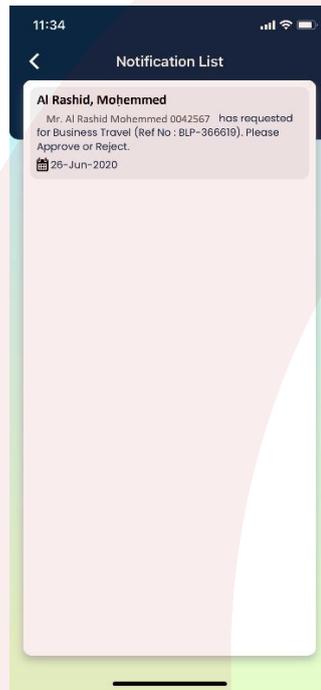
Chapter 10 – Approvals

This chapter contains description of approval process of notifications.

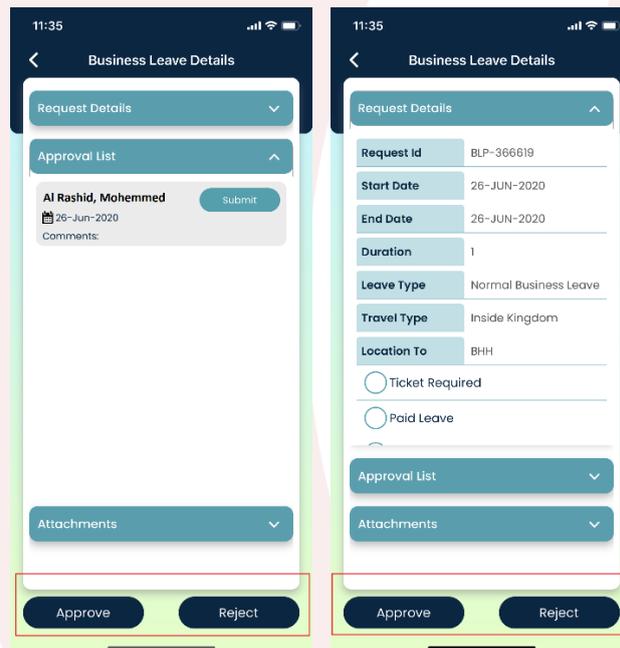
- Open and login to “Employee” application, tap on “Notifications”.
- Different notification and their respective counts will be displayed. You can long press on the notification icon to check total and FYI counts as below:



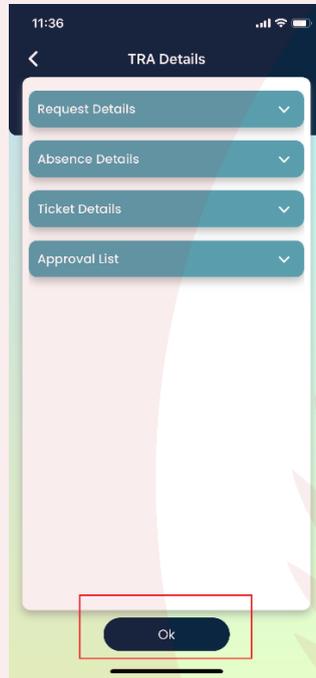
- Tap on notification to take action.



- FYA notifications will have “Approve” and “Reject” button and user can check request details, approval list and attachments added by a requester.



- FYI notifications will have “Ok” button to close the notification

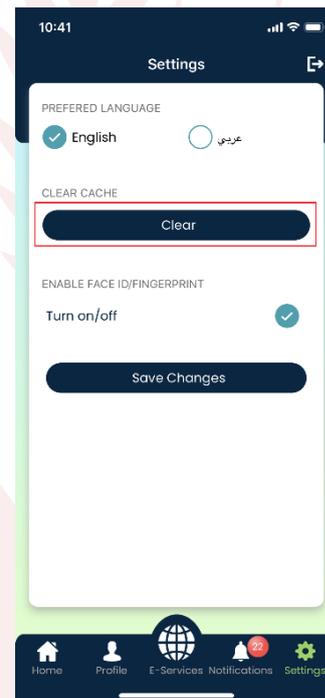
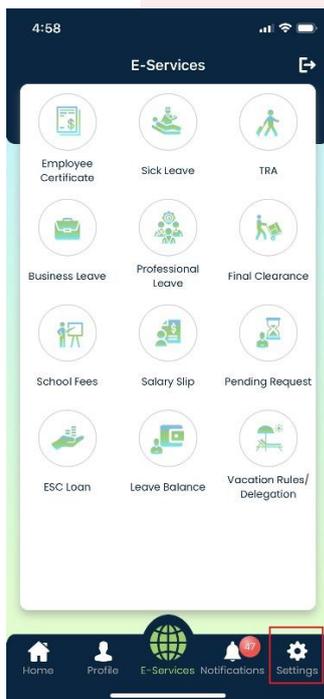


Chapter 11 – Miscellaneous

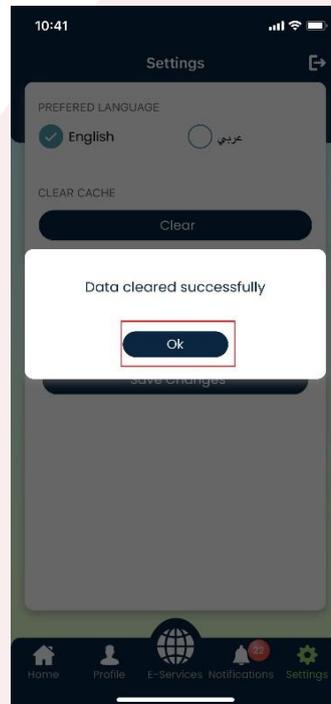
This chapter contains description of some miscellaneous functionalities like changing language, clear the cache and turn on/off face

1. Clear cache

- Open and login to “Employee “application, tap on “Settings”.
- Tap on “Clear” in Clear Cache block.



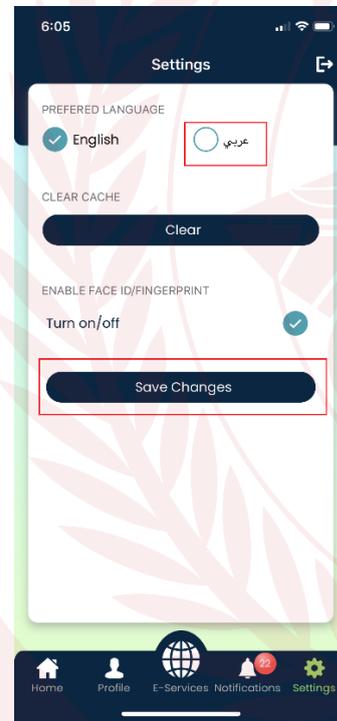
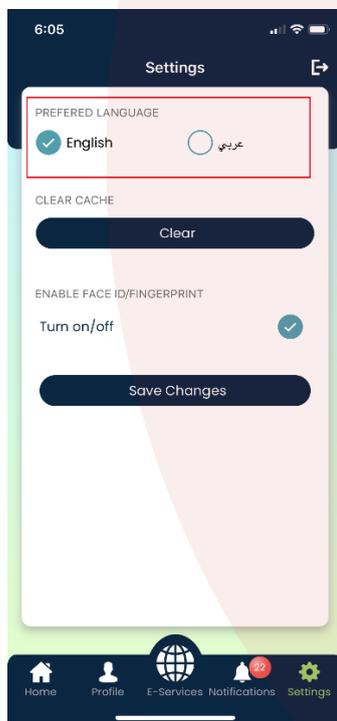
- Tap on “Ok”.



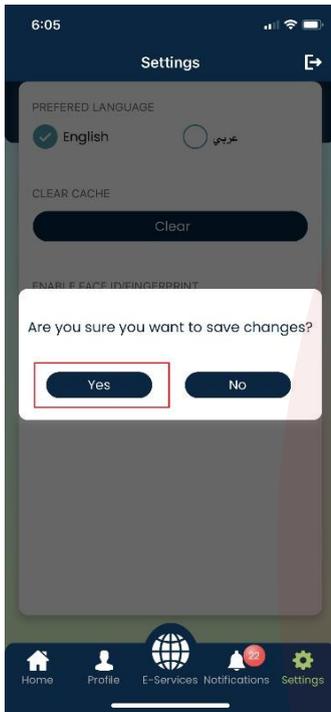
- Cache is successfully cleared.

2. Change Language

- Open and login to “Employee” application, tap on “Settings”. It will display currently selected language.
- Select your preferred language from “Preferred Language” block and tap on “Save Changes”.



- Tap “Yes”.



- You have successfully changed language of the application.



- Note: Clearing the cache is suggestable after changing the language of application.

3. Turn on/off Face ID/Fingerprint

- Open and login to “Employee” application, tap on “Settings”.
- Select “Turn on/off” checkbox to enable face ID or fingerprint and tap on “Save Changes”.



- Tap on “Yes”.
- Face ID or fingerprint is now enabled based on your phone’s configuration.