

INTRODUCING HR

Look after the people who run the business.

Give employee administration a connected home — from a candidate and joining details to attendance, leave requests, and configured payroll records.

The screenshot displays the Fodista HR application interface. On the left is a dark blue sidebar with a 'Desk' menu containing icons for RMS, Food Aggregators, Accounting, Buying, Selling, Stock, Assets, HR (highlighted), Recruitment, Employee Lifecycle, Performance, Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. At the bottom of the sidebar is a user profile for 'Administrator' (Online). The main content area is titled 'Employee' and features a search bar at the top right with the text 'Search or type a command (# + G)'. Below the title bar, there are tabs for 'ID', 'Full Name', and 'Department', and a 'Filter' button. A '+ Add Employee' button is located in the top right corner. The central part of the interface is a table listing 13 synthetic employees. Each row includes a checkbox, the employee's full name, their status (all marked 'Active' in green), their designation, their ID, and the time since they were last updated (all '11 m'). The table is paginated at the bottom with options for 20, 100, 500, and 2500 records. A small Fodista logo is visible in the bottom right corner of the interface.

ID	Full Name	Department	Status	Designation	ID	Last Updated On
☐	Demo Ziad Tarek		Active		HR-EMP-00013	11 m
☐	Demo Farah Mahmoud		Active		HR-EMP-00012	11 m
☐	Demo Ali Kamal		Active		HR-EMP-00011	11 m
☐	Demo Hana Ibrahim		Active		HR-EMP-00010	11 m
☐	Demo Adam Sherif		Active		HR-EMP-00009	11 m
☐	Demo Laila Mostafa		Active		HR-EMP-00008	11 m
☐	Demo Karim Amin		Active		HR-EMP-00007	11 m
☐	Demo Salma Farid		Active		HR-EMP-00006	11 m
☐	Demo Youssef Samir		Active		HR-EMP-00005	11 m
☐	Demo Nour Adel		Active		HR-EMP-00004	11 m
☐	Demo Omar Nabil		Active		HR-EMP-00003	11 m
☐	Demo Mariam Hassan		Active		HR-EMP-00002	11 m
☐	Administrator		Active		HR-EMP-00001	3 w

HR · Clearly marked synthetic employees in the demonstration site.

Keep people connected

Coordinate time and leave

Prepare payroll clearly

EMPLOYEE RECORDS

Find the person.

Keep their record together.

Maintain employee identity, joining details, company, department, and active status in a shared administrative record.

The screenshot displays the Fodista HR interface. On the left is a dark sidebar with a menu of HR modules: Recruitment, Employee Lifecycle, Performance, Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. The 'HR' module is selected. The top navigation bar shows 'Employee' and a search bar. The main content area is titled 'Employee' and contains a table of employee records. The table has columns for 'Full Name', 'Status', 'Designation', 'ID', and 'Last Updated On'. The status for all employees is 'Active'. The table is sorted by 'Last Updated On'.

Full Name	Status	Designation	ID	Last Updated On
Demo Ziad Tarek	Active		HR-EMP-00013	11 m
Demo Farah Mahmoud	Active		HR-EMP-00012	11 m
Demo Ali Kamal	Active		HR-EMP-00011	11 m
Demo Hana Ibrahim	Active		HR-EMP-00010	11 m
Demo Adam Sherif	Active		HR-EMP-00009	11 m
Demo Laila Mostafa	Active		HR-EMP-00008	11 m
Demo Karim Amin	Active		HR-EMP-00007	11 m
Demo Salma Farid	Active		HR-EMP-00006	11 m
Demo Youssef Samir	Active		HR-EMP-00005	11 m
Demo Nour Adel	Active		HR-EMP-00004	11 m
Demo Omar Nabil	Active		HR-EMP-00003	11 m
Demo Mariam Hassan	Active		HR-EMP-00002	11 m
Administrator	Active		HR-EMP-00001	3 w

HR · Synthetic demonstration employee list.

A single identity

Use one employee record across the supported HR workflows.

Team context

Keep company and department assignments clear.

Controlled access

Employee information follows the configured role and record permissions.

EMPLOYEE DETAILS

Give each employee a complete starting point.

Keep supported personal, employment, and organization details with the employee instead of spreading them across disconnected sheets.

The screenshot displays the Fodista HR interface. On the left is a dark blue sidebar with a 'Fodista HR' header and a 'Desk' section containing icons for RMS, Food Aggregators, Accounting, Buying, Selling, Stock, Assets, HR (selected), Recruitment, Employee Lifecycle, Performance, Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. At the bottom of the sidebar is an 'Administrator Online' status. The main content area has a header bar with 'Employee / HR-EMP-00002', a search bar, and a user profile 'A'. Below this is a breadcrumb 'Demo Mariam Hassan' with an 'Active' status and a 'View tutorial' button. The main form is titled 'Overview' and includes tabs for 'Joining', 'Address & Contacts', 'Attendance & Leaves', 'Salary', 'Personal Details', 'Profile', 'Employee Exit', and 'Connections'. The form fields are organized into sections: 'Personal Details' (Series, Gender, Date of Joining, First Name, Date of Birth, Status, Middle Name, Salutation, Last Name, Full Name) and 'Company Details' (Company, Designation, Branch, Department, Reports to, Grade, Employment Type). The 'User Details' section is collapsed. The 'Status' dropdown is set to 'Active'.

HR · Actual profile of a synthetic demonstration employee.

Joining context

Record the date and company context that begin employment.

Organization details

Maintain the supported department and job information.

Responsible handling

Use appropriate access for sensitive employee information.

RECRUITMENT

Keep candidates in the conversation.

Use the supported applicant records to retain candidate identity and the current recruitment state.

The screenshot displays the Fodista HR Recruitment interface. On the left is a dark blue sidebar with a 'Fodista Recruitment' header and a 'Desk' menu containing icons for RMS, Food Aggregators, Accounting, Buying, Selling, Stock, Assets, HR (selected), Recruitment, Employee Lifecycle, Performance, Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. At the bottom of the sidebar, it shows 'Administrator Online'. The main content area has a header 'HR / Job Applicant' and a search bar. Below this is a 'Job Applicant' section with a 'List View' button and a '+ Add Job Applicant' button. A table lists applicants with columns for ID, Applicant Name, Status, Job Opening, Applicant Rating, and ID. The table shows 6 of 6 records. The status column uses color-coded labels: Open (orange), Replied (orange), Hold (red), and Open (orange). The bottom of the interface has a pagination bar with '20', '100', '500', and '2500' options.

ID	Applicant Name	Status	Job Opening	Applicant Rating	ID
☐	Demo Mariam Hassan	Open		★★★★★	brochure-candidat...
☐	Demo Omar Nabil	Replied		★★★★★	brochure-candidat...
☐	Demo Nour Adel	Hold		★★★★★	brochure-candidat...
☐	Demo Youssef Samir	Open		★★★★★	brochure-candidat...
☐	Demo Salma Farid	Replied		★★★★★	brochure-candidat...
☐	Demo Karim Amin	Hold		★★★★★	brochure-candidat...

HR · Actual synthetic applicant records.

Candidate records

Keep the applicant and contact reference together.

A visible stage

Review Open, Replied, Hold, and other configured statuses.

Employment connection

Continue through the supported offer and joining workflows when ready.

EMPLOYEE LIFECYCLE

Make joining a coordinated process.

Use the installed employee-lifecycle tools to organize onboarding and related administrative steps around the new employee.

HR / Employee Onboarding / New Employee Onboarding

Search or type a command (⌘ + G)

New Employee Onboarding Not Saved Save

Job Applicant *

Company *

EL Masry

Boarding Status

Pending

Filters applied for Status = Accepted

+ Create a new Job Applicant

Q Advanced Search

Employee Details

Employee Name *

Demo Mariam Hassan

Date of Joining *

01-11-2026

Department

Onboarding Begins On *

27-10-2026

Designation

Employee Grade

Holiday List

Onboarding Activities

Activities

HR · Actual Employee Onboarding form; demonstration setup view.

Joining details

Keep the expected joining date and employment context together.

Structured activities

Use the configured onboarding activities and assignments.

Connected handoff

Carry the relevant candidate and offer references into the lifecycle record.

SHIFT PLANNING

Define the shift.

Keep attendance in context.

Use supported shift setup and assignment to establish the work schedule used by the attendance process.

The screenshot shows the 'New Shift Type' setup form in the Fodista HR system. The interface includes a dark blue sidebar with navigation icons for Recruitment, Employee Lifecycle, Performance, Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. The main content area is titled 'New Shift Type' with a 'Not Saved' status indicator and a 'Save' button. The form fields are organized into two columns: 'Name' (text input), 'Start Time' (09:00:00), 'End Time' (17:00:00), 'Holiday List' (text input), 'Roster Color' (Blue), and 'Enable Auto Attendance' (toggle switch). A note at the bottom states: 'Mark attendance based on 'Employee Checkin' for Employees assigned to this shift.'

HR · Actual Shift Type setup form.

Work schedule

Maintain the intended start and end times.

Assignment context

Use the supported shift-assignment workflow.

Attendance policy

Automatic or manual attendance behavior depends on the configured rules.

ATTENDANCE

See the recorded day. Understand the status.

Review attendance by employee and date, with the supported attendance states visible to HR and the responsible manager.

The screenshot displays the Fodista HR Attendance interface. On the left is a dark blue sidebar with the Fodista logo and a menu of HR-related functions: Desk, RMS, Food Aggregators, Accounting, Buying, Selling, Stock, Assets, HR (selected), Recruitment, Employee Lifecycle, Performance, Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. The main content area is titled 'Attendance' and includes a search bar, a 'Mark Attendance' button, a 'List View' dropdown, and an '+ Add Attendance' button. Below these are tabs for 'ID', 'Employee', 'Employee Name', 'Status', and 'Leave Type', along with a 'Filter' button and a 'Last Updated On' column. The table lists 12 employees, all with a 'Draft' status for the date 25-10-2026. Each row includes an employee name, status, attendance date, ID, and a '12 of 12' indicator with a heart icon. At the bottom, there are pagination controls showing '20', '100', '500', and '2500'.

ID	Employee	Employee Name	Status	Attendance Date	ID	Last Updated On
☐	Employee Name	Status	Attendance Date	ID	12 of 12	
☐	Demo Ziad Tarek	Draft	25-10-2026	HR-ATT-2026-00012	11 m	0 · 0 · 0
☐	Demo Farah Mahmoud	Draft	25-10-2026	HR-ATT-2026-00011	11 m	0 · 0 · 0
☐	Demo Ali Kamal	Draft	25-10-2026	HR-ATT-2026-00010	11 m	0 · 0 · 0
☐	Demo Hana Ibrahim	Draft	25-10-2026	HR-ATT-2026-00009	11 m	0 · 0 · 0
☐	Demo Adam Sherif	Draft	25-10-2026	HR-ATT-2026-00008	11 m	0 · 0 · 0
☐	Demo Laila Mostafa	Draft	25-10-2026	HR-ATT-2026-00007	11 m	0 · 0 · 0
☐	Demo Karim Amin	Draft	25-10-2026	HR-ATT-2026-00006	11 m	0 · 0 · 0
☐	Demo Salma Farid	Draft	25-10-2026	HR-ATT-2026-00005	11 m	0 · 0 · 0
☐	Demo Youssef Samir	Draft	25-10-2026	HR-ATT-2026-00004	11 m	0 · 0 · 0
☐	Demo Nour Adel	Draft	25-10-2026	HR-ATT-2026-00003	11 m	0 · 0 · 0
☐	Demo Omar Nabil	Draft	25-10-2026	HR-ATT-2026-00002	11 m	0 · 0 · 0
☐	Demo Mariam Hassan	Draft	25-10-2026	HR-ATT-2026-00001	11 m	0 · 0 · 0

HR · Synthetic demonstration attendance records.

Daily records

Keep the employee and attendance date together.

Meaningful states

Present, absent, half day, and other configured states describe the recorded day.

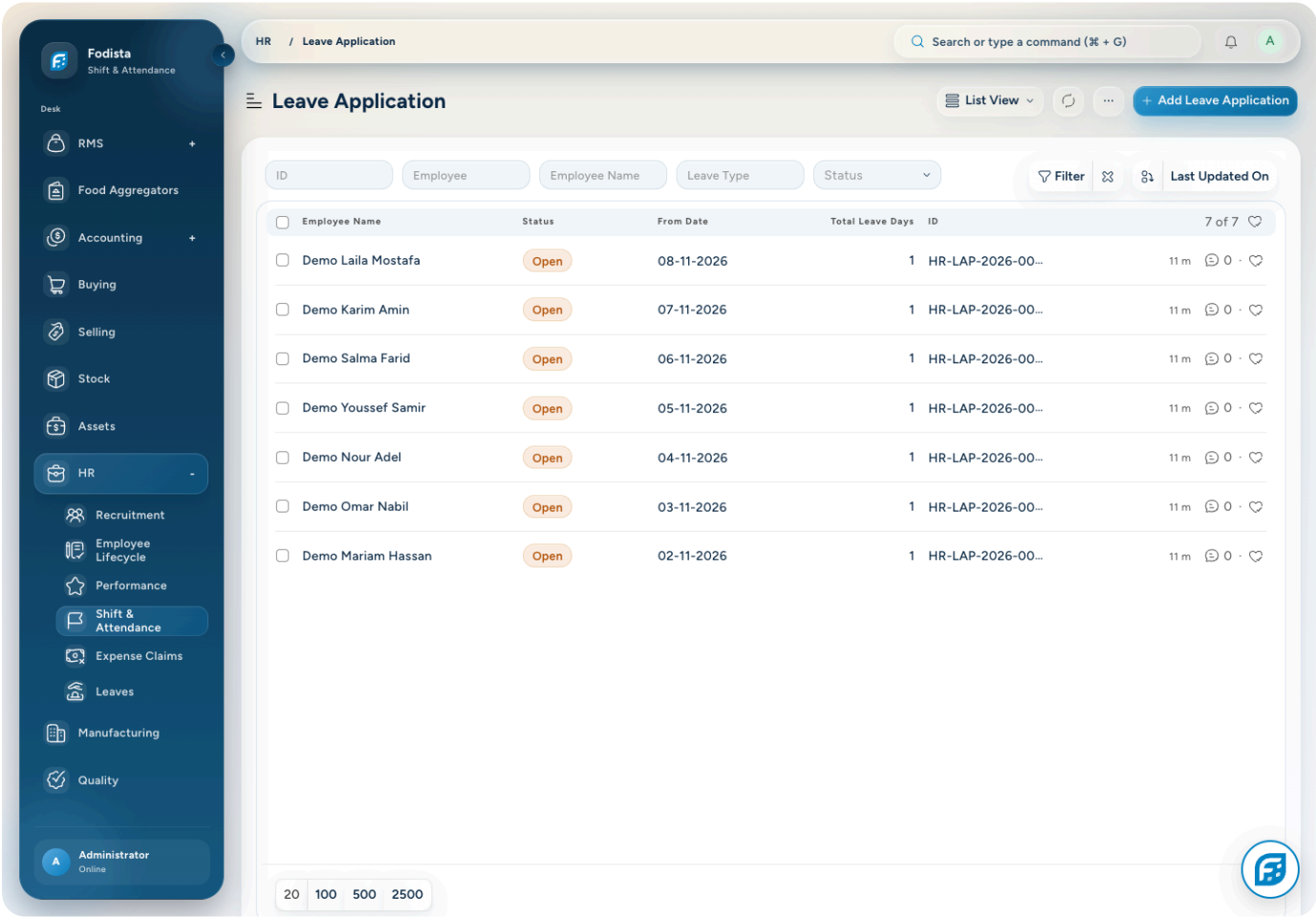
Payroll context

Attendance and leave affect payroll where the configured structure uses them.

LEAVE REQUESTS

Make time away
a visible request.

Keep leave dates, type, employee, and approval state together so the team can review the request in its actual context.



HR · Synthetic demonstration leave requests.

The requested period

Review start, end, leave type, and the resulting days.

Approval state

Use the supported approval workflow and permissions.

Policy and balance

Leave policy and available balance still govern eligibility.

EMPLOYEE EXPENSES

Keep the expense with its explanation.

Use Expense Claim to collect the supported expense details, amounts, and employee context for review.

HR / Expense Claim / New Expense Claim

Search or type a command (⌘ + G)

New Expense Claim Not Saved Save

Expenses & Advances Accounting More Info

Series * HR-EXP-.YYYY.- Expense Approver *

From Employee * HR-EMP-00002 Approval Status Draft

Employee Name Demo Mariam Hassan

Department Customer Service - EM

Company * EL Masry

Expenses

☐	No.	Expense Date	Expense Claim Type	Description	Amount	Sanctioned Amount	
☐	1	26-10-2026			LE 0.00	LE 0.00	

Add Row Download Upload

Taxes & Charges

Advance Payments

HR · Actual Expense Claim form; demonstration configuration view.

A structured claim

Retain expense dates, types, and descriptions.

Review and approval

Use the configured approver and workflow.

Finance connection

Approved claims continue through the supported accounting and payment process.

SALARY STRUCTURE

Explain the structure before calculating the pay.

Configure the supported earnings and deductions in a salary structure appropriate to the company and payroll frequency.

The screenshot displays the Fodista HR interface for configuring a salary structure. The left sidebar shows the navigation menu with options like RMS, Food Aggregators, Accounting, Buying, Selling, Stock, Assets, HR, Manufacturing, Quality, Projects, Support, Users, Website, and Payroll. The main content area is titled 'Demo Restaurant Team' and shows a 'Draft' status. The configuration form includes sections for 'Details', 'Earnings & Deductions', and 'Account'. The 'Details' section contains fields for 'Company' (EL Masry), 'Is Active' (Yes), 'Letter Head', 'Currency' (EGP), 'Leave Encashment Amount Per Day (EGP)' (0.00), 'Max Benefits (EGP)' (0.00), and 'Payroll Frequency' (Monthly). There is also a checkbox for 'Salary Slip Based on Timesheet'. The 'Comments' section has a text input field, and the 'Activity' section shows a '+ New En' button.

Payroll · Actual synthetic demonstration salary structure.

Defined components

Use configured salary components for earnings and deductions.

A clear frequency

Keep currency and payroll frequency explicit.

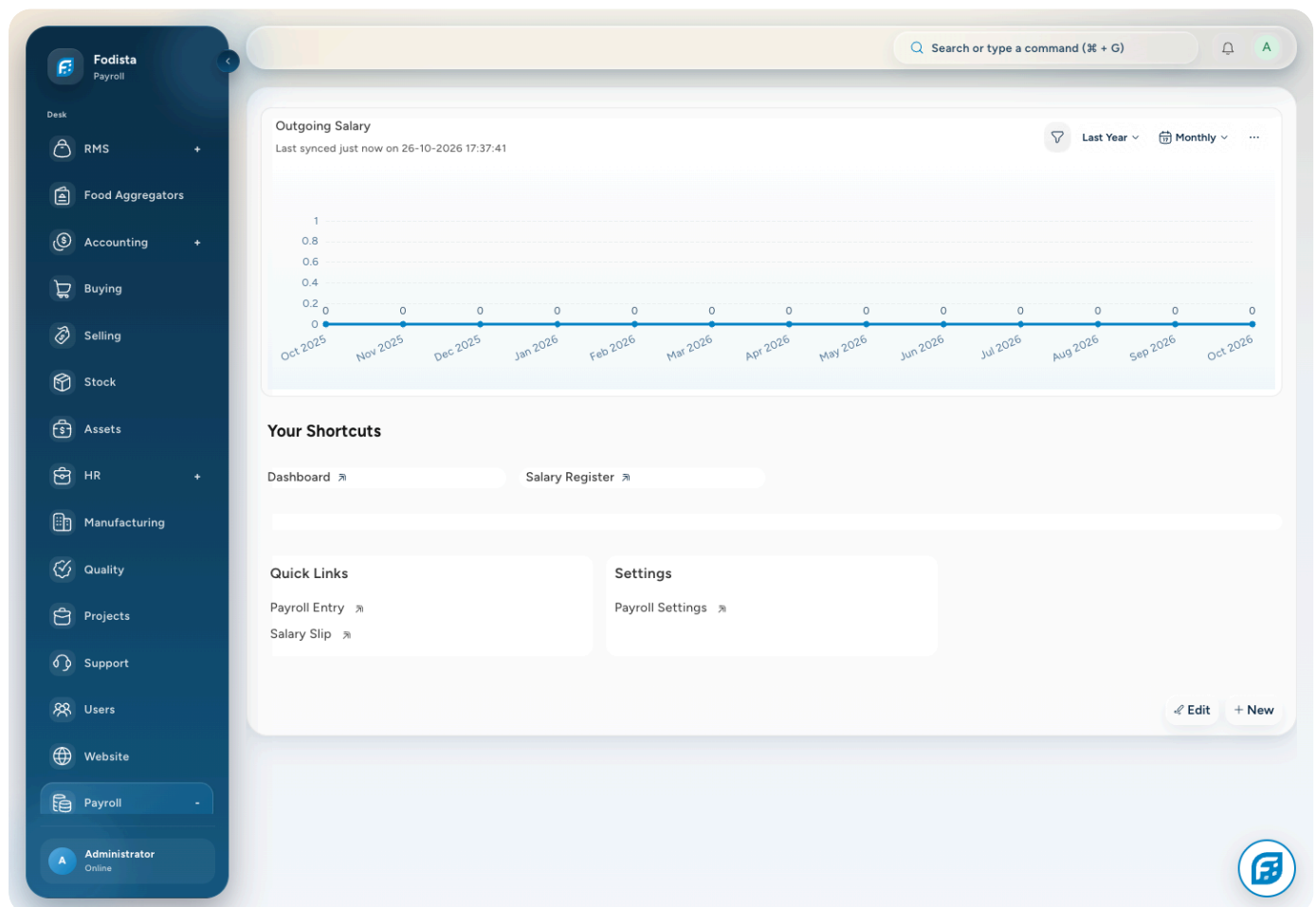
Policy-led calculation

Attendance, tax, and component rules depend on the implemented setup.

PAYROLL PREPARATION

Bring the pay period into one process.

Use the installed payroll tools to prepare salary slips and payroll entries for the intended company and period.



Payroll · Actual workspace and payroll tools.

The payroll context

Select the intended company, dates, and eligible employees.

Review before submission

Check the resulting salary calculations and exceptions.

Accounting handoff

Posting and payout use the configured accounts and permissions.

PERFORMANCE REVIEW

Give development a recorded conversation.

Use the installed appraisal and performance tools to organize the configured review cycle and employee evaluation.

The screenshot displays the Fodista HR Performance review interface. On the left is a dark blue sidebar with a 'Fodista Performance' header and a 'Desk' section containing icons for RMS, Food Aggregators, Accounting, Buying, Selling, Stock, Assets, HR (selected), Recruitment, Employee Lifecycle, Performance (highlighted), Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. At the bottom of the sidebar is an 'Administrator Online' status. The main content area has a breadcrumb trail 'HR / Appraisal / New Appraisal' and a search bar. Below the breadcrumb is a 'New Appraisal' title with a 'Not Saved' status and a 'Save' button. The form is divided into four tabs: Overview (selected), KRAs, Feedback, and Self Appraisal. The 'Overview' tab contains several input fields: 'Series' (dropdown menu showing 'HR-APR-.YYYY.-'), 'Company' (text field showing 'EL Masry'), 'Employee' (text field showing 'HR-EMP-00002'), 'Appraisal Cycle' (empty text field), 'Employee Name' (text field showing 'Demo Mariam Hassan'), and 'Department' (text field showing 'Customer Service - EM'). A 'Save' button is located in the bottom right corner of the form area.

HR · Actual Appraisal form; demonstration setup view.

A defined cycle

Keep the appraisal period and employee context explicit.

Configured criteria

Use the applicable goals, feedback, and review setup.

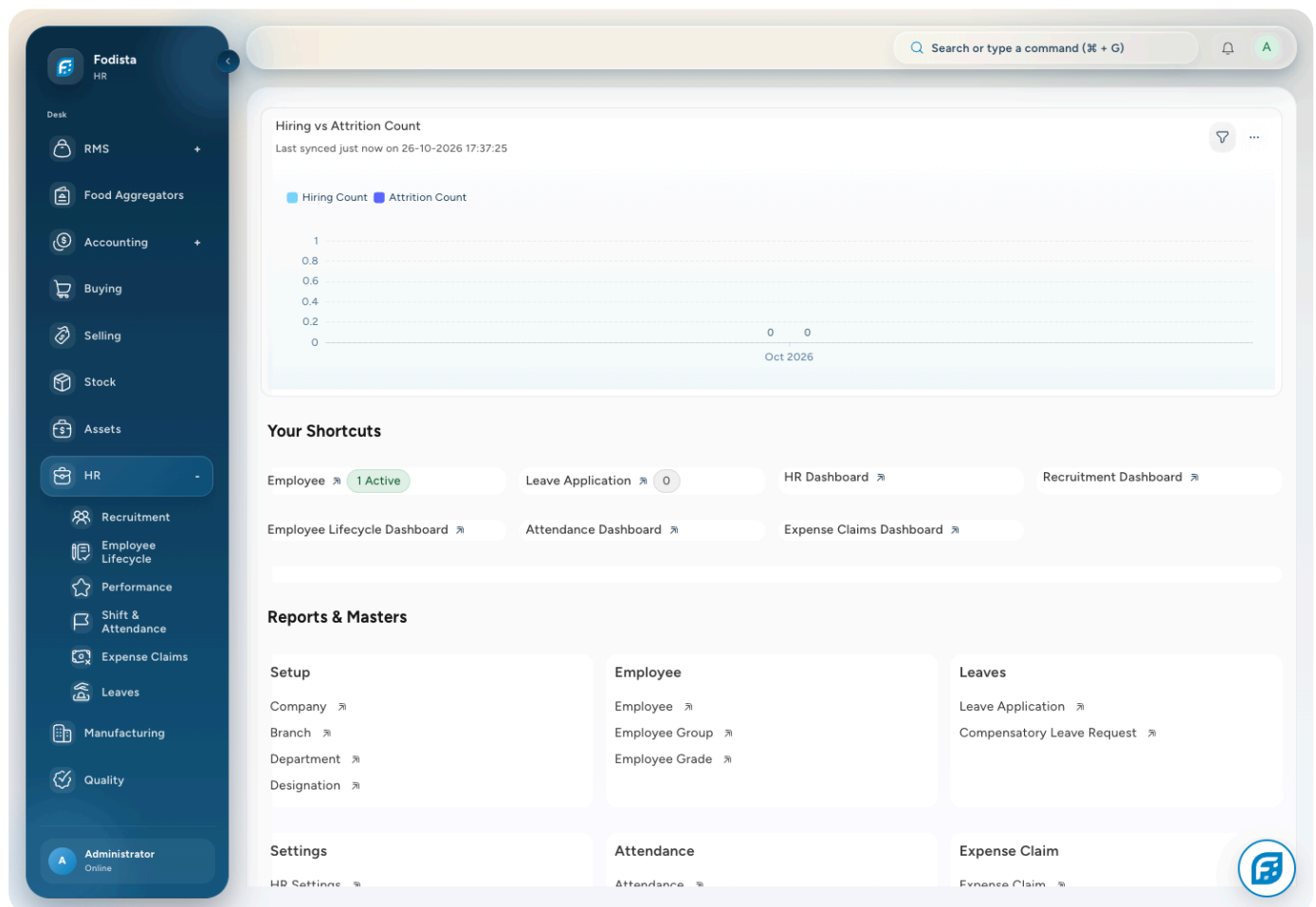
A retained review

Keep decisions in the supported record and approval flow.

PEOPLE REPORTING

Review the team with the right context.

Use the installed HR and payroll reports to review attendance, leave, employee activity, and salary records under the relevant filters.



HR · Actual workspace and available report families.

Time and leave

Review attendance and leave with the selected period and employee scope.

Employee context

Use organization and lifecycle data when interpreting the picture.

Payroll context

Keep sensitive salary reporting within the appropriate access boundaries.

CONNECTED WITH FODISTA

A connected team starts with connected records.

Keep the people workflow understandable for HR, line managers, and the finance team supporting payroll.

The screenshot displays the Fodista HR application interface. On the left is a dark blue sidebar with a 'Fodista HR' header and a 'Desk' menu containing icons for RMS, Food Aggregators, Accounting, Buying, Selling, Stock, Assets, HR (highlighted), Recruitment, Employee Lifecycle, Performance, Shift & Attendance, Expense Claims, Leaves, Manufacturing, and Quality. At the bottom of the sidebar is an 'Administrator Online' status indicator. The main content area is titled 'Employee' and features a search bar with the placeholder 'Search or type a command (⌘ + G)'. Below the search bar are tabs for 'List View', a refresh icon, and an '+ Add Employee' button. A filter section includes 'Filter', a settings icon, a list icon, and 'Last Updated On'. The central table lists 13 synthetic employees, each with a checkbox, full name, status (all 'Active'), designation, ID, and last updated time (all '11 m'). The table columns are 'Full Name', 'Status', 'Designation', 'ID', and '13 of 13'. At the bottom of the table are pagination controls for 20, 100, 500, and 2500 records. A Fodista logo is visible in the bottom right corner of the interface.

Full Name	Status	Designation	ID	Last Updated On
☐ Demo Ziad Tarek	Active		HR-EMP-00013	11 m
☐ Demo Farah Mahmoud	Active		HR-EMP-00012	11 m
☐ Demo Ali Kamal	Active		HR-EMP-00011	11 m
☐ Demo Hana Ibrahim	Active		HR-EMP-00010	11 m
☐ Demo Adam Sherif	Active		HR-EMP-00009	11 m
☐ Demo Laila Mostafa	Active		HR-EMP-00008	11 m
☐ Demo Karim Amin	Active		HR-EMP-00007	11 m
☐ Demo Salma Farid	Active		HR-EMP-00006	11 m
☐ Demo Youssef Samir	Active		HR-EMP-00005	11 m
☐ Demo Nour Adel	Active		HR-EMP-00004	11 m
☐ Demo Omar Nabil	Active		HR-EMP-00003	11 m
☐ Demo Mariam Hassan	Active		HR-EMP-00002	11 m
☐ Administrator	Active		HR-EMP-00001	3 w

HR · Clearly marked synthetic employees in the demonstration site.

See HR in your business.

Discuss the workflow and setup that fit your team.