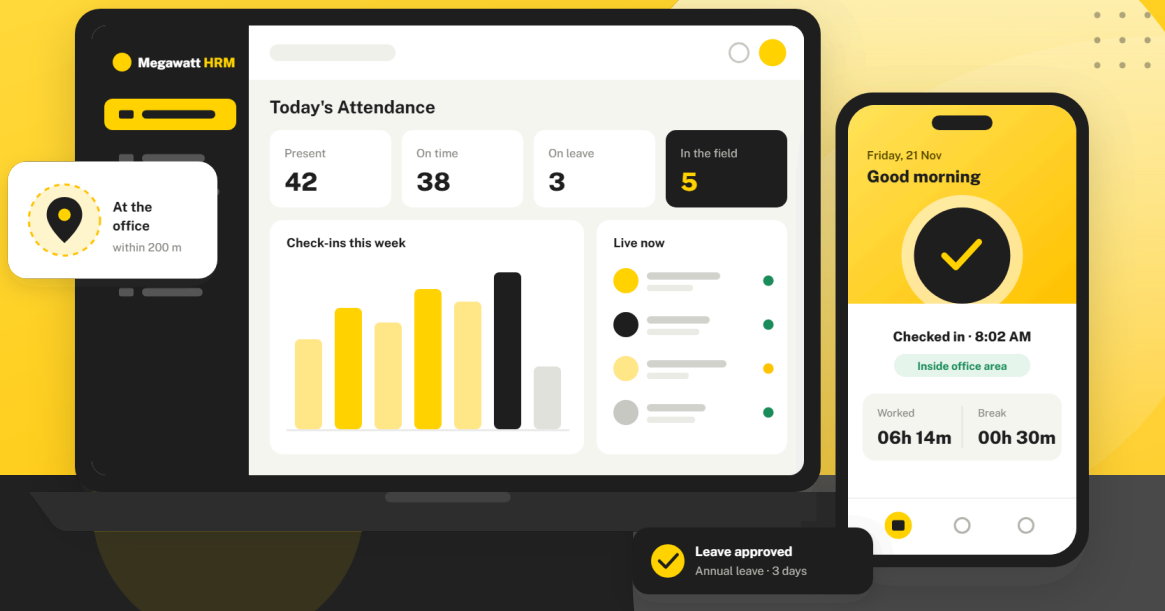
Megawatt HRM



User Manual

Checking in and out, leave, field work, and running Megawatt HRM — for staff, HR and administrators.

Megawatt Energies Ltd · November 2026 · https://hrm.megawattenergiesltd.com/help

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The same guide is online at **https://hrm.megawattenergiesltd.com/help**, always up to date.

PART 1

For staff

1. Getting started

Megawatt HRM is where you record your working day and manage your leave. You can use it in three ways:

Where	Best for
Android app	Most staff. Check in and out, breaks, leave, field work, notifications.
Web app (any phone, including iPhone)	The same app in your phone's browser, no download needed.
Website (computer)	HR and managers. Staff can also check in from an office computer on the office network.

Install the Android app

1. Open **hrm.megawattenergiesltd.com/get-app** on your phone (or tap **Get the Megawatt HRM app** on the sign-in page).
2. Tap **Download for Android**, then open the file when it finishes.
3. If your phone asks, allow installing apps from your browser or Files app.
4. Tap **Install**, open **Megawatt HRM** and sign in with your work email and password.

After that the app updates itself: it tells you when a new version is out.

Use the web app (iPhone or no download)

1. Open **hrm.megawattenergiesltd.com/staff** in Safari (iPhone) or Chrome (Android).
2. Put it on your home screen:
   - **iPhone:** tap **Share**, then **Add to Home Screen**.
   - **Android:** tap the menu (⋮), then **Install app**.
3. Open it from the home screen and sign in.

> Your company decides whether the web app may be used for check-in. If it is turned off you will see a message asking you to use the Android app.

Your phone is locked to your account

The first phone (or browser) you sign in on is locked to your account for attendance. Nobody else can check in on it, and you cannot check in from another phone.

- **Changed or lost your phone?** Ask HR to reset your device, then sign in on the new one.
- **Cleared your browser data** (web app)? The browser counts as a new device. Ask HR to reset it.

Forgot your password

On the sign-in screen tap **Forget Password ?**, enter your work email and follow the link sent to you. If you do not receive it, ask HR to reset your password.

2. Checking in and out

Check in

1. Open the app. On the home screen make sure **Check** is selected.
2. **Press and hold** the round **Check In** button for about 2 seconds, then let go.
3. Allow location access if your phone asks. You will see a confirmation and your check-in time.

A long press is required so that nobody checks in by accident.

Check out

At the end of your day, press and hold the same button (now **Check Out**). Your worked time is calculated for you.

Breaks

Select **Break** on the home screen and press and hold to start a break; do the same to end it. Break time is not counted as worked time.

Where you can check in

You must be at your **office or branch**, within the allowed distance (usually **200 m**). Check in outdoors or near a window if your GPS signal is weak.

- On an approved **field assignment** (expo, site visit, travel) you may check in at the venue instead. See *Field work*.
- Staff marked as **field staff** by HR may check in anywhere; their position is still recorded.

Times and allowances

- You may check in up to **30 minutes before** your shift starts.
- Checking in up to **30 minutes after** the start still counts as **on time**.
- Checking out up to **30 minutes before** the end is **not** counted as leaving early.

Times always come from the server, so changing your phone's clock has no effect. (Your company may set different allowances.)

Forgot to check out?

- About 15 minutes after your shift ends you get a reminder if you are still checked in.
- If you never check out, your day is closed automatically **at the end of your shift** and you are notified. If you actually worked later, ask HR to correct it.

Messages you may see

Message	What to do
You are 350 m from Head Office. Check in within 200 m of the branch.	Move closer to the office and try again.
Your GPS signal is too weak	Go outside or near a window, wait a few seconds, try again.
A fake GPS location was detected	Turn off any location-changing app.
Your location is needed to check in	Turn on location and allow Megawatt HRM to use it.
This phone is not registered to your account	Sign in again, or ask HR to reset your device.
Attendance from the web app is turned off	Use the Android app or an office computer.

3. Leave

Apply for leave

1. On the home screen select **Leave**.
2. Choose the **leave type**, the **start** and **end** dates and, if needed, who will cover for you.
3. Write a short **reason**. Add a photo of a document (for example a sick note) if required.
4. Review the summary and tap **Submit Now**.

You can see how many days you have and how many you have used on the Leave screen.

Follow your request

Your request shows as pending until it is decided. You get a notification when it is approved or declined, and the decision appears in your leave history.

> **Megawatt Energies staff:** leave is applied in HRM and approved in the ERP. The decision comes back to HRM automatically.

Public holidays and weekends

Company holidays and weekends are set by HR and are not counted against your leave.

4. Field work

Field work is for days you work away from the office: an expo, a client site, a site visit or travel. While an approved assignment runs you can check in **at the venue** (the office still works too), or **anywhere** on travel days.

Request field work

1. Go to **Settings** → **Field work** and tap **Request field work**.
2. Say what it is for (for example *Nairobi Solar Expo*) and pick the dates.
3. Choose:
   - **At a venue** — when you are at the venue, tap **I'm at the venue: use my location**; or
   - **Travelling** — you can check in from anywhere on those days.
4. Add a note for HR if useful and tap **Send to HR**.

HR approves it (and may add your teammates). You are notified either way. You can **withdraw** a request while it is waiting.

On the day

The home screen shows **Today: …** with where you can check in. Check in as usual. The assignment ends by itself after the last day.

For HR: going as a team

HR can create one assignment for the whole team (or a whole department) under **Attendance** → **Field Work**. See *Field work (HR)*.

5. Notifications, updates and profile

Notifications

The bell on the home screen lists your notifications: leave decisions, field work, reminders and app updates. Tap one to open it. Your phone also shows them as normal notifications when your company has push notifications switched on.

App updates

When a new version is out you get a notice. Tap **Update** to download and install it. Some updates are required: the app asks you to update before you continue.

Profile and password

- **Settings** → **My Profile**: your details, attendance history and monthly report.
- **Settings** → **Password Change**: change your password (at least 8 characters).
- Tap your photo in Settings to change it.

Attendance reports

Settings → **Attendance Report** shows your daily and monthly attendance: late arrivals, early exits, breaks and worked time.

Employee directory

The **Directory** tab lists colleagues by department with their contact details.

PART 2

For HR

6. Daily attendance

Who is in today

- **Attendance → Present**: everyone who checked in, with check-in/out times, late arrivals, breaks and worked time. Filter by date, branch or department; export as needed.
- **Attendance → Absent**: staff without a check-in for the day.

HRM keeps how each check-in was made (phone, web app, office computer or manual) and, for phones, the distance from the office.

Manual attendance

When someone could not check in (dead phone, no signal), use **Attendance → Manual** to enter a check-in, check-out or break with the right time. Manual entries are marked as manual and written to the audit log with your name.

Correcting a forgotten check-out

If staff forget to check out, HRM closes the day at the end of their shift (no overtime). If they worked later, enter the correct check-out with **Manual** attendance.

Shifts

HRM Setup → Duty Schedule holds start and end times, maximum overtime and whether the shift ends the next day. The clock-in/out allowances are set once for the company (see *Attendance rules*) and shown read-only on each shift.

Weekends and holidays

Set under **HRM Setup → Weekend Setup** and **Holiday Setup**. Staff cannot check in on weekends, and leave does not count those days.

Reports

Reports → Tally Attendance (month at a glance per person), **Monthly WorkSheet** and **Monthly Timesheet** (detailed per day), and **Leave Report**.

7. Field work (HR)

Attendance → **Field Work** manages staff working away from the office.

Create an assignment (for a team)

1. Click **New Assignment**.
2. Enter the name (e.g. *Nairobi Solar Expo*) and the dates.
3. Add staff one by one, or pick **+ Add a whole department**.
4. Choose where they clock in:
   - **At a venue** — venue name, allowed distance (default 300 m) and its location: paste a Google Maps link or coordinates, or use your current location if you are there.
   - **Anywhere (travel days)**.
5. Save. The staff are notified and can check in there from the first day.

Requests from staff

Requests wait under **Requests**. **Approve**, **Edit & approve** (to add teammates or set the venue) or **Decline** with a reason. Staff are notified.

Changing or ending

Running and upcoming assignments can be edited or **cancelled** (staff go back to clocking in at their office). Assignments end by themselves after the last day. Every step is recorded in the audit log.

8. Leave and staff records

Leave

- **Leave** → **Leave Requests**: approve, decline or refer requests (standalone companies).
- **HRM Setup** → **Leave Type** and **Leave Assign**: days per year per type and who gets them.
- **ERP-linked companies (Megawatt Energies):** staff apply in HRM; decisions are made in the ERP and synced back. Leave types come from the ERP.

Employees

- **Employees**: staff records, roles and permissions, duty schedule, and the **field staff** option (may check in away from the branch).
- For ERP-linked companies, staff are created and updated in the ERP; HRM keeps them in sync and suspends leavers.

- **Departments** come from the ERP for linked companies, otherwise HR creates them under HRM Setup.

Resetting a staff member's phone

When someone changes phones, the Group Admin resets their device under **Attendance** → **Devices**. They can then sign in on the new phone.

Employee actions

Promotions, resignations and terminations are recorded under **Employee Actions** and shown on the employee's lifecycle.

PART 3

For administrators

9. Attendance rules and geofences

These settings are changed by the **Megawatt Group admin**, and every change is kept in the attendance audit log.

Attendance rules

Settings → General Settings → Attendance & Geofencing → Attendance Rules

Setting	Default	Meaning
Clock-in allowance	30 min	Check in this early; this late is still on time
Clock-out allowance	30 min	Leaving this much early is not "left early"
Check-in radius	200 m	Distance from the office for branches without their own
Registered devices only	On	One locked phone/computer per employee
Must be at the office	On	Phones must be inside the radius (position always recorded)

Branch locations (geofences)

The **Branch Geofences** table shows each branch. Click **Set up** / **Edit** to set:

- **Location** — stand at the branch and use **Use my current location**, or paste coordinates from Google Maps.
- **Allowed distance** — leave blank to use the company radius.
- **Office network addresses** — internet addresses from which office computers may check in.

Until a branch has a location, check-ins there are accepted from anywhere.

Devices and audit log

- **Attendance → Devices**: phones and computers locked to each employee; **Reset** when someone changes device.
- **Attendance → Audit Log**: manual entries, geofence and rule changes, device locks and resets, field work, automatically closed days.

10. Companies, branding and integrations

Group companies and branches

HRM Setup → Group Companies adds a company with its own settings, branding, roles, shift and leave types. Each company can be linked to its own ERP (address, secret, on/off) under **ERP Link**. Branches are added under **HRM Setup → Branches**. The Group admin switches company and branch with the pickers in the top bar.

Branding

Settings → Brand Setting: logos, favicon, colours, font, company details, and the **Sign-in Page Image**.

Mobile app

Settings → General Settings → Mobile App shows the current app release and push status, and the **staff download link** (`/get-app`) to share with staff.

Push notifications (Firebase)

Settings → Integrations → Firebase. Push notifications use a Firebase project you control; replace the values to move to another project — no new app is needed.

1. At console.firebase.google.com open or create the project. Copy **Project ID** and **Project number** (Sender ID) from *Project settings → General*.
2. **Add app → Android**, package name **com.megawatt.hrm**. From its `google-services.json` copy `mobilesdk_app_id` (**Android App ID**) and `current_key` (**Android API Key**).
3. Optional, for the web app: **Add app → Web**; copy `appId` and `apiKey` ; under *Cloud Messaging → Web Push certificates* generate a key pair and copy the public key (**VAPID**).
4. *Project settings → Service accounts → Generate new private key* and paste the whole JSON into **Service Account Key**. It is never shown again; leave the box empty to keep it.
5. Set **Push Notifications** to On and save. Phones pick up the new project the next time the app opens.

Staff web app (PWA)

Settings → Integrations → PWA: app name and colours, **Staff Web App** on/off, and **Check-in From the Web App** on/off. Browsers cannot detect fake-GPS apps the way the Android app can; turn web check-in off if that matters more than iPhone access.

Other settings

Settings → General Settings (date/time format, map default, email), **App Pages** (terms, privacy, support text shown in the app), **Database Backup**.



Megawatt HRM

Get the app: https://hrm.megawattenergiesltd.com/get-app
Online guide: https://hrm.megawattenergiesltd.com/help
Questions: contact HR