

User Manual

E-Tawtheeq System – EPRO's

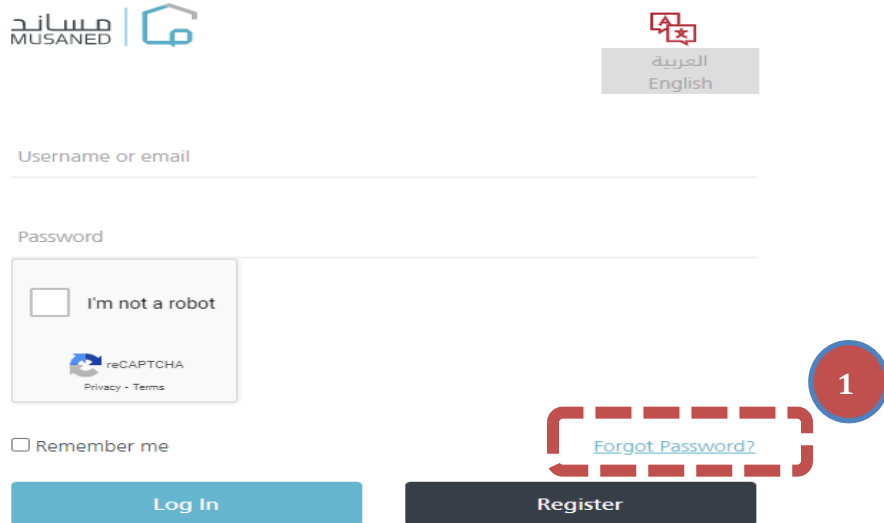


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E-Tawtheeq System – Reset Password



مساند
MUSANED

العربية
English

Username or email

Password

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

☐ Remember me

[Forgot Password?](#)

Log In Register

1 - To retrieve user password:

- Click, icon [Forgot Password?](#)



مساند
MUSANED

العربية
English

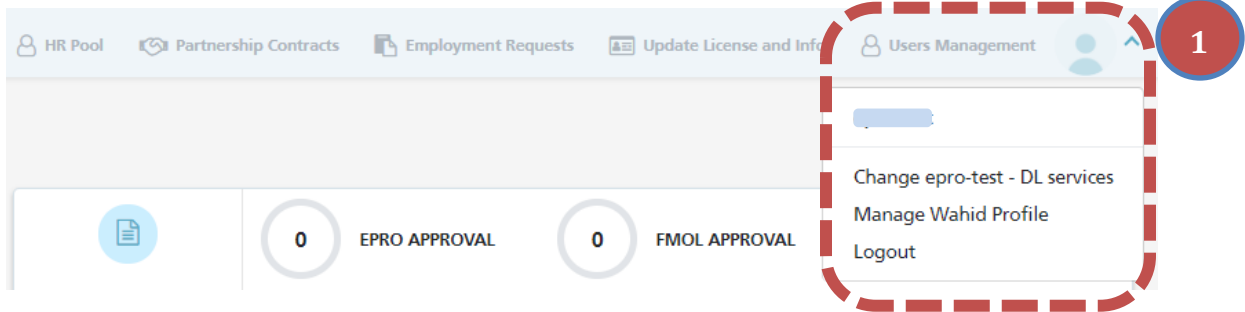
Username or email

[« Back to Login](#)

Submit

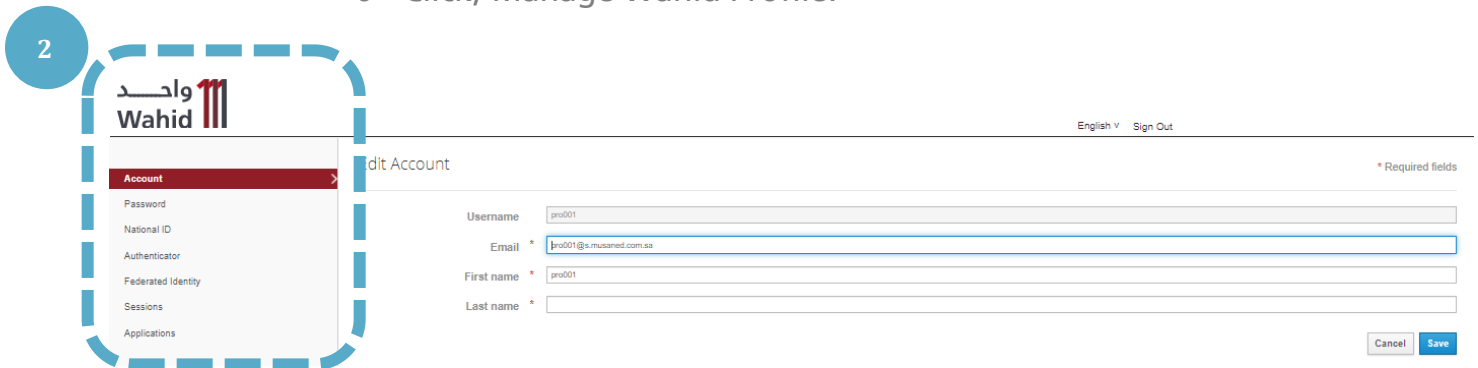
- 1- Enter your user e-Mail.
- 2- An email will be sent to the user, Click the link to reset password.
- 3- Enter the new Password.

E-Tawtheeq System – Managing user personal profile



1 - Through the navigation bar:

- Click Personal profile icon.
- Click, Manage Wahid Profile.



Change Email and Password:

2 - Manage Account Information user can change:

- email.
- first name.
- last name.

- To Manage password, click "Password":

- User can change password.
- User should confirm the updated password then, click "Save"

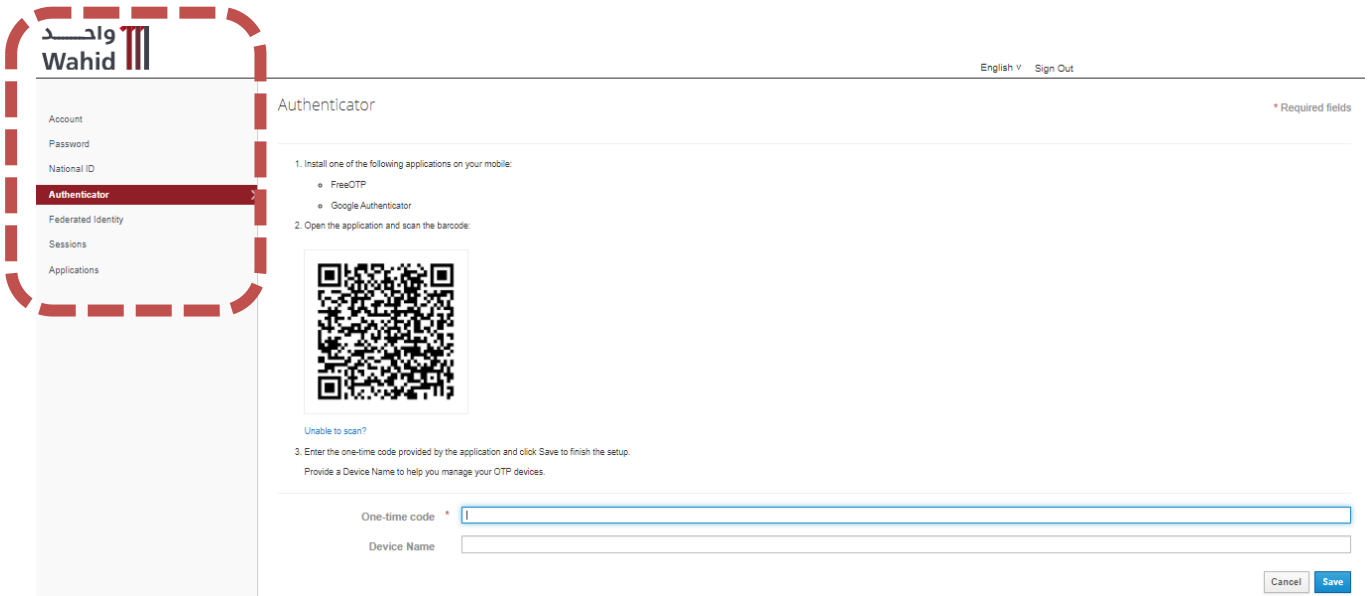


Activate Two Factor Authenticator:

3


- In order to secure your account, you can setup Two Factor Authenticator feature by clicking "Authenticator" on the left bar, after downloading "Google Authenticator" or "FreeOTP".

3



The screenshot shows the Wahid portal interface. On the left, a sidebar menu is visible with options: Account, Password, National ID, **Authenticator** (highlighted with a red dashed box), Federated Identity, Sessions, and Applications. The main content area is titled 'Authenticator' and contains the following steps:

1. Install one of the following applications on your mobile:
 - FreeOTP
 - Google Authenticator
2. Open the application and scan the barcode:

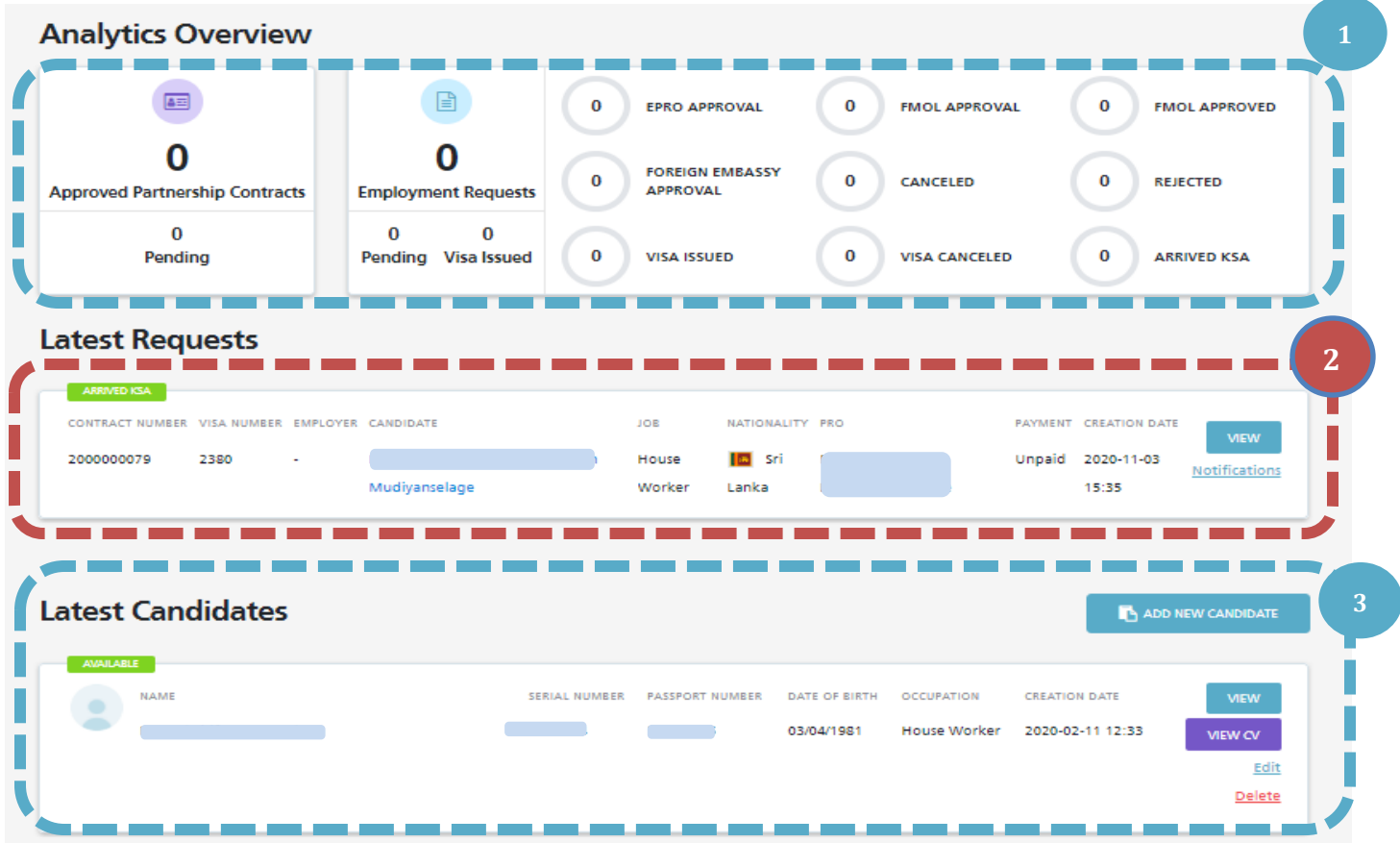


Unable to scan?
3. Enter the one-time code provided by the application and click Save to finish the setup.
Provide a Device Name to help you manage your OTP devices.

At the bottom, there are input fields for 'One-time code' (marked with an asterisk) and 'Device Name'. Below these fields are 'Cancel' and 'Save' buttons.

- Factor Authenticator set-up:
 - Install one of the following applications on your mobile:
 - FreeOTP
 - Google Authenticator
 - Open the application and scan the barcode
 - Enter the one-time code provided by the application and click save to finish.

E-Tawtheeq System – Dashboard



- 1 - General Information**
 - Number of Approved & Pending Partnership contracts.
 - Number of employment requests per status.

- 2 - Latest employment Requests, where you can:**
 - View Request Details from [VIEW](#)
 - To View history of Request status, Click icon [Notifications](#)

- 3 - Latest added Candidates, where you can:**
 - Shortcut to add new candidates. [ADD NEW CANDIDATE](#)
 - View the last 4 added candidates.

E-Tawtheeq System – HR Pool

1 - ADD new Candidate by clicking (more details next page)

2 - Filter candidate by (Job, Skill, Age, Gender...etc.) through the filtration bar
 - Filter candidate by status, by Clicking

3 - View Candidate details:

- To view the Entered details in the CV, Click Icon
- To view the CV in PDF format, Download & print the CV Click Icon
- To Edit Candidate details, Click Icon
- To be able to delete a candidate from the system Click icon

E-Tawtheeq System – HR Pool Adding new candidate

The screenshot shows the 'HR Pool' section of the E-Tawtheeq System. A 'Candidate pre-check' modal is open, requiring the following information:

- ID Number *
- Passport Number *
- Surname *
- Other names / Given names *
- Date of birth in Gregorian *


Buttons for 'Cancel' and 'CONTINUE' are at the bottom of the modal. The background shows a list of candidates with columns for NAME, STATUS (AVAILABLE), and ACTION (VIEW, VIEW CV, Edit, Delete).

- Fill Candidate pre-check form
- Click **CONTINUE**
- **Note:** candidate should not be existed with another EPRO, otherwise, system will not allow user to fill the detailed candidate form.

The 'Add Candidate' form is divided into 'Personal Information' and 'Qualifications' sections. The 'Personal Information' section includes:

- [Back to candidates](#)
- Add Candidate**
- Personal Information**
- [Upload personal photo](#)
- Surname *
- Other Names *
- Date of birth in Gregorian *
- Gender * (Male, Female)
- Marital Status * (Single, Married)
- Religion * (Muslim, Non Muslim)
- Job * (Occupation dropdown)
- Qualifications (Please select dropdown)
- Skills (Please select dropdown)
- Years of experience in country
- Years of experience abroad
- ID Number * (11111111111111)
- Mobile Number * (+94)


Passport


[Upload passport photo](#)


Passport Number *

Passport issue place *

Passport issue date in Gregorian *



Passport expire date in Gregorian *



Address

Country
 Sri Lanka

City *

Address *

Relative Contact Necessity

Relative name *

Relative kinship *

Relative phone *

Relative address *

[< Cancel](#)
[SAVE](#)

- After filling Candidate personal information form,
 - Click [SAVE](#) to create the candidate under status “available”.
- Note:
 - if an employment contract is being processed for a specific candidate, the candidate status will turn to “Processing”.
 - if an employment contract is successfully created for a specific candidate, the candidate status will turn to “Employee”.

E-Tawtheeq System – Partnership Contract

1 - 1 of 1

Partnership contracts

Date (Newest) ▾
 PRO ▾
 PRO License Number
 From Date
 To Date
 Contract number

Pending
 Approved
 Rejected
 Cancellation Pending
 Canceled

PENDING

CONTRACT NUMBER	LAST ACTION	PRO
333	11/12/2020	[redacted]

VIEW CONTRACT
 Notifications
 APPROVE
 REJECT

1

- Filter your Partnership Contracts by (Date, PRO name, etc....)
- Filter contract status by Clicking: Pending Approved Rejected Cancellation Pending Canceled

2

- if PRO sent a partnership contract request, it will be received by you under Status "Pending":

- To View Contract, Click icon
- To Approve the Request, Click icon
- To Reject the Request, Click icon
- To View history of Request status, Click icon

VIEW CONTRACT

APPROVE

REJECT

Notifications

E-Tawtheeq System – Partnership Cancellation

1 - 1 of 1

Partnership contracts

Date (Newest) ▾
 PRO ▾
 PRO License Number
 From Date
 To Date
 Contract number

Pending
 Approved
 Rejected
 Cancellation Pending
 Canceled

APPROVED

CONTRACT NUMBER	LAST ACTION	PRO	
333	11/12/2020		VIEW CONTRACT Notifications Cancel

Partnership contracts

Date (Newest) ▾
 PRO ▾
 PRO License Number
 From Date
 To Date
 Contract number

Pending
 Approved
 Rejected
 Cancellation Pending
 Canceled

CANCELLATION PENDING

CONTRACT NUMBER	LAST ACTION	PRO	
333	11/12/2020		VIEW CONTRACT Notifications UNDO CANCELLATION

- 1 - if Status is "Approved", Click **Cancel** to send cancellation request to your partner for approval.
- 2 - if Status is "Cancellation Pending", Click **UNDO CANCELLATION** to undo the cancellation request.
- 3 - If cancellation request was received from PRO, you can **Accept** or **Reject** the cancellation request.

CANCELLATION PENDING

CONTRACT NUMBER	LAST ACTION	PRO	
333	11/12/2020		VIEW CONTRACT Notifications ACCEPT REJECT

E-Tawtheeq System – Employment Request

1 - 10 of 17

Employment Requests

Date (Newest) ▾ Job ▾ City ▾ Gender ▾ PRO ▾ Payment Status ▾ Filter by ▾ Keywords

Employer Id Contract number Visa Number

EPRO Approval EPRO Approved FMOL Approval FMOL Approved Visa Issued Arrived KSA Rejected Canceled Visa Canceled

EPRO APPROVAL

CONTRACT NUMBER	VISA NUMBER	EMPLOYER	CANDIDATE	JOB	NATIONALITY	PRO	PAYMENT	CREATION DATE	
2000000089		-	CreateCandidate	Male	Sri Lanka		Unpaid	2020-12-10 15:48	VIEW Notifications

CANCELED

CONTRACT NUMBER	VISA NUMBER	EMPLOYER	CANDIDATE	JOB	NATIONALITY	PRO	PAYMENT	CREATION DATE	
2000000088		-	Selvaraj	House Worker	Sri Lanka		Unpaid	2020-12-07 17:30	VIEW Notifications View Cancellation

1

- Filter employment requests by (Job, City, Gender, etc...)
- Filter employment requests status by Clicking

EPRO Approval EPRO Approved FMOL Approval FMOL Approved Visa Issued Arrived KSA Rejected Canceled Visa Canceled

2

- If PRO created an Employment request, you will receive the employment contract under status **EPRO APPROVAL**
 - o To View Contract and take action Click, [VIEW](#)

3

- If **VIEW** was Clicked, you can:

- Approve or Reject
- View Contract Parties, Employment details
- View the signed Contract by PRO.

4

- if **APPROVE** was clicked, you should upload the Signed Contract from the candidate.



5

[< Back](#)

Contract #2000000071

✔ EPRO APPROVED
FMOL APPROVAL
VISA STATUS
ARRIVED KSA

↑ SEND TO FMOL

Contract parties

EMPLOYER INFO

م مصنع EN شركة EN [More info](#)

LOCATION: 8189 الملك فيصل، الرياض 13215 2357 السعودية

VISA NUMBER: 2373

MOBILE NUMBER:

CANDIDATE INFO

 [More info](#)

LOCATION: Sri Lanka

1 - Muslim - Married

Employment details

City of Work: Humayt Issuing Authority: Colombo

PRO and EMPLOYER signed contract: [111111.pdf](#)

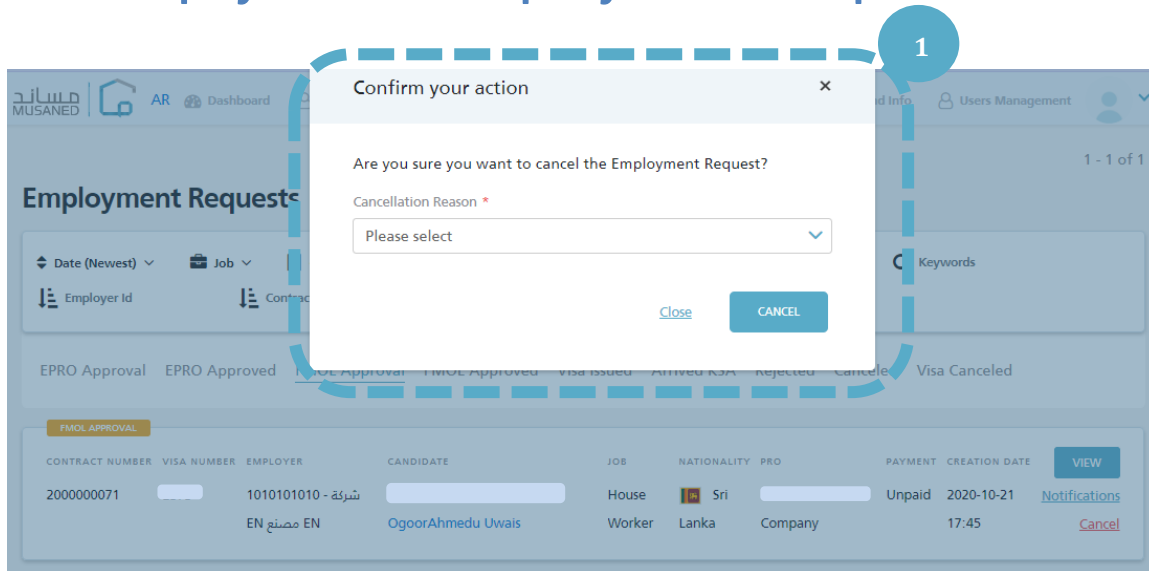
EPRO and CANDIDATE signed contract: [client.jpg](#)

Salary details

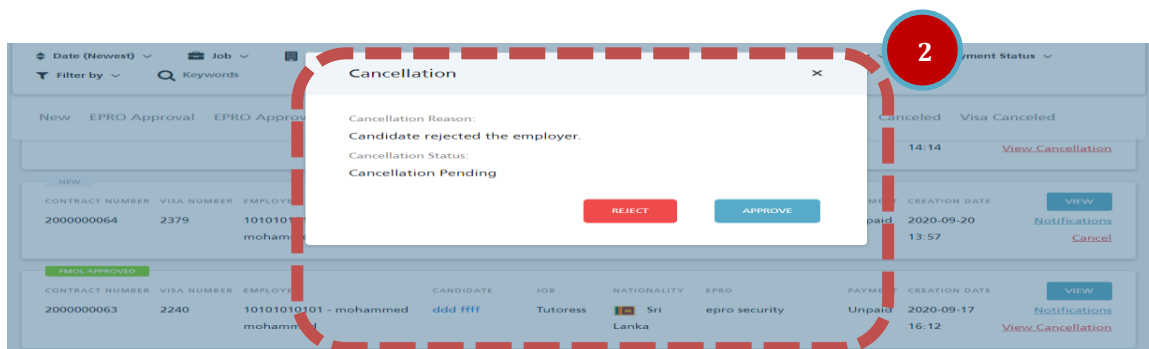
Salary: 1100

- 5 - After approving the contract, Click ↑ SEND TO FMOL for FMOL Approval.

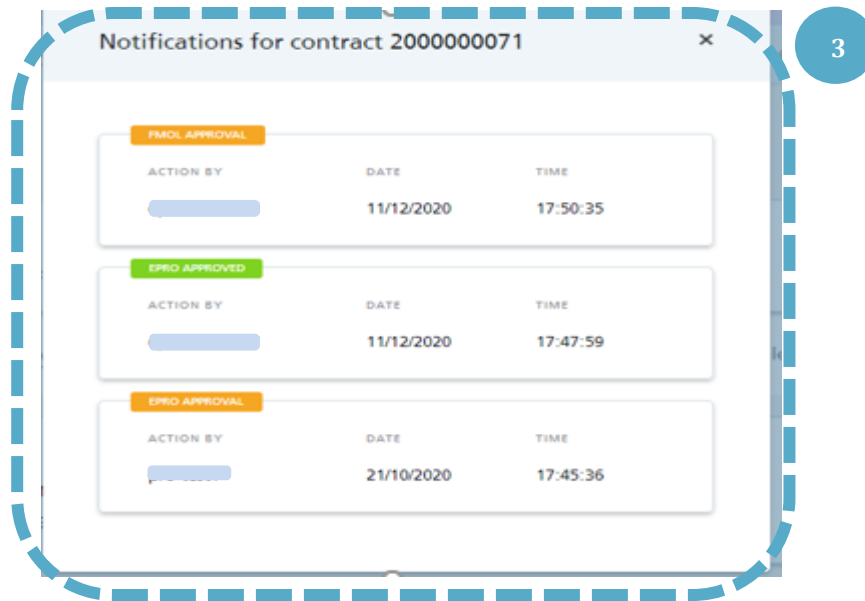
E-Tawtheeq System – Employment Request cancellation



- 1 - If EPRO wants to cancel the contract, click **Cancel**
- Select Cancellation reason from the drop-down list, then Click **CANCEL**



- 2 - If cancellation request is received from PRO, click **View Cancellation**
- window will show:
 - o Cancellation reason and Cancellation Status
 - o Take Action **APPROVE** or **REJECT**

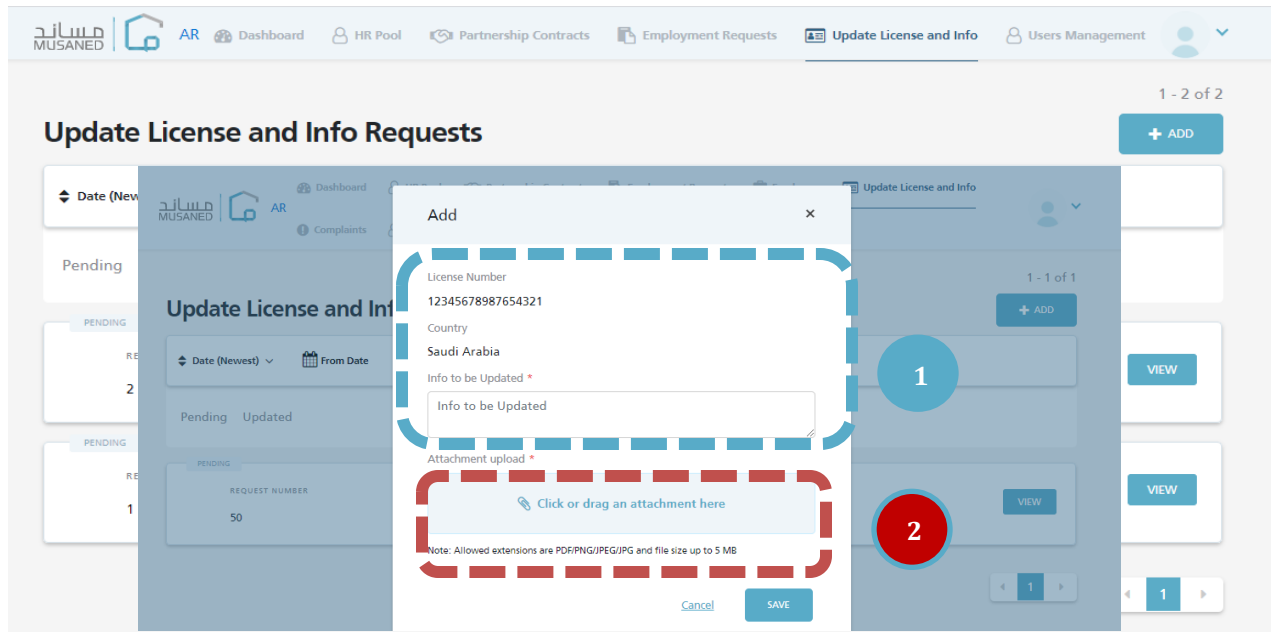


3 - To View history of Request status, Click icon [Notifications](#)



4 - If request status is turned to **CANCELED** , you can click [View Cancellation](#) to view cancellation details

E-Tawtheeq System – Update License and info



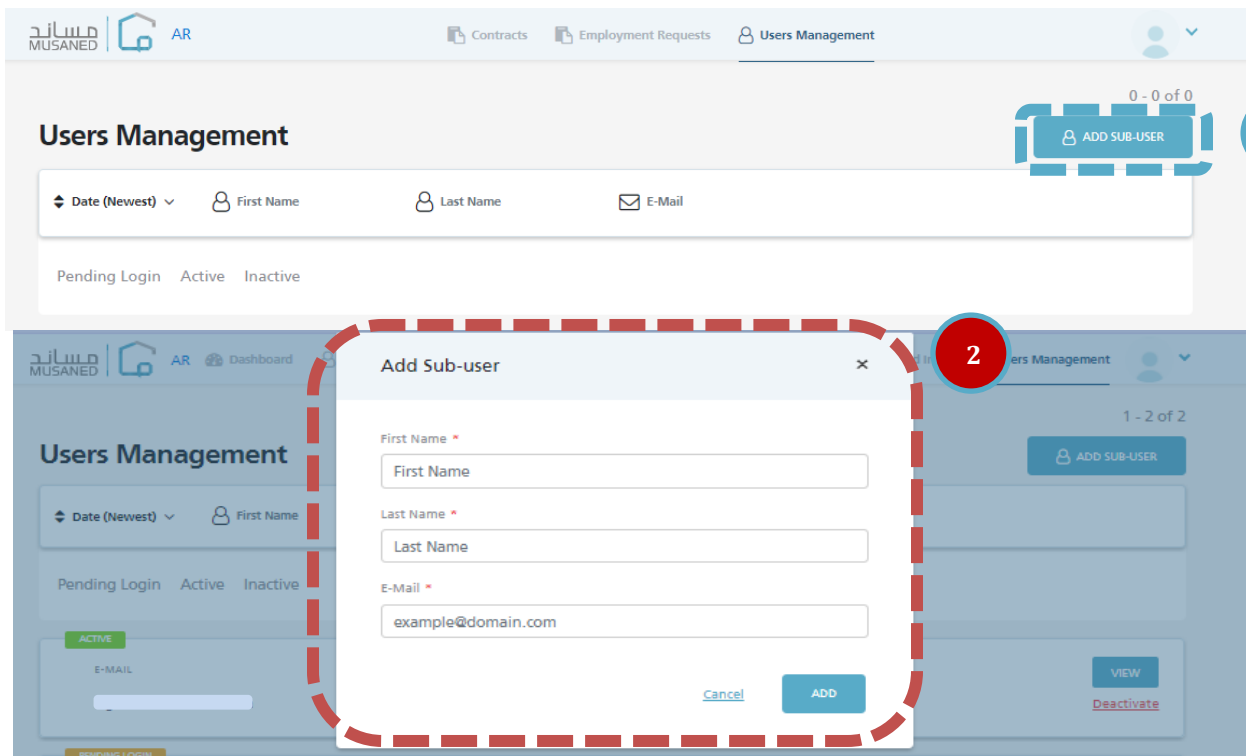
- To create new request, Click **+ ADD** :

- 1 ○ Fill your organization information that you want to update.
- 2 ○ upload the needed attachments, Then Click **SAVE**

- From Update license and info main page:

- You can view created requests.
- To view details of a certain request, click **VIEW**

E-Tawtheeq System – User Management



1 - From User Management Page, click  to add a sub-user.

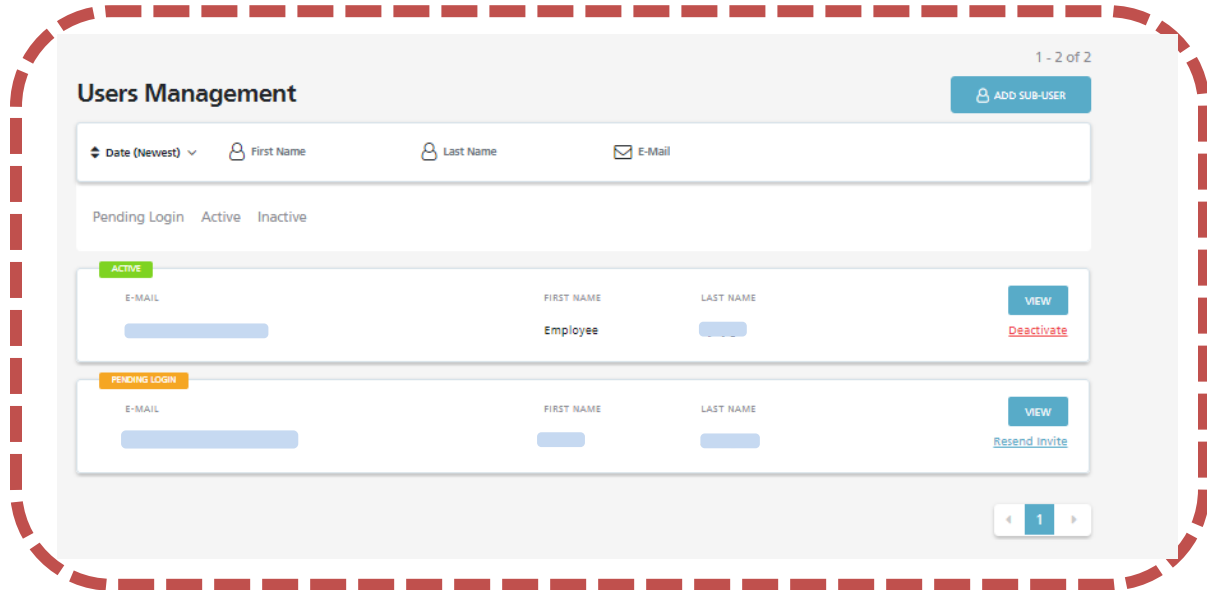
- To add sub-user, fill the sub-user form:

- First Name
- Family name
- E-mail

- Check the entered information, then Click



- After sub-user creation, the sub-user will receive an invitation email to complete the registration steps.



- From user management page, delegate user can do the following:
 - Filter user status, by clicking
 - View sub-user details, by clicking
 - Activate or deactivate sub-user, by clicking

Pending Login Active Inactive

VIEW

Activate

Deactivate

E-Tawtheeq System – Partnership Contract Details and status

Partnership Status	Status Description	Cancellation
Pending	Once request is received from Saudi Recruitment Office (PRO).	
Approved	Once request is approved by the External Private Recruitment Office (EPRO).	<ul style="list-style-type: none"> If EPRO cancels request, cancellation request should be sent to EPRO for approval.
Rejected	Once request is rejected by External Private Recruitment Office.	
Cancellation Pending	Once Cancellation Request is sent by either Saudi or External Private Recruitment Office.	<ul style="list-style-type: none"> If Cancellation request was sent from PRO, external office can either accept or reject cancellation. If EPRO sent cancellation request, EPRO can Undo cancellation request.
Cancelled	Once the cancellation is completed.	

E-Tawtheeq System – Employment Request Details and status

Employment Request Status	Status Description	Cancellation
EPRO Approval	Once request is received from Saudi Recruitment Office	
EPRO Approved	Once request is approved by the External Private Recruitment Office	<ul style="list-style-type: none"> • If EPRO cancels request, cancellation request should be sent to EPRO for approval. • If EPRO receives cancellation request, EPRO should either approve or reject cancellation.
FMOL Approval	Once request is sent to Foreign Ministry of Labor	<ul style="list-style-type: none"> • If EPRO cancels request, cancellation request should be sent to EPRO for approval. • If EPRO receives cancellation request, EPRO should either approve or reject cancellation.
FMOL Approved	Once request is approved by the Foreign Ministry of Labor	<ul style="list-style-type: none"> • If EPRO cancels request, cancellation request should be sent to EPRO for approval. • If EPRO receives cancellation request, EPRO should either approve or reject cancellation.
Visa Issued	Once the visa is issued by embassy.	
Arrived KSA	Once the laborer has arrived to KSA.	
Rejected	Once the request is rejected by External Private Recruitment office or by Foreign Ministry of Labor	
Canceled	Once the request cancellation is completed.	
Visa Canceled	Once the request is canceled after visa issuance by Embassy,	

Thank you