User Manual

How to submit a "Dialysis Support Product" request

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Introduction

Introduction

This electronic service allows the facility commissioner to create a support request for an employee to benefit from dialysis support by entering the employee's information, then sending a link to acknowledge data sharing to the employee before approving the request and verifying the employee's eligibility automatically, without the need to refer to the authority.
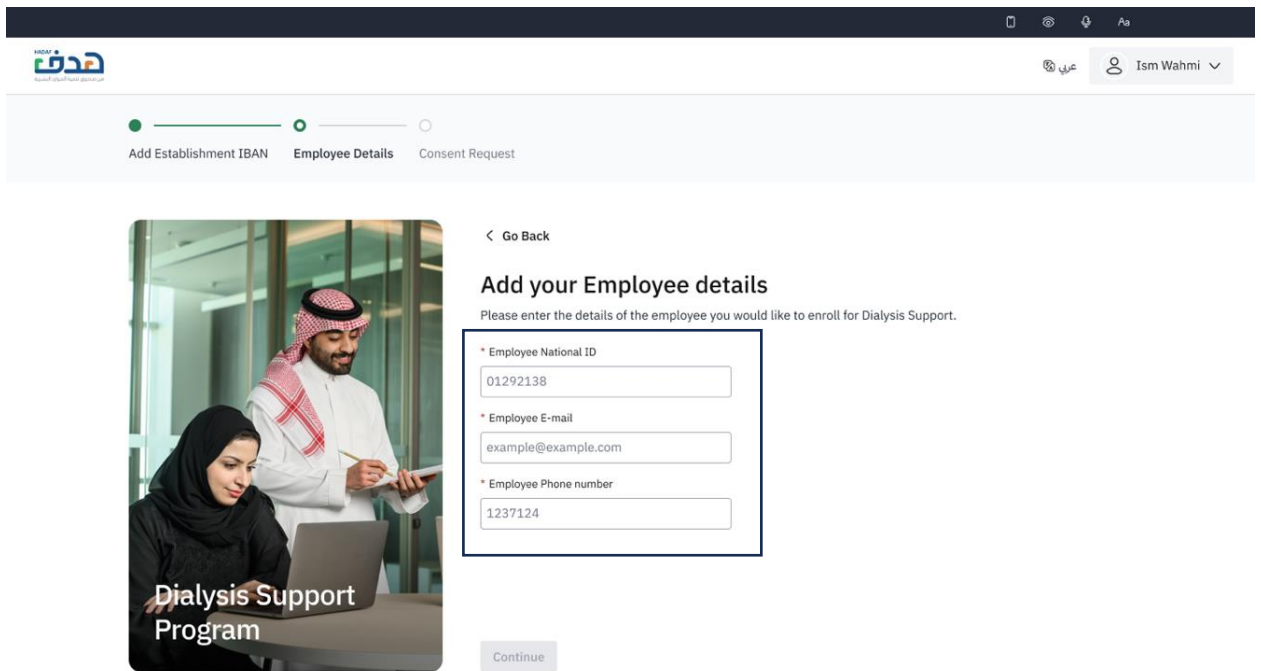
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How to submit a "Dialysis Support Product" request

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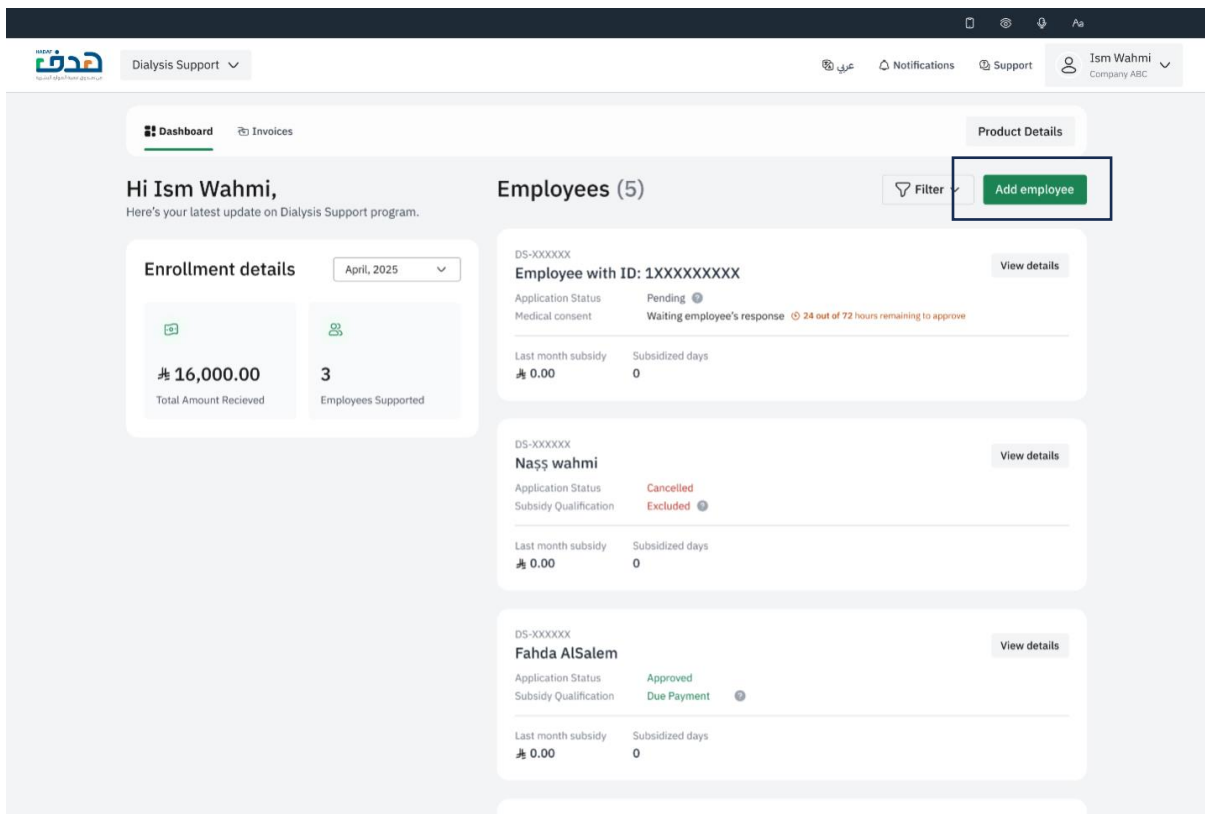
- After logging in to the site, a facility representative can view the dashboard of supported employees under the dialysis support product.

- A facility representative can add a new employee to the dialysis support product directly from the home page.

- This is done by choosing the "Add Employee" option, which allows you to start the process of submitting a new support request for an employee who was not previously registered in the system.
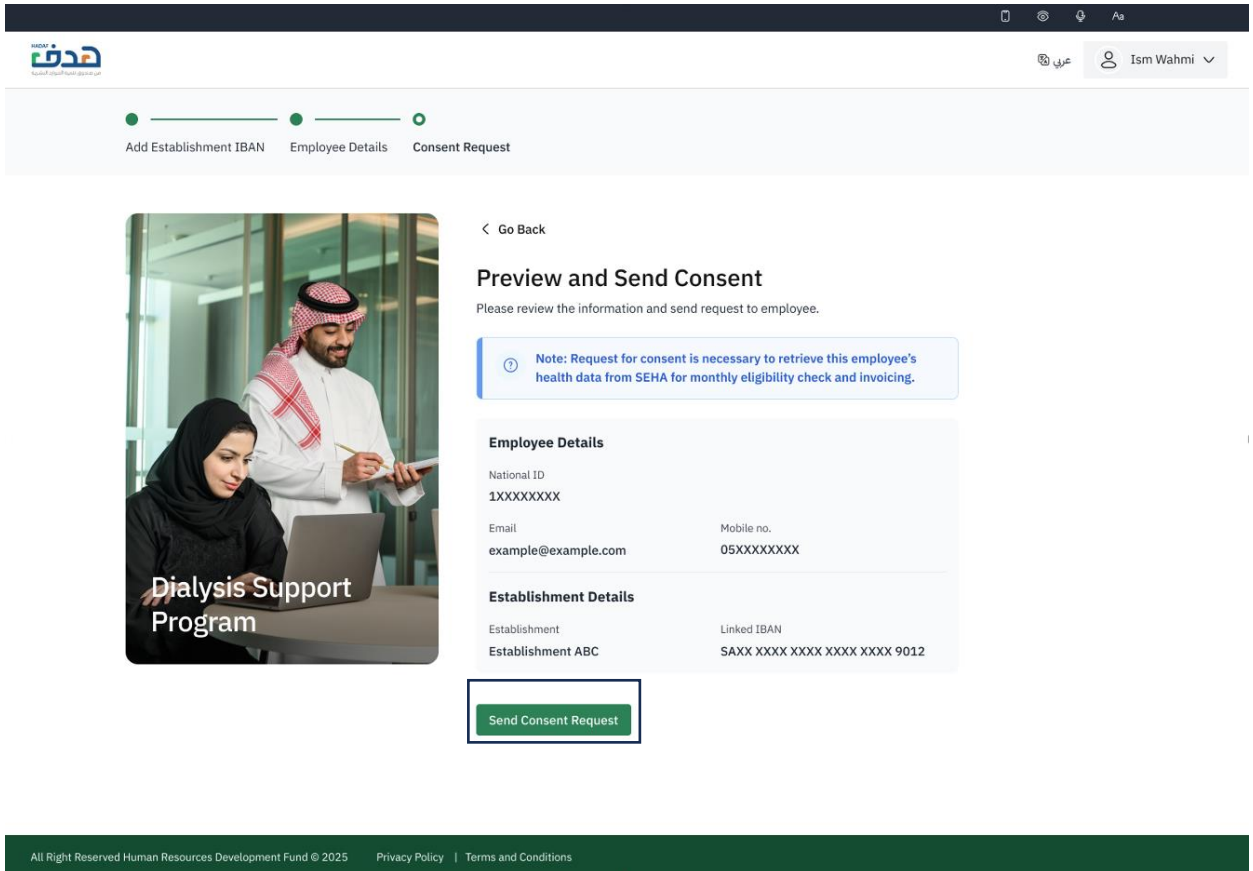
How to submit a "Dialysis Support Product" request

- After selecting the Add Employee option, the system takes the user to the Add Employee Details page.

- On this page, the data of the new employee for whom a support request is to be submitted is entered, which includes:
(National ID number - Email - Employee mobile number)

- After entering the data correctly, the user chooses the "Continue" option to complete the application steps.

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- On this page, the facility commissioner can review all entered employee data and ensure its accuracy.

- After verification, the user chooses the "Send Declaration" option, and the form is sent to the beneficiary employee to complete approval.
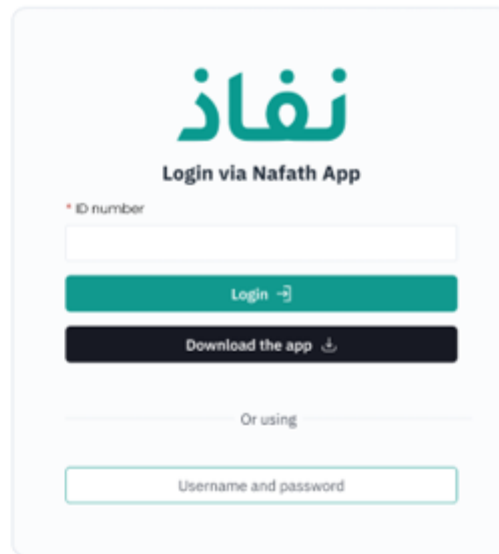
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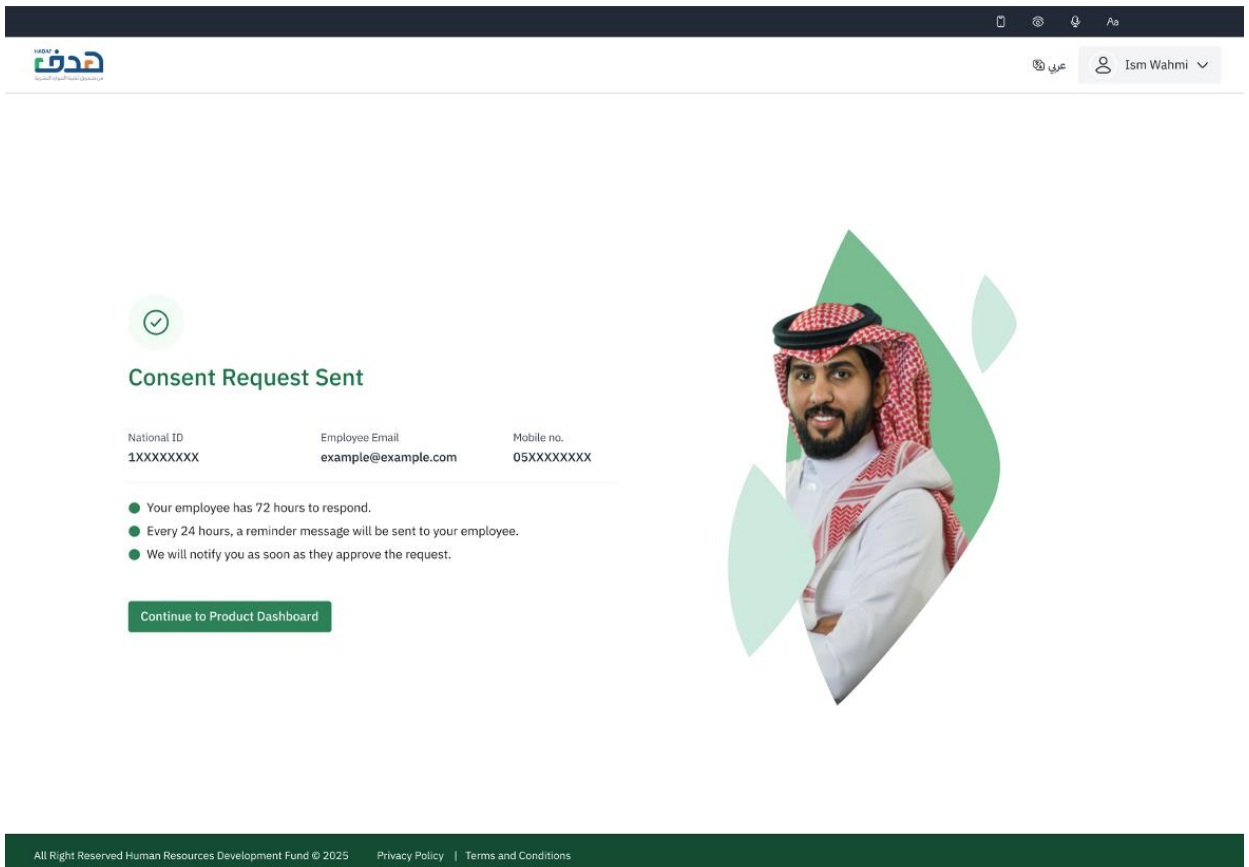
The system displays a confirmation screen stating that the process of adding an employee was completed successfully.

The system displays to the user a message that reads, "The employee declaration form has been sent", which means that the form has been sent to the beneficiary employee to complete the procedures required by him.

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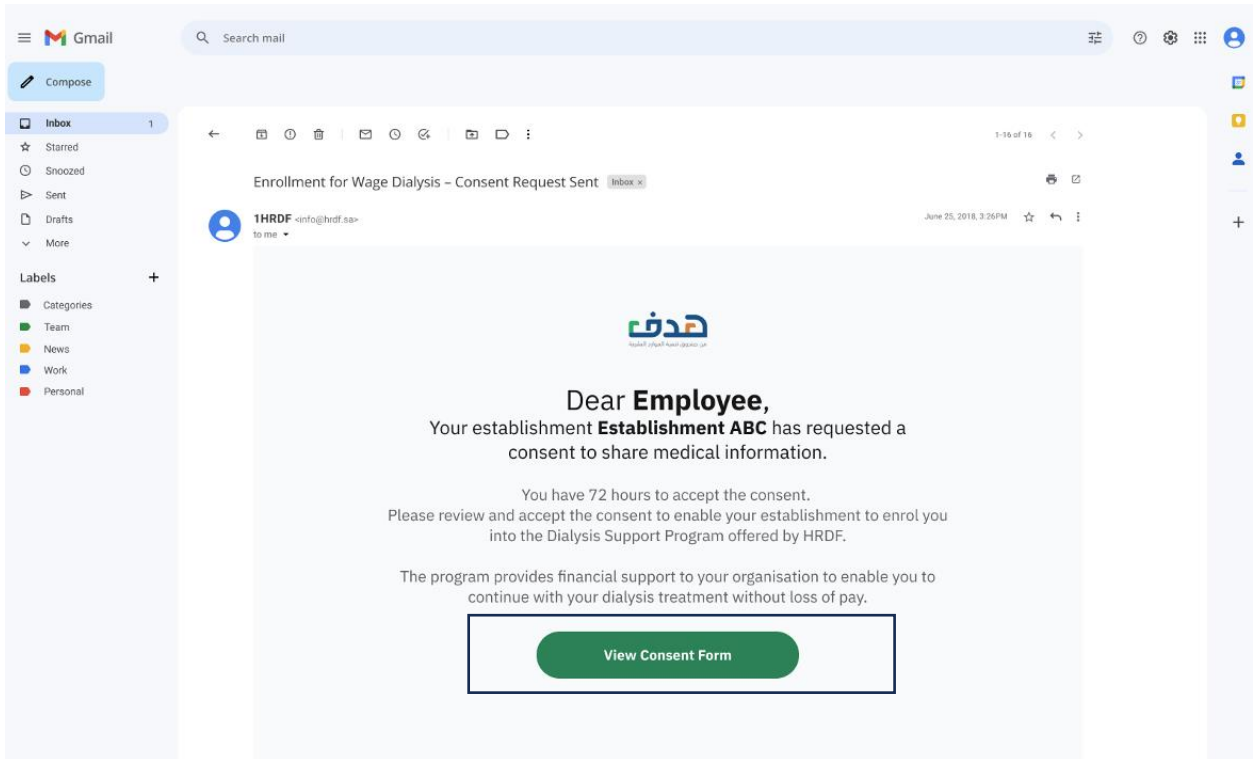
- Once the facility commissioner submits a dialysis support request to a designated employee, the system automatically sends an email to the beneficiary employee, containing a link to the declaration form.

- The employee can begin the steps to approve the application by choosing the "View Declaration Form" option in the email.

- This form allows the employee to view and approve application details electronically.

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- When you choose the "View Declaration Form" option in the email, the system automatically transfers the employee to the unified platform of the Human Resources Development Fund.

- To complete approval of the application, the employee logs in using the "National Unified Access" account, in order to ensure identity verification and data security.

How to submit a "Dialysis Support Product" request

◆ After successfully logging in to the site, the system displays an acknowledgment of data sharing for the employee's dialysis support product.

◆ Before an employee can approve or reject an acknowledgment, they must first: choose the "I confirm that I agree to these terms and conditions" option, to acknowledge approval of what is stated on the form.

◆ Next, he chooses the "Acknowledgement Approval" option to send the approval permanently.

◆ After completing these steps, the employee has officially agreed to acknowledge sharing his data to be added to the support request, and the procedures are completed by the facility and the Human Resources Development Fund.

How to submit a "Dialysis Support Product" request

The system displays a screen confirming the success of the data sharing acknowledgment approval process.

Reviewing the facility's control panel for the product

Reviewing the facility's control panel for the product

- After logging in to the site, a facility representative can view the dashboard of supported employees under the dialysis support product.

- This panel allows the user to:
  - ✓ View all employee support requests in the product.
  - ✓ View support details

- The user can view details for any employee by choosing the "View Details" option located next to the employee's name in the list.

Reviewing the facility's control panel for the product

- When you choose the "View Details" option next to the employee's name, the system displays a page containing all the details of the support request.

- In addition, the page displays the monthly invoices associated with the support request, allowing the facility representative to track the amounts disbursed.

Invoices

Invoices

- The system allows the facility administrator to view all billing data related to the dialysis support product, through the "Invoices" option in the control panel.

- The facility commissioner can access billing data by selecting the "Invoices" option on the home page.

Invoices

- After selecting the "Invoices" option, the system takes the user to the Invoices page, which contains all invoices issued under the dialysis support product.

- On this page, the administrator can view a list of invoices, including information such as invoice number, date of issue, amount, and invoice status.

- View full details of any invoice by choosing the "View" option next to the requested invoice.

Invoices

When you choose the "View" option next to any invoice, the system displays the invoice details page, which includes comprehensive information about the invoice, such as: (Total support amounts - month of payment - payment cycle - list of employees included in the invoice)

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