RiseUp Solutions

COURSE OUTLINE

The Basic Functions to Digitize Your Workforce E-Attendance and E-Approvals with DingTalk

OVERVIEW

This hands-on course focuses on two DingTalk basics: digital attendance (e-attendance) and digital approvals (e-approvals). Participants set up accounts, attendance rules covering overtime and supervisor roles, mobile check-in, and approval flows for leave and claims, then learn how HR can pull attendance reports. Most of the session is live demos and hands-on system testing.

WHO IT'S FOR
Managers, executives, supervisors, field engineers and technicians, and all general employees.

DURATION
Duration on request

DELIVERY
In-house · Public

OBJECTIVES

- Use DingTalk as a remote working platform
- Set up e-attendance and e-approval in your company with ease
- Cut the time taken by approval processes

MODULES

1. Introduction to Going Digital
- What going digital means for a business

2. Overview of DingTalk
- Introduction to DingTalk
- Features and capabilities
- How DingTalk supports SMEs with digital attendance and approvals

3. Case Studies and Best Practices
- Real-world examples of SMEs using DingTalk
- Best practices for efficiency
- Lessons learned and success stories

4. Planning Your Digital Roadmap
- Building a digital roadmap for your SME
- Setting up a digital roadmap for HR and all your workers
- Continuous improvement and updates

5. Setting Up DingTalk for Your Company
- Creating a personal account for everyone
- Customising e-attendance for your needs: overtime, attendance management and supervisor roles
- Fitting DingTalk into existing workflows such as monthly claims and leave approvals
- Mapping your company's general process flows

6. Digital Check-In
- Mobile check-in features
- Taking watermarked photos with GPS location and time
- Sharing check-in locations to a group chat automatically

7. E-Approvals for Leave and Claims
- Digitising paperwork for claims and workflows
- E-approval for leave applications
- Adding new leave types
- Setting up approval flows with conditions and criteria

8. Getting Attendance and Approval Data Anytime
- Viewing your own or your staff's attendance on your phone
- How HR can export the full attendance report to Excel
- Extracting data anytime from the admin dashboard

9. Live Training and Support for Employees
- Running training sessions for staff
- Providing ongoing support

HRD Corp claimability confirmed in your proposal

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