

# User Guide

Claim

User Mode



## CONTENTS

Contents .....	0
1 Submission SScreen .....	1
2 Submit Claim .....	2
2.1 Claim Form.....	2
2.1.1 Add claim as draft .....	2
2.1.2 Add item in drafted claim .....	3
2.2 Drafted Claim.....	5
2.2.1 Submit Drafted Claim.....	5
2.2.2 Edit Drafted Claim .....	5
2.2.3 Add item in drafted claim .....	5
2.2.4 Delete drafted claim.....	6
2.2.5 Print claim .....	6
2.3 Claim History.....	7
2.3.1 Submit Incomplete Claim.....	8
2.3.2 Edit Incomplete Claim .....	8
2.3.3 Delete drafted claim .....	8
2.3.4 Print claim .....	8
3 Report.....	9

## 1 SUBMISSION SCREEN

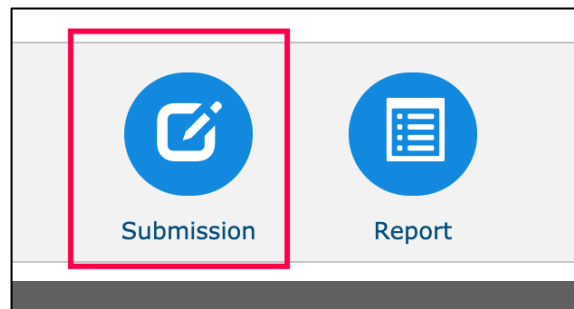


Figure 1.1

To perform a claim submission, please follow the steps below or follow as what has shown in Figure 1.1

Claim -> Submission

A screenshot of the 'Claim Submission' screen. It features a table with columns: No., Claim Types, Claim Default Amount (MYR), Claimed Amount (MYR), Balance (MYR), Limit (MYR), and Claim Validity Period. Below the table are tabs for 'Claim Form', 'Drafted Claim', and 'Claims History'. The 'Claim Form' tab is active, showing a form with fields for 'Claim Types', 'Claimed Amount', 'Claim Date', and 'Claim Validity Period'. Numbered callouts are present: 1 (entitlement table), 2 (Claim Form tab), 3 (Drafted Claim tab), and 4 (Claims History tab).

No.	Claim Types	Claim Default Amount (MYR)	Claimed Amount (MYR)	Balance (MYR)	Limit (MYR)	Claim Validity Period
1	Meal	No Limit	0.00	No Limit	No Limit	Weekly, Refresh Day: Monday
2	Mileage Claim	No Limit	120.00	No Limit	No Limit	Monthly

Claim Submission

Hide Entitlement

Claim Form | Drafted Claim | Claims History

Claim Types \*

Type to Filter

Figure 1.2

- |   |                                   |   |  |
|---|-----------------------------------|---|--|
| 1 | Claim entitlement of the employee | 3 | Drafted Claim, claim(s) yet to submit for approval |
| 2 | Claim submission form             | 4 | Claims history, submitted claims                   |

## 2 SUBMIT CLAIM

### 2.1 Claim Form

#### 2.1.1 Add claim as draft

The screenshot shows the 'Claim Submission' interface. At the top, there's a 'Hide Entitlement' button. Below it is a table with columns: No., Claim Types, Claim Default Amount (MYR), Claimed Amount (MYR), Balance (MYR), Limit (MYR), and Claim Validity Period. The table lists two claim types: 'Meal' and 'Mileage Claim'. Below the table, there are tabs for 'Claim Form', 'Drafted Claim', and 'Claims History'. The 'Claim Form' tab is active, showing fields for 'Claim Title', 'Receipt / Invoice Date', and 'Claim Types'. The 'Claim Title' field has a placeholder text: 'Example : Claim for January 2007 or Business Trip to Singapore (1 - 8 Jan 2007)'. The 'Receipt / Invoice Date' field has a date picker set to '2018-10-26'. The 'Claim Types' field has a dropdown menu set to 'Type to Filter'.

No.	Claim Types	Claim Default Amount (MYR)	Claimed Amount (MYR)	Balance (MYR)	Limit (MYR)	Claim Validity Period
1	Meal	No Limit	0.00	No Limit	No Limit	Weekly, Refresh Day: Monday
2	Mileage Claim	No Limit	120.00	No Limit	No Limit	Monthly

Claim Form | Drafted Claim | Claims History

Claim Title \* : Example : Claim for January 2007 or Business Trip to Singapore (1 - 8 Jan 2007)

Receipt / Invoice Date \* : 2018-10-26

Claim Types \* : Type to Filter

Figure 2.1

Follow the steps to submit a claim:

- Select a receipt/ invoice date
- Select claim from "Claim Types"

The screenshot shows the 'Drafted Claim' tab in the 'Claim Submission' interface. It contains several fields for adding a new claim: 'Claim Title', 'Receipt / Invoice Date', 'Claim Types', 'Convert currency from', 'Rate', 'Claim Amount', 'Description', 'Receipt / Invoice Number', 'Vendor Name', and 'Attachment'. The 'Claim Title' field has a placeholder text: 'Example : Claim for January 2007 or Business Trip to Singapore (1 - 8 Jan 2007)'. The 'Receipt / Invoice Date' field has a date picker set to '2018-10-26'. The 'Claim Types' field has a dropdown menu set to 'Meal'. The 'Convert currency from' field has a 'FROM' dropdown set to 'Malaysian Ringgit (MYR)' and a 'TO' dropdown set to 'Malaysian Ringgit (MYR)'. The 'Rate' field has a text input set to '0'. The 'Claim Amount' field has a text input and a note '(Balance: No Limit)'. The 'Description' field has a text area. The 'Receipt / Invoice Number' field has a text input. The 'Vendor Name' field has a text input. The 'Attachment' field has a 'Browse...' button. A note at the bottom states: 'Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.' There is also an '+ Add to list' button in the top right corner.

Claim Form | Drafted Claim | Claims History

+ Add to list

Claim Title \* : Example : Claim for January 2007 or Business Trip to Singapore (1 - 8 Jan 2007)

Receipt / Invoice Date \* : 2018-10-26

Claim Types \* : Meal

Convert currency from \* : FROM : Malaysian Ringgit (MYR) TO : Malaysian Ringgit (MYR)

Rate \* : 0

Claim Amount \* : (Balance: No Limit)

Description \* :

Receipt / Invoice Number :

Vendor Name :

Attachment \* : Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Figure 2.2

As different claim types has a different settings and different fields to key in.

Fill up the compulsory field(s) which has the \* indicator and click **+ Add to list**, the claim will be added into a group at the same time the data will be saved into the system.

Claim Form | **Drafted Claim** | Claims History

[New Claim Form](#)
[+ New Item](#)
[Submit](#)

Claim Title \* : October 2018

**Add to list :**

Meal	Receipt / Invoice Date: 2018-10-26	Claim Amount (MYR): 29.00	<a href="#">Link</a> <a href="#">Edit</a> <a href="#">Delete</a>
------	------------------------------------	---------------------------	--

Total Item: 1    Total Claim Amount (MYR): 29.00

Figure 2.3

To view click the item below “Add to list” to expand the to view the details as shown in Figure 2.4

**Add to list :**

Meal	Receipt / Invoice Date: 2018-10-26	Claim Amount (MYR): 29.00	<a href="#">Link</a> <a href="#">Edit</a> <a href="#">Delete</a>
------	------------------------------------	---------------------------	--

Description : Lunch in KLIA2 Mc'Donalds  
 Receipt / Invoice Number : -  
 Vendor Name : -

Total Item: 1    Total Claim Amount (MYR): 29.00

Figure 2.4

### 2.1.2 Add item in drafted claim

To add more things into the group, click [+ New Item](#) as shown in Figure 2.5 then select claim type and follow back what have been done previously as shown in Figure 2.6

Claim Form | **Drafted Claim** | Claims History

[New Claim Form](#)
[+ New Item](#)
[Submit](#)

Claim Title \* : October 2018

**Add to list :**

Meal	Receipt / Invoice Date: 2018-10-26	Claim Amount (MYR): 29.00	<a href="#">Link</a> <a href="#">Edit</a> <a href="#">Delete</a>
------	------------------------------------	---------------------------	--

Total Item: 1    Total Claim Amount (MYR): 29.00

Figure 2.5

[New Claim Form](#)
[+ Add to list](#)
[Submit](#)

Claim Title \* : October 2018

Receipt / Invoice Date \* : 2018-10-17

Claim Types \* : Meal

Convert currency from \* : FROM : Malaysian Ringgit (MYR) TO : Malaysian Ringgit (MYR)

Rate \* : 0

Claim Amount \* : (Balance: No Limit)

Description \* :

Receipt / Invoice Number :

Vendor Name :

Attachment \* : [Browse...](#)

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

**Add to list :**

Meal	Receipt / Invoice Date: 2018-10-26	Claim Amount (MYR): 29.00	<a href="#">Link</a> <a href="#">Edit</a> <a href="#">Delete</a>
------	------------------------------------	---------------------------	--

Total Item: 1    Total Claim Amount (MYR): 29.00

Figure 2.6

Claim Form

Drafted Claim

Claims History









New Claim Form

New Item

Submit


Claim Title : October 2018

Add to list :

Meal	Receipt / Invoice Date: 2018-10-26	Claim Amount (MYR): 29.00	   
Meal	Receipt / Invoice Date: 2018-10-17	Claim Amount (MYR): 22.00	   

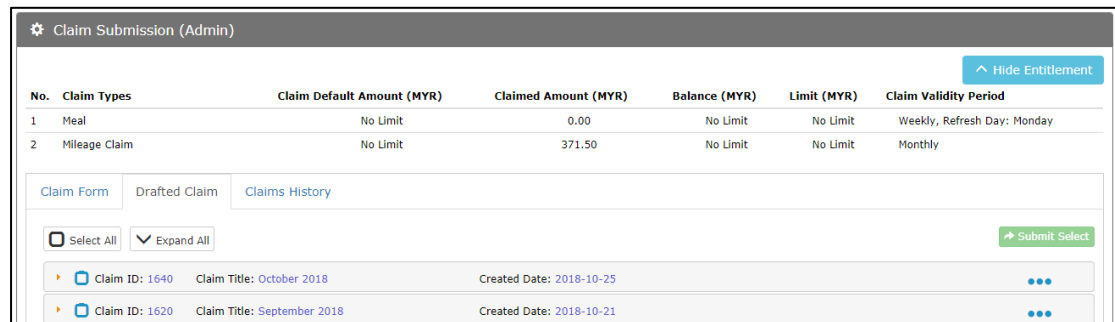
Total Item: 2Total Claim Amount (MYR): 51.00

Figure 2.7

After everything has been finalized, click  as shown in Figure 2.7 to submit the claim to respective party based on the claim(s) setting(s).

## 2.2 Drafted Claim

### 2.2.1 Submit Drafted Claim



The screenshot shows the 'Claim Submission (Admin)' interface. At the top, there's a header with a gear icon and the text 'Claim Submission (Admin)'. Below it is a table with columns: No., Claim Types, Claim Default Amount (MYR), Claimed Amount (MYR), Balance (MYR), Limit (MYR), and Claim Validity Period. The table has two rows: 1. Meal, No Limit, 0.00, No Limit, No Limit, Weekly, Refresh Day: Monday; 2. Mileage Claim, No Limit, 371.50, No Limit, No Limit, Monthly. Below the table, there are tabs: Claim Form, Drafted Claim (selected), and Claims History. There are also buttons: Select All, Expand All, and Submit Select. Below these are two claim items: Claim ID: 1640, Claim Title: October 2018, Created Date: 2018-10-25; and Claim ID: 1620, Claim Title: September 2018, Created Date: 2018-10-21. Each item has a three-dot menu icon.

No.	Claim Types	Claim Default Amount (MYR)	Claimed Amount (MYR)	Balance (MYR)	Limit (MYR)	Claim Validity Period
1	Meal	No Limit	0.00	No Limit	No Limit	Weekly, Refresh Day: Monday
2	Mileage Claim	No Limit	371.50	No Limit	No Limit	Monthly

Claim Form | Drafted Claim | Claims History

Select All | Expand All | Submit Select

Claim ID: 1640 | Claim Title: October 2018 | Created Date: 2018-10-25

Claim ID: 1620 | Claim Title: September 2018 | Created Date: 2018-10-21

Figure 2.8

To submit claim(s), tick the checkbox on the left hand side as shown in Figure 2.8 and Click **Submit Select** to submit selected claim(s)

### 2.2.2 Edit Drafted Claim

To edit, simply mouse over the **...** which shown in Figure 2.9 and click the "Click to Edit" to edit the claim item you wish to edit.

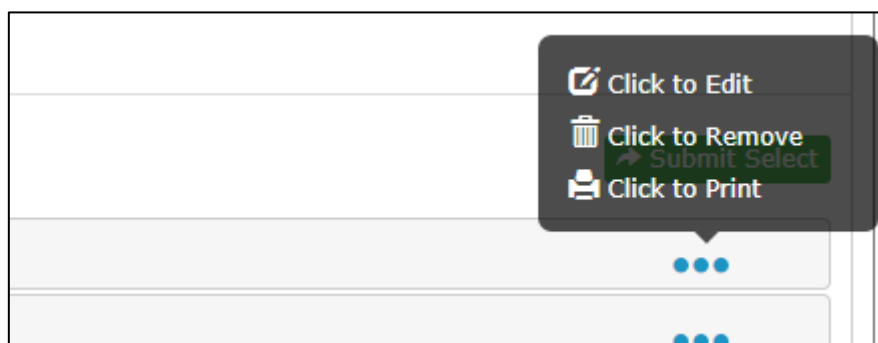
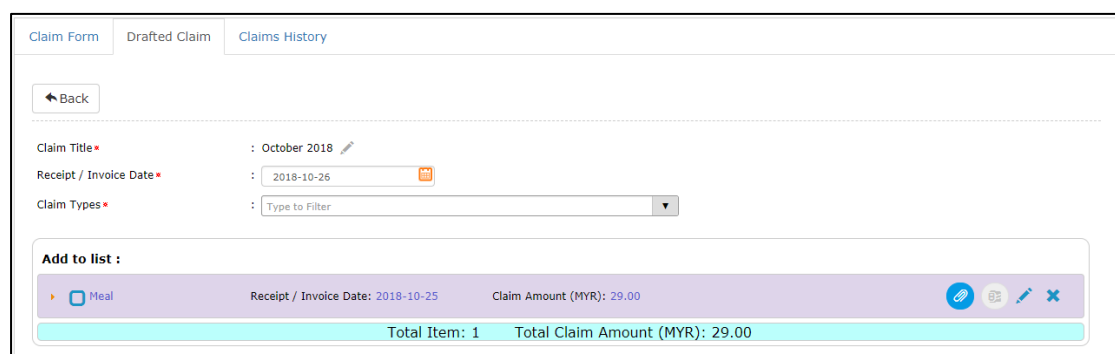


Figure 2.9

### 2.2.3 Add item in drafted claim



The screenshot shows the 'Claim Form' interface. At the top, there are tabs: Claim Form (selected), Drafted Claim, and Claims History. Below the tabs, there's a 'Back' button. The form has three main sections: Claim Title (with a dropdown menu showing 'October 2018'), Receipt / Invoice Date (with a date picker showing '2018-10-26'), and Claim Types (with a dropdown menu showing 'Type to Filter'). Below these sections, there's an 'Add to list' section. It contains a table with one row: Meal, Receipt / Invoice Date: 2018-10-25, Claim Amount (MYR): 29.00. At the bottom, there's a summary bar: Total Item: 1, Total Claim Amount (MYR): 29.00.

Claim Form | Drafted Claim | Claims History

Back

Claim Title : October 2018

Receipt / Invoice Date : 2018-10-26

Claim Types : Type to Filter

Add to list :

Claim Type	Receipt / Invoice Date	Claim Amount (MYR)
Meal	2018-10-25	29.00

Total Item: 1 Total Claim Amount (MYR): 29.00

Figure 2.10

To add more things into the group, select claim type and follow back what have been done previously as shown in 2.1.2 Add item in drafted claim, the same concept applicable here as shown in Figure 2.10

#### 2.2.4 Delete drafted claim

To delete, simply mouse over the ●●● which shown in Figure 2.9 and click the “Click to Remove” to delete the claim item you wish to delete.

#### 2.2.5 Print claim

To print, simply mouse over the ●●● which shown in Figure 2.9 and click the “Click to Print” to print the claim. A window will be popped up as shown in Figure 2.11

The screenshot shows a web browser window titled "MYwave: :: Claim Registration - Google Chrome" with the URL "https://mywavedev.biz/DevMYwaveApplication/hrms/eclaim/display/claim\_statement\_print.php?claim\_id\_temp=1640&cost\_c...". The page contains a "Claim Form" for MYwave Sdn. Bhd. with the following details:

- Claim ID: 1640
- Claim Title: October 2018
- Charge Code: IEE Project
- Employee No: MY0037
- Supervisor Name: OOI' YIN MEI
- Claim Form Status: Pending Submission
- Submission Date: R&D
- Department/Division: VIC LEE CHANG EU
- Employee Name: rmd\_development@mywave.biz
- Supervisor Email: rmd\_development@mywave.biz

Below the form details is a table with 8 columns: No., Item, Remarks, Major, Minor, Analysis, Invoice Date, and Total Amount (MYR). The table contains one row for a meal claim and a total claim amount of 29.00.

No.	Item	Remarks	Major	Minor	Analysis	Invoice Date	Total Amount (MYR)
1	Meal	Lunch in KLIA2 Mc'Donalds				2018-10-25	29.00
Total Claim Amount:							29.00

Below the table is an "Item Summary" section with two columns: Item and Claim Amount (MYR). It shows a total of 29.00 for the meal item.

Item	Claim Amount (MYR)
Meal	29.00

At the bottom of the form is a signature section with two main columns: REQUESTOR and APPROVAL. The REQUESTOR column contains the name VIC LEE CHANG EU and the date 26/10/2018. The APPROVAL column contains the title Manager / Director / VIP and the title MD / VP GM.

	REQUESTOR	APPROVAL
Name	VIC LEE CHANG EU	Manager / Director / VIP
SIGNATURE		MD / VP GM
Date	26/10/2018	

Figure 2.11



## 2.3 Claim History

Claim Form	Drafted Claim	Claims History
Expand All ⓘ		
Claim ID: 150	Title: Hotel	Created Date: 2019-01-25    Status: 0 A   0 R   0 C   1 P   0 I   0 PP
Claim ID: 149	Title: Hotel Claim	Created Date: 2019-01-25    Status: 1 A   0 R   0 C   0 P   0 I   0 PP

Figure 2.12

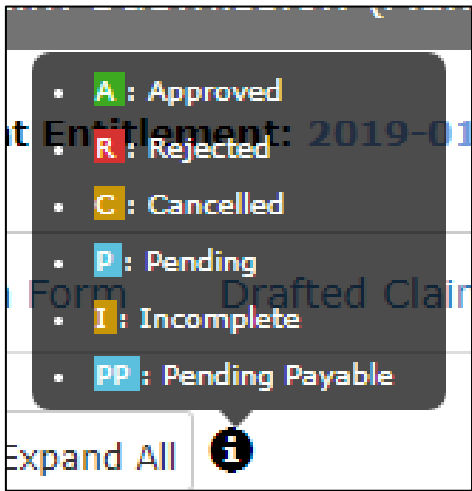


Figure 2.13

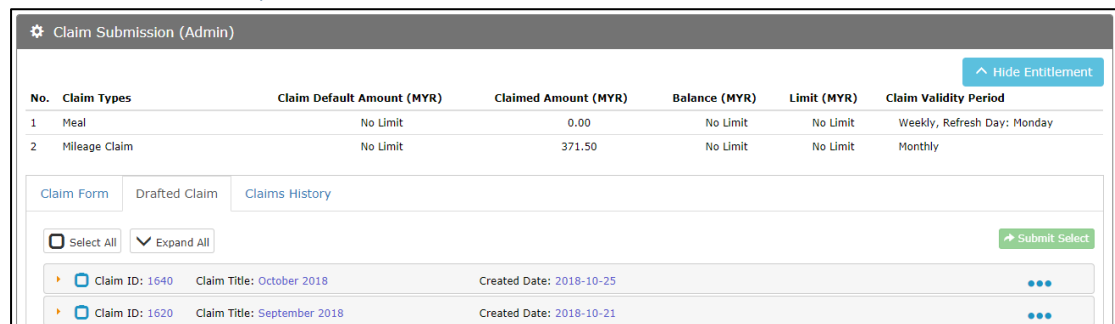
Status: 0 A   0 R   0 C   1 P   0 I   0 PP
--

Figure 2.14

- A: Approved
- R: Rejected
- C: Cancelled
- P: Pending
- I: Incomplete
- PP: Pending Payable

In claim history, admin able to view the previously submitted claim(s) is under which status, can print, cancel (if still pending) and claim(s) that was/were marked as “Incomplete” claim(s).

### 2.3.1 Submit Incomplete Claim



The screenshot shows the 'Claim Submission (Admin)' interface. At the top, there is a 'Hide Entitlement' button. Below it is a table with the following columns: No., Claim Types, Claim Default Amount (MYR), Claimed Amount (MYR), Balance (MYR), Limit (MYR), and Claim Validity Period. The table contains two rows: Row 1: Meal, No Limit, 0.00, No Limit, No Limit, Weekly, Refresh Day: Monday; Row 2: Mileage Claim, No Limit, 371.50, No Limit, No Limit, Monthly. Below the table, there are tabs for 'Claim Form', 'Drafted Claim', and 'Claims History'. Under the 'Drafted Claim' tab, there are buttons for 'Select All', 'Expand All', and 'Submit Select'. Below these buttons, there are two rows of claim information: Claim ID: 1640, Claim Title: October 2018, Created Date: 2018-10-25; and Claim ID: 1620, Claim Title: September 2018, Created Date: 2018-10-21. Each row has a three-dot menu icon on the right.

No.	Claim Types	Claim Default Amount (MYR)	Claimed Amount (MYR)	Balance (MYR)	Limit (MYR)	Claim Validity Period
1	Meal	No Limit	0.00	No Limit	No Limit	Weekly, Refresh Day: Monday
2	Mileage Claim	No Limit	371.50	No Limit	No Limit	Monthly


Claim Form | Drafted Claim | Claims History

Select All | Expand All | Submit Select

Claim ID: 1640 | Claim Title: October 2018 | Created Date: 2018-10-25

Claim ID: 1620 | Claim Title: September 2018 | Created Date: 2018-10-21

Figure 2.15

To submit claim(s), tick the checkbox on the left-hand side as shown in Figure 2.14 and Click  to submit selected claim(s)

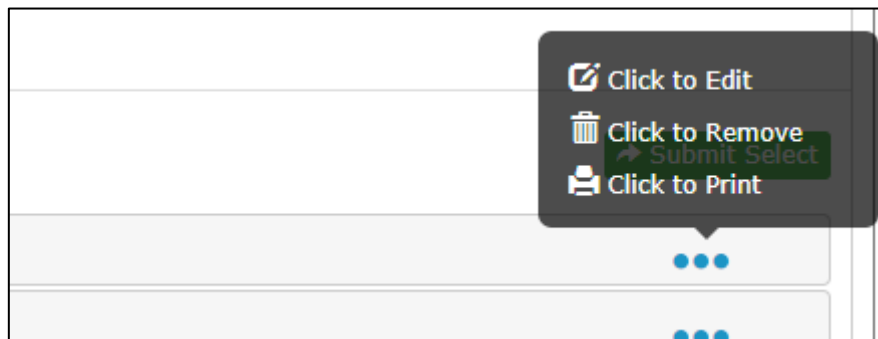




Figure 2.16


### 2.3.2 Edit Incomplete Claim

To edit, simply mouse over the  which shown in Figure 2.14 and click the "Click to Edit" to edit the claim item you wish to edit.

### 2.3.3 Delete drafted claim

To delete, simply mouse over the  which shown in Figure 2.14 and click the "Click to Remove" to delete the claim item you wish to delete.

### 2.3.4 Print claim

To print, simply mouse over the  which shown in Figure 2.14 and click the "Click to Print" to print the claim. A window will be popped up as shown in Figure 2.11

### 3 REPORT

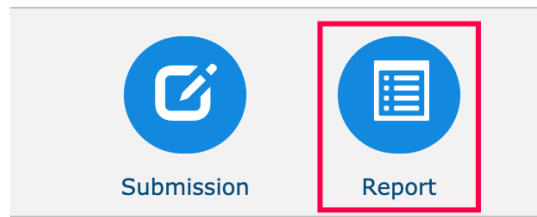


Figure 3.1

To view claim report, please follow the steps below or follow as what has shown in Figure 3.1

Claim -> Report

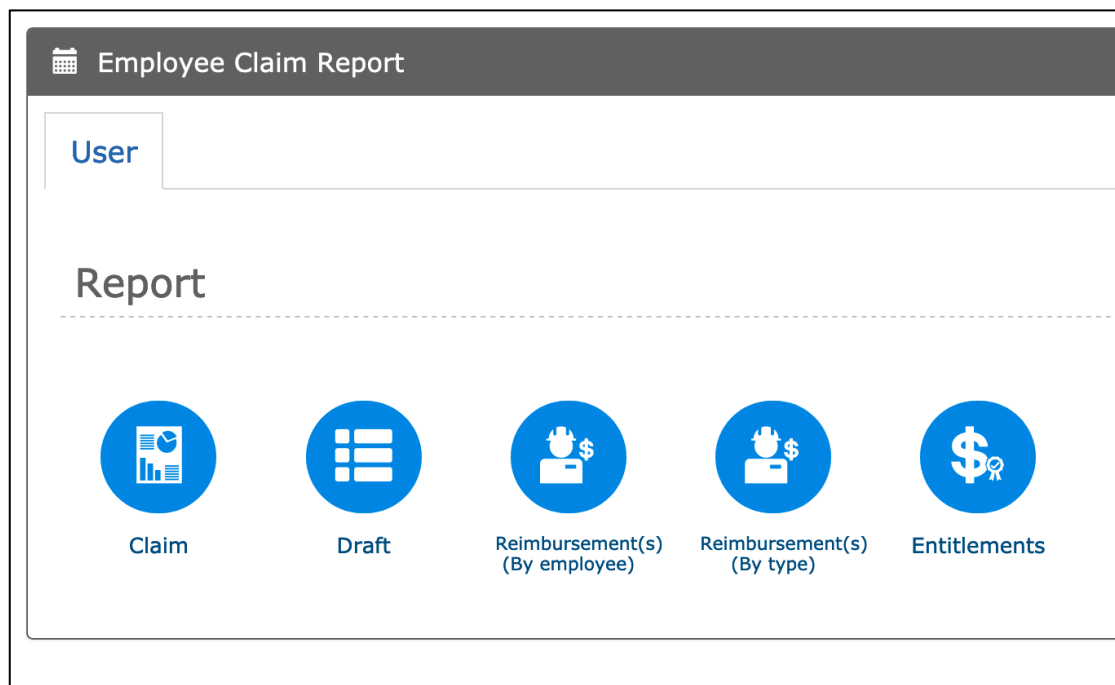


Figure 3.2

Click "Claim Report" as shown in Figure 3.2 then a new window will be popped up to show the report

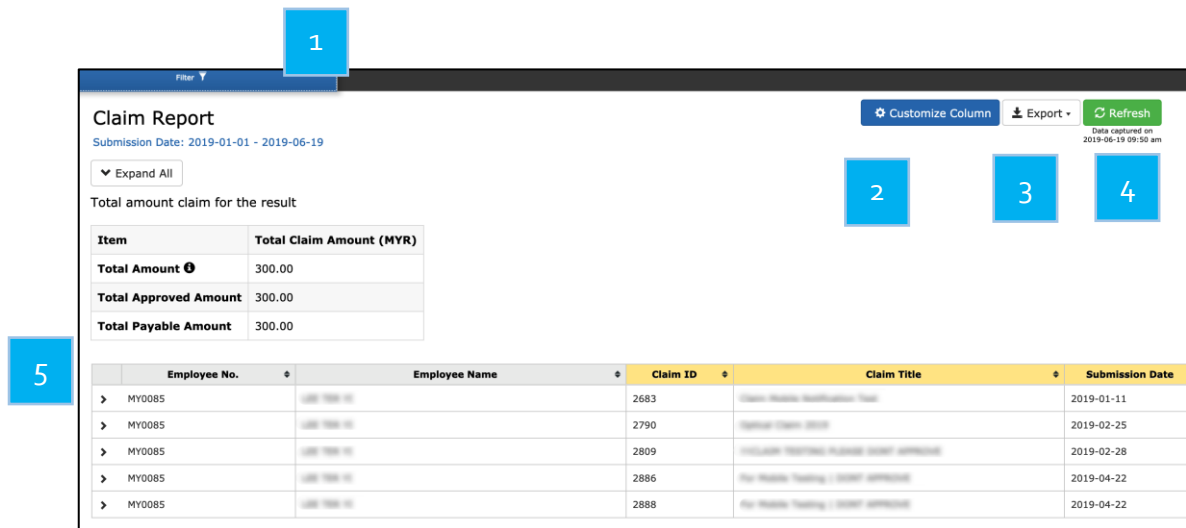



Figure 3.3

- 1 Filter option
- 2 Enable/disable column options
- 3 Export
- 4 Refresh to get latest data
- 5 Report content

The 'Apply Filter' dialog box is shown with various filter options. At the top right, there are 'Retrieve' and 'Clear Filter' buttons. The filter options are as follows:

- Date Type:** Submission Date (dropdown)
- From:** 2019-01-01 (calendar icon)
- To:** 2019-06-19 (calendar icon)
- Cash Advance:** Select options (dropdown)
- Status:** Select options (dropdown)
- Claim Amount:** From [ ] to [ ]
- Claim Total Amount:** From [ ] to [ ]
- Invoice Date From:** [ ] (calendar icon)
- Invoice Date To:** [ ] (calendar icon)
- Approval Date From:** [ ] (calendar icon)
- Approval Date To:** [ ] (calendar icon)
- Payable Date From:** [ ] (calendar icon)
- Payable Date To:** [ ] (calendar icon)

Figure 3.4

To filter click the "Filter" at the top-left side which shown in Figure 3.3 and filter options will expand out as shown Figure 3.4. After filtration has been made, click  to retrieve the data based on filtration.

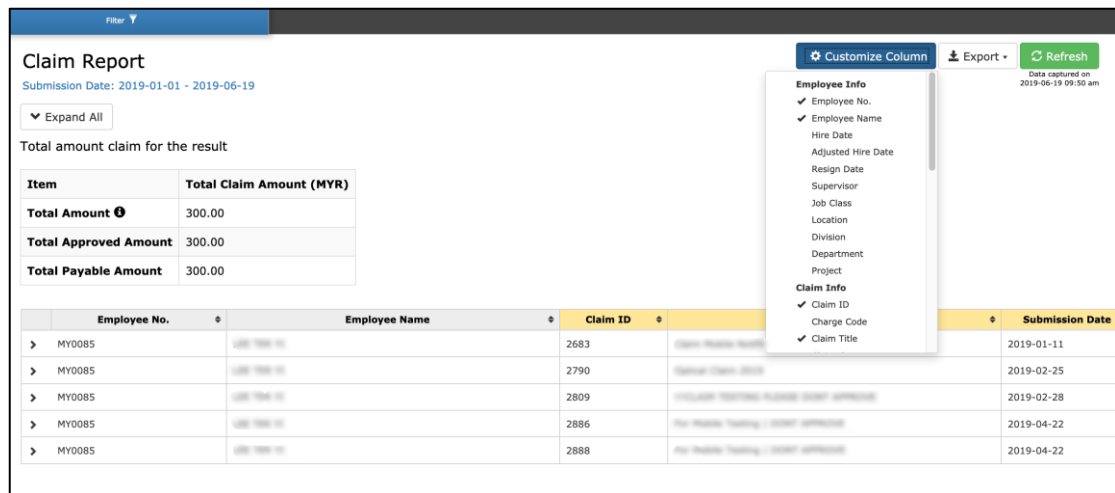


Figure 3.5

To enable/disable the column(s) to show in the report content, click **Customize Column** as shown in Figure 3.5 and a list of column names will be displayed. Enable/disable based on the report you prefer.

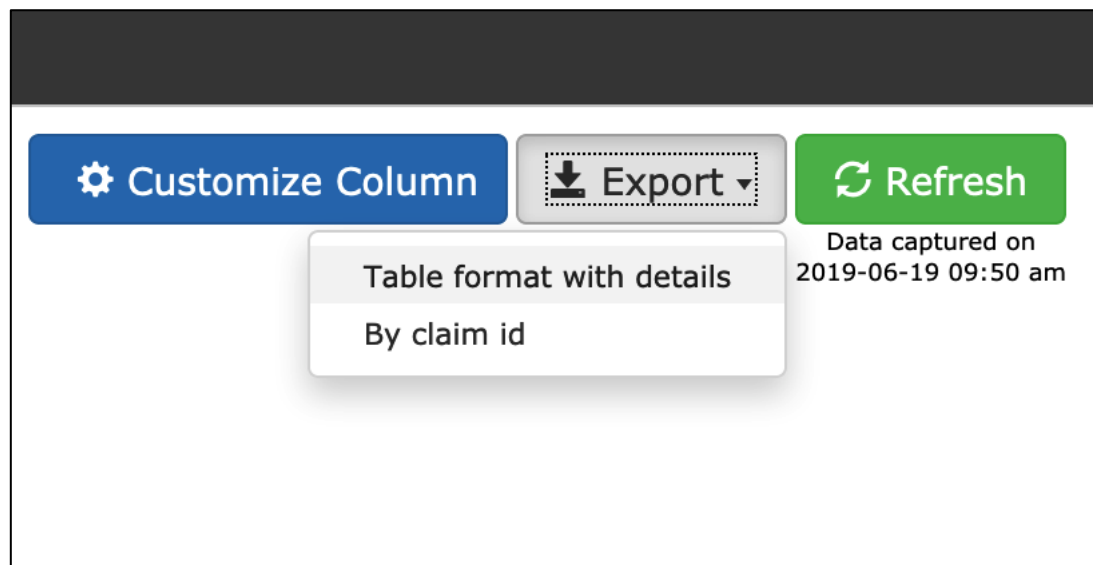


Figure 3.6

To export click the **Export** as shown in Figure 3.6, a list of option will be shown as shown in Figure 3.6 to export out the format of the report that you want.

The exported report will be based on the "Customize Column" options.