

User Guide

EmplX GPS Attendance



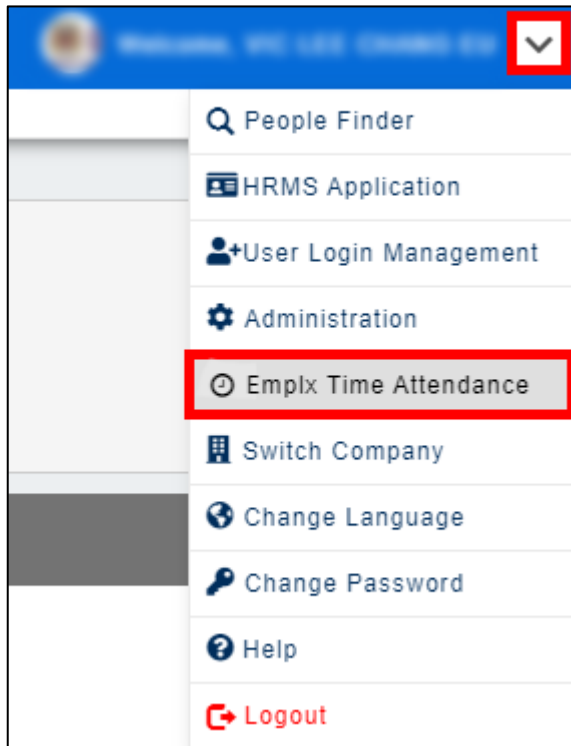
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EmplX GPS Attendance

Navigation

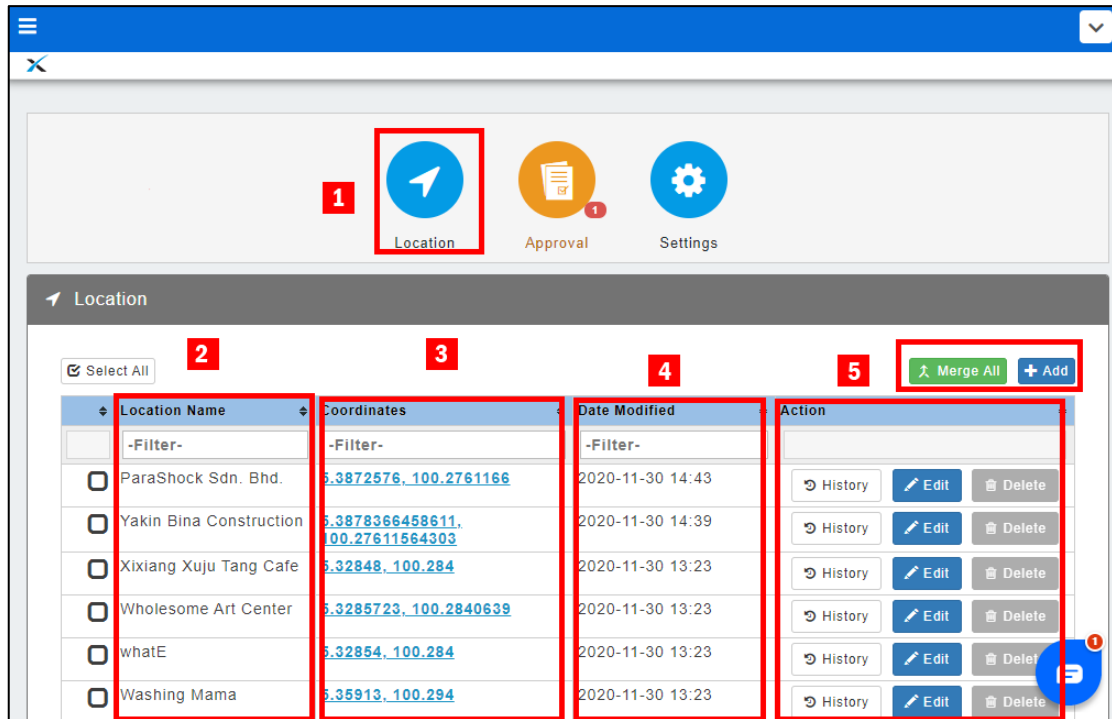
On top-right of the page, click on the drop down and select “Emplx Time Attendance”



Location

1.1 Description

This page allows admin to review existing locations for employees to record attendances in EMPLX GPS Attendance

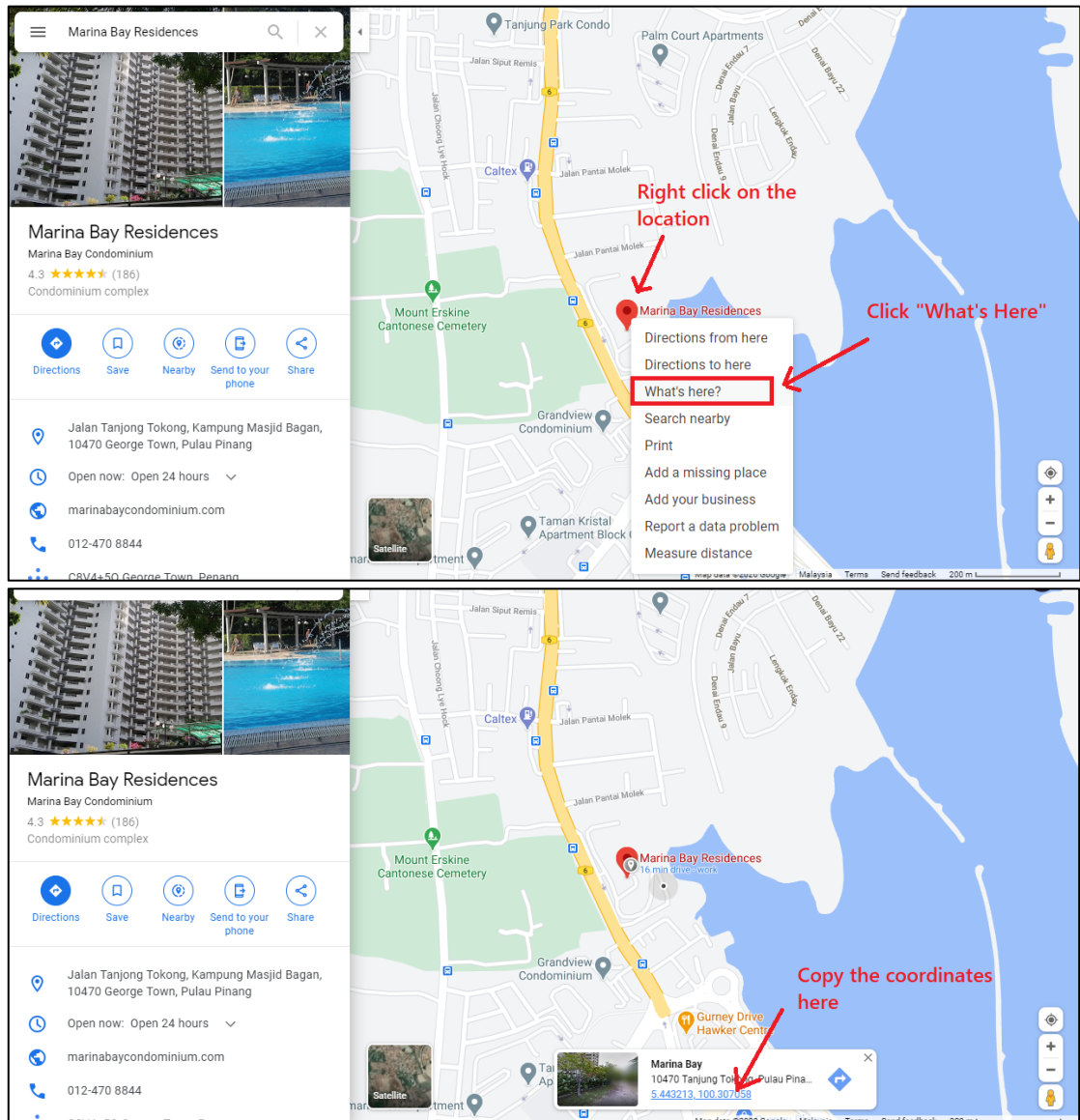


Labels:

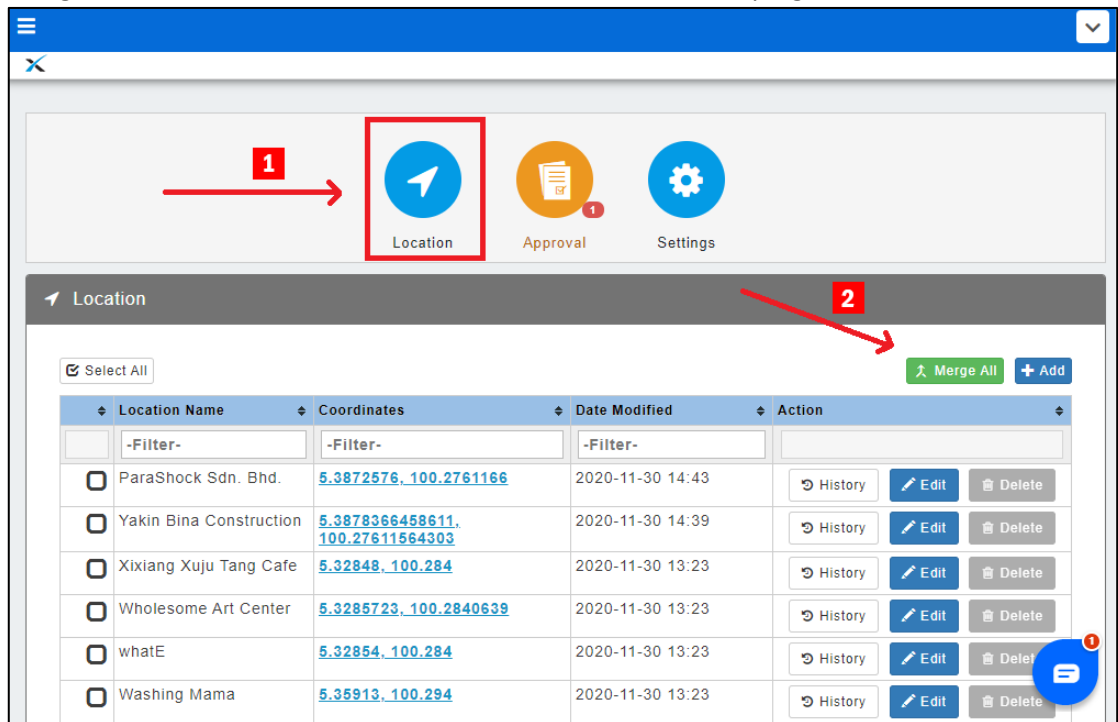
1. Location – Icon to navigate to this tab
2. Location Name – Column to show all the locations' names
3. Coordinates – Column to show all the locations' coordinates in Latitude and Longitude
4. Date Modified – Column to show the last changed date of the location's name
5. Buttons to perform actions of the locations

1.2 Adding New Location

1. Locate the coordinates of the location through <https://www.google.com/maps>



2. Navigate to “Location” tab and click on “Add” button on the top right



3. Fill in the Location Name and the Coordinates that you obtained from Step 1

The screenshot shows the 'Add New Location' form. It has three input fields: 'Location Name' (containing 'Marina Bay Residences'), 'Latitude' (containing '5.443213'), and 'Longitude' (containing '100.307058'). There are two buttons at the bottom right: '+ Add' (blue) and 'Cancel' (orange). The '+ Add' button is highlighted with a red box.

4. Click “Add” button

This screenshot is identical to the previous one, showing the 'Add New Location' form with the same data. A red arrow points to the '+ Add' button, which is highlighted with a red box.

5. There will be a Success Message on the top right to indicate your location is added.

The screenshot displays the EMPLX interface. At the top, a green success message box states "Sucessfully added Marina Bay Residences". Below this, three icons represent "Location", "Approval", and "Settings". The "Location" section is active, showing a table of locations. A red box highlights the first row, "Marina Bay Residences", and a red arrow points to the success message.

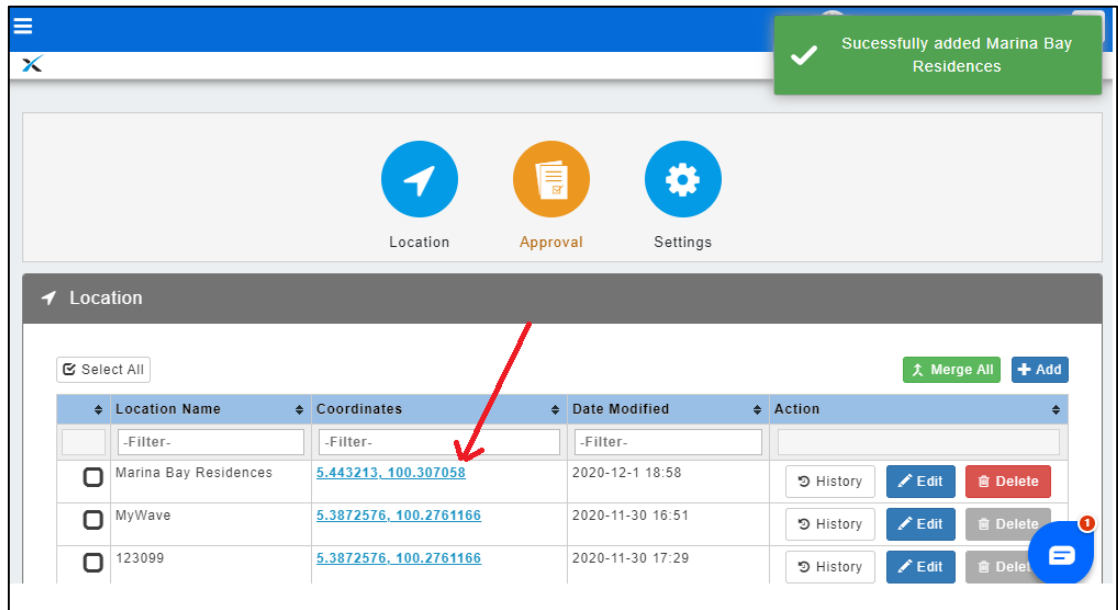
Location

Select All Merge All Add

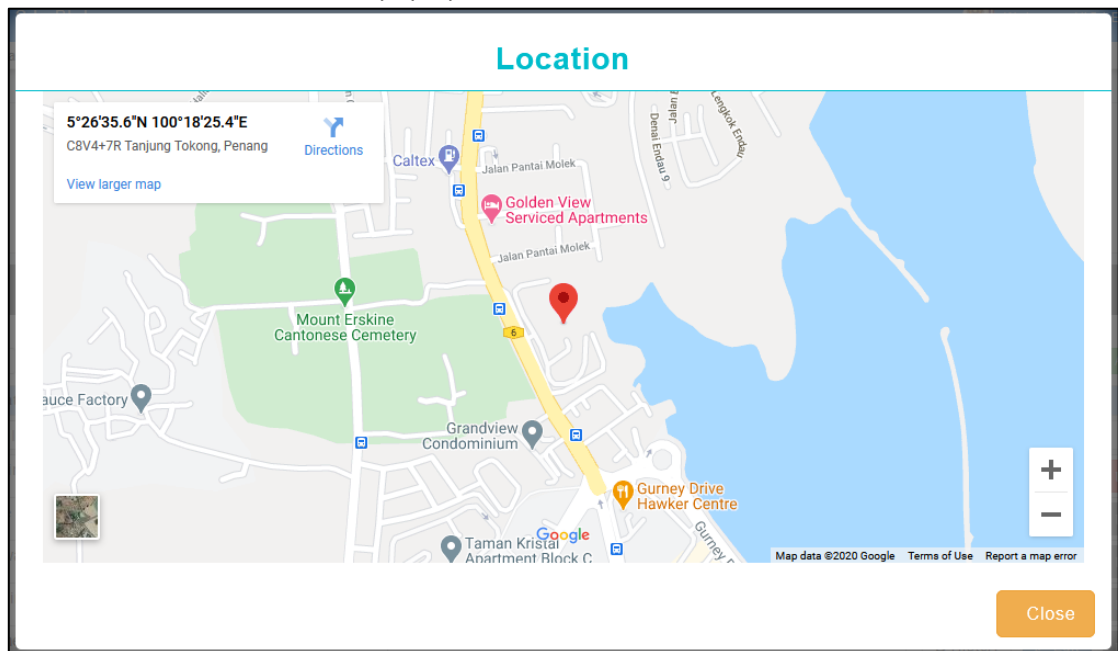
Location Name	Coordinates	Date Modified	Action
<input type="checkbox"/> Marina Bay Residences	5.443213, 100.307058	2020-12-1 18:58	History Edit Delete
<input type="checkbox"/> MyWave	5.3872576, 100.2761166	2020-11-30 16:51	History Edit Delete
<input type="checkbox"/> 123099	5.3872576, 100.2761166	2020-11-30 17:29	History Edit Delete

1.3 Viewing a Location

1. Click on the Coordinates of the location you wish to view

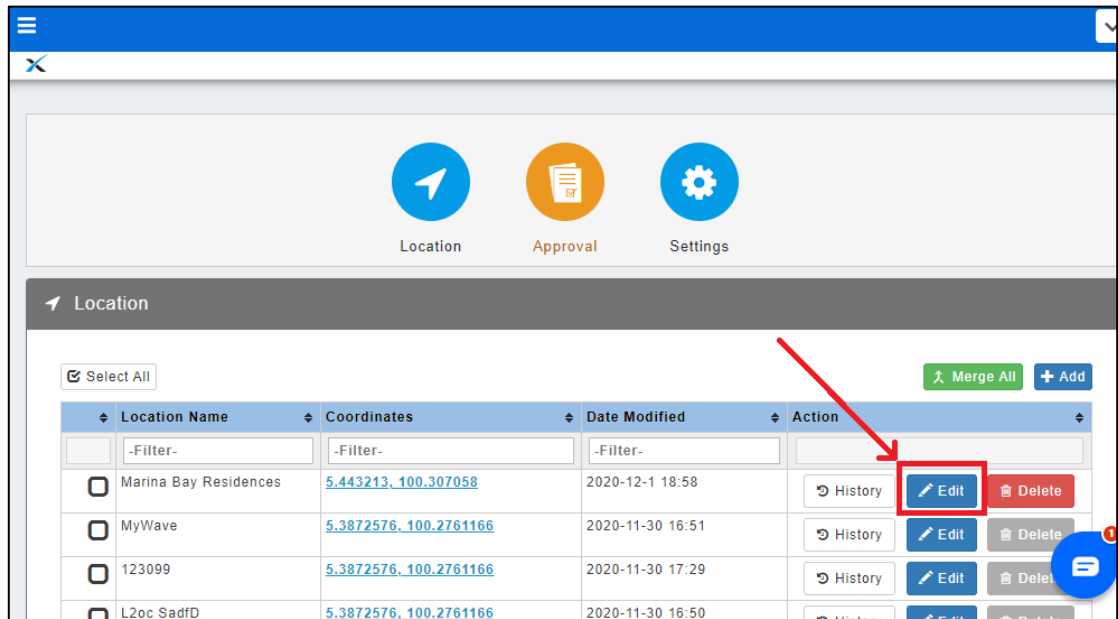


2. The location will be shown in a pop up box

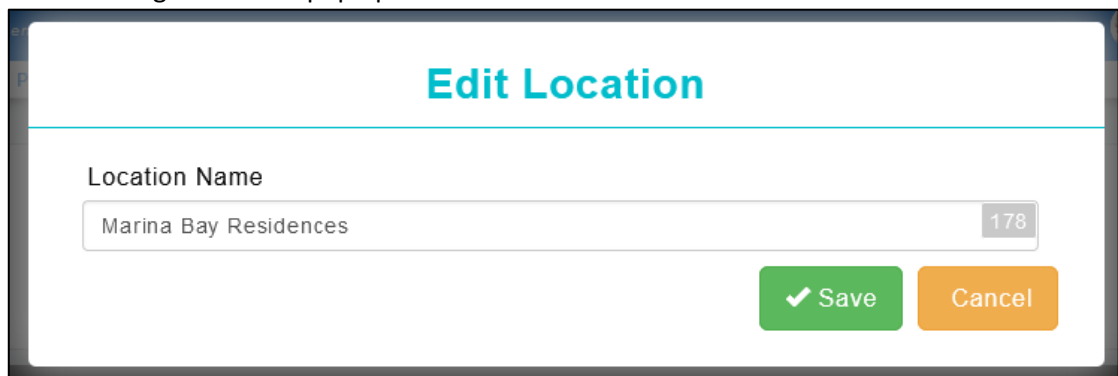


1.4 Changing Location Name

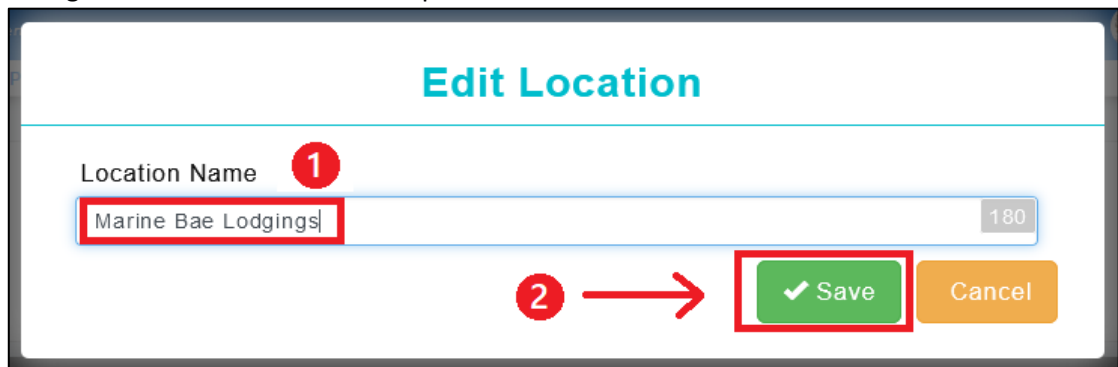
1. On the same row of the location you wish to change, click “Edit”



2. The following screen will pop up.



3. Change the location name in the input field and click “Save”



4. Location name changes will be reflected on the table

The screenshot displays the EMPLX user interface for managing locations. At the top, a green notification banner states "Location have been updated successfully" with a checkmark icon. Below this, three circular icons represent "Location", "Approval", and "Settings". The "Location" section is active, showing a table of locations. A red arrow points from the "Location" icon to the table, and another red arrow points from the notification banner to the table. The table has columns for "Location Name", "Coordinates", "Date Modified", and "Action". It lists four locations: "Marine Bae Lodgings", "MyWave", "123099", and "L2oc SadfD". Each location has a checkbox, a history button, an edit button, and a delete button. A blue speech bubble icon with a red notification dot is visible in the bottom right corner of the table area.

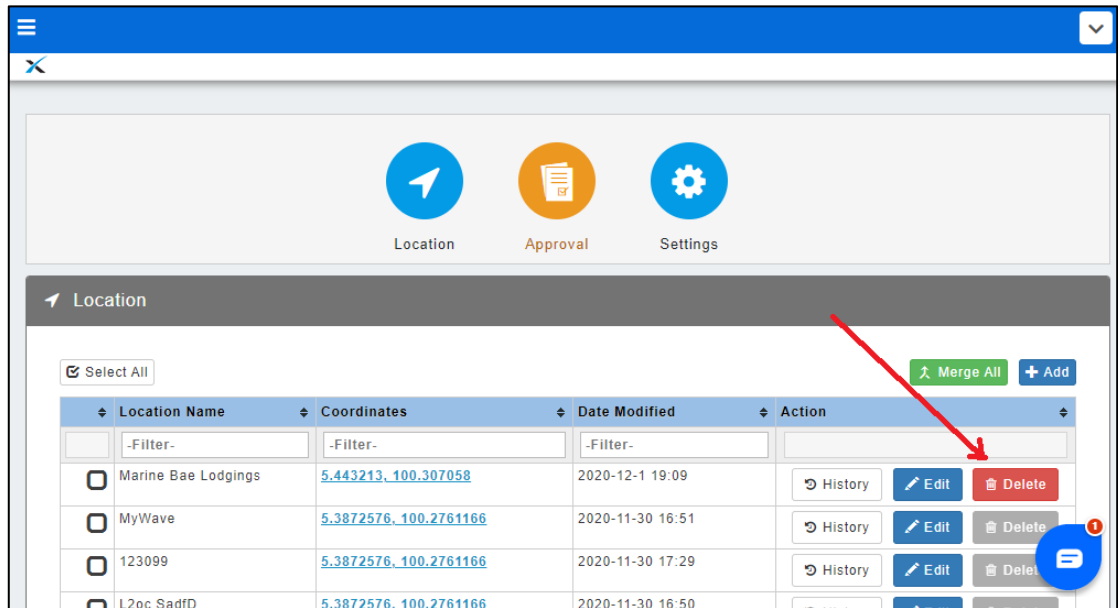
Location Name	Coordinates	Date Modified	Action
<input type="checkbox"/> Marine Bae Lodgings	5.443213, 100.307058	2020-12-1 19:09	<input type="checkbox"/> History <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> MyWave	5.3872576, 100.2761166	2020-11-30 16:51	<input type="checkbox"/> History <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> 123099	5.3872576, 100.2761166	2020-11-30 17:29	<input type="checkbox"/> History <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> L2oc SadfD	5.3872576, 100.2761166	2020-11-30 16:50	<input type="checkbox"/> History <input type="button" value="Edit"/> <input type="button" value="Delete"/>

5. You may refer to [1.7 Location History](#) to check the former names of the location.

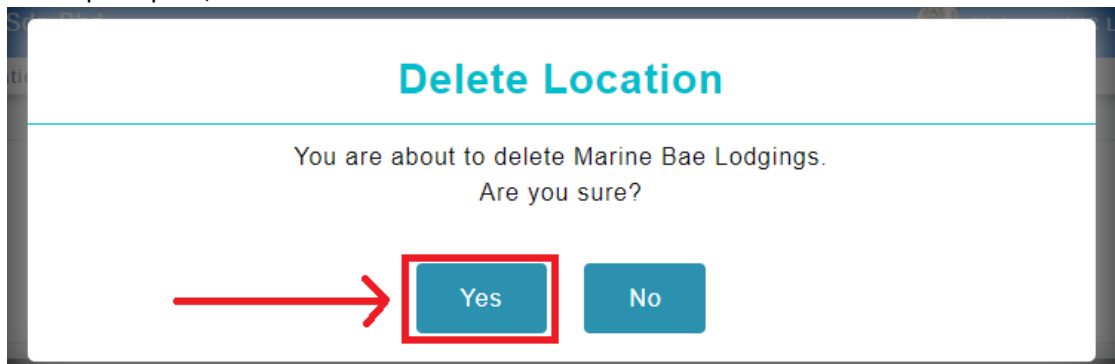
1.5 Deleting a Location

NOTE: Only locations which were never used by the employees in EMPLX GPS Attendance are allowed to be deleted.

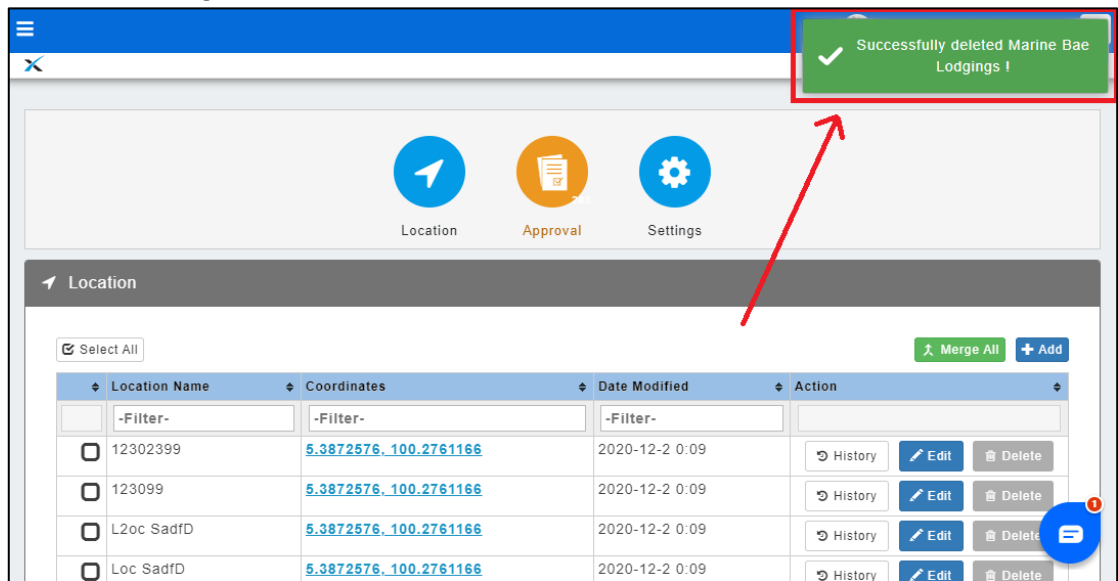
1. On the same row of the location you are selecting, click “Delete”



2. When prompted, click “Yes”



3. A success message will be shown and the location is now deleted.



1.6 Merging locations

1. Click on the table header “Coordinates” to sort the table by Coordinates

The screenshot shows the 'Location' management interface. At the top, there are three icons: Location (blue circle with a white arrow), Approval (orange circle with a white document icon), and Settings (blue circle with a white gear icon). Below these is a 'Location' header bar. Underneath, there's a 'Select All' checkbox and a 'Merge All' button. The main table has four columns: Location Name, Coordinates, Date Modified, and Action. The 'Coordinates' column is highlighted in blue, indicating it is the active sort. A red arrow points to the 'Coordinates' header. The table contains four rows of data:

Location Name	Coordinates	Date Modified	Action
offline location	5.28647, 100.282	2020-12-2 0:09	History Edit Delete
Cicak House	5.28671, 100.282	2020-12-2 0:09	History Edit Delete
Tusita Penang Center	5.32847, 100.284	2020-12-2 0:09	History Edit Delete
teamY	5.32853, 100.284	2020-12-2 0:09	History Edit Delete

2. Select the locations that you wish to merge, and click “Merge Selected”

The screenshot shows the 'Location' management interface with the same layout as the previous one. In this view, the 'Merge Selected' button is highlighted in green. A red box highlights the checkboxes for three locations: 'Marine Bae Lodgings', 'Marina Bay Resident', and 'Marina Bay Condominium Com'. A red arrow points to the 'Coordinates' header. The table contains eight rows of data:




Location Name	Coordinates	Date Modified	Action
offline location		2020-12-2 0:09	History Edit Delete
Cicak House		2020-12-2 0:09	History Edit Delete
Tusita Penang Center		2020-12-2 0:09	History Edit Delete
teamY		2020-12-2 0:09	History Edit Delete
I'M BIKER GARAGE		2020-12-2 0:09	History Edit Delete
whatE		2020-12-2 0:09	History Edit Delete
test image sync 3		2020-12-2 0:09	History Edit Delete
Marine Bae Lodgings		2020-12-2 0:09	History Edit Delete
Marina Bay Resident		2020-12-2 0:09	History Edit Delete
Marina Bay Condominium Com		2020-12-2 0:09	History Edit Delete


3. Double-check the locations

You may press the  icon on the right to view the location

Merge Location

Please select a location to merge into by clicking the location




Location Name	Coordinates	
Marine Bae Lodgings	5.443213, 100.307058	
Marina Bay Residenc	5.443147, 100.306556	
Marina Bay Condominium Complex	5.442346, 100.306965	


 Merge Cancel

4. Click the final location to merge into

Merge Location

Please select a location to merge into by clicking the location

Location Name	Coordinates	
Marine Bae Lodgings	5.443213, 100.307058	
Marina Bay Residenc	5.443147, 100.306556	
Marina Bay Condominium Complex	5.442346, 100.306965	


 Merge Cancel



5. Click “Merge” after confirming the locations

Merge Location

Please select a location to merge into by clicking the location

Location Name	Coordinates	
Marine Bae Lodgings	5.443213, 100.307058	Q
Marina Bay Residenc	5.443147, 100.306556	Q
Marina Bay Condominium Complex	5.442346, 100.306965	Q



 Merge  Cancel

6. The locations will be merged and a success message will be shown.

✓ Locations merged successfully !

Location

Approval

Settings

Location

Select All

Merge All

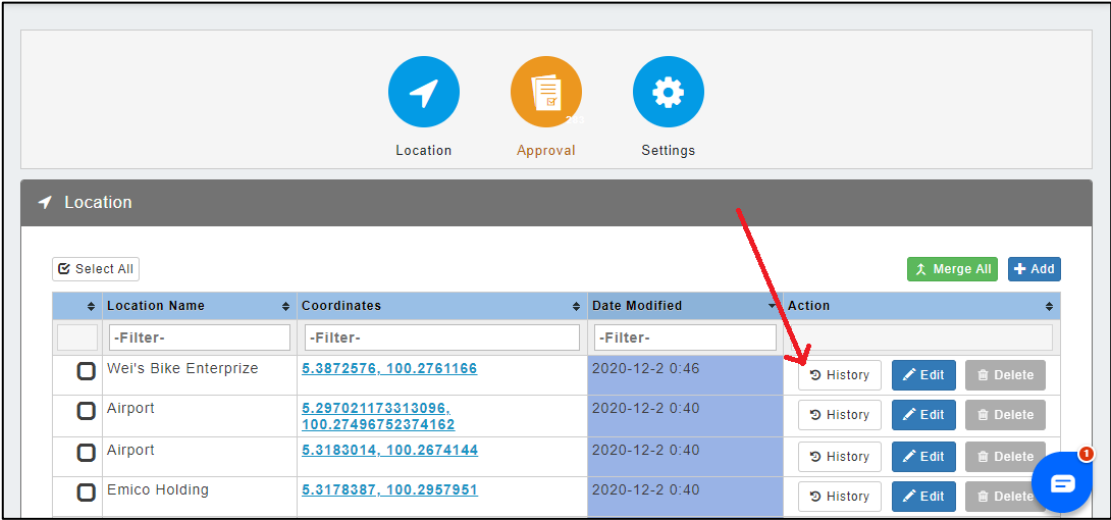
Add

	Location Name	Coordinates	Date Modified	Action
<input type="checkbox"/>	Marine Bae Lodgings	5.442346, 100.306965	2020-12-2 0:40	History Edit Delete
<input type="checkbox"/>	123099	5.3872576, 100.2761166	2020-12-2 0:40	History Edit Delete
<input type="checkbox"/>	Loc SD	5.3872576, 100.2761166	2020-12-2 0:40	History Edit Delete
<input type="checkbox"/>	Chun's Bike Enterprize	5.3872576, 100.2761166	2020-12-2 0:40	History Edit Delete
<input type="checkbox"/>	ParaShock Sdn. Bhd.	5.3872576, 100.2761166	2020-12-2 0:40	History Edit Delete
<input type="checkbox"/>	Penwell Discus Enterprise	5.3874875134039, 100.27616661004	2020-12-2 0:40	History Edit Delete

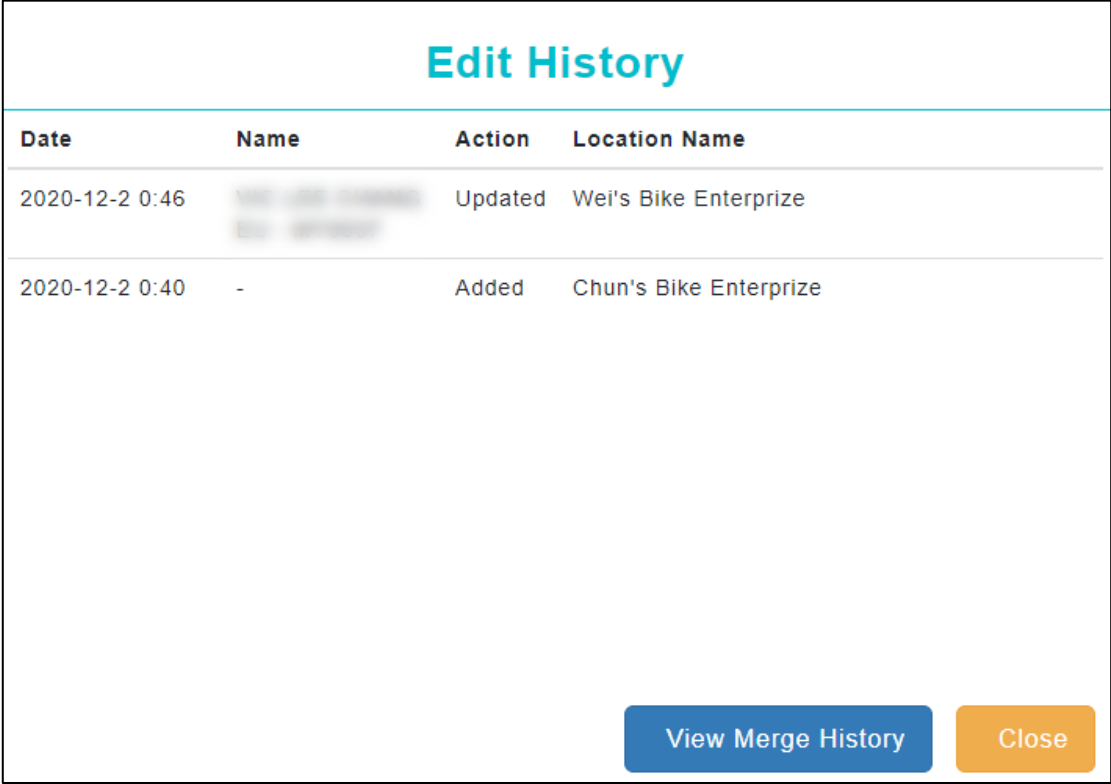
7. You may refer to [1.7 Location History](#) to check which locations are merged in the past.

1.7 Location History

- 1. Click on “History” on the same row as the location




- 2. A pop up box will show the location’s history



3. Click on “View Merge History” button

Edit History

Date	Name	Action	Location Name
2020-12-2 0:46	Wei's Bike Enterprize	Updated	Wei's Bike Enterprize
2020-12-2 0:40	-	Added	Chun's Bike Enterprize

View Merge HistoryClose

4. The content of the pop up will show which locations have been merged before

Merge History

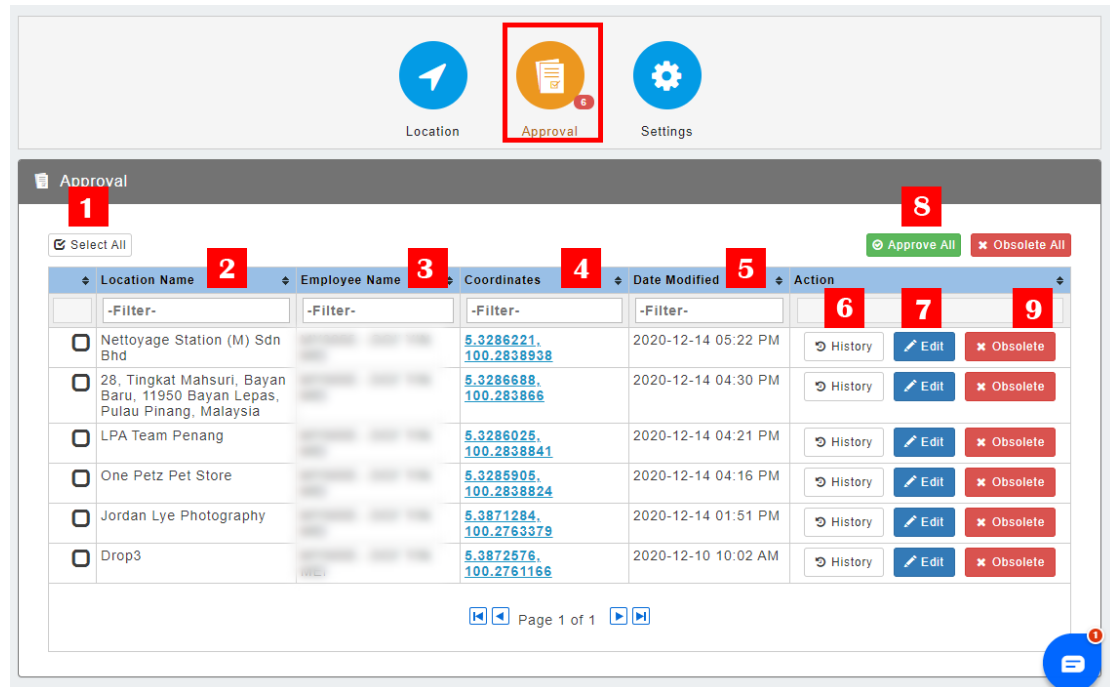
Date	Name	Action	Location Name
2020-12-2 0:51	Wei Bike	Merge	Wei Bike
2020-12-2 0:51	Bike Shop	Merge	Bike Shop

View Edit HistoryClose

Approval

2.1 Description

This page allow approvers to approve locations which were inputted by employees when using EMPLX Mobile Attendance.

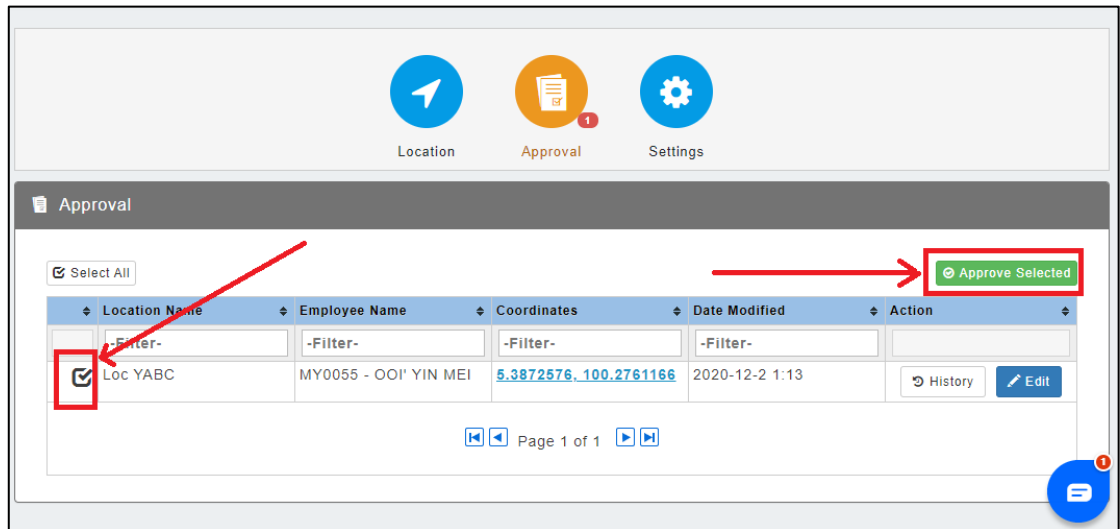


Labels:

1. Select All – Click to select all checkboxes below
2. Location name column – Shows the names of the pending locations
3. Employee name column – Shows the employees who inputted their location when using EMPLX GPS Attendance
4. Coordinates column – Show the coordinates of the location
5. Date Modified column – Shows the last date when the location name is changed
6. History – Click to view location's history (See [1.7 Location History](#))
7. Edit – Click to edit the name of the location
8. Approve – Click to approve location(s)
9. Obsolete – Click to obsolete the location

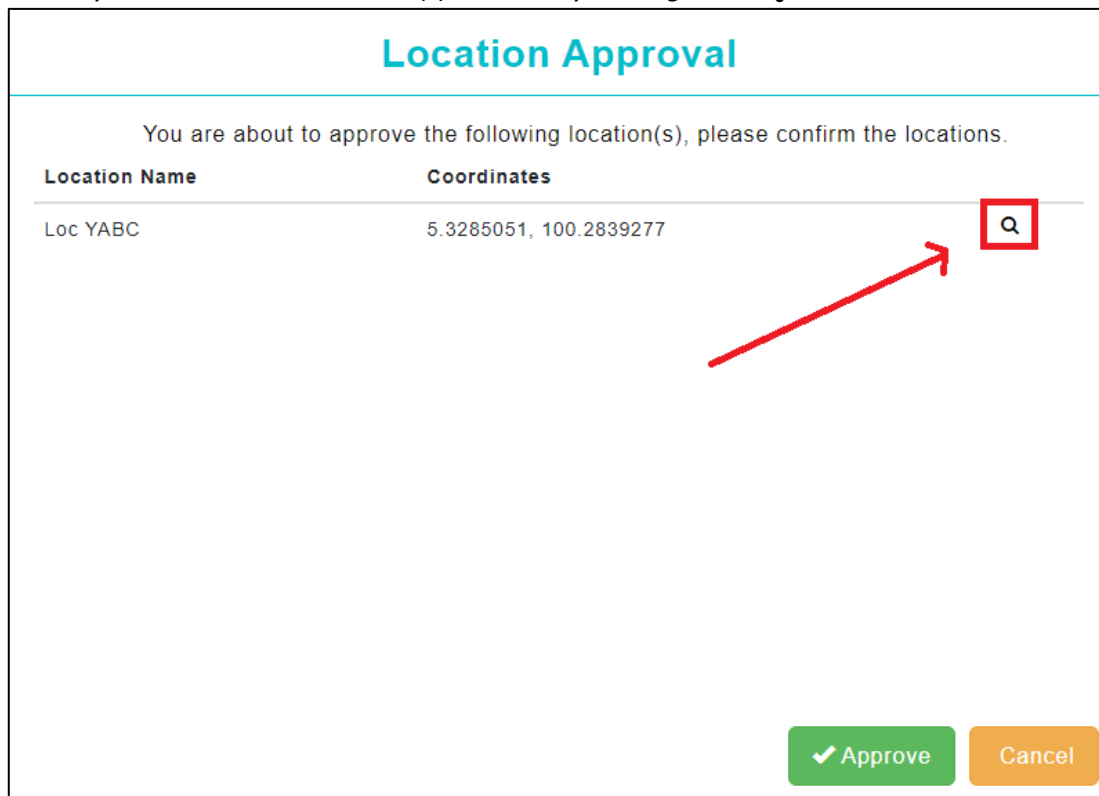
2.2 Approving new locations

1. Select the location(s) to be approved and click “Approve Selected”



2. The following pop up will be shown.

You may double-check the location(s) selected by clicking on the 🔍 icon




3. Click on “Approve” to approve the selected location(s)

Location Approval

You are about to approve the following location(s), please confirm the locations.

Location Name	Coordinates	
Loc YABC	5.3285051, 100.2839277	Q



☒ Approve

Cancel

4. A success message will be shown and the location will be recorded in the Location Tab

The first screenshot shows the 'Approval' tab. A green success message at the top right states '1 location(s) is now approved!'. A red arrow points from this message to the 'Location' icon in the top navigation bar. The 'Approval' table is empty, displaying 'No data available in table'.

The second screenshot shows the 'Location' tab. A red box labeled '1' highlights the 'Location' icon in the top navigation bar. Below, a red box labeled '2' highlights the first row in the 'Location' table, which contains the following data:

	Location Name	Coordinates	Date Modified	Action
<input type="checkbox"/>	Loc YABC	5.3285051, 100.2839277	2020-12-2 0:40	History Edit Delete

At the bottom right of the second screenshot, a blue chat icon with a red notification badge is visible.

2.3 Viewing a location

Refer to [1.3 Viewing a Location](#).

2.4 Changing Location Name

Refer to [1.4 Changing Location Name](#).

2.5 Location History

Refer to [1.7 Location History](#).

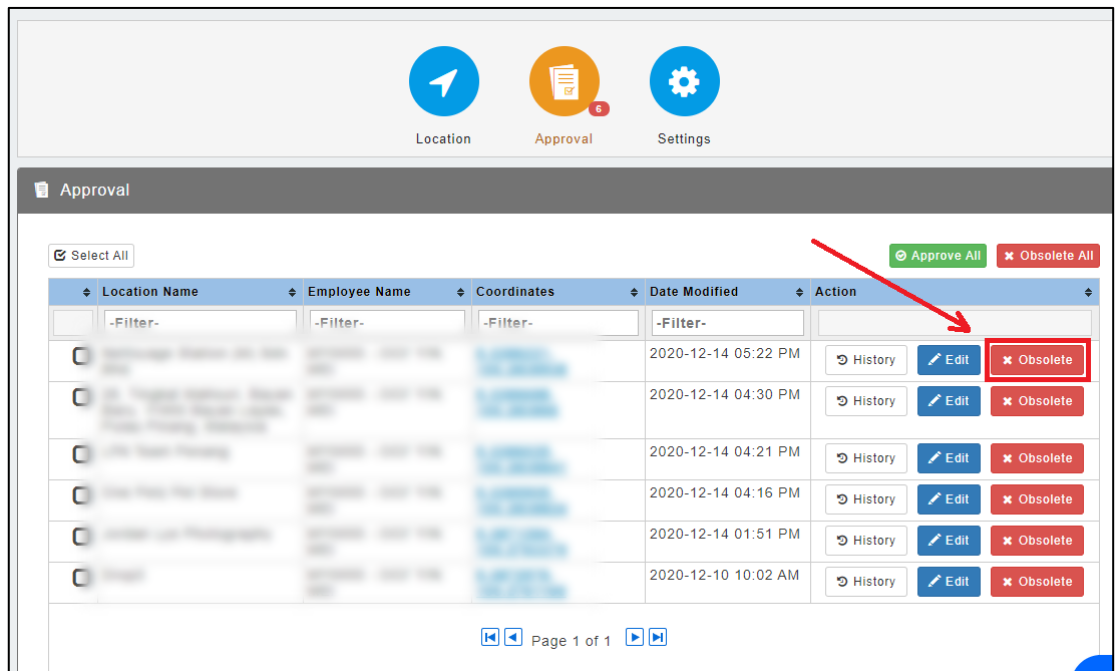
2.6 Obsolete Location

1. In the case where locations need to be obsoleted, click on Approval Tab

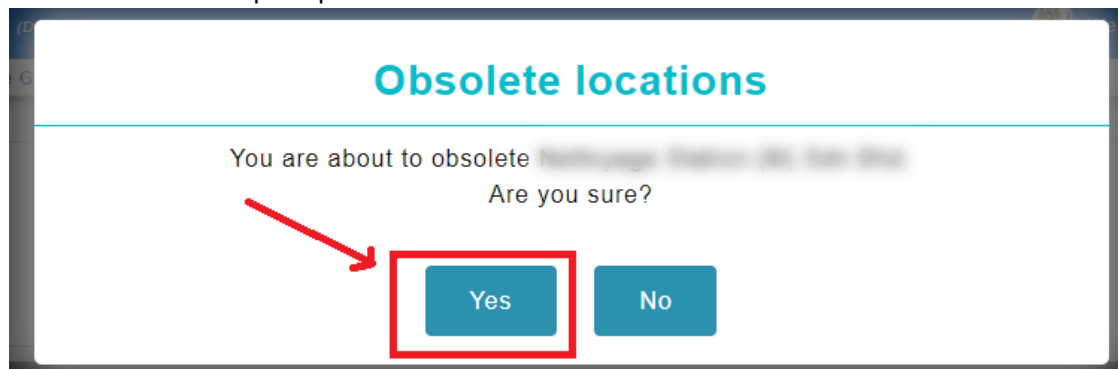
The screenshot displays the EMPLX system interface. At the top, there are three navigation tabs: 'Location' (blue circle with a white arrow), 'Approval' (orange circle with a white document icon and a red notification badge), and 'Settings' (blue circle with a white gear icon). The 'Approval' tab is selected and highlighted with a red border. Below the tabs, the 'Approval' section is visible. It includes a 'Select All' checkbox, a 'Approve All' button (green), and an 'Obsolete All' button (red). The main area contains a table with the following columns: 'Location Name', 'Employee Name', 'Coordinates', 'Date Modified', and 'Action'. The table lists several locations with their respective employee names, coordinates, and modification dates. Each row has three action buttons: 'History' (grey), 'Edit' (blue), and 'Obsolete' (red). The 'Date Modified' column shows dates ranging from 2020-12-14 to 2020-12-10. At the bottom of the table, there is a pagination control showing 'Page 1 of 1'.

Location Name	Employee Name	Coordinates	Date Modified	Action
-Filter-	-Filter-	-Filter-	-Filter-	
			2020-12-14 05:22 PM	History Edit Obsolete
			2020-12-14 04:30 PM	History Edit Obsolete
			2020-12-14 04:21 PM	History Edit Obsolete
			2020-12-14 04:16 PM	History Edit Obsolete
			2020-12-14 01:51 PM	History Edit Obsolete
			2020-12-10 10:02 AM	History Edit Obsolete

2. Click on “Obsolete” button on the location to be deleted



3. Click on “Yes” when prompted.



4. The location will be obsolete.

The screenshot displays the EMPLX Approval interface. At the top, a blue header bar contains a menu icon and a close icon. A green notification banner in the top right corner, highlighted with a red border and a red arrow, states "✓ Location obsoleted successfully". Below the header, three circular icons represent "Location", "Approval", and "Settings". The main section is titled "Approval" and features a "Select All" checkbox and two buttons: "Approve All" (green) and "Obsolete All" (red). A table with five columns is shown: "Location Name", "Employee Name", "Coordinates", "Date Modified", and "Action". The table contains five rows of data, each with a checkbox, a location name, an employee name, coordinates, a date and time, and an "Action" column with "History", "Edit", and "Obsolete" buttons. The "Date Modified" column shows dates from 2020-12-10 to 2020-12-14. At the bottom, a pagination bar indicates "Page 1 of 1".

	Location Name	Employee Name	Coordinates	Date Modified	Action
<input type="checkbox"/>	-Filter-	-Filter-	-Filter-	-Filter-	
<input type="checkbox"/>	2020-12-14 04:30 PM	History Edit Obsolete
<input type="checkbox"/>	2020-12-14 04:21 PM	History Edit Obsolete
<input type="checkbox"/>	2020-12-14 04:16 PM	History Edit Obsolete
<input type="checkbox"/>	2020-12-14 01:51 PM	History Edit Obsolete
<input type="checkbox"/>	2020-12-10 10:02 AM	History Edit Obsolete

Settings

3.1 Description

This page allow user with “GPS Location Setup” access to modify the settings related to EMPLX GPS Attendance.

Settings

Save

1 Map Radius 30 metre(s)

2 Max Attendance Sync Periods 20 day(s)

3 Map Listing Method 1 - Google Maps + Company Locatic

4 Camera Capture Feature On Off ☐ Required on checking in

5 Manual User Input Locations Allow Deny

6 Approval Required for Input Locations Yes No There are still locations pending approval. You may approve all the locations in Approval tab to turn this off.

Approver Listings 7

Approver	Action
SHARON IVY - MY1314	

[Add Row](#)

Labels:

1. Map Radius – The distance of the employee should be in when using EMPLX GPS Attendance
2. Max Attendance Sync Period – Maximum Duration to sync backdated data from server to user mobile device
3. he data can be kept in the mobile phone before syncing to the cloud
4. Map Listing Method – Should the employee see the Locations provided by Google Maps when taking attendance in EMPLX GPS Attendance
5. Camera Capture Feature – Option for Camera Feature of the EMPLX GPS Attendance
6. Manual User Input Locations – Should the employees be allowed to manually key-in location names when using EMPLX GPS Attendance
7. Approval Required for Input Locations – Option for approval of location if it is keyed in by employees during the usage of EMPLX GPS Attendance
8. Approver Listings – Approvers assigned to approve locations

3.2 Assigning Location Approver

1. Set “Approval Required for Input Locations” to “Yes”.
Approver Listings table will show.

The screenshot shows the 'Settings' page with a top navigation bar containing 'Location', 'Approval', and 'Settings' icons. The 'Settings' section includes a 'Save' button and several configuration options: 'Map Radius' (30 metre(s)), 'Max Attendance Sync Periods' (14 day(s)), 'Map Listing Method' (1 - Google Maps + Company Locatic), 'Camera Capture Feature' (On/Off toggle with 'Required on checking in' checkbox), 'Manual User Input Locations' (Allow/Deny toggle), and 'Approval Required for Input Locations' (Yes/No toggle). The 'Yes' option is selected and highlighted with a red box and a red arrow. Below the settings is the 'Approver Listings' table, which is also highlighted with a red box. The table has columns for 'Approver' and 'Action'. An 'Add Row' button is visible at the bottom of the table.

2. Click on “Add Row”

This screenshot is identical to the previous one, showing the 'Settings' page with the 'Approval Required for Input Locations' toggle set to 'Yes'. The 'Approver Listings' table is highlighted with a red box, and the 'Add Row' button at the bottom of the table is highlighted with a red box and a red arrow, indicating the next step in the process.

3. Click on “Select Options” and pick an employee from the list

The screenshot shows the 'Settings' page with various configuration options. The 'Approver Listings' section is highlighted. It contains a table with columns 'Approver' and 'Action'. The first row shows 'WONG THEAN BEANG - 00000'. A red arrow points to this entry. Below the table, there is a 'Filter' input field and a 'Select options' dropdown menu. A red bracket highlights the 'Select options' dropdown menu.

4. After assigning the approvers, click on “Save”

The screenshot shows the 'Settings' page with various configuration options. The 'Approver Listings' section is highlighted. It contains a table with columns 'Approver' and 'Action'. The first row shows 'WONG THEAN BEANG - 00000'. The second row shows 'JANIS BINTI AZIZ - 00000'. The third row shows 'JUSTIN NERBIE - 00000'. A red arrow points to the 'Save' button in the top right corner.

5. Success message will show and the approver listing is updated.
The approvers will be notified via email if any of the location requires Approval.

Settings

Save

Map Radius: 30 metre(s)

Max Attendance Sync Periods: 14 day(s)

Map Listing Method: 1 - Google Maps + Company Locatic

Camera Capture Feature: ☒ On ☐ Off ☐ Required on checking in

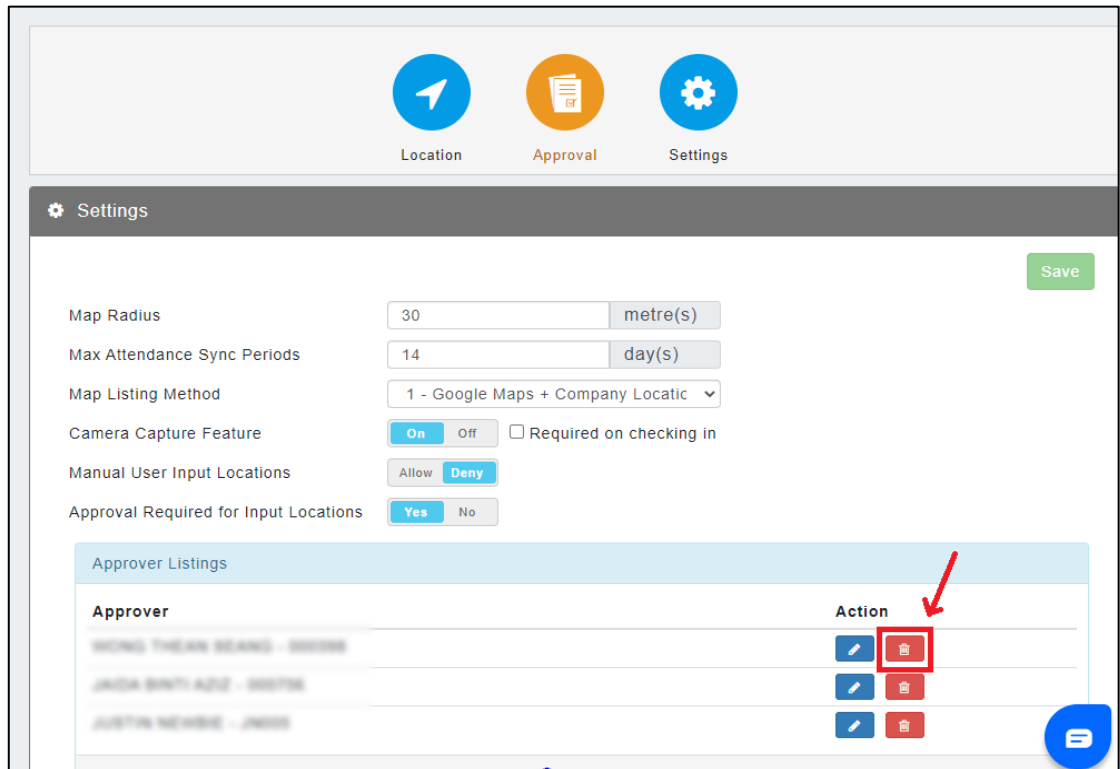
Manual User Input Locations:

Approval Required for Input Locations:







Approver	Action
WONG THEAN BEANG - 000000	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>
JACKA BINTI AZIZ - 000000	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>
JUSTIN NEMBE - 000000	<input checked="" type="button" value="Edit"/> <input type="button" value="Delete"/>

3.3 Removing Location Approver

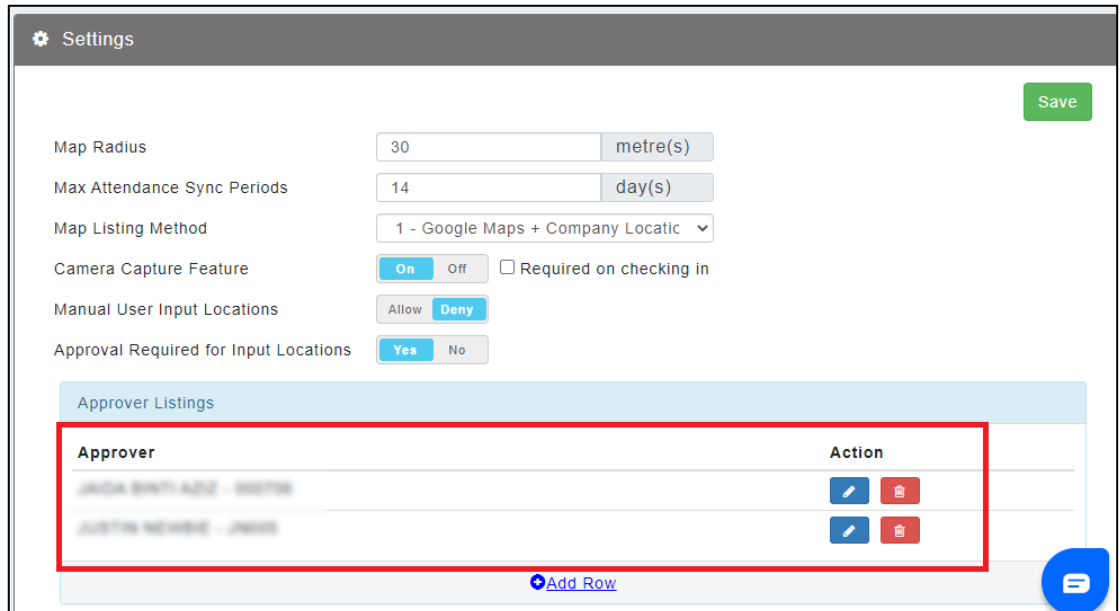
1. Click on the “Delete” icon on the approvers to be removed







The screenshot shows the 'Settings' page with a top navigation bar containing 'Location', 'Approval', and 'Settings' icons. The 'Settings' section includes fields for 'Map Radius' (30 metre(s)), 'Max Attendance Sync Periods' (14 day(s)), 'Map Listing Method' (1 - Google Maps + Company Locatic), 'Camera Capture Feature' (On/Off), 'Manual User Input Locations' (Allow/Deny), and 'Approval Required for Input Locations' (Yes/No). Below these is the 'Approver Listings' table with columns 'Approver' and 'Action'. The first row is highlighted with a red box around the delete icon, and a red arrow points to it.

Approver	Action
WONG THEAN BEANG - 000000	 
JACKA BINTI AZIZ - 000706	 
JUSTIN NEWMAN - 000000	 

2. Approver of that row will be removed.

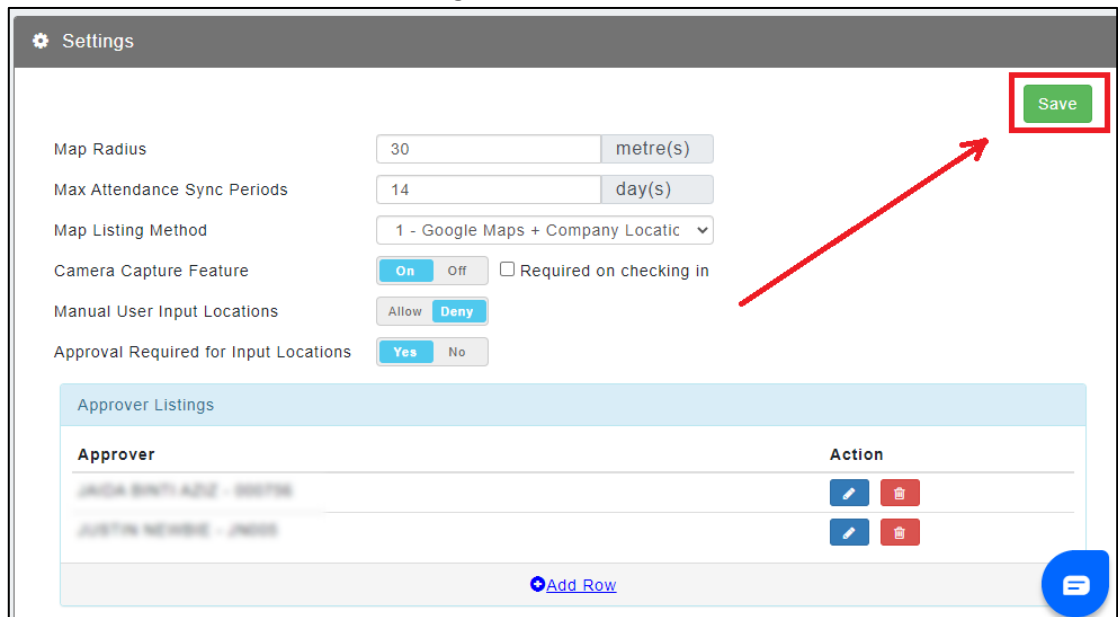


The screenshot shows the 'Settings' page with the same configuration as the previous one. The 'Approver Listings' table is shown with the first row highlighted by a red box, indicating the approver to be removed. The 'Add Row' button is visible at the bottom of the table.

Approver	Action
JACKA BINTI AZIZ - 000706	 
JUSTIN NEWMAN - 000000	 

[Add Row](#)





3. Click “Save” button the save the changes



The screenshot shows a 'Settings' page with various configuration options. A red arrow points from the center of the page towards a green 'Save' button located in the top right corner. The settings include:

- Map Radius: 30 metre(s)
- Max Attendance Sync Periods: 14 day(s)
- Map Listing Method: 1 - Google Maps + Company Locatic
- Camera Capture Feature: On (Off is disabled), Required on checking in (checkbox)
- Manual User Input Locations: Allow (Deny is disabled)
- Approval Required for Input Locations: Yes (No is disabled)

Below these settings is a section titled 'Approver Listings' containing a table:

Approver	Action
JANIS BENTLEY - DISTRICT	 
JUSTIN NEWBOLD - JAMES	 

At the bottom of the table is a link '+ Add Row'. A blue circular button with a white icon is located in the bottom right corner of the settings area.