

# User Guide

## EmplX Mobile App

Admin



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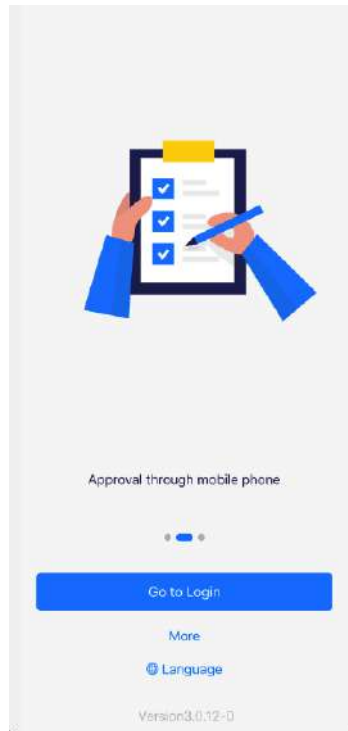
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## SECURITY

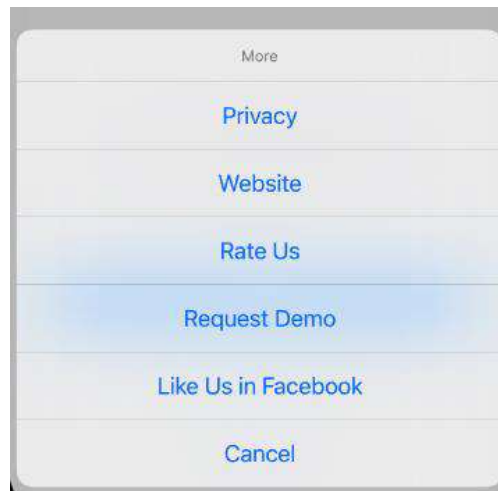
### 1.1 Onboarding

Once the app is launched, the onboarding page will be shown to the user. The onboarding page consist of the introduction to the app. In addition, user is able to select the language for the app and know more about EmplX system as well.

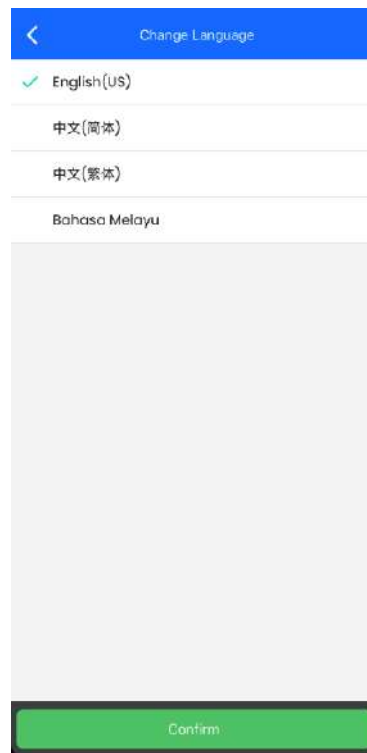
#### 1.1.1 Landing



1. This is the onboarding page for the EmplX app
2. User can tap on "Go to Login" to go to login page
3. User can know about updates for EmplX products by tapping on the "More" link. There are 5 options
  - a. Privacy
  - b. Website
  - c. Rate us
  - d. Request Demo
  - e. Like Us in Facebook



4. User is able to change the language for the app by tapping on “Language” link. Currently there are 4 languages available in the app.



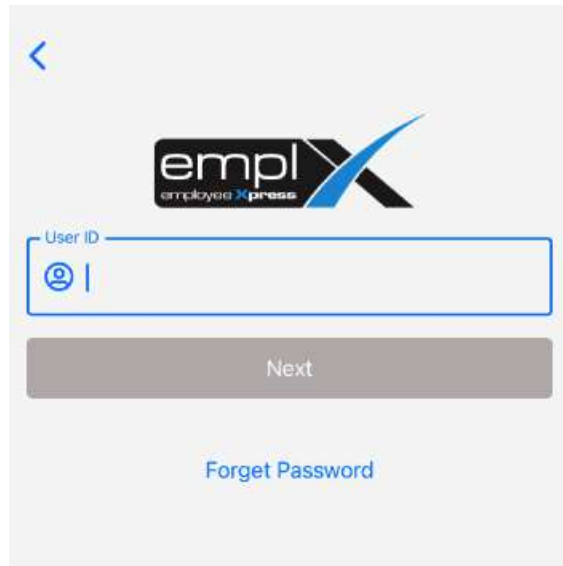
5. User is able to find the app version on the bottom of the onboarding page.


## 1.2 Login / Forget Password

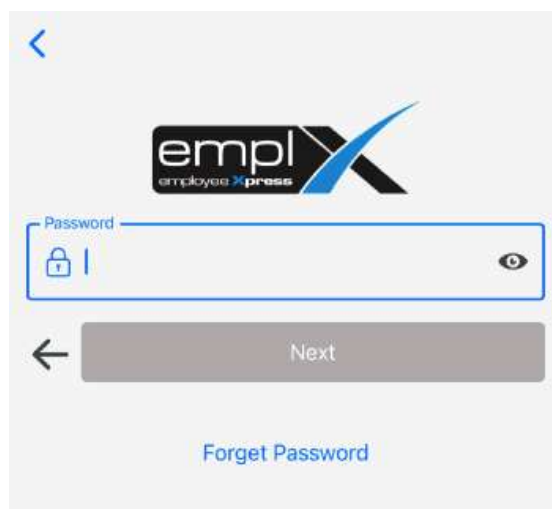
User able to login to the EmplX app by authenticating through login ID and password. The app also utilises device authentication (fingerprint and Face ID) after the first-time login.

### 1.2.1 Login

1. Insert the user ID and tap on “Next” button.



2. Tap on “Next” after inserting the password. User is able to view the password entered by tapping on  button.



3. User will be redirected to Dashboard or Company Selection (*if more than 1 company*) if the authentication is successful.

### 1.2.2 Forget password

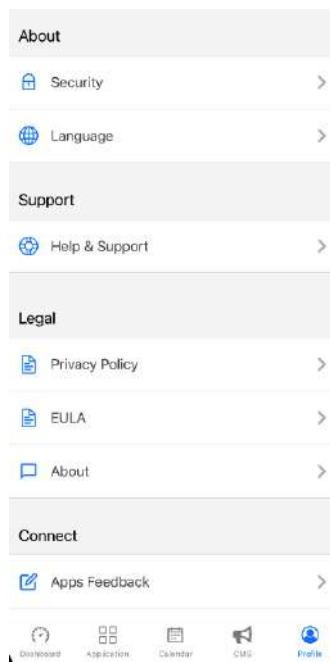


1. Insert the login ID and email for the account
2. Click on “Submit” button
3. Reset password email will be sent to respective valid email account
4. User can reset the password by following the instructions from the email

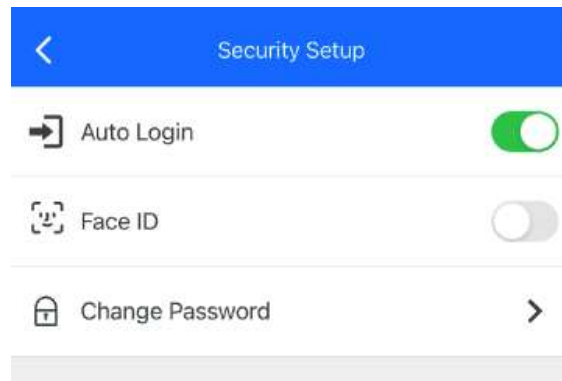
### 1.2.3 Login with local device authentication (Fingerprint & Face ID) / Auto Login

EmplX app also provides local device authentication such as fingerprint or Face ID. This feature is only applicable for the devices which support local authentication.

1. To turn on the local authentication, please go to “Profile” tab and tap on “Security”



2. The local device authentication will be shown if applicable. Switch on the local device authentication to use it.

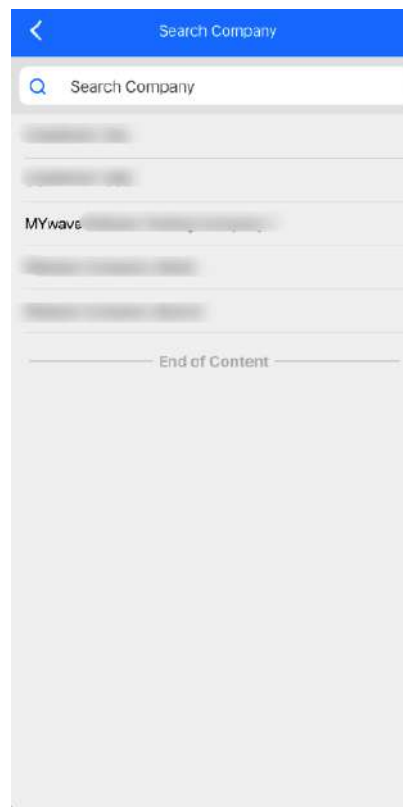


3. The local device authentication button will be shown each time the user opens the app. User can skip the login by authenticating using local device authentication.





### 1.2.4 Multiple companies



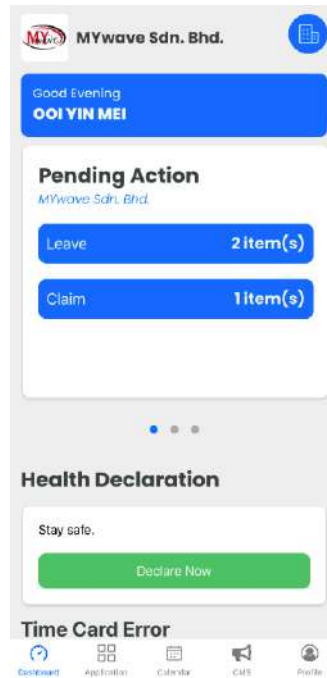
1. Select company page is only applicable for users who have more than one company account with EmplX.
2. User can search the company name using the search bar on the top of the page
3. Tap on the company name to confirm the selection.

## DASHBOARD

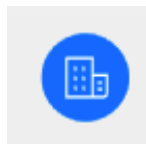
### 2.1 Dashboard

Dashboard is the landing page after user login. The user can view various information from the app including user profile, selected company, pending action, health declaration, timecard error, leave and claim balance. User is also able to switch company in this page as well.

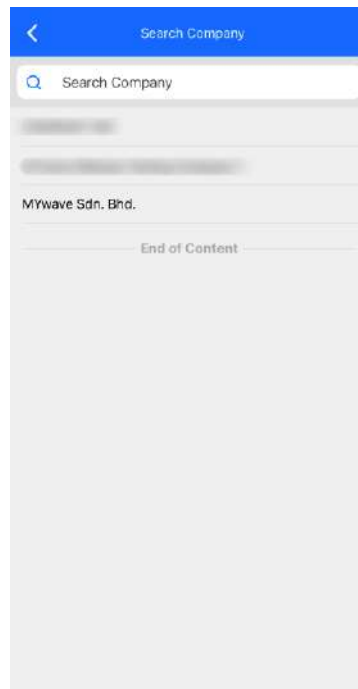
#### 2.1.1 Switch company



1. Click on the top right company icon to switch company



2. The company list will be shown. User is able to search for the company name as well. Tap on the company name to confirm the selection.

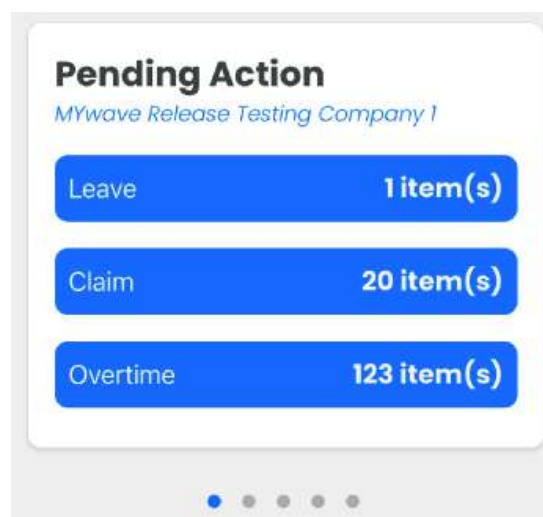


3. After that user will be redirected to the dashboard of the selected company.

## 2.2 Pending Action

To avoid missing any pending action, user is able to view pending action items from different companies in the pending action section.

### 2.2.1 Pending Action



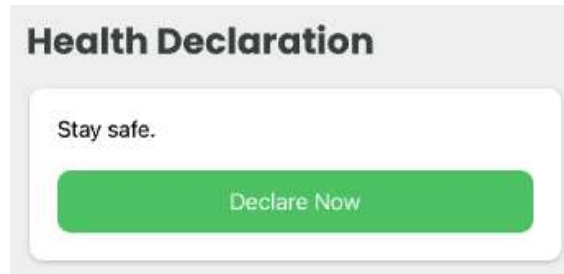
1. User can tap on the pending action item and the app will redirect the user to the respective approval pages
2. User also can swipe left or right for viewing different company's pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the respective company.

## 2.3 Health Declaration

The health declaration module is only applicable for users that subscribe to this service. The “Declare Now” button is a shortcut to the health declaration module.

### 2.3.1 Health Declaration

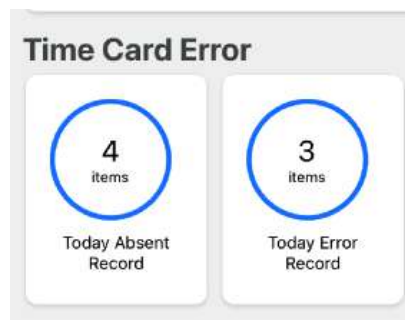
1. Tap on “Declare Now” button will redirect user to health declaration page.



## 2.4 Timecard Error

Timecard error will appear if there is absent or error record on the day.

### 2.4.1 Timecard Error Summary

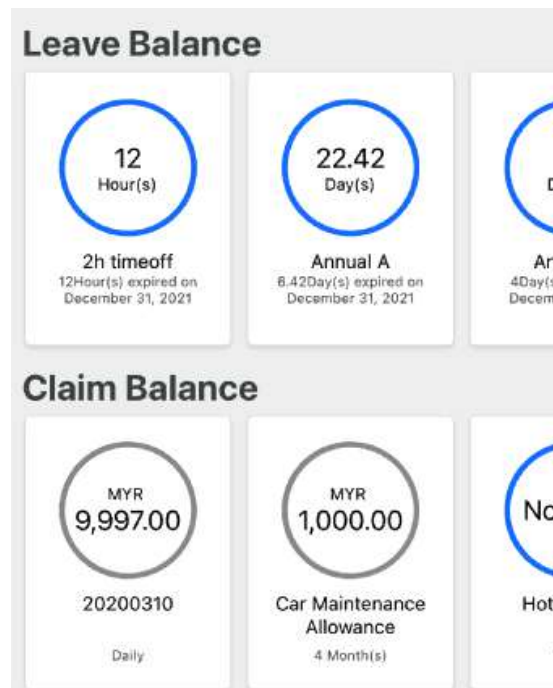


1. User is able to view the summary for the timecard absent record or error for current day.
2. By tapping the button, user is able to view the detailed information.

## 2.5 Leave/Claim Balance

This section consists of the summary for the leave balance and claim balance.

### 2.5.1 Leave and claim balance



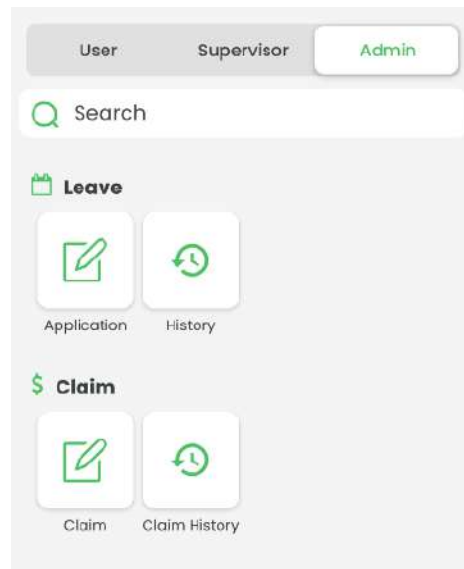
1. User is able to view the balance and expiry date for leave and claim entitlements.
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

## APPLICATION

### 3.1 Application Home

Application home is the menu for the various modules. User is able to find the respective modules and functions on this page.

#### 3.1.1 Home

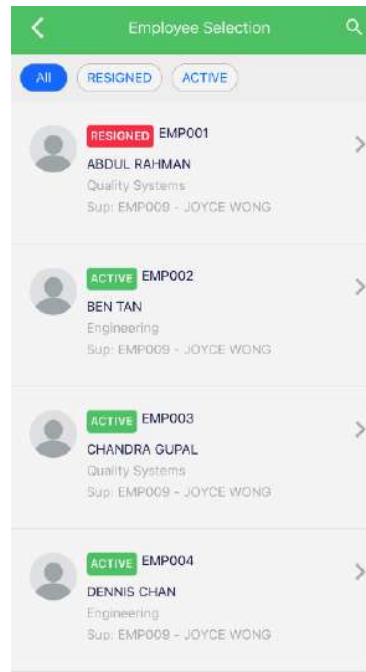


1. Switch to admin mode on top of the search bar.
2. User able to search the modules using the search bar
3. Tapping on a button will navigate user to the respective page

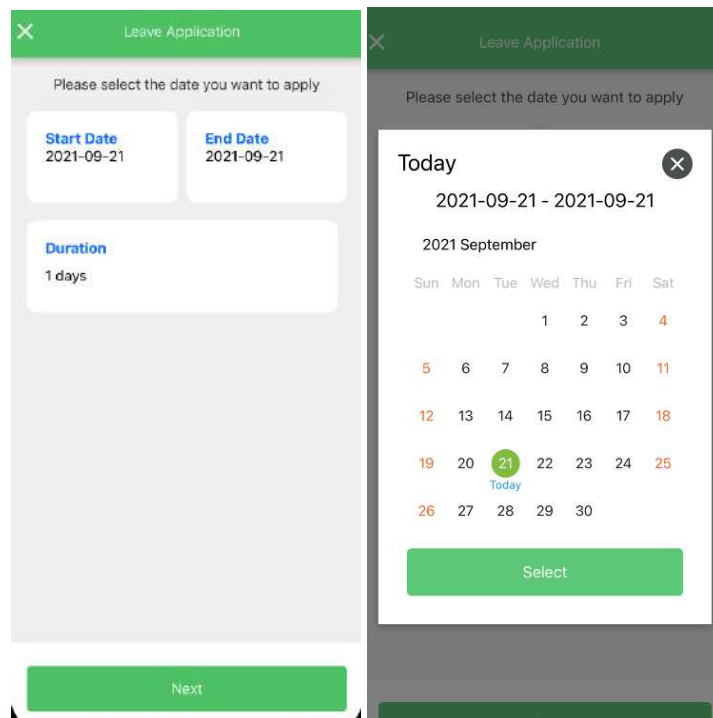
## 3.2 Leave

### 3.2.1 Leave Application

1. Tap on Leave “Application” on the application menu. Then, select the employee you wish to apply on behalf of.



2. Tap “Start Date” or “End Date” to select the leave dates. Then tap on “Next” to continue.



3. The entitled leave type and days will be shown. Select the leave type to proceed.

Leave Application

Select leave type

All Applicable Not Applicable

**Annual Leave** 35 Day(s)  
21Day(s) expired on 2021-12-31

**Business Leave** No Li...

**Compassionate Leave** 2 Day(s)

**Examination Leave** 7 Day(s)  
7Day(s) expired on 2021-12-31

**HOSPITAL & MEDICAL** 60 Day(s)

Back

4. Then select the leave method (Full Day, Half Day and Hourly), session (First session, Second session) and hour for the leave. Tap “Next” after selecting leave method and session

Leave Application

Start Date: 2021-09-21 End Date: 2021-09-21


Leave Type: Business Leave

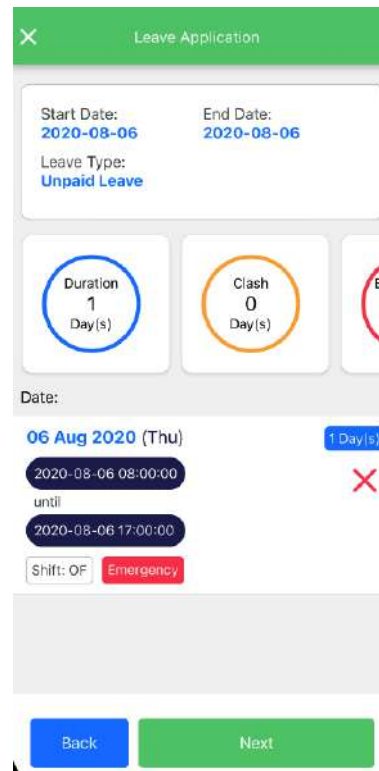
Method

Full Day ↓

Back Next



5. The duration, clash and emergency leave count will be displayed. User can exclude the leave dates by pressing . Press “Next” button once confirmed.



The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a green header with a close icon (X) and the title 'Leave Application'. Below the header, the form displays the following information:

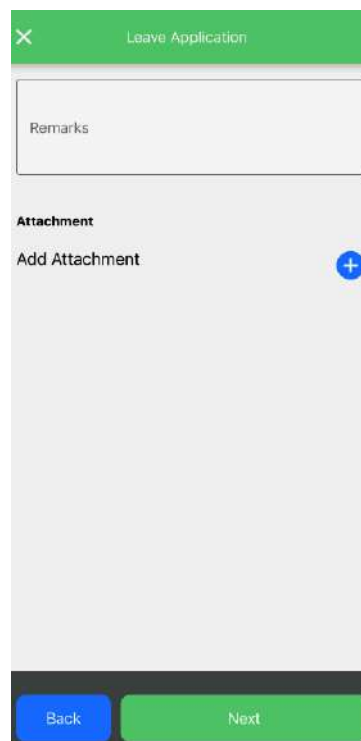
- Start Date: 2020-08-06
- End Date: 2020-08-06
- Leave Type: Unpaid Leave

Below this information, there are three circular progress indicators:

- Duration: 1 Day(s) (blue circle)
- Clash: 0 Day(s) (orange circle)
- Emergency: 0 Day(s) (red circle, partially visible)

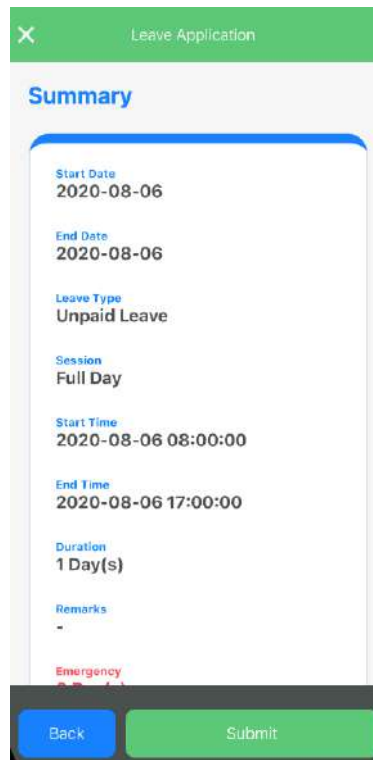
Below the indicators, there is a 'Date:' section showing '06 Aug 2020 (Thu)' with a '1 Day(s)' label. Below this, there are two time slots: '2020-08-06 08:00:00' and '2020-08-06 17:00:00', with a red 'X' icon next to the first slot. Below the time slots, there is a 'Shift:' section with 'OF' and 'Emergency' options. At the bottom, there are two buttons: 'Back' (blue) and 'Next' (green).

6. User can insert leave remarks and add attachments through file explorer, gallery or by taking photos.

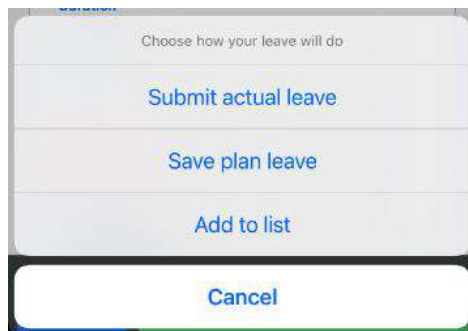


The screenshot shows the 'Leave Application' form with the 'Remarks' and 'Attachment' sections. The 'Remarks' section is a text input field. The 'Attachment' section has a title 'Attachment' and a label 'Add Attachment' with a blue plus icon (+) next to it. At the bottom, there are two buttons: 'Back' (blue) and 'Next' (green).

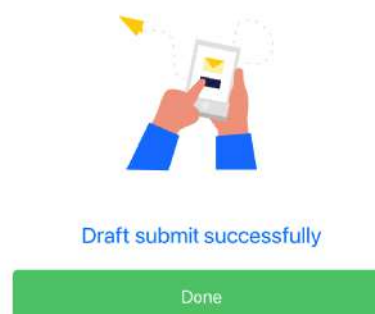
7. User can review leave details before submitting. Tap the “Submit” button to proceed



8. There are 3 options for submission which are “Submit actual leave”, “Save plan leave” and “Add to list”.

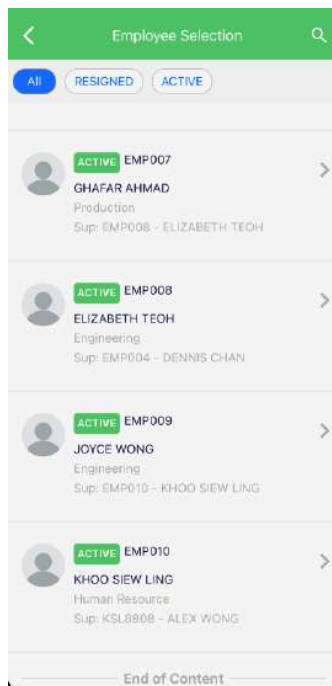


9. Submission notification will pop out once user submit successfully.

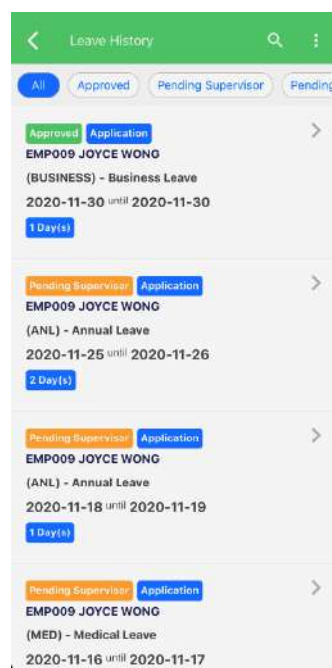


### 3.2.2 Leave History

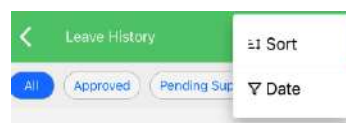
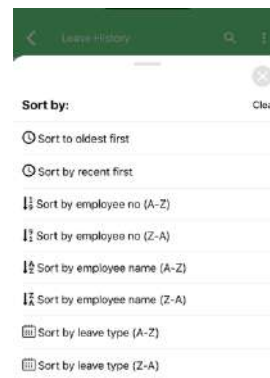
1. Tap on Leave “History” from the application menu. Then, select the employee to be viewed.



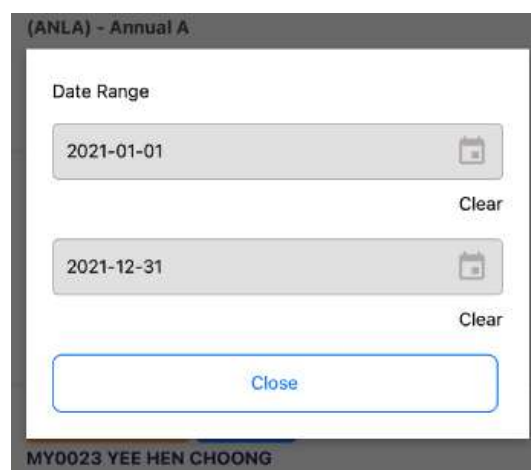
2. A list of leave history will be displayed. User can browse through the history of applied leave here.



3. User can tap on three dots on the top right to sort or filter through date range for the leave history. By tapping on “Sort”, user is able to sort based on the provided list.



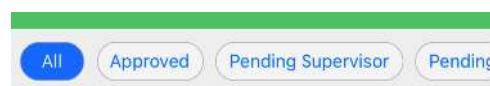
4. By tapping on “Date”, the date filter will pop out. User is able to filter the leave history based on the date range.



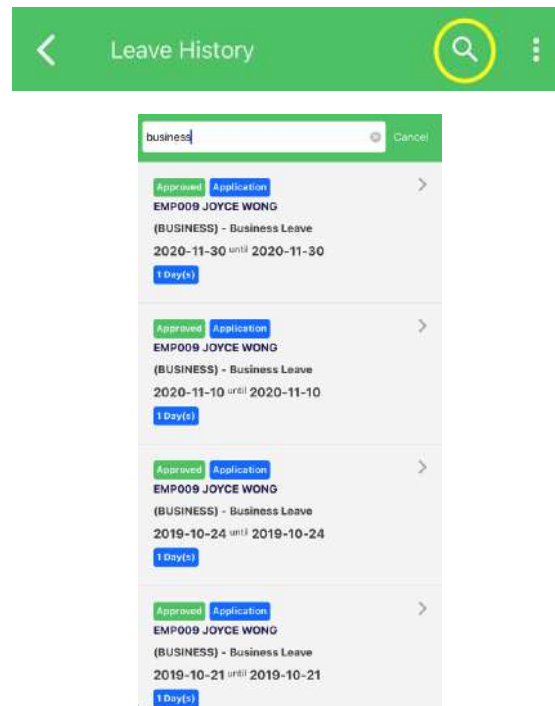
5. To clear the date range filter, user just need to tap on the close button.



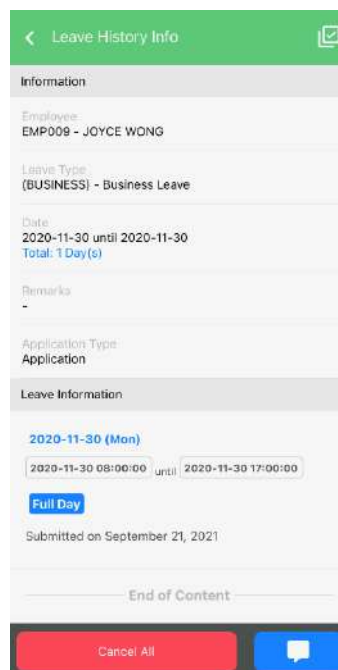
6. User is also able to filter the leave status by tapping on the badge menu on the top of the page.



7. User can search for the history by tapping on magnifying glass icon. By inserting the search information in the search bar, the relevant leave history items will appear in the search result



8. By tapping the leave history item, user is able to view details for the leave history item. User can withdraw / cancel the leave by tapping the Cancel / Withdraw button at the bottom.



9. Click on the check box on top right if user want to select specific leave date to withdraw and cancel.

< Leave History Info X

Information

Employee  
EMP009 - JOYCE WONG

Leave Type  
(BUSINESS) - Business Leave

Date  
2020-11-30 until 2020-11-30  
Total: 1 Day(s)

Remarks  
-

Application Type  
Application

Leave Information

2020-11-30 (Mon) ☒


2020-11-30 08:00:00 until 2020-11-30 17:00:00

Full Day

Submitted on September 21, 2021

End of Content

Cancel (1) [Speech Bubble Icon]

10. Tap the  button to pop out the remarks panel for filling in the leave remarks. User can apply or clear the remarks in this panel as well

< Leave History Info X

Information

Insert Remark

Remarks

Apply

Clear Remarks

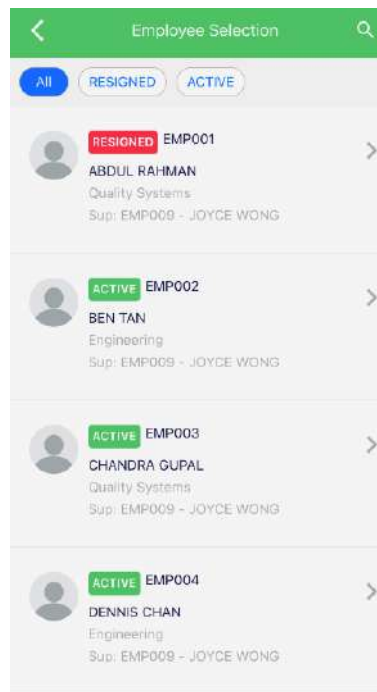
Cancel

End of Content

## 3.3 Claim

### 3.3.1 Claim Application

1. Tap on the Claim “Application” in the application menu to start claim application. Then, select the employee you wish to apply on behalf of.



2. Fill in the claim title and tap on “Add item” to add the claim item.

A screenshot of the 'Claim Application' form in a mobile application. The form has a green header with a back arrow and the title 'Claim Application'. Below the header is a text input field labeled 'Title (Required)'. Underneath the input field is a green button labeled 'Add Item' with a plus icon. The main body of the form is a large, empty light gray area. At the bottom of the form, there are three labels: 'Total Claim Amount', 'Total Tax Amount', and 'Grand Total Amount'. Below these labels is a green button labeled 'Submit'.

3. Fill in the invoice/receipt date for the claim item

The screenshot shows a mobile application interface for a 'Claim Application'. At the top, there is a green header bar with a white back arrow icon on the left and the text 'Claim Application' in white. Below the header, there is a light gray rectangular area. Within this area, at the top, is a white input field with the placeholder text 'Invoice / Receipt Date (Required)'. The rest of the gray area is empty. At the bottom of the screen, there is a dark gray bar containing two green buttons with white text: 'Back' on the left and 'Add to list' on the right.

4. Select the claim type to be applied.

This screenshot shows the same 'Claim Application' form as the previous one, but with more information entered. The 'Invoice / Receipt Date (Required)' field now contains the date '2021-09-23'. Below this field, the text 'Claim Type' is displayed. Underneath 'Claim Type' is a white dropdown menu with the text 'Select claim type' and a small downward-pointing arrow icon on the right. The rest of the form structure, including the green header and the bottom navigation bar with 'Back' and 'Add to list' buttons, remains the same.





5. Click on “Add to list” after all information has been filled up

The screenshot shows a mobile application interface for a 'Claim Application'. The form has a green header with a back arrow and the title 'Claim Application'. The fields are as follows:

- Invoice / Receipt Date (Required):** A text field containing '2021-09-23'.
- Claim Type:** A dropdown menu with 'Dental' selected.
- Currency:** A section with 'From' and 'To' labels, a 'Select currency' dropdown, and a note 'to Malaysian Ringgit (MYR)'.
- Currency rate:** A text field containing '0'.
- Currency amount:** A text field containing '0'.
- Description (Required):** A large text area.

At the bottom, there are two green buttons: 'Back' and 'Add to list'.

6. The item will be shown on the application page once it has been successfully added to list.

User can tap on  to remove the claim item or tap on  to edit the claim item

The screenshot shows the 'Claim Application' form after an item has been added. The 'Add Item' button is now green with a white plus icon. Below it, a list of claim items is displayed:

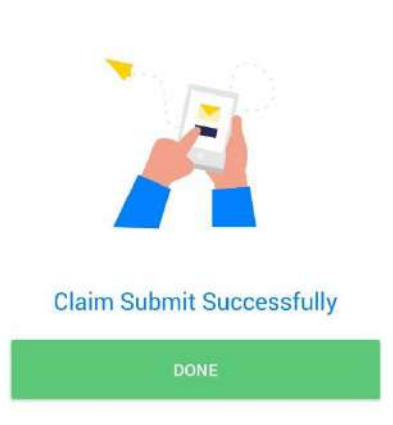
- Claim Description:** 1
- Claim Type:** Dental (Dental / Optical)
- Receipt / Invoice Date:** 2021-09-23
- Claim Amount:** MYR 1.00
- Total Amount:** MYR

At the bottom right of the list, there are two icons: a blue edit icon and a red trash icon. Below the list, there is a summary section:

Total Claim Amount	MYR 1.00
Total Tax Amount	MYR 1.00
Grand Total Amount	MYR 1.00

At the bottom, there is a green 'Submit' button.

7. Tap on "Submit" to submit the claim application. Submission notification will pop out once user submit successfully

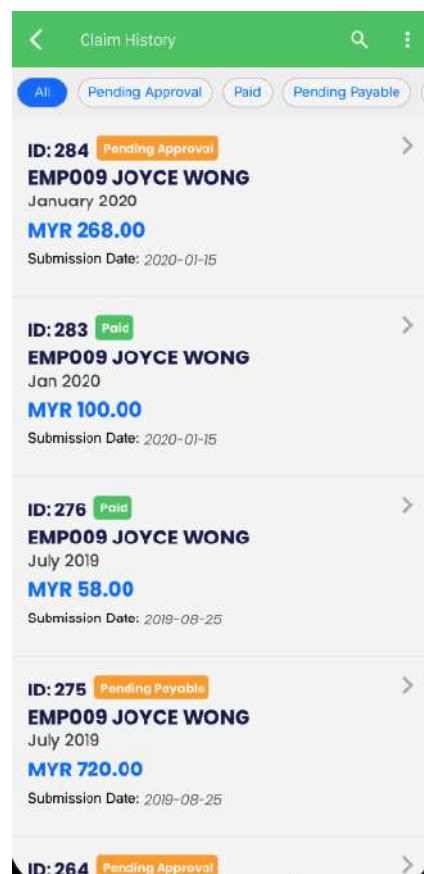


### 3.3.2 Claim History

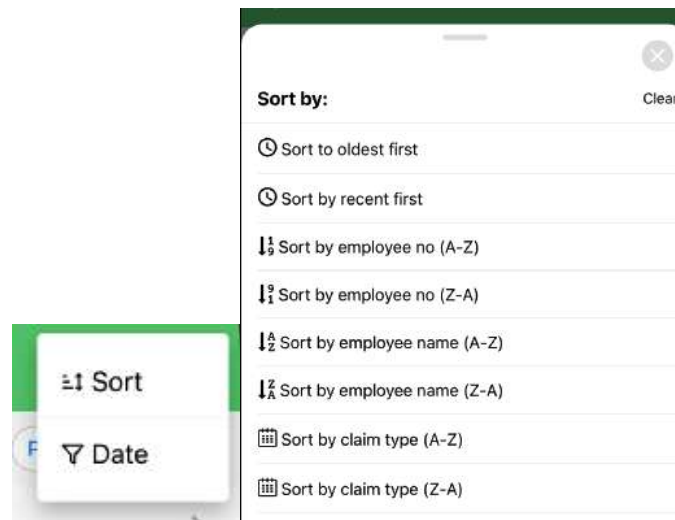
1. Tap on Claim “History” in the application menu to navigate to claim history page. Then, select the employee to be viewed.



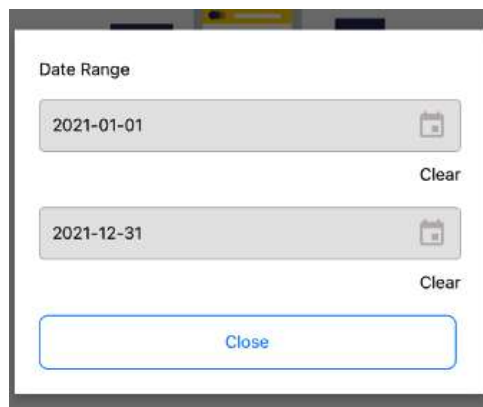
2. A list of claim history will be displayed. User can browse through the history of applied claims here.



3. User can tap on three dots on top right to sort or filter through invoice/receipt date range for the claim history. By tapping on “Sort”, user is able to sort based on the provided list.



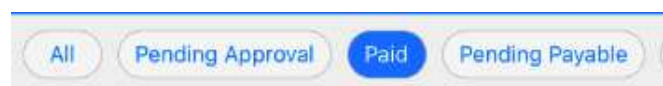
4. By tapping on “Date”, the date filter will pop out. User able to filter the claim history items based on the invoice/receipt date range.



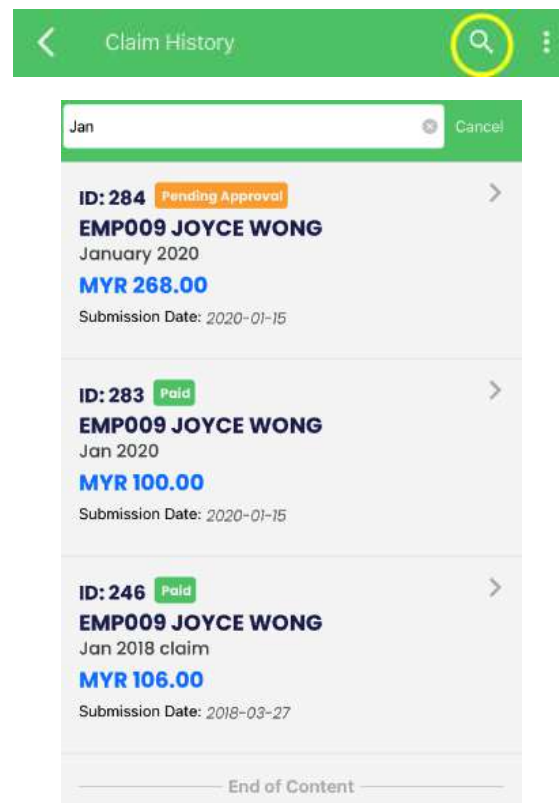
5. To clear the date range filter, user just need to tap on the close button.



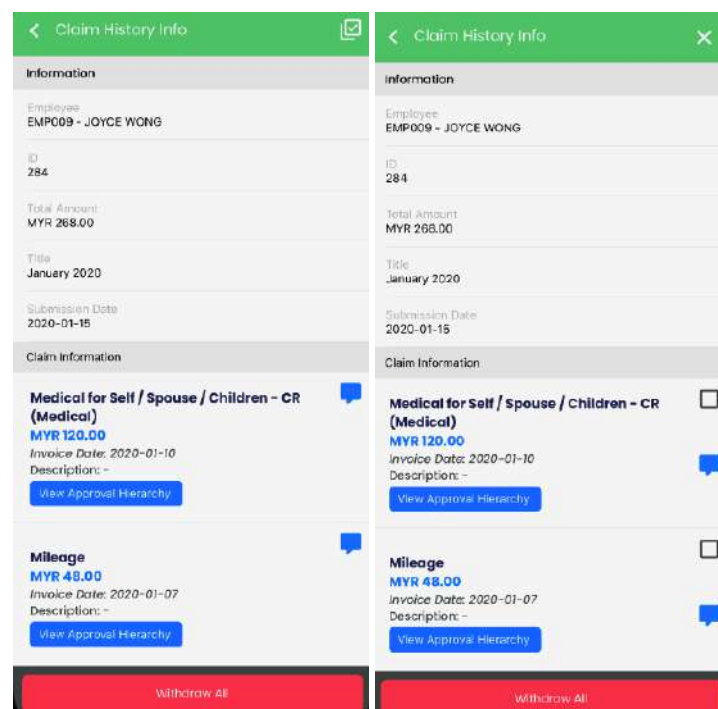
6. User is also able to filter the claim status by tapping on the badge menu on the top of the page



- User can search for the history by tapping on the magnifying glass icon. By inserting the search information in the search bar, the relevant claim history items will appear in the search result.



- By tapping the item, user is able to view details of claim history. Only claims that have not been approved are allowed to be withdrawn. User can tap on the checkbox to select desired claim items and tap “Withdraw” button at the bottom of the page to withdraw claims.



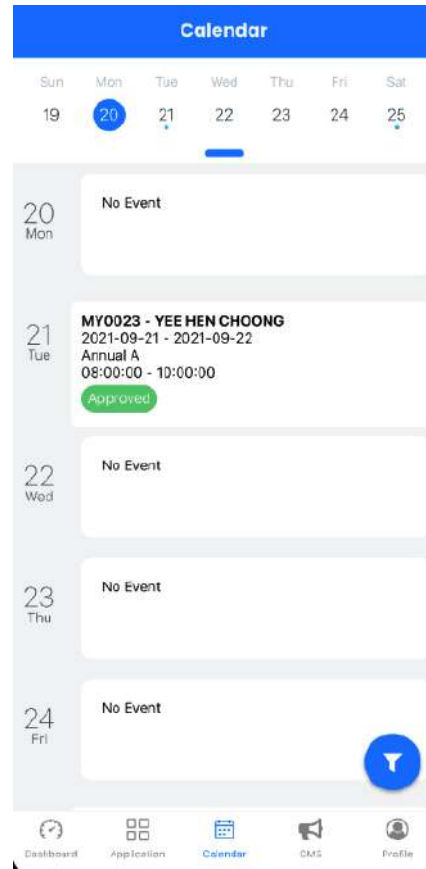
## CALENDAR

### 4.1 Calendar (Leave, Shift and Public Holiday)

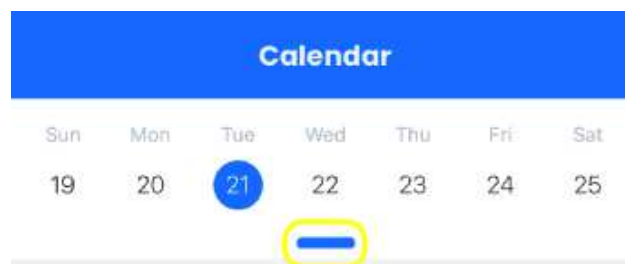
User able to view the leave, shift and public holiday events in the calendar.

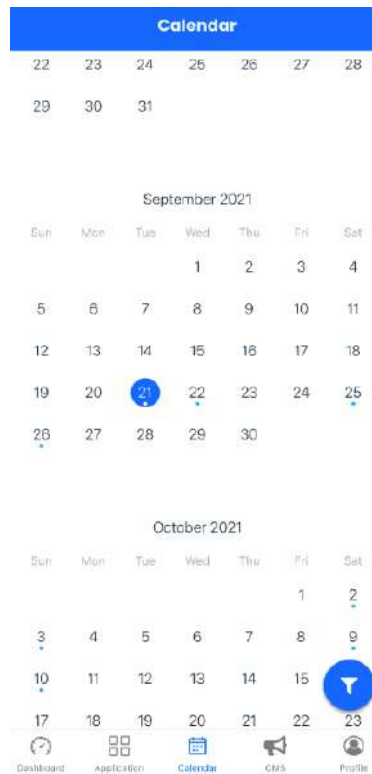
#### 4.1.1 Agenda

1. User can scroll to browse the calendar events.



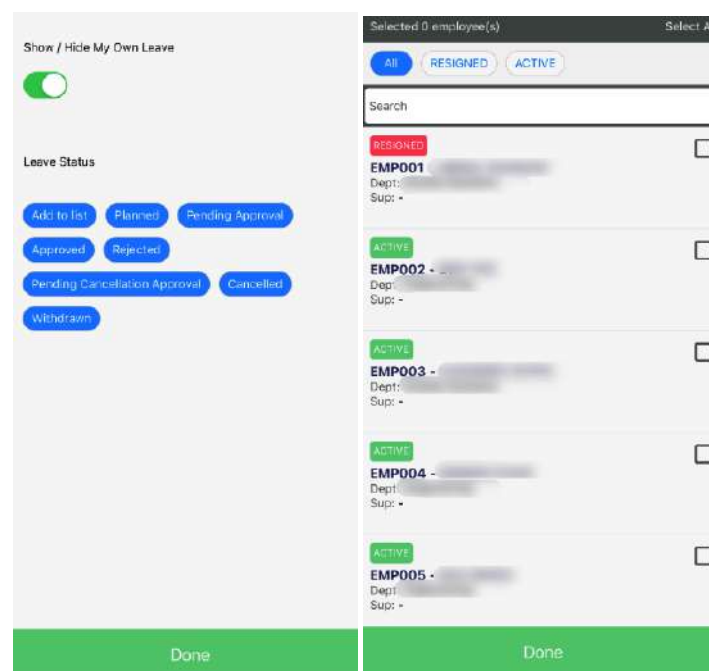
2. User can swipe down the knot to jump to specific date for the events





#### 4.1.2. Filter

1. By tapping the fab icon on the bottom right, the calendar filter screen will pop out. User able to filter calendar by leave status or selected employee

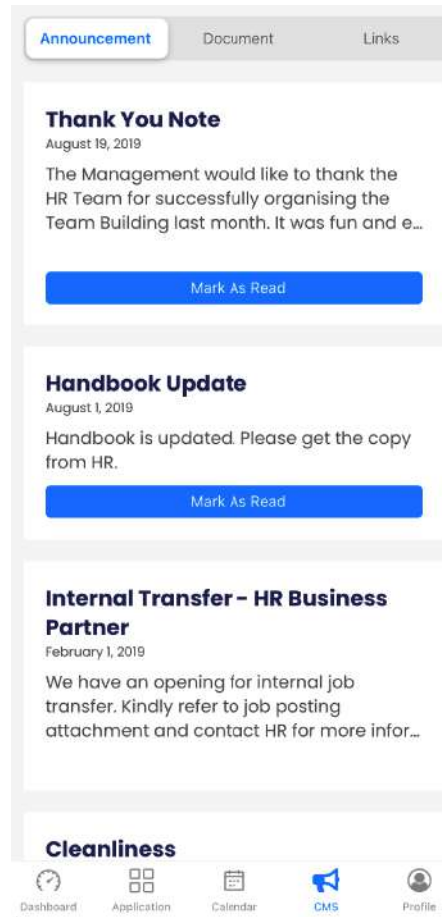


## CMS

### 5.1 CMS

CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

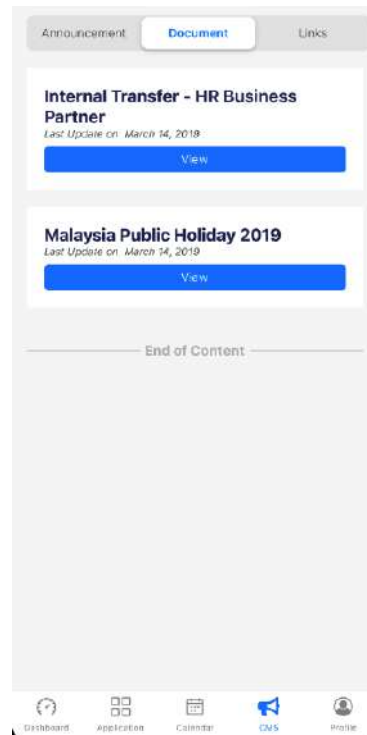
#### 5.1.1 Announcement



1. Announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. User can tap on “Mark as Read” to mark as read for specific announcement.

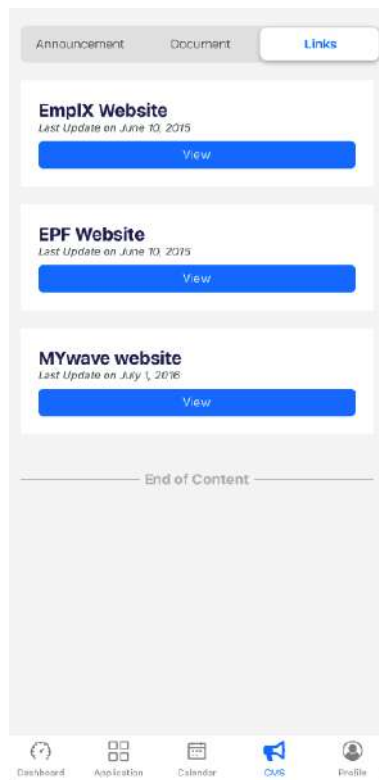


### 5.1.2 Document



1. Document tab consists of the documents that have been published by the company. Documents published here are the same as those on the EmplX website.
2. User can view the attached document by tapping on “View” button.

### 5.1.3 Links

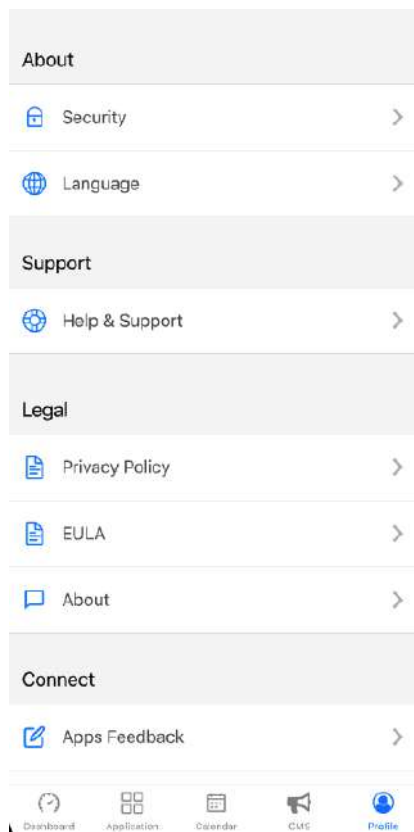


1. Link tab consists of the links that have been attached by the company.
2. User can tap on “View” to browse the attached links.

## PROFILE

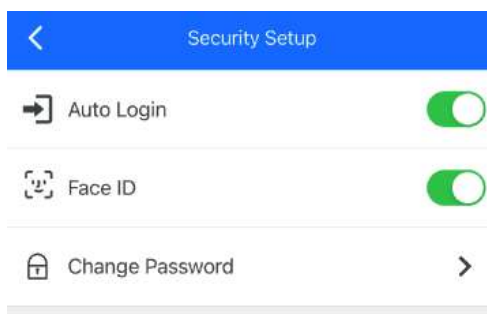
### 6.1 Profile

Profile tab consists of the user preferences such as security and language. It also includes support, legal and connect section as well.

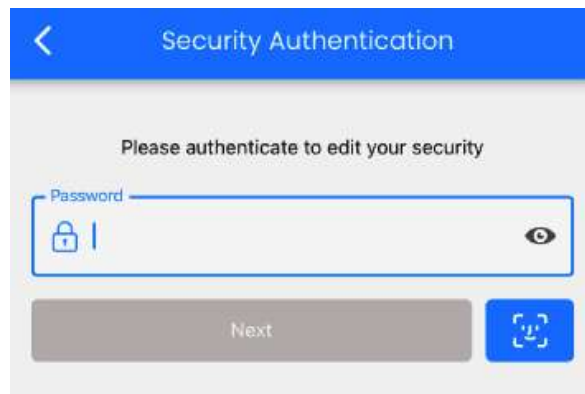


#### 6.1.1 Security

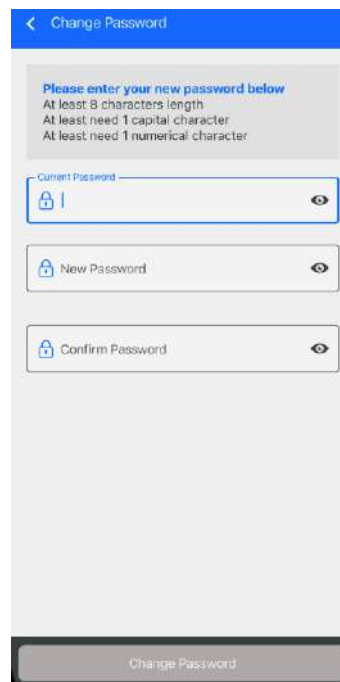
1. Tap on “Security” to navigate to Security Setup page.
2. User can turn on/off auto login feature. If auto login feature is turned off, Login ID and password will be required every time the user opens the app
3. Local device authentication is only applicable for devices which are equipped with local device authentication (Face ID, fingerprint). The device must be enrolled first before it can be used in the EmplX Mobile app.



1. Tap on “Change Password” to change the password. Password authentication or local device authentication required before changing the password.

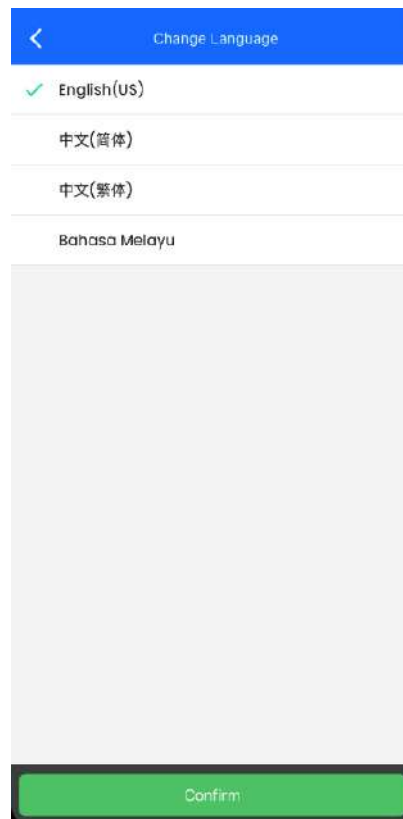


2. User will be redirected to change password screen once authenticated successfully
3. Fill the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



### 6.1.2 Change Language

1. Tap on “Language” to switch the language for the app. Currently, there are only 4 languages available in the app.
2. Select the preferred language and press on the “Confirm” to change the language for the apps. Once done, the app needs to be restarted for the changes to be applied.



### 6.1.3 Logout

1. Tap on “Logout” to logout from EmplX app.
2. Tap on “Logout” again when prompted to confirm
3. User will be logged out successfully and redirected to onboarding page.

