

# User Guide

## EmplX Mobile App

User



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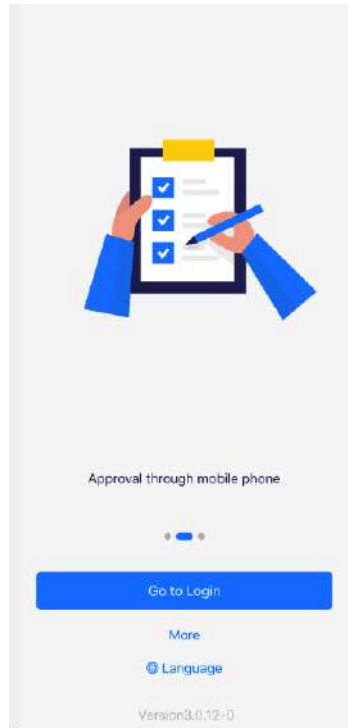
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## SECURITY

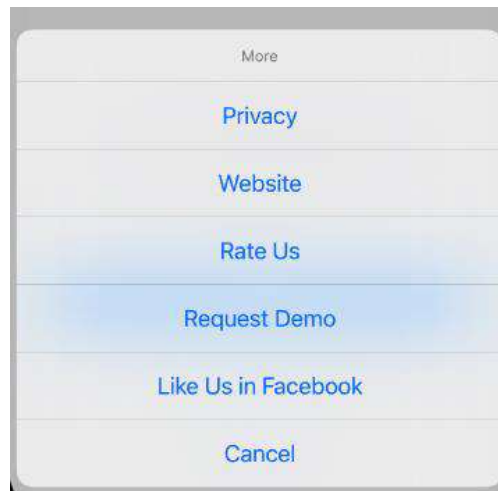
### 1.1 Onboarding

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.

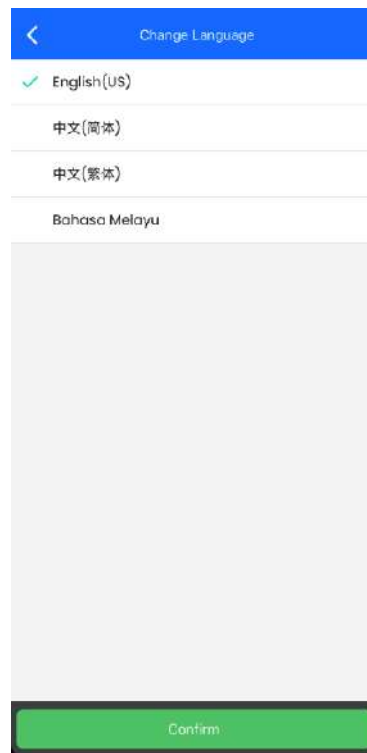
#### 1.1.1 Landing



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 able to find the app version on the bottom for the onboarding page.


## 1.2 Login / Forget Password

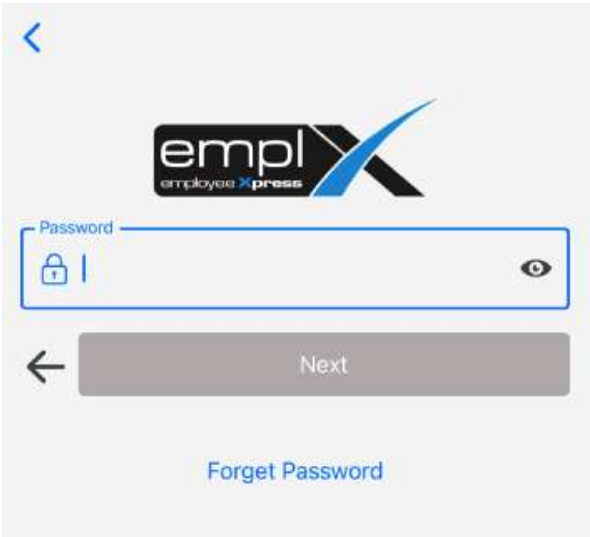
User able to login to the EmplX app by authenticating through login ID and password. The app also utilises device authentication (fingerprint and Face ID) after the first-time login.

### 1.2.1 Login

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

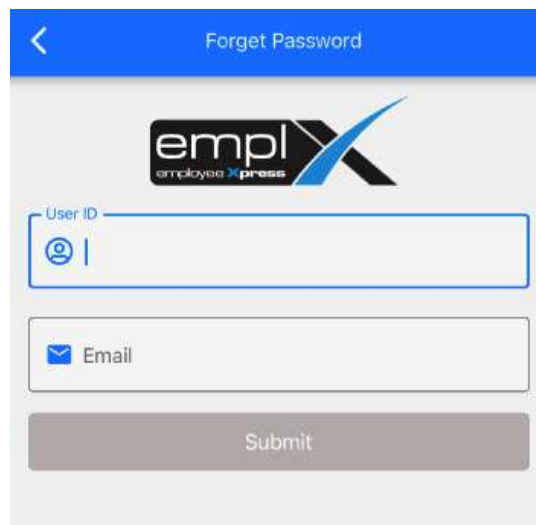
A screenshot of the EmplX app's login screen. At the top left is a blue back arrow. The EmplX logo, with 'empl' in black and 'employee Xpress' in smaller text below it, is centered. Below the logo is a 'User ID' input field with a blue border and a person icon on the left. A grey 'Next' button is positioned below the input field. At the bottom, there is a blue 'Forget Password' link.

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

A screenshot of the EmplX app's login screen, showing the password input stage. The 'User ID' field is now labeled 'Password' and contains a lock icon on the left and an eye icon on the right to toggle password visibility. Below this field is a grey 'Next' button with a blue back arrow to its left. The 'Forget Password' link remains at the bottom.

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

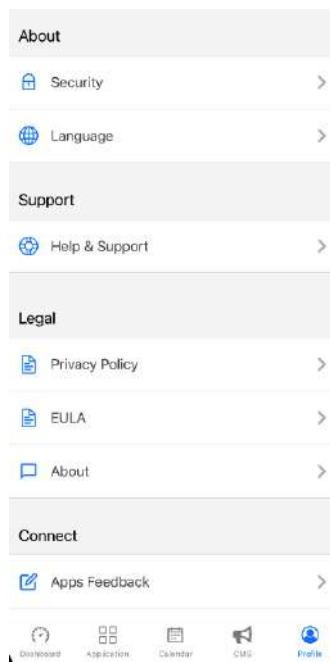


1. Insert the login ID and email for the account
2. Click on “Submit” button
3. Reset password email will be sent to respective valid email account
4. User can reset the password by following the instructions from the email

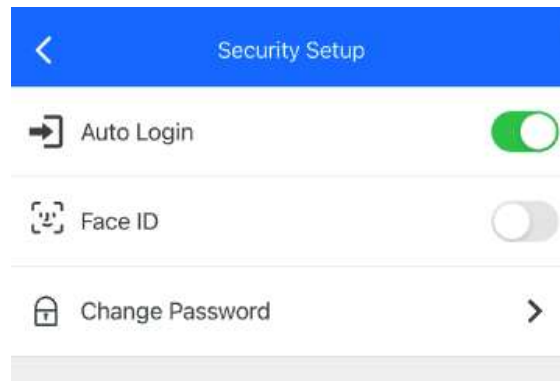
### 1.2.3 Login with local device authentication (Fingerprint & Face ID) / Auto Login

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.

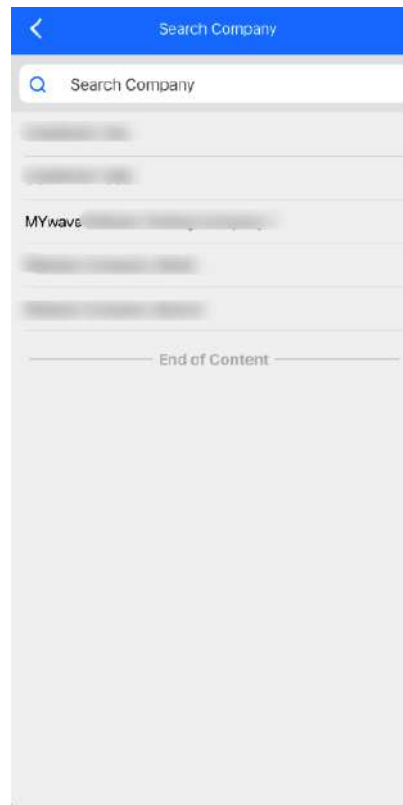


3. The local device authentication button will be shown each time the user opens the app. User can skip the login by authenticating using local device authentication.





### 1.2.4 Multiple companies



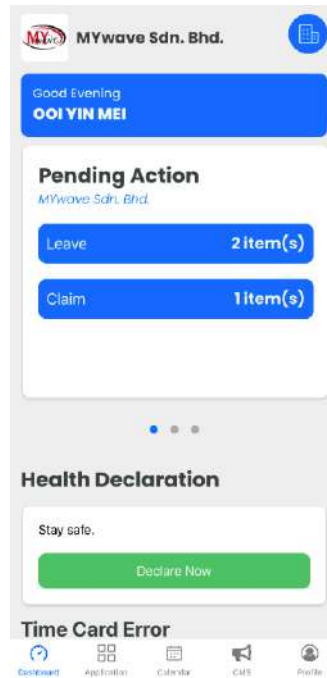
1. Select company page is only applicable for users who have more than one company account with EmplX.
2. User can search the company name using the search bar on the top of the page
3. Tap on the company name to confirm the selection.

## DASHBOARD

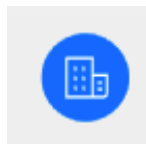
### 2.1 Dashboard

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.

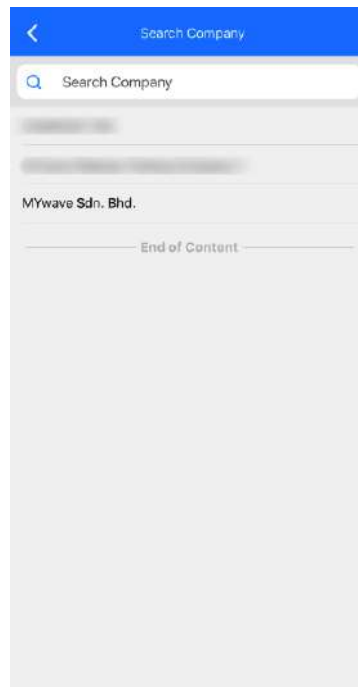
#### 2.1.1 Switch company



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.

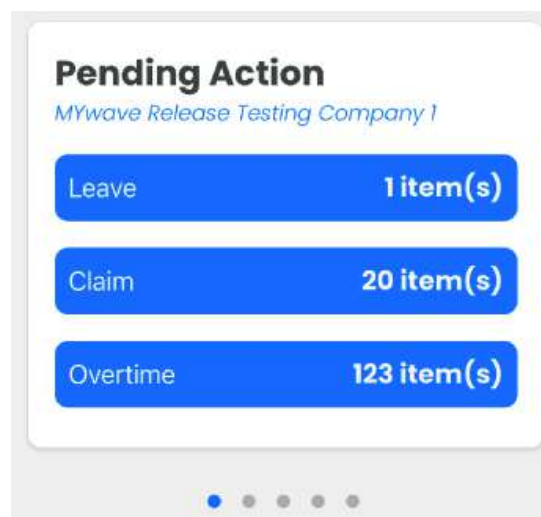


3. After that user will be redirected to the dashboard of the selected company.

## 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



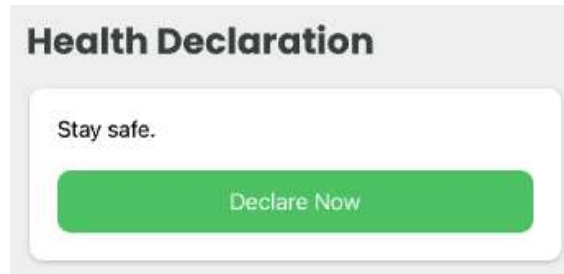
1. User can tap on the pending action item and the app will redirect the user to the respective approval pages
2. User also can swipe left or right for viewing different company's pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the respective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

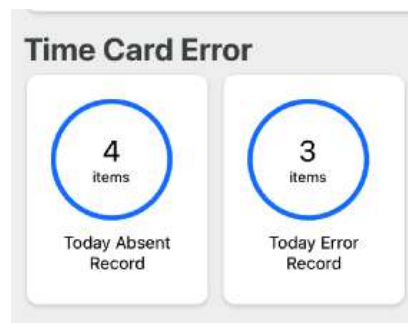
1. Tap on “Declare Now” button will redirect user to health declaration page.



## 2.4 Timecard Error

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

### 2.4.1 Timecard Error Summary

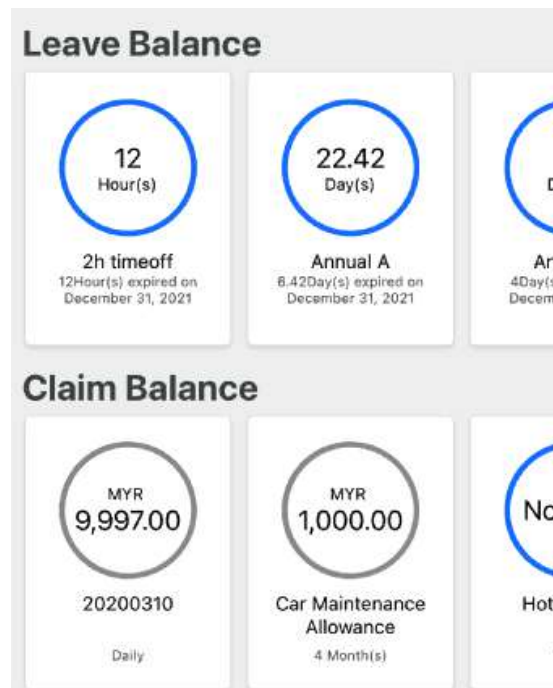


1. User is able to view the summary for the timecard absent record or error for current day.
2. By tapping the button, user is able to view the detailed information.

## 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



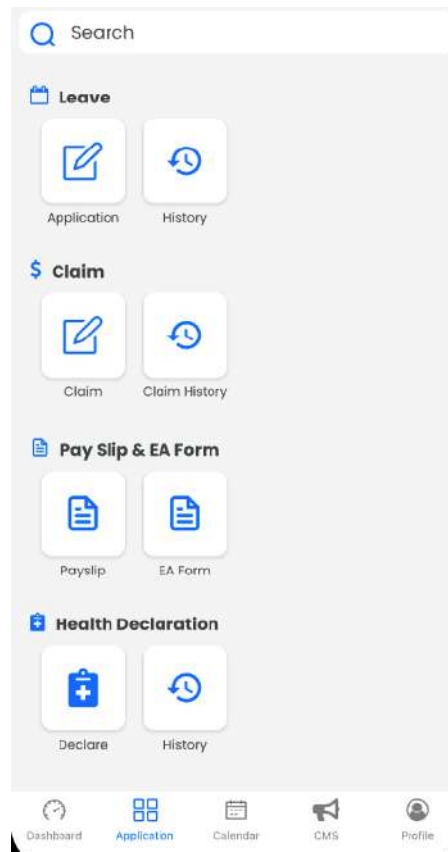
1. User is able to view the balance and expiry date for leave and claim entitlements.
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

## 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

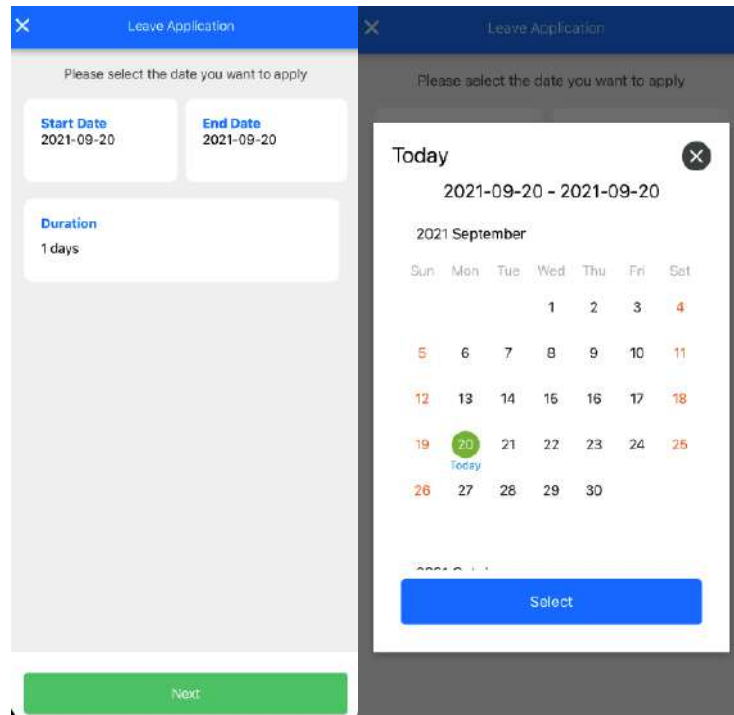


1. User able to search the modules using the search bar
2. Tapping on a button will navigate user to the respective page

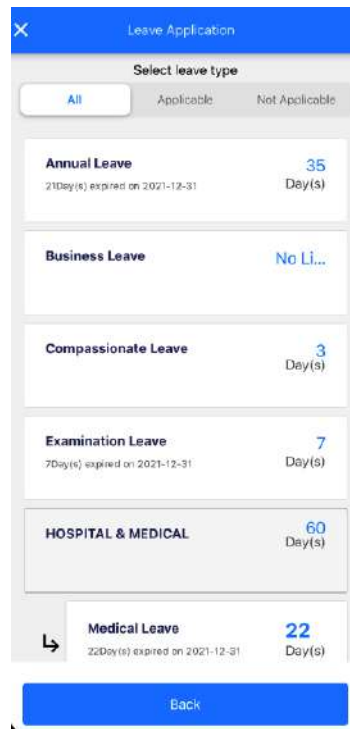
## 3.2 Leave

### 3.2.1 Leave Application

1. Tap on Leave “Application” on the application menu to start leave application. Tap “Start Date” or “End Date” to select the leave dates. Then tap on “Next” to continue.




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



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

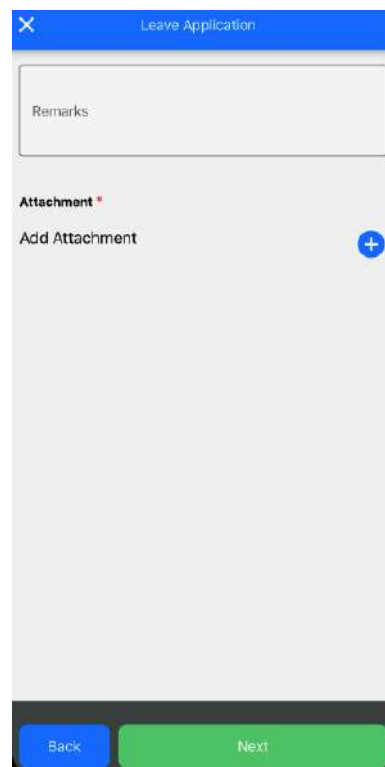
The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a blue header with a close button (X) and the title 'Leave Application'. Below the header, there is a white box containing the 'Start Date' (2021-09-20) and 'End Date' (2021-09-20), and the 'Leave Type' (Annual Leave). Below this box, there are two dropdown menus: 'Method' (set to 'Half Day') and 'Session' (set to 'First Session'). At the bottom, there are two buttons: 'Back' (blue) and 'Next' (green).

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

The screenshot shows the same 'Leave Application' form, but now with additional information. Below the 'Method' and 'Session' dropdowns, there are three circular icons: 'Duration' (1 Day(s)), 'Clash' (0 Day(s)), and 'Emergence' (1 Day(s)). Below these icons, there is a 'Date:' section showing '22 Sep 2021 (Wed)' with a '1 Day(s)' label. Below the date, there are two time slots: '2021-09-22 08:00:00' and '2021-09-22 16:00:00', with a red 'X' icon next to the first slot. Below the time slots, there is a 'Shift: OF' label. At the bottom, there are two buttons: 'Back' (blue) and 'Next' (green).

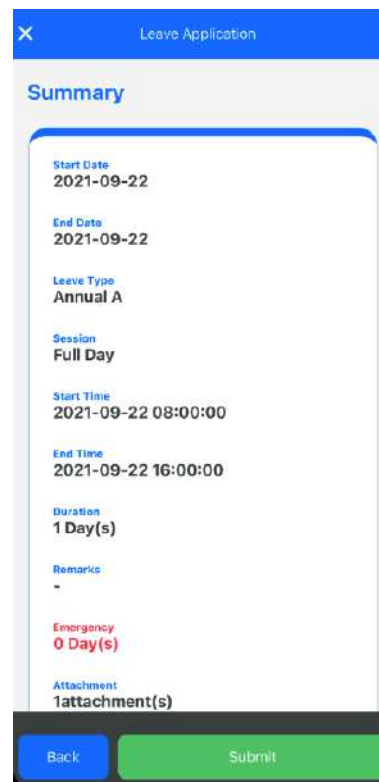


5. User can insert leave remarks and add attachments through file explorer, gallery or by taking photos.



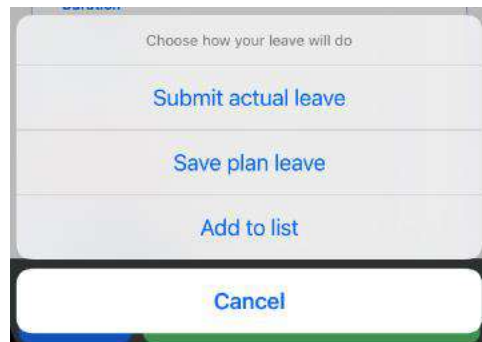
The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a blue header bar with a close icon (X) and the text 'Leave Application'. Below the header, there is a text input field labeled 'Remarks'. Underneath the 'Remarks' field, there is a section titled 'Attachment' with a red asterisk indicating it is required. Below this title, there is a text label 'Add Attachment' and a blue circular button with a white plus sign (+). At the bottom of the screen, there is a dark grey bar containing two buttons: a blue 'Back' button and a green 'Next' button.

6. User can review leave details before submitting. Tap the "Submit" button to proceed

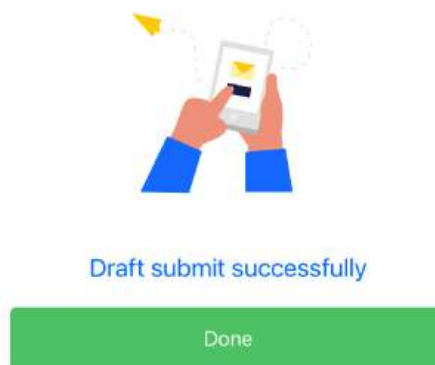


The screenshot shows a mobile application interface for a 'Leave Application' summary. At the top, there is a blue header bar with a close icon (X) and the text 'Leave Application'. Below the header, there is a section titled 'Summary'. Inside the 'Summary' section, there is a white rounded rectangle containing the following details: 'Start Date' (2021-09-22), 'End Date' (2021-09-22), 'Leave Type' (Annual A), 'Session' (Full Day), 'Start Time' (2021-09-22 08:00:00), 'End Time' (2021-09-22 16:00:00), 'Duration' (1 Day(s)), 'Remarks' (empty), 'Emergency' (0 Day(s)), and 'Attachment' (1 attachment(s)). At the bottom of the screen, there is a dark grey bar containing two buttons: a blue 'Back' button and a green 'Submit' button.

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



8. Submission notification will be pop out once user submit successfully.

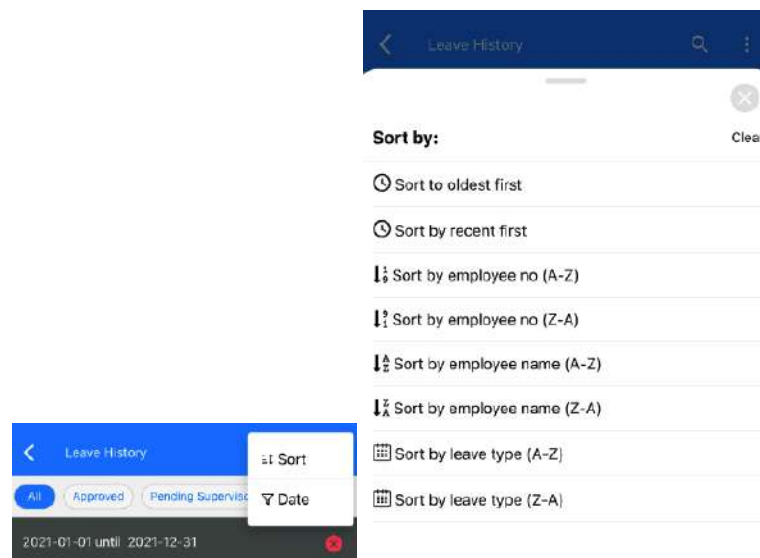


### 3.2.2 Leave History

1. Tap on Leave “History” from the application menu. A list of leave history will be displayed. User can browse through the history of applied leave here



2. 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.



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

The screenshot shows a modal titled "(ANLA) - Annual A". It contains a "Date Range" section with two date pickers. The first picker shows "2021-01-01" and the second shows "2021-12-31". Each picker has a "Clear" button to its right. At the bottom of the modal is a "Close" button. The modal is overlaid on a background that shows the text "MY0023 YEE HEN CHOONG".

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

The screenshot shows a dark grey bar with the text "2021-01-01 until 2021-12-31" in white. To the right of the text is a red "X" icon, which is the close button for the filter.

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

The screenshot shows a horizontal menu with four buttons: "All", "Pending Supervisor", "Approved", and "Pending HR". The "All" button is highlighted with a blue background.

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


The screenshot shows the "Leave History" screen with a search bar at the top containing the text "annual". Below the search bar, there are three search results for "EMP009 JOYCE WONG". Each result shows the leave type "(ANL) - Annual Leave", the date range, and the duration. The first result is for "2021-09-30 until 2021-09-30" with a duration of "1 Day(s)". The second result is for "2021-09-10 until 2021-09-10" with a duration of "1 Day(s)". The third result is for "2020-01-28 until 2020-01-31" with a duration of "4 Day(s)". Each result has a status badge (Pending Supervisor, Application, or Approved) and a right arrow icon.

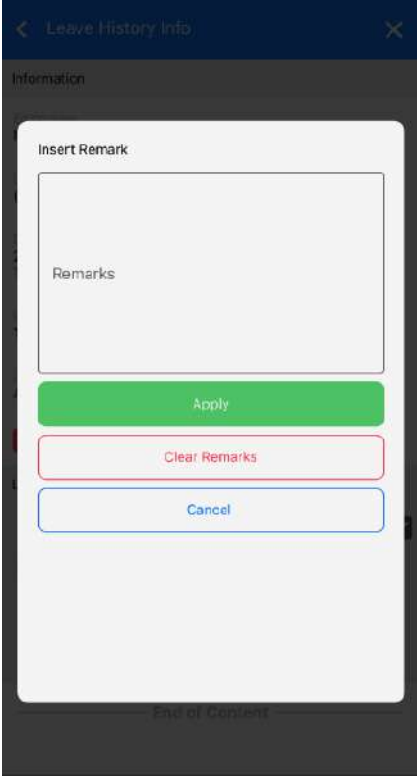
7. By tapping the item, user is able to view details of leave history. User can withdraw / cancel the leave by tapping the Cancel / Withdraw button at the bottom

The screenshot shows the 'Leave History Info' screen. At the top, there is a blue header with a back arrow and a checkmark icon. Below the header, the screen is divided into sections. The 'Information' section includes fields for Employee (MY0023 - YEE HEN CHOONG), Leave Type (ANLA) - Annual A, Date (2021-09-21 until 2021-09-21, Total: 0.25 Day(s) | 02 Hour(s) 00 Min(s)), Remarks (Test), and Application Type (Application). Below this is a red button labeled 'Emergency'. The 'Leave Information' section shows the date 2021-09-21 (Tue) with a time range from 08:00:00 to 16:00:00, and a red button labeled 'Hour Basis' and a red button labeled 'Emergency'. Below this is the text 'Submitted on September 20, 2021'. At the bottom, there is a red button labeled 'Cancel All' and a blue button with a speech bubble icon.

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

This screenshot is identical to the one above, but with a checkmark in the top right corner of the 'Leave Information' section, indicating that the user has selected a specific date for withdrawal and cancellation. The red button labeled 'Hour Basis' and the red button labeled 'Emergency' are still present.

9. 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

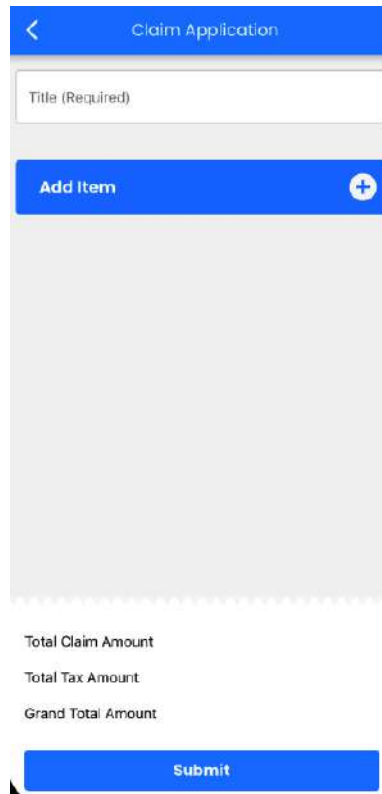


The screenshot shows a mobile application interface. At the top, there is a dark blue header bar with a back arrow and the text "Leave History Info", and a close button (X) on the right. Below the header is a section titled "Information". A white modal panel titled "Insert Remark" is displayed in the center. Inside this panel, there is a large text input area labeled "Remarks". Below the input area are three buttons: a green "Apply" button, a red-outlined "Clear Remarks" button, and a blue-outlined "Cancel" button. At the bottom of the modal panel, there is a small, faint text label "End of Content".

## 3.3 Claim

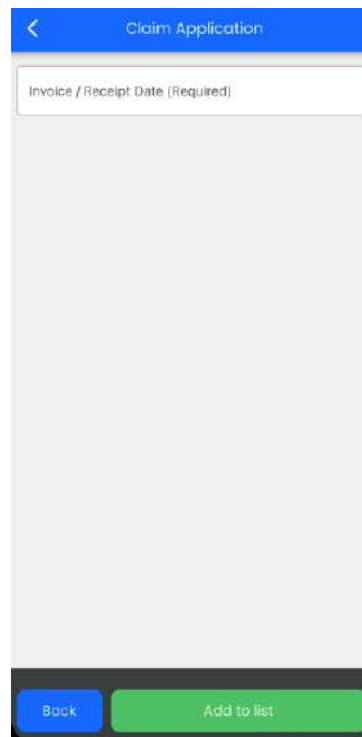
### 3.3.1 Claim Application

1. Tap on the Claim “Application” in the application menu to start claim application. Then, fill in the claim title and tap on “Add item” to add the claim item



The screenshot shows a mobile application interface for a 'Claim Application'. At the top is a blue header bar with a back arrow and the text 'Claim Application'. Below the header is a text input field labeled 'Title (Required)'. Underneath the input field is a blue button labeled 'Add Item' with a white plus icon. The main body of the form is a large, empty light gray area. At the bottom of the form, there is a summary section with three labels: 'Total Claim Amount', 'Total Tax Amount', and 'Grand Total Amount'. Below these labels is a blue button labeled 'Submit'.

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



The screenshot shows the same 'Claim Application' form, but with the 'Invoice / Receipt Date (Required)' field filled in. The 'Add Item' button is still present. At the bottom of the screen, there is a dark gray navigation bar with two buttons: a blue 'Back' button and a green 'Add to list' button.

3. Select the claim type to be applied.



The screenshot shows a mobile application interface for a 'Claim Application'. At the top, there is a blue header bar with a back arrow and the title 'Claim Application'. Below the header, there is a form with several sections. The first section is 'Invoice / Receipt Date (Required)' with a text input field containing '2021-09-21'. The second section is 'Claim Type' with a dropdown menu that currently shows 'Select claim type'. The bottom of the screen features a dark grey bar with two buttons: a blue 'Back' button and a green 'Add to list' button.

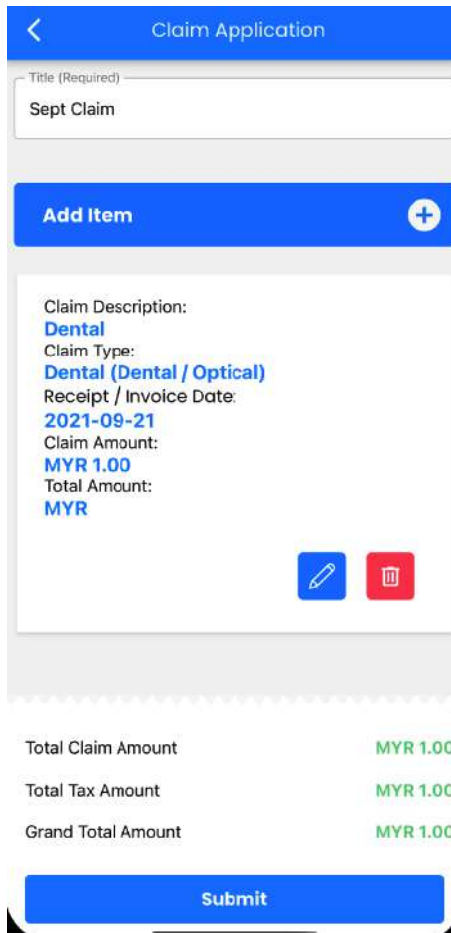
4. Click on “Add to list” after all information has been filled up

This screenshot shows the 'Claim Application' form with all fields filled out. The 'Invoice / Receipt Date (Required)' field contains '2021-09-21'. The 'Claim Type' dropdown menu is now set to 'Dental'. The 'Currency' section includes a 'From' field, a 'To' field, and a dropdown menu set to 'Select currency'. Below this, it says 'to Malaysian Ringgit (MYR)'. The 'Currency rate' field contains '0', and the 'Currency amount' field also contains '0'. At the bottom, there is a 'Description (Required)' text input field. The bottom navigation bar remains the same with 'Back' and 'Add to list' buttons.

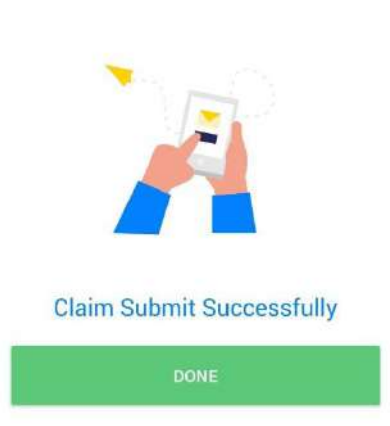


5. The item will be shown on the application page once it has been successfully added to list.

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



6. Tap on “Submit” to submit the claim application. Submission notification will pop out once user submit successfully.

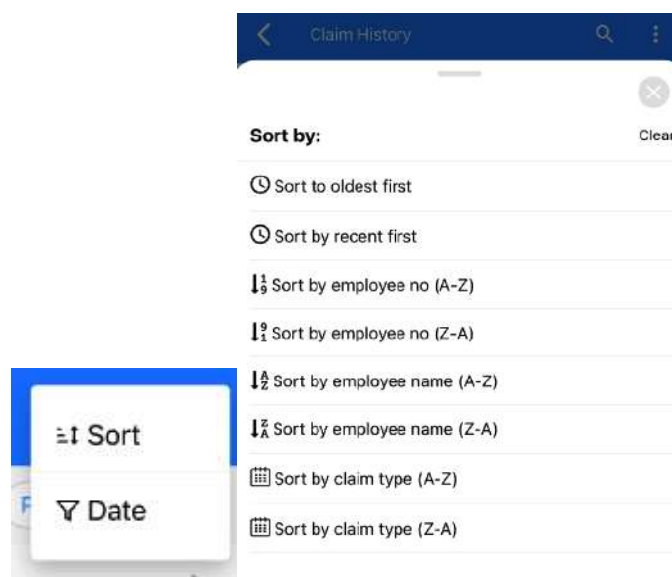


### 3.3.2 Claim History

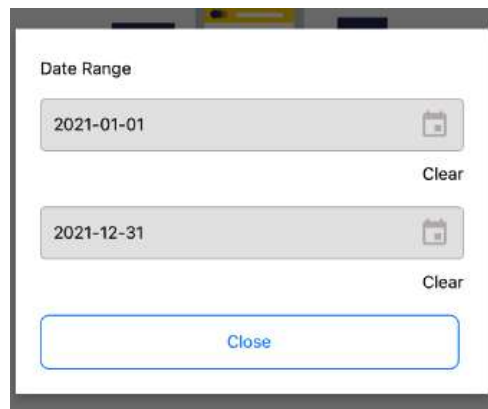
1. Tap on Claim “History” in the application menu to navigate to claim history page. User can browse through the history of applied claims



2. 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



- 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.



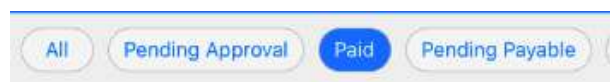
A modal titled "Date Range" with two date input fields. The first field contains "2021-01-01" and the second contains "2021-12-31". Each field has a calendar icon to its right and a "Clear" button below it. At the bottom of the modal is a "Close" button.

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



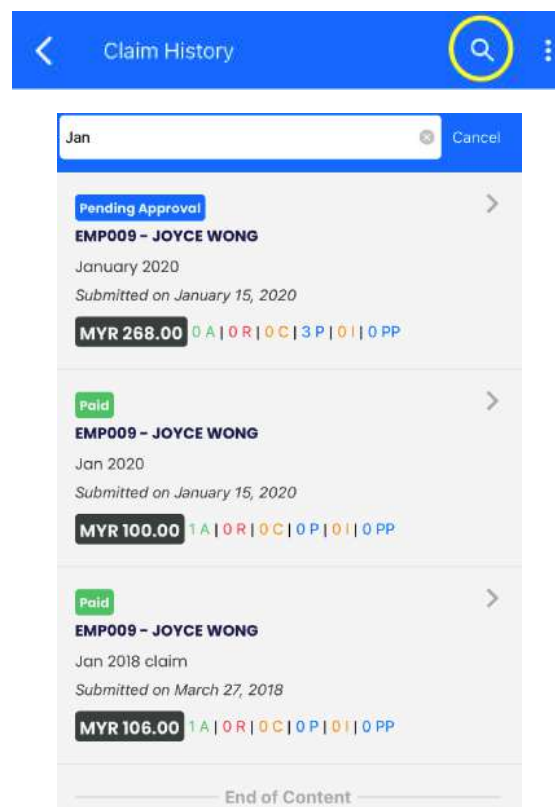
A dark grey bar displaying the date range "2021-01-01 until 2021-12-31" in white text. A red "X" icon is located on the right side of the bar.

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



A horizontal row of four filter buttons: "All", "Pending Approval", "Paid", and "Pending Payable". The "Paid" button is highlighted with a blue background, while the others have a light grey background.

- 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



A screenshot of the "Claim History" screen. At the top is a blue header with a back arrow, the title "Claim History", a magnifying glass icon, and a menu icon. Below the header is a search bar with the text "Jan" and a "Cancel" button. The main content area displays a list of claim items, each with a status badge, employee name, date, submission date, and amount. The first item is "Pending Approval" for EMP009 - JOYCE WONG, dated January 2020, submitted on January 15, 2020, with an amount of MYR 268.00. The second item is "Paid" for EMP009 - JOYCE WONG, dated Jan 2020, submitted on January 15, 2020, with an amount of MYR 100.00. The third item is "Paid" for EMP009 - JOYCE WONG, dated Jan 2018 claim, submitted on March 27, 2018, with an amount of MYR 106.00. At the bottom, it says "End of Content".

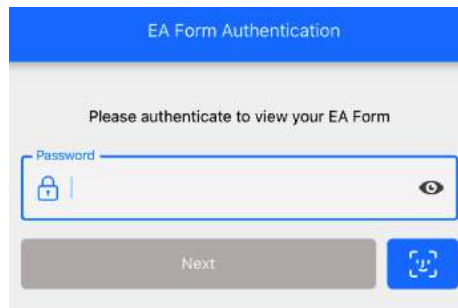
- By tapping the item, user is able to view details of claim history. Only claims that have not been approved are allowed to be withdrawn. User can tap on the checkbox to select desired claim items and tap “Withdraw” button at the bottom of the page to withdraw claims.

Claim History Info	Claim History Info
<b>Information</b> Employee: EMP009 - JOYCE WONG ID: 284 Total Amount: MYR 268.00 Title: January 2020 Submission Date: 2020-01-15	<b>Information</b> Employee: EMP009 - JOYCE WONG ID: 284 Total Amount: MYR 268.00 Title: January 2020 Submission Date: 2020-01-15
<b>Claim Information</b> <b>Medical for Self / Spouse / Children - CR (Medical)</b> MYR 120.00 Invoice Date: 2020-01-10 Description: - <a href="#">View Approval Hierarchy</a>	<b>Claim Information</b> <b>Medical for Self / Spouse / Children - CR (Medical)</b> MYR 120.00 Invoice Date: 2020-01-10 Description: - <a href="#">View Approval Hierarchy</a>
<b>Mileage</b> MYR 48.00 Invoice Date: 2020-01-07 Description: - <a href="#">View Approval Hierarchy</a>	<b>Mileage</b> MYR 48.00 Invoice Date: 2020-01-07 Description: - <a href="#">View Approval Hierarchy</a>
Withdraw All	Withdraw (1)

## 3.4 EA Form

### 3.4.1 Authentication

1. Tap on the “EA Form” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

The screenshot shows the 'EA Form Authentication' screen. At the top, a blue header contains the text 'EA Form Authentication'. Below this, a grey box contains the instruction 'Please authenticate to view your EA Form'. Underneath, there is a 'Password' input field with a lock icon on the left and an eye icon on the right. At the bottom, there is a grey 'Next' button and a blue button with a fingerprint icon.

### 3.4.2 EA Form

1. The list of EA tax year will be shown on the screen. Tap on the year to view the EA Form. User can also search for the tax year by using the search bar

The screenshot shows the 'Select EA Tax Year' screen. It has a blue header with a back arrow, the title 'Select EA Tax Year', and a search icon. Below the header, there is a list of years: 2018, 2017, and 2016. Each year is preceded by a circular icon containing a stylized 'S' and followed by a right-pointing arrow. At the bottom, there is a grey bar with the text 'End of Content'.

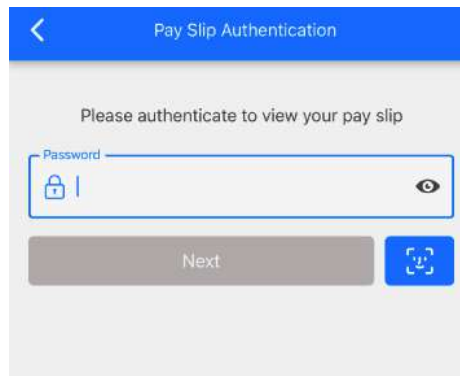
2. The EA form will be displayed on the screen. Tap on “Save” to save the form as a PDF document or tap on “Print” to print the EA form based on the device printer settings.

The screenshot shows the '2018' EA Form. It is a detailed form with multiple sections. The top section is 'INCOME TAX' and includes fields for 'Gross Salary', 'Gross Pension', 'Gross Dividend', 'Gross Interest', 'Gross Capital Gain', 'Gross Rental Income', 'Gross Other Income', 'Gross Total Income', 'Less: Deductions', 'Net Income', 'Less: Tax', 'Net Taxable Income', 'Less: Tax', 'Net Taxable Income', 'Less: Tax', 'Net Taxable Income'. Below this is the 'CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT/FUNDING PLAN AND RESERVE' section, which includes fields for 'Less: Contributions', 'Less: Reserve', 'Less: Reserve', 'Less: Reserve', 'Less: Reserve', 'Less: Reserve', 'Less: Reserve', 'Less: Reserve', 'Less: Reserve', 'Less: Reserve'. At the bottom, there are two buttons: 'Print' and 'Save'.

## 3.5 Pay Slip

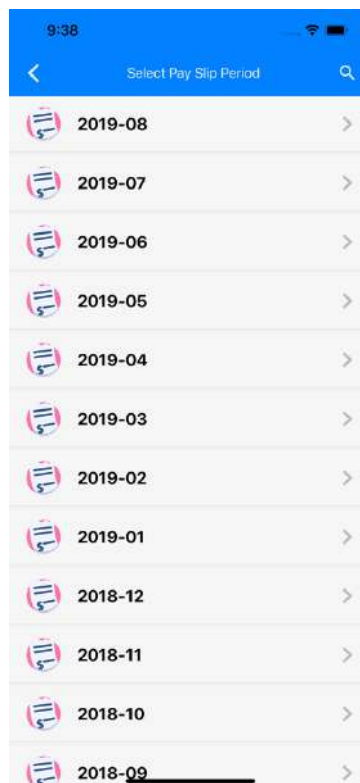
### 3.5.1 Authentication

1. Tap on the “Pay Slip” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

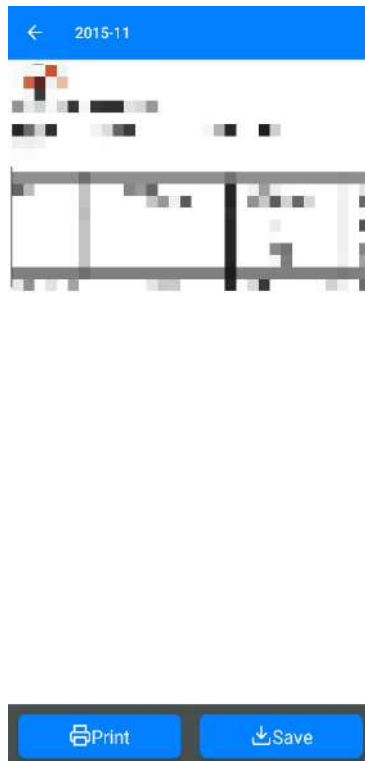


### 3.5.2 Pay Slip

1. The list of pay slip period will be shown on the screen. Tap on the pay slip period to view pay slip. User can also search for the pay slip period by using the search bar



2. The Pay Slip will be displayed on the screen. Tap on “Save” to save the pay slip as a PDF document or tap on “Print” to print the Pay Slip based on the device printer settings.



## 3.6 Health Declaration

### 3.6.1 Declare



The screenshot shows a mobile application interface titled "Health Declaration Application". It contains six numbered questions, each with a "No" or "Yes" radio button option. The "No" option is selected for all questions. Question 2 is a temperature input field showing "0". At the bottom is a blue "Declare" button.

Health Declaration Application

1 Do you have fever (37.5° or higher)?

☒ No  
☐ Yes

2 Body Temperature\*

— 0 +

3 Do you have cough?

☒ No  
☐ Yes

4 Do you have the difficulty in breathing?

☒ No  
☐ Yes

5 Do you have sore throat?

☒ No  
☐ Yes

6 Have you lost your sense of taste or smell?

Declare

1. Tap on “Declare” in application menu to navigate to the health declaration form.
2. Fill in the correct information and tap on “Declare” to submit.



### 3.6.2 History

< Health Declaration History

September 1, 2021 - September 30, 2021

Declare on: **2021-09-21 09:56**

1. Do you have fever (37.5° or higher)?  
**No**

2. Body Temperature  
**37**

3. Do you have cough?  
**No**

4. Do you have the difficulty in breathing?  
**No**

5. Do you have sore throat?  
**No**

6. Have you lost your sense of taste or smell?  
**No**

7. Other Symptoms (please specify)  
**-**

8. Have you been to any affected area(s) or countries of COVID-19 over the past 14 days?  
**No**

1. Tap on “History” in application menu to navigate to health declaration history. The app will show health declaration history up to the previous 30 days.

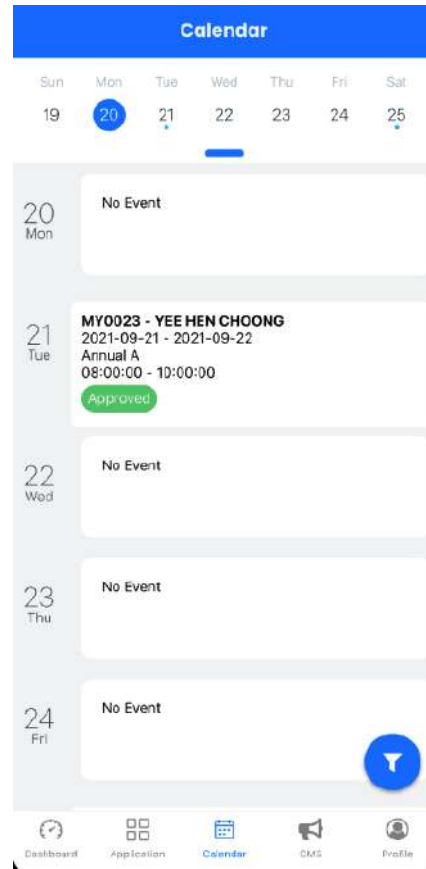
## CALENDAR

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

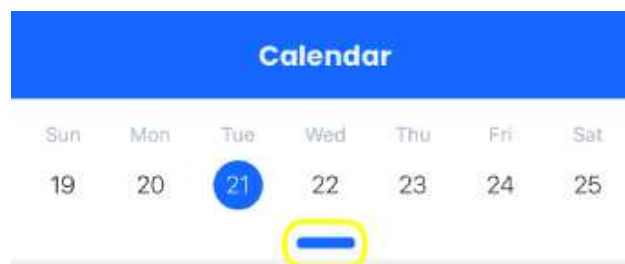
User able to view the leave, shift and public holiday events in the calendar.

#### 4.1.1 Agenda

1. User can scroll to browse the calendar events.



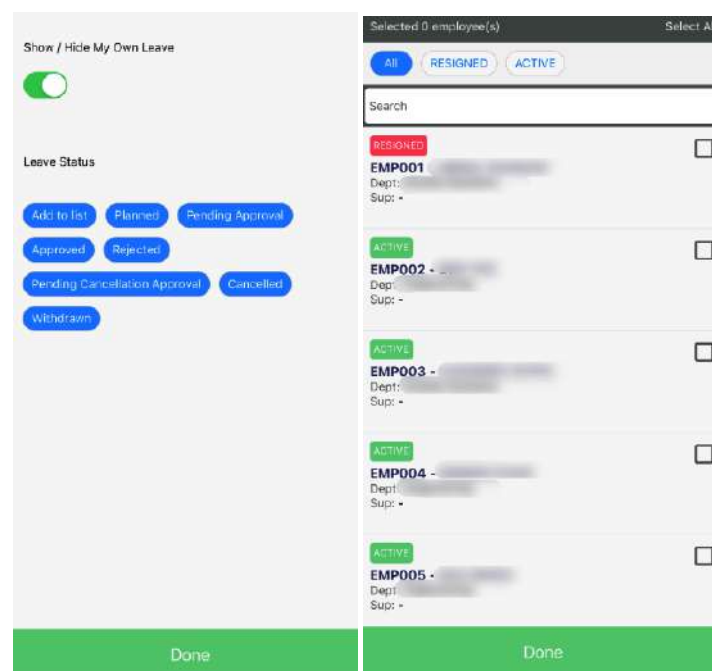
2. User can swipe down the knot to jump to specific date for the events





#### 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

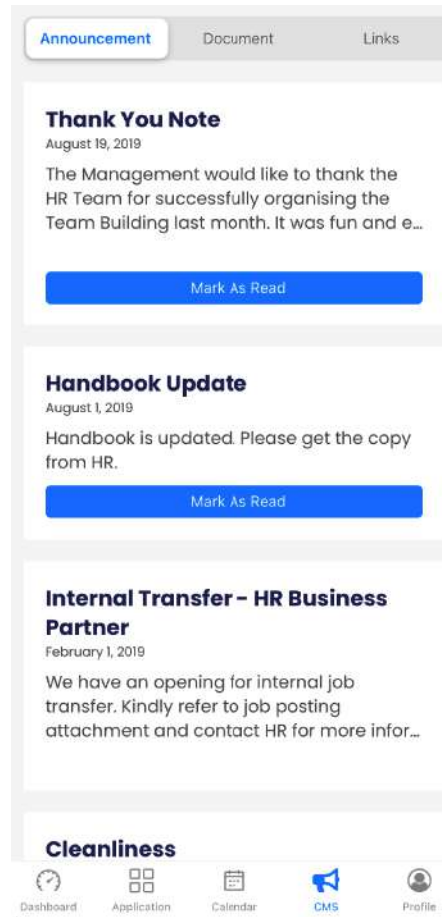


## CMS

### 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



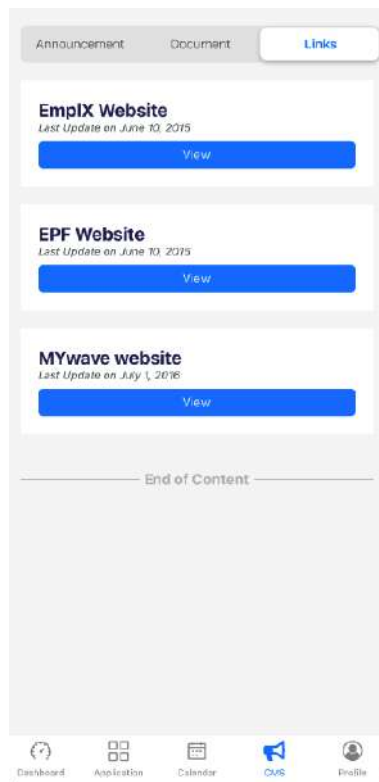
1. Announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. User can tap on “Mark as Read” to mark as read for specific announcement.

### 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

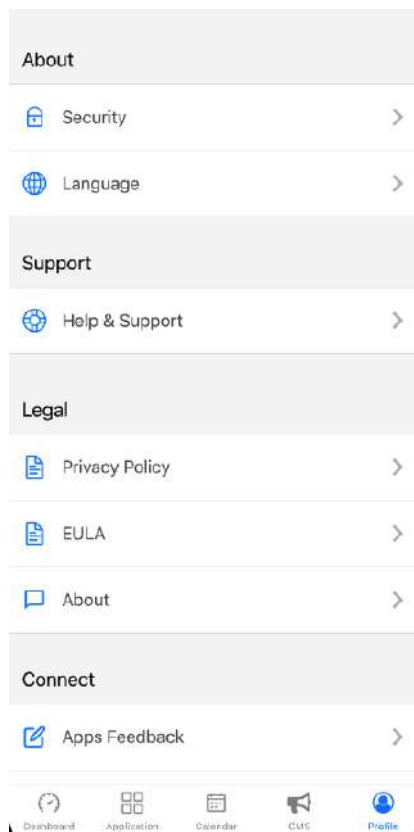


1. Link tab consists of the links that have been attached by the company.
2. User can tap on “View” to browse the attached links.

## PROFILE

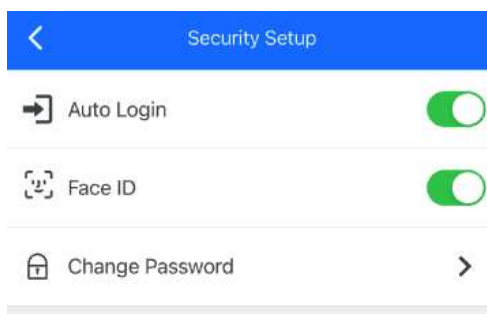
### 6.1 Profile

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

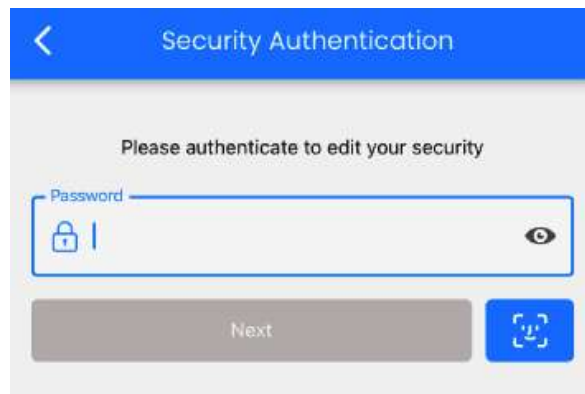


#### 6.1.1 Security

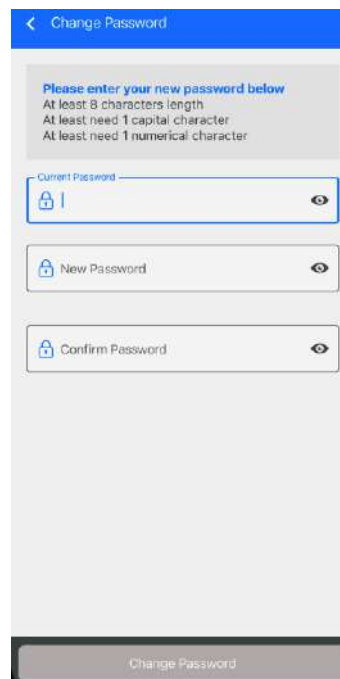
1. Tap on “Security” to navigate to Security Setup page.
2. User can turn on/off auto login feature. If auto login feature is turned off, Login ID and password will be required every time the user opens the app
3. Local device authentication is only applicable for devices which are equipped with local 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.

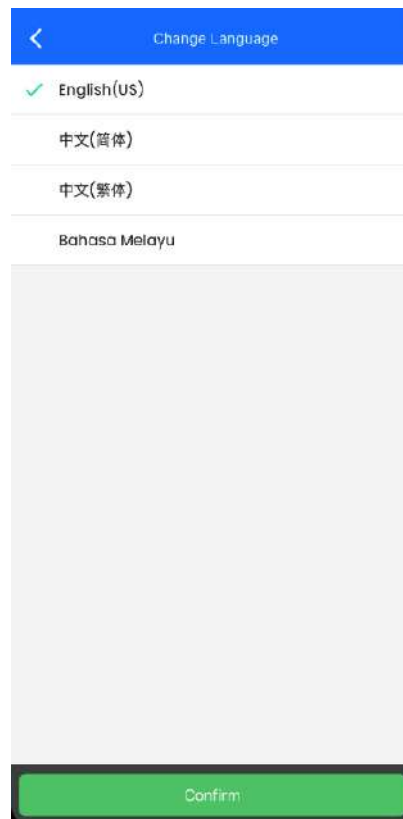


2. User will be redirected to change password screen once authenticated successfully
3. Fill the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



### 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.

