

User Guide

User Login Management

Admin



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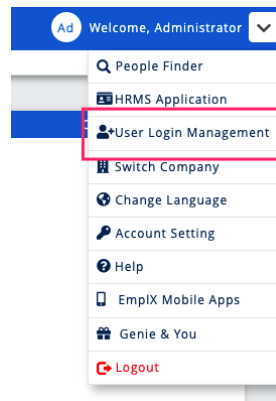
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SINGLE USER SETUP

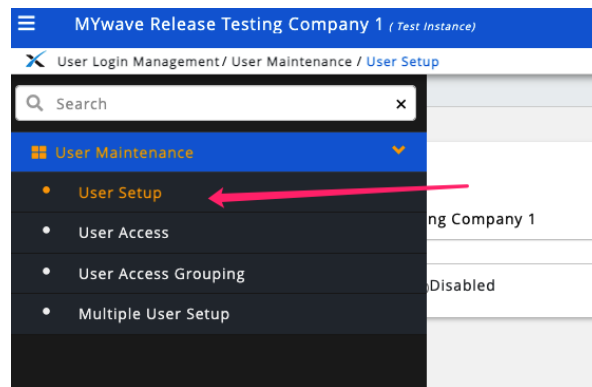
User setup allows admins to create a new login account for a single employee or supervisor to access EmplX system. In the user setup, admins are also allowed to edit login account information and deactivate the account.

1.1 User Setup

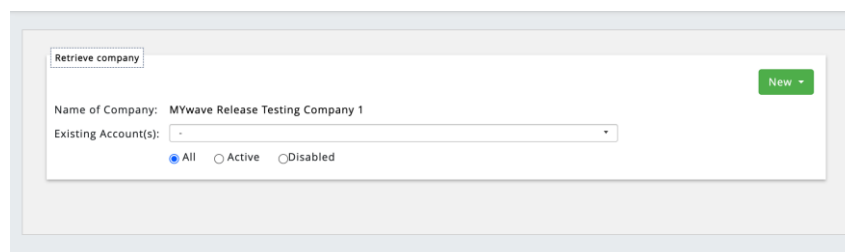
1. Click on the top-right menu after login into the EmplX system.
2. Click on **User Login Management**



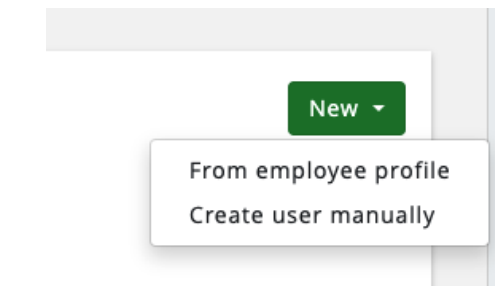
3. Click on the sidebar menu icon  to view the list of the modules.
4. Click on **User Setup** to access the module.



5. The below screen will be displayed after the module has been loaded.



6. Click on **New** button. Admin can select 2 options when creating the login account.



- a. From employee profile
 - i. Admin can select from a list of employees that have been created in Employee Profile without a valid login account.
- b. Create user manually
 - i. Admin can create login account by linking the account with the employee number or supervisor number.

1.2 Create New User From Employee Profile

1. A list of employees without a valid login account will displayed after selecting **From employee profile** option. Click on the employee to create the login account.

A screenshot of a web application showing a table of employees. The table has columns for Employee No., Employee Name, Hire Date, and Resign Date. The table is filtered to show employees without a valid login account. The table is displayed in a modal window with a search bar and a 'Close' button.

Employee No.	Employee Name	Hire Date	Resign Date
MY0039		2013-03-04	2013-09-03
MY0040		2005-10-31	-
MY0041		2013-08-01	-
MY0042		2013-08-12	2014-04-27
MY0043		2013-08-19	-
MY0045		2013-09-03	2014-07-15
MY0046		2013-09-09	-
MY0047		2013-10-07	2013-10-25
MY0048		2014-01-06	2015-10-20
MY0049		2014-02-04	-

2. The information for the employee will be auto-filled into the respective fields. Please ensure all required information has been filled up.

A screenshot of a web application showing a 'Personal Information' form. The form has fields for Employee No., Name, Login ID, Country, Phone, Email, Group Access, Effective Date, Disable Date, and Password. The form is auto-filled with data from the employee profile. The form is displayed in a modal window with a 'Save' button and a 'Cancel' button.

Personal Information

Employee No.:* <Employee No>

Name:* <Name>

Login ID :* <Login ID>

Country:* Malaysia

Phone: <Phone>

Email:* <Email>

Group Access: <Group Access>

Effective Date:* 2020-01-01

Disable Date: <Disable Date>

Password: Allow user to set-up their password through email Custom password

3. There are 2 ways to allow new user to setup their password.

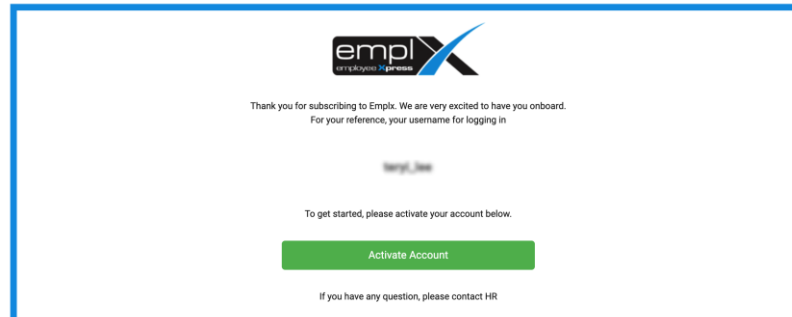
Password:

Allow user to set-up their password through email

Custom password

Custom password

- a. Allow user to set-up their password through email
 - i. An email will be sent to the user email.



- ii. Clicking on **Activate Account** will bring the user to create new password screen. Enter a desired password and click **Confirm** to finish account setup

A "Change password" screen. It features the EmplXpress logo at the top. Below the logo is a grey box with a blurred image. A light blue box contains the password requirements: "Password must be at least 8 Characters Length and must consist of at least ONE Upper Case and ONE Numerical character". There are two input fields: "Password" and "Re-type Password", both with a lock icon on the left and a visibility icon on the right. At the bottom is a blue "Confirm" button with a checkmark icon.

- iii. The activation account link will expire based on company setting



b. Custom password

- i. Admin can create a temporary password for users. This password is for one time use only and will expire based on company setting.

- 4. Click on **Save** button to save changes. If there is a duplicate login id in the company , n error message will be displayed as per Figure 1.2.1. The issue can be resolved by changing to a different login id. Otherwise, user record will be saved and a confirmation message will be shown as per Figure 1.2.2.



Figure 1.2.1

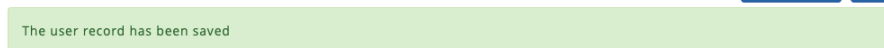


Figure 1.2.2

1.3 Create new user manually

- 1. The below screen will show up after clicking on **Create new user manually**.

- 2. The information for the employee will be not filled up automatically. Admin is required to fill up the respective information for the employee/supervisor.

3. There are 2 ways to allow new user to setup their password

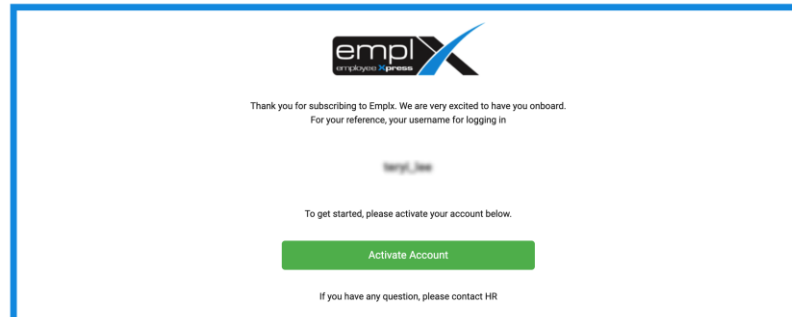
Password:

Allow user to set-up their password through email

Custom password

Custom password

- a. Allow user to set-up their password through email
 - i. An email will be sent to the user email.



- ii. Clicking on **Activate Account** will bring the user to create new password screen. Enter a desired password and click **Confirm** to finish account setup.

The image shows a "Change password" screen for EmplX employee Xpress. At the top is the EmplX logo. Below it is the heading "Change password". There is a password field with a masked input. Below the field is a message: "Password must be at least 8 Characters Length and must consist of at least ONE Upper Case and ONE Numerical character". Below this are two more password fields: "Password" and "Re-type Password". At the bottom is a blue button labeled "Confirm".

- iii. The activation account link will be expired based on company setting



b. Custom password

- i. Admin can create a temporary password for users. This password is for one time use only and will expire based on company setting.

The screenshot shows a form with two buttons at the top: 'Allow user to set-up their password through email' and 'Custom password'. Below the buttons is a text input field containing the password 'abcde123'.

4. Click on **Save** button to save changes. If there is a duplicate login id in the company , n error message will be displayed as per Figure 1.3.1. The issue can be resolved by changing to a different login id. Otherwise, user record will be saved and a confirmation message will be shown as per Figure 1.3.2.



Figure 1.3.1

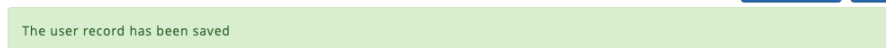


Figure 1.3.2

1.4 Edit existing account

1. Select the existing account from the dropdown to edit. The list can be filtered by **All**, **Active** or **Disabled** account. User can also filter the dropdown list by entering employee name or number in the search bar

The screenshot shows a form titled 'Retrieve company'. It has a 'Name of Company:' field with a dropdown menu showing 'Microsoft Research Testing Company 1'. Below this is an 'Existing Account(s):' dropdown menu. At the bottom, there are three radio buttons for filtering: 'All' (selected), 'Active', and 'Disabled'. A green 'New' button with a dropdown arrow is located in the top right corner.

Retrieve company

Name of Company: [Redacted]

Existing Account(s): [Redacted]

Employee No.	Employee Name	Login ID
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Personal Information

The user record has been retrieved.

Employee No.:*

Name:*

Search

- The below screen will be shown. Edit the desired information and click on **Save** to save the changes.

Personal Information

Save Cancel

Employee No.:* <Employee No>

Name:* <Name>

Login ID:* <Login ID>

Country:* Malaysia

Phone:

Email:* <Email>

Group Access: -

Effective Date:* 2020-01-01

Disable Date:

Password:

1.5 Reset user password

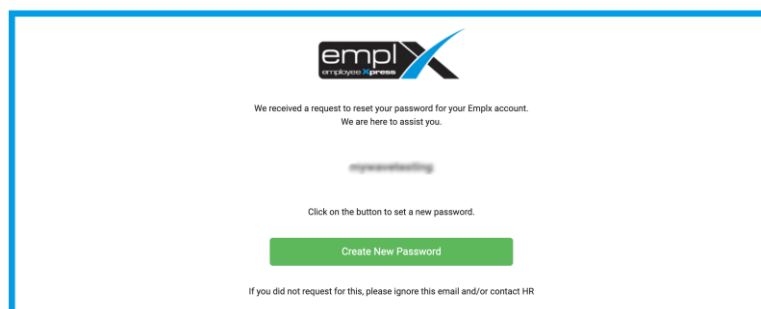
- Admin can reset the user password via 2 options:

Account Management

Reset user password :

Reset two-factor secret key :

- Allow user to set-up their password through email.



- Custom password

Account Management

Reset user password :

Allow user to set-up their password through email

Custom password

Custom password

2. Click on the **Reset Password** to confirm.

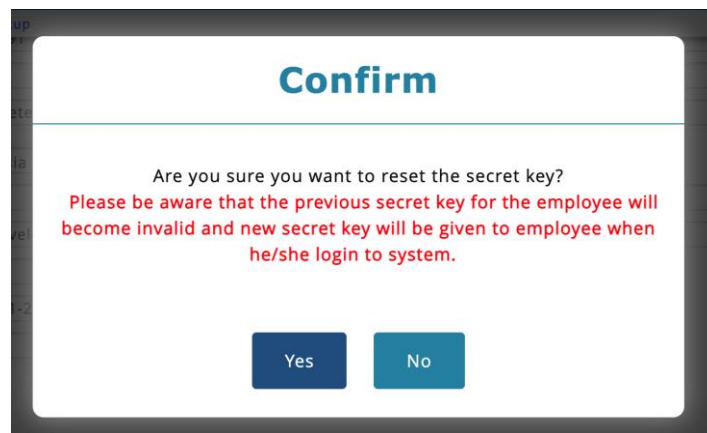
1.6 Reset two-factor secret key

1. Click on the “Reset two-factor secret key” to reset the user two-factor secret key.

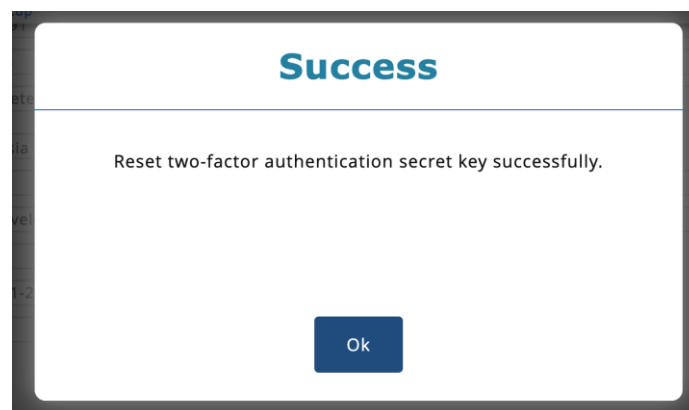
Reset two-factor secret key :

Reset two-factor secret key

2. A confirmation message will pop up. The previous secret key for the employee will become invalid once the two-factor secret key is reset.



3. Success message will be displayed and the user will be prompt with new secret key when they login.

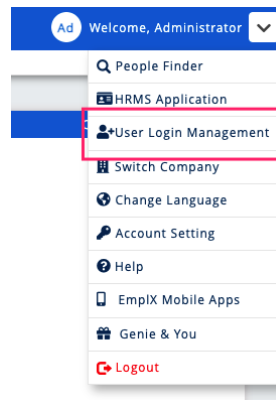


MULTI USER SETUP

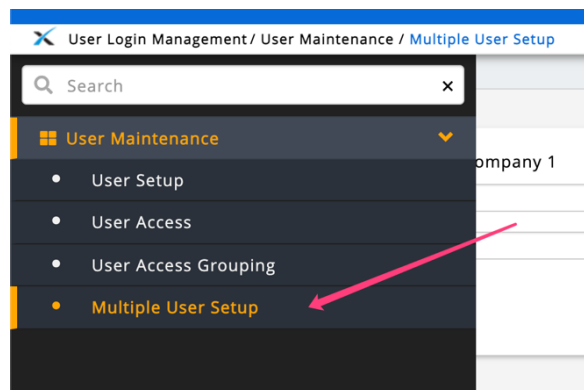
The multi user setup screen allows admins to create multiple user accounts from profiles created in employee profile. Thus, admin can assign a batch of employees into a single access group when creating the new accounts.

2.1 Multi User Setup

1. Click on the top right menu after login into EmplX system.
2. Click on **User Login Management**



3. Click on sidebar menu icon  to view the list of the modules.
4. Click on **Multiple User Setup** to access to the module.



5. The below screen will be displayed after the module has been loaded.

Retrieve company : Multiple User Setup

Name of Company:

Select employee(s)

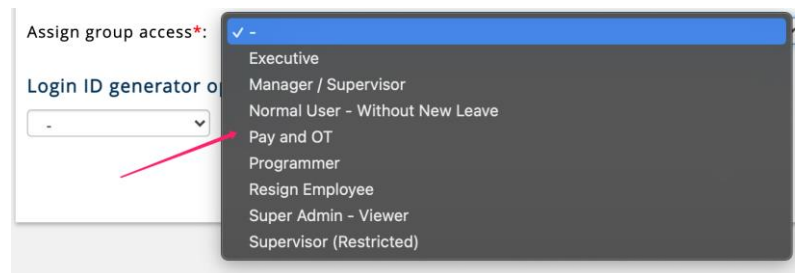
Assign group access*:

6. Select the employees from the dropdown list to create the new login accounts. This list consists of employee profile without an active login account. The list of employees can be filtered based on active or future hires. The list can be sorted by individual columns as well.

Employee No.	Employee Name	Email address	Hire Date	Rehire Date	Created Date
[Redacted]	[Redacted]	[Redacted]	2020-02-01	-	2020-03-16 11:00:17
[Redacted]	[Redacted]	[Redacted]	2020-03-01	-	2020-03-16 10:35:58

Active (0 / 521) Future Hires (0 / 0) Search

7. After that select the access group to be assigned to the selected employees.



8. Select one of the login ID generator options. The options are based on the company setting. The login id will be created based on the selected option. E.g., if **Employee Email** has been selected, the login ID will be created based on the employee email in set in employee profile.



9. After that select how the account password will be generated. There are 3 options:

Password option:

Allow user to set-up their password through email

Auto generate password based on company setting

Custom password

- a. Allow user to set-up their password through email
 - i. The login ID and email will be shown. Admin is able to change the login ID of each employee. When user clicks **Assign** button, the emails to set up new password will be sent to the respective employees.

Account information:

Excel PDF Search:

Status	Employee No.	Name	Email address	Login ID	Action
OK					
OK					

Showing 1 to 2 of 2 entries

Previous 1 Next

Assign Clear all

b. Auto generate password based on company setting

- i. The login ID and password are not allowed to be changed. The password will be auto generated based on company setting.

Account information:

Excel PDF Search:

Status	Employee No.	Name	Login ID	Password	Action
OK					
OK					

Showing 1 to 2 of 2 entries

Previous 1 Next

Assign Clear all

c. Custom password

- ii. The login ID and password are allowed to be changed. The password will be randomly created. Admin can apply one single custom password to all selected employees as well.

Custom password:

Insert your custom password Apply all

Account information:

Excel PDF Search:


Status	Employee No.	Name	Login ID	Password	Action
OK				TKrMqwJP	
OK				Ur0d%WvR	


Showing 1 to 2 of 2 entries

Previous 1 Next

Assign Clear all

10. All employee status must be showing OK before login account is able to be created and assigned to an access group.

11. Admin can remove the employee by click on  icon.

12. Click on  button to assign login account to the selected access group. Admin is suggested to download a set of copy before assigned the selected employees as the generated login ID and password will only appear once on this screen.