

# User Guide

## EmplX Mobile App

User



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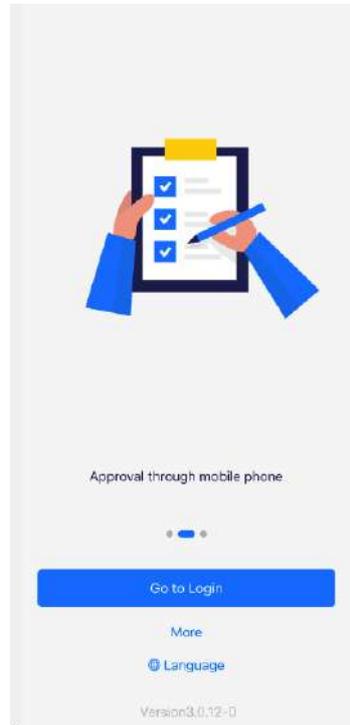
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## SECURITY

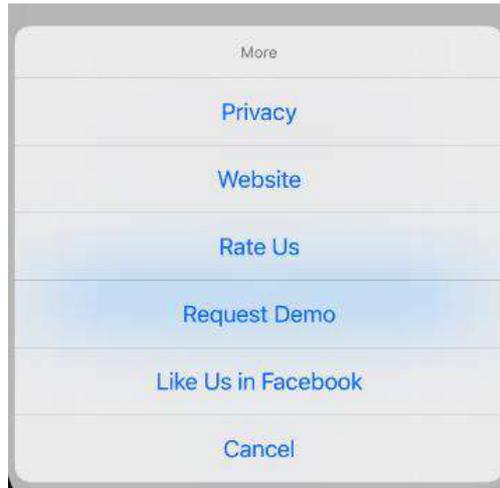
### 1.1 Onboarding

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.

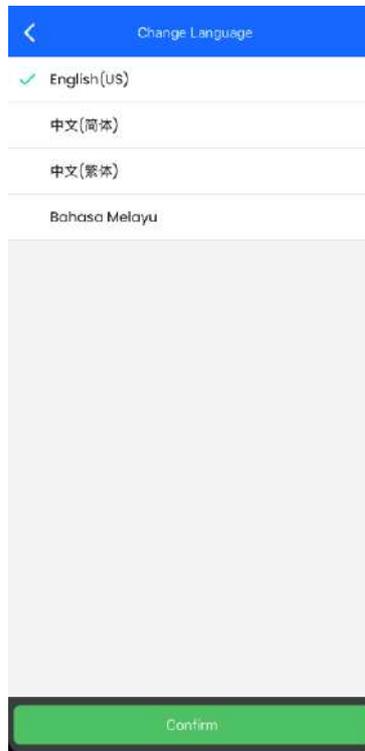
#### 1.1.1 Landing



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.



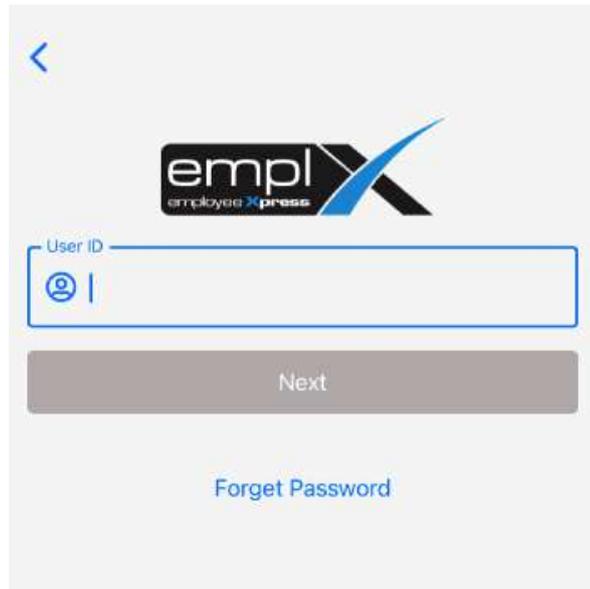
5. User able to find the app version on the bottom for the onboarding page.

## 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. SAML login is also available for user with existing Okta account.

### 1.2.1 Login with User ID

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.

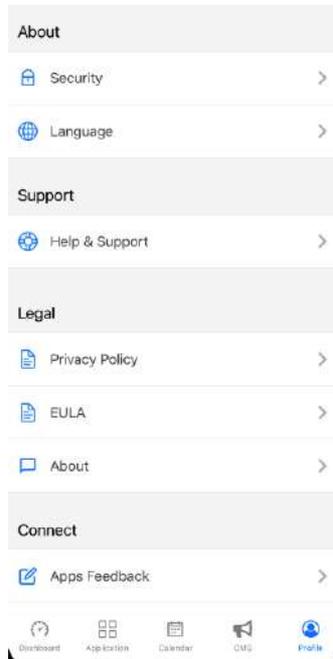


3. User will be redirected to Dashboard or Company Selection (*if more than 1 company*) if the authentication is successful

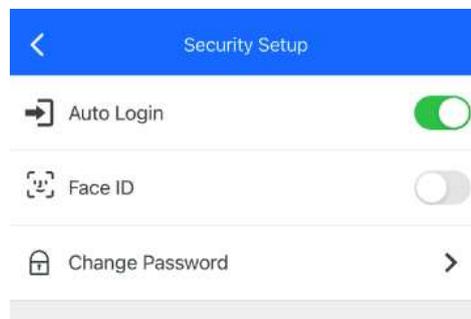
## 1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login

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.

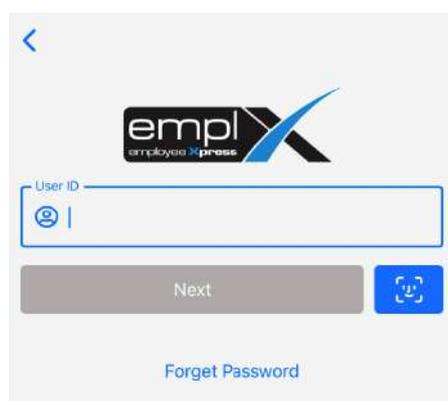
1. To turn on the local authentication, please go to “Profile” tab and tap on “Security”



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.

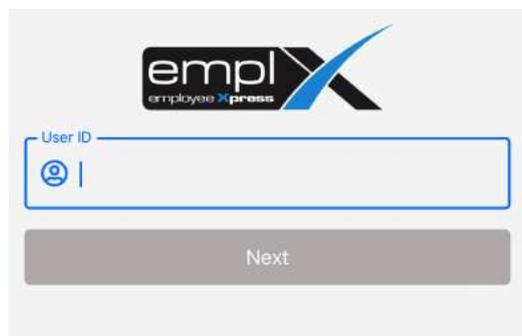


### 1.2.3 Login with SAML

1. Tap on “Login with SAML” to login using Okta account.



2. Fill in user ID and tap on the “Next” button.



3. User will be redirected to the SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



4. An error message will be shown if user's account does not have any SAML linkage or if the account linkage is incorrect.



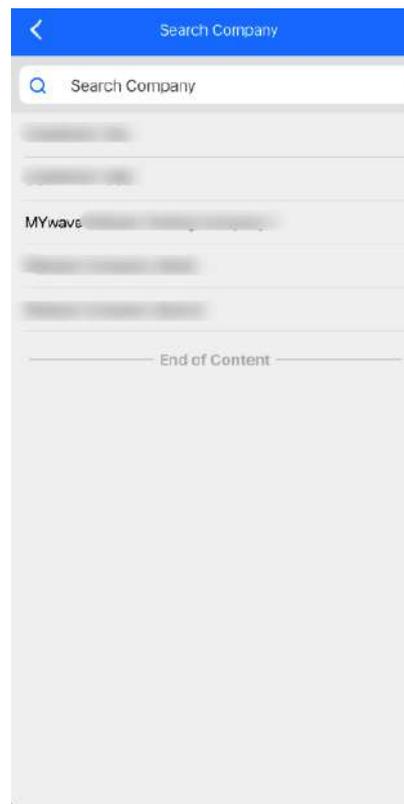
5. Otherwise, user will be redirected to multiple company selection or dashboard once successfully logged in.

#### 1.2.4 Forget password

A screenshot of a mobile application's 'Forget Password' screen. At the top, there is a blue header with a back arrow and the text 'Forget Password'. Below the header is the 'empl' logo, which includes the text 'employee press' and a stylized 'X' graphic. There are two input fields: the first is labeled 'User ID' and contains a person icon; the second is labeled 'Email' and contains an envelope icon. At the bottom of the form is a grey 'Submit' button.

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

## 1.2.5 Multiple companies



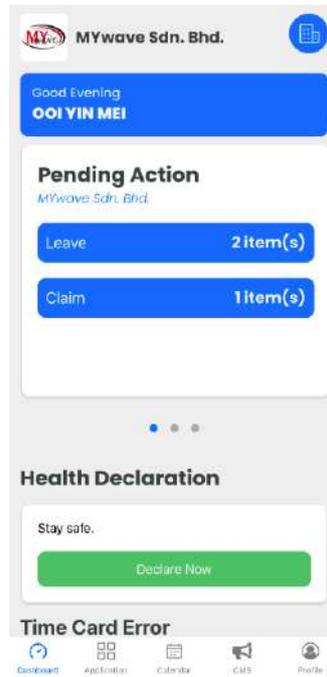
1. Select company page is only applicable for users who have more than one company account with EmplX.
2. User can search the company name using the search bar on the top of the page
3. Tap on the company name to confirm the selection.

## DASHBOARD

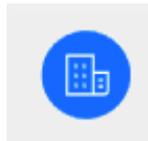
### 2.1 Dashboard

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.

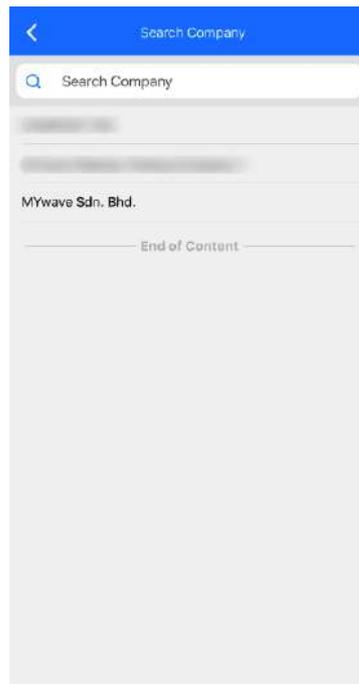
#### 2.1.1 Switch company



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.

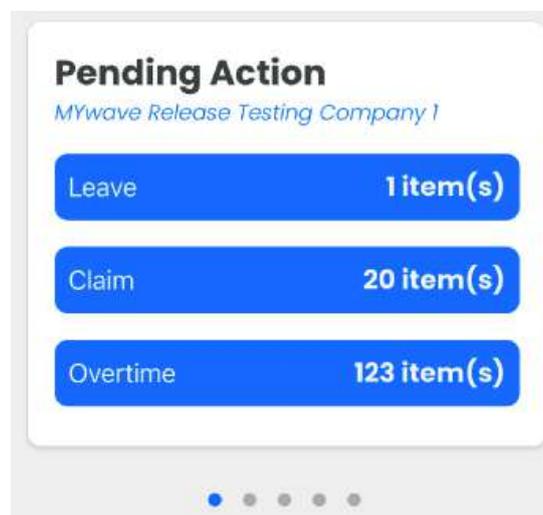


3. After that user will be redirected to the dashboard of the selected company.

## 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



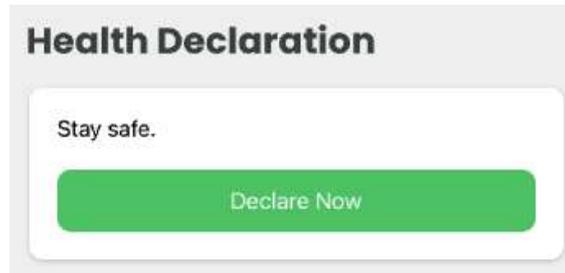
1. User can tap on the pending action item and the app will redirect the user to the respective approval pages
2. User also can swipe left or right for viewing different company's pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the respective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

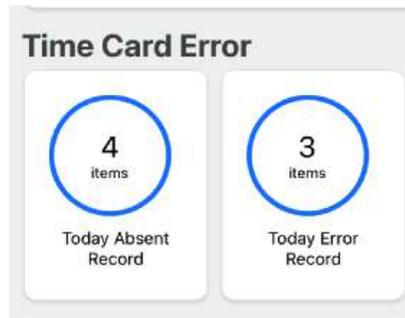
1. Tap on “Declare Now” button will redirect user to health declaration page.



## 2.4 Timecard Error

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

### 2.4.1 Timecard Error Summary

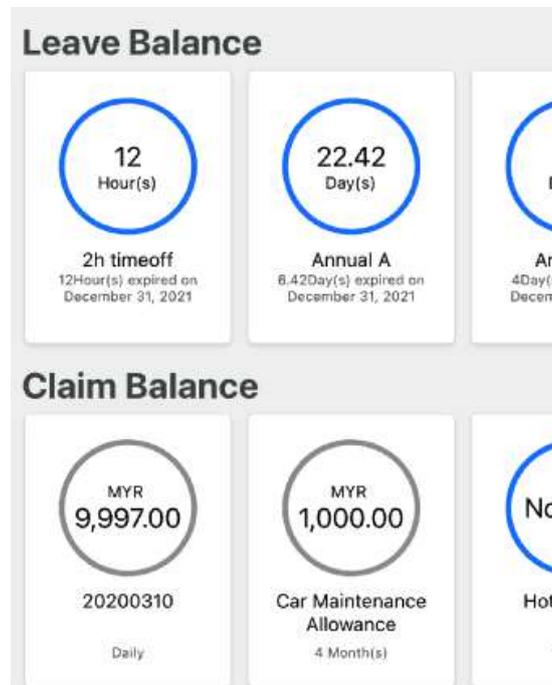


1. User is able to view the summary for the timecard absent record or error for current day.
2. By tapping the button, user is able to view the detailed information.

## 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



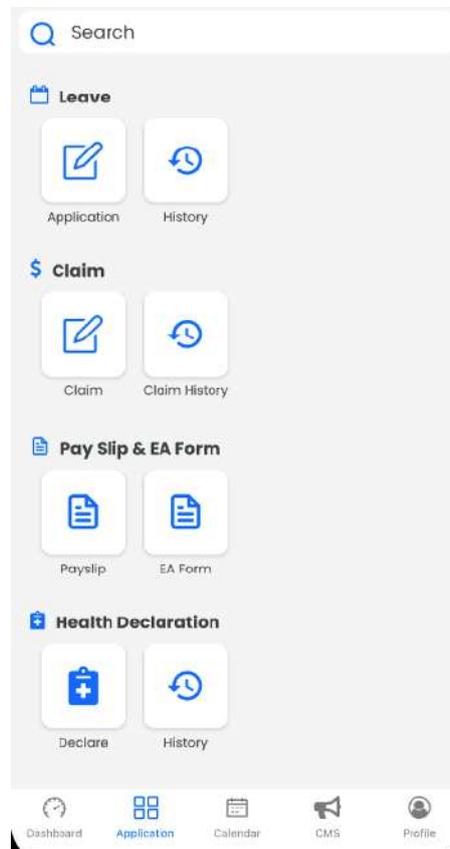
1. User is able to view the balance and expiry date for leave and claim entitlements.
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

## 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

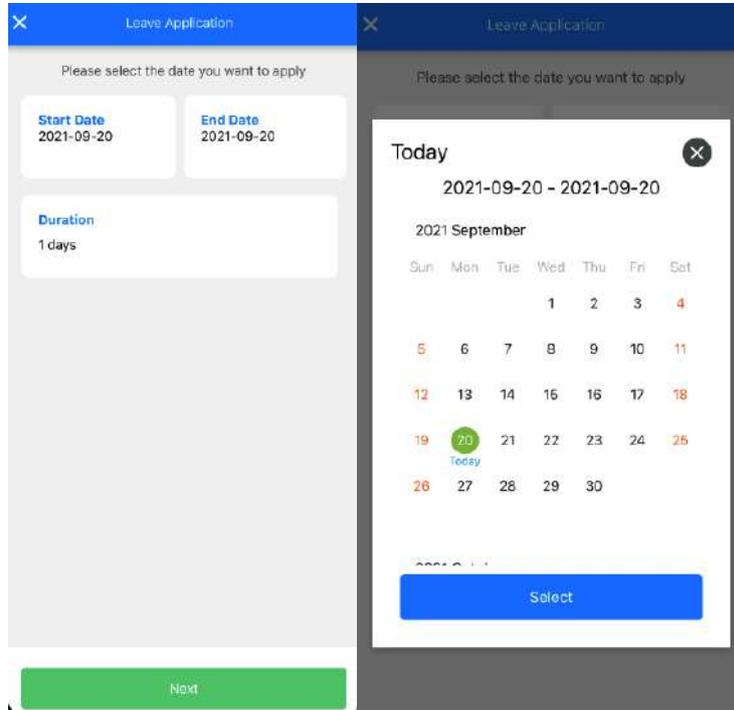


1. User able to search the modules using the search bar
2. Tapping on a button will navigate user to the respective page

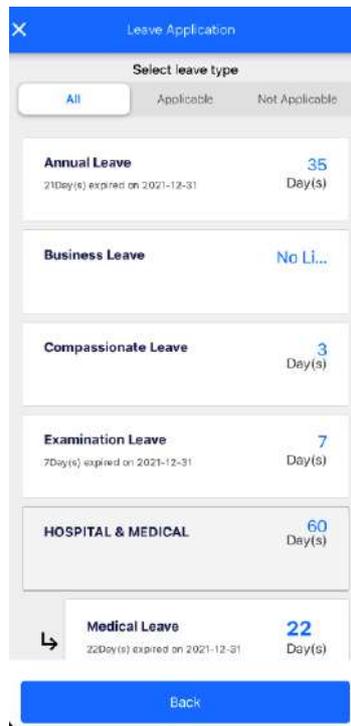
## 3.2 Leave

### 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



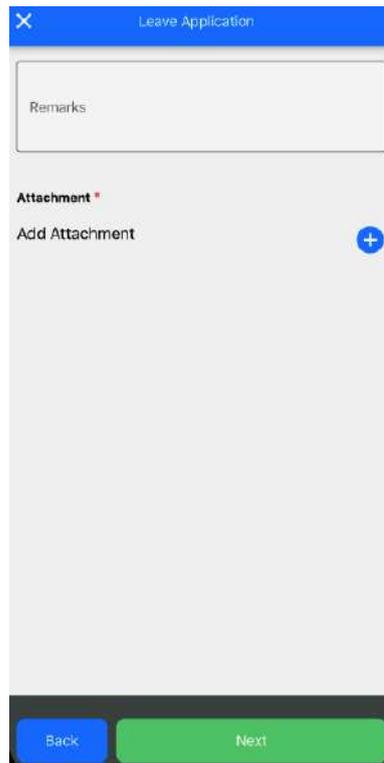
- Then select the leave method (Full Day, Half Day and Hourly), session (First session, Second session) and hour for the leave. Tap “Next” after select leave method and session

The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a blue header with a close icon and the text 'Leave Application'. Below the header, there is a white box containing the following information: 'Start Date: 2021-09-20', 'End Date: 2021-09-20', and 'Leave Type: Annual Leave'. Below this box, there are two dropdown menus. The first is labeled 'Method' and has 'Half Day' selected. The second is labeled 'Session' and has 'First Session' selected. At the bottom of the form, there are two buttons: a blue 'Back' button and a green 'Next' button.

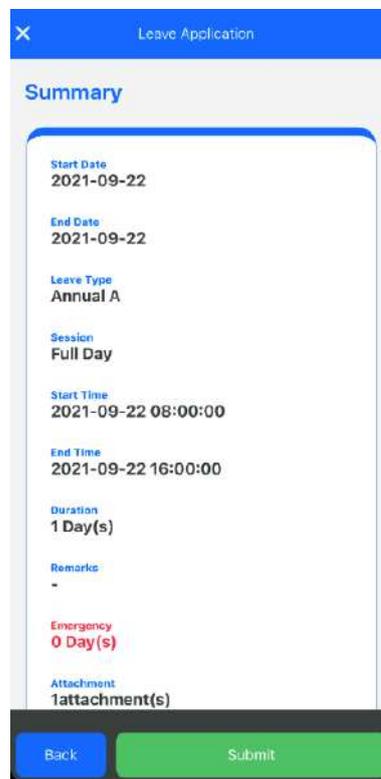
- The duration, crash and emergency leave count will be displayed. User can exclude the leave dates by pressing **X**. Press “Next” button once confirmed.

The screenshot shows the same mobile application interface for a 'Leave Application'. The 'Start Date' is now '2021-09-22' and the 'End Date' is '2021-09-22'. The 'Leave Type' is 'Annual A'. Below the date selection, there are three circular indicators: 'Duration 1 Day(s)' in blue, 'Clash 0 Day(s)' in orange, and 'Emergency 1 Day(s)' in red. Below these indicators, 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 the word 'until' between them. A red 'X' icon is positioned to the right of the time slots. Below the time slots, there is a 'Shift: OF' label. At the bottom of the form, there are two buttons: a blue 'Back' button and a green 'Next' button.

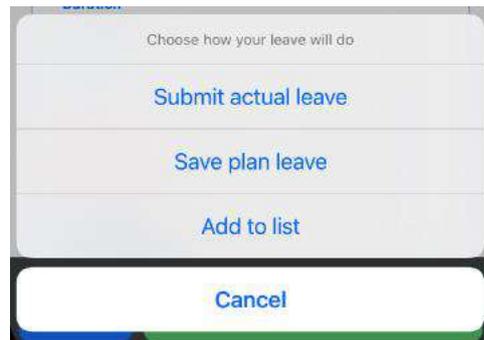
5. User can insert leave remarks and add attachments through file explorer, gallery or by taking photos.



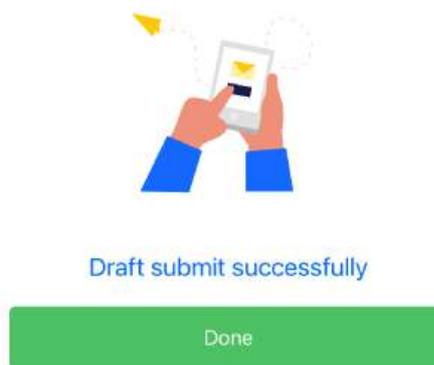
6. User can review leave details before submitting. Tap the "Submit" button to proceed



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

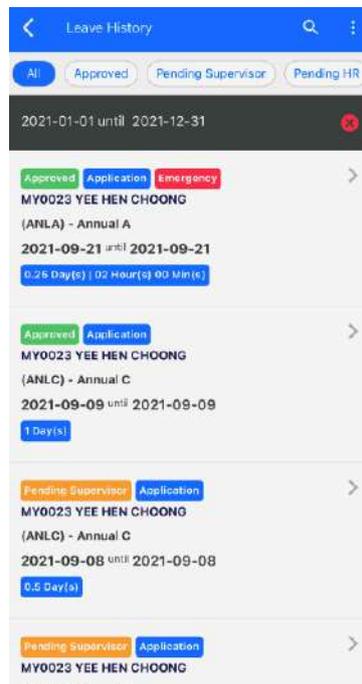


8. Submission notification will be pop out once user submit successfully.

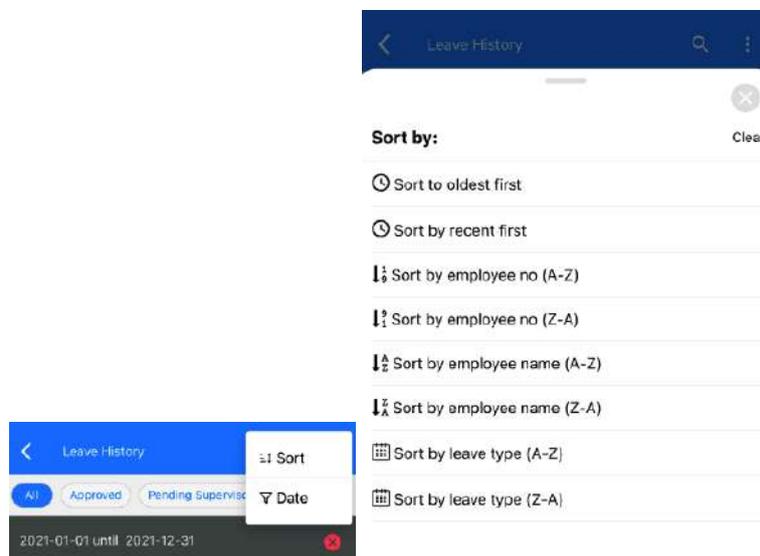


### 3.2.2 Leave History

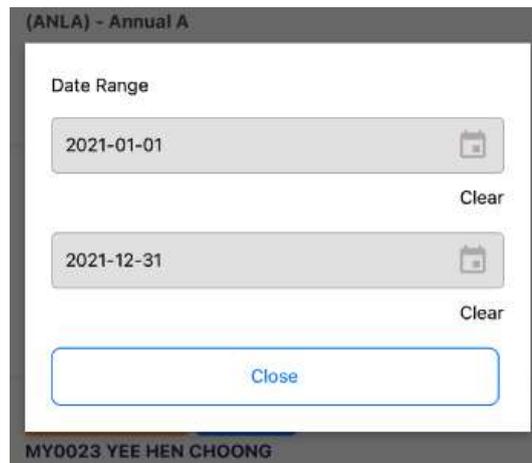
1. Tap on Leave “History” from the application menu. A list of leave history will be displayed. User can browse through the history of applied leave here



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.



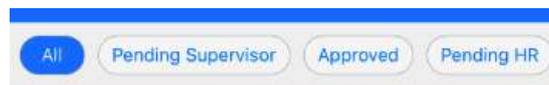
- By tapping on "Date", the date filter will pop out. User is able to filter the leave history based on the date range.



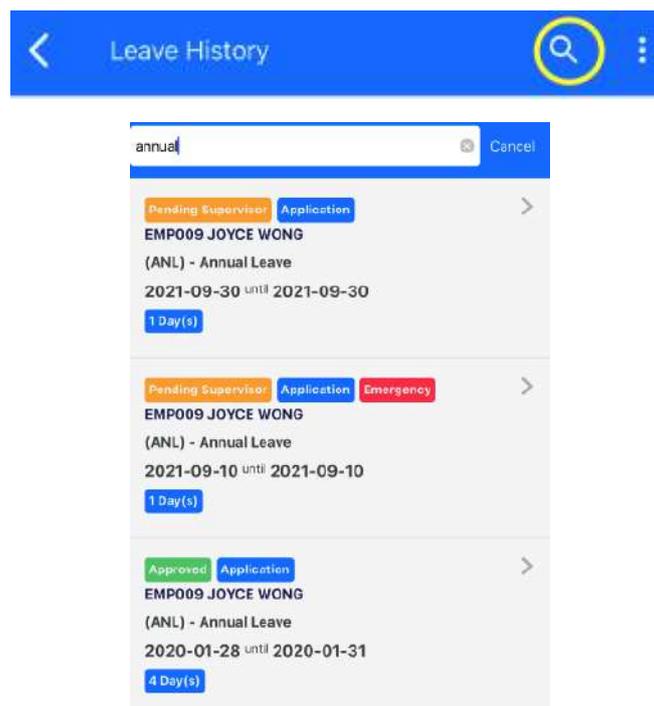
- To clear the date range filter, user just need to tap on the close button.



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



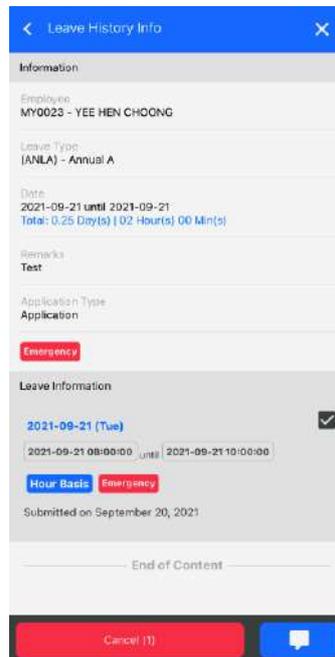
- User can search for the history by tapping on the magnifying glass icon. By inserting the search information in the search bar, the relevant leave history items will appear in the search result



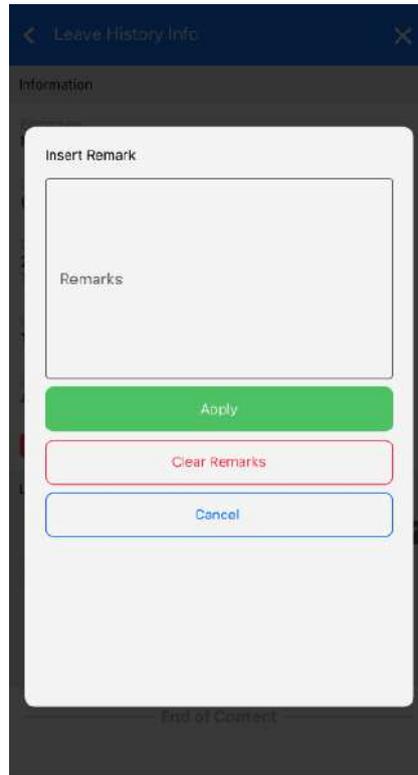
7. By tapping the item, user is able to view details of leave history. User can withdraw / cancel the leave by tapping the Cancel / Withdraw button at the bottom



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



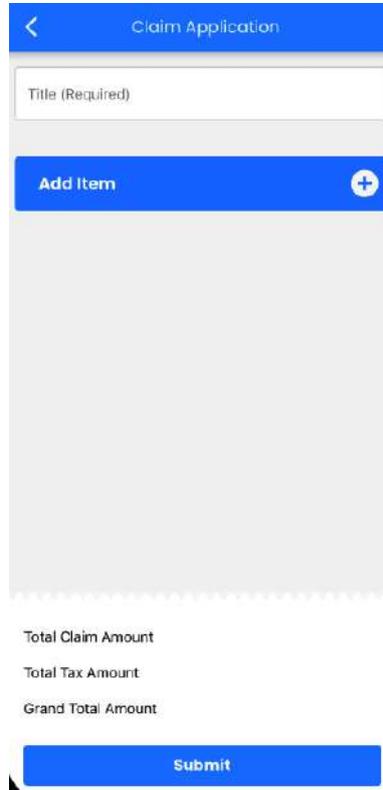
9. Tap the  button to pop out the remarks panel for filling in the leave remarks. User can apply or clear the remarks in this panel as well



### 3.3 Claim

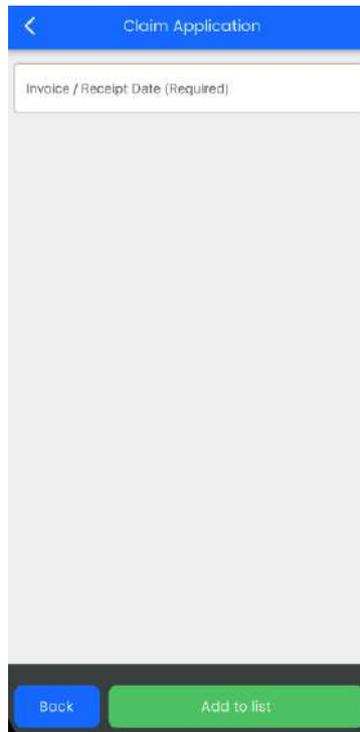
#### 3.3.1 Claim Application

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



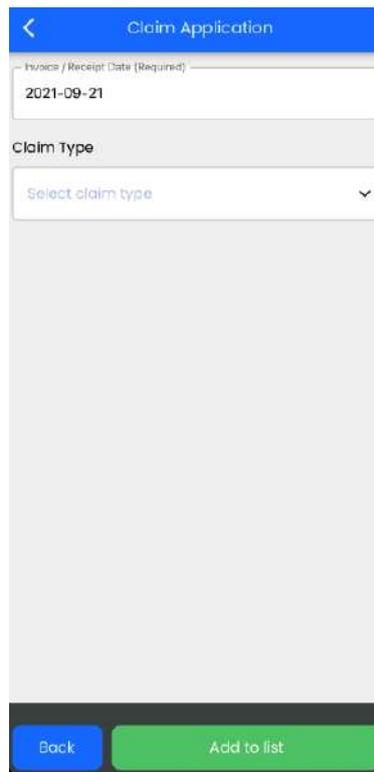
The screenshot shows a mobile application interface for a claim application. At the top, there is a blue header with a back arrow and the text "Claim Application". Below the header is a white text input field labeled "Title (Required)". Underneath the input field is a blue button with the text "Add Item"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

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



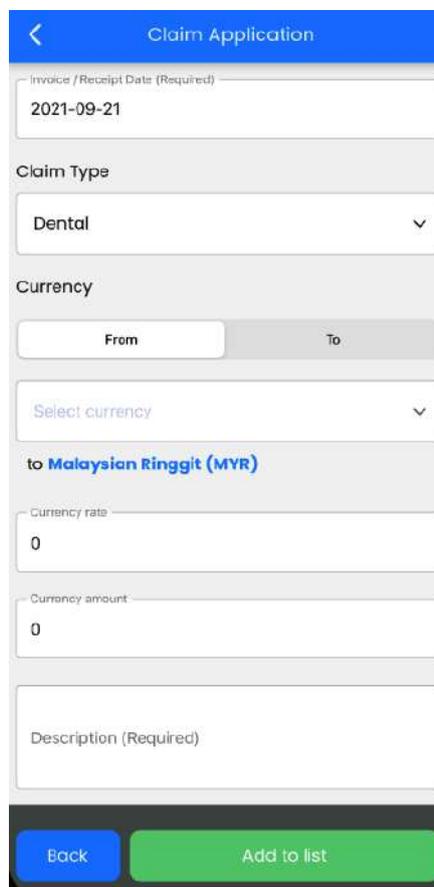
The screenshot shows the same mobile application interface as the previous one, but with a different input field. The blue header and "Add Item" button are still present. The white text input field now contains the text "Invoice / Receipt Date (Required)". The light gray main body is empty. At the bottom of the screen, there is a dark gray 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 with a back arrow and the text 'Claim Application'. Below the header, there is a text input field labeled 'Invoice / Receipt Date (Required)' containing the date '2021-09-21'. Underneath, there is a section titled 'Claim Type' with a dropdown menu that currently displays 'Select claim type'. At the bottom of the screen, there are 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 more fields filled out. The 'Invoice / Receipt Date (Required)' field still contains '2021-09-21'. The 'Claim Type' dropdown menu now shows 'Dental' selected. Below this, there is a 'Currency' section with two tabs: 'From' (active) and 'To'. Under the 'From' tab, there is a dropdown menu labeled 'Select currency'. Below that, it says 'to Malaysian Ringgit (MYR)'. There are two more input fields: 'Currency rate' with the value '0' and 'Currency amount' with the value '0'. At the bottom, there is a large text input field labeled 'Description (Required)'. The 'Back' and 'Add to list' buttons are still present at the bottom of the screen.

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

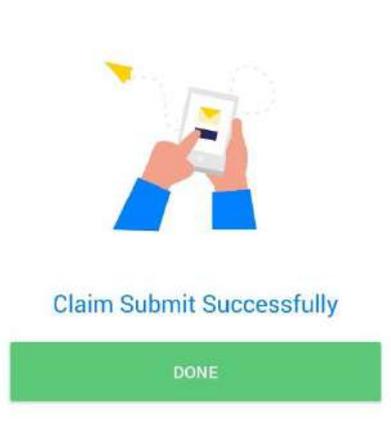
User can tap on  to remove the claim item or tap on  to edit the claim item

Field	Value
Title (Required)	Sept Claim
Claim Description:	Dental
Claim Type:	Dental (Dental / Optical)
Receipt / Invoice Date:	2021-09-21
Claim Amount:	MYR 1.00
Total Amount:	MYR

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

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

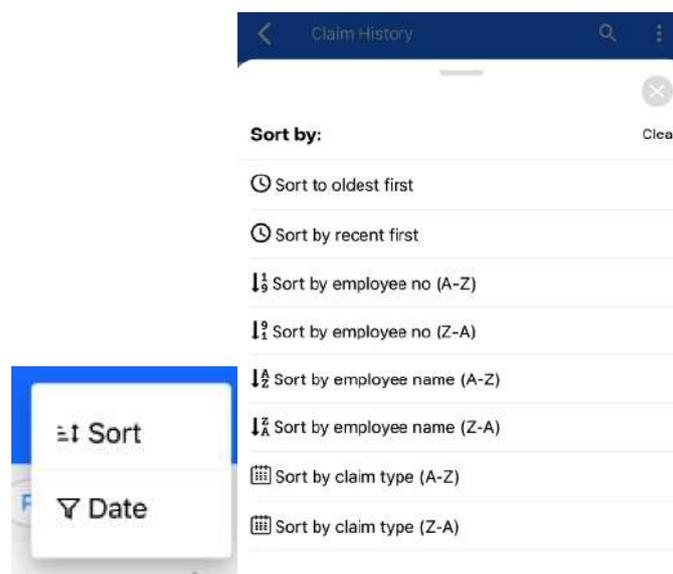


### 3.3.2 Claim History

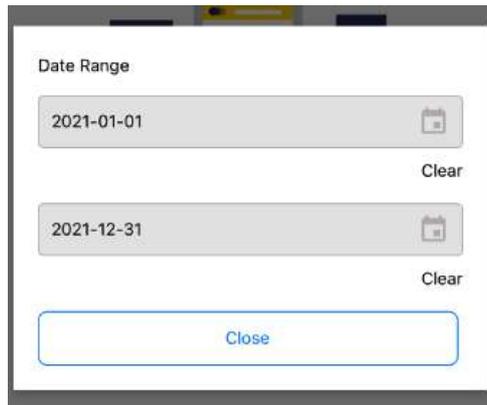
1. Tap on Claim “History” in the application menu to navigate to claim history page. User can browse through the history of applied claims



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



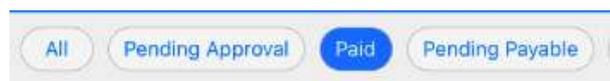
- By tapping on "Date", the date filter will pop out. User able to filter the claim history items based on the invoice/receipt date range.



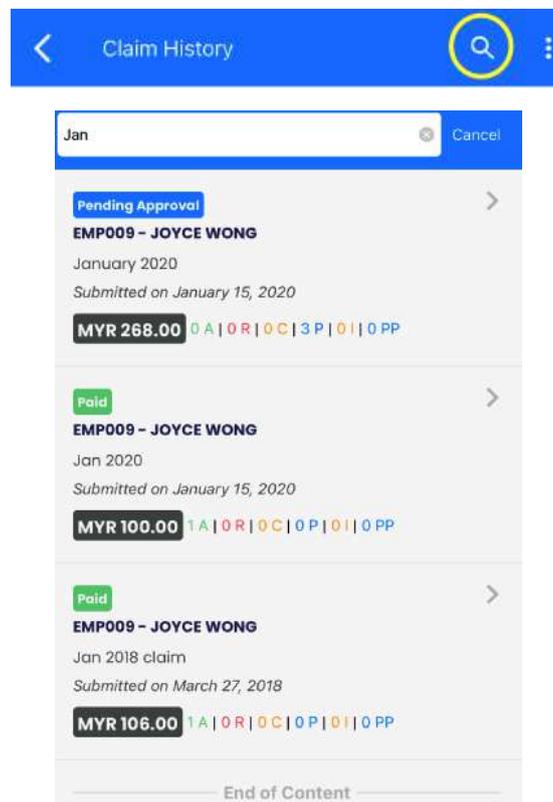
- To clear the date range filter, user just need to tap on the close button.



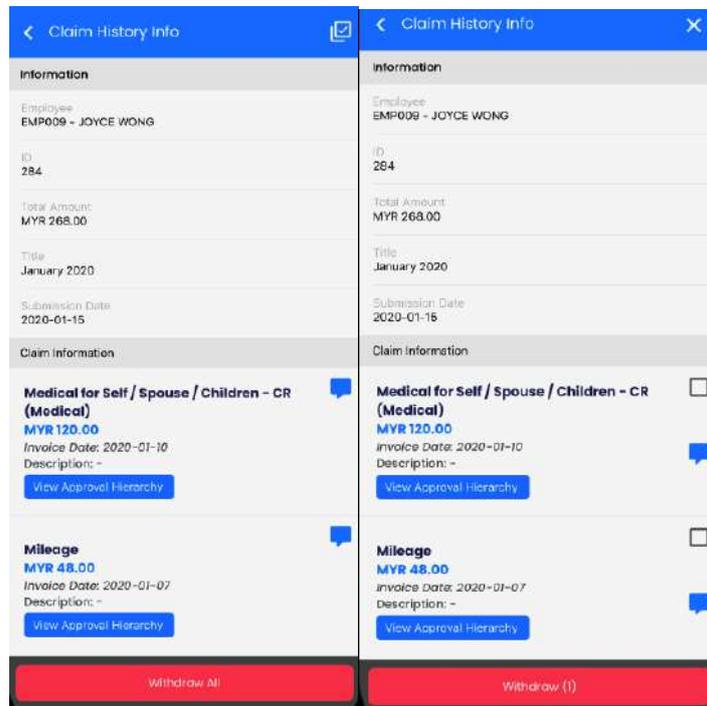
- User is also able to filter the claim status by tapping on the badge menu on the top of the page



- 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



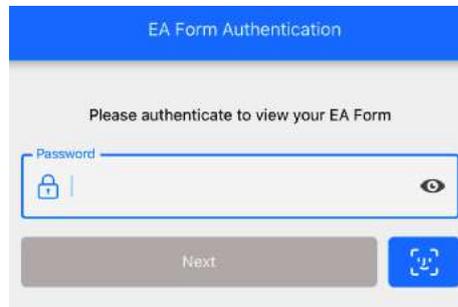
7. By tapping the item, user is able to view details of claim history. Only claims that have not been approved are allowed to be withdrawn. User can tap on the checkbox to select desired claim items and tap “Withdraw” button at the bottom of the page to withdraw claims.



## 3.4 EA Form

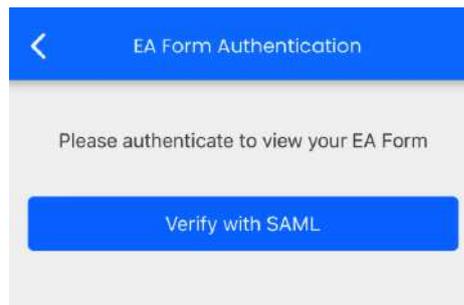
### 3.4.1 Authentication

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.

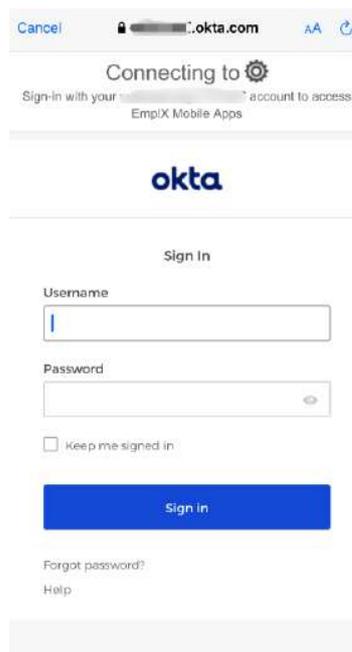


The screenshot shows the 'EA Form Authentication' screen. At the top, there is a blue header with the text 'EA Form Authentication'. Below the header, the text 'Please authenticate to view your EA Form' is displayed. A password input field is shown with a lock icon on the left and an eye icon on the right. Below the password field, there is a grey button labeled 'Next' and a blue button with a QR code icon.

3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account



The screenshot shows the 'EA Form Authentication' screen. At the top, there is a blue header with a back arrow and the text 'EA Form Authentication'. Below the header, the text 'Please authenticate to view your EA Form' is displayed. A large blue button labeled 'Verify with SAML' is centered on the screen.



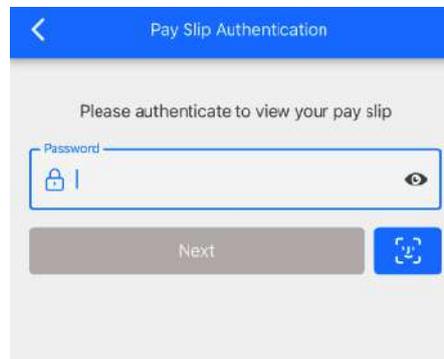
The screenshot shows the Okta SAML login screen. At the top, there is a blue header with a back arrow and the text 'EA Form Authentication'. Below the header, the text 'Please authenticate to view your EA Form' is displayed. A large blue button labeled 'Verify with SAML' is centered on the screen. Below the button, there is a browser window showing the Okta login page. The browser address bar shows 'Cancel', a lock icon, and 'okta.com'. The page title is 'Connecting to' and the subtitle is 'Sign-in with your account to access EmplX Mobile Apps'. The Okta logo is displayed. Below the logo, the text 'Sign In' is shown. There are two input fields: 'Username' and 'Password'. Below the password field, there is a checkbox labeled 'Keep me signed in'. A blue button labeled 'Sign in' is at the bottom. Below the button, there are links for 'Forgot password?' and 'Help'.



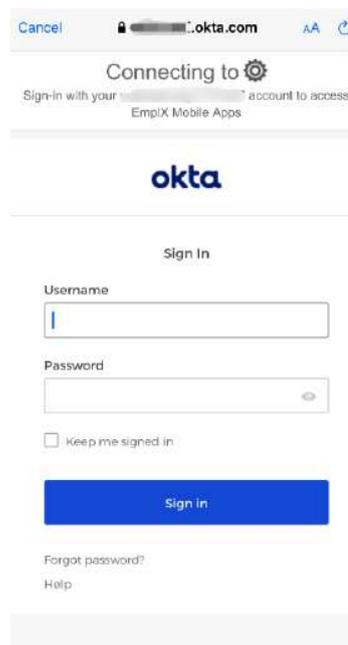
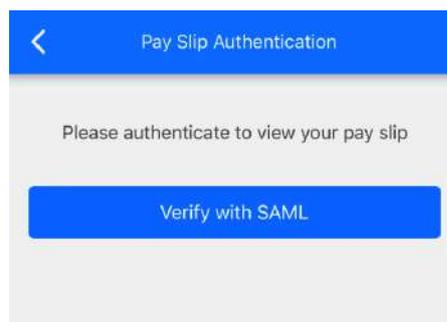
## 3.5 Pay Slip

### 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.

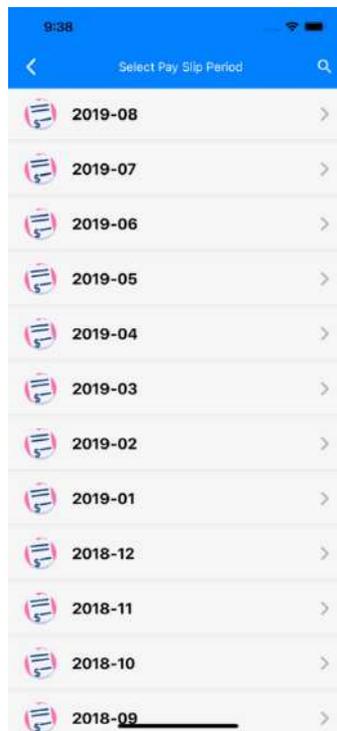


3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account

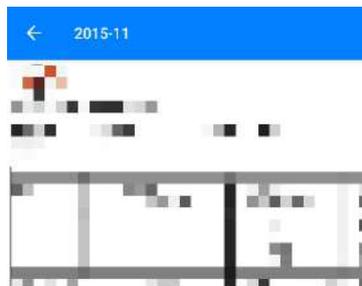


### 3.5.2 Pay Slip

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



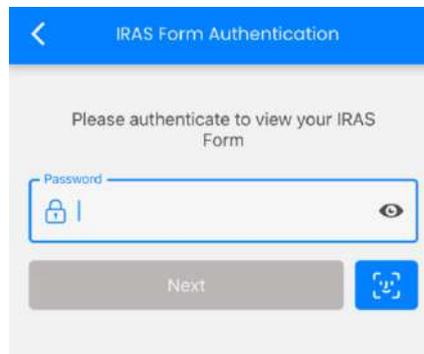
2. The Pay Slip will be displayed on the screen. Tap on "Save" to save the pay slip as a PDF document or tap on "Print" to print the Pay Slip based on the device printer settings.



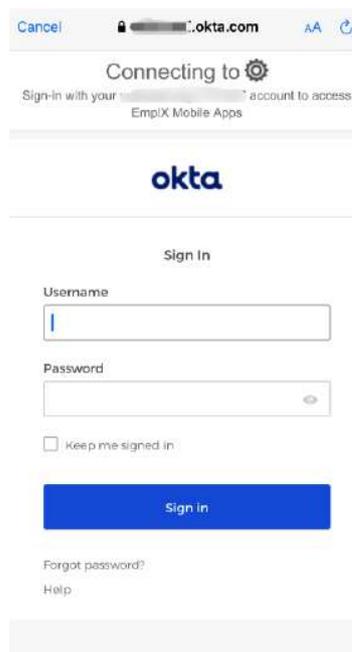
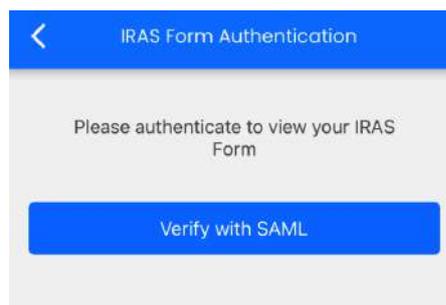
## 3.6 IRAS Form (only applicable for Singapore company)

### 3.6.1 Authentication

1. Tap on the “IRAS 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.

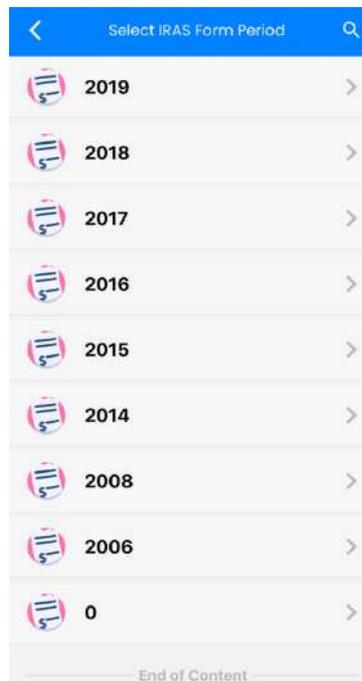


3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



### 3.6.2 IRAS Form

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

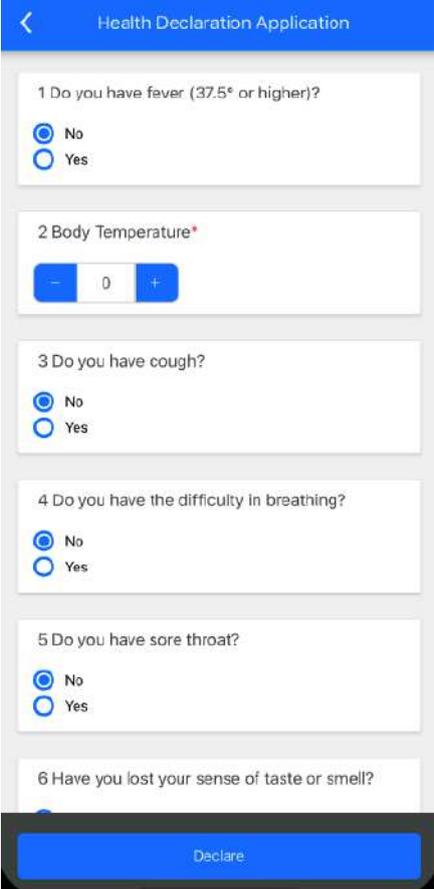


2. The IRAS form will be displayed on the screen. Tap on "Save" to save the IRAS form as a PDF document or tap on "Print" to print the IRAS form based on the device printer settings.



## 3.7 Health Declaration

### 3.7.1 Declare



The screenshot shows a mobile application interface titled "Health Declaration Application". It contains six 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 with a numeric keypad showing "0". At the bottom, there 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

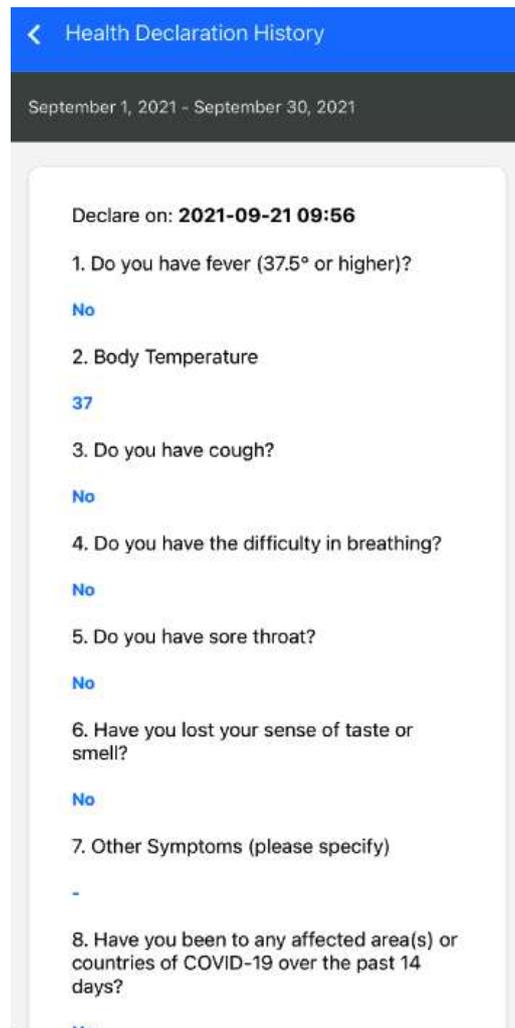
5 Do you have sore throat?  
 No  
 Yes

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

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.

### 3.7.2 History



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)

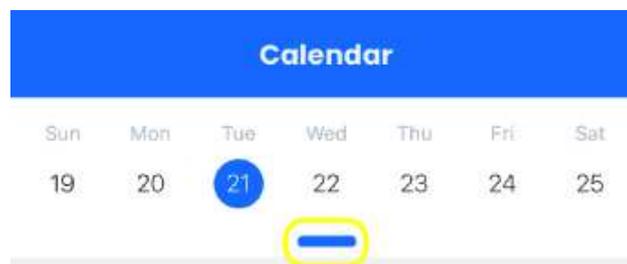
User able to view the leave, shift and public holiday events in the calendar.

#### 4.1.1 Agenda

1. User can scroll to browse the calendar events.



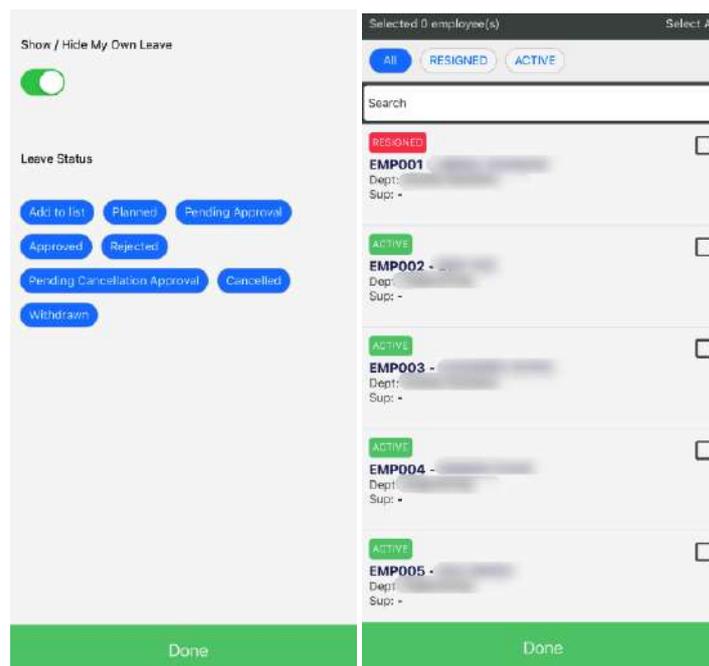
2. User can swipe down the knot to jump to specific date for the events





#### 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

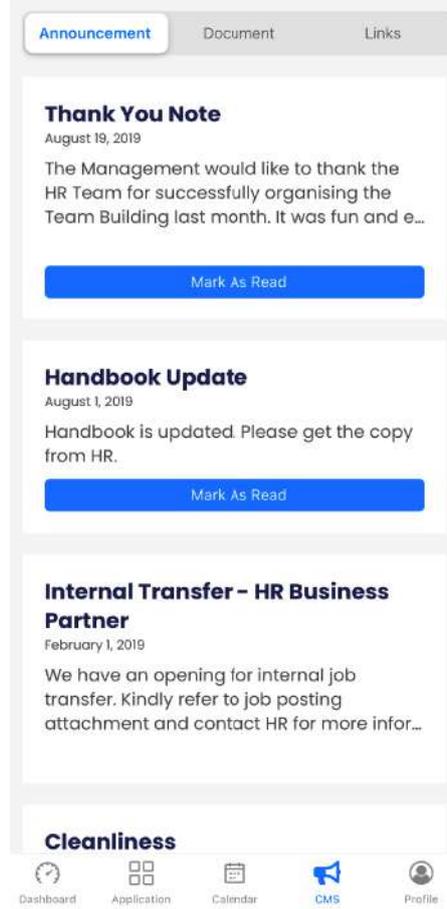


## CMS

### 5.1 CMS

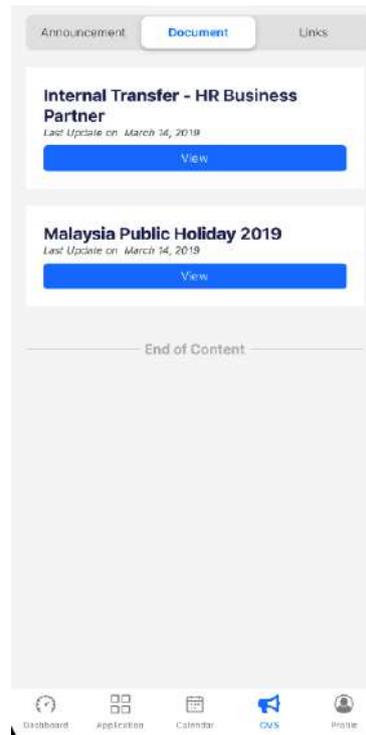
CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

#### 5.1.1 Announcement



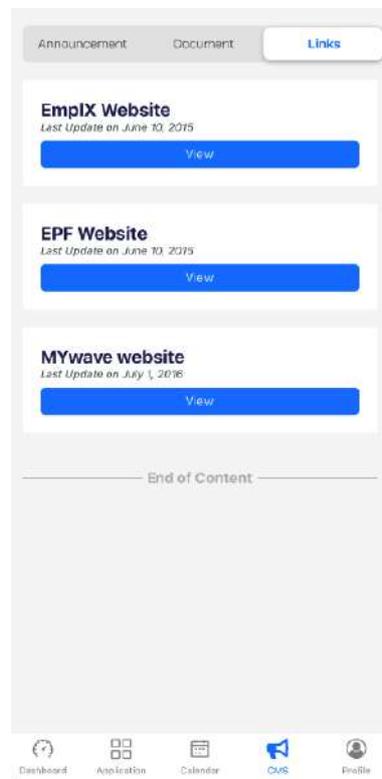
1. Announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. User can tap on “Mark as Read” to mark as read for specific announcement.

### 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

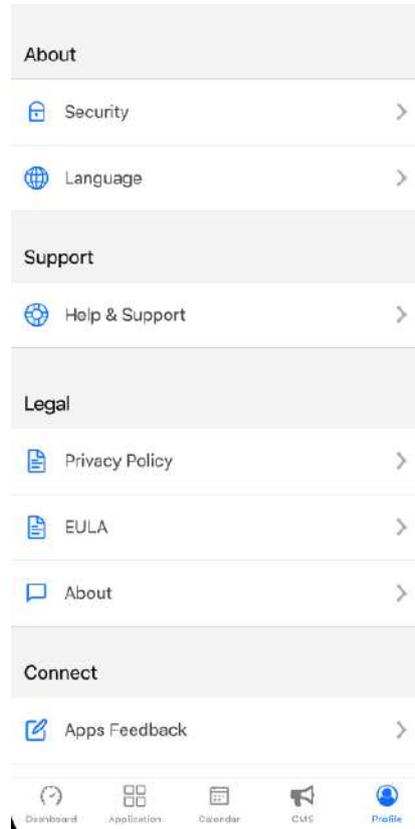


1. Link tab consists of the links that have been attached by the company.
2. User can tap on “View” to browse the attached links.

## PROFILE

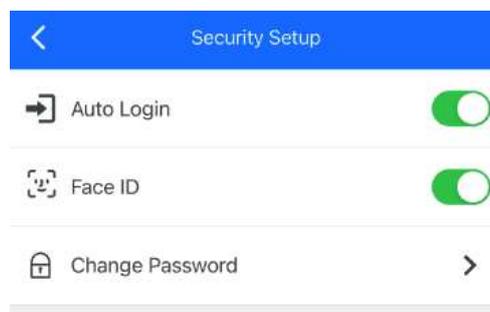
### 6.1 Profile

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

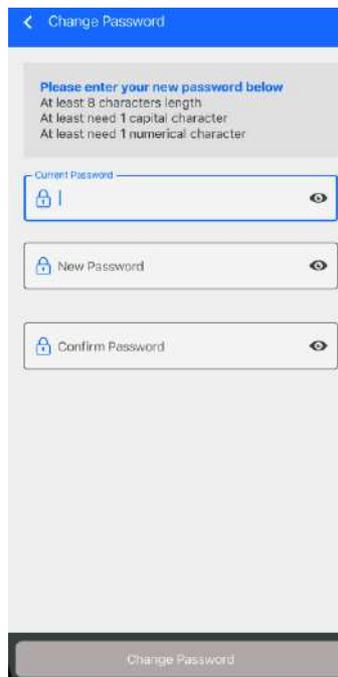
1. Tap on “Security” to navigate to Security Setup page.
2. User can turn on/off auto login feature. If auto login feature is turned off, Login ID and password will be required every time the user opens the app
3. Local device authentication is only applicable for devices which are equipped with local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

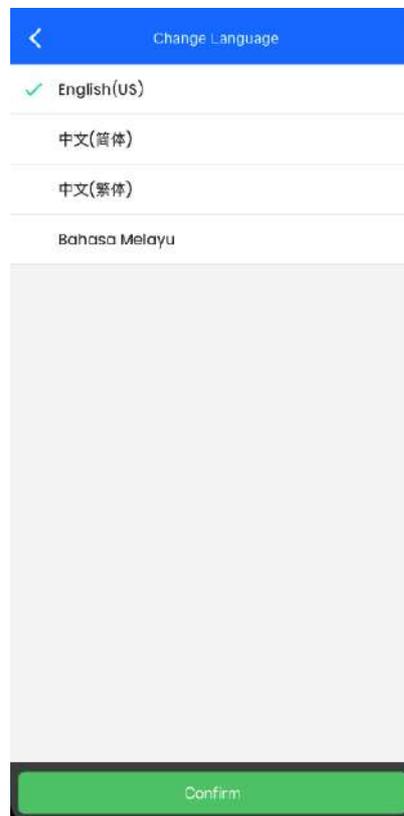


2. User will be redirected to change password screen once authenticated successfully
3. Fill the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



### 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.

