



## Release Notes

**Release Date: 9 April 2022**

To leave feedback, please email to [support@mywave.biz](mailto:support@mywave.biz)

---

MYwave takes care to ensure that the information in this document is accurate, but MYwave does not guarantee the accuracy of the information or that use of the information will ensure correct and faultless operation of the service to which it relates. MYwave, its agents and employees, shall not be held liable to or through any user for any loss or damage whatsoever resulting from reliance on the information contained in this document.

Nothing in this document alters the legal obligations, responsibilities or relationship between you and MYwave as set out in the contract existing between us.

Information in this document, including URL and other Internet Web site references, is subject to change without notice.

This document may contain screenshots captured from a standard EMPLX system populated with fictional characters and using licensed personal images. Any resemblance to real people is coincidental and unintended.

# Contents

<b>Release Notes Summary</b>	<b>1</b>
<b>User Login Maintenance</b>	<b>2</b>
User Access / User Access Grouping	2
User Setup	4
Multi User Setup	6
User Maintenance Report <sup>New</sup>	8
<b>Employee Profile</b>	<b>10</b>
Admin / Restricted Mode	10
<b>Onboarding (Lite)</b>	<b>11</b>
Export Candidate Profile	11
<b>HRMS Security</b>	<b>13</b>
Admin Setup	13
<b>User Menu</b>	<b>14</b>
Relocate EmplX Mobile User Guide	14
Added New Shortcut Link to Genie & You Webpage <sup>New</sup>	15

## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>User Login Maintenance</b> <ul style="list-style-type: none"> <li>User Access / User Access Grouping</li> <li>User Setup</li> <li>Multiple User Setup</li> <li>User Maintenance Report <i>New</i></li> </ul>	Enhancement	–	√	–	√	–	–
<b>Employee Profile</b> <ul style="list-style-type: none"> <li>Admin / Restricted Mode</li> </ul>	Enhancement	–	–	–	√	–	–
<b>HRMS Security</b> <ul style="list-style-type: none"> <li>Admin Setup</li> </ul>	Enhancement	–	–	–	√	–	–
<b>Onboarding (Lite)</b> <ul style="list-style-type: none"> <li>Export Candidate Profile</li> </ul>	Enhancement	–	–	–	√	–	–
<b>User Menu</b> <ul style="list-style-type: none"> <li>Relocate EmplX Mobile User Guide</li> <li>Added New Shortcut Link to Genie &amp; You Webpage <i>New</i></li> </ul>	Enhancement	–	–	–	√	√	√

# User Login Maintenance

## User Access / User Access Grouping

The new user access grouping module has been enhanced with new user interface and experience. The enhancement includes:

### New interface design:

#### Before:

Retrieve company

Name of Company:

Name:

User Setup

Application names	Total License	Available balance of License
EmplIX Time Attendance <a href="#">Hide Modules</a>	9999	9995
<b>Module</b>	<b>Accessibility</b>	
EmplIX Time Attendance	<input checked="" type="radio"/> None   <input type="radio"/> Read / Write	
GPS Location Approval	<input checked="" type="radio"/> None   <input type="radio"/> Read / Write	
GPS Location Setup	<input checked="" type="radio"/> None   <input type="radio"/> Read / Write	
HRMS Application <a href="#">View Modules</a>	9999	9979
User Login Management <a href="#">View Modules</a>	9999	9994

#### After:

+ New Restore Edit

Name of Company

Name of Access-Group

Normal User

Description

-

Right to Grant User Maintenance Access

No

Available Upgrade

Collapse All Select All Unselect All Save

Search

☒ User ☒ Supervisor ☒ Admin ☒ User Maintenance Access

Administration

Administrative maintenance - Company profile, Approval Hierarchy, etc.

Available Module(s): 1

HRMS Application

HRMS Application

Available Module(s): 16

**Search and filter option:**

 ☒ User ☒ Supervisor ☒ Admin ☒ User Maintenance Access

**Select/Unselect all & Collapse/Expand all option:**



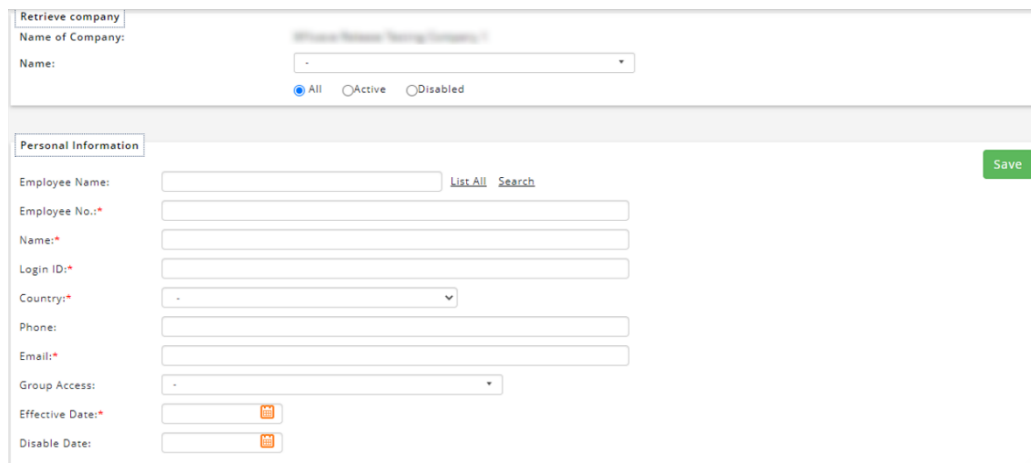
# User Setup

The user setup module has been enhanced to improve the user experience. The information of the employee will only be displayed after the respective employee has been selected. Furthermore, password options have been added to the user setup.

## New interface design:

### Before:

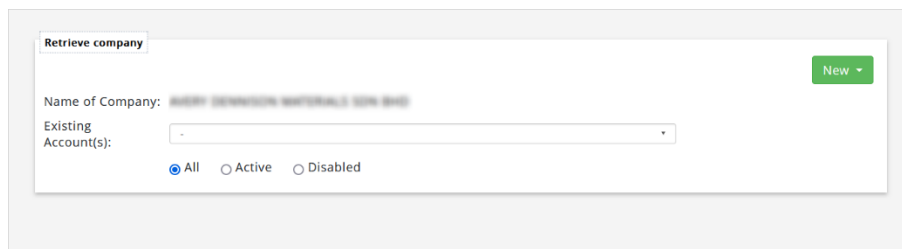
Employee personal information is displayed when page is loaded



The screenshot shows a web interface for user setup. At the top, there's a 'Retrieve company' section with a 'Name of Company' dropdown and radio buttons for 'All', 'Active', and 'Disabled'. Below this, the 'Personal Information' section is expanded, showing a list of fields: 'Employee Name' (with a 'List All' and 'Search' link), 'Employee No.\*', 'Name.\*', 'Login ID.\*', 'Country.\*' (with a dropdown), 'Phone', 'Email.\*', 'Group Access' (with a dropdown), 'Effective Date.\*' (with a calendar icon), and 'Disable Date' (with a calendar icon). A green 'Save' button is located in the top right corner of the 'Personal Information' section.

### After:

Employee personal information is only displayed after employee is selected from dropdown list



The screenshot shows the same web interface as before, but the 'Personal Information' section is now collapsed. Only the 'Retrieve company' section is visible, showing the 'Name of Company' dropdown and radio buttons for 'All', 'Active', and 'Disabled'. A green 'New' button is located in the top right corner of the 'Retrieve company' section.

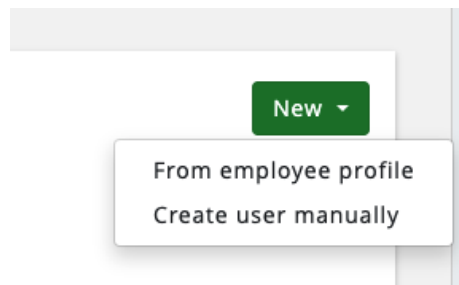
Personal Information

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:

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

### Create new login account option:



### Password creation option:

Password:

Allow user to set-up their password through email

Custom password

Custom password



# Multi User Setup

The multi user setup module has been enhanced to improve the user interface. A new login ID and password generator been added into the module. The admin is now able to preview the login ID and password before batch creating user login accounts.

## New interface design:

### Before:

Retrieve company : Multiple User Setup

Name of Company: MYwave Release Testing Company 1

Group Access: -

User Record: Valid User(s) Only ☐ Exist in Supervisor Profile Only

Assign

Available user(s)

Assigned user(s)

### After:

Retrieve company : Multiple User Setup

Name of Company: [Company Name] Retrieve

Select employee(s): 2 Selected

Assign group access: Executive

Login ID generator option : Employee Email

Password option:

Allow user to set-up their password through email

Auto generate password based on company setting

Custom password

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

## New employee selection dropdown:

Employee selection dropdown interface showing a table of employees and filters.

Star icon: \*

Show: ☒ All ☐ Selected Settings icon Clear All

<input type="checkbox"/>	Employee No.	Employee Name	Email address	Hire Date	Rehire Date	Created Date
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	2020-02-01	-	2020-03-16 11:00:17
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	2020-03-01	-	2020-03-16 10:35:58

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

## Login Generator Option:

### Login ID generator option :

Login ID generator dropdown menu:

- 
- Employee Email
- Identification No.
- Employee No.

## Password Generator Option:

Password option:

Allow user to set-up their password through email

Auto generate password based on company setting

Custom password

## Account Preview:

Account information:

Excel PDF Search:

Status	Employee No.	Name	Email address	Login ID	Action
OK	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
OK	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Showing 1 to 2 of 2 entries

Previous **1** Next

Assign Clear all

## User Maintenance Report <sup>New</sup>

User Maintenance Report has been added for admins to view information regarding employee module access. There are several reports which can be viewed including **Module Last Used Date** report, **Module by Employee** report, **Module by Access Group** report and **Employee by Access Group** report.

### Report Type:



### Report Screen:

Filter								
Module By Employee								
Group By								
Company Name	User Name	Effective Date	Application Name	Application Description	Module Group Name	Product Name	Product Desc	Module
Company Name	Administrative		HRMS Application	HRMS Application	HRMS	HRMS		HRMS
Company Name	Administrative		HRMS Application	HRMS Application	HRMS	HRMS		HRMS
Company Name	Administrative		HRMS Application	HRMS Application	HRMS	HRMS	HRMS Module	HRMS
Company Name	Administrative		HRMS Application	HRMS Application	HRMS	HRMS	HRMS Module	HRMS
Company Name	Administrative		HRMS Application	HRMS Application	HRMS	HRMS	HRMS Module	HRMS
Company Name	Administrative		HRMS Application	HRMS Application	HRMS	HRMS	HRMS Module	HRMS
Show 10								
1 of 101 Page								

Admin can also filter the report based on desired fields and export the report to an excel file. Admins can also customize columns to be viewed.

Filter

Apply Filter

Retrieve

Company Name

Select

User Name

Select

Effective Date

Select

Application Name

Select

Application Description

Module Group Name

Module By Employee

Customize Columns

Export

Group By

Company Name	User Name	Effective Date	Application Name	Application Description	Module Group Name	Product Name	Product Desc	Module Name	Modu

Show 10

<<

<

1 of 267 Page

>

>>

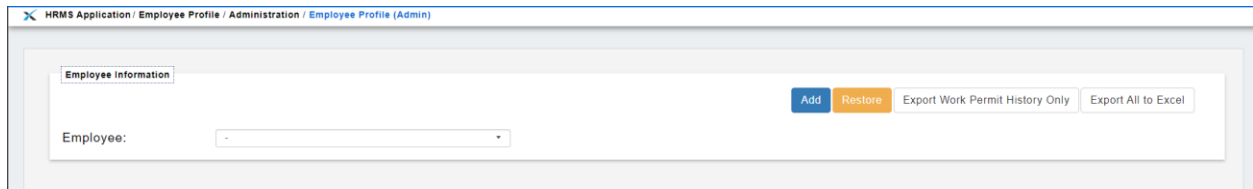
# Employee Profile

## Admin / Restricted Mode

If Employee Headcount control alert is switched on in Contract Information setting, a headcount information bar will be shown at Employee Profile in Admin and Restricted modes.

### Before:

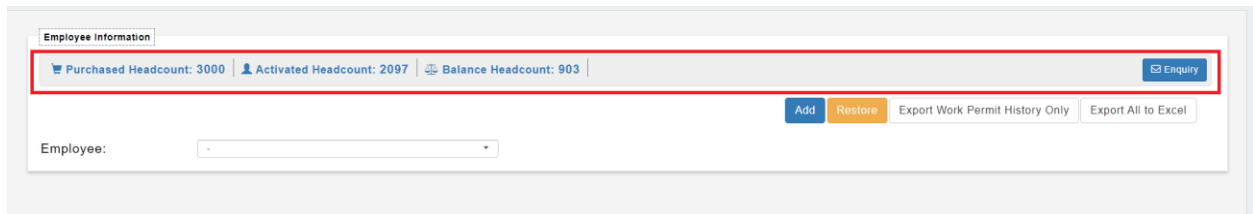
Employee Profile (Admin) and Employee Profile (Restricted) **without** headcount information bar



The screenshot shows the 'Employee Profile (Admin)' interface. At the top, there is a breadcrumb trail: 'HRMS Application / Employee Profile / Administration / Employee Profile (Admin)'. Below this, there is a section titled 'Employee Information'. Inside this section, there is a dropdown menu labeled 'Employee:' with a '-' symbol. To the right of the dropdown, there are four buttons: 'Add' (blue), 'Restore' (orange), 'Export Work Permit History Only' (white), and 'Export All to Excel' (white).

### After:

Employee Profile (Admin) and Employee Profile (Restricted) **with** headcount information bar



The screenshot shows the 'Employee Profile (Admin)' interface after the headcount information bar has been added. The bar is highlighted with a red border and contains the following information: 'Purchased Headcount: 3000', 'Activated Headcount: 2097', and 'Balance Headcount: 903'. To the right of this information, there is a button labeled 'Enquiry' (blue). Below the bar, the 'Employee Information' section remains the same, with the 'Employee:' dropdown and the 'Add', 'Restore', 'Export Work Permit History Only', and 'Export All to Excel' buttons.

# Onboarding (Lite)

## Export Candidate Profile


If Employee Headcount control alert is switched on in Contract Information setting, a headcount information bar will be shown at Candidate Export Popup.



### Before:

Candidate Export Popup **without** headcount information bar

### Confirmation


Please fill up Employee No., Hire Date and Company Email before export


Employee No. *	:	<input type="text"/>
Hire Date *	:	<input type="text"/> 
Company Email *	:	<input type="text"/>


 Export  Cancel


After:  
Candidate Export Popup **with** headcount information bar

### Confirmation


 Purchased Headcount: 3000

 Activated Headcount: 2097


 Balance Headcount: 903

 Enquiry


Please fill up Employee No., Hire Date and Company Email before export


Employee No. 

:


Hire Date 


:



Company Email 

:

 Export

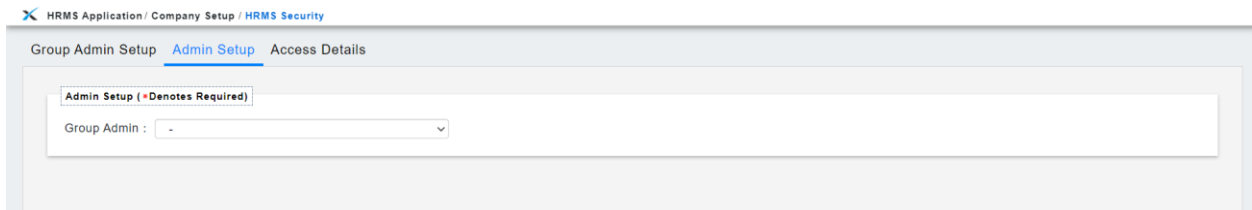
 Cancel

## Admin Setup

If Employee Headcount control alert is switched on in Contract Information setting, a headcount information bar will be shown at Admin Setup tab.

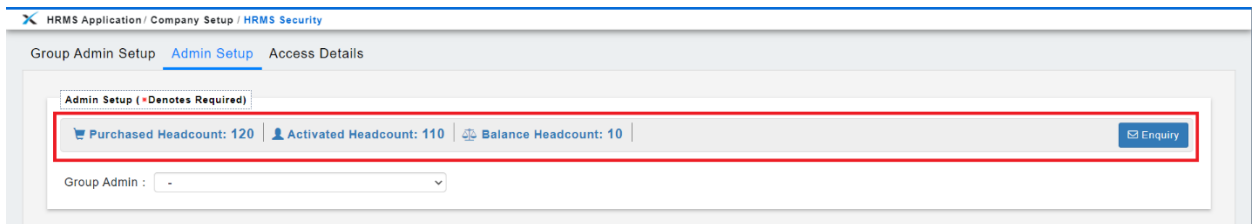
### Before:

Admin Setup tab **without** headcount information bar



### After:

Admin Setup tab **with** headcount information bar





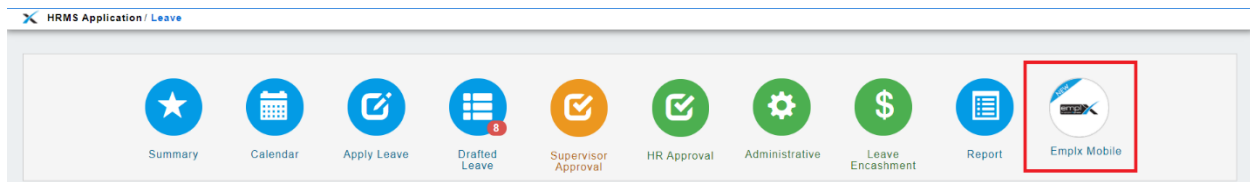
# User Menu

## Relocate EmplX Mobile User Guide

EmplX Mobile User Guide tab from Leave Module Menu has been relocated to the Main User Menu.

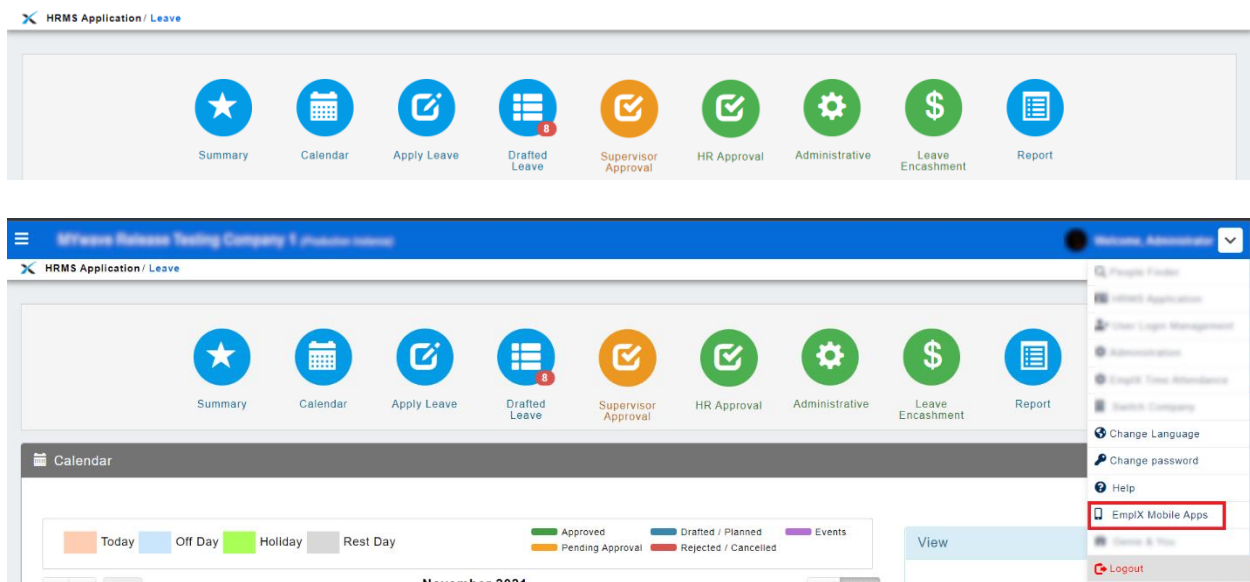
### Before:

Leave Module Menu with EmplX Mobile User Guide tab



### After:

EmplX Mobile User Guide tab **relocated** from Leave Module Menu to User Menu

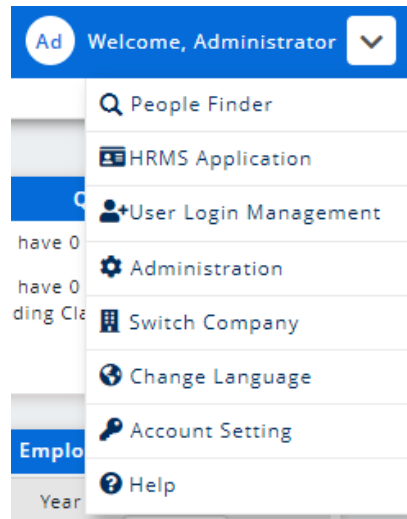


## Added New Shortcut Link to Genie & You Webpage <sup>New</sup>

A new link to our employee benefits portal, Genie & You, has been added to User Menu for ease of access from EmplX system.

### Before:

User Menu **without** Genie & You tab



### Before:

User Menu **with** Genie & You tab

