

# User Guide

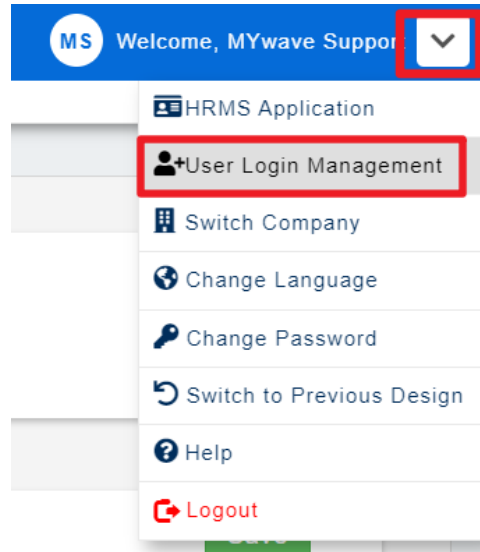
## Create a Login Profile


For user(s) to be able to login to EmplX System

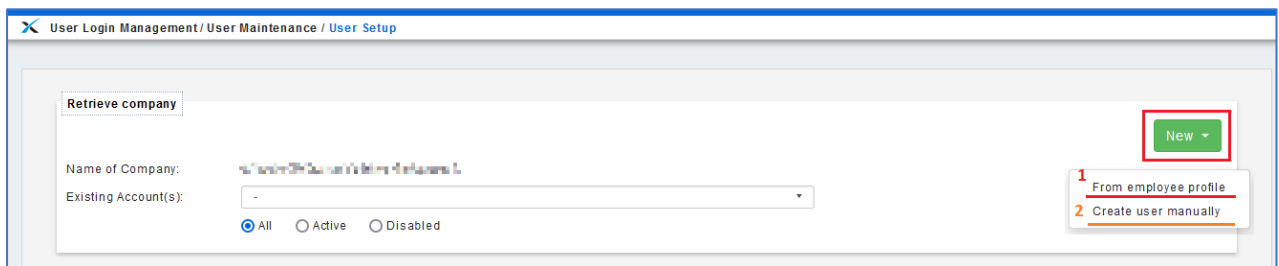


## CREATE A LOGIN PROFILE

1. Access to User Profile  → User Login Management.



2. Click on the  to create the login access for the employee.
3. There is 2 option to choose
  - a. **Option 1:** Click on the 'From employee profile', you may select the employee name from the employee profile who newly created or does not have the security access.
  - b. **Option 2:** Click on the 'Create user manually', you may need to manually key in the detail for the employee that wish to access to the company without the employee profile (example: Outsource supervisor).



### Option 1:

4. If you click on the [From employee profile](#), there will show the employee list as sample screenshot below.
5. Or you may search the employee name/employee number.
6. You may click on the employee name that you wish to create the security profile.

Employee No.	Employee Name	Hire Date	Resign Date
0157996	LIM	2022-01-10	-
10002731234	TAN	2022-01-12	-
1000273346	PRAHAQ	2019-01-02	-
1001	AHM	2020-12-02	-
12345	333	2021-10-01	-
20220309-2	CHIN	2022-03-01	-
20220309-5	CHI	2022-03-01	-
2062	SHA	2018-11-06	-
2108	Jane Mun	2019-06-13	-
2109	Kaah	2019-06-13	-

< 1 2 3 4 5 ... 58 >

Close

7. The employee's detail will show in the screen as sample screenshot below, you may assign the **Group Access** for the employee.
8. Once done, click **Save** button.

The screenshot shows a 'Personal Information' form with the following fields and values:

Field	Value	Placeholder/Label
Employee No.:	1000000000	89
Name:	TA	88
Login ID :	1000000000	82
Country:	Malaysia	
Phone:	012-12121212	88
Email:	supp	82
Group Access:	Executive	
Effective Date:	2022-01-12	
Disable Date:		
Password:		

At the bottom right, there is a **Save** button (highlighted with a red box and labeled '2') and a **Cancel** button. A red box labeled '1' highlights the 'Group Access' dropdown menu.

#### Option 2:

9. If you click on the **Create user manually**, you may need to manually insert all the detail as sample screenshot below.
10. Once all the detail has done updated, you may click **Save** button.

The screenshot shows the same 'Personal Information' form, but with most fields empty. The fields and their values are:

Field	Value	Placeholder/Label
Employee No.:		100
Name:		100
Login ID :		100
Country:	-	
Phone:		100
Email:		100
Group Access:	-	
Effective Date:		
Disable Date:		
Password:		

At the bottom right, there is a **Save** button (highlighted with a red box and labeled '2') and a **Cancel** button. A red box labeled '1' highlights the 'Group Access' dropdown menu.