

User Guide

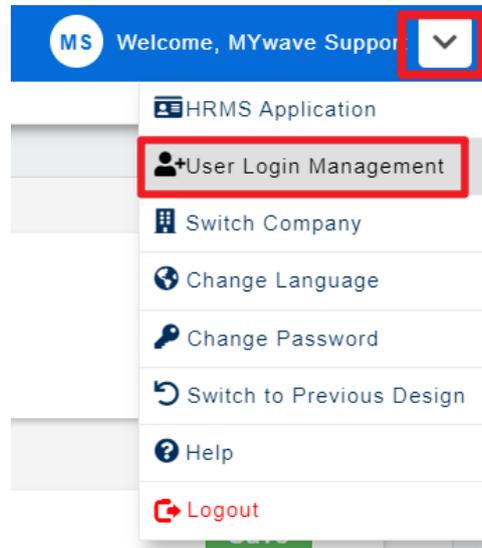
Create a Login Profile

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

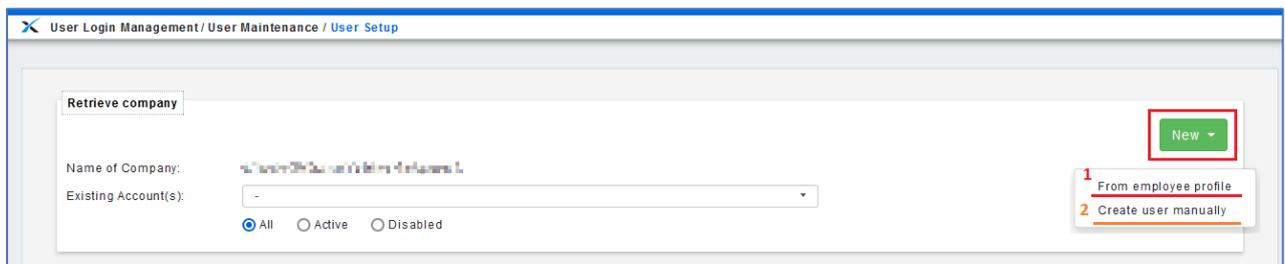


CREATE A LOGIN PROFILE

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).



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

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

- Employee No.: 1000001001 (89)
- Name: TA (88)
- Login ID: (82)
- Country: Malaysia
- Phone: 012-12121212 (88)
- Email: sup@... (82)
- Group Access: Executive (with a 'Clear' link below it)
- Effective Date: 2022-01-12 (with a calendar icon)
- Disable Date: (with a calendar icon)
- Password: (with two options: 'Allow user to set-up their password through email' and 'Custom password')

Red boxes highlight the 'Save' button (labeled '2') and the 'Group Access' dropdown (labeled '1').

Option 2:

- If you click on the **Create user manually**, you may need to manually insert all the detail as sample screenshot below.
- 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:

- Employee No.: (100)
- Name: (100)
- Login ID: (100)
- Country: -
- Phone: (100)
- Email: (100)
- Group Access: - (with a 'Clear' link below it)
- Effective Date: (with a calendar icon)
- Disable Date: (with a calendar icon)
- Password: (with two options: 'Allow user to set-up their password through email' and 'Custom password')

Red boxes highlight the 'Save' button (labeled '2') and the empty form fields (labeled '1').