

# User Guide

## EmplX Mobile App

Supervisor



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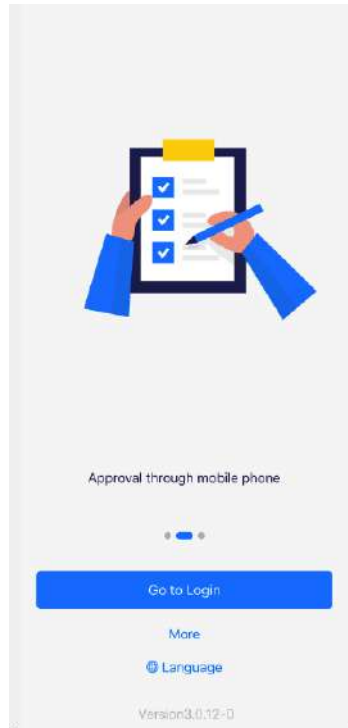
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## SECURITY

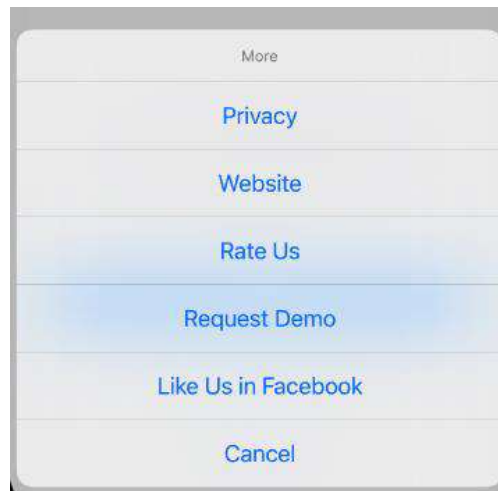
### 1.1 Onboarding

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.

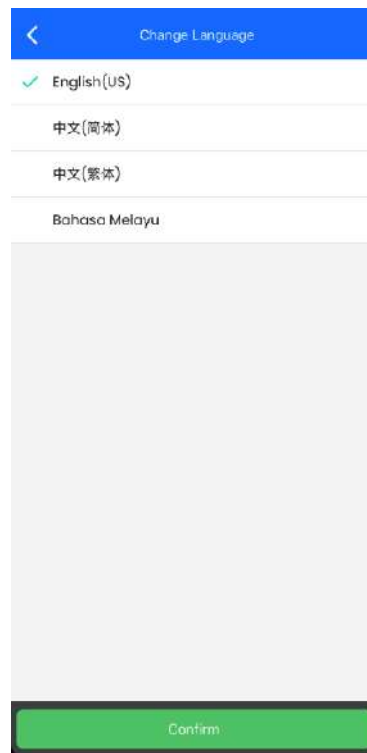
#### 1.1.1 Landing



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.



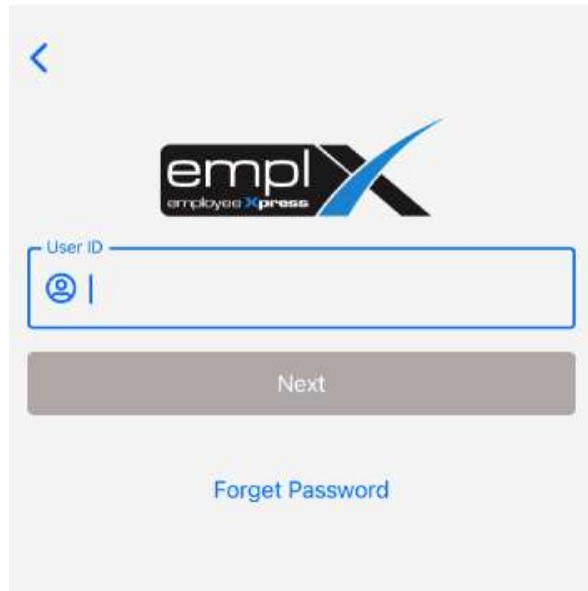
5. User able to find the app version on the bottom for the onboarding page.


## 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.

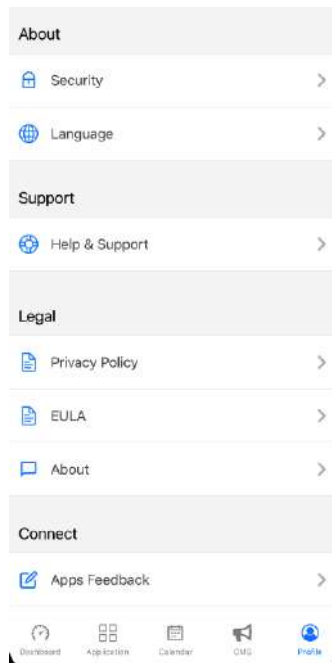


3. User will be redirected to Dashboard or Company Selection (*if more than 1 company*) if the authentication is successful

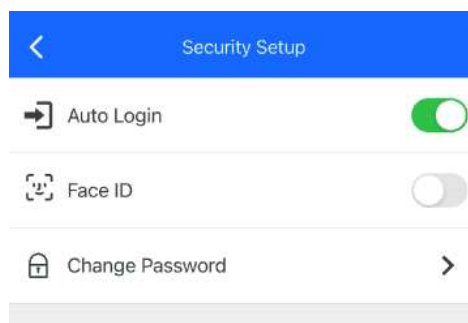
### 1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login

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.

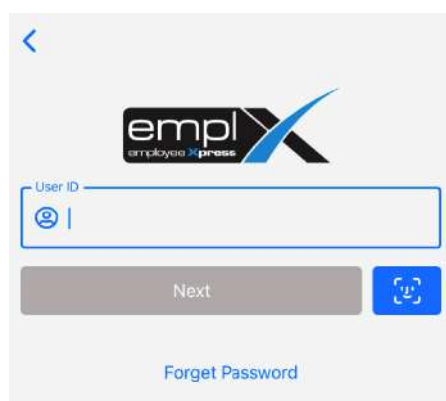
1. To turn on the local authentication, please go to “Profile” tab and tap on “Security”



2. The local device authentication will be shown if applicable. Switch on the local device authentication to use it.

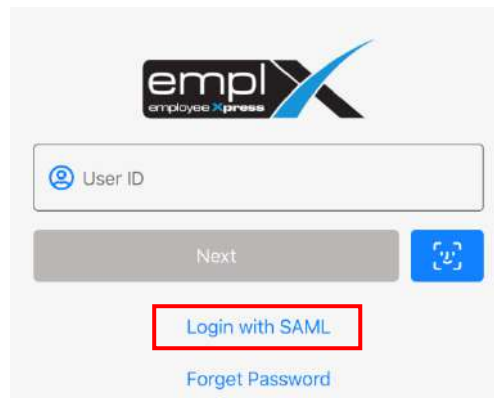


3. The local device authentication button will be shown each time the user opens the app. User can skip the login by authenticating using local device authentication.

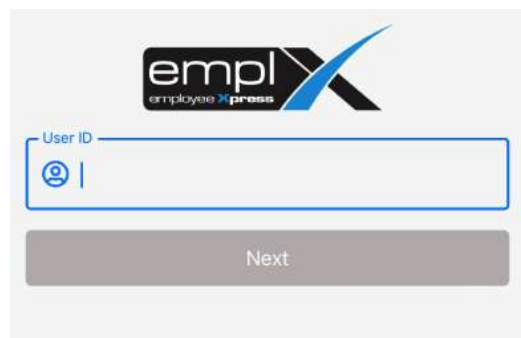


### 1.2.3 Login with SAML

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



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

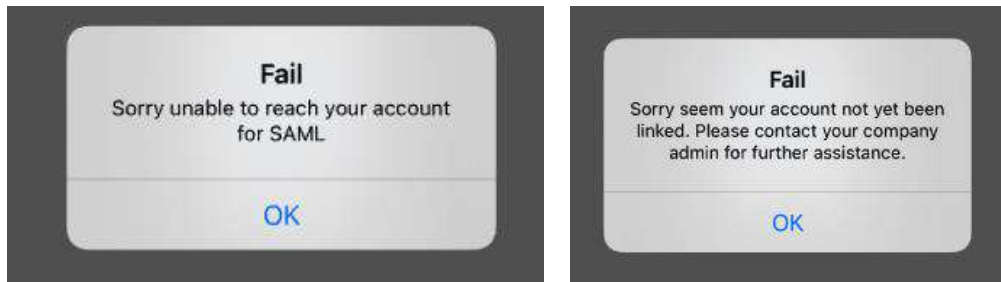


3. User will be redirected to the SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.





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



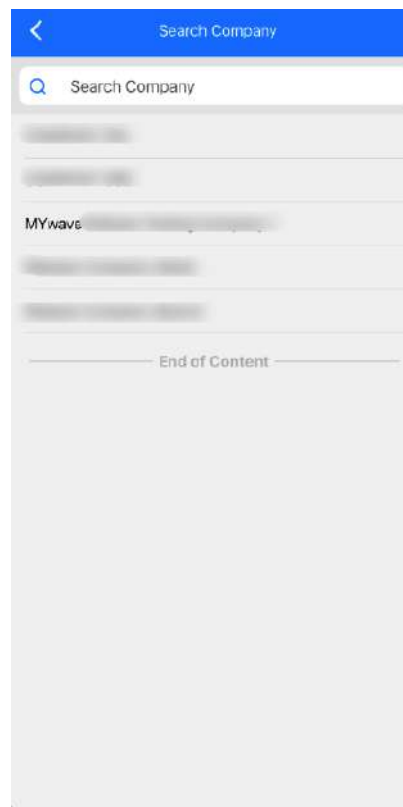
5. Otherwise, user will be redirected to multiple company selection or dashboard once successfully logged in.

#### 1.2.4 Forget password

A screenshot of a mobile application screen titled 'Forget Password'. At the top is a blue header bar with a back arrow and the title. Below the header is the 'emplX' logo, with 'employee press' written underneath. There are two input fields: the first is labeled 'User ID' and has an '@' icon; the second is labeled 'Email' and has an envelope icon. At the bottom is a large grey button labeled 'Submit'.

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



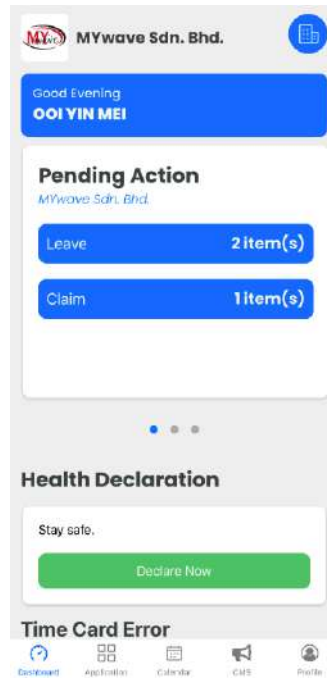
1. Select company page is only applicable for users who have more than one company account with EmplX.
2. User can search the company name using the search bar on the top of the page.
3. Tap on the company name to confirm the selection.

## DASHBOARD

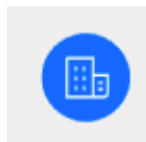
### 2.1 Dashboard

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.

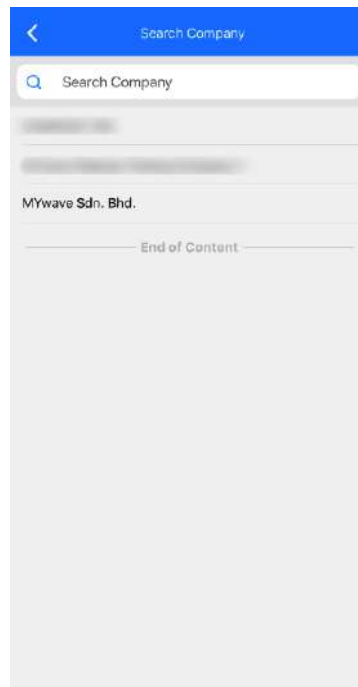
#### 2.1.1 Switch company



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.

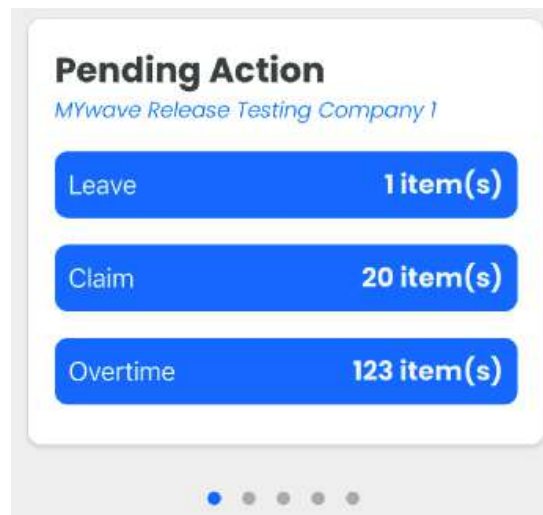


3. After that user will be redirected to the dashboard of the selected company.

## 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



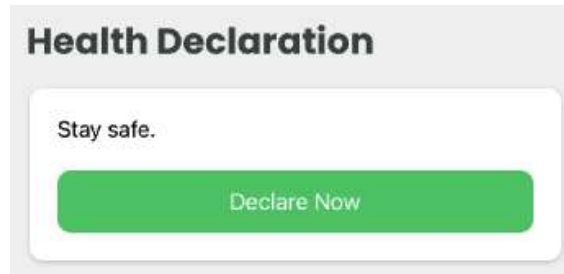
1. User can tap on the pending action item and the app will redirect the user to the respective approval pages
2. User also can swipe left or right for viewing different company's pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the respective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

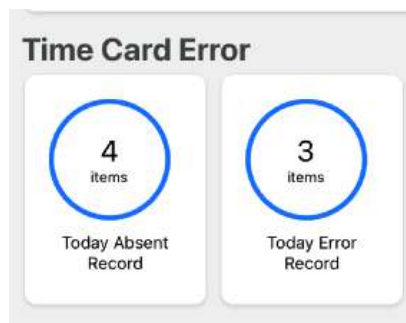
1. Tap on “Declare Now” button will redirect user to health declaration page.



## 2.4 Timecard Error

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

### 2.4.1 Timecard Error Summary

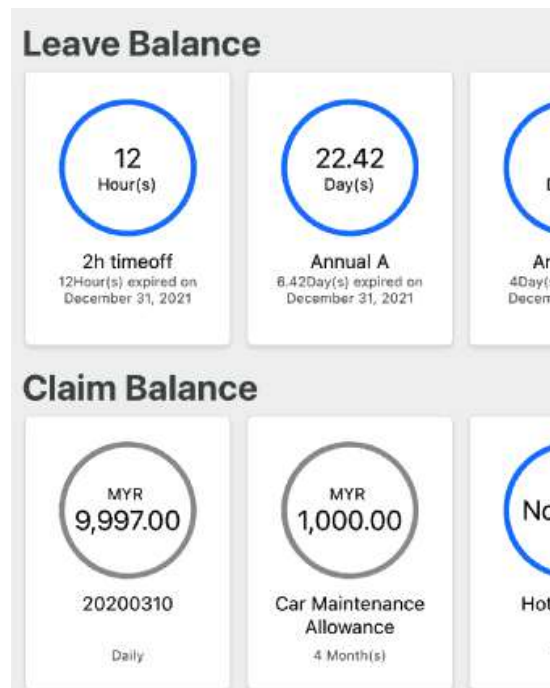


1. User is able to view the summary for the timecard absent record or error for current day.
2. By tapping the button, user is able to view the detailed information.

## 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



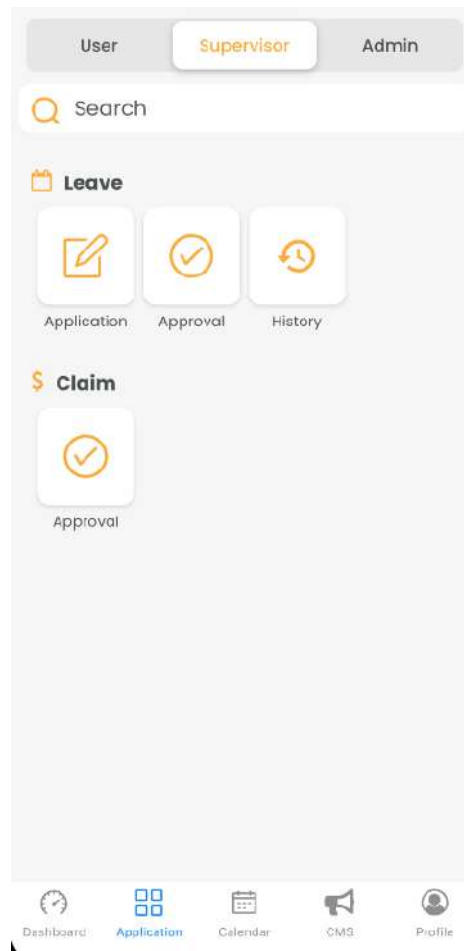
1. User is able to view the balance and expiry date for leave and claim entitlements.
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

## 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

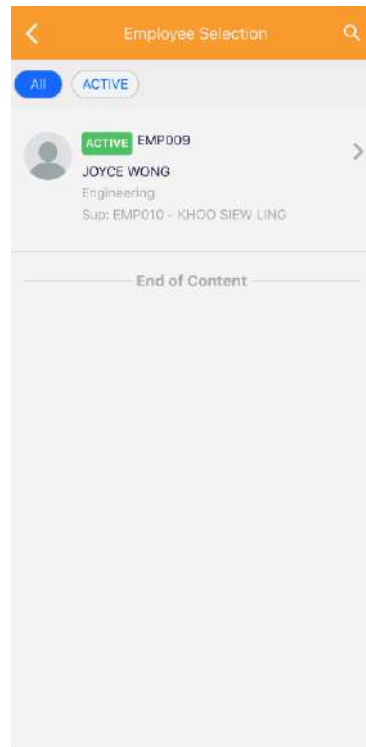


1. Switch to supervisor mode on top of the search bar.
2. User able to search the modules using the search bar
3. Tapping on a button will navigate user to the respective page

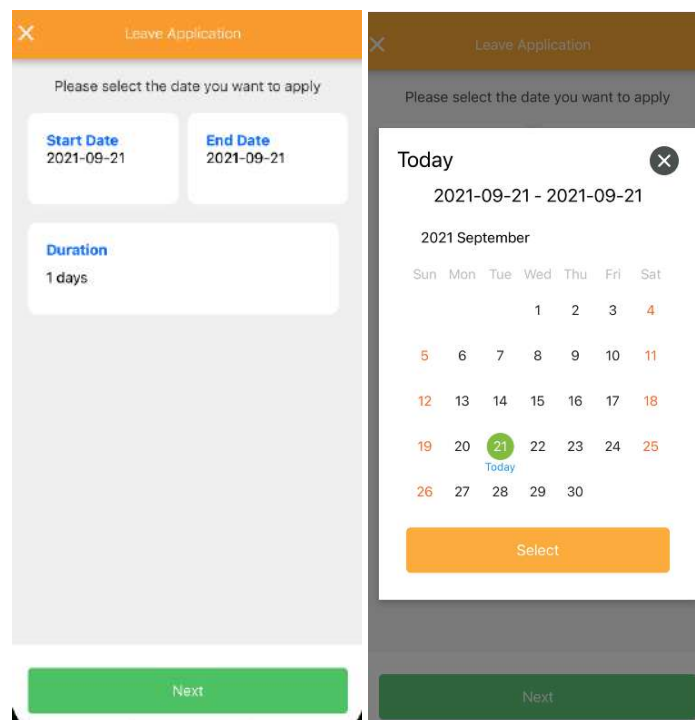
## 3.2 Leave

### 3.2.1 Leave Application

1. Tap on Leave “Application” on the application menu. Then, select the employee you wish to apply on behalf of.



2. Tap “Start Date” or “End Date” to select the leave dates. Then tap on “Next” to continue.



3. The entitled leave type and days will be shown. Select the leave type to proceed.



**Leave Application**

Select leave type

**All**   Applicable   Not Applicable

- 2 hours   No Li...
- annual leave cw   No Li...
- Contract AL   0 Day(s)
- Contract Hospital Leave   0 Day(s)
- Unpaid Leave   0 Day(s)

**Back**

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

**Leave Application**


Start Date: 2021-09-21   End Date: 2021-09-21

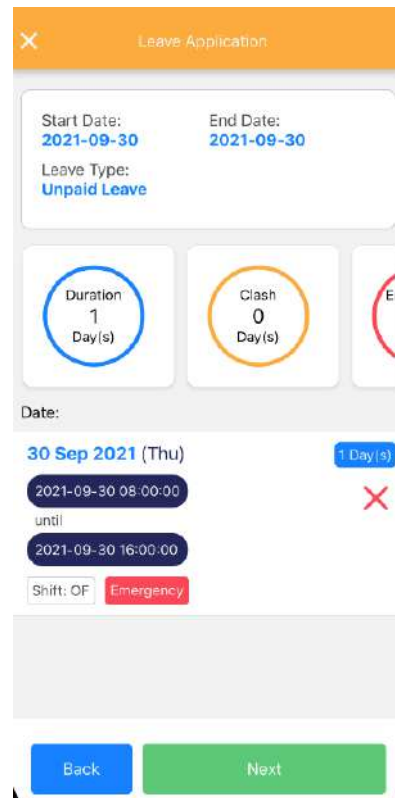
Leave Type: Unpaid Leave

Method

Full Day ↓

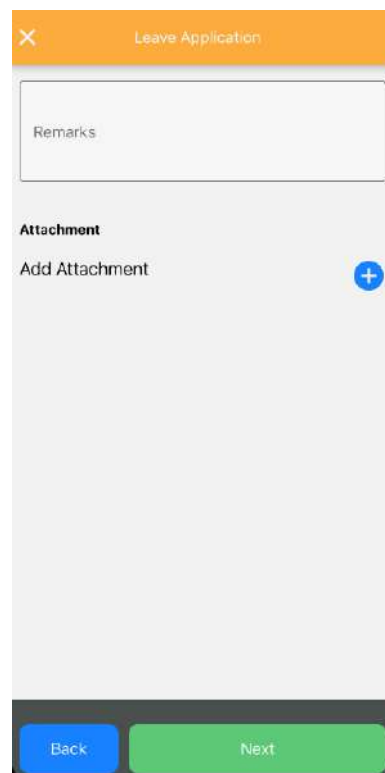
**Back**   **Next**

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



The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there's an orange header with a close icon and the title 'Leave Application'. Below this, a white box contains the 'Start Date: 2021-09-30' and 'End Date: 2021-09-30', with 'Leave Type: Unpaid Leave' below it. A section with three circular buttons shows 'Duration 1 Day(s)' in blue, 'Clash 0 Day(s)' in orange, and a partially visible 'Emergency' button in red. Below this, a 'Date:' section shows '30 Sep 2021 (Thu)' with a '1 Day(s)' label. A time range is set from '2021-09-30 08:00:00' to '2021-09-30 16:00:00' with an 'until' label. A 'Shift: OF' button is next to a red 'Emergency' button. At the bottom are 'Back' and 'Next' buttons.

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



The screenshot shows the 'Leave Application' form with a 'Remarks' text area. Below it, an 'Attachment' section has an 'Add Attachment' label and a blue plus icon. At the bottom are 'Back' and 'Next' buttons.

7. User can review leave details before submitting. Tap the “Submit” button to proceed.

Leave Application

Summary

Start Date  
2021-09-30

End Date  
2021-09-30

Leave Type  
Unpaid Leave

Session  
Full Day

Start Time  
2021-09-30 08:00:00

End Time  
2021-09-30 16:00:00

Duration  
1 Day(s)

Remarks  
-

Emergency

Back Submit

8. There are 3 options for submission which are “Submit actual leave”, “Save plan leave” and “Add to list”.

Choose how your leave will do

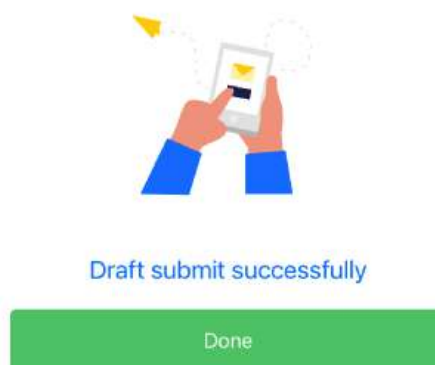
Submit actual leave

Save plan leave

Add to list

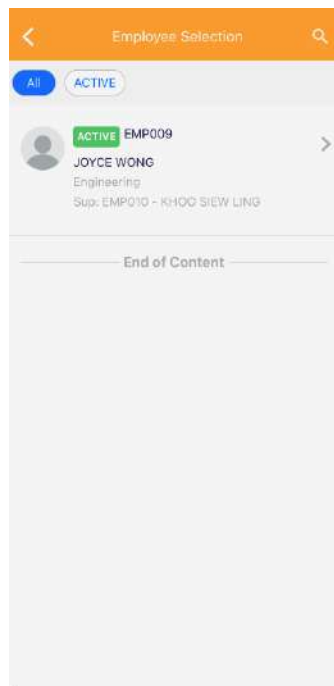
Cancel

9. Submission notification will pop out once user submit successfully.



### 3.2.2 Leave History

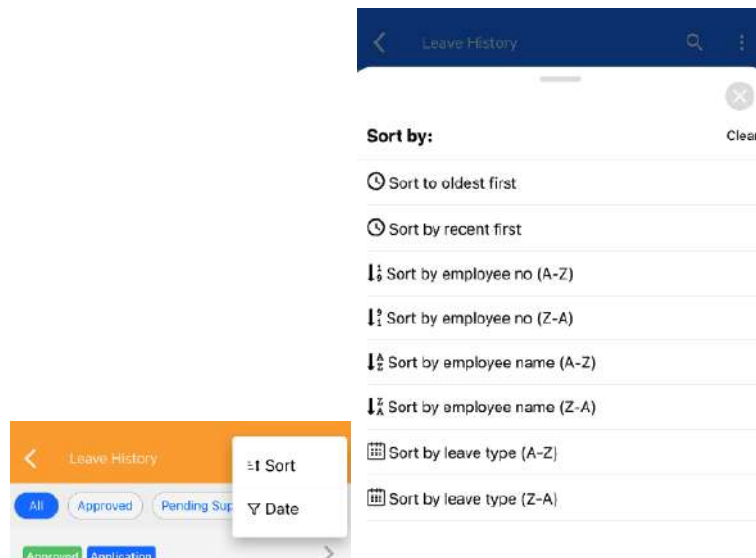
1. Tap on Leave “History” from the application menu. Then, select the employee to be viewed.



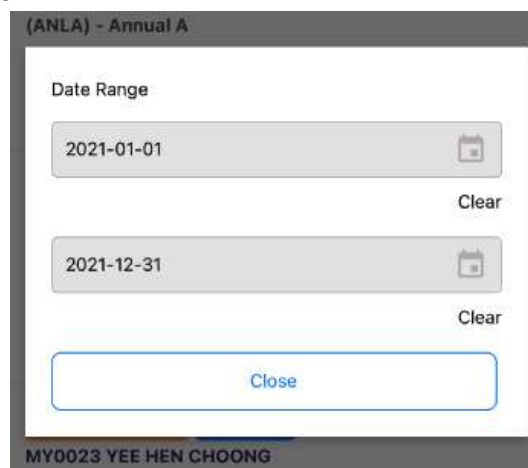
2. A list of leave history will be displayed. User can browse through the history of applied leave here.



3. 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.



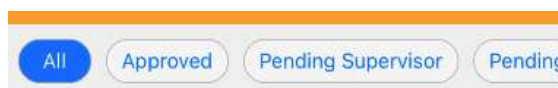
4. By tapping on “Date”, the date filter will pop out. User is able to filter the leave history based on the date range.



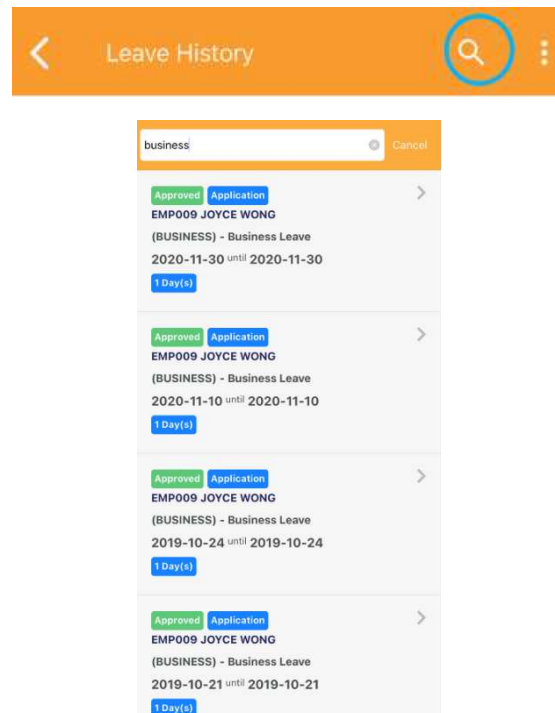
5. To clear the date range filter, user just need to tap on the close button.



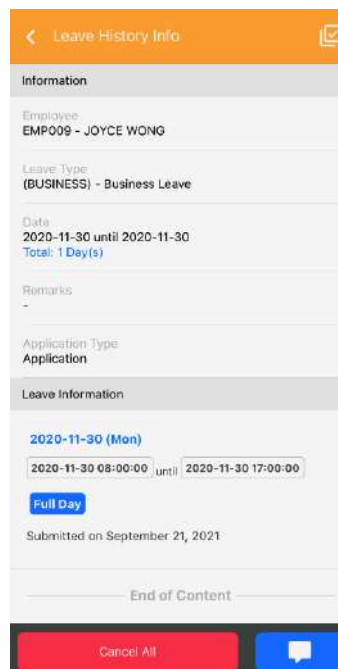
6. User is also able to filter the leave status by tapping on the badge menu on the top of the page.



7. User can search for the history by tap on magnifying glasses icon. By inserting the search information in the search bar, the relevant leave history items will appear in the search result.



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



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

< Leave History Info X

Information

Employee  
EMP009 - JOYCE WONG

Leave Type  
(BUSINESS) - Business Leave

Date  
2020-11-30 until 2020-11-30  
Total: 1 Day(s)

Remarks  
-

Application Type  
Application

Leave Information

2020-11-30 (Mon) ☒


2020-11-30 08:00:00 until 2020-11-30 17:00:00

Full Day

Submitted on September 21, 2021

End of Content

Cancel (1) [Speech Bubble Icon]

10. 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.

< Leave History Info X

Information

Insert Remark

Remarks

Apply

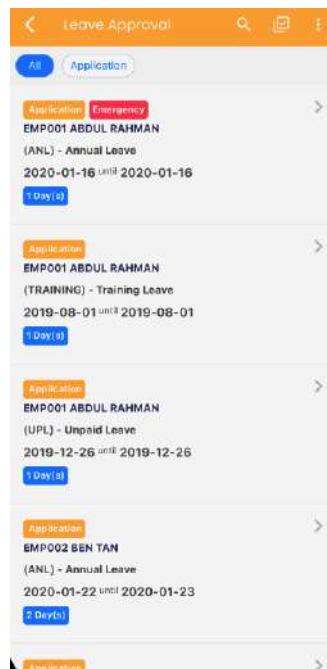
Clear Remarks

Cancel

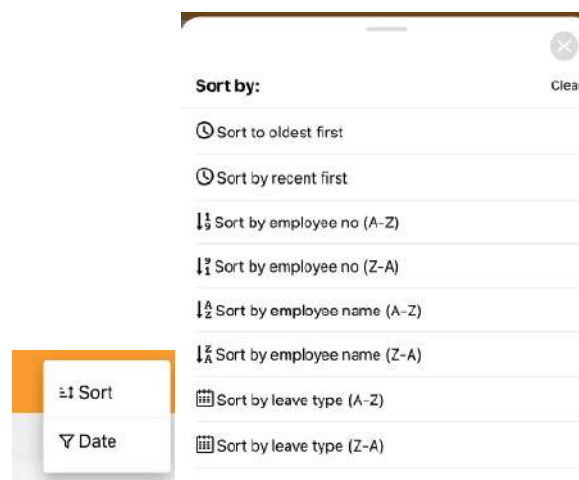
End of Content

### 3.2.3 Approval

1. Tap on Leave “Approval” from the application menu. A list of pending leave approval items will be displayed. User can browse through the list of pending items here.

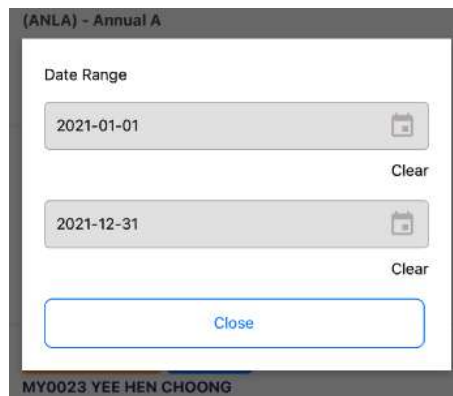


2. User can tap on three dots on the top right to sort or filter through date range for the leave history. By tapping on “Sort”, user is able to sort based on the provided list.





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

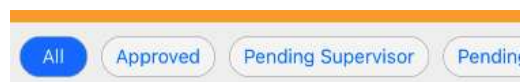


The screenshot shows a modal titled "(ANLA) - Annual A". It contains a "Date Range" section with two date pickers. The first picker shows "2021-01-01" and the second shows "2021-12-31". Each date picker has a "Clear" button to its right. At the bottom of the modal is a "Close" button. The user's name "MY0023 YEE HEN CHOONG" is visible at the very bottom of the screen.

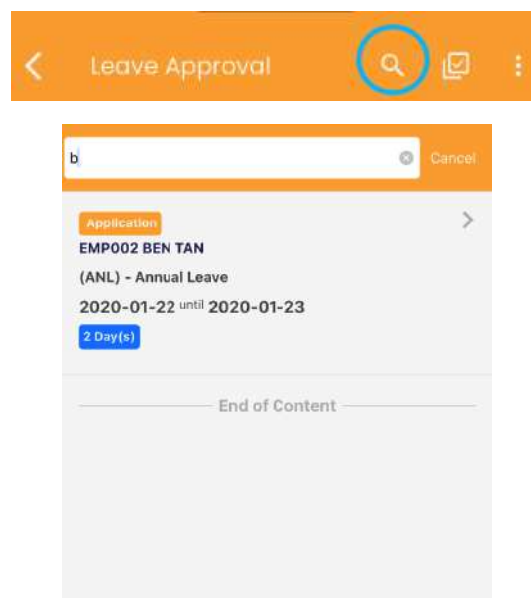
- To clear the date range filter, user just need to tap on the close button.



- 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 approval item by tapping on magnifying glass icon. By inserting the search information in the search bar, the relevant approval items will appear in the search result.



7. By tapping on the pending approval item, user is able to view details for the applied leave. User can approve / reject all leave dates by tapping on “Approve All / Reject All” button at the bottom of the page.

**Leave Approval Info**

**Information**

Employee  
EMP001 - ABDUL RAHMAN

Leave Type  
(ANL) - Annual Leave  
Balance: 10 Day(s)

Date  
2020-01-16 until 2020-01-16  
Total: 1 Day(s)

Remarks  
-

Application Type  
Application

Approval Status  
Pending Approval

**Emergency**

**Leave Information**

2020-01-16 (Thu)

2020-01-16 07:00:00 until 2020-01-16 15:00:00

**Full Day** **Emergency**

Submitted on January 15, 2020

**Approve All** **Reject All**

8. Tap on the check box on the top right if user want to select specific leave date to approve or reject.

**Leave Approval Info**

**Information**

Employee  
EMP001 - ABDUL RAHMAN

Leave Type  
(ANL) - Annual Leave  
Balance: 10 Day(s)

Date  
2020-01-16 until 2020-01-16  
Total: 1 Day(s)

Remarks  
-

Application Type  
Application

Approval Status  
Pending Approval

**Emergency**

**Leave Information**


2020-01-16 (Thu)

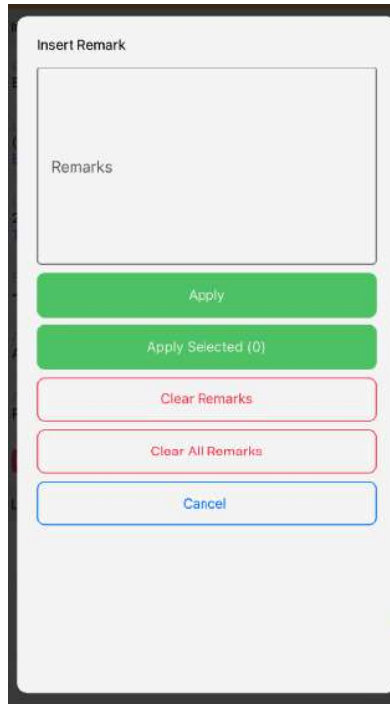
2020-01-16 07:00:00 until 2020-01-16 15:00:00

**Full Day** **Emergency**

Submitted on January 15, 2020

**Approve (0)** **Reject All**

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.



The image shows a mobile application interface for inserting remarks. It features a light gray background with a dark gray border. At the top, the title "Insert Remark" is displayed in a small, dark font. Below the title is a large, empty rectangular box with a thin gray border, labeled "Remarks" in a small, dark font. Underneath this box are five buttons arranged vertically. The first two buttons are green with white text: "Apply" and "Apply Selected (0)". The next two buttons are light gray with a red border and red text: "Clear Remarks" and "Clear All Remarks". The final button is light gray with a blue border and blue text: "Cancel".

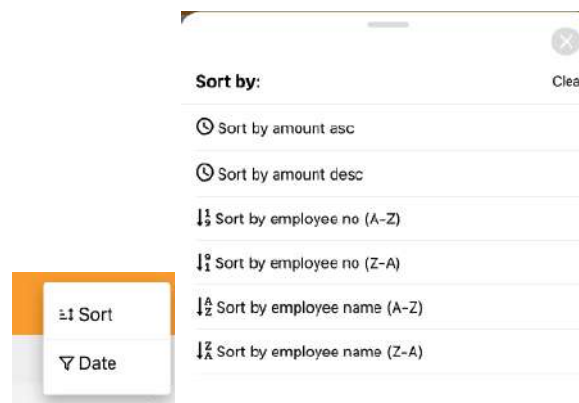
## 3.3 Claim

### 3.3.1 Approval

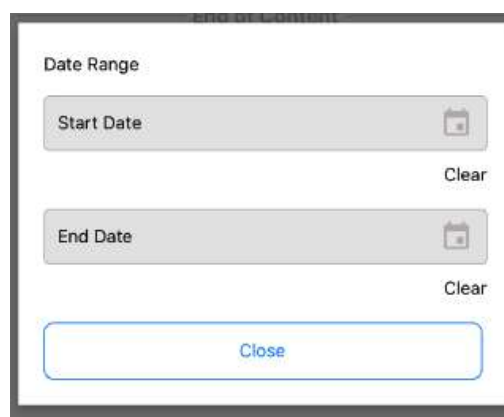
1. Tap on Claim “Approval” from the application menu. A list of pending claim approval items will be displayed. User can browse through the list of pending items here.



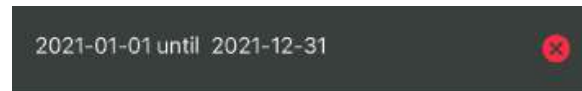
2. User can tap on three dots on the top to sort or filter through invoice/receipt date range for the claim history. By tapping on “Sort”, user is able to sort based on the provided list.



3. By tapping on “Date”, the date filter will pop out. User is able to filter the claim history items based on the invoice/receipt date range.



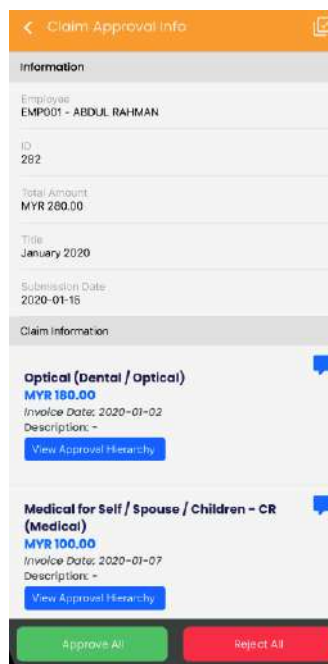
4. To clear the date range filter, user just need to tap on the close button.



5. User can search for the approval item by tapping on magnifying glass icon. By inserting the search information in the search bar, the relevant approval items will appear in the search result.



6. By tapping on the pending approval item, user is able to view details for the applied claim. User can approve / reject all claim items by tapping on “Approve All / Reject All” button at the bottom of the page.



7. Tap on the check box on the top right if user want to select specific leave date to approve or reject.

Leave Approval Info

Information

Employee  
EMP001 - ABDUL RAHMAN

Leave Type  
(ANL) - Annual Leave  
Balance: 10 Day(s)

Date  
2020-01-16 until 2020-01-16  
Total: 1 Day(s)

Remarks

Application Type  
Application

Approval Status  
Pending Approval

Emergency

Leave Information


2020-01-16 (Thu) ☐

2020-01-16 07:00:00 until 2020-01-16 16:00:00

Full Day Emergency

Submitted on January 15, 2020

Approve (0) Reject All

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

Insert Remark

Remarks

Apply

Apply Selected (0)

Clear Remarks

Clear All Remarks

Cancel

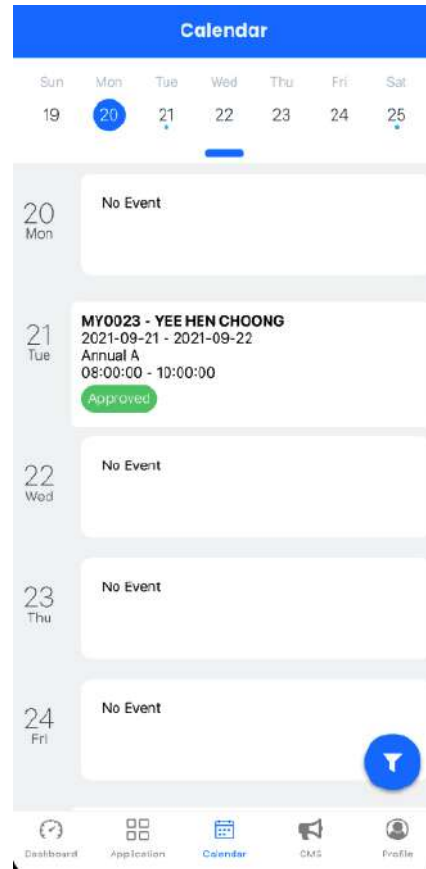
## CALENDAR

### 4.1 Calendar (Leave, Shift and Public Holiday)

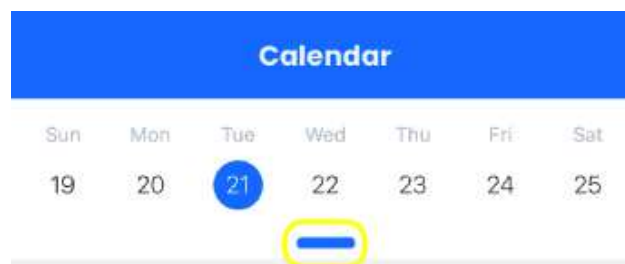
User able to view the leave, shift and public holiday events in the calendar.

#### 4.1.1 Agenda

1. User can scroll to browse the calendar events.



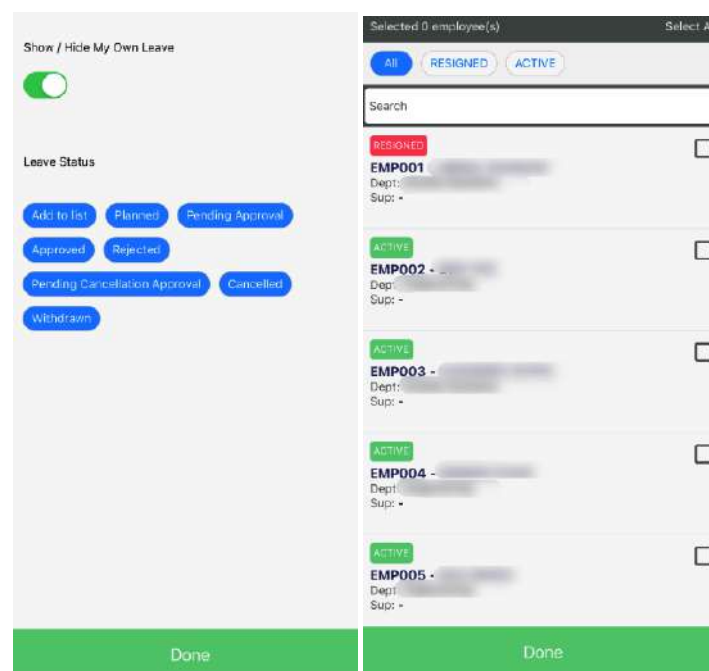
2. User can swipe down the knot to jump to specific date for the events





#### 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



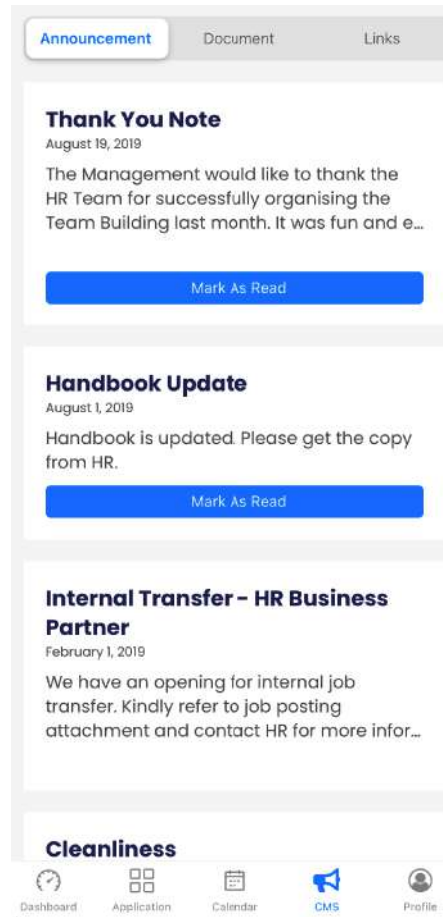


## CMS

### 5.1 CMS

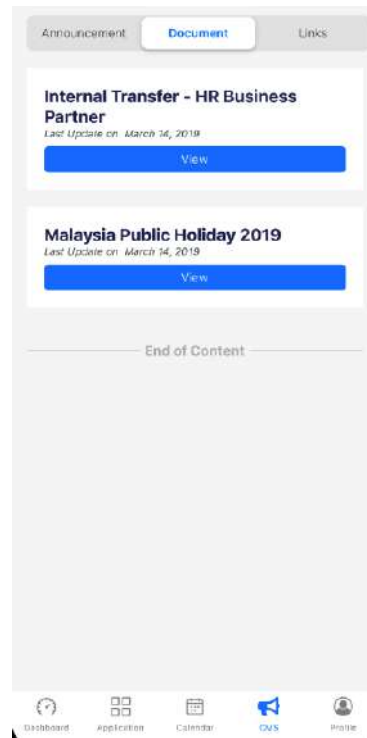
CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

#### 5.1.1 Announcement



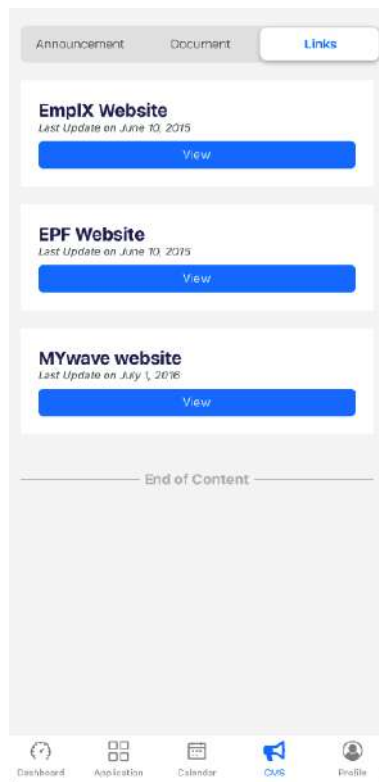
1. Announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. User can tap on “Mark as Read” to mark as read for specific announcement.

### 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

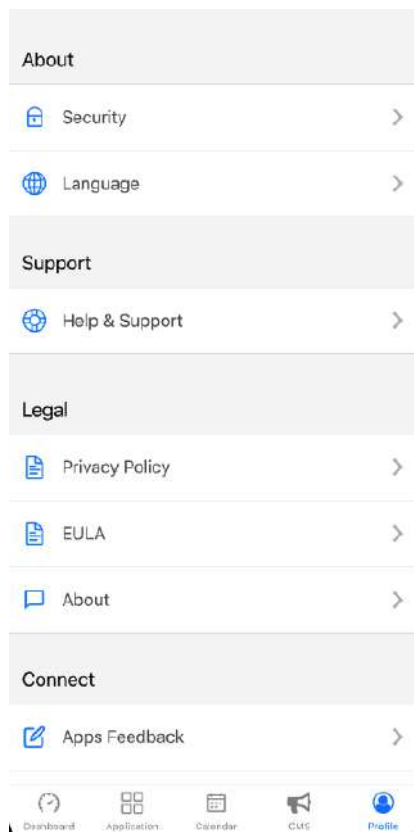


1. Link tab consists of the links that have been attached by the company.
2. User can tap on “View” to browse the attached links.

## PROFILE

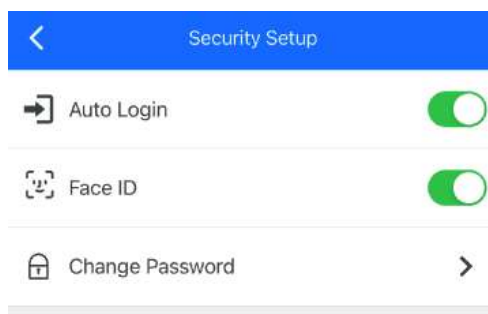
### 6.1 Profile

Profile tab consists of the user preferences such as security and language. It also includes support, legal and connect section as well.

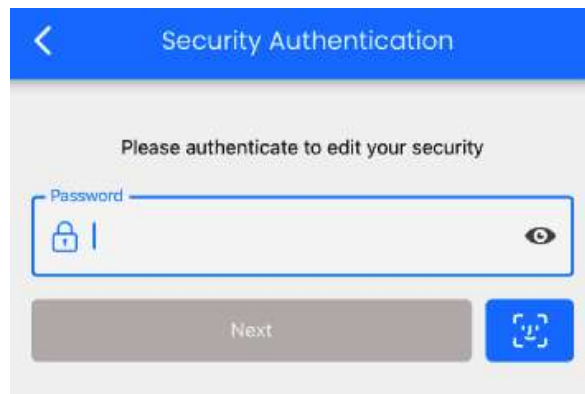


#### 6.1.1 Security

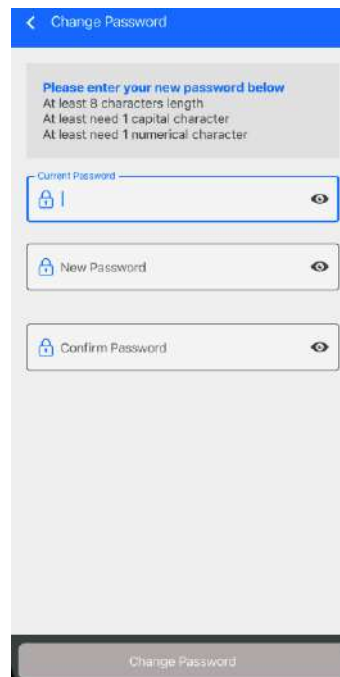
1. Tap on “Security” to navigate to Security Setup page.
2. User can turn on/off auto login feature. If auto login feature is turned off, Login ID and password will be required every time the user opens the app
3. Local device authentication is only applicable for devices which are equipped with local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

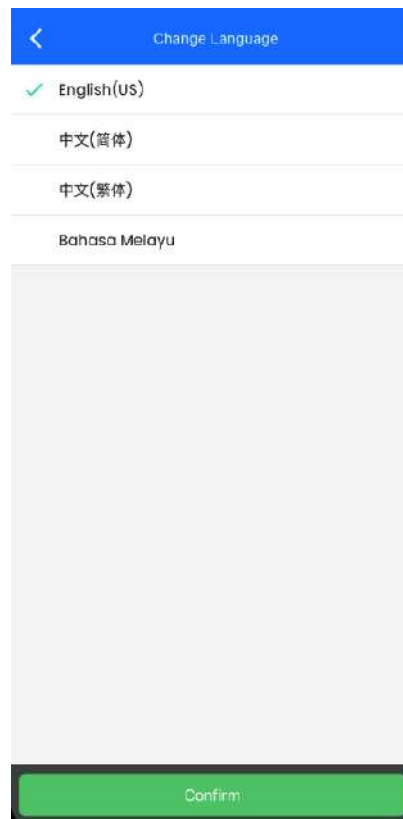


2. User will be redirected to change password screen once authenticated successfully
3. Fill the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



### 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.

