

User Guide

EmplX Mobile App

User



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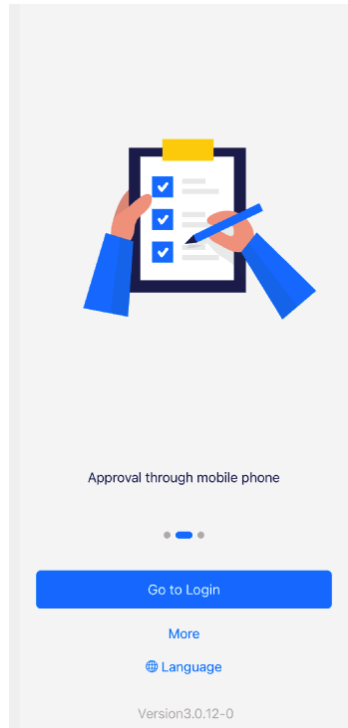
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SECURITY

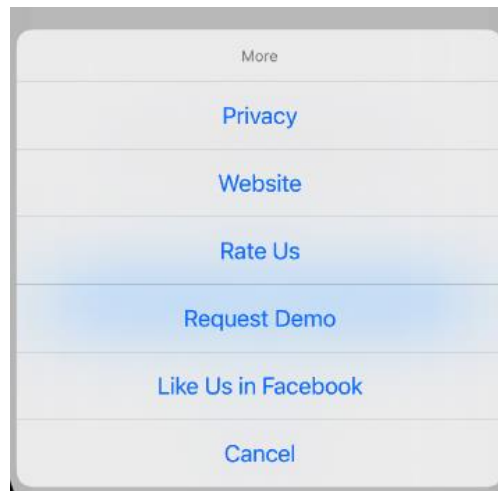
1.1 Onboarding

Once the app is launched, the onboarding page will be shown to the user. The onboarding page consists of the introduction to the app. In addition, the user can select the language for the app and know more about the EmplX system as well.

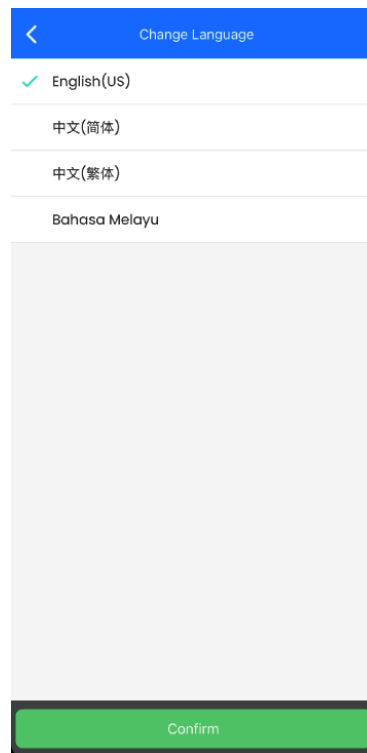
1.1.1 Landing



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 can change the language for the app by tapping on “Language” link. Currently there are 4 languages available in the app.



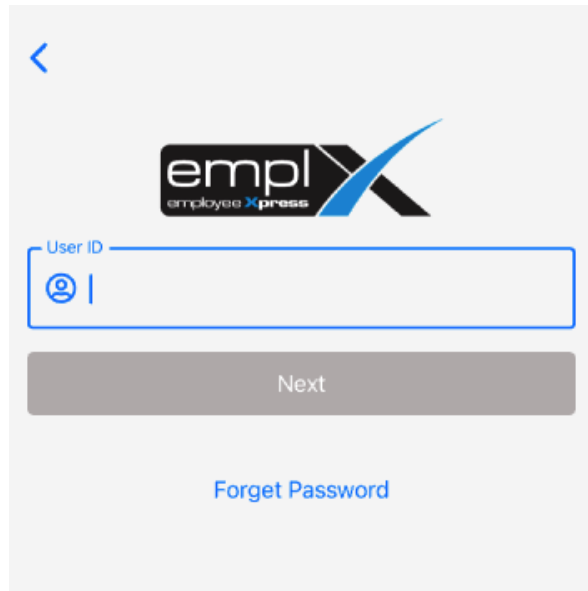
5. User able to find the app version on the bottom for the onboarding page.


1.2 Login / Forget Password

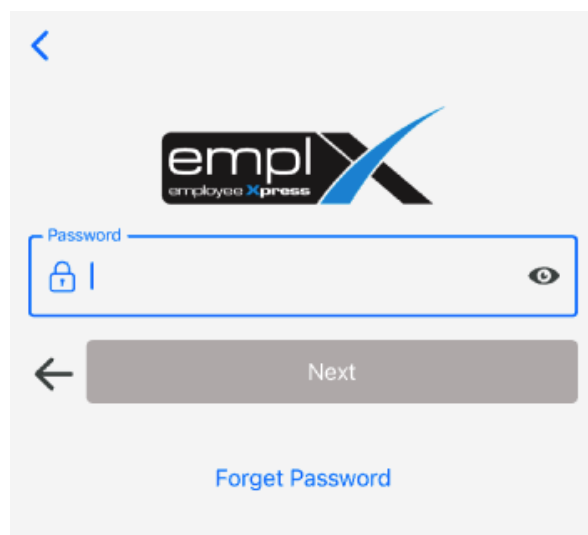
User able to login to the EmplX app by authenticating through login ID and password. The app also utilizes device authentication (fingerprint and Face ID) after the first-time login. SAML login is also available for user with existing Okta account.

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 can view the password entered by tapping on  button.

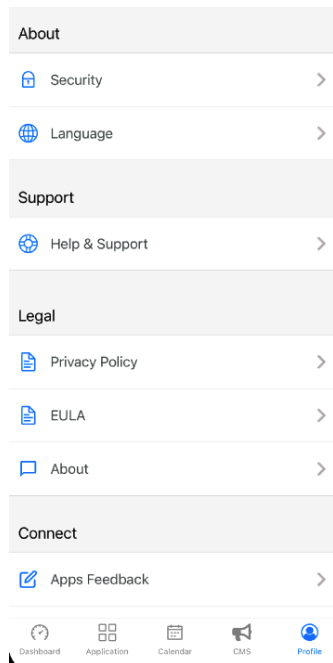


3. User will be redirected to Dashboard or Company Selection (*if more than 1 company*) if the authentication is successful

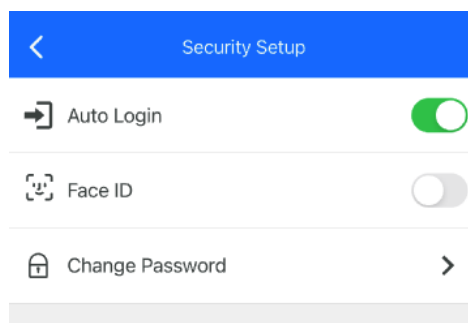
1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login

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.

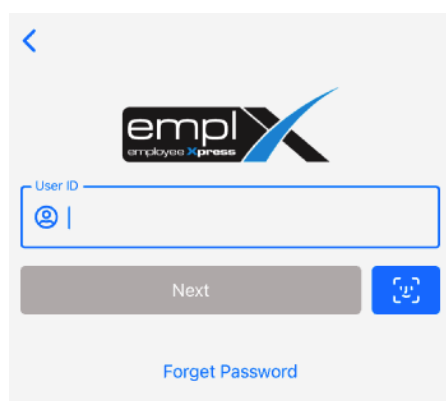
1. To turn on the local authentication, please go to “Profile” tab and tap on “Security”



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

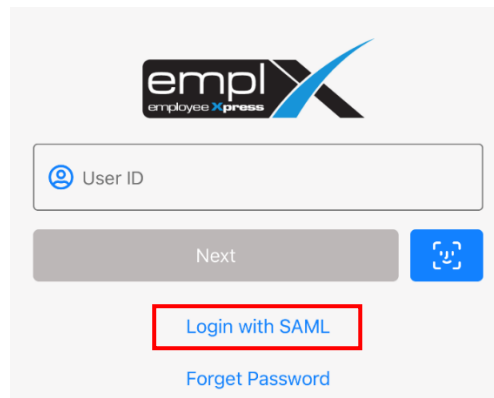


3. The local device authentication button will be shown each time the user opens the app. User can skip the login by authenticating using local device authentication.



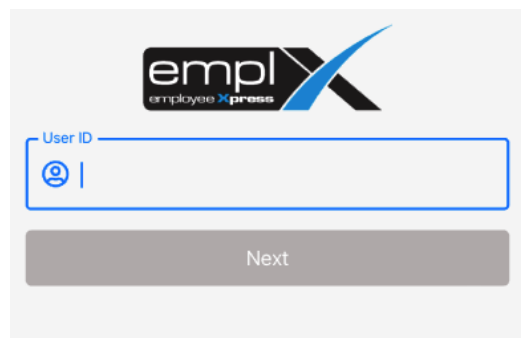
1.2.3 Login with SAML

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



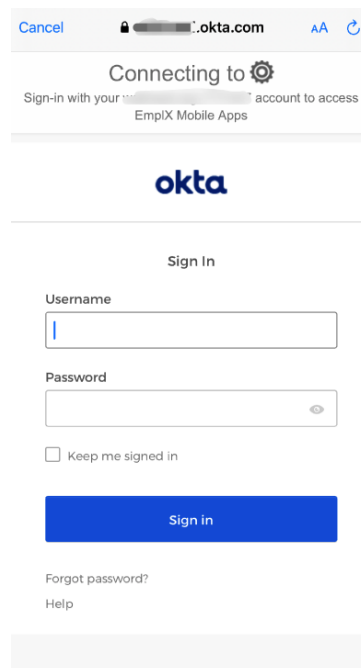
The image shows the EmplX login screen. At the top is the EmplX logo with the text 'employee xpress' below it. Below the logo is a text input field labeled 'User ID' with a person icon. Underneath the field is a grey 'Next' button and a blue square button with a camera icon. Below these is a red rectangular box containing the text 'Login with SAML'. At the bottom is a blue link that says 'Forgot Password'.

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



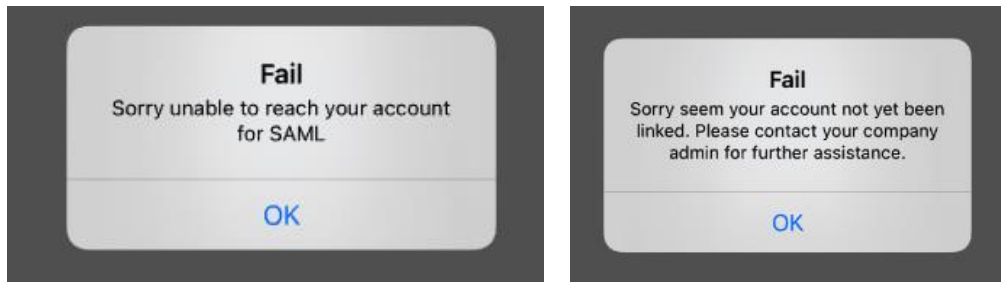
The image shows the EmplX login screen with the 'User ID' field filled in. The 'Next' button is now active and highlighted with a blue border. The 'Login with SAML' button is no longer visible.

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.



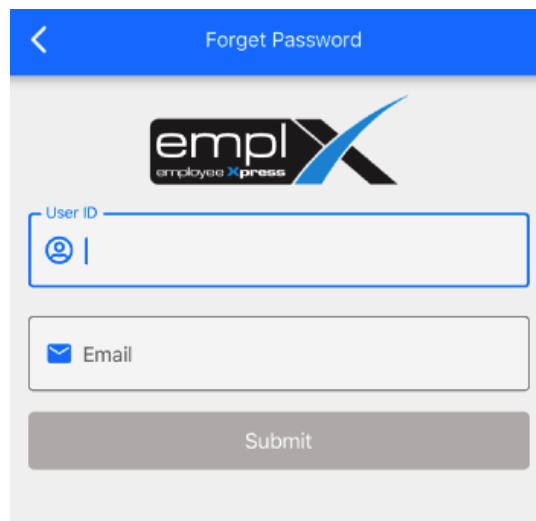
The image shows the Okta SAML login screen. At the top is a browser address bar with 'Cancel', a lock icon, 'okta.com', and 'AA' and 'refresh' icons. Below the address bar is the text 'Connecting to' with a gear icon, followed by 'Sign-in with your account to access EmplX Mobile Apps'. The Okta logo is centered below this. Under the logo is the text 'Sign In'. Below 'Sign In' are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Keep me signed in'. Below the checkbox is a blue 'Sign in' button. At the bottom are two links: 'Forgot password?' and 'Help'.

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



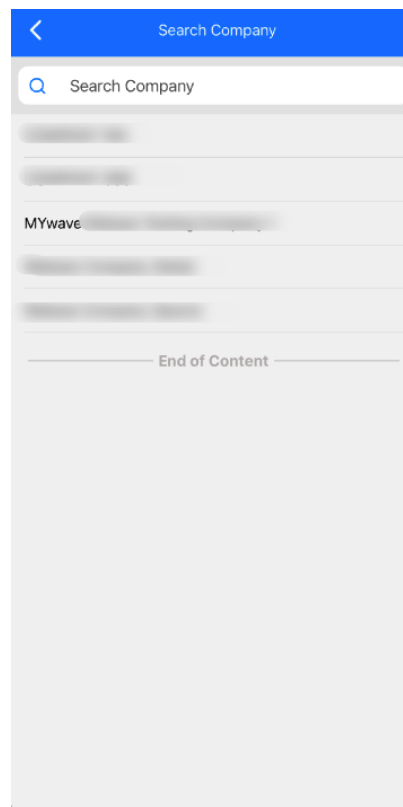
5. Otherwise, user will be redirected to multiple company selection or dashboard once successfully logged in.

1.2.4 Forget password

A screenshot of a mobile application screen titled 'Forget Password'. The screen has a blue header bar with a white back arrow on the left and the text 'Forget Password' on the right. Below the header is the 'emplXpress' logo, which consists of the word 'empl' in black and 'Xpress' in blue with a stylized 'X'. Under the logo are two input fields. The first is labeled 'User ID' and has a person icon to its left. The second is labeled 'Email' and has an envelope icon to its left. At the bottom of the screen is a grey button with the text '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



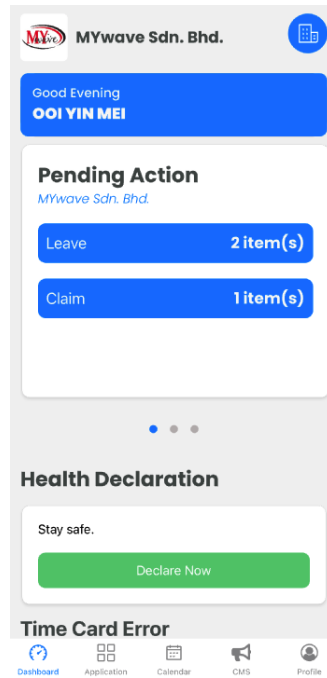
1. Select company page is only applicable for users who have more than one company account with EmplX.
2. User can search the company name using the search bar on the top of the page
3. Tap on the company name to confirm the selection.

DASHBOARD

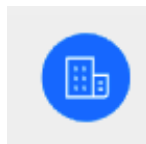
2.1 Dashboard

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.

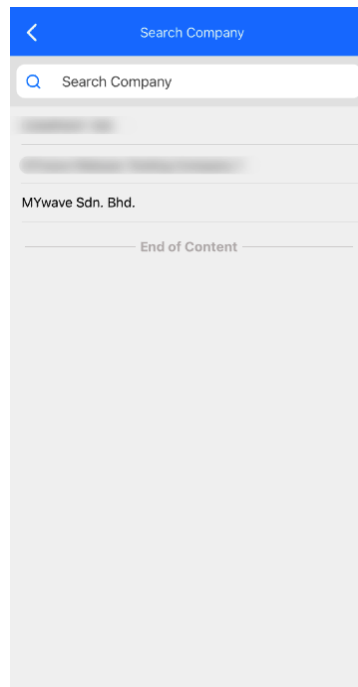
2.1.1 Switch company



1. Click on the top right company icon to switch company



2. The company list will be shown. User can search for the company name as well. Tap on the company name to confirm the selection.

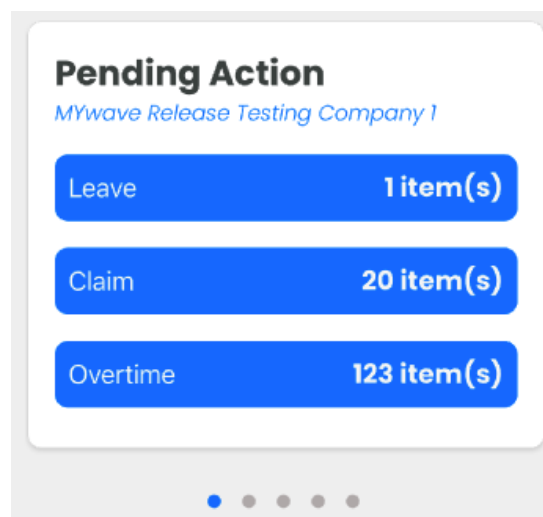


3. After that user will be redirected to the dashboard of the selected company.

2.2 Pending Action

To avoid missing any pending action, user can view pending action items from different companies in the pending action section.

2.2.1 Pending Action



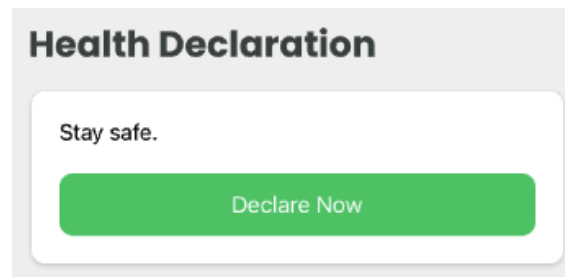
1. User can tap on the pending action item and the app will redirect the user to the respective approval pages
2. User also can swipe left or right for viewing different company's pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the respective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

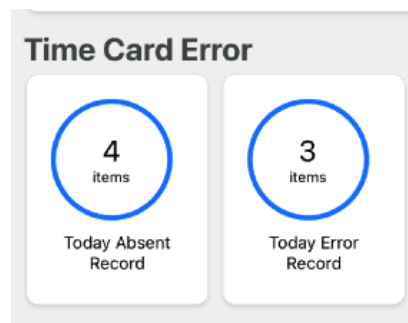
1. Tap on “Declare Now” button will redirect user to health declaration page.



2.4 Timecard Error

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

2.4.1 Timecard Error Summary

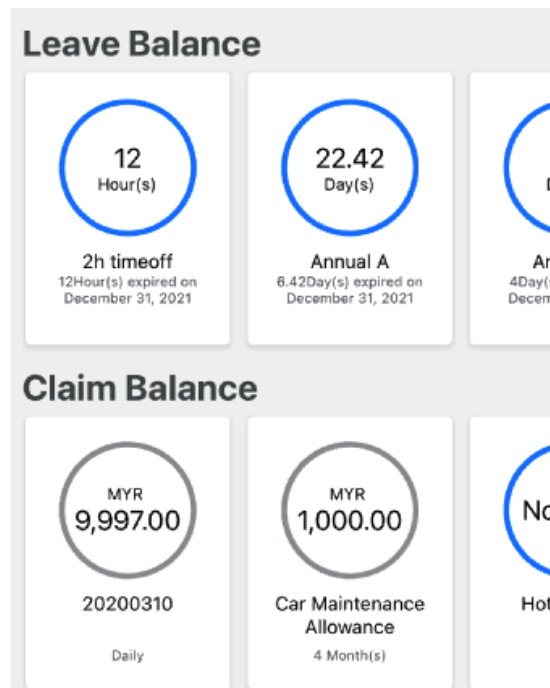


1. User can view the summary for the timecard absent record or error for current day.
2. By tapping the button, user can view the detailed information.

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



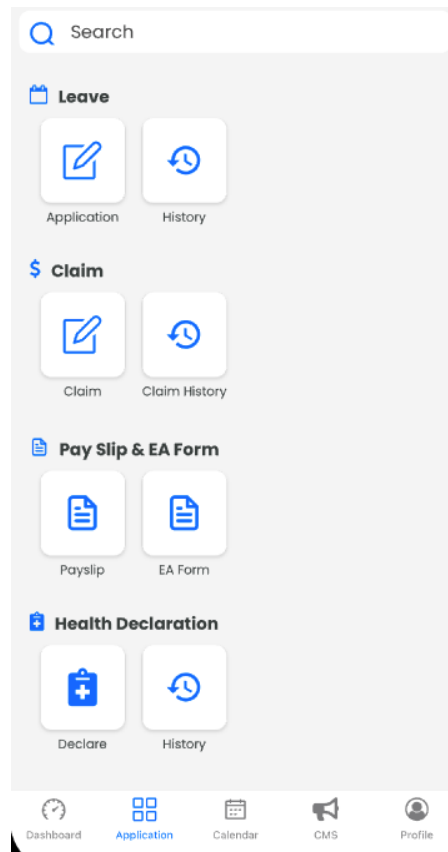
1. User can view the balance and expiry date for leave and claim entitlements.
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

APPLICATION

3.1 Application Home

Application home is the menu for the various modules. User can 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.


The image shows two screenshots of the 'Leave Application' form. The left screenshot displays the 'Start Date' and 'End Date' fields, both set to 2021-09-20, and the 'Duration' field set to 1 day. A green 'Next' button is at the bottom. The right screenshot shows a calendar for September 2021 with the date 20th highlighted as 'Today'. A blue 'Select' button is at the bottom of the calendar overlay.

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

The image shows the 'Select leave type' screen. It features a list of leave types with their respective balances: Annual Leave (35 days), Business Leave (No Li...), Compassionate Leave (3 days), Examination Leave (7 days), HOSPITAL & MEDICAL (60 days), and Medical Leave (22 days). A blue 'Back' button is at the bottom.

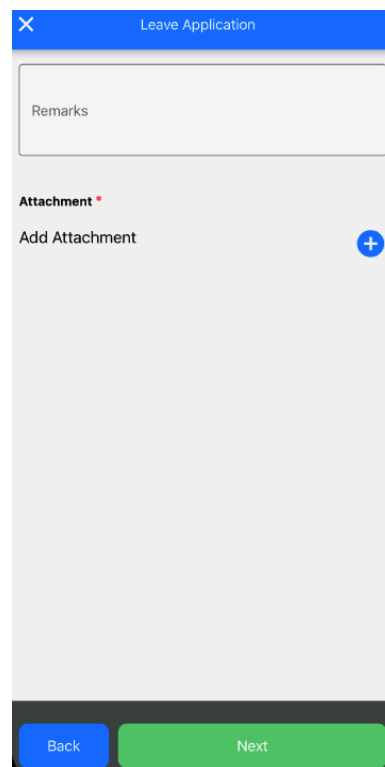
- Then select the leave method (Full Day, Half Day and Hourly), session (First session, Second session) and hour for the leave. Tap “Next” after select leave method and session

The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a blue header with a close button (X) and the title '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 . Press “Next” button once confirmed.

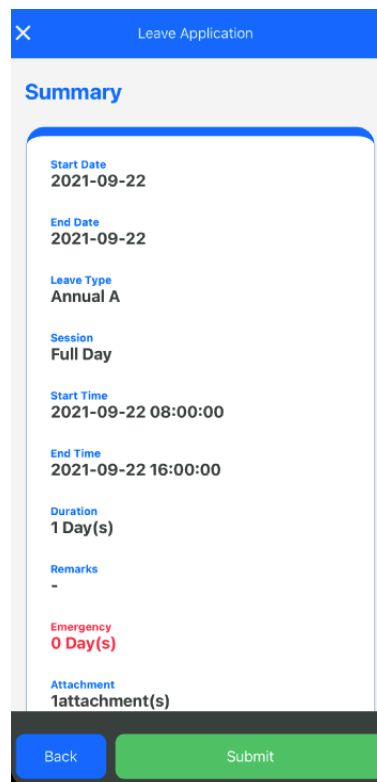
The screenshot shows the same 'Leave Application' form, but now with additional information. Below the 'Method' and 'Session' dropdowns, there are three circular icons: 'Duration 1 Day(s)' (blue), 'Clash 0 Day(s)' (orange), and 'Emerge 1 Day(s)' (red). Below these icons, there is a 'Date:' label and a date picker showing '22 Sep 2021 (Wed)'. To the right of the date, there is a blue button labeled '1 Day(s)'. Below the date, there are two time pickers: '2021-09-22 08:00:00' and '2021-09-22 16:00:00', with the word 'until' between them. To the right of the time pickers, there is a red 'X' icon. Below the time pickers, 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.



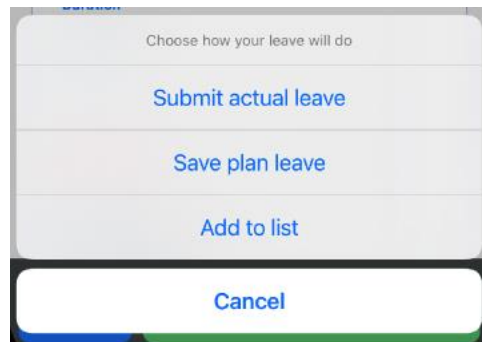
The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a blue header bar with a close icon (X) and the text 'Leave Application'. Below the header, there is a text input field labeled 'Remarks'. Underneath the 'Remarks' field, there is a section titled 'Attachment *' in bold. Below this title, there is a text label 'Add Attachment' and a blue circular button with a white plus sign (+). At the bottom of the screen, there is a dark grey bar containing two buttons: a blue 'Back' button and a green 'Next' button.

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



The screenshot shows a mobile application interface for a 'Leave Application' summary. At the top, there is a blue header bar with a close icon (X) and the text 'Leave Application'. Below the header, there is a section titled 'Summary' in blue. Underneath the 'Summary' title, there is a white rounded rectangle containing the following details: 'Start Date' (2021-09-22), 'End Date' (2021-09-22), 'Leave Type' (Annual A), 'Session' (Full Day), 'Start Time' (2021-09-22 08:00:00), 'End Time' (2021-09-22 16:00:00), 'Duration' (1 Day(s)), 'Remarks' (-), 'Emergency' (0 Day(s)), and 'Attachment' (1attachment(s)). At the bottom of the screen, there is a dark grey bar containing two buttons: a blue 'Back' button and a green 'Submit' button.

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.

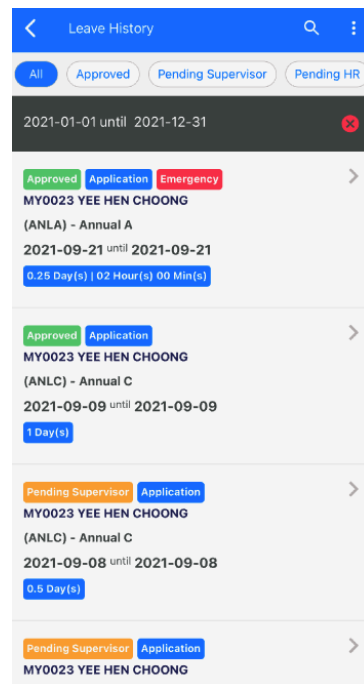


Draft submit successfully

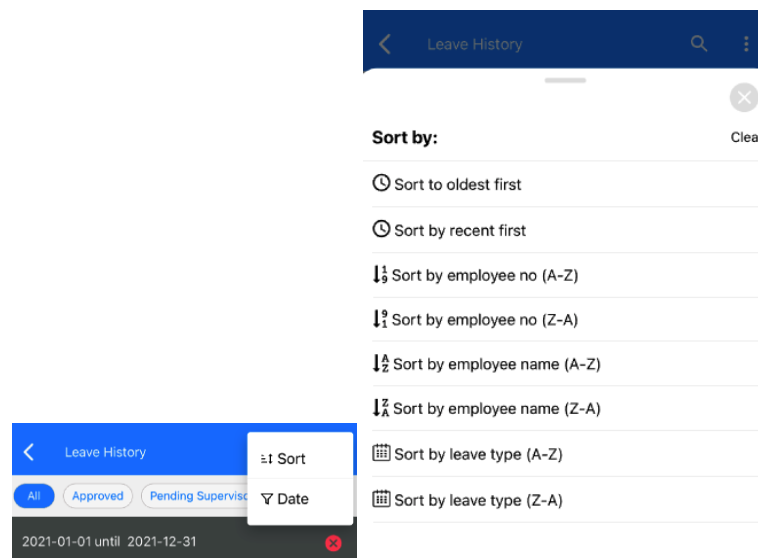
Done

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 can sort based on the provided list.



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

The screenshot shows a modal titled "(ANLA) - Annual A". It contains two date range inputs. The first input shows "2021-01-01" with a calendar icon and a "Clear" button. The second input shows "2021-12-31" with a calendar icon and a "Clear" button. At the bottom of the modal is a "Close" button. The user's name "MY0023 YEE HEN CHOONG" is visible at the bottom of the screen.

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

The screenshot shows a dark grey bar with the text "2021-01-01 until 2021-12-31" and a red "X" icon on the right, indicating the filter can be cleared.

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

The screenshot shows a horizontal menu with four buttons: "All", "Pending Supervisor", "Approved", and "Pending HR". The "All" button is currently selected and highlighted in blue.

- 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

The screenshot shows the "Leave History" screen with a search bar at the top containing the text "annual". Below the search bar, there are three search results for user "EMP009 JOYCE WONG". Each result shows the leave type "(ANL) - Annual Leave", the date range, and the duration. The first result is "Pending Supervisor" and "Application" status, with a date range of "2021-09-30 until 2021-09-30" and a duration of "1 Day(s)". The second result is "Pending Supervisor", "Application", and "Emergency" status, with a date range of "2021-09-10 until 2021-09-10" and a duration of "1 Day(s)". The third result is "Approved" and "Application" status, with a date range of "2020-01-28 until 2020-01-31" and a duration of "4 Day(s)".

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

< Leave History Info

Information

Employee
MY0023 - YEE HEN CHOONG

Leave Type
(ANLA) - Annual A

Date
2021-09-21 until 2021-09-21
Total: 0.25 Day(s) | 02 Hour(s) 00 Min(s)

Remarks
Test

Application Type
Application

Emergency

Leave Information

2021-09-21 (Tue)

2021-09-21 08:00:00 until 2021-09-21 10:00:00

Hour Basis Emergency

Submitted on September 20, 2021

End of Content

Cancel All

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

< Leave History Info

Information

Employee
MY0023 - YEE HEN CHOONG

Leave Type
(ANLA) - Annual A

Date
2021-09-21 until 2021-09-21
Total: 0.25 Day(s) | 02 Hour(s) 00 Min(s)

Remarks
Test

Application Type
Application

Emergency

Leave Information

2021-09-21 (Tue)


2021-09-21 08:00:00 until 2021-09-21 10:00:00

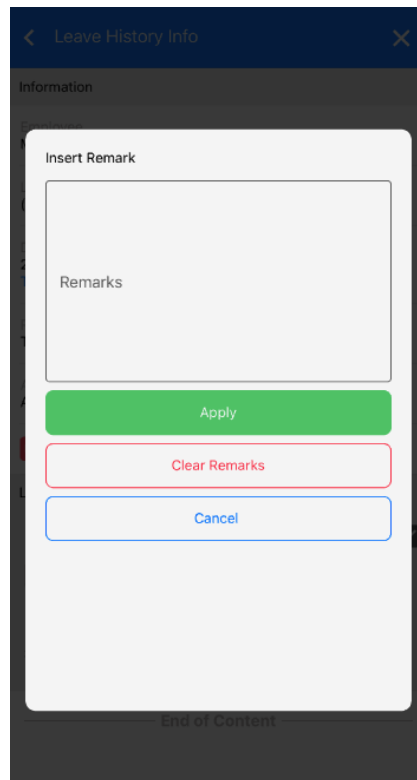
Hour Basis Emergency

Submitted on September 20, 2021

End of Content

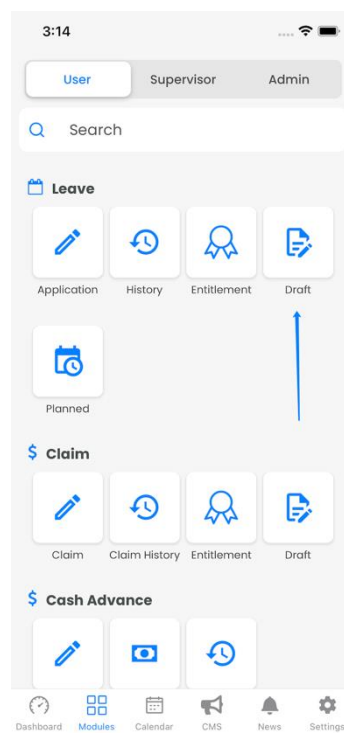
Cancel (1)

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

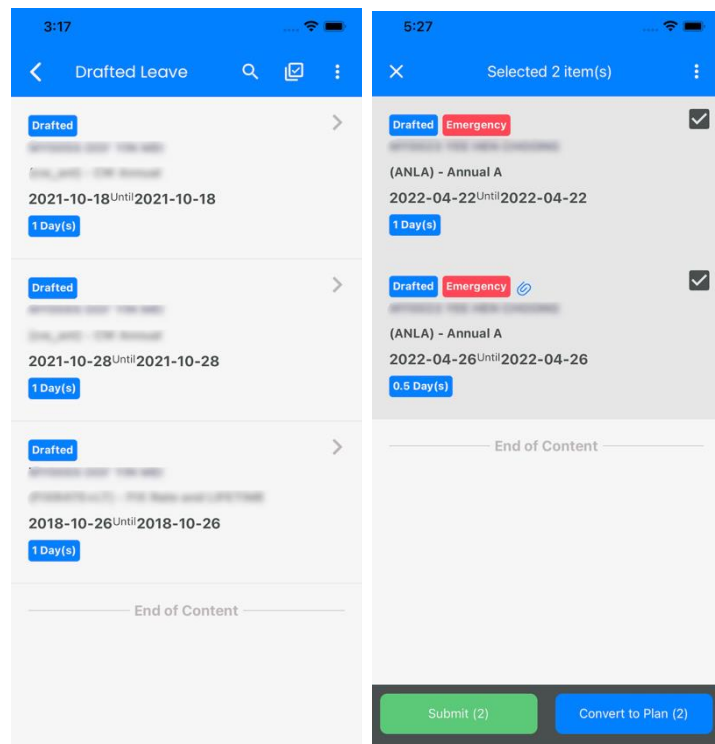


3.2.3 Drafted Leave

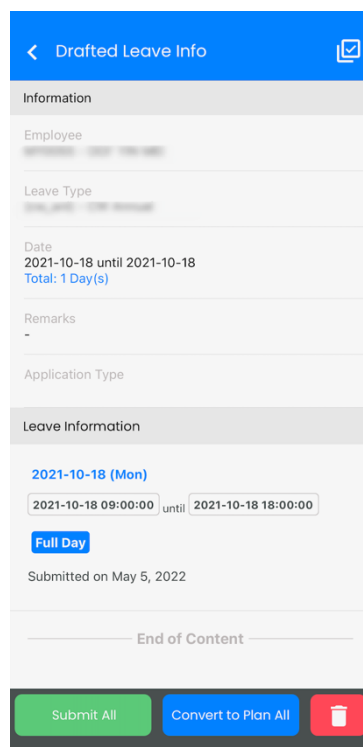
1. Tap on “Draft” in application menu to view the drafted leave.



2. Drafted leave items will be listed on screen. User can select the drafted leave item and tap on “Convert to Plan” to convert drafted leave to planned leave or “Submit” to apply leave.

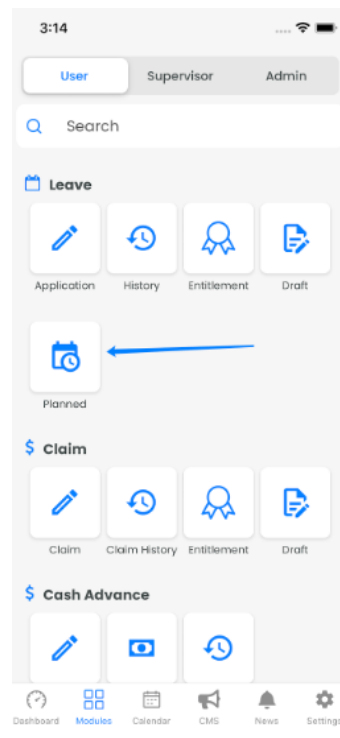


3. User can tap on the item to view details of the draft and select specific date to submit.

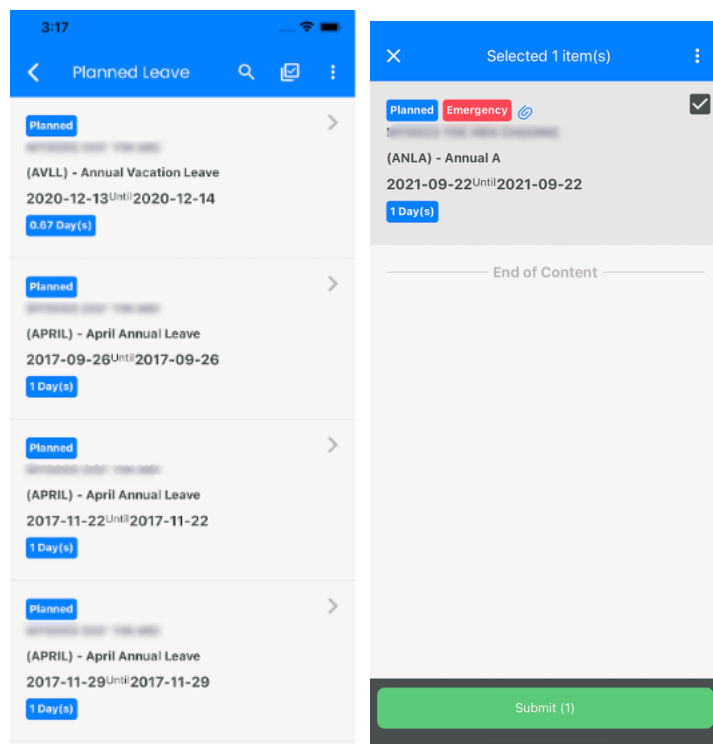


3.2.4 Planned Leave

1. Tap the “Planned” in application menu to view the planned leave.



2. Planned leave items will be listed on screen. User can select the planned leave item to submit the leave.



3. User can tap on the item to view details of the planned leave and select specific date to submit.

Planned Leave Info

Information

Employee

XXXXXXXXXX

Leave Type

(AVLL) - Annual Vacation Leave

Date

2020-12-13 until 2020-12-14

Total: 0.67 Day(s)

Remarks

XXXXXXXXXX

Application Type

Leave Information

2020-12-13 (Sun)

2020-12-13 09:00:00

until

2020-12-13 17:00:00

Full Day

Submitted on May 5, 2022

2020-12-14 (Mon)

2020-12-14 14:00:00

until

2020-12-14 17:00:00

Submit All

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 the 'Claim Application' form. On the left, a sidebar menu has sections for 'Leave' (Application, History, Entitlement, Drafted, Planned) and 'Claim' (Application, History, Entitlement, Drafted). The 'Claim' section is active. The main form area has a blue header 'Claim Application' with a back arrow. Below the header is a text input field 'Title (Required)'. Underneath is a blue button 'Add Item' with a plus icon. At the bottom of the form are three summary labels: 'Total Claim Amount', 'Total Tax Amount', and 'Grand Total Amount'. A blue 'Submit' button is at the bottom right. The bottom navigation bar shows 'Dashboard', 'Modules' (selected), 'Calendar', 'CMS', 'News', and 'Settings'.

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

This screenshot shows a close-up of the 'Claim Application' form. The 'Title (Required)' field is filled. Below it is a text input field labeled 'Invoice / Receipt Date (Required)'. At the bottom of the screen, there are two buttons: a blue 'Back' button and a green 'Add to list' button.



3. Select the claim type to be applied.

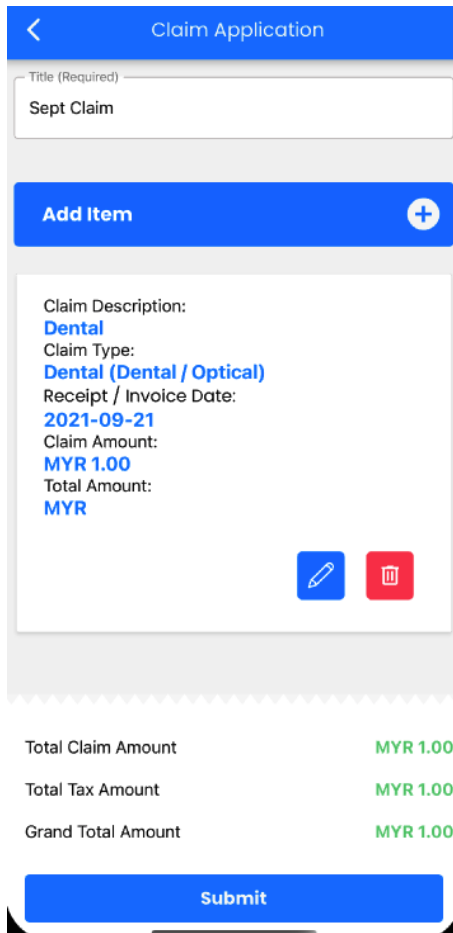
The screenshot shows a mobile application interface for a 'Claim Application'. At the top is a blue header with a back arrow and the title 'Claim Application'. Below the header, there is a text input field for 'Invoice / Receipt Date (Required)' containing the date '2021-09-21'. Underneath this is a section titled 'Claim Type' which contains a dropdown menu with the placeholder text 'Select claim type' and a downward arrow. The bottom of the screen features a dark grey bar with 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

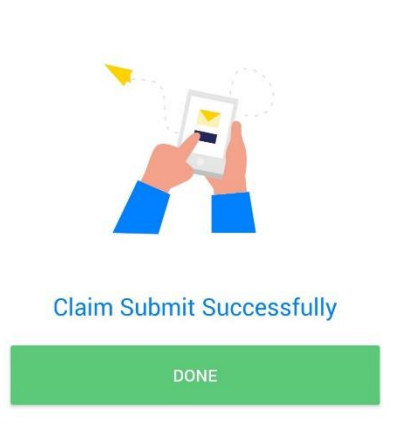
This screenshot shows the 'Claim Application' form with all fields completed. The 'Invoice / Receipt Date (Required)' field contains '2021-09-21'. The 'Claim Type' dropdown menu is now set to 'Dental'. Below this is a 'Currency' section with a 'From' field, a 'To' field, and a dropdown menu set to 'Select currency'. Below the currency fields, it says 'to Malaysian Ringgit (MYR)'. There are two more input fields: 'Currency rate' and 'Currency amount', both containing the number '0'. At the bottom, there is a large text input field for 'Description (Required)'. The bottom navigation bar remains the same with 'Back' and 'Add to list' buttons.

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



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

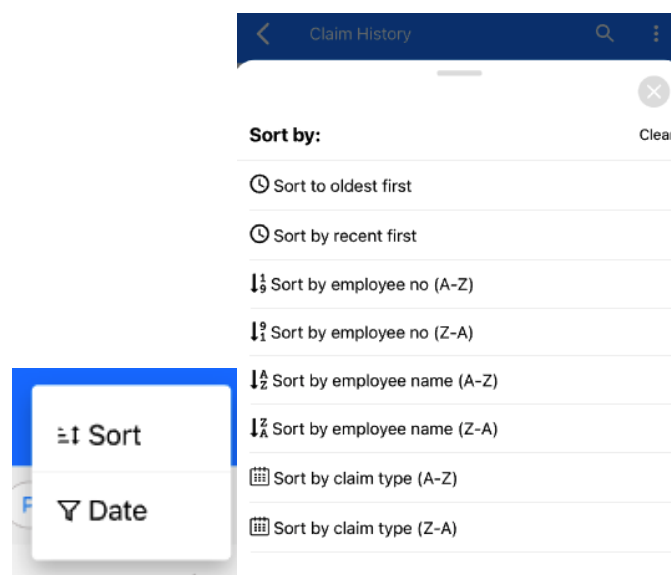


3.3.2 Claim History

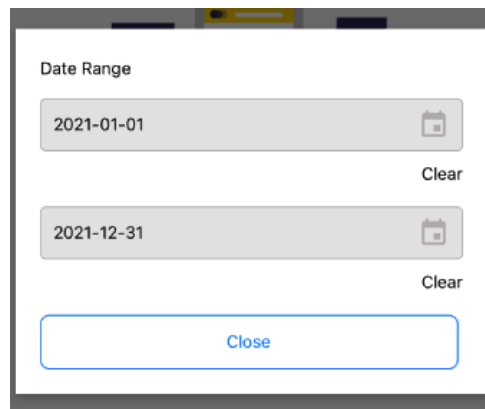
1. Tap on Claim “Claim History” in the application menu to navigate to claim history page. User can browse through the history of applied claims



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 can sort the list based on the provided list

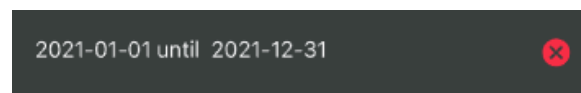


- By tapping on "Date", the date filter will pop out. User able to filter the claim history items based on the invoice/receipt date range.



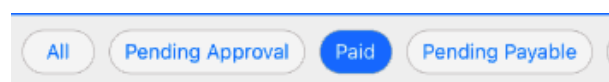
A modal window titled "Date Range" for filtering claim history. It contains two date input fields. The first field shows "2021-01-01" with a calendar icon and a "Clear" button below it. The second field shows "2021-12-31" with a calendar icon and a "Clear" button below it. At the bottom of the modal is a blue "Close" button.

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



A dark grey horizontal bar displaying the selected date range "2021-01-01 until 2021-12-31". On the right side of the bar is a red circular button with a white "X" icon, used to clear the filter.

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



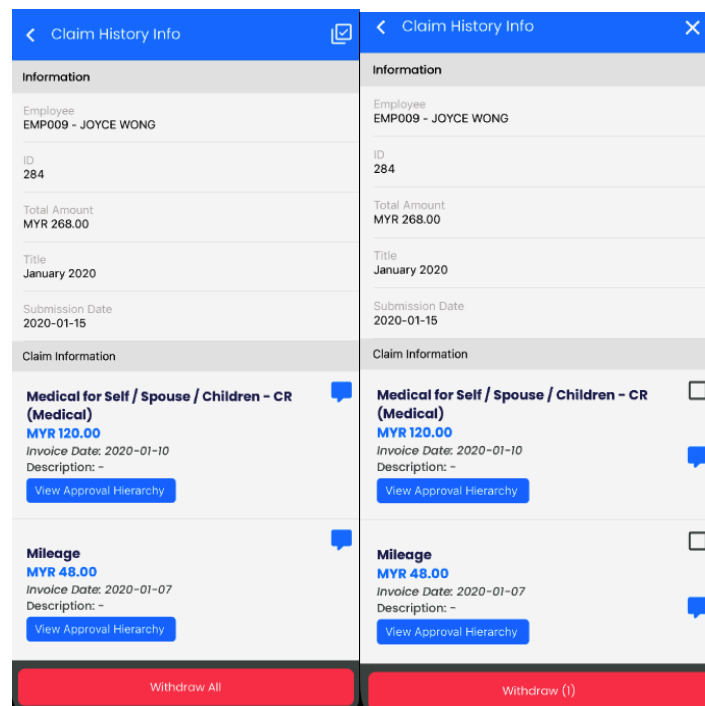
A horizontal menu for filtering claim status. It features four buttons: "All", "Pending Approval", "Paid", and "Pending Payable". The "Paid" button is highlighted with a blue background, while the others have a light grey background.

- 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



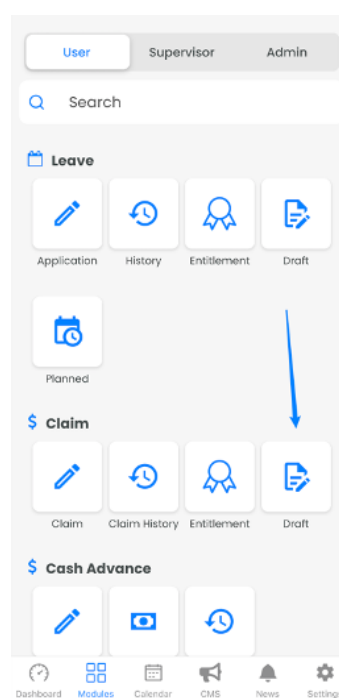
The "Claim History" screen with a search bar at the top containing "Jan". Below the search bar, three claim items are listed, each with a status badge, employee name, date, submission date, and amount. The first item is "Pending Approval" for EMP009 - JOYCE WONG, dated January 2020, submitted on January 15, 2020, for MYR 268.00. The second item is "Paid" for EMP009 - JOYCE WONG, dated Jan 2020, submitted on January 15, 2020, for MYR 100.00. The third item is "Paid" for EMP009 - JOYCE WONG, dated Jan 2018 claim, submitted on March 27, 2018, for MYR 106.00. Each item has a right arrow for more details. The screen ends with "End of Content".

- By tapping the item, user can 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.

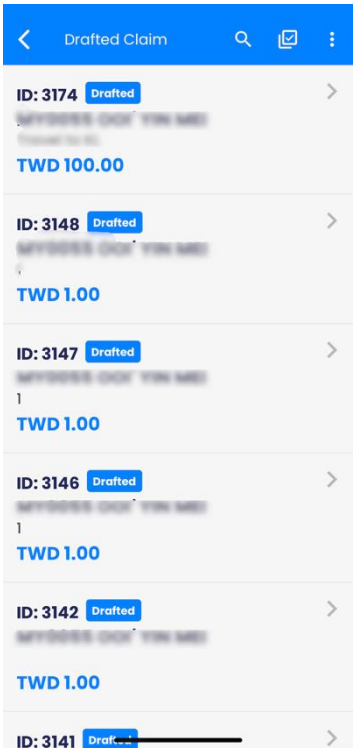


3.3.3 Drafted Claim

- Tap on Claim “Draft” in the application menu to navigate to drafted claim page. User can browse through the drafted claim items.



2. User can select the drafted claim item to be submitted or tap the list item to edit the drafted claim.

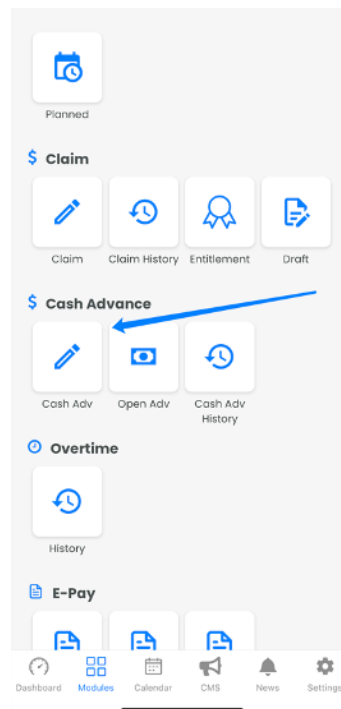


3. The claim application form will appear. User can refer to the claim application steps to continue the application. Click "Save" to save the changes and click the trash icon to delete the drafted claim.

A screenshot of a mobile application screen titled "Claim Application". The screen shows a form with a "Title (Required)" field containing the text "Travel to KL". Below the title field is a blue button labeled "Add Item" with a plus icon. The form is followed by a list of summary items: "Total Claim Amount", "Total Tax Amount", and "Grand Total Amount". At the bottom of the screen are three buttons: a green "Submit" button, a blue "Save" button, and a red button with a trash icon.

3.3.4 Cash Advance Application

1. Tap on Cash Advance “Cash Adv” in the application menu to navigate to cash advance application page. User can apply the cash advance on the following screen.



2. Fill in the claim title and tap on “Add item” to add the cash advance item.

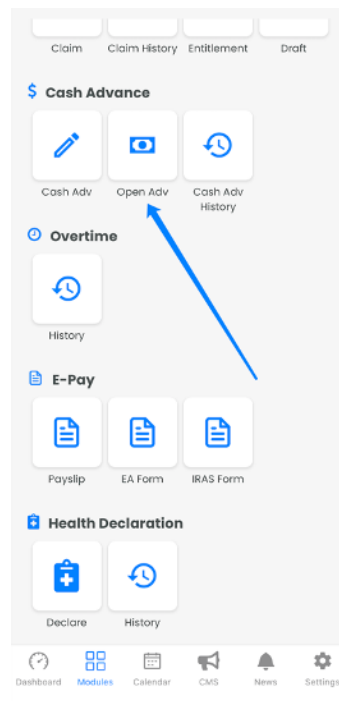
A screenshot of the 'Cash Adv Application' form. At the top is a blue header with a back arrow and the title 'Cash Adv Application'. Below the header is a text input field labeled 'Title (Required)'. Underneath the input field is a blue button labeled 'Add Item' with a white plus icon. The main body of the form is a light gray area. At the bottom of the form are three labels: 'Total Claim Amount', 'Total Tax Amount', and 'Grand Total Amount'. Below these labels is a blue 'Submit' button.

3. Cash advance application form will be shown. Follow the steps from claim application to complete the application.

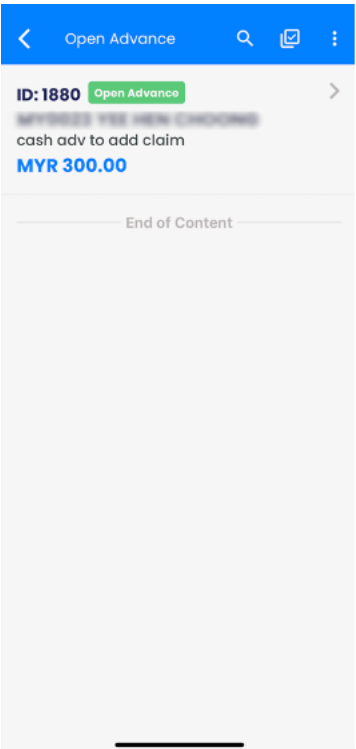
The screenshot shows a mobile application screen titled "Cash Adv Application". At the top, there is a blue header with a back arrow and the title. Below the header, the form contains the following fields: "Receipt / Invoice Date" with a date picker set to "2022-05-05"; "Claim Type" with a dropdown menu set to "Cash Advance"; "Currency" with a "From" field set to "Malaysian Ringgit (MYR)" and a "To" field set to "Taiwan Dollar (TWD)"; "Currency rate" with an empty input field; and "Claim amount (Required)" with a text input field containing the number "100". At the bottom of the form, there are two buttons: a blue "Back" button and a green "Add to list" button.

3.3.5 Open Advance

1. Tap on "Open Adv" in the application menu to navigate to open advance application page. User can submit the open advance on the following screen.



2. The list of open advances will be shown on screen. Tap on the open advance item to add the reimbursement claim item to the open advance and submit.

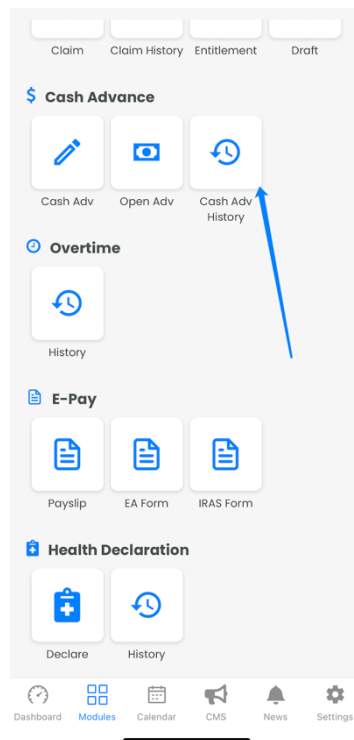


3. Tap "Add Item", and the application form will be displayed on screen. Follow the steps from claim application to complete the application.

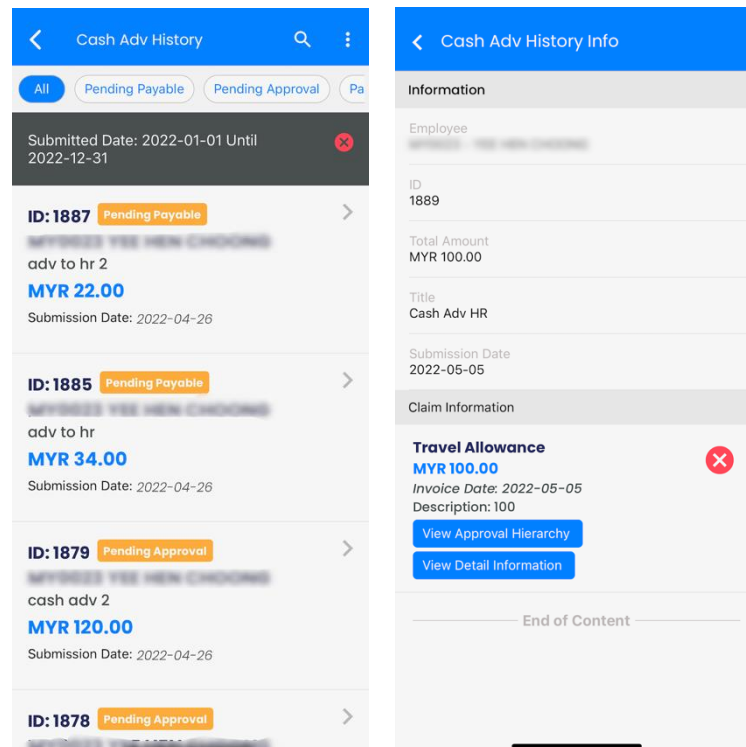
Two side-by-side screenshots of the "Cash Adv Application" form. The left screenshot shows the form with a blue header bar containing a back arrow and the title "Cash Adv Application". Below the header, there is a "Title (Required)" field with the text "cash adv to add claim". A blue "Add Item" button with a plus icon is visible. Below this, a box contains the following text: "Claim Description: see see", "Claim Type: Travel Allowance", "Receipt / Invoice Date: 2022-04-26", and "Claim Amount: MYR 300.00". At the bottom, a summary section shows: "Advance Amount MYR 300.00", "Total Claim Amount MYR 0.00", "Amount Due MYR300.00", and "Status Due from Employee". A blue "Submit" button is at the very bottom. The right screenshot shows the same form but with the "Receipt / Invoice Date" field set to "2022-05-05" and the "Claim Type" dropdown menu open, showing "Search Claim Type" and a downward arrow. At the bottom, there are two buttons: a blue "Back" button and a green "Add to list" button.

3.3.6 Cash Advance History

1. Tap on Cash Advance “Cash Adv History” in the application menu to navigate to cash advance history page. User can browse cash advance history through the page.



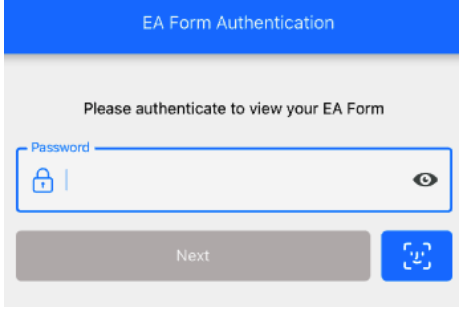
2. Tap on cash advance item to view more details



3.4 EA Form

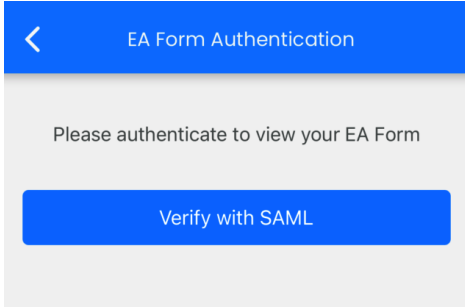
3.4.1 Authentication

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.

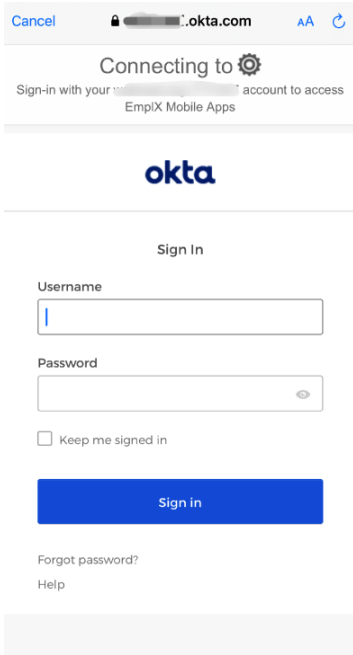


The screenshot shows the 'EA Form Authentication' screen. At the top, there is a blue header with the text 'EA Form Authentication'. Below the header, the text 'Please authenticate to view your EA Form' is displayed. A password input field is shown with a lock icon on the left and an eye icon on the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



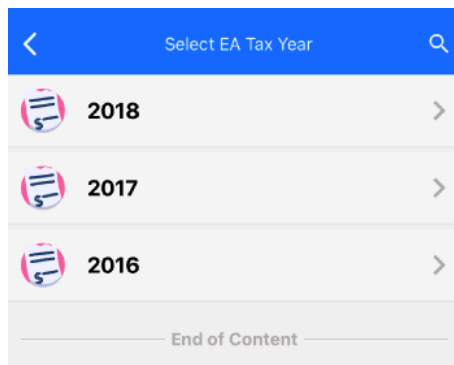
The screenshot shows the 'EA Form Authentication' screen. At the top, there is a blue header with a back arrow and the text 'EA Form Authentication'. Below the header, the text 'Please authenticate to view your EA Form' is displayed. A large blue button labeled 'Verify with SAML' is centered on the screen.



The screenshot shows the Okta SAML login screen. At the top, there is a header with a 'Cancel' button, a lock icon, the text 'okta.com', and 'AA' and refresh icons. Below the header, the text 'Connecting to' is followed by a gear icon. Below that, the text 'Sign-in with your account to access EmpX Mobile Apps' is displayed. The Okta logo is centered. Below the logo, the text 'Sign In' is displayed. There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'Sign in' is centered. At the bottom, there are links for 'Forgot password?' and 'Help'.

3.4.2 EA Form

1. The list of EA tax year will be shown on the screen. Tap on the year to view the EA Form. User can also search for the tax year by using the search bar



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

3. Select the language for EA Form

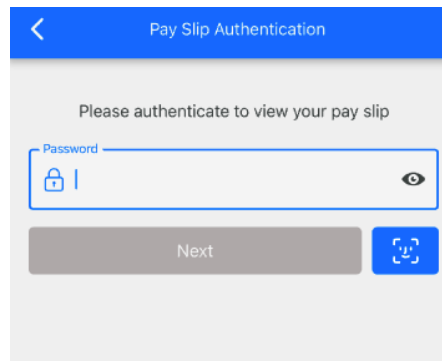
 Print
  Save

Done

3.5 Pay Slip

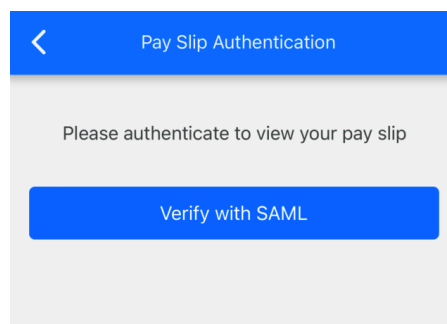
3.5.1 Authentication

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.

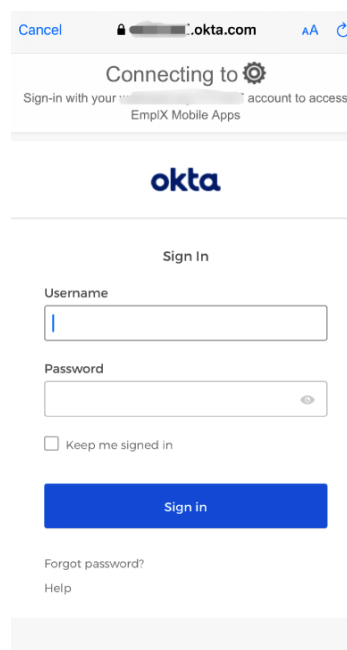


The screenshot shows the 'Pay Slip Authentication' screen. At the top, there is a blue header with a back arrow and the text 'Pay Slip Authentication'. Below the header, the text 'Please authenticate to view your pay slip' is displayed. A password input field is shown with a lock icon on the left and an eye icon on the right. Below the password field, there is a grey 'Next' button and a blue button with a fingerprint 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



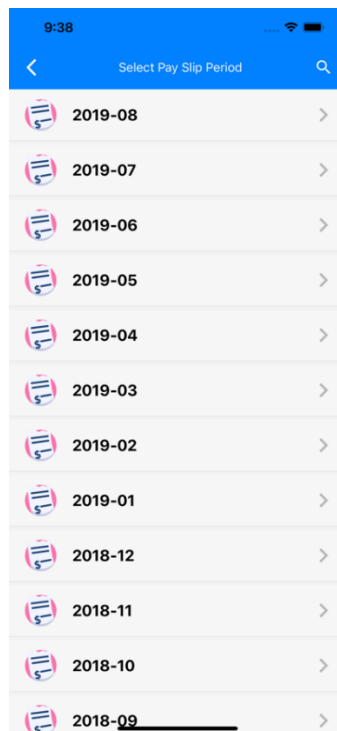
The screenshot shows the 'Pay Slip Authentication' screen. At the top, there is a blue header with a back arrow and the text 'Pay Slip Authentication'. Below the header, the text 'Please authenticate to view your pay slip' is displayed. A large blue button with the text 'Verify with SAML' is centered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



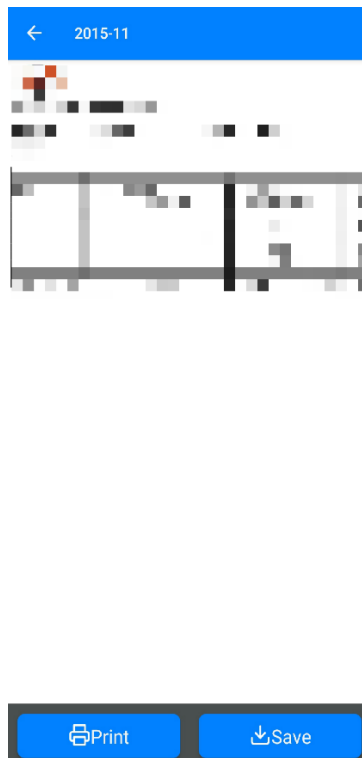
The screenshot shows the SAML login screen. At the top, there is a blue header with a back arrow and the text 'Pay Slip Authentication'. Below the header, the text 'Please authenticate to view your pay slip' is displayed. A large blue button with the text 'Verify with SAML' is centered on the screen. Below the button, there is a section for 'Sign In' with fields for 'Username' and 'Password'. There is also a checkbox for 'Keep me signed in' and a 'Sign in' button. At the bottom, there are links for 'Forgot password?' and 'Help'.

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



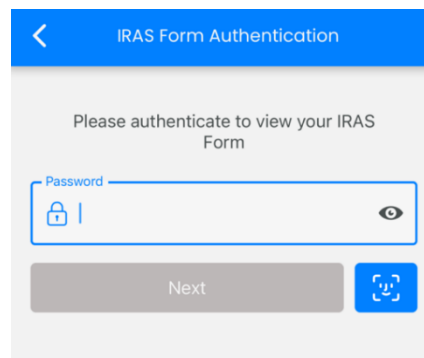
2. The Pay Slip will be displayed on the screen. Tap on "Save" to save the pay slip as a PDF document or tap on "Print" to print the Pay Slip based on the device printer settings.



3.6 IRAS Form (only applicable for Singapore company)

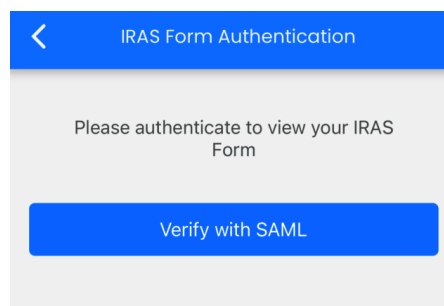
3.6.1 Authentication

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.

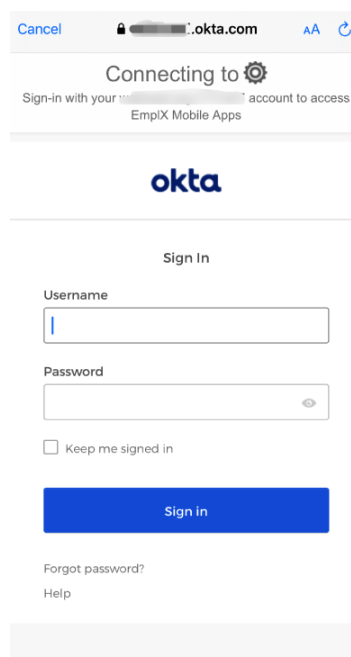


The screenshot shows the 'IRAS Form Authentication' screen. At the top, there is a blue header with a back arrow and the text 'IRAS Form Authentication'. Below the header, the text 'Please authenticate to view your IRAS Form' is displayed. A password input field is shown with a lock icon on the left and an eye icon on the right. Below the password field, there is a grey 'Next' button 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 to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



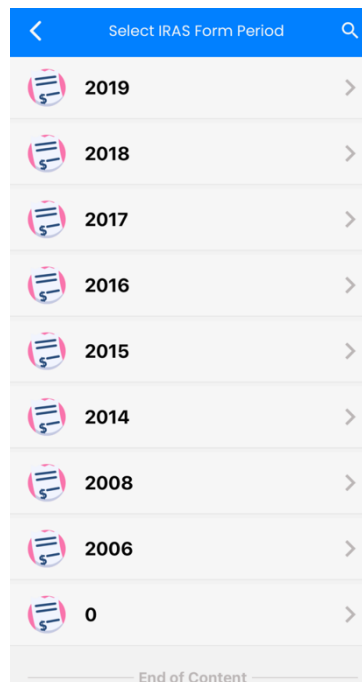
The screenshot shows the 'IRAS Form Authentication' screen. At the top, there is a blue header with a back arrow and the text 'IRAS Form Authentication'. Below the header, the text 'Please authenticate to view your IRAS Form' is displayed. A large blue button with the text 'Verify with SAML' is centered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



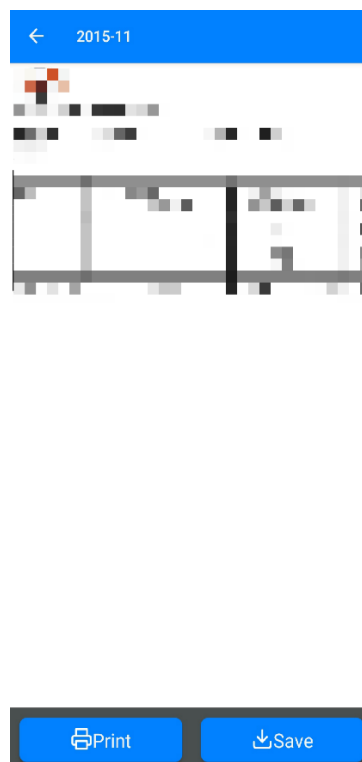
The screenshot shows the Okta SAML login screen. At the top, there is a blue header with a back arrow and the text 'IRAS Form Authentication'. Below the header, the text 'Please authenticate to view your IRAS Form' is displayed. A large blue button with the text 'Verify with SAML' is centered on the screen. Below the button, there is a section titled 'Connecting to' with a gear icon. Below this, there is a section titled 'Sign In' with a 'Username' input field and a 'Password' input field. Below the password field, there is a checkbox labeled 'Keep me signed in'. At the bottom, there is a blue 'Sign in' button. Below the button, there are links for 'Forgot password?' and 'Help'.

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

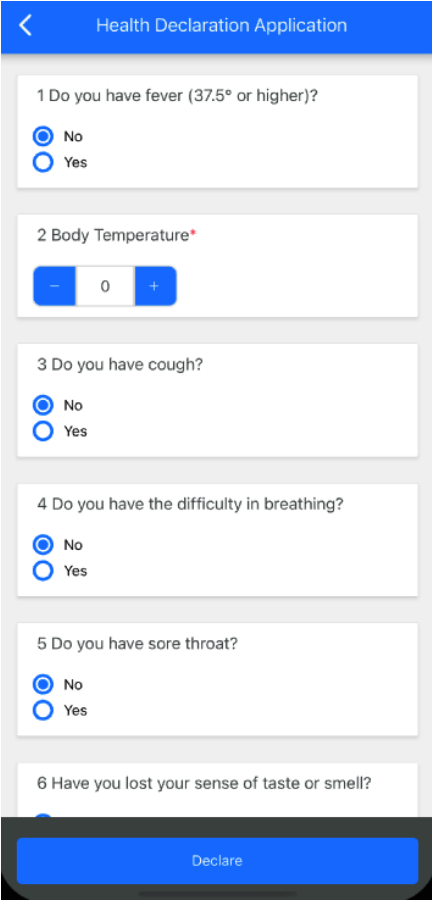


2. The IRAS form will be displayed on the screen. Tap on “Save” to save the IRAS form as a PDF document or tap on “Print” to print the IRAS form based on the device printer settings.



3.7 Health Declaration

3.7.1 Declare



The screenshot shows a mobile application interface for a health declaration. At the top, there is a blue header bar with a white back arrow on the left and the text "Health Declaration Application" in the center. Below the header, the form consists of six numbered questions, each in a white box with a light gray border. Question 1 asks "Do you have fever (37.5° or higher)?" with radio buttons for "No" (selected) and "Yes". Question 2 asks "Body Temperature*" and features a numeric input field with a blue minus button on the left, a white field containing "0", and a blue plus button on the right. Question 3 asks "Do you have cough?" with radio buttons for "No" (selected) and "Yes". Question 4 asks "Do you have the difficulty in breathing?" with radio buttons for "No" (selected) and "Yes". Question 5 asks "Do you have sore throat?" with radio buttons for "No" (selected) and "Yes". Question 6 asks "Have you lost your sense of taste or smell?" with radio buttons for "No" (selected) and "Yes". At the bottom of the form is a large blue button with the text "Declare" in white.

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

< Health Declaration History

September 1, 2021 - September 30, 2021

Declare on: **2021-09-21 09:56**

1. Do you have fever (37.5° or higher)?
No

2. Body Temperature
37

3. Do you have cough?
No

4. Do you have the difficulty in breathing?
No

5. Do you have sore throat?
No

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

7. Other Symptoms (please specify)
-

8. Have you been to any affected area(s) or countries of COVID-19 over the past 14 days?
No

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.

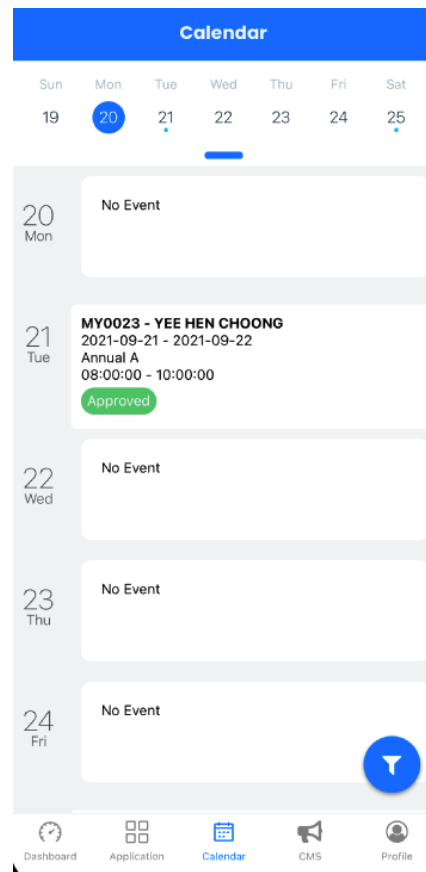
CALENDAR

4.1 Calendar (Leave, Shift and Public Holiday)

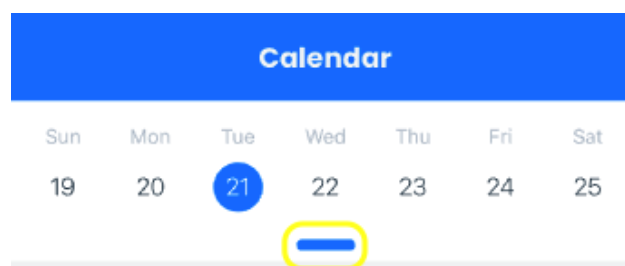
User able to view the leave, shift, and public holiday events in the calendar.

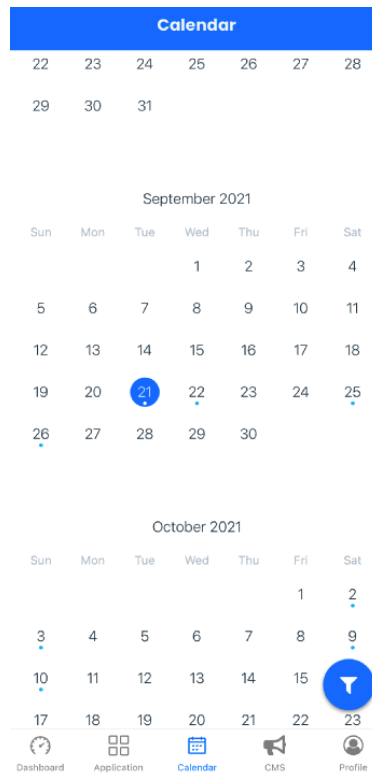
4.1.1 Agenda

1. User can scroll to browse the calendar events.



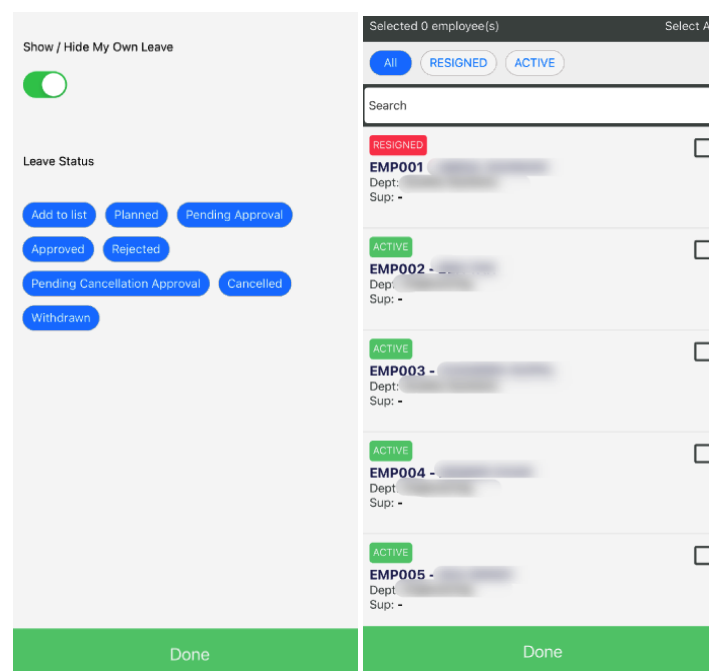
2. User can swipe down the knot to jump to specific date for the events





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

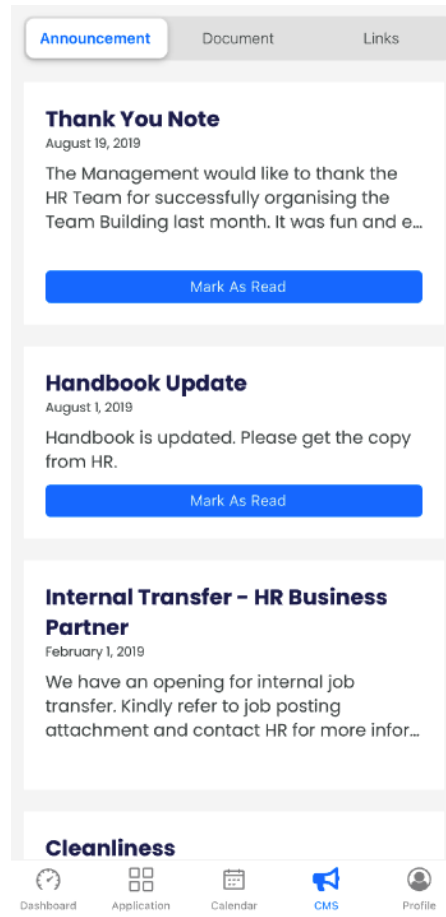


CMS

5.1 CMS

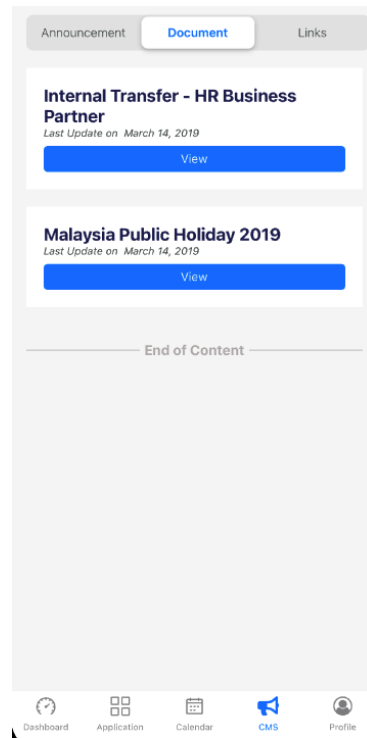
CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

5.1.1 Announcement



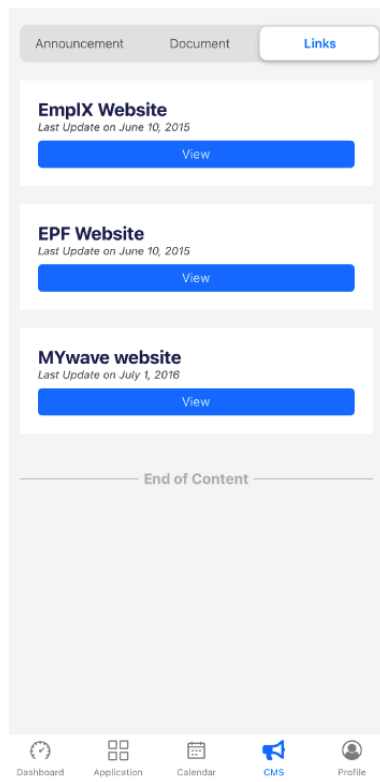
1. Announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. User can tap on “Mark as Read” to mark as read for specific announcement.

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

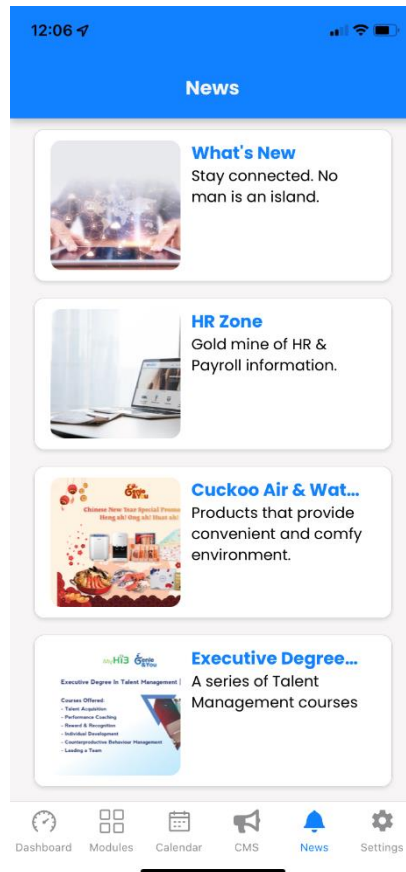


1. Link tab consists of the links that have been attached by the company.
2. User can tap on “View” to browse the attached links.

NEWS

6.1 News

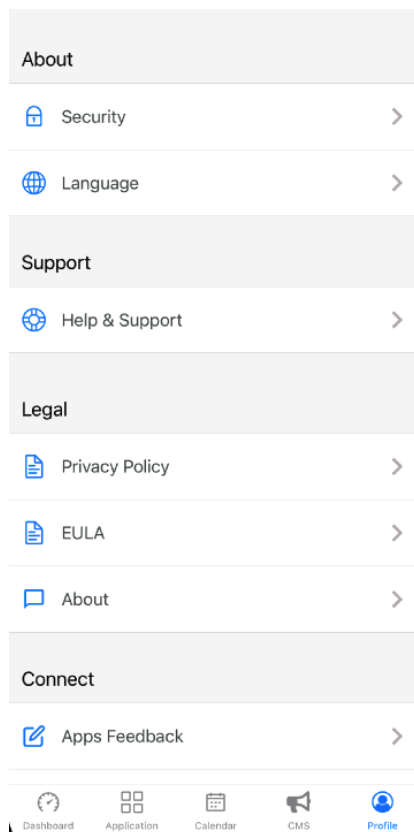
The **News** tab consists of the latest news and updates from EmplX. User can view this tab to keep up to date with latest EmplX information.



PROFILE

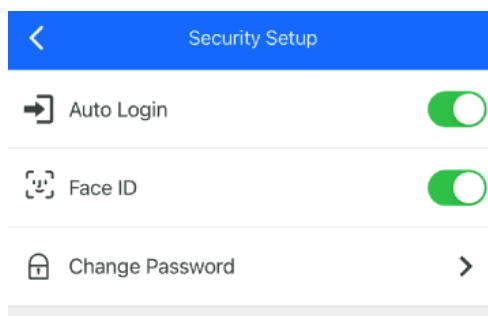
7.1 Profile

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



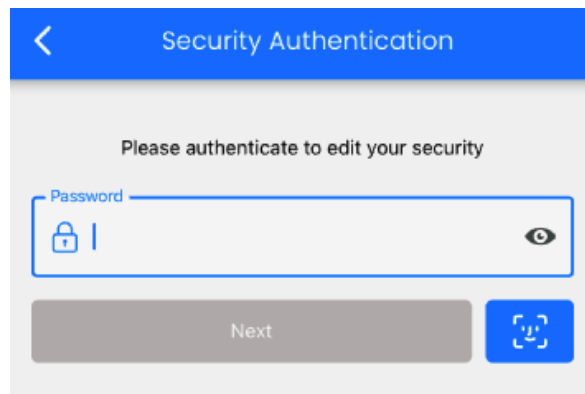
7.1.1 Security

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.

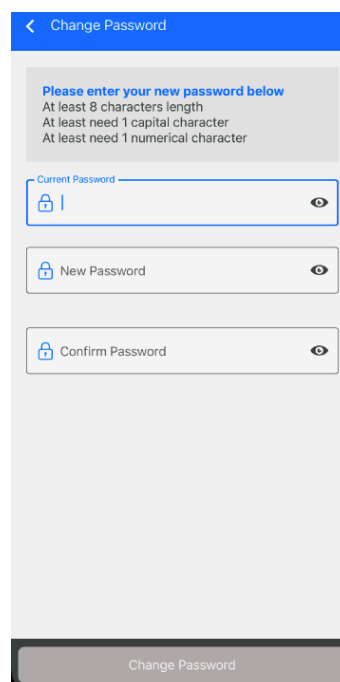


7.1.2 Change Password

1. Tap on “Change Password” to change the password. Password authentication or local device authentication required before changing the password.

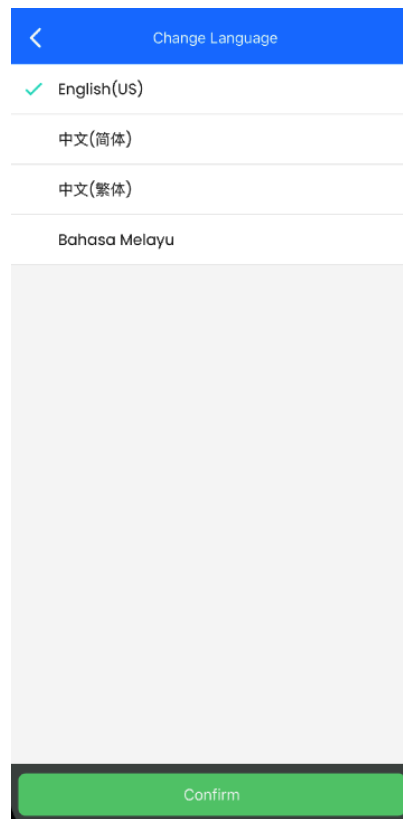


2. User will be redirected to change password screen once authenticated successfully
3. Fill the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



7.1.3 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.



7.1.4 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.

