User Guide

EmplX Mobile App

Supervisor

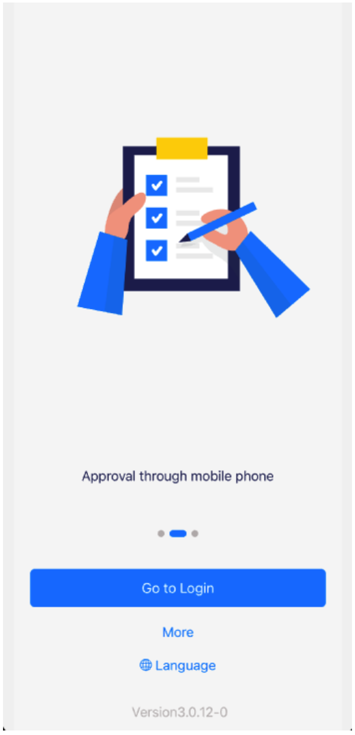
CONTENTS

SECURITY

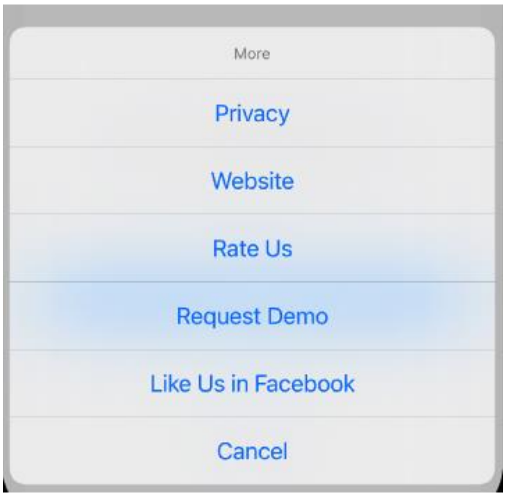
1.1 Onboarding

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.

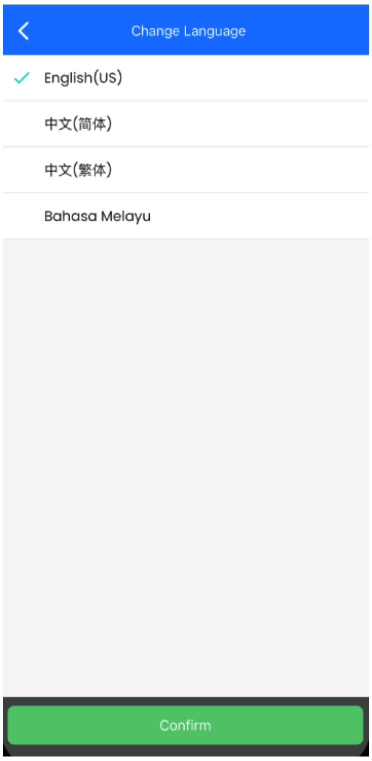
1.1.1 Landing



1. This is the onboarding page for the EmplX app
2. Users can tap on “Go to Login” to go to the login page
3. Users 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 on Facebook



4. The user can change the language for the app by tapping on the "Language" link. Currently, there are 4 languages available in the app.



5. Users are able to find the app version at the bottom of the onboarding page.

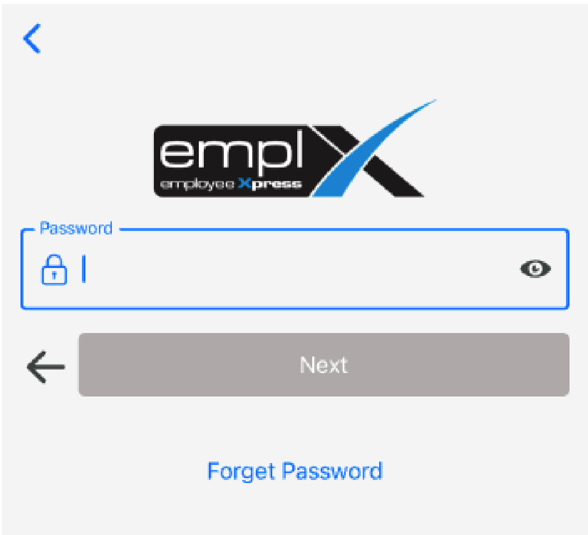
1.2 Login / Forget Password

Users can log in 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 users with existing accounts.

1.2.1 Login the with User ID

1. Insert the user ID and then tap on the “Next” button.

2. Tap on “Next” after inserting the password. The user can view the password entered by tapping on the button.

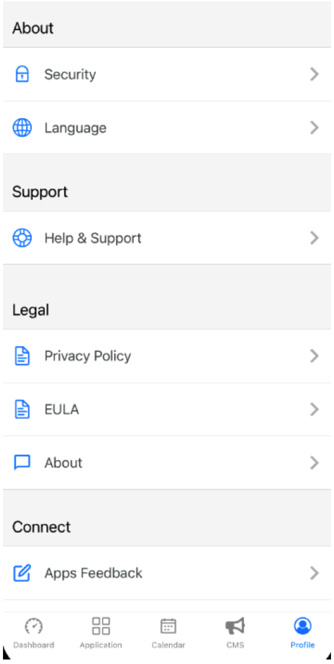


3. User will be redirected to Dashboard or Company Selection *(if more than 1 company)* if the authentication is successful

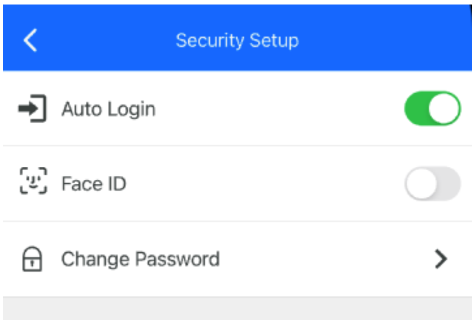
1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login

EmplX app also provides local device authentication such as fingerprint or Face ID. This feature is only applicable to the devices which support local authentication.

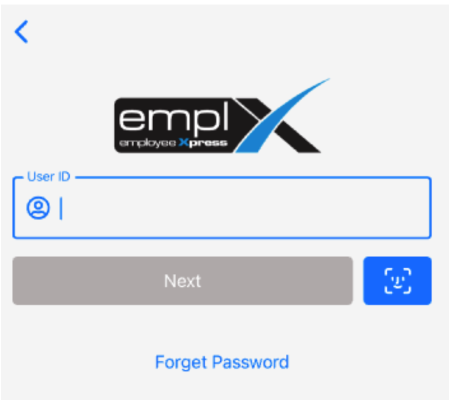
1. To turn on the local authentication, please go to the “Profile” tab and tap on “Security”



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

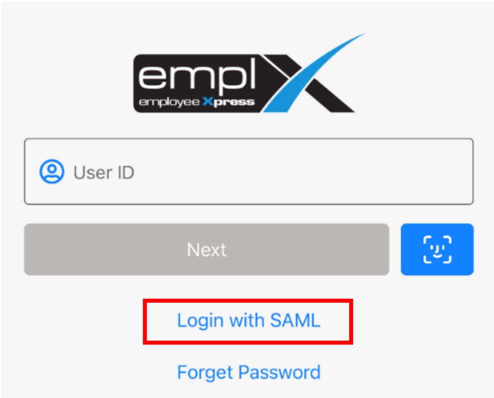


3. The local device authentication button will be shown each time the user opens the app. Users can skip the login by authenticating using local device authentication.

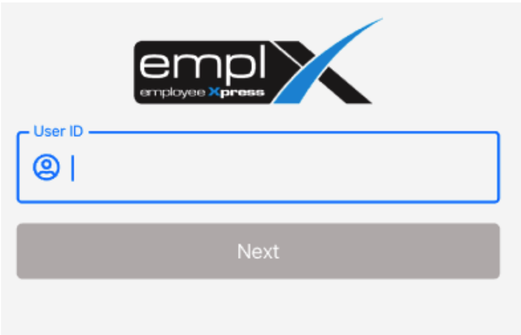


1.2.3 Login with SAML

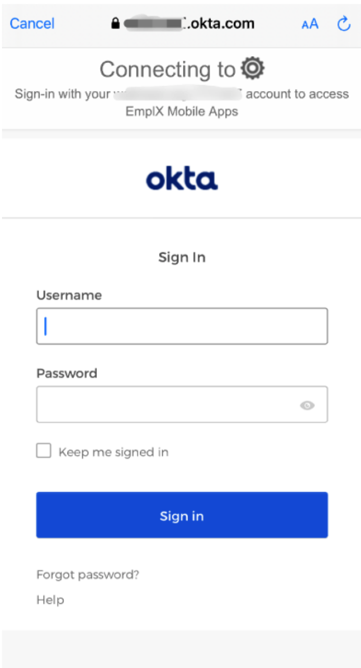
1. Tap on “Login with SAML” to log in using your Okta account.



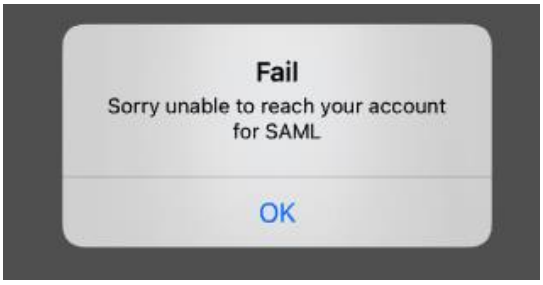
2. Fill in your user ID and tap on the “Next” button.

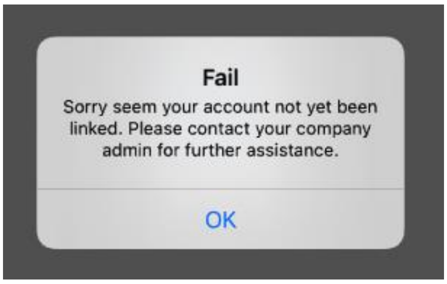


3. The user will be redirected to the SAML login screen. Fill in the username and password then tap on “Sign In” to sign in to the account.



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





5. Otherwise, the user will be redirected to multiple company selections or dashboards once successfully logged in.

1.2.4 Forget password

1. Insert the login ID and email for the account
2. Click on the "Submit" button
3. A reset password email will be sent to the respective valid email.
4. Users can reset the password by following the instructions from the email

1.2.5 Multiple companies

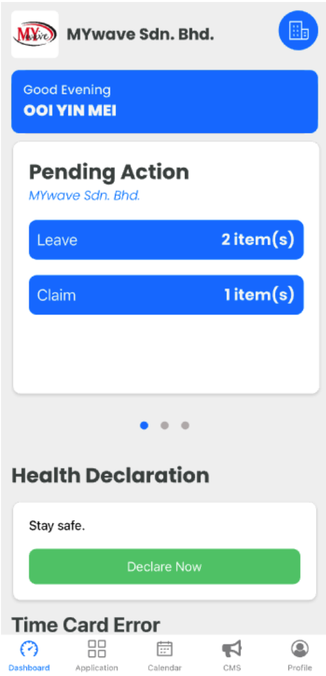
1. The selected company page is only applicable for users who have more than one company account with EmplX
2. Users can search the company name using the search button at the top of the page.
3. Tap on the company name to confirm the selection.

DASHBOARD

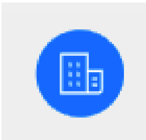
2.1 Dashboard

The dashboard is the landing page after the user's 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. The user is also able to change selected companies on this page as well.

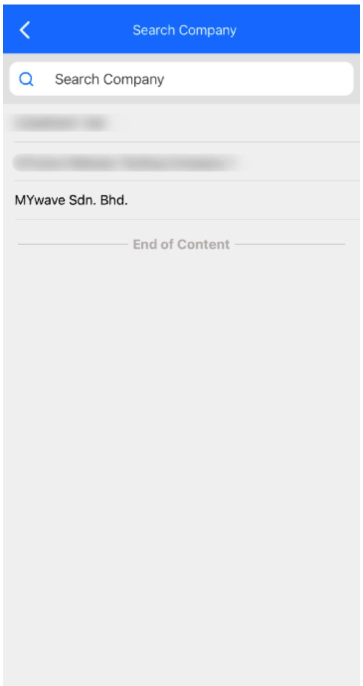
2.1.1 Switch company



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



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

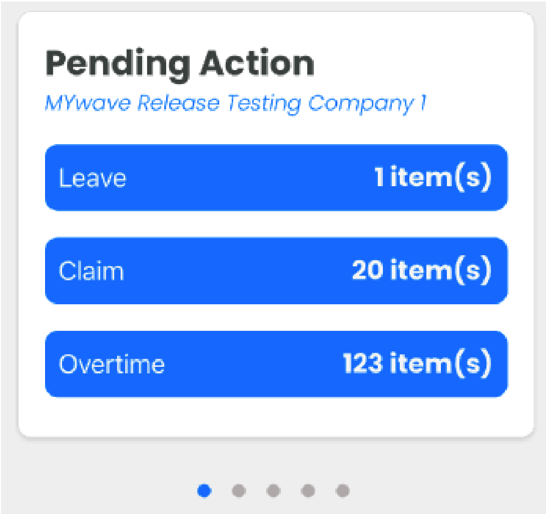


3. After that user will be redirected to the dashboard of the selected company.

2.2 Pending Action

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

2.2.1 Pending Action



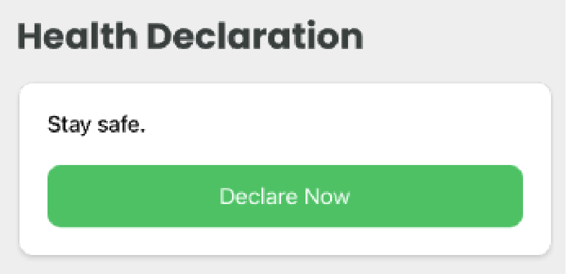
1. Users can tap on the pending action item and the app will redirect the user to the respective approval pages
2. Users also can swipe left or right for viewing different companies' pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the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

2.3 Health Declaration

The health declaration module is only applicable to users that subscribe to this service. The "Declare Now" button is a shortcut to the health declaration module.

2.3.1 Health Declaration

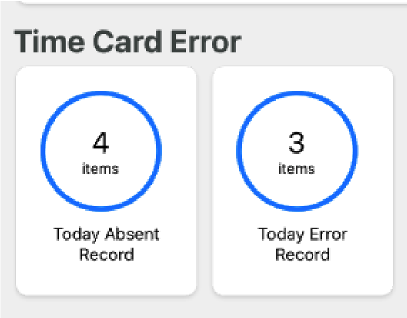
1. Tap on the "Declare Now" button will redirect the user to the health declaration page.



2.4 Timecard Error

Timecard error will show the absent or error record on the day.

2.4.1 Timecard Error Summary

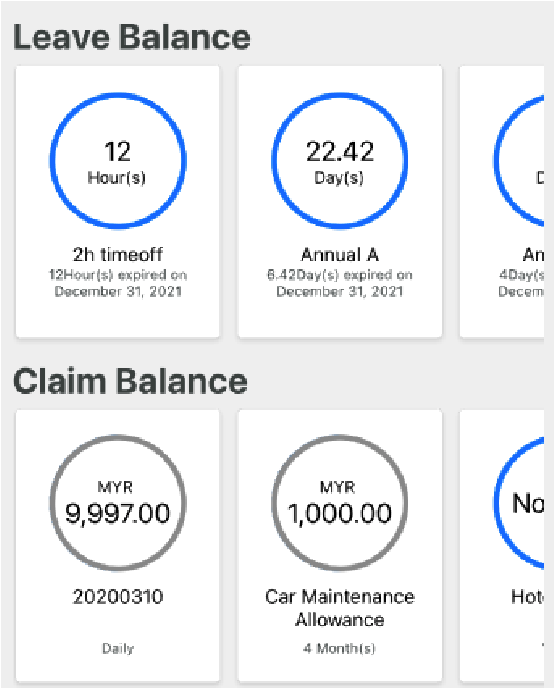


1. The user can view the summary for the timecard absent record or error for the current day.
2. By tapping the button, the user can view the detailed information.

2.5 Leave/Claim Balance

This section consists of the summary of the leave balance and claim balance.

2.5.1 Leave and claim balance



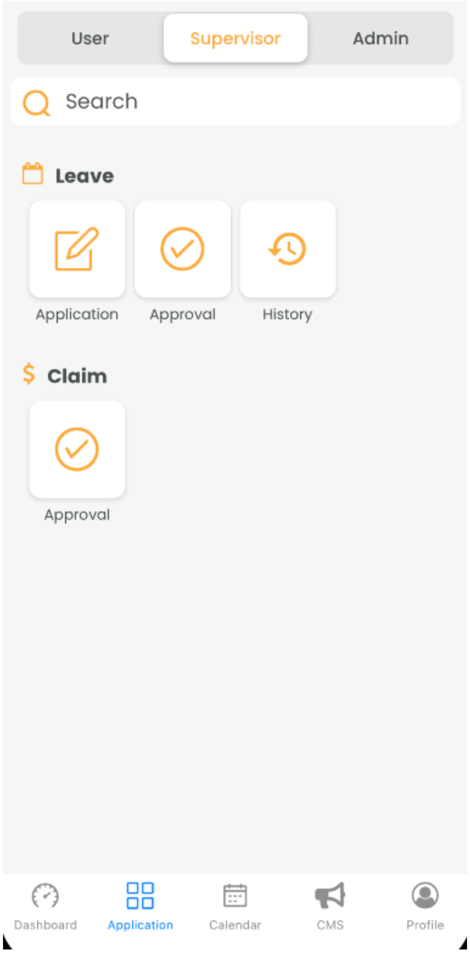
1. The user can view the balance and expiry date for leave and claim entitlements.
2. The user will be redirected to the respective application screen by tapping on the leave/claim type cards.

APPLICATION

3.1 Application Home

Application home is the menu for the various modules. The user can find the respective modules and functions on this page.

3.1.1 Home

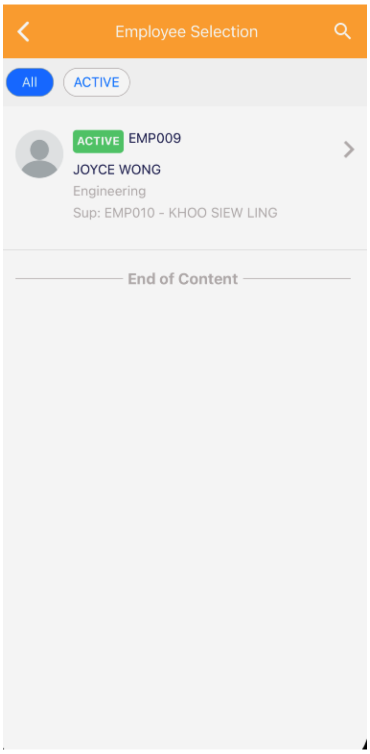


1. Switch to supervisor mode on top of the search bar.
2. Users can search the modules using the search bar
3. Tapping on a button will navigate the user to the respective page

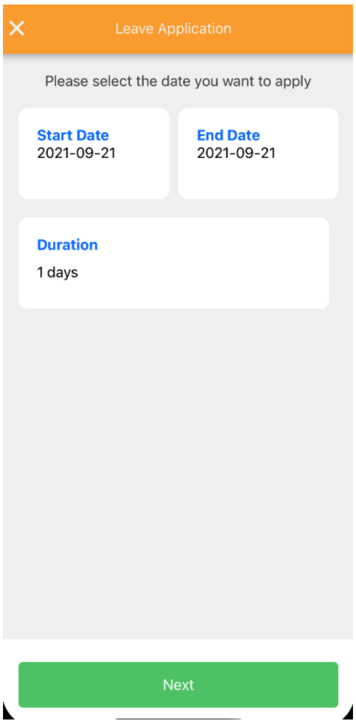
3.2 Leave

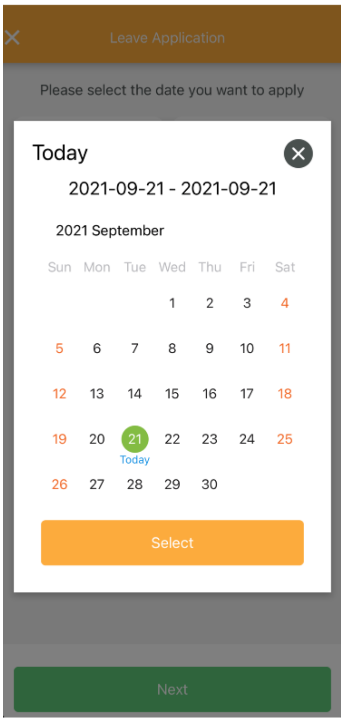
3.2.1 Leave Application

1. Tap on Leave "Application" on the application menu. Then, select the employee that wish to apply on behalf of.

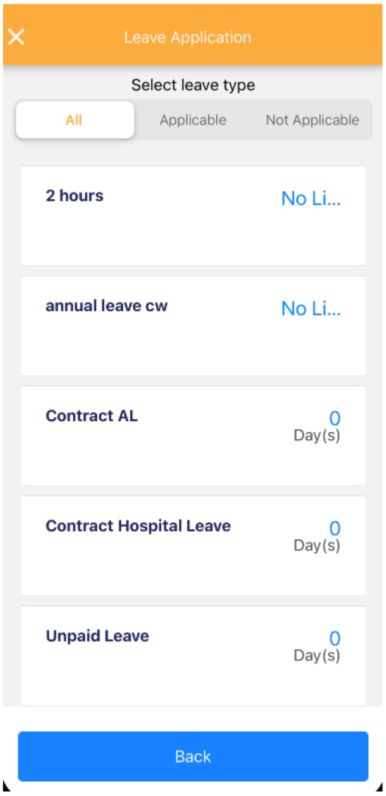


2. Tap "Start Date" or "End Date" to select the leave dates. Then tap on "Next" to continue.

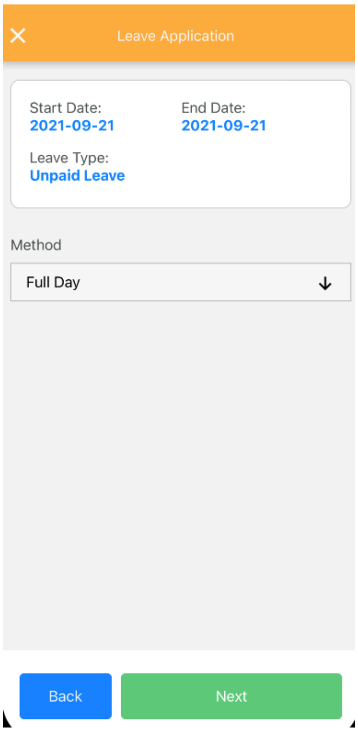




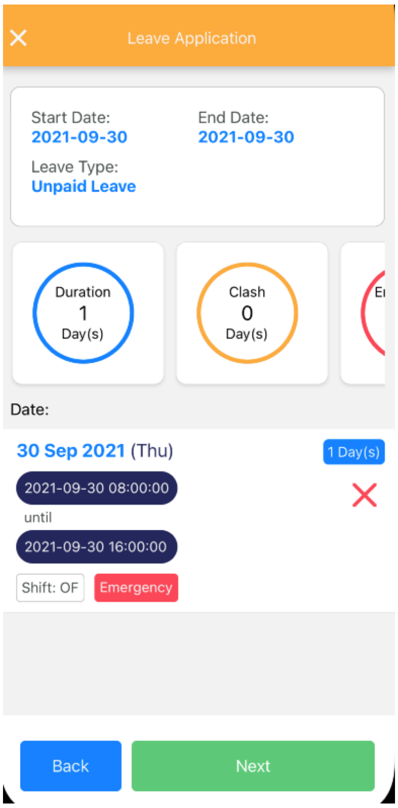
3. The entitled leave type and days will be shown. Select the leave type to proceed.



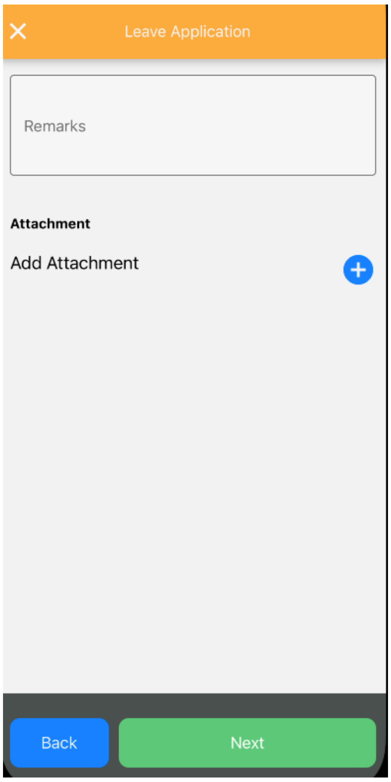
4. Then select the leave method (Full Day, Half Day and Hourly), session (First session, Second session) and hour for the leave. Tap "Next" after selecting the leave method and session.



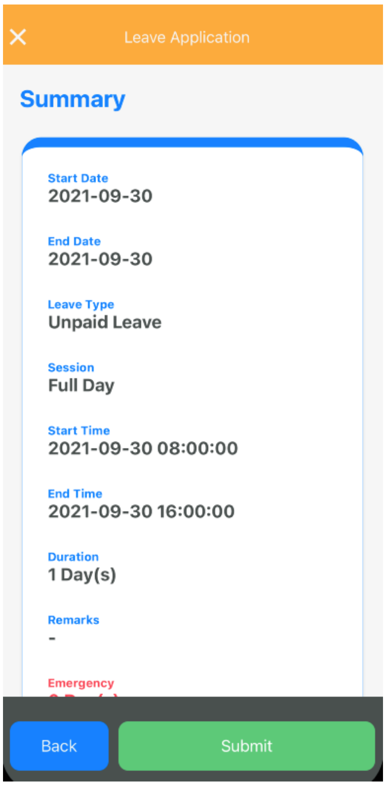
5. The duration, crash and emergency leave count will be displayed. Users can exclude the leave dates by pressing . Press the “Next” button once confirmed.



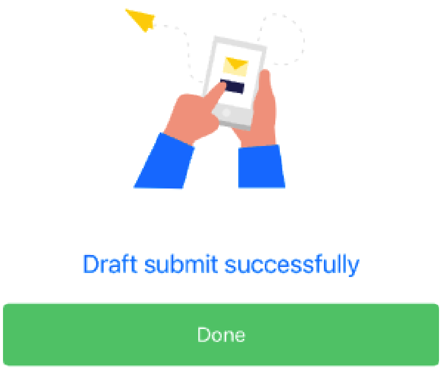
6. Users can insert leave remarks and add attachments through file explorer, gallery or by taking photos.



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

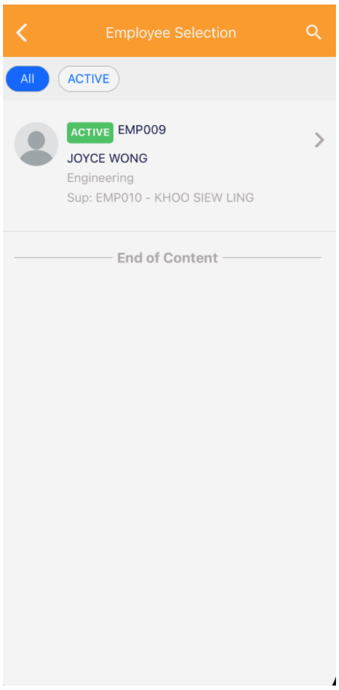


8. There are 3 options for submission which are “Submit actual leave”, “Save plan leave” and “Add to list”. A submission notification will pop out once submit successfully.

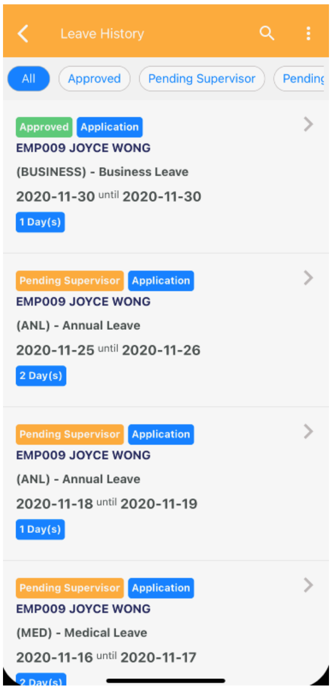


3.2.2 Leave History

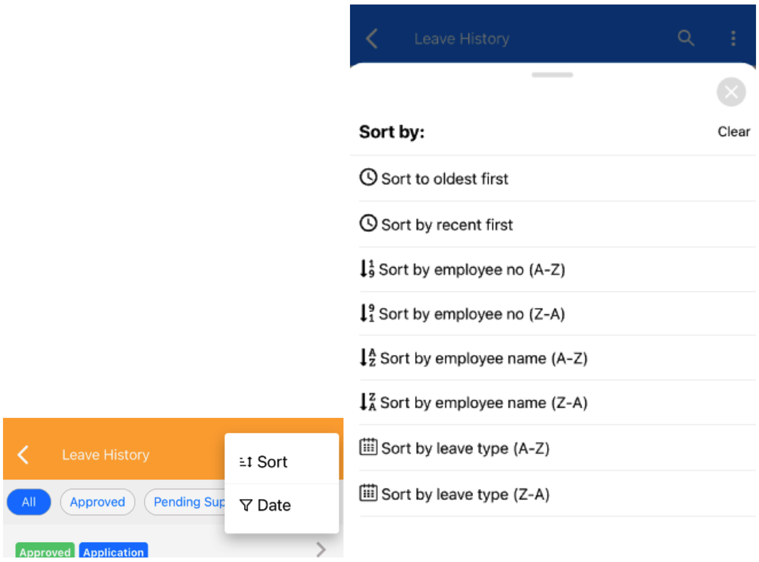
1. Tap on Leave “History” from the application menu. Then, select the employee to be viewed.



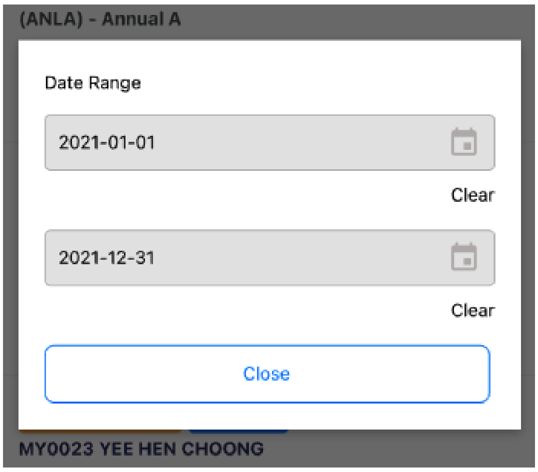
2. A list of leave history will be displayed on the screen. Users can browse through the history of applied leave here.



3. Users can tap on three dots on the top right to sort or filter through the date range for the leave history. By tapping on "Sort", the user can sort based on the provided list.

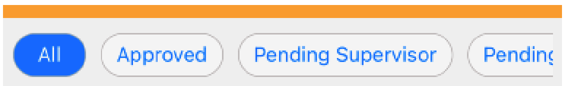


4. By tapping on "Date", the date filter will pop out. The user can filter the leave history based on the date range.

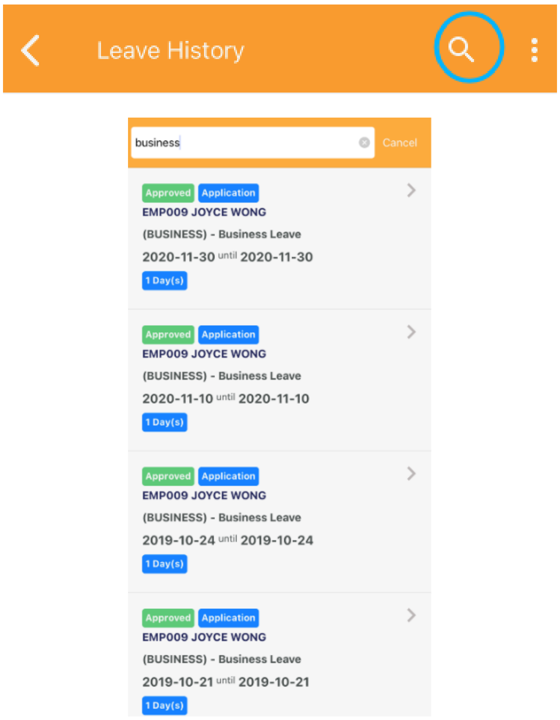


5. To clear the date range filter, the user just needs to tap on the close button.

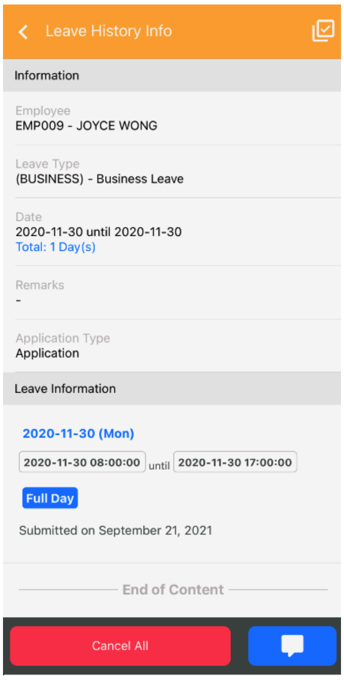
6. The user is also able to filter the leave status by tapping on the badge menu at the top of the page.



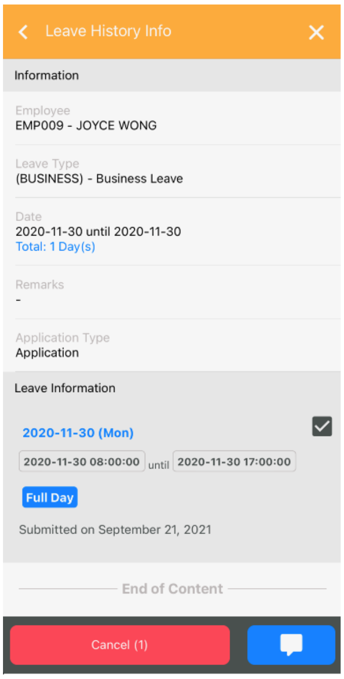
7. Users can search for the history by tapping on magnifying glasses icon. By inserting the search information in the search bar, the relevant leave history items will appear in the search result.

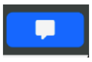


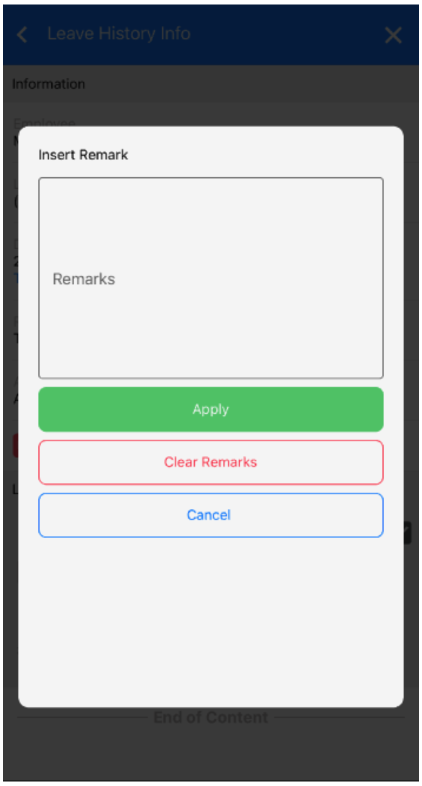
8. By tapping the leave history item, the user can view details for the leave history item. Users can withdraw/cancel the leave by tapping the Cancel / Withdraw button at the bottom.



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

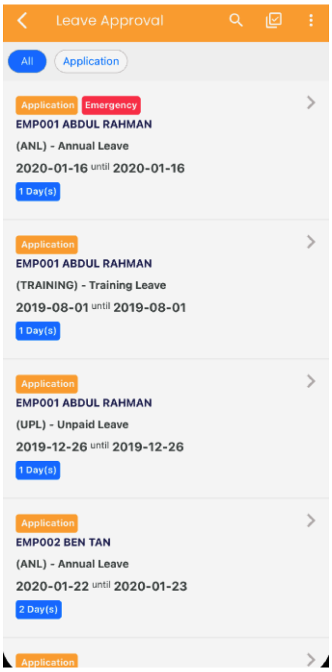


10. Tap the  button to pop out the remarks panel for filling in the leave remarks. Users can apply or clear the remarks in this panel as well.

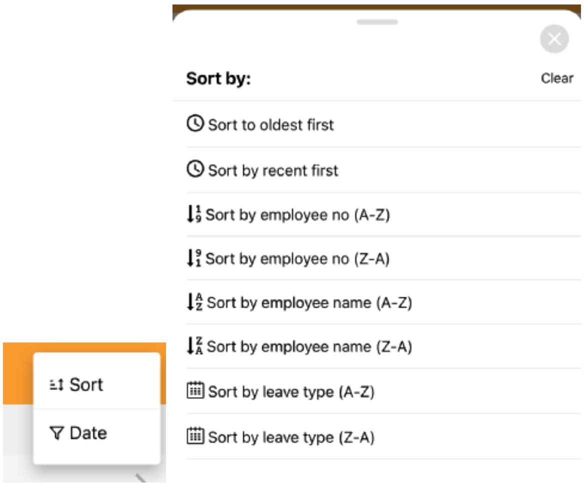


3.2.3 Approval

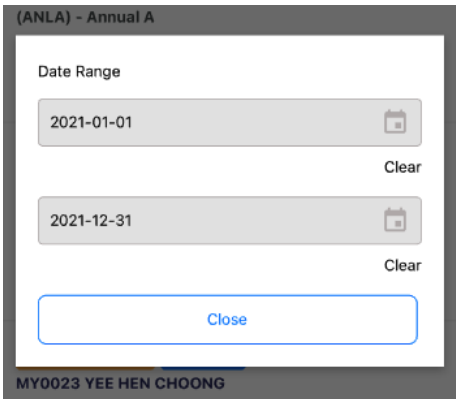
1. Tap on Leave "Approval" from the application menu. A list of pending leave approval items will be displayed. Users can browse through the list of pending items here.



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

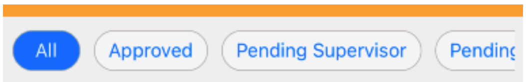


3. By tapping on "Date", the date filter will pop out. Users can filter the leave history based on the date range.

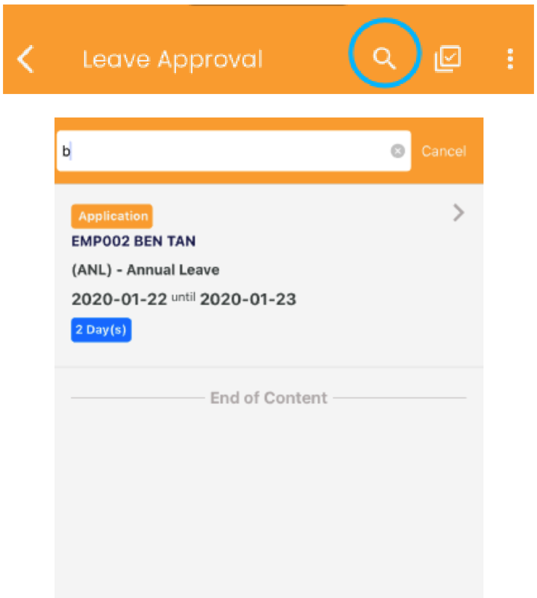


4. To clear the date range filter, the user just needs to tap on the close button.

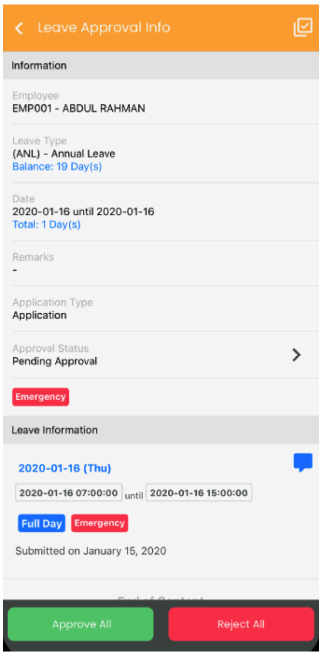
5. The user is also able to filter the leave status by tapping on the badge menu at the top of the page.



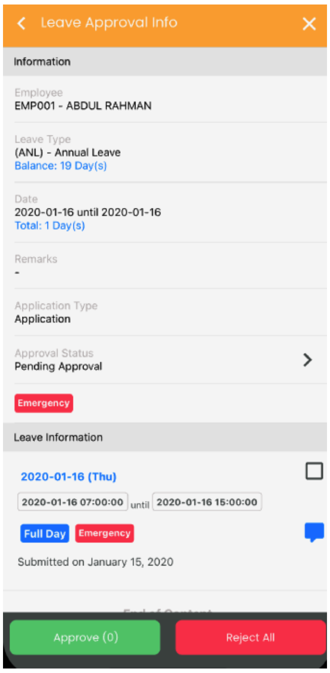
6. Users can search for the approval item by tapping on magnifying glass icon. By inserting the search information in the search bar, the relevant approval items will appear in the search result.

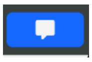


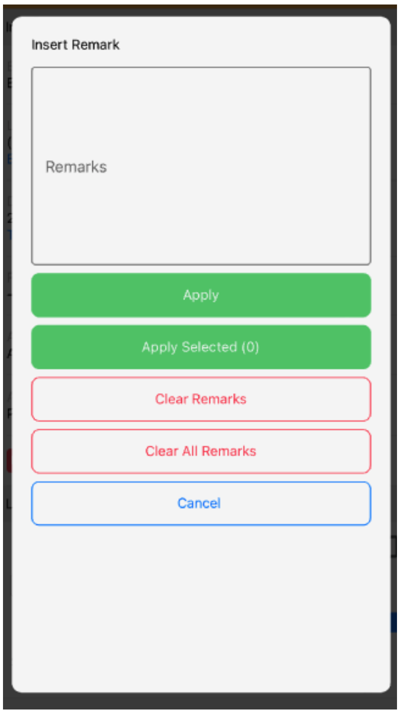
7. By tapping on the pending approval item, the user can view details for the applied leave. Users can approve/reject all leave dates by tapping on the "Approve All / Reject All" button at the bottom of the page.



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

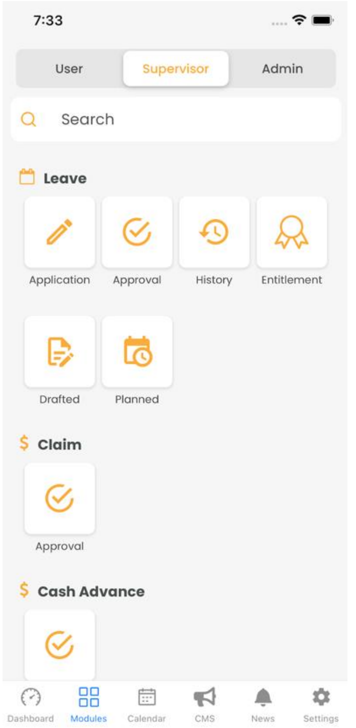


9. Tap the  button to pop out the remarks panel for filling in the leave remarks. Users can apply or clear the remarks in this panel as well.

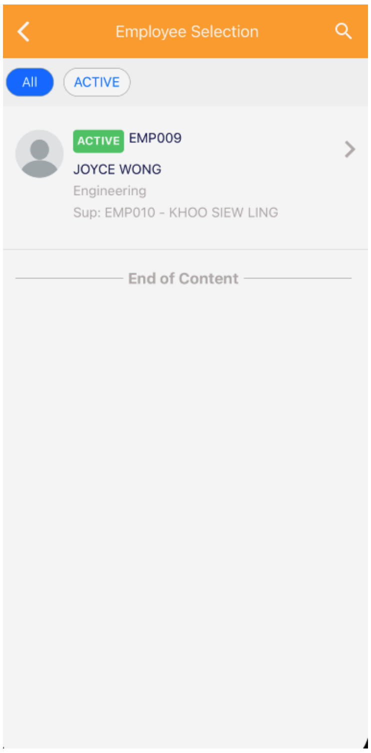


3.2.4 Drafted Leave

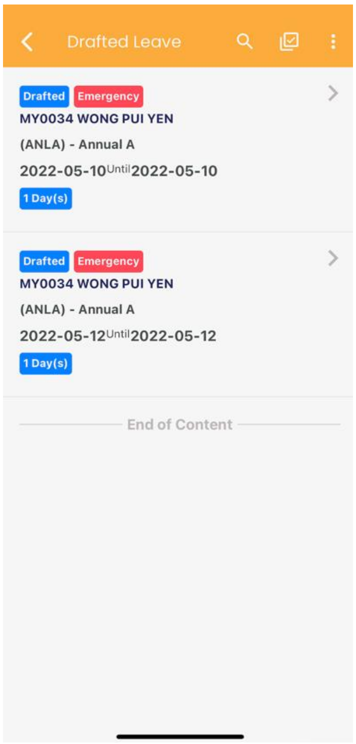
1. Tap on “Drafted” in application menu to view drafted leave.

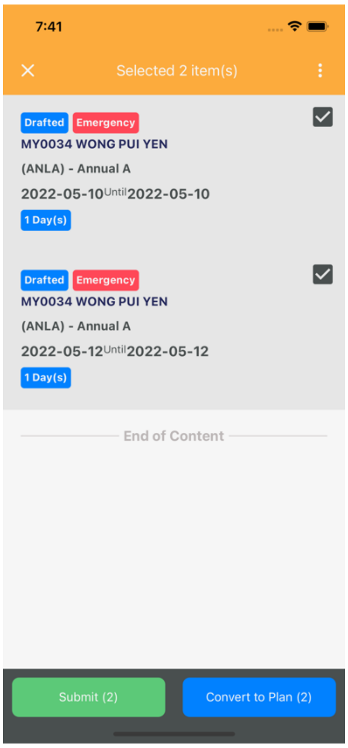


2. Select the employee that you wish to view.

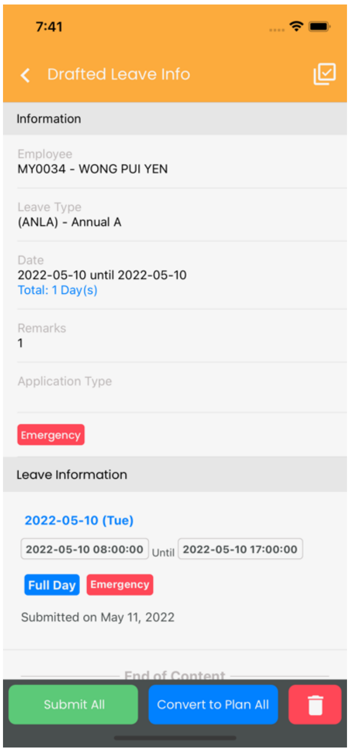


3. Drafted leave items will be listed on screen. Users can select the drafted leave item and tap on “Convert to Plan” to convert drafted leave to planned leave or “Submit” the apply leave.



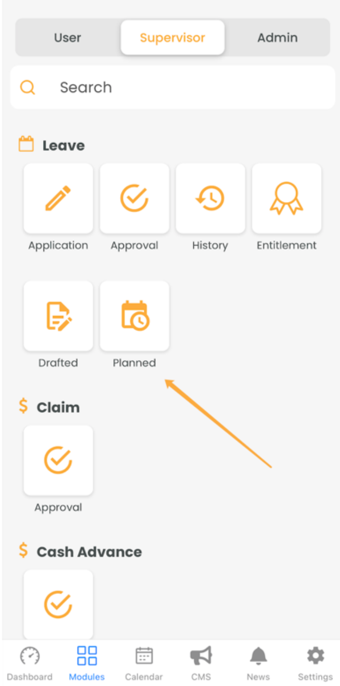


4. Users can tap on the item to view details of the draft and select a specific date to submit.

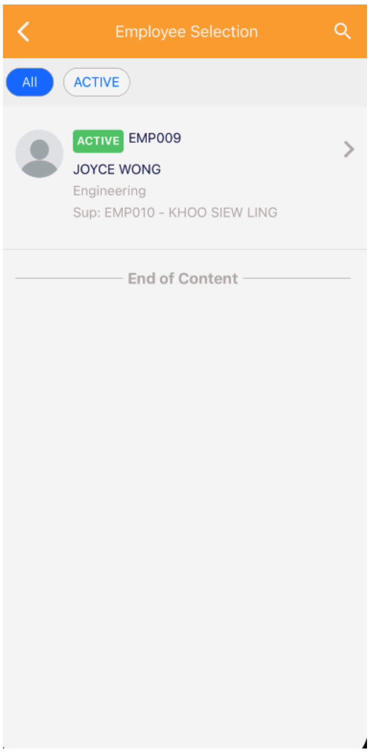


3.2.5 Planned Leave

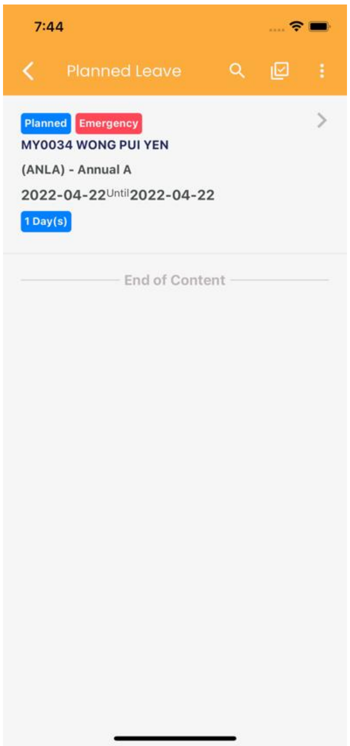
1. Tap on “Planned” in application menu to view the planned leave.

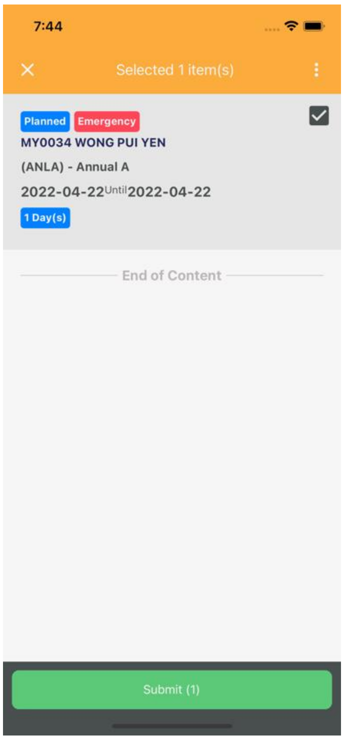


2. Select the employee that you wish to view

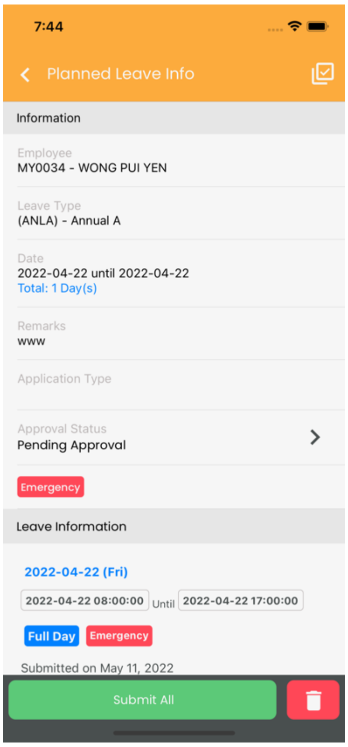


3. Planned leave items will be listed on screen. Users can select the planned leave item to submit the leave.





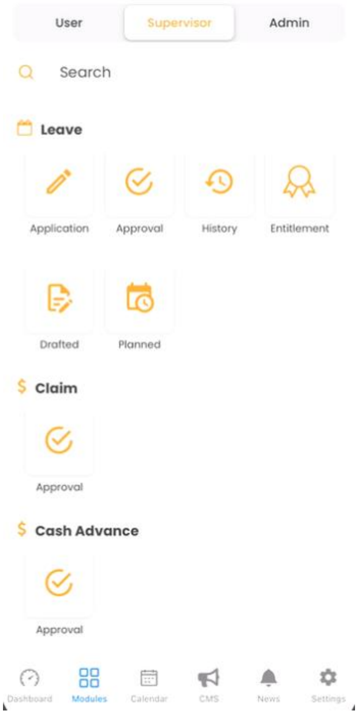
4. Users can tap on the item to view details of the planned leave and select a specific date to submit.

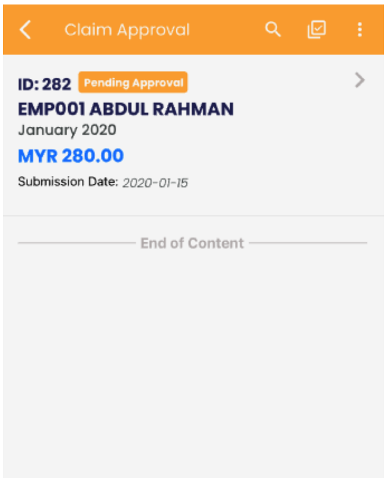


3.3 Claim / Cash Advance

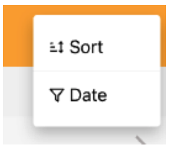
3.3.1 Approval

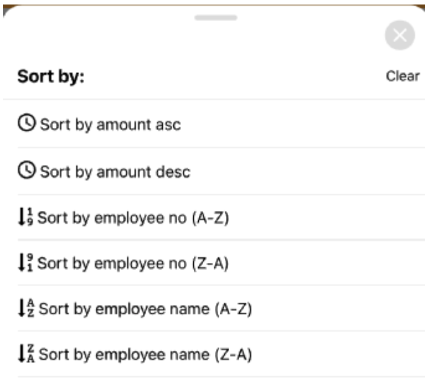
1. Tap on Claim/ Cash Advance "Approval" from the application menu. The approval process of claim and cash advance will be the same. A list of pending claim approval items will be displayed. Users can browse through the list of pending items here.



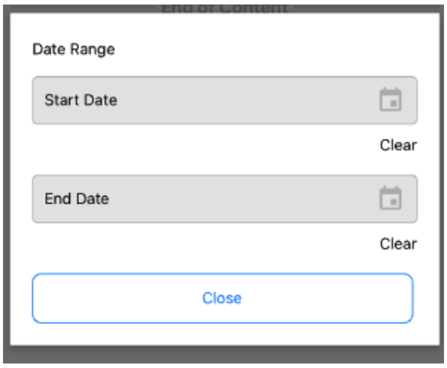


2. Users can tap on the three dots on the top to sort or filter through the invoice/receipt date range for the claim history. By tapping on "Sort", the user can sort based on the provided list.



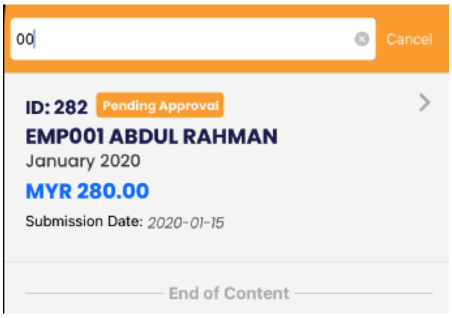


3. By tapping on “Date”, the date filter will pop out. Users can filter the claim history items based on the invoice/receipt date range.

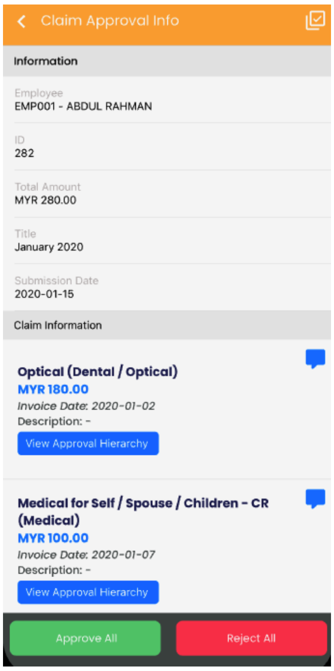


4. To clear the date range filter, the user just needs to tap on the close button.

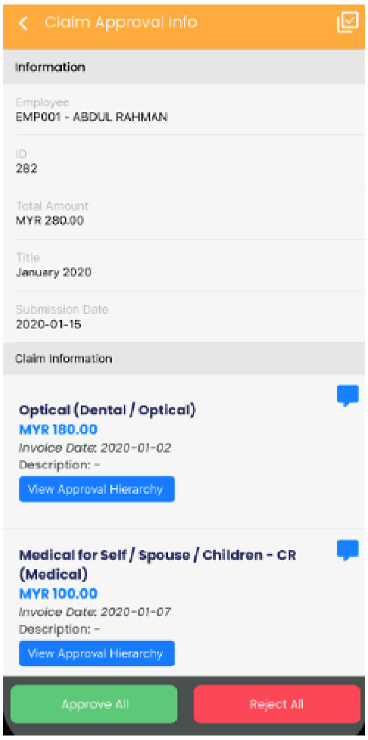
5. Users can search for the approval item by tapping on magnifying glass icon. By inserting the search information in the search bar, the relevant approval items will appear in the search result.

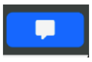


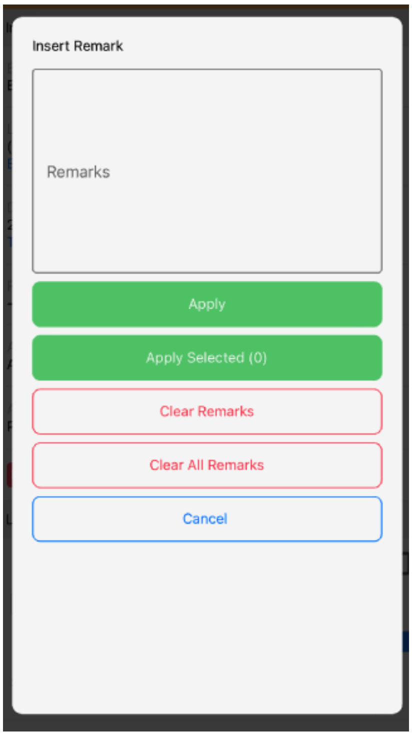
6. By tapping on the pending approval item, the user can view details for the applied claim. Users can approve/reject all claim items by tapping on the “Approve All / Reject All” button at the bottom of the page.



7. Tap on the check box on the top-right if the user wants to select a specific claim item to approve or reject.



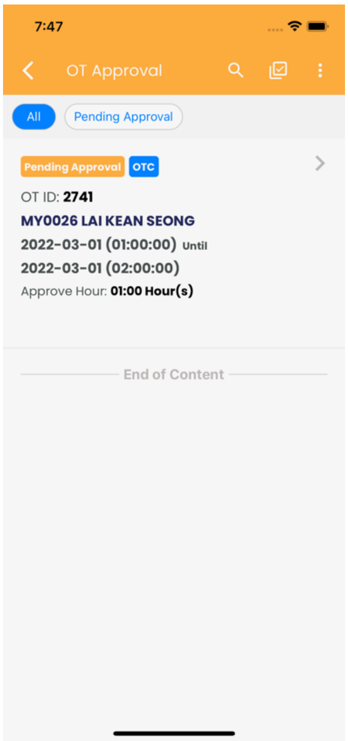
8. Tap the  button to pop out the remarks panel for filling in the claim remarks. Users can apply or clear the remarks in this panel as well.



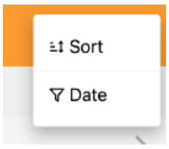
3.4 Overtime

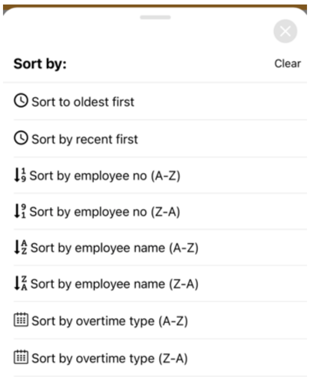
3.4.1 OT / OTC / OTP Approval

1. Tap on OT "Approval" from the application menu. A list of pending overtime approval items will be displayed. Users can browse through the list of pending items here.

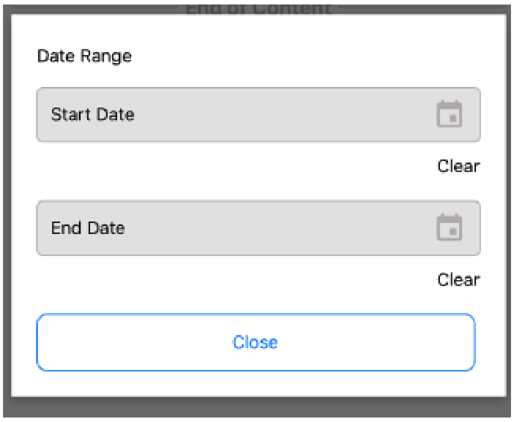


2. Users can tap on three dots on the top to sort or filter through the invoice/receipt date range for the OT items. By tapping on "Sort", the user can sort based on the provided list.



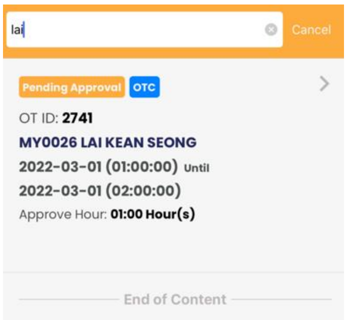


3. By tapping on “Date”, the date filter will pop out. The user can filter the OT items based on the OT date range.

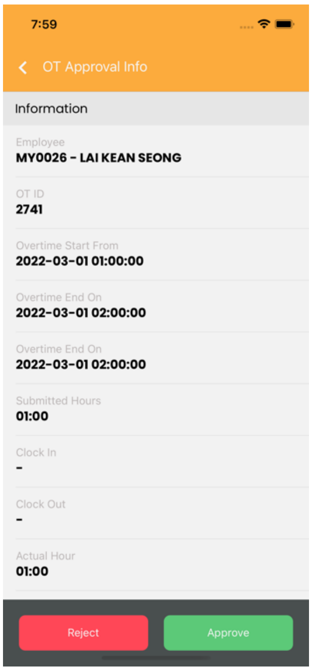


4. To clear the date range filter, the user just needs to tap on the close button.

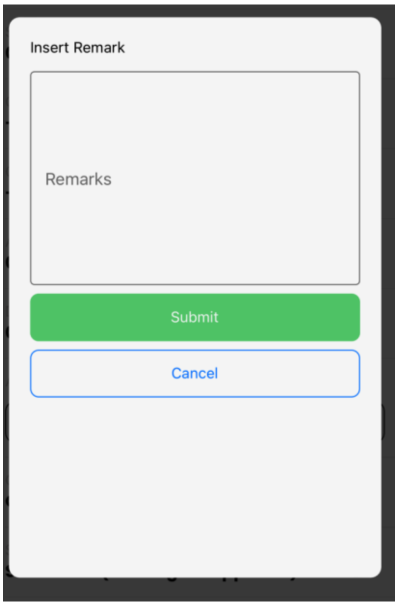
5. Users can search for the approval item by tapping on magnifying glass icon. By inserting the search information in the search bar, the relevant approval items will appear in the search result.



6. By tapping on the pending approval item, the user can view details for the applied claim. Users can approve/reject all claim items by tapping on the "Approve All / Reject All" button at the bottom of the page.



7. After clicking approve or reject, the screen will pop out the remarks panel for filling in the claim remarks. Users can apply or clear the remarks in this panel as well.



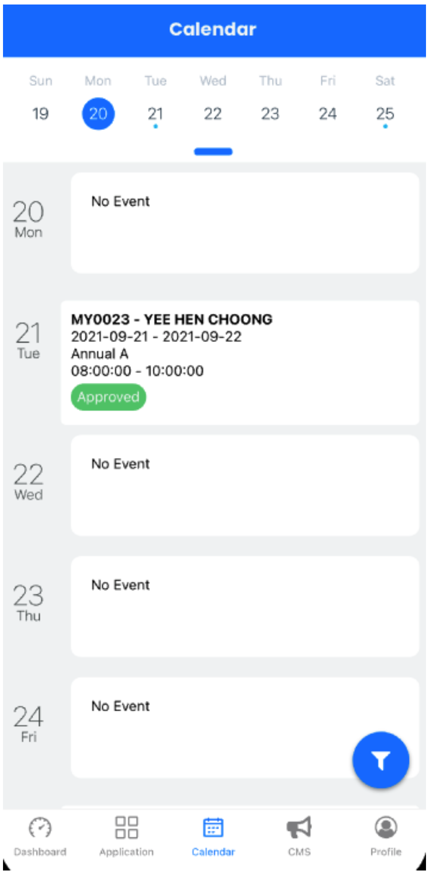
CALENDAR

4.1 Calendar (Leave, Shift and Public Holiday)

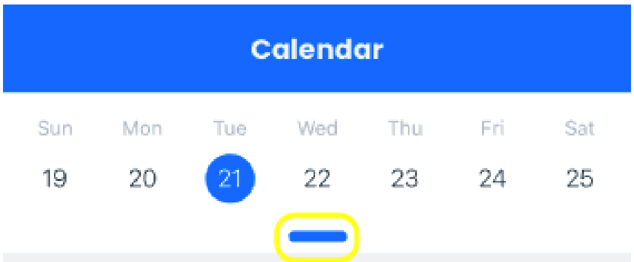
Users can view the leave, shift, and public holiday events in the calendar.

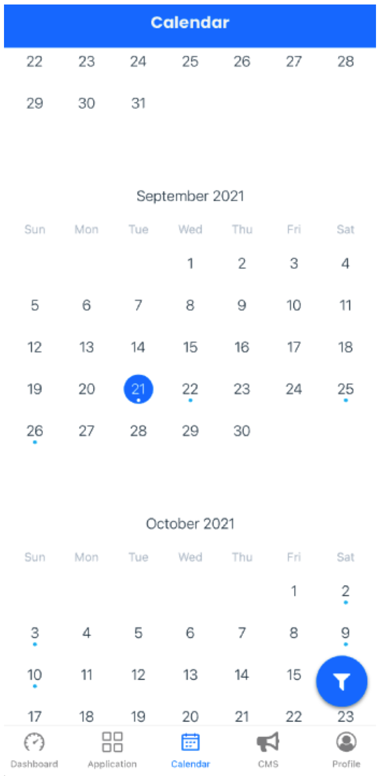
4.1.1 Agenda

1. Users can scroll to browse the calendar events.



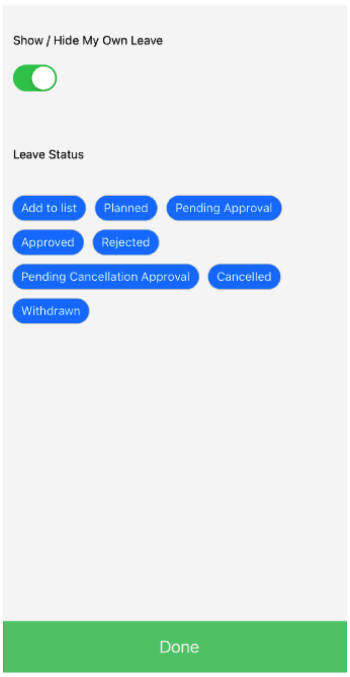
2. Users can swipe down the knot to jump to a specific date for the events

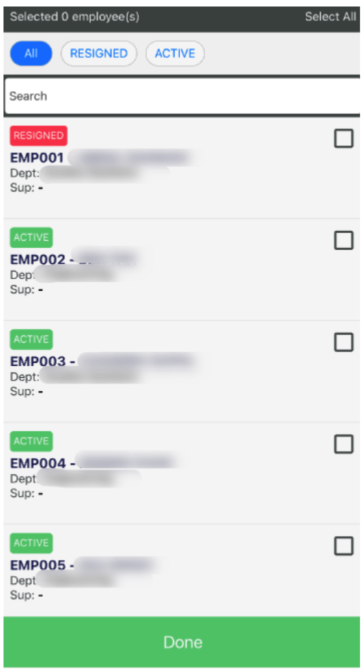




4.1.2. Filter

1. By tapping the fab icon on the bottom right, the calendar filter screen will pop out. Users able to filter the calendar by leave status or selected employee



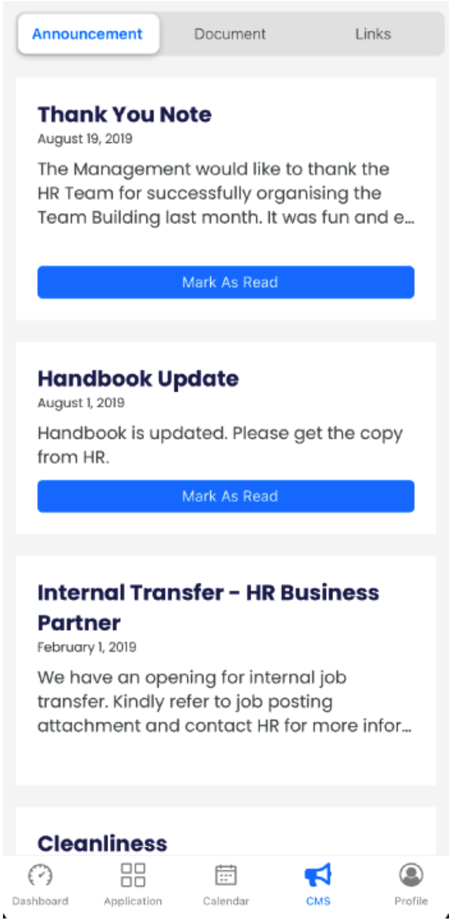


CMS

5.1 CMS

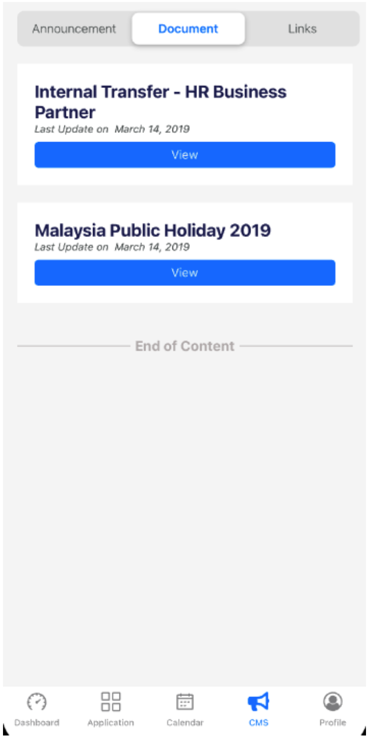
CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

5.1.1 Announcement



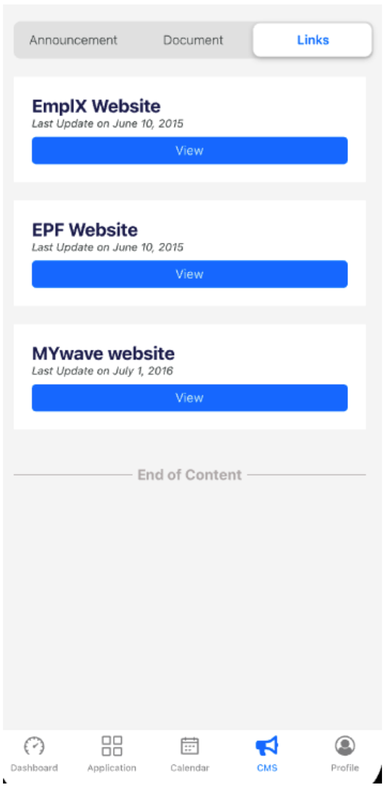
1. The announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. Users can tap on “Mark as Read” to mark as read for specific announcements.

5.1.2 Document



1. The 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. Users can view the attached document by tapping on the "View" button.

5.1.3 Links

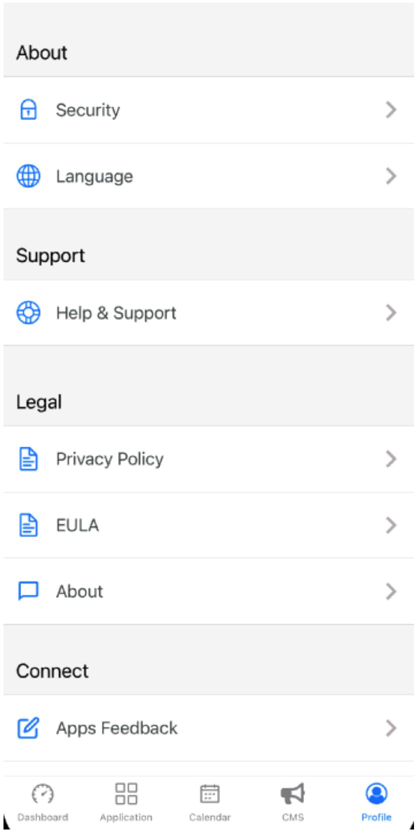


1. The link tab consists of the links that have been attached by the company.
2. Users can tap on "View" to browse the attached links.

PROFILE

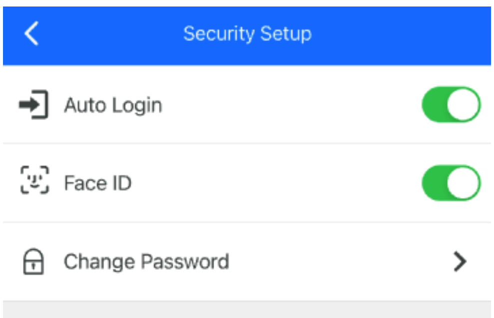
6.1 Profile

The profile tab consists of the user preferences such as security and language. It also includes support, legal and connects sections as well.

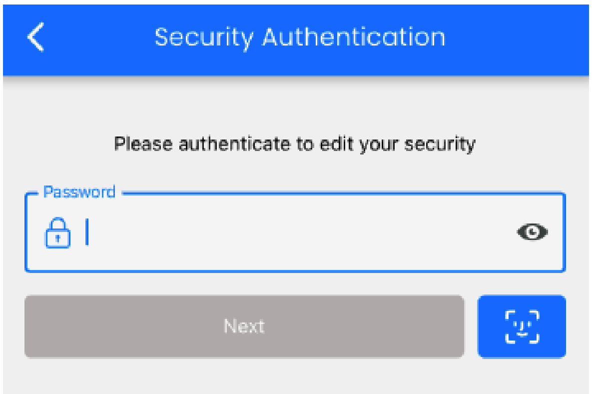


6.1.1 Security

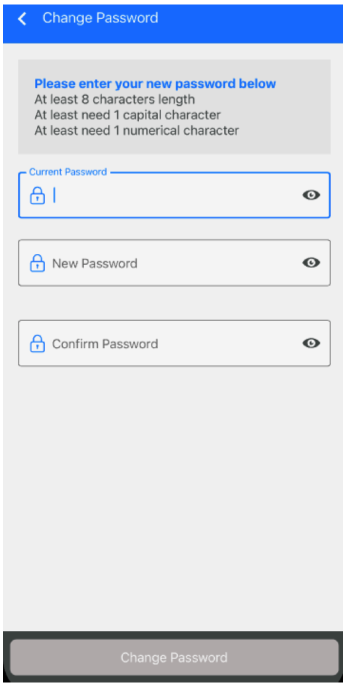
1. Tap on “Security” to navigate to the Security Setup page.
2. Users can turn on / off the auto-login feature. If the auto-login feature is turned off, Login ID and password will be required every time the user opens the app
3. Local device authentication is only applicable for devices which are equipped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

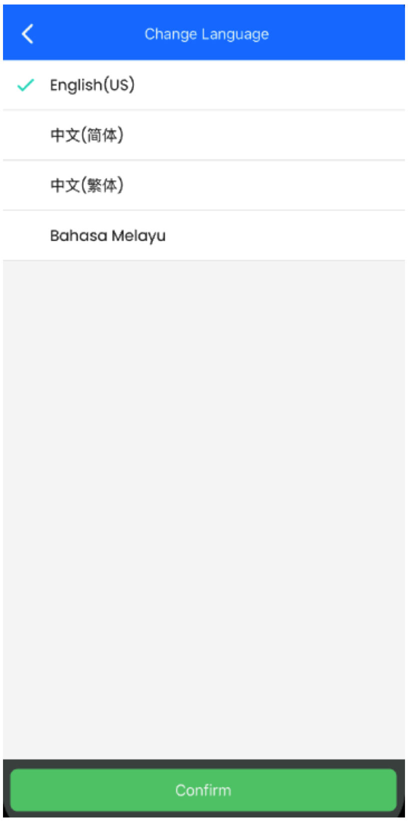


2. The user will be redirected to the change password screen once authenticated successfully
3. Fill in the current password and the new password correctly based on the stated password requirements.
4. Tap on "Change Password" once the information has been filled in.



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 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 log out from the EmplX app.
2. Tap on “Logout” again when prompted to confirm
3. The user will be logged out successfully and redirected to the onboarding page.