

User Guide

EmplX Mobile App

Supervisor



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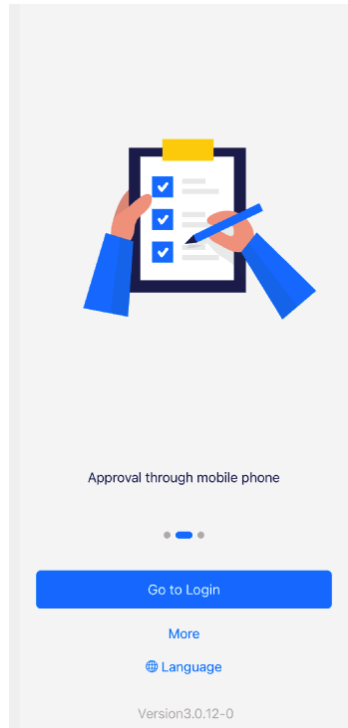
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SECURITY

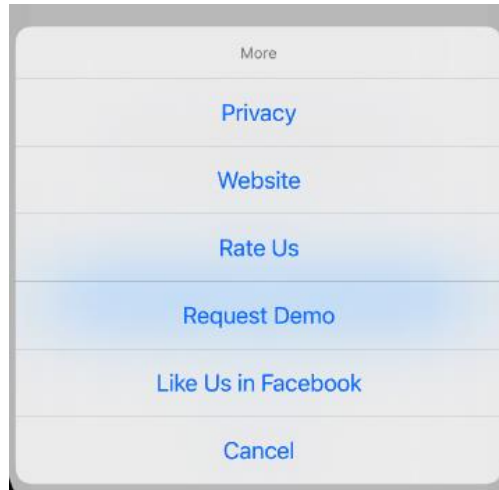
1.1 Onboarding

Once the app is launched, the onboarding page will be shown to the user. The onboarding page 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.

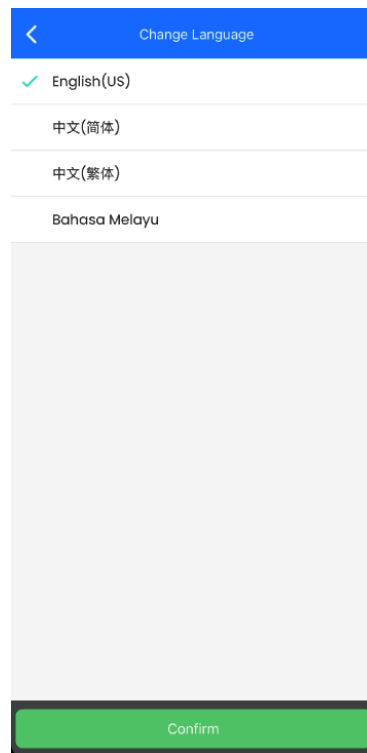
1.1.1 Landing



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.



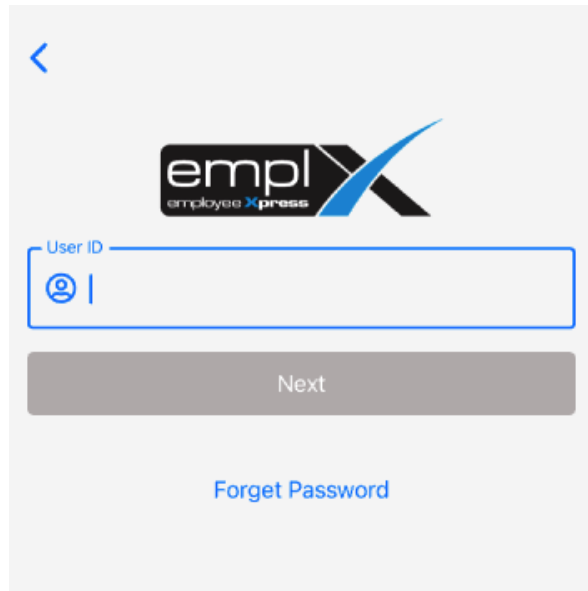
5. Users are able to find the app version at the bottom of the onboarding page.


1.2 Login / Forget Password

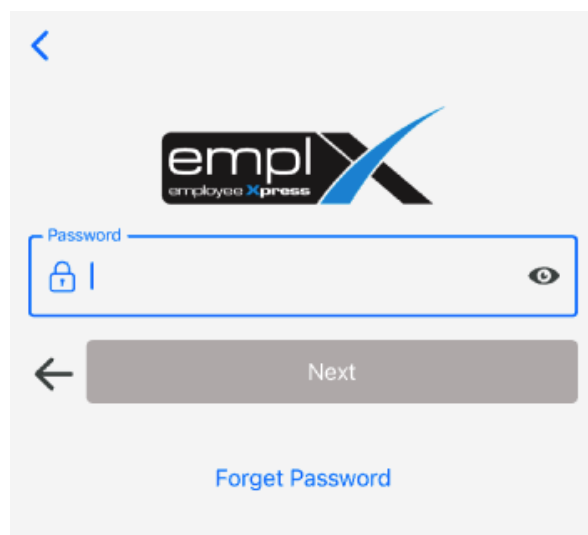
Users can log in to the EmplX app by authenticating through login ID and password. The app also utilizes device authentication (fingerprint and Face ID) after the first-time login. SAML login is also available for users with existing accounts.

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.

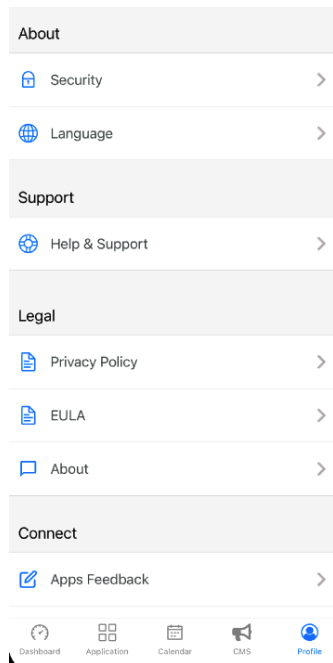


3. User will be redirected to Dashboard or Company Selection (*if more than 1 company*) if the authentication is successful

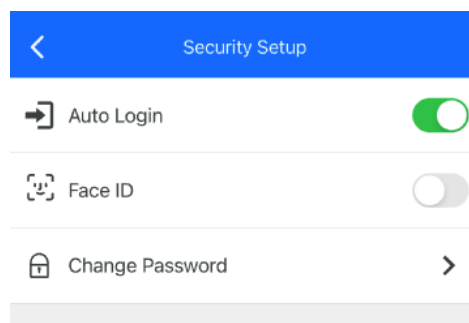
1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login

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.

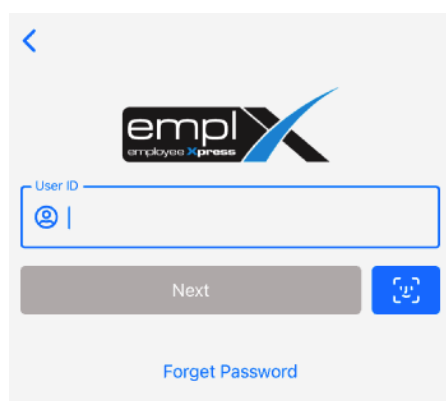
1. To turn on the local authentication, please go to the “Profile” tab and tap on “Security”



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

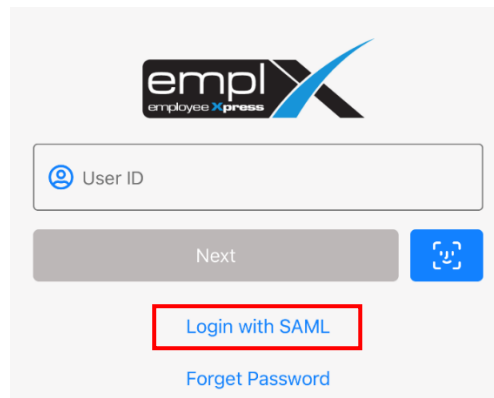


3. The local device authentication button will be shown each time the user opens the app. Users can skip the login by authenticating using local device authentication.



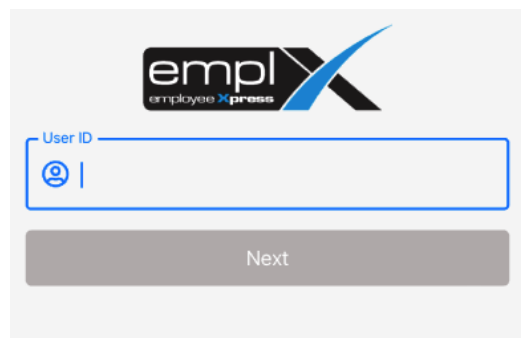
1.2.3 Login with SAML

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



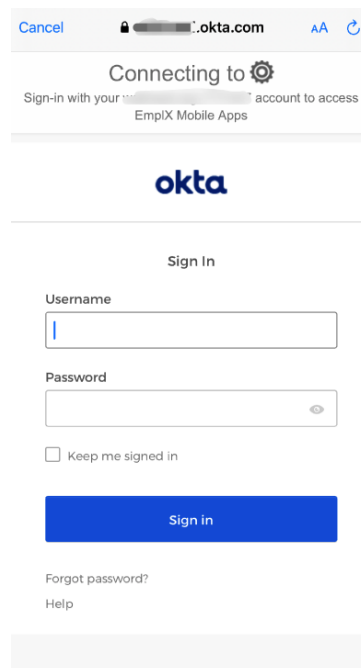
The image shows the EmplX login screen. At the top is the EmplX logo with the tagline 'employee xpress'. Below the logo is a text input field labeled 'User ID' with a person icon. Underneath the field is a grey 'Next' button and a blue square button with a camera icon. Below these is a red rectangular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

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



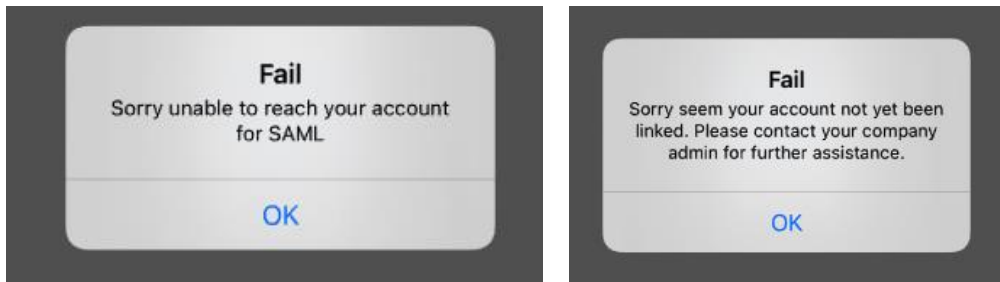
The image shows the EmplX login screen with the 'User ID' field filled in. The 'Next' button is now active and highlighted with a blue border. The 'Login with SAML' link and 'Forgot Password' link are still visible below.

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.



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 a message: 'Connecting to [gear icon] Sign-in with your [account icon] 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'. The 'Password' field has an eye icon to its right. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom is a blue 'Sign in' button. Below the button are two links: 'Forgot password?' and 'Help'.

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

A screenshot of a mobile application screen titled 'Forget Password'. At the top is a blue header with a back arrow and the title. Below the header is the EmplX logo, which consists of the word 'empl' in black and 'X' in blue, with 'employee Xpress' written in smaller text below 'empl'. 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. Below these fields is a grey 'Submit' button.

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

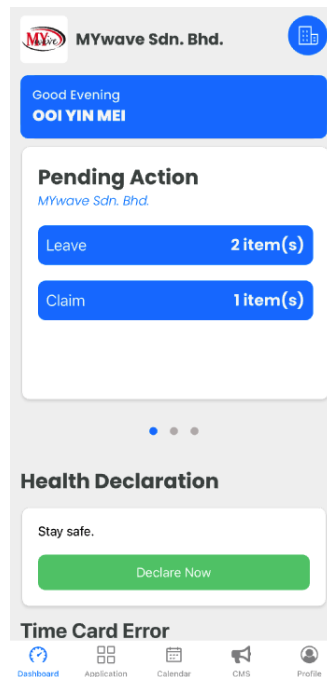
1. The selected company page is only applicable for users who have more than one company account with EmplX
2. Users can search the company name using the search button at the top of the page.
3. Tap on the company name to confirm the selection.

DASHBOARD

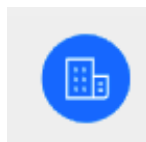
2.1 Dashboard

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.

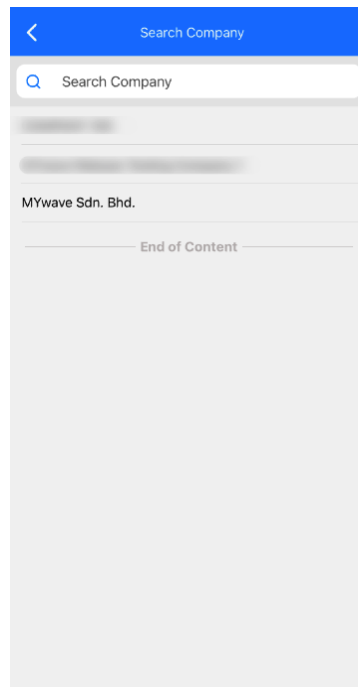
2.1.1 Switch company



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.

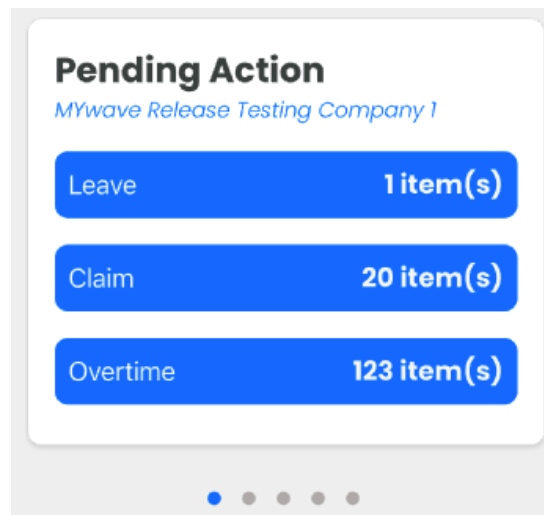


3. After that user will be redirected to the dashboard of the selected company.

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



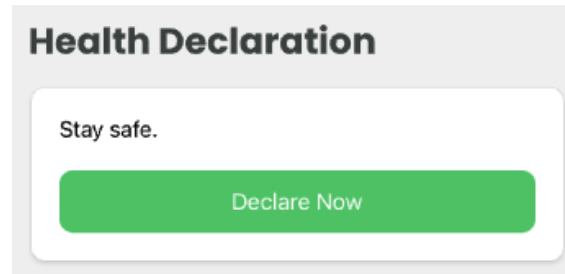
1. Users can tap on the pending action item and the app will redirect the user to the respective approval pages
2. Users also can swipe left or right for viewing different companies' pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the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

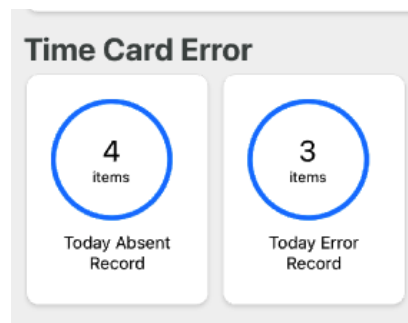
1. Tap on the “Declare Now” button will redirect the user to the health declaration page.



2.4 Timecard Error

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

2.4.1 Timecard Error Summary

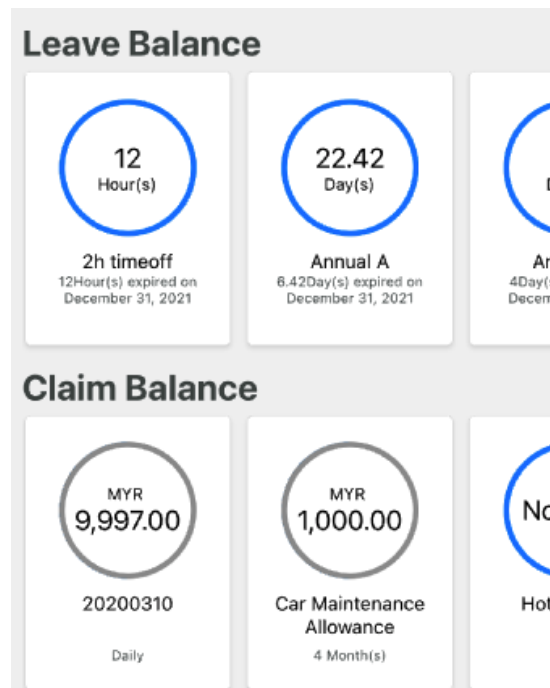


1. The user can view the summary for the timecard absent record or error for the current day.
2. By tapping the button, the user can view the detailed information.

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



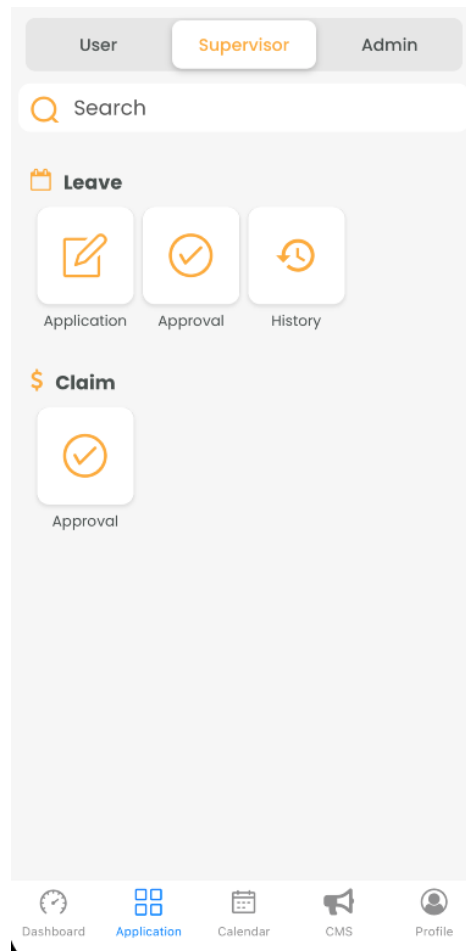
1. The user can view the balance and expiry date for leave and claim entitlements.
2. The user will be redirected to the respective application screen by tapping on the leave/claim type cards.

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

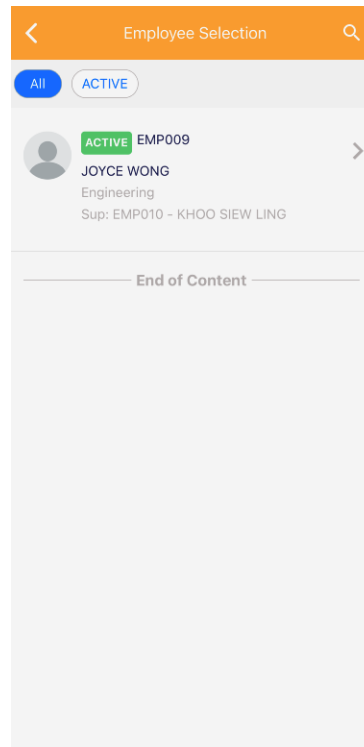


1. Switch to supervisor mode on top of the search bar.
2. Users can search the modules using the search bar
3. Tapping on a button will navigate the user to the respective page

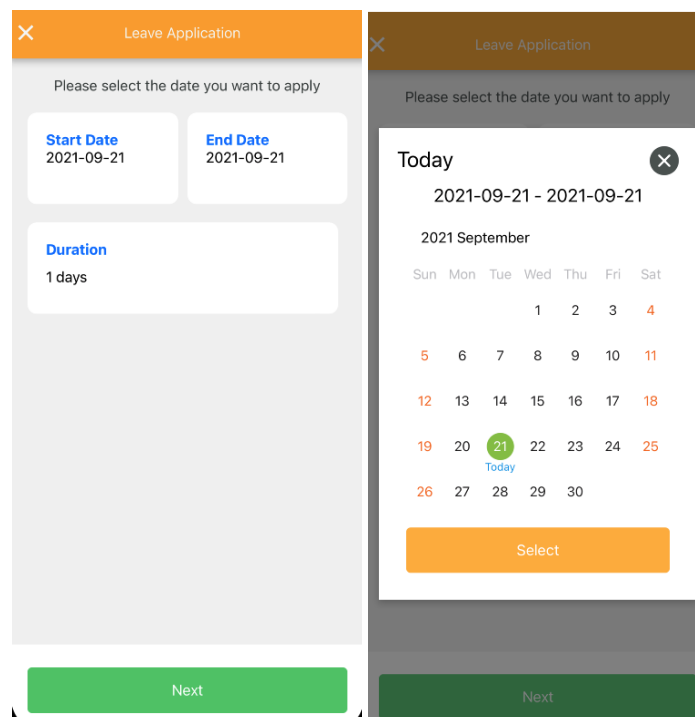
3.2 Leave

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.

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

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.

Leave Application


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

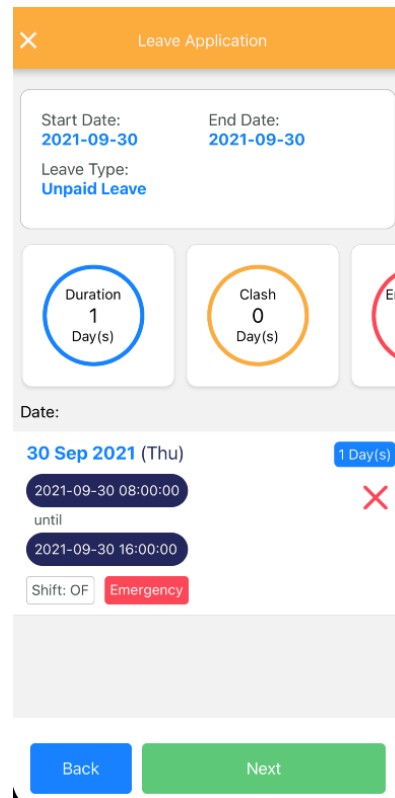
Leave Type: Unpaid Leave

Method

Full Day ↓

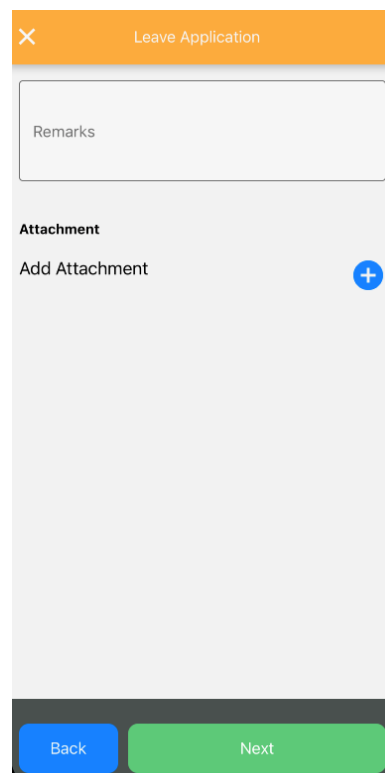
Back Next

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



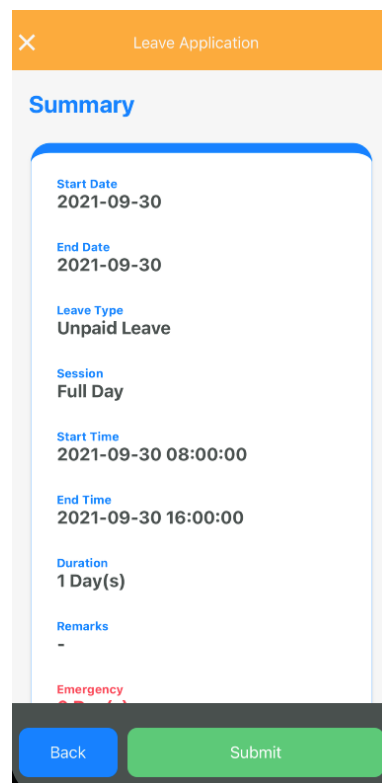
The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there's an orange header with a close icon and the title 'Leave Application'. Below this, a white box contains the 'Start Date: 2021-09-30' and 'End Date: 2021-09-30', with 'Leave Type: Unpaid Leave' below it.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

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



The screenshot shows the 'Leave Application' form with the 'Remarks' section and the 'Attachment' section. The 'Remarks' section has a text input field. The 'Attachment' section has a title 'Attachment', a label 'Add Attachment', and a blue plus icon. At the bottom, there are 'Back' and 'Next' buttons.

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.

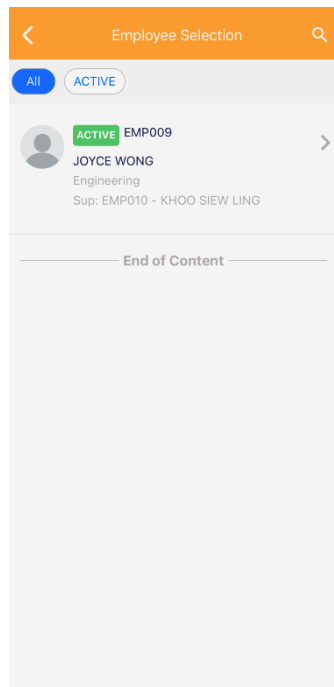


Draft submit successfully

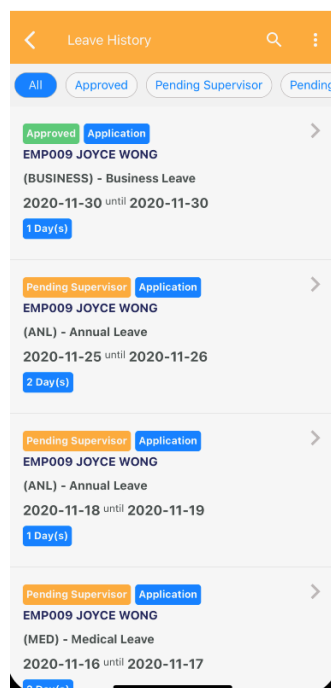
Done

3.2.2 Leave History

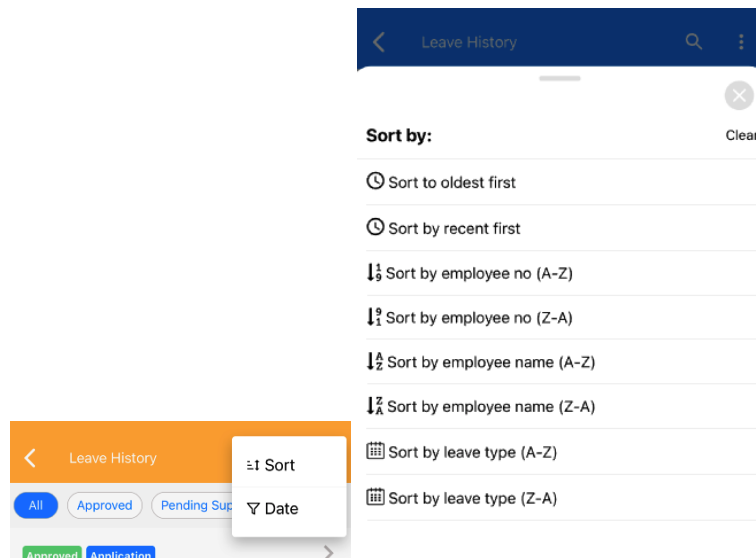
1. Tap on Leave “History” from the application menu. Then, select the employee to be viewed.



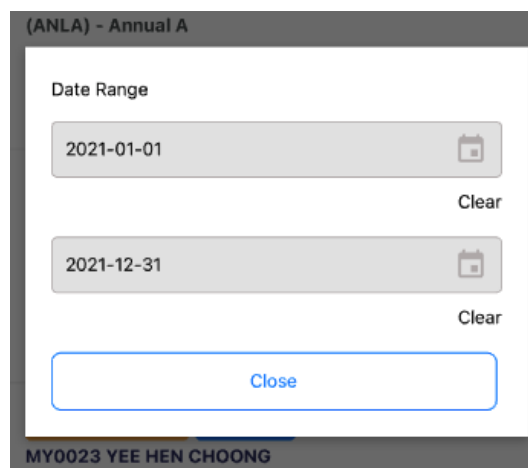
2. A list of leave history will be displayed on the screen. Users can browse through the history of applied leave here.



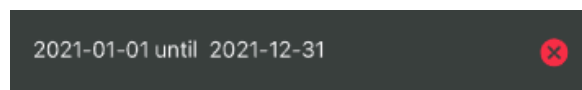
- Users can tap on three dots on the top right to sort or filter through the date range for the leave history. By tapping on “Sort”, the user can sort based on the provided list.



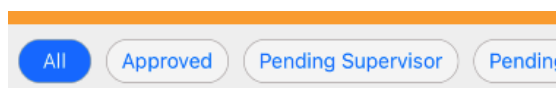
- By tapping on “Date”, the date filter will pop out. The user can filter the leave history based on the date range.



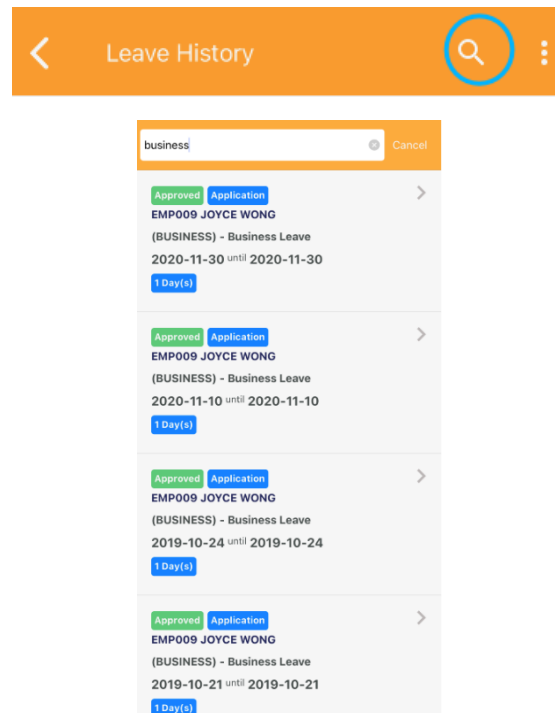
- To clear the date range filter, the user just needs to tap on the close button.



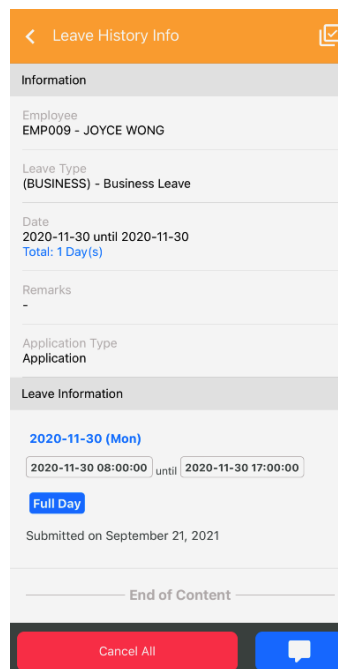
- The user is also able to filter the leave status by tapping on the badge menu at the top of the page.



- 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.



- 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.

< 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. Users can apply or clear the remarks in this panel as well.

< Leave History Info X

Information

Insert Remark

Remarks

Apply

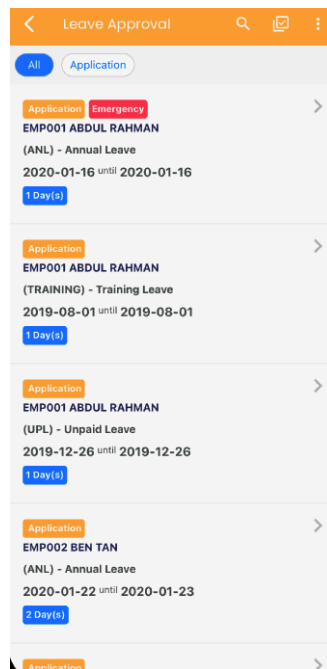
Clear Remarks

Cancel

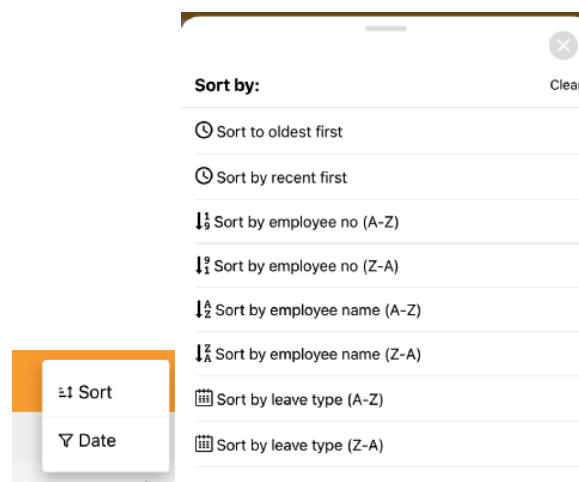
End of Content

3.2.3 Approval

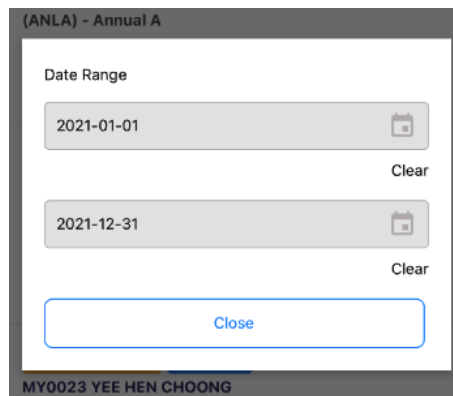
1. Tap on Leave “Approval” from the application menu. A list of pending leave approval items will be displayed. Users can browse through the list of pending items here.



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.

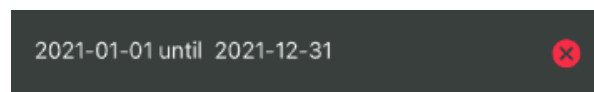


- By tapping on “Date”, the date filter will pop out. Users can filter the leave history based on the date range.

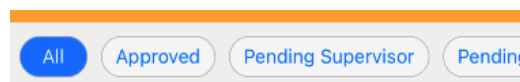


The screenshot shows a modal titled "(ANLA) - Annual A". It contains a "Date Range" section with two date pickers. The first picker shows "2021-01-01" and the second shows "2021-12-31". Each picker has a "Clear" button to its right. At the bottom of the modal is a "Close" button. The user's name "MY0023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

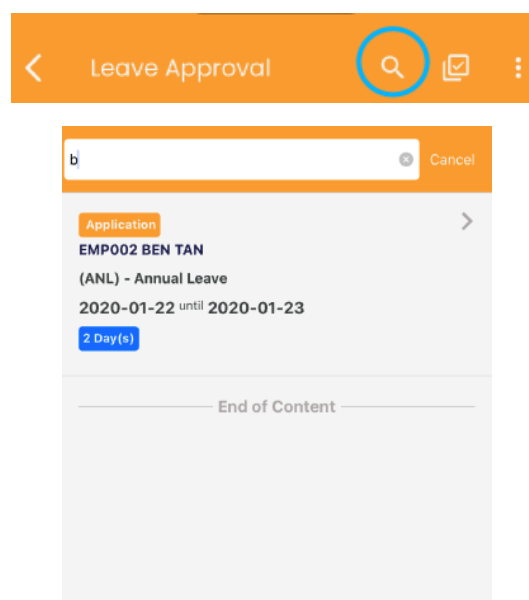
- To clear the date range filter, the user just needs to tap on the close button.



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



- 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.




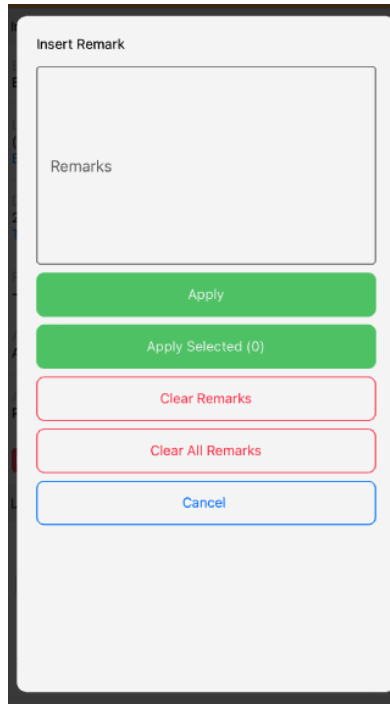
7. By tapping on the pending approval item, the user can view details for the applied leave. Users can approve/reject all leave dates by tapping on the “Approve All / Reject All” button at the bottom of the page.

The screenshot shows the 'Leave Approval Info' screen. At the top, there is a back arrow and a checkmark icon. The screen is divided into sections: 'Information' and 'Leave Information'. Under 'Information', the employee is 'EMP001 - ABDUL RAHMAN', the leave type is '(ANL) - Annual Leave' with a balance of '19 Day(s)', the date is '2020-01-16 until 2020-01-16' with a total of '1 Day(s)', and the application type is 'Application'. The approval status is 'Pending Approval' with a right arrow. A red 'Emergency' button is visible. Under 'Leave Information', the date '2020-01-16 (Thu)' is shown with a blue speech bubble icon. Below it, a time range '2020-01-16 07:00:00 until 2020-01-16 15:00:00' is displayed, along with 'Full Day' and 'Emergency' buttons. The submission date is 'Submitted on January 15, 2020'. At the bottom, there are two large buttons: 'Approve All' (green) and 'Reject All' (red).

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

This screenshot is identical to the previous one, but the checkbox in the top right corner of the 'Leave Information' section is now checked. Additionally, the 'Approve All' button at the bottom now displays '(0)' next to the text 'Approve All'.

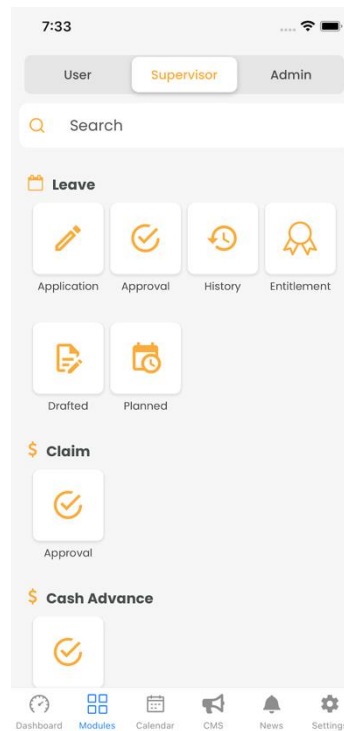
9. Tap the  button to pop out the remarks panel for filling in the leave remarks. Users can apply or clear the remarks in this panel as well.



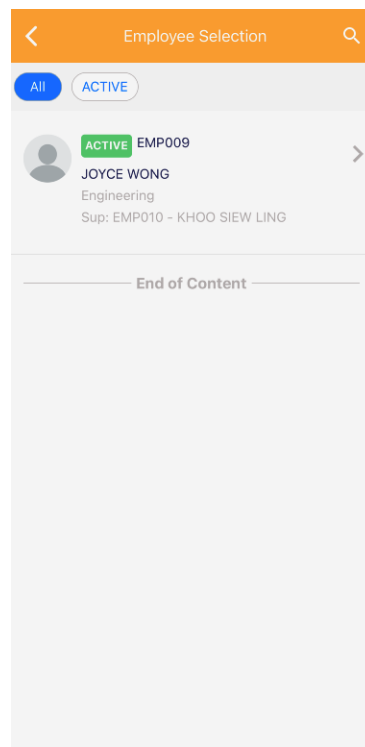
The image shows a mobile application interface for inserting remarks. It features a light gray background with a dark gray border. At the top, the title "Insert Remark" is displayed. Below the title is a large, empty text input area labeled "Remarks". Underneath the input area are five buttons: "Apply" (green), "Apply Selected (0)" (green), "Clear Remarks" (red outline), "Clear All Remarks" (red outline), and "Cancel" (blue outline). The buttons are arranged vertically and are separated by thin white lines.

3.2.4 Drafted Leave

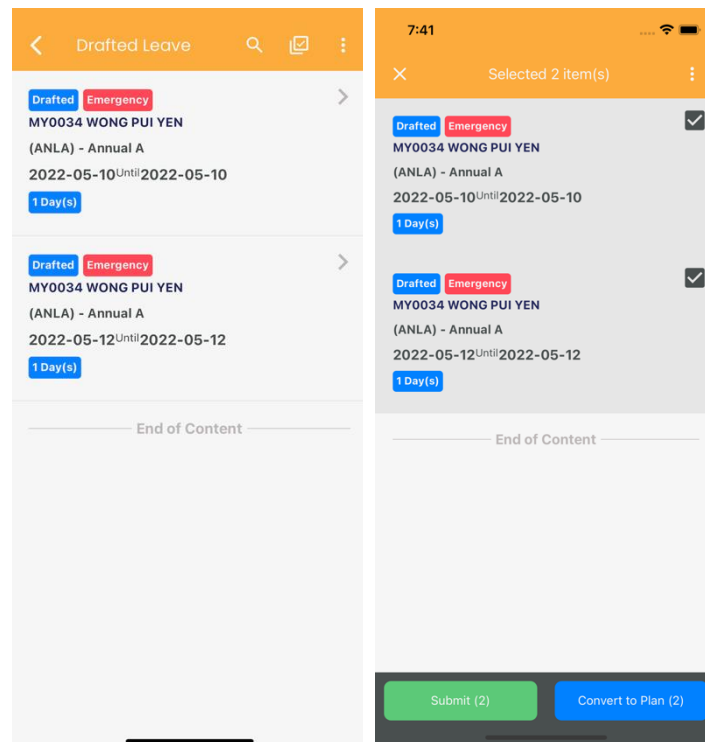
1. Tap on “Drafted” in application menu to view drafted leave.



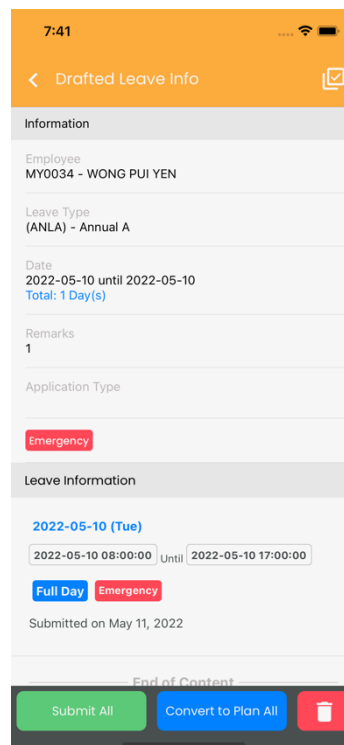
2. Select the employee that you wish to view.



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.

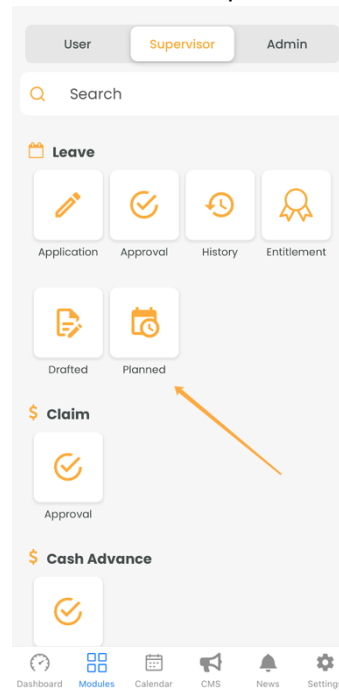


4. Users can tap on the item to view details of the draft and select a specific date to submit.

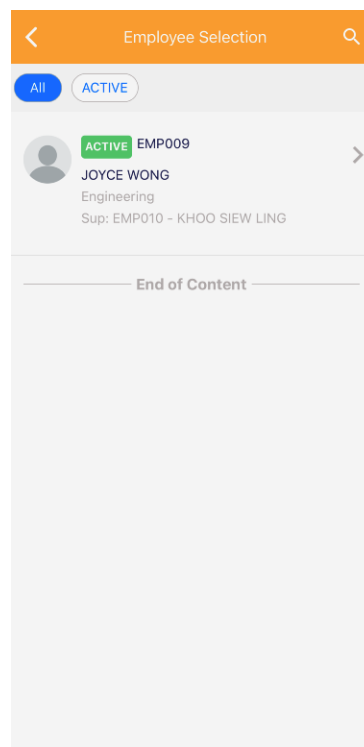


3.2.5 Planned Leave

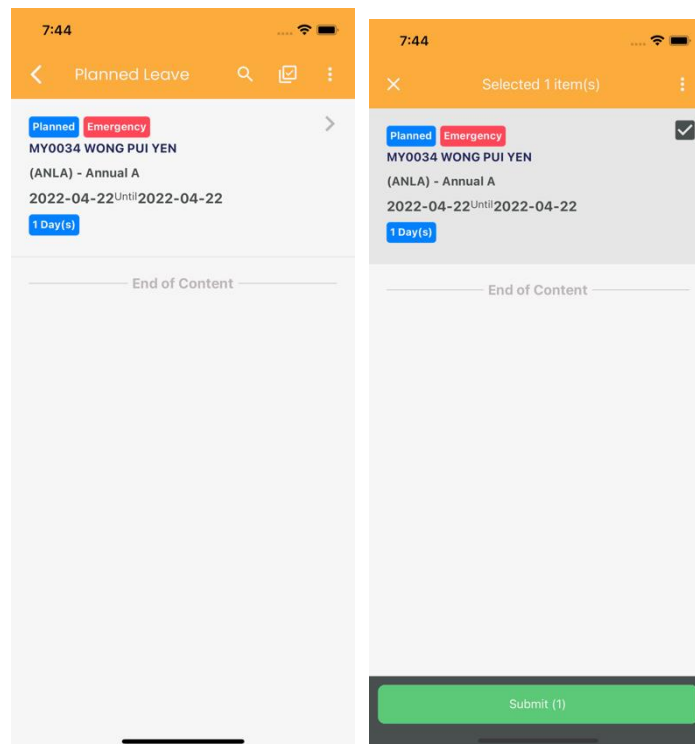
1. Tap on “Planned” in application menu to view the planned leave.



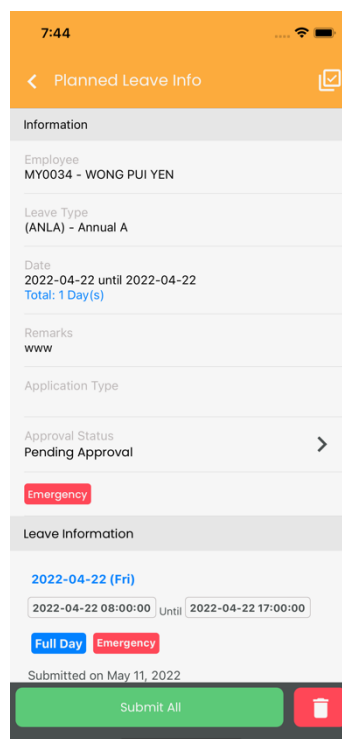
2. Select the employee that you wish to view



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



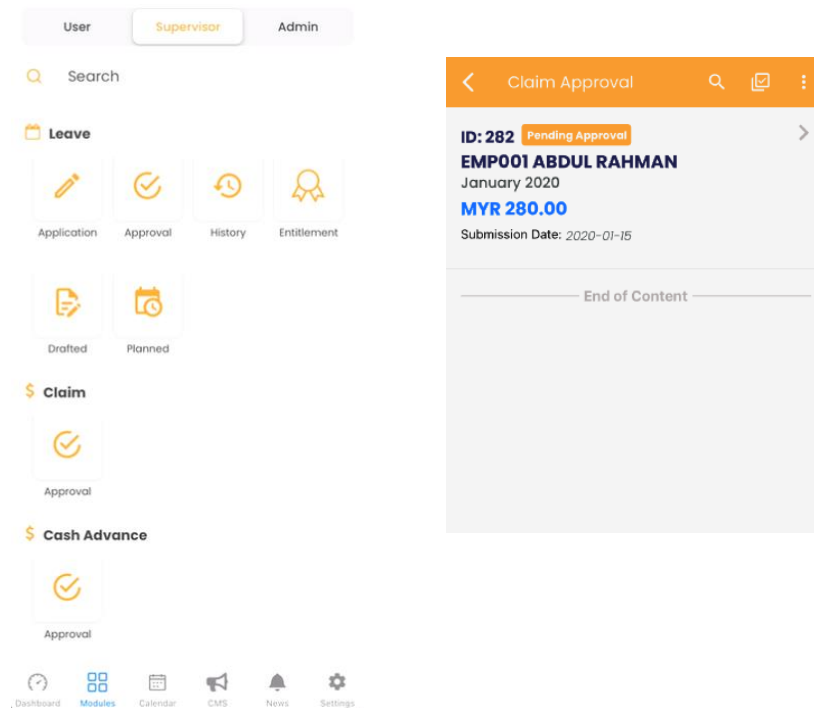
- Users can tap on the item to view details of the planned leave and select a specific date to submit.



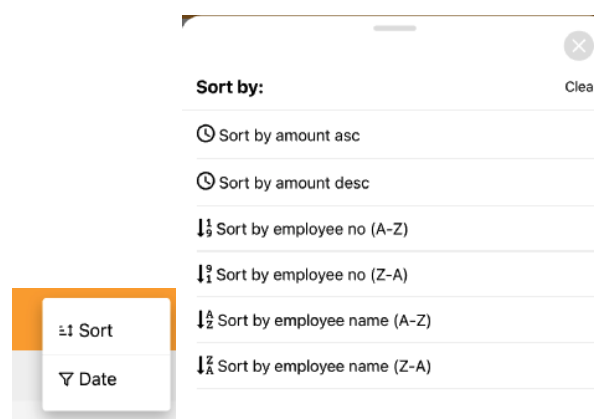
3.3 Claim / Cash Advance

3.3.1 Approval

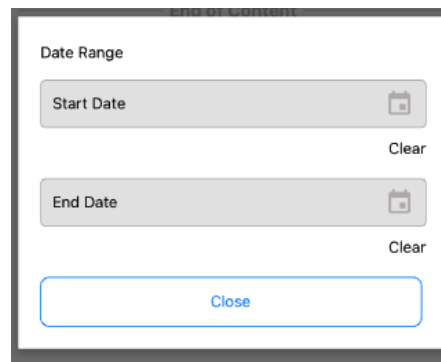
1. Tap on Claim/ Cash Advance “Approval” from the application menu. The approval process of claim and cash advance will be the same. A list of pending claim approval items will be displayed. Users can browse through the list of pending items here.



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.

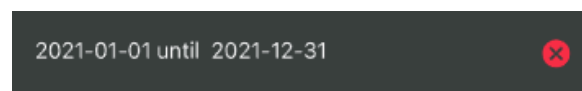


- By tapping on “Date”, the date filter will pop out. Users can filter the claim history items based on the invoice/receipt date range.



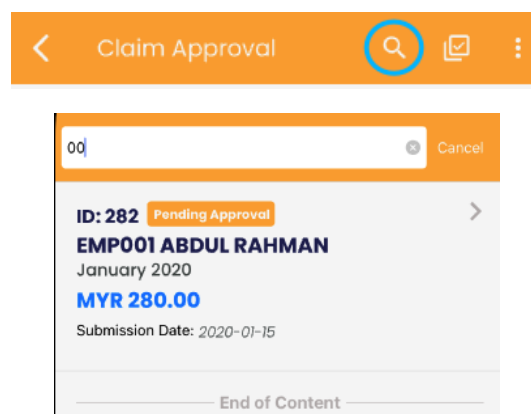
A modal window titled "Date Range" with a light gray background. It contains two date selection fields. The first field is labeled "Start Date" and has a calendar icon on the right; below it is a "Clear" link. The second field is labeled "End Date" and also has a calendar icon on the right; below it is a "Clear" link. At the bottom of the modal is a blue-outlined button labeled "Close".

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



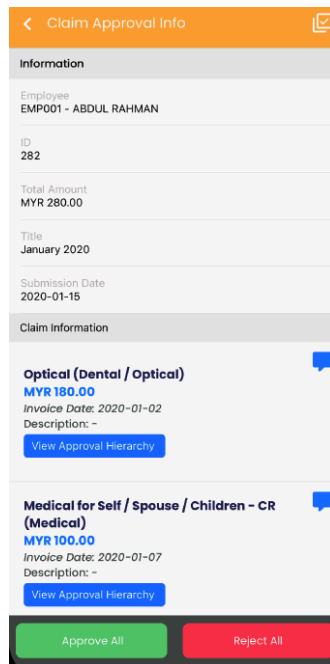
A dark gray horizontal bar containing the text "2021-01-01 until 2021-12-31" in white. On the right side of the bar is a red circular button with a white "X" icon.

- 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.

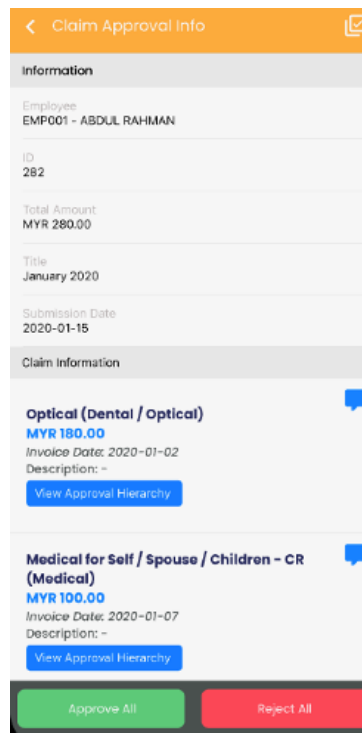



The top of the screen shows an orange header bar with a back arrow, the text "Claim Approval", a magnifying glass icon, a checkmark icon, and a menu icon. Below the header is a search bar with the text "00" and a "Cancel" button. The search results are displayed in a list item with a light gray background. The item shows "ID: 282" followed by a "Pending Approval" tag, a right arrow, the name "EMP001 ABDUL RAHMAN", the date "January 2020", the amount "MYR 280.00" in blue, and the "Submission Date: 2020-01-15". At the bottom of the list item is a line of text that reads "End of Content".

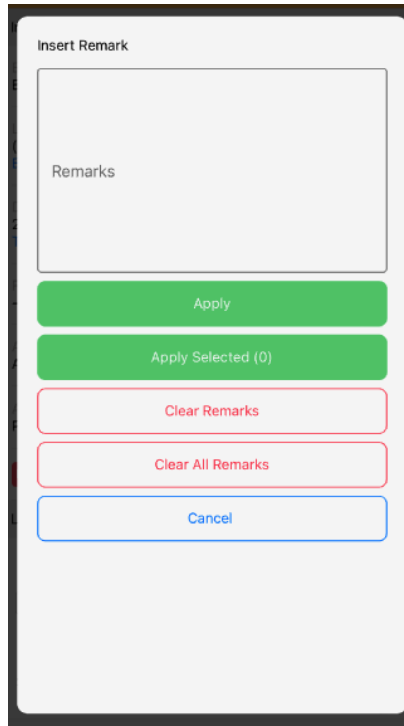
6. By tapping on the pending approval item, the user can view details for the applied claim. Users can approve/reject all claim items by tapping on the “Approve All / Reject All” button at the bottom of the page.



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.

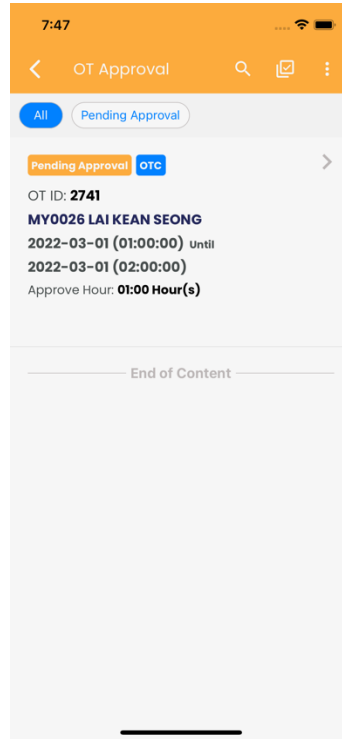


The image shows a mobile application interface for inserting remarks. It features a light gray background with a dark gray border. At the top, the title "Insert Remark" is displayed in a small, dark font. Below the title is a large, empty rectangular text area with a light gray background and a thin gray border, labeled "Remarks" in a small, dark font. Below the text area 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 red text and red borders: "Clear Remarks" and "Clear All Remarks". The final button is light gray with blue text and a blue border: "Cancel".

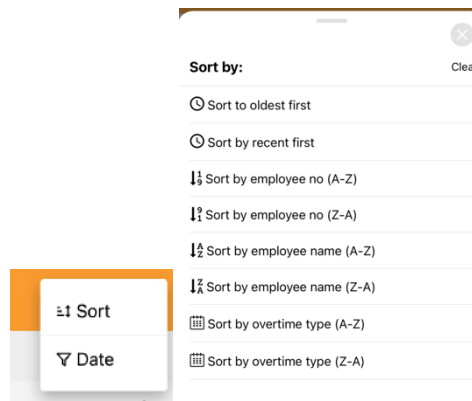
3.4 Overtime

3.4.1 OT / OTC / OTP Approval

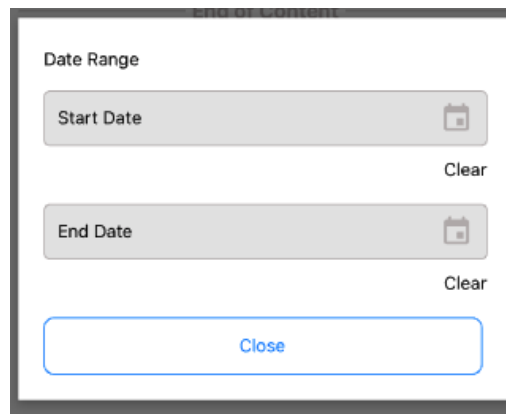
1. Tap on OT “Approval” from the application menu. A list of pending overtime approval items will be displayed. Users can browse through the list of pending items here.



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.

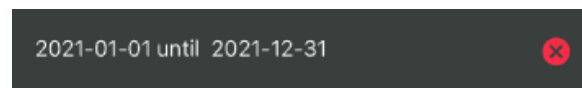


- By tapping on “Date”, the date filter will pop out. The user can filter the OT items based on the OT date range.



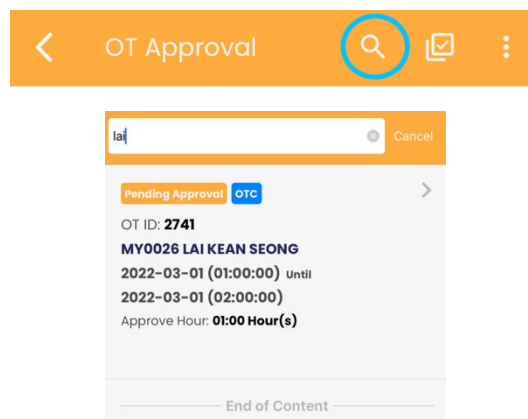
A dialog box titled "Date Range" with a light gray background. It contains two date selection fields: "Start Date" and "End Date", each with a calendar icon to its right. Below each field is a "Clear" button. At the bottom of the dialog is a blue "Close" button. The text "End of Content" is visible at the top of the dialog.

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



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

- 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.



The interface shows an "OT Approval" screen with an orange header bar. The header contains a back arrow, the title "OT Approval", a magnifying glass icon (circled in blue), a checkmark icon, and a menu icon. Below the header is a search bar with the text "lai" and a "Cancel" button. The search results are displayed below the search bar, showing a list of approval items. The first item is labeled "Pending Approval" and "OTC". It includes the OT ID: 2741, the name MY0026 LAI KEAN SEONG, the date range 2022-03-01 (01:00:00) until 2022-03-01 (02:00:00), and the approve hour: 01:00 Hour(s). The text "End of Content" is visible at the bottom of the results list.

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.

The screenshot shows a mobile application interface for OT Approval. At the top, there is an orange header bar with a back arrow, the text "OT Approval Info", and the time "7:59". Below the header is a table with the following information:

Information
Employee MY0026 - LAI KEAN SEONG
OT ID 2741
Overtime Start From 2022-03-01 01:00:00
Overtime End On 2022-03-01 02:00:00
Overtime End On 2022-03-01 02:00:00
Submitted Hours 01:00
Clock In -
Clock Out -
Actual Hour 01:00

At the bottom of the screen, there are two buttons: a red "Reject" button and a green "Approve" button.

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.

The screenshot shows a modal dialog box titled "Insert Remark". It contains a large text input area with the placeholder text "Remarks". Below the input area are two buttons: a green "Submit" button and a blue "Cancel" button.

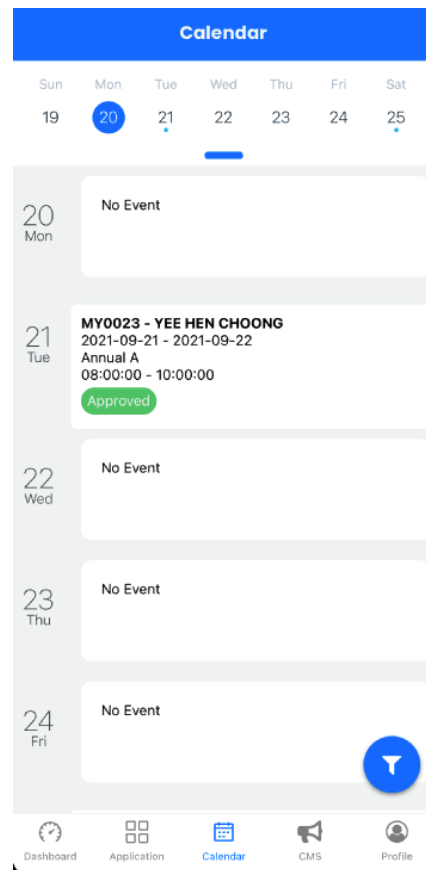
CALENDAR

4.1 Calendar (Leave, Shift and Public Holiday)

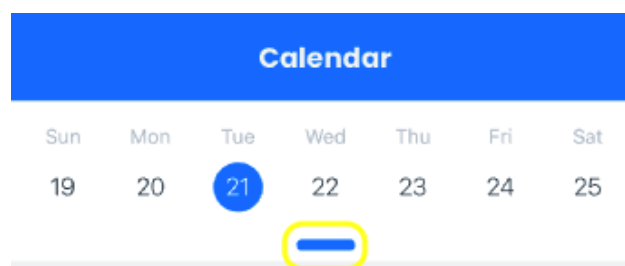
Users can view the leave, shift, and public holiday events in the calendar.

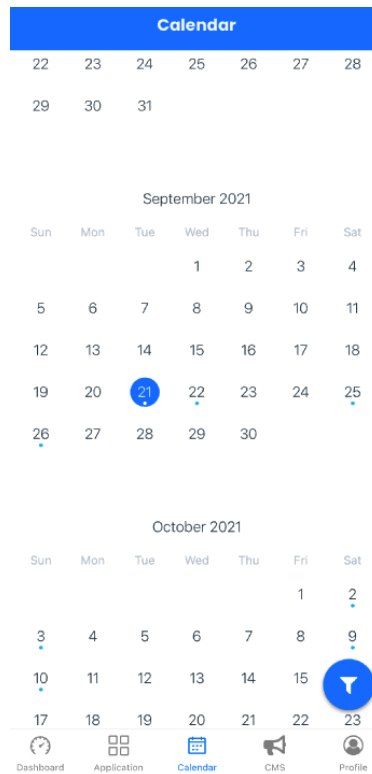
4.1.1 Agenda

1. Users can scroll to browse the calendar events.



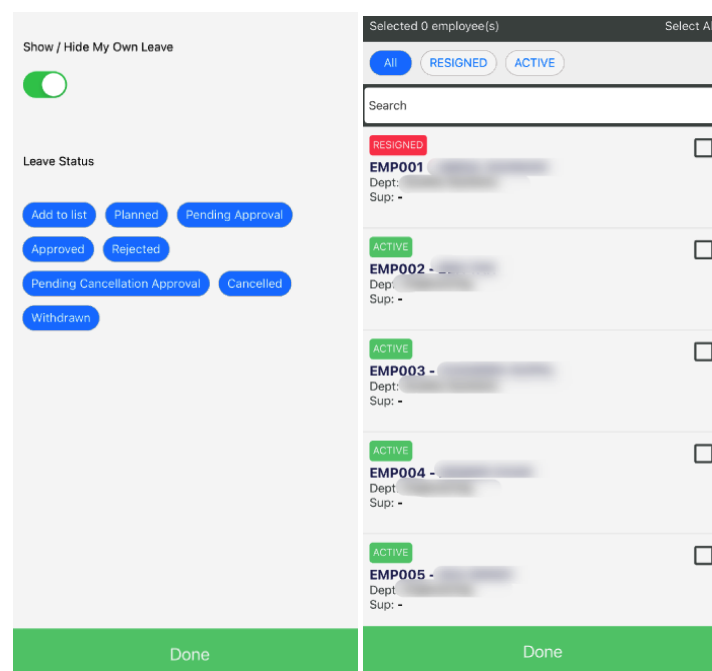
2. Users can swipe down the knot to jump to a specific date for the events





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

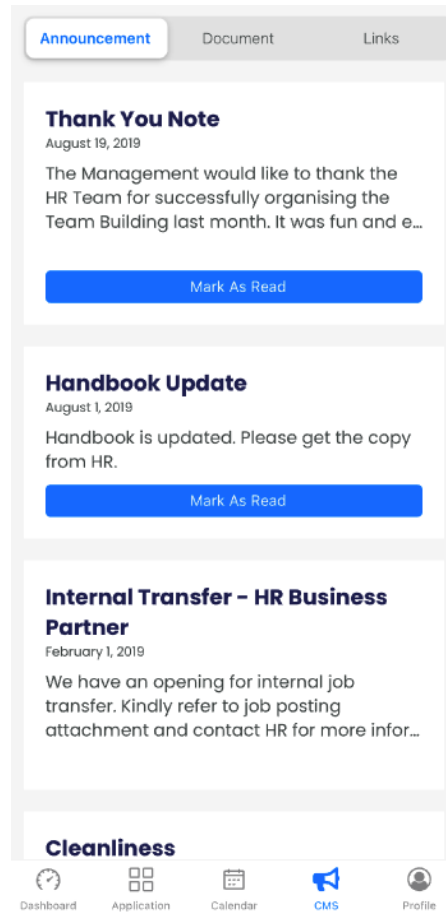


CMS

5.1 CMS

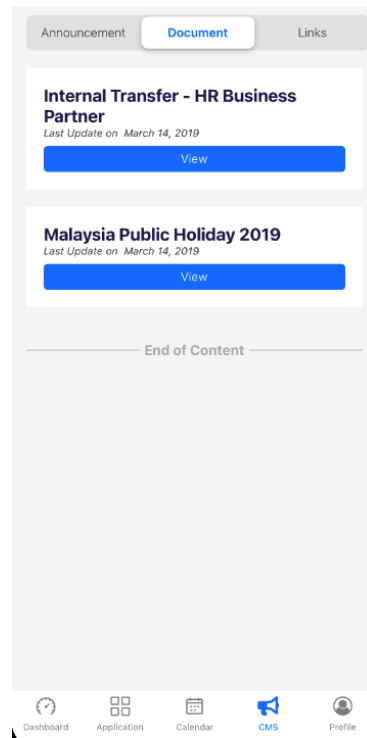
CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

5.1.1 Announcement



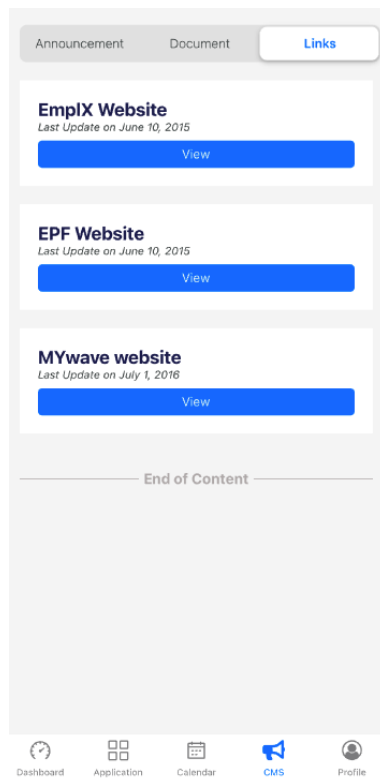
1. The announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. Users can tap on “Mark as Read” to mark as read for specific announcements.

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

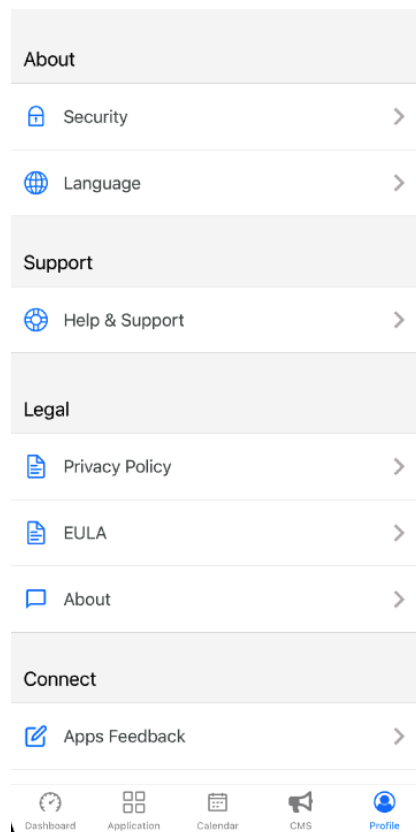


1. The link tab consists of the links that have been attached by the company.
2. Users can tap on “View” to browse the attached links.

PROFILE

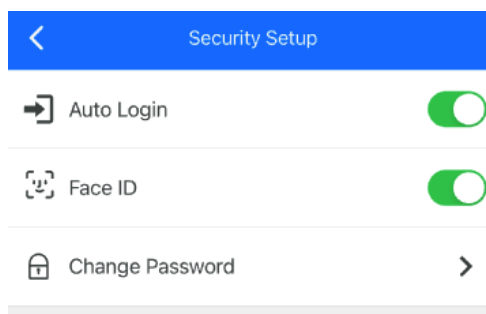
6.1 Profile

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

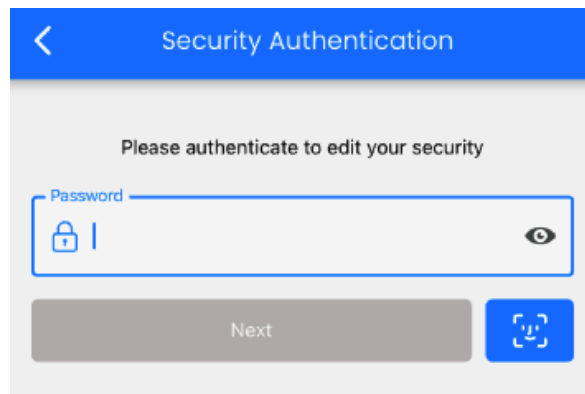


6.1.1 Security

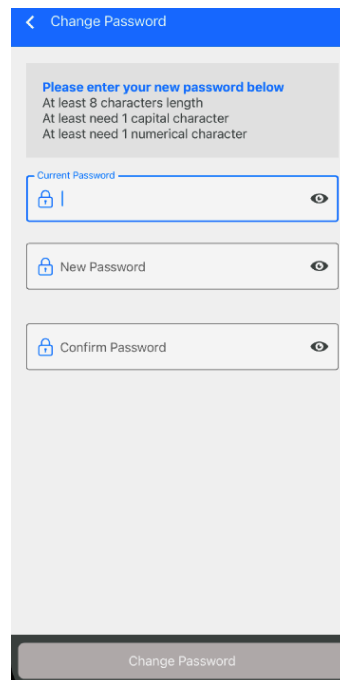
1. Tap on “Security” to navigate to the Security Setup page.
2. Users can turn on / off the auto-login feature. If the auto-login feature is turned off, Login ID and password will be required every time the user opens the app
3. Local device authentication is only applicable for devices which are equipped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

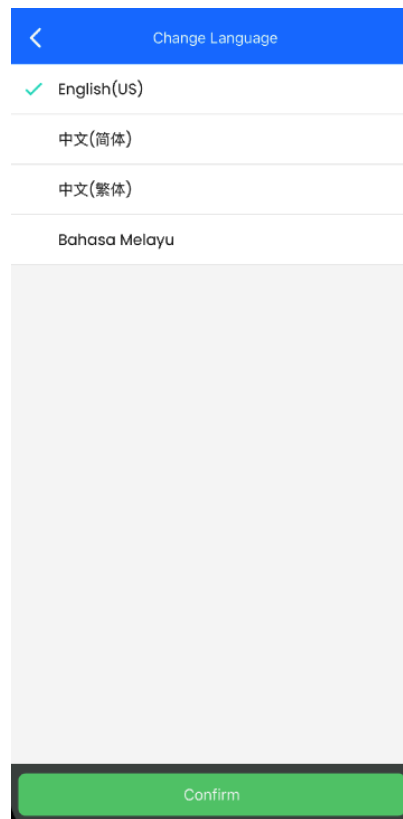


2. The user will be redirected to the change password screen once authenticated successfully
3. Fill in the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



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.

