

# User Guide

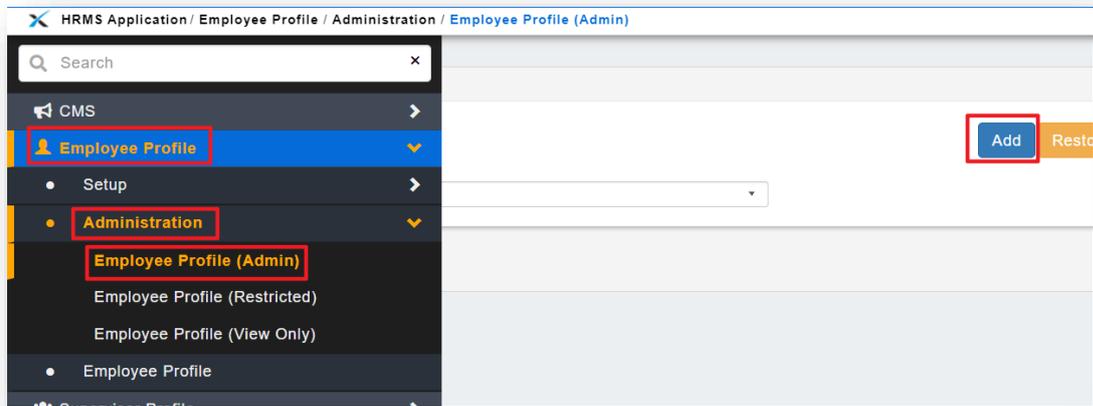
## Steps for New Hire

Create New Employee Profile & Login Profile



## CREATE NEW EMPLOYEE PROFILE

1. Employee Profile – **Employee Profile (Admin)**
2. Click on **“Add”**

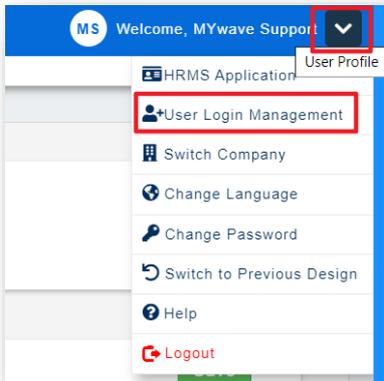


3. Fill in all the employee's Detail – click **“Save”**

The screenshot shows the "Additional Information" form for creating a new employee profile. The "Personal Information" section is expanded and highlighted with a red box. The form contains various fields for personal and employment details, including Title, First Name, Last Name, Full Name in Identity Card, Nickname, Gender, Religion, Race, Nationality, Residence, Identity Card No, ID (old), Date of Birth, Marital Status, Physical Challenge(s), Employee No., Location, Hire Date, Rehire Date, Adjusted Hire Date, Probation End Date, Probation Period (Days), Confirmation Date, Resignation Date, Country of Birth, Reason for Resignation, and Age. A green box highlights the date and time input fields. A "Save" button is highlighted with a red box in the top right corner. Below the "Personal Information" section, there are expandable sections for "Passport Information", "Work Permit Information", and "Visa Information".

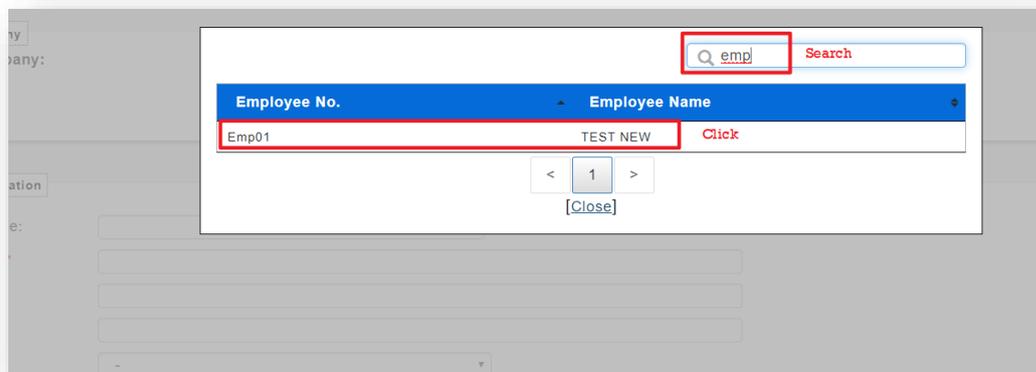
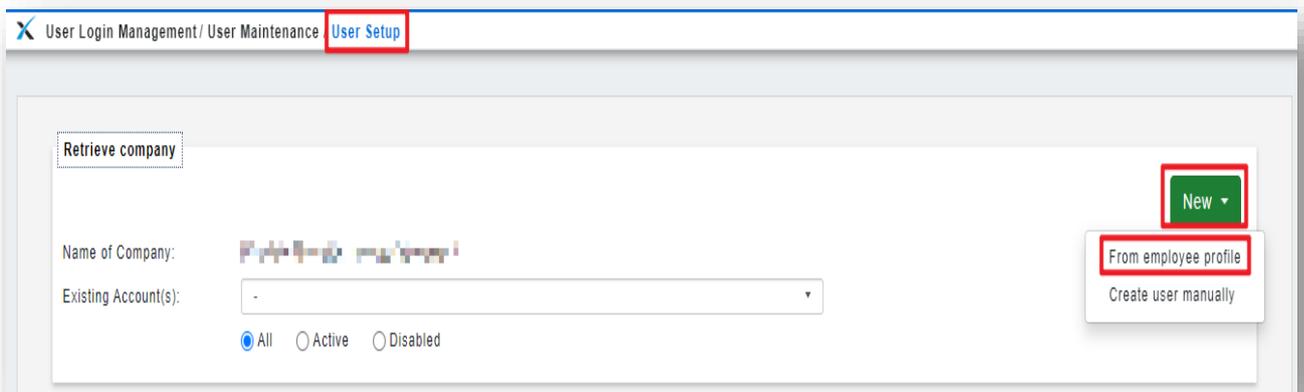
## CREATE NEW LOGIN/SECURITY PROFILE

4. Go to **User Profile** – select **User Login Management**



### 1<sup>st</sup> Method:

5. Click on the **New** -> click on the From **Employee Profile**.



**Retrieve company**

Name of Company:

Name:

All  Active  Disabled

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**Personal Information**

Employee Name:  List All Search Save

Employee No.:\*

Name:\*

Login ID:\*

Country:\*

Phone:

Email:\*

Group Access:

Effective Date:\*

Disable Date:

*Information retrieved from Employee Profile*

*MUST assign a module Group Access*

**2<sup>nd</sup> Method:**

6. Create User Manually.
  - **Employee No:** [must be the same number in Employee Profile]
  - **Login ID:** [IC No./Email Address that use to login to the system]
  - **Email:** [*MUST* be a valid email address for the employee as the password setup link will send to this email address]
  - **Group Access:** [*MUST* assign a group access to the profile in order to able to access the controlled modules]
7. Click **Save** button.

User Login Management / User Maintenance / User Setup

**Retrieve company**

Name of Company:

Existing Account(s):

All  Active  Disabled

New ▾

From employee profile

Create user manually

User Login Management/ User Maintenance **User Setup**

**Retrieve company**  
 Name of Company: [Barcode]  
 Name: [Dropdown]  
 All  Active  Disabled

**Personal Information** Save

Employee Name: [Text] [List All](#) [Search](#)

Employee No.:\* [Emp01]

Name:\* [Test New]

Login ID:\* [support@mywave.biz]

Country:\* [Malaysia]

Phone: [0123456789]

Email:\* [support@mywave.biz]

Group Access: [Normal User]

Effective Date:\* [2020-01-01] [Calendar]

Disable Date: [ ] [Calendar]

8. After the Employee Access has been created successfully as below:

**Retrieve company**  
 Name of Company: [Barcode]  
 Name: [Emp01 - TEST NEW]  
 All  Active  Disabled

**Personal Information** The user record has been saved User Access Edit New

Employee Name: [Text] [List All](#) [Search](#)

Employee No.:\* [Emp01]

Name:\* [TEST NEW]

Login ID:\* [support@mywave.biz]

Country:\* [Australia]

Phone: [Text]

Email:\* [support@mywave.biz]

Group Access: [Normal User]

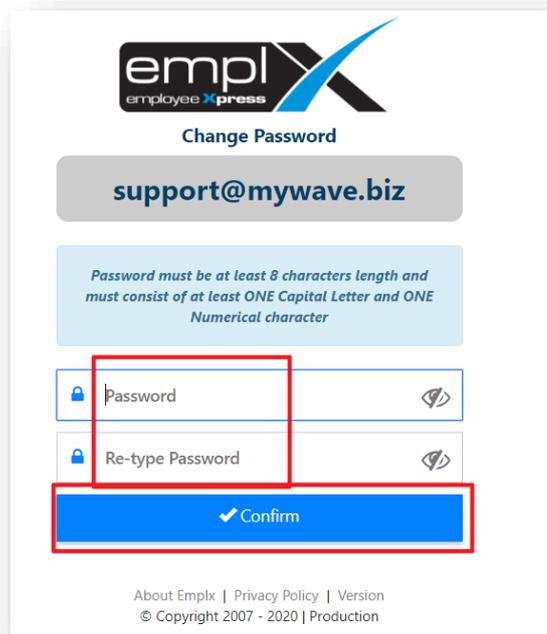
Effective Date:\* [2020-01-01] [Calendar]

Disable Date: [ ] [Calendar]

- An email will be sent to the Email address that have been set in the User Setup page as on the above for the New Employee to Activate and Create his/her own Login Password.



- Create Password and click “Confirm”.



11. The employee can then Login to EmplX System by using the Login ID and Password.

