



Release Notes

Release Date: 14 March 2023

To leave feedback, please email to support@mywave.biz

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Release Notes Summary

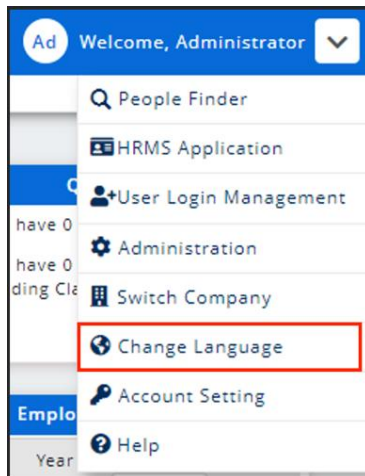
| Feature | Release Type | Setup Required | User Guide | Contact Support | Admin Access | Supervisor Access | User Access |
|--|--------------|----------------|------------|-----------------|--------------|-------------------|-------------|
| User Menu <ul style="list-style-type: none"> Hindi Language <i>New</i> | Enhancement | – | – | – | √ | √ | √ |
| CMS Portal <ul style="list-style-type: none"> Quick Stats Renamed Training Records in Pending Action <i>New</i> | Enhancement | – | – | – | √ | √ | √ |
| CMS Admin <ul style="list-style-type: none"> App Notification for CMS Announcement <i>New</i> | Enhancement | – | – | – | √ | – | – |
| Training <ul style="list-style-type: none"> Mandatory Course <i>New</i> Auto Enrollment for Newly Hired Employees <i>New</i> Auto Enrollment for Expired Course <i>New</i> | Enhancement | – | √ | – | √ | – | – |
| Security <ul style="list-style-type: none"> Single sign on (SSO) <i>New</i> | Enhancement | √ | √ | – | √ | √ | √ |

| | | | | | | | |
|--|-------------|---|---|---|---|---|---|
| Mobile App | Enhancement | – | √ | – | √ | √ | √ |
| <ul style="list-style-type: none"> End-user License Agreement <i>New</i> Two Factor Authentication (2FA) Setup <i>New</i> Dashboard | | | | | | | |

User Menu

Hindi Language *New*

A new language option, **Hindi**, has been added into EmplX system. Users can select Hindi language option by navigating to **Change Language** on **User Menu** and selecting **Hindi** language.

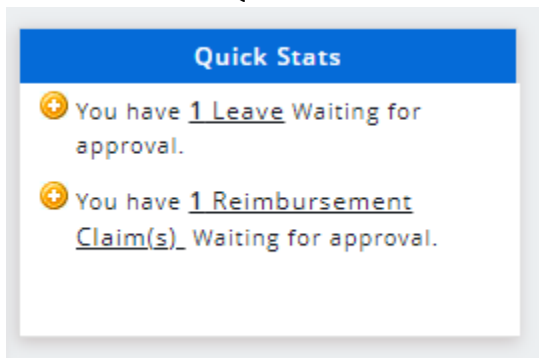


Quick Stats Renamed

CMS Portal Quick Stats section has been renamed to Pending Action to better reflect the information shown.

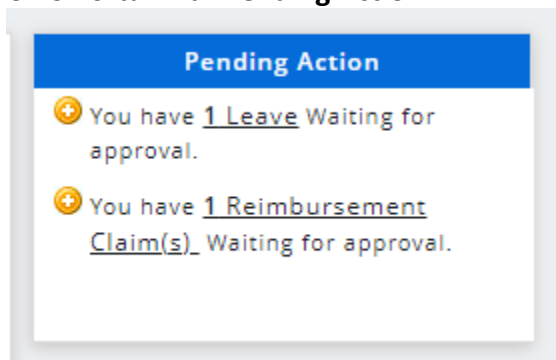
Before:

CMS Portal with Quick Stats



After:

CMS Portal with **Pending Action**



Training Records in Pending Action ^{New}

Two new items for **Training module** have been added to **CMS Portal Pending Action**. **Training Records Pending Completion** has been added for all users to inform them of training courses awaiting completion and **Training Records Pending Supervisor Approval** has been added for supervisors with training records pending approval.

Pending Action

You have 22 OT claim(s) waiting for approval.

You have 14 Travel Request(s) waiting for approval.

You have 1 Time Card(s) waiting for approval.

You have 1 training record(s) waiting for approval.

You have 6 training record(s) waiting for completion.

You have 8 letter(s) pending for your action

CMS Admin

App Notification for CMS Announcements ^{New}

Mobile App notifications for CMS announcements is now available. Users will be able to receive CMS announcement notification in the Mobile App if admin has turned on the setting in CMS Admin.

Announcement

Category

Document

External Link

Employee(s)-on-Leave Set-up

Create Announcement

Caption [?] :

Save

Published Date [?] :

Unpublished Date [?] :

Clear

Publish : ☐

Email & Apps Notification : ☐

Priority Level [?] :

Requires Acknowledgement : ☐

Content :

4500

Mandatory Course New

Mandatory Course setting has been added to **Course Setup** for admin to decide whether this course will be optional or mandatory to attend.

Mandatory Course *

Optional ▼
- Select mandatory course -
Optional
Mandatory

Enrollment

0 Selected

Customize Columns ▼
Set Mandatory ▼

| ☐ | Employee No | Employee Name | Department | Supervisor | Status | Mandatory |
|---|-------------|---------------|-----------------|------------|-----------|--------------------------------------|
| | Search | Search | Search | Search | Search | |
| ☐ | | | Quality Systems | | Available | Mandatory ▼ |
| ☐ | | | Engineering | | Available | Mandatory ▼ |
| ☐ | | | Quality Systems | | Available | Mandatory ▼ |
| ☐ | | | Engineering | | Available | Mandatory ▼ |
| ☐ | | | Engineering | | Available | Mandatory ▼ |
| ☐ | | | Production | | Available | Mandatory ▼ Optional Mandatory |
| ☐ | | | Engineering | | Available | Mandatory ▼ |

Enroll
Cancel

The figure above shows the mandatory column in **Training dashboard (Admin) -> Course status -> Action -> Enrollment -> Enroll**. The mandatory column will show the default selection according to the setting of **Mandatory Course** in **Course Setup**.

Auto Enrollment for Newly Hired Employees ^{New}

A new setting has been added to **Course Setup** for admin to auto enroll newly hired employees to an online training course. If the **Course Method** is **online** and **Mandatory Course** setting is set to **mandatory** an additional checkbox option will appear.

| | | |
|--------------------|------------|--|
| Course Method | E-Learning | |
| Mandatory Course * | Mandatory | <input checked="" type="checkbox"/> Automatically enroll for new hire who joined a month ago |

If the option is checked, system will automatically enroll all employees hired within the past 1 month to the course.

Auto Enrollment for Expired Course ^{New}

A new setting has been added to **Course Setup** for admin to auto re-enroll employees when a training course has expired. If the **Course Validity** is On, the option to auto re-enroll will appear.

Before:

| | | | |
|--------------------------------------|--------------------------|--------------------------------------|--|
| Course Validity | 2 | Month(s) | <input type="checkbox"/> Never expires |
| • Notify when course about to expire | <input type="radio"/> On | <input checked="" type="radio"/> Off | |

After:

| | | | |
|--------------------------------------|-------------------------------------|--------------------------------------|--|
| Course Validity | 2 | Month(s) | <input type="checkbox"/> Never expires |
| • Auto re-enroll when expired | <input type="radio"/> On | <input checked="" type="radio"/> Off | |
| • Notify when course about to expire | <input type="radio"/> On | <input checked="" type="radio"/> Off | |
| Course Validity | 2 | Month(s) | <input type="checkbox"/> Never expires |
| • Auto re-enroll when expired | <input checked="" type="radio"/> On | <input type="radio"/> Off | |

If the option is turned on, system will automatically re-enroll employees if their course has expired. The option to notify for course expiry will also disappear.

Single Sign On (SSO)^{New}

Single Sign On (SSO) allows users can log in a number of different applications or websites using a single set of login information. Single sign-on is now supported by EmplX for login.

The currently supported Identity Provider Services (IdP) are listed below.

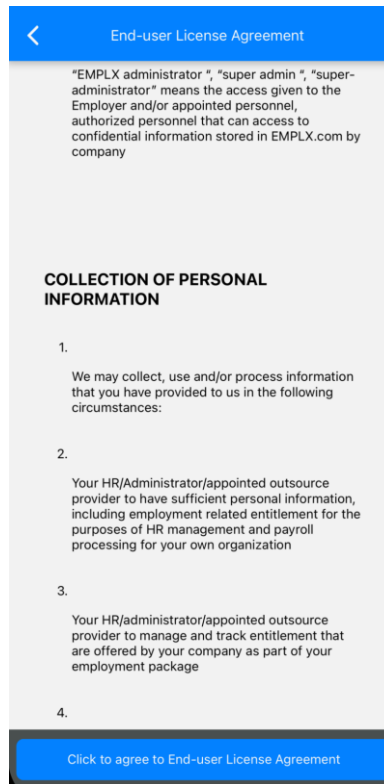
1. Azure Active Directory
2. Okta

Please get in touch with our support team if you wish to setup SSO for your respective companies. Once setup has been done, users can login with SSO by clicking on **Login with SSO** in the login screen.

The image displays two side-by-side screenshots. The left screenshot shows the 'E-HR LETTERS' interface with a list of features: Automation of HR letters, Customizable content, Upload CSV for employees' data, and Create letters in batch. The right screenshot shows the 'User Login' page for EmplX. It includes a 'Login ID' input field, a 'Next' button, and a 'Login with SSO' link highlighted with a red box. Other links include 'Forgot Password', language options (English, Bahasa Melayu, etc.), and a footer with copyright information and a disclaimer.

End-User License Agreement ^{New}

End-User License Agreement (EULA) is now available on EmplX Mobile App. When a user logs in for the first time, they will be prompted to accept the terms of the agreement before they can use the EmplX Mobile App.

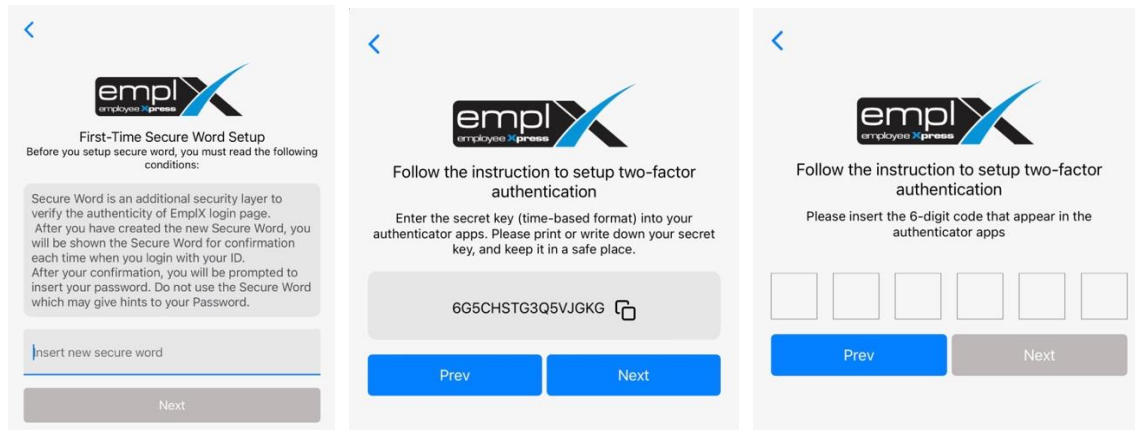


You can click the link below to view the EULA's specifics.

https://mywavesuite1.biz/MYwaveApplication/security/legal_statement/display/legal_statement.php?iL=y

Two Factor Authentication (2FA) Setup ^{New}

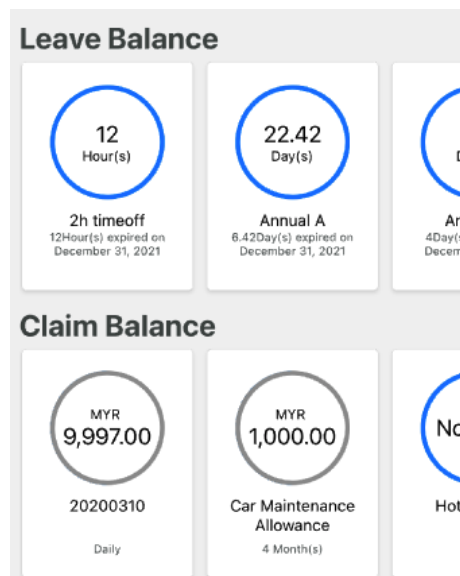
Two factor authentication (2FA) first time setup has been added to the mobile app. This feature is only applicable for companies with 2FA enabled.



Dashboard

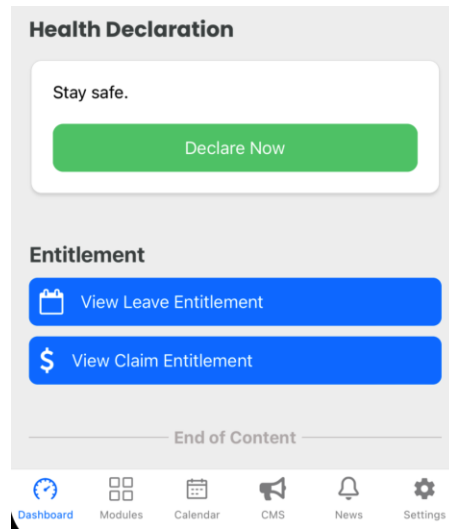
The Leave and Claim Entitlement portion of Dashboard in the mobile app has been enhanced for better user experience.

Before:



After:

Dashboard with new Leave and Claim Entitlement interface



**Please Take Note: We will release a forced update to our app to address some bugs and improve its performance. It is important that all users update to the latest version of the app as soon as possible to ensure that they continue to receive the best user experience and avoid any potential problems. To update the app, simply go to your app store and download the latest version. If you have any questions or concerns, please do not hesitate to contact our support team.*