



## Release Notes

**Release Date: 8 August 2023**

To leave feedback, please email to [support@mywave.biz](mailto: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
<b>API Program</b> <ul style="list-style-type: none"> <li>API Program – Additional Info <i>New</i></li> </ul>	Enhancement	–	–	–	√	–	–
<b>API Loading</b> <ul style="list-style-type: none"> <li>API Loading - Training <i>New</i></li> </ul>	Enhancement	–	√	–	√	–	–
<b>Dashboard &amp; Employee Profile</b> <ul style="list-style-type: none"> <li>Supervisor Number and Supervisor Email Column <i>New</i></li> </ul>	Enhancement	–	–	–	√	√	–
<b>MARS Report</b> <ul style="list-style-type: none"> <li>Retrieve Report Button <i>New</i></li> </ul>	Enhancement	–	–	–	√	–	–
<b>EmplX Mobile</b> <ul style="list-style-type: none"> <li>Re-login after a period of 90 days of inactivity <i>New</i></li> </ul>	Enhancement	–	–	–	–	–	–

# API Program

## API Program – Additional Info <sup>New</sup>

An additional message box has been added to API Program module. The content of the message box can be customized and shown to selected API Programs according to user preferences. If you would like to have any custom information displayed on the message box for your desired API Programs, please contact our support team to have them assist you in completing the necessary setup required.

### Before:

API Program **without** Additional Info message box

The screenshot shows the 'API Program' tab selected in a navigation bar. Below the tab, there is a form with the following elements: a 'Program' dropdown menu set to 'Setup New Course', a 'Download Template' button, an 'Upload File' section with a 'Browse...' button and 'No file selected.' text, and an 'Upload' button. A red error message at the bottom states: 'Maximum file size per attachment is 3MB. Only .xls, .xlsx, .csv, .txt formats are allowed.' A 'Cancel' button is located in the top right corner.

### After:

API Program **with** Additional Info message box

This screenshot is identical to the one above, but with an additional light blue message box at the bottom. The message box contains an information icon and the text: 'Taxes are compulsory financial contributions imposed by governments on individuals and businesses to fund public services, infrastructure, and social programs, shaping the economic landscape and societal development.' The message box is highlighted with a red border.

# API Loading

## API Loading - Training <sup>New</sup>

Training module is now available for API Loading. Users can now use API loading to efficiently add or update a large number of training records in a single batch.

The screenshot shows the 'Bulk Import' interface. At the top, there are two icons: 'Bulk Import' and 'Report'. Below them is a 'Bulk Import' header. The main section is titled 'Import' and contains a progress bar with five steps: 1. Choose Template (active), 2. Upload, 3. Mapping, 4. Validate, and 5. Import. Below the progress bar is a 'Choose Import Type' section. It contains a table with columns: Select, Module, Import Type, Description, Method Available, and Choose File Type. The 'Training' option is selected and highlighted with a red box.

Select	Module	Import Type	Description	Method Available	Choose File Type
<input type="radio"/>	Leave	Leave Taken - Basic	Bulk upload single day leave application	Update & Create	<a href="#">Preview</a> <a href="#">Download</a>
<input type="radio"/>	Leave	Leave Taken - Multiple	Bulk upload leave application for range of day	Update & Create	<a href="#">Preview</a> <a href="#">Download</a>
<input checked="" type="radio"/>	Training	Employee Training Record	Bulk upload for employee training history, insert if not found, update attendance if record existed	Update & Create	<a href="#">Preview</a> <a href="#">Download</a>

### Excel Template

The excel template can be downloaded from the **Choose Template** tab by selecting **Training** and clicking on the **Download** button. The downloaded excel template comes with an instruction and sample sheet for ease of use.

	A	B	C	D	E	F
1	EMPLOYEE NO.	EMPLOYEE NAME	COURSE CODE	COURSE TITLE	SCHEDULE CODE	COURSE DATE
2	EMP001	Test Employee 1	FFK001	Four Leaf	YM001	2023-10-20
3	EMP002	Test Employee 2	FFK002	Introduction to AI	YM001	2023-10-20
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

## Upload & Mapping

Under **Upload** tab, the user is able to upload excel template with training records to be loaded into the system.

The screenshot shows the 'Bulk Import' interface with the 'Upload' tab selected. The interface is divided into three main sections: a description/instruction area on the left, a 'Step 1: Download Excel Template' area in the middle, and a 'Step 2: Upload File' area on the right. Step 2 includes a file upload field with the filename '3\_TRAINING\_RECORD.xlsx', a 'Browse' button, and a 'Done!' button. Below the upload field, there is a 'Success' section with a radio button selected for 'Update & Create' and a note 'Update if found, create if not found'. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

Under the **Mapping** tab, user is able to map the required columns to their columns in the excel sheets.

The screenshot shows the 'Bulk Import' interface with the 'Mapping' tab selected. At the top, there are five summary boxes: 'TOTAL COLUMN' (21), 'SUCCESSFULLY MAPPED' (21), 'MAPPED WITH ERROR' (0), 'PENDING MAP' (0), and 'IGNORED COLUMN' (0). Below these, there is a table for mapping columns. The first column lists fields from the Excel sheet: 'Employee No.', 'Employee Name', and 'Course Code'. The second column shows the mapping selection process for 'Employee No.', with a dropdown menu open showing options like 'EMPLOYEE NO.', 'EMPLOYEE NAME', 'COURSE CODE', 'COURSE TITLE', 'SCHEDULE CODE', and 'COURSE DATE'. A red box highlights this dropdown, and a red arrow points to it with the text 'Required field'. Another red arrow points from the text 'Excel data sheet' to the 'EMPLOYEE NO.' option in the dropdown. The third column shows the status of the mapping: 'Verified' for 'Employee No.', 'Verified' for 'Employee Name', and 'Verified' for 'Course Code'. The 'Employee No.' row also has a 'Key Field, Mandatory' icon. The 'Employee Name' row has an 'Ignore' button. The 'Course Code' row has a 'Key Field, Mandatory' icon.

User will also be able to perform value mapping on certain fields defined by the import type. All the mapping will be saved locally on their browser so that the same mapping will be applied next time the user is importing.

Value in excel

Mapped values

Confirm Cancel

EXTERNAL

EXTERNAL

Filter Enter keyword

Select -

INTERNAL

EXTERNAL

Ignore

Ignore

## Validation & Import

Under **Validation** tab, the status of records uploaded, including any errors encountered during mapping will be shown. Click on **Next** to import the records.

1. Choose Template 2. Upload 3. Mapping 4. Validate 5. Import

TOTAL 2

READY 1

WARNING 0

ERROR 1

Show 10 entries

No.	Status	Reason	Employee No.	Employee Name	Course Code	Course Title	Schedule Code	Course Date	Start Time	End Time	Venue	Trainer Type	Trainer	Service Provider	Attendance	Grade	Mark
1	Error	Invalid Service Provider				Four Leaf		2023-10-20	09:00	14:00	Hall	EXTERNAL			ATTENDED	PASS	100
2	Ready					Four Leaf		2023-10-20	09:00	14:00	Hall	EXTERNAL		SDN BHD	ATTENDED	PASS	100

Showing 1 to 2 of 2 entries

Previous 1 Next

1. Choose Template 2. Upload 3. Mapping 4. Validate 5. Import

LOG ID 63

IMPORT TYPE Employee Training Record

UPLOADED BY Administrator

2023-07-31 15:12

TOTAL 1

INSERT 1

UPDATE 0

ERROR 0

Show 10 entries

No.	Status	Reason	Employee No.	Employee Name	Course Code	Course Title	Schedule Code	Course Date	Start Time	End Time	Venue	Trainer Type	Trainer	Service Provider	Attendance	Grade	Mark
1	Success	Training Record Updated: PCWAS				Four Leaf		2023-10-20	09:00	14:00	Hall	EXTERNAL			ATTENDED	PASS	100

Showing 1 to 1 of 1 entries

Previous 1 Next



# Dashboard & Employee Profile

## Supervisor Number and Supervisor Email Column <sup>New</sup>

**Supervisor No.** and **Supervisor Email** columns have been added to Employee Profile Report, Resignation Report, Employee Hired Report and Emergency Report in **Dashboard** module. These columns have also been added to Employee Profile Report in **Employee Profile** module.

### Before:

Dashboard and Employee Profile reports **without** Supervisor No. and Supervisor Email columns

	AH	AI	AJ	AK	AL
1	Office Phone	Fax Number	Supervisor Name	Pay Group	Basic
2				Non Executive	
3				Executive	
4				Non Executive	
5				Executive	
6				Executive	

### After:

Dashboard and Employee Profile reports **with** Supervisor No. and Supervisor Email columns

	AH	AI	AJ	AK	AL	AM	AN
1	Office Phone	Fax Number	Supervisor No.	Supervisor Name	Supervisor Email	Pay Group	Basic
2						Non Executive	
3						Executive	
4						Non Executive	
5						Executive	

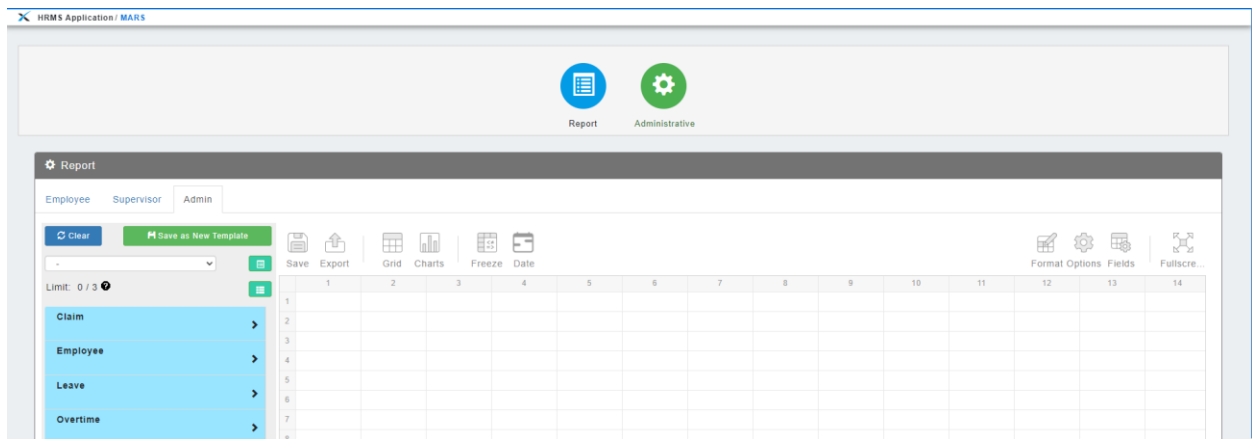
# MARS Report

## Retrieve Report Button <sup>New</sup>

MARS module has been enhanced to include a retrieve button in the **Report** tab. Users will now need to select a report and click on the Retrieve button before system can process and display the selected reports.

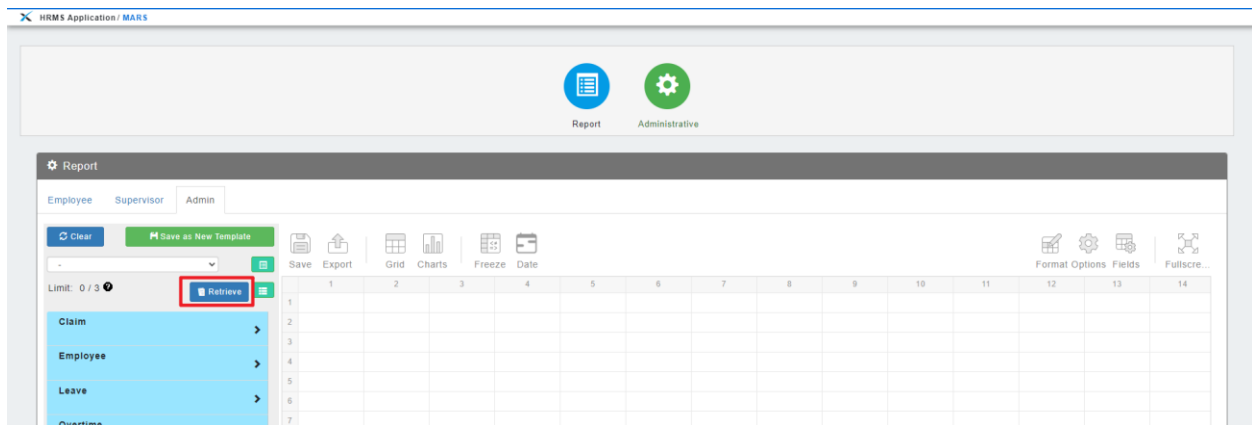
### Before:

MARS Report <sup>without</sup> Retrieve button



### After:

MARS Report <sup>with</sup> Retrieve button



## Re-login after a period of 90 days of inactivity <sup>New</sup>

We are pleased to announce a significant security enhancement for your peace of mind. In our ongoing commitment to safeguarding your accounts and ensuring the utmost privacy, we have implemented a new policy that will require users to re-login after a period of 90 days of inactivity.

### **No Action Required:**

We want to assure you that there is no immediate action required from your end. This update will automatically take effect, and you can continue using the EmplX app as usual. Rest assured that your account and data remain safe in our secure environment.

### **What does this mean for you?**

If you haven't accessed the EmplX app for a continuous 90-day period, you will be prompted to log in again upon your next access. This measure has been put in place to provide an additional layer of protection for your sensitive information and to prevent any unauthorized access to your account.

### **Why is this update essential?**

Your security is our top priority, and we are dedicated to ensuring the protection of your data. By implementing this policy, we reinforce the overall security of our platform, safeguarding your personal information from potential risks.

### **Our support team is here to assist you**

We understand that security measures can be inconvenient at times, but we believe that taking these steps is crucial in maintaining a safe environment for all our users. Should you encounter any issues or have any concerns, our dedicated support team is always available to assist and address any inquiries you may have.