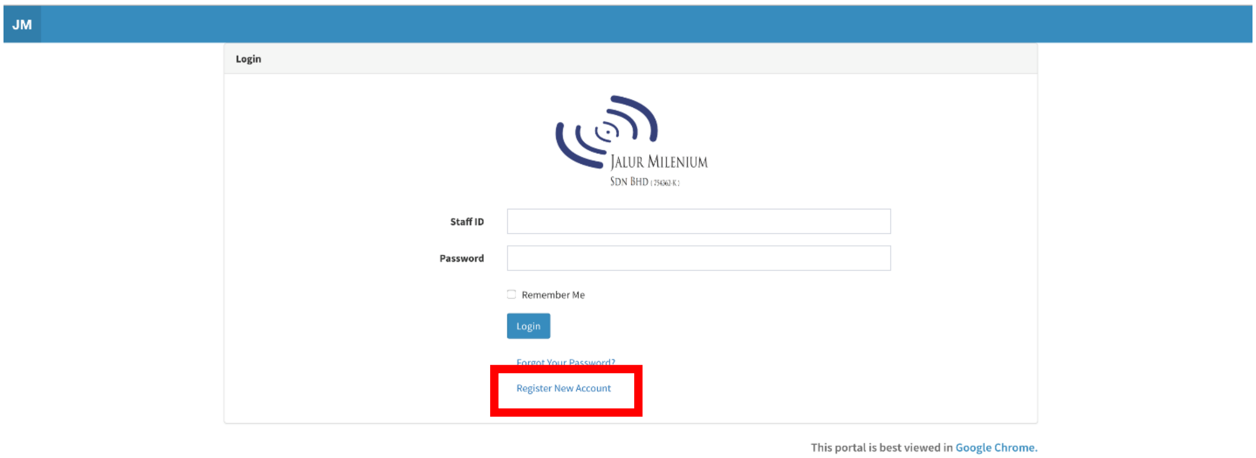
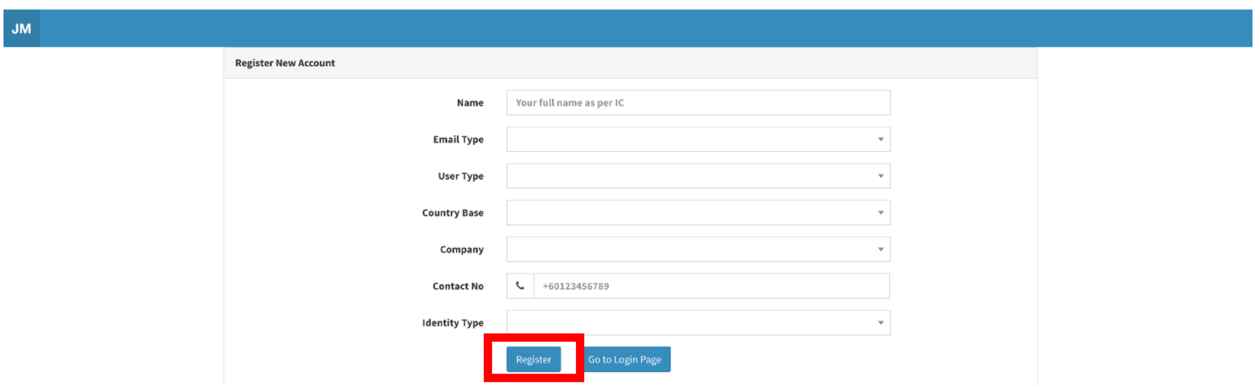
My Workplace User Guide

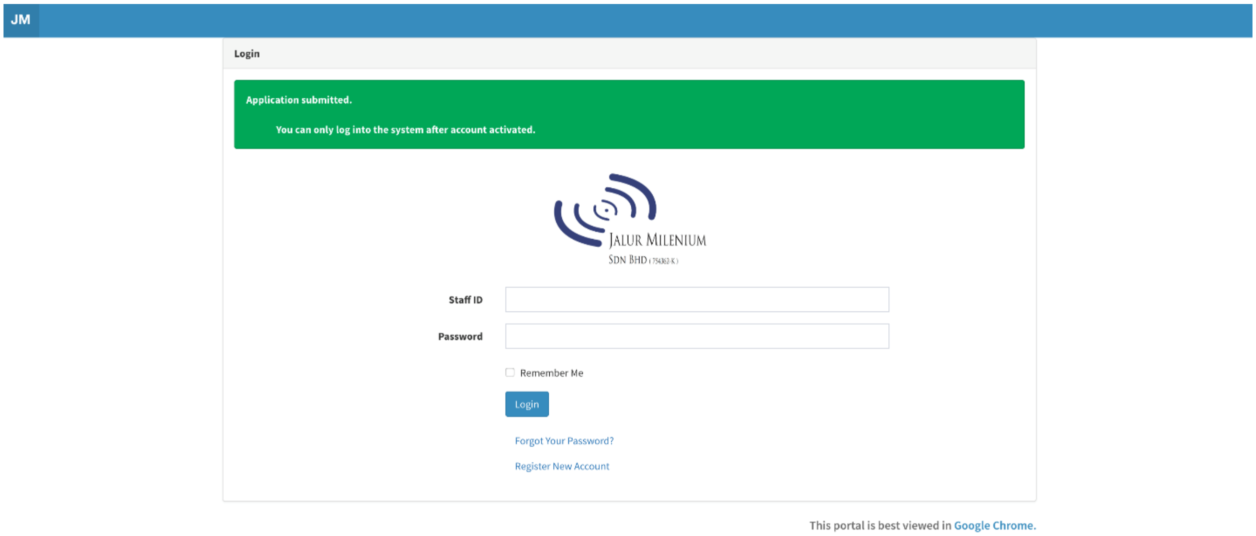
➢ REGISTER NEW ACCOUNT & CHANGE PASSWORD

1. Logon into https://jmclicks.com/
2. Click on **Register New Account**

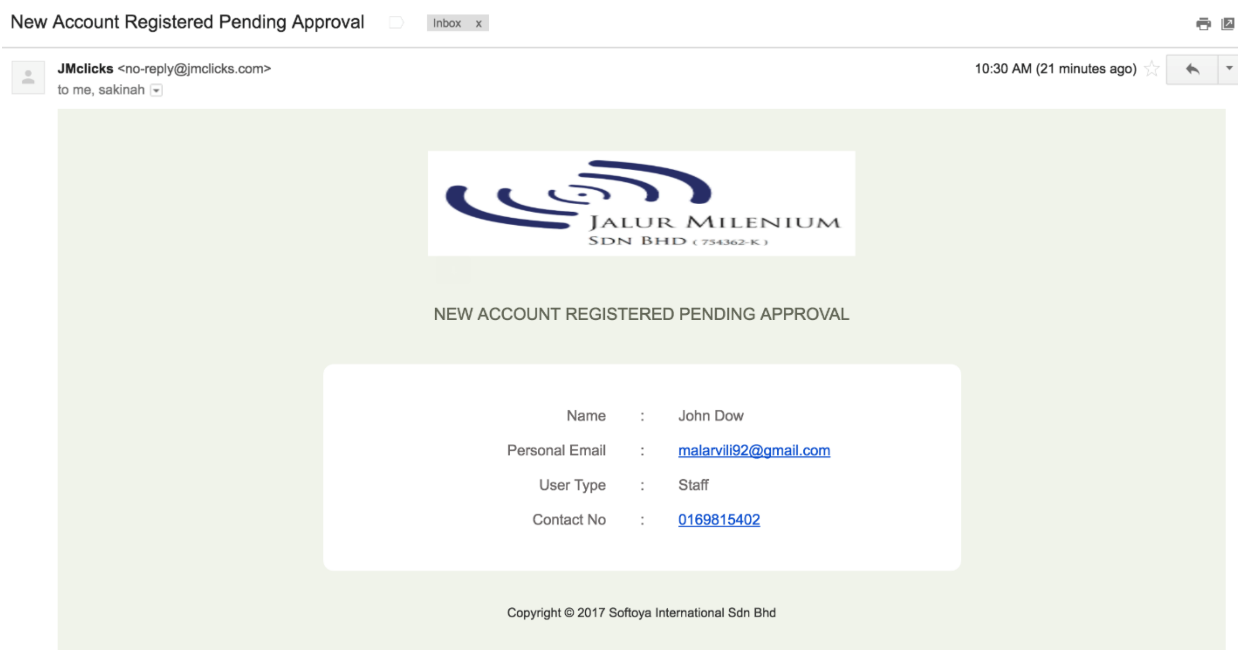


3. Fill up the details and click > **Register** button

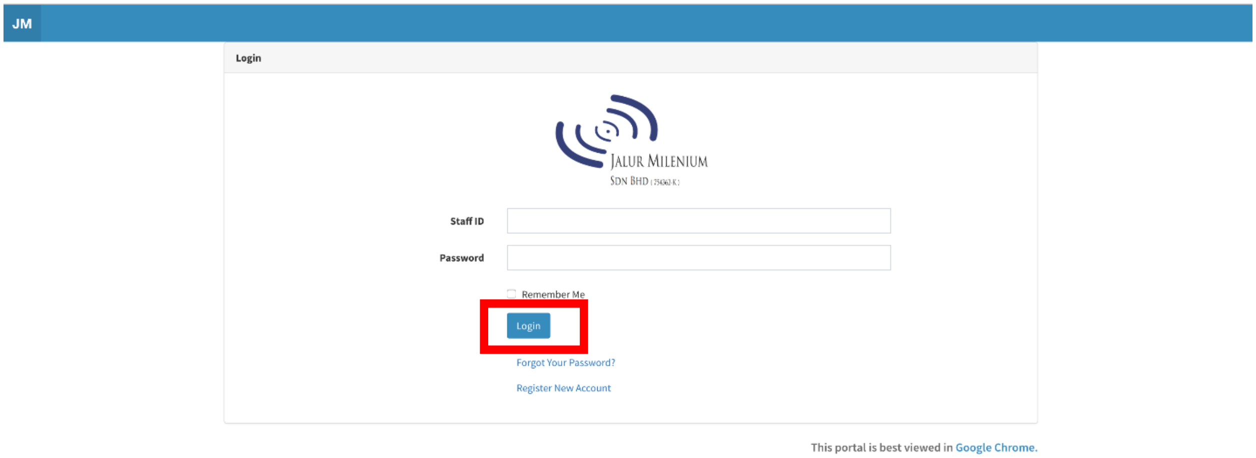




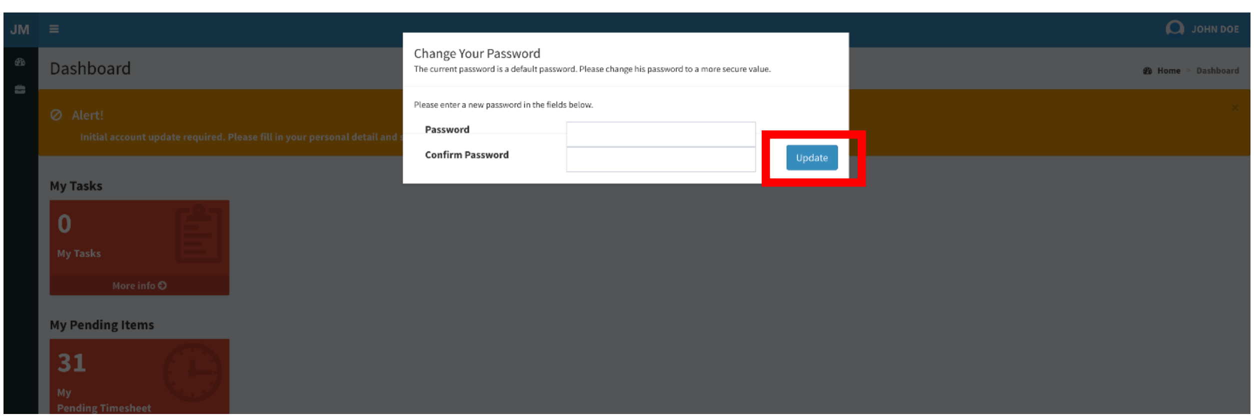
4. Check your email for registration account notifications



5. Use the **StaffID** and the **Temporary Password** assigned to login
6. Fill in the **StaffID** and **Temporary Password** as assigned and click > **Login** Button



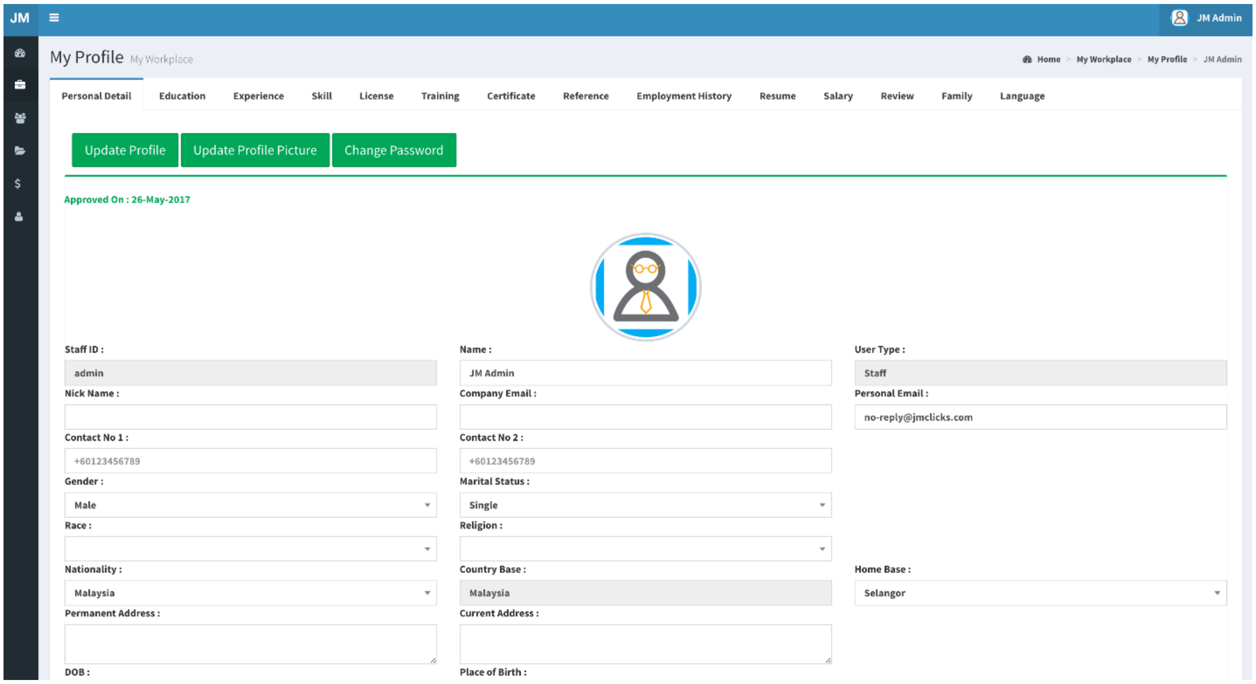
7. Once you're in the system, the system will request for the password change for the first-time login. Change your password and click > **Update** button.



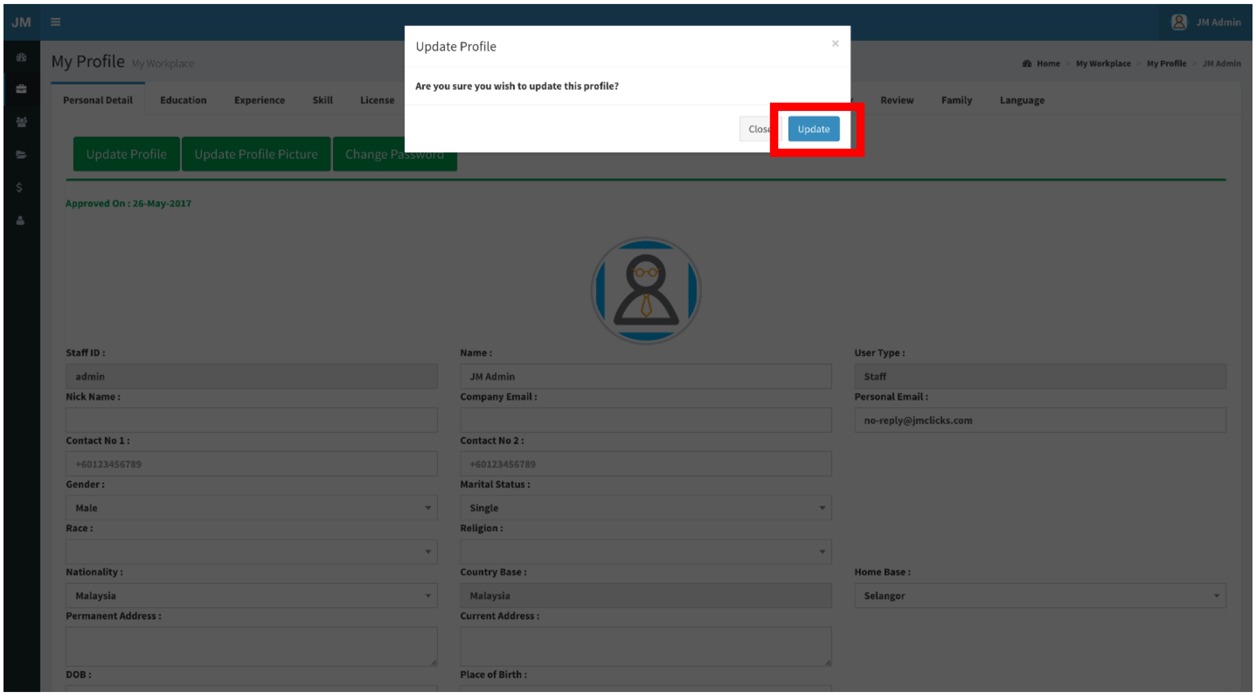
8. Congratulations! You are now successfully login to your account.

➢ UPDATING USER PROFILE AND APPROVAL BY ADMIN

1. Click **My Workplace** > **My Profile**

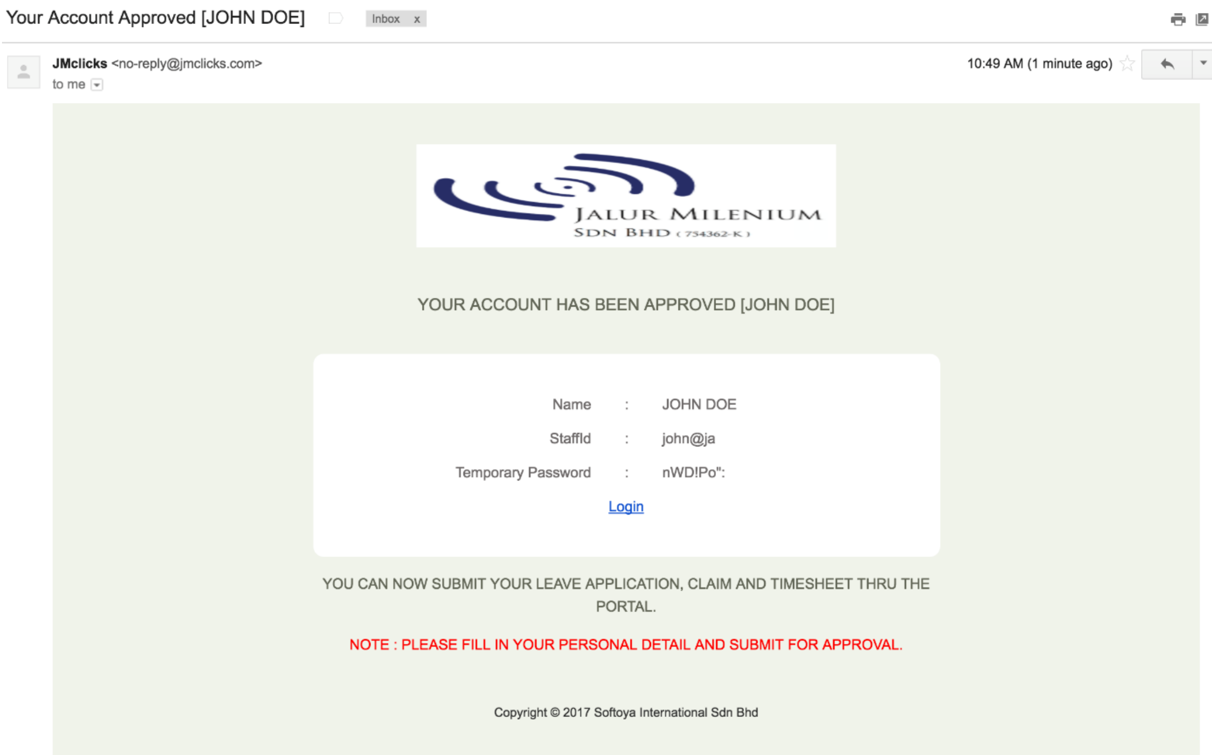


2. Click **Update Profile** to save all your details. (Profile update requires approval from the admin)

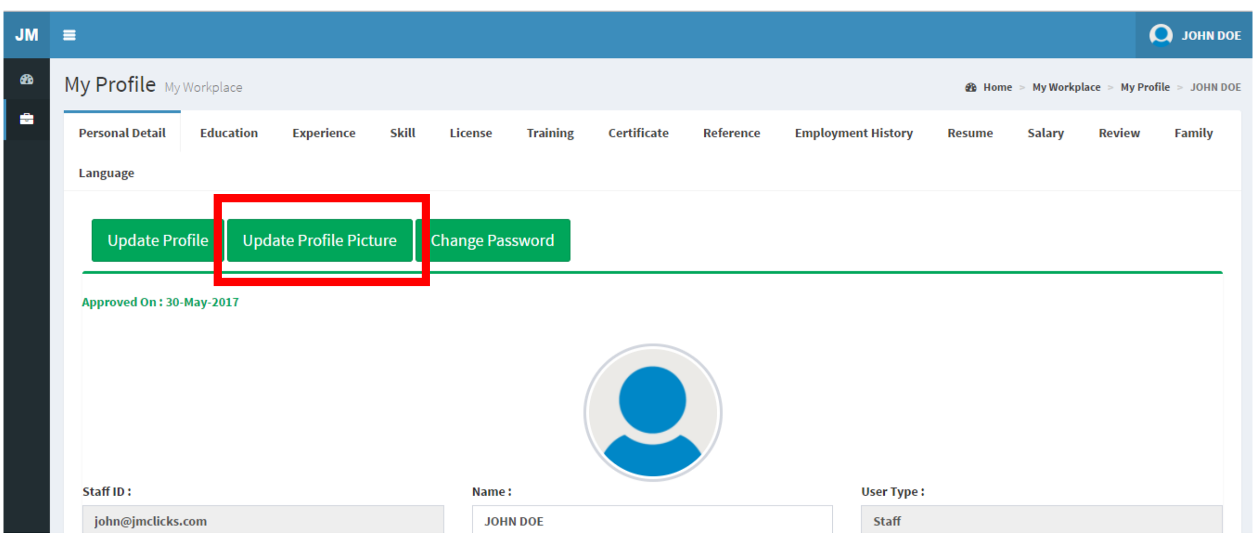


a) Approval done by the admin for the update profile

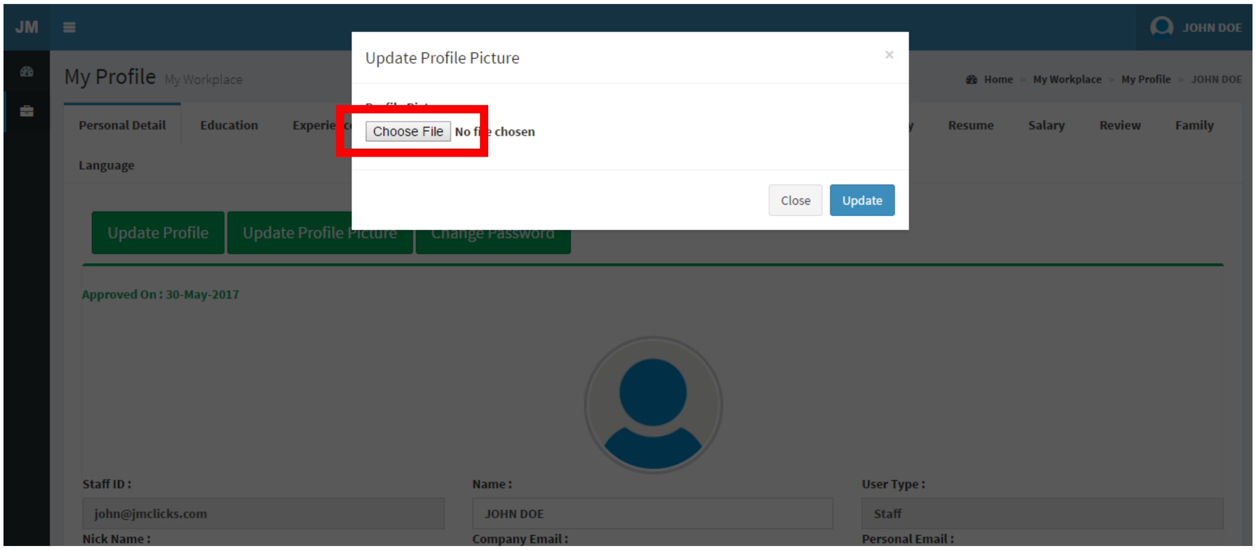
b) Notifications email been alert after the admin approve your request for the update profile.



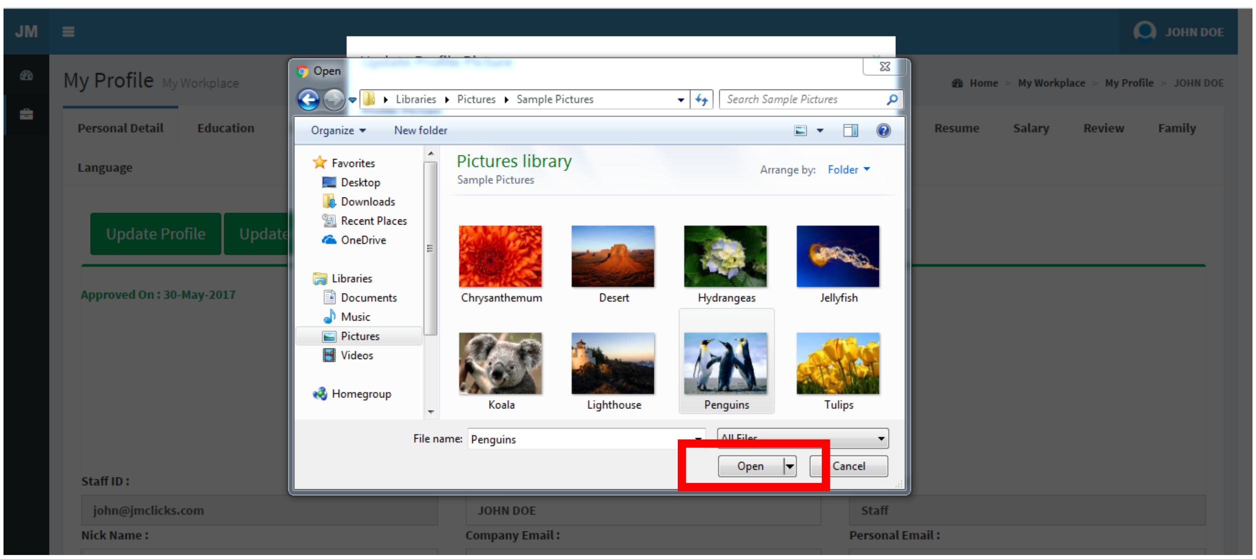
3. Click **Update Profile Picture** button to update your profile picture.



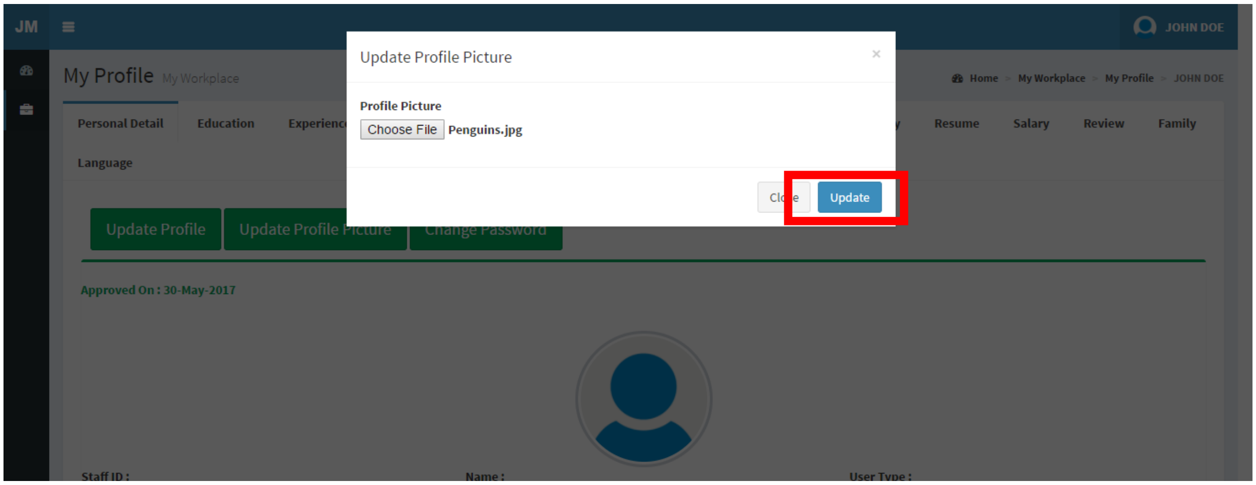
a) Click **Choose File**



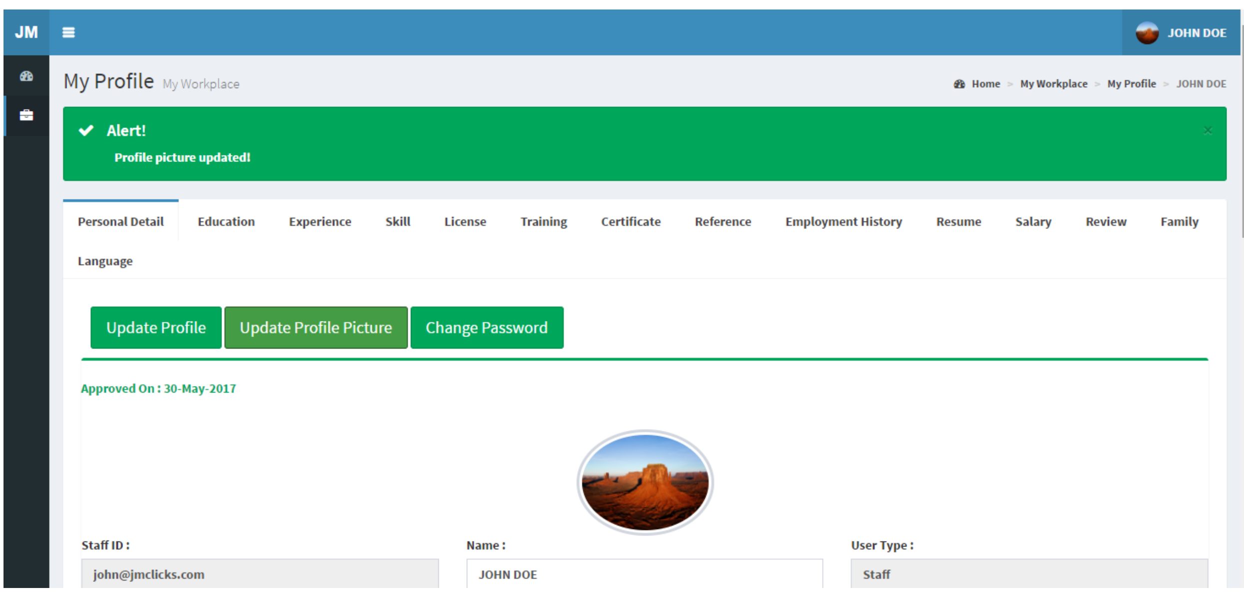
b) Choose your selection of photo and click **Open**



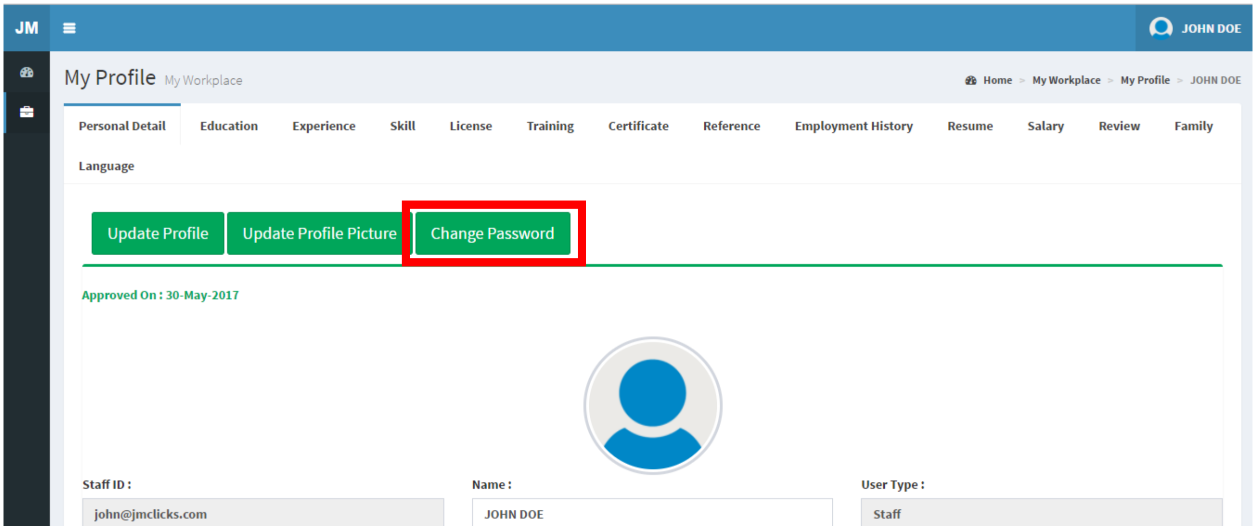
c) Then click **Update**



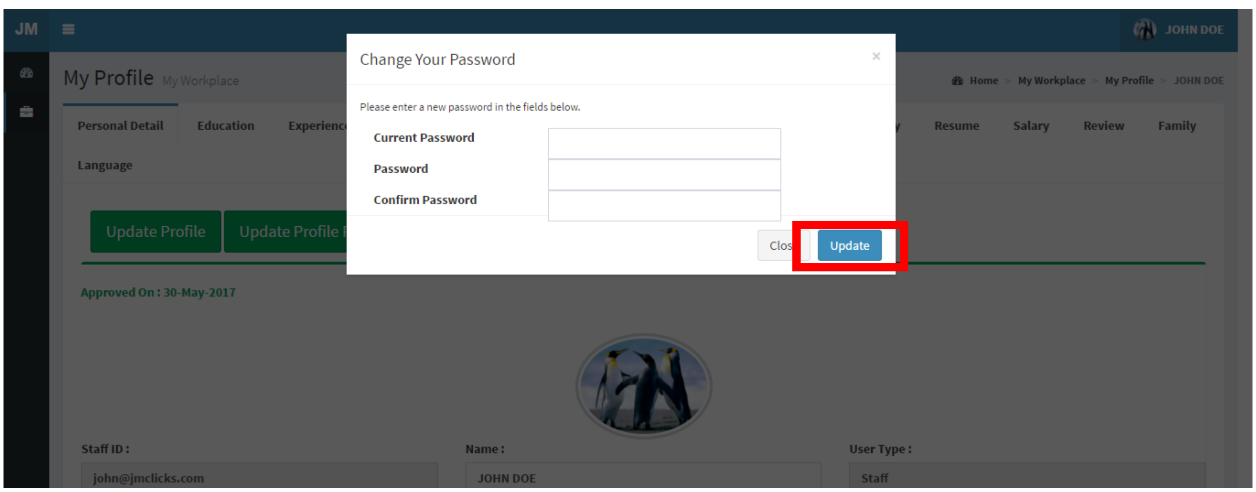
d) Your profile picture is now successfully updated!



4. Click **Change Password** to change password



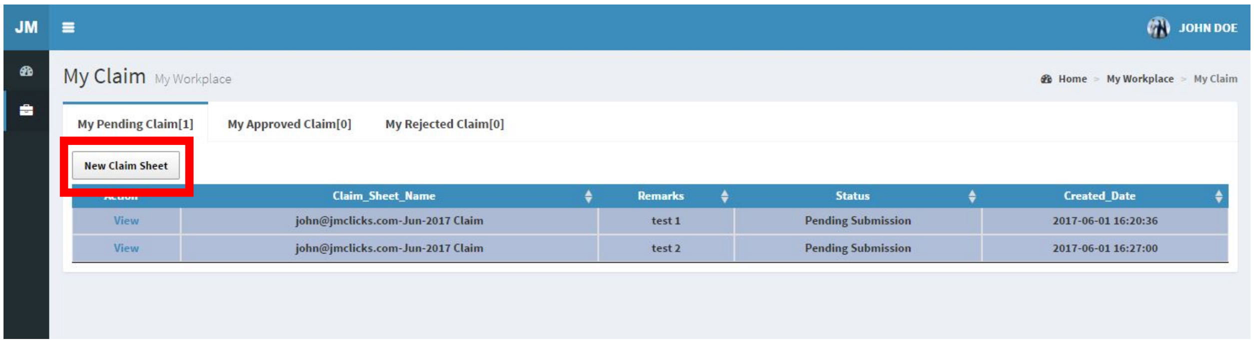
a) Click **Update** to save your changes. (Alert notification will be prompt for password changed)



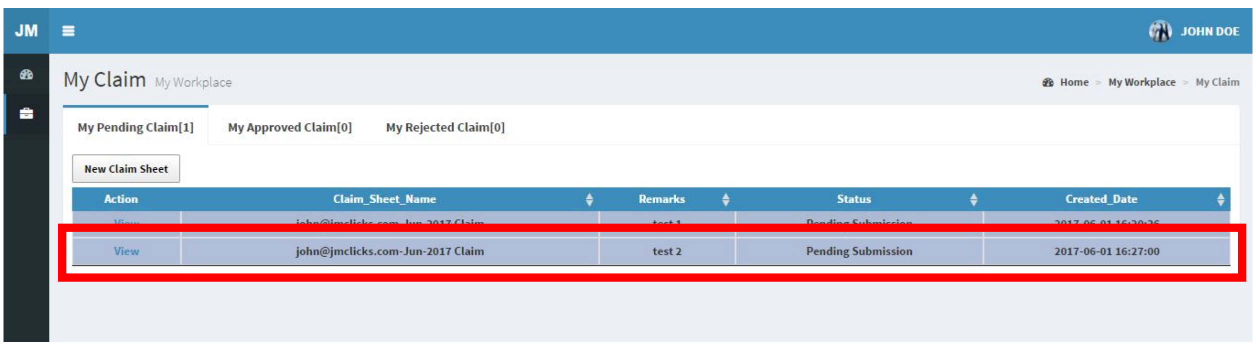
5. Click **Education** tab to add on your education details > **New**
   a) Fill in your education details
   b) Click Choose File button to upload files
   c) Click Create button to save your details
6. Similar step applies for the rest of information tab

➢ MY CLAIM

1. Click on **My Claim** tab under the My Profile tab
2. Click on **New Claim Sheet** to request for new claim

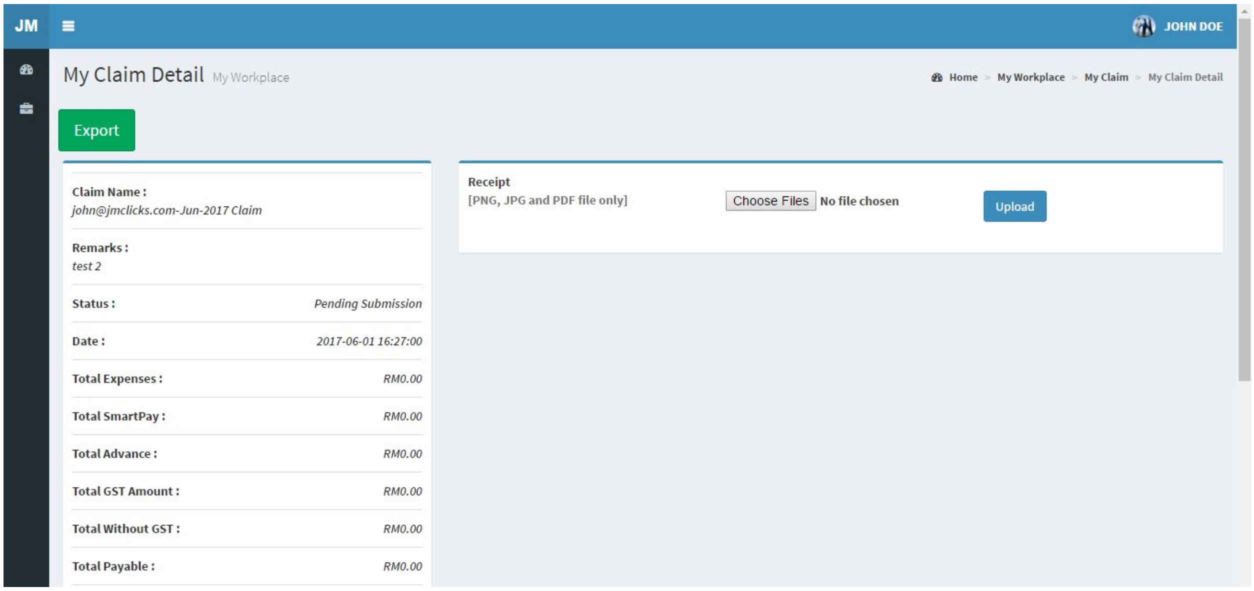


3. Default **Claim Sheet Name** will be given.

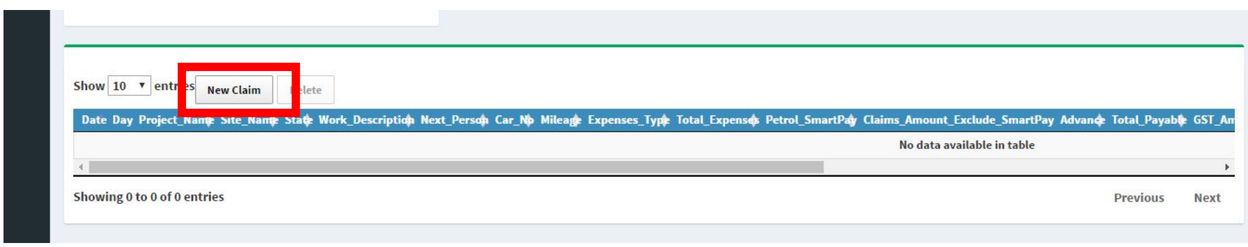


4. Click on **View** to open claim detail

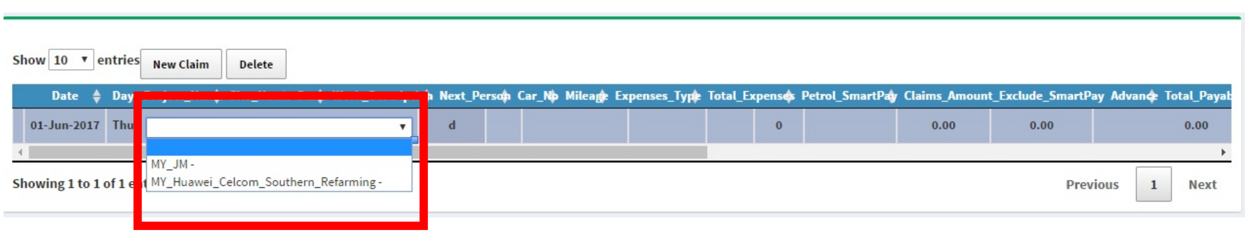
5. Scroll down to insert claim items



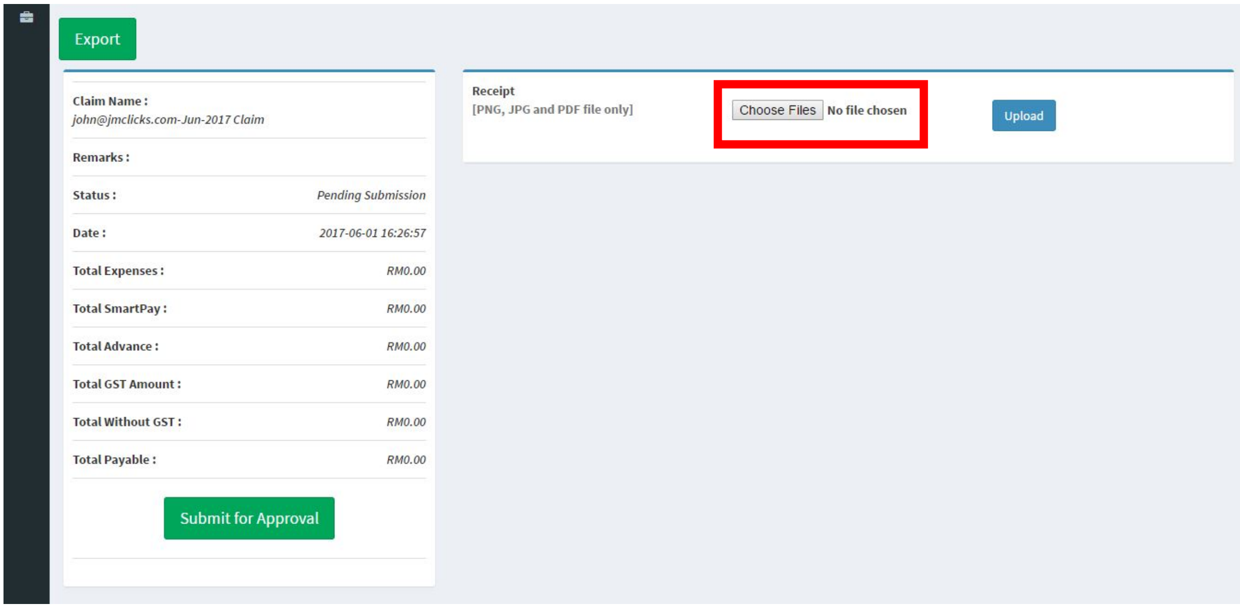
6. Click on the **New Claim**



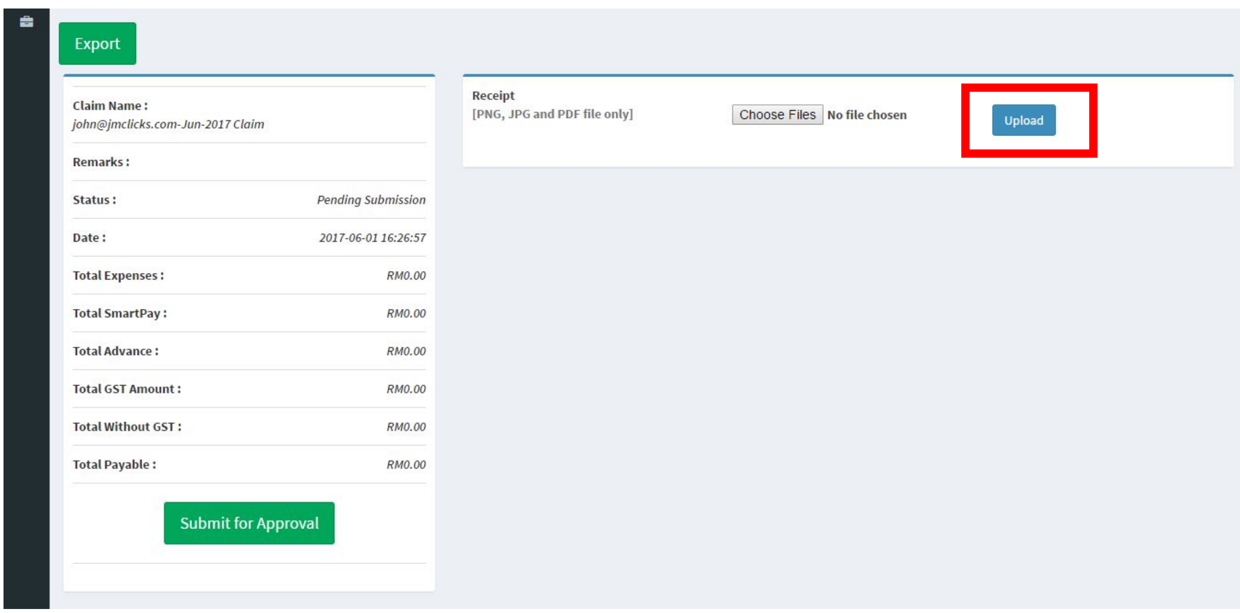
Note: Project Name and Expenses Type is mandatory***



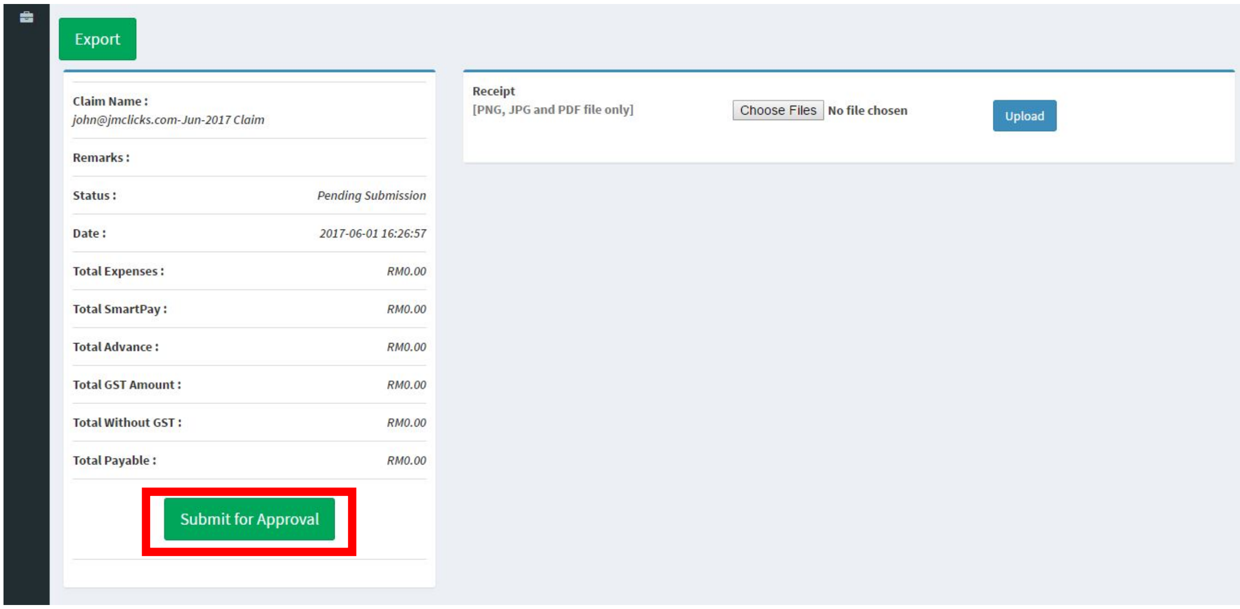
7. Click and **Choose File** button to upload receipt or prove of claim



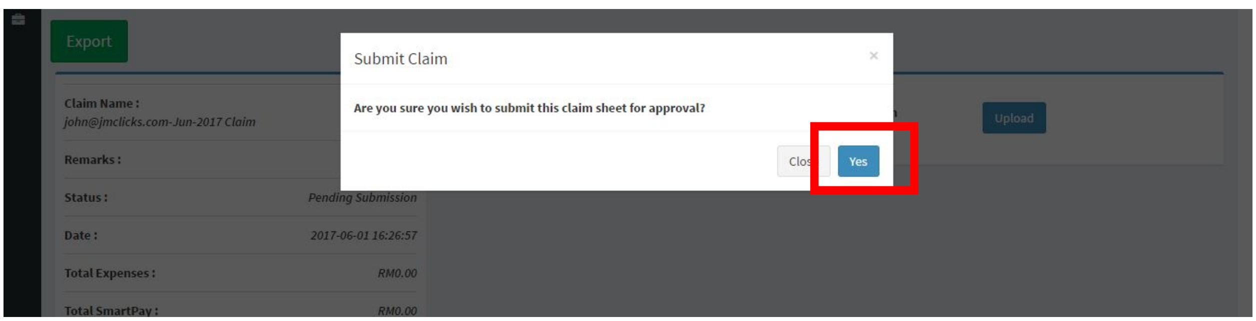
8. Click **Upload**

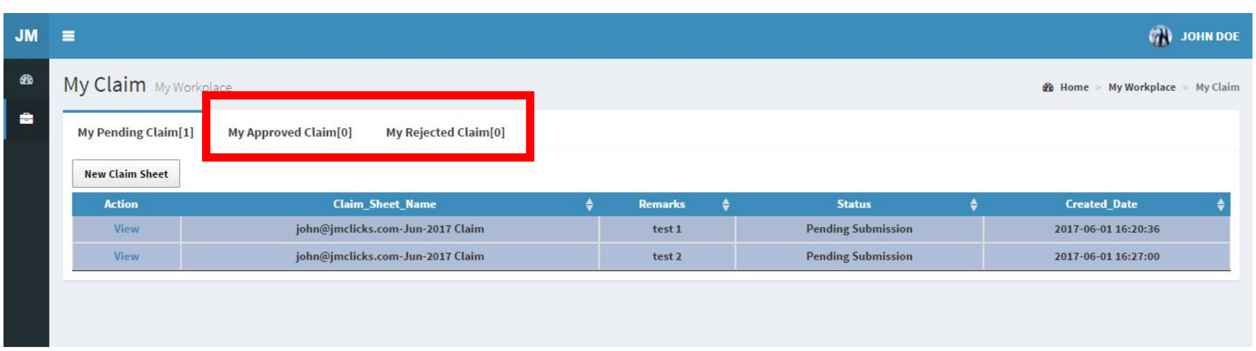


9. Click **Submit for Approval** button once done. Once submitted the claim, the system will notify respective approver to review.



10. Click **Yes** button to submit

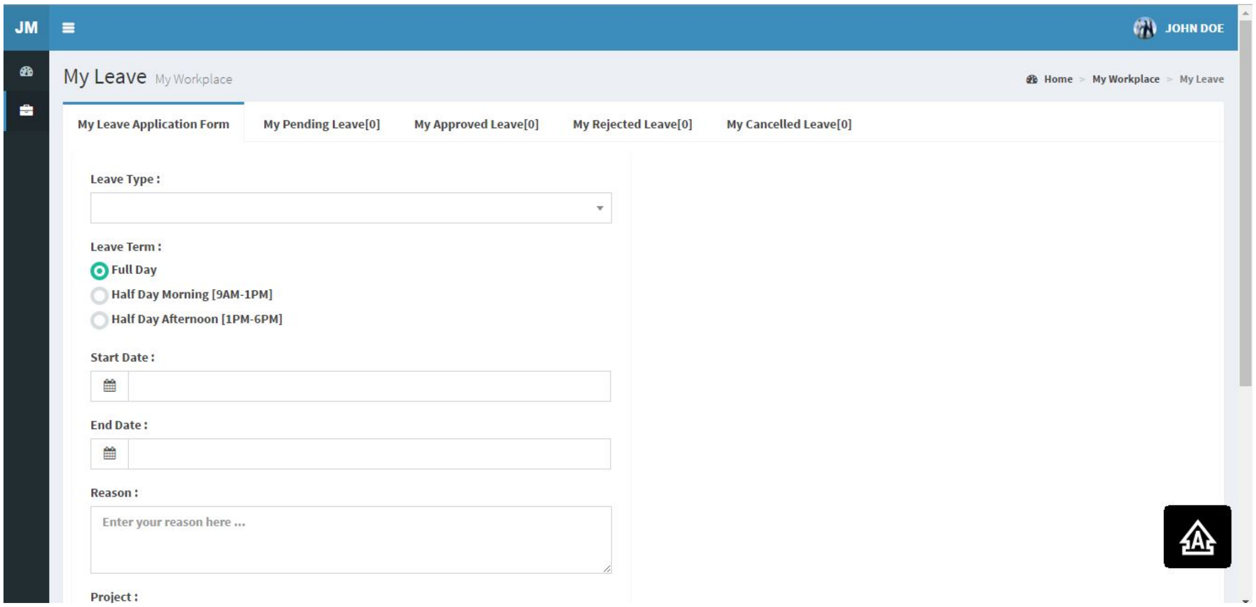




➢ Click on **Export** button to export Claim Sheet into Excel or PDF file.

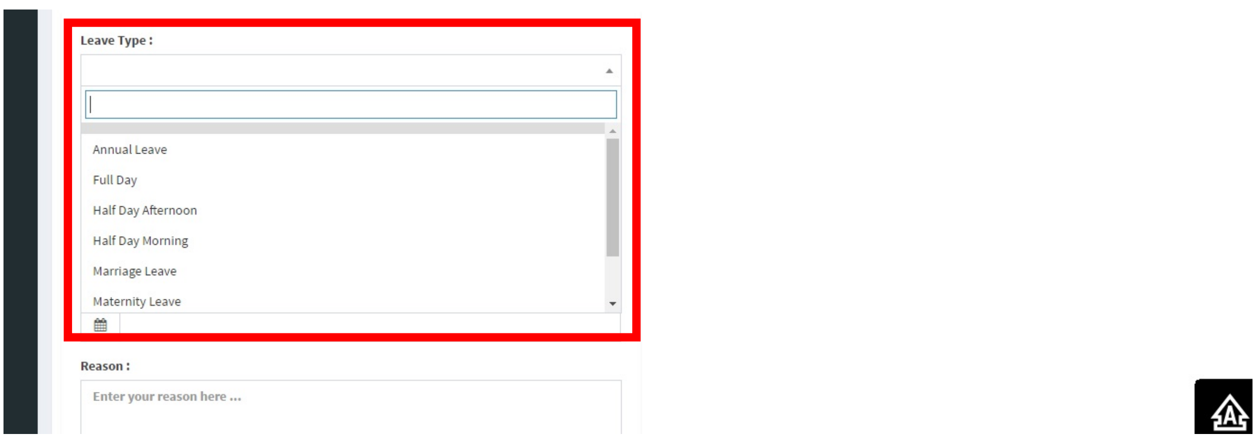
➢ MY LEAVE

1. Click on **My Leave**



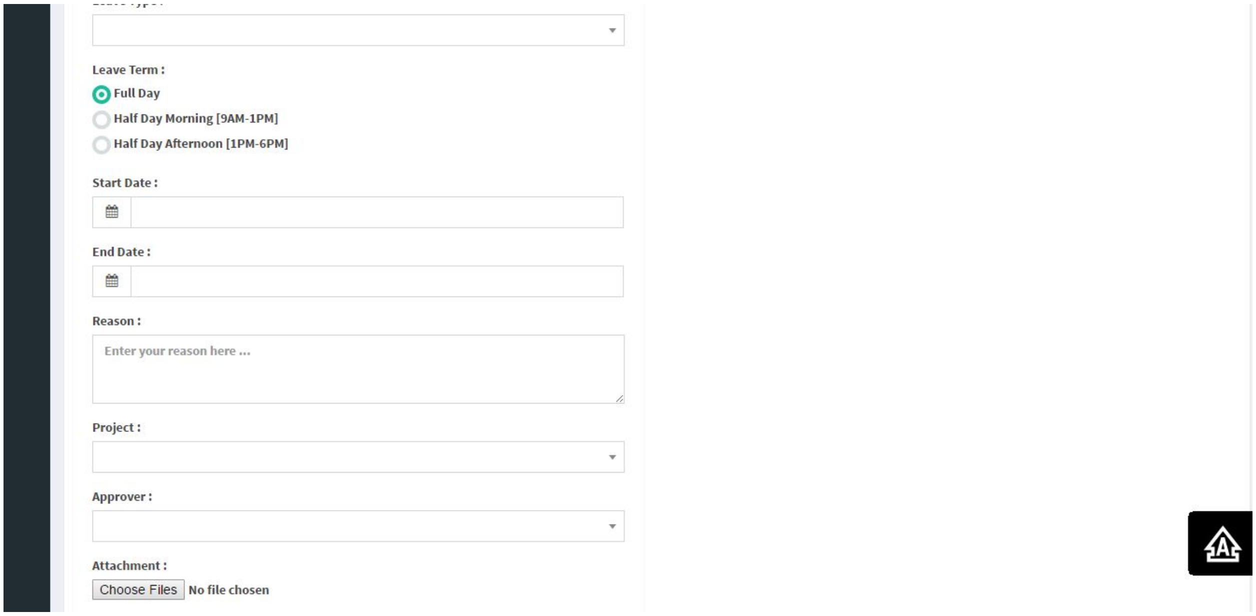
tab

2. Choose your leave type

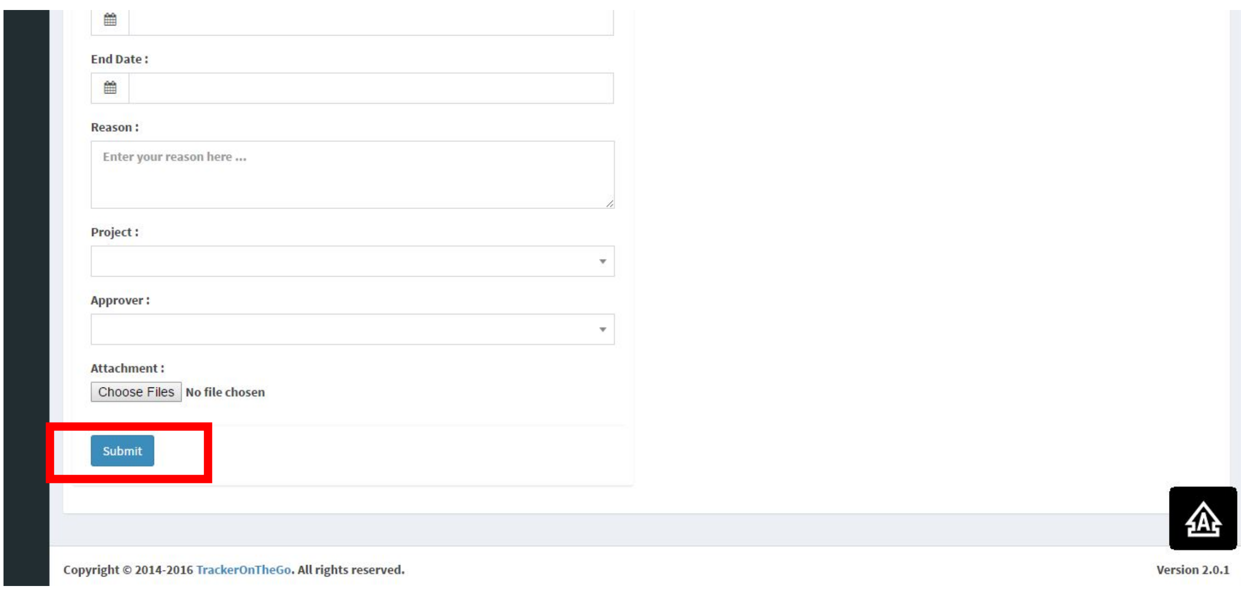


3. Key in all the details

Note: Approver is mandatory***

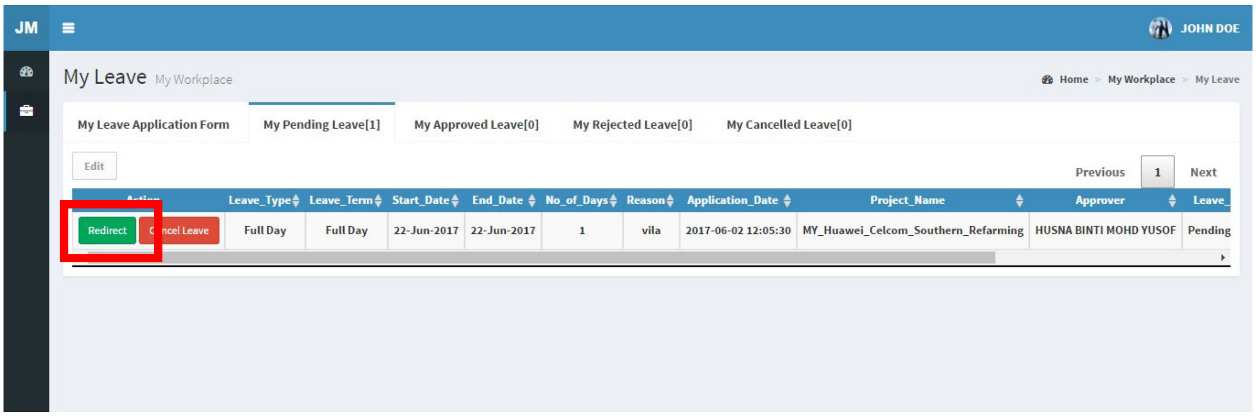


➢

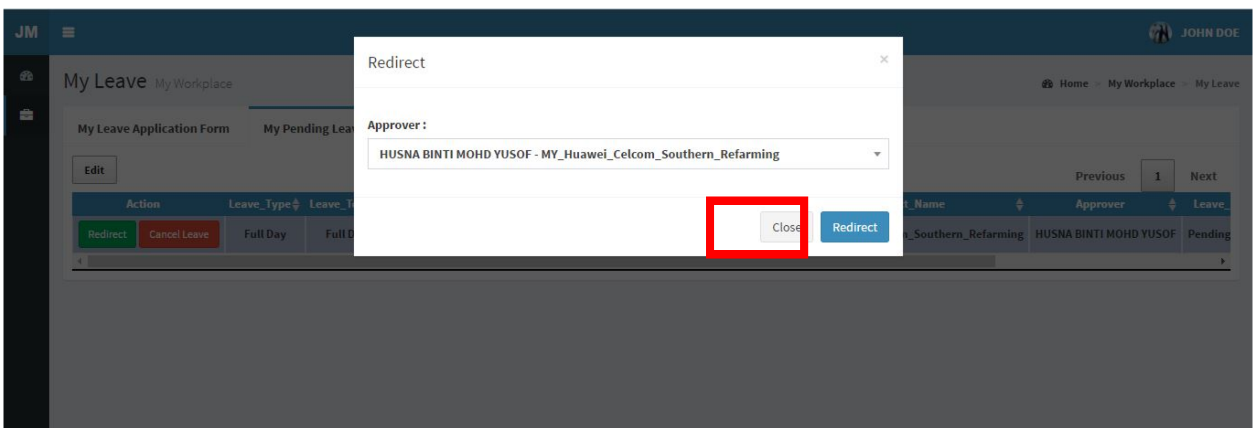


4. Click on **My Pending Leave** to see your pending request.

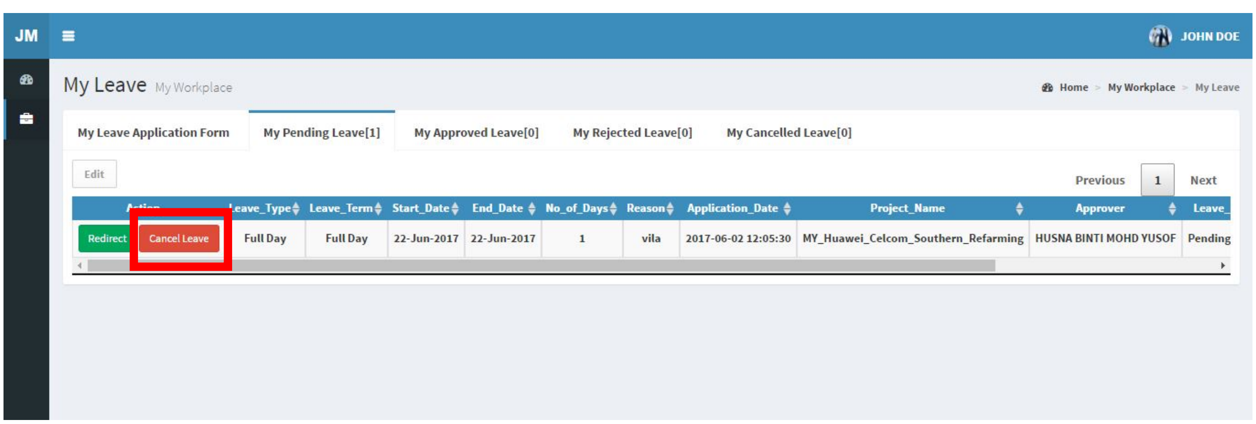
Click **Redirect** button to redirect to other approver



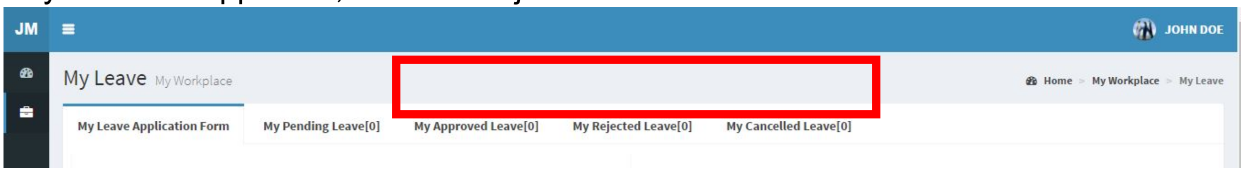
5. Choose your next approver in the dropdown then click **Redirect**



6.
Or click **Cancel Leave** button to delete your leave request.

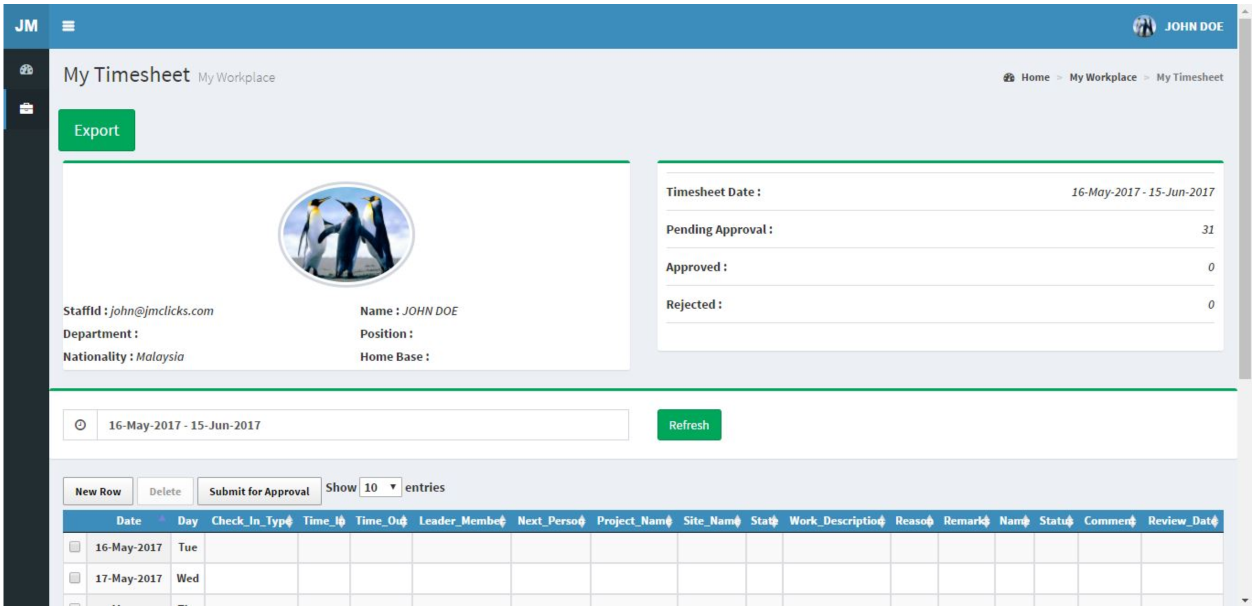


Any approved, rejected and cancel leave

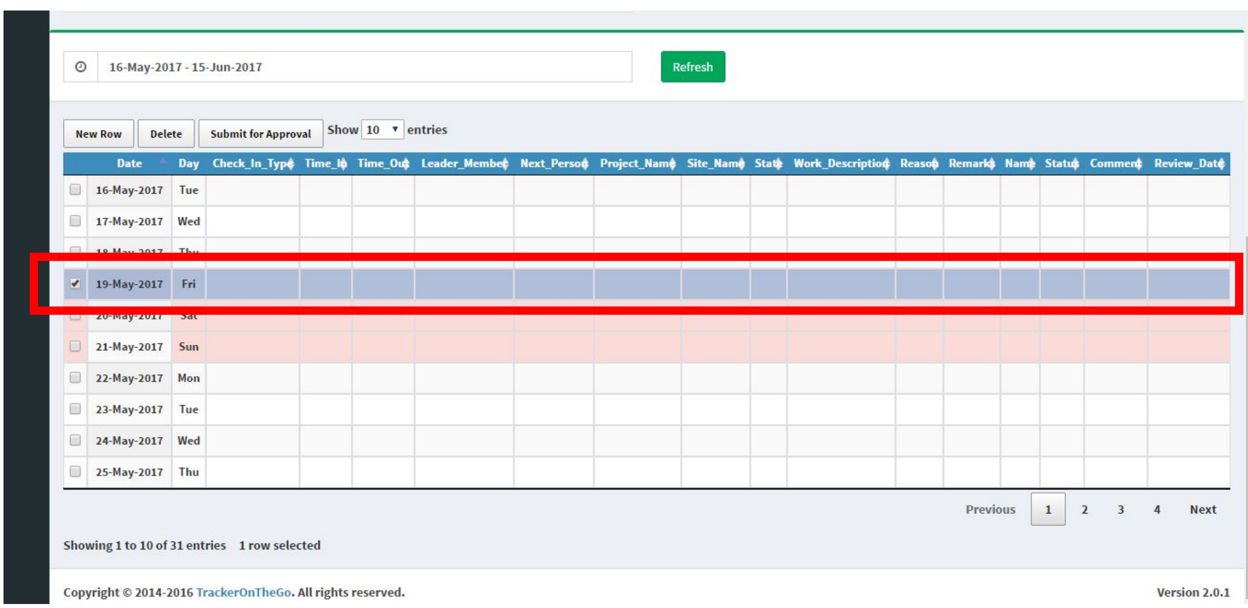


➢ MY TIMESHEET

1. Click on **My Timesheet**

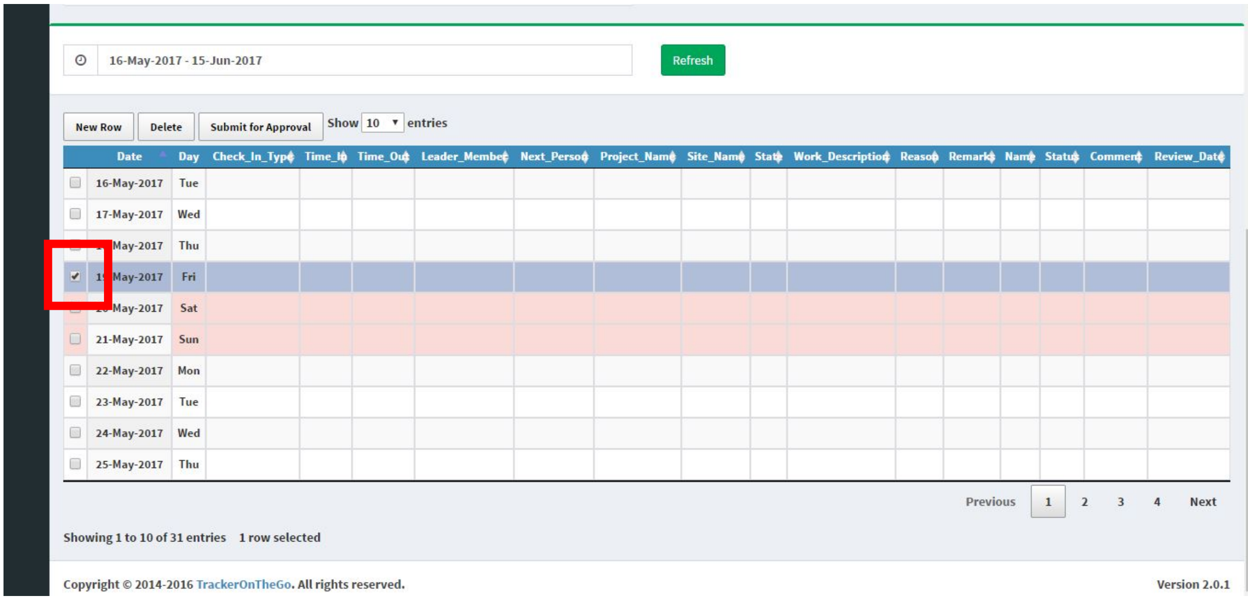


2. Find the date and click on the column to enter details.

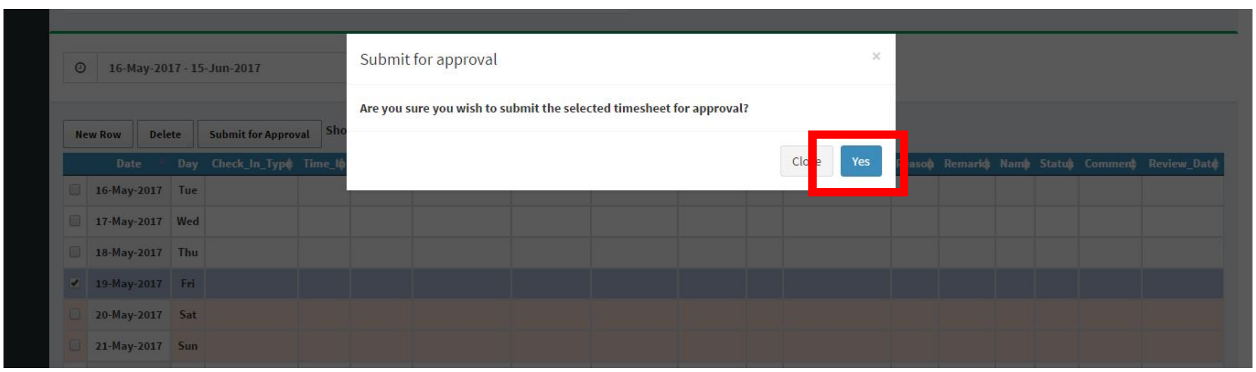


under **My Workplace** tab.

3. Checked the rows you wish to submit and click on **Submit for Approval** to submit.

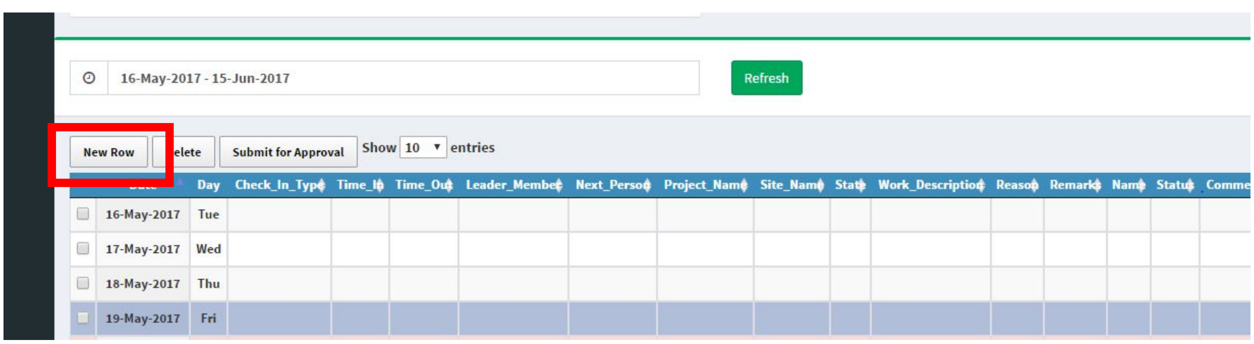


4.

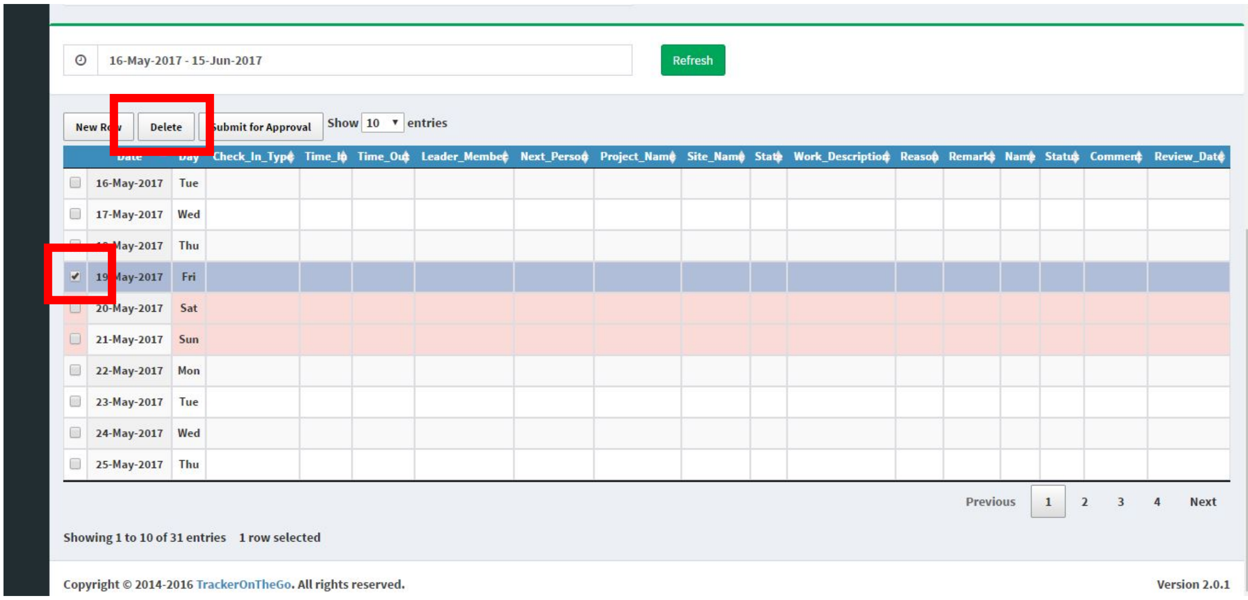


under **My Workplace** tab.

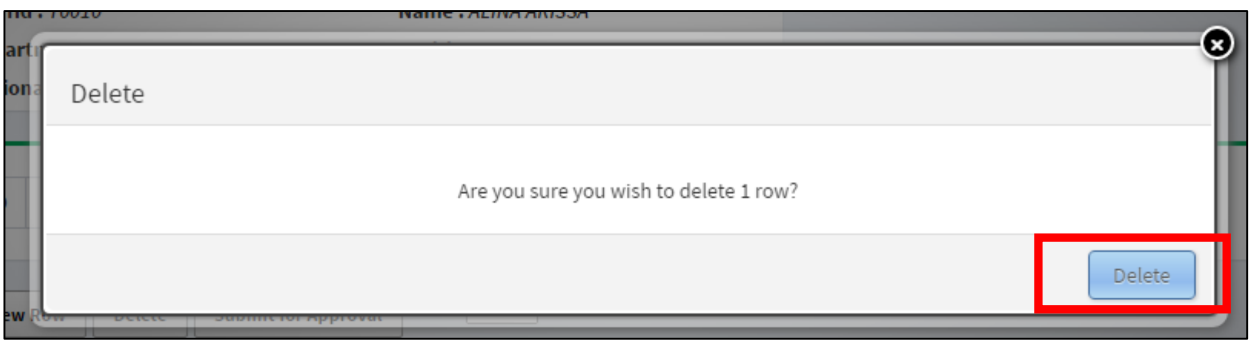
5. Click on the **New Row** button to add new row in your time sheet for other details



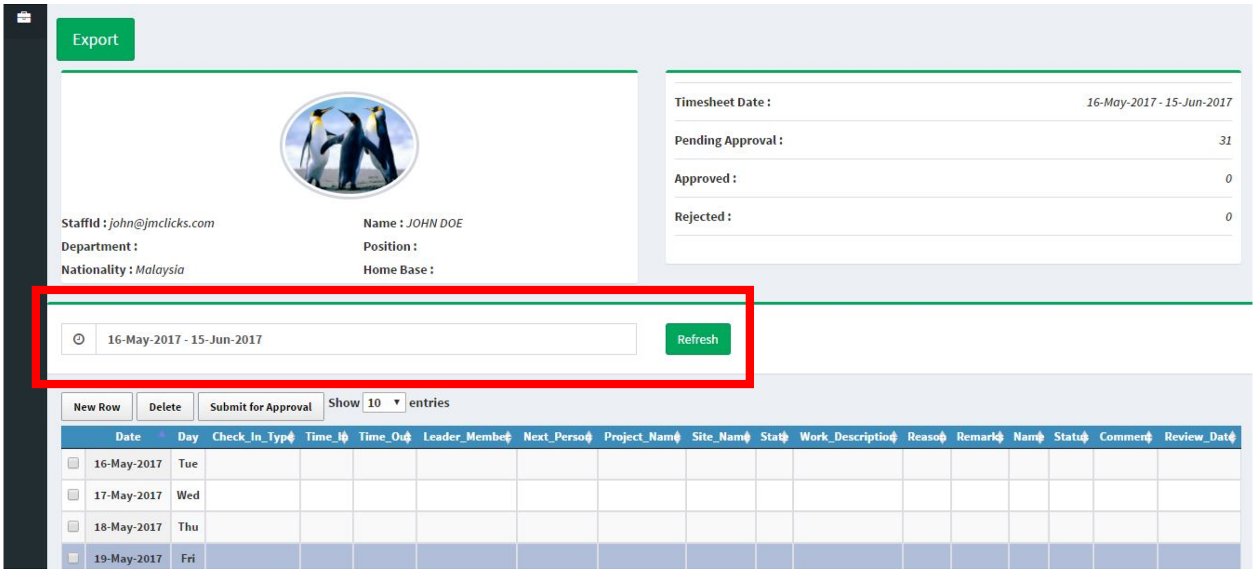
6. To delete any of the row, click the check box on row that you would like to remove.
7. Then, click **Delete** button.



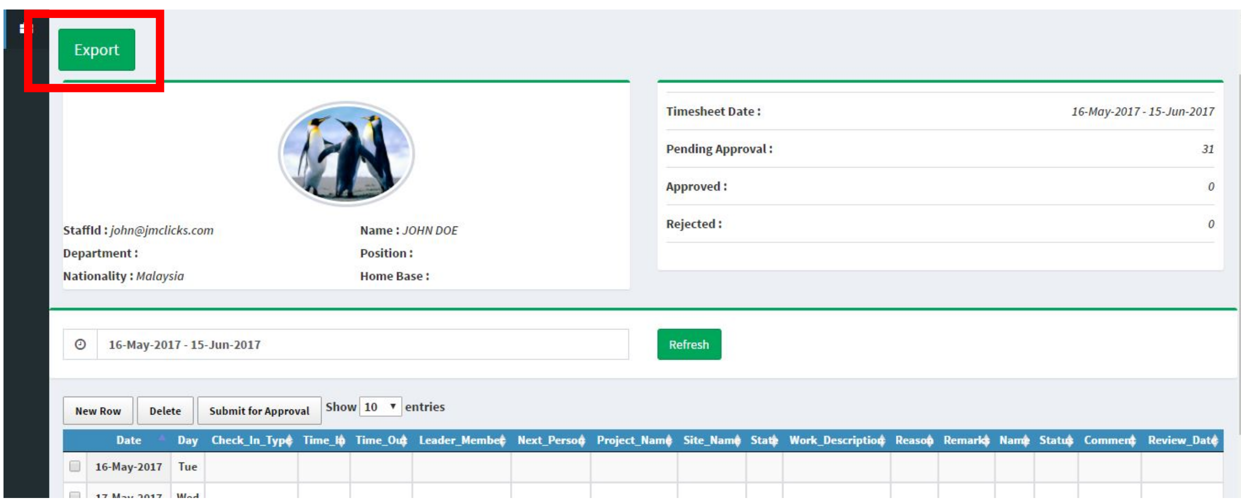
8.



- Filter the time sheet date from the Date Range Picker. Default view is set from 16th of current month to 15 of next month. Click **Refresh** button to retrieve timesheet on filtered date.

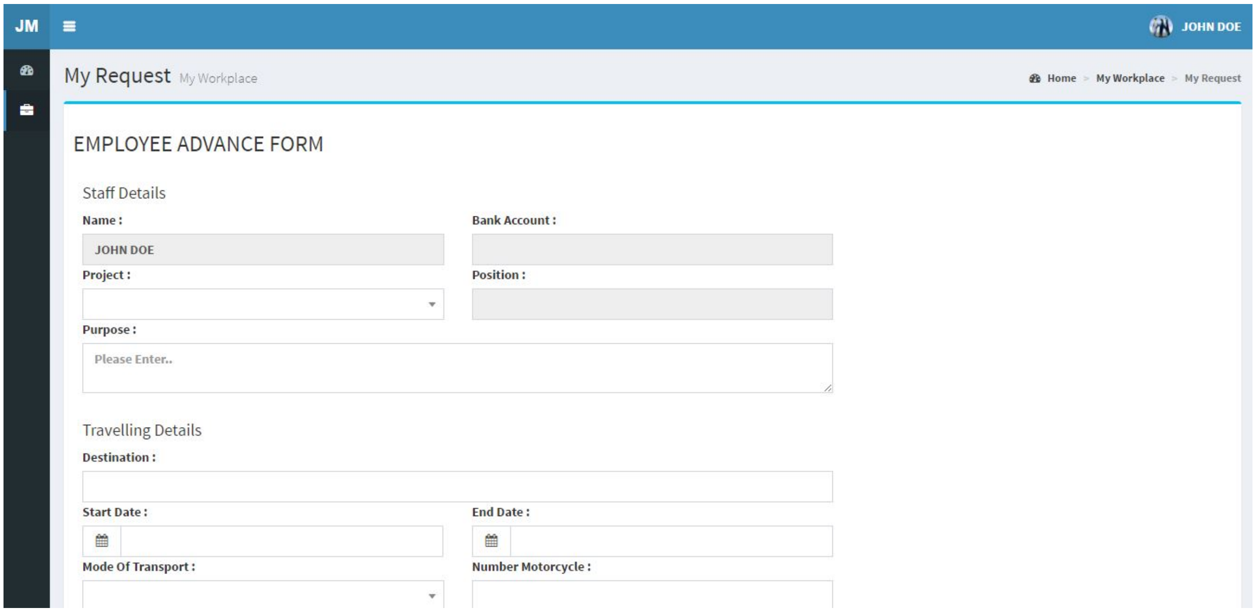


- Click on the **Export** button to export your timesheet with the choice of format (PDF or Excel).

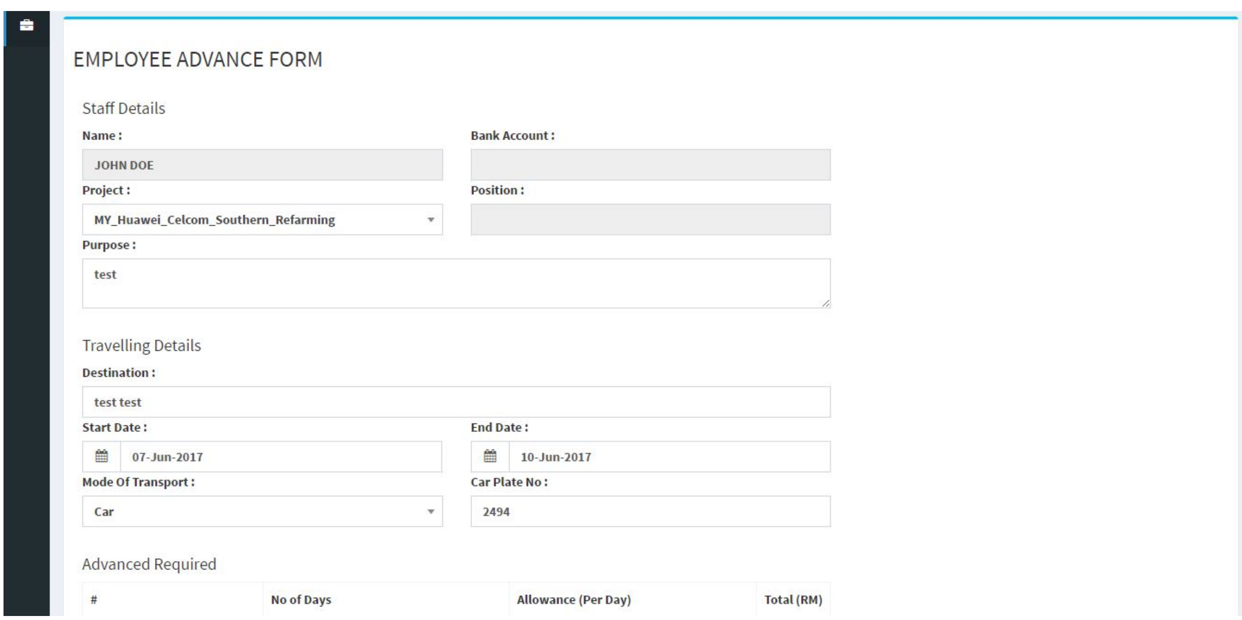


➢ MY REQUEST

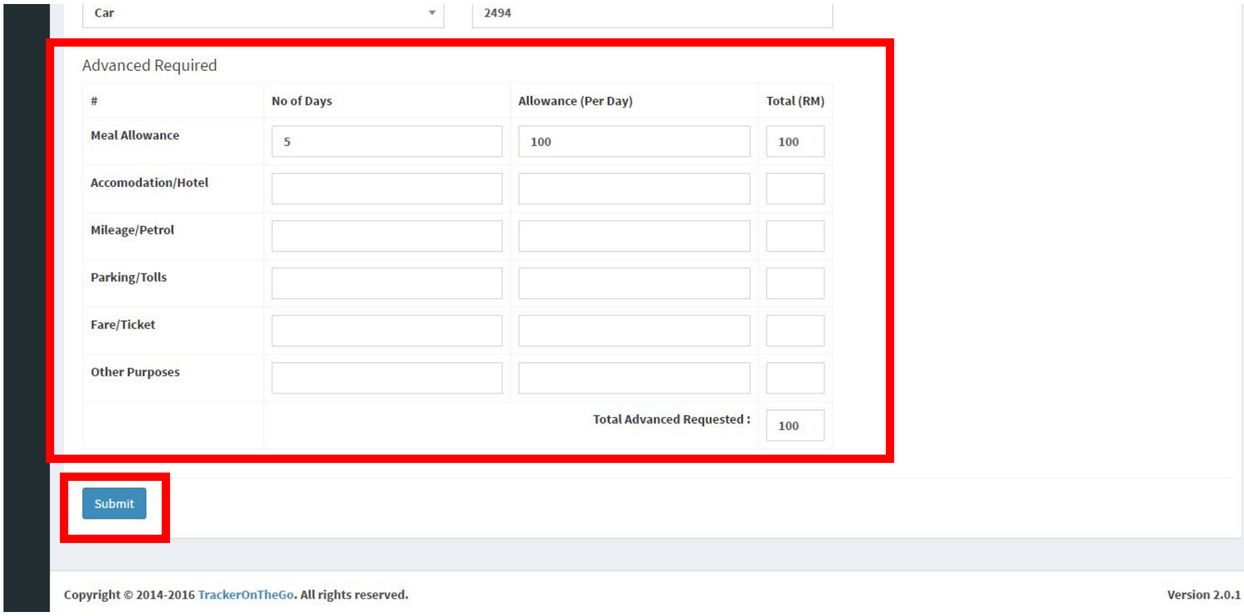
1. Click on **My Request**



2. Fill all details and click **Submit**
   (Note: Advanced Required section need to be filled manually.)



(Note: Advanced Required section need to be filled manually.)



3. Once the application is submitted, successful alert will pop out