


My Workplace User Guide

➤ REGISTER NEW ACCOUNT & CHANGE PASSWORD

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

JM

Login



Staff ID

Password

☐ Remember Me

[Forgot Your Password?](#)

[Register New Account](#)

This portal is best viewed in [Google Chrome](#).

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

JM

Register New Account

Name

Email Type

User Type

Country Base

Company

Contact No

Identity Type

Login

Application submitted.

You can only log into the system after account activated.



Staff ID

Password

☐ Remember Me[Forgot Your Password?](#)[Register New Account](#)This portal is best viewed in [Google Chrome](#).

4. Check your email for registration account notifications

New Account Registered Pending Approval



Inbox X

**JMclicks** <no-reply@jmclicks.com>
to me, sakinah ▾

10:30 AM (21 minutes ago) ☆

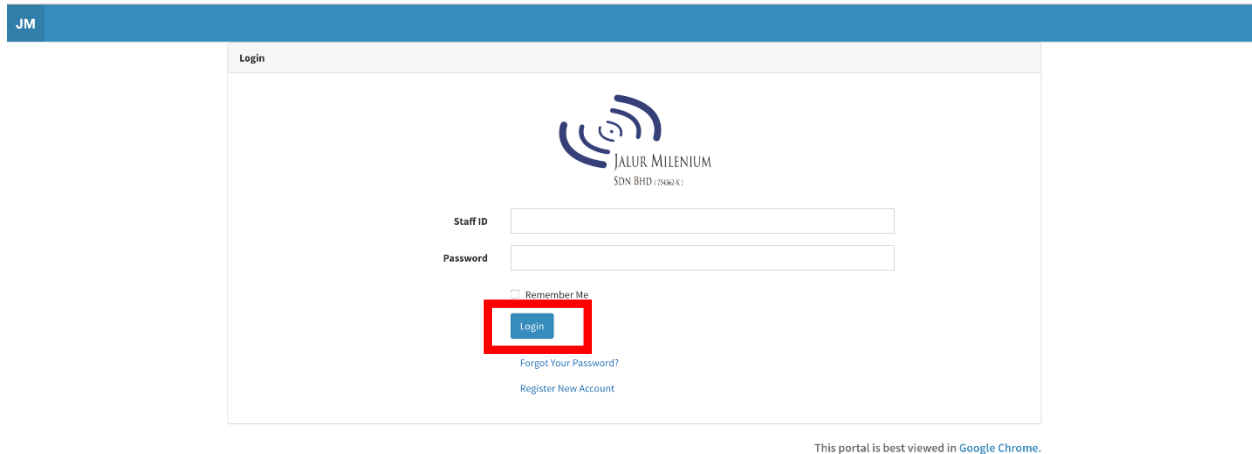


NEW ACCOUNT REGISTERED PENDING APPROVAL

Name : John Dow
Personal Email : malarvili92@gmail.com
User Type : Staff
Contact No : [0169815402](tel:0169815402)


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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



JM

Login



Staff ID

Password

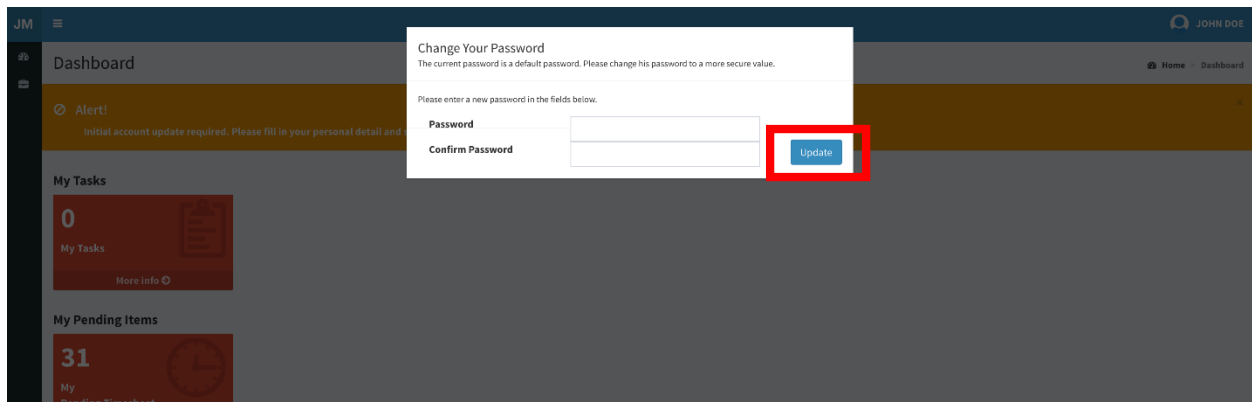
☐ Remember Me

[Forgot Your Password?](#)

[Register New Account](#)

This portal is best viewed in [Google Chrome](#).

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.



JM

Dashboard

Alert! initial account update required. Please fill in your personal detail and...

My Tasks

0 My Tasks More info

My Pending Items

31 My Pending Timesheet

Change Your Password

The current password is a default password. Please change his password to a more secure value.

Please enter a new password in the fields below.

Password

Confirm Password

JOHN DOE

Home Dashboard

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

➤ UPDATING USER PROFILE AND APPROVAL BY ADMIN

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

JM


My Profile My Workplace

Home > My Workplace > My Profile > JM Admin

Personal Detail Education Experience Skill License Training Certificate Reference Employment History Resume Salary Review Family Language

Update Profile Update Profile Picture Change Password

Approved On : 26-May-2017



Staff ID :

admin

Nick Name :

Contact No 1 :

+60123456789

Gender :

Male

Race :

Nationality :

Malaysia

Permanent Address :

DOB :

Name :

JM Admin

Company Email :

Contact No 2 :

+60123456789

Marital Status :

Single

Religion :

Country Base :

Malaysia

Current Address :

Place of Birth :

User Type :

Staff

Personal Email :

no-reply@jmclicks.com

Home Base :

Selangor

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

The screenshot shows a web application interface for 'My Profile'. A modal window titled 'Update Profile' is open, asking 'Are you sure you wish to update this profile?'. The modal has a 'Close' button and an 'Update' button, which is highlighted with a red rectangle. The background page shows the 'My Profile' section with tabs for 'Personal Detail', 'Education', 'Experience', 'Skill', and 'License'. Below the tabs are buttons for 'Update Profile', 'Update Profile Picture', and 'Change Password'. The profile information is displayed in a grid format, including fields for Staff ID, Nick Name, Contact No 1, Gender, Race, Nationality, Permanent Address, DOB, Name, Company Email, Contact No 2, Marital Status, Religion, Country Base, Current Address, Place of Birth, User Type, and Home Base. The profile is marked as 'Approved On: 26-May-2017'.

Update Profile

Are you sure you wish to update this profile?

Close Update

My Profile My Workplace

Personal Detail Education Experience Skill License

Update Profile Update Profile Picture Change Password

Approved On: 26-May-2017

Staff ID : admin

Nick Name :

Contact No 1 : +60123456789

Gender : Male

Race :

Nationality : Malaysia

Permanent Address :

DOB :

Name : JM Admin

Company Email :

Contact No 2 : +60123456789

Marital Status : Single

Religion :

Country Base : Malaysia

Current Address :

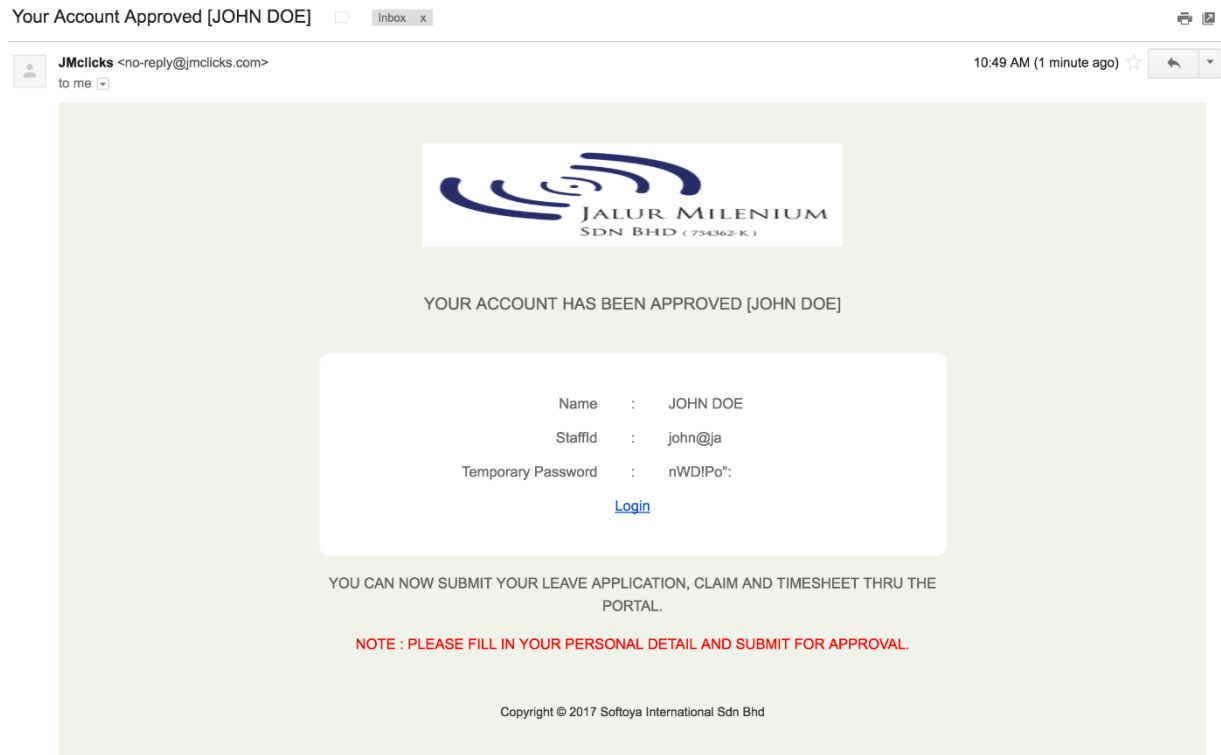
Place of Birth :

User Type : Staff

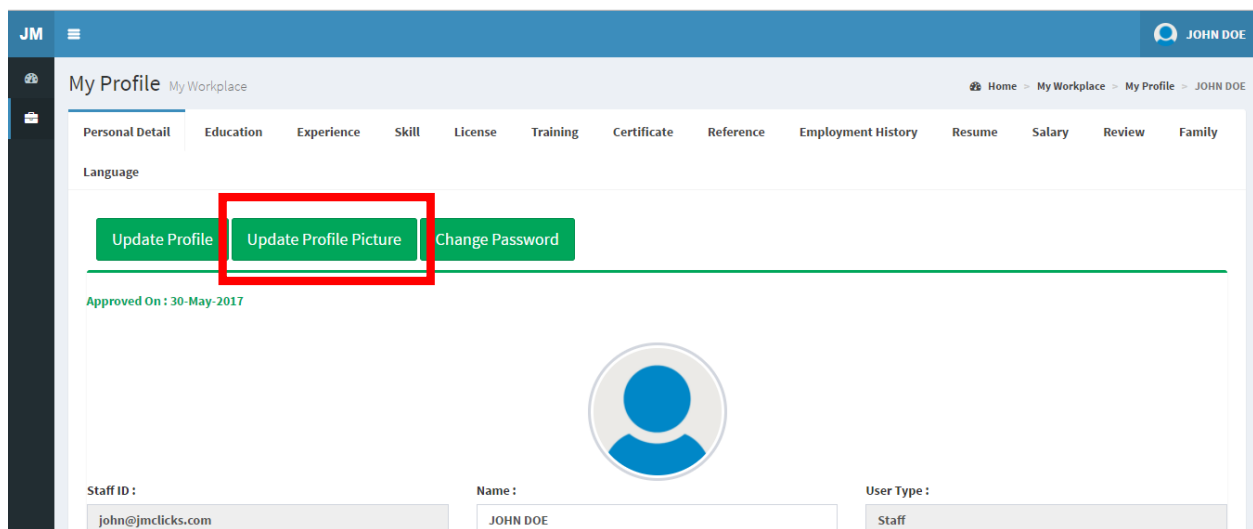
Personal Email : no-reply@jmclicks.com

Home Base : Selangor

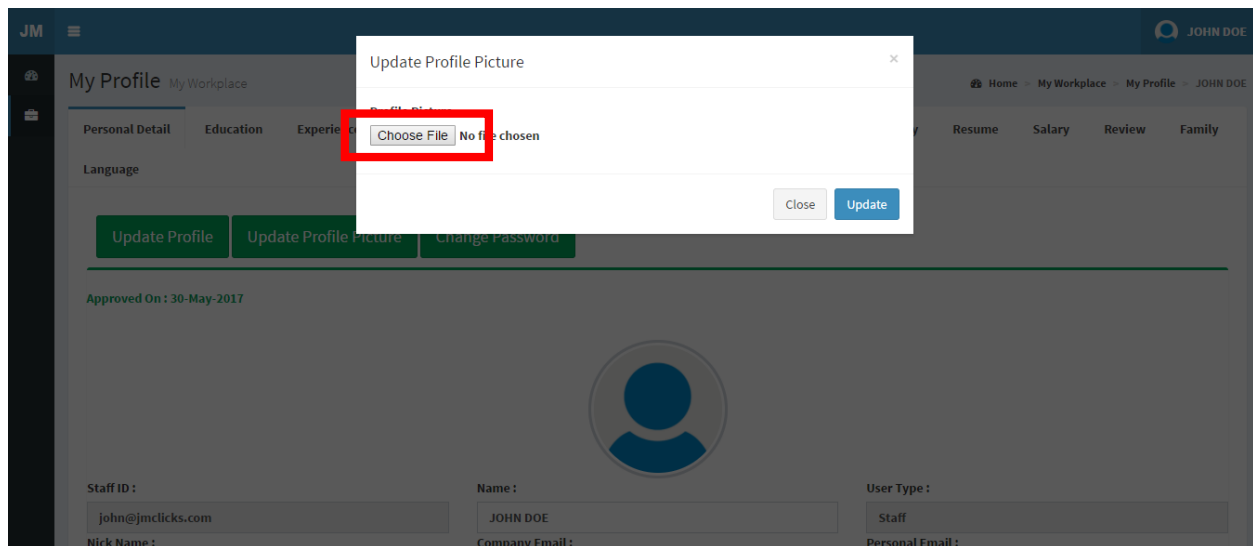
- a) Approval done by the admin for the update profile
- b) Notifications email been alert after the admin approve your request for the update profile.



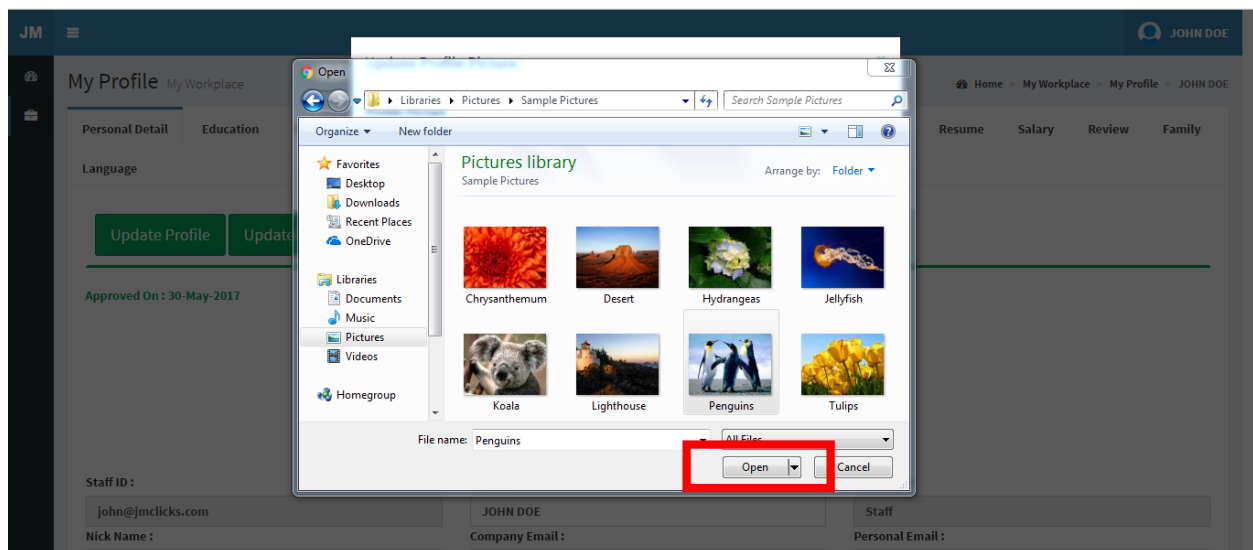
3. Click **Update Profile Picture** button to update your profile picture.



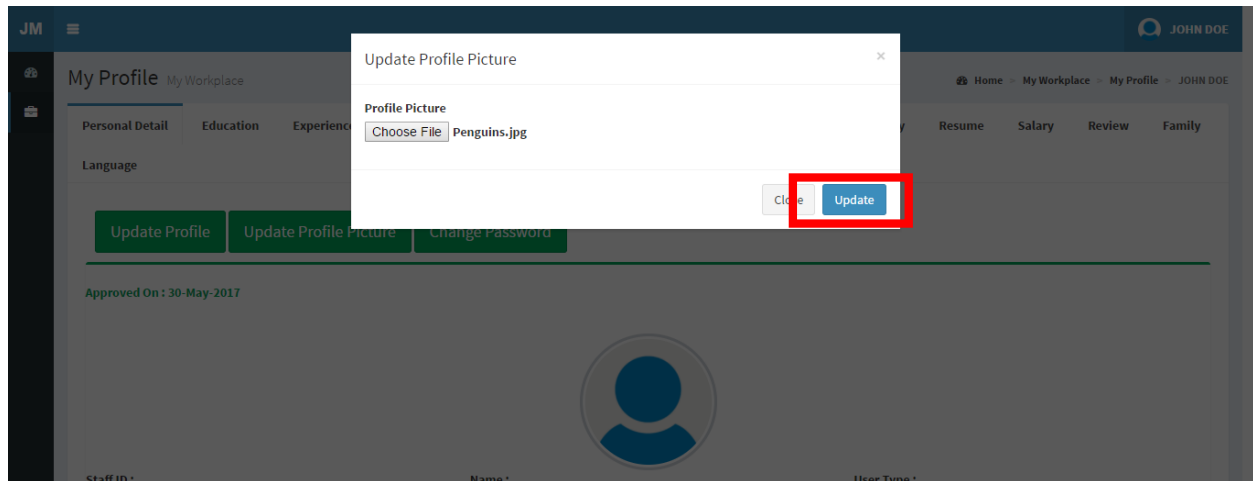
a) Click **Choose File**



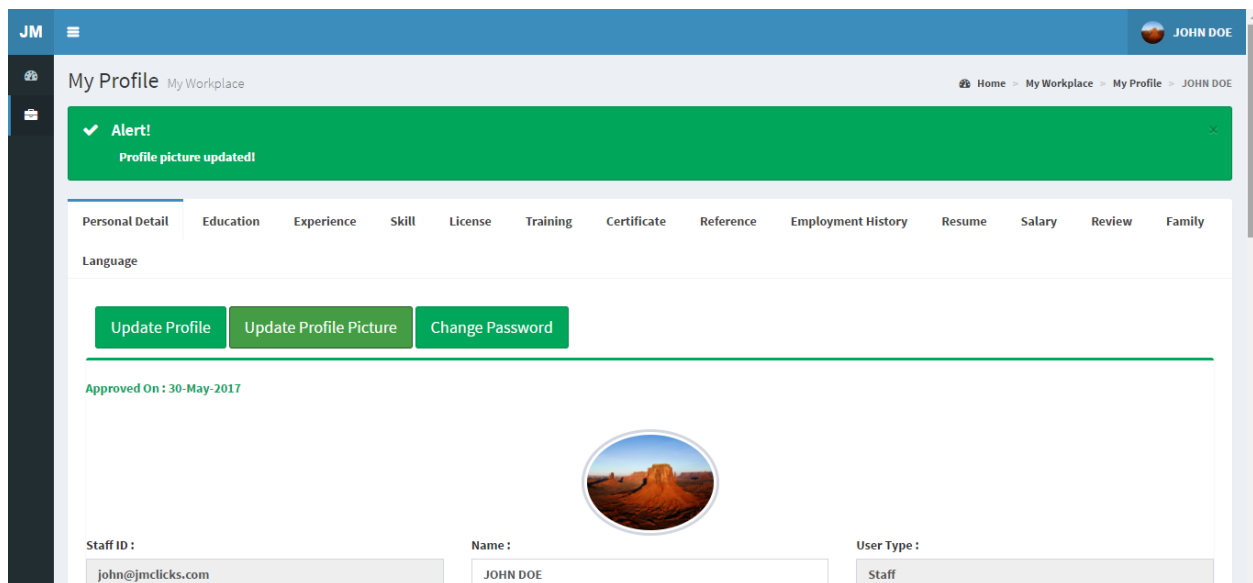
b) Choose your selection of photo and click **Open**



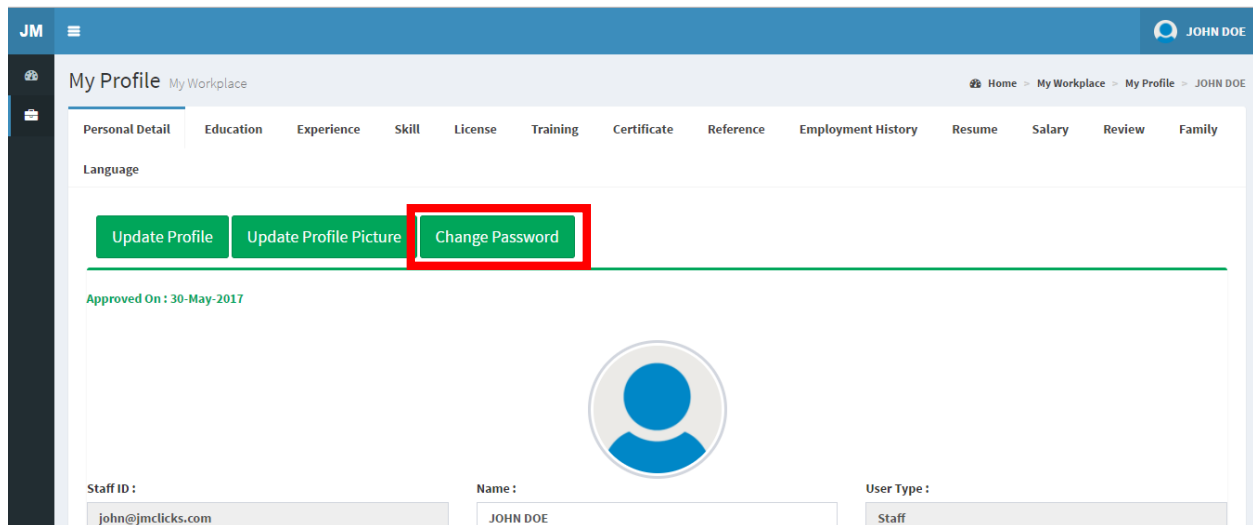
c) Then click **Update**



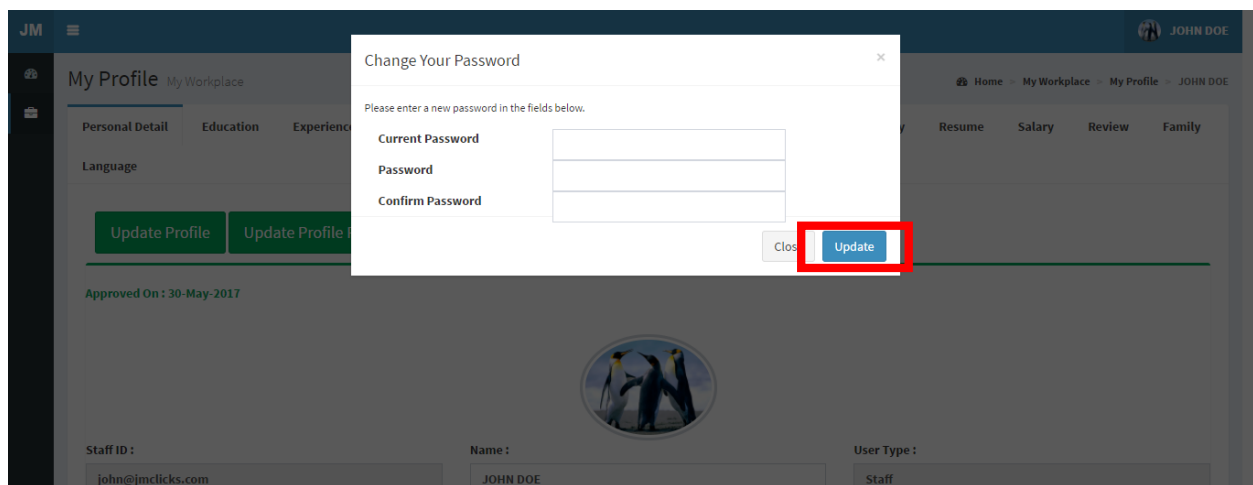
d) Your profile picture is now successfully updated!



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



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



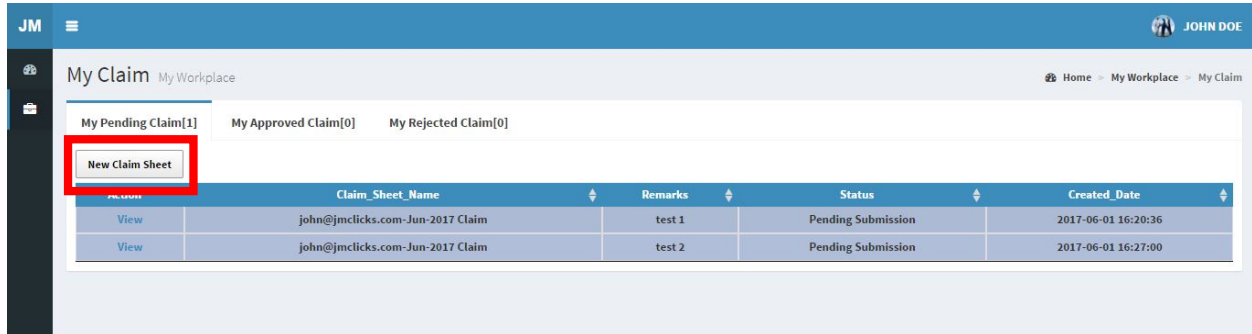
5. Click **Education** tab to add on your education details > **New**

- 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

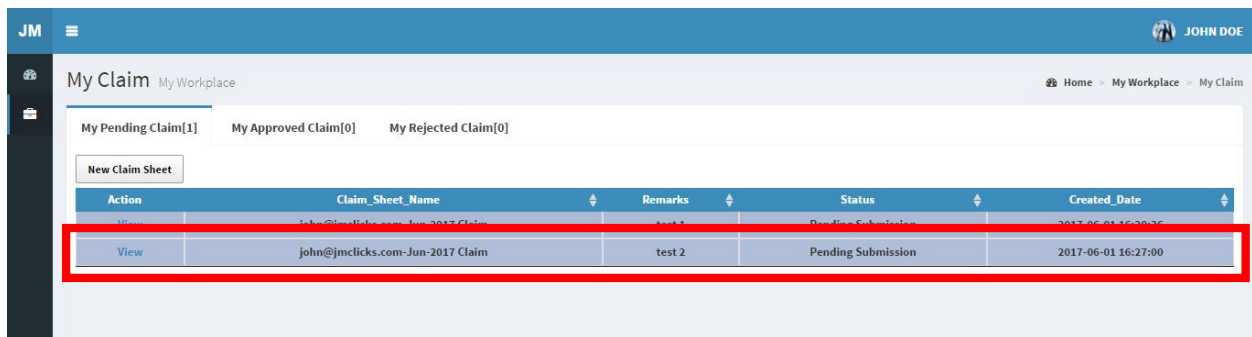
1. Click on **My Claim** tab under the My Profile tab
2. Click on **New Claim Sheet** to request for new claim



The screenshot shows the 'My Claim' page with a blue header and a sidebar. The main content area has tabs for 'My Pending Claim[1]', 'My Approved Claim[0]', and 'My Rejected Claim[0]'. Below the tabs is a 'New Claim Sheet' button, which is highlighted with a red box. Below the button is a table with columns: 'Action', 'Claim_Sheet_Name', 'Remarks', 'Status', and 'Created_Date'. The table contains two rows of data.

Action	Claim_Sheet_Name	Remarks	Status	Created_Date
View	john@jmclicks.com-Jun-2017 Claim	test 1	Pending Submission	2017-06-01 16:20:36
View	john@jmclicks.com-Jun-2017 Claim	test 2	Pending Submission	2017-06-01 16:27:00

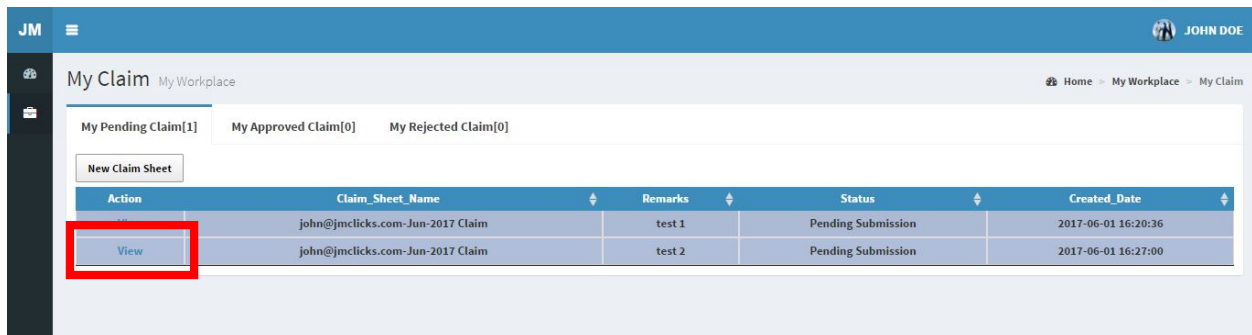
3. Default **Claim Sheet Name** will be given.



The screenshot shows the 'My Claim' page with the same layout as the previous one. The 'New Claim Sheet' button is still highlighted. The table below it has the same data, but the 'View' button for the second claim sheet is highlighted with a red box.

Action	Claim_Sheet_Name	Remarks	Status	Created_Date
View	john@jmclicks.com-Jun-2017 Claim	test 1	Pending Submission	2017-06-01 16:20:36
View	john@jmclicks.com-Jun-2017 Claim	test 2	Pending Submission	2017-06-01 16:27:00

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



The screenshot shows the 'My Claim' page with the same layout as the previous ones. The 'View' button for the second claim sheet is highlighted with a red box.

Action	Claim_Sheet_Name	Remarks	Status	Created_Date
View	john@jmclicks.com-Jun-2017 Claim	test 1	Pending Submission	2017-06-01 16:20:36
View	john@jmclicks.com-Jun-2017 Claim	test 2	Pending Submission	2017-06-01 16:27:00

5. Scroll down to insert claim items

My Claim Detail My Workplace

Home > My Workplace > My Claim > My Claim Detail

Export

Claim Name :
john@jmclicks.com-Jun-2017 Claim

Remarks :
test 2

Status : Pending Submission

Date : 2017-06-01 16:27:00

Total Expenses : RM0.00

Total SmartPay : RM0.00

Total Advance : RM0.00

Total GST Amount : RM0.00

Total Without GST : RM0.00

Total Payable : RM0.00

Receipt
[PNG, JPG and PDF file only] Choose Files No file chosen Upload

6. Click on the New Claim

Show 10 entries

New Claim Delete

Date	Day	Project_Name	Site_Name	Sta	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expense	Petrol_SmartPay	Claims_Amount_Exclude_SmartPay	Advance	Total_Payable	GST_Amount
No data available in table															

Showing 0 to 0 of 0 entries

Previous Next

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

Show 10 entries

New Claim Delete

Date	Day	Project_Name	Site_Name	Sta	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expense	Petrol_SmartPay	Claims_Amount_Exclude_SmartPay	Advance	Total_Payable	GST_Amount
01-Jun-2017	Thu	MY_JM -				d				0		0.00	0.00		0.00

Showing 1 to 1 of 1 entries

Previous 1 Next

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

Export

Claim Name :
john@jmclicks.com-Jun-2017 Claim

Remarks :

Status : Pending Submission

Date : 2017-06-01 16:26:57

Total Expenses : RM0.00

Total SmartPay : RM0.00

Total Advance : RM0.00

Total GST Amount : RM0.00

Total Without GST : RM0.00

Total Payable : RM0.00

Submit for Approval

Receipt
[PNG, JPG and PDF file only]

Choose Files

No file chosen

Upload

8. Click **Upload**

Export

Claim Name :
john@jmclicks.com-Jun-2017 Claim

Remarks :

Status : Pending Submission

Date : 2017-06-01 16:26:57

Total Expenses : RM0.00

Total SmartPay : RM0.00

Total Advance : RM0.00

Total GST Amount : RM0.00

Total Without GST : RM0.00

Total Payable : RM0.00

Submit for Approval

Receipt
[PNG, JPG and PDF file only]

Choose Files

No file chosen

Upload

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

The screenshot shows a web interface with a sidebar on the left containing an 'Export' button. The main content area is divided into two sections. The left section is a form for a claim, with fields for Claim Name, Remarks, Status, Date, and various financial totals. The 'Submit for Approval' button at the bottom of this form is highlighted with a red rectangle. The right section is for uploading a receipt, with a 'Choose Files' button and an 'Upload' button.

Claim Name : john@jmclicks.com-Jun-2017 Claim

Remarks :

Status : Pending Submission

Date : 2017-06-01 16:26:57

Total Expenses : RM0.00

Total SmartPay : RM0.00

Total Advance : RM0.00

Total GST Amount : RM0.00

Total Without GST : RM0.00

Total Payable : RM0.00

Submit for Approval

Receipt [PNG, JPG and PDF file only] Choose Files No file chosen Upload

10. Click **Yes** button to submit

The screenshot shows a modal dialog box titled 'Submit Claim' with the question 'Are you sure you wish to submit this claim sheet for approval?'. There are 'Close' and 'Yes' buttons. The 'Yes' button is highlighted with a red rectangle. The background shows the same claim form as the previous screenshot, but it is dimmed.

Submit Claim

Are you sure you wish to submit this claim sheet for approval?

Close Yes

The screenshot shows a web interface with a sidebar on the left containing a 'New Claim Sheet' button. The main content area is titled 'My Claim' and shows a summary of claim counts: 'My Pending Claim[1]', 'My Approved Claim[0]', and 'My Rejected Claim[0]'. The 'My Approved Claim[0]' button is highlighted with a red rectangle. Below this is a table of claims.

My Pending Claim[1] My Approved Claim[0] My Rejected Claim[0]

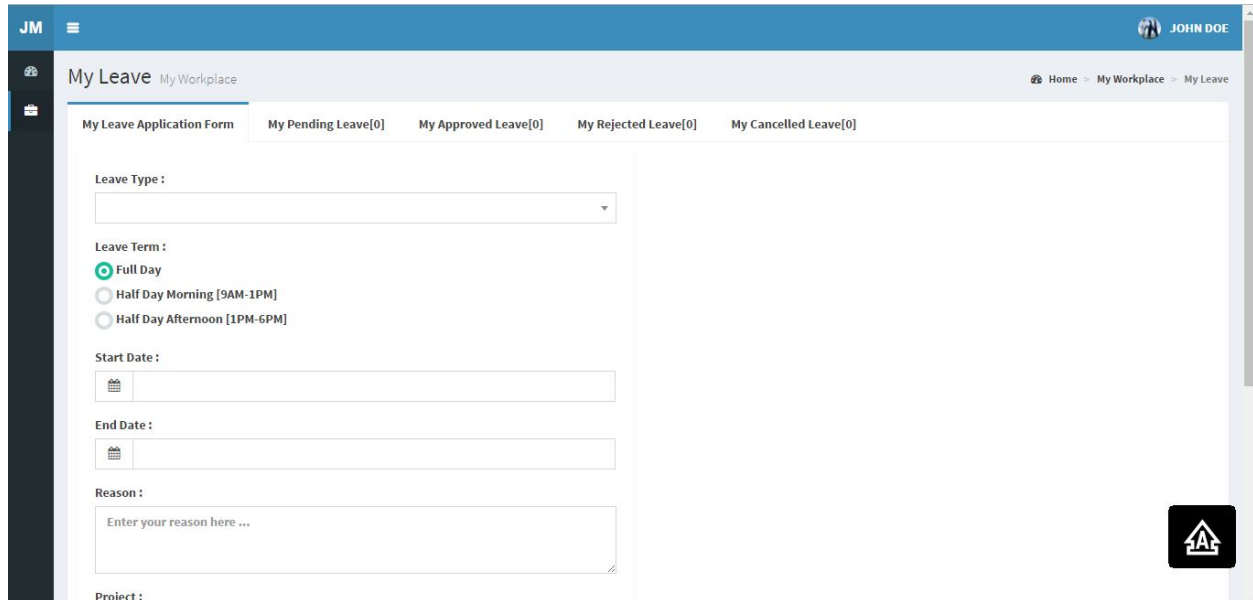
New Claim Sheet

Action	Claim_Sheet_Name	Remarks	Status	Created_Date
View	john@jmclicks.com-Jun-2017 Claim	test 1	Pending Submission	2017-06-01 16:20:36
View	john@jmclicks.com-Jun-2017 Claim	test 2	Pending Submission	2017-06-01 16:27:00

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

➤ MY LEAVE

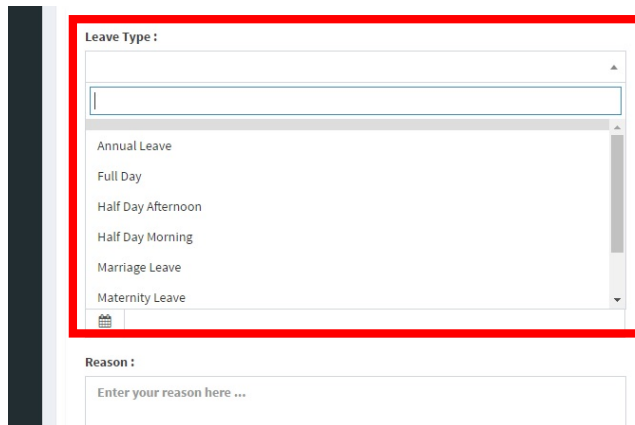
1. Click on **My Leave**



The screenshot shows a web application interface for 'My Leave'. The top navigation bar is blue with 'JM' and a menu icon on the left, and a user profile 'JOHN DOE' on the right. Below the navigation bar, the page title is 'My Leave' with a sub-link 'My Workplace'. A breadcrumb trail shows 'Home > My Workplace > My Leave'. The main content area has five tabs: 'My Leave Application Form' (active), 'My Pending Leave[0]', 'My Approved Leave[0]', 'My Rejected Leave[0]', and 'My Cancelled Leave[0]'. The 'My Leave Application Form' tab contains the following fields: 'Leave Type:' (a dropdown menu), 'Leave Term:' (radio buttons for 'Full Day' (selected), 'Half Day Morning [9AM-1PM]', and 'Half Day Afternoon [1PM-6PM]'), 'Start Date:' (a date picker), 'End Date:' (a date picker), 'Reason:' (a text area with placeholder 'Enter your reason here ...'), and 'Project:' (a text field). A small icon of a house with a triangle inside is visible in the bottom right corner of the form area.

tab

2. Choose your leave type



This is a close-up screenshot of the 'Leave Type' dropdown menu. The dropdown is open, showing a list of leave types: 'Annual Leave', 'Full Day', 'Half Day Afternoon', 'Half Day Morning', 'Marriage Leave', and 'Maternity Leave'. The dropdown is highlighted with a red border. Below the dropdown, the 'Reason:' text area is visible with the placeholder 'Enter your reason here ...'. A small icon of a house with a triangle inside is visible in the bottom right corner of the form area.

3. Key in all the details

Note: Approver is mandatory***

Leave Term :
☒ Full Day
☐ Half Day Morning [9AM-1PM]
☐ Half Day Afternoon [1PM-6PM]

Start Date :

End Date :

Reason :

Enter your reason here ...

Project :

Approver :

Attachment :

Choose Files

 No file chosen

End Date :

Reason :

Enter your reason here ...

Project :

Approver :

Attachment :

Choose Files

 No file chosen

Submit

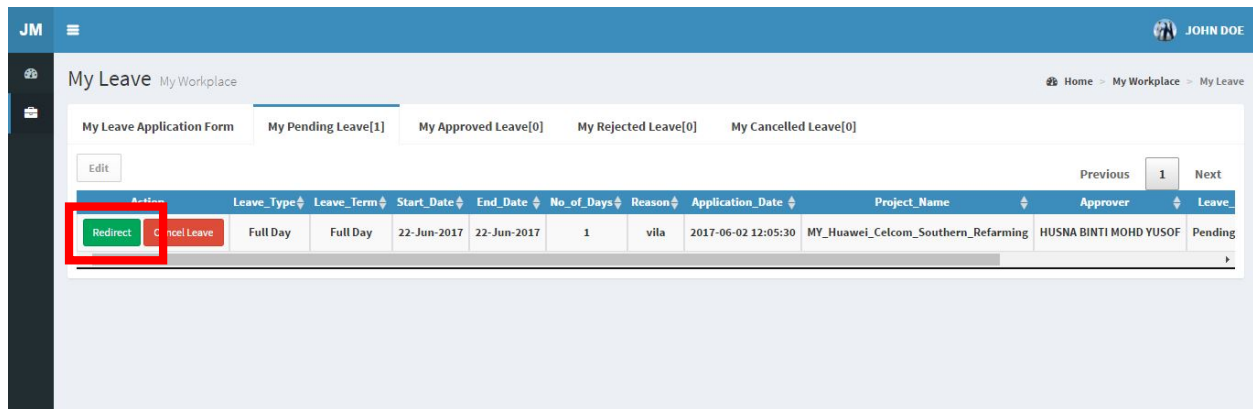
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Version 2.0.1

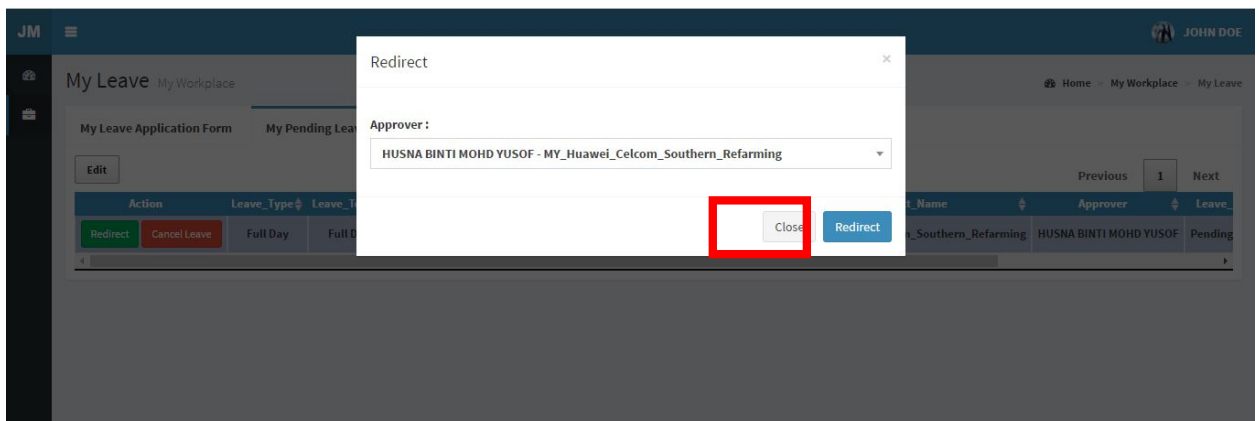
4. Click on **My Pending Leave** to see your pending request.



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

JM

JOHN DOE

My Leave

My Workplace

Home > My Workplace > My Leave

My Leave Application Form

My Pending Leave[0]

My Approved Leave[0]

My Rejected Leave[0]

My Cancelled Leave[0]


➤ MY TIMESHEET

1. Click on **My Timesheet**

My Timesheet My Workplace

Home > My Workplace > My Timesheet

Export



Staffid : john@jmclicks.com Name : JOHN DOE
Department : Position :
Nationality : Malaysia Home Base :

Timesheet Date : 16-May-2017 - 15-Jun-2017
Pending Approval : 31
Approved : 0
Rejected : 0

16-May-2017 - 15-Jun-2017 **Refresh**

New Row **Delete** **Submit for Approval** Show 10 entries

Date	Day	Check_In_Type	Time_In	Time_Out	Leader_Member	Next_Person	Project_Name	Site_Name	Stat	Work_Description	Reason	Remark	Name	Status	Comment	Review_Date
<input type="checkbox"/> 16-May-2017	Tue															
<input type="checkbox"/> 17-May-2017	Wed															

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

16-May-2017 - 15-Jun-2017 **Refresh**

New Row **Delete** **Submit for Approval** Show 10 entries

Date	Day	Check_In_Type	Time_In	Time_Out	Leader_Member	Next_Person	Project_Name	Site_Name	Stat	Work_Description	Reason	Remark	Name	Status	Comment	Review_Date
<input type="checkbox"/> 16-May-2017	Tue															
<input type="checkbox"/> 17-May-2017	Wed															
<input type="checkbox"/> 18-May-2017	Thu															
<input checked="" type="checkbox"/> 19-May-2017	Fri															
<input type="checkbox"/> 20-May-2017	Sat															
<input type="checkbox"/> 21-May-2017	Sun															
<input type="checkbox"/> 22-May-2017	Mon															
<input type="checkbox"/> 23-May-2017	Tue															
<input type="checkbox"/> 24-May-2017	Wed															
<input type="checkbox"/> 25-May-2017	Thu															

Showing 1 to 10 of 31 entries 1 row selected

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under **My Workplace** tab.

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

	Date	Day	Check_In_Type	Time_In	Time_Out	Leader_Member	Next_Person	Project_Name	Site_Name	Status	Work_Description	Reason	Remarks	Name	Status	Comments	Review_Date
<input type="checkbox"/>	16-May-2017	Tue															
<input type="checkbox"/>	17-May-2017	Wed															
<input type="checkbox"/>	18-May-2017	Thu															
<input checked="" type="checkbox"/>	19-May-2017	Fri															
<input type="checkbox"/>	20-May-2017	Sat															
<input type="checkbox"/>	21-May-2017	Sun															
<input type="checkbox"/>	22-May-2017	Mon															
<input type="checkbox"/>	23-May-2017	Tue															
<input type="checkbox"/>	24-May-2017	Wed															
<input type="checkbox"/>	25-May-2017	Thu															

Previous

1

2

3

4

Next

Showing 1 to 10 of 31 entries 1 row selected

4.

The screenshot shows a confirmation dialog box titled "Submit for approval" with a close button (X) in the top right corner. The dialog contains the text "Are you sure you wish to submit the selected timesheet for approval?". Below the text are two buttons: "Close" and "Yes". The "Yes" button is highlighted with a red rectangle. In the background, a table is visible with columns: Date, Day, Check_In_Type, Time_H, Approval, Remark, Name, Status, Comment, and Review_Date. The table has rows for dates from 16-May-2017 to 21-May-2017. The row for 19-May-2017 (Friday) is selected, indicated by a checkmark in the first column.

under **My Workplace** tab.

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

[illegible]

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

The screenshot shows a web application interface with a date range filter set to '16-May-2017 - 15-Jun-2017' and a 'Refresh' button. Below the filter is a toolbar with buttons for 'New Row', 'Delete', and 'Submit for Approval', along with a 'Show 10 entries' dropdown. The 'Delete' button is highlighted with a red box. The main area contains a table with columns: Date, Day, Check_In_Type, Time_In, Time_Out, Leader_Member, Next_Person, Project_Name, Site_Name, Status, Work_Description, Reason, Remark, Name, Status, Comment, and Review_Date. The row for '19-May-2017' is selected, and its checkbox is highlighted with a red box. The bottom of the interface shows pagination controls (Previous, 1, 2, 3, 4, Next) and a status message 'Showing 1 to 10 of 31 entries 1 row selected'. The footer includes 'Copyright © 2014-2016 TrackerOnTheGo. All rights reserved.' and 'Version 2.0.1'.

8.

The screenshot shows a 'Delete' confirmation dialog box. The dialog has a title bar with a close button. The main text inside the dialog reads 'Delete' and 'Are you sure you wish to delete 1 row?'. At the bottom right of the dialog, there is a blue 'Delete' button, which is highlighted with a red box. The background shows a blurred view of the same web application interface as in the previous screenshot.

- [illegible]

- [illegible]

➤ MY REQUEST

1. Click on **My Request**

My Request My Workplace

Home > My Workplace > My Request

EMPLOYEE ADVANCE FORM

Staff Details

Name : JOHN DOE

Bank Account :

Project :

Position :

Purpose :
Please Enter..

Travelling Details

Destination :

Start Date :

End Date :

Mode Of Transport :

Number Motorcycle :

2. Fill all details and click **Submit**

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

EMPLOYEE ADVANCE FORM

Staff Details

Name : JOHN DOE

Bank Account :

Project : MY_Huawei_Celcom_Southern_Refarming

Position :

Purpose :
test

Travelling Details

Destination :
test test

Start Date : 07-Jun-2017

End Date : 10-Jun-2017

Mode Of Transport : Car

Car Plate No : 2494

Advanced Required

#	No of Days	Allowance (Per Day)	Total (RM)
---	------------	---------------------	------------

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

Car ▼ 2494

Advanced Required

#	No of Days	Allowance (Per Day)	Total (RM)
Meal Allowance	5	100	100
Accommodation/Hotel			
Mileage/Petrol			
Parking/Tolls			
Fare/Ticket			
Other Purposes			
Total Advanced Requested :			100

Submit

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

Motorbike

Advanced Required

#	No of Days	Allowance (Per Day)	Total (RM)
Meal Allowance			
Accommodation/Hotel			
Mileage/Petrol	34	100000	33800
Parking/Tolls			
Fare/Ticket			
Other Purposes			
Total Advanced Requested :			

Submit

Alert!
Advance application submitted!
Close

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