

[Updated on
13-Dec-2024]

[User Guide]

[e-Mobile Claim/Welfare]

APPROVER

[VERSION 2.0.1.0]

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Login

No SIM 

5:21 PM

60% 



iFLEXiMOBILE APP



PLEASE ENTER COMPANY CODE

User ID

Password



[Forget Password ?](#)

Login

Remember Me

Version : 1.2.3
Flexi Team System Sdn Bhd

Company Code: Please click here to enter your company code. Our support team will send you company code.

User **MUST** enter their company code when first time login to the ESS.

User ID: Your employee number.

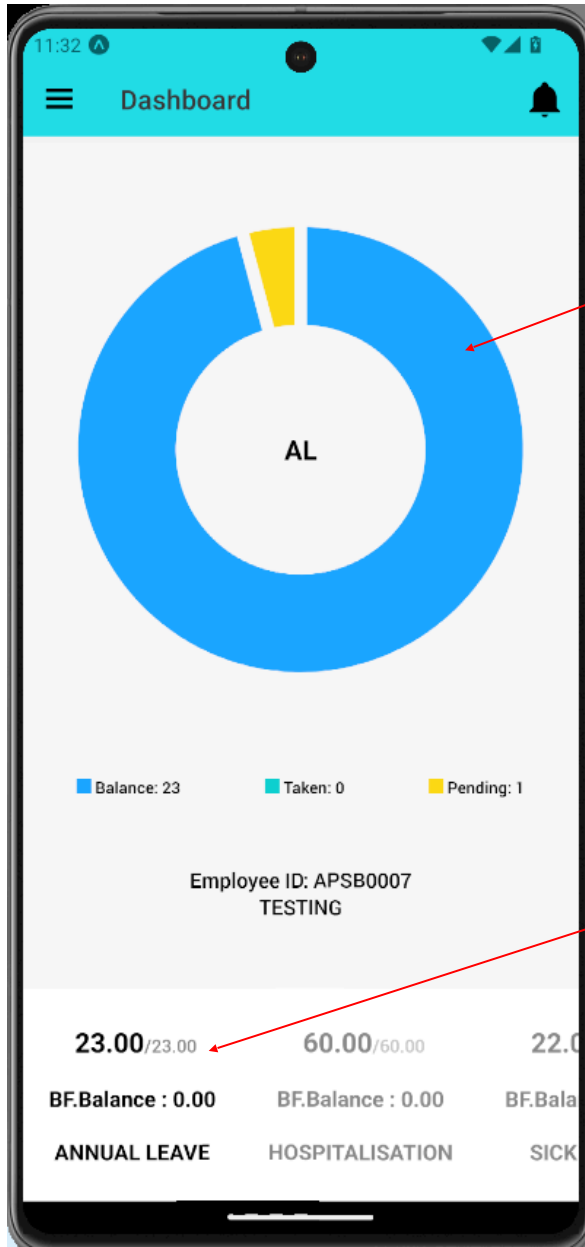
Password: which is same as e-Leave system password

Click on "**LOGIN**" button.

Remember Me: this option will remember your login credentials after you login successfully when enabled.

Dashboard

When login successfully, employee will redirect to "Dashboard":



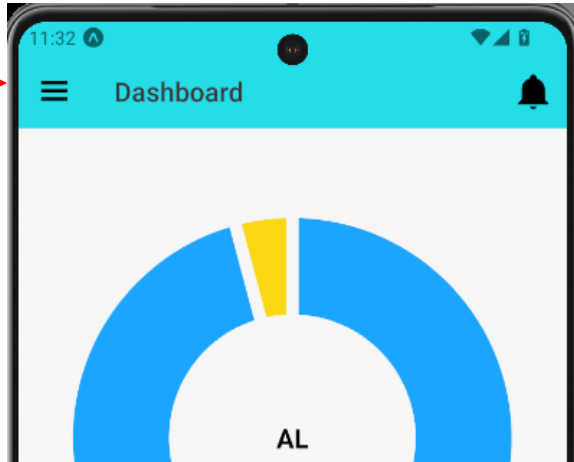
Pie chart will let you see Annual Leave, Hospitalization, and Sick Leave taken,

Click on "ANNUAL LEAVE" if you want to see annual leave taken, pending and balance.

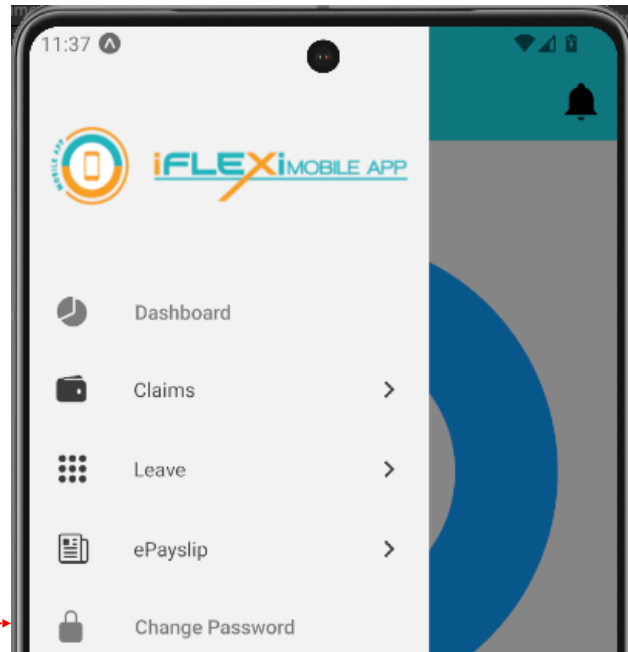
Change Password

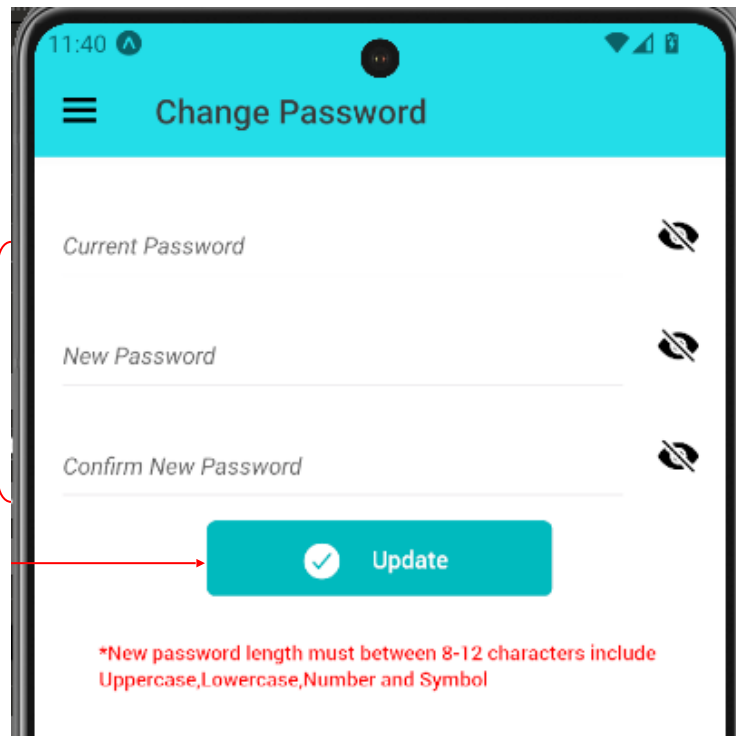
If user change password through their mobile phone, this new password will reflected in ESS system too.

Step 1. Click this menu.



Step 2. Click "Change Password"





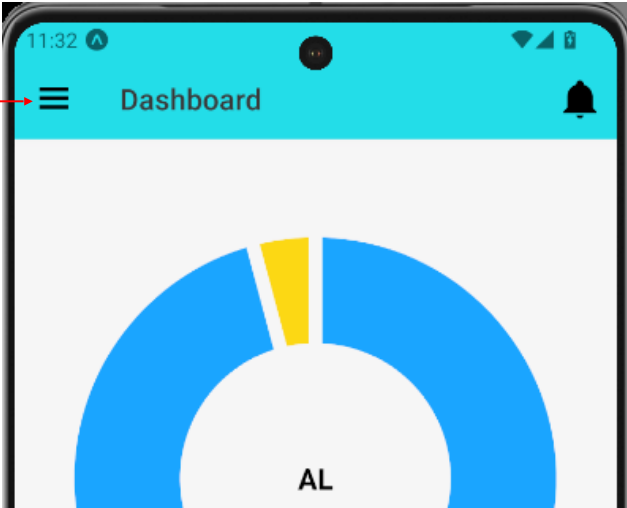
Step 3: Enter your current password and new password.

Step 4: Click on "Update" button.

*New password length must between 8-12 characters include Uppercase,Lowercase,Number and Symbol

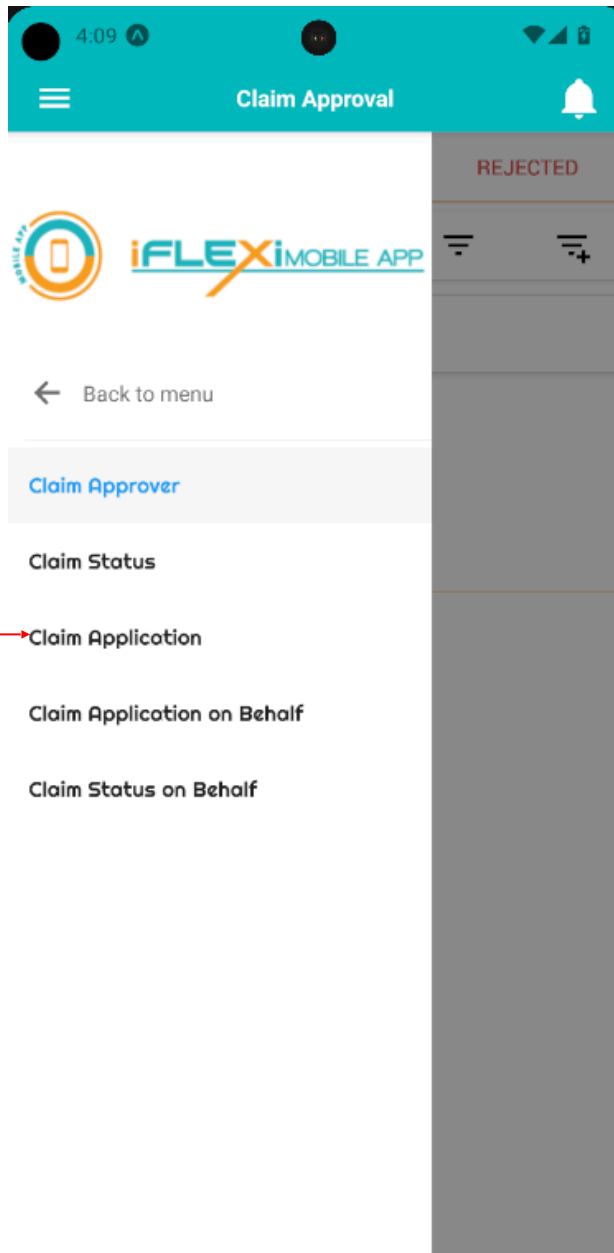
How to Apply Claim?

1. Click this menu



2. Click this menu





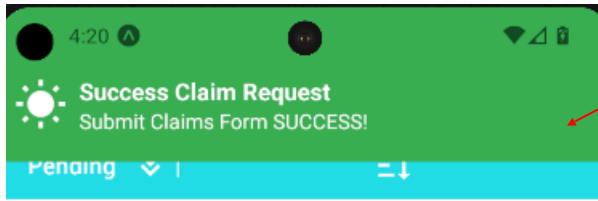
3. Click this menu

The screenshot shows a mobile application interface for a 'Claim Application'. At the top, there is a teal header with a menu icon, the text 'Claim Application', and a notification bell icon. The status bar at the very top shows the time as 4:14 and various system icons. Below the header, the form contains the following elements: a label 'TESTING APPROVER' with the ID 'APSB0061' and a blue 'Attach File' link; a dropdown menu labeled 'Select an Option'; a date field labeled 'Doc Date' with a calendar icon; a text field for 'Posting Date' containing '2024/05/23'; a text field for 'Amount'; and a text field for 'Remark'. At the bottom of the form is a teal 'Submit' button with a white checkmark icon. Three red callout boxes with arrows point to these specific elements: the first points to the 'Attach File' link, the second is a bracket pointing to the 'Select an Option', 'Doc Date', and 'Posting Date' fields, and the third points to the 'Submit' button.

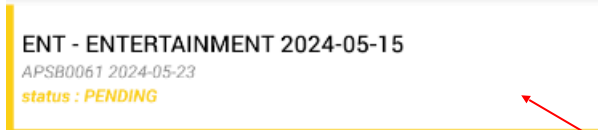
Click on "Attach File" if you need upload your supporting documents.

Step 1: Enter all your Claim information here.

Step 2: Click on "Submit" button.

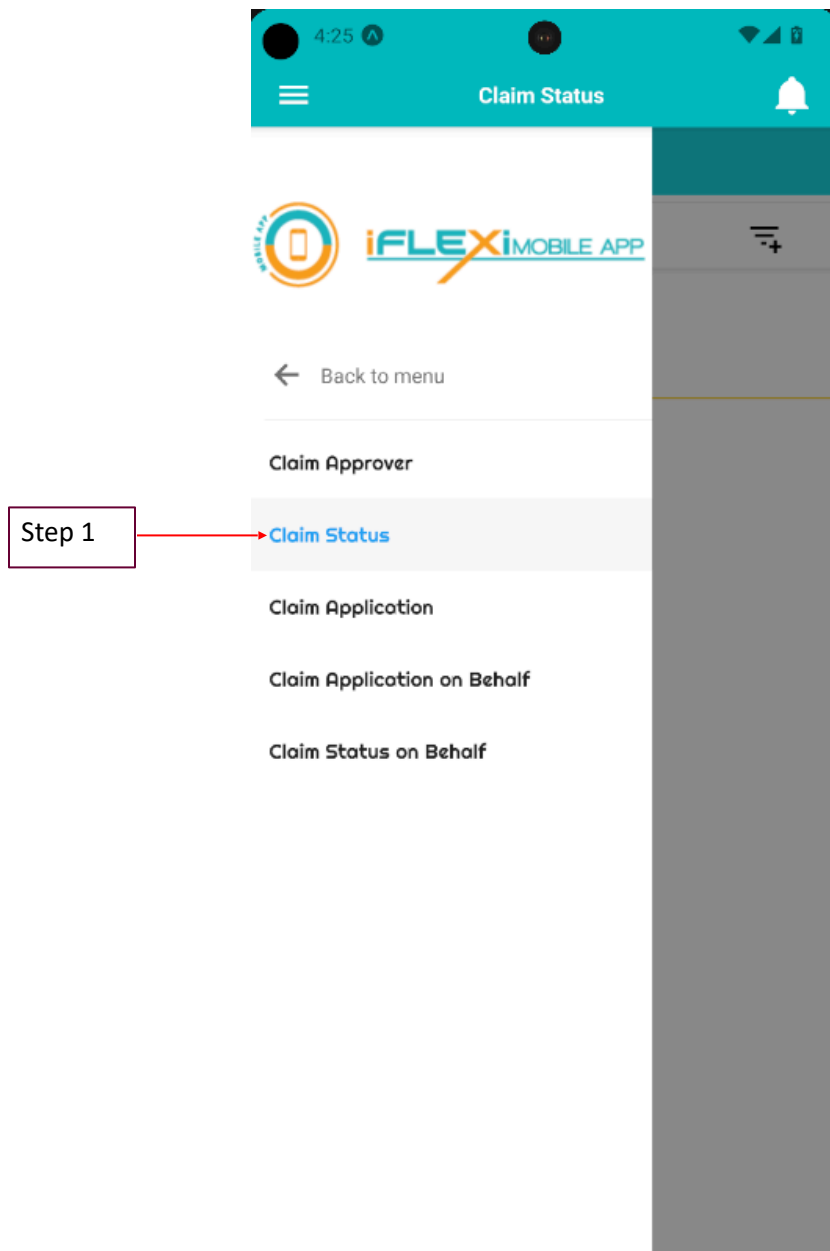


You will this message when apply Claim successfully.



Your claim will appear on this screen and will be in "PENDING" status which show in yellow color.

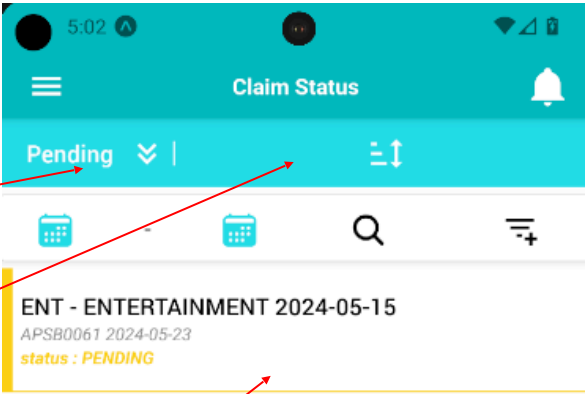
How to Cancel Claim?

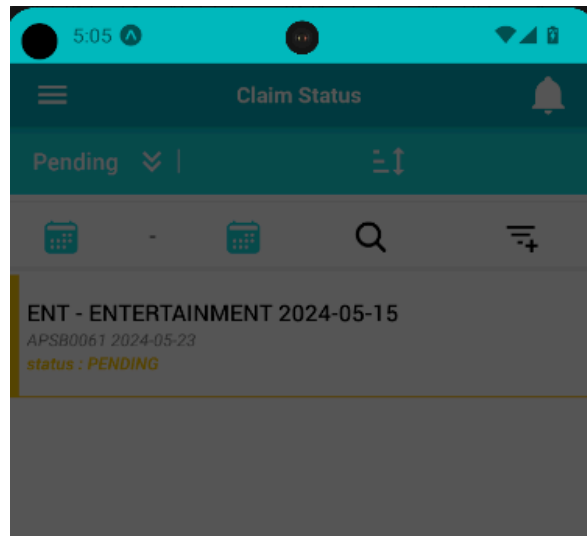


You can filter claim record according to claim status, just click on this icon.

Click here to sort your data.

Step 2: Click on claim record which you want to cancel.





Benefit ID: CLA-23/05/24-000133

Benefit Code: ENT

Benefit Desc: ENTERTAINMENT

Doc Date: 2024-05-15

Post Date: 2024-05-23

Name: TESTING APPROVER

Emp No: APSB0061

Amount: 55

Remark:

Attachment :

Status: PENDING

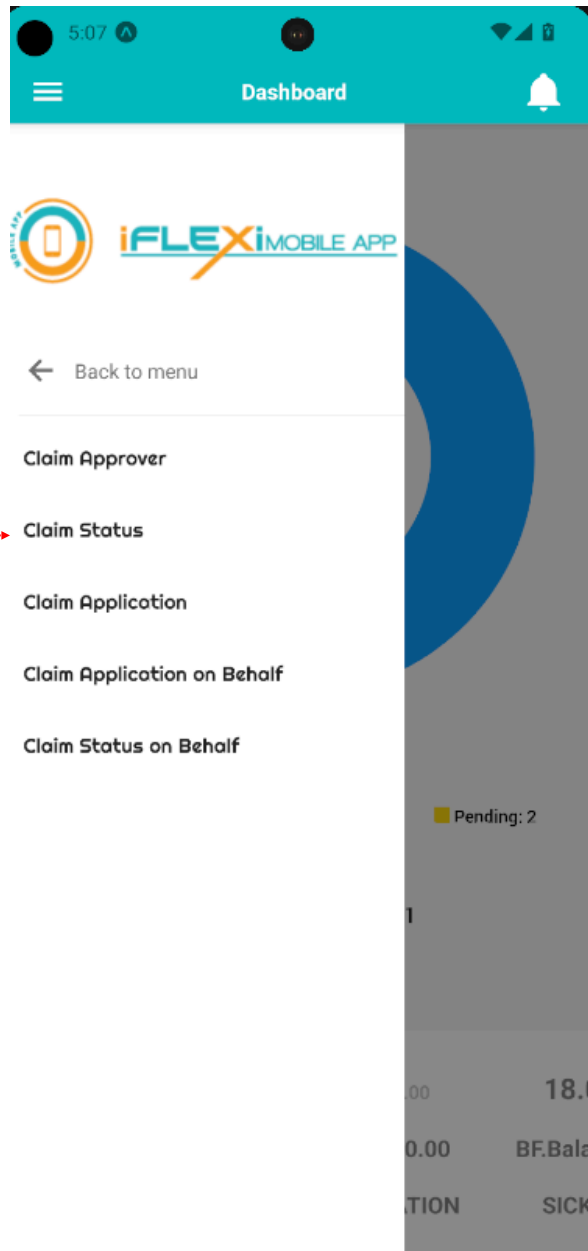
Step 3: Click on "CANCEL CLAIM" button.

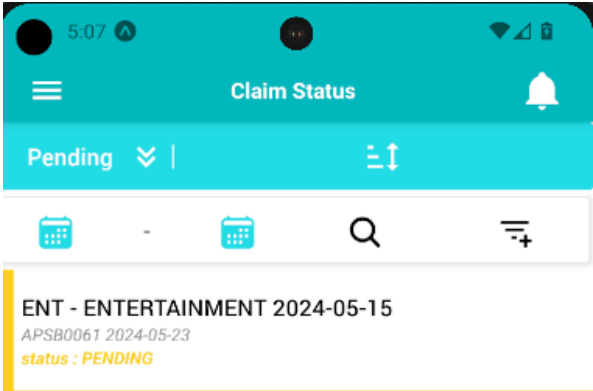
CANCEL CLAIM

BACK

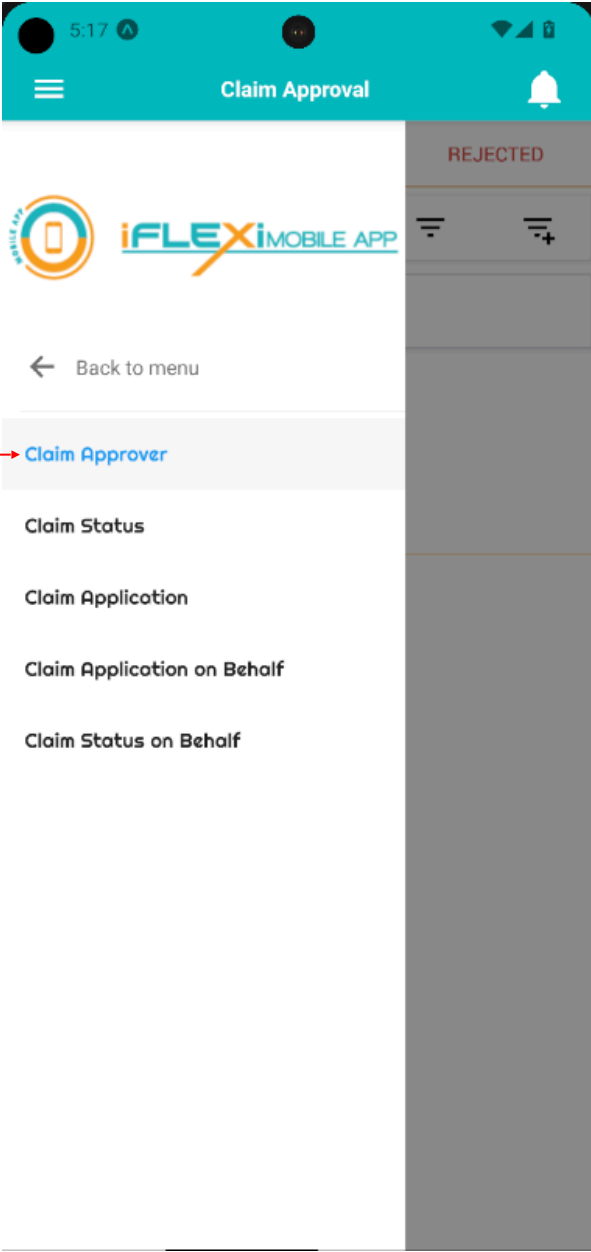
Check Claim Status

Step 1



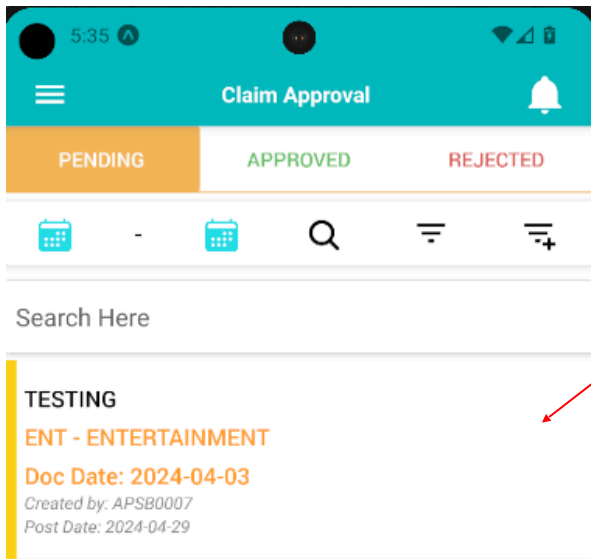


How to Approve/Reject Claim?



Approver Menu

Approve Claim Record



Step 1: Click the claim record which you want to take action.

5:38

Claim Approval

Personal Details

Name: TESTING
Emp No: APSB0007
User ID: APSB0007


Claim Details

Doc Date: 2024-04-03
Post Date: 2024-04-29
ENTERTAINMENT
Amount: 34

Remarks

imgtest

Attachments



Action

APPROVE REJECT

Extra Information

ID: CLA-29/04/24-000130
Status: PENDING
Approval ID: APSB0061

BACK

Step 2: Under "Action", click either "APPROVE" or "REJECT" button.

5:52

Claim Approval

Personal Details

Name: TESTING
Emp No: APSB0007
User ID: APSB0007

Claim Details

Doc Date: 2024-04-03
Post Date: 2024-04-29
ENTERTAINMENT

Enter Amount Approved:
34

Enter Remarks:

SUBMIT
CANCEL

Action

APPROVE REJECT

Extra Information

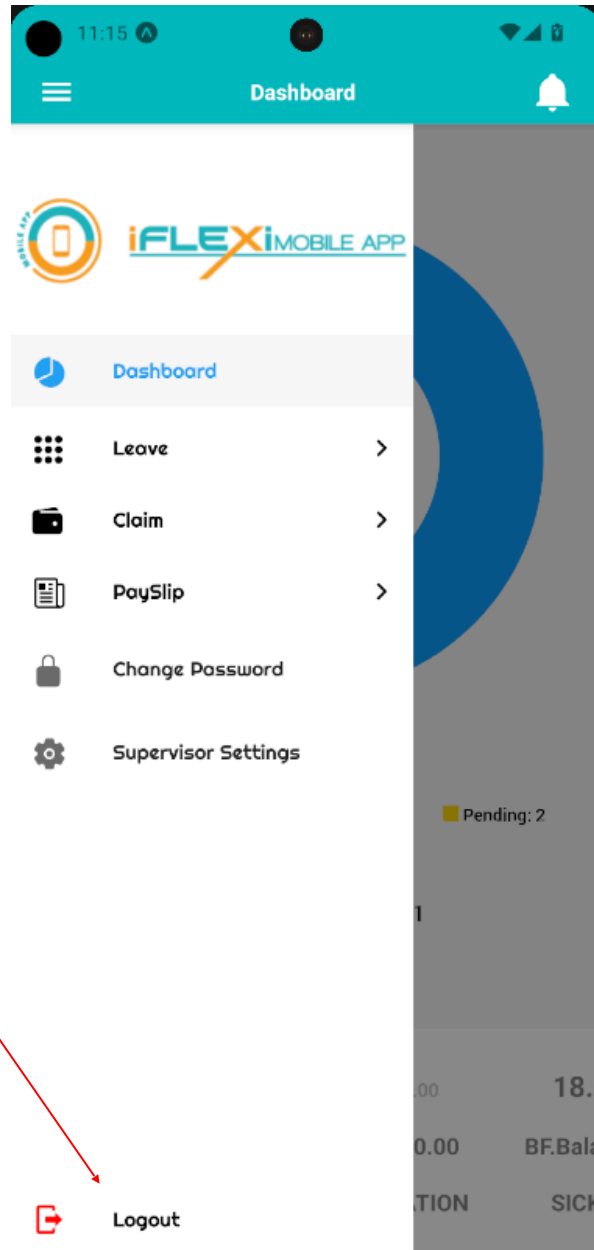
ID: CLA-29/04/24-000130
Status: PENDING

Enter you Amount approved here or by default it will autofill with the amount the applicant needs.

You **MUST** enter your comment here if you choose "Reject" action.

Step 3: Click on "Submit" button when you want to approve this claim application.

Logout



Click this icon to logout from mobile apps.