[User Guide]

[e-Mobile Claim]

EMPLOYEE

[VERSION 2.0.1.0]

Contents

Login

No SIM 📶   5:21 PM   60% 🔋

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.

iFLEXi MOBILE APP

🏢 PLEASE ENTER COMPANY CODE

User ID: Your employee number.

Password: which is same as e-Leave system password

Click on "**LOGIN**" button.

User ID

Password 🚫👁

Forget Password ?

Login

☐ **Remember Me**

Version : 1.2.3
Flexi Team System Sdn Bhd

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

Dashboard

When login successfully, employee will redirect to "Dashboard":
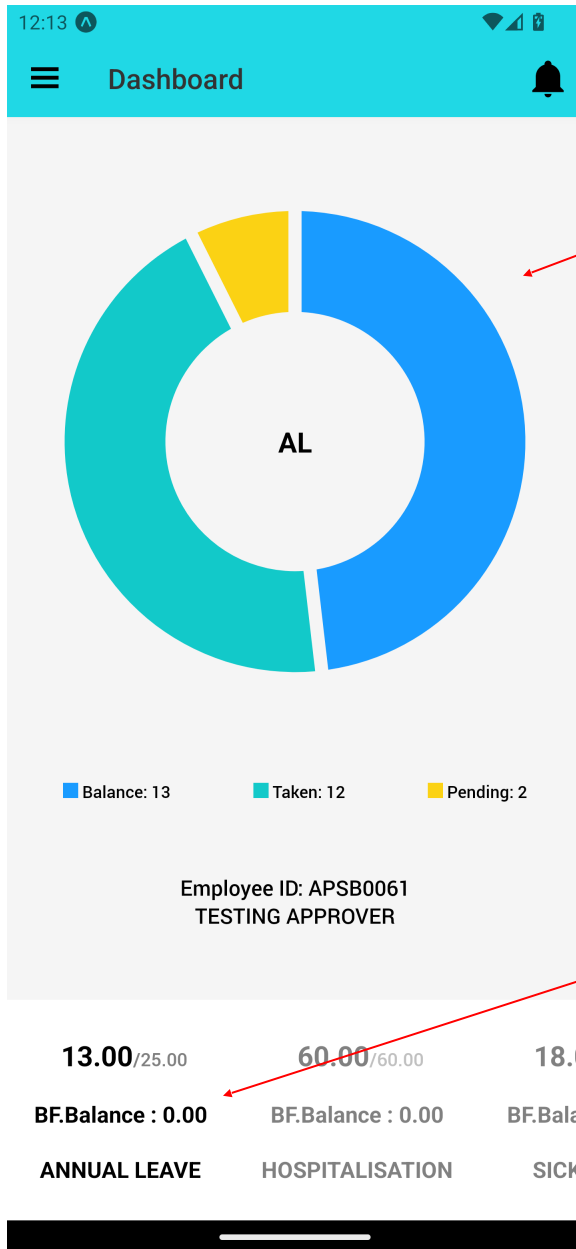
Pie chart will let you see Annual Leave, Hospitalization, and Sick Leave taken, pending and leave balance.

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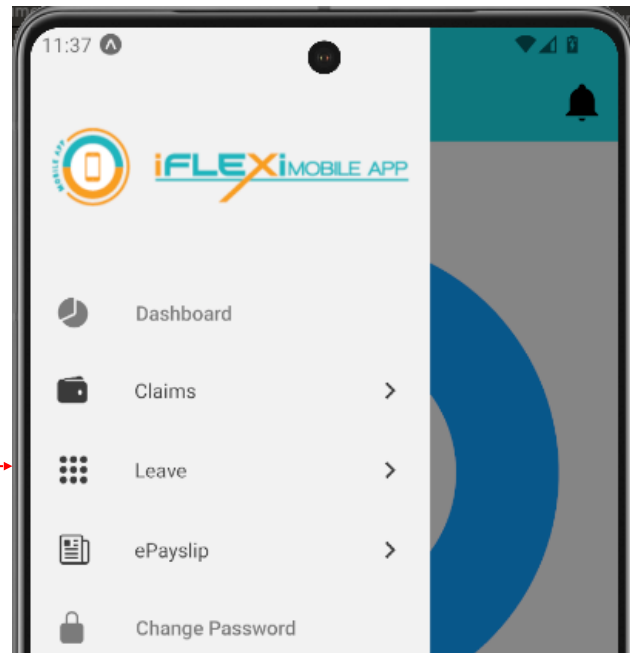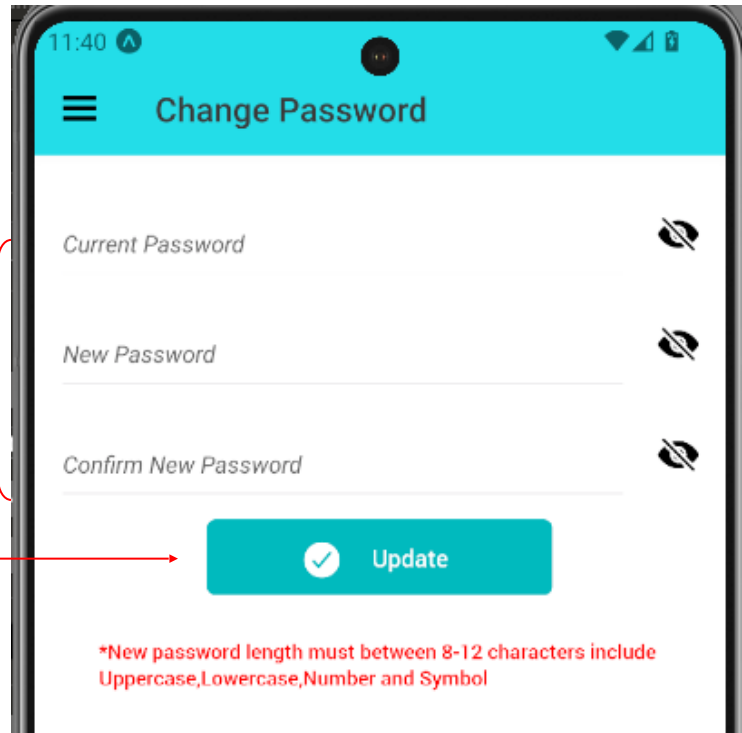
Change Password

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

Step 1. Click this menu.
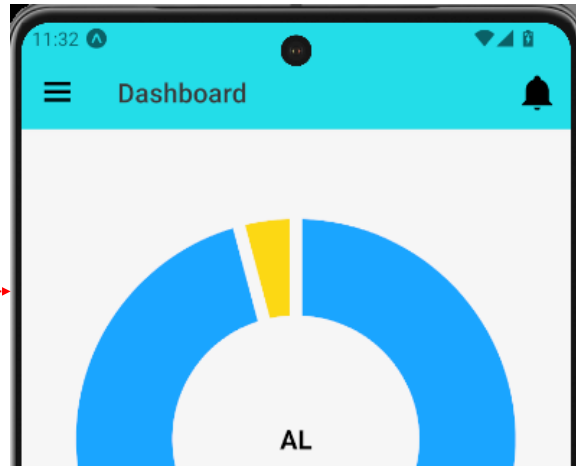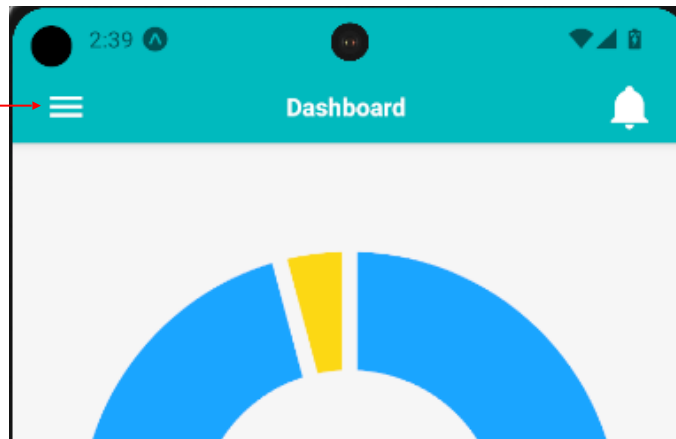

Step 2. Click "Change Password"

Step 3: Enter your current password and new password.

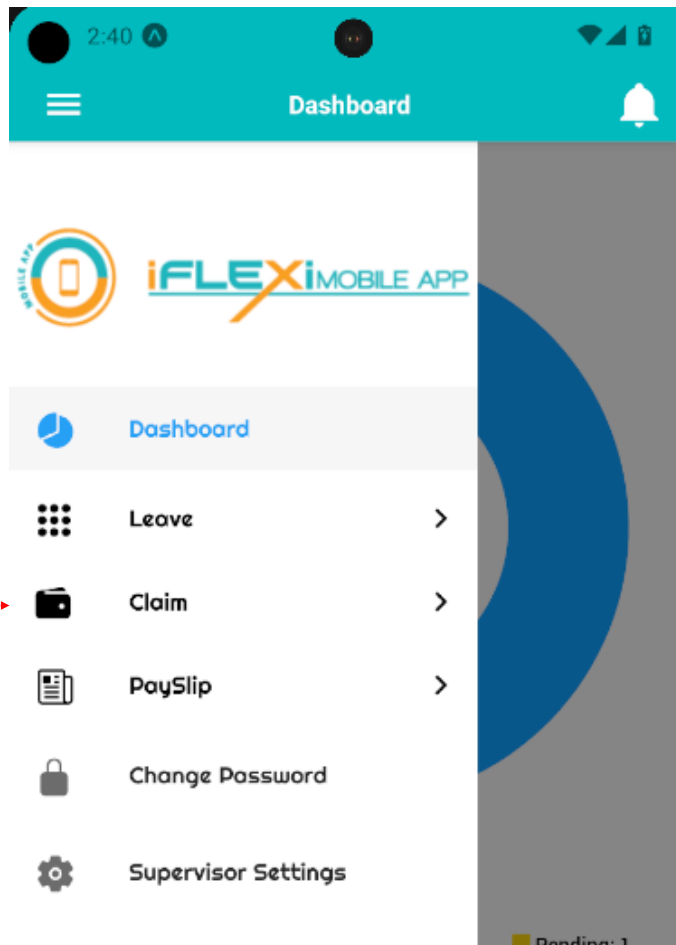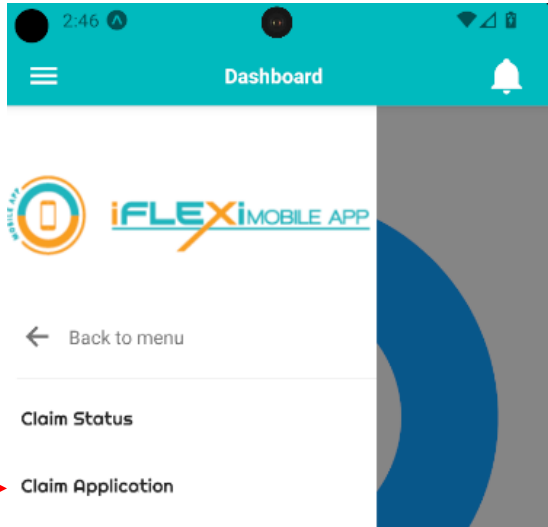**Step 4:** Click on "Update" button.

How to Apply Claim?

1. Click this menu

2. Click this menu

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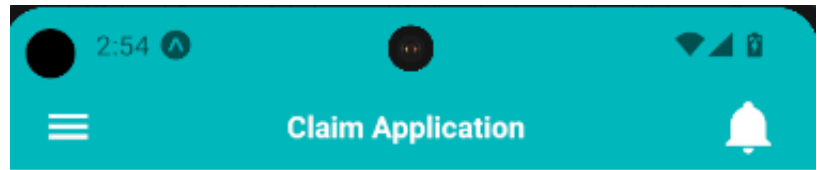
Click on "Attach File" if you need upload your supporting documents.

Step 1: Enter all your claim information here.

Step 2: Click on "Submit" button.

2:54

Claim Application

TESTING
APSB0007

Attach File

Select an Option

Doc Date

Posting Date: 2024/05/24

Amount

Remark

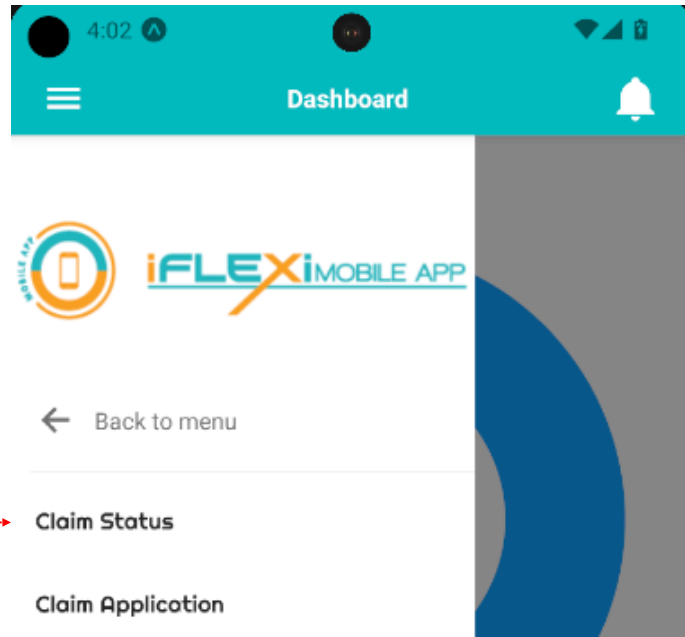Submit
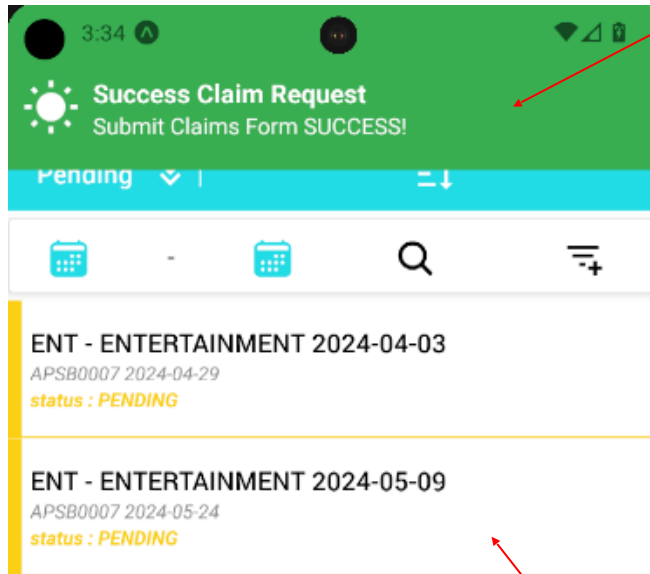
You will this message when apply Claim successfully.

Your claim will appear on this screen and will be in "PENDING" status which show in yellow color.
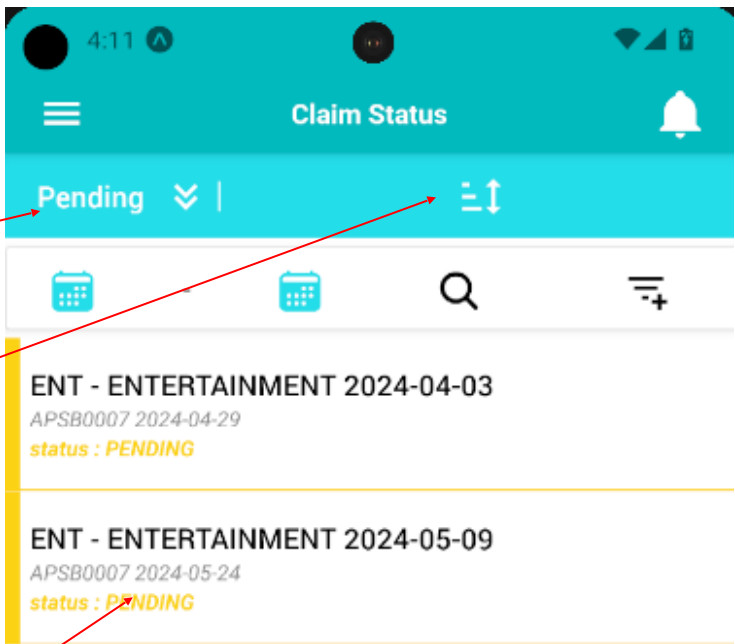
How to Cancel Claim?
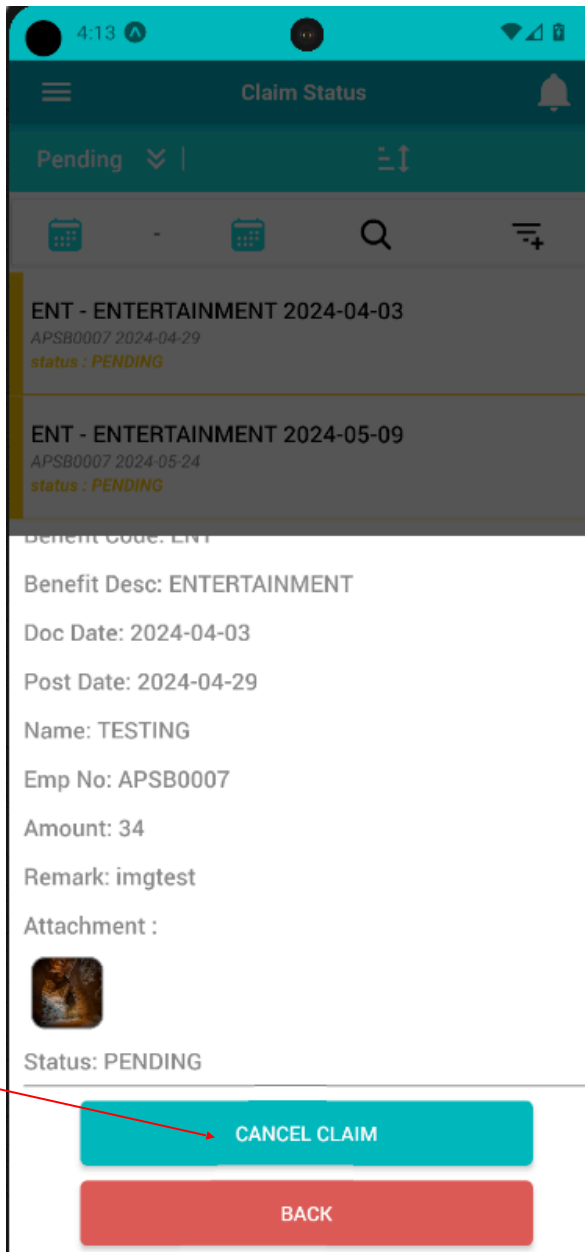

Step 1

Claim Status

Claim Application

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

Click here to sort your data.

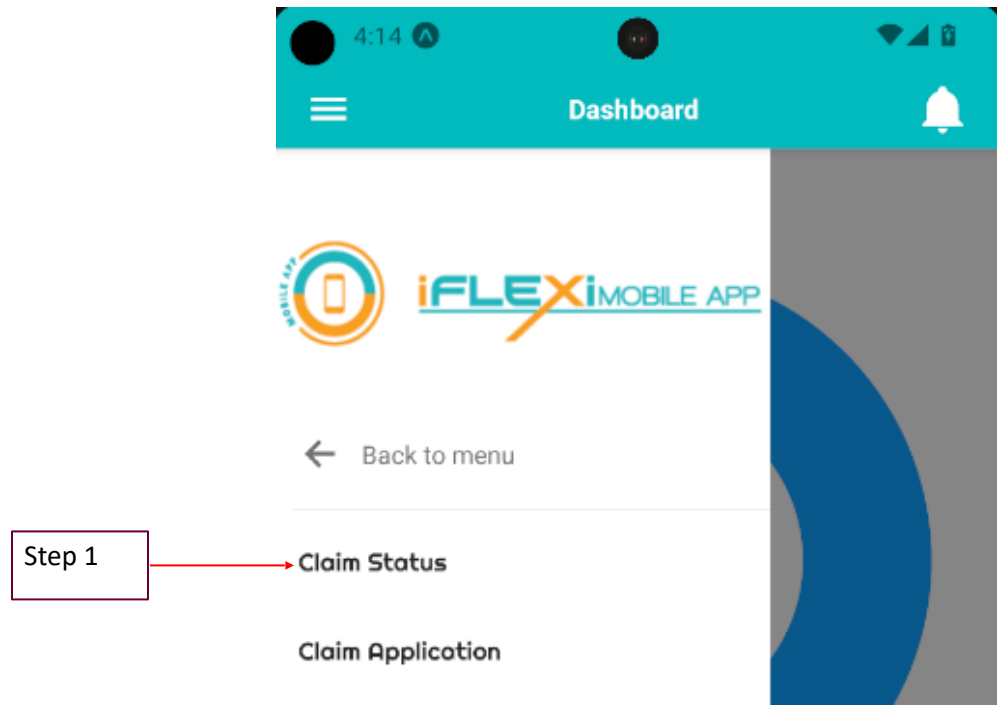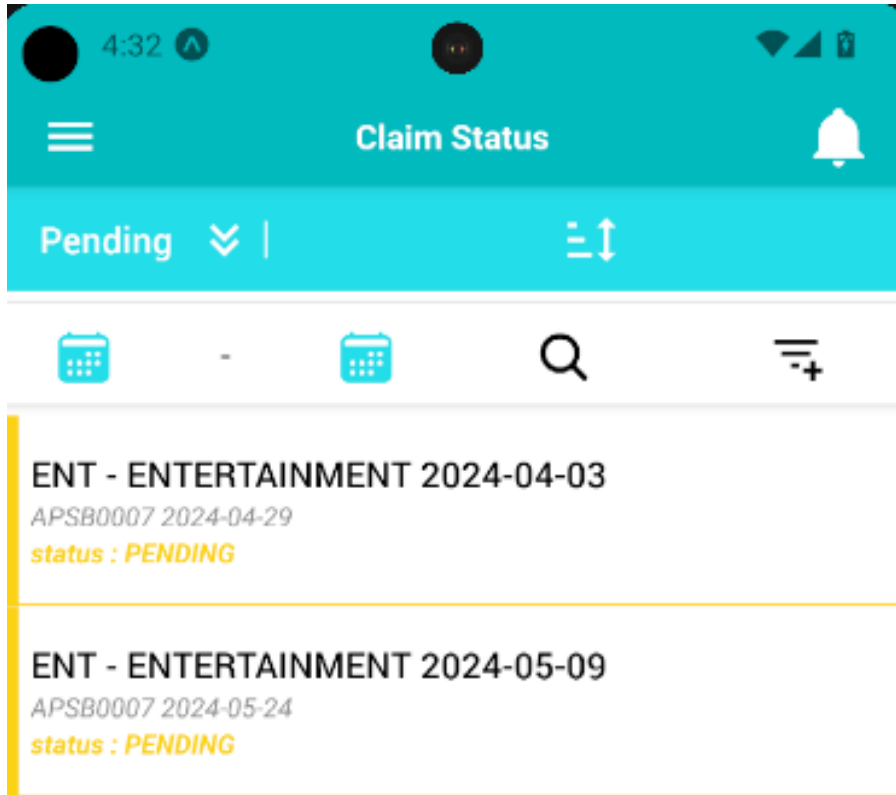**Step 2:** Click on claim record which you want to cancel.

4:11

Claim Status

Pending ⌄ |

ENT - ENTERTAINMENT 2024-04-03
APSB0007 2024-04-29
status : PENDING

ENT - ENTERTAINMENT 2024-05-09
APSB0007 2024-05-24
status : PENDING

Step 3: Click on "CANCEL CLAIM" button.

Claim Status

Pending

ENT - ENTERTAINMENT 2024-04-03
APSB0007 2024-04-29
status : PENDING

ENT - ENTERTAINMENT 2024-05-09
APSB0007 2024-05-24
status : PENDING

Benefit Code: ENT

Benefit Desc: ENTERTAINMENT

Doc Date: 2024-04-03

Post Date: 2024-04-29

Name: TESTING

Emp No: APSB0007

Amount: 34

Remark: imgtest

Attachment :

Status: PENDING

CANCEL CLAIM

BACK

Check Claim Status

Step 1 → Claim Status

Pending ⌄ |

ENT - ENTERTAINMENT 2024-04-03

APSB0007 2024-04-29

status : PENDING

ENT - ENTERTAINMENT 2024-05-09

APSB0007 2024-05-24

status : PENDING

Logout

Click this icon to logout from mobile apps.