

[Updated on
13-Dec-2024]

[User Guide]

[e-Mobile Claim]

SUPERVISOR

[VERSION 2.0.1.0]

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Login

No SIM 

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iFLEX MOBILE APP



PLEASE ENTER COMPANY CODE

User ID

Password



[Forget Password ?](#)

Login

Remember Me

Version : 1.2.3
Flexi Team System Sdn Bhd

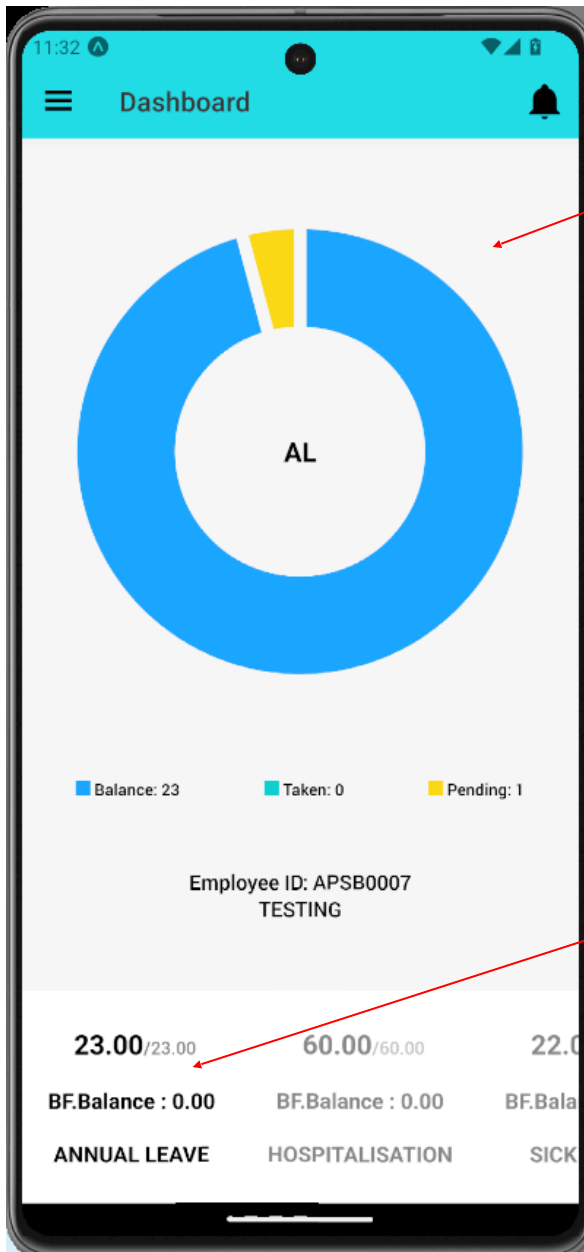
Company Code: Please click here to enter your company code. Our support team will send you company code.
User **MUST** enter their company code when first time login to the ESS.

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":



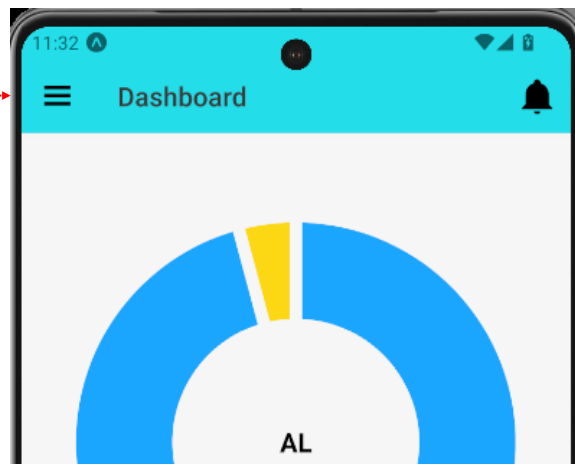
Pie chart will let you see Annual Leave, Hospitalization, and Sick Leave taken, pending and leave balance.

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

Change Your Own Password

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

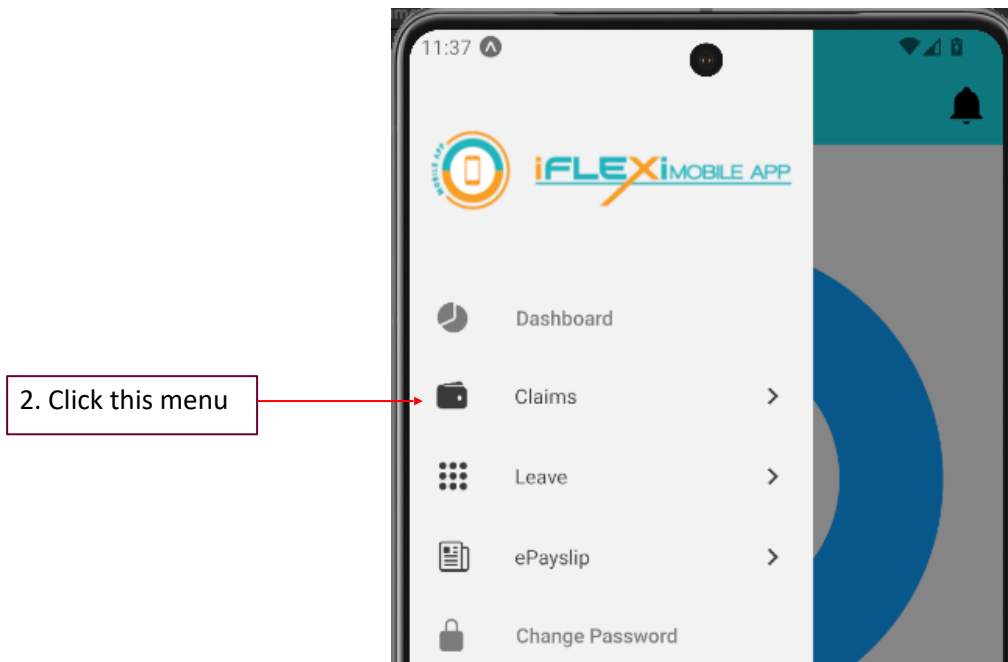
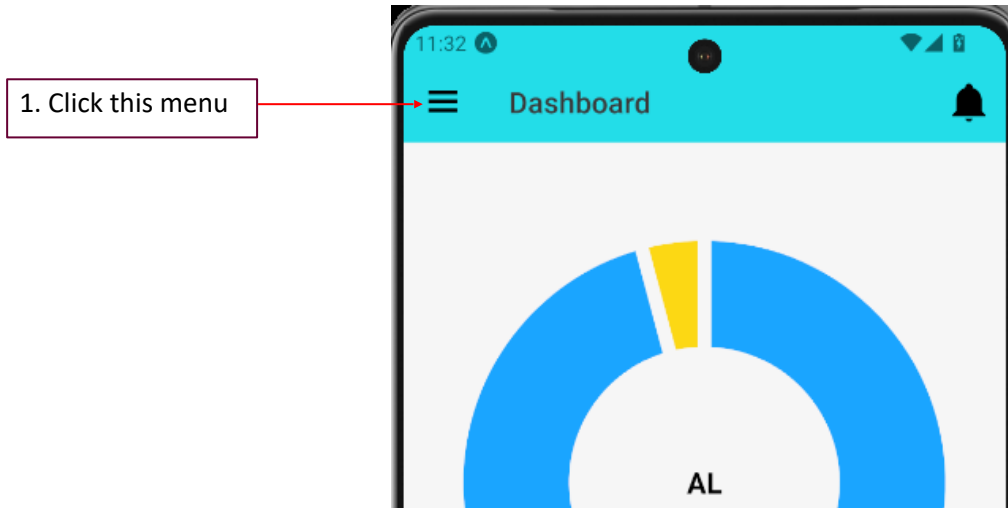
Step 1. Click this menu.

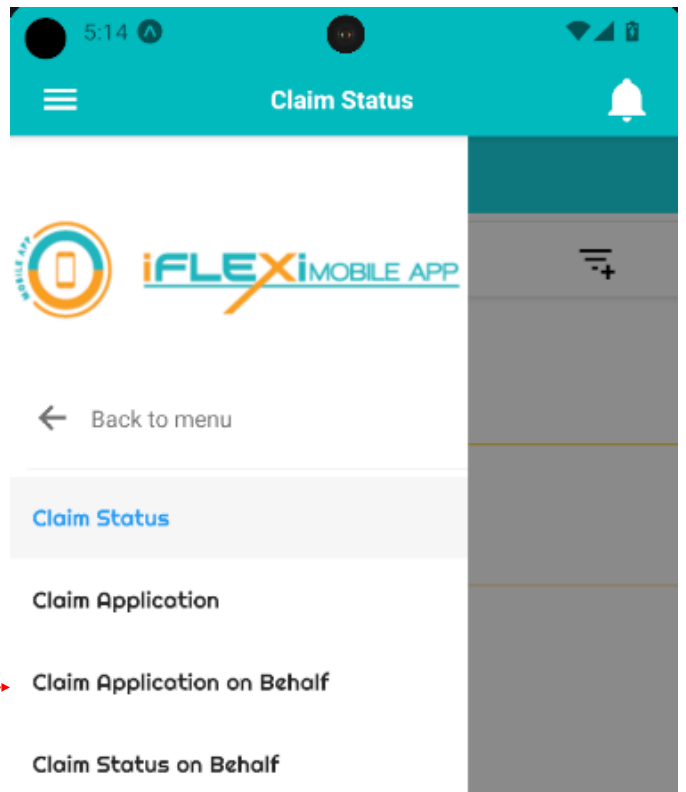


Step 2. Click "Change Password"



How to Apply Claim on Behalf of Subordinate?





3. Click this menu



Step 1: Select subordinate's name here.

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

Step 2: Enter all your claim information here.

Step 3: Click on "Submit" button.

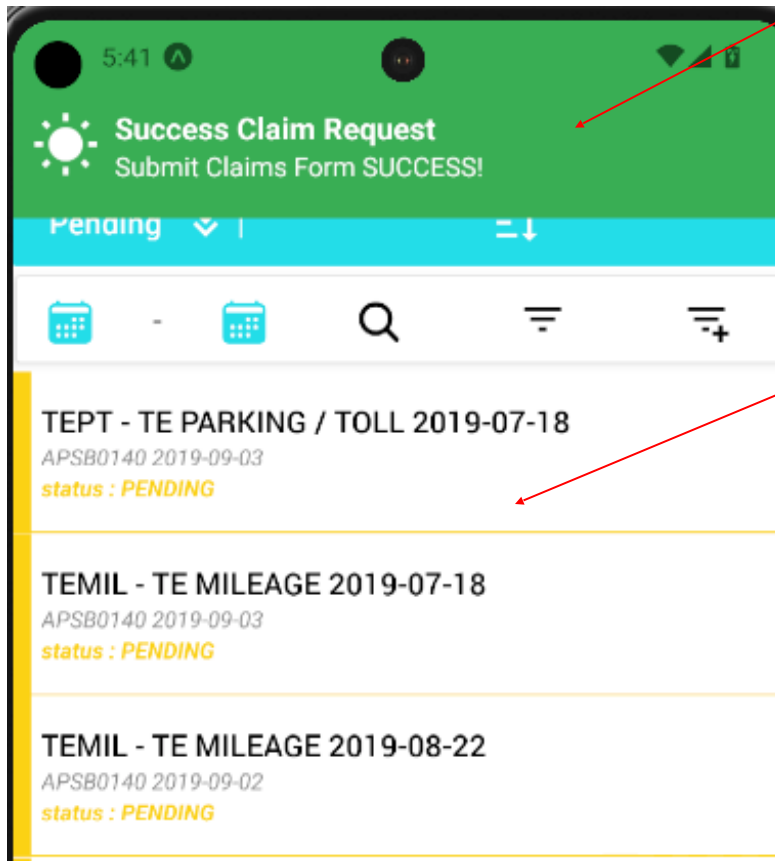
The screenshot shows a mobile application interface for submitting a claim. At the top, the status bar displays the time 5:26 and various icons. The app header is teal with a hamburger menu icon on the left, the title "Claim Application on Behalf" in the center, and a notification bell icon on the right. Below the header is a white box containing a dropdown menu with the text "- Select Your Subordinate -" and a blue link labeled "Attach File".

The main form area consists of several input fields:

- A dropdown menu labeled "Select an Option" with a downward arrow.
- A date field labeled "Doc Date" with a calendar icon.
- A text field showing "Posting Date: 2024/05/24".
- A text field labeled "Amount".
- A text field labeled "Remark".

At the bottom of the form is a teal "Submit" button with a white checkmark icon.

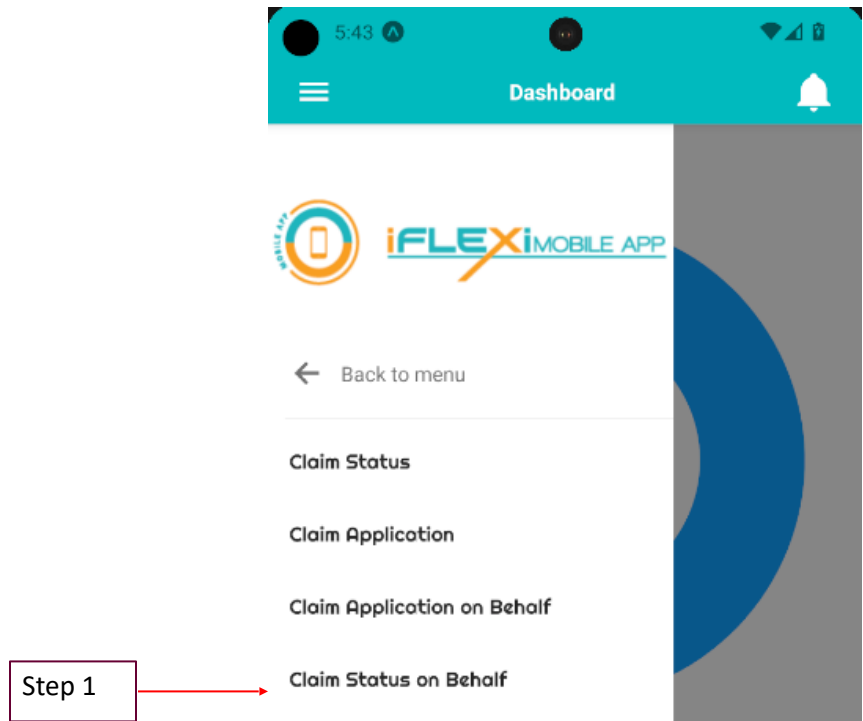
Red arrows from the instructional text boxes point to the dropdown menu, the "Attach File" link, the "Posting Date" field, the "Amount" field, the "Remark" field, and the "Submit" button.



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.

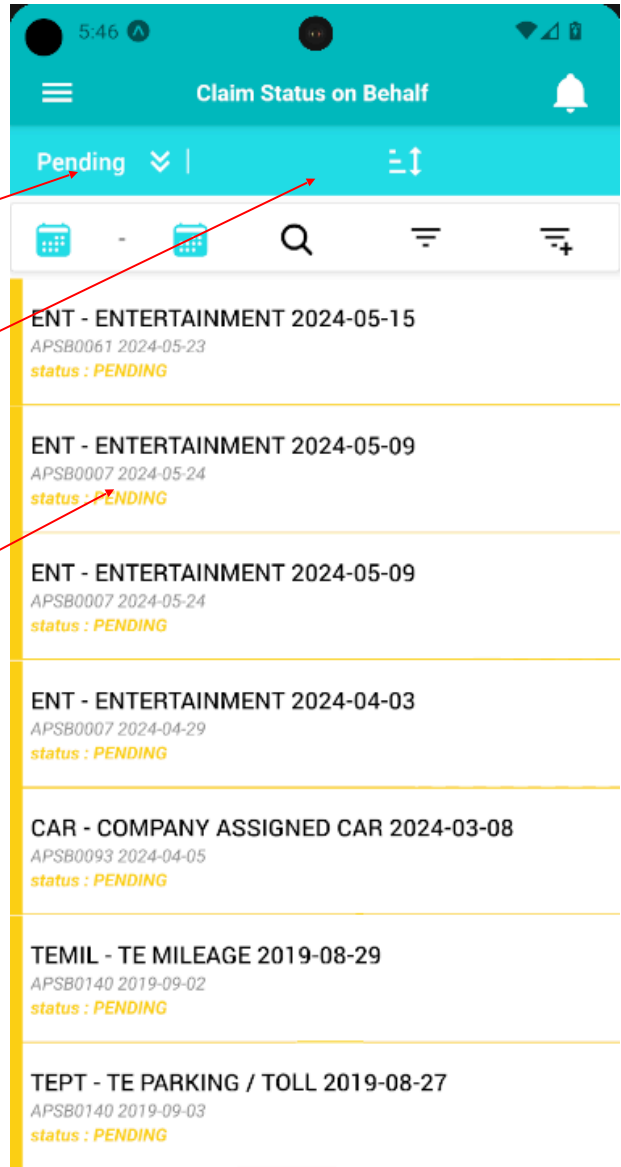
How to Cancel Claim?

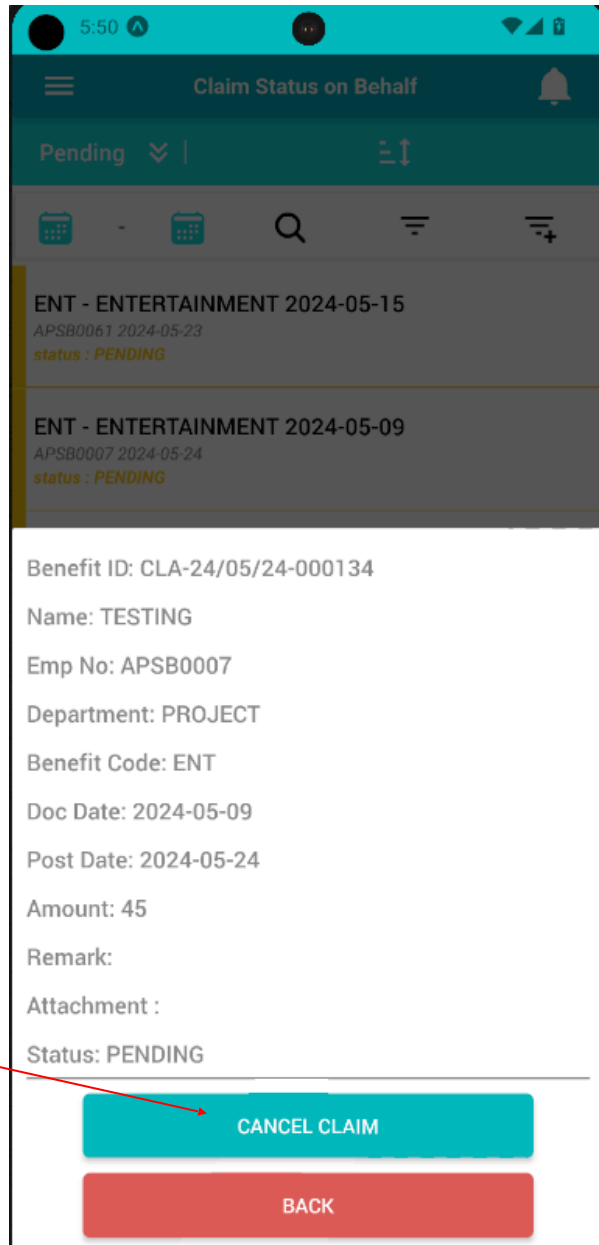


You can filter claim record according to claim status, just click on this icon.

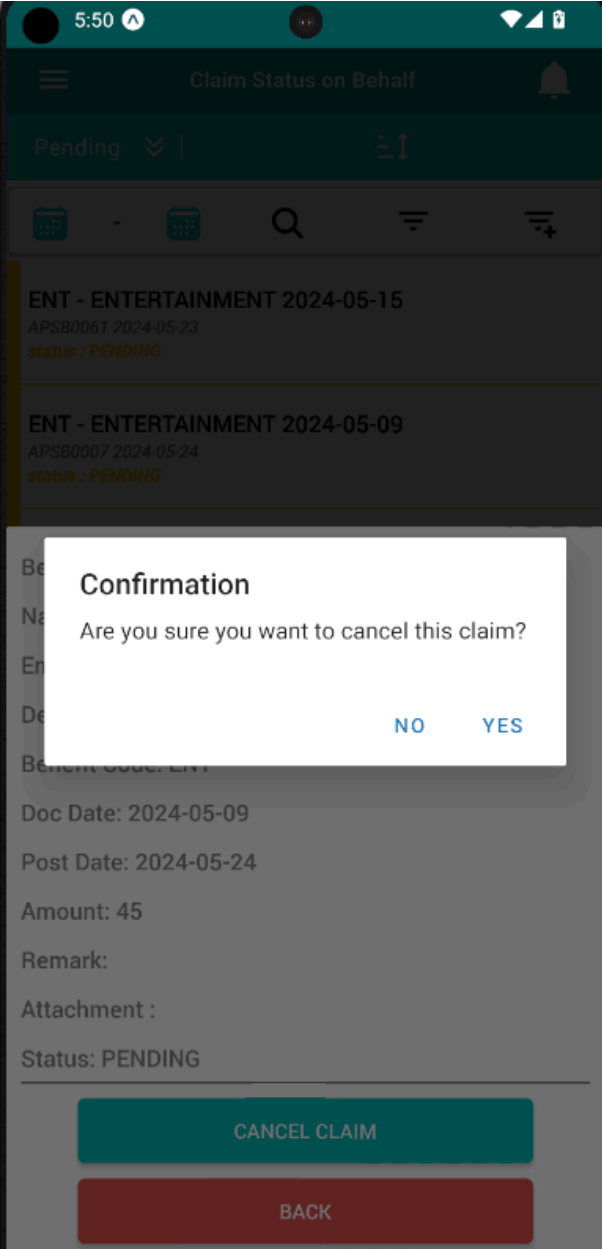
Click here to sort your data.

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





Step 3: Click on "CANCEL CLAIM" button.



Step 4: Click "CONFIRM" if you confirm to cancel this claim..

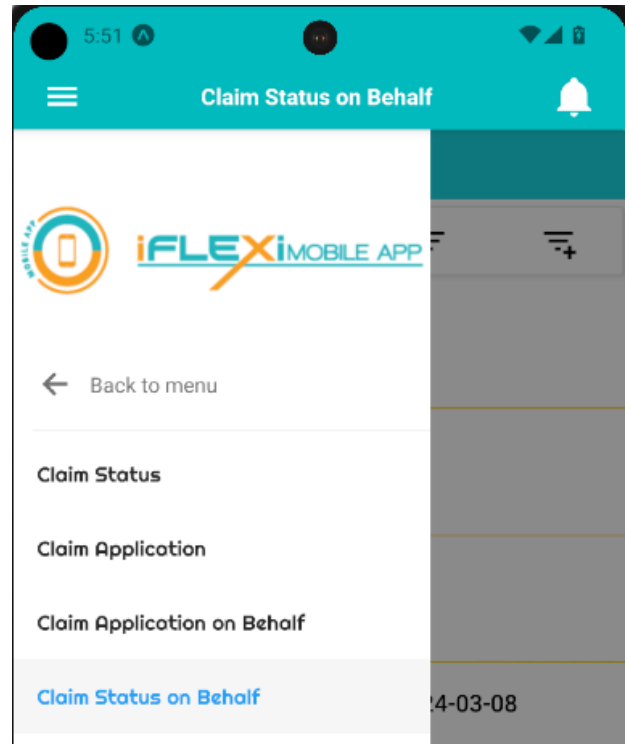
System will prompt this message if you cancel claim successfully.

The screenshot shows a mobile application interface. At the top, a green notification banner displays the text: "Cancel Success. (Benefit ID: CLA-24/05/24-000134, EmpNo.: APSB0007, Doc Date: 09/05/2024)." Below this is a cyan header bar with the word "Pending" and a dropdown arrow. Underneath is a white navigation bar with icons for a calendar, a minus sign, a search magnifying glass, a list icon, and a plus sign. The main content area lists several claims, each with a title, a date, an ID, and a status. A red arrow points from the text box on the left to the notification banner.

| Claim Type | Date | ID | Status |
|----------------------------|------------|---------------------|---------|
| ENT - ENTERTAINMENT | 2024-05-15 | APSB0061 2024-05-23 | PENDING |
| ENT - ENTERTAINMENT | 2024-05-09 | APSB0007 2024-05-24 | PENDING |
| ENT - ENTERTAINMENT | 2024-04-03 | APSB0007 2024-04-29 | PENDING |
| CAR - COMPANY ASSIGNED CAR | 2024-03-08 | APSB0093 2024-04-05 | PENDING |
| TEMIL - TE MILEAGE | 2019-08-29 | APSB0140 2019-09-02 | PENDING |
| TEPT - TE PARKING / TOLL | 2019-08-27 | APSB0140 2019-09-03 | PENDING |
| TEMIL - TE MILEAGE | 2019-08-27 | APSB0140 2019-09-02 | PENDING |
| TEMIL - TE MILEAGE | 2019-08-26 | APSB0140 2019-09-02 | PENDING |

Check Subordinate's Claim Status

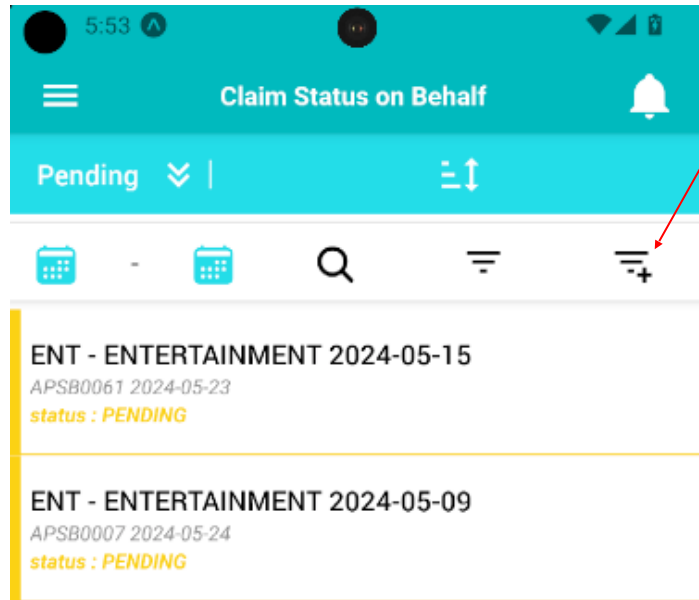
Step 1



Search by Department

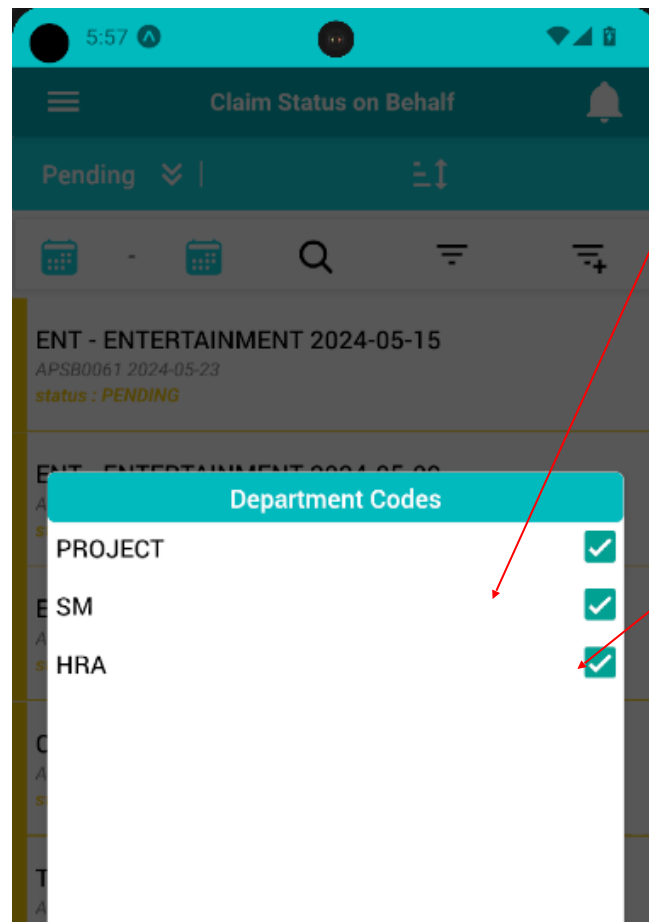
Supervisor can search their subordinates' claim record status by select their department, refer to below screen shot:

Go to Menu -> "Claim" -> "Claim Status on Behalf"



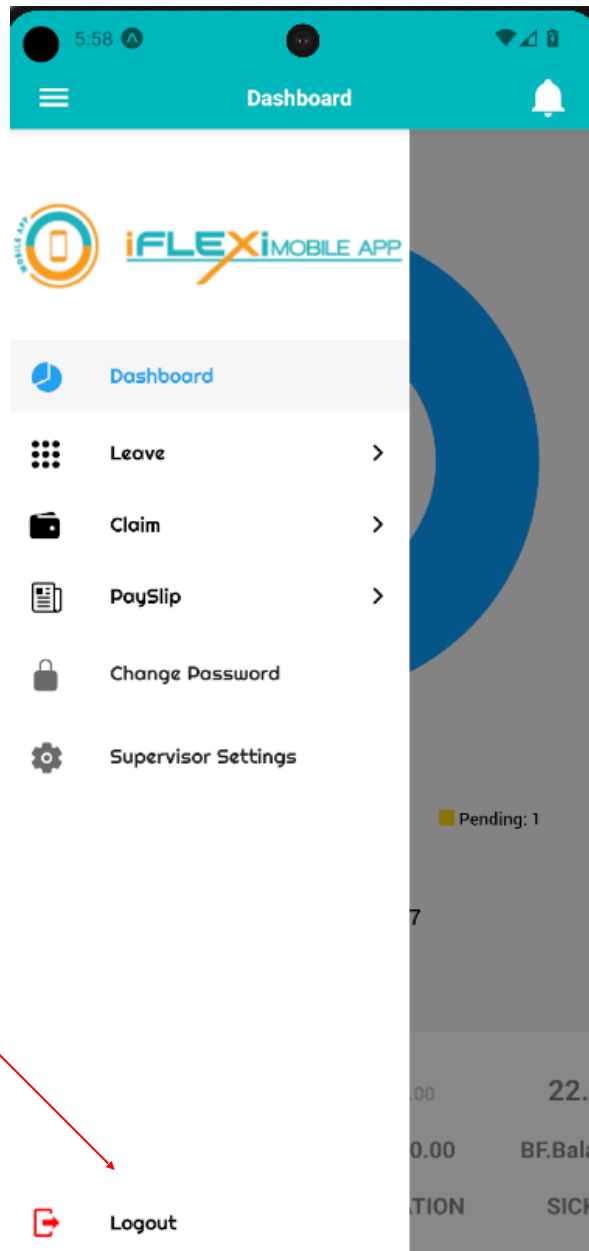
Step 1: Click on this icon.

Step 2: Department listing will appear here.



Step 3: ✓ box which department you looking for.

Logout



Click this icon to logout from mobile apps.