

# Justlogin Mobile App Guide





### Introduction

This guide will show you how to install, login and use the different features found in the Justlogin Individual app.

Installing JustLogin Individual App

Step 1: Go to Google Play on your handphone or Apple App store.



Step 3: Select Justlogin from the search result.



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Step 4: Click the Install button to download the application.

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Step 5: You may open the app once installation has been completed.



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WeChat 3.9 *	Currency Converter Plus 4.8 ★	Google Calendar 4.2★



#### **Justlogin App Dashboard Interface**



More

Home



#### How to view payslip

Users can access their payslip through the mobile app.

Step 1: Click on the + button from the Home dashboard.

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Step 2: Click on My Payslip.



Step 3: The following screen will appear. To see more details, click on the expand and collapse button





#### How to apply leave

Step 1: Click on the + button from dashboard.

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#### Step 2: Click on Apply Leave.



Step 3: The following screen appear:



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Step 4: If you click Add Attachment, it will prompt you to search the source of the file.



Step 5: If from Gallery, go to the folder to select the file and then click on the check mark to attach it. The screen may defer depending on the device model you are using.



If using Camera, the device camera will automatically open (as long as permission is granted from Settings). Take a photo of document.





Step 6: Once the file has been successfully attached, you should see a small file photo to the right of the Add Attachment section. Should you wish to delete the attachment, click on the trash icon.

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Step 9: Click on Submit to proceed with the leave submission.





#### How to clock in/out from the App

Step 1: From the dashboard, click on the + button.

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Step 2: Click Clock in/out.



Step 3: The system will open the camera as shown here:





Step 4: You may be required to turn on Location(GPS) if set in Configuration. User can click



on the icon at the top right side of the screen to view the current location. If geofencing is on, it will also indicate whether user is within the geofencing area or not.







Step 5: To clock-in to the system, the user simply needs to click the **a** to clock-out.

Step 6: (Optional) If your company requires the user to specify predefined location when clocking in/out, you can do so on the field.

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Step	v: (optional) il your comp	any requires the user to enter a remain, you may do so on
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#### **Notification icon**

The system will alert the user via Notifications if there are new activities the user needs to be alerted for. Perhaps a payslip that has been released or a leave that was approved.

Step 1: From the dashboard, see the kicon at the top right side of the screen.

A red dot

means that there is a new notification.

Step 2: To view the notifications, simply click on the bell icon. The ones in blue are unread. Select the item to read and display the message details.



#### **Menu Buttons**



<sup>]</sup> - is the app dashboard.





\_\_\_\_\_\_ - will show the employees list with their corresponding contact information (based on Company Directory setting).

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If permission is set, you can click on the employee name to see the contact details and click on the respective icons to call, send an sms or email the colleague.

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#### Attendance

## Roster

The user will be able to see his/her own roster under My Schedule.





If the user is an Attendance Administrator, the All Schedules tab will be available to view the other employees' schedules.



This allows the user to see his/her own clock-in/out history.



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indicates that the clock-in/out has successfully went through. The indicates that system is having trouble capturing the data. This may happen if The

Resend internet connection is slow or interrupted. You will need to click on the button on the top right to resync the data.

#### Leave

**Apply Leave** 

- this is another way for the user to access to the leave application page. Refer to the steps – How to apply leave.



- will show the user's leave summary as of date.



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Compassionate	3	>
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**Leave History** 

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 $\Box$  - will show the user's leave submission history





Eave Approval

(Recommending Officer). When clicked, it will show any pending requests, as well as the past approvals.





My Calendar - will show the user's personal calendar tracking all submitted leaves. Staff Calendar – will show other colleagues' leaves (based on calendar sharing setting in Configuration).



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#### Payroll

My PaySlip

- will show the recently released payslip.



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Net Pay August 20	19			\$ 6,559.80
Gross Pay	•			\$ 7,793.27
Deduction	s <b>,</b>			\$ 1,233.47
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#### **Pay History**

£) **Pay History** - this will show the payslip history. ③【】\*这9 2019 September + Pay period : 01-30 Sep Gross Pay 8,229.63 Net Pay 6.710.16 August -Pay period : 01-31 Aug Gross Pay Net Pay 7,793.27 6,559.80 July -Pay period : 01-31 Jul Gross Pay 6,429.63 Net Pay 5,196.16 June ـ Pay period : 01-30 Jun Gross Pay Net Pay 5,206.67 4,203.67 The user can choose to download a copy by clicking on the icon. Once the file has Ð. been successfully downloaded, the icon will change to



To view the downloaded file, the user can click on the icon and it will show you a preview of the payslip.

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#### Settings



- this allows the user to perform functions such as logout and customizing the app. When clicked, the user will see the following screen.



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General	
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Dashboard	
Edit Dashboard Widgets Add/remove dashboard widge	t and sort order
Report Issue	
Report Issue Report your issue to our suppo	ort team
JustLogin Pt Version 1.0.3	<b>e Ltd.</b> 3(24)
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Refresh Refresh configuration settings

- allows the user to refresh the app. This is a recommended step when the administrator recently made some modifications to the account settings at the administrative side.



that the the app will stay logged in unless either manually logged out, or when system does a force logout when there's a need to update the app version.



unauthorized access. When setting this, you will be asked to set and confirm the passcode.

Set New Passcode
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Confirm Pa	asscode
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Delete Passcode Delete Personal Passcode

- this will remove or delete the existing passcode.

#### Edit Dashboard Widgets

Add/remove dashboard widget and sort order

- allows the user to customize the app widgets

according to your personal preference.

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To add the widget back, simply click on the

button.

and dragging



Any widget that has been removed will be placed under More Widget.

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÷	Edit Dashboard W	idgets
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•	Upcoming Shift	=
•	My Latest Payslip	=
•	Upcoming Leave	=
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#### **Report Issue**

Report Issue
Report your issue to our support team

Report your issue to our support team - allows the app to collect the information pertaining to the mobile device and send that over to the Support team. When clicked, the app will prompt the user to choose which email app to send the information from.



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Outlook	WhatsApp	Gmail	Bluetooth	
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Once the user chooses the email app, the system will automatically open the email message with the captured error files.

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>	configJSON.json 1 KB	×	
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#### Contacts

Should you require further support on the mobile app, please feel free to contact our Support Team at support@justlogin.com or call us at +65 3129 5281.



