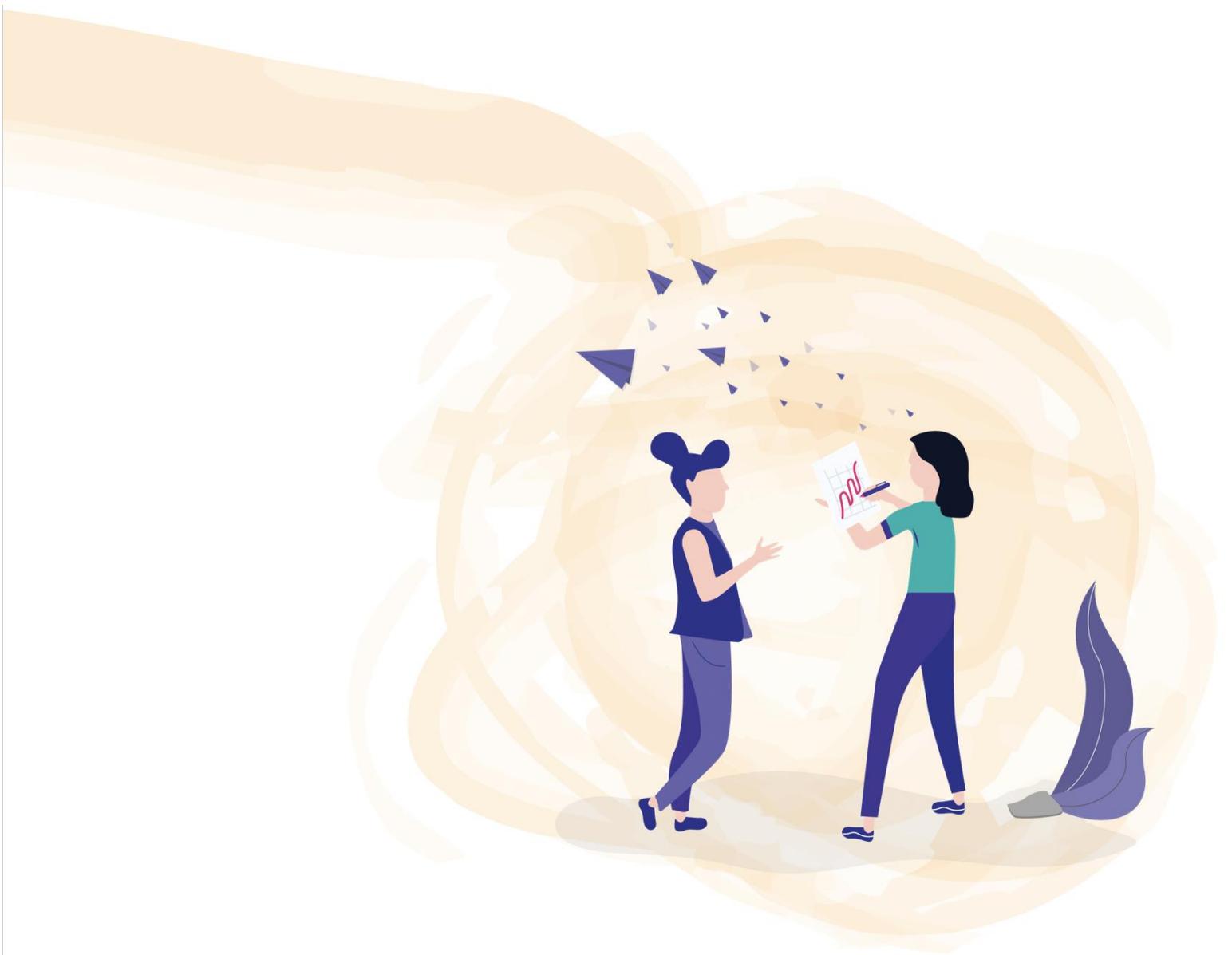




Justlogin Mobile App Guide





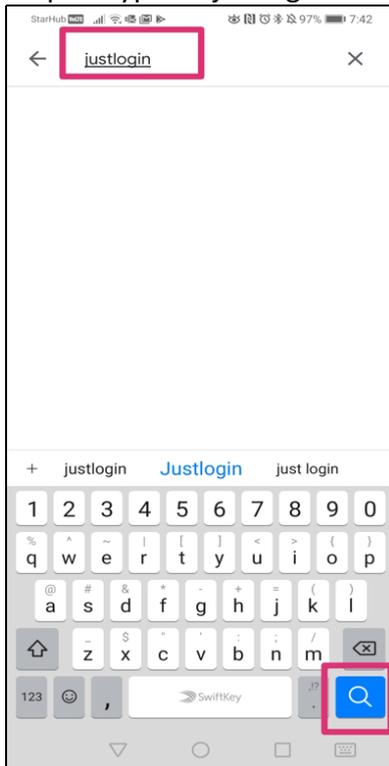
Introduction

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

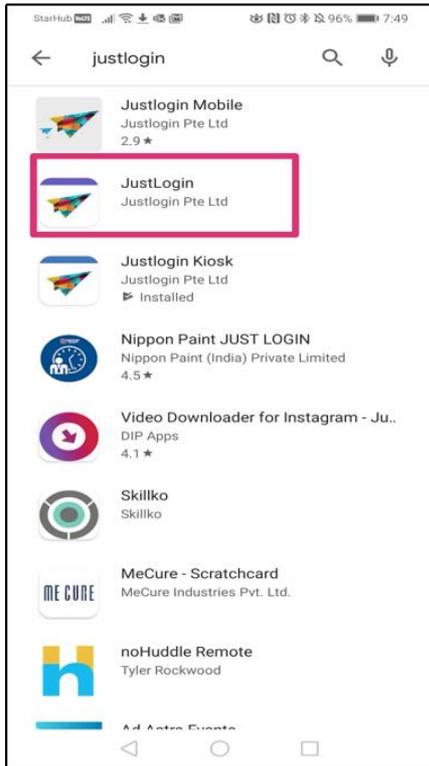
Installing JustLogin Individual App

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

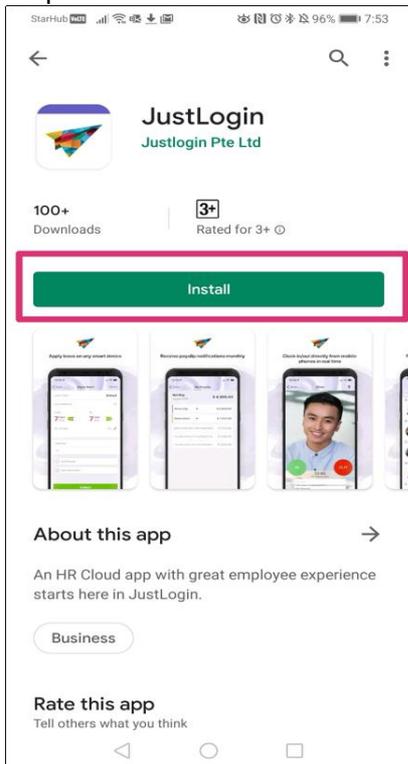
Step 2: Type in 'justlogin' and click search.



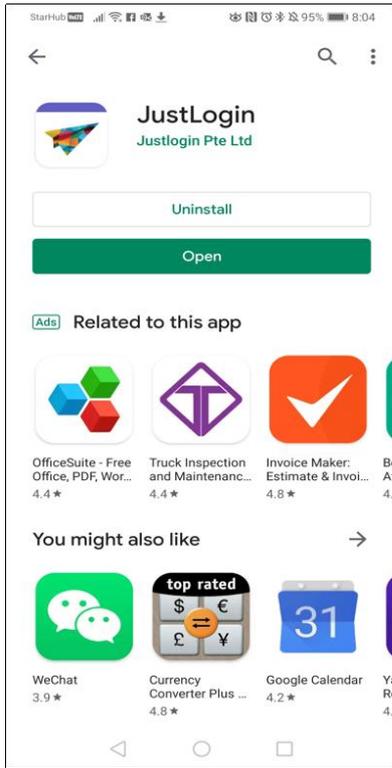
Step 3: Select Justlogin from the search result.



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



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



Justlogin App Dashboard Interface



The screenshot shows the user's profile at the top with the name 'jason'. Below the profile are four main sections:

- ACCUMULATED HOURS:** Shows a total of 193.78 hours. Below this, there are three columns for OT1 (-0.20), OT2 (14.23), and OT3 (0.00).
- LATEST CLOCK-IN/OUT:** A table showing the last two clock-in and out times.

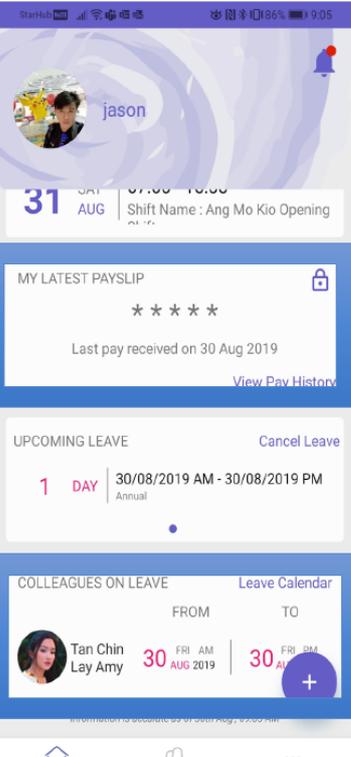
Date	IN	OUT
30/08/2019	08:01	-
22/08/2019	07:20	16:10
- UPCOMING SHIFT:** Shows the next shift as 31 SAT AUG, 07:00 - 16:00, with the shift name 'Ang Mo Kio Opening'. A 'View Roster' link is present.
- MY LATEST PAYSLIP:** Shows a star rating of five stars and a plus icon. Below it, it states 'Last pay received on 30 Aug 2019'.

The bottom navigation bar includes 'Home', 'Contacts', and 'More'.

The amount of working time as well as accumulated OT

The Latest Clock-in/out will show to the user what was the last two clock-in/out timing were

The upcoming shift will show the user what is the next working shift.



This screenshot shows the 'UPCOMING LEAVE' and 'COLLEAGUES ON LEAVE' sections. The 'UPCOMING LEAVE' section shows 1 DAY of Annual leave from 30/08/2019 AM to 30/08/2019 PM, with a 'Cancel Leave' link. The 'COLLEAGUES ON LEAVE' section shows a table of colleagues on leave for 30 AUG 2019.

	FROM	TO
Tan Chin	30 FRI AM	30 FRI PM
Lay Amy	30 AUG 2019	30 AUG 2019

The bottom navigation bar includes 'Home', 'Contacts', and 'More'.

My latest payslip allows the user to see their pay. User can click on **View Pay History** to see past payslips

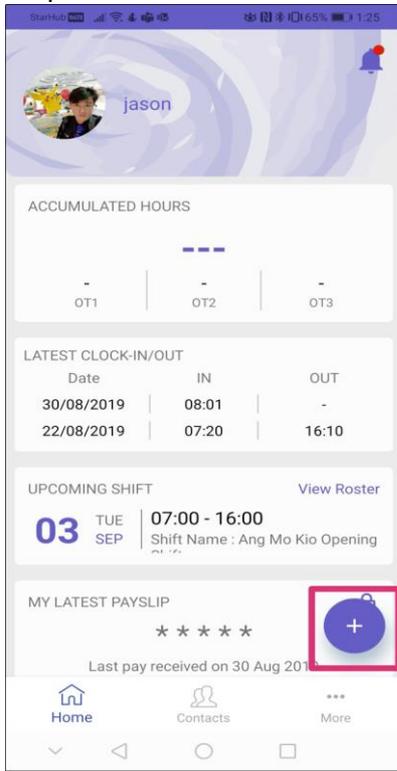
Upcoming leave will list the user's leave and if the user wish to, he/she can **Cancel Leave** if the administrator permit the user to cancel.

The dashboard will display colleagues who are on leave on that day. The maximum display is 2 colleagues and are sorted by alphabetical order

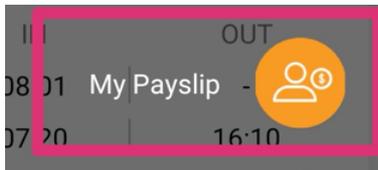
How to view payslip

Users can access their payslip through the mobile app.

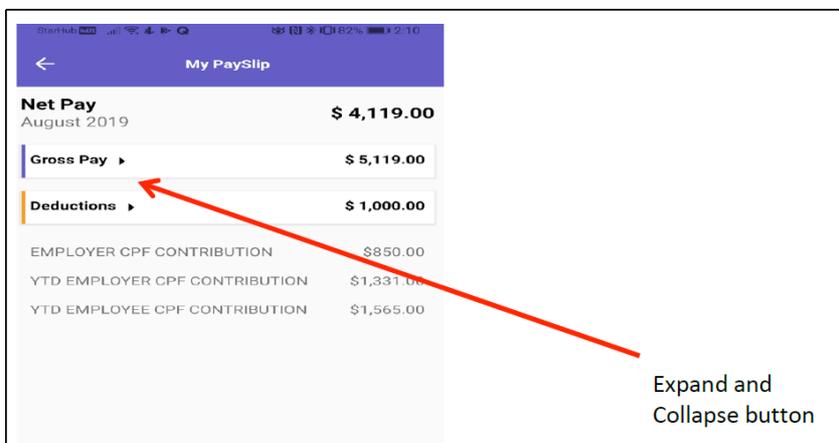
Step 1: Click on the + button from the Home dashboard.



Step 2: Click on My Payslip.

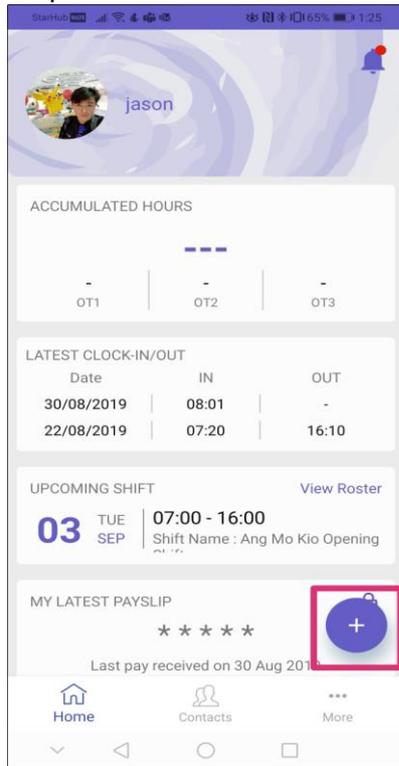


Step 3: The following screen will appear. To see more details, click on the expand and collapse button



How to apply leave

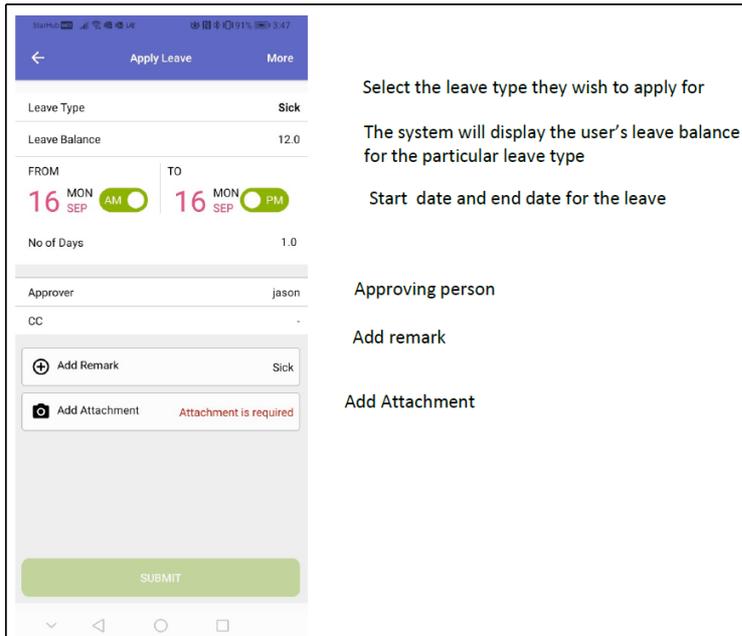
Step 1: Click on the + button from dashboard.



Step 2: Click on Apply Leave.



Step 3: The following screen appear:



Select the leave type they wish to apply for

The system will display the user's leave balance for the particular leave type

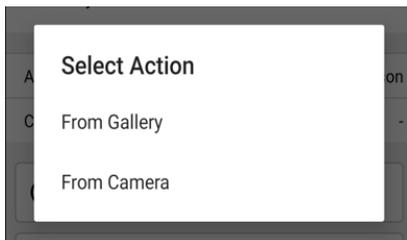
Start date and end date for the leave

Approving person

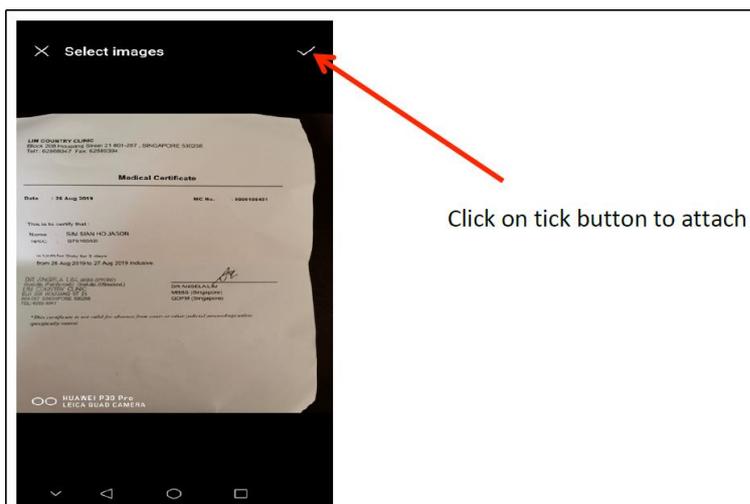
Add remark

Add Attachment

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

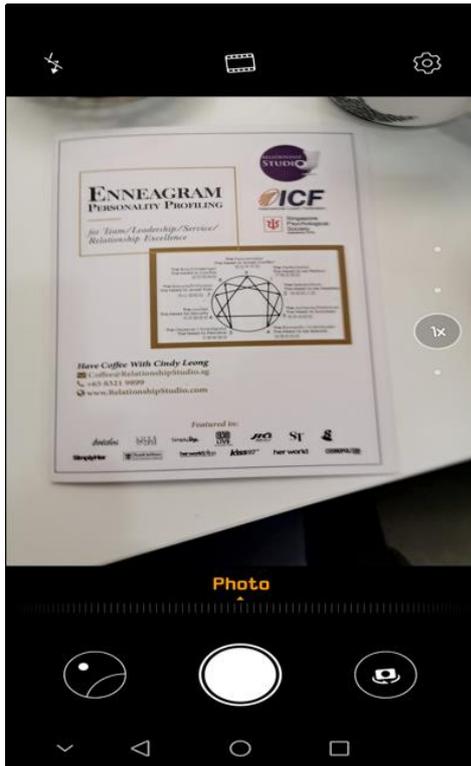


Step 5: If from Gallery, go to the folder to select the file and then click on the check mark to attach it. The screen may defer depending on the device model you are using.

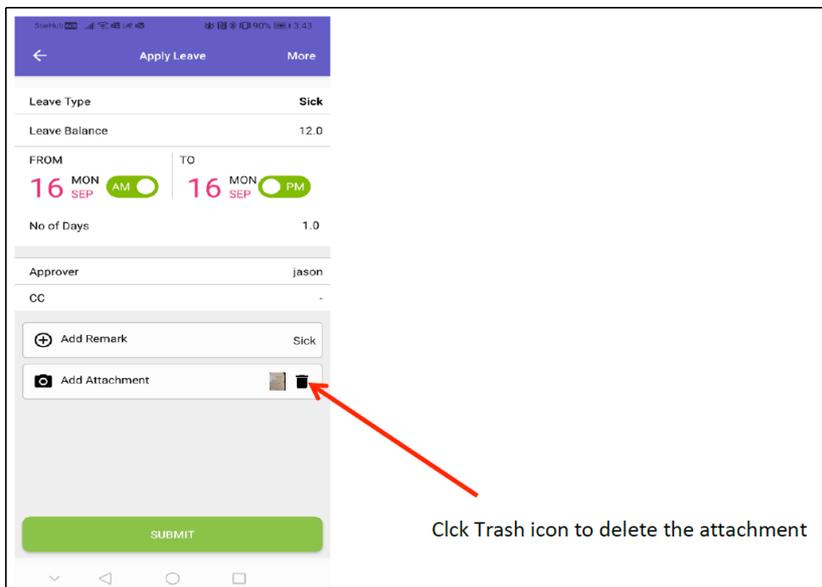


Click on tick button to attach

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.

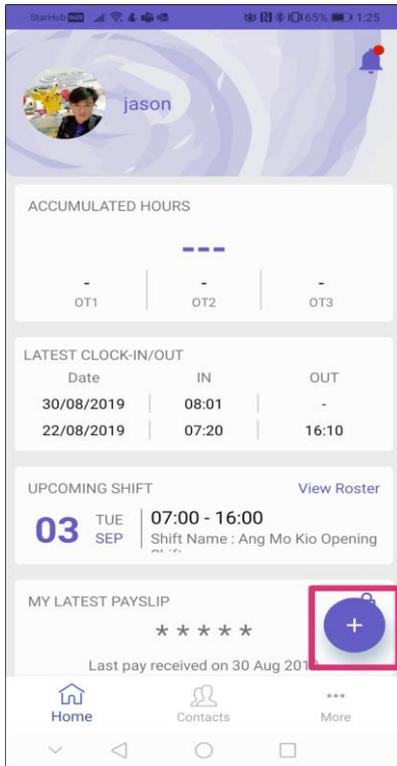


Step 9: Click on Submit to proceed with the leave submission.

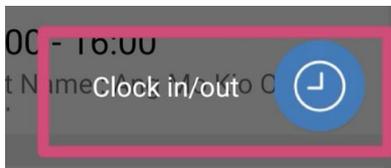


How to clock in/out from the App

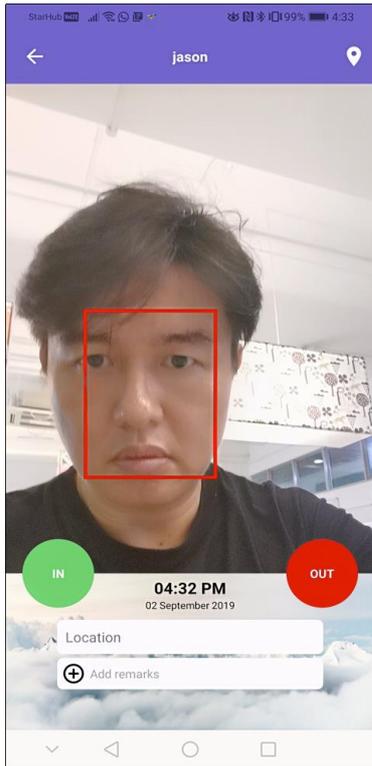
Step 1: From the dashboard, click on the + button.



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

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.

Step 7: (Optional) If your company requires the user to enter a remark, you may do so on the field.

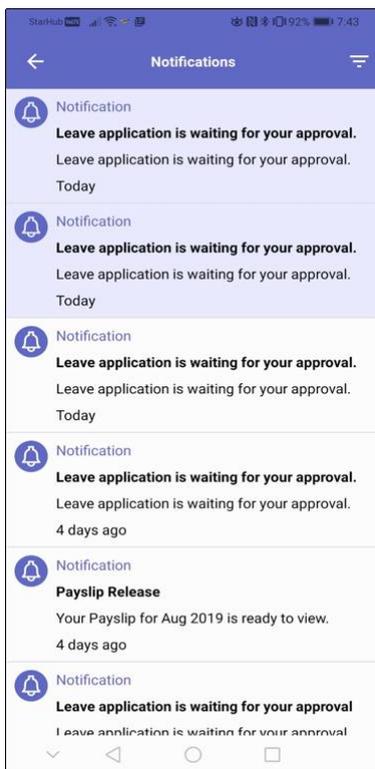
Notification icon

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  icon 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.



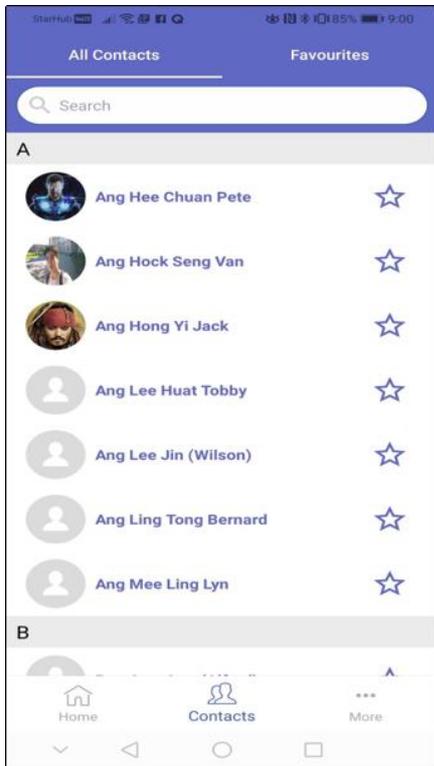
Menu Buttons



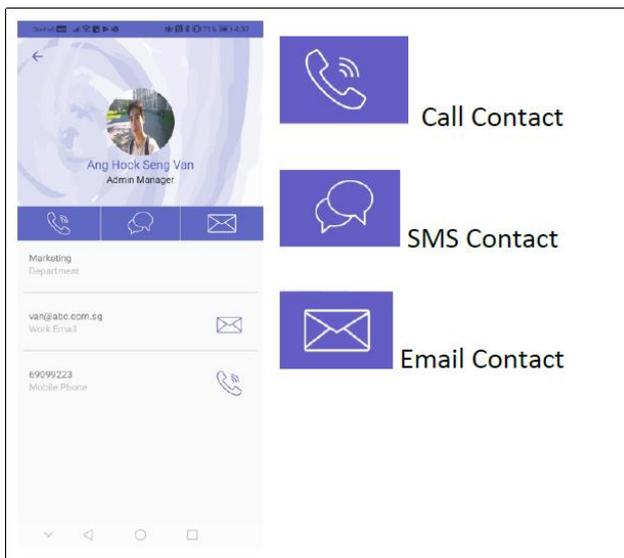
- is the app dashboard.



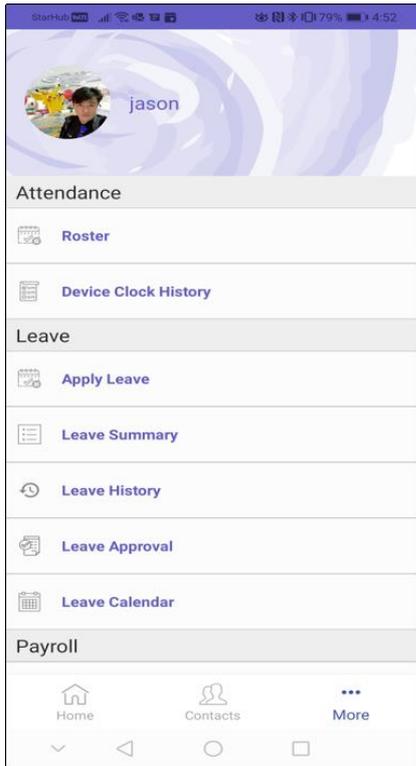
- will show the employees list with their corresponding contact information (based on Company Directory setting).



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.



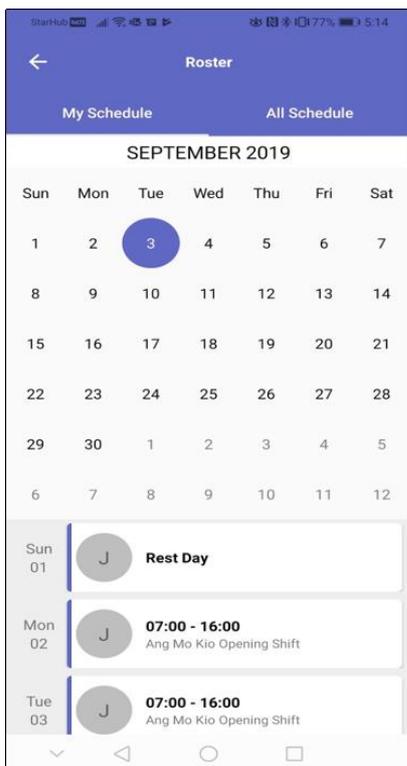
- additional sections



Attendance

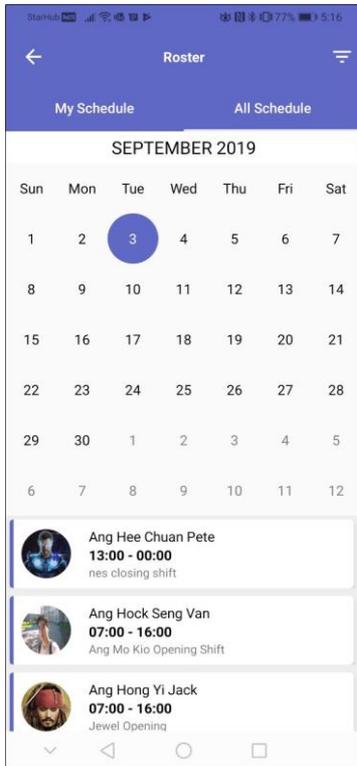


The user will be able to see his/her own roster under My Schedule.

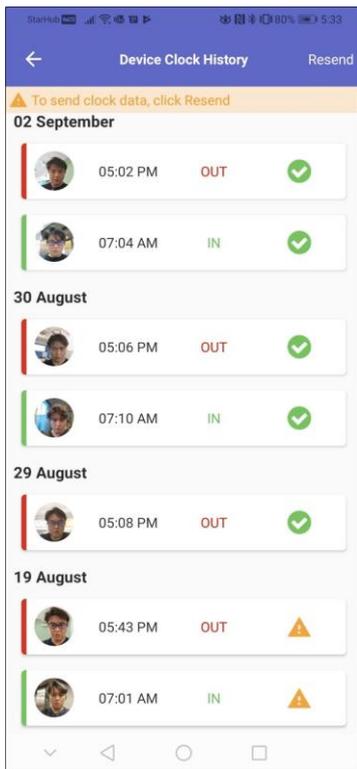




If the user is an Attendance Administrator, the All Schedules tab will be available to view the other employees' schedules.



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



The  indicates that the clock-in/out has successfully went through.



The  indicates that system is having trouble capturing the data. This may happen if internet connection is slow or interrupted. You will need to click on the  button on the top right to resync the data.

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.

StartHub 95% 7:34

← Leave Summary

Leave Type	Balance
Annual	15 >
Annual (Brought Forward)	0 >
Birthday Leave	1 >
<input checked="" type="radio"/> Compassionate	3 >
Hospital	46 >
<input checked="" type="radio"/> In Camp Training	0 >
Management Black Out Leave	2 >
No Pay	200 >
OIL	0 >
<input checked="" type="radio"/> Per Incident	

Leave History

- will show the user's leave submission history

StartHub 94% 7:35

← Leave History

Pending Status All Status

Annual
07 Aug 2019 (AM) - 07 Aug 2019 (PM)

StartHub 94% 7:35

← Leave History

Pending Status All Status

Sick
16 Sep 2019 (AM) - 16 Sep 2019 (PM)
REJECTED

Annual
30 Aug 2019 (AM) - 30 Aug 2019 (PM)
APPROVED

Annual
28 Aug 2019 (AM) - 29 Aug 2019 (PM)
CANCELLED

Annual
14 Aug 2019 (AM) - 14 Aug 2019 (PM)
CANCELLED

Annual
25 Jun 2019 (AM) - 25 Jun 2019 (PM)
APPROVED

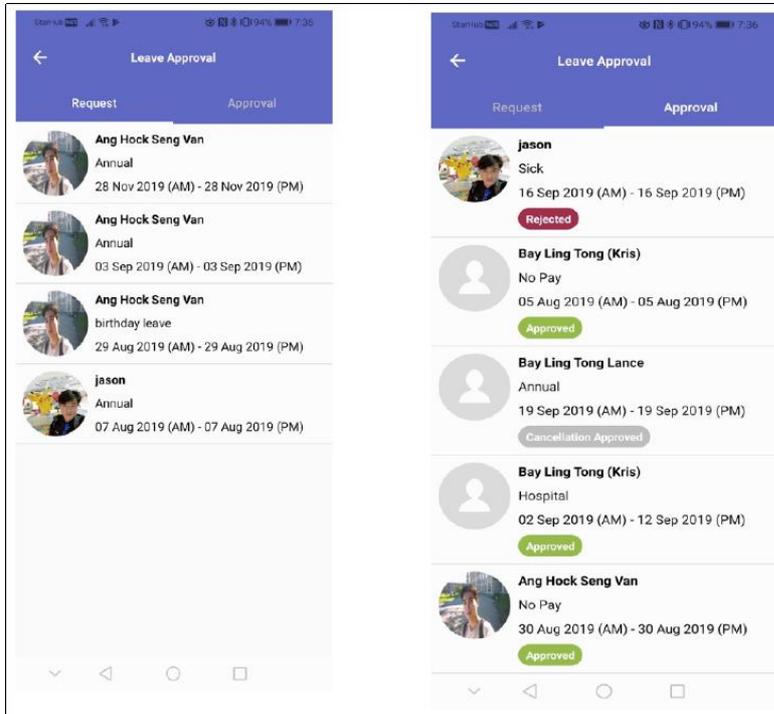
Annual
13 Jun 2019 (AM) - 13 Jun 2019 (PM)
APPROVED

Annual



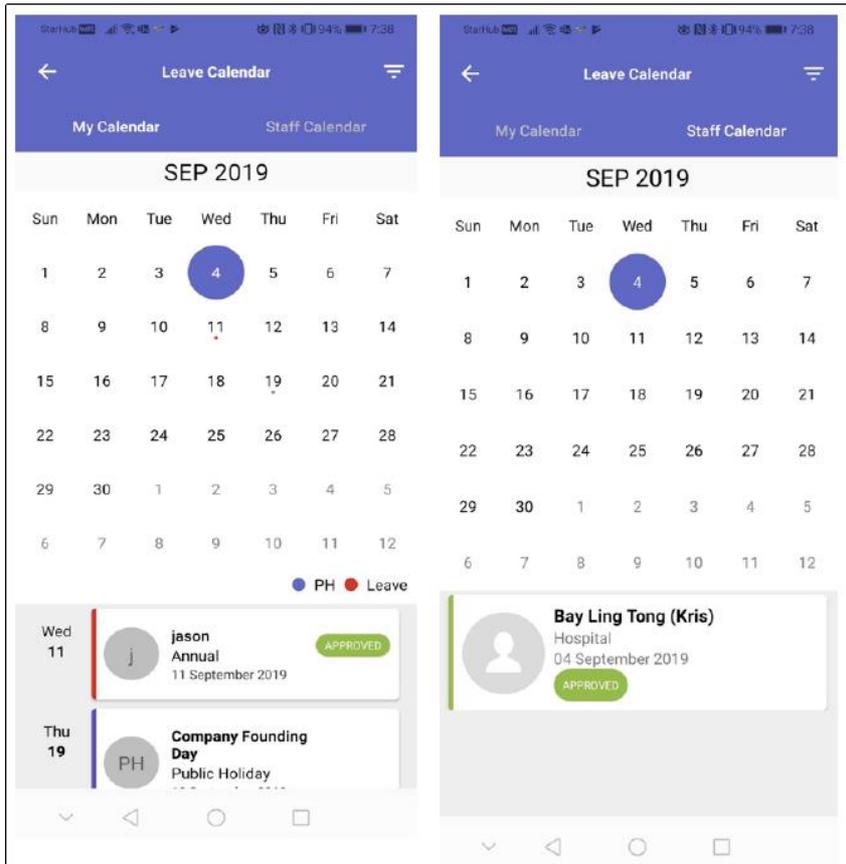
Leave Approval

- is only visible if the user is an AO (Approving Officer) or a RO (Recommending Officer). When clicked, it will show any pending requests, as well as the past approvals.



Leave Calendar

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).

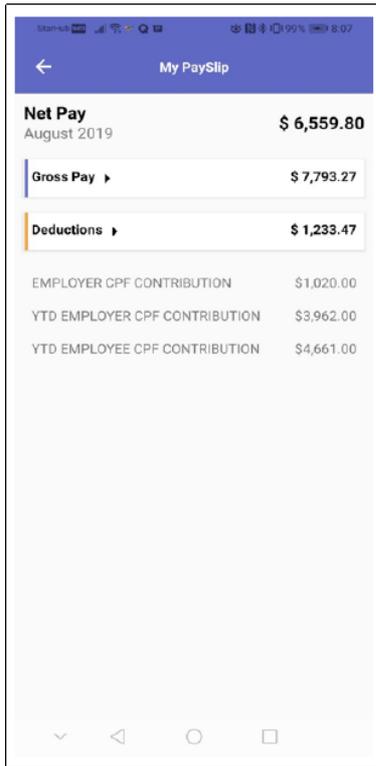


Payroll



My PaySlip

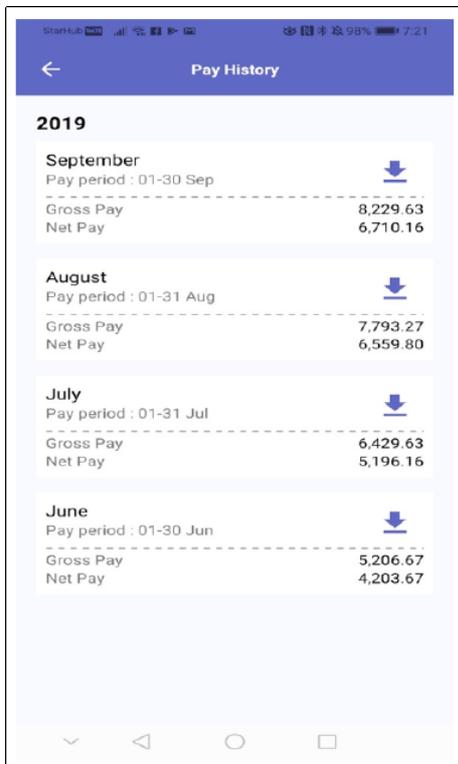
- will show the recently released payslip.



Pay History

 [Pay History](#)

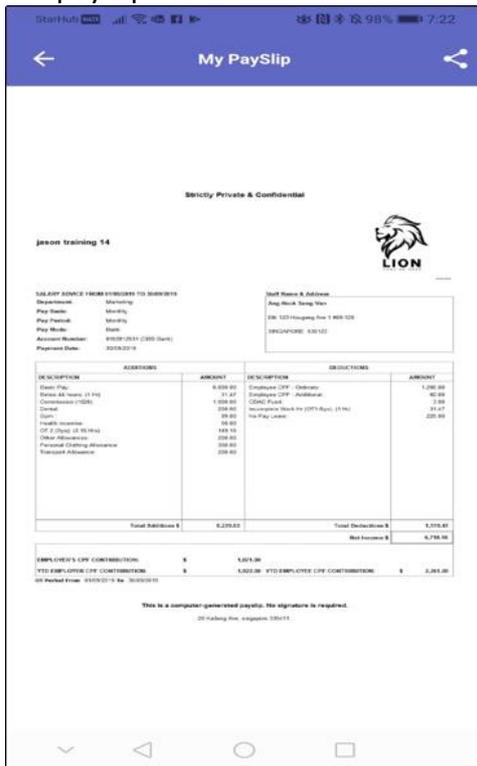
- this will show the payslip history.



The user can choose to download a copy by clicking on the  icon. Once the file has

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.

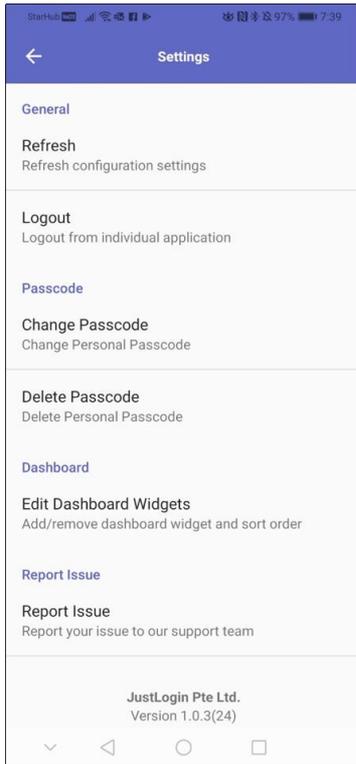


You can email or share the file by clicking on the button.

Settings



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



Refresh
Refresh configuration settings

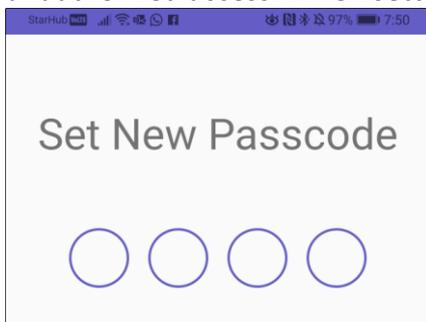
- allows the user to refresh the app. This is a recommended step when the administrator recently made some modifications to the account settings at the administrative side.

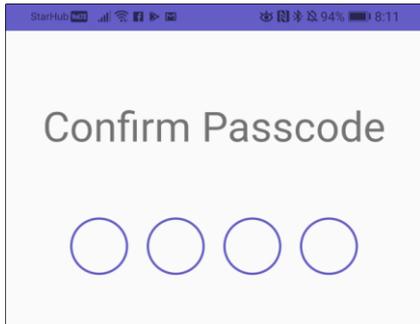
Logout
Logout from individual application

- this allows the user to log out of the mobile app. Please note 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.

Change Passcode
Change Personal Passcode

- this will allow the user to assign a pin code to the app to prevent unauthorized access. When setting this, you will be asked to set and confirm the passcode.



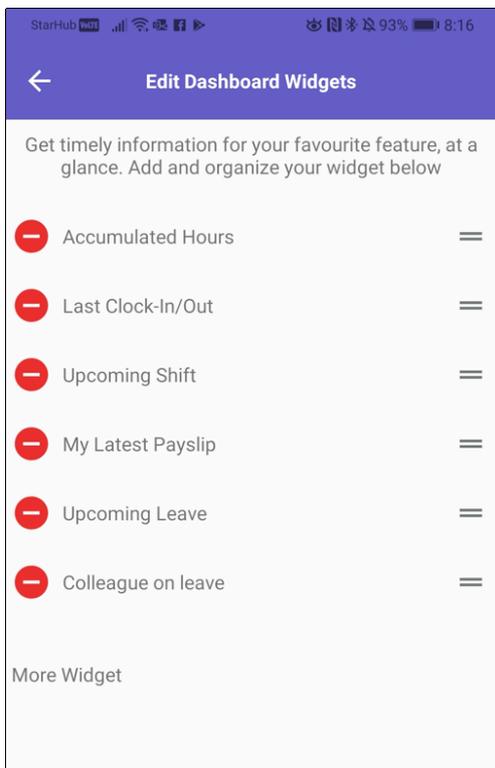


Delete Passcode
Delete Personal Passcode

- 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.

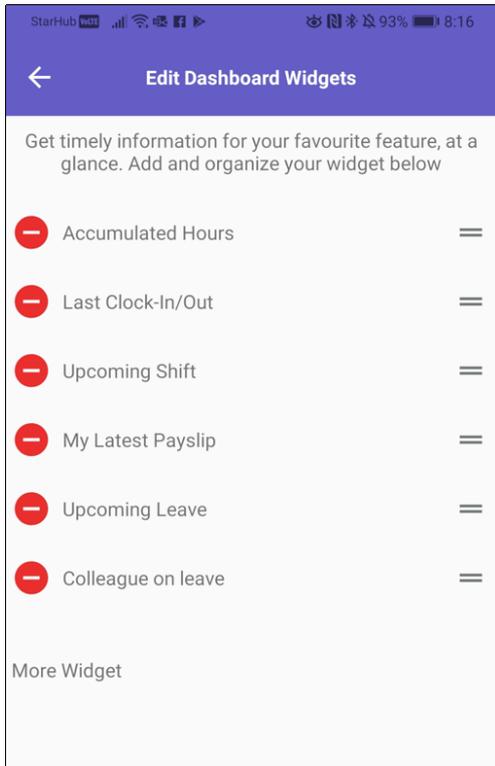


To remove a particular item (widget) the user can click on the  and then the  will appear.

To reorder the widget, the user can change the sequence by clicking  and dragging the widget to your preferred sequence order.

To add the widget back, simply click on the  button.

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

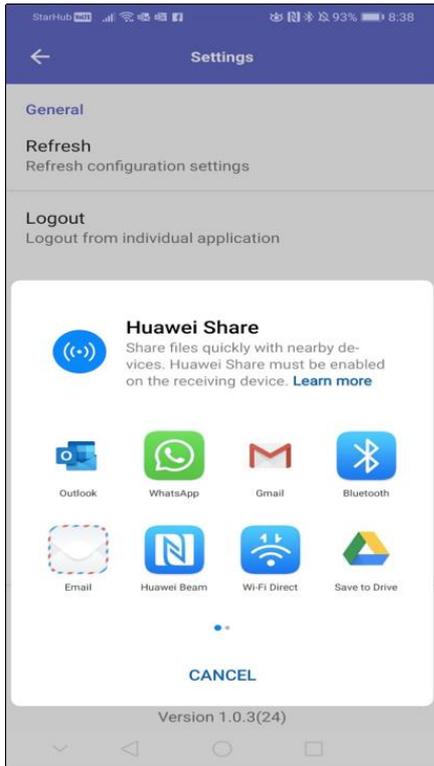


Report Issue

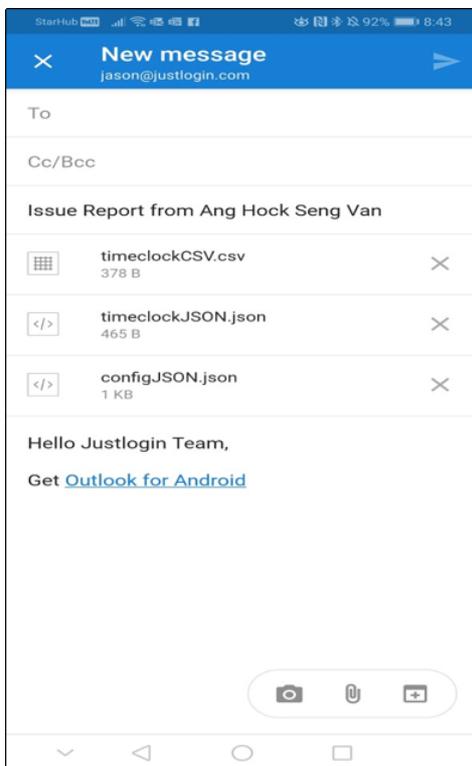
Report Issue

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.



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



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.



