



eStaff

Administrator

Version 2





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Administrator Portion

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eStaff Setup





eStaff Setup > Personal Profile

Personal Profile allows administrator to set what the users can do in updating of their profile information

Personal Profile Management

	View	Edit	Add	Delete
Personal Particulars	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dependent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Education Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Training Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Skill Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Language Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document Upload	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Alert eStaff Admin for staff personal information changes (?)

Save

Legend:
Checked - Allow
Uncheck - Disallow
View Column - Allow or disallow users to view the information
Edit Column - Allow or disallow users to edit existing information
Add Column - Allow or disallow users to add new information
Delete Column - Allows or disallow users to remove the information

Note: When checked would allow you as the administrator to be informed when users change any information



eStaff Setup > Profile Setup

Profile Setup allows administrator to create additional administrative profile with lesser right. Example an IT administrator that just needs to create user but not able to see any information of the staff.

The screenshot shows the eStaff Profile Setup interface. At the top, there are navigation tabs for eForm, eLeave, eTimeclock, eAdmin, eStaff (selected), ePayroll, and eBenefit. Below these are sub-tabs for My Information, eStaff Admin, eStaff Setup, and Report. A secondary navigation bar contains icons for Personal Profile, Profile Setup, Company Setup, Reminder Setup, Import, Training Budget, Training Setup, and Letter Template. The main content area is titled 'Profile Setup' and includes a 'Profile Management' sub-tab. A table with columns 'Profile Name' and 'Description' is visible, with an 'Add' button below it. Two red callouts with arrows point to the 'Profile Setup' link in the secondary navigation bar and the 'Add' button. The first callout says 'Step 1: Click on Profile Setup' and the second says 'Step 2: Click on Add to add new Profile'. At the bottom, there are links for Help, Contact Us, FAQ, and Logout, along with the Ask justlogin chat widget and a copyright notice for JustLogin Pte Ltd.



eStaff Setup > Profile Setup

Profile Setup

Profile Management

[New Profile Setting](#) > [Module Setting](#) > [Staff-View Setting](#)

Please enter required information for new profile

Profile's Name:

Profile's Description:

Please select an option to create new profile

I would like to setup a new profile base on existing profile (Recommended)
Base on profile

I would like to setup a new profile from scratch (Advanced User)

Step 1: Provide profile name

Step 2: Enter a profile description

Step 3: Setup a profile from scratch

Step 4: Click on Confirm to begin



eStaff Setup – Profile Setup

The screenshot shows the 'Profile Setup' page for the 'IT Department'. The interface is divided into several sections with various settings:

- For Department:** A dropdown menu with options: Finance (), Team Alpha (), HR (), and (No Department) (). A red box labeled 'Setup department related setting' points to this dropdown.
- For Grade:** A dropdown menu.
- My Information:** A checkbox 'This Module Set by default' is checked.
- eStaff Admin:** A checkbox 'User Admin (Allow user to create/modify user accounts), this role can only be assigned by eAdmin (i.e. Super User)' is checked. A red box labeled 'eStaff Admin rights' points to this checkbox.
- eStaff Setup:** A list of checkboxes for various setup options, including 'Profile Setup', 'Company Setup', 'Personal Profile', 'Reminder Setup', 'Import', 'Training Budget', 'Letter Template', and 'Training Setup'. A red box labeled 'eStaff Setup rights' points to this section.
- Report:** A list of checkboxes for 'Detail Report' and 'Custom Report'. A red box labeled 'Report rights' points to this section.

A red box labeled 'Note: All the rights are not mandatory. It depends on the rights in which you wishes to assign.' is located on the right side of the page.

A red box labeled 'Click on Next to proceed to the next setup page' points to the 'Next' button at the bottom of the page.



eStaff Setup – Profile Setup

Welcome, jason. | My Role | Help | FAQ | Justlogin Express

eForm | eLeave | eTimeclock | eAdmin | **eStaff** | ePayroll | eBenefit

Profile Setup

Profile Management

New Profile Setting > Module Setting > **Staff-View Setting**

Module setting of profile **IT Department**

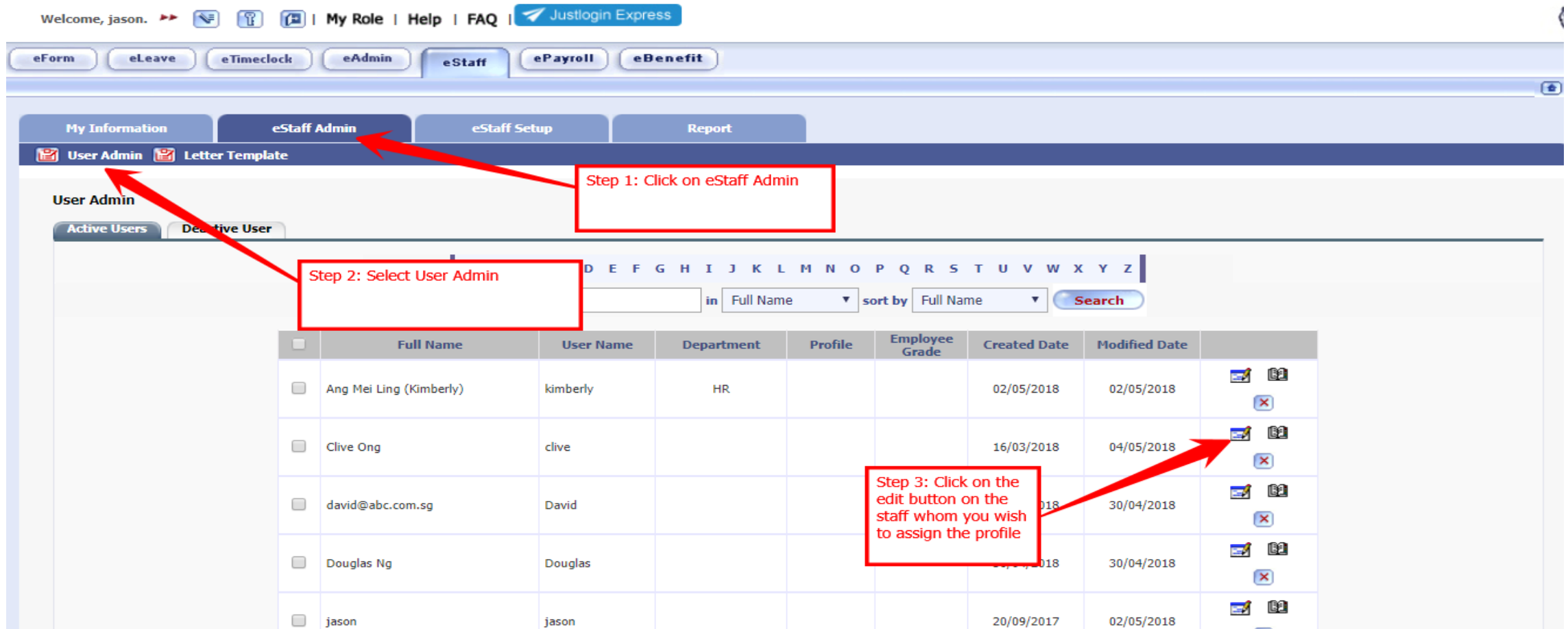
	View	Edit	Add	Delete
Personal Particulars	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Contact	<input type="checkbox"/>	<input type="checkbox"/>		
Address	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education Info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Upload	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Back Finish

Stipulate the right of the person. In this example, I just want the IT to create the users but unable to do anything more



eStaff Setup – Assigning Profile



Welcome, jason. | My Role | Help | FAQ | Justlogin Express

eForm | eLeave | eTimeclock | eAdmin | **eStaff** | ePayroll | eBenefit

My Information | **eStaff Admin** | eStaff Setup | Report

User Admin | Letter Template











User Admin

Active Users | Deactive User

Step 1: Click on eStaff Admin

Step 2: Select User Admin

Step 3: Click on the edit button on the staff whom you wish to assign the profile

	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR			02/05/2018	02/05/2018	 
<input type="checkbox"/>	Clive Ong	clive				16/03/2018	04/05/2018	 
<input type="checkbox"/>	david@abc.com.sg	David				01/05/2018	30/04/2018	 
<input type="checkbox"/>	Douglas Ng	Douglas				01/05/2018	30/04/2018	 
<input type="checkbox"/>	jason	jason				20/09/2017	02/05/2018	 





eStaff Setup – Assigning Profile

Welcome, jason. | My Role | Help | FAQ | Justlogin Express

eForm | eLeave | eTimeclock | eAdmin | **eStaff** | ePayroll | eBenefit

My Information | **eStaff Admin** | eStaff Setup | Report

User Admin | Letter Template

User Admin

Active Users | Deactive User

All * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search For in Full Name sort by Full Name Search

<input type="checkbox"/>	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR			02/05/2018	02/05/2018	
<input type="checkbox"/>	<input type="text" value="Clive Ong"/>	clive	<input type="text"/>	<input type="text" value="IT Department"/>	<input type="text"/>			

Step 5: Click on the Save button to save the assignment.

Step 4: Click on the Profile column. Select the profile you wish to assign



eStaff Setup > Company Setup Department setup

To add a new department, follow the steps below

The screenshot shows the eStaff Setup interface. The top navigation bar includes 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Below this, a secondary bar contains various setup options: 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The 'Company Setup' section is active, with sub-tabs for 'Department Management', 'Designation Management', 'Job Grade Management', 'Skill Management', 'Certification Management', 'Employee Grade Management', and 'Configuration'. The 'Department Management' tab is selected, displaying a table with the following data:

<input type="checkbox"/>	Department Code	Department Name		
<input type="checkbox"/>		Finance		
<input type="checkbox"/>		Team Alpha		
<input type="checkbox"/>		HR		

Below the table are 'Add' and 'Delete' buttons. Red annotations indicate the following steps:

- Step 1: Click on Company Setup (pointing to the 'Company Setup' menu item)
- Step 2: Select Department Management (pointing to the 'Department Management' sub-tab)
- Step 3: To add a new Department, click on Add (pointing to the 'Add' button)

Note: Designation, Job Grade Management, Skill, Certification Management and Employee Grade are done exactly in the same manner.





eStaff Setup > Company Setup Department setup

To add a new department, follow the steps below

The screenshot shows the 'eStaff Setup' interface with the 'Company Setup' section active. The 'Department Management' tab is selected, displaying a table of existing departments and a form to add a new one. Red boxes and arrows highlight the following steps:

- Step 4:** Enter the department code (points to the 'Sales' input field).
- Step 5:** Enter the department name (points to the 'Sales' input field).
- Step 6:** Click on the save to save department name (points to the save icon).

<input type="checkbox"/>	Department Code	Department Name		
<input type="checkbox"/>		Finance		
<input type="checkbox"/>		Team Alpha		
<input type="checkbox"/>		HR		
	<input type="text" value="Sales"/>	<input type="text" value="Sales"/>		

Add





eStaff Setup > Company Setup

Edit Department information

To edit an existing department, follow the steps below

Personal Profile Profile Setup Company Setup Reminder Setup Import Training Budget Training Setup Letter Template

Company Setup

Department Management Designation Management Job Grade Management Skill Management Certification Management Employee Grade Management Configuration

<input type="checkbox"/>	Department Code	Department Name	
<input type="checkbox"/>		Finance	
<input type="checkbox"/>	Sales	Sales	
<input type="checkbox"/>		<input type="text" value="Team Alpha"/>	
<input type="checkbox"/>		HR	

Step 1: Click on the Edit button

Step 2: Edit the information according

Step 3: Once done, click on the save button to save the changes made.

Add Delete





eStaff Setup > Company Setup Configuration

The screenshot shows the 'eStaff Setup' configuration page. At the top, there are navigation tabs for 'eForm', 'eLeave', 'eTimeclock', 'eAdmin', 'eStaff', 'ePayroll', and 'eBenefit'. Below these are sub-tabs for 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. A secondary menu includes 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The main content area is titled 'Company Setup' and contains sub-tabs for 'Department Management', 'Designation Management', 'Job Grade Management', 'Skill Management', 'Certification Management', 'Employee Grade Management', and 'Configuration'. The 'Configuration' sub-tab is active, showing the 'Employee ID Configuration' section. This section has two rows: 'Allow Employee ID Auto Increment' with radio buttons for 'Yes' (selected) and 'No', and 'Employee ID Starting Number' with a text input field containing '10'. A 'Save' button is at the bottom. Three red callout boxes with arrows point to specific elements: 'Step 1: Click on Configuration' points to the 'Configuration' sub-tab; 'Step 2: State whether to enable Allow Employee ID Auto Increment' points to the 'Yes' radio button; 'Step 3 (optional): if you had already assigned employee id to some staff, you can indicate next number in which the system will assign when a new user is created' points to the 'Employee ID Starting Number' input field.





eStaff Setup > Reminder Setup

Reminder is useful in helping one remember important dates such as Work Pass Expiration date or Birthday.

The screenshot shows the eStaff Reminder Setup interface. At the top, there are navigation tabs for eForm, eLeave, eTimeclock, eAdmin, eStaff, ePayroll, and eBenefit. Below these are sub-tabs for My Information, eStaff Admin, eStaff Setup, and Report. The eStaff Setup sub-tab is active, showing a list of options: Personal Profile, Profile Setup, Company Setup, Reminder Setup, Import, Training Budget, Training Setup, and Letter Template. The Reminder Setup option is highlighted with a red box and a red arrow pointing to it, with a callout box that says "Step 1: Click on Reminder Setup". Below this, there are four sub-tabs: Active Reminder, Deactive Reminder, Variables, and Email Setup. The Active Reminder sub-tab is selected, showing a table with three rows of reminders. Each row has a delete icon (X) to its right. Below the table is an "Add" button, which is highlighted with a red box and a red arrow, with a callout box that says "Step 2: Click on Add to add a new reminder".

Title	Subject	
Staff last day reminder	Today is %FullName's last day	
Birth Day Greeting	Happy BirthDay %FullName	
Confirmation Reminder	Confirmation of %FullName	





eStaff Setup > Reminder Setup

The screenshot shows the 'Reminder Setup' page in the eStaff system. The page has a navigation bar at the top with tabs for 'eForm', 'eLeave', 'eTimeclock', 'eAdmin', 'eStaff', 'ePayroll', and 'eBenefit'. Below this is a sub-navigation bar with 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. A secondary bar contains links for 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The main content area is titled 'Reminder Setup' and has sub-tabs for 'Active Reminder', 'Deactive Reminder', 'Variables', and 'Email Setup'. The 'Active Reminder' tab is selected.

Reminder's Information

- Title:** WP Expiration
- Subject:** Work Permit Expiration Alert
- Body:** Hi, please be informed that the following staff(s), %FullName work permit is about to expire in 3 months time

Reminder's Condition

- Days:** 90
- Condition:** Before
- Base On:** [Please Select] (dropdown menu open showing: [Please Select], Join Date, Confirmation, Cessation, PRDate, DOB, Work Permit Expiry Date, Certification End Date)
- Send to:** Staff, eStaff Admin, eMail
- Send reminder yearly:**

Callouts:

- Step 3:** Enter the Reminder Title (points to the Title field)
- Step 4:** Enter the Subject in which would be reflected in the email (points to the Subject field)
- Step 5:** Enter the Body text which would appear in the email (points to the Body text area)
- Must ensure that the correct Variables name is used. It is CASE SENSITIVE. The Variable names can be extract from the Variables tab** (points to the %FullName variable in the body text)
- Step 6:** Enter the duration in which it will trigger the reminder (points to the Days field)
- Step 7:** Enter the trigger such as Work Permit Expiry Date (points to the Base On dropdown menu)
- Step 8 (optional):** Wish for annual event such as Birthday (points to the Send reminder yearly checkbox)
- Step 9:** To whom you want to send the reminder to (points to the Send to checkboxes)
- Step 10:** Save configuration (points to the Save button)





eStaff Setup > Reminder Setup Variable Page

The Variables list is a list of keyword in which eStaff used as a trigger. Please note that it is case sensitive and must ensure that there is % to state this is a keyword.

Variable Name	Variable Desc
%FullName	Full Name
%BirthDay	BirthDay
%JoinDate	Join Date
%ConfirmDate	Confirm Date
%ProbationPeriod	Probation Period
%CessationDate	Cessation Date
%Position	Position
%Department	Department
%CompanyName	Company Name
%WorkPermitExpiryDate	Work Permit Expiry Date
%CertificationEndDate	Certification End Date
%CertificationDesc	Certification Name





eStaff Setup > Email Setup Page

The Email Setup allows you to change the name and email in which the staff when receiving a triggered reminder from eStaff will see.

The screenshot shows the 'eStaff Setup' interface. The top navigation bar includes 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Below this is a secondary menu with 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The 'Reminder Setup' section is active, with sub-tabs for 'Active Reminder', 'Deactive Reminder', 'Variables', and 'Email Setup'. The 'Email Setup' tab contains two input fields: 'From Name' (with the value 'eStaffAdmin') and 'From Email Address' (with the value 'eStaffAdmin@JustLogin.Com'). A 'Save' button is located at the bottom right of the form. Five red boxes with arrows point to specific elements, each with a step number:

- Step 1:** Click on Reminder Setup (points to the 'Reminder Setup' menu item).
- Step 2:** Click on Email Setup (points to the 'Email Setup' sub-tab).
- Step 3:** If you want you can change the From Name. From Name is the name the staff will see when they received a triggered reminder from eStaff (points to the 'From Name' input field).
- Step 4:** If you want you can change the From Email Address. From Email Address is the email address that the staff will see when they received a triggered reminder from eStaff (points to the 'From Email Address' input field).
- Step 5:** If you made any changes, remember to click the Save changes to save the configuration (points to the 'Save' button).

The bottom of the page features a footer with 'Help | Contact Us | FAQ | Logout'.





eStaff Setup > Import

Import

Import User

1. Import only accepts CSV (Comma-separated values) file format(.csv).
2. Department ID must already exist in the system. (If the data contains department)
3. Gender must be one of these options : 'Male' or 'Female'.
4. Marital Status must be one of system-defined options. (?)
5. Nationality must be one of system-defined options.
6. Race must be one of system-defined options. (?)
7. Religion must be one of system-defined options. (?)
8. Residency -PR Type must be either 'Full' or 'Graduated'.
9. The CSV file to be imported must have the following header row:
 - User ID (mandatory)
 - Full Name (mandatory)
 - Password (mandatory)
 - Work Email (mandatory)
 - NRIC
 - FIN
 - Employee ID
 - Department
 - Work Phone
 - Mobile Phone
 - Home Phone
 - Personal Email
 - Date of Birth
 - Gender
 - Marial Status
 - Nationality
 - Race
 - Religion
 - Join Date
 - Residency Type
 - Residency -PR Type
 - Residency -PR Start
 - Residency -PR End
10. If you select 'Insert New Users' option, the User ID must NOT already exist in the system.
11. If you select 'Update User Data' option, the User ID must already exist in the system.
12. Only the mapped fields will be saved into the system.

Action Type Insert New Users Update User Data

Click [here](#) to download template

Please select the data file that you would like to upload by clicking the button:

No file chosen

Able to create new accounts and update the details using import function here. Good for mass accounts creation / updates.

Download the template (in csv format) and upload it here.





eStaff Setup > Training Budget

Training Budget allows you to allocate training budget for each staff. It also allows you to monitor as well as set a limit to the budget. Once the budget has been reached, the staff will not be able to take up any additional courses unless you increase the budget in this page.

The screenshot shows the 'Training Budget' page in the eStaff Admin interface. The page has a navigation bar with tabs for 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Under 'eStaff Setup', there are sub-tabs: 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The 'Training Budget' tab is active. Below the navigation bar, there is a 'Year' dropdown set to '2016' and an alphabetical index 'All * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A search bar is present with 'Search For' and 'in Full Name' dropdown, and a 'Search' button. The main content area contains a table with the following data:

Full Name	User Name	Department	Budget	Consumed
Cecilia Training	admin	Human Resource	1000	500
Choo Mee Ying Kelly	Kelly	Marketing	1000	0
Daniel Lee	Daniel	IT	1000	0
Khoo Jin Da Kenneth	Kenneth	Sales	1000	0
Kim Dong Hee Dominic	Dominic	Sales	1000	0
Lim Tse Hoon	Tsehoon	Sales	1000	0
Rebecca Testing	Rebecca	Finance	1000	0
Tan Jian Hui	Jianhui	Sales	1000	0
Test Account	Test_acc	IT	0	0

At the bottom of the page, there is a 'Save' button. Three red callout boxes provide instructions: 'Step 1: Click on Training Budget' points to the 'Training Budget' tab; 'Step 2: Enter the Budget given to each staff for training purposes' points to the 'Budget' column; and 'Step 3: Click on Save to save the allocation' points to the 'Save' button. A fourth callout box states 'The Consumed column will indicate how much the staff utilized for training' pointing to the 'Consumed' column.





eStaff Setup > Training Setup

Training Setup is especially useful for you to create trainings in which your staff can sign up for.

Step 1: Click on Training Setup





eStaff Setup > Training Setup

The screenshot shows the 'eStaff Setup' section of the application. The 'Training Setup' sub-section is active, with the 'Training Types' tab selected. A form is visible with the text 'Train-the-Trainer' entered in the 'Training Type' field. Below the form is an 'Add' button. Five red callout boxes provide instructions: 'Step 2: Click on Training Types' points to the 'Training Types' tab; 'Step 3: Click on Add button' points to the 'Add' button; 'Step 4: Enter the Training Title' points to the text input field; 'Step 5: Click on this to save the course you have created' points to a save icon; and another callout points to the 'Training Types' tab area.

Navigation: eForm | eLeave | eTimeclock | eAdmin | **eStaff** | ePayroll | eBenefit

Sub-sections: My Information | eStaff Admin | **eStaff Setup** | Report

Tools: Personal Profile | Profile Setup | Company Setup | Reminder Setup | Import | Training Budget | Training Setup | Letter Template

Training Setup

Course Library | Add New Course | Manage Course Provider | Add New Course Provider | **Training Types**

Training Type: Train-the-Trainer

Add

Step 2: Click on Training Types

Step 3: Click on Add button

Step 4: Enter the Training Title

Step 5: Click on this to save the course you have created

Personal Profile | Profile Setup | Company Setup | Reminder Setup | Import | Training Budget | Training Setup | Letter Template





eStaff Setup > Training Setup

eForm eLeave eTimeclock eAdmin **eStaff** ePayroll eBenefit

Home

Training Setup

Course Library Add New Course Manage Course Provider **Add New Course Provider** Training Types

* Course Provider Name: ← Step 7: Enter the Course Provider Name

* Contact Person: ← Step 8: Enter the Course Provider Contact Person

* Phone No.: ← Step 9: Enter the Course Provider Phone number

* Address: ← Step 10: Enter the Course Provider Address

Email: ← Step 11: Enter the Course Provider Email Address

Fax No.:

← Step 12: Click on Save to save the value you added from Step 7 to Step 11

Personal Profile Profile Setup Company Setup Reminder Setup Import Training Budget Training Setup Letter Template







eStaff Setup > Training Setup

Step 13 – Step 16 is optional. Use only if you wish to change the course provider information

Step 13: (Optional)
Click on Manage Course
Provider

Course Provider Name	Contact Person	Address	Contact Number	Email	Fax No	
Training Expert	Kelly	176 Orchard Road, 238843	92801822	kelly@te.com.sg		 

Step 14: (Optional)
Click on Edit button





eStaff Setup > Training Setup

Step 17– Step 26 are the steps required for setting up a course.

The screenshot shows the 'Training Setup' form in the eStaff system. The form is titled 'Training Setup' and has several tabs: 'Course Library', 'Add New Course', 'Manage Course Provider', 'Add New Course Provider', and 'Training Types'. The 'Add New Course' tab is selected. The form contains the following fields and values:

- * Course Name: Train the Trainer
- * Training Type: Train-the-Trainer
- * Course Provider: Training Expert
- * Amount: \$ 300
- Phone No.: (empty)
- * Location: Hilton Hotel
- * Start Date: 14/05/2018 09:00
- * End Date: 16/05/2018 17:00
- Description: (empty)

Red callout boxes with arrows point to specific fields and the Submit button, indicating the steps for setting up a course:

- Step 17: Enter the course name
- Step 18: Select the training type
- Step 19: Select the course provider
- Step 20: Enter the cost of the training
- Step 21: Enter contact number if any
- Step 22: State the location of the training
- Step 23: Enter the course start date
- Step 24: Enter the course end date
- Step 25: Enter description if any
- Step 26: Click on Submit to save the course information







eStaff Setup > Training Setup

Step 27– Step 28 are optional steps you can take to delete a course.

The screenshot shows the 'Training Setup' page in the eStaff system. The page has a navigation bar with tabs for 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Under 'eStaff Setup', there are sub-tabs for 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The 'Training Setup' sub-tab is active, showing a table of courses. A red box highlights the checkbox for the course 'Train The Trainer' (Course ID 575) with the text: 'Step 27: (Optional) Click on this to select the course'. Another red box highlights the 'Delete' button below the table with the text: 'Step 28: (Optional) Click on the Delete button to remove the course'. A third red box highlights the edit icon in the table with the text: 'Click on this to edit details of the course'. A fourth red box highlights the details icon in the table with the text: 'Click on this to see the details of the course'. The footer of the page includes 'Help | Contact Us | FAQ | Logout' and an 'Ask justlogin' chat button.

Course ID	Course Name	Training Type	Course Provider Name	Amount	Start Date Time	End Date Time	
575	Train The Trainer	Train-the-Trainer	Training Expert	\$300	14/5/2018 09:00	16/5/2018 17:00	<input type="checkbox"/>  



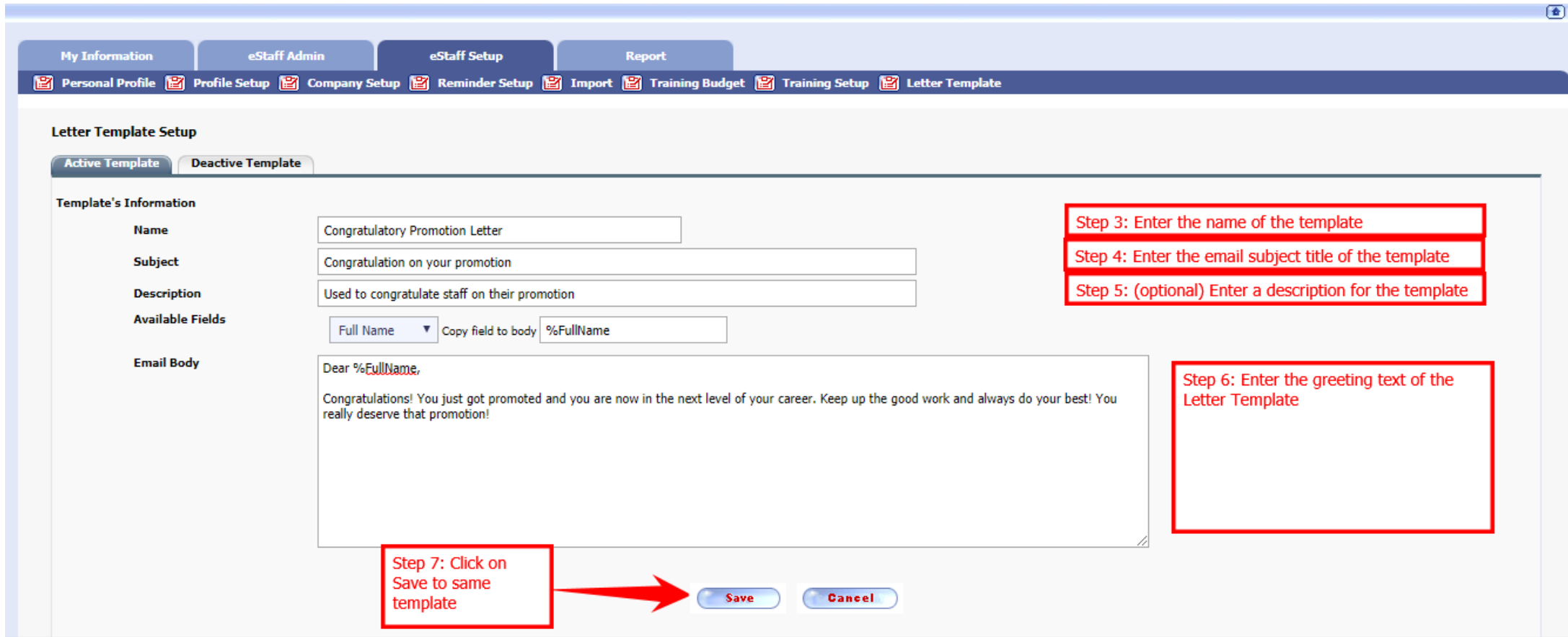
eStaff Setup – Letter Template



The screenshot shows the 'Letter Template Setup' page in the JustLogin system. The navigation bar includes 'eForm', 'eLeave', 'eTimeclock', 'eAdmin', 'eStaff', 'ePayroll', and 'eBenefit'. The 'eStaff' section is active, with sub-tabs for 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Under 'eStaff Setup', there are links for 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The 'Letter Template Setup' area has two tabs: 'Active Template' and 'Deactive Template'. An 'Add' button is visible in the center of the page. Two red callout boxes provide instructions: 'Step 1: Click on Letter Template' points to the 'Letter Template' link in the navigation bar, and 'Step 2: Click on the Add button' points to the 'Add' button. The footer includes 'Powered by justlogin >>>', 'Ask justlogin Click here to chat now', and 'Copyright © 1999-2018 JustLogin Pte Ltd. All Rights Reserved'.



eStaff Setup – Letter Template



The screenshot shows the 'Letter Template Setup' interface. At the top, there are navigation tabs: 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Below these are sub-tabs: 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The main content area is titled 'Letter Template Setup' and has two sub-tabs: 'Active Template' and 'Deactive Template'. Under 'Active Template', there is a section for 'Template's Information' with the following fields:

- Name:** Congratulatory Promotion Letter
- Subject:** Congratulation on your promotion
- Description:** Used to congratulate staff on their promotion
- Available Fields:** Full Name (dropdown) Copy field to body %FullName
- Email Body:** Dear %FullName,
Congratulations! You just got promoted and you are now in the next level of your career. Keep up the good work and always do your best! You really deserve that promotion!

At the bottom right, there are 'Save' and 'Cancel' buttons. A red arrow points from a callout box to the 'Save' button.

Step 3: Enter the name of the template

Step 4: Enter the email subject title of the template

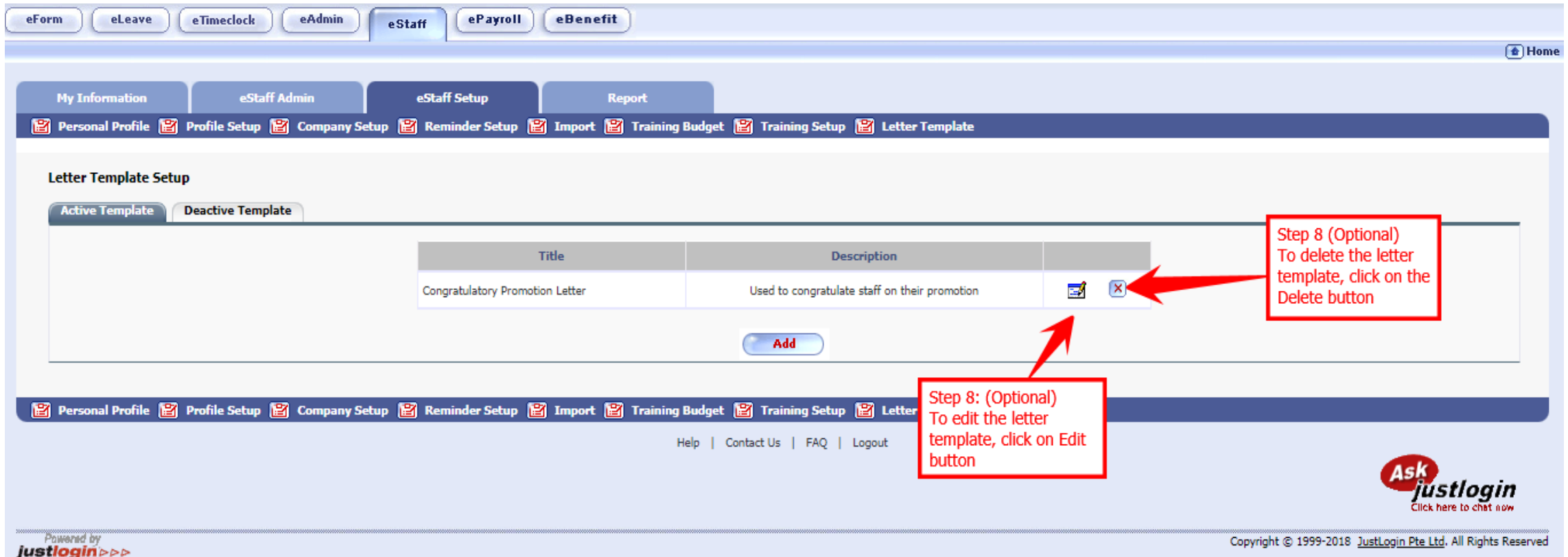
Step 5: (optional) Enter a description for the template

Step 6: Enter the greeting text of the Letter Template



Step 7: Click on Save to same template



eStaff Setup – Letter Template



The screenshot shows the 'Letter Template Setup' page in the JustLogin system. The page has a navigation bar with tabs for 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Under 'eStaff Setup', there are sub-tabs for 'Personal Profile', 'Profile Setup', 'Company Setup', 'Reminder Setup', 'Import', 'Training Budget', 'Training Setup', and 'Letter Template'. The 'Letter Template Setup' section has two tabs: 'Active Template' and 'Deactive Template'. A table lists the templates, with one entry: 'Congratulatory Promotion Letter' with the description 'Used to congratulate staff on their promotion'. To the right of this entry are 'Edit' and 'Delete' icons. Below the table is an 'Add' button. Two red callout boxes provide instructions: one points to the 'Delete' icon and says 'Step 8 (Optional) To delete the letter template, click on the Delete button', and the other points to the 'Edit' icon and says 'Step 8: (Optional) To edit the letter template, click on Edit button'. The footer includes 'Powered by justlogin', 'Help | Contact Us | FAQ | Logout', 'Ask justlogin Click here to chat now', and 'Copyright © 1999-2018 JustLogin Pte Ltd. All Rights Reserved'.

Title	Description	
Congratulatory Promotion Letter	Used to congratulate staff on their promotion	 

Step 8 (Optional)
To delete the letter template, click on the Delete button

Step 8: (Optional)
To edit the letter template, click on Edit button



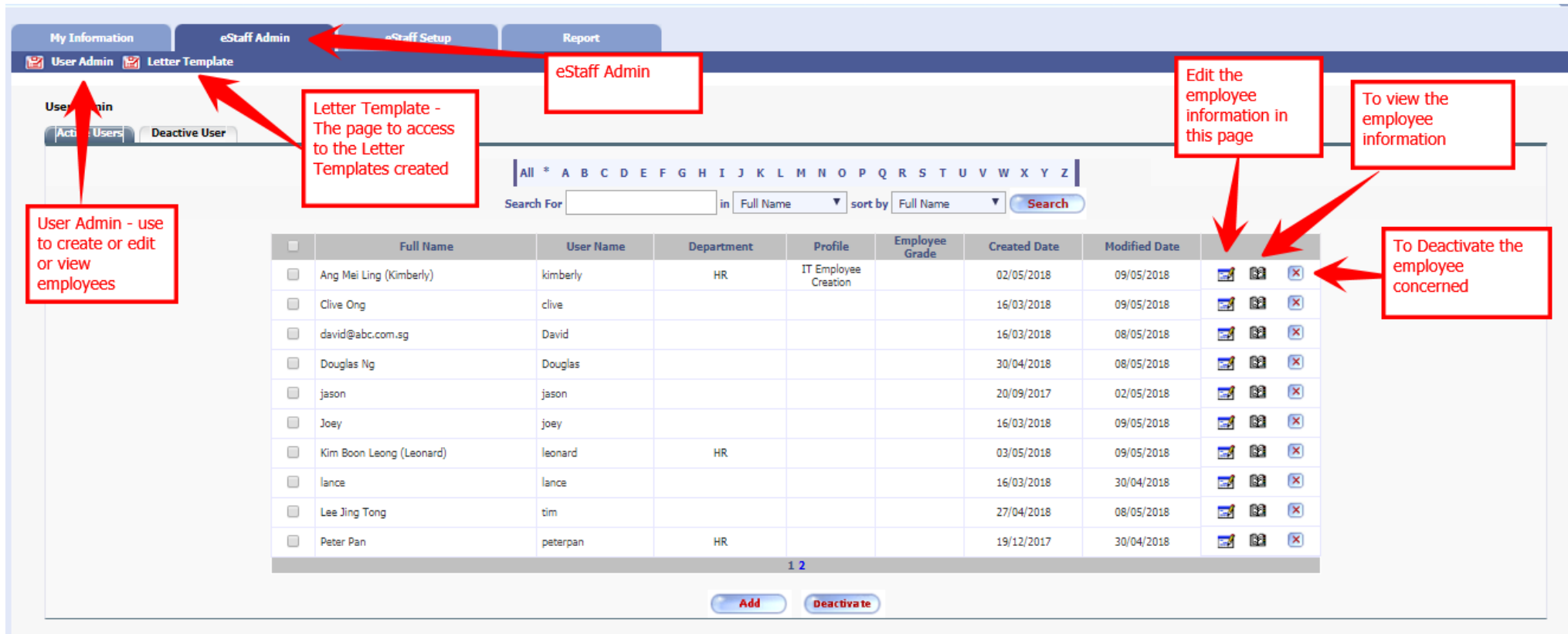


eStaff Admin

































eStaff Admin

eStaff Admin Interface – By default, you will see the User Admin Page



The screenshot shows the eStaff Admin interface with several callouts:

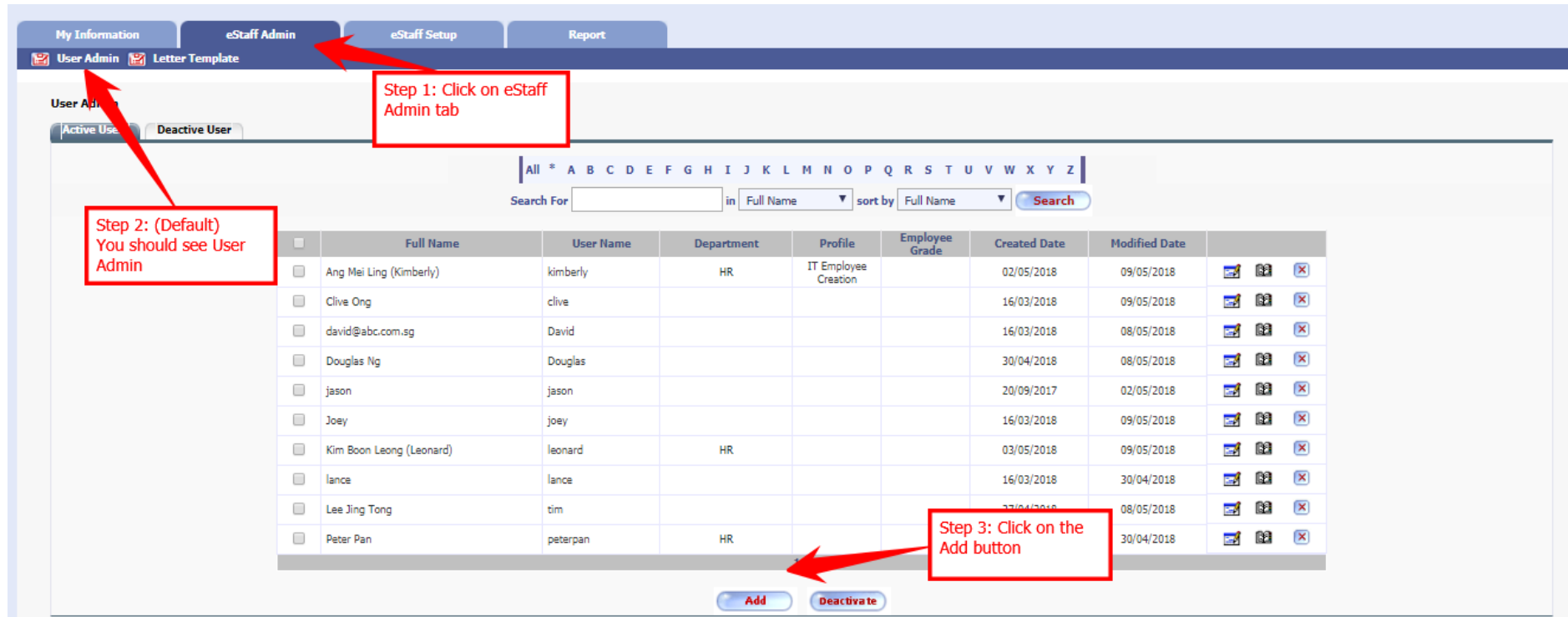
- User Admin** - use to create or edit or view employees
- Letter Template** - The page to access to the Letter Templates created
- eStaff Admin**
- Edit the employee information in this page**
- To view the employee information**
- To Deactivate the employee concerned**

	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR	IT Employee Creation		02/05/2018	09/05/2018	  
<input type="checkbox"/>	Clive Ong	clive				16/03/2018	09/05/2018	  
<input type="checkbox"/>	david@abc.com.sg	David				16/03/2018	08/05/2018	  
<input type="checkbox"/>	Douglas Ng	Douglas				30/04/2018	08/05/2018	  
<input type="checkbox"/>	jason	jason				20/09/2017	02/05/2018	  
<input type="checkbox"/>	Joey	joey				16/03/2018	09/05/2018	  
<input type="checkbox"/>	Kim Boon Leong (Leonard)	leonard	HR			03/05/2018	09/05/2018	  
<input type="checkbox"/>	lance	lance				16/03/2018	30/04/2018	  
<input type="checkbox"/>	Lee Jing Tong	tim				27/04/2018	08/05/2018	  
<input type="checkbox"/>	Peter Pan	peterpan	HR			19/12/2017	30/04/2018	  























eStaff Admin – Add New User

You can use User Admin to create new employee record



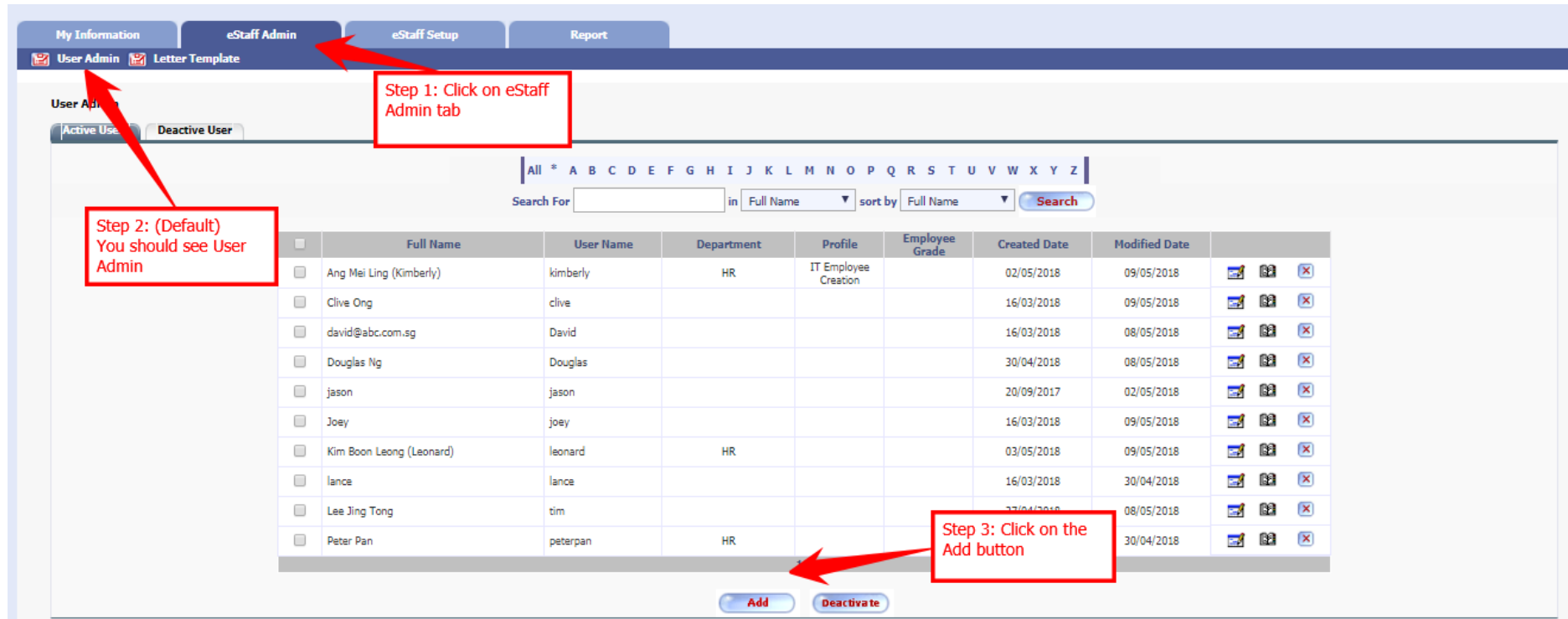
The screenshot shows the eStaff Admin interface. The top navigation bar includes tabs for My Information, eStaff Admin, eStaff Setup, and Report. The eStaff Admin tab is selected, and the User Admin sub-tab is active. Below the navigation bar, there are tabs for Active User and Deactive User. A search bar is present with a dropdown menu for 'Full Name' and a 'Search' button. A table lists existing users with columns for Full Name, User Name, Department, Profile, Employee Grade, Created Date, and Modified Date. At the bottom of the table, there are 'Add' and 'Deactivate' buttons. Red callouts provide instructions: Step 1 points to the eStaff Admin tab, Step 2 points to the User Admin sub-tab, and Step 3 points to the Add button.

	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR	IT Employee Creation		02/05/2018	09/05/2018	 
<input type="checkbox"/>	Clive Ong	clive				16/03/2018	09/05/2018	 
<input type="checkbox"/>	david@abc.com.sg	David				16/03/2018	08/05/2018	 
<input type="checkbox"/>	Douglas Ng	Douglas				30/04/2018	08/05/2018	 
<input type="checkbox"/>	jason	jason				20/09/2017	02/05/2018	 
<input type="checkbox"/>	Joey	joey				16/03/2018	09/05/2018	 
<input type="checkbox"/>	Kim Boon Leong (Leonard)	leonard	HR			03/05/2018	09/05/2018	 
<input type="checkbox"/>	lance	lance				16/03/2018	30/04/2018	 
<input type="checkbox"/>	Lee Jing Tong	tim				08/05/2018	08/05/2018	 
<input type="checkbox"/>	Peter Pan	peterpan	HR			30/04/2018	30/04/2018	 























eStaff Admin – Add New User

You can use User Admin to create new employee record



The screenshot displays the eStaff Admin interface. The top navigation bar includes tabs for 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. The 'eStaff Admin' tab is selected, and the 'User Admin' sub-tab is active. Below the navigation bar, there are buttons for 'Active User' and 'Deactive User'. A search bar is present with a dropdown menu for 'Full Name' and a 'Search' button. The main content area shows a table of users with columns for 'Full Name', 'User Name', 'Department', 'Profile', 'Employee Grade', 'Created Date', and 'Modified Date'. At the bottom of the table, there are 'Add' and 'Deactivate' buttons. Red callouts provide instructions: 'Step 1: Click on eStaff Admin tab' points to the 'eStaff Admin' tab; 'Step 2: (Default) You should see User Admin' points to the 'User Admin' sub-tab; 'Step 3: Click on the Add button' points to the 'Add' button at the bottom of the table.

	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR	IT Employee Creation		02/05/2018	09/05/2018	 
<input type="checkbox"/>	Clive Ong	clive				16/03/2018	09/05/2018	 
<input type="checkbox"/>	david@abc.com.sg	David				16/03/2018	08/05/2018	 
<input type="checkbox"/>	Douglas Ng	Douglas				30/04/2018	08/05/2018	 
<input type="checkbox"/>	jason	jason				20/09/2017	02/05/2018	 
<input type="checkbox"/>	Joey	joey				16/03/2018	09/05/2018	 
<input type="checkbox"/>	Kim Boon Leong (Leonard)	leonard	HR			03/05/2018	09/05/2018	 
<input type="checkbox"/>	lance	lance				16/03/2018	30/04/2018	 
<input type="checkbox"/>	Lee Jing Tong	tim				27/04/2018	08/05/2018	 
<input type="checkbox"/>	Peter Pan	peterpan	HR			30/04/2018	30/04/2018	 



eStaff Admin – Add New User

My Information | eStaff Admin | eStaff Setup | Report

User Admin | Letter Template

User Admin

Active Users | Deactive User

Insert New User

User Name	<input type="text" value="kyle"/>	Step 4: Enter the user name that the user will use to login
Employee ID	<input type="text"/>	
Date Of Birth	<input type="text" value="10/05/1980"/> (DD/MM/YYYY)	Step 5: Enter the DOB of employee
Password	<input type="password"/>	Step 6: Enter the password the user will use to login
Confirm Password	<input type="password"/>	Step 7: Confirm the password
Full Name	<input type="text" value="Kee Hee Long (Kyle)"/>	Step 8: Enter the name as reflected in NRIC
Email	<input type="text" value="kyle@abc.com.sg"/>	Step 9: Enter the email of the user
Profile	<input type="text"/>	
Department	<input type="text" value="Sales"/>	Step 10: Enter the user department
Grade	<input type="text"/>	
Passport	<input type="text"/>	
Issued Date	<input type="text"/> (DD/MM/YYYY)	
Expiry Date	<input type="text"/> (DD/MM/YYYY)	

Insert Leave Info





eStaff Admin – Add New User

If you subscribed to leave, you will be required to fill up Step 11 – Step 13

Insert Leave Info	
Leave Type	Annual
For Year	2018
Joined Date	<input type="text" value="09/05/2018"/> (DD/MM/YYYY) Step 11: Enter the Join Date of the user
Balance As At <small>(Leave balance of new staff on joined date)</small>	<input type="text" value="0"/>
As At (dd/mm) <small>(Leave balance of new staff on joined date)</small>	<input type="text" value="9/5"/>
Leave Grade	MANAGER <input type="button" value="v"/> Step 12: Enter the Leave Grade of the staff
Yearly Entitlement	18
Approving Officer	jason <input type="button" value="v"/> Step 13: Enter the Approving officer of the staff
Recommending Officer	<input type="text"/>
Update Leave Info	<input checked="" type="checkbox"/>





eStaff Admin – Edit User Information

If you wish to edit the Department, Profile or Employee Grade you can do so using the Edit button

The screenshot shows the 'User Admin' section of the eStaff Admin interface. It features a navigation bar with 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Below this, there are tabs for 'User Admin' and 'Letter Template'. The main content area is titled 'User Admin' and has sub-tabs for 'Active Users' and 'Deactive User'. A search bar is present with a dropdown menu for 'Full Name' and a 'Search' button. Below the search bar is a table of users with columns for checkboxes, Full Name, User Name, Department, Profile, Employee Grade, Created Date, and Modified Date. A red box highlights the 'Edit' button in the action column for the user 'David', with a red arrow pointing to it. A text box next to the arrow contains the instruction: 'Step 1: Click on the Edit button of the employee you wishes to change the information'. At the bottom of the table, there are 'Add' and 'Deactivate' buttons.

<input type="checkbox"/>	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR	IT Employee Creation		02/05/2018	09/05/2018	
<input type="checkbox"/>	Clive Ong	clive				16/03/2018	09/05/2018	
<input type="checkbox"/>	david@abc.com.sg	David				16/03/2018	08/05/2018	
<input type="checkbox"/>	Douglas Ng	Douglas						
<input type="checkbox"/>	jason	jason					5/2018	
<input type="checkbox"/>	Joey	joey					05/2018	
<input type="checkbox"/>	Kee Hee Long (Kyle)	kyle	Sales			09/05/2018	09/05/2018	
<input type="checkbox"/>	Kim Boon Leong (Leonard)	leonard	HR			03/05/2018	09/05/2018	
<input type="checkbox"/>	lance	lance				16/03/2018	30/04/2018	
<input type="checkbox"/>	Lee Jing Tong	tim				27/04/2018	08/05/2018	





eStaff Admin – Edit User Information

The screenshot shows the eStaff Admin interface. At the top, there are navigation tabs: eForm, eLeave, eTimeclock, eAdmin, eStaff (selected), ePayroll, and eBenefit. Below these are sub-tabs: My Information, eStaff Admin (selected), eStaff Setup, and Report. The main content area is titled 'User Admin' and has two sub-tabs: Active Users (selected) and Deactive User. A search bar is present with a dropdown menu for 'All * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. Below the search bar is a table with columns: Full Name, User Name, Department, Profile, Employee Grade, Created Date, and Modified Date. The table contains two rows: 'Ang Mai Ling (Kimberly)' and 'Clive Ong'. The 'Department' dropdown for 'Clive Ong' is open, showing options: Marketing, Finance, Sales, Team Alpha, and HR. Red arrows point from text boxes to the 'Department' dropdown, the 'Profile' dropdown, and the 'Save' button. The footer contains 'Powered by justlogin >>>', 'Help | Contact Us | FAQ | Logout', 'Ask justlogin Click here to chat now', and 'Copyright © 1999-2018 JustLogin Pte Ltd. All Rights Reserved'.

	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mai Ling (Kimberly)	kimberly	HR	IT Employee Creation		02/05/2018	09/05/2018	
<input type="checkbox"/>	Clive Ong	clive	<ul style="list-style-type: none">MarketingFinanceSalesTeam AlphaHR					

Step 2: Go to the respective data field to add in the information you want

Step 3: Click on the Save button to save the change you had made





eStaff Admin – View and Edit User Information

If you want to see the employee information or to help them to put in their information, you can click on the View button

The screenshot shows the 'User Admin' section of the eStaff Admin interface. It includes a navigation bar with 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Below the navigation bar, there are tabs for 'Active Users' and 'Deactive User'. A search bar is present with a dropdown menu for 'Full Name' and a 'Search' button. The main content is a table of users with columns for 'Full Name', 'User Name', 'Department', 'Profile', 'Employee Grade', 'Created Date', and 'Modified Date'. Each row has a 'View' button (represented by a magnifying glass icon) and a 'Delete' button (represented by an 'X' icon). A red box highlights the 'View' button for the user 'Clive Ong', with a red arrow pointing to it and a text box that says 'Step 1: Click on the View button if you want to see the employee's information'. At the bottom of the table, there are 'Add' and 'Deactivate' buttons.

<input type="checkbox"/>	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR	IT Employee Creation		02/05/2018	09/05/2018	
<input type="checkbox"/>	Clive Ong	clive				16/03/2018	09/05/2018	
<input type="checkbox"/>	david@abc.com.sg	David				16/03/2018	08/05/2018	
<input type="checkbox"/>	Douglas Ng	Douglas				30/04/2018	08/05/2018	
<input type="checkbox"/>	jason	jason				20/09/2017	02/05/2018	
<input type="checkbox"/>	Joey	joey				16/03/2018	09/05/2018	
<input type="checkbox"/>	Kee Hee Long (Kyle)	kyle	Sales			09/05/2018	09/05/2018	
<input type="checkbox"/>	Kim Boon Leong (Leonard)	leonard	HR			03/05/2018	09/05/2018	
<input type="checkbox"/>	lance	lance				16/03/2018	30/04/2018	
<input type="checkbox"/>	Lee Jing Tong	tim				27/04/2018	08/05/2018	





eStaff Admin – View and Edit User Information

If you want to see the employee information or to help them to put in their information, you can click on the View button

The screenshot shows the 'User Admin' section of the eStaff Admin interface. It features a navigation bar with 'My Information', 'eStaff Admin', 'eStaff Setup', and 'Report'. Below this, there are tabs for 'User Admin' and 'Letter Template'. The main content area is titled 'User Admin' and has sub-tabs for 'Active Users' and 'Deactive User'. A search bar is present with a dropdown menu for 'Full Name' and a 'Search' button. Below the search bar is a table of users with columns for 'Full Name', 'User Name', 'Department', 'Profile', 'Employee Grade', 'Created Date', and 'Modified Date'. Each row has a 'View' button (represented by a magnifying glass icon) and a 'Deactivate' button (represented by an 'X' icon). A red arrow points to the 'View' button for the user 'Clive Ong', and a red callout box contains the text: 'Step 1: Click on the View button if you want to see the employee's information'. At the bottom of the table, there are 'Add' and 'Deactivate' buttons.

	Full Name	User Name	Department	Profile	Employee Grade	Created Date	Modified Date	
<input type="checkbox"/>	Ang Mei Ling (Kimberly)	kimberly	HR	IT Employee Creation		02/05/2018	09/05/2018	
<input type="checkbox"/>	Clive Ong	clive				16/03/2018	09/05/2018	
<input type="checkbox"/>	david@abc.com.sg	David				16/03/2018	08/05/2018	
<input type="checkbox"/>	Douglas Ng	Douglas				30/04/2018	08/05/2018	
<input type="checkbox"/>	jason	jason				20/09/2017	02/05/2018	
<input type="checkbox"/>	Joey	joey				16/03/2018	09/05/2018	
<input type="checkbox"/>	Kee Hee Long (Kyle)	kyle	Sales			09/05/2018	09/05/2018	
<input type="checkbox"/>	Kim Boon Leong (Leonard)	leonard	HR			03/05/2018	09/05/2018	
<input type="checkbox"/>	lance	lance				16/03/2018	30/04/2018	
<input type="checkbox"/>	Lee Jing Tong	tim				27/04/2018	08/05/2018	



eStaff Admin – View and Edit User Information

My Information eStaff Admin eStaff Setup Report

Personal Employment Education Skills Document Training

Personal - Clive Ong

Personal Particulars Contact Address Emergency Residency Dependent

Photo ?

Full Name Clive Ong

Alias Name

NRIC S9821292B

FIN

Date Of Birth 10/12/1998

Country

Gender

Marital Status

Nationality

Current Resident Status Citizen

Race

Religion

Employee ID

Notes

Passport

Issued Date

Expiry Date

Edit

Step 2: (Optional)
Click on Edit if you want to edit the information of the employee





Reports





Report > Detail Report

eForm eLeave eTimeclock eAdmin eStaff ePayroll eBenefit

My Information eStaff Admin eStaff Setup **Report**

Detail Report Custom Report

User Report

Filters that you can use to refine the information search

-All Department- Finance Sales HR
-All Grade-
-All Gender- Male Female
-All Country-
-All Marital Status- Single Married
-All Nationality- SINGAPORE CITIZEN
-All Resident Status- Citizen

Date of Birth Between Join Date Between Cessation Date Between

Sort by Full Name
Generate For Active Users

Search

Step 1: Click on Report tab

Step 2: (Optional) Click on the Export button if you wish to export this report

Step 3: (Optional) Click on the Print button if you wish to print this report

Full Name	Department	Employee Grade	Date of Birth	Gender	Country	Marital status	Nationality	Resident Status	Join Date	Cessation Date
Ang Mei Ling (Kimberly)	HR		14/05/1988	Female		Single	SINGAPORE CITIZEN	Citizen	01/04/2018	15/08/2018
Clive Ong			10/12/1998					Citizen	01/02/2018	31/07/2018
david@abc.com.sg									01/05/2017	30/08/2018
Douglas Ng			10/10/1970						30/04/2018	
jason									10/01/2017	
Joey									10/01/2018	
Kee Hee Long (Kyle)	Sales		10/05/1980						09/05/2018	
Kim Boon Leong (Leonard)	HR		12/10/1990	Male		Single	SINGAPORE CITIZEN	Citizen	01/04/2018	
lance									15/03/2018	
Lee ling Tann									10/02/2018	





Report > Custom Report

My Information eStaff Admin eStaff Setup **Report**

Detail Report **Custom Report**

Custom Report

Report Name:

Description:

Available Fields

- Full Name
- Religion
- Employee ID
- Work Phone
- Work Email
- Mobile Phone
- Home Phone
- Personal Email
- Address1
- Address2
- City
- NRIC
- State
- Country
- Postal Code
- Hire Date
- Probation Period
- Confirmaton Date

Selected Fields

- Employee ID
- Full Name
- Nationality
- NRIC
- Gender
- Mobile Phone
- Hire Date
- Department Name
- Designation
- Employee Grade

Save Cancel

(#)

Able to "customise" certain employees details report.



Please contact support@justlogin.com if you require any clarifications. You may also click onto Justlogin logo on the bottom right of the systems to reach the Support Team.

Thank You

