



JustLogin HR Cloud

eAdmin





AGENDA

- 1. Members Account Management**
- 2. Directory Profile**
- 3. Basic Functions for SuperAdmin**
- 4. QuickBooks Integration**





Members Account Management





Members > Add

Step 1

Members Directory

	Full Name
<input type="checkbox"/>	maria
<input type="checkbox"/>	TPPKL
<input type="checkbox"/>	YEE WAI LING
<input type="checkbox"/>	Maria Sevillano
<input type="checkbox"/>	Test 3012
<input type="checkbox"/>	daniel ting
<input type="checkbox"/>	charmaineong
<input type="checkbox"/>	Zakiah
<input type="checkbox"/>	Boon Seh Choo
<input type="checkbox"/>	Amy Amy
<input type="checkbox"/>	Joel Tan Jin Hui
<input type="checkbox"/>	Mary 27 Nov
<input type="checkbox"/>	Admin Admin
<input type="checkbox"/>	Mary 28 Jan
<input type="checkbox"/>	Valerie Song
<input type="checkbox"/>	zoe soh
<input type="checkbox"/>	Jes Razea
<input type="checkbox"/>	Test
<input type="checkbox"/>	Lim Peck Hui
<input type="checkbox"/>	HTS

***Mandatory fields: Username, Password, Email and Full Name**

Step 2

Form fields for adding a member:

- Photo: Upload photo...
- Send email notification: Yes (selected) / No / Preview Mail
- Emp. ID: []
- Hobbies: []
- Interest: []
- Dept: NA (dropdown)
- Address: []
- License: []
- *Username: User. (Default)
- *Password: []
- *Retype Password: []
- *E-Mail: []
- *Full Name: []

Staff role options:

- Leave Administrator (7)
- Survey Administrator
- General Administrator (Superuser). Use Transfer Admin to change this.
- Leave Approving Officer
- Leave Recommending Officer
- Leave Administrator Assistance (7)
- Form Administrator
- Leave Report Administrator (7)
- Timedock Administrator
- eStaff Administrator
- ePayroll Administrator
- eBenefit Administrator
- Survey Report Administrator
- Timedock Report Administrator
- Timedock Mobile App Administrator
- Block Leave Administrator

-LEAVE INFORMATION-

Leave Type: Annual
For Year: 2016
Join Date(dd/mm/yyyy): 02/02/2016
Balance As At: 11
As At (dd/mm): 02/02
Grade: SNRMGMT
Yearly Entitlement: 12
Approving Officer: []
Recommending Officer: []
Update leave information:

***Username: Do take note we are not able to revise the username. If this was keyed wrongly, you will need to deactivate and create a new username.**

***Password is auto generated. You may overwrite if you require to do so.**





Members > Edit

Welcome, Zhang Ziyi. My Role | Help | FAQ | Justlogin Express

eDirectory eForm eLeave eNotice eResource eAdmin eStaff ePayroll eBenefit

Step 2

Directory Departments Upload Others Portal

Add Edit Move Deactivate Reactivate Send Pwd Update Request Update Request To All

Step 1

	All	*	A	B	C	D	E	F
Full Name								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Members > Move

Step 2

Directory Departments Upload Others Portal User Report Module Admin 3rd Party

Add Edit Move Deactivate Reactivate Send Pwd Update Request Update Request To All

Full Name

<input type="checkbox"/>					Reg Mas Katniss Everdeen
<input type="checkbox"/>					Zhang Ziyi
<input checked="" type="checkbox"/>					JI user 2310
<input type="checkbox"/>					Edward Anthony Mason CullenReserved01
<input type="checkbox"/>					Test user 1
<input type="checkbox"/>					Cas Ind Walter White
<input type="checkbox"/>					user 10

Step 1

Step 3

Move the Member

Submit Go Back Reset

Test user 1	Finance
Cas Ind Walter White	Human Resource
Cas Ind Mike	Sales

Submit Go Back Reset

This is only if you want to move the member into another department. Select the member you want and click on "Move".





Members > Deactivate

The screenshot shows the 'Members > Deactivate' interface. At the top, there is a navigation bar with tabs for 'Members', 'Departments', 'Upload', 'Others', 'Portal', 'User Report', 'Module Admin', and '3rd Party Apps'. Below this is a toolbar with buttons: '+ Add', 'Edit', 'Move', 'Deactivate', 'Reactivate', 'Send Pwd', 'Update Request', and 'Update Request To All'. A 'Step 2' callout points to the 'Deactivate' button. Below the toolbar is a search bar with 'All' selected and a 'Step 3' callout pointing to the 'Submit' button in the 'Member' header. The main content area is a table of members with columns for 'Full Name' and 'Login Name'. A 'Step 1' callout points to the first column. The table lists members like 'Reg Mas Katniss Everdeen', 'Zhang Ziyi', 'JI user 2310', 'Edward Anthony Mason CullenReserved01', 'Test user 1', 'Cas Ind Walter White', 'user 10', 'Jennifer Lawrence', 'HK test User 1', 'Cas Ind Mike', 'Reg Mas Haymitch', 'Catherine Morland', and 'Sara Bareilles'. Below the table is a 'Submit' button and a 'Go Back' button. A 'Step 3' callout points to the 'Submit' button. Below the buttons is a text box with instructions: 'If you are sure to deactivate the member leave the checkbox checked and click the Submit button. Otherwise you can uncheck those that you do not want to deactivate and click the Submit button. Those that the checkbox unchecked will not be deactivated. Click Go Back if you do not want to deactivate any of the member. The deactivated profile will be stored in the archive. You can still reactivate the profile from the archive when it is necessary.'

Step 1

Step 2

Step 3

Only if member(s) left the organization, you will need to deactivate them. Select the member(s) you want and click on "Deactivate".





Members > Reactivate

Step 1

Step 2

Step 3

Reactivate Member

Login Name	Name	
<input type="checkbox"/>	Haymitch	Reg Mas Haymitch
<input type="checkbox"/>	hctest1	HK test User 1
<input checked="" type="checkbox"/>	lawrence	Jennifer Lawrence
<input type="checkbox"/>	lenard	Cas Mas daily lenard
<input checked="" type="checkbox"/>	Mike	Cas Ind Mike
<input type="checkbox"/>	walterwhite	Cas Ind Walter White

If you are sure to reactivate the member check the checkbox and click the Submit button.
Those that you do not check will remain in the archive.
Click Go Back if you do not want to reactivate any of the member.

If member(s) return to the organization, you will be able to reactivate them. Select "Reactivate" and the member(s) you want.





Members

> Send Password / Message(s)

The screenshot shows the 'Members' management interface. The top navigation bar includes 'Members', 'Directory', 'Deactivate', 'Upload', 'Others', 'Portals', 'User Report', 'Module Admin', and '3rd Party Apps'. Below this is a toolbar with icons for 'Add', 'Edit', 'Move', 'Deactivate', 'Request', 'Send Pwd', 'Update Request', and 'Update Request To All'. A red box labeled 'Step 2' highlights the 'Send Pwd' and 'Update Request' buttons. Below the toolbar is a search bar with 'Search now!' and 'in Full Name'. The main area displays a list of members with columns for 'Full Name' and checkboxes. A red box labeled 'Step 1' highlights the first few rows of the list. A modal window titled 'Request' is open, showing a 'Login Name' field with 'Jennifer Lawrence' selected and a 'Name' field with 'mya@justlogin.com'. A text area for 'Message to email recipients' is also visible. A red box labeled 'Step 3' highlights the modal window.

Forgot password? Select the member(s) and click "Send Pwd". They will receive an email notification to change their password.

To send a message, select the member(s) and click "Update Request" to send a message to them (via email).





Directory Profile





Directory

Step 1

The screenshot shows the 'Directory' tab in the application. A red box highlights the 'Add' button in the top navigation bar. Below the navigation bar, there is a search bar with 'All' selected and a list of members. The list includes entries for 'Reg Mas Katniss Everdeen', 'Zhang Ziyi', and 'Jl user 2310'. Each entry has a checkbox, a profile picture icon, a lightbulb icon, and a location pin icon.

Step 2

The screenshot shows the 'Adding fields' configuration page. It has a top bar with 'Submit', 'Cancel', and 'Reset' buttons. The page is divided into sections for configuring member information. The first section is 'Minimum information that is kept in our system:' with a 'Mail address' field. The second section is 'Please select office related information about the members that you would like to add to our system:' with checkboxes for 'Employee ID' and 'Department'. The third section is 'Please select personal information about the members that you would like to add to our system:' with a '(used) Full Name (example: Andrew Tan)' field. The fourth section is 'You can add your customized fields:' with a list of 14 fields. The first three fields are marked as '(used)' and contain 'Mobile Phone', 'Residence Address', and 'Hobbies'. The remaining fields are empty.

Step 3

You can configure and add in your own fields to appear in the Member Profile.



Directory

Step 1

Directory Departments Upload Others Portal

Step 2

Field	Viewable	Details	Modifiable
Residence Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hobbies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EMail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3

Arrange Viewable, Details, and Modifiable fields sequence

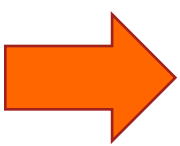
Submit Cancel Reset

Viewable	Field	Order
<input checked="" type="checkbox"/>	Full Name	1
<input checked="" type="checkbox"/>	EMail	2
<input checked="" type="checkbox"/>	Mobile Phone	3
<input checked="" type="checkbox"/>	Residence Address	4
<input checked="" type="checkbox"/>	Hobbies	5

You can show or hide the “Viewable” (under directory page), “Details” and “Modifiable” (shown in Member’s profile).

*Modifiable” = allows members to edit and make changes when they login into their own account.

After clicking “Submit” you are able to adjust the sequence of the fields






Basic Functions For Superadmin





Basic Functions For Superadmin

As a Superadmin User, you may configure some of the very basic fields in the system.

DEPARTMENTS

Step 1

Step 2

Step 3

You are able to add in new Departments Fields and edit the fields.





Basic Functions For Superadmin

UPLOAD

Step 1

Members Directory Departments **Upload** Others Portal User Repo

New Member Modify Member

All *

Full Name

New Member Modify Member

Adding New Member Record

Step 1: Uploading Data File (Selecting File)

Upload Cancel

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

Filename:

Choose File No file chosen

Upload Cancel

Modify Existing Staff Record

Step 1: Uploading Data File (Selecting File)

Upload Cancel

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

Filename:

Choose File No file chosen

Upload Cancel

If you have a huge number of new members to add into the modules (mass recruitment) or need to do a mass update on one of the fields for member, you may do a spreadsheet upload under "Upload" Tab.





eAdmin > Upload

You need to have the 4 mandatory fields:

Username

Password

Email

Full Name

Save the file in [Excel 97-2003 Workbook \(*.xls\)](#)

	A	B	C	D	E	F
1	Username	Password	Email	Full Name		
2	Gilian	password	test@testmail.com	Gillian Khoo		
3	Hayley	password	test@testmail.com	Hayley Ju		
4	Travis	password	test@testmail.com	Travis Ang		
5						
6						
7						



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

eForm | eLeave | eResource | eSurvey | **Step 1** eAdmin | eStaff | ePayroll | eBenefit

Step 3 Members | Directory | Departments | **Step 2** Upload | Others | Portal | User Report | Module Admin | 3rd Party Apps

+ New Member | Modify Member

My Company ▼ for All ▼

All * A B C D E F G H I J K L M N O P Q R S T

Search now! in Full Name ▼ sort by None ▼





Full Name

+ New Member | Modify Member

Help | FAQ | Contact Us | Logout

Powered by **ustlogin** >>>





Welcome, Admin Admin.    | My Role | Help | FAQ | 

[eForm](#) [eLeave](#) [eResource](#) [eSurvey](#) [eTimeclock](#) [eAdmin](#) [eStaff](#) [ePayroll](#) [eBenefit](#)

Adding New Member Record

Step 2



Step 1: Uploading Data File (Selecting File)

 Upload  Cancel

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

Step 1

Filename:
 No file chosen

 Upload  Cancel

[Help](#) | [FAQ](#) | [Contact Us](#) | [Logout](#)



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

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

Adding New Staff Record

Step 2: Selecting table inside the data file

Submit | Reselect File | Cancel

Step 1 Please select the table that contains the information about the members:

Table Name: <input checked="" type="radio"/> eAdminUpload\$	Select the file to confirm.	Column Names: [Email] [Full Name] [Password] [Username]
---	-----------------------------	---

Submit | Reselect File | Cancel

Help | FAQ | Contact Us | Logout



Step 2 New Staff Record

2.5: Selecting the source of the information that you would like to keep in our system

Submit Reselect Table Cancel

Please select the source of information about the members:

Information that you would like to keep in our system

The information that you would like to keep in our system

- Emp. ID -- Not Available -- v
- Hobbies -- Not Available -- v
- Interest -- Not Available -- v
- Food Handling -- Not Available -- v
- Dept -- Not Available -- v
- Address -- Not Available -- v
- bank account -- Not Available -- v
- First Aid -- Not Available -- v
- License -- Not Available -- v

Step 1

*Mandatory

Username	Username v
Password	Password v
EMail	Email v
Full Name	Full Name v

Username: If you do not wish to use the name indicated on the email address, please list out in the excel spreadsheet and tag "Username" in the dropdown here.

Password: If you prefer to have more control and set your own generic password for all your employees. Please tag "Password" here.

Email and Full Name: Please tag Email and Full Name accordingly here.

Is the login name taken from email data? Yes No

For example, if an email abc@xyz.com is used as data source for login name, the login name will be abc. The @xyz.com will be stripped from the login name.

You can supply the password with the data from uploaded file. for each members.



Step 1

Adding New Staff Record

Step 4: Selecting the source of the information that you would like to keep in our system (Confirmation)

Submit Reselect Table Reselect Column Cancel

Please confirm the source of information about the members:

Check and click "Submit" to confirm.

Information that you would like to keep in our system

The information that i

Emp. ID	NotAvailable
Hobbies	NotAvailable
Interest	NotAvailable
Food Handling	NotAvailable
Dept	NotAvailable
Address	NotAvailable
bank account	NotAvailable
First Aid	NotAvailable
License	NotAvailable
Username	Username
Password	Password
EMAIL	Email
Full Name	Full Name

Submit Reselect Table Reselect Column Cancel



Step 1

Step 5: Previewing the data population

Submit Download Data Reselect Table Reselect Column Cancel

Please confirm that data is correctly populated to its corresponding field. Otherwise please reselect the table or reselect the column.

Preview and Check on the populated data and click "Submit"

Preview of the first few records
Please use the horizontal scroll bar if you don't see the whole fields.

[Username]	[Password]	[EMail]	[Full Name]	[Emp. ID]	[Hobbies]
Gillian	password	test@testmail.com	Gillian Khoo		
Hayley	password	test@testmail.com	Hayley Ju		
Travis	password	test@testmail.com	Travis Ang		
.....					

You can submit the data when you are sure if everything is allright, e.g, you have downloaded the data when you want to know the login name and password. If you have any doubt or if there is any error send us an [email](#).

Submit Download Data Reselect Table Reselect Column Cancel





Basic Functions For Superadmin

OTHERS

Step 2

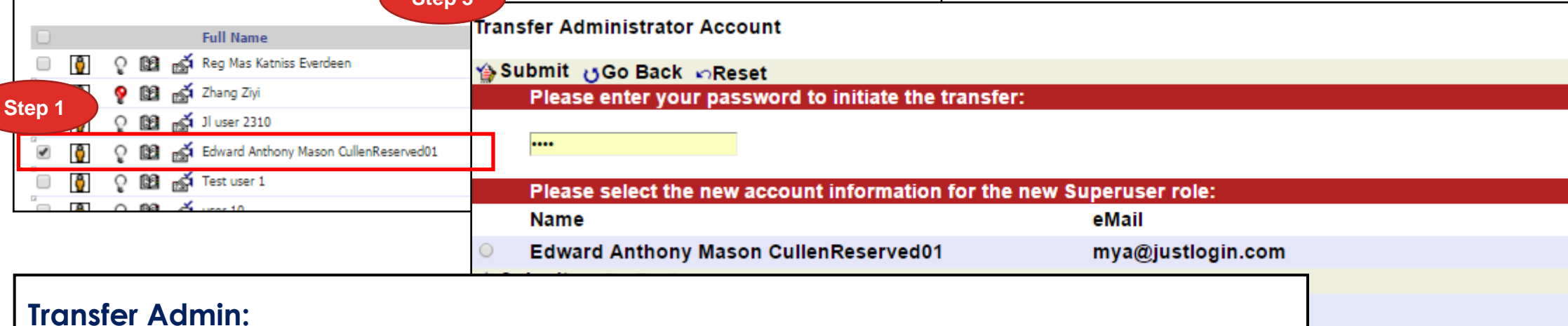


Export Members List:

You may export the current member list into excelspread sheet.

Step 3

Step 1



Transfer Admin:

You may transfer your Superadmin right to another member during your absence. In order to get the Superadmin rights back, the member with the right have to transfer back via the same method.

Select member to transfer > Click on "Transfer Admin" > Enter your password to transfer





Basic Functions For Superadmin

PORTAL

Welcome, Zhang Ziyi. My Role | Help | FAQ | Justlogin Express BETA

eDirectory eForm eLeave eNotice eResource eAdmin eStaff ePayroll eBenefit

Directory Departments Upload Others **Portal** User Report Module Admin 3rd Party Apps

Upload Company Logo Setup Home Page Password Policy Setup

Select Company Logo: Choose File No file chosen

* Recommended Size (W x H) : 200 x 40

Submit

justlogin >>> the smarter way to work

Upload Company Logo:

The company logo will be shown on the top right hand. (To replace current "Justlogin" logo)

Step 2

Directory Departments Upload Others

Upload Company Logo **Setup Home Page** Password Policy Setup

Setup Home Page

Your current default landing page: eLeave Save

Setup Home Page:

This is to set the page you want to see when you first login to the module. (ePayroll, eLeave, eTimeclock, etc)

Step 3

Members Departments Upload Others Portal User Report Module Admin

Upload Company Logo Setup Home Page **Password Policy Setup**

Password Policy Setup

Prompt new user to reset password

Enable Strong Password Policy

Password duration 365 days

Password minimum length 6

Password Maximum length 20

Required digits 1

Required upper-case letters 1

Required special characters 1

Allowable special characters !#\$%()+,-.:;=?@^_

* Only the following special characters are allowed: !#\$%()+,-.:;=?@^_

Submit

Password Policy:

You may set stronger password policy for security purposes.



Basic Functions For Superadmin

USER REPORT

Members Directory Departments Upload Others Portal **User Report** Module Admin 3rd Party Apps

Select Year: 2016 for My Company [Submit](#)

Month	Active Users (as at end of previous month)	Deactivated Users (as at end of previous month)	New Users (during the month)
Jan	33	4	0
Feb	33	4	3
Mar	36	4	1

Note: For Active users, the no. is based on the total active users at the end of the last month. This number is used for billing purposes.

Its really important to deactivate your members if they leave the organization as we charge by number of active users per month based on your user report.





QuickBooks Intergration







QuickBooks Integration

Members | Directory | Departments | Upload | Others | Portal | User Report | Module Admin | **3rd Party Apps**

3rd Party Application Setup

Disabled Turn off all 3rd party apps.

 You are successfully connected to Intuit QuickBooks Online, if you would like to refresh your access tokens please click the button below.

[CONNECT TO QuickBooks](#) 

[Help](#) | [Contact Us](#) | [FAQ](#) | [Logout](#)

Currently, we are only able to do integration with QuickBooks. With one click login here, you will be able to have your GL Account Codes being reflected under ePayroll Setup > GL Account Code





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

