



# PERWIRA Training Resource Module (Approval User)

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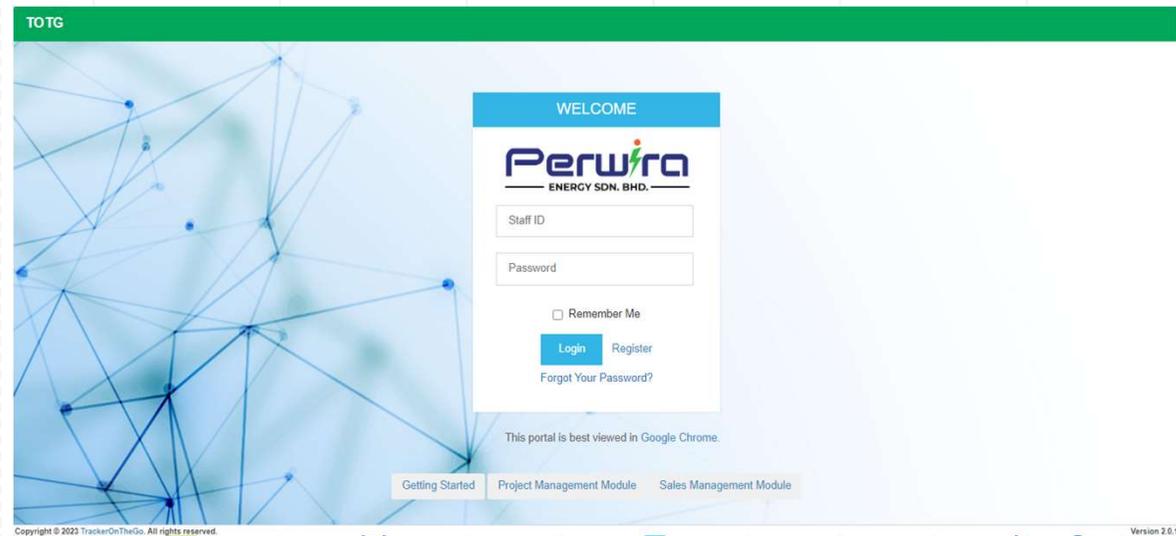
## WEB - URL

Login : <https://totg.perwiragroup.com/auth/login>

Register : <https://totg.perwiragroup.com/auth/register>

### Note :

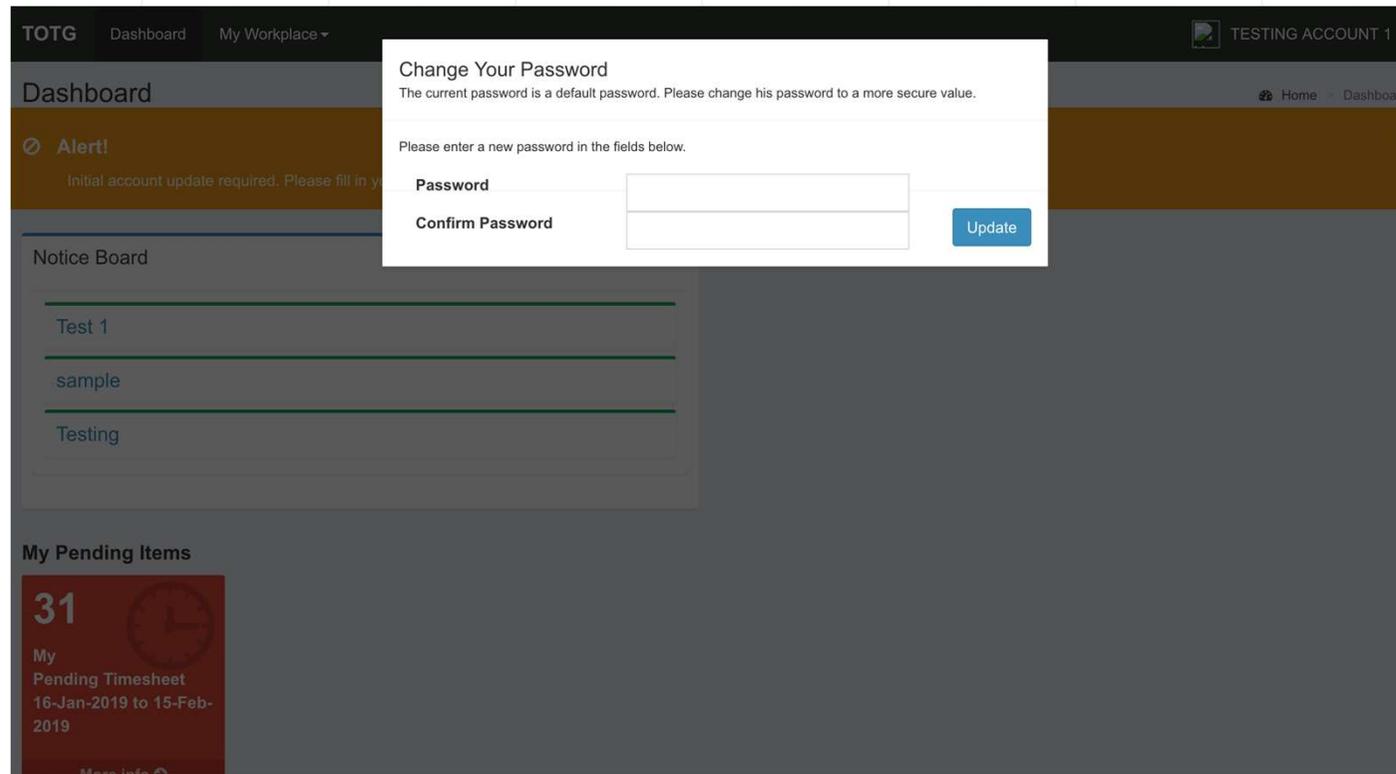
- preferred browser Google Chrome
- login with registered email



# WEB - First Time Login

Note :

- Password must be at least 6 characters long

A screenshot of a web dashboard interface. The dashboard has a dark grey header with "TOTG" on the left and "TESTING ACCOUNT 1" on the right. Below the header is a "Dashboard" section with an "Alert!" box containing the text "Initial account update required. Please fill in y...". Below the alert is a "Notice Board" with three items: "Test 1", "sample", and "Testing". At the bottom left is a "My Pending Items" widget showing a large number "31" and the text "My Pending Timesheet 16-Jan-2019 to 15-Feb-2019". A modal form titled "Change Your Password" is centered on the screen. The form contains the text "The current password is a default password. Please change his password to a more secure value." and "Please enter a new password in the fields below." It has two input fields labeled "Password" and "Confirm Password", and an "Update" button.

# WEB - Dashboard



TOTG My Workplace - Resource Management - Project Management - Sales Management - Admin Tool - Portal Admin (perwira)

## Dashboard

Home > Dashboard

**Alert!**  
Initial account update required. Please fill in your personal detail and submit for approval.

**Annual Leave - 14.0**  
Carry Forward - 0.5  
Adjustment - 1.0  
Total Leave Days - 15.5  
Total Leave Taken - 4  
Total Leave Balance - 11.5

**HR & Admin**

**0**  
On Leave Today  
More info

**5**  
Account Detail Pending Update  
More info

**Calendar**  
November 2023  
Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Leave	2	3	4
5	6	7	8	9	10	11
12 Deepavali	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Legend: Claim, Leave, Timesheet

## Note :

- Initial account update required
- Profile Image
- Contact Number
- Marital Status
- Address
- DOB
- NRIC
- Emergency Contact
- EPF
- SOCSO
- Income Tax Number
- Bank Accounts
- Family



# WEB – My Profile



TOTG My Workplace - Resource Management - Project Management - Sales Management - Admin Tool - Portal Admin (perwira)

My Profile My Workplace Home > My Workplace > My Profile > Portal Admin (perwira)

Personal Detail Education Experience Skill License Training Certificate Reference Employment History Contract/Work Order History CV

Update Profile Update Profile Picture Change Password

Initial account update required. Please fill in your personal detail and submit for approval!

Staff ID :	Name :	User Type :
admin	Portal Admin (perwira)	Staff
Nick Name :	Company Email :	Personal Email :
Portal Admin (Ori server)	shhau@softoya.com	shhau@softoya.com
Contact No 1 :	Contact No 2 :	OT :
123	-	
Car No	Car CC	Vehicle Type :
	Example : 1000	

## Note :

- Yellow means pending Approval
- Approval by HR
- Initial account update required
- Car Type Car CC
- Profile Image
- Contact Number
- Marital Status
- Address
- DOB
- NRIC
- Emergency Contact
- EPF
- SOCSO
- Income Tax Number
- Bank Accounts
- Family

# WEB – Change Password



Note :

- User Profile ->Edit->Change Password to reset password for staff who forgot their password

User Detail Resource Management Home > Management Tool > HR Management > User Profile > Amin Awatif Bin Abd Aziz

Personal Detail Education Experience Skill License Training Certificate Reference Employment History Contract/Work Order History CV

Update Profile Update Profile Picture **Change Password** Export CV

Approved On : 01-Nov-2023



Staff ID : PW00020  
Nick Name : Amin Awatif Bin Abd Aziz  
Contact No 1 : +601161678377  
Car No :  
Job Grade :

Name : Amin Awatif Bin Abd Aziz  
Company Email : amenawatif021297@gmail.com  
Contact No 2 : +60123456789  
Car CC :  
Grade :

User Type : Staff  
Personal Email : amenawatif021297@gmail.com  
OT :  
Vehicle Type :  
Company :

# WEB – Approve Profile Update

## Note :

- Updated field which pending approved will show in yellow color
- Pending Account Detail Approval status
- Approve or Reject profile update
- Reject with reason and email notification will be send out to the staff

User Detail Resource Management

Home -> Management Tool -> HR Management -> User Profile -> Portal Admin

Personal Detail Bank Account Family Education Experience Skill License Training Certificate Reference Employment History Resume

Update Profile Update Profile Picture Change Password Export CV Approve Profile Update Reject Profile Update

Pending Account Detail Approval

User profile picture

Staff ID :	Name :	User Type :
admin	Portal Admin	Staff
Nick Name :	Company Email :	Personal Email :
Admin	no-reply@softoya.com	hr@datasco.com
Contact No 1 :	Contact No 2 :	
0123	0123	
Gender :	Marital status :	
Female	2. Married	
Nationality :	Race :	Religion :
Base :	User Territory :	Holiday Territory :
Selangor	HQ	Selangor
Permanent Address :	Current Address :	
No.2, Jalan BP3/11, Bandar Bukit Puchong.	No.2, Jalan BP3/11, Bandar Bukit Puchong.	
DOB :	NRIC :	Passport No :
25-Dec-1990	901225-13-5050	
Grade :	Position :	Superior :
NE	Admin	[admin2] Admin 2
Placement :	Department :	Working Days :

# WEB – Approve Account

Access Control Admin Home Admin Access Control

Staff Contractor Access Control Template

Delete

	Status	Name	Stafl_ID	Department	Superior	Country_Base	Base	Access_Control_Templa
Edit	Pending Account Detail Approval	Portal Admin	admin	MY_Department_Admin	Admin 2		Selangor	Admin Template
Edit	Account Detail Approved	Admin 2	admin2		Portal Admin			Admin Template
Edit	Account Detail Approved	FELICIA1	S0002	MY_Department_HR & Admin				
Edit	Account Approved	WONG KIONG @WANG LI SENG2	E0020	MY_Department_HR & Admin	FELICIA1	Malaysia1	Selangor	Default Template
Edit	Account Approved	HANAFI BIN MUNSUYI	E0010	MY_Department_HR & Admin				Default Template
Edit	Account Approved	MOHD AZHAR B. ABD KARIM	D0007	MY_Department_Engineering_10	PHOON YIT ONN	Malaysia	Selangor	Default Template
Edit	Account Detail Approved	ZURAIMI B. ZAKARIA	D0008	MY_Department_Documentation_HQ	Sarah Binti Dolah	Malaysia	Selangor	Default Template
Edit	Account Approved	MUHAMMAD YAASIN BIN YAAKOB	D0009	MY_Department_Engineering_1_HQ	KENNY NG SEA LAAI	Malaysia	Selangor	Project Engineer Templ
Edit	Account Approved	MOHAMMAD RIZAL BIN OTHMAN	D0013	MY_Department_Logistic_HQ	PHOON YIT ONN	Malaysia	Selangor	Default Template
Edit	Account Detail Approved	CATHERINE TAN BEE GAIK	D0014	MY_Department_Procurement_HQ	PHOON YIT ONN	Malaysia	Selangor	PM Template

Showing 1 to 10 of 376 entries

Previous 1 2 3 4 5 ... 38 Next

Active	Admin	Approved
Yes	Yes	Yes
Yes	Yes	Yes
Yes	No	Yes

5 ... 38 Next

## Note :

- Change Approved to Yes
- Auto email notification will be sent out with temporary password
- Active to activate or deactivate the account(resigned)

# WEB – Approval Control

Approval Control Admin

4 Project Without Approval Set

Claim Leave Timesheet Advance Request PR PO OT

New Row Delete Export Show 10 entries Search:

No	Type	Approver	Level	Project_Name
1	Claim	SOH CHONG MENG	1st Approval	Digi LC Tracker
2	Claim	SIN SIEW KOK	Final Approval	Digi LC Tracker
3	Claim	SOH CHONG MENG	1st Approval	Digi New Site
4	Claim	SIN SIEW KOK	Final Approval	Digi New Site
5	Claim	SIN SIEW KOK	Final Approval	Digi Upgrade
6	Claim	SOH CHONG MENG	1st Approval	Digi Upgrade
7	Claim	SIN SIEW KOK	Final Approval	Ericsson Digi
8	Claim	SOH CHONG MENG	1st Approval	Ericsson Digi
9	Claim	LIEW WENG HONG	Final Approval	Ericsson Supply Materials
10	Claim	Admin 2	Final Approval	MY_Department_Admin

Previous 1 2 3 4 5 6 7 Next

Note :  
- Will show what project or department do not have approver set





# WEB – Holiday Management

TOTG My Workplace - Resource Management - Project Management - Sales Management - Admin Tool - Portal Admin (perwira)

## Holiday Management Admin

Home > Admin > Holiday Management

2022 2023 2024

New Row Delete Search:

No	Holiday	Start_Date	End_Date	State	Country
1	New Year's Day	01-Jan-2023	02-Jan-2023		
2	Chinese New Year	22-Jan-2023	24-Jan-2023		
3	Hari Thaipusam	05-Feb-2023	06-Feb-2023		
4	Nuzul Al-Quran	08-Apr-2023	08-Apr-2023		
5	Hari Raya Puasa (Additional Announce by PM)	21-Apr-2023	21-Apr-2023		
6	Hari Raya Puasa	22-Apr-2023	24-Apr-2023		
7	Labour Day	01-May-2023	01-May-2023		
8	Wesak Day	04-May-2023	04-May-2023		
9	Agong's Birthday	05-Jun-2023	05-Jun-2023		
10	Hari Raya Haji	29-Jun-2023	29-Jun-2023		
11	Awal Muharram	19-Jul-2023	19-Jul-2023		
12	National Day	31-Aug-2023	31-Aug-2023		
13	Malaysia Day	16-Sep-2023	16-Sep-2023		
14	Maulidur Rasul	28-Sep-2023	28-Sep-2023		
15					



# WEB – Notice Board

TOTG My Workplace ▾ Resource Management ▾ Project Management ▾ Sales Management ▾ Admin Tool ▾ Portal Admin (perwira)

Notice Board Management Admin Home > Admin > Notice Board Management

New Notice Delete Search:

No	Title	Content	Start_Date	End_Date	Created_By	Email_Notification	Attachment
1	test notice	test notice	25-Nov-2023	31-Dec-2023	Portal Admin (perwira)	No	<input type="button" value="Upload"/>

Showing 1 to 1 of 1 entries Previous 1 Next

Note :  
- Email Notification Yes to sent out email to all the staff

# WEB – Cut Off Management

Cut-off Management Admin Home > Admin > Cut-off Management

Search:

No	Payment_Month	Start_Date	End_Date
1	Nov 2023	01-Nov-2023	30-Nov-2023
2	Dec 2023	01-Dec-2023	31-Dec-2023

Showing 1 to 2 of 2 entries

- Note :
- Cut off date for claim
  - Claim sheet dropdown



# WEB – Pending Approval

TOTG Dashboard My Workplace Resource Management Project Management Sales Management Admin Tool Sin Hong Hau

Dashboard Home Dashboard

**Alert!**  
Pending Account Detail Approval

Notice Board

**My Pending Items**

<b>18</b> My Pending Timesheet 01-Apr-2020 to 01-May-2020 <a href="#">More info</a>	<b>1</b> Claim Pending Approval <a href="#">More info</a>	<b>6</b> Timesheet Pending Approval <a href="#">More info</a>
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**HR & Admin**

<b>0</b> On Leave Today <a href="#">More info</a>	<b>0</b> Interns <a href="#">More info</a>	<b>4</b> Account Detail Pending Approval <a href="#">More info</a>
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**Asset Tracking**

<b>1</b> Cars	<b>1</b> Laptop	<b>1</b> Scanner	<b>1</b> Mobile Phones	<b>0</b> Roadtax & Insurance
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# WEB – Timesheet Approval

- Resource Management ▾
- Project Management ▾
- Claim
- Claim Management
- Engineer Tracking
- Engineer Location Tracking
- Leave
- Leave Management
- Leave Summary
- Department Attendance Summary
- Leave Entitlement
- Leave Batch Adjustment
- Leave Carry Forward
- Timesheet
- Timesheet Management**
- Timesheet Summary
- Claim & Timesheet Summary
- Overtime Management
- Late / Absent Report

**Timesheet Management** Resource Management

Home Management Tool HR Management Timesheet Management

Pending Review Timesheet[6] Approved Timesheet[8] Rejected Timesheet[0] Date Range Timesheet[5] Final Approved Timesheet[2]

Search:

Action	Staff_ID	Submitter	Status
<a href="#">Review</a>	aleesa.firhana@softoya.com	ALEESA FIRHANA BINTI IZANI	Pending Approval
<a href="#">Review</a>	amri.mursyid@softoya.com	AMRI MURSYID BIN MOHD ZAINI	Pending Approval
<a href="#">Review</a>	kp.lim@softoya.com	LIM KYE PENG	Pending Approval
<a href="#">Review</a>	nurul.izzati@softoya.com	NURUL IZZATI BINTI MOHD IZZUDDIN	Pending Approval
<a href="#">Review</a>	shhau@softoya.com	Sin Hong Hau	Pending Approval
<a href="#">Review</a>	jx.tiu@softoya.com	TIU JUN XIONG	Pending Approval

Showing 1 to 6 of 6 entries

Previous **1** Next

**TOTG** Dashboard My Workplace Resource Management Project Management Sales Management Admin Tool Sin Hong Hau

**Timesheet Detail** HR Management

Home Management Tool HR Management Timesheet Management Timesheet Detail

[Export](#)



Staffid : aleesa.firhana@softoya.com  
 Name : ALEESA FIRHANA BINTI IZANI  
 Department : Position : Engineer  
 Nationality : Malaysia Base : Selangor  
 Joining Date : 02-Jan-2020 Scheme Name :

Timesheet Date : -

Pending Approval : 72

Approved : 0

Rejected : 0

Total Allowance : RMNaN

Total Monetary Compensation : RMNaN

Total Allowance + Monetary Compensation : RMNaN

23-Apr-2020 - 23-Apr-2020 [Refresh](#)

[Submit and Notify](#) [Approve](#) [Approve with Special Attention](#) [Reject](#) [Redirect](#) [New Timesheet](#) [Delete Timesheet](#)

Show 10 entries [Export](#) Search:

Status	Date	Day	Type	Time_In	Time_Out	Project_Name	Project	Project_Code	Work_Description
<input type="checkbox"/> Pending Approval	05-Feb-2020	Wed	On Duty	2:00 PM	6:00 PM	My_Project	JM 3rd Year AMC	My_Project_0044	Change logo & quality policy
<input type="checkbox"/> Pending Approval	05-Feb-2020	Wed	On Duty	9:00 AM	1:00 PM	My_Project	Archiconic Company Website	My_Project_0047	Added projects and change homepage background imager
<input type="checkbox"/> Pending Approval	06-Feb-2020	Thu	On Duty	8:30 AM	5:30 PM	My_Project	JM 3rd Year AMC	My_Project_0044	Added brand story
<input type="checkbox"/> Pending Approval	07-Feb-2020	Fri	On Duty	8:30 AM	5:30 PM	My_Project	JM 3rd Year AMC	My_Project_0044	Added project and team photo, adjust alignment
<input type="checkbox"/> Pending Approval	10-Feb-2020	Mon	On Duty	9:00 AM	4:30 PM	My_Project	Archiconic Company Website	My_Project_0047	Update projects.

**Note :**  
 - After "Approve" click "Submit and Notify" to pass to next level



# WEB – Claim Approval

Resource Management - Project

- Claim
- Claim Management
- Total Claim
- Department Summary

Claim Management Resource Management Home > Resource Management > Claim Management

Create Claim Sheet

Pending Review Claim[1] Approved Claim[9] Rejected Claim[0] Date Range Claim[0] Final Approved Claim[9]

Search:

Action	Staff_ID	Name	Claim_Sheet_Name	Remarks	Status	Created_Date	Submission_Date
<a href="#">Review</a>	amri.mursyid@softoya.com	AMRI MURSYID BIN MOHD ZAINI	amri.mursyid@softoya.com-Mar 2020 Claim		Pending Approval	2020-03-17 16:59:01	2020-03-30 11:01:40

Showing 1 to 1 of 1 entries Previous 1 Next

Showing 1 to 10 of 62 entries

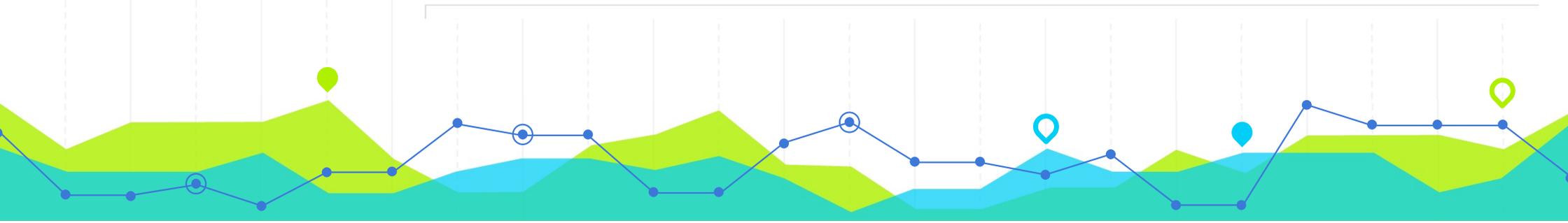
[Submit and Notify](#) [Approve](#) [Approve with Special Attention](#) [Reject](#) [Redirect](#)

[Export](#) Search:

Status	Date	Day	Project_Name	Project_Code	Mileage	Expenses_Type	Total_Expenses	Total_Payable	Company_Name	Remarks	Approver	Comment
<a href="#">Pending Approval</a>	17-Mar-2020	Tue	MY_Internal	MY_Internal	70	Mileage (RM)	35.00	35.00	TM Tower		Sin Hong Hau	00

Showing 1 to 1 of 1 entries

Note :  
- After "Approve" click  
"Submit and Notify" to  
pass to next level





# WEB – Leave Approval

Resource Management - Project

- Claim
- Claim Management
- Total Claim
- Department Summary
- Country Summary
- Staff Summary
- Project Breakdown
- Engineer Tracking
- Engineer Location Tracking
- Leave
- Leave Management
- Attendance Summary

Leave Management Resource Management

Home > Management Tool > HR Management > Leave Management

Pending Approval Leave[0] Approved Leave[0] Rejected Leave[0] All Leave[42] Final Approved Leave[40]

Approve Not Approve Reject Redirect

Export Search:

Leave_Status	Staff_ID	Name	Leave_Type	Leave_Term	Start_Date	End_Date	No_of_Days	Reason	Application_Date	Project_Name	Approver	Comment	Review_Date	File
No data available in table														

Previous Next



# WEB – Location Tracking

Attendance Tracker Human Resource Home > Human Resource > Attendance Tracker

Map Satellite Terrain



 Time In
  Time Out

Date Range :  Company :  Department :  Staff :  Refresh

Show 10 entries Export Search:

Staff_ID	Name	Department	Position	Date	Day	Site_Name	Status	Leave_Type	Leave_Status	Time In	Time Out	Remarks	Source
PWE00036	Brinda Sekaran	Finance		27-Nov-2023	Mon		On Duty						
PWE00042	Khairi Syazwan Bin Mazuki	Engineering	Site Engineer	27-Nov-2023	Mon		On Duty						
PWE00046	Muhammad Arief Bin Mohd Yunus	Engineering	Project Engineer	27-Nov-2023	Mon		On Duty						

**Note :**  
 - Click on time in time out column to show location





**THANK YOU!**

