

Employees

1. Introduction

This guide provides step-by-step instructions on managing access to the employee website. Learn how to create employee accounts and ensure they can log in to access necessary resources and information.

2. Employees


This section provides an overview of the tools and features available for managing employee access to the website. From creating accounts to ensuring login functionality, each feature is designed to provide employees with secure and straightforward access to the system.









2.1 Add New Employee

Go to **Profile > Admin Console > Employees > New Employee > Fill in details > Add**




Details include:

1. Company
2. Project
3. Full Name as per IC/Passport
4. Gender
5. Tax Category
6. Employee No.
7. Position
8. IC/Passport No.
9. KWSP EPF No.
10. Mobile Phone No.
11. Email Address
12. Country of Origin
13. First Day of Work
14. Bank Name
15. Bank Account No.
16. Mailing Address
17. HOMESERVA Username
18. HOMESERVA Password
19. Direct Report Superior
20. Select a project first (The superior who to provide authorization PIN code for invoice amount change requests.
21. Authorization PIN Code (The code to provide to subordinates for invoice amount change requests)
22. Select Permissions




Operation Insights

-  Security Monitor
-  Customer Accounts
-  Cash Book 0.00

VYROX > Operation Insights

 **To Do List** 9

- 67 emergency SOS to follow up
- 1 payment amounting to RM 54.00 pending for verification
- 19 overstaying visitors pending for action
- 40 water meters pending for reading
- 6 facility booking changes pending for approval
- 1 new complaint pending for action

Staff 001

Edit Profile

Change Password


Go To >





Admin Console

Terms of Service
Privacy Policy
Disclaimer

First agreed on 14-Dec-2023 2:16 PM
Last agreed on 10-Jan-2025 8:40 AM

Logout




-  Management Bodies
-  Projects
-  Employees
-  Membership Plans

Powered by VYROX AIOT

Admin Console > Employees

Employees
2025-01-10 (Today)

 New Employee

New Employee

Details
Permissions

Company
Perak Corporation

Project
-- Select --

Full Name as per IC/Passport

Gender
Male

Tax Category
Single

Employee No.

Position
Select a project first

IC/Passport No.

KWSP EPF No.

Mobile Phone No.

Email Address

Country of Origin
Malaysia

First Day of Work

Bank Name

Bank Account No.

Mailing Address

HOMESERVA Username

HOMESERVA Password

Direct Report Superior
Select a project first

Authorization PIN Code

The superior who to provide authorization PIN code for invoice amount change requests.

The code to provide to subordinates for invoice amount change requests.

Add

Show employees

Phone No.	Status
663338	Active
070207	Active
820608	Active
1334006	Active
	Active
663338	Active
663338	Active
663338	Active
348	Active
5464546	Active
8262563	Active
8262521	Active
203338	Active
485340	Active
	Active
663338	Active
263338	Active
883726	Active
2220800	Active
748976	Active
6826181	Active
5125478	Active

Showing 1 to 22 of 22 employees

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