

# Employee

## 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. Employee

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

# VYROX > Operation Insights

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**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

**Admin Console**

- 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

# Admin Console > Employees

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**Employees** 2025-01-10 (Today) ➕ New Employee

Show 50 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

**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.: +60 \_\_\_\_\_ | 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**

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