

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. 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

    Staff 001

 **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

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





Operation Insights

 Security Monitor

 Customer Accounts

 Cash Book 0.00

Admin Console > Employees

 Staff 001

Employees2025-01-10 (Today)+ New Employee

Show50employees

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

Prev Next

New Employee

DetailsPermissions

Company

Project

Full Name as per IC/Passport

Gender Tax Category

Employee No. Position

IC/Passport No. KWSP EPF No.

Mobile Phone No. Email Address

Country of Origin First Day of Work

Bank Name Bank Account No.

Mailing Address

HOMESERVA Username HOMESERVA Password

Direct Report Superior 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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