



# TL Connect User Manual

## Contents

For New User .....	4
Account Creation.....	4
For Existing User.....	9
Account Login – With Username & Password .....	9
Account Login – For Employee Role.....	10
Account Subscription Plan .....	11
View Account Subscription Plan .....	11
View All Subscription Plan.....	11
View Subscription History .....	12
Renew Subscription Plan.....	13
Enable Notification.....	14
General Function Guide .....	15
Shortcut Icon Functions .....	15
Filter Function .....	15
Delete Function.....	15
Customize Column Display Arrangement – Display Order.....	16
Quick Link.....	18
Worker Information Section.....	19
Create New Worker Information.....	19
Worker Information function guide .....	21
Import Function on Woker Information.....	21
Export Function on Woker Information .....	25
Adding Option Selection .....	26
Adding Option Selection – Permit Company .....	26
Adding Option Selection – Immigration Programme.....	28
Adding Option Selection – Employee List .....	30
Adding Option Selection – PIC .....	32
Adding Option Selection – Nationality.....	34

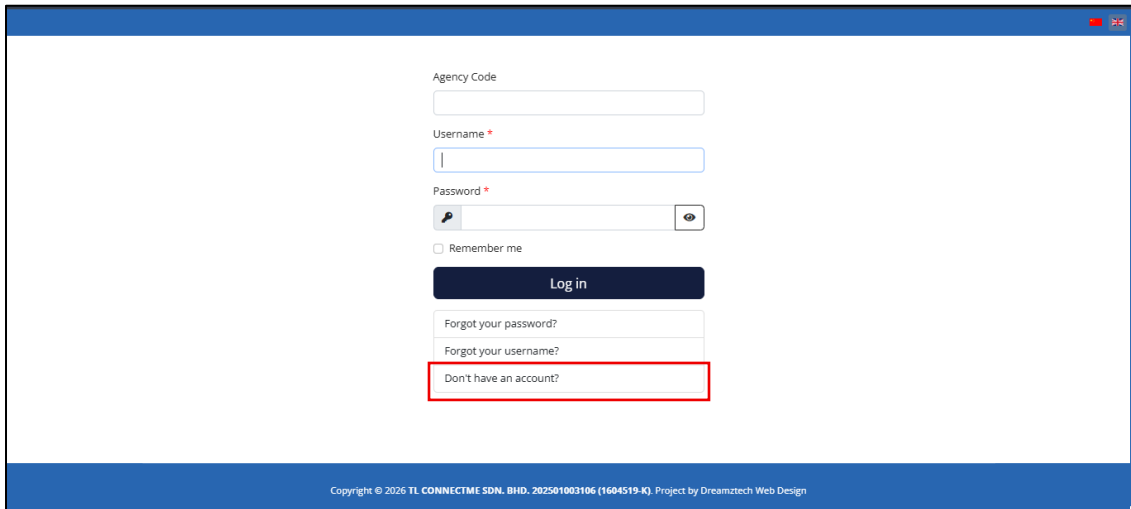
Adding Option Selection – Department/Package .....	36
Adding Option Selection – Agent .....	38
Adding Option Selection – Leader .....	40
Adding Option Selection – Sales .....	42
Adding Option Selection – Runner .....	44
Adding Option Selection – Fomema Category .....	46
Adding Option Selection – Payment Method .....	48
Export Function on Option .....	50
Permit Requirements .....	52
Permit Requirements – Fomema .....	52
Permit Requirements – Special Pass/PTSK .....	53
Permit Requirements – Other Charges .....	54
Permit Requirements – Insurance .....	55
Permit Requirements – Permit Sticker .....	56
Permit Requirements – CIDB Record .....	57
Permit Requirements – PERKESO .....	58
Permit Requirements – KWSP .....	59
Permit Requirements – Master Policy (FOR COMPANY ROLE ONLY) .....	60
Import Function on Permit Requirements .....	62
Export Function on Permit Requirements .....	64
Finance Section .....	66
For Worker .....	66
Cash Received .....	66
Bank In .....	68
Costing .....	70
Billing .....	70
Summary .....	74
Export Function on Worker .....	76
For Company .....	79

Cash Received .....	79
Bank In .....	80
Costing.....	82
Billing.....	82
Summary .....	84
Export Function on Company.....	86
Letter .....	88
Create New Letter Format.....	88
Generate Letter .....	89
View Generate Letter .....	90
Export Letter Generated .....	91
Change History .....	93
Emp History (Employment Company).....	93
Department/Package .....	93
Essential Log.....	94
Company Log.....	94
Roles & Permission.....	95
Set Access Permission Based on User Role.....	95
User Override .....	96
Profile .....	98
Change Account Password .....	98
Change Prefix .....	98
Privacy Mode .....	99
Sample Image Comparison .....	100

# For New User

## Account Creation

1. Go to the webpage with following url:  
<https://agency.tolong.com.my/>
2. Click on “Don’t have an account?” to proceed to account.

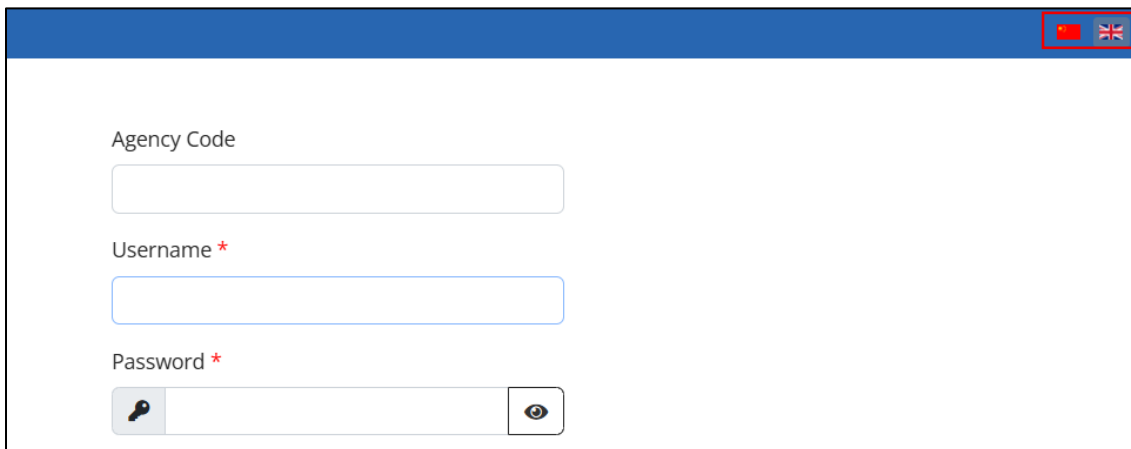


The screenshot shows a login form with the following elements:

- Agency Code:
- Username \*:
- Password \*:  (with a key icon and a visibility toggle icon)
- Remember me
- Log in button
- Forgot your password? link
- Forgot your username? link
- Don't have an account? link (highlighted with a red box)

Copyright © 2026 TL CONNECTIME SDN. BHD. 202501003106 (1604519-K). Project by Dreamtech Web Design

**\*\*Notes:** To change webpage language, click on the top right corner icon.



The screenshot shows the same login form as above, but with the language icon (a red flag) in the top right corner highlighted with a red box.

Agency Code

Username \*

Password \*

(with a key icon and a visibility toggle icon)

3. Select the preferred package by clicking the “Sign Up” allocated.

PIC Limit	0	Unlimited	Unlimited
Accountant Limit	0	Unlimited	Unlimited
Master Admin Limit	0	Unlimited	Unlimited
Supervisor Limit	0	Unlimited	Unlimited
Admin Limit	0	Unlimited	Unlimited
Viewer Limit	0	Unlimited	Unlimited
Login Limit	2	3	4
<b>Customer Service</b>			
Upload	Free	Free	Free
Support	N/A	Charge per Edit 5 free charges	Unlimited
Editing	Charge per support	Charge per support	Unlimited
Action	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>

Copyright © 2026 TL CONNECTIME SDN. BHD. 202501003106 (1604519-K). Project by Dreamztech Web Design

4. Insert Username, Password, Confirm Password and Email Address. After done, click on “Register”.

### User Registration

\* Required field

Username \*

Password \*

Minimum Requirements — Characters: 8

Confirm Password \*

Email Address \*

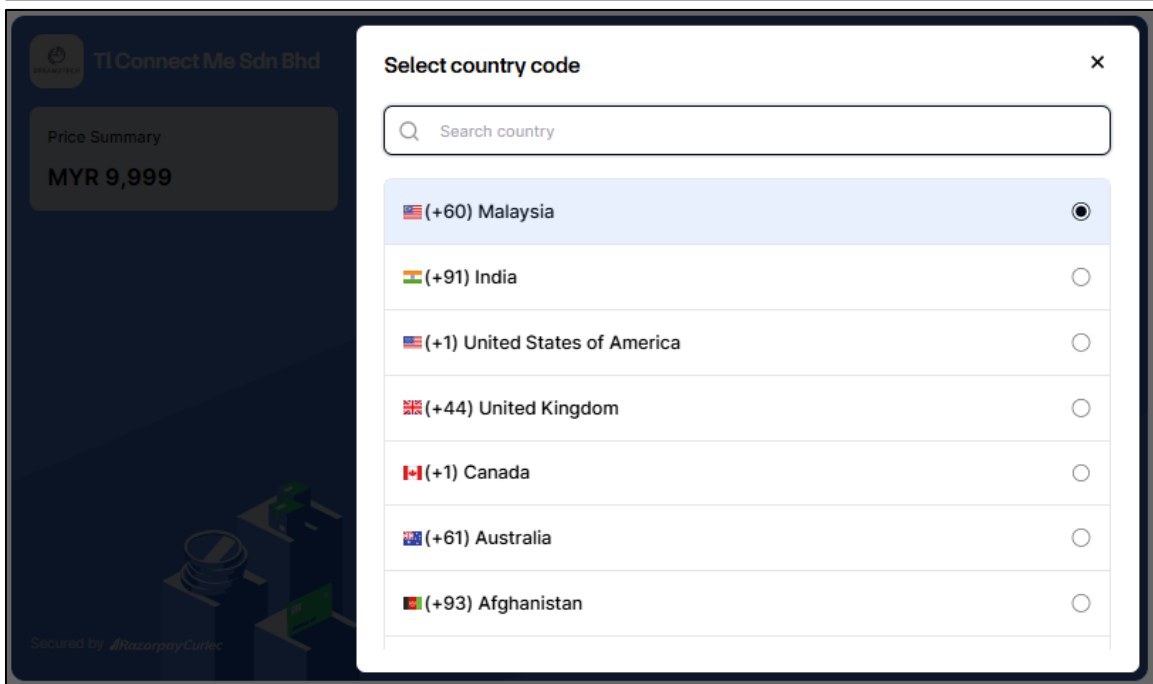
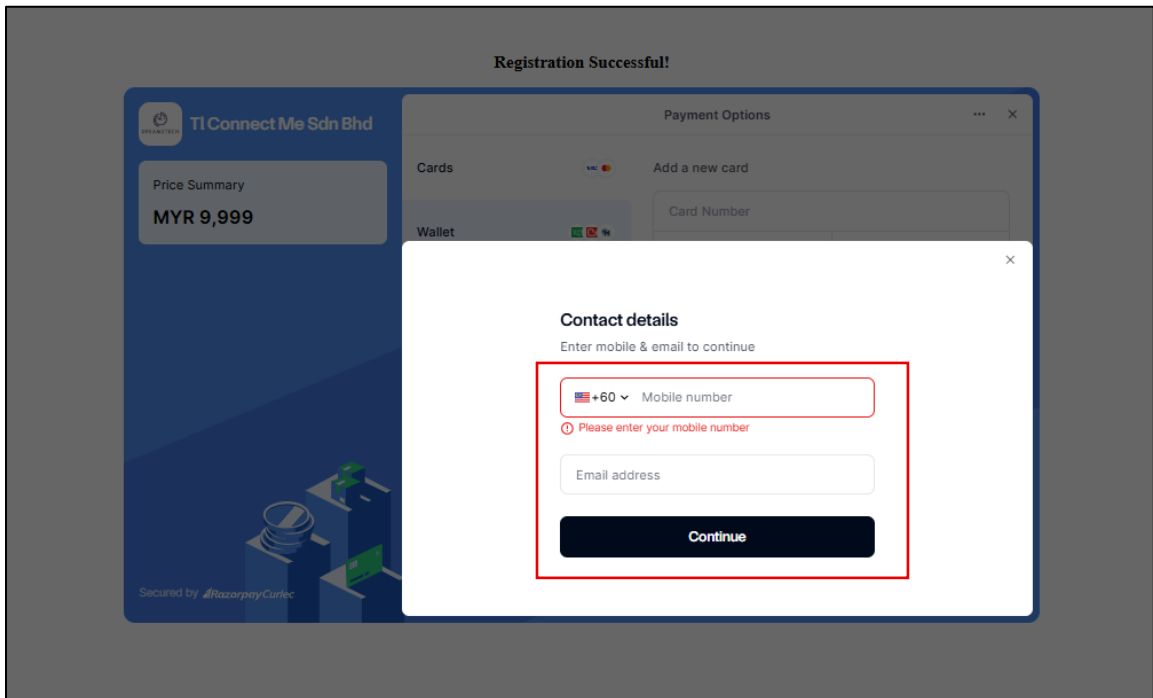
  

[Register](#)

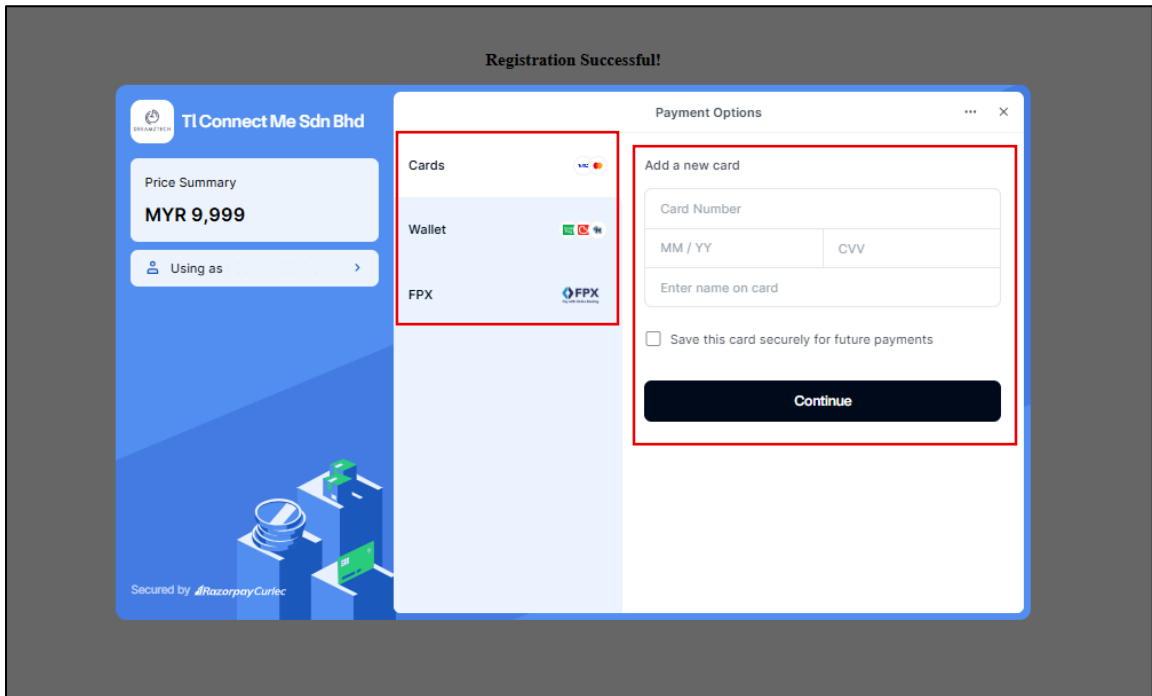
Copyright © 2026 TL CONNECTIME SDN. BHD. 202501003106 (1604519-K). Project by Dreamztech Web Design

**\*\*Notes:** The minimum requirement for password is **at least 8 characters**. It is recommended the password with mixture of upper key, lower key, numbers and special case (Eg: !@#\$%^&\*).

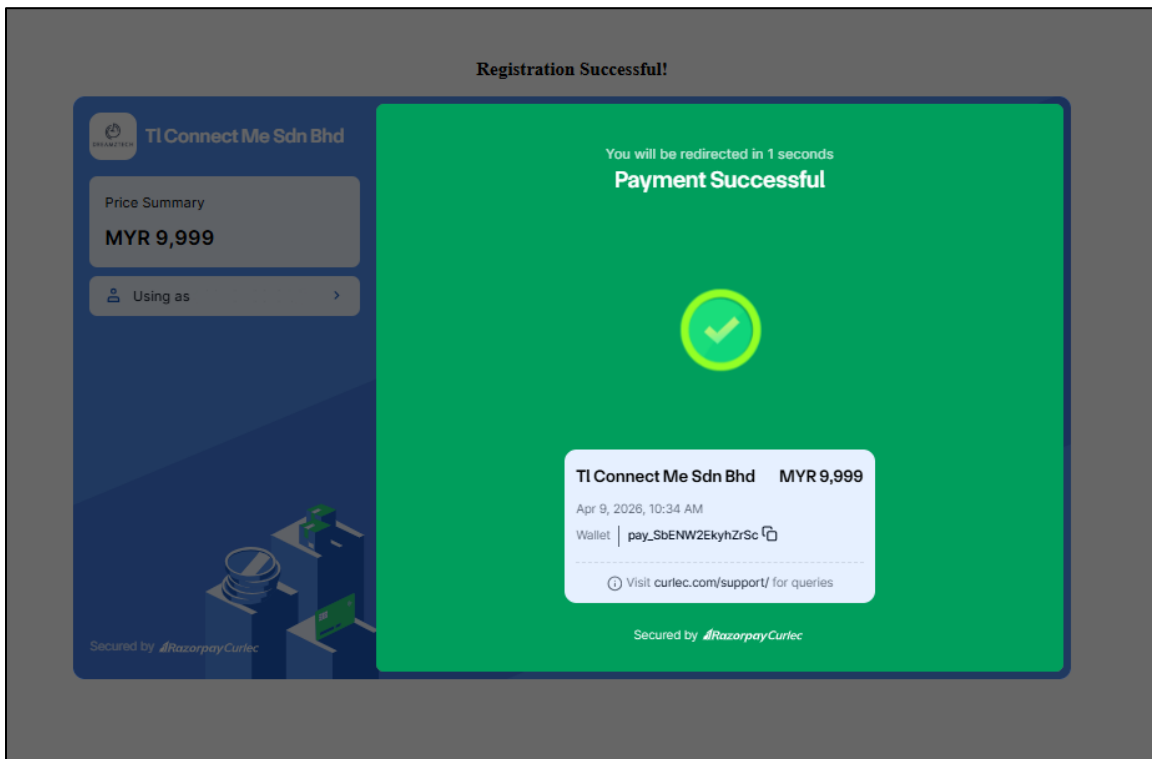
5. To change the phone country code, click on the flag icon and select the country where your contact is registered. Insert your contact number, email address and click “Continue”.



6. Select Payment Option preferred and insert the details. After done, click on "Continue".



7. Payment Successful and account will be created. The webpage will be redirect to login page.



Payment successful! Your subscription is now active. ✕

Agency Code

Username \*

Password \*

Remember me

# For Existing User

## Account Login – With Username & Password

1. Go to the webpage with following url:  
<https://agency.tolong.com.my/>
2. Insert Username, Password and click “Login.” Webpage will be redirected to dashboard if login successfully.

Agency Code

Username \*

Password \*

Remember me

Log in

Forgot your password?

Forgot your username?

Don't have an account?

Copyright © 2026 TL CONNECTME SDN. BHD. 202501003106 (1604519-K). Project by Dreamztech Web Design

Dashboard

Reminder

Hello, Top Agency!  
950 - Master Account

DASHBOARD

WORKER INFORMATION

QUICKLINKS

FINANCE

PERMIT REQUIREMENTS

LETTER

OPTION

PAYMENT

CHANGE HISTORY

PROFILE & PERMISSION

Total Worker  
1

Total Pending Jobs  
5

Total Claim  
RM120.00

Total Outstanding Balance  
RM 230.00

Your Points  
0

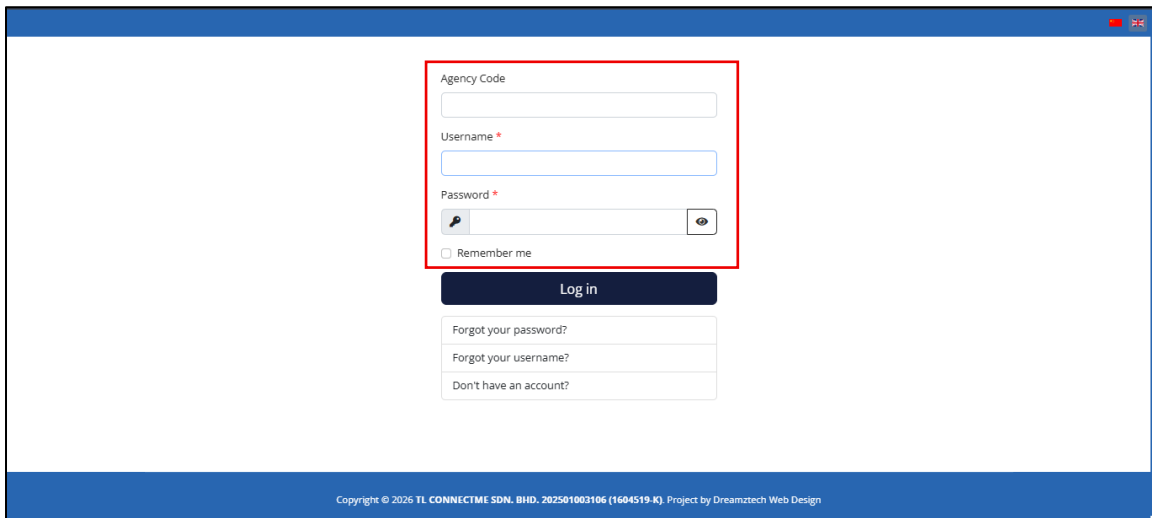
Points History

Activity	Points	Date	Remark
New User	+0	09 Apr 2026 09:57	Welcome!

**\*\*Notes:** To change webpage language, click on top left flag icon.

## Account Login – For Employee Role

1. Go to the webpage with following url:  
<https://agency.tolong.com.my/>
2. Insert Agency Code, Username, Password and click “Login.” Webpage will be redirected to dashboard if login successfully.



Agency Code

Username \*

Password \*

Remember me

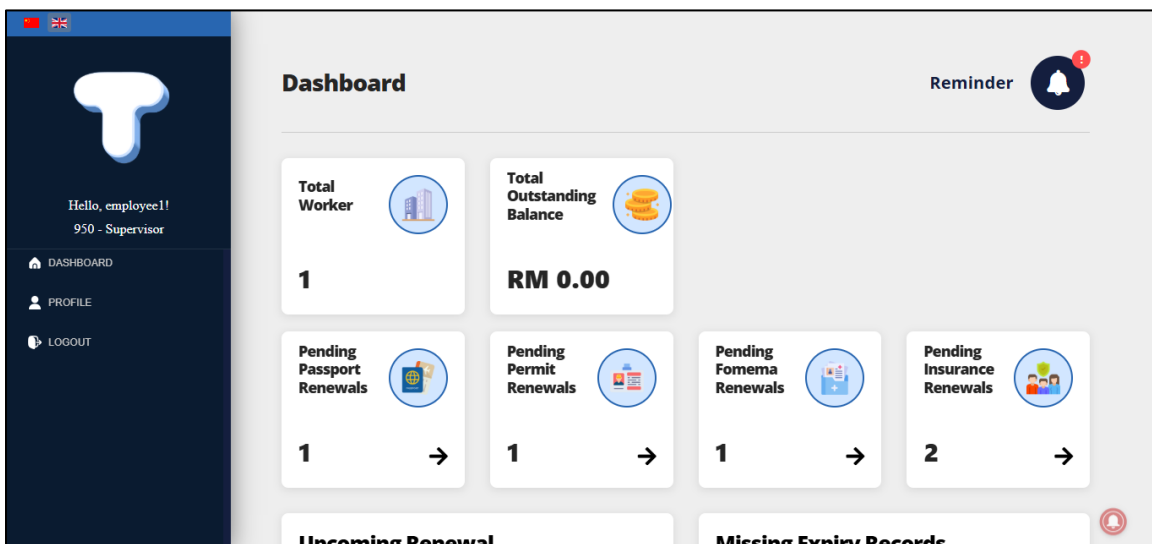
Log in

[Forgot your password?](#)

[Forgot your username?](#)

[Don't have an account?](#)

Copyright © 2026 TL CONNECTME SDN. BHD. 202501003106 (1604519-K). Project by Dreamztech Web Design



Dashboard

Reminder

Hello, employee!  
950 - Supervisor

DASHBOARD

PROFILE

LOGOUT

Total Worker  
1

Total Outstanding Balance  
RM 0.00

Pending Passport Renewals  
1 →

Pending Permit Renewals  
1 →

Pending Fomema Renewals  
1 →

Pending Insurance Renewals  
2 →

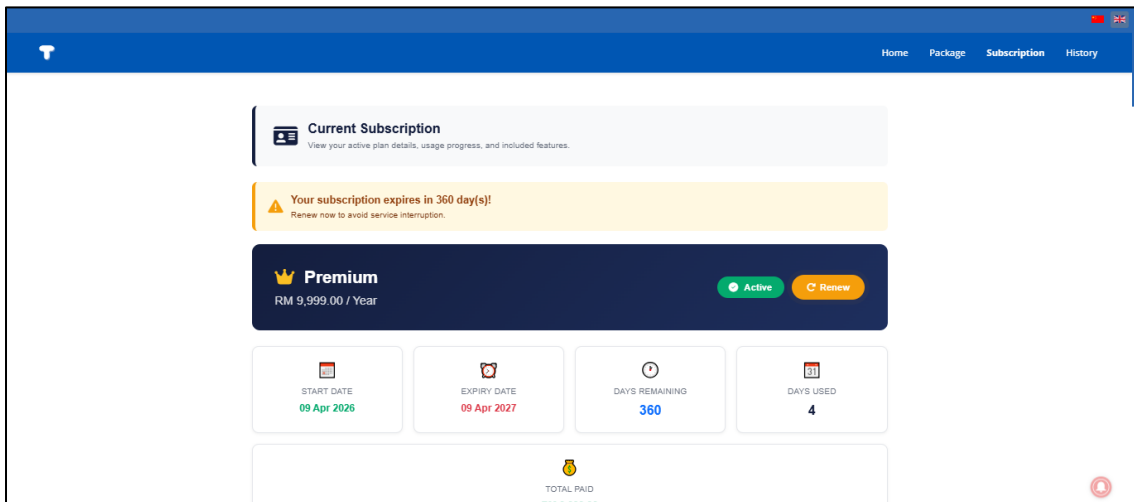
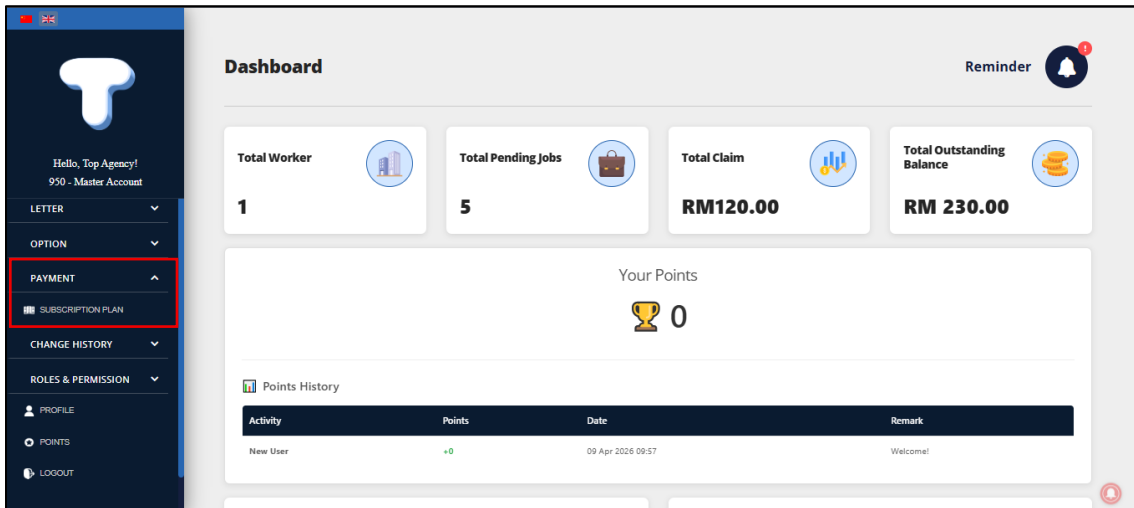
Upcoming Renewal

Missing Expiry Records

# Account Subscription Plan

## View Account Subscription Plan

1. To check account subscription status, click “Payment” then “SUBSCRIPTION PLAN” on the sidebar menu.



## View All Subscription Plan

1. To view all the package information, click on “Package”.

Features	Free	Basic	Premium
Price	RM 0.00 / Year	RM 4,999.00 / Year	RM 9,999.00 / Year
<b>Basic Worker Info</b>			
Worker Information	✓	✓	✓
PLKS Shortcut	✓	✓	✓
Points	✓	✓	✓
<b>Worker Essential</b>			
Dashboard	✓	✓	✓
FOMEMA	✓	✓	✓
Insurance	✓	✓	✓
CIDB Records	✓	✓	✓
PERKESO	✓	✓	✓

## View Subscription History

- To view all the subscription history, click on “History”. To view receipt, click on “Receipt”.

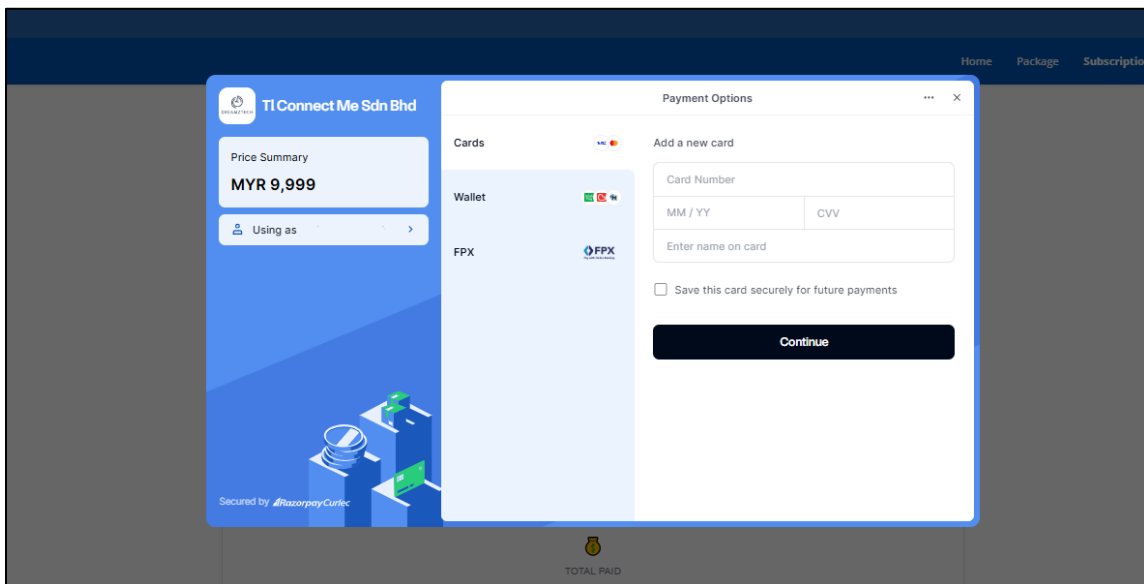
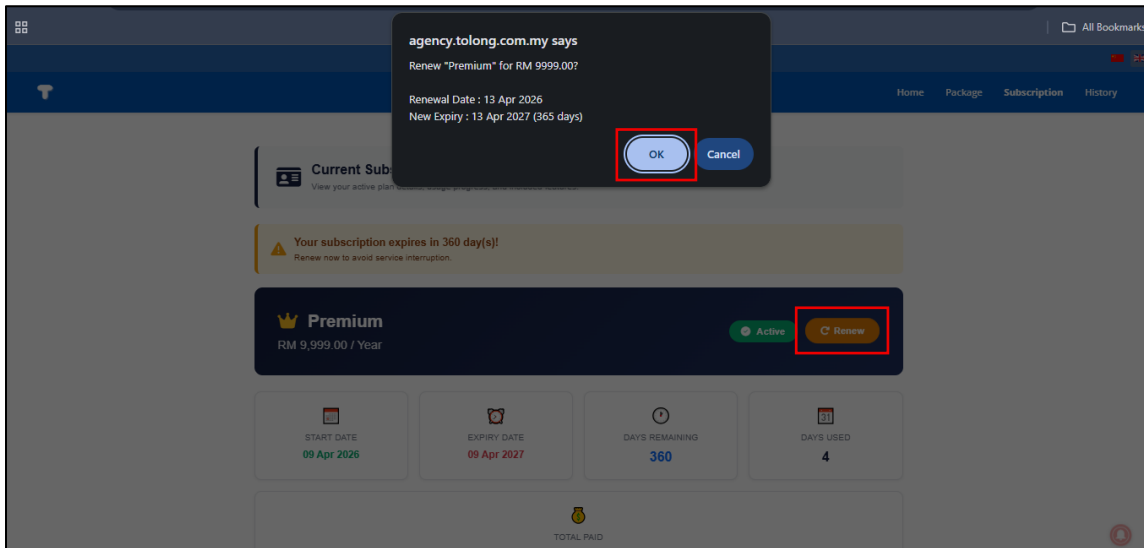
**Payment History**  
A record of all your past and current subscription transactions.

Search  Filter Options  Clear

System ID	Actions	Subscription Plan	Total Paid (RM)	Start Date	End Date	Payment Date	Receipt Number
1	<a href="#">Receipt</a>	Premium	9999.00	09-04-2026	09-04-2027	09-04-2026	PREMIUM_20260409_095813_262732

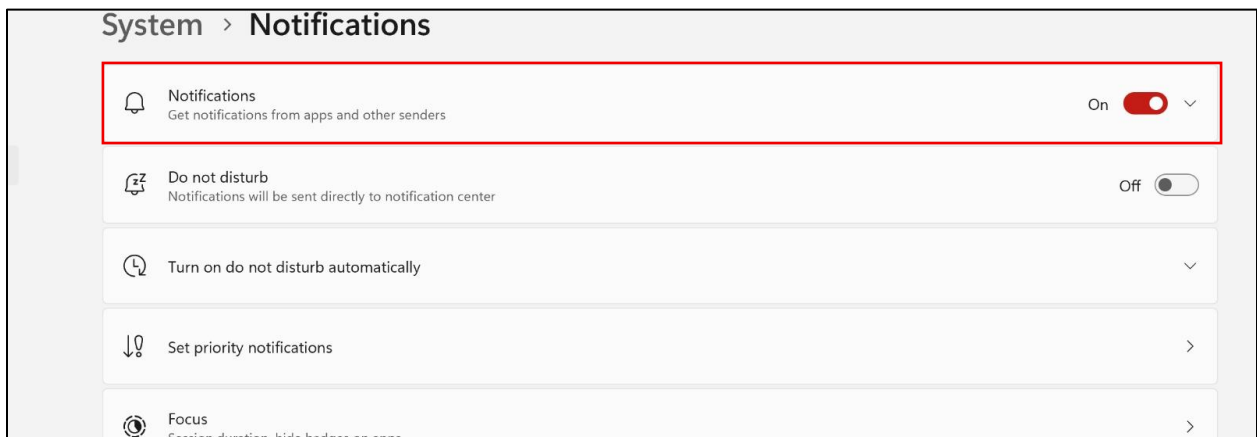
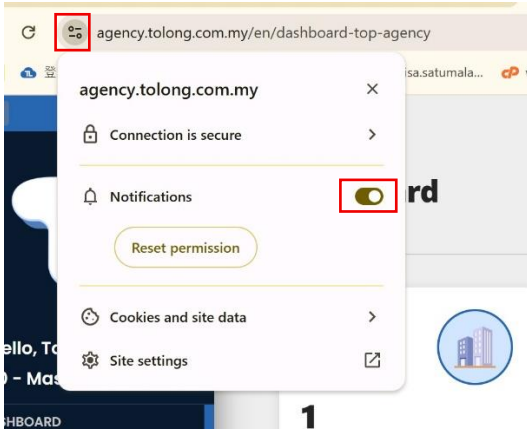
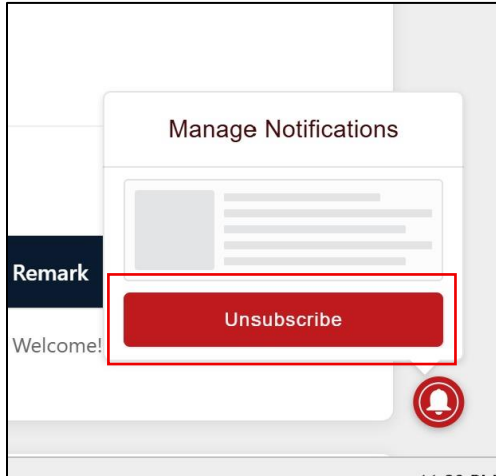
## Renew Subscription Plan

1. To renew subscription plan, click “Renew” button and click “OK” to proceed for payment.








# Enable Notification

To make sure the notification is working, turn on the following setting (To enable notification for Permit Expired Date and Passport Expired Date).



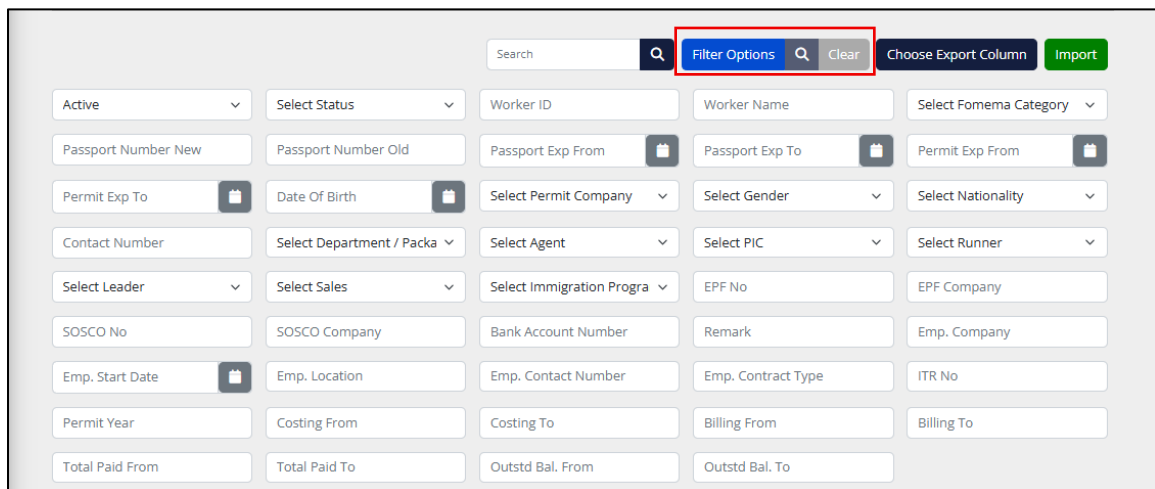
# General Function Guide

## Shortcut Icon Functions

Icon	Function
	Choose other function for example "Delete".
	Edit selected record.
	Short cut <b>add record</b>
	Short cut <b>view record</b>
	Short cut to Finance section (Cash Received, Bank In, Costing, Billing and Summary) for the selected worker.

## Filter Function

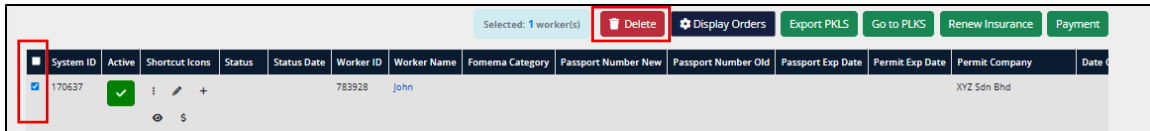
1. To filter the records, click on "Filter Options". Select the preferred filter options and click on the search icon to proceed the filter function. To clear all the selected filter options, click "Clear".



The screenshot displays a filter function interface with a search bar and several filter options. The "Filter Options" button is highlighted with a red box. The interface includes a search bar, a "Filter Options" button, a "Clear" button, a "Choose Export Column" button, and an "Import" button. Below these are various filter fields such as "Active", "Select Status", "Worker ID", "Worker Name", "Select Fomema Category", "Passport Number New", "Passport Number Old", "Passport Exp From", "Passport Exp To", "Permit Exp From", "Permit Exp To", "Date Of Birth", "Select Permit Company", "Select Gender", "Select Nationality", "Contact Number", "Select Department / Packa", "Select Agent", "Select PIC", "Select Runner", "Select Leader", "Select Sales", "Select Immigration Progra", "EPF No", "EPF Company", "SOSCO No", "SOSCO Company", "Bank Account Number", "Remark", "Emp. Company", "Emp. Start Date", "Emp. Location", "Emp. Contact Number", "Emp. Contract Type", "ITR No", "Permit Year", "Costing From", "Costing To", "Billing From", "Billing To", "Total Paid From", "Total Paid To", "Outstd Bal. From", and "Outstd Bal. To".

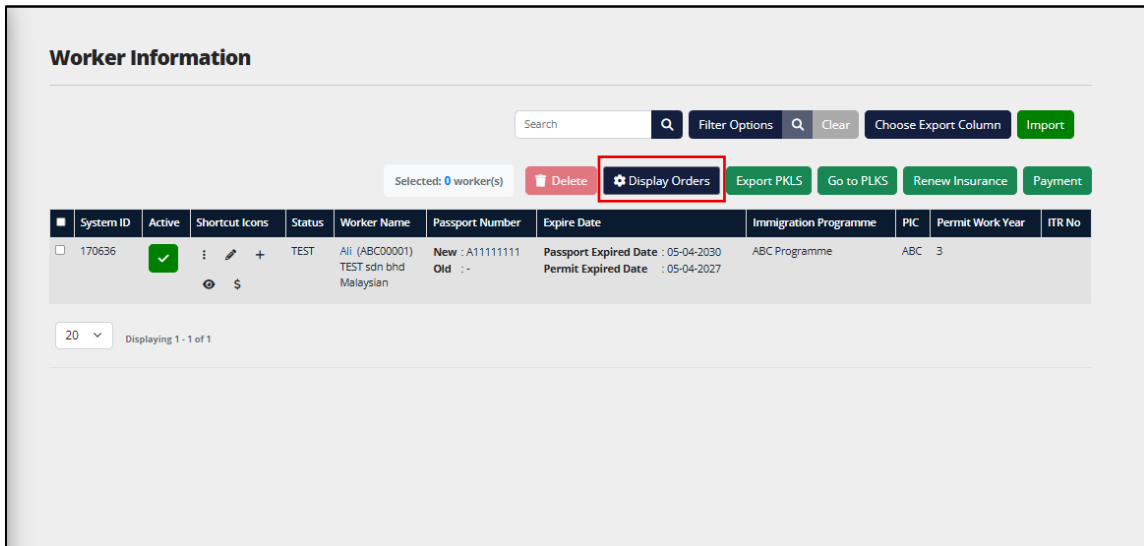
## Delete Function

1. To delete record, single record deletion and multiple record deletion is available. For single record deletion, selection on the record, and click "Delete". For multiple selection deletion, selection multiple records and click "Delete".

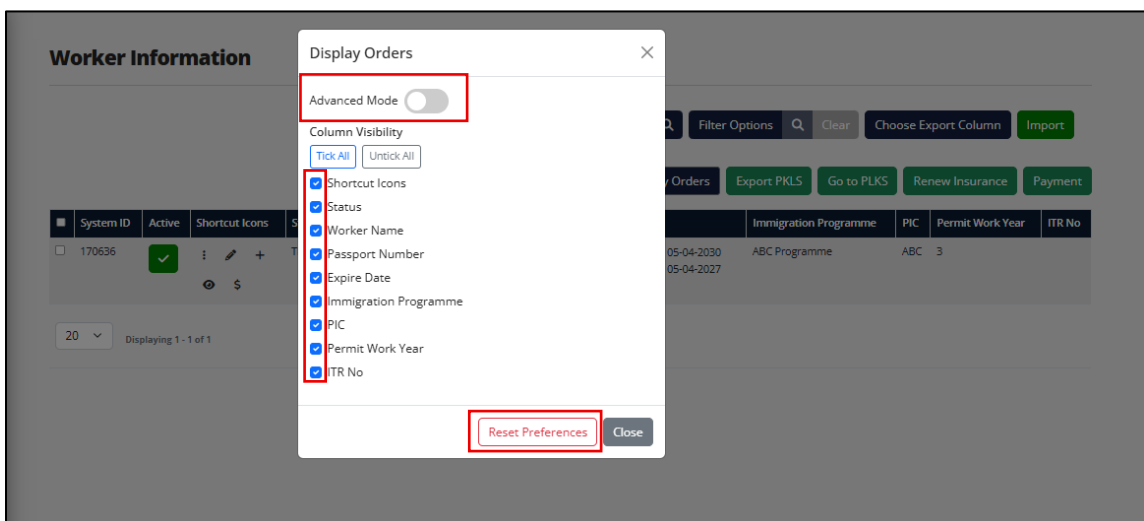


## Customize Column Display Arrangement – Display Order

1. To customize the arrangement of the worker information table header, click on “Display Orders”.



2. Click the checkbox to either show or hide the column. For more flexibility on column adjustment, click the “Advance Mode”. To reset all the display to default display mode, click “Reset Preferences”.



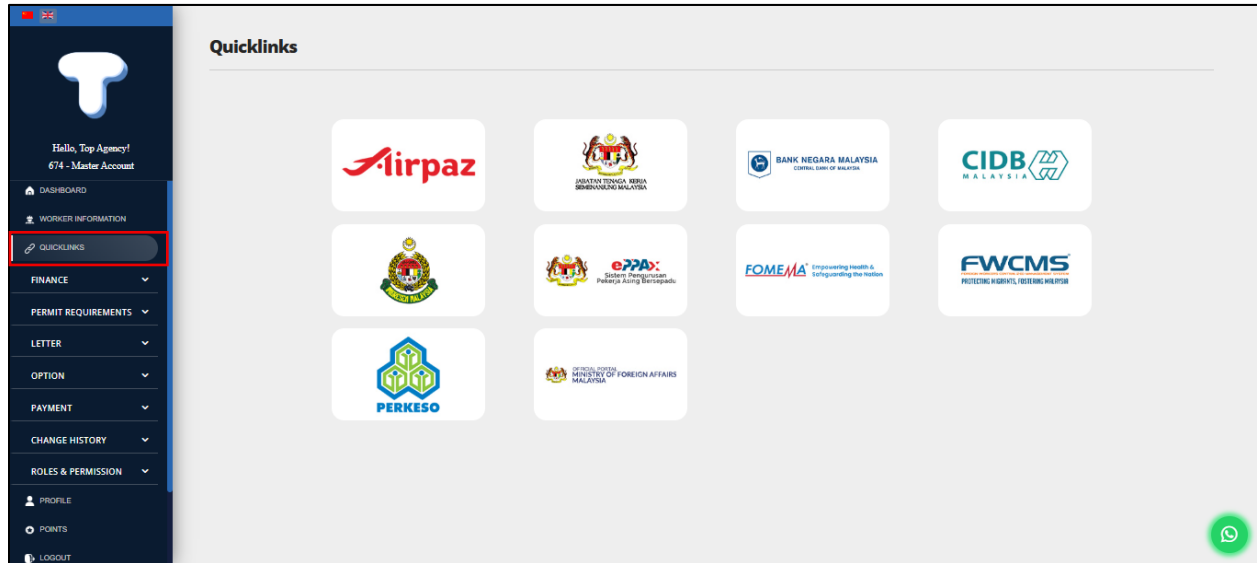
3. Here are the things you can do in Advance Mode:

- Drag and move to arrange the column based on own preferences.

	System ID	Active	Shortcut Icons	Status	Status Date	Worker ID	Worker Name	Formena Category	Passport Number New	Passport Number Old	Passport Exp Date	Permit Exp Date	Per
<input type="checkbox"/>	170636	<input checked="" type="checkbox"/>		TEST	02-04-2027	170636001	All		A11111111		05-04-2030	05-04-2027	TES

# Quick Link

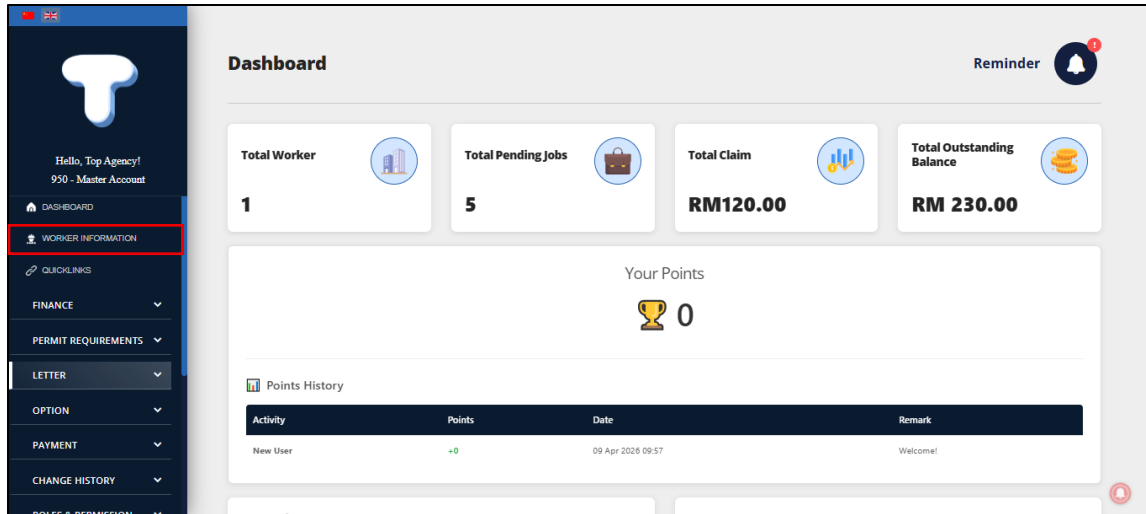
This section allows user to fast redirect to other website. To navigate to this section, click "QUICKLINKS" on sidebar menu.



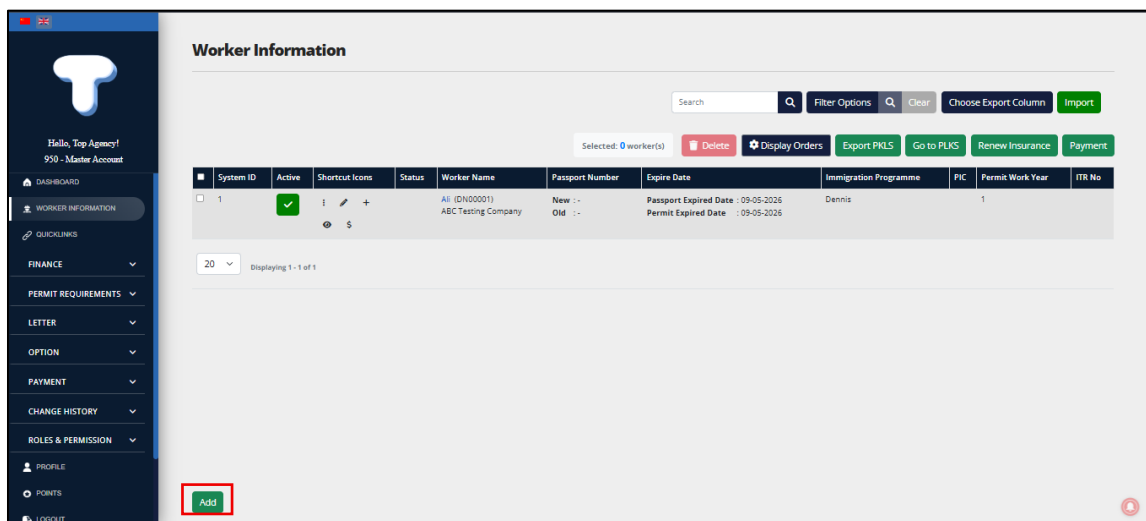
# Worker Information Section

## Create New Worker Information

1. Click on “Worker Information”.



2. Click on “Add”.



3. Fill up all the information. After done, click on “Submit” at bottom left.

**Worker Information**

**Basic Personal & Work Info**

Status:  Status Date:

Worker Name:  Fomema Category:

Passport Number New:  Passport Number Old:

Passport Exp Date:  Permit Exp Date:

Permit Company:  Date Of Birth:

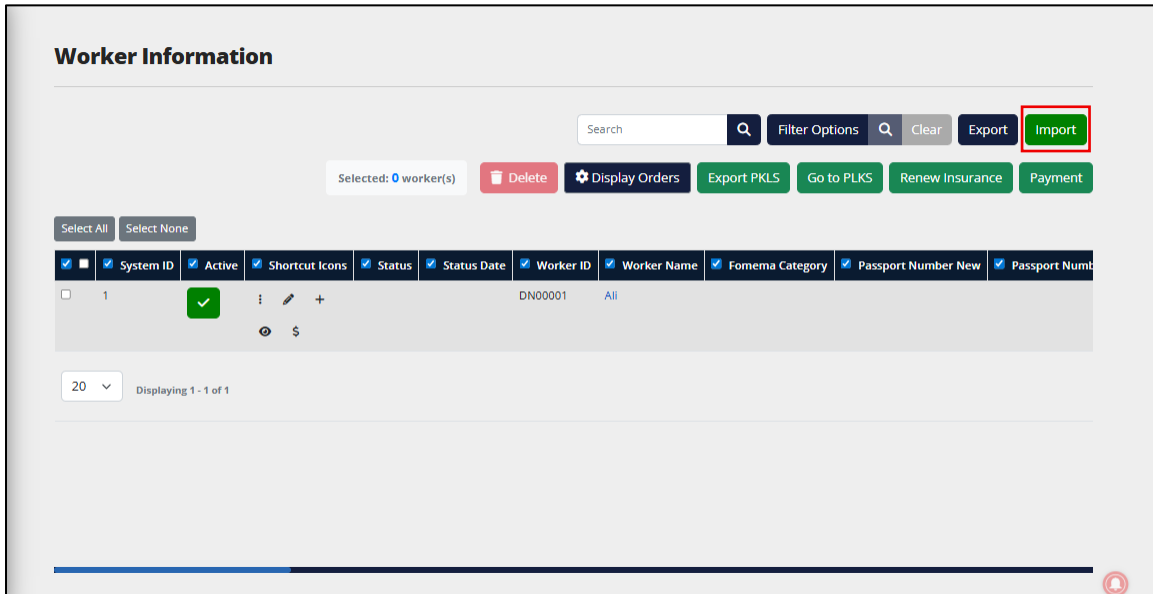
Gender:  Nationality:

**\*\*Notes:** *If the preferred option selection is not existed, please go to “Option” at the sidebar menu to add. The detail instruction will be shown in the Adding Option Selection part.*

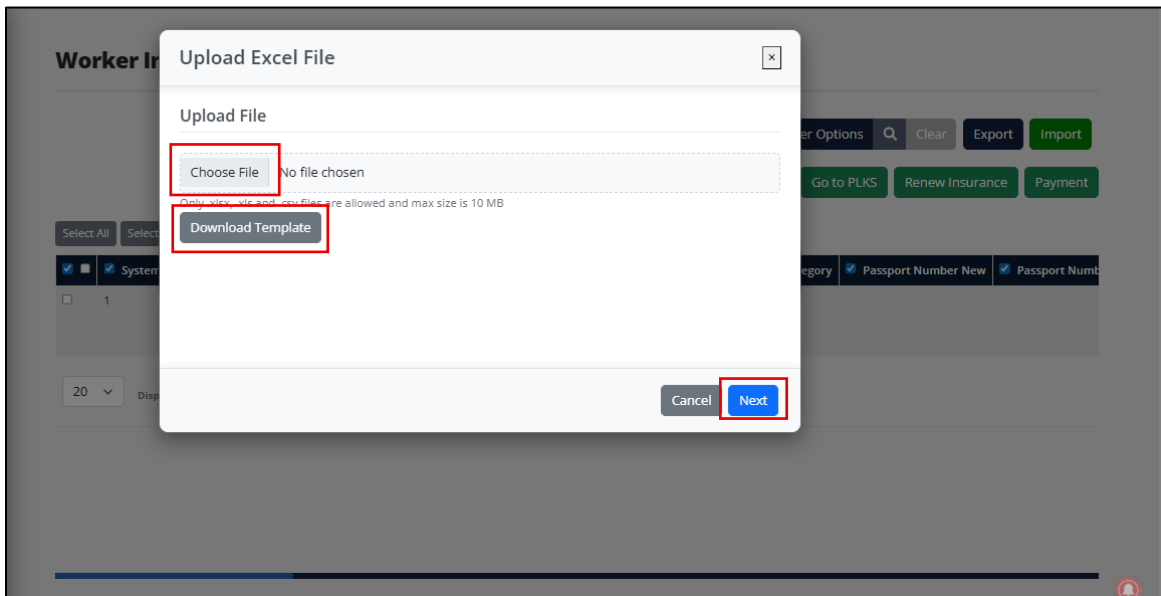
## Worker Information function guide

### Import Function on Worker Information

1. To import record, click on “Import”.



2. Click “Download Template” and fill up the records that you import into the template. After done, click “Choose File” to upload the updated template and click “Next” and “OK”.



#### \*\*Notes:

- *The records for **Immigration Programme and Permit Company** must be added in **Option first** only able to import the records successfully. It is case sensitive, the*

*entered record must be exactly the same as the record in the Immigration Programme and Permit Company.*

- *Error Message for example:*

The screenshot shows a dialog box titled "Upload Excel File" with a red error banner. The banner contains the text: "Import blocked — validation errors found in your file. Please fix the following errors and re-upload your file:". Below this is a table with the following data:

Row	Worker ID	Worker Name	Permit Company	Immigration Programme	Errors
2		John	(empty)	(empty)	<ul style="list-style-type: none"><li>- Permit Company is empty</li><li>- Immigration Programme is empty</li></ul>

Below the table, a "What to do next:" section lists three steps: 1. Add the missing Permit Company / Immigration Programmes in the Options panel; 2. Fix the data in your Excel file for the rows listed above (empty or invalid values); 3. Re-upload the corrected file using the same button. The dialog also features a file upload section with a "Choose File" button, a text field containing "worker\_database.xlsx", and a "Download Template" button. At the bottom right, there are "Cancel" and "Next" buttons.

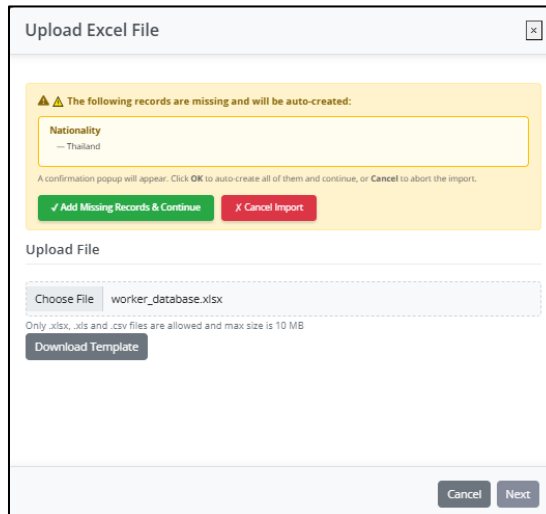
- *Suggested to use .xlsx format template to prevent numbering format issue on records.*
- *If missing other required data, the import process will fail and system will prompt import unsuccessful and need to update the template and re-upload. (Worker ID and Worker Name is required else it will lead to fail import).*

The screenshot shows a dialog box titled "Upload Excel File" with a yellow error banner. The banner contains the text: "No data was processed. Please re-import your Excel file." Below this, the following statistics are displayed: Total rows in file: 1; Successfully inserted: 0; Skipped (already in DB): 0; Failed rows: 1. A "Failed rows detail:" section contains a table with the following data:

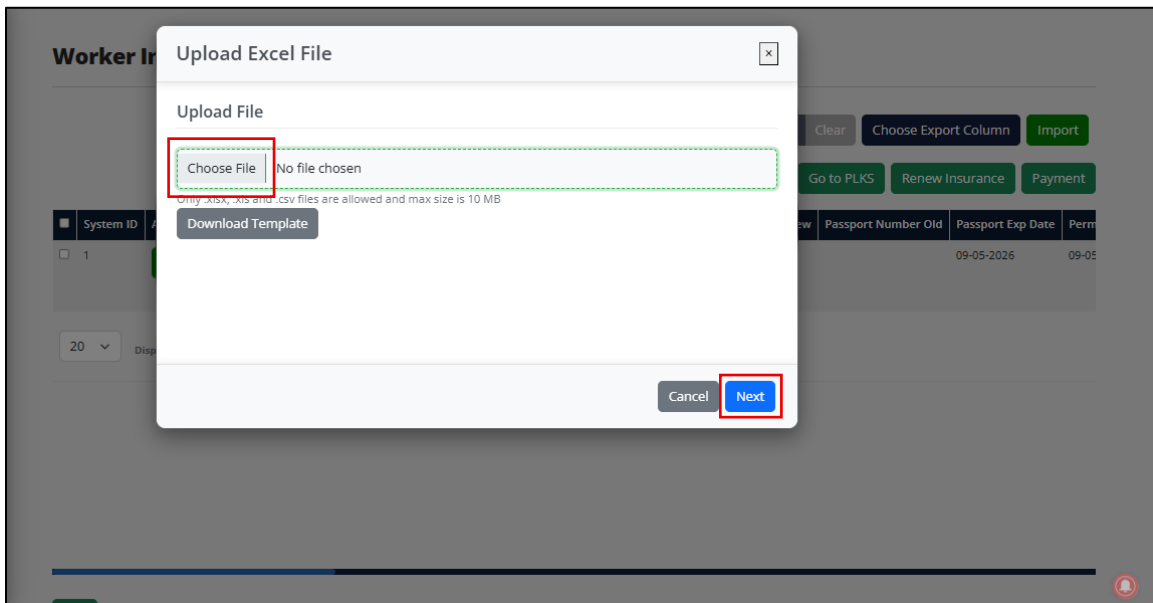
Row	Reason
2	Missing worker_id or name

Below the table, there is a "Close" button. The dialog also features a file upload section with a "Choose File" button, a text field containing "worker\_database.xlsx", and a "Download Template" button. At the bottom right, there are "Cancel" and "Next" buttons.

- If the option is new (PIC, Nationality, Status, Department/Package, Agent, Leader, Sales, Runner, Fomema Category, Payment Method), the system will prompt notification to add, for example:



3. After done filling the template, click “Choose File” to upload the template and click “Next”.

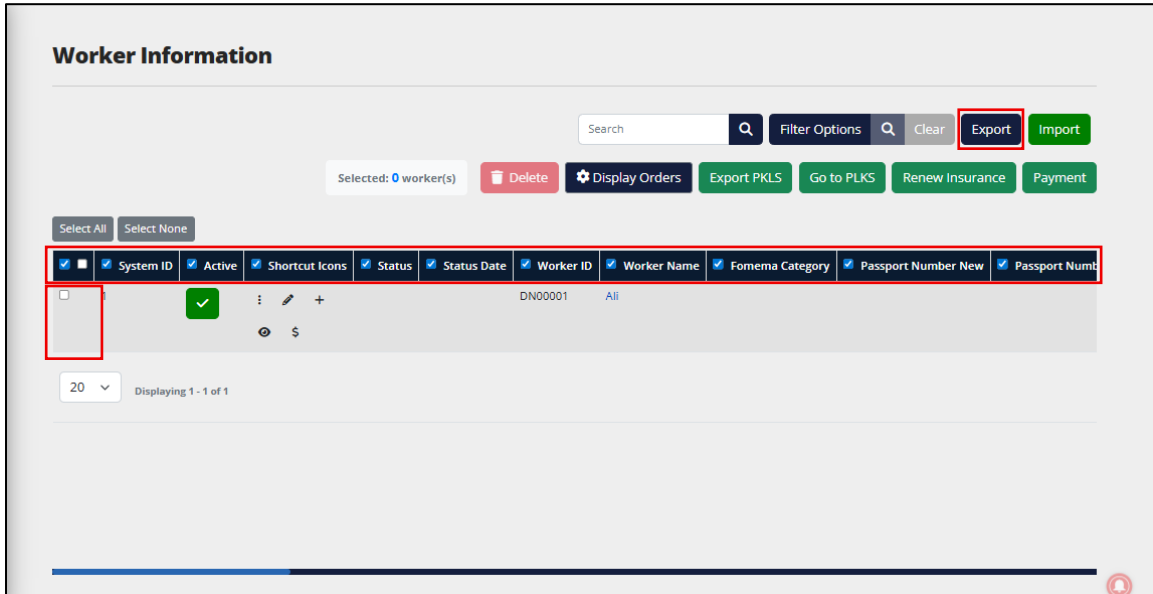


**\*\*Notes:** All the records are not allowed to be duplicated. The duplicated records will be not be uploaded.

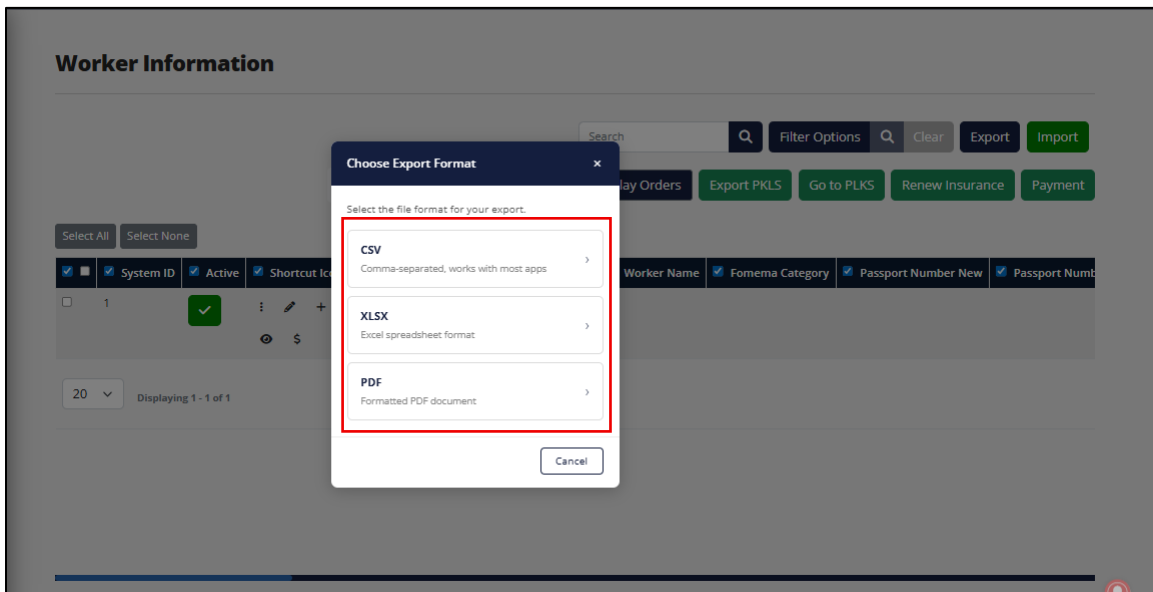


## Export Function on Worker Information

1. To export record, click on “Choose Export Column” and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the “Export” button.



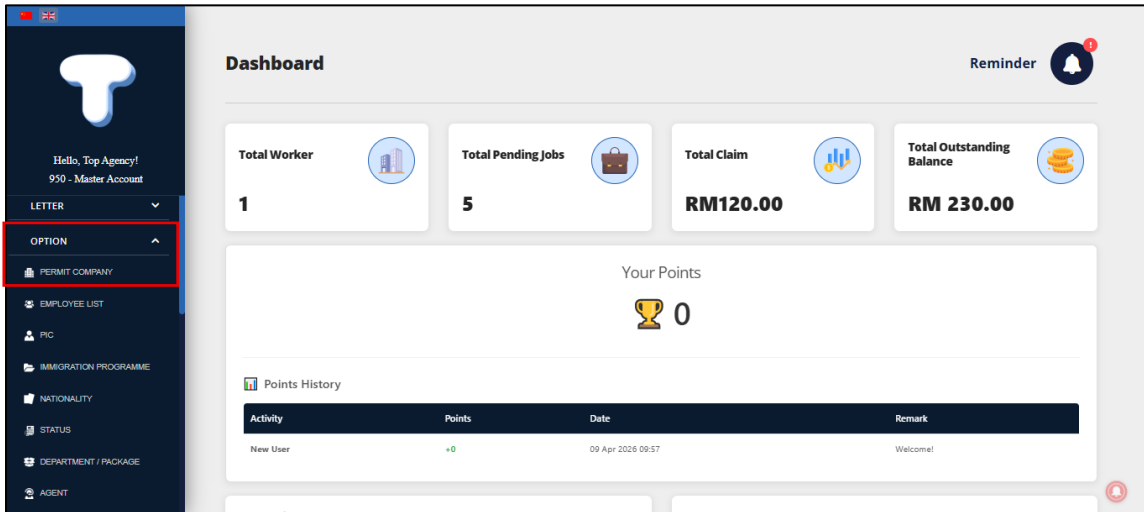
2. Select the exported file format.



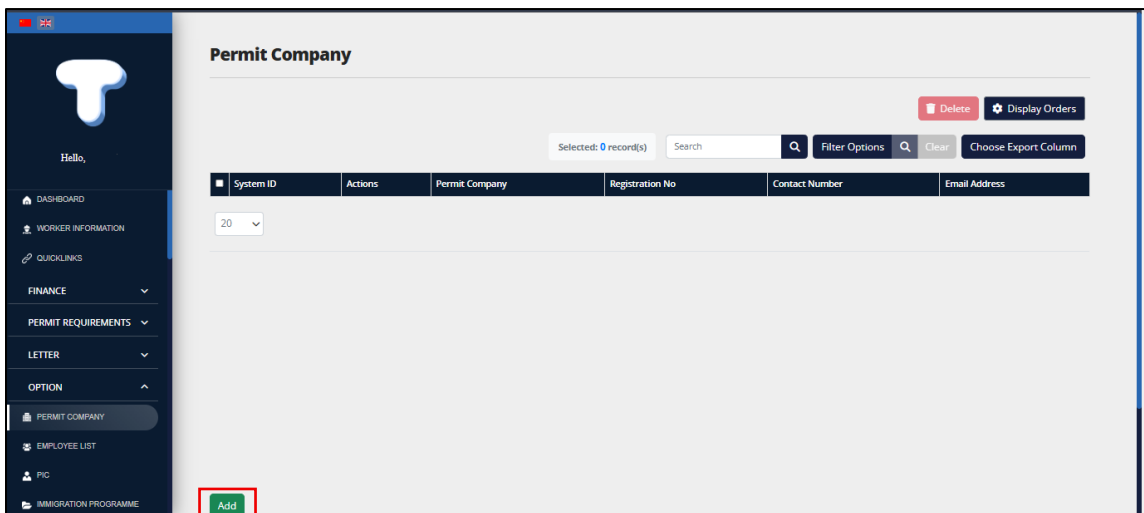
## Adding Option Selection

### Adding Option Selection – Permit Company

1. After login to account, click on “OPTION” at sidebar menu, click on “PERMIT COMPANY”.



2. At the Permit Company page, click on “Add” at bottom left of the webpage.



3. Fill up all the information and click “Submit” to save record.

**Permit Company**

Permit Company \*

Name

Registration No

Registration No

Contact Number

+60 \* Contact Number

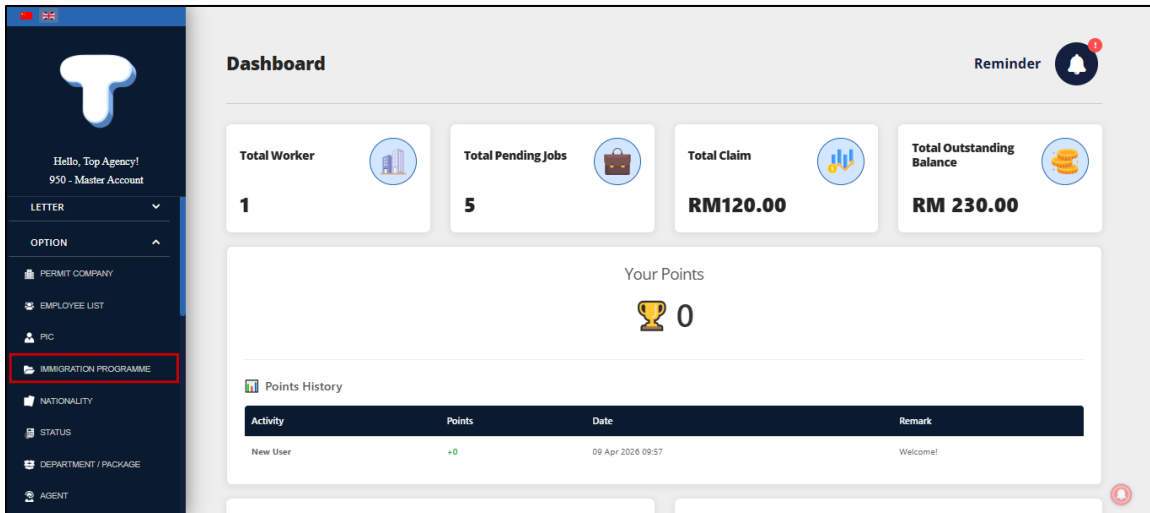
Email Address

Email Address

✓ Submit   ✗ Cancel

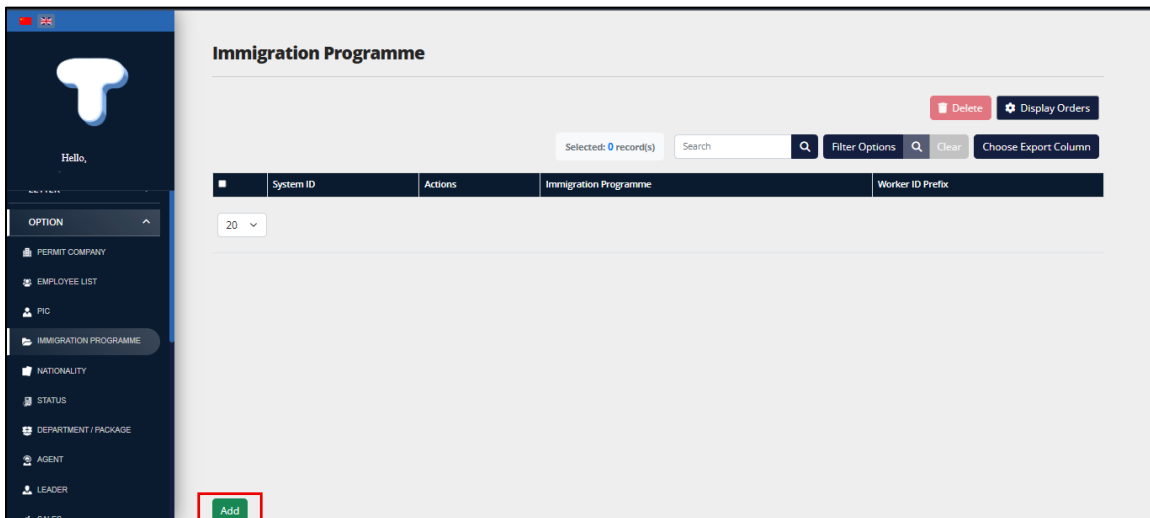
## Adding Option Selection – Immigration Programme

1. After login to account, click on “OPTION” at sidebar menu, click on “IMMIGRATION PROGRAMME”.



The screenshot shows a dashboard with a sidebar menu on the left. The sidebar menu includes options like LETTER, OPTION, PERMIT COMPANY, EMPLOYEE LIST, PIC, IMMIGRATION PROGRAMME (highlighted with a red box), NATIONALITY, STATUS, DEPARTMENT / PACKAGE, and AGENT. The main dashboard area displays a 'Dashboard' header with a 'Reminder' notification. Below the header are four summary cards: 'Total Worker' (1), 'Total Pending Jobs' (5), 'Total Claim' (RM120.00), and 'Total Outstanding Balance' (RM 230.00). A 'Your Points' section shows a trophy icon and the number 0. Below that is a 'Points History' table with columns for Activity, Points, Date, and Remark. The table contains one entry: 'New User' with '+0' points, dated '09 Apr 2026 09:57', and a remark of 'Welcome!'.

2. At Immigration Programme page, click on “Add” at bottom left of the webpage.



The screenshot shows the 'Immigration Programme' page. The sidebar menu is on the left, with 'IMMIGRATION PROGRAMME' selected. The main content area has a header 'Immigration Programme' and a 'Delete' button. Below the header is a search bar with 'Selected: 0 record(s)', a search input field, and buttons for 'Filter Options', 'Clear', and 'Choose Export Column'. A table with columns 'System ID', 'Actions', 'Immigration Programme', and 'Worker ID Prefix' is visible. A dropdown menu shows '20'. At the bottom left, there is a green 'Add' button highlighted with a red box.

3. Fill up the information and click “Submit”.

**Immigration Programme**

---

Immigration Programme \*

Name

Worker ID Prefix

Worker ID Prefix

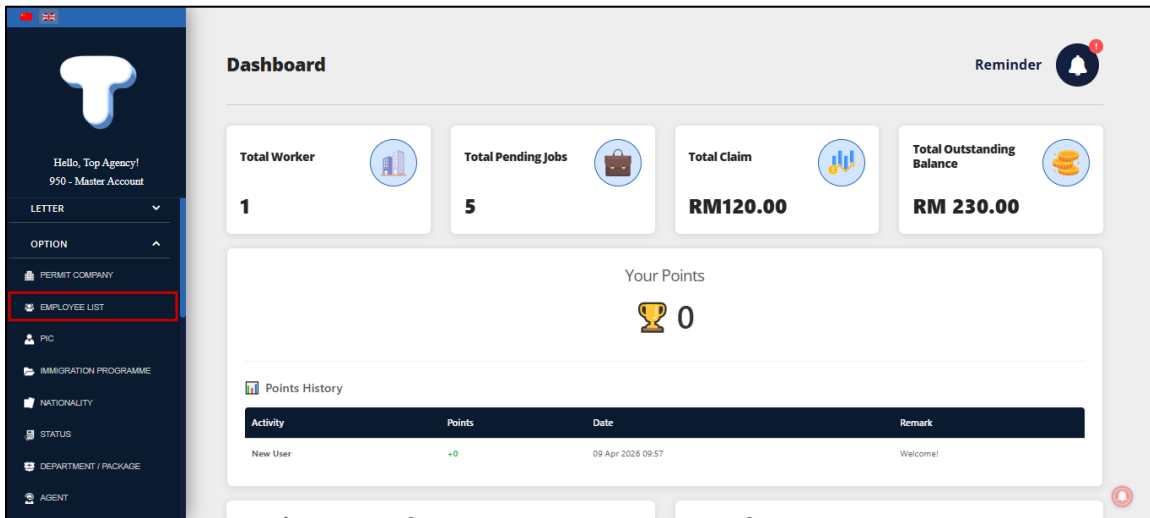
**\*\*Notes: The Worker ID Prefix is auto-increment number in the system, *please ensure the prefix that designed is key correctly.***

Eg: Worker - **WR**, Operator – **OP**

In the database, there should need to have WORKER ID something like WR0001, OP0001

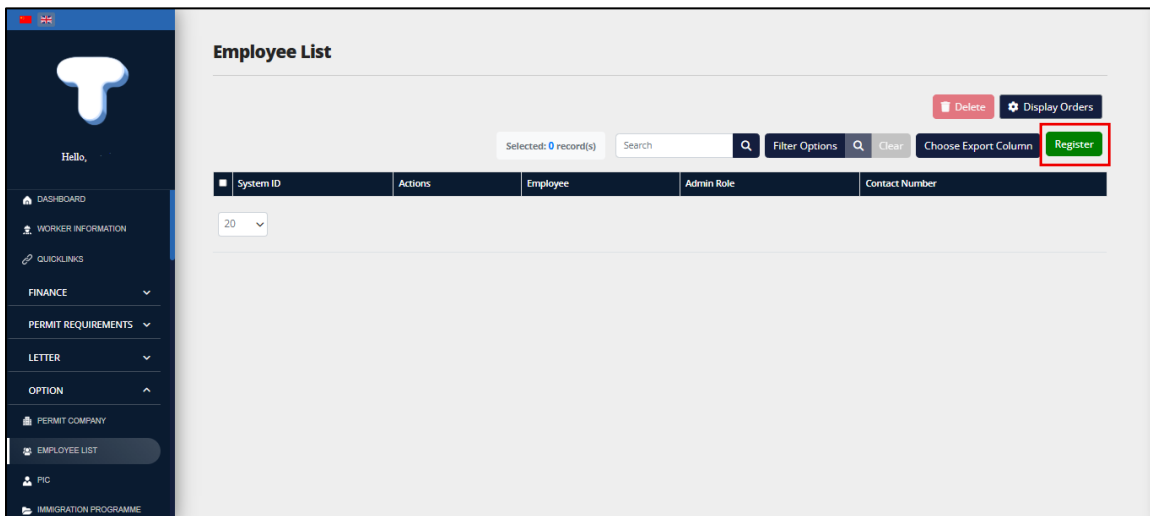
## Adding Option Selection – Employee List

1. After login to account, click on “OPTION” at sidebar menu, click on “EMPLOYEE LIST”.



The screenshot shows a dashboard interface. On the left is a dark sidebar menu with a logo at the top. Below the logo, it says "Hello, Top Agency! 950 - Master Account". The menu items are: LETTER, OPTION, PERMIT COMPANY, EMPLOYEE LIST (highlighted with a red box), PIC, IMMIGRATION PROGRAMME, NATIONALITY, STATUS, DEPARTMENT / PACKAGE, and AGENT. The main content area is titled "Dashboard" and features a "Reminder" notification icon. It contains four summary cards: "Total Worker" (1), "Total Pending Jobs" (5), "Total Claim" (RM120.00), and "Total Outstanding Balance" (RM 230.00). Below these is a "Your Points" section showing 0 points with a trophy icon. At the bottom is a "Points History" table with columns for Activity, Points, Date, and Remark. The table has one entry: "New User" with a point value of +0, dated "09 Apr 2026 09:57", and a remark of "Welcome!".

2. At Employee List page, click on “Register”.



The screenshot shows the "Employee List" page. The sidebar menu is visible on the left, with "EMPLOYEE LIST" selected. The main content area has a header with "Employee List" and a "Reminder" icon. Below the header are buttons for "Delete" and "Display Orders". A search bar shows "Selected: 0 record(s)" and "Search". There are also buttons for "Filter Options", "Clear", "Choose Export Column", and "Register" (highlighted with a red box). Below the search bar is a table with columns: System ID, Actions, Employee, Admin Role, and Contact Number. A dropdown menu shows "20".

3. Fill up all the information, assign admin role and click on Register.

### Employee List

Selected: 0 record(s) Search Filter Options Clear Register

Delete Display Orders

Choose Export Column

System ID	Actions	Employee	Admin Role	Contact Number
20				

### Register

\*Username

\*Email Address

Contact Number  
+60 12-345 6789

\*Password

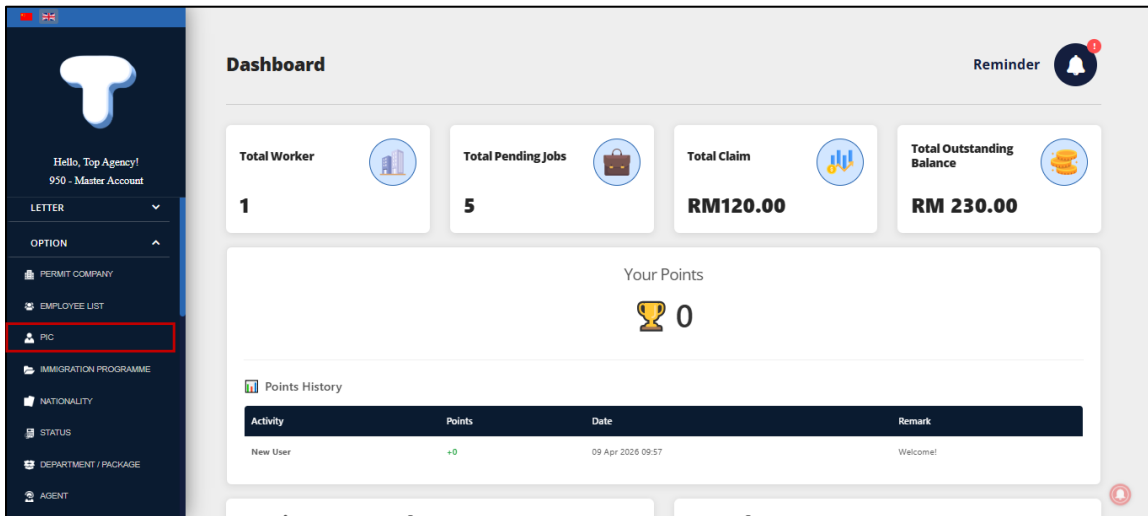
\*Confirm Password

Admin Role  
Select Admin Role

Cancel Register

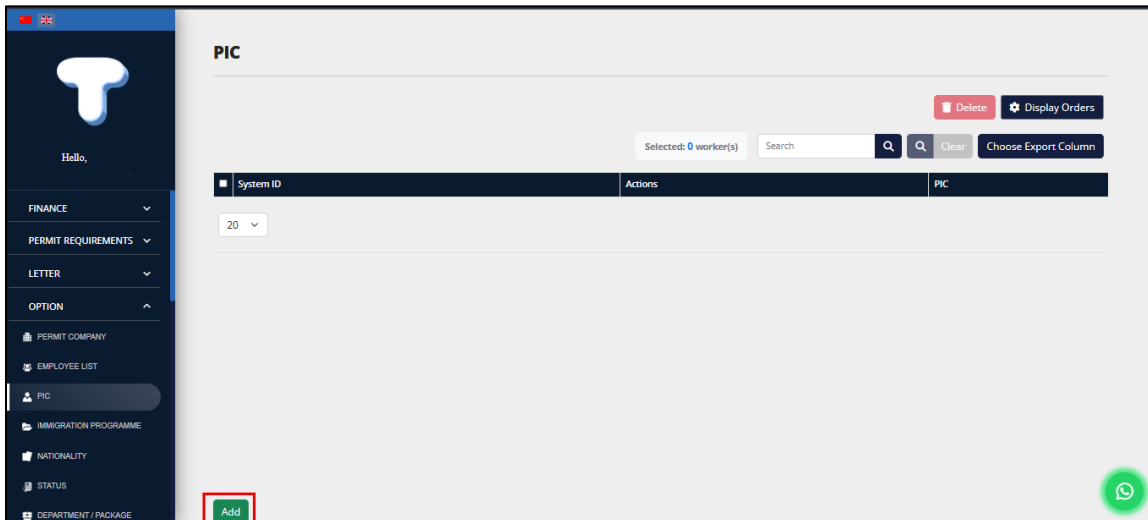
## Adding Option Selection – PIC

1. After login to account, click on “OPTION” at sidebar menu, click on “PIC”.



The screenshot shows a dashboard with a sidebar menu on the left. The sidebar menu includes options like LETTER, OPTION, PERMIT COMPANY, EMPLOYEE LIST, PIC (highlighted with a red box), IMMIGRATION PROGRAMME, NATIONALITY, STATUS, DEPARTMENT / PACKAGE, and AGENT. The main dashboard area displays a 'Dashboard' header with a 'Reminder' notification. Below the header are four summary cards: 'Total Worker' (1), 'Total Pending Jobs' (5), 'Total Claim' (RM120.00), and 'Total Outstanding Balance' (RM 230.00). A 'Your Points' section shows 0 points with a trophy icon. Below that is a 'Points History' table with columns for Activity, Points, Date, and Remark. The table contains one entry: 'New User' with '+0' points, dated '09 Apr 2026 09:57', and a 'Welcome!' remark.

2. At PIC page, click on “Add” at bottom left of the webpage.



The screenshot shows the 'PIC' page. The sidebar menu is on the left, with 'PIC' selected. The main content area has a header with 'Delete' and 'Display Orders' buttons. Below the header is a search bar with 'Selected: 0 worker(s)' and a 'Search' button. There are also 'Clear' and 'Choose Export Column' buttons. A table with columns 'System ID', 'Actions', and 'PIC' is visible. At the bottom left of the page, there is a green 'Add' button highlighted with a red box. A WhatsApp icon is visible in the bottom right corner.

3. Insert PIC and click “Submit”.

**PIC**

PIC

PIC

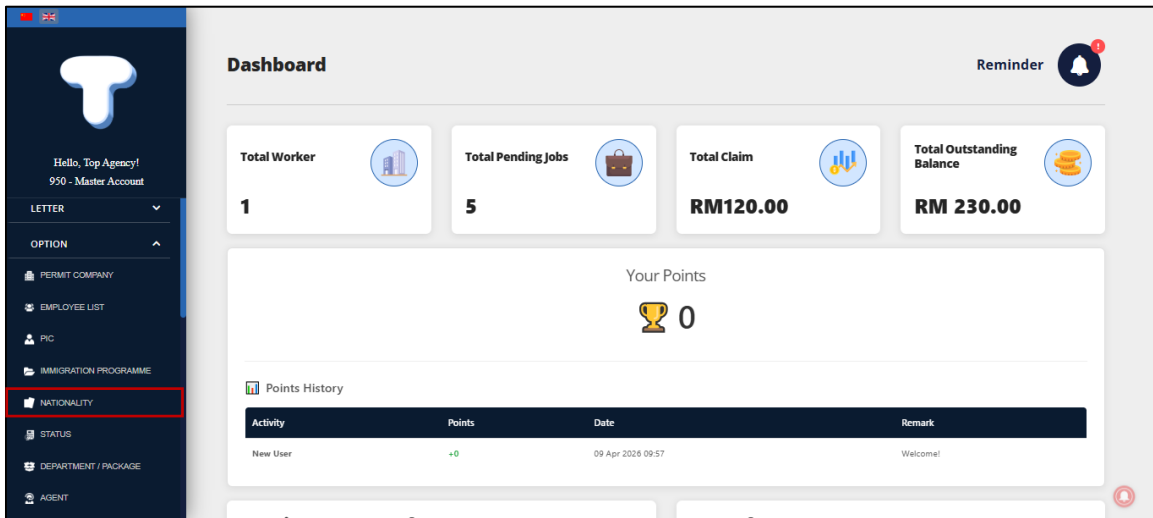
✓ Submit

✗ Cancel



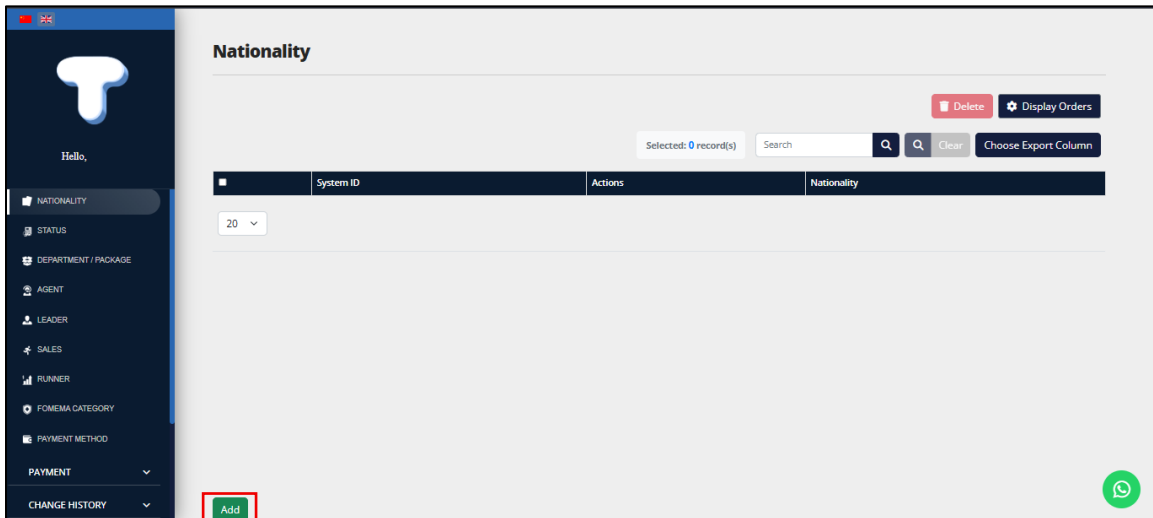
## Adding Option Selection – Nationality

1. After login to account, click on “OPTION” at sidebar menu, click on “NATIONALITY”.



The screenshot shows a dashboard interface. On the left is a dark sidebar menu with a logo at the top. Below the logo, it says "Hello, Top Agency! 950 - Master Account". The menu items include: LETTER, OPTION (expanded), PERMIT COMPANY, EMPLOYEE LIST, PIC, IMMIGRATION PROGRAMME, NATIONALITY (highlighted with a red box), STATUS, DEPARTMENT / PACKAGE, and AGENT. The main dashboard area is titled "Dashboard" and features a "Reminder" notification icon. It contains four summary cards: "Total Worker" (1), "Total Pending Jobs" (5), "Total Claim" (RM120.00), and "Total Outstanding Balance" (RM 230.00). Below these is a "Your Points" section showing 0 points with a trophy icon. At the bottom is a "Points History" table with columns: Activity, Points, Date, and Remark. The table has one row: "New User" with a point value of +0, dated "09 Apr 2026 09:57", and a remark of "Welcome!".

2. At Nationality page, click on “Add” at bottom left of the webpage.



The screenshot shows the "Nationality" management page. The sidebar menu on the left includes: NATIONALITY (highlighted), STATUS, DEPARTMENT / PACKAGE, AGENT, LEADER, SALES, RUNNER, FOMEMA CATEGORY, PAYMENT METHOD, PAYMENT, and CHANGE HISTORY. The main content area is titled "Nationality" and features a "Delete" button and a "Display Orders" button. Below these is a search bar with "Selected: 0 record(s)" and a "Search" button. A table with columns "System ID", "Actions", and "Nationality" is visible. At the bottom left of the main content area, an "Add" button is highlighted with a red box. A "Choose Export Column" button is also present.

3. Insert the nationality and click submit.

## Nationality

Nationality

Nationality

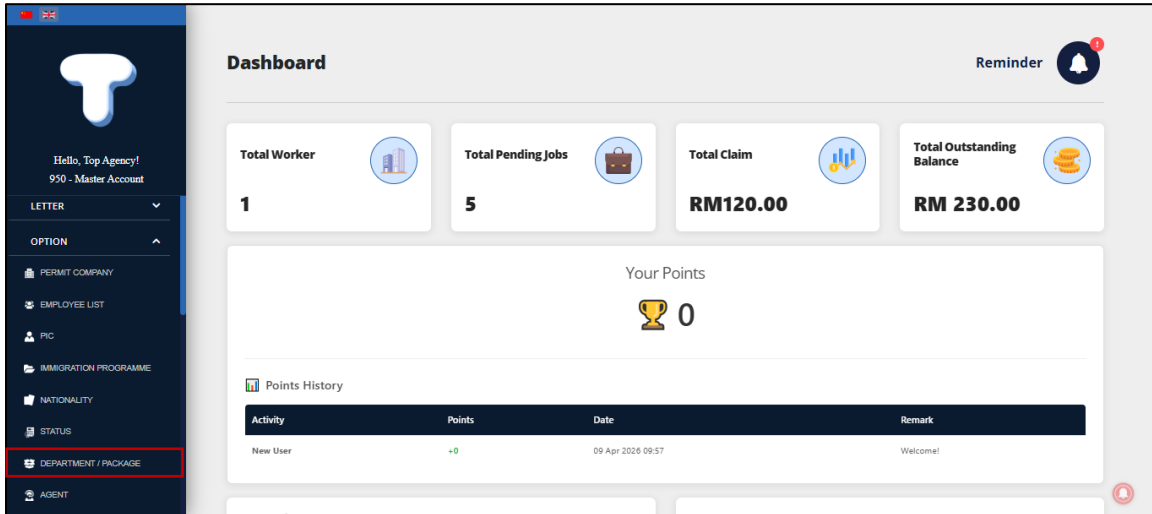
✓ Submit

✗ Cancel

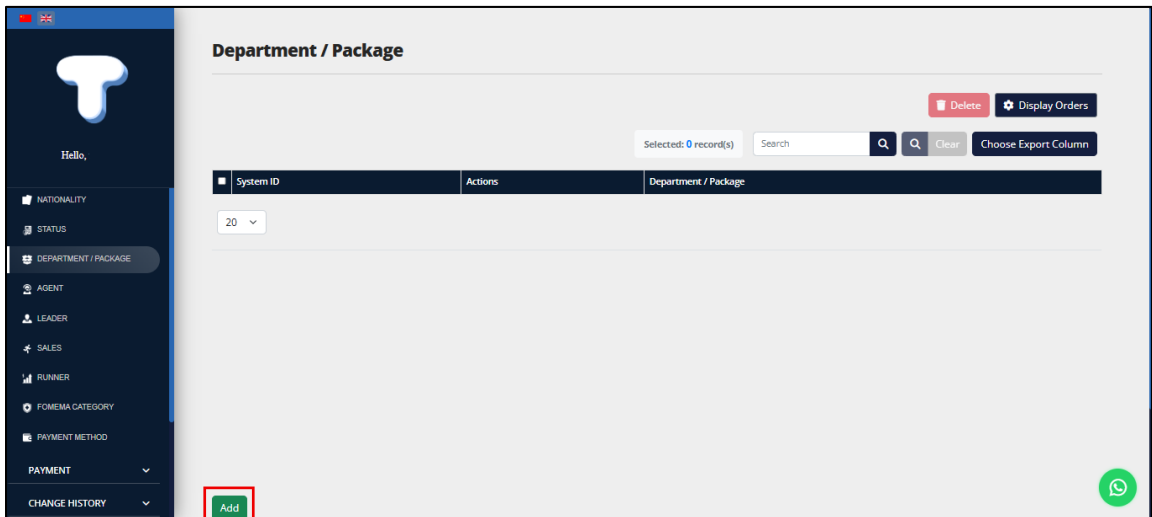


## Adding Option Selection – Department/Package

1. After login to account, click on “OPTION” at sidebar menu, click on “DEPARTMENT/PACKAGE”.



2. At Department/Package page, click on “Add” at bottom left of the webpage.



3. Insert Department/Package and click “Submit”.

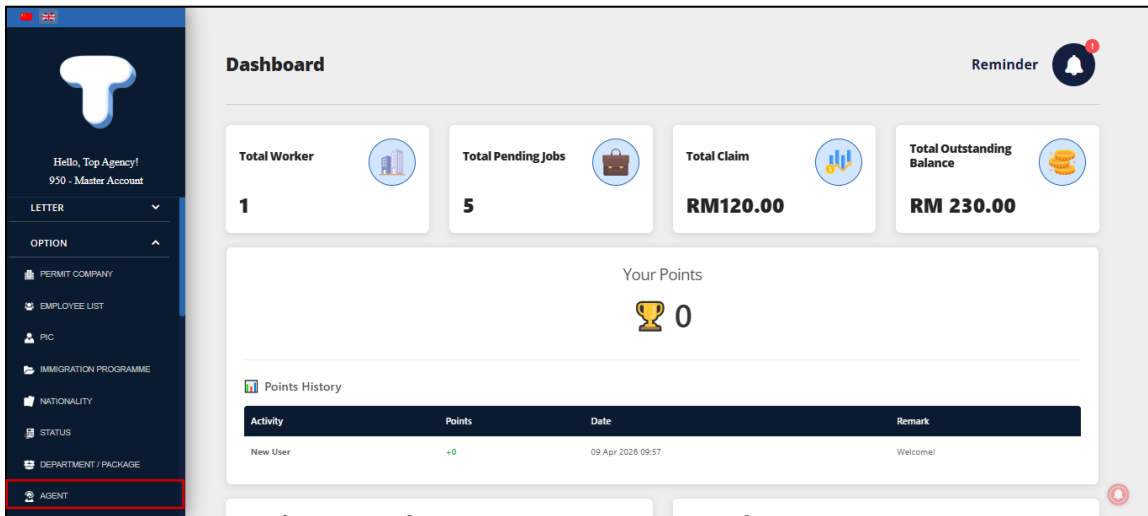
**Department / Package**

Name \*



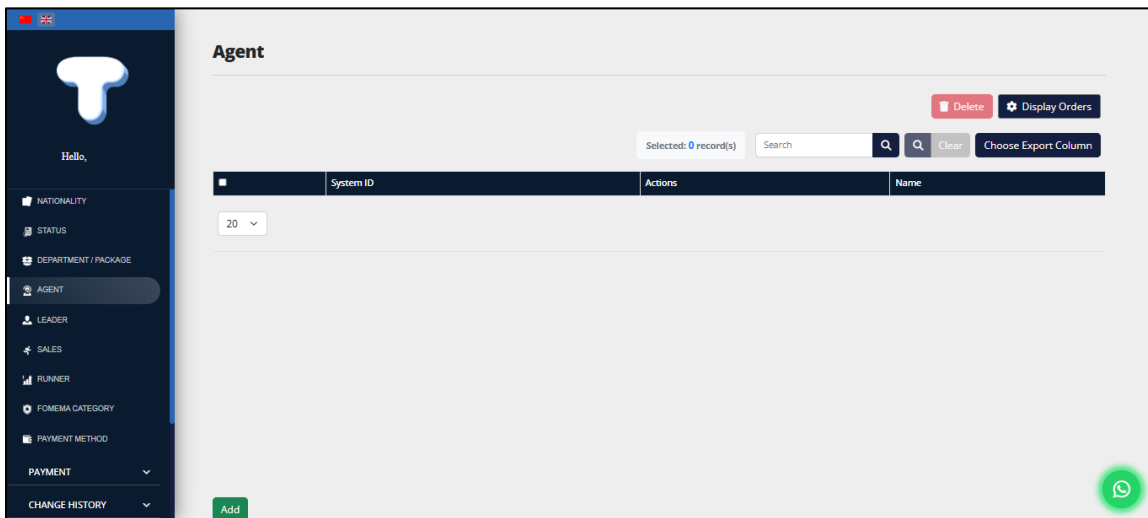
## Adding Option Selection – Agent

1. After login to account, click on “OPTION” at sidebar menu, click on “AGENT”.



The screenshot shows a dashboard with a dark sidebar on the left. The sidebar contains a logo at the top, followed by the text "Hello, Top Agency! 950 - Master Account". Below this are several menu items: LETTER, OPTION, PERMIT COMPANY, EMPLOYEE LIST, PIC, IMMIGRATION PROGRAMME, NATIONALITY, STATUS, DEPARTMENT / PACKAGE, and AGENT. The AGENT item is highlighted with a red box. The main content area is titled "Dashboard" and features a "Reminder" notification in the top right. Below the title are four summary cards: "Total Worker" with a value of 1, "Total Pending Jobs" with a value of 5, "Total Claim" with a value of RM120.00, and "Total Outstanding Balance" with a value of RM 230.00. Below these cards is a section for "Your Points" showing a trophy icon and a value of 0. Underneath is a "Points History" table with columns for Activity, Points, Date, and Remark. The table contains one row: "New User" with a point value of +0, dated "09 Apr 2026 09:57", and a remark of "Welcome!".

2. At Agent page, click on “Add” at bottom left of the webpage.



The screenshot shows the "Agent" page. The sidebar on the left is similar to the dashboard, but the AGENT item is now selected and highlighted. The main content area is titled "Agent" and features a table with columns for System ID, Actions, and Name. Above the table are several controls: a "Delete" button, a "Display Orders" button, a search bar with "Selected: 0 record(s)", a "Search" button, a "Clear" button, and a "Choose Export Column" button. Below the table is a dropdown menu set to "20". At the bottom left of the page, there is a green "Add" button. At the bottom right, there is a green circular icon with a white speech bubble.

3. Insert Agent and click “Submit”.

## Agent

Name \*

Name

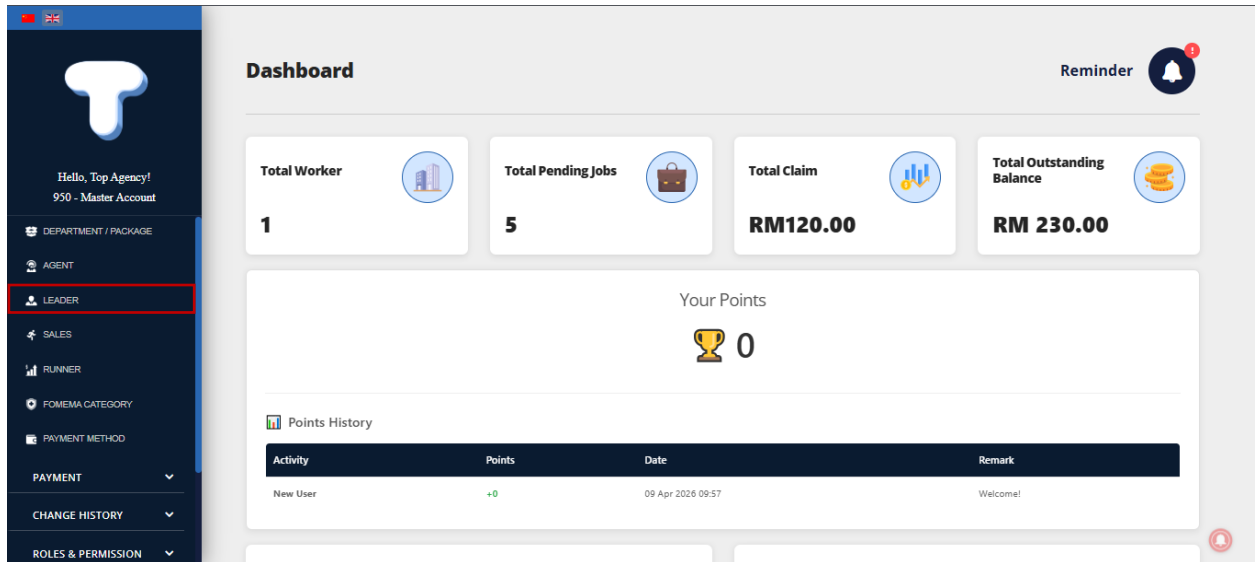
Submit

Cancel



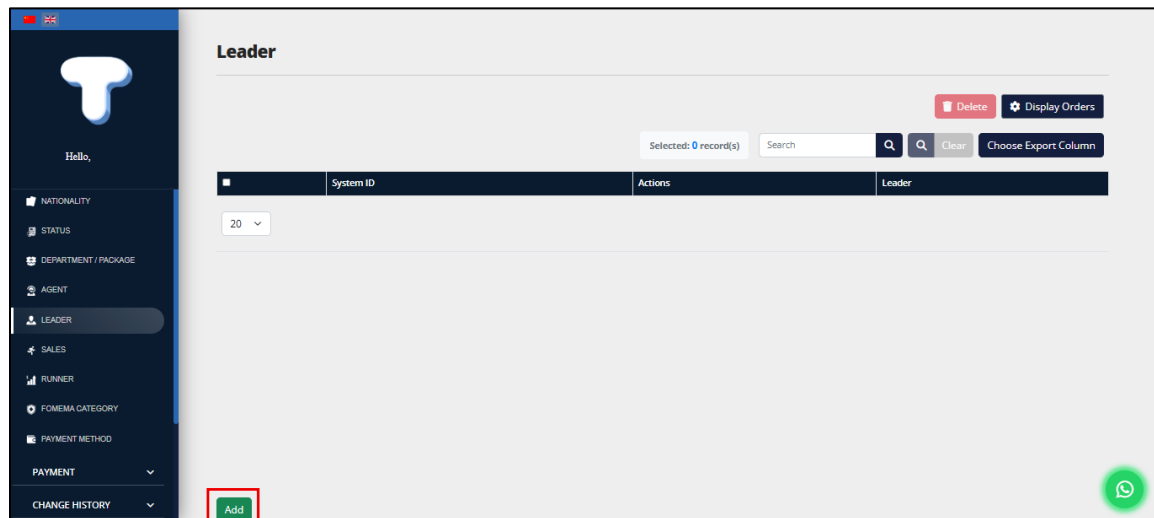
## Adding Option Selection – Leader

1. After login to account, click on “OPTION” at sidebar menu, click on “LEADER”.



The screenshot shows a dashboard interface. On the left is a dark sidebar menu with a logo at the top and the text "Hello, Top Agency! 950 - Master Account". Below this are several menu items: DEPARTMENT / PACKAGE, AGENT, LEADER (highlighted with a red box), SALES, RUNNER, FOMEMA CATEGORY, PAYMENT METHOD, PAYMENT, CHANGE HISTORY, and ROLES & PERMISSION. The main dashboard area is titled "Dashboard" and features four summary cards: "Total Worker" (1), "Total Pending Jobs" (5), "Total Claim" (RM120.00), and "Total Outstanding Balance" (RM 230.00). Below these is a "Your Points" section showing 0 points with a trophy icon. At the bottom is a "Points History" table with columns for Activity, Points, Date, and Remark. The table contains one row: "New User" with a point value of "+0" and a date of "09 Apr 2026 09:57".

2. At Leader page, click on “Add” at bottom left of the webpage.



The screenshot shows the "Leader" page. The sidebar menu is visible on the left, with "LEADER" selected. The main content area has a title "Leader" and a table. Above the table are buttons for "Delete" and "Display Orders". The table has columns for "System ID", "Actions", and "Leader". Below the table is a dropdown menu set to "20". At the bottom left of the page, there is a green "Add" button highlighted with a red box. A WhatsApp icon is visible in the bottom right corner.

3. Insert Leader and click “Submit”.

## Leader

Leader

Leader

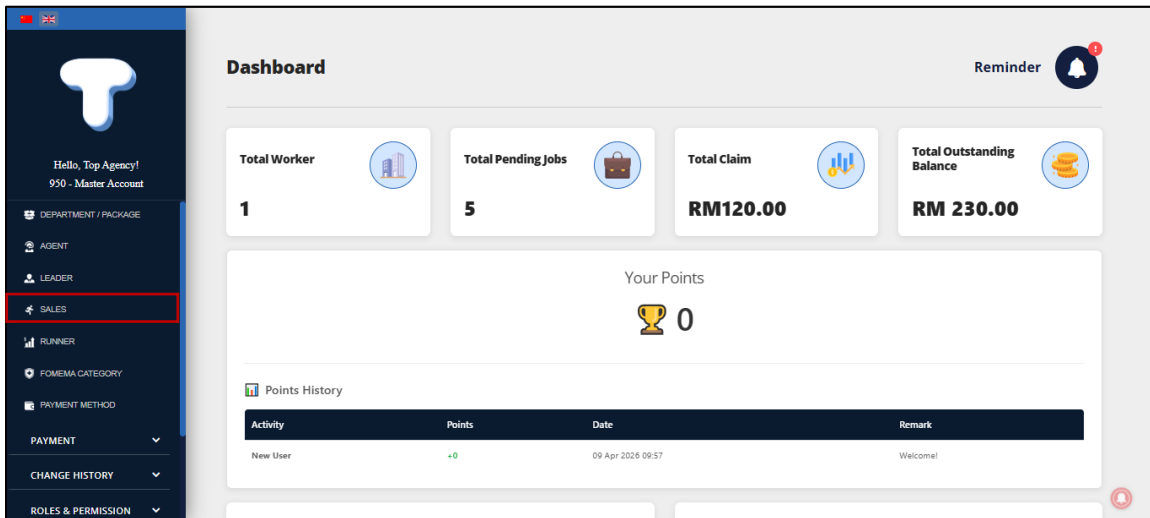
✓ Submit

✗ Cancel



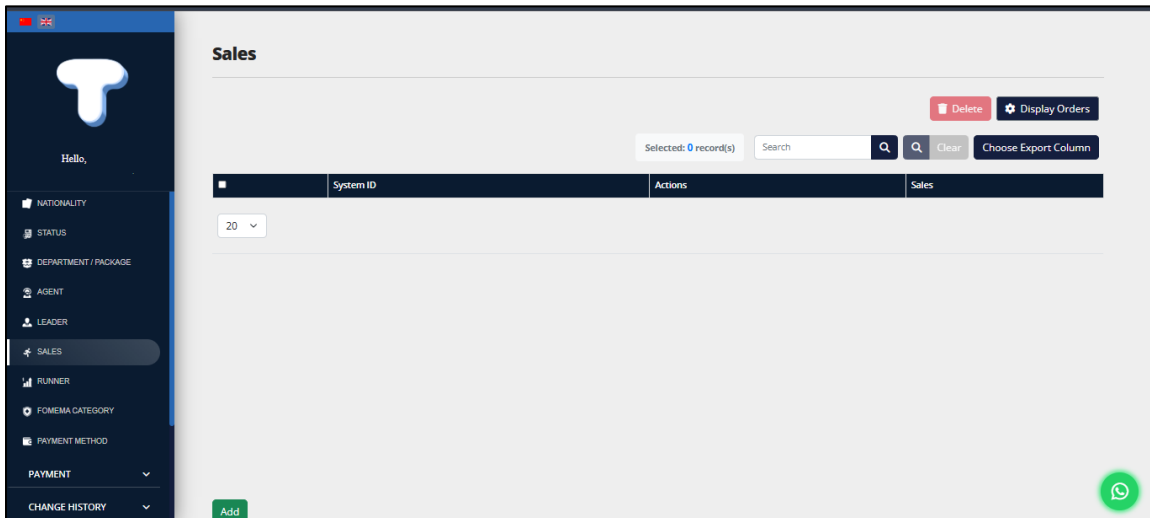
## Adding Option Selection – Sales

1. After login to account, click on “OPTION” at sidebar menu, click on “SALES”.



The screenshot shows a dashboard interface. On the left is a dark sidebar menu with a white 'T' logo at the top. Below the logo, it says 'Hello, Top Agency! 950 - Master Account'. The menu items are: DEPARTMENT / PACKAGE, AGENT, LEADER, SALES (highlighted with a red box), RUNNER, FOMEMA CATEGORY, PAYMENT METHOD, PAYMENT, CHANGE HISTORY, and ROLES & PERMISSION. The main content area is titled 'Dashboard' and features a 'Reminder' notification icon. It contains four summary cards: 'Total Worker' (1), 'Total Pending Jobs' (5), 'Total Claim' (RM120.00), and 'Total Outstanding Balance' (RM 230.00). Below these is a 'Your Points' section showing 0 points with a trophy icon. At the bottom is a 'Points History' table with columns for Activity, Points, Date, and Remark. The table has one row: 'New User' with '+0' points, dated '09 Apr 2026 09:57', and a 'Welcome!' remark.

2. At Sales page, click on “Add” at bottom left of the webpage.



The screenshot shows the 'Sales' page. The sidebar menu is on the left, with 'SALES' highlighted. The main content area has a title 'Sales' and a toolbar with 'Delete' and 'Display Orders' buttons. Below the toolbar is a search bar with 'Selected: 0 record(s)' and a 'Search' button. There are also 'Clear' and 'Choose Export Column' buttons. A table is visible with columns for 'System ID', 'Actions', and 'Sales'. A dropdown menu is open above the table, showing '20'. At the bottom left of the page, there is a green 'Add' button. A green WhatsApp icon is visible in the bottom right corner.

3. Insert Sales and click “Submit”.

## Sales

Sales

Sales

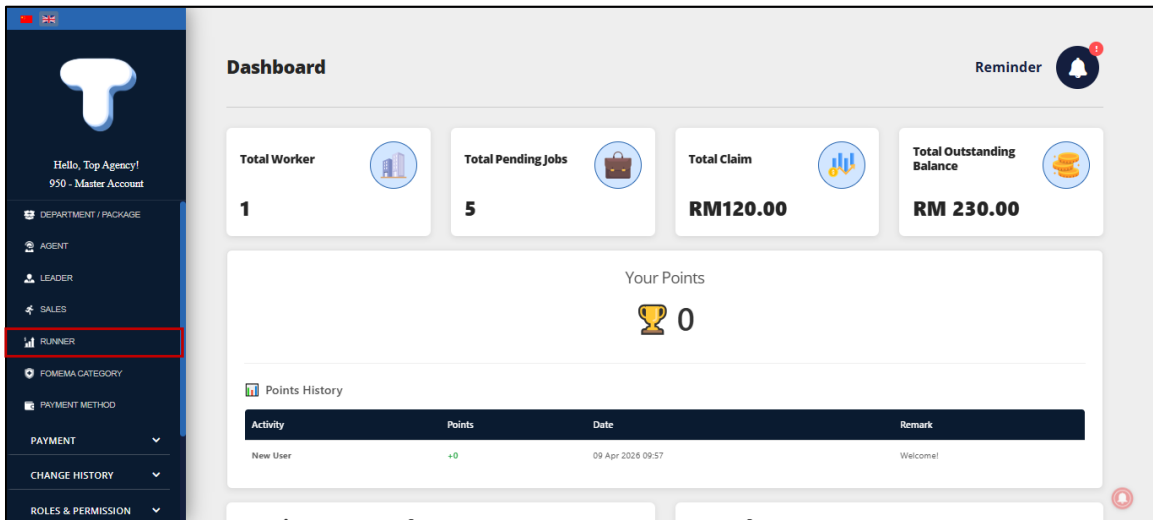
✓ Submit

✗ Cancel



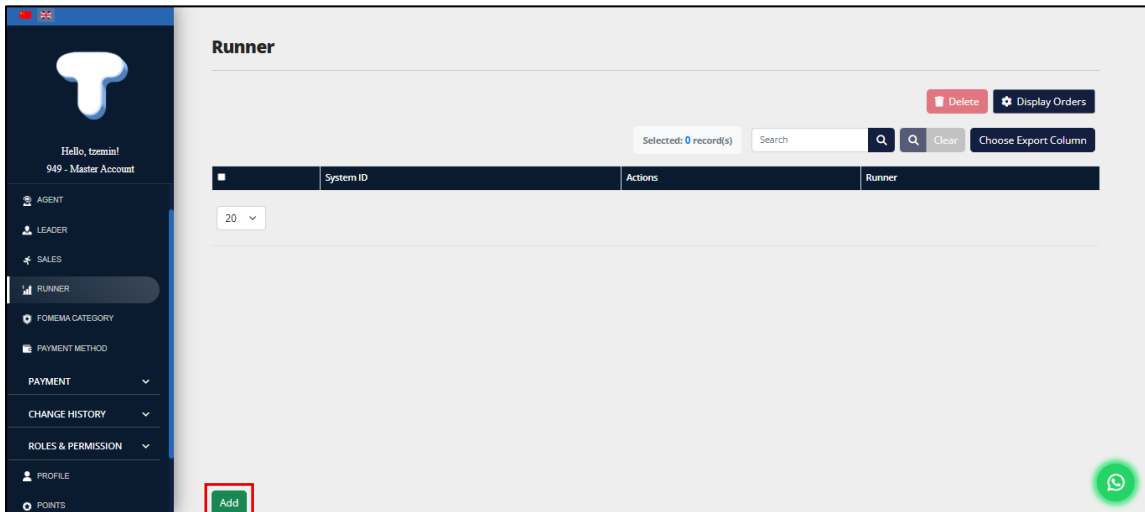
## Adding Option Selection – Runner

1. After login to account, click on “OPTION” at sidebar menu, click on “RUNNER”.



The screenshot shows a dashboard with a sidebar on the left. The sidebar contains a menu with items: DEPARTMENT / PACKAGE, AGENT, LEADER, SALES, **RUNNER** (highlighted with a red box), FOMEMA CATEGORY, PAYMENT METHOD, PAYMENT, CHANGE HISTORY, and ROLES & PERMISSION. The main content area is titled 'Dashboard' and features four summary cards: Total Worker (1), Total Pending Jobs (5), Total Claim (RM120.00), and Total Outstanding Balance (RM 230.00). Below these is a 'Your Points' section showing 0 points with a trophy icon. A 'Points History' table is also visible, with one entry: New User, +0, 09 Apr 2025 09:57, Welcome!

2. At Runner page, click on “Add” at bottom left of the webpage.



The screenshot shows the 'Runner' page. The sidebar on the left has 'RUNNER' selected. The main content area has a table with columns: System ID, Actions, and Runner. Above the table are buttons for 'Delete', 'Display Orders', 'Selected: 0 record(s)', 'Search', 'Clear', and 'Choose Export Column'. A dropdown menu shows '20'. At the bottom left, there is a green 'Add' button highlighted with a red box. A WhatsApp icon is visible in the bottom right corner.

3. Insert Runner and click “Submit”

## Runner

Runner

Runner

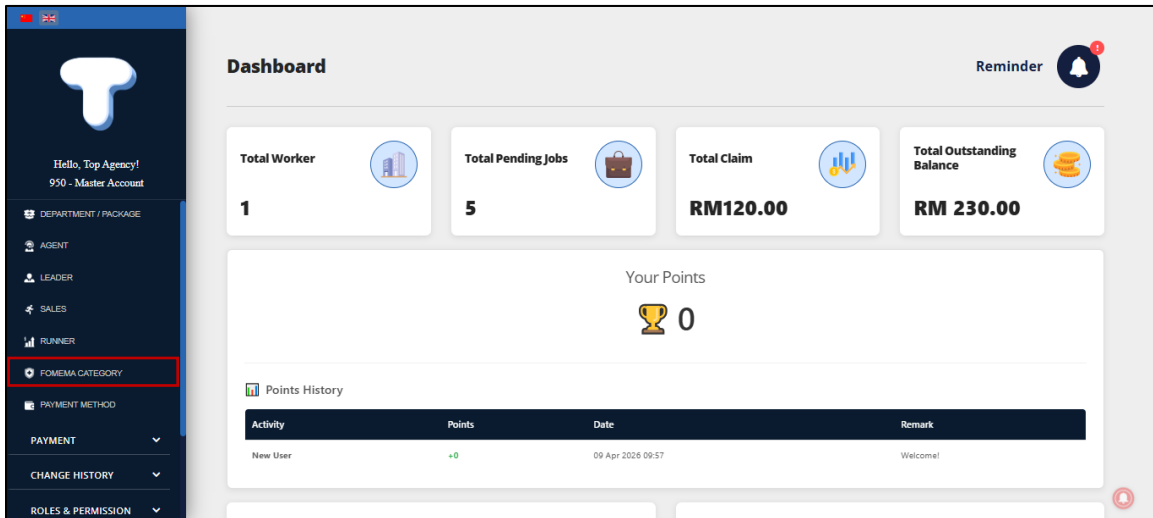
✓ Submit

✗ Cancel



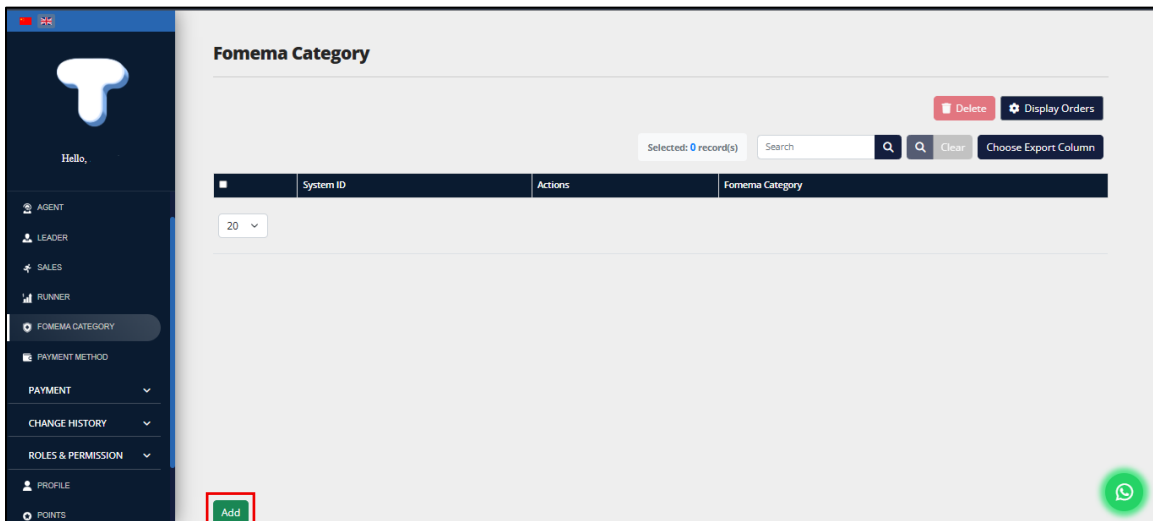
## Adding Option Selection – Fomema Category

1. After login to account, click on “OPTION” at sidebar menu, click on “FOMEMA CATEGORY”.



The screenshot shows a dashboard with a sidebar menu on the left. The sidebar menu includes items like DEPARTMENT / PACKAGE, AGENT, LEADER, SALES, RUNNER, FOMEMA CATEGORY (highlighted with a red box), PAYMENT METHOD, PAYMENT, CHANGE HISTORY, and ROLES & PERMISSION. The main dashboard area displays various statistics: Total Worker (1), Total Pending Jobs (5), Total Claim (RM120.00), and Total Outstanding Balance (RM 230.00). Below these is a 'Your Points' section showing 0 points and a 'Points History' table with one entry: New User, +0, 09 Apr 2026 09:57, Welcome!

2. At Fomema Category page, click on “Add” at bottom left of the webpage.



The screenshot shows the 'Fomema Category' page. The sidebar menu is on the left, and the main content area has a table with columns: System ID, Actions, and Fomema Category. Above the table are buttons for 'Delete', 'Display Orders', 'Selected: 0 record(s)', 'Search', 'Clear', and 'Choose Export Column'. A dropdown menu is set to '20'. At the bottom left, there is a green 'Add' button highlighted with a red box. A WhatsApp icon is visible in the bottom right corner.

3. Insert fomema category and click “Submit”.

## Fomema Category

Fomema Category

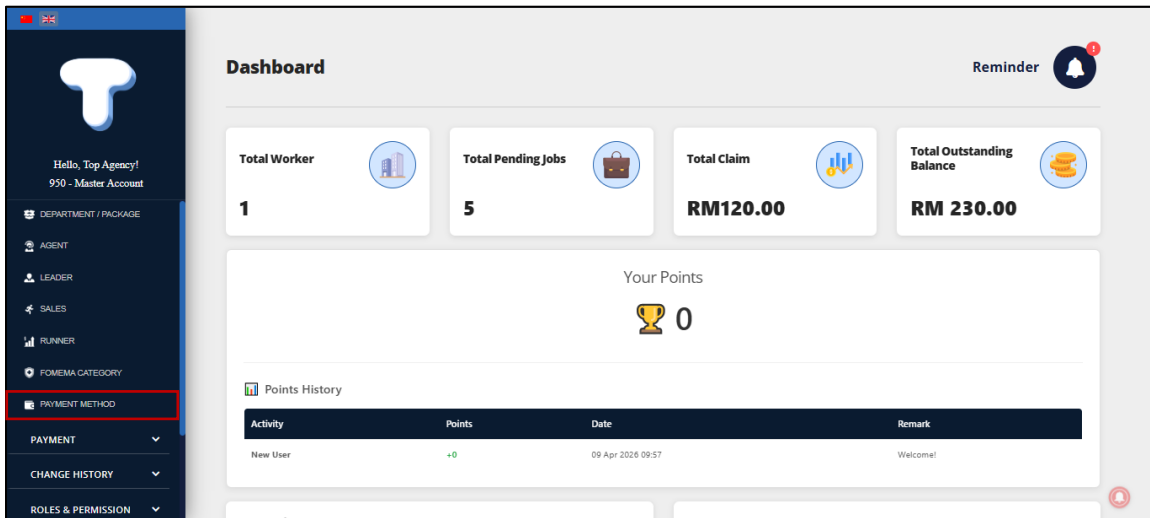
✓ Submit

✗ Cancel



## Adding Option Selection – Payment Method

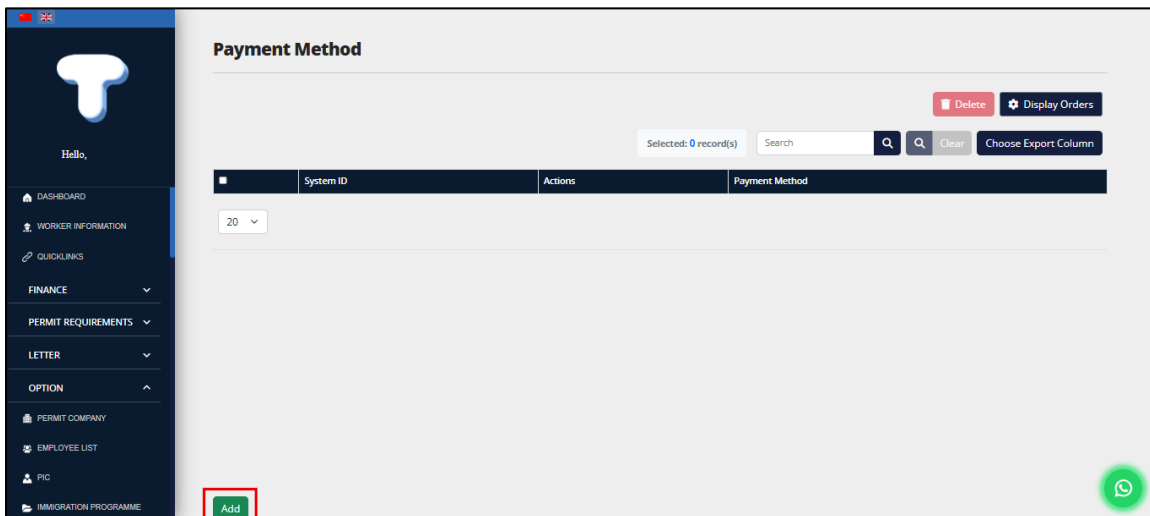
1. After login to account, click on “OPTION” at sidebar menu, click on “PAYMENT METHOD”.



The screenshot shows a dashboard interface. On the left is a dark sidebar menu with a white 'T' logo and user information: 'Hello, Top Agency! 950 - Master Account'. The menu items include DEPARTMENT / PACKAGE, AGENT, LEADER, SALES, RUNNER, FOMEMA CATEGORY, PAYMENT METHOD (highlighted with a red box), PAYMENT, CHANGE HISTORY, and ROLES & PERMISSION. The main dashboard area is titled 'Dashboard' and features a 'Reminder' notification. It displays four summary cards: 'Total Worker' (1), 'Total Pending Jobs' (5), 'Total Claim' (RM120.00), and 'Total Outstanding Balance' (RM 230.00). Below these is a 'Your Points' section showing 0 points with a trophy icon. A 'Points History' table is visible with the following data:

Activity	Points	Date	Remark
New User	+0	09 Apr 2020 09:57	Welcome!

2. At payment method page, click on “Add” at bottom left of the webpage.



The screenshot shows the 'Payment Method' management page. The sidebar menu is expanded to show 'OPTION' and 'PAYMENT METHOD' (highlighted with a red box). The main content area has a title 'Payment Method' and includes buttons for 'Delete' and 'Display Orders'. Below these are search and filter controls: 'Selected: 0 record(s)', a search input, and 'Clear' and 'Choose Export Column' buttons. A table with columns 'System ID', 'Actions', and 'Payment Method' is shown with a dropdown menu set to '20'. At the bottom left, an 'Add' button is highlighted with a red box. A WhatsApp icon is visible in the bottom right corner.

3. Insert payment method and click “Submit”.

## Payment Method

Payment Method

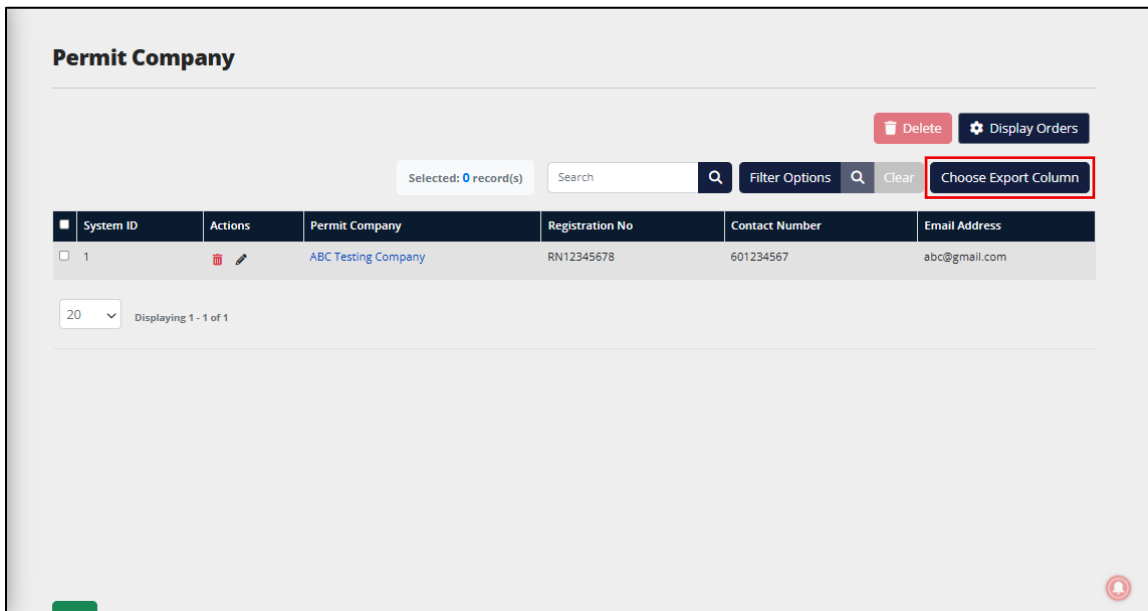
✓ Submit

✗ Cancel

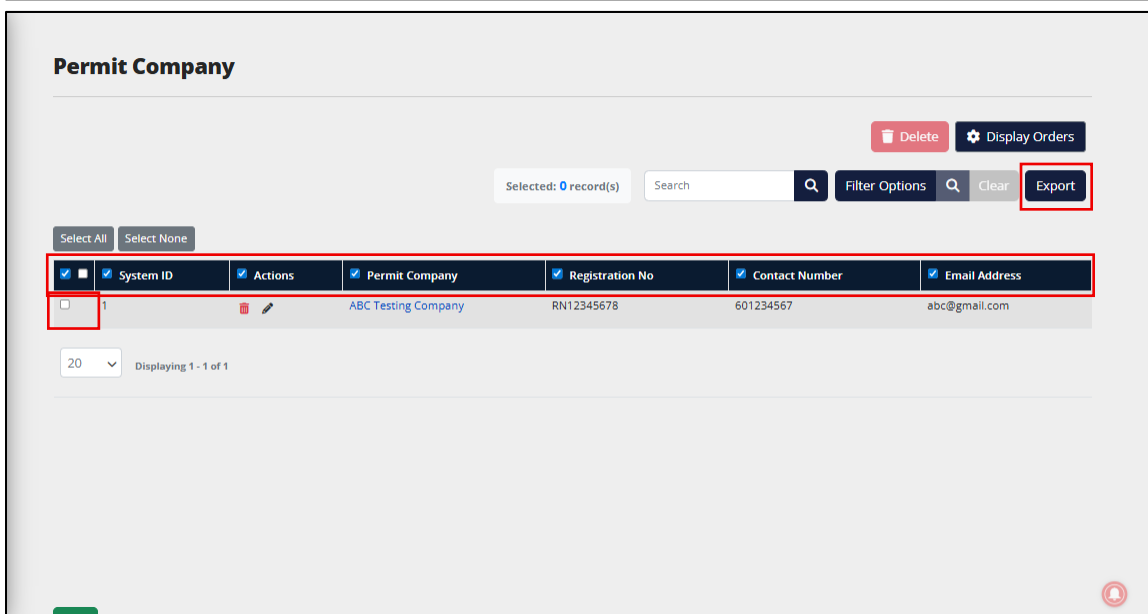


## Export Function on Option

1. To export record, click on “Choose Export Column” and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the “Export” button.

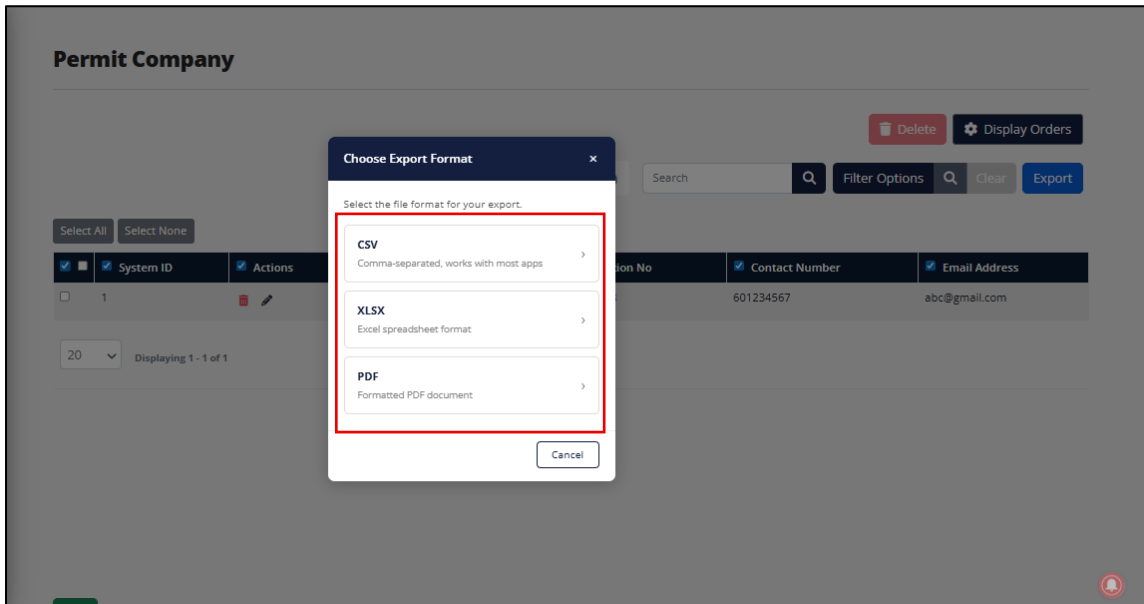


The screenshot shows the 'Permit Company' interface. At the top right, there are buttons for 'Delete' and 'Display Orders'. Below these, there is a search bar and a 'Selected: 0 record(s)' indicator. A 'Choose Export Column' button is highlighted with a red box. Below the search bar, there is a table with the following columns: System ID, Actions, Permit Company, Registration No, Contact Number, and Email Address. The table contains one row with the following data: System ID: 1, Actions: [edit/delete icons], Permit Company: ABC Testing Company, Registration No: RN12345678, Contact Number: 601234567, Email Address: abc@gmail.com. Below the table, there is a dropdown menu set to '20' and the text 'Displaying 1 - 1 of 1'.



The screenshot shows the 'Permit Company' interface after the 'Choose Export Column' button has been clicked. The 'Export' button is now highlighted with a red box. The table header row is also highlighted with a red box, showing the following columns: System ID, Actions, Permit Company, Registration No, Contact Number, and Email Address. The table contains one row with the following data: System ID: 1, Actions: [edit/delete icons], Permit Company: ABC Testing Company, Registration No: RN12345678, Contact Number: 601234567, Email Address: abc@gmail.com. Below the table, there is a dropdown menu set to '20' and the text 'Displaying 1 - 1 of 1'.

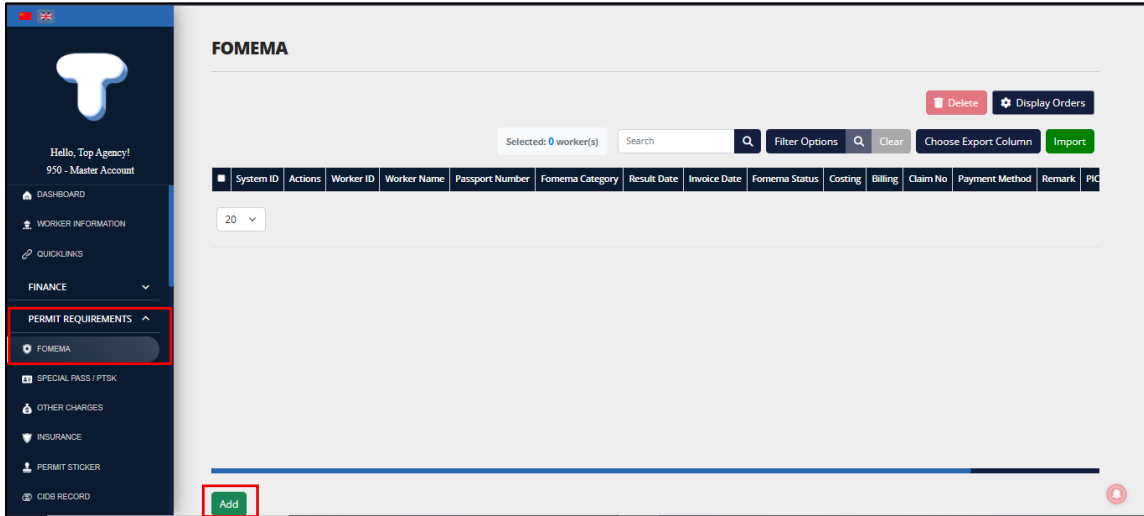
2. Select the exported file format.



# Permit Requirements

## Permit Requirements – Fomema

1. Go to “PERMIT REQUIREMENT”, then go to “FOMEMA” and click “Add”.



2. In Fomema page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

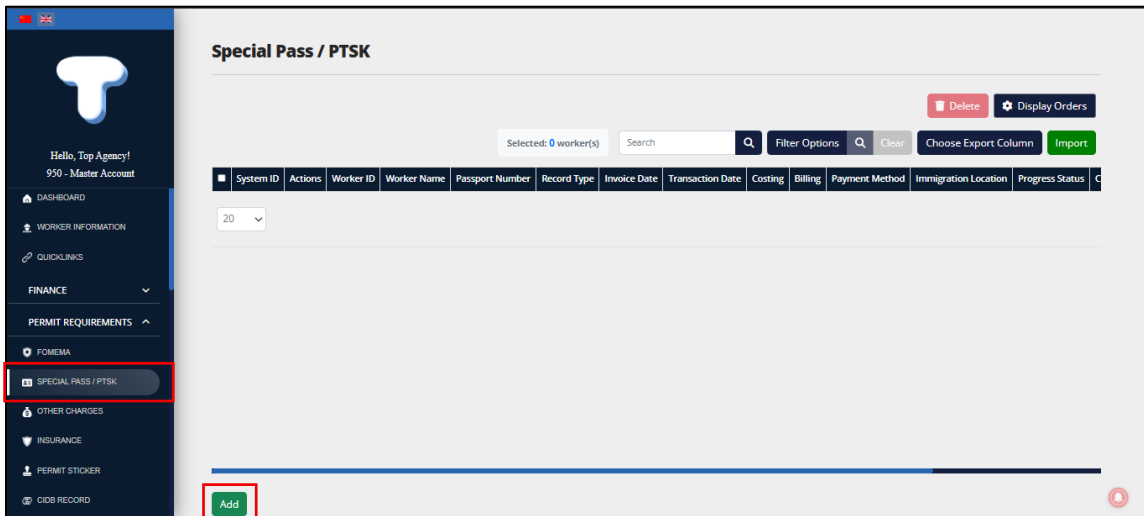


**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Fomema  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Special Pass/PTSK

1. Go to “PERMIT REQUIREMENTS”, then go to “SPECIAL PASS/PTSK” and click “Add”.



2. In Special Pass/PTSK page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

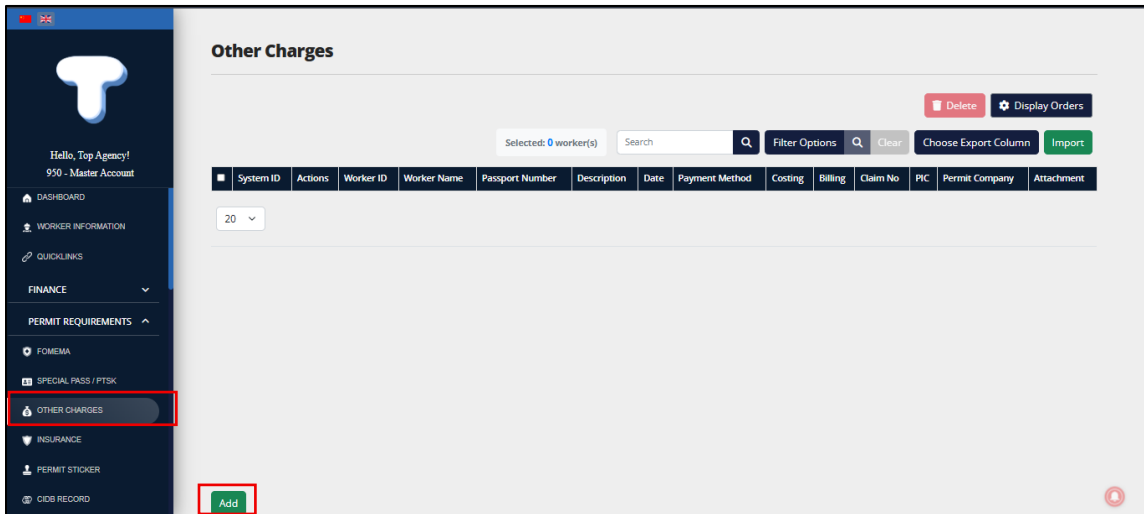
The screenshot shows the 'Special Pass / PTSK' form. The fields are: Worker Name (with a search dropdown), Record Type (with a dropdown), Invoice Date (with a date picker), Costing (with a numeric input field), Billing (with a numeric input field), Transaction Date (with a date picker), Immigration Location (with a text input field), and Progress Status (with a dropdown). The Worker Name field is highlighted with a red box.

**\*\*Notes:** Only the **worker** that has been created with information can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Special Pass/PTSK  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Other Charges

1. Go to “PERMIT REQUIREMENTS”, then go to “OTHER CHARGES” and click “Add”.



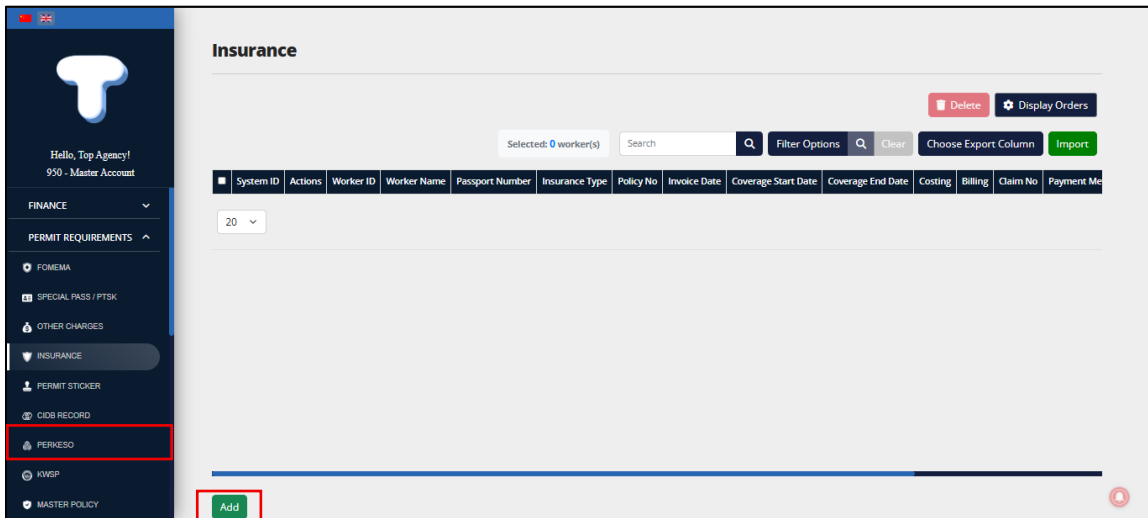
2. In Other Charges page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

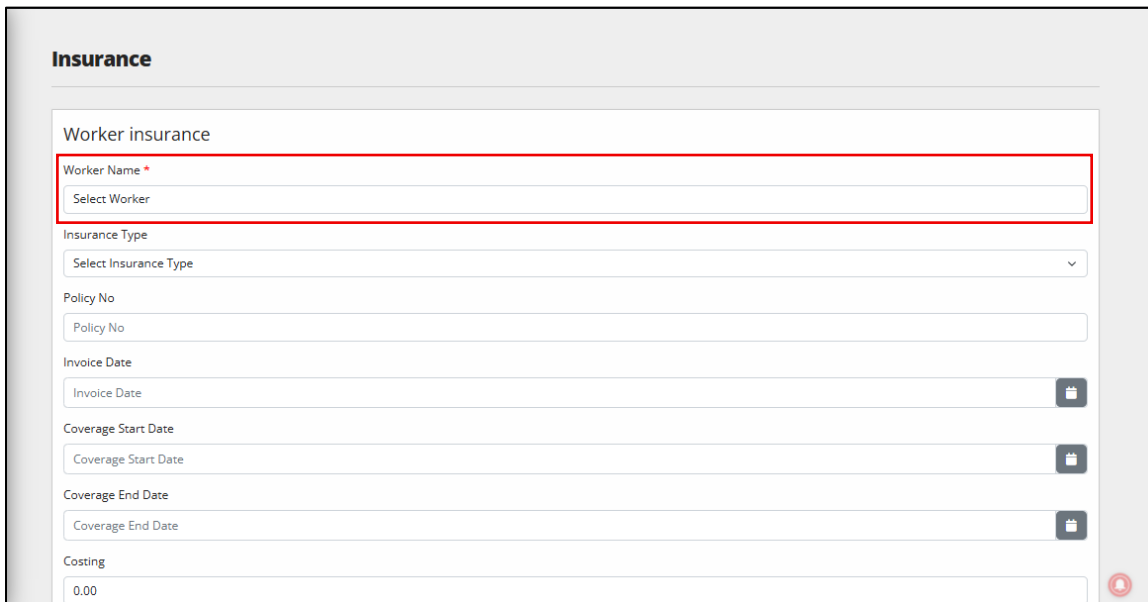
**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Other Charges  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Insurance

1. Go to “PERMIT REQUIREMENTS”, then go to “INSURANCE” and click “Add”.



2. In Insurance page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

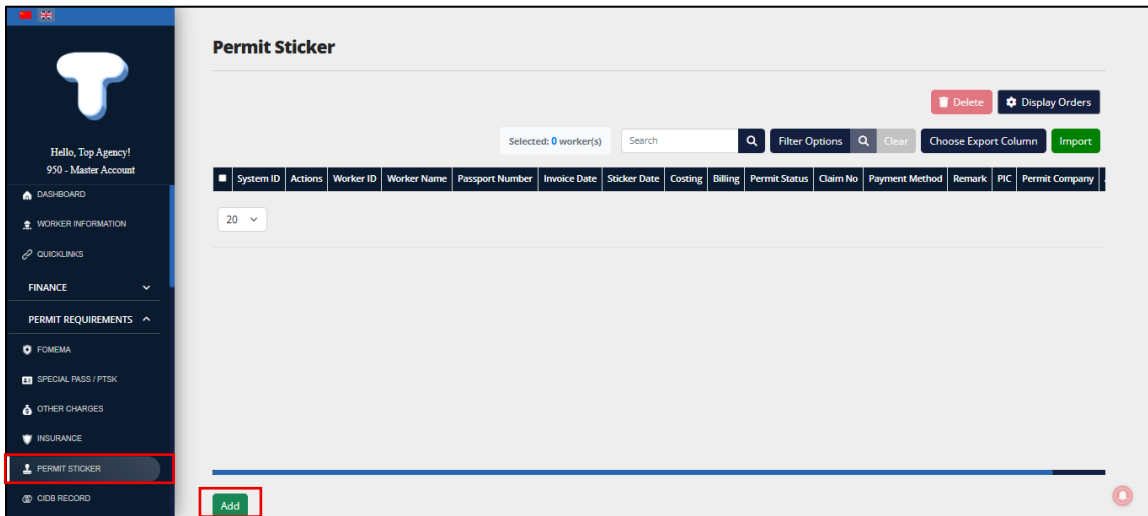


**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Insurance  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Permit Sticker

1. Go to “PERMIT REQUIREMENTS”, then go to “PERMIT STICKER” and click “Add”.



2. In Permit Sticker page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

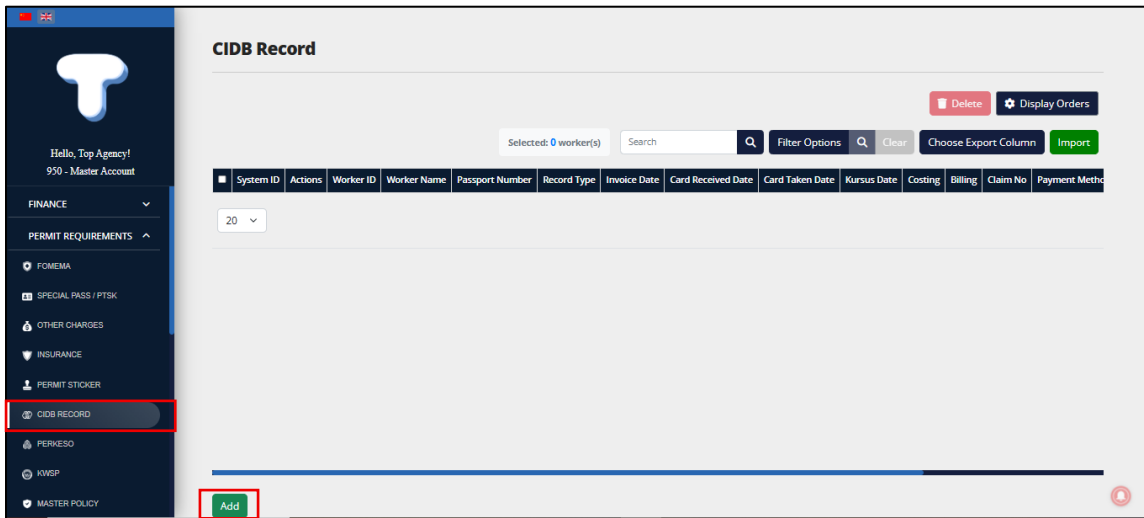
The screenshot shows the 'Permit Sticker' form. The 'Worker Name' field is highlighted with a red box and contains the text 'Select Worker'. Below it are several other fields: 'Invoice Date' with a calendar icon, 'Costing' with a value of '0.00', 'Billing' with a value of '0.00', 'Permit Status' with a dropdown menu showing 'Select Permit Status', 'Sticker Date' with a calendar icon, 'Claim No', and 'Payment Method'. A red circle icon is visible in the bottom right corner of the form area.

**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Permit Sticker  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – CIDB Record

1. Go to “PERMIT REQUIREMENTS”, then go to “PERMIT STICKER” and click “Add”.



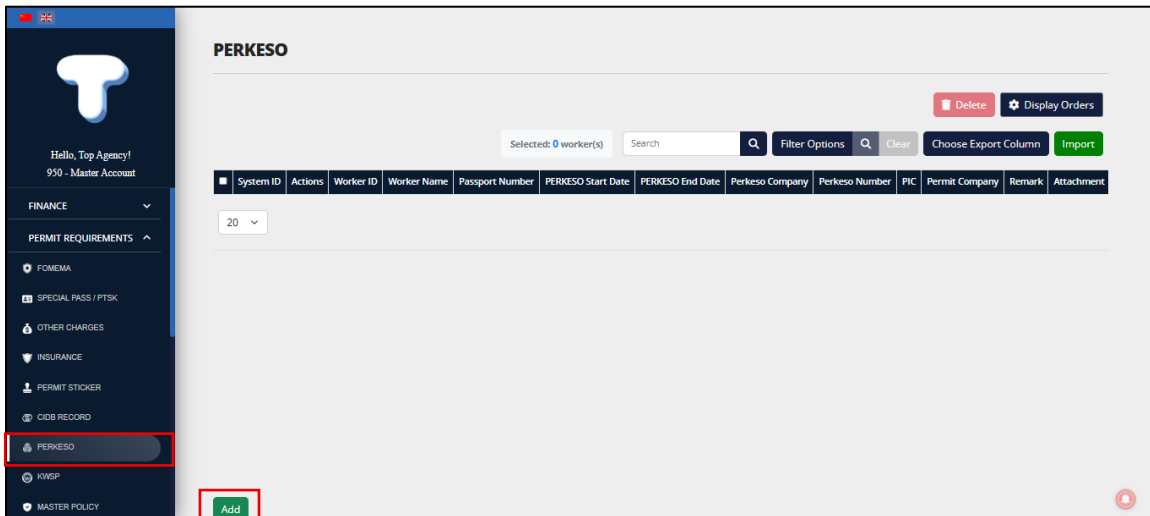
2. In CIDB Record page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the CIDB Record  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – PERKESO

1. Go to “PERMIT REQUIREMENTS”, then go to “PERKESO” and click “Add”.



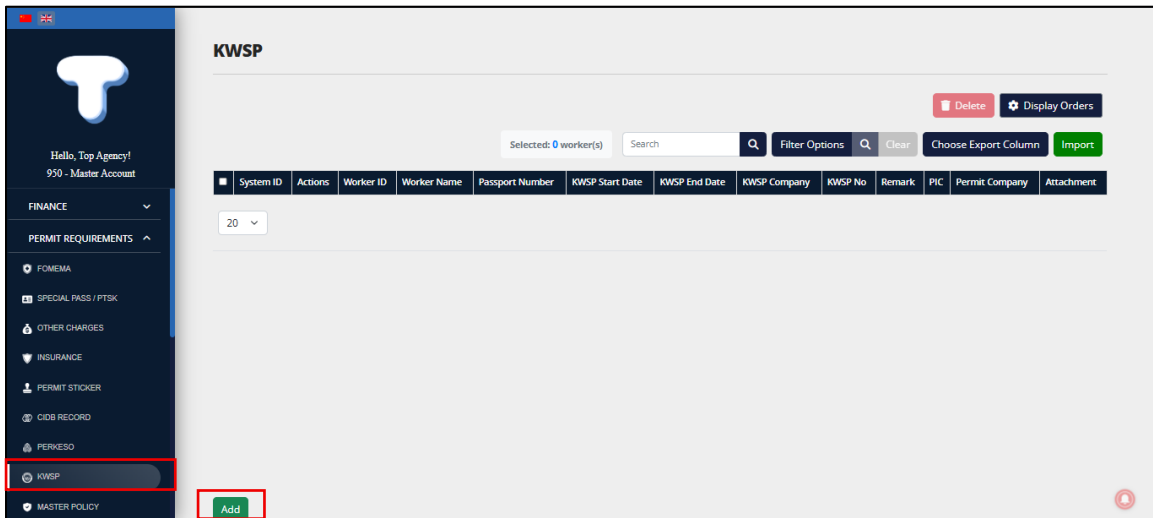
**\*\*Notes: Only the worker that has been created with information can be search here.**

2. In PERKESO page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

The screenshot shows the PERKESO form for adding a worker. The form fields are: Worker Name (with a red asterisk and a dropdown menu labeled 'Select Worker'), Perkeso Company, Perkeso Number, PERKESO Start Date (with a calendar icon), PERKESO End Date (with a calendar icon), Remark, and Attachment. An 'Upload' button is located below the Attachment field. The 'Worker Name' dropdown menu is highlighted with a red box.

## Permit Requirements – KWSP

1. Go to “PERMIT REQUIREMENTS”, then go to “KWSP” and click “Add”.

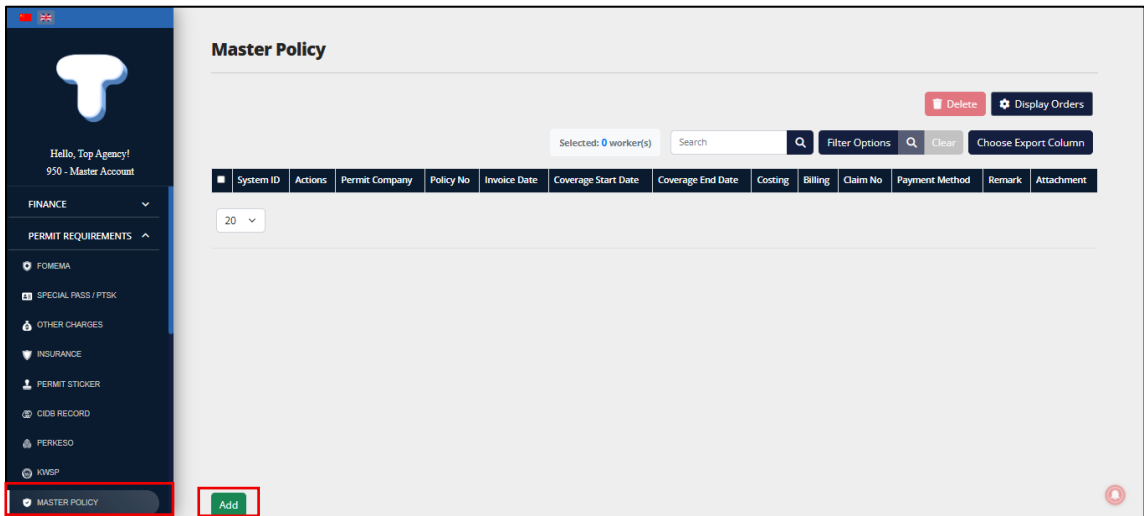


2. In KWSP page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

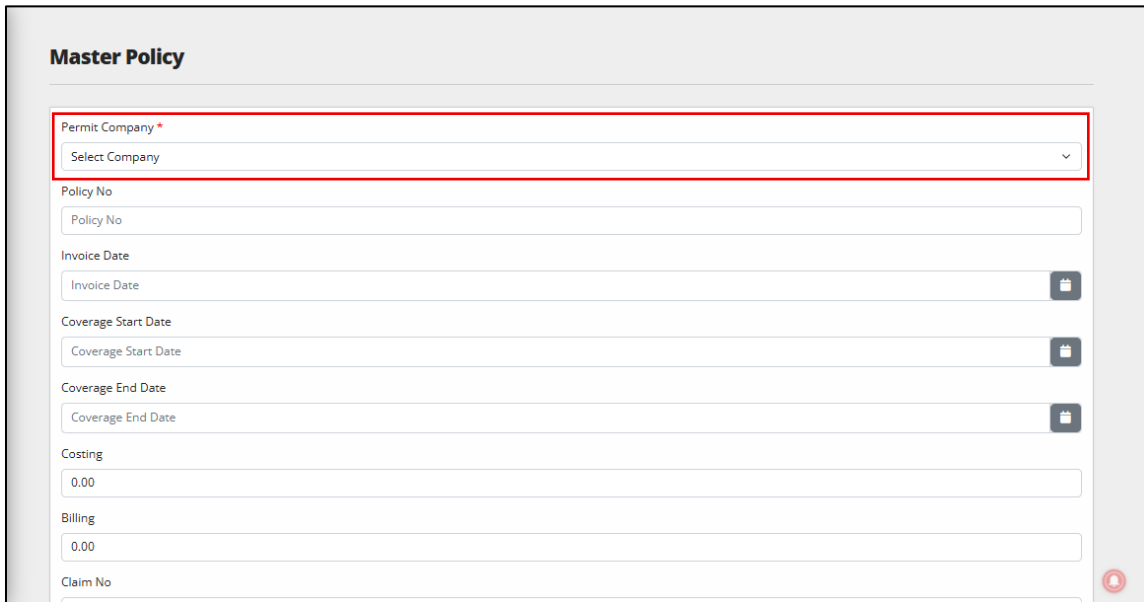
The screenshot shows the 'KWSP' form. The 'Worker Name' field is highlighted with a red box and contains the text 'Select Worker'. Below it are input fields for 'KWSP Company', 'KWSP No', 'KWSP Start Date', 'KWSP End Date', 'Remark', and 'Attachment'. The 'KWSP Start Date' and 'KWSP End Date' fields have calendar icons. At the bottom left of the form is a green 'Upload' button. A red-bordered 'Add' button is visible at the bottom left of the sidebar in the background.

## Permit Requirements – Master Policy (FOR COMPANY ROLE ONLY)

1. Go to “PERMIT REQUIREMENTS”, then go to “MASTER POLICY” and click “Add”.



2. Select “Permit Company” preferred, fill up all the information and click “Submit”.



3. To edit the record, press on the pen icon on Actions column. After done, click “Submit” to save the record.

## Master Policy

Delete Display Orders

Selected: 0 worker(s)

Search



Filter Options



Clear

Choose Export Column

System ID	Actions	Permit Company	Policy No	Invoice Date	Coverage Start Date	Coverage End Date	Costing	Billing	Claim No	Payment Method	Remark	Attachment
19		TEST sdn bhd	P1234567890	09-04-2026	09-04-2026	03-04-2030	100.00	200.00	C1234567890	Credit Card		

20

Displaying 1 - 1 of 1

Add



Coverage End Date

03-04-2030



Costing

100.00

Billing

200.00

Claim No

C1234567890

Payment Method

Credit Card



Remark

Remark

Attachment

Upload

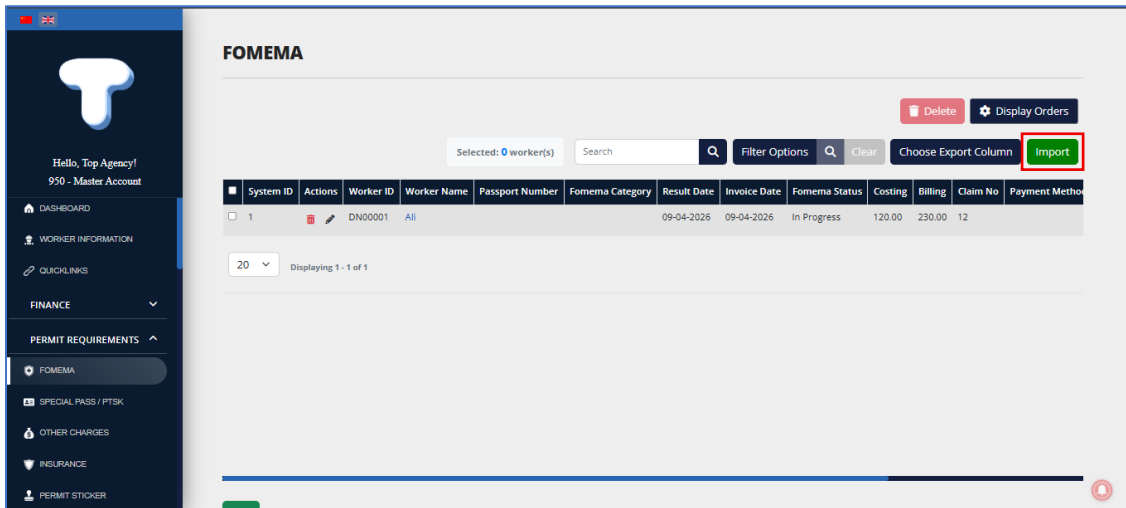
Submit

Cancel

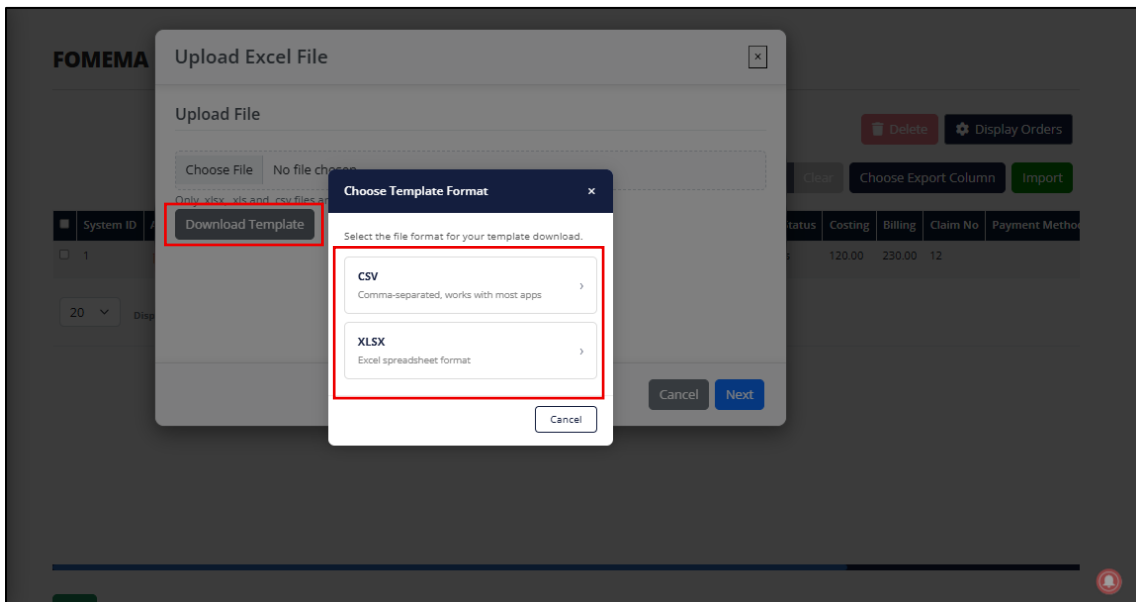


## Import Function on Permit Requirements

1. To import records, click on “Import”.

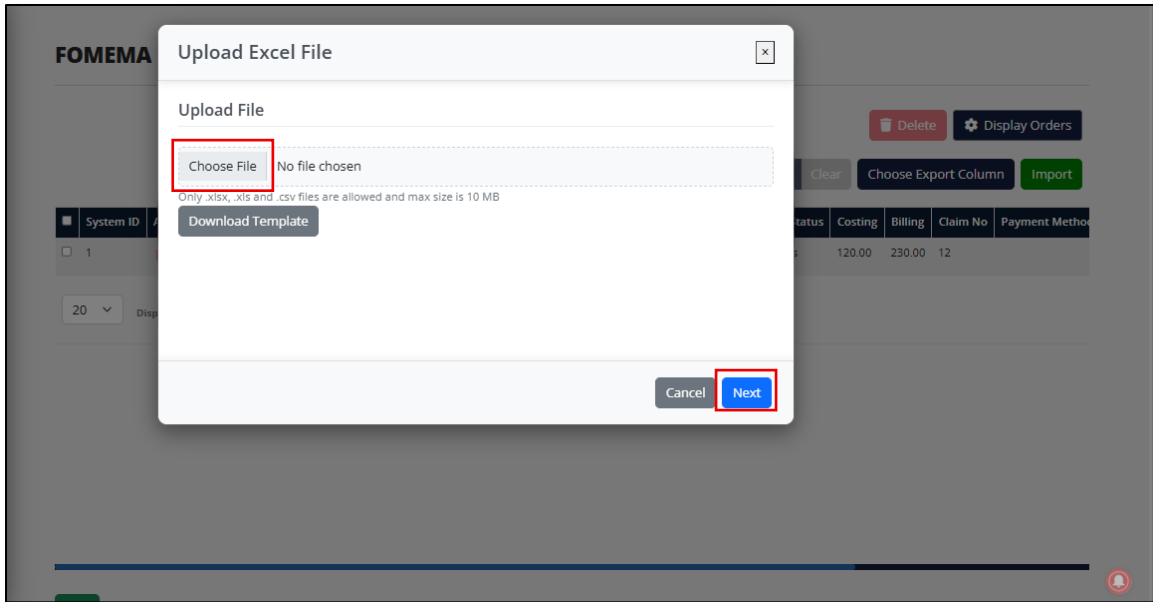


2. Click on “Download Template” and select preferred template format.



**\*\*Notes: Suggested to use .xlsx format template to prevent numbering format issue on records.**

3. After done filling up template, click “Choose File” to upload and click “Next”.



**\*\*Notes: All the records are not allowed to be duplicated. The duplicated records will be not be uploaded.**

## Export Function on Permit Requirements

1. To export record, click on “Choose Export Column” and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the “Export” button.

The screenshot shows the FOMEMA interface with a table of permit requirements. The 'Choose Export Column' button is highlighted with a red box. The table has the following columns: System ID, Actions, Worker ID, Worker Name, Passport Number, Fomema Category, Result Date, Invoice Date, Fomema Status, Costing, Billing, Claim No, and Payment Method. The first row of data is: 1, [edit/delete icons], DN00001, Ali, 09-04-2026, 09-04-2026, In Progress, 120.00, 230.00, 12.

System ID	Actions	Worker ID	Worker Name	Passport Number	Fomema Category	Result Date	Invoice Date	Fomema Status	Costing	Billing	Claim No	Payment Method
1	[edit/delete icons]	DN00001	Ali			09-04-2026	09-04-2026	In Progress	120.00	230.00	12	

The screenshot shows the FOMEMA interface with the 'Export' button highlighted by a red box. The table header is highlighted with a red box, and all columns are checked. The first row of data is: 1, [edit/delete icons], DN00001, Ali, 09-04-2026, 09-04-2026, In Progress, 120.00, 230.00, 12.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System ID	Actions	Worker ID	Worker Name	Passport Number	Fomema Category	Result Date	Invoice Date	Fomema Status	Costing	Billing	Claim No	Payment Method
1	[edit/delete icons]	DN00001	Ali			09-04-2026	09-04-2026	In Progress	120.00	230.00	12	

2. Select the exported file format.

# FOMEMA

Delete Display Orders

Filter Options Clear Export Import

Select All Select None

System ID Actions Worker ID

1 DN00001

20 Displaying 1 - 1 of 1

**Choose Export Format** x

Select the file format for your export.

- CSV**  
Comma-separated, works with most apps
- XLSX**  
Excel spreadsheet format
- PDF**  
Formatted PDF document

Cancel

Fomema Category Result Date Invoice Date Fomema Status Costing

09-04-2026 09-04-2026 In Progress 120.00 2:

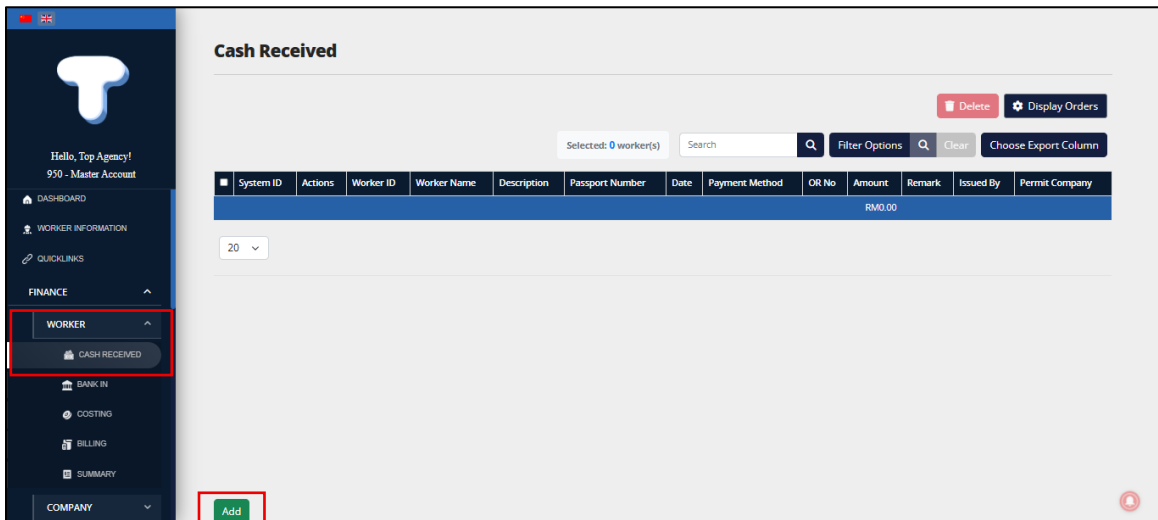
# Finance Section

## For Worker

For Finance section for Worker, there are 5 main section which are:

### Cash Received

1. To create cash received record, “FINANCE”, “WORKER” then “CASH RECEIVED”. Click “Add”.



2. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.

The screenshot shows the 'Cash Received' form. The 'Worker Name' field is highlighted with a red box and contains the text 'Select Worker'. Below it are fields for 'Description', 'Date' (set to 2026-04-10), 'Payment Method' (set to Cash), 'Amount' (set to 0.00), and 'Remark'. At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

3. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

### Cash Received

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

Delete Display Orders

System ID	Actions	Worker ID	Worker Name	Description	Passport Number	Date	Payment Method	OR No	Amount	Remark	Issued By	Permit Company
207		ABC00001	Ali		A11111111	10-04-2026	Cash	CSH00013	15.00	—	tzemin	TEST sdn bhd

RM15.00

20 Displaying 1 - 1 of 1

TEST sdn bhd

Description

Description

Date

2026-04-10

Payment Method

Cash

Amount

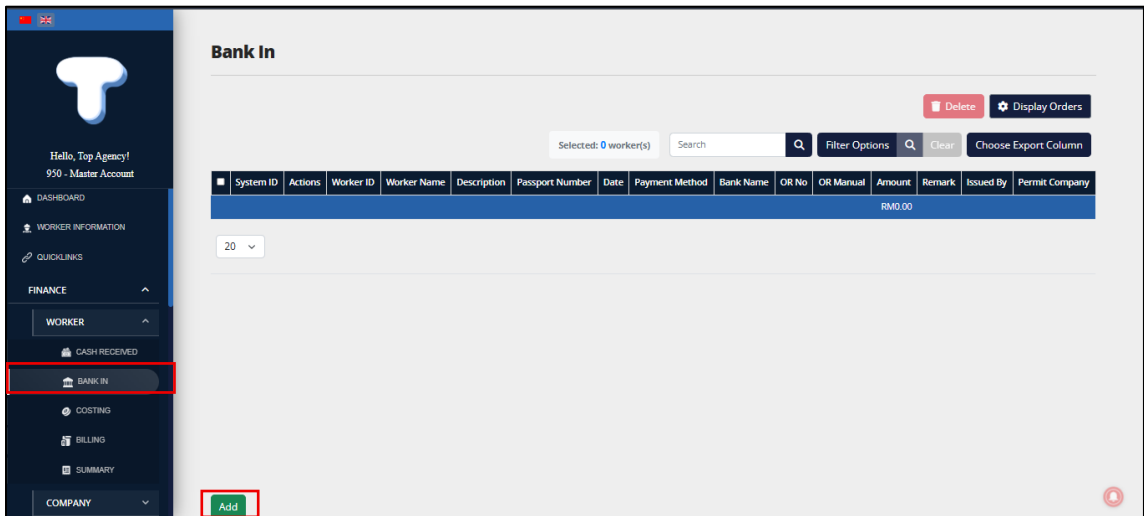
15.00

Remark

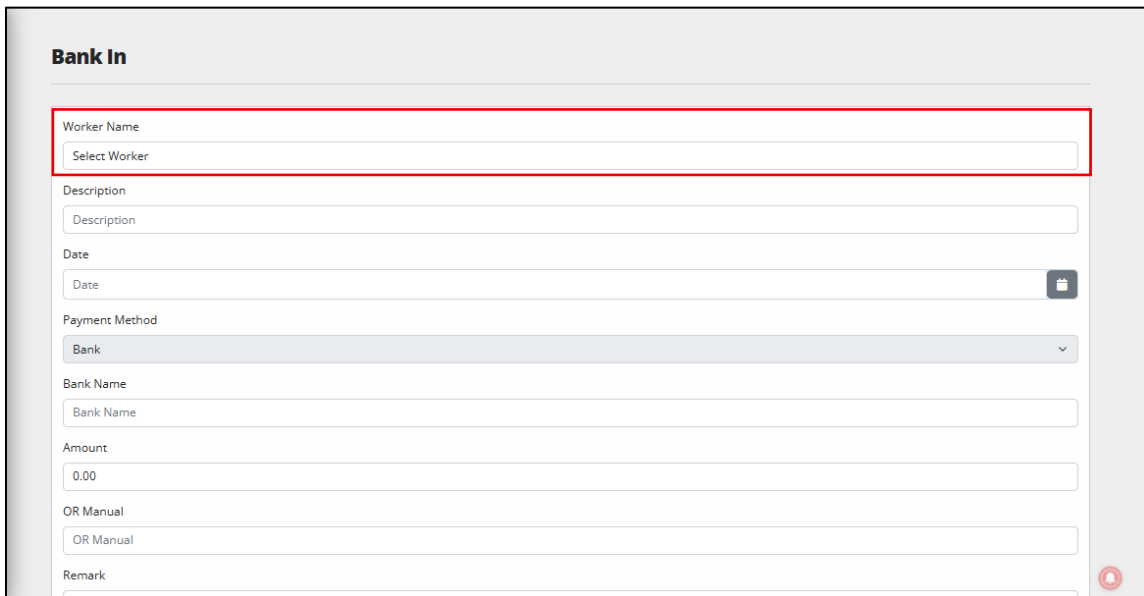
Remark

## Bank In

4. To create bank in record, “FINANCE”, “WORKER” then “BANK IN”. Click “Add”.



5. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.



6. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

### Bank In

Delete Display Orders

Selected: 0 worker(s)    Search     Filter Options     Clear     Choose Export Column

System ID	Actions	Worker ID	Worker Name	Description	Passport Number	Date	Payment Method	Bank Name	OR No	OR Manual	Amount	Remark	Issued By	Per	
83		ABC00001	All		A11111111	09-04-2026	Bank	ABC Bank	BNK00028		30.00	—	tzemin	TEST	
											RM30.00				

   Displaying 1 - 1 of 1

09-04-2026

Payment Method

Bank

Bank Name

ABC Bank

Amount

30.00

OR Manual

OR Manual

Remark

Remark

## Costing

1. To view the costing created, “FINANCE”, “WORKER” then “COSTING”.

The screenshot shows the 'Costing' page in a software application. The left sidebar is dark blue with a white 'T' logo and the text 'Hello, Top Agency! 950 - Master Account'. The sidebar menu includes 'DASHBOARD', 'WORKER INFORMATION', 'QUICKLINKS', 'FINANCE' (expanded), 'WORKER' (expanded), 'CASH RECEIVED', 'BANK IN', 'COSTING' (highlighted with a red box), 'BILLING', 'SUMMARY', and 'COMPANY'. The main content area is titled 'Costing' and features a search bar with 'Selected: 0 worker(s)', a search input, and buttons for 'Filter Options', 'Clear', and 'Choose Export Column'. A table displays one costing record:

System ID	Worker ID	Worker Name	Passport Number	Description	Costing	Payment Method	Date	Claim No	Remark	PIC	Permit Company
1	DN00001	Alli		Fomema	120.00		09-04-2026	12	12		ABC Testing Company

Below the table, there is a dropdown menu set to '20' and the text 'Displaying 1 - 1 of 1'. A red circle highlights a small icon in the bottom right corner of the main content area.

**\*\*Notes:** Costing only can be change at Permit Requirements based on the selected record.

## Billing

1. To create bank in record, “FINANCE”, “WORKER” then “BILLING”. Click “Add”.

The screenshot shows the 'Billing' page in a software application. The left sidebar is dark blue with a white 'T' logo and the text 'Hello, Top Agency! 950 - Master Account'. The sidebar menu includes 'DASHBOARD', 'WORKER INFORMATION', 'QUICKLINKS', 'FINANCE' (expanded), 'WORKER' (expanded), 'CASH RECEIVED', 'BANK IN', 'COSTING', 'BILLING' (highlighted with a red box), 'SUMMARY', and 'COMPANY'. The main content area is titled 'Billing' and features a search bar with 'Selected: 0 worker(s)', a search input, and buttons for 'Delete', 'Display Orders', 'Filter Options', 'Clear', 'Choose Export Column', and 'Import'. A table displays one billing record:

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Billing	Date	Payment Method	Remark	PIC	Permit Company
461		DN00001	Alli		Fomema	230.00	09-04-26		12		ABC Testing Company

Below the table, there is a dropdown menu set to '20' and the text 'Displaying 1 - 1 of 1'. A red box highlights an 'Add' button at the bottom left of the main content area. A red circle highlights a small icon in the bottom right corner of the main content area.

2. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.

**Billing**

Worker Name  
Select Worker

Option  
Option

Billing  
0.00

Date  
Date

Payment Method  
Select Payment Method



Submit Cancel

**\*\*Notes:** Unlike Costing, Billing be changed in Billing in Finance section

- To edit record, click the pen icon on Actions column. After done, click "Submit" to save the record.

**Billing**

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column Import

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Billing	Date	Payment Method	Remark	PIC	Permit Company
461		ABC00001	Ali	A11111111	Fomema	60.00	02-04-26	Credit Card	—	ABC	TEST sdn bhd
413		ABC00001	Ali	A11111111	Special Pass/PTSK	150.00	06-04-26	Credit Card	Special Pass	ABC	TEST sdn bhd

RM210.00

20 Displaying 1 - 2 of 2

A11111111

Permit Company  
TEST sdn bhd

Option  
Special Pass/PTSK

Billing  
150.00

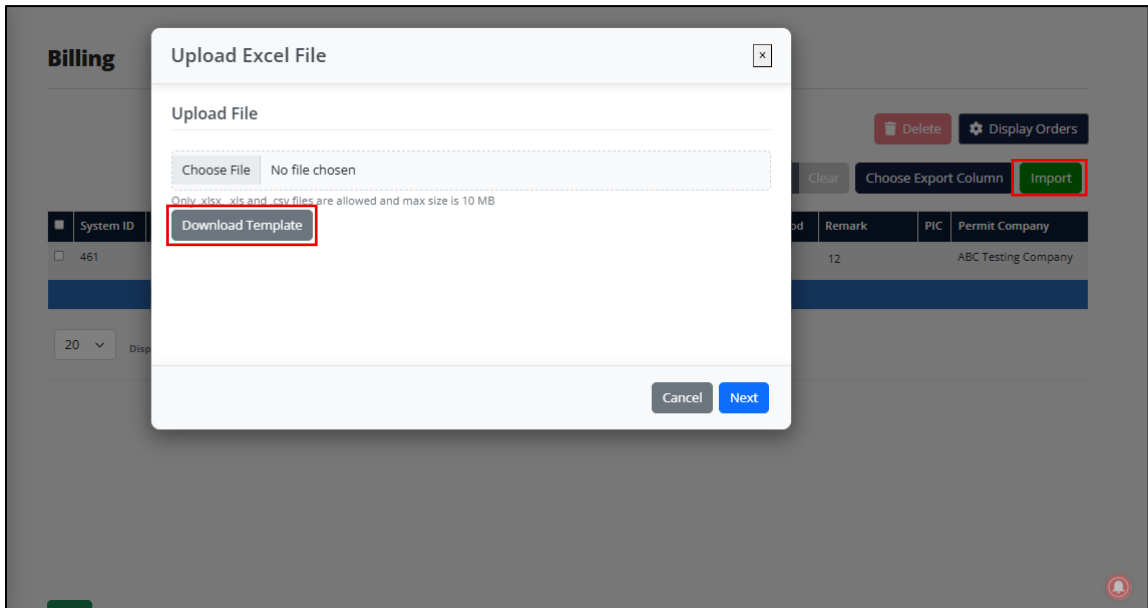
Date  
06-04-2026

Payment Method  
Credit Card

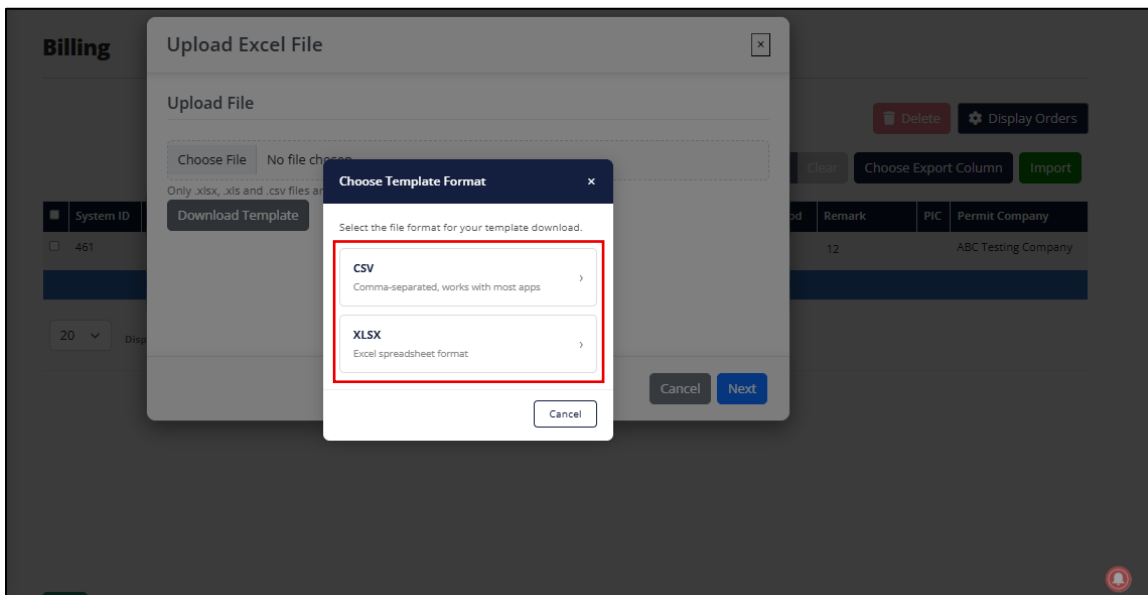
Submit Cancel

## Import Function on Billing (Move from old system)

1. To import billing record, click on "Import". Click "Download Template" to get the template.

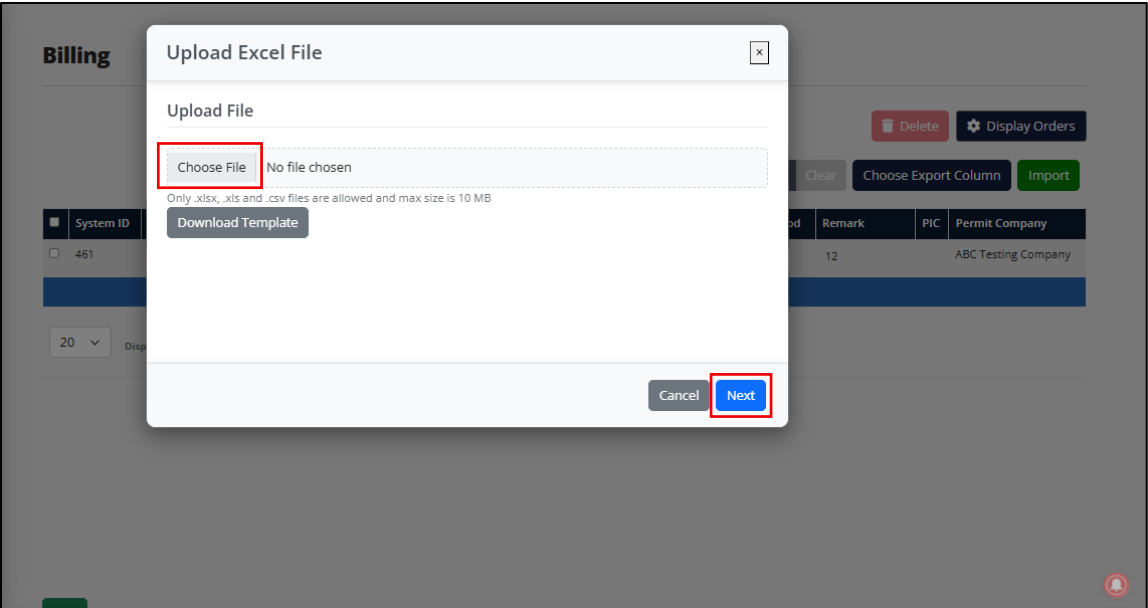


2. Select the preferred template format.



**\*\*Notes: Suggested to use .xlsx format template to prevent numbering format issue on records.**

3. After done filling the template, click on "Choose File" to upload the template, then click "Next".



## Summary

1. To view all the record created, click on “FINANCE”, “WORKER” then “SUMMARY”.

Summary

Worker Record Worksheet Print Report Display Orders

Selected: 2 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Invoice Date
2		DN00001	Alli		Fomema			230.00			12		09-04-2026
1		DN00001	Alli		Fomema	120.00					12	12	09-04-2026

RM120.00 RM230.00 RM0.00 RM0.00 Outstanding Balance: RM230.00

20 Displaying 1 - 2 of 2

2. To edit record, press the pen icon on the action column.

Summary

Worker Record Worksheet Print Report Display Orders

Selected: 2 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Worker ID	Worker Name	Passport Number	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Invoice Date
2		DN00001	Alli		Fomema			230.00			12		09-04-2026
1		DN00001	Alli		Fomema	120.00					12	12	09-04-2026

RM120.00 RM230.00 RM0.00 RM0.00 Outstanding Balance: RM230.00

20 Displaying 1 - 2 of 2

3. If any edit action is performed, click on “Submit” to save the record.

DN00001

Passport Number  
N/A

Permit Company  
ABC Testing Company

Option  
Formema

Billing  
230.00

Date  
09-04-2026

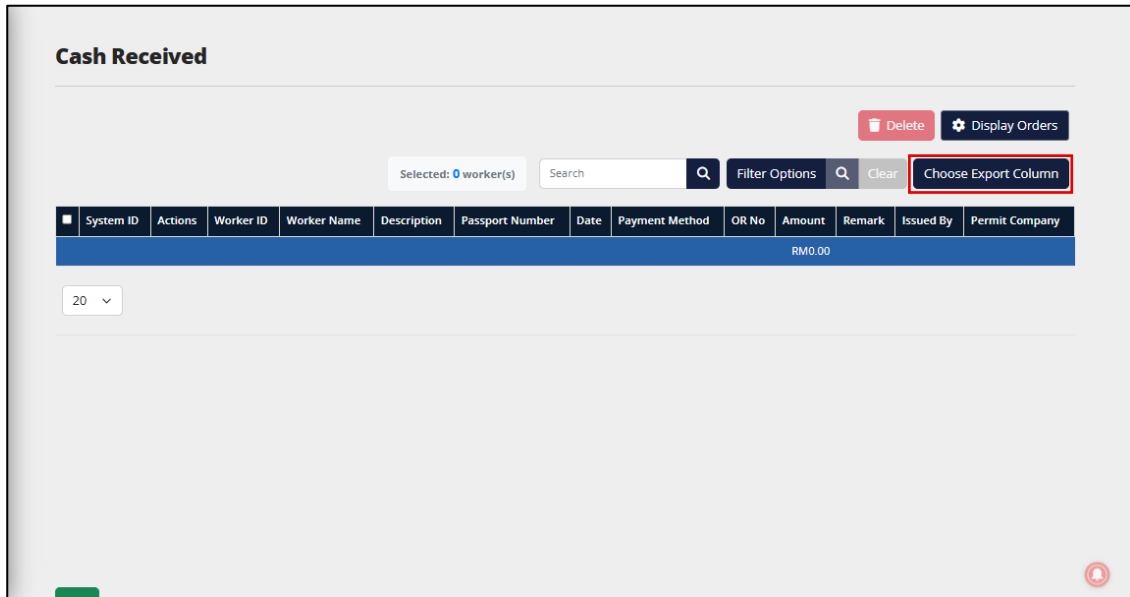
Payment Method  
Select Payment Method

Submit Cancel

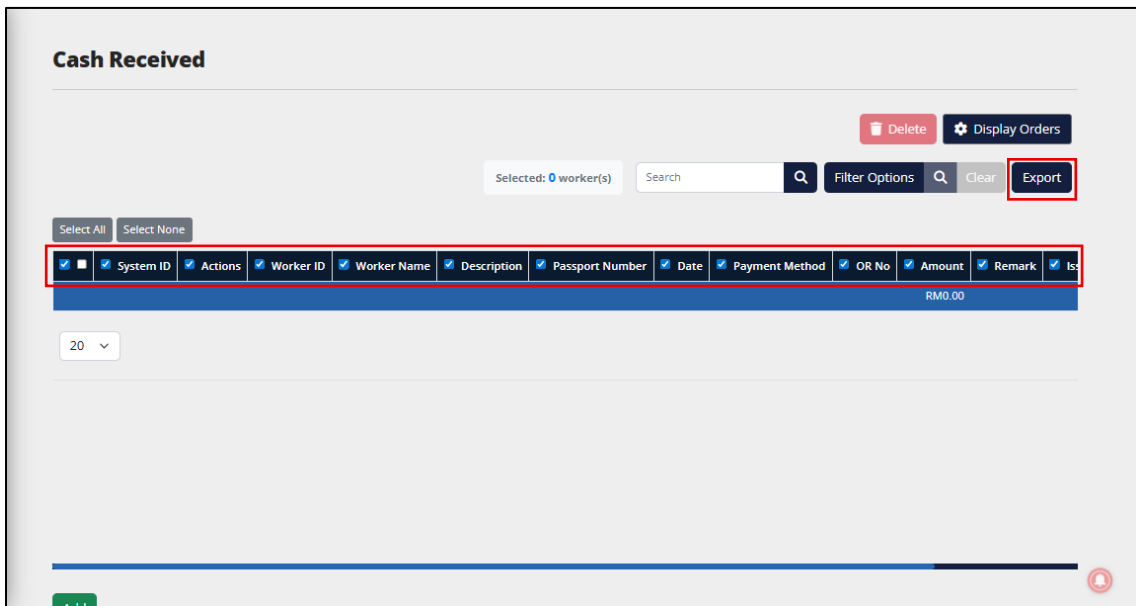
**\*\*Notes: Costing only can be change at "Permit Requirements" based on the selected record.**

## Export Function on Worker

1. To export record, click on “Choose Export Column” and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the “Export” button.



The screenshot shows the 'Cash Received' interface. At the top right, there are buttons for 'Delete' and 'Display Orders'. Below these, there is a search bar with 'Selected: 0 worker(s)' and a search icon. To the right of the search bar are buttons for 'Filter Options', 'Clear', and 'Choose Export Column'. The 'Choose Export Column' button is highlighted with a red box. Below the search bar is a table with columns: System ID, Actions, Worker ID, Worker Name, Description, Passport Number, Date, Payment Method, OR No, Amount, Remark, Issued By, and Permit Company. The table is currently empty, and the total amount is shown as 'RM0.00'. A dropdown menu shows '20'.



The screenshot shows the 'Cash Received' interface. At the top right, there are buttons for 'Delete' and 'Display Orders'. Below these, there is a search bar with 'Selected: 0 worker(s)' and a search icon. To the right of the search bar are buttons for 'Filter Options', 'Clear', and 'Export'. The 'Export' button is highlighted with a red box. Below the search bar are buttons for 'Select All' and 'Select None'. Below these buttons is a table with columns: System ID, Actions, Worker ID, Worker Name, Description, Passport Number, Date, Payment Method, OR No, Amount, Remark, and Issued By. All columns have a checked checkbox, and the table is highlighted with a red box. The total amount is shown as 'RM0.00'. A dropdown menu shows '20'.

2. Select the exported file format.

## Cash Received

Delete Display Orders

Search Filter Options Clear Export

Select All Select None

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System ID	Actions	Worker ID	Number	Date	Payment Method	OR No	Amount	Remark	Iss		
							RM0.00				

20

### Choose Export Format

Select the file format for your export.

- CSV**  
Comma-separated, works with most apps
- XLSX**  
Excel spreadsheet format
- PDF**  
Formatted PDF document

Cancel

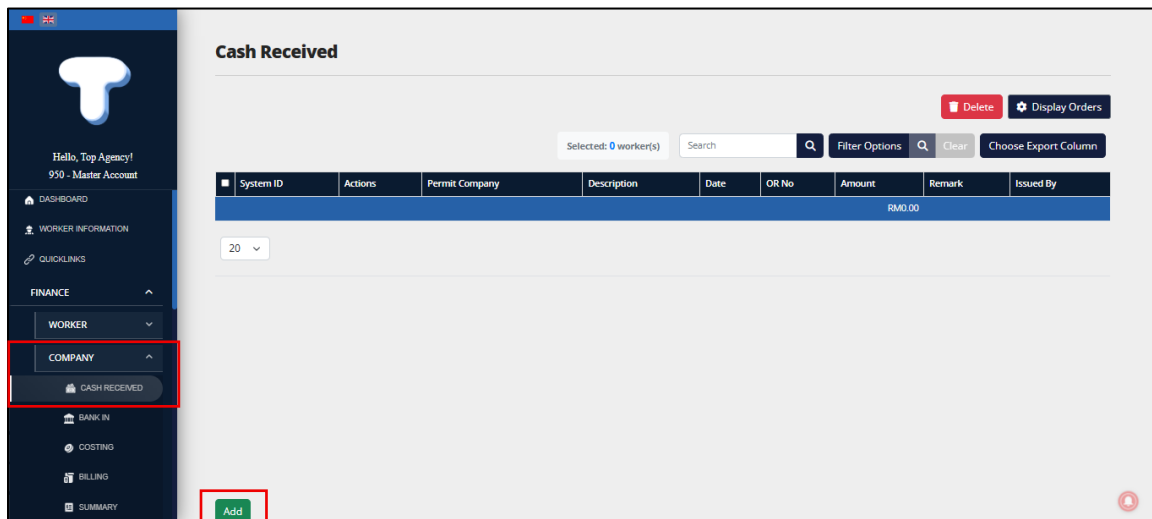


## For Company

For Finance section for Company, there are 5 main section which are:

### Cash Received

1. To create cash received record, “FINANCE”, “COMPANY” then “CASH RECEIVED”. Click “Add”.



2. Click on the “Permit Company” and select preferred company. Fill in all information and click “Submit”.

The screenshot shows the 'Cash Received' form. The 'Permit Company' dropdown menu is highlighted with a red box. Below it are input fields for 'Description', 'Date' (pre-filled with 2026-04-10), 'Amount' (pre-filled with 0.00), and 'Remark'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

3. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

### Cash Received

Delete Display Orders

Selected: 0 worker(s)    Search     Filter Options     Clear     Choose Export Column

System ID	Actions	Permit Company	Description	Date	OR No	Amount	Remark	Issued By
19		TEST sdn bhd	test	-	COR00003	50.00		tzemin
						RM50.00		

20    Displaying 1 - 1 of 1

### Cash Received

Permit Company

Description

Date

Amount

Remark

Submit Cancel

## Bank In

1. To create bank in record, "FINANCE", "COMPANY" then "BANK IN". Click "Add".

**T**

Hello, Top Agency!  
950 - Master Account

- DASHBOARD
- WORKER INFORMATION
- QUICKLINKS
- FINANCE
  - WORKER
  - COMPANY
- CASH RECEIVED
- BANK IN**
- COSTING
- BILLING
- SUMMARY

### Bank In

Delete Display Orders

Selected: 0 worker(s)    Search     Filter Options     Clear     Choose Export Column

System ID	Actions	Permit Company	Description	Date	Bank Name	OR No	Or Manual	Amount	Remark	Issued By
									RM0.00	

20

Add

2. Click on the “Permit Company” and select preferred company. Fill in all information and click “Submit”.

**Bank In**

Permit Company  
Select Permit Company

Description  
Description

Date  
Date

Bank Name  
Bank Name

Or Manual  
Or Manual

Amount  
0.00

Remark  
Remark

3. To edit record, click the pen icon on Actions column. After done, click “Submit” to save the record.

**Bank In**

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

Delete Display Orders

System ID	Actions	Permit Company	Description	Date	Bank Name	OR No	Or Manual	Amount	Remark	Issued By
15		TEST sdn bhd		09-04-2026	ABC Bank	BOR00001		15.00		tzemin

20 Displaying 1 - 1 of 1

Description

Date  
09-04-2026

Bank Name  
ABC Bank

Or Manual  
Or Manual

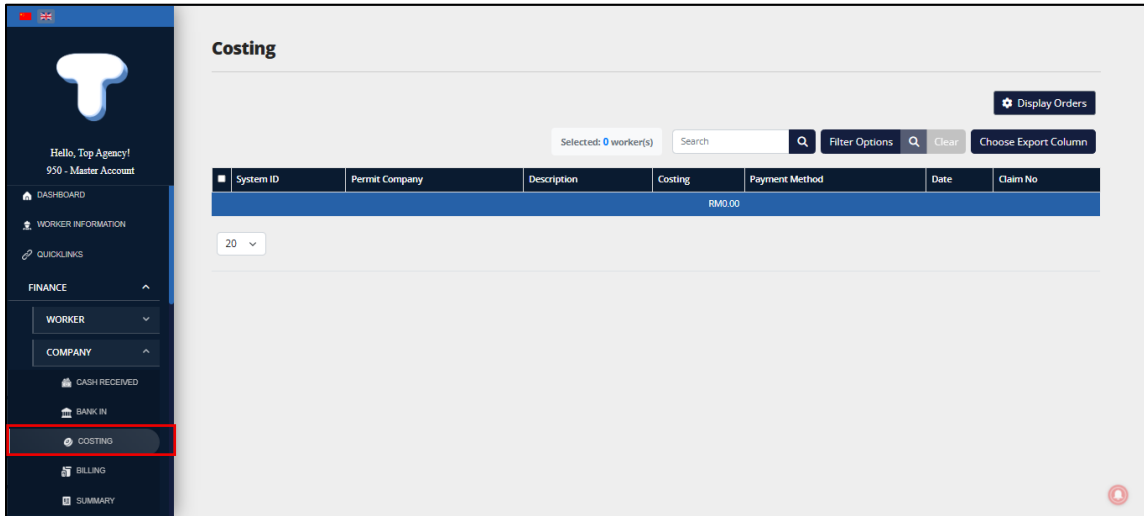
Amount  
15.00

Remark  
Remark

Submit Cancel

## Costing

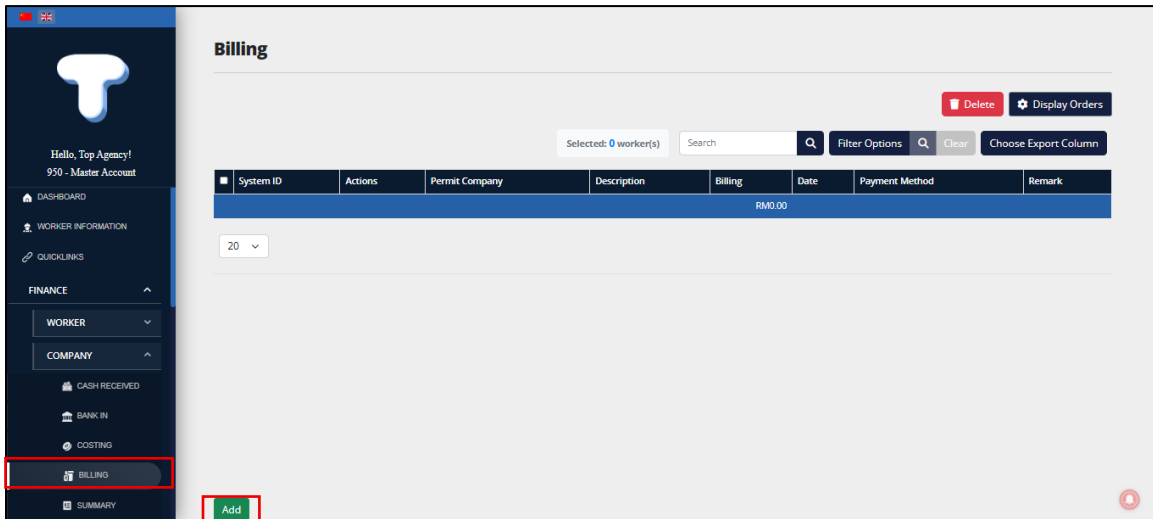
1. To view the costing created, “FINANCE”, “COMPANY” then “COSTING”.



**\*\*Notes:** Costing only can be change at Permit Requirements based on the selected record.

## Billing

1. To create bank in record, “FINANCE”, “COMPANY” then “BILLING”. Click “Add”.



2. Click on the “Worker Name” and select preferred worker. Fill in all information and click “Submit”.

**Billing**

Permit Company  
Select Permit Company

Description  
Description

Billing  
0.00

Date  
Date

Payment Method  
Select Payment Method

Remark  
Remark

Submit Cancel

- To edit record, click the pen icon on Actions column. After done, click "Submit" to save the record.

**Billing**

Delete Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Billing	Date	Payment Method	Remark
25		TEST sdn bhd	Master Policy	200.00	09-04-2026	Credit Card	
				RM200.00			

20 Displaying 1 - 1 of 1

Passport Number

Permit Company  
Permit Company

Option  
Fomema

Billing  
22.00

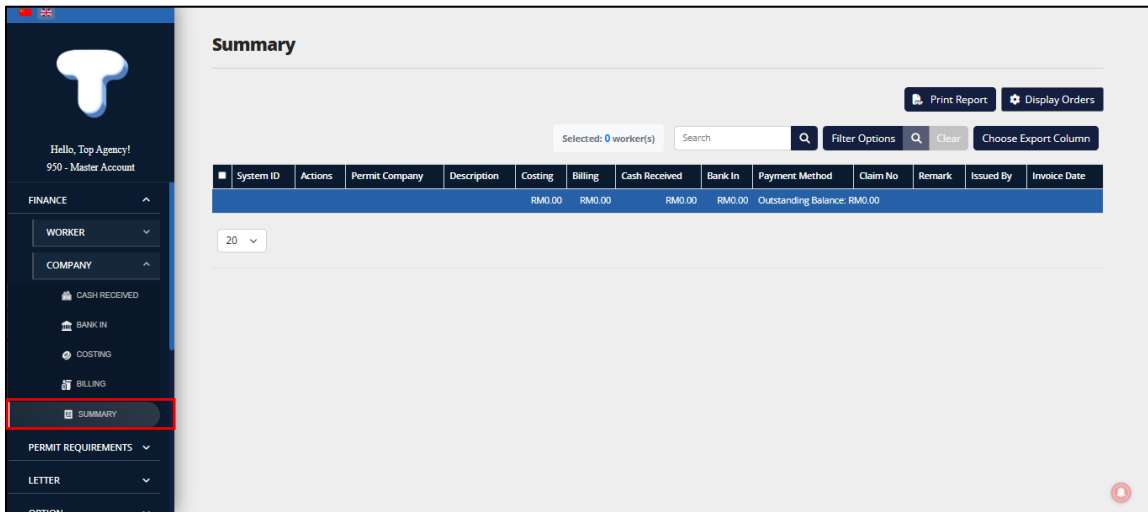
Date  
24-12-2025

Payment Method  
Select Payment Method

Submit Cancel

## Summary

1. To view all the record created, click on “FINANCE”, “WORKER” then “SUMMARY”.



Summary

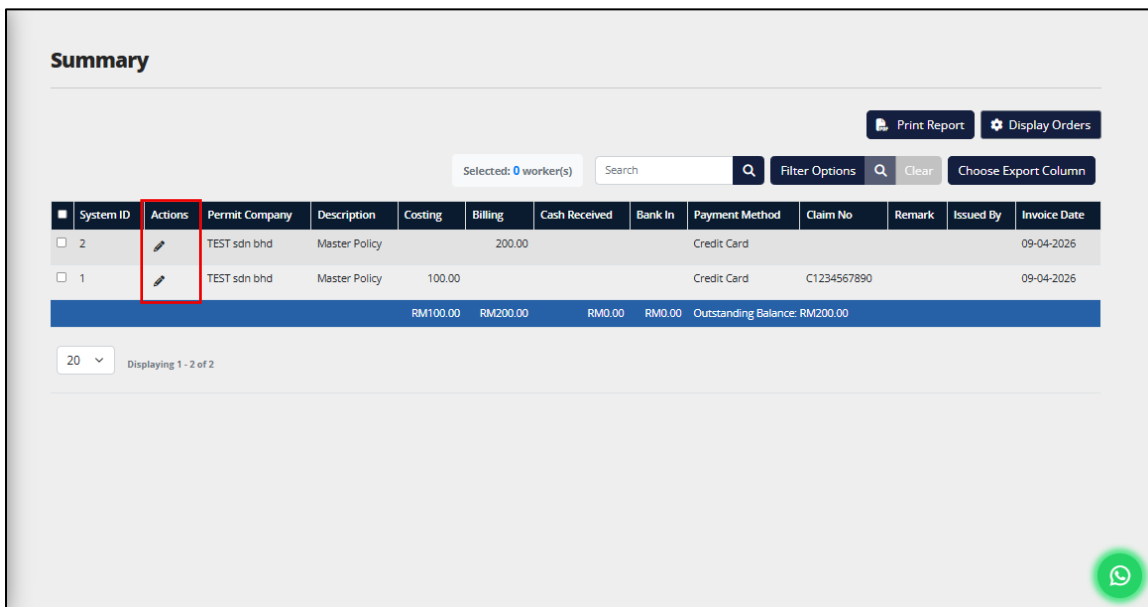
Print Report Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Issued By	Invoice Date
				RM0.00	RM0.00	RM0.00	RM0.00	Outstanding Balance: RM0.00				

20

2. To edit record, press the pen icon on the action column.



Summary

Print Report Display Orders

Selected: 0 worker(s) Search Filter Options Clear Choose Export Column

System ID	Actions	Permit Company	Description	Costing	Billing	Cash Received	Bank In	Payment Method	Claim No	Remark	Issued By	Invoice Date
2		TEST sdn bhd	Master Policy		200.00			Credit Card				09-04-2026
1		TEST sdn bhd	Master Policy	100.00				Credit Card	C1234567890			09-04-2026
				RM100.00	RM200.00	RM0.00	RM0.00	Outstanding Balance: RM200.00				

20 Displaying 1 - 2 of 2

3. If any edit action is performed, click on “Submit” to save the record.

**Summary**

Permit Company  
TEST sdn bhd


Description  
Master Policy

Billing  
200.00

Date  
09-04-2026

Payment Method  
Credit Card

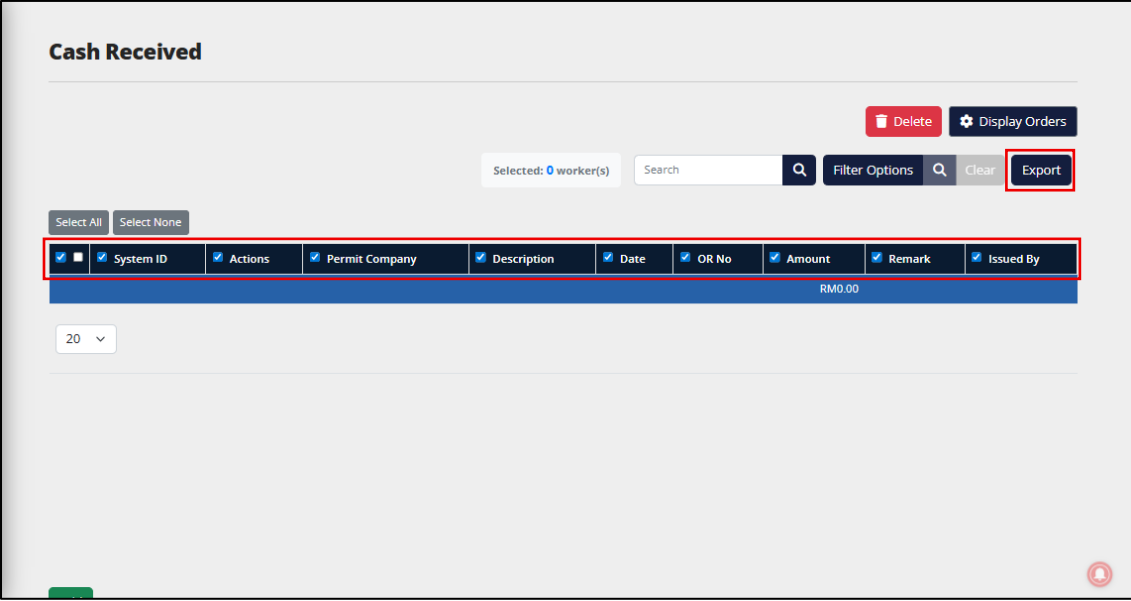
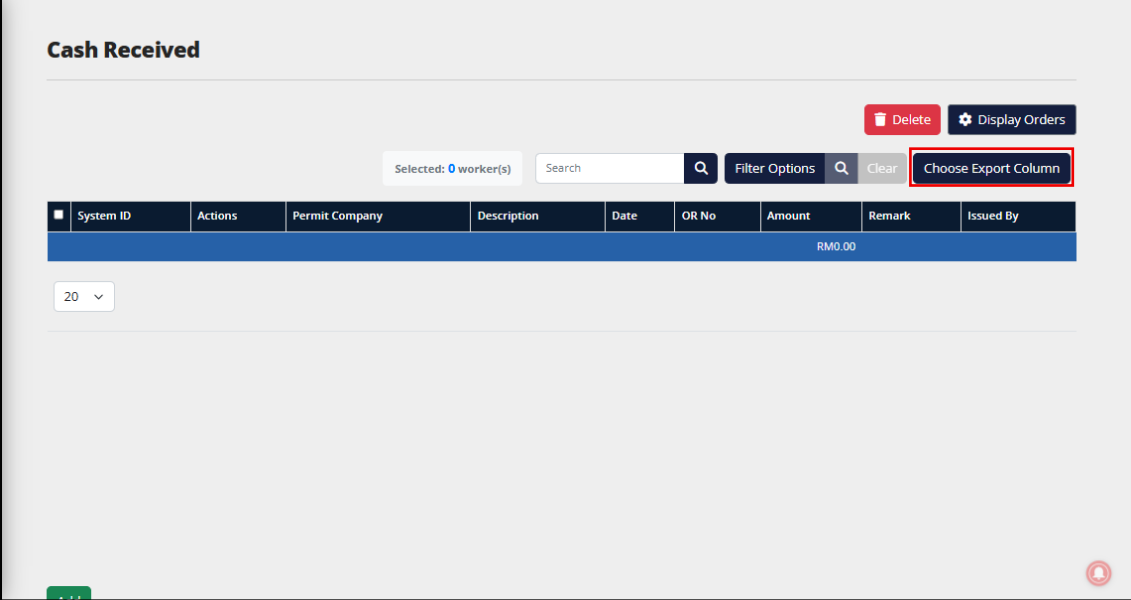
Remark  
Remark



**\*\*Notes:** Costing only can be change at “Permit Requirements” based on the selected record.

# Export Function on Company

- 1. To export record, click on "Choose Export Column" and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the "Export" button.



- 2. Select the exported file format.

## Cash Received

Delete

Display Orders

### Choose Export Format

Select the file format for your export.

- CSV**  
Comma-separated, works with most apps
- XLSX**  
Excel spreadsheet format
- PDF**  
Formatted PDF document

Cancel

Search



Filter Options



Clear

Export

Select All

Select None



System ID



Actions



Date



OR No



Amount



Remark



Issued By

RM0.00

20

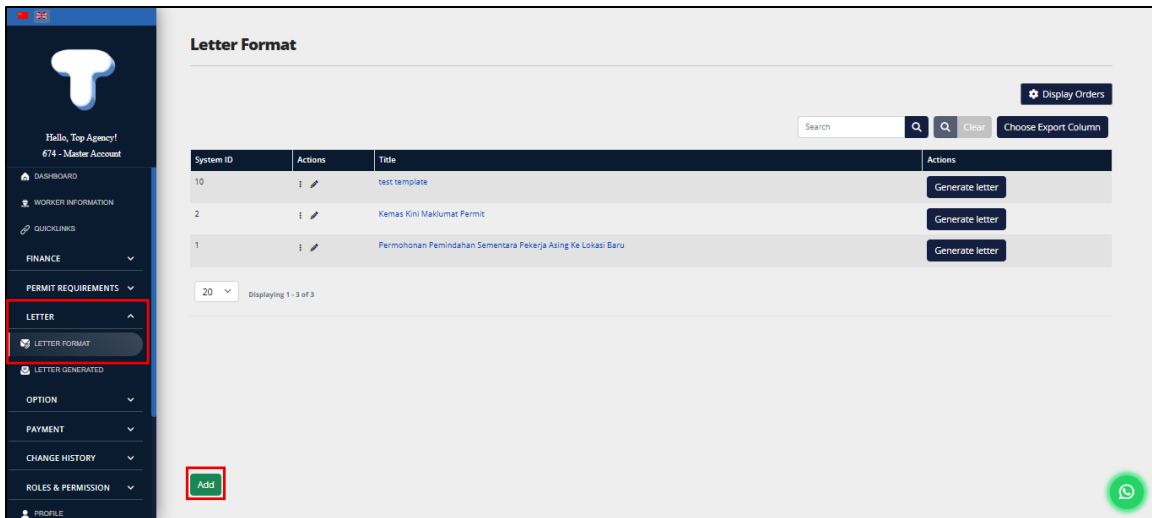


# Letter

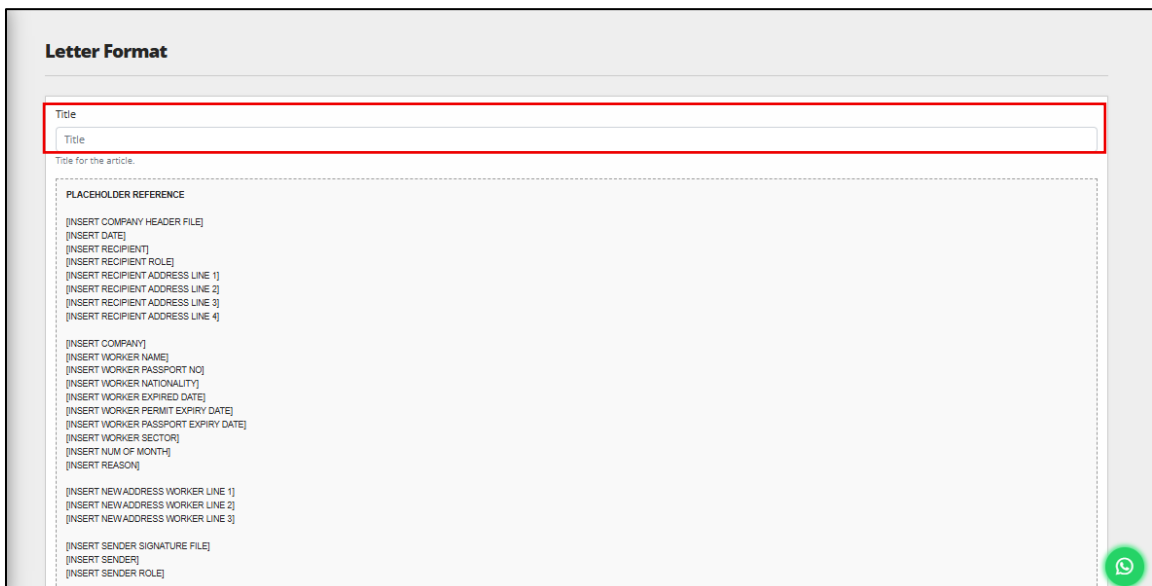
Letter function allows user to generate letter in certain format or template instead of need to re-write the letter every time.

## Create New Letter Format

1. To create new letter format, click Letter on sidebar menu, click letter format then click “Add”.



2. Insert the title of the letter, and scroll down to design the letter content. User can choose the placeholder reference and insert it into the letter content. After done design, click “Submit” to save the template.



## Example of letter content design:

[INSERT NEWADDRESS WORKER LINE 2]  
[INSERT NEWADDRESS WORKER LINE 3]

[INSERT SENDER SIGNATURE FILE]  
[INSERT SENDER]  
[INSERT SENDER ROLE]

Content

Edit Insert View Format Table Tools

**B** *I* U Paragraph Paragraph System Font 16px

Dear [INSERT WORKER NAME],

Your working permit has been applied successfully on [INSERT DATE]. The process time is estimated [INSERT NUM OF MONTH].

Best Regards,  
[INSERT SENDER]  
[INSERT SENDER ROLE]

Submit Cancel

## Generate Letter

1. To generate letter, click on “Letter”, “Letter Format” and “Generate letter”.

Letter Format

Display Orders

Search [ ] [ ] Clear Choose Export Column

System ID	Actions	Title	Actions
11		Testing 2	Generate letter
10		test template	Generate letter
2		Kemas Kini Maklumat Permit	Generate letter
1		Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	Generate letter

20 Displaying 1 - 4 of 4

Add

2. Fill up the information and click “Submit”. The letter will be automatically open (need to enable the browser pop-out setting).

**Content**

Worker Name

Date

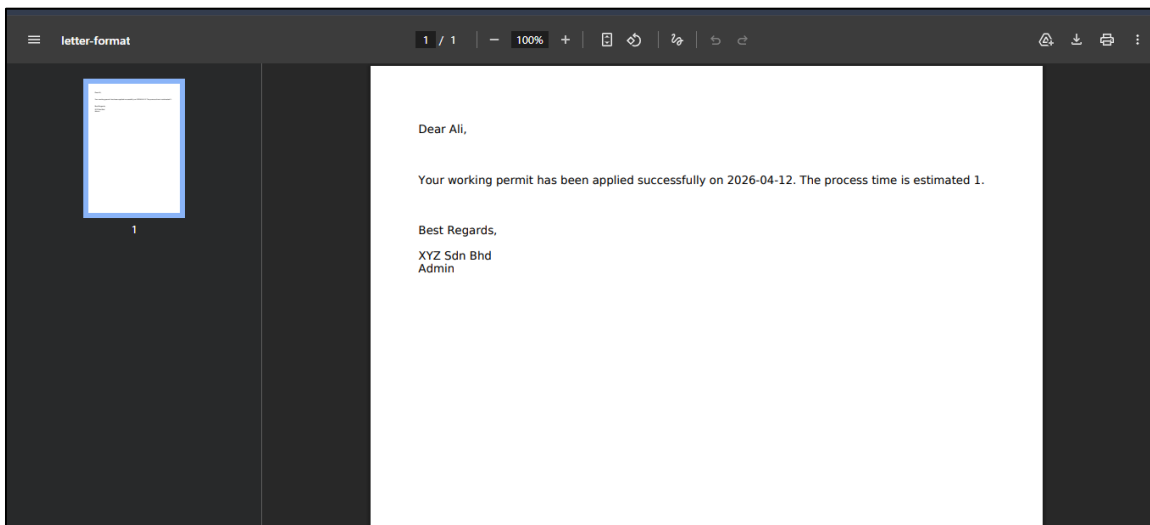
Num Of Month

**Sender**

Sender

Sender Role

**\*\*Notes:** The content here will show and ask to filled is based on the placeholder that used to design the letter format.



## View Generate Letter

1. To view generated letter, click “Letter” then “Letter Generated”. Click “View PDF” to view the letter. To delete the letter, click on the dustbin icon at Action column. To edit letter, click on pen icon, and click submit after done edit.

**Letter Generated**

Display Orders

Search [ ] [ ] [ ] Clear Choose Export Column

System ID	Actions	Title	Actions
81	[ ] [ ]	Unknown - 2026-04-13 - Testing 2	View PDF
80	[ ] [ ]	Unknown - 2026-04-13 - Testing 2	View PDF
76	[ ] [ ]	XYZ Sdn Bhd - 2025-12-31 - Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	View PDF
75	[ ] [ ]	XYZ Sdn Bhd - 2025-12-31 - Kemas Kini Maklumat Permit	View PDF
73	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	View PDF
72	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
71	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
70	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	View PDF
69	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
68	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
67	[ ] [ ]	XYZ Sdn Bhd-2025-12-30-Kemas Kini Maklumat Permit	View PDF

## Export Letter Generated

1. To export record, click on “Choose Export Column”, “Export” and select the preferred file format.

**Letter Generated**

Display Orders

Search [ ] [ ] [ ] Clear **Choose Export Column**

System ID	Actions	Title	Actions
81	[ ] [ ]	Unknown - 2026-04-13 - Testing 2	View PDF
80	[ ] [ ]	Unknown - 2026-04-13 - Testing 2	View PDF
76	[ ] [ ]	XYZ Sdn Bhd - 2025-12-31 - Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	View PDF
75	[ ] [ ]	XYZ Sdn Bhd - 2025-12-31 - Kemas Kini Maklumat Permit	View PDF
73	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	View PDF
72	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
71	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
70	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	View PDF
69	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
68	[ ] [ ]	XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
67	[ ] [ ]	XYZ Sdn Bhd-2025-12-30-Kemas Kini Maklumat Permit	View PDF

## Letter Generated

Display Orders

Search



Clear

Export

Select All Select None

System ID	Actions	Title	Actions
81		Unknown - 2026-04-13	View PDF
80		Unknown - 2026-04-13	View PDF
76		XYZ Sdn Bhd - 2025-12-30	View PDF
75		XYZ Sdn Bhd - 2025-12-30	View PDF
73		XYZ Sdn Bhd - 2025-12-30	View PDF
72		XYZ Sdn Bhd - 2025-12-30	View PDF
71		XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
70		XYZ Sdn Bhd - 2025-12-30 - Permohonan Pemindahan Sementara Pekerja Asing Ke Lokasi Baru	View PDF
69		XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF
68		XYZ Sdn Bhd - 2025-12-30 - Kemas Kini Maklumat Permit	View PDF

**Choose Export Format** ✕

Select the file format for your export.

- CSV**  
Comma-separated, works with most apps
- XLSX**  
Excel spreadsheet format
- PDF**  
Formatted PDF document

Cancel

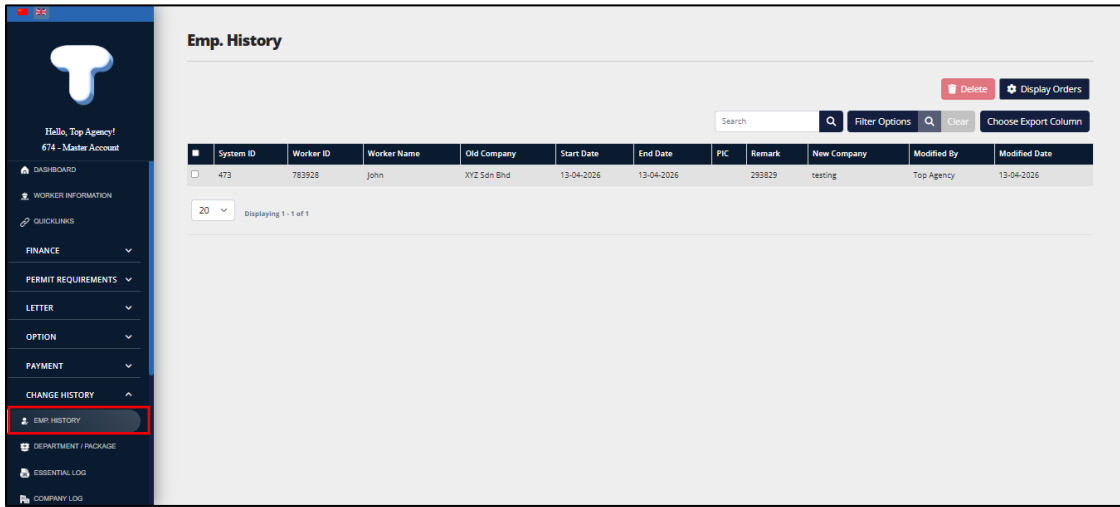


# Change History

For Change History section, it is mainly records the activities that users make changes on the records.

## Emp History (Employment Company)

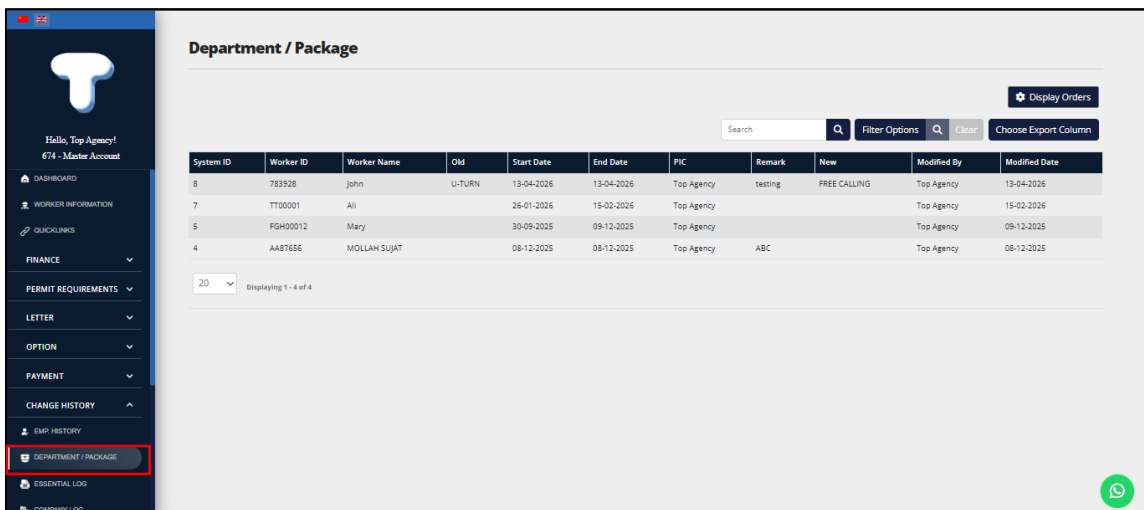
1. To view changes that has been done on the worker information employment company, Click on “CHANGE HISTORY” then “EMP HISTORY” at sidebar menu.



**\*\*Notes:** The changes record will only show when the employment company of the worker is changed in worker information.

## Department/Package

1. To view changes that has been done on the worker information department/package, Click on “CHANGE HISTORY” then “DEPARTMENT / PACKAGE” at sidebar menu.



## Essential Log

1. To view changes that has been done on the worker information, Click on “CHANGE HISTORY” then “ESSENTIAL LOG” at sidebar menu.



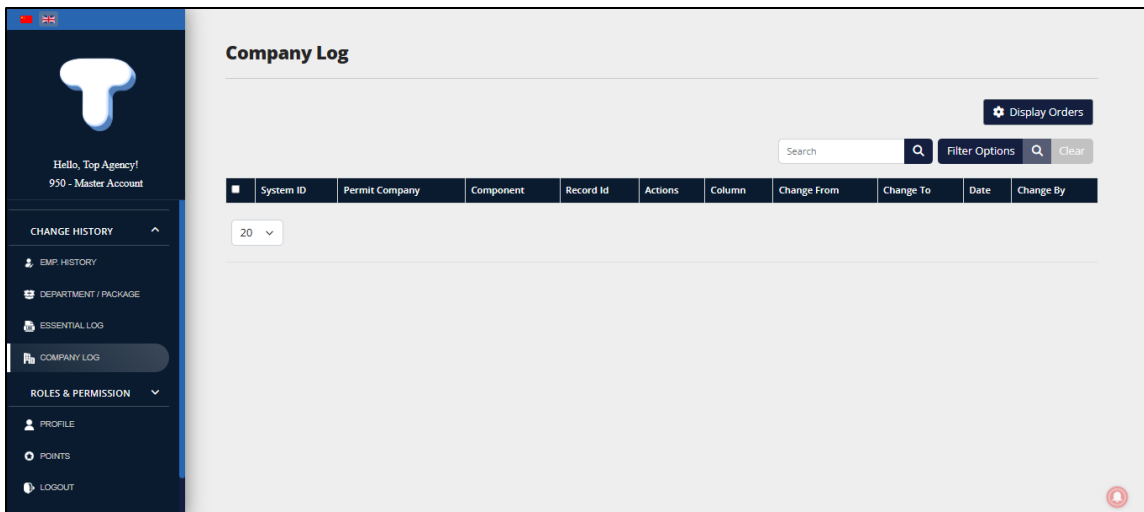
The screenshot shows the 'Essential Log' page in a web application. The left sidebar contains a navigation menu with 'ESSENTIAL LOG' highlighted in red. The main content area displays a table of changes with columns: System ID, Worker ID, Worker Name, Component, Record Id, Actions, Column, Change From, Change To, Date, and Change By. A search bar and 'Filter Options' are visible at the top right of the table area.

System ID	Worker ID	Worker Name	Component	Record Id	Actions	Column	Change From	Change To	Date	Change By
<input type="checkbox"/>	626		Worker Information	170637	Edit	Package	U-TURN	FREE CALLING	13-04-2026	Top Agency
<input type="checkbox"/>	625		Worker Information	170637	Edit	Employment Company	XYZ Sdn Bhd	testing	13-04-2026	Top Agency
<input type="checkbox"/>	624		Worker Information	170637	Edit	Employment Company	XYZ Sdn Bhd		13-04-2026	Top Agency
<input type="checkbox"/>	623		Worker Information	170637	Edit	Package	U-TURN		13-04-2026	Top Agency
<input type="checkbox"/>	622		Worker Information	170637	Edit	Status		TEST	13-04-2026	Top Agency
<input type="checkbox"/>	621		Worker Information	170637	Import				13-04-2026	Top Agency
<input type="checkbox"/>	611		Fomema	3776	Edit	Claim No	12	122	06-04-2026	Top Agency
<input type="checkbox"/>	610		Fomema	3776	Edit	Claim No		12	06-04-2026	Top Agency
<input type="checkbox"/>	609		Parkeso	48	Add				06-04-2026	Top Agency
<input type="checkbox"/>	608		Fomema	3777	Edit	Worker Name	ABU	BLUE	06-04-2026	Top Agency
<input type="checkbox"/>	607		Fomema	3777	Edit	Worker ID	CV1000	CV1009	06-04-2026	Top Agency

**\*\*Notes:** Essential Log will store all the changes history of worker information.

## Company Log

1. To view changes that has been done on the Permit Requirements, Master Policy, Click on “CHANGE HISTORY” then “COMPANY LOG” at sidebar menu.



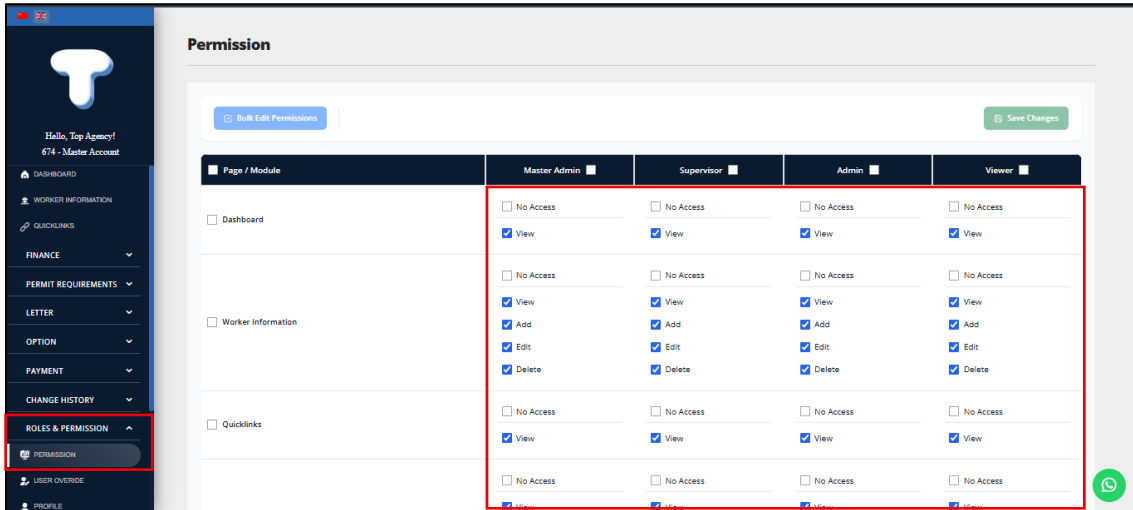
The screenshot shows the 'Company Log' page in a web application. The left sidebar contains a navigation menu with 'COMPANY LOG' highlighted. The main content area displays a table of changes with columns: System ID, Permit Company, Component, Record Id, Actions, Column, Change From, Change To, Date, and Change By. A search bar and 'Filter Options' are visible at the top right of the table area.

System ID	Permit Company	Component	Record Id	Actions	Column	Change From	Change To	Date	Change By
-----------	----------------	-----------	-----------	---------	--------	-------------	-----------	------	-----------

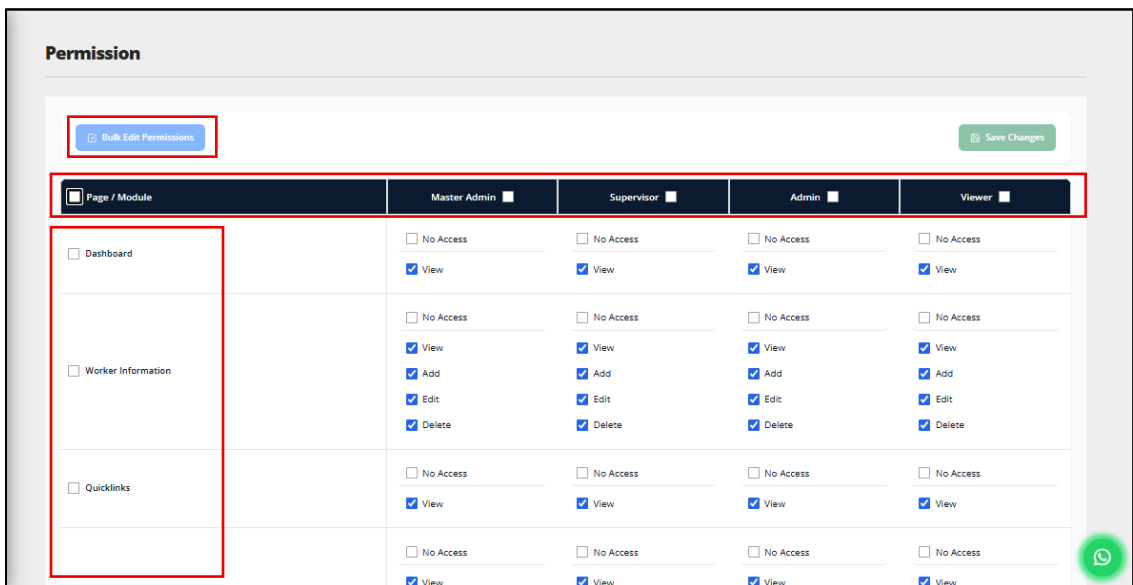
# Roles & Permission

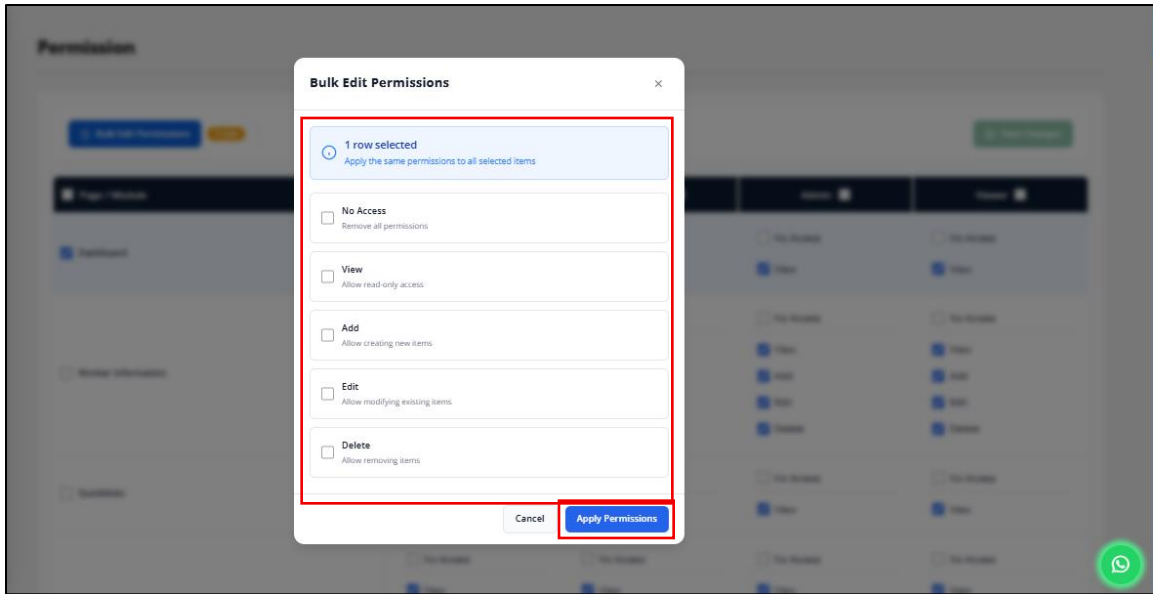
## Set Access Permission Based on User Role

1. To set user access permission, click “ROLES & PERMISSION”, “PERMISSION” then check the checkbox to select the access type. Click “Save Changes” to save the settings.



2. For bulk edit, click on the check box on the header, click “Bulk Edit Permission” and select the changes preferred. Click “Apply Permission”.

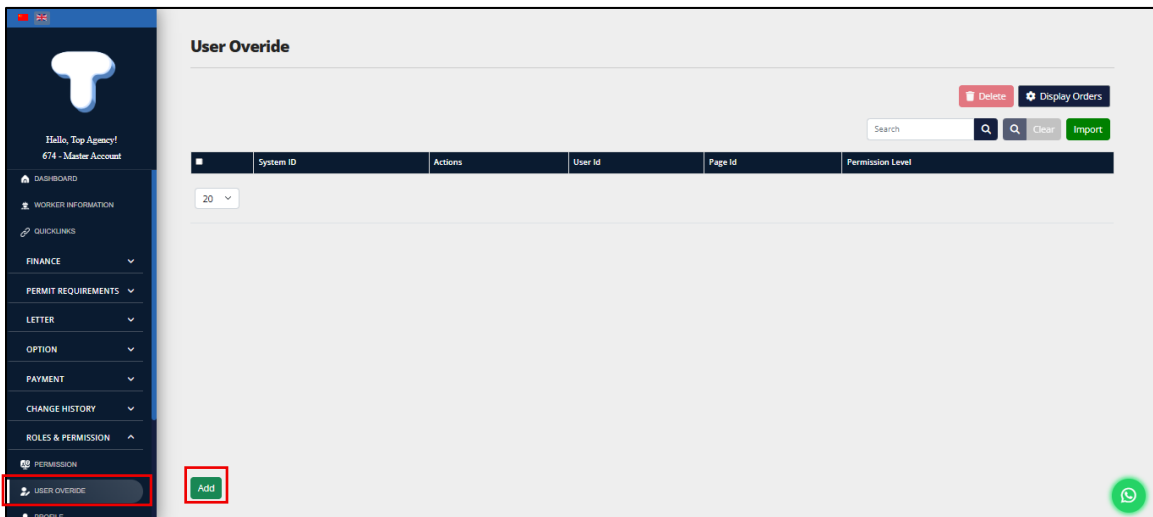




## User Override

For User Override, master admin can assign specific access permission to specific user.

1. To set the permission, click “USER OVERRIDE” on sidebar menu, then click “Add”.



2. Select the user, the page that you want to assign access to user, and permission level. After done, click on Submit.

## User Override

User Id  
testLTM - Viewer

Page Id  
LEADER

Permission Level  
 No Access  View  Add  Edit  Delete



# Profile

## Change Account Password

1. To change account password, click “Profile”, scroll to bottom, enter the new password and confirm the new password again. After done, click on “Save”.

The screenshot shows the 'Profile' section of a web application. The left sidebar contains a navigation menu with 'PROFILE' highlighted. The main content area is titled 'Change Password' and contains two input fields: 'Password' and 'Confirm Password', both with eye icons for visibility control. A 'Save' button is located below the fields. The background shows other sections like 'Company' and 'System Settings'.

## Change Prefix

1. To change account prefix, click on “Profile” and make the changes here. After done, click “Save”.

The screenshot shows the 'Profile' section of a web application. The left sidebar contains a navigation menu with 'PROFILE' highlighted. The main content area is titled 'Financial Configuration' and contains several input fields: 'Cash Received Prefix' (with value 'testing'), 'Bank In Prefix' (with value 'BI'), 'Cash Received Company' (with value 'XY'), and 'Bank In Company Prefix' (with value 'HG'). Below these fields are 'System Settings' and 'Change Password' sections. The background shows other sections like 'Email Address' and 'Worker'.

## Privacy Mode

For privacy mode, it allows the user to hide certain page or function. For the details, refer to the image below:

**Private mode “ON”**

- When agencies click **Private mode “ON”**, only display the **pages** with **“tick”** button
- Items with **“cross”** button **cannot be shown**

✓ DASHBOARD	✓ PERMIT REQUIREMENTS
✓ WORKER INFORMATION	✓ FOMEMA
× Fomema category	✓ SPECIAL PASS / PTSK
× Agent	× OTHER CHARGES
× Sales	✓ INSURANCE
× Employment History	✓ PERMIT STICKER
× Employment Company	✓ CIDB RECORD
× Start Date	✓ PERKESO
× Location	✓ KWSP
× PIC	✓ MASTER POLICY - COMPANY
× Contact No	
✓ QUICKLINKS	✓ LETTER
× FINANCE	× OPTION
× Worker	× PAYMENT
× CASH RECEIVED	× Subscription Plan
× BANK IN	× CHANGE HISTORY
× COSTING	✓ ROLES & PERMISSION
× BILLING	✓ PROFILE
× SUMMARY	✓ POINTS
× Company	✓ LOGOUT
× CASH RECEIVED	
× BANK IN	
× COSTING	
× BILLING	
× SUMMARY	

1. To enable privacy mode, click “Profile”, go to System Settings

## Sample Image Comparison

Section	With Privacy Mode ON	With Privacy Mode OFF
Sidebar Menu		
Permit Requirements		