



TL Connect User Manual

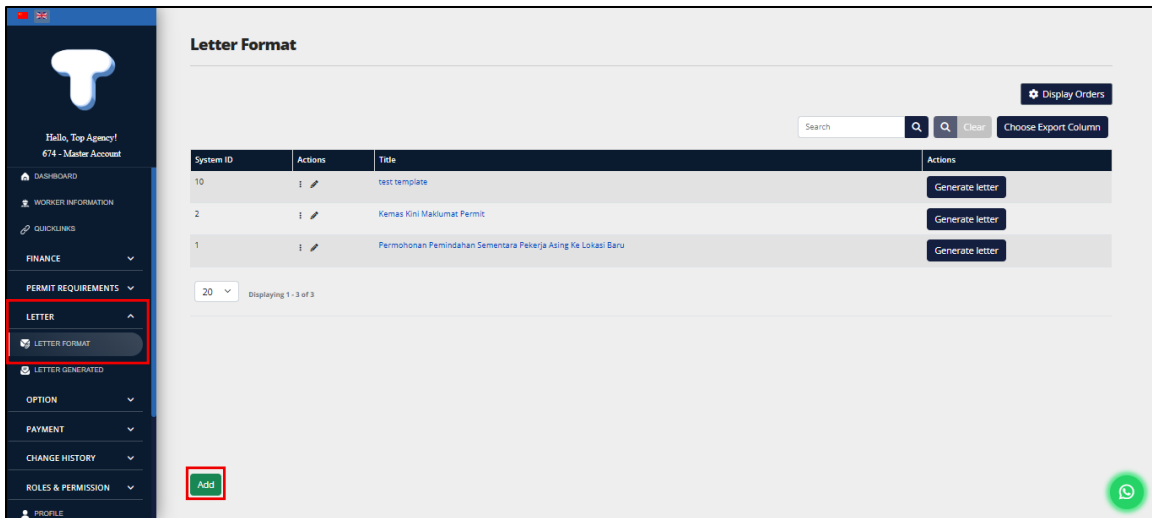
Login

Letter

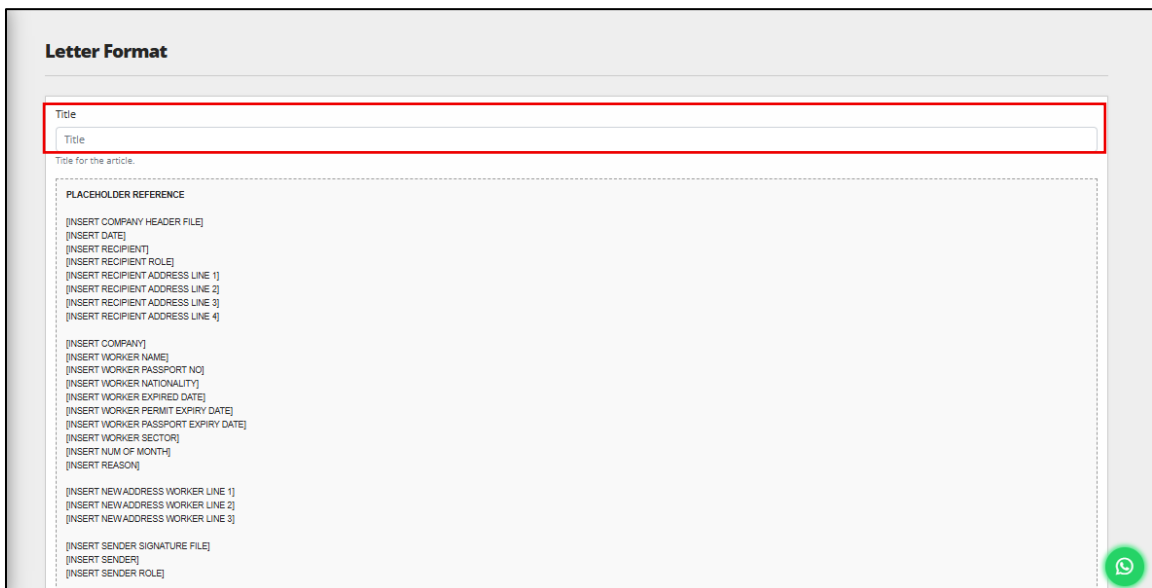
Letter function allows user to generate letter in certain format or template instead of need to re-write the letter every time.

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 [Q] [Q] 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

mm/dd/yyyy

Num Of Month

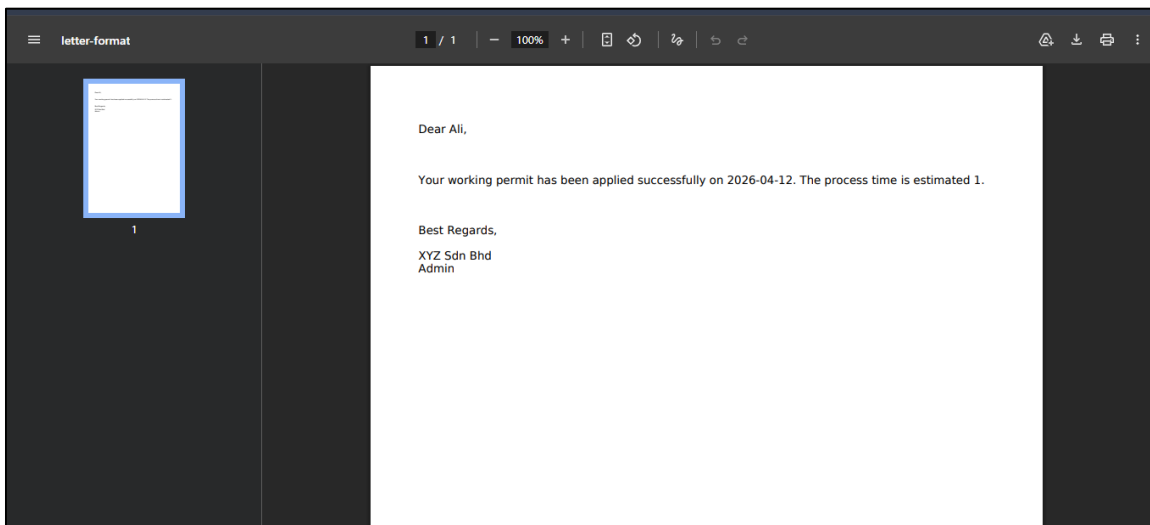
Sender

Sender

Sender Role

Submit Cancel

****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

