

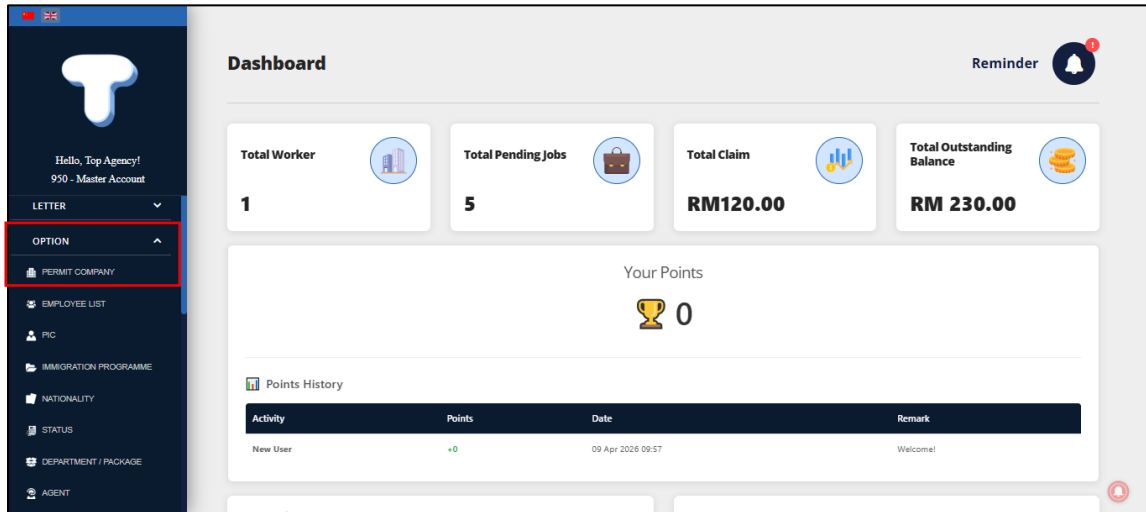


TL Connect User Manual
Option

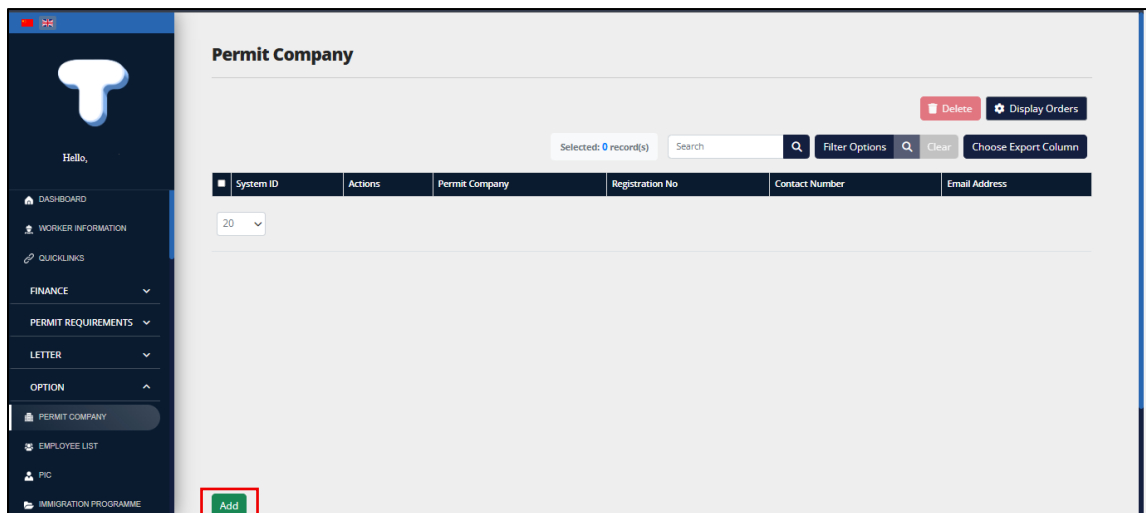
Adding Option Selection

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

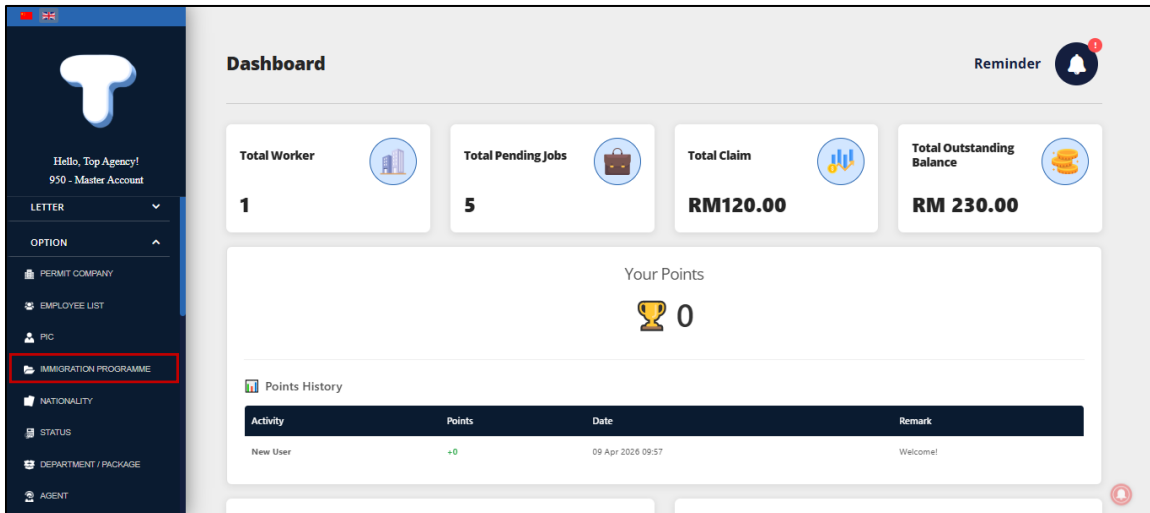
Email Address

Email Address

✓ Submit ✕ Cancel

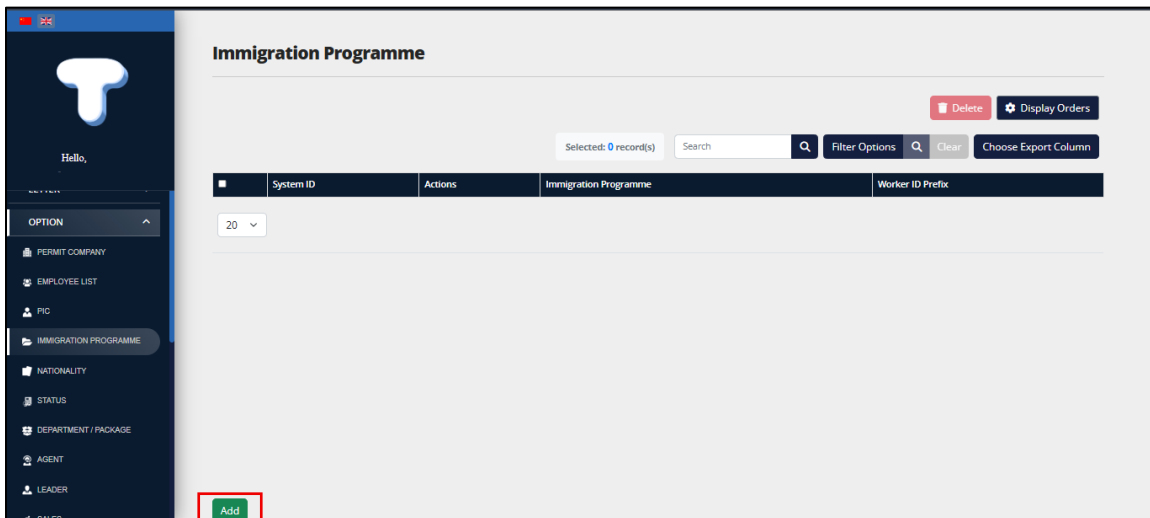
Adding Option Selection – Immigration Programme

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, an 'Add' button is highlighted with a red box.

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

Immigration Programme

Immigration Programme *

Name

Worker ID Prefix

Worker ID Prefix

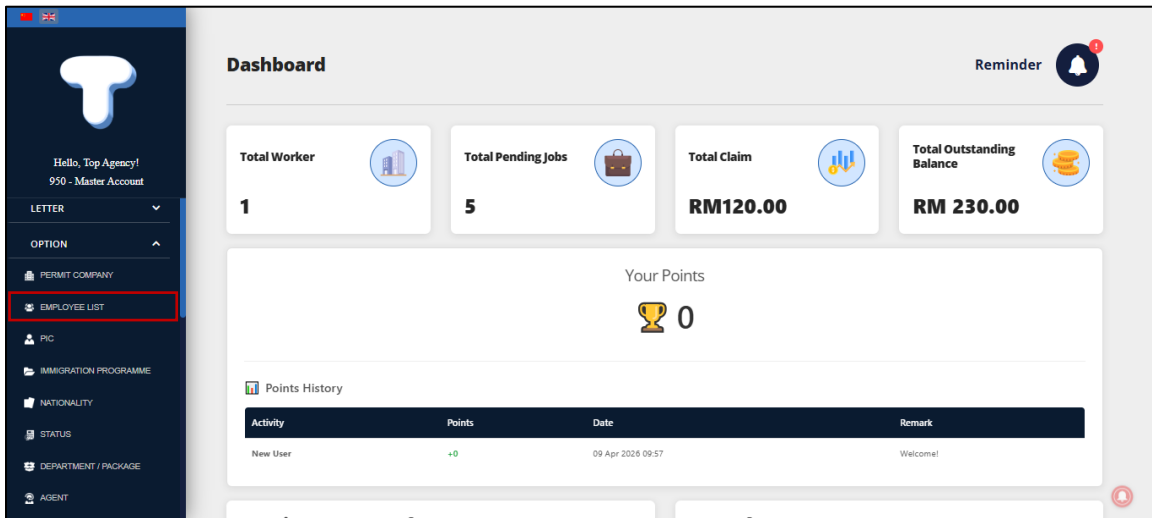
****Notes: The Worker ID Prefix is auto-increment number in the system, *please ensure the prefix that designed is key correctly.***

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

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

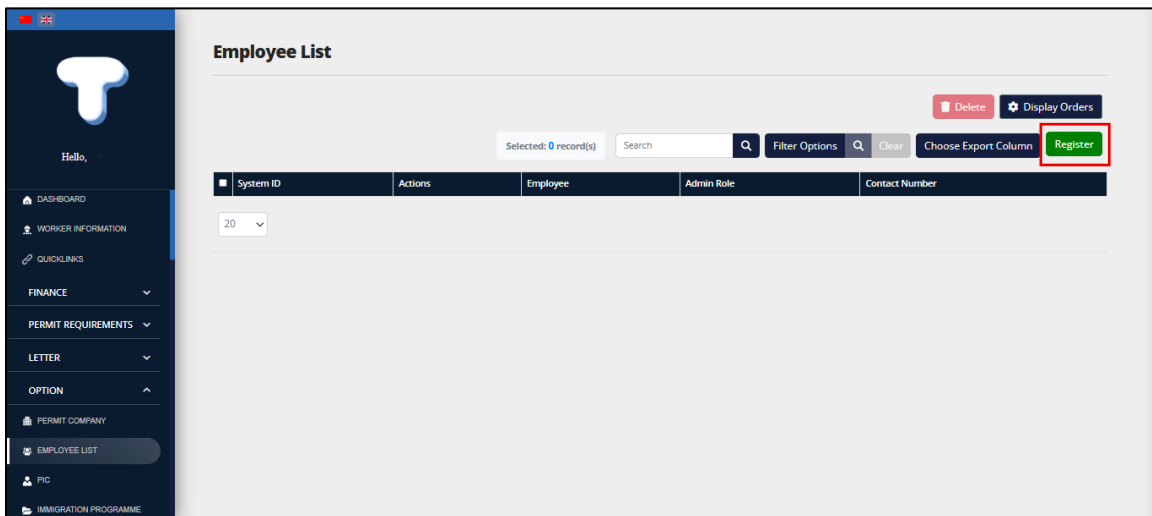
Adding Option Selection – Employee List

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 row: "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

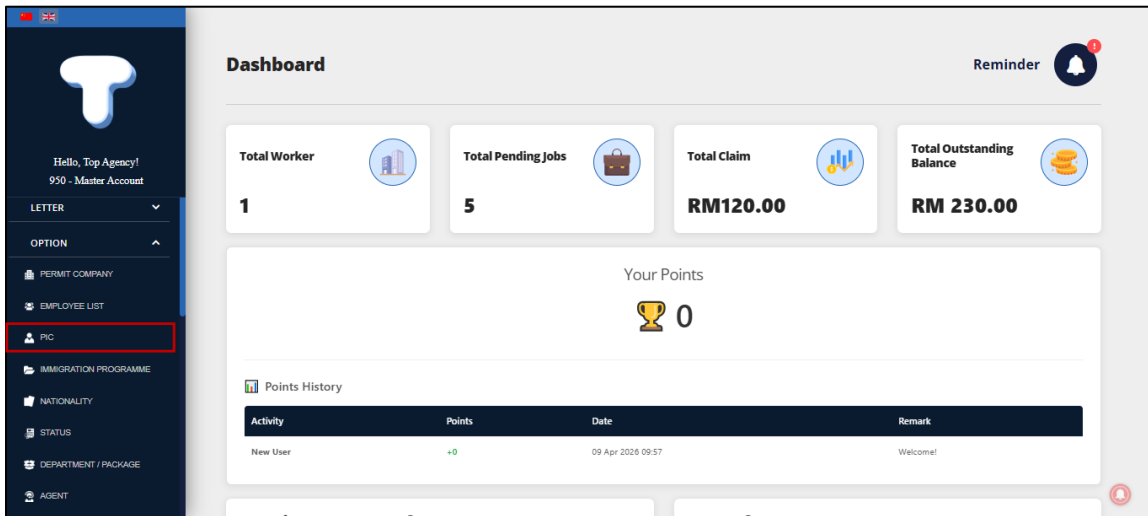
*Confirm Password

Admin Role
Select Admin Role

Cancel Register

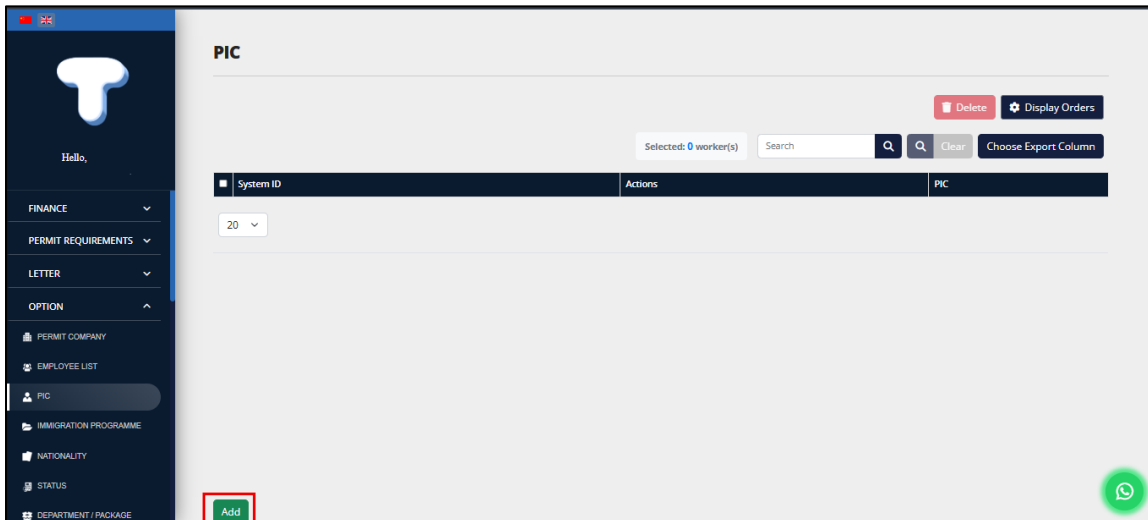
Adding Option Selection – PIC

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 statistics: Total Worker (1), Total Pending Jobs (5), Total Claim (RM120.00), and Total Outstanding Balance (RM 230.00). Below these is a section for 'Your Points' showing 0 points and a 'Points History' table with one entry: 'New User' with 0 points on 09 Apr 2026 09:57.

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



The screenshot shows the PIC page with a sidebar menu on the left. The sidebar menu includes options like FINANCE, PERMIT REQUIREMENTS, LETTER, OPTION, PERMIT COMPANY, EMPLOYEE LIST, PIC (highlighted with a red box), IMMIGRATION PROGRAMME, NATIONALITY, STATUS, and DEPARTMENT / PACKAGE. The main page area displays a table with columns for System ID, Actions, and PIC. The table is currently empty. At the bottom left of the page, there is a green 'Add' button highlighted with a red box.

3. Insert PIC and click “Submit”.

PIC

PIC

PIC

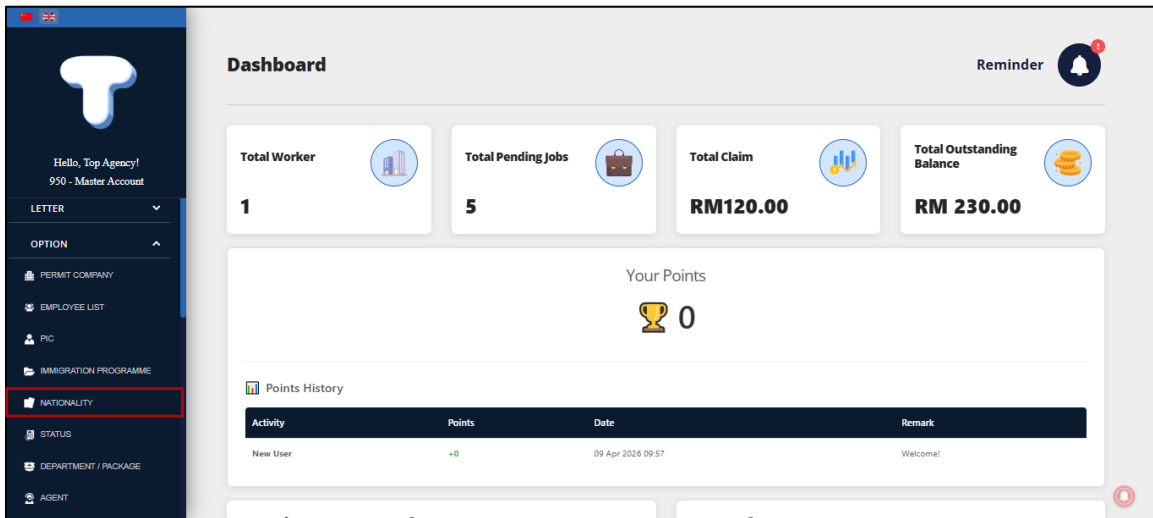
✓ Submit

✗ Cancel



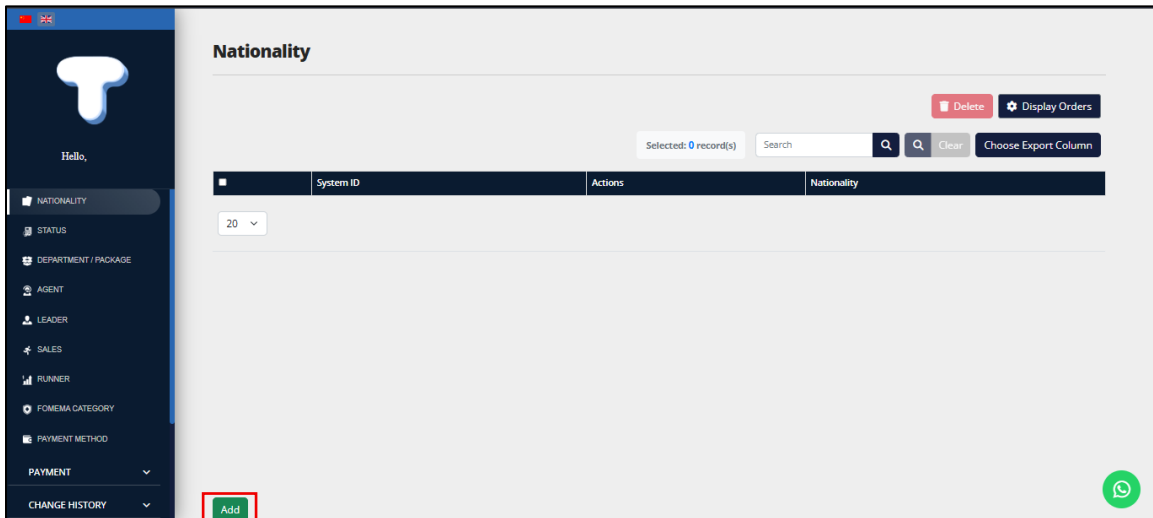
Adding Option Selection – Nationality

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, PERMIT COMPANY, EMPLOYEE LIST, PIC, IMMIGRATION PROGRAMME, NATIONALITY (highlighted with a red box), 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 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 has a title "Nationality" and a toolbar with "Delete" and "Display Orders" buttons. Below the toolbar is a search bar with "Selected: 0 record(s)", a search input field, and "Clear" and "Choose Export Column" buttons. A table with columns "System ID", "Actions", and "Nationality" is visible, with a dropdown menu set to "20". At the bottom left of the main content area, there is a green "Add" button highlighted with a red box. A WhatsApp icon is located at the bottom right of the page.

3. Insert the nationality and click submit.

Nationality

Nationality

Nationality

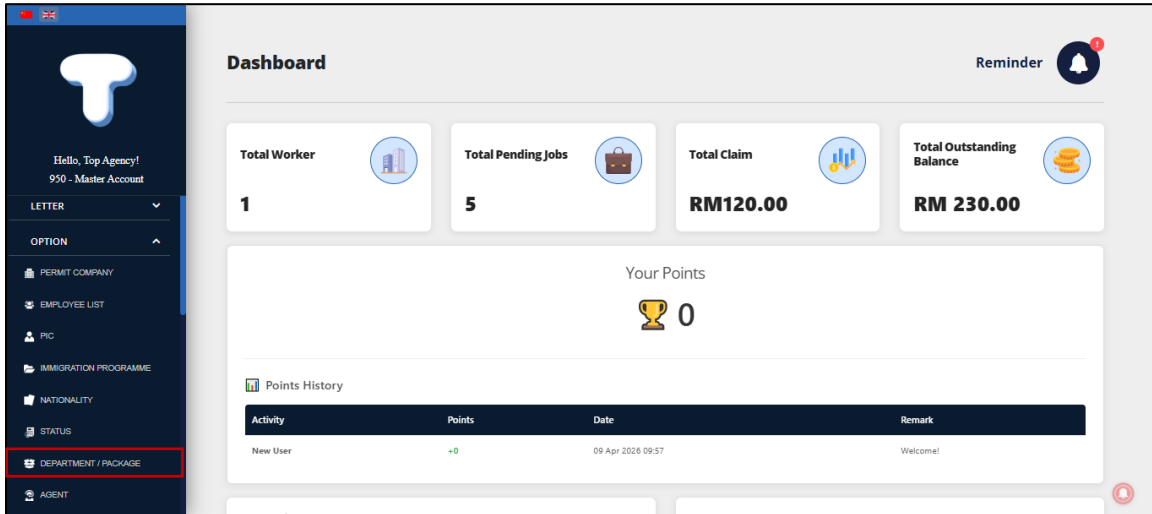
✓ Submit

✗ Cancel

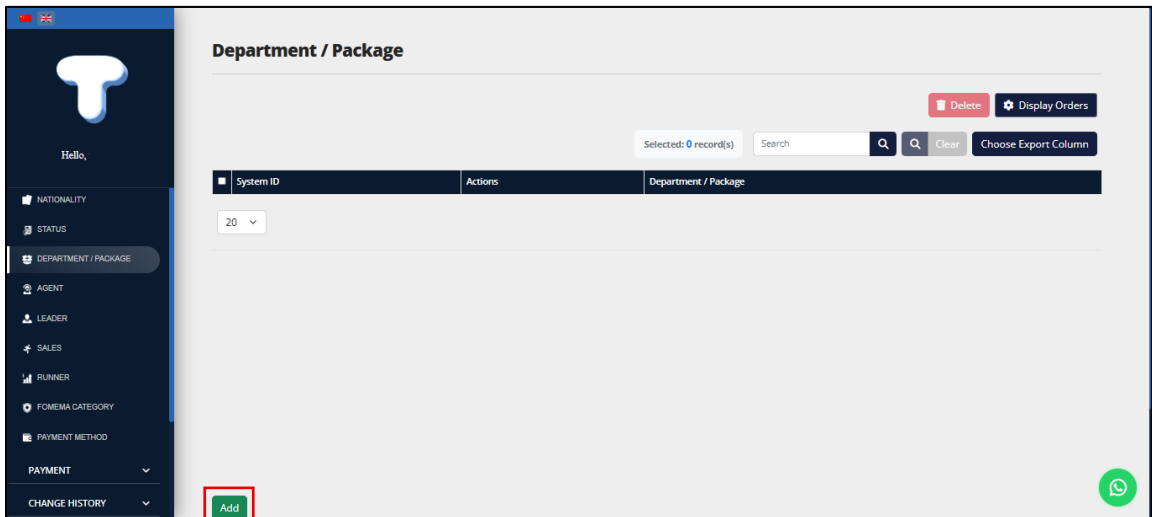


Adding Option Selection – Department/Package

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”.

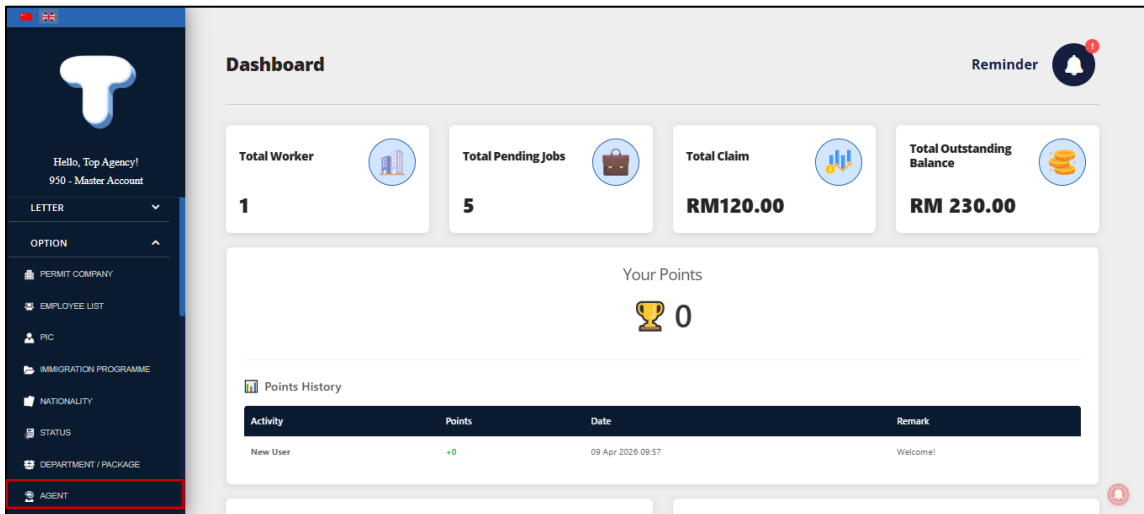
Department / Package

Name *



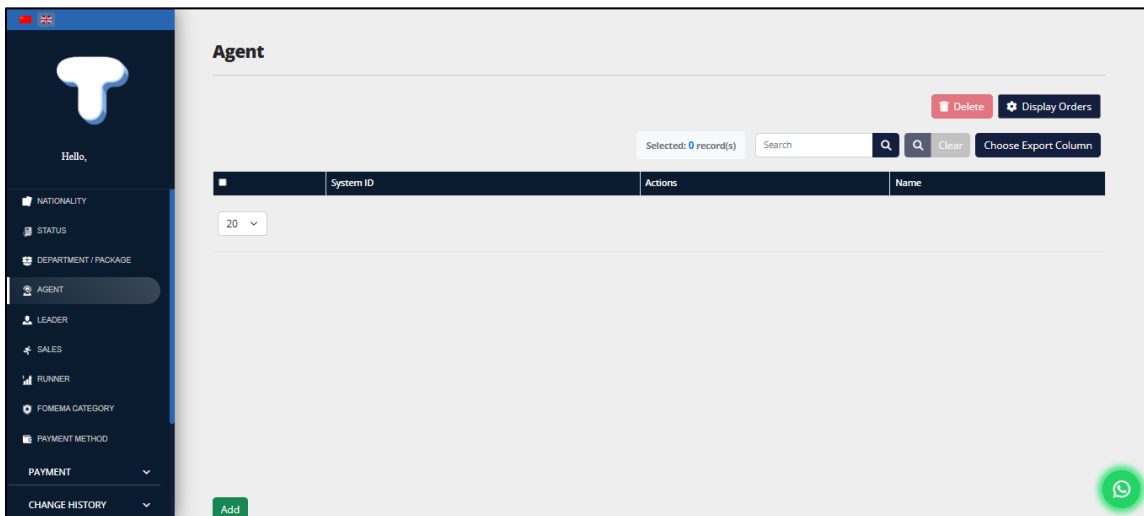
Adding Option Selection – Agent

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 menu 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 the number 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, a date of "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 with the AGENT menu item 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

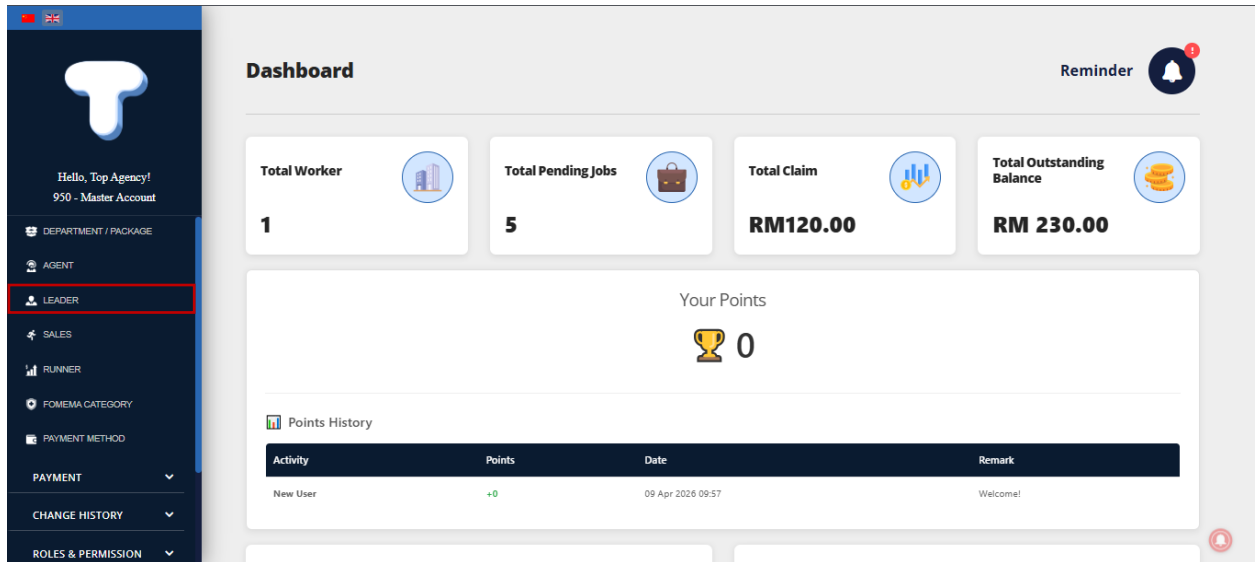
Submit

Cancel



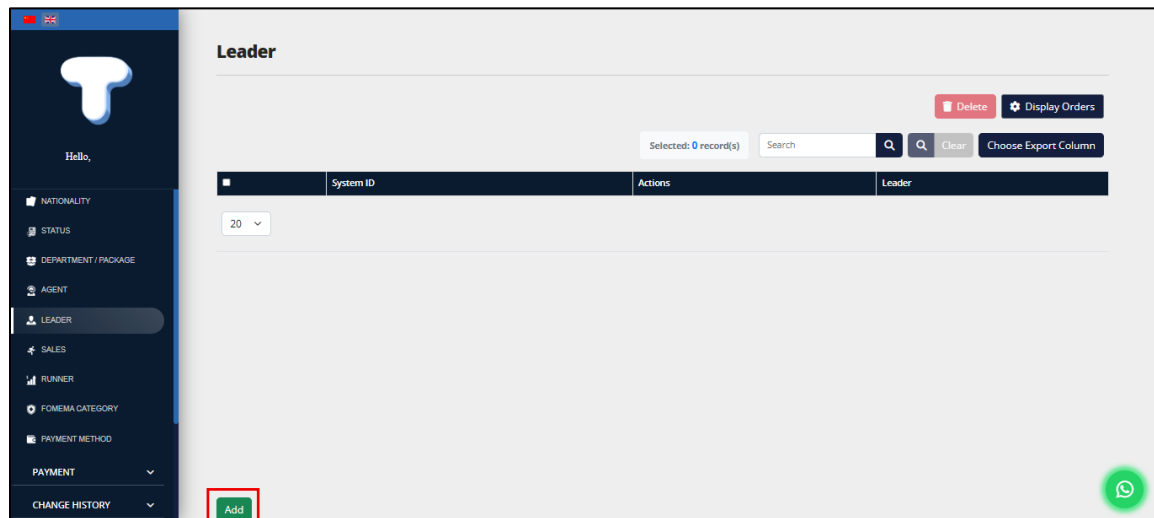
Adding Option Selection – Leader

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 section for "Your Points" showing a trophy icon and the number 0. A "Points History" table is also visible, with columns for Activity, Points, Date, and Remark. The first row shows "New User" with a point value of +0 on "09 Apr 2026 09:57" with a "Welcome!" remark.

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

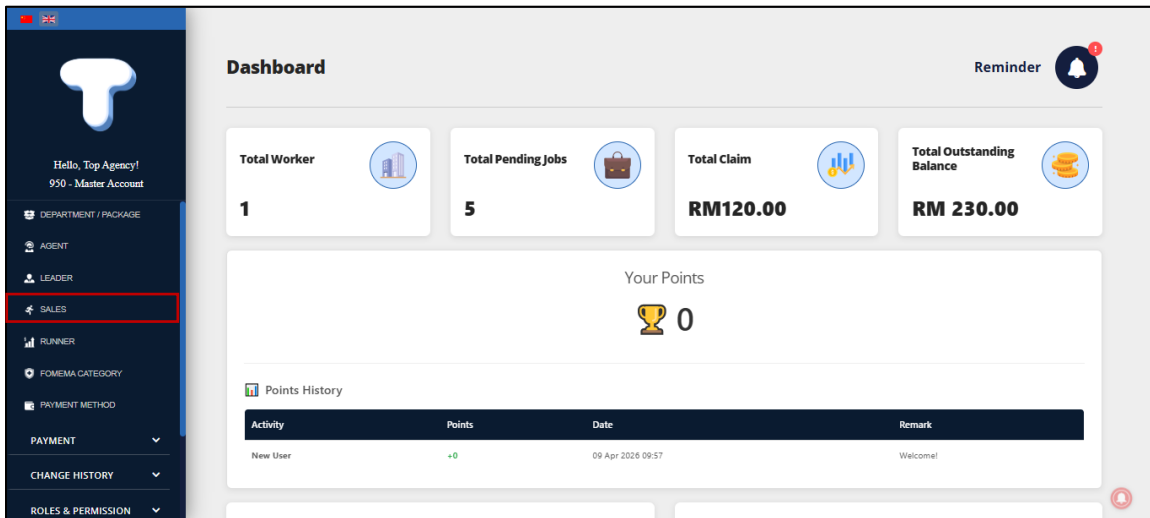
✓ Submit

✗ Cancel



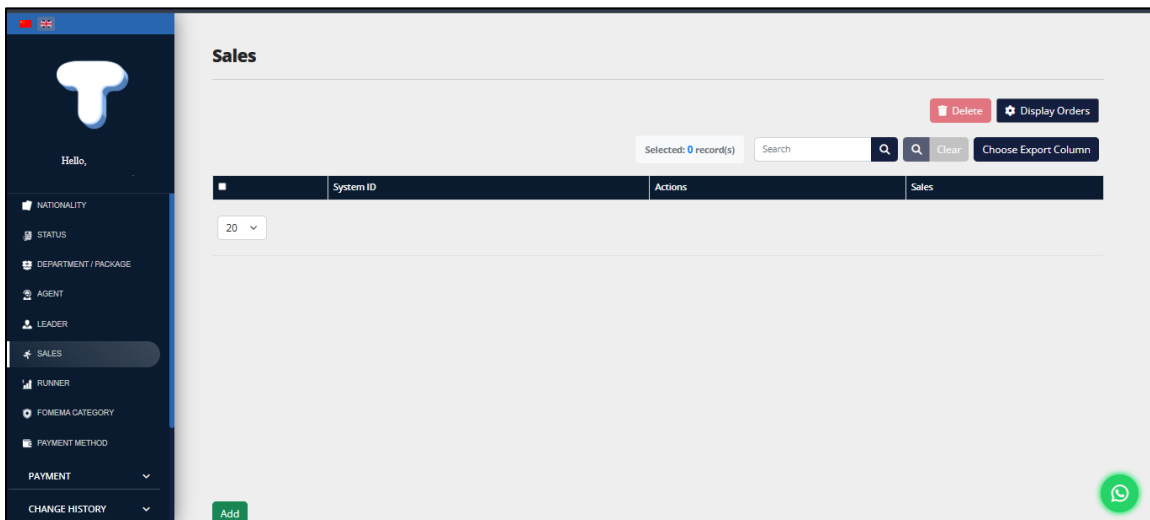
Adding Option Selection – Sales

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 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" bell icon with a red notification badge. Below this 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. A section titled "Your Points" shows a trophy icon and a value of 0. Below that is a "Points History" table with columns for Activity, Points, Date, and Remark. The table contains one row: "New User" with a point change of +0, dated "09 Apr 2026 09:57", and a remark of "Welcome!".

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



The screenshot shows the "Sales" page. The sidebar menu is visible on the left, with "SALES" highlighted. The main content area has a header with "Delete" and "Display Orders" buttons. Below the header 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 displayed with columns for "System ID", "Actions", and "Sales". A dropdown menu is open above the table, showing the number "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

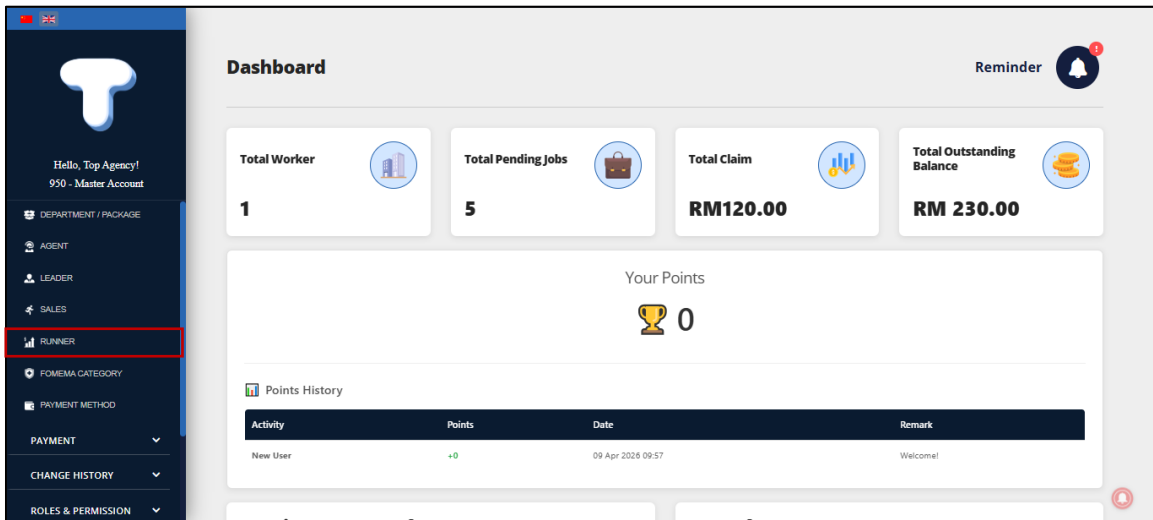
✓ Submit

✗ Cancel



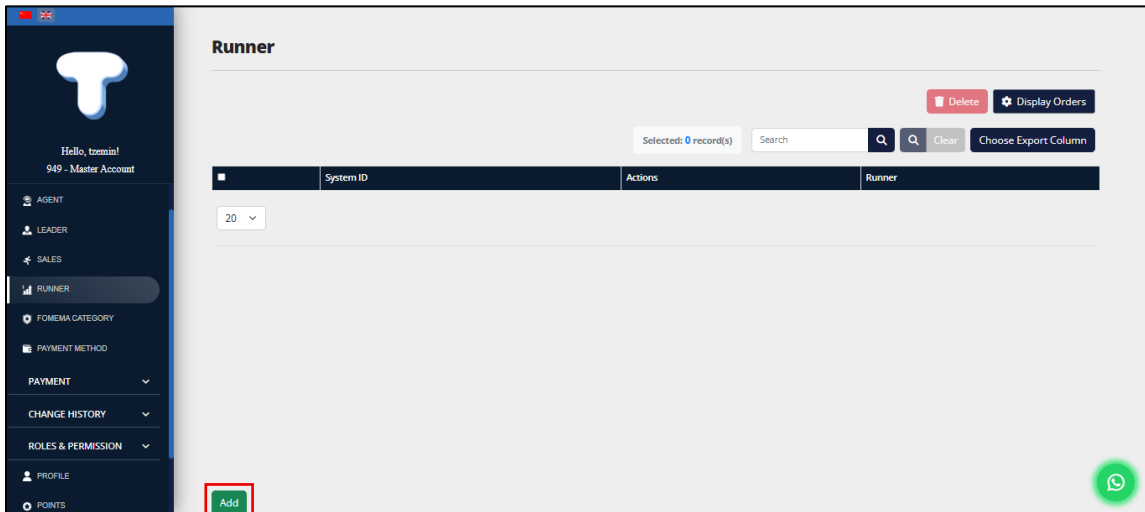
Adding Option Selection – Runner

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. At the bottom, there is a 'Points History' table with columns for Activity, Points, Date, and Remark. The first row shows 'New User' with '+0' points on '09 Apr 2025 09:57' with a 'Welcome!' remark.

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 header with 'Delete' and 'Display Orders' buttons. Below the header is a search bar with 'Selected: 0 record(s)', a search input, and 'Clear' and 'Choose Export Column' buttons. A table with columns 'System ID', 'Actions', and 'Runner' is visible. 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

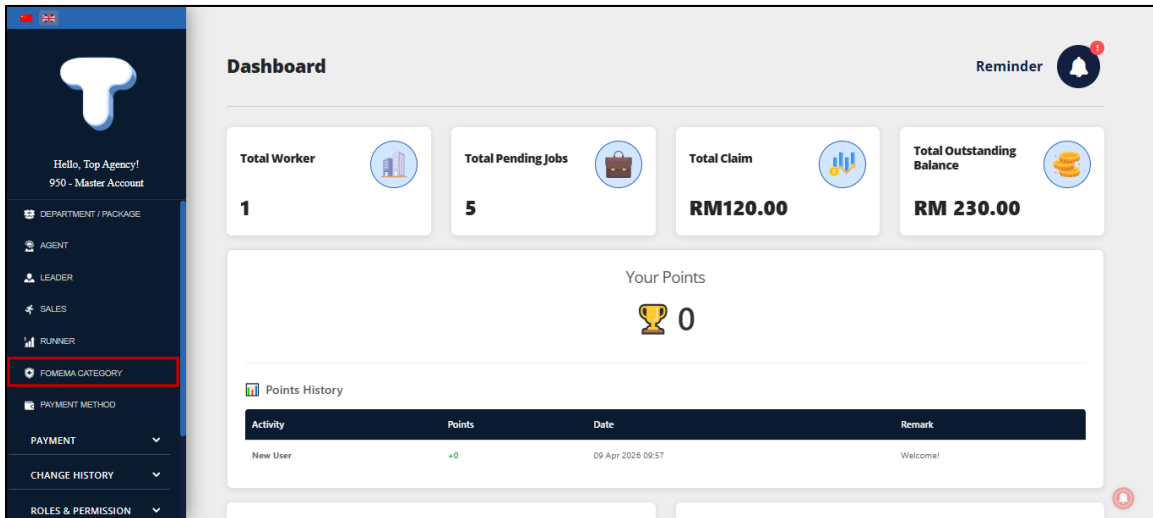
Runner
Runner

✓ Submit ✕ Cancel



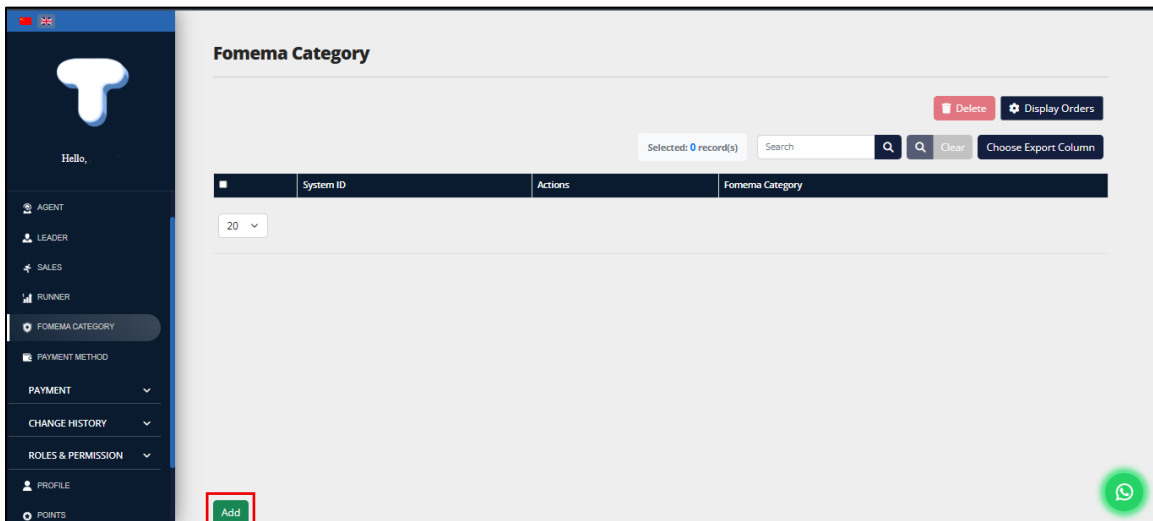
Adding Option Selection – Fomema Category

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 section for 'Your Points' showing 0 points with a trophy icon. A 'Points History' table is also visible, with columns for Activity, Points, Date, and Remark. The first entry is 'New User' with 0 points, dated 09 Apr 2026 09:57, and a remark of '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, with 'FOMEMA CATEGORY' selected. The main content area has a header with 'Delete' and 'Display Orders' buttons. Below the header is a search bar with 'Selected: 0 record(s)', a search input field, and buttons for 'Search', 'Clear', and 'Choose Export Column'. A table with columns 'System ID', 'Actions', and 'Fomema Category' is visible. 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 fomema category and click “Submit”.

Fomema Category

Fomema Category

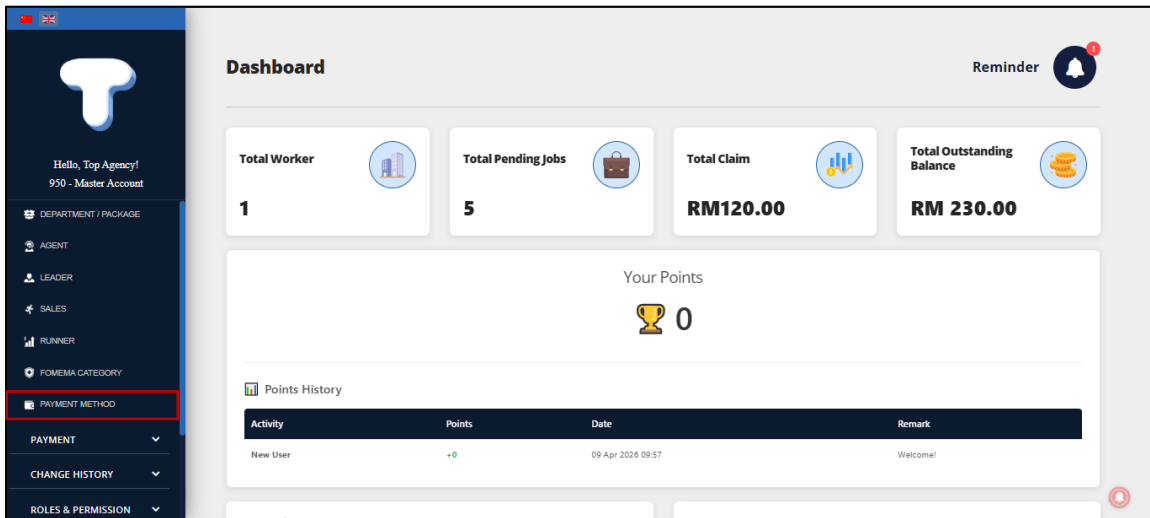
✓ Submit

✗ Cancel



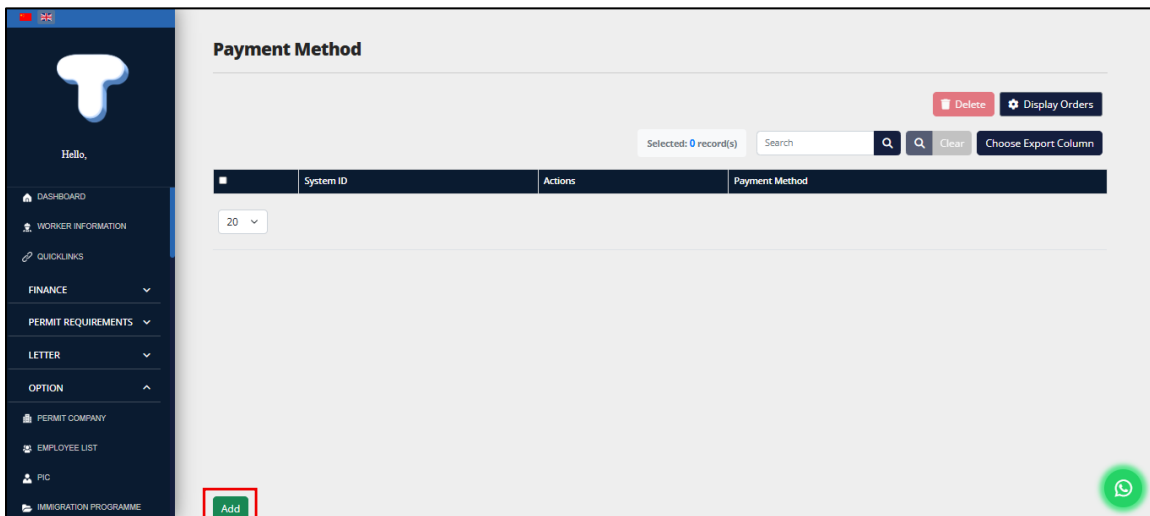
Adding Option Selection – Payment Method

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 at the top. Below the logo, it says '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 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 first row shows 'New User' with '+0' points on '09 Apr 2020 09:57' with a 'Welcome!' remark.

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 on the left has 'OPTION' expanded, and 'PAYMENT METHOD' is selected. The main content area has a title 'Payment Method' and buttons for 'Delete' and 'Display Orders'. Below the title is a search bar with 'Selected: 0 record(s)', a search input field, and buttons for 'Search', 'Clear', and 'Choose Export Column'. A table with columns 'System ID', 'Actions', and 'Payment Method' is visible, with a dropdown menu set to '20'. At the bottom left, a green '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 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.

