








TL Connect User Manual
Worker Information

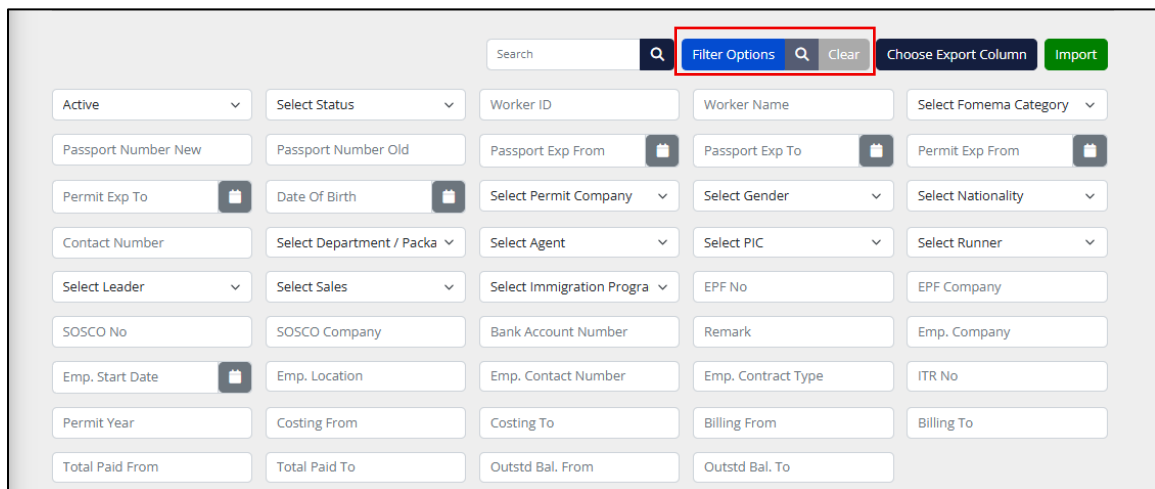
General Function Guide

Shortcut Icon Functions

Icon	Function
	Choose other function for example "Delete".
	Edit selected record.
	Short cut add record
	Short cut view record
	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".

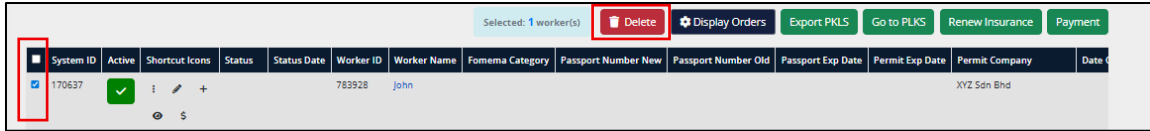


The screenshot displays a complex filter interface with a search bar at the top and a grid of filter options below. The 'Filter Options' button is highlighted with a red box. The filter options include:

- Search bar with a search icon.
- Buttons: Filter Options (highlighted), Clear, Choose Export Column, and Import.
- Grid of filter options: 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, Outstd Bal. To.

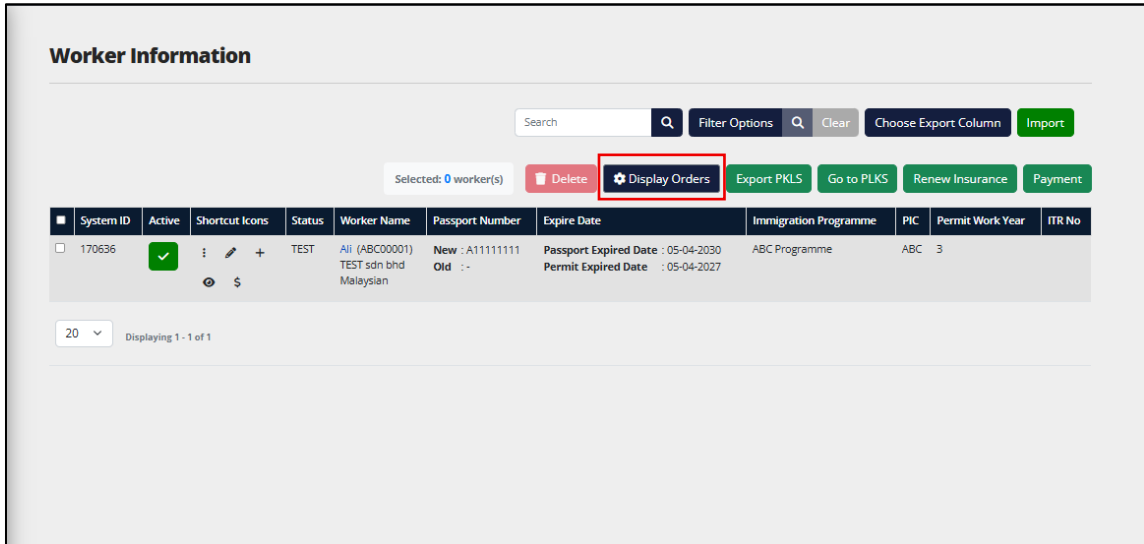
Delete Function

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".

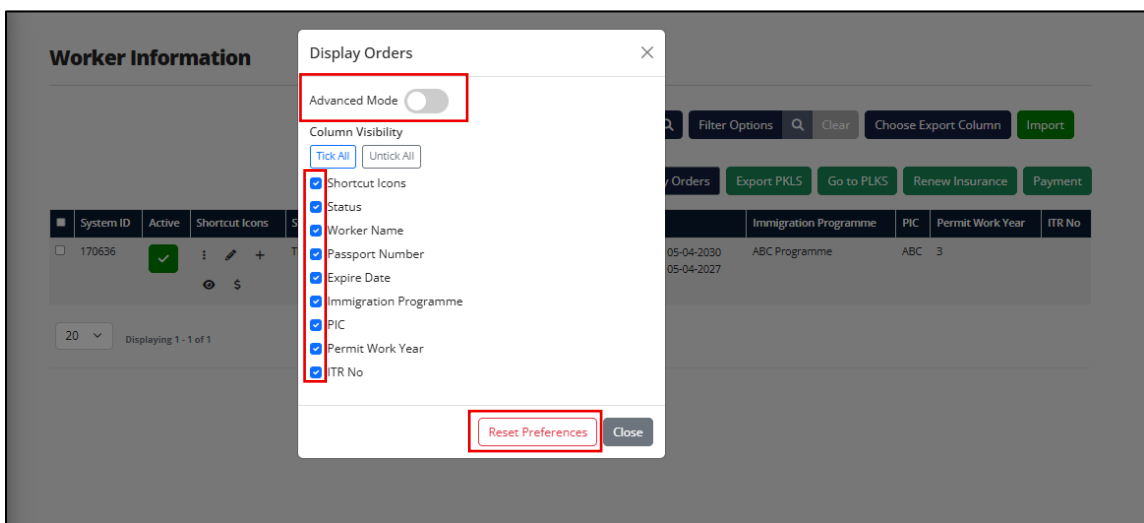


Customize Column Display Arrangement – Display Order

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:

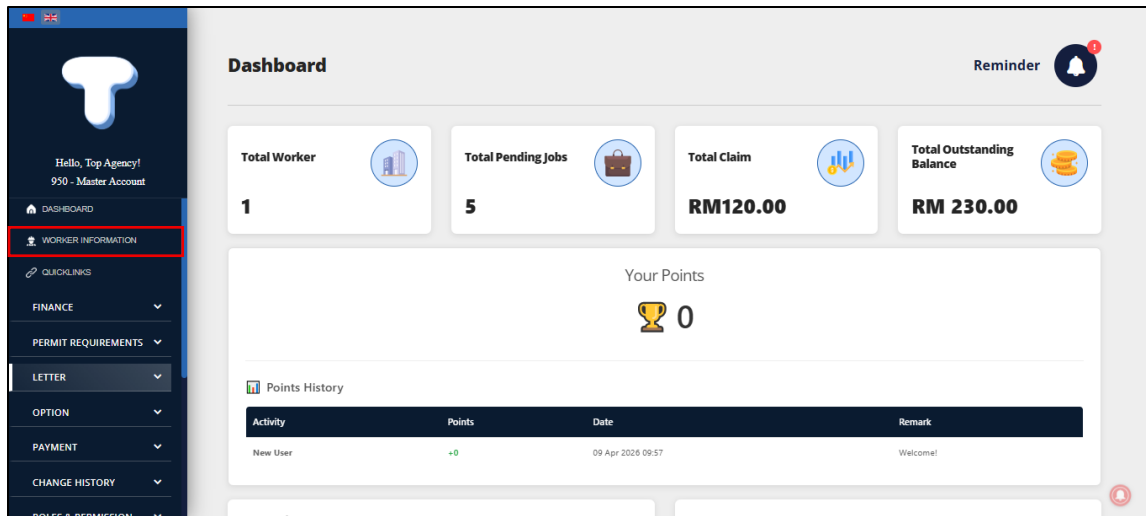
- Drag and move to arrange the column based on own preferences.

	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

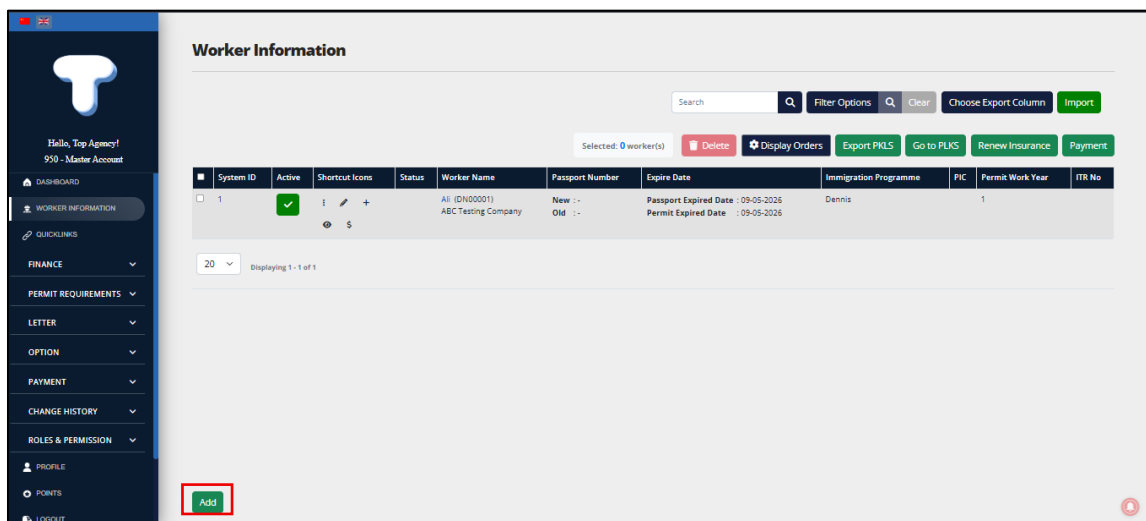
Worker Information Section

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:

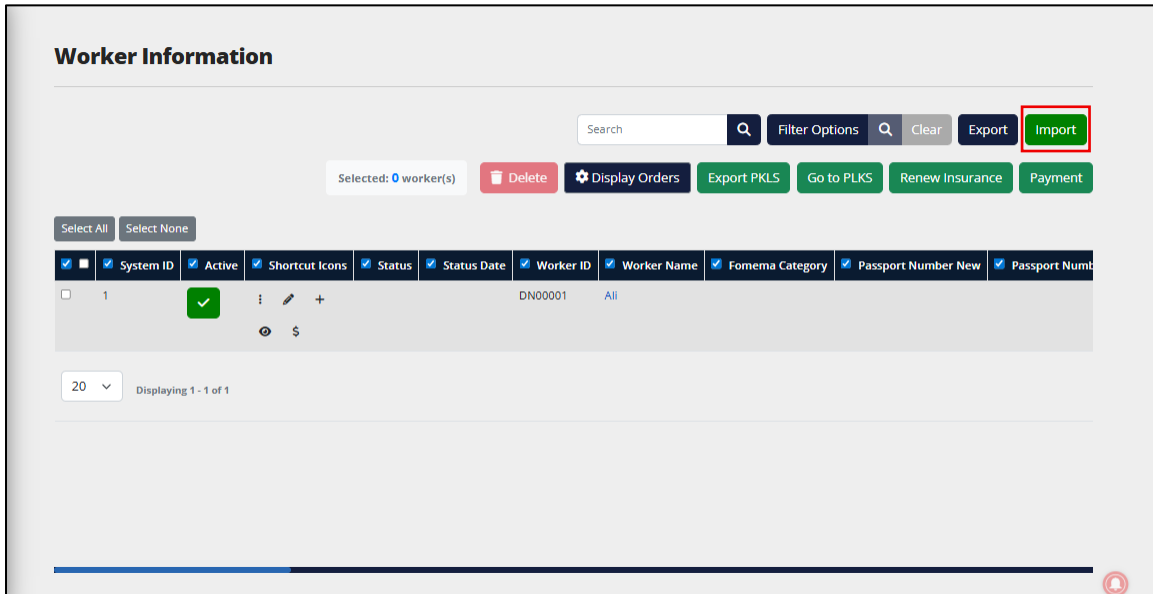
Gender: Nationality:

****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.*

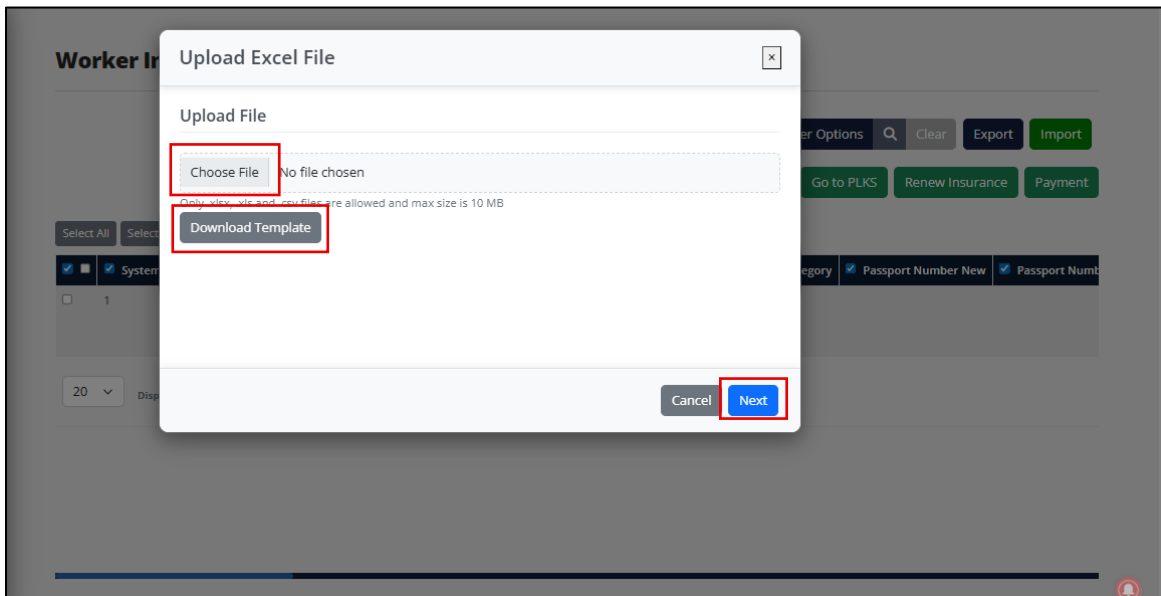
Worker Information function guide

Import Function on Woker 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:*

Upload Excel File

Import blocked — validation errors found in your file.
Please fix the following errors and re-upload your file:

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

What to do next:

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

Upload File

Choose File: worker_database.xlsx

Only .xlsx, .xls and .csv files are allowed and max size is 10 MB

Download Template

Cancel Next

- *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).*

No data was processed.
Please re-import your Excel file.

Total rows in file: 1
Successfully inserted: 0
Skipped (already in DB): 0
Failed rows: 1

Failed rows detail:

Row	Reason
2	Missing worker_id or name

Close

Upload File

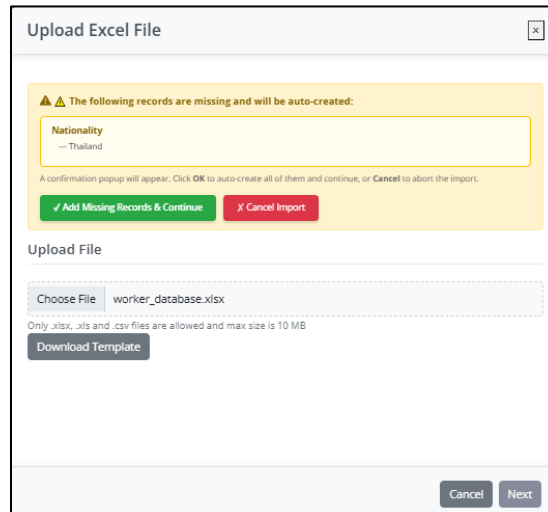
Choose File: worker_database.xlsx

Only .xlsx, .xls and .csv files are allowed and max size is 10 MB

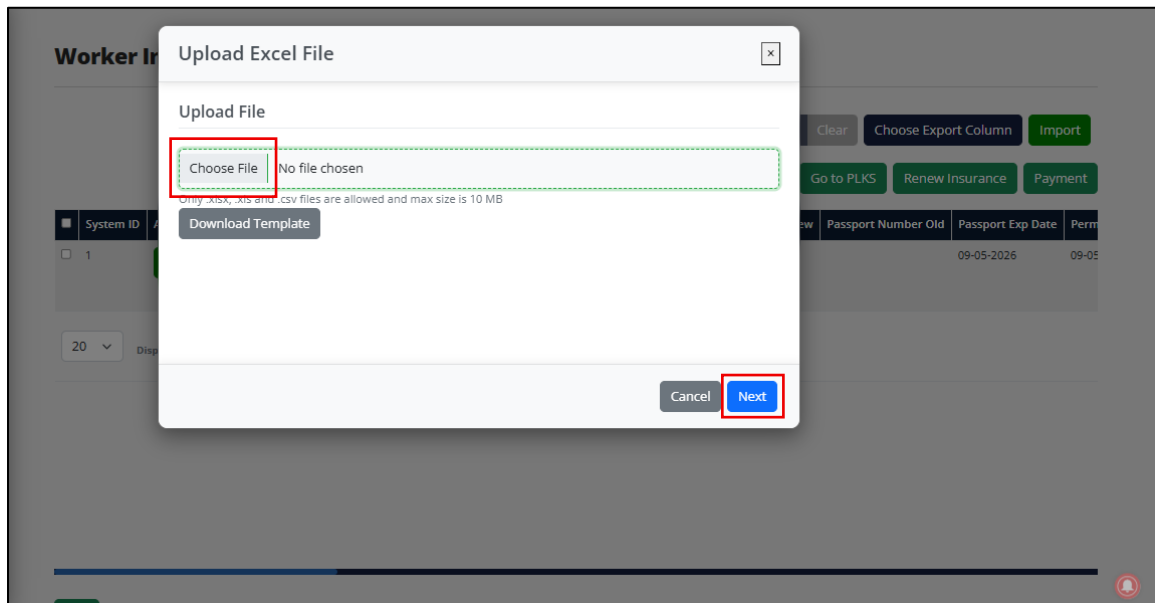
Download Template

Cancel Next

- 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:



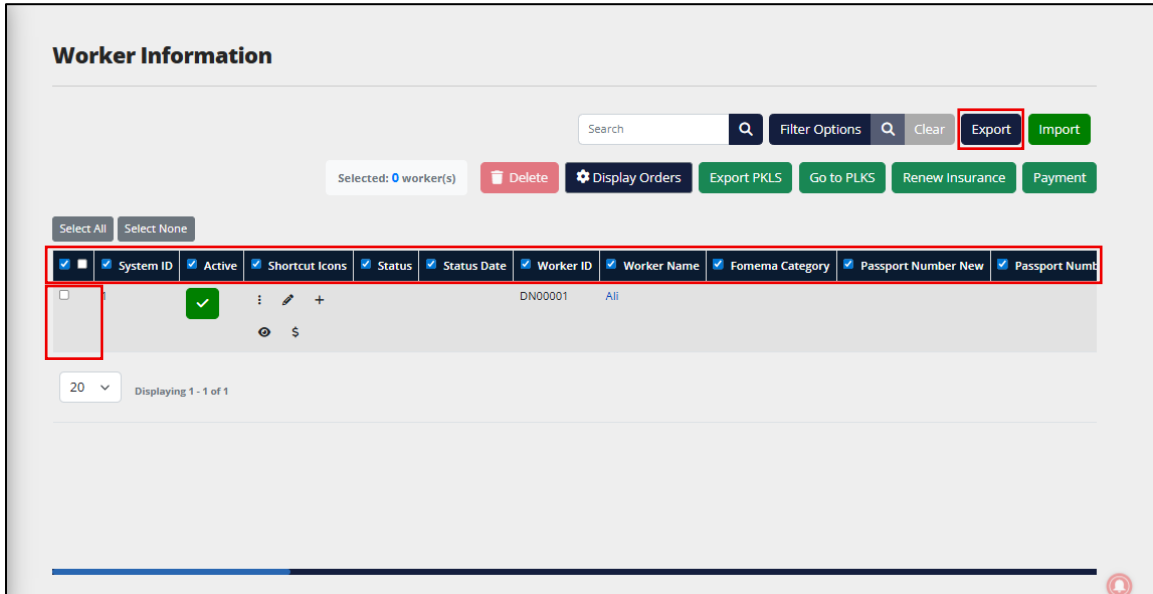
3. After done filling the template, click “Choose File” to upload the template and click “Next”.



****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.

