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1.0 Redeem IOS Code for App (IOS)

No	Code	Url	Redeemed	Redeemed by
1	H36J4LRNLAJR	https://apps.apple.com/redeem?code=H36J4LRNLAJR&ctx=apps	Yes	Portal Admin1
2	MYJPKL6NX9AA	https://apps.apple.com/redeem?code=MYJPKL6NX9AA&ctx=apps	Yes	SYED AZHAR BIN SYED AZIZUDDIN
3	6F6JRHXNF4Y4	https://apps.apple.com/redeem?code=6F6JRHXNF4Y4&ctx=apps	Yes	ABDUL RAHMAN BIN ABDUL RAHIM
4	WY9HX9PHAY63	https://apps.apple.com/redeem?code=WY9HX9PHAY63&ctx=apps	Yes	FARAH NABILAH BINTI OTHMAN
5	MYFWR39H9M44	https://apps.apple.com/redeem?code=MYFWR39H9M44&ctx=apps	Yes	Muzfra Binti Mahadi
6	T4K773KP3967	https://apps.apple.com/redeem?code=T4K773KP3967&ctx=apps	Yes	NIK MOHAMAD FAEEZUWAN BIN NIK YUSOFF
7	FHFY7MXR94KL	https://apps.apple.com/redeem?code=FHFY7MXR94KL&ctx=apps	Yes	Sudarkar
8	ETYHPWT93EFH	https://apps.apple.com/redeem?code=ETYHPWT93EFH&ctx=apps	Yes	AHMAD FARUQI
9	YFN4JRAK3YJM	https://apps.apple.com/redeem?code=YFN4JRAK3YJM&ctx=apps	Yes	MOHAMAD FAREEZ FIRDAUS BIN ROSLAN
10	A73M6TXMAYJJ	https://apps.apple.com/redeem?code=A73M6TXMAYJJ&ctx=apps	Yes	SITI ZULAICHA BINTI TALIB

Procedure Name	Redeem IOS Code.
Description & Objective:	To Redeem IOS Code to download IFP Application.

S/No	Tasks	Expected Results
1.	Start browser and access : https://erp.ifp.com.my	A login page will be displayed.
2.	Login to IFP. Username: ***** Password:*****	Logged in to IFP.
3.	Click on My Workplace > IOS Redemption.	My IOS Application Form will be displayed.
4.	Click 'Show' in URL column or Code column.	Alert 'Are you sure you want to redeem this code?'

S/No	Tasks	Expected Results
5.	Click 'OK' button.	The Code will revealed.
6.	Click 'Copy' button on 'URL' column and paste into your notes.	The code will paste on notes.
7.	Click the pasted link.	Phone will auto open App Store to download IFP Application.

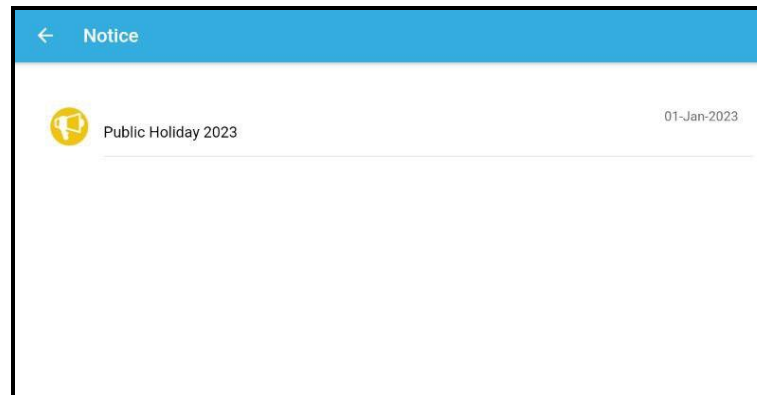
1.1 Log In



Procedure Name	Log In.
Description & Objective:	Log in to the system.

S/No	Tasks	Expected Results
1.	Open app 'IFP TOTG'.	A login page will be displayed.
2.	Login to IFP. Username: (****). Password: ****.	Logged in to IFP and homepage will displayed.

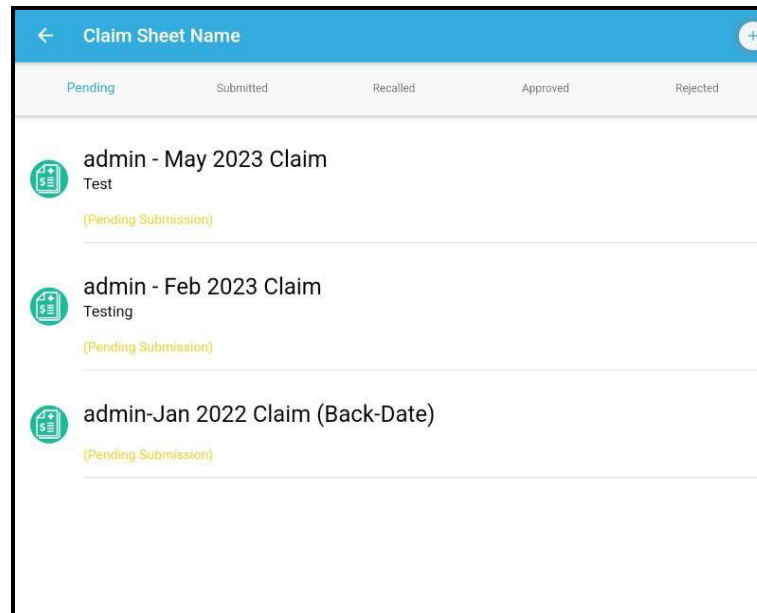
1.2 Notice



Procedure Name	Notice.
Description & Objective:	Every event on system.

S/No	Tasks	Expected Results
1.	Click 'Notice' button.	A notice page will be displayed.
Case if Click 'Event'.		
2.	Click 'Event'.	Detail about the 'Event' will be displayed.
Case if Click 'DOWNLOAD' Button.		
3.	Click 'DOWNLOAD' button.	The file will appear in PDF type.

1.3 Claim Sheet Name (Pending)



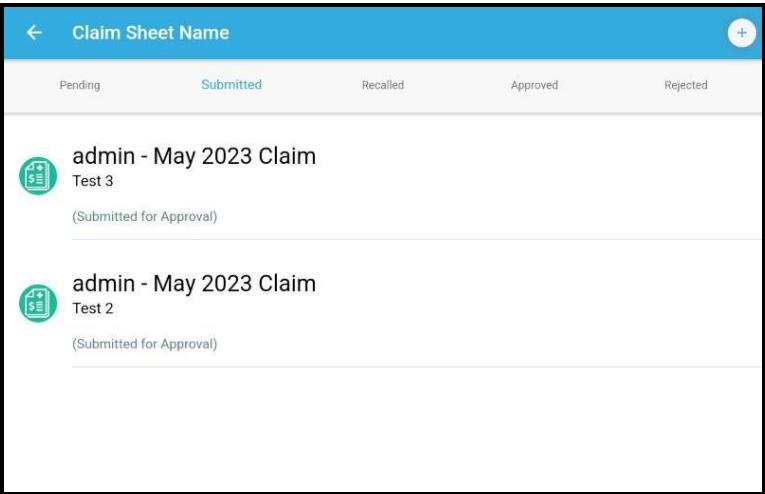
Procedure Name	Claim Sheet Name (Pending).
Description & Objective:	Show list of Claim Pending.

S/No	Tasks	Expected Results
1.	Click 'Claims > Pending' button.	A Pending Claim page will be displayed.
Case if Click 'New Claim sheet' Button.		
2.	Click 'New Claim sheet' button.	Form 'New Claim sheet' will be displayed.
3.	Select 'Name of claim sheet'.	List of Months will be displayed. Select Month from the list.

S/No	Tasks	Expected Results
4.	Select 'Remarks'.	'Remarks' field is mandatory.
Case if Click 'NEW CLAIM' Button.		
5.	Click the claim row.	The claim row information will be displayed.
6.	Click 'NEW CLAIM' button.	Claim Submission form will be displayed.
7.	Select 'Date'.	Date will be displayed. Select Date from the list.
8.	Select 'Entity'.	List of 'Entity' will be displayed. Select 'Entity' type from the list.
9.	Select 'Project'.	List of 'Project' will be displayed. Select 'Project' from the list.
10.	Select 'Work Description'.	'Work Description' field is mandatory.
11.	Select 'Mileage Start'.	'Mileage Start' field is mandatory.
12.	Select 'Mileage End'.	'Mileage End' field is mandatory.
13.	Select 'Expense Type'.	List of 'Expense' will be displayed. Select 'Expense' type from the list.
14.	Select 'Total expenses (RM)'.	'Total expenses (RM)' field is mandatory.
15.	Select 'Remarks'.	'Remarks' field is mandatory.
Case if Click 'CREATE' Button.		
16.	Click 'CREATE' button.	Popup 'New Claim Created'.
Case if Click 'SUBMIT FOR APPROVAL' Button.		

S/No	Tasks	Expected Results
17.	Click 'SUBMIT FOR APPROVAL' button.	Popup 'Claim Submitted!'.
Case if Click 'TAKE PICTURE' Button.		
18.	Click 'TAKE PICTURE' button.	Camera app will be displayed.
Case if Click 'GET FROM GALLERY' Button.		
19.	Click 'GET FROM GALLERY' button.	Gallery app will be displayed.
Case if Click 'CLEAR' Button.		
20.	Click 'CLEAR' button.	The picture attached will be disappear.

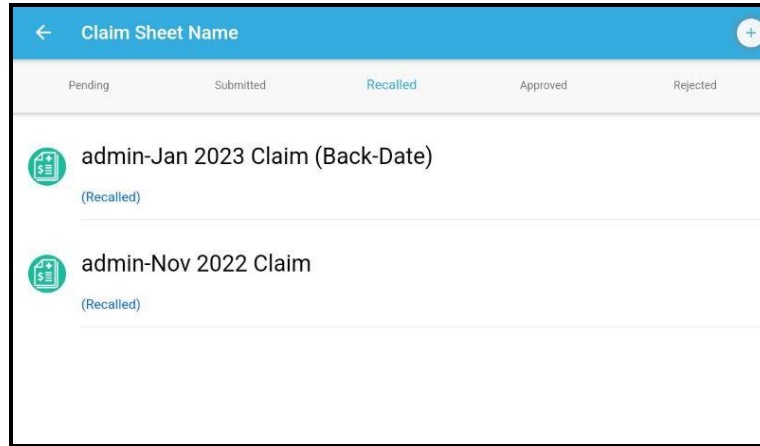
1.3.1 Claim Sheet Name (Submitted)



Procedure Name	Claim Sheet Name (Submitted).
Description & Objective:	Show list of Claim Submitted.

S/No	Tasks	Expected Results
1.	Click 'Claims > Submitted' button.	A Submitted Claim page will be displayed.
Case if Click 'RECALL' Button.		
2.	Click the claim row.	The claim row information will be displayed.
3.	Click 'RECALL' button.	Popup 'Claim Recalled'.

1.3.2 Claim Sheet Name (Recalled)

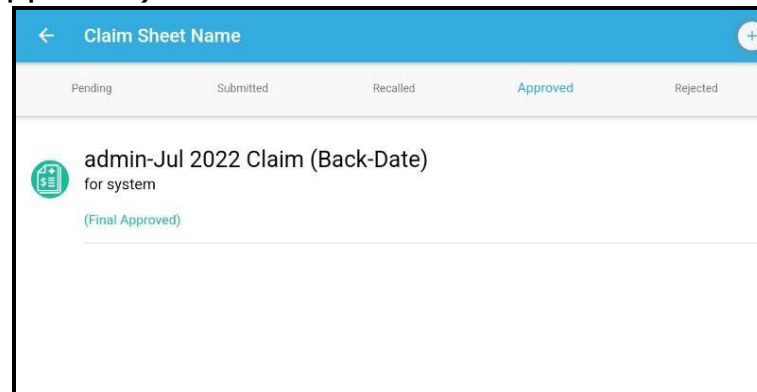


Procedure Name	Claim Sheet Name (Recalled).
Description & Objective:	Show list of Claim Recalled.

S/No	Tasks	Expected Results
1.	Click 'Claims > Recalled' button.	A Recalled Claim page will be displayed.
Case if Click 'NEW CLAIM' Button.		
2.	Click the claim row.	The claim row information will be displayed.
3.	Click 'NEW CLAIM' button.	Form New Claim will be displayed.
4.	Select 'Date'.	Date will be displayed. Select Date from the list.
5.	Select 'Entity'.	List of Entity will be displayed. Select Entity type from the list.
6.	Select 'Project'.	List of 'Project' will be displayed.

S/No	Tasks	Expected Results
		Select 'Project' from the list.
7.	Select 'Work Description'.	'Work Description' field is mandatory.
8.	Select 'Mileage Start'.	'Mileage Start' field is mandatory.
9.	Select 'Mileage End'.	'Mileage End' field is mandatory.
10.	Select 'Expense Type'.	List of 'Expense' will be displayed. Select 'Expense' type from the list.
11.	Select 'Total expenses (RM)'.	'Total expenses (RM)' field is mandatory.
12.	Select 'Remarks'.	'Remarks' field is mandatory.
Case if Click 'CREATE' Button.		
13.	Click 'CREATE' button.	Popup 'New Claim Created'.
Case if Click 'SUBMIT FOR APPROVAL' Button.		
14.	Click 'SUBMIT FOR APPROVAL' button.	Popup 'Claim Submitted!'.
Case if Click 'TAKE PICTURE' Button.		
15.	Click 'TAKE PICTURE' button.	Camera app will be displayed.
Case if Click 'GET FROM GALLERY' Button.		
16.	Click 'GET FROM GALLERY' button.	Gallery app will be displayed.
Case if Click 'CLEAR' Button.		
17.	Click 'CLEAR' button.	The picture attached will be disappear.

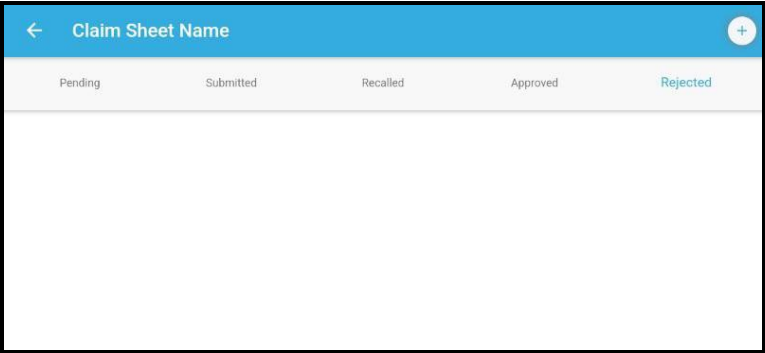
1.3.3 Claim Sheet Name (Approved)



Procedure Name	Claim Sheet Name (Approved).
Description & Objective:	Show list of Claim Approved.

S/No	Tasks	Expected Results
1.	Click 'Claims > Approved' button.	An Approved Claim page will be displayed.
2.	Click the Approved Claim row.	The Approved Claim row information will be displayed.

1.3.4 Claim Sheet Name (Rejected)



Procedure Name	Claim Sheet Name (Rejected).
Description & Objective:	Show list of Claim Rejected.

S/No	Tasks	Expected Results
1.	Click 'Claims > Rejected' button.	A Rejected Claim page will be displayed.
2.	Click the Rejected Claim row.	The Rejected Claim row information will be displayed.

1.4 My Leave

The screenshot shows a mobile application interface for submitting a leave request. The title bar is blue with a back arrow and the text 'Leave Submission'. Below the title bar, there are several form fields:

- 'Leave Type *' with a dropdown menu showing 'please select'.
- 'Leave Term' with a dropdown menu showing 'please select'.
- 'Start Date *' with the text 'Choose start date'.
- 'End Date *' with the text 'Choose end date'.
- 'Total Leave Days' with the text '0 day'.
- 'Reason *' with the text 'State your reason here'.

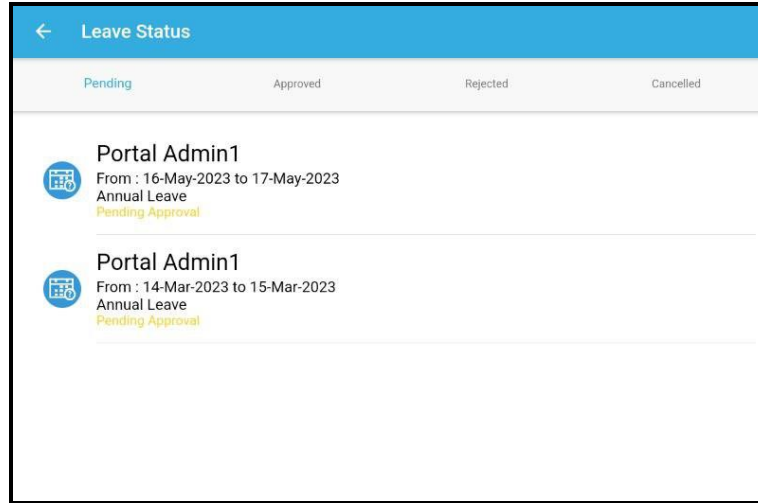
 At the bottom of the form, there are four blue buttons: 'TAKE PICTURE' with a camera icon, 'GET FROM GALLERY' with a gallery icon, 'CLEAR', and 'SUBMIT'.

Procedure Name	My Leave.
Description & Objective:	To be absent from work for specific reason.

S/No	Tasks	Expected Results
1.	Click 'Leave > My Leave' button.	My Leave page will be displayed.
2.	Select 'Leave Type'.	List of 'Leave Type' will be displayed. Select 'Leave Type' from the list.

S/No	Tasks	Expected Results
3.	Select 'Leave Term'.	List of 'Leave Term' will be displayed. Select 'Leave Term' from the list.
4.	Select 'Start Date'.	Date will be displayed. Select Date from the list.
5.	Select 'End Date'.	Date will be displayed. Select Date from the list.
6.	Select 'Reason'.	'Reason' field is mandatory.
Case if Click 'TAKE PICTURE' Button.		
7.	Click 'TAKE PICTURE' button.	Camera app will be displayed.
Case if Click 'GET FROM GALLERY' Button.		
8.	Click 'GET FROM GALLERY' button.	Gallery app will be displayed.
Case if Click 'CLEAR' Button.		
9.	Click 'CLEAR' button.	The picture attached will be disappear.
Case if Click 'SUBMIT' Button.		
10.	Click 'SUBMIT' button.	Popup 'Leave application submitted!'.

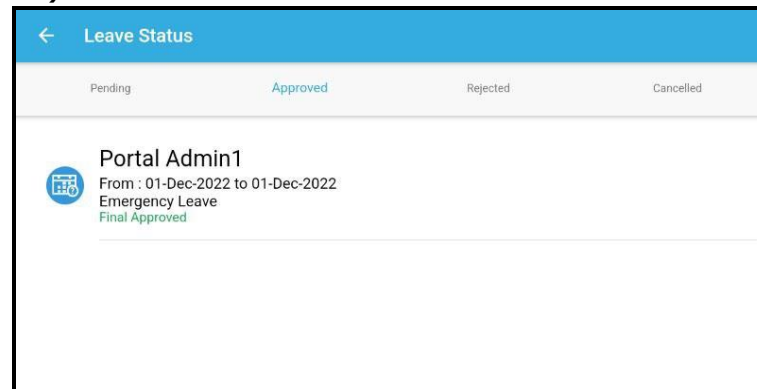
1.5 Leave Status (Pending)



Procedure Name	Leave Status(Pending).
Description & Objective:	To see the status of the application.

S/No	Tasks	Expected Results
1.	Click 'Leave > Leave Status > Pending' button.	A Pending Leave page will be displayed.
Case if Click 'REDIRECT' Button.		
2.	Click 'REDIRECT' button.	Form 'Leave Pending Redirect' will be displayed.
3.	Select 'Approver'.	List of 'Approvers' will be showed.
4.	Click 'SUBMIT' button.	Popup 'Redirect submitted!'.
Case if Click 'CANCEL' Button.		
5.	Click 'CANCEL' button.	Alert 'Cancel leave submitted?'.
6.	Click 'Yes' button.	

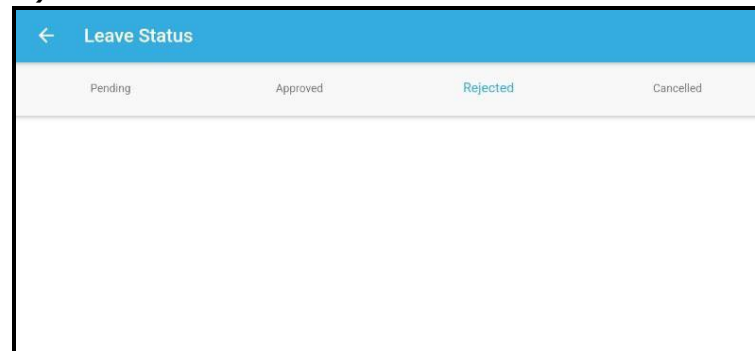
1.5.1 Leave Status (Approved)



Procedure Name	Leave Status (Approved).
Description & Objective:	to see the Approved Application.

S/No	Tasks	Expected Results
1.	Click 'Leave > Leave Status > Approved' button.	An Approved Leave page will be displayed.
2.	Click the Approved Leave row.	The Approved Leave row information will be displayed.

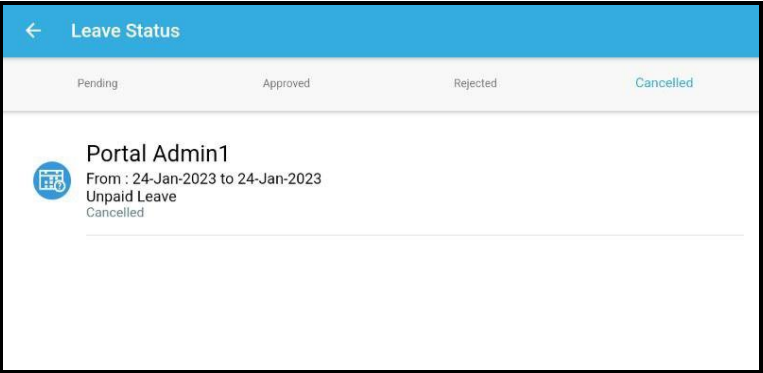
1.5.2 Leave Status (Rejected)



Procedure Name	Leave Status (Rejected).
Description & Objective:	to see the Rejected Application.

S/No	Tasks	Expected Results
1.	Click 'Leave > Leave Status > Rejected button.	A Rejected Leave page will be displayed.
2.	Click the Rejected Leave row.	The Rejected Leave row information will be displayed.

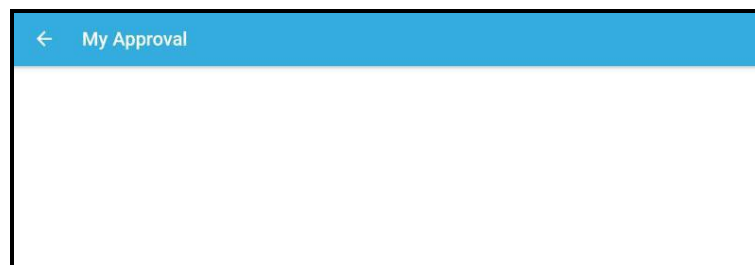
1.5.3 Leave Status (Cancelled)



Procedure Name	Leave Status (Cancelled).
Description & Objective:	to see the Cancelled Application.

S/No	Tasks	Expected Results
1.	Click 'Leave > Leave Status > Cancelled button.	A Cancelled Leave page will be displayed.
2.	Click the Cancelled Leave row.	The Cancelled Leave row information will be displayed.

1.6 My Approval



Procedure Name	My Approval.
Description & Objective:	To Redirect, Approve or Reject leave application.

S/No	Tasks	Expected Results
1.	Click 'Leave > My Approval' button.	A My Approval Leave page will be displayed.
Case if Click 'REDIRECT' Button.		
2.	Click the Leave Application row.	The detail 'Leave Application' row will be displayed.
3.	Click 'REDIRECT' button.	An 'Admin Leave Redirect' page will be displayed.
4.	Select 'Approver'.	List of 'Approvers' will be showed.
5.	Click 'Submit' button.	Popup 'Redirect submitted!'.
Case if Click 'APPROVE' Button.		
6.	Click the Leave Application row.	The detail 'Leave Application' row will be displayed.
7.	Click 'APPROVE' button.	Alert 'Approve Advance'.
8.	Click 'Yes'.	Popup 'Leave approved'.
Case if Click 'REJECT LEAVE' Button.		
9.	Click the Leave Application row.	The detail 'Leave Application' row will be displayed.
10.	Click 'REJECT LEAVE' button.	Alert 'Reject Advance'.

S/No	Tasks	Expected Results
11.	Click 'Yes' button.	Popup 'Leave rejected'.

1.7 Attendance

Procedure Name	Attendance.
Description & Objective:	To record attendance when you arrive at work and when you leave.

S/No	Tasks	Expected Results
1.	Click 'Attendance > Project' button.	A Project page will be displayed.
Case if Click 'REFRESH' Button.		
2.	Click 'REFRESH' button.	Alert 'Location Refresh'.
Case if Click 'TIME IN' Button.		
3.	Select 'Project'.	List of 'Project' will be displayed.

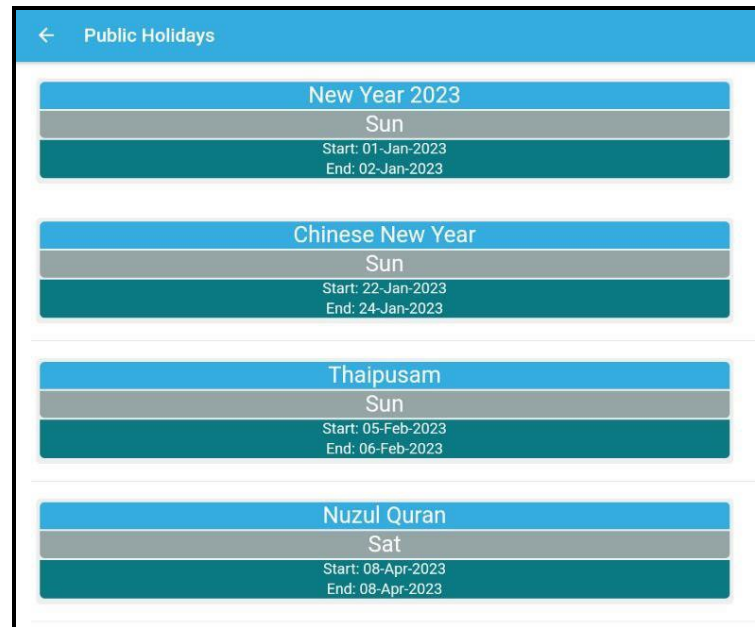
S/No	Tasks	Expected Results
		Select 'Project' from the list.
4.	Select 'Work Description'.	'Work Description' field is mandatory.
5.	Select 'Remarks'.	'Remarks' field is mandatory.
6.	Click 'TIME IN' button.	Popup 'Time-In success'.

1.8 Timesheet

Procedure Name	Timesheet.
Description & Objective:	To view list of selected timesheet dates.

S/No	Tasks	Expected Results
1.	Click 'Timesheet' button.	A Timesheet page will be displayed.
Case if Click 'SUBMIT' Button.		
2.	Select 'Start Date'.	Date will be displayed. Select Date from the list.
3.	Select 'End Date'.	Date will be displayed. Select Date from the list.
4.	Click 'SUBMIT' button.	Selected timesheet date will be displayed.

1.9 Holiday



Procedure Name	Public Holiday.
Description & Objective:	displays a list of holidays this year.

S/No	Tasks	Expected Results
1.	Click 'Holiday' button.	List of Holiday will be displayed.