TIMES Claim

Quick Start Guide
for Supervisor

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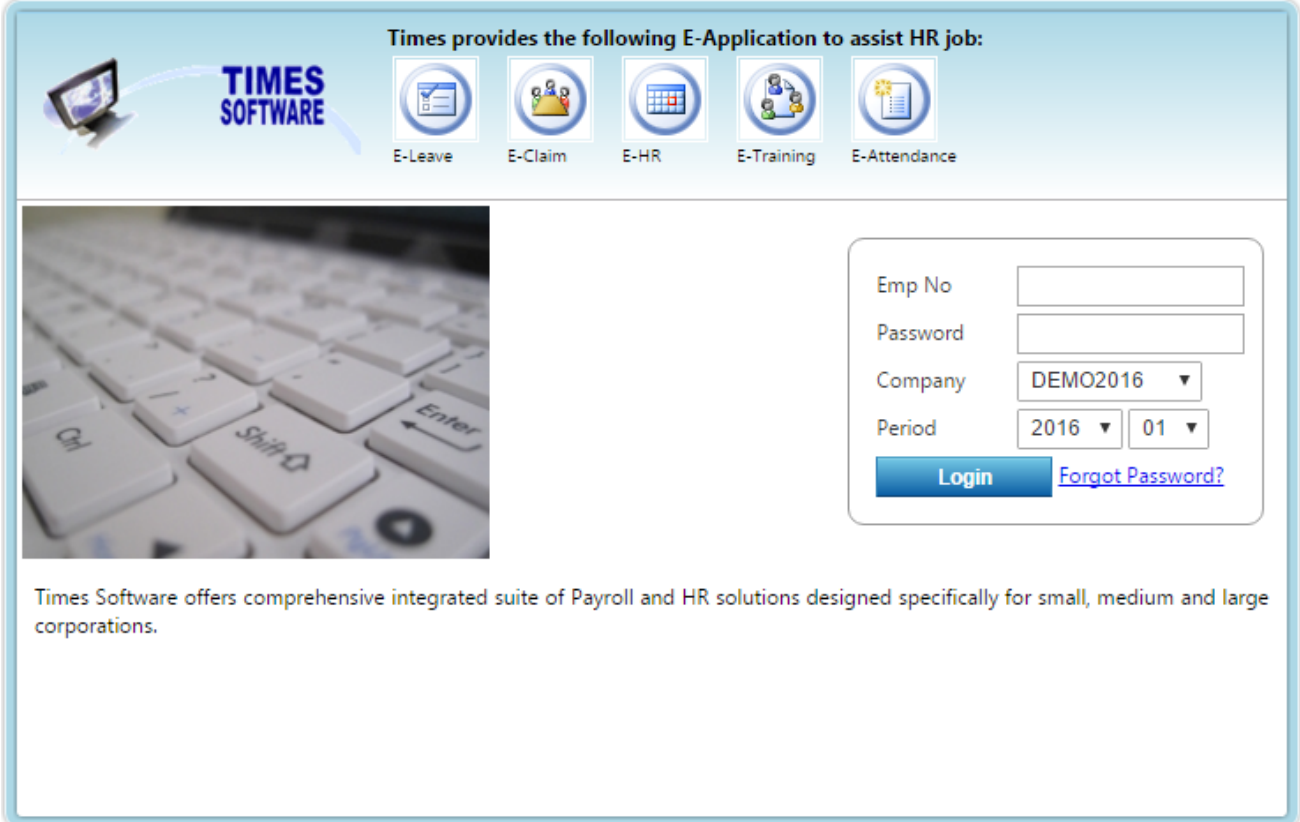
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Chapter 1. First time logging into the TIMES Claim System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: *http://www.myportal.com/esolution/Signin.aspx*

An example of the login page is shown below.

1. Click on the "Company" drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at "Emp No".
3. Key in your password at "Password".
4. Click the **Login** button to login into the system.

Chapter 2. Dashboard

After logging into the system, you will be presented with your dashboard.
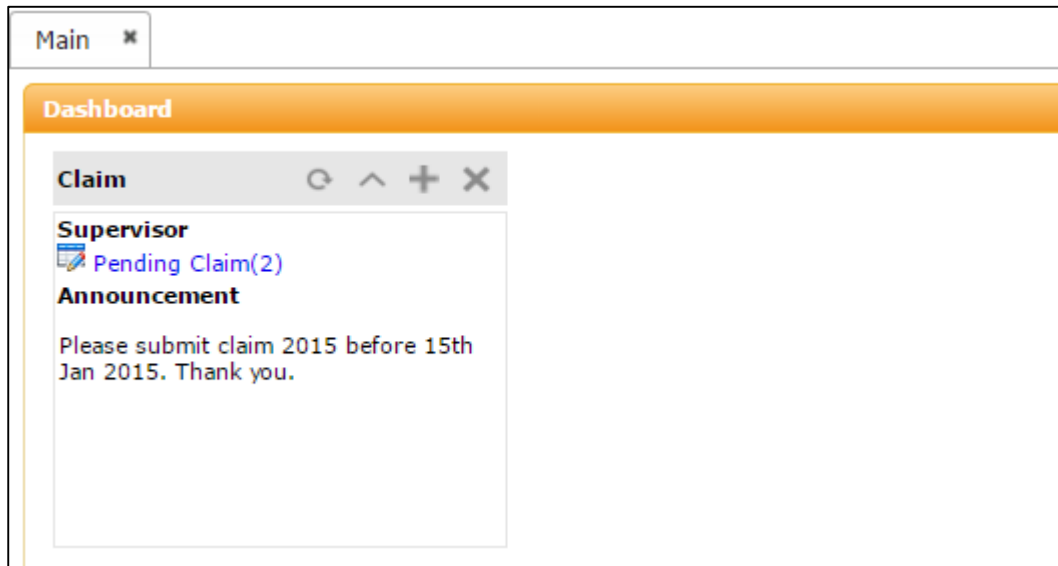
The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

Chapter 3.   Approve, Reject and Edit Claim

You can make changes, approve and reject employees' submitted Claim Forms at the **Approve Claim** web page.

Click on the **Approve Claim** option in the Supervisor menu to access the Approve Claim web page.

You can use the "Department", "Employee" and "Claim Code" drop-down lists to filter the list of submitted Claim Forms. If you have selected multiple values you can view them by clicking on this button.

You can look for a specific Claim Form by entering the transaction number of the Claim Form at the "Trans No" and clicking on the Query button.

To see the details of the Claim Form click on the button.
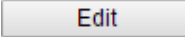
To print the Claim Form click on the button.

To approve a Claim Form, click on the Claim Form's checkbox to tick it in order to select it and click the **Approve** button.

To reject a Claim Form, click on the Claim Form's checkbox to tick it in order to select it and click the **Reject** button.

3.1 Editing a Claim Form

⚠️ You can edit an employee's Claim Form only if you are authorised to do so.

To edit a Claim Form, click on the Claim Form's ☐ checkbox to tick it in order to select it and click the [Edit] button.

You will then see the entire Claim Form. Click on the ✏️ button to edit the records in the Claim Form.

Make the necessary changes and click 💾 button to save the record or ✖️ button to cancel.

Before saving the changes, the system will ask you to enter the "Reason for Amendment". Enter the reason and click [Confirm] button.

Chapter 4.   View Approved Claim

You can view employees' approved and rejected Claim Forms at the **View Approved Claim** web page.

Click on the **View Approved Claim** option in the Supervisor menu to access the View Approved Claim web page.

You have the filters (such as "Department") to filter the list of Claim Forms in the web page. If you have selected multiple values you can view them by clicking on this ⓘ button.

You can look for a specific Claim Form by entering the transaction number of the Claim Form at the "Trans No" and clicking on the ⬚Query⬚ button.

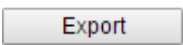To see the details of the Claim Form click on the button.

To print the Claim Form click on the button.

Chapter 5. Report

You can generate reports in **Report** web page.

Click on the **Report** option in the Supervisor menu to access the Report web page.

1. Choose "Report Type".

2. Choose your criteria (such as "Department"). If you have made multiple selections you can view them by clicking the ⓘ button.

3. Choose "Report Format".

4. Click [Export] button to generate the report.

That's it!

You've come to the end of this guide. We hope you've found it helpful.

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