

## **EPORTAL STANDARD RELEASE NOTES FOR VERSION 7600**

### **ePortal 7600e (to synchronise with EPE 7700 & 7800) (Latest EPE version at our website is 7800 for the Singapore Tax 2007 (YA2008) processing)**

1. Employees are able to view IR8A/IR8S/Appendix 8A & 8B on the ePortal. This function will only be available if you purchase a license for our EPE module for “e-Individual Report” module as well as the ePortal “e-Payslip” module. Please consult your Sales for more information.


### **ePortal 7402e (to synchronise with EPE 7400 to 7600)**

2. Max characters for Employee ID was increased from 20 to 30 for ePortal Login.
3. Employee ID added into Claim Reports under ADMIN ACCOUNT > CLAIMS PROCESSING.
4. Enable manager to see all employee's leave history instead of individual employee.  
Enhancement in MANAGER ACCOUNT > LEAVE ORGANISER > SUBORDINATE LEAVE.
5. Able to save EXPORT CLAIM report into Excel File. Enhancement in ADMIN ACCOUNT > CLAIMS PROCESSING > EXPORT CLAIM > CLAIM EXPORT HISTORY.

### **ePortal 7401e (to synchronise with EPE 7400 to 7600)**

6. Enable user to view Claim from Cross Company. Enhancement in ADMIN ACCOUNT > CLAIM PROCESSING > CLAIM HISTORY. 'Setting it to YES will show all company claim records and NO will show only records within the company.
7. Subject of Re-notification of Email will include “Reminder” to inform receiver that it is a reminder email.
8. Sorting by Receipt Date in ascending order for Monthly and Petty Cash Payment at Expense Statement.

### **ePortal 7400e (to synchronise with EPE 7400 to 7600)**

9. ePortal to auto set employee's account as INACTIVE if detected Cessation Date. However to enable this function, below are the steps that you need to go through at the ePortal SERVER.
  - a. At the ePortal server, go to START > SETTINGS > CONTROL PANEL > SCHEDULED TASK.
  - b. Double-click on ADD SCHEDULE TASK.  Add Scheduled Task
  - c. At the Schedule Task Wizard, click on NEXT, then click on BROWSE to C:\inetpub\wwwroot\portal\web\scheduleCheckEmp.aspx and click on NEXT.
  - d. Under “Perform This Task”, select Daily and click on NEXT.
  - e. Please enter a Start Time to run this Script and click on NEXT to complete.

Once this script runs, ePortal will look for all employees with Cessation Date and set those employees as INACTIVE in ePortal.

10. Employee Leave History allow users to select leave type in addition to the date range. Enhancement in EMPLOYEE ACCOUNT > LEAVE ORGANISER > LEAVE HISTORY.
11. Record log will be created if user delete record at ADMIN > DB MANAGEMENT > REMOVE RECORD. The log file can be viewed from ADMIN > DB MANAGEMENT > VIEW LOG.
12. When user cancel a leave, instead of showing "Leave Cancelled", it will show "Leave Cancellation has be submitted for Approval" for those who need approval.
13. At EMPLOYEE ACCOUNT > MY HOME, under LEAVE APPLICATION STATUS, Page 1 will display the latest FROM DATE and the earliest FROM DATE will be displayed on last page.
14. ePortal Training Schedule in "My Calendar" will retrieve course date from EPE Schedule Calendar instead of Course From and Course To.
15. User is able to key in EMERGENCY CONTACT NUMBER in ePortal. It is under EMPLOYEE ACCOUNT PERSONALISATION > UPDATE PROFILE. This contact will be inserted into EPE.

**ePortal Version 6904e (to synchronise with EPE 7200 to 7300)**

16. Employee ID will be displayed together with name for viewing of Subordinates Leave. This enable user to identify employees if they have the same name.
17. Check box was added to allow Manager to select claims to approve at MANAGER ACCOUNT > CLAIM ORGANIZER > PROCESS APPLICATION.
18. Sync of Contacts. Blank email in EPE will be ignore while doing a sync. If email was available in ePortal and not in EPE, when user do s Synchronization, email address in ePortal will not be overwritten with a blank value in EPE.
19. ePortal will check for connection to EPE while user logs in to ePortal. If no connection are available, ePortal will display "No Connection to EPE". Previously, it will only show "Login Fail".