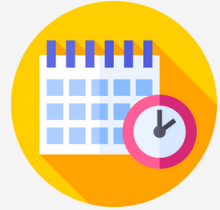




## **MyPass - Key**

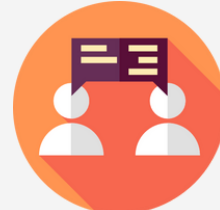
**ALL YOUR BUSINESS SOLUTIONS  
FROM THE TIP OF YOUR FINGERS**

# Common issues our app aims to solve



## Inaccurate attendance tracking

Certain systems or machines are prone to getting corrupted or shut down. Employees may directly work on site before heading to the office to clock in for the day.



## Miscommunication

Employees are not informed of the tasks their coworkers have for the day. They cannot organize or coordinate their tasks properly when working in a team.



## Unclear goals

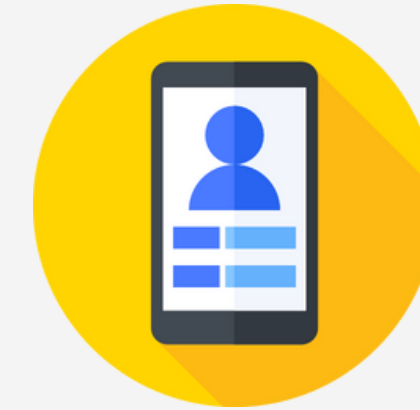
No clear goals or incentives set for employees to work towards. Employees are not informed of whether the monthly or yearly goal has been reached.



## Commission Calculation

Errors emerge when having to calculate the amount of commission earned by various employees who take part in a big project.

# App functions - Employee Workflow



## Employee Profiles

### HOW IT WORKS

Employee profiles are registered upon opening the app for the first time. It displays basic details relating to the employee such as name, department and telephone number. These details can be updated anytime by the employee and are viewable by admins in the backend system of the app.

Additionally, employees are able to view performance / work related statistics on the profile page. Information related to this includes total commission earned, leaves taken and such

### BENEFITS

Employees can easily access or track their performance related statistics from this page. This information is viewable at any moment and is updated in real time whenever commission is calculated and submitted.

# App functions - Employee Workflow



## Job Sheet

### HOW IT WORKS

The Job Sheet feature is a form that lets employees submit and record the details of a specific task from the app on their phones. Job sheets submitted are viewable by admins and other employees.

Additionally, this feature also keeps track of who submitted the job sheet so admins or managers know which employee was in charge of the specific job and will be able to give commissions accordingly.

Users can select a specific date to view all job sheets submitted on that date.

### BENEFITS

Easily keep track of the status of jobs accepted by employees and ensure that the right employee gets commissions for jobs accepted.

Replaces traditional file keeping method using pen and paper. Which leads to saving costs for printing forms and saving time for having to keep track and file them

# App functions - Employee Workflow



## Task Log

### HOW IT WORKS

The task log is a calendar with multiple functions such as viewing company holidays, submitting your daily and monthly tasks for a specific date, viewing the tasks of your coworkers, assigning or communicating tasks and keeping track of various activities which have been planned or executed.

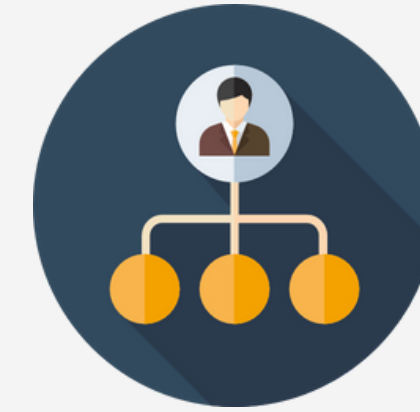
Users can select a date on the calendar to view any tasks or remarks submitted by other employees of the company regarding any activities that need to be done on that day.

### BENEFITS

Employees can easily communicate with all workers in the company through the task log. Users can select a date on the task log and view the notes or remarks written by other employees.

Employees can submit detailed or summarised notes regarding the tasks they have for the day which are viewable by other employees in the company.

# App functions - Employee Workflow



## Teams

### HOW IT WORKS

Teams of employees can be formed through the backend system of the app. Admins can access the backend system and group teams of employees together. Once employees are part of a team, they can access the Team feature in the app to view various information regarding the project the team is working on.

### BENEFITS

Teams can be set for groups of employees who are working on larger scale projects.

From the teams tab, they can easily track the progress of their project and see what their team members are accomplishing for each day.

This makes it easy for them to communicate with each other as well as track their progress throughout the project

# App functions - Goal Assessment and Rewards



## Customer Reviews

### HOW IT WORKS

Upon completing a job for a customer, employees who have the app downloaded can ask the customer to fill a customer review form which is found in the app. The form requires customers to enter basic information such as name and email as well as a rating ranging from 1 to 5 stars for the employee serving them.

After submitting the review, the customer will be notified of the review via email. The reviews submitted for the employee ties with the performance and rewards system explained in the next slide.

### BENEFITS

Fast and convenient way of tracking and ensuring customer satisfaction.

Can also be used as a form of data collection which helps improve future marketing or sales campaigns.



# App functions - Goal Assessment and Rewards



## Monthly and Annual Assessments

### HOW IT WORKS

Working with the customer review system, admins can set a function to calculate performance scores with the reviews received by employees through the backend system of the app. They can also set monthly and yearly target scores for employees to achieve and reward tiers for employees who achieve the targets set.

Through the performance tab, employees can check track their performance throughout the month / year and check for any eligible rewards that they can claim.

### BENEFITS

Setting rewards and benefits that can be earned gives employees an extra incentive to strive for apart from their monthly salaries.

All performance scores are viewable in the backend which managers can use to track the performance of employees

The quality of work or services produced by an employee would improve as they strive for better reviews to boost their score.



# App functions - Administrative Tasks



## Leave submission

### HOW IT WORKS

Employees can apply for leaves through the app. The app will give the employee a notification when their leave applications are updated. The app also reminds the employee of the date of their leaves.

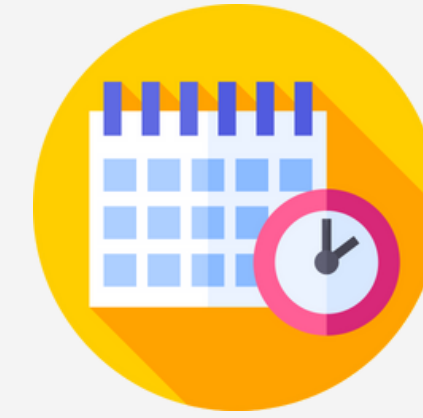
Leave applications are handled through the backend system of the app.

### BENEFITS

Provides an easy way for employees to submit leave applications especially for workplaces that have employees working from home.

Employees can be easily notified and reminded of the status of their applications when they get updates.

# App functions - Administrative Tasks



## Time Attendance

### HOW IT WORKS

Utilizing the geo-location service on modern smartphones, employees can clock in and clock out from work at any given moment no matter where they are.

When employees clock in or clock out of work, the app takes note and records the time and location of the employee upon clocking in or clocking out.

Employers can view the attendance of their employees from the backend system of the app.

### BENEFITS

This gives employees an easy way of clocking in and out of work.

Employees do not need to go to their workplace to punch in before going out to work on site. With the app, they can directly go on site and clock in from there.

Employers can view the attendance of their employees and ensure that employees start work on time at actual work locations.

# App functions - Commission Features



## Setting commission levels

### HOW IT WORKS

Commission tiers can be set for each role that exists in a company. For example, the "sales" role could be set to receive 30% of the profit earned from the sale whereas the "technician" role could be set to receive 20% of the profit earned.

These values can be changed by the admins or managers in the backend system of the app. They need to be set first before automatic commission calculation can work.

### BENEFITS

This feature makes it easy for the employer to assign various commission tiers for their employees. It is very beneficial for companies which have large numbers of employees as the employee just has to be assigned their respective roles in the backend system for them to be entitled to commissions.

Another benefit to this feature is that commissions can be set for employees who act as the "support" for a project such as admins who are in charge of paper work. Commission tiers can be assigned to these roles and they may be eligible to receive commissions should they participate in a project.

# App functions - Commission Features



## Automatic Commission Calculation

### HOW IT WORKS

After commission tiers are set and an employee is assigned their role in the company, any project or job that they participate in which involves earning commissions will be automatically calculated for them.

If they are set to receive 30% of the profits from a project / job, the system will automatically calculate the amount of commission earned by the employee when the job is completed. The commission earned by the employee can be viewed in the profile tab.

### BENEFITS

This eliminates the need to calculate the amount of commission an employee earns for a project.

As calculation is done by the system, the accuracy of the calculations can be ensured. If any errors emerge, they could be a result of human errors such as setting the wrong commission percentage to be received by an employee.

## GENERAL BENEFITS - SAVE COSTS

MyPass - Key incorporates Artificial Intelligence to replace human labour in executing and monitoring multiple repetitive tasks.

A lot of repetitive tasks that otherwise requires a lot of human effort to complete, is eliminated with the use of our app. Human labour usually used to accomplish repetitive tasks such as calculating commissions, monitoring customer satisfaction and many more can be redirected to perform less tedious tasks which can in turn save costs of having to hire more workers.

## EXAMPLES / USE CASES

Job sheet feature essentially eliminates the need to print job forms on paper and also eliminates the need for employees to sort through or search for specific forms.

Automatic commission calculation eliminates the need for the employer to calculate the commission earned by their employees at the end of a project or even year end bonuses. The system does all the calculating instead and the attention of the employer can be directed to more productive work.

## GENERAL BENEFITS - CLEAR GOALS AND ACHIEVEMENTS

Yearly staff assessments are often insufficient when it comes to providing a clear picture on how they can improve and where they stand in the company. MyPass – Key incorporates features that allow the business owner to set monthly and yearly goals clearly for their staff to strive for. In addition to that, the app also allows the business owner to set rewards and benefits in order to recognize the effort and performance of staff who strive to achieve these goals set.

## EXAMPLES / USE CASES

Staff can easily track their monthly and annual performance through the app and see how close they are to achieving targets set by their employers.

Having clear targets makes it easier for staff to have something to work towards instead of just working for their salaries at the end of the month.



## GENERAL BENEFITS - IMPROVED EFFICIENCY

MyPass – Key incorporates a simplified calendar and communication solution which enables staff to submit and manage their daily tasks of a specific date easily. In addition to being able to list their tasks, they are also able to view the tasks listed by their coworkers on a selected date. This feature streamlines communication between staff and which overall improves the efficiency of workflow of the company.

Additional, features such as leave submission greatly increases efficiency in the workplace.

## EXAMPLES / USE CASES

Employees can efficiently communicate with one another through the calendar feature. They just have to select a specific date and they can either submit the tasks they have for the day or view the tasks of the other employees. Additionally, shortcut buttons are in place which enables employees to easily WhatsApp or call the employee who listed the task.

Time attendance greatly improves efficiency for employees when clocking in for work. If an employee is required to work on site, they can clock in directly on site without having to clock in at work first.

Leave submission is made more efficient as employees can submit leave applications directly from their phones. The status of the leaves can be updated in the backend system and employees will be notified and reminded when their application is updated.



## GENERAL BENEFITS - INCREASED PRODUCTIVITY

The review and assessment system incorporated in MyPass – Key has the potential to boost the productivity of the employees hired by the company. Employers are able to set scoring systems and threshold values which allows employees to get a certain score by the end of the month depending on the reviews they receive from their customers. This encourages employees to be more productive if attractive rewards or bonuses are set.

## EXAMPLES / USE CASES

By setting goals and reasonable incentives for employees to strive for, it greatly increases the productivity of the employees in the workplace. As being able to earn extra rewards on top of their monthly salary would give them a reason to strive to do better.

On top of that, since the review system ties with the performance system. Employees or workers would strive to give customers better service in hopes to get better reviews. This in turn boosts the productivity of the worker while also ensuring the quality of the service provided by the employees / workers remain high.

## GENERAL BENEFITS - STAFF ENGAGEMENT

The MyPass – key app allows admins to create teams out of all available employees. All members of a team are able to check their team performance, goals, and commission eligibility should there be any. This encourages engagement between staff members and an easy way for employees to track the tasks completed or assigned by their team members.

## EXAMPLES / USE CASES

When larger scale projects come in, employees can be grouped into teams by an admin using the backend system. All members of a team are able to check their team performance, goals, and commission eligibility should there be any.

The task log / calendar system, also encourages staff engagement. By being able to see the tasks listed by various employees, they may choose to help each other if possible. It also acts as a simplified way for employees to communicate with each other throughout the company.

## GENERAL BENEFITS - ACCESS TO INFORMATION

MyPass – Key provides an easy way for employees to access information regarding various aspects depending on their job. General information such as total commission received, number of leaves and such are easily accessible under the profile and performance tabs. This makes it easy for both employee and managers to access their own information and it also removes the need to calculate certain info such as commissions.

## EXAMPLES / USE CASES

The app also acts as a simplified way for employees to access any information required. For example, they can easily access the contact information of other employees while also being able to see their own statistics regarding their performance both annually and monthly.

Employers have easy access to information regarding leaves, attendance, commission records, job sheets, performance records and many more. This makes it easier for them to manage their employees without having to go through files or records.

# How to get started

## 01 CONTACT US

However, that being said, it is becoming increasingly obvious that our world is developing an unhealthy attachment to it.

## 02 RECEIVE YOUR KEYS

However, that being said, it is becoming increasingly obvious that our world is developing an unhealthy attachment to it.

## 03 DISTRIBUTE KEYS

However, that being said, it is becoming increasingly obvious that our world is developing an unhealthy attachment to it.

## 04 REGISTER USERS

However, that being said, it is becoming increasingly obvious that our world is developing an unhealthy attachment to it.

# Contact us!

Please provide information regarding your company such as the amount of employees, the number of devices that will be utilising this app, your company name and such. Should we need it, we will ask for any other relevant information when you contact us. Call the number below if you have any questions or if you would like to set up a subscription plan for our app.



+60168780780 (Mr Robert Chan)

**AVAILABLE ON BOTH**

