TASCO iClaim

Claim Approval

Step by step guide

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Version

Step 1. At iClaim log-in page(<u>http://www.itasco2u.com.my/iClaim</u>) – Enter your iTasco login credentials and click [Login] button .

iClaim About Contact			
iClaim allows you to manage an Learn how »	nd submit claims online with scanned receipt	S.	
	Important Notice » Make sure your claim approver is updated. » Submit your original receipts to Accounts Dept, HQ before the due date. » Check your email address & bank details. Learn more »	Login Employee No Password Remember me Login »	Forgot Password
© 2019 - TASCO iClaim			Click to login

Step 2. On Dashboard oldest 5 claims pending for your approval will be displayed in [Claim Approval] Panel. Click on any one to proceed.

iClaim Dashboard My Claim - My Approval Administration - Abou	t Contact Welcome [00399] Raymond Liow Logout
Dashboard	+ New Claim Q Claim History My Profile
My most recent claim	Claim approval 4
Ref. No. : HQUCL190300016 Status : Pending Approval Claim Amount : MYR1,707.46 Approved Amount : MYR0.00	Claim Pending for your approval: • <u>PNUCL190400005 - LEE ZHENG YIN</u> • HQUCL190200012 - NORAINI BINTI MOHD YUSUF • HQUCL180100007 - LEE LI BOEY • HQUCL180100006 - LOOI SOOK MENG
	List of claims pending for approval

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Step 3. Scroll down to view all claim details; click on attachment icon to view attachment.

iClai	m Dashboard I	My Claim My Approval	Administratio	n 	About	Contact			Welcome [065	66] Nur Suhaila Binti	Zainal Abidin	Logout	
App Cla	ITOVAL FORM												
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1	Claim Cate Remarks∕N Remarks∕N Total Clain	egory: Outstation - Local fenue: PPLC fenue: PPLC n Amount: 440.00				Title/Pur Date Fro Approve	pose: N m: 04/0 d Claim	1EETING 2/2019 to Amount	04/02/2019 : 230.00	Edit A	Accept © pproval Detai	All	Click to viev
No	ltem	Description	Date	Qty	Unit Price	Amount	Curr	Exch. Rate	Remarks	Claim Amount	Your Approved Amount	Att	attachment
1	Accomodation	GENO HOTEL	06/02/2019	2	210.00	420.00	MYR	1.0000		420.00	0.00		
2	Taxi	HOTEL TO PPLC	06/02/2019	1	20.00	20.00	MYR	1.0000		20.00	0.00	0	

2 Claim Category: Outstation Overseas

Step 4. If the claim should be rejected enter rejection reason in Approver's Remarks and click Reject. iClaim will notify claimant that the claim has been rejected via email. Else, go to <u>Step 5</u>.

iClaim Dashboard	I My Claim 👻	My Approval	Administration	About	Contact	Welcome [00399] Raymond Liow L Locout
Approval Eq	rm					
					Enter rejection	Click to Reject
Approval Thread					reason	
Claim Re	F. No PNUCL	.190400005	Approver Re	emarks	INSUFFICIENT SUPPORTING DOC	Approve Reject
Total C	laim	626.40	Total App	proved	0.00	

Step 5. If the claim should be rejected enter [Approver Remarks] and click [Reject]. Else If you're satisfied with all claim details click [Accept All] and go to <u>Step 8</u>; else go to <u>Step 6</u>.

Ар	proval Thread												_		
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2	Taxi	HOTEL TO PPLC	06/02/2019	1	20.00	20.00	MYR	1.0000		20.00	20.00				
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No	Item	Description	Date	Otv	Unit	Amount	Curr	Exch	Romarks	Claim	Your	Δtt			

Step 6. Click [Edit Approval Details] to edit.

iClai	m Dashboard M	/ly Claim ⊶ My Approva	al Administratio	n 	About	Contact							
Ар	proval Thread												
	Claim Ref. No	HQUCL190200012	Appro	ver Re	emarks					Аррі	ove Reje	ct	
	Total Claim	641.00	То	tal Ap	proved			431.00					
											Accept	All	Click to edit
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2	Tavi	HOTEL TO PPLC	06/02/2019	1	20.00	20.00	MVD	1 0000		20.00	20.00	M	

Step 7. Edit necessary fields, enter remarks for edited line and click [Save].

Claim	n Category Heads	ər													
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	Employee	No. 078	341		Stat	Pending	Approv	ral			s	Save	Return to	Approval Form	n
(Claim Reference	No. HQ	UCL190200	012		1		Claim	Category	Outstation -	Loca	1			
	Title/Purp	ME	ETING											Cl	ick Save
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Step 8. Click [Approve] to complete the task. iClaim will notify claimant that the claim has been approved via email.

Cla	aimant Particulars												Click to	app
Ар	proval Thread													
	Claim Ref. No	HQUCL190200012	Аррго	ver Re	emarks						Аррго	ove Reje	ect	
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