

Platinum Mobile - User Guide

- 1. Download & Login*
- 2. Notice Board*
- 3. Policy & Procedure*
- 4. Address Book*
- 5. My Annual Leave*
- 6. My application*
- 7. My Approval*
- 8. Mobile Check-In*
- 9. Account Options*

1.1 Download Platinum Mobile

Download Platinum Mobile for **IOS (Apple) System**:

Open "App Store" -> Search "Platinum Mobile" -> download

Download Platinum Mobile for **Android System (ONLY)**

(Please make sure your Android System version is high than 5.0):

WAY No.1:

Open your mobile browser->

Key in <https://apps.platinumchina.com/standard/1.0.2/platinummobileinstall.html> ->

Download Android version

WAY No.2:

Open your "Alipay"->



-> Scan:



->Select:



1.2 Login Platinum Mobile

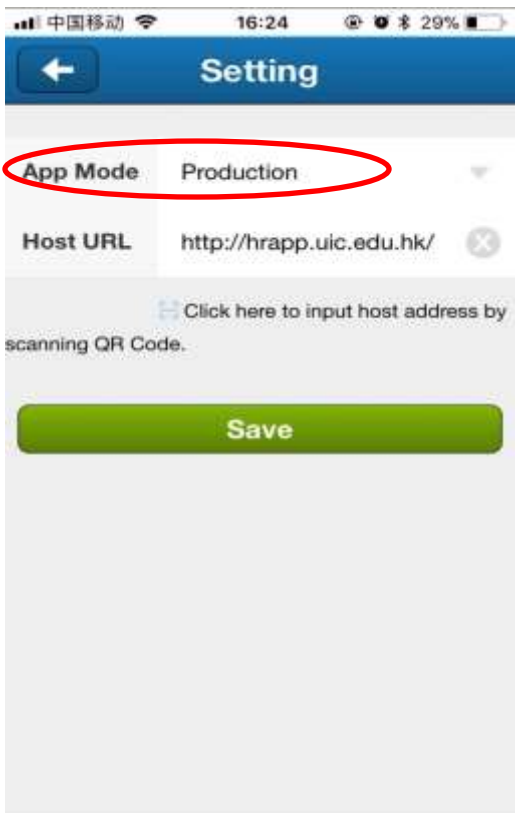
Step1. Click the "Start" bottom to enter main menu.



Step2. Click the seriated icon on the right

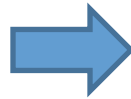
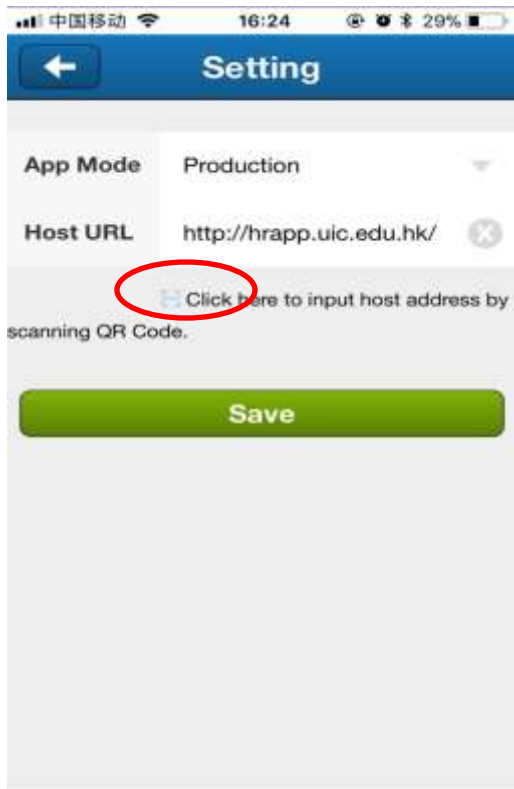


Step3. Switch to "Production" mode

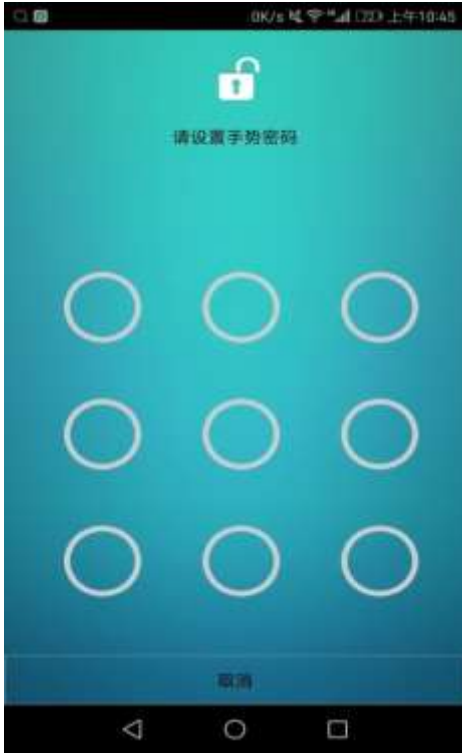


Step4. Input and save the host address. :

[Http://hrapp.uic.edu.hk/platinummobile](http://hrapp.uic.edu.hk/platinummobile)



Step5. Set up your own pattern lock.



Step6. A) Input your **STAFF EMAIL ACCOUNT** (before “@”) as your login ID.

B) Input the **last 6 number of your ID card/passport** as your password.

C) Login.



Staff email account (before “@”)

Last 6 number of ID card/ Passport

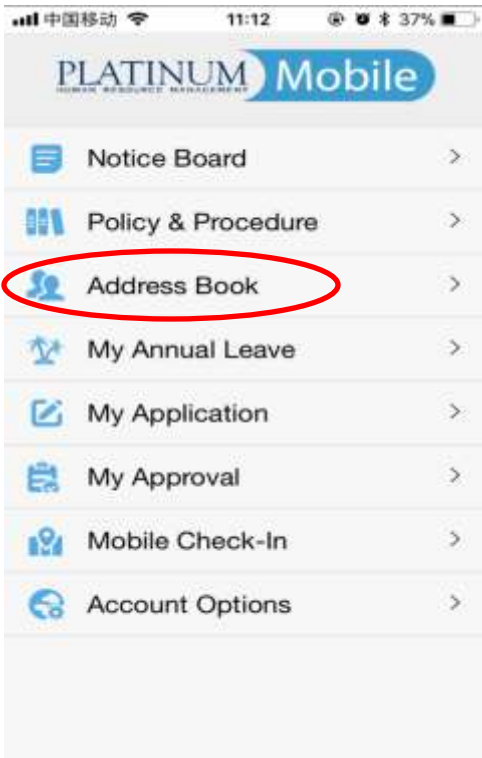
2-3 A Brief Summary

The image shows a mobile application interface for PLATINUM HUMAN RESOURCE MANAGEMENT. The app is titled "PLATINUM Mobile" and features a list of menu items. Red arrows and boxes provide instructions for each item:

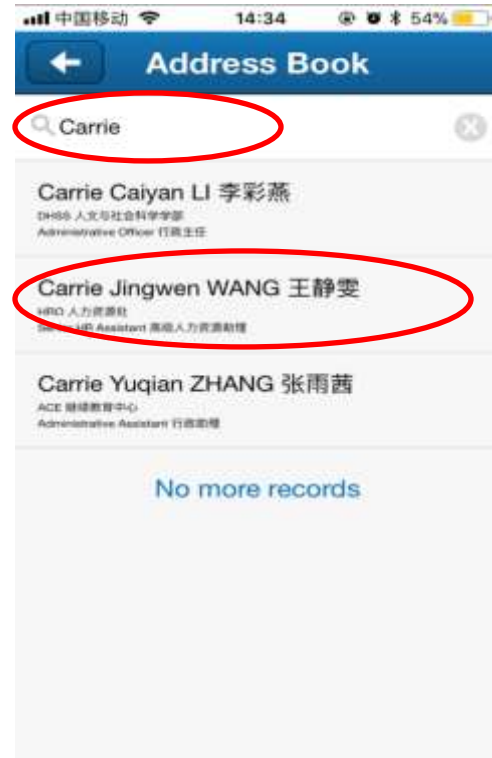
- Notice Board**: Click whatever, whenever and wherever you want.
- Policy & Procedure**: Click whatever, whenever and wherever you want.
- Address Book**: Staff Contact List
- My Annual Leave**: Your annual leave account
- My Application**: So that you can apply for a leave or OT
- My Approval**: So that you can approve or reject an application
- Mobile Check-In**: (No annotation)
- Account Options**: So that you can check your information

4. Address Book

Step1. Click "Address Book"



Step2. Input the staff name/ID and search

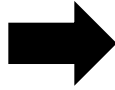
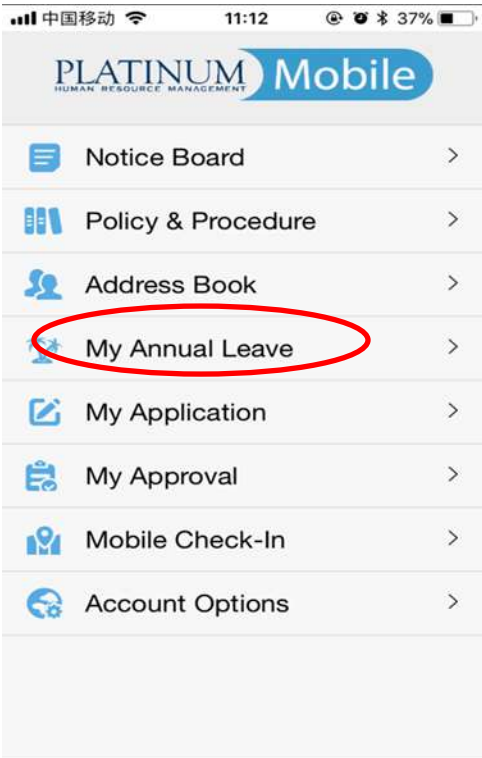


Step3. Select your target and look at his/her contact information

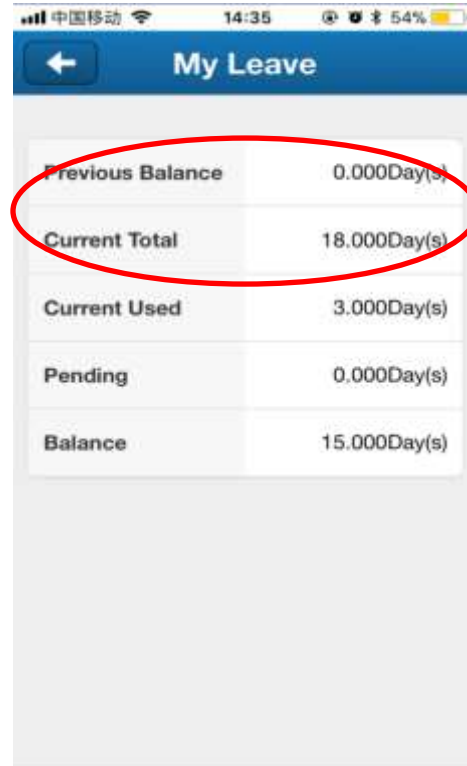


5. My Annual Leave

Step1. Click "My Annual Leave"



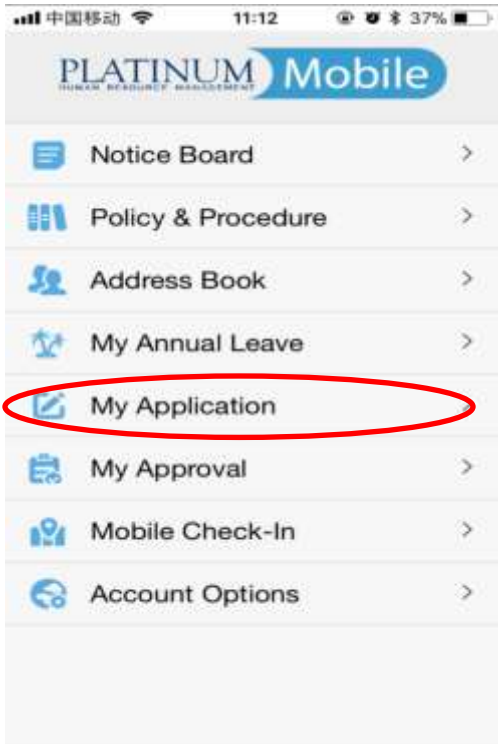
Step2. Find your annual leave balance



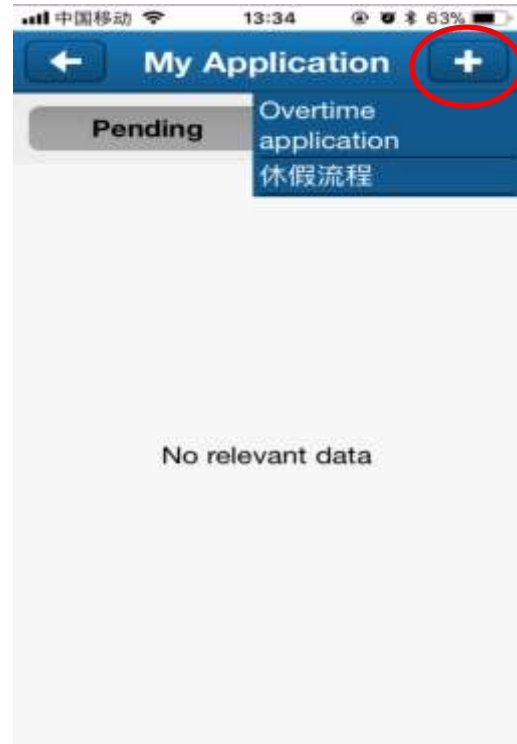
Current Total
already
including the
Previous
Balance this
year

6. My Application – Apply Leave or OT

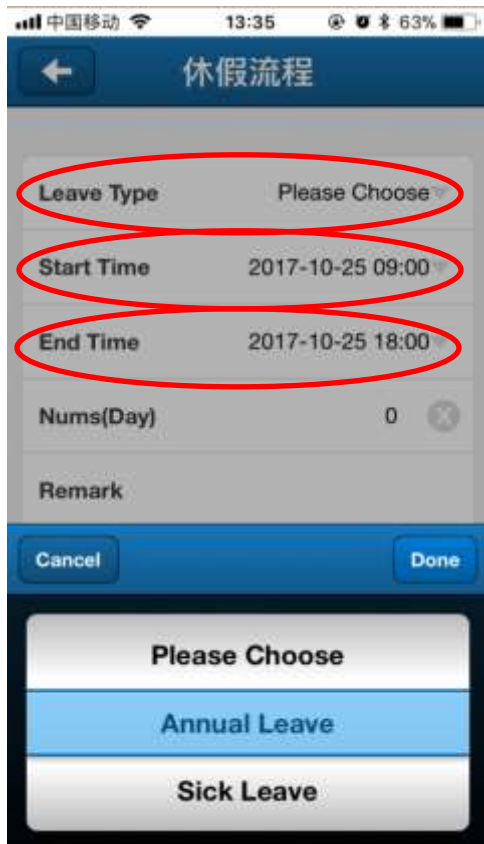
Step1. Click the icon “My Application”



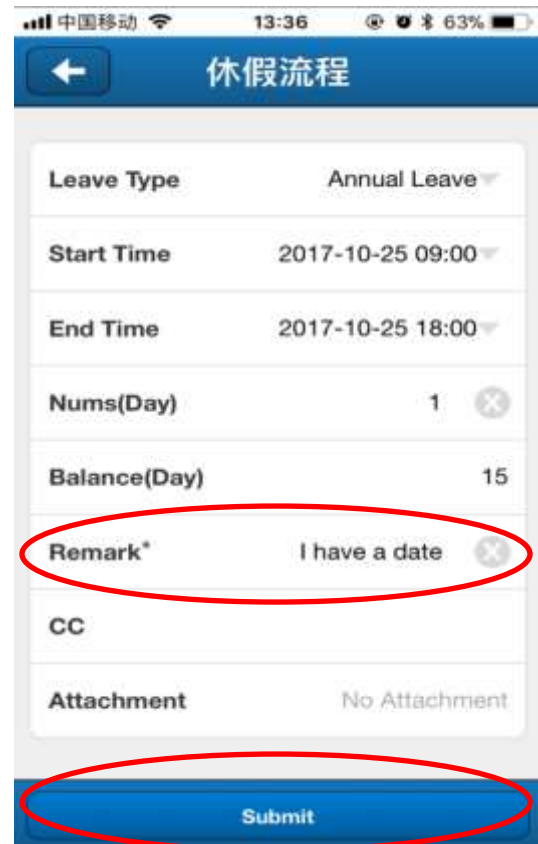
Step2. Click the icon “+” on the right top



Step3. Input your leave information



Step4. Input your remarks and submit



7. My Approval – Approve or Reject an application (for Unit/Section head only)

Step1. Click “My Approval”

Step2.

