

ICT2.0@HRDF

**HRDF System:
User Guide for Event**

User Manual – Version 1.0



Mesiniaga



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Event

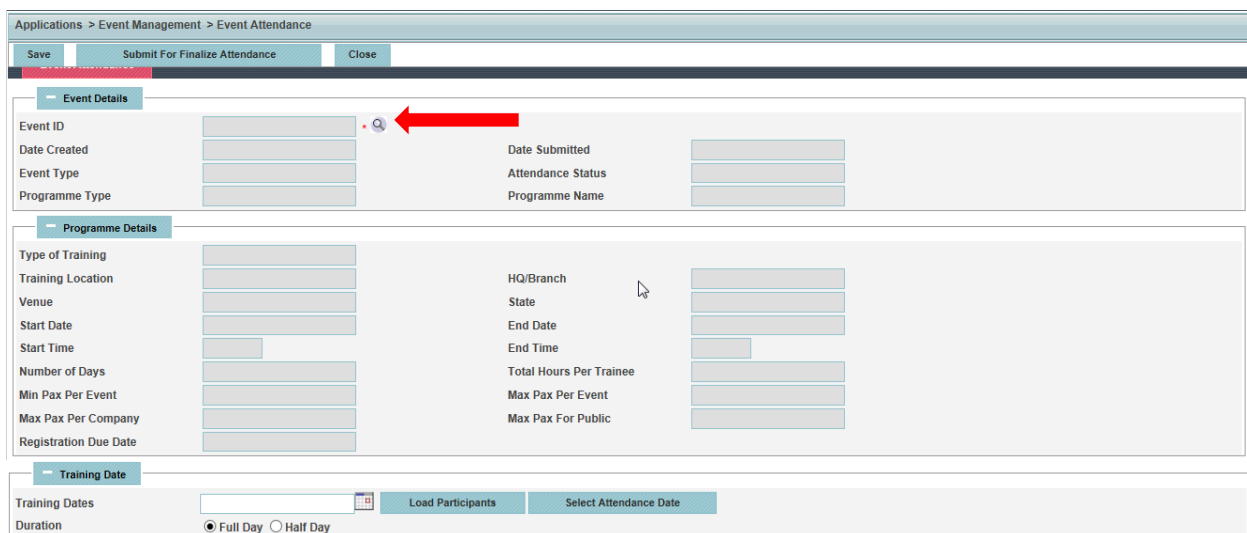
Section 1 Event Attendance from Training Provider Application

1.1 *Submit for finalize attendance*

Follow the steps below to submit for finalize attendance application:

Step 1: Select from menu 'Event Management' > 'Event Attendance'.



Result: The screen displayed as shown below.



Applications > Event Management > Event Attendance

Save Submit For Finalize Attendance Close

Event Details

Event ID  

Date Created Date Submitted

Event Type Attendance Status

Programme Type Programme Name

Programme Details

Type of Training HQ/Branch

Training Location State

Venue

Start Date End Date

Start Time End Time

Number of Days Total Hours Per Trainee

Min Pax Per Event Max Pax Per Event

Max Pax Per Company Max Pax For Public

Registration Due Date

Training Date

Training Dates

Duration Full Day Half Day

Load Participants Select Attendance Date

Step 2: Click 'Search' button.

Result: A list of record is displayed as shown below.

Step 3: Do one of the following:

- Tick any record and click 'Select' button, or
- Enter the Event ID and click 'Search' button.

Event Search

Default Search

Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Select Any	Event Type	Event Number	Programme Type	Programme Name	Start Date	End Date	Event Status
<input type="radio"/>	Public By Training Provider(Incentive)	EVT/INC/E/2014/0049	WS	Workshop	20/08/2014	20/08/2014	Event-Approved

One record found. 1

Step 3: Enter 'Training Dates'. Click "Load Participants" button.

Applications > Event Management > Event Attendance

Event Attendance

Event Details

Event ID	EVT/INC/E/2014/0049	Date Submitted	19/08/2014 10:21:56
Date Created	19/08/2014 10:21:56	Attendance Status	Attendance-Draft
Event Type	Public By Training Provider(Incentive)	Programme Name	Workshop
Programme Type	WS		

Programme Details

Type of Training	In House	HQ/Branch	Not Available
Training Location	Own Premise	State	Selangor
Venue	PT 81-B, JALAN JITRA 26/7	End Date	19/08/2014
Start Date	19/08/2014	End Time	20:00
Start Time	09:00	Total Hours Per Trainee	8.00
Number of Days	1.00	Max Pax Per Event	3
Min Pax Per Event	2	Max Pax For Public	3
Max Pax Per Company	1		
Registration Due Date	19/08/2014		

Training Provider Details

Training Provider MyCoID	206981D	Training Provider Name	BESI APAC SDN BHD
Address Line 1	PT 81-B, JALAN JITRA 26/7	Address Line 2	HICOM INDUSTRIAL ESTAT
Address Line 3	SEKSYEN 26	Address Line 4	
Post Code	40300	City	SHAH ALAM
State	Selangor	Company Fax No	60351927089
Company Email	hr@besi.com		
Company Tel No			

Training Date

Training Dates

Duration Full Day Half Day

Step 4: Fill-in the form. And tick on 'Attend'. Click 'Submit for Finalize Attendance' button.

Note: Mandatory fields are mark with (*).

Applications > Event Management > Event Attendance

Save **Submit For Finalize Attendance** Close

Event Attendance

Event Details

Event ID: EVT/INC/E/2014/0049
 Date Created: 19/08/2014 10:21:56
 Event Type: Public By Training Provider(lr)
 Programme Type: WS
 Date Submitted: 19/08/2014 10:21:56
 Attendance Status: Attendance-Draft
 Programme Name: Workshop

Programme Details

Type of Training: In House
 Training Location: Own Premise
 Venue: PT 81-B, JALAN JITRA 26/7
 Start Date: 19/08/2014
 Start Time: 09:00
 Number of Days: 1.00
 Min Pax Per Event: 2
 Max Pax Per Company: 1
 Registration Due Date: 19/08/2014
 HQ/Branch: Not Available
 State: Selangor
 End Date: 19/08/2014
 End Time: 20:00
 Total Hours Per Trainee: 8.00
 Max Pax Per Event: 3
 Max Pax For Public: 3

Training Provider Details

Training Provider MyCoID: 206981D
 Address Line 1: PT 81-B, JALAN JITRA 26/7
 Address Line 3: SEKSYEN 26
 Post Code: 40300
 State: Selangor
 Company Email: hr@besi.com
 Company Tel No:
 Training Provider Name: BESI APAC SDN BHD
 Address Line 2: HICOM INDUSTRIAL ESTAT
 Address Line 4:
 City: SHAH ALAM
 Company Fax No: 60351927089

Training Date

Training Dates: 19/08/2014
 Duration: Full Day Half Day
 Load Participants Select Attendance Date

Speaker/Trainer Details

Minimum number of Trainer Survey Required: 0

Select	Speaker/Trainer Name	IC/Passport No
<input type="button" value="Add Speaker/Trainer"/> <input type="button" value="Remove Speaker/Trainer"/>		

Excel Upload

Excel Upload Manual/ Card Reader

Participant Details

For individual registered participant company name will be displayed as '':

Name:
 IC No.:
 Gender:

No.	Registration ID	Company Name	Participant Name	IC/Passport No.	Attend	Attendance(%)	Payment Method	Payment Status	Mode Of Attendance
1	EVT/INC/R/2014/0053	BESI APAC SDN BHD	Nur Huda Bin Alo	99000	<input type="radio"/> Attend <input type="radio"/> Absent	0.00%	Incentive	Paid	Manual

Attendance Attachment

Attachment

File Description: Attach File:

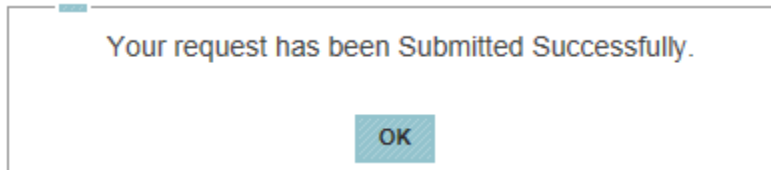
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Officer Details

Certifying Officer: BESI APAC SDN BHD
 Finalized Date: 19/08/2014 15:31:17

Step 5: Click 'OK button.

Result: The following message is displayed.



Section 2 Event Assessment from Training Provider Application

2.1 Submit Event Assessment from Training Provider

Follow the steps below to Submit Event Assessment from Training Provider application:

Step 1: Select from menu 'Event Management' > 'Event Assessment'. Click 'Search' button.

Result: The screen displayed as shown below.

Step 2: Do one of the following:

- Tick any record and click 'Select' button, or
- Enter the Event ID and click 'Search' button

Customize List

Records Per Page : 25, 50, 100, All

Select	Event Type	Event Number	Programme Type	Programme Name	Start Date	End Date	Event Status
<input type="radio"/>	Public By Training Provider(Incentive)	EVT/INC/E/2014/0049	WS	Workshop	20/08/2014	20/08/2014	Event-Approved

Step 3: Fill-in the form. And click 'Save' button.

Note: Mandatory fields are mark with (*).

Applications > Event Management > Event Assessment

Save Close

Event Assessment

Event Details

Event ID	EVT/INC/E/2014/0049	Event Type	Public By Training Provider(lr)
Programme Type	WS	Programme Name	Workshop
Event Start Date	20/08/2014	Event End Date	20/08/2014
Presenter Name	Select	Presentation Date	
Presentation Topic			

Assessment Form

Criteria	Max. Score	Score	Remarks
Introduction			
Session Plan	10	0	
Ice Breakers	10	0	
Sub Total	20	0	
Content			
Learning Objective / Outcomes	10	0	
Well Structured Content	10	0	
Sub Total	20	0	
Grand Total	40	0	

Assessment Details

General Remarks		Assessment Score(%)	0.00
Assessment Result	Not Competent	Passing Score	10.00
Assessor Name	BESI APAC SDN BHD	Assessment Date	

Step 4: Click 'OK button.

Result: The following message is displayed.

Your request has been Saved Successfully.

OK

Section 3 Admin Fee Payment

3.1 Admin Fee Payment by Training Provider

Follow the steps below to pay admin fee:

Step 1: Select from menu 'Event Management' > 'Admin Fee Payment'.

Step 2: Enter the 'Event ID' button. And then click any area.

Result: The screen displayed as shown below.

Applications > Event Management > Admin Fee Payment

Make Payment Close

Admin Fee Payment

Admin Payment Details

Event ID *

Event Type

Programme Type

Programme Name

Start Date End Date

Venue State

Training Provider MyCoID

Training Provider Name

Number of Participants

Total Admin Fee (RM)

Step 3: Click 'Make Payment' button.

Applications > Event Management > Admin Fee Payment

Make Payment Close

Admin Fee Payment

Admin Payment Details

Event ID *

Event Type

Programme Type

Programme Name

Start Date End Date

Venue State

Training Provider MyCoID

Training Provider Name

Number of Participants

Total Admin Fee (RM)

Step 4: Fill-in the form.

Note: Mandatory fields are mark with (*).

Payment Information

Payment Detail

MyCoID/IC No. Name

Sr No.	Description	Amount(RM)
1	Admin Fee payment for TRAINING PROVIDER 1	1,000.00
Total Amount(RM)		1,000.00

Declaration

Name * IC/Passport No. *

Designation * Email ID *

Payment Method

Manual Payment Online Payment *

Make Payment Close

Step 5: Select your payment method and click 'Make Payment' button.

Payment Information

Payment Detail

MyColD/IC No. 07082014TP1 Name TRAINING PROVIDER 1

Sr No.	Description	Amount(RM)
1	Admin Fee payment for TRAINING PROVIDER 1	1,000.00
Total Amount(RM)		1,000.00

Declaration

Name faris ahmad * IC/Passport No. 891010169887 *
Designation Akauntan * Email ID faris@yahoo.com *

Payment Method

Payment Method Manual Payment Online Payment *

Bank

Bank Name PBB RHB *

Make Payment Close

Step 6: Click 'Open' button to view the file pdf from payment.hrdf.com.my.

Result: Result of make payment displayed

Applications > Payment Gateway > Payment Information

Payment Information

Payment Detail

MyColD/IC No. 07082014TP1 Name TRAINING PROVIDER 1

Sr No.	Description	Amount(RM)
1	Admin Fee payment for TRAINING PROVIDER 1	1,000.00
Total Amount(RM)		1,000.00

Declaration

Name faris ahmad * IC/Passport No. 891010169887 *
Designation Akauntan * Email ID faris@yahoo.com *

Payment Method

Payment Method Manual Payment Online Payment *

Bank

Bank Name PBB RHB *

Make Payment Close

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