

## A. SELF SERVICE MODULE

### a. Introduction

Self service module is access by a normal user. They are able to view only their information. The training manual here is specifically for e-Data module.

To go to the e-Datamodule folder, user needs to click the **e-Data** button as displayed at the left of the screen as shown.

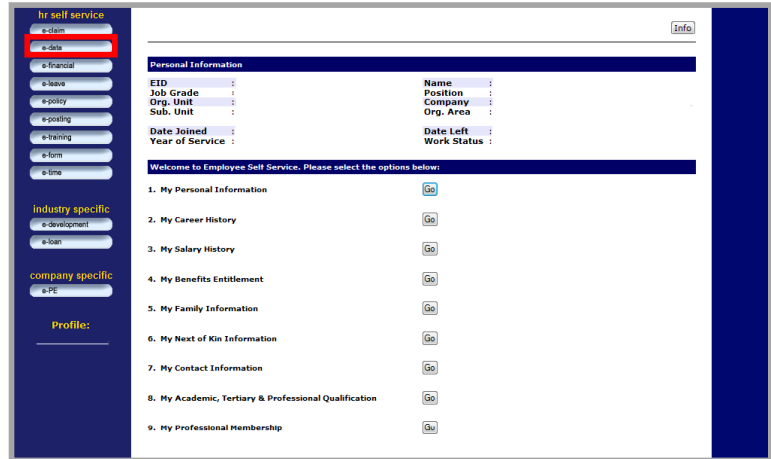


Figure 1a: Self Service Main Page

### a. Pengenalan

Modul Self Service adalah untuk pengguna biasa di mana mereka hanya dapat melihat data berkenaan diri mereka sendiri sahaja. Dokumen ini hanya menerangkan cara penggunaan untuk modul e-Data.

Untuk memaparkan module e-Data, tekan pada butang **e-Data** yang berada di sebelah kiri skrin seperti di gambarajah.

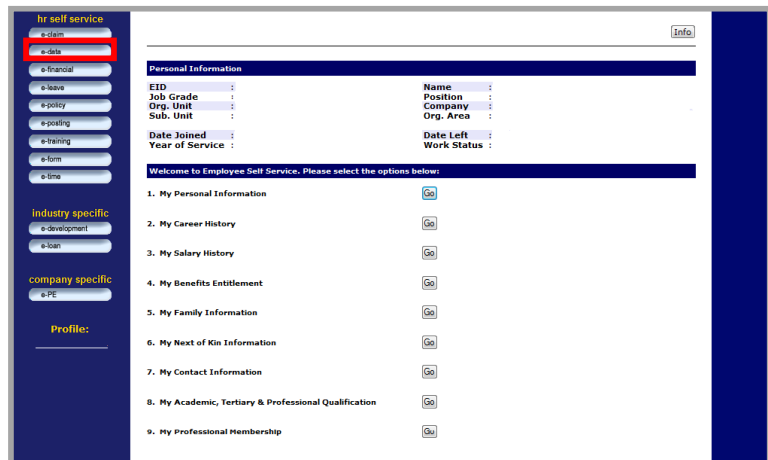


Figure 1a: Self Service Main Page

## 1.0 e-Data Module

The e-Data Module is for user to update personal information whenever changes occurred.

To go to the eP2P Application e-Data folder, user needs to click the **Self Service** button then click the **e-Data** button. Once done, the screen as displayed will appear. The following folders will appear:-

- My Personal Information
- My Spouse Information
- My Children Information
- My Parent Information
- My Next of Kin Information
- My Contact Information
- My Academic, Tertiary & Professional Qualification
- My Professional Membership
- My Movement History
- Change My Password
- My Recommender / Approver / Expert User

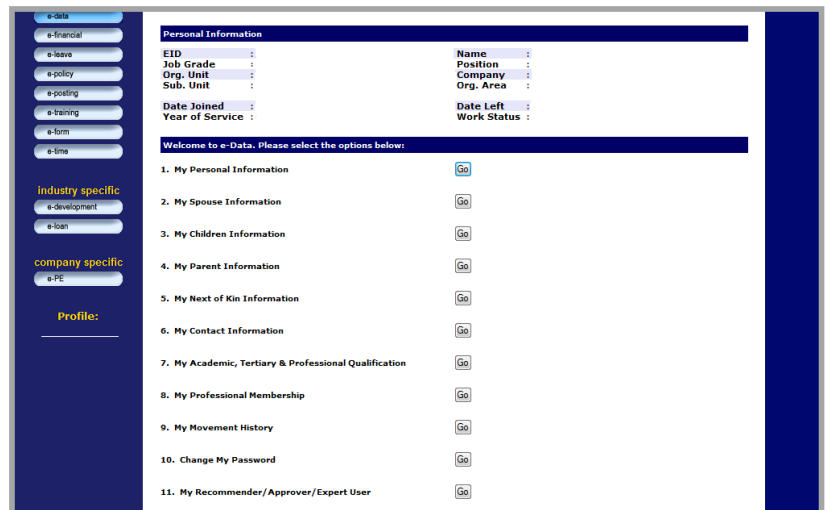


Figure 1.0a: Self Service e-Data Main Page

### 1.0 Modul e-Data

Module E-Data digunakan untuk mengemaskini data peribadi pegawai.

Untuk mengakses modul e-Data, pengguna perlu klik butang 'Self Service' kemudian diikuti dengan e-Data. Setelah selesai, skrin berikut akan terpapar yang mengandungi folder-folder berikut:

- My Personal Information
- My Spouse Information
- My Children Information
- My Parent Information
- My Next of Kin Information
- My Contact Information
- My Academic, Tertiary & Professional Qualification
- My Professional Membership
- My Movement History
- Change My Password
- My Recommender/Approver/Expert User

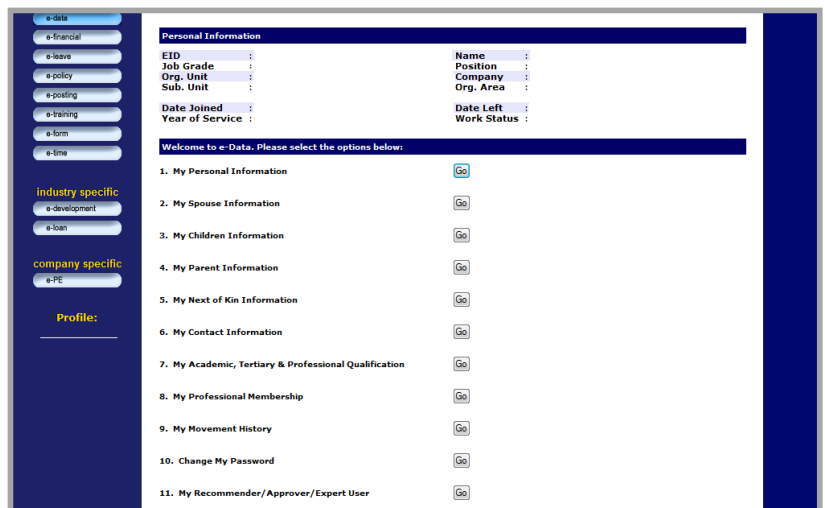


Figure 1.0a: Self Service e-Data Main Page

## 1.1 Personal Information

My Personal Information is for user to change/update the personal information. For controlling purposes, only data in the box fields can be changed.

To go to the My Personal Information folder, user needs to click the **Go** button as displayed.

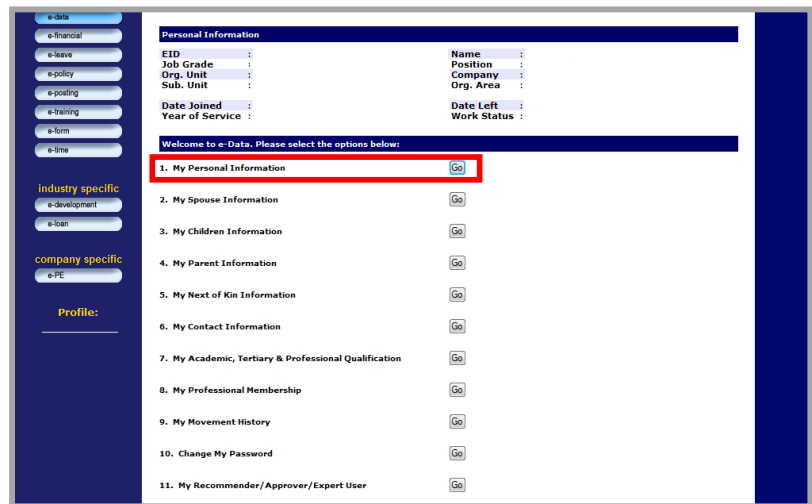


Figure 1.1a: Self Service Main Page

### 1.1 My Personal Information

My Personal Information digunakan untuk mengemaskinikan data pribadi pegawai. Walaubagaimanapun, bagi tujuan pengendalian, hanya beberapa data yang dipaparkan di dalam kotak sahaja boleh diubah.

Untuk mengakses folder My Personal Information, pengguna perlu klik pada butang **Go** button seperti yang dipaparkan.

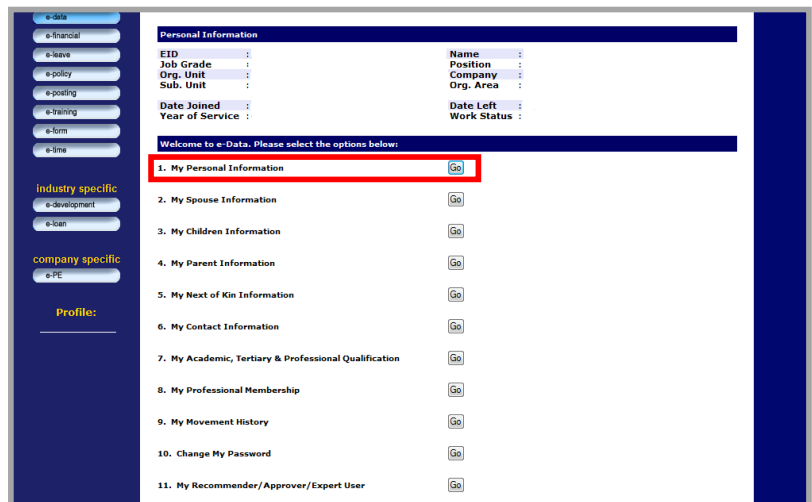


Figure 1.1a: Self Service Main Page

## The eP2P Application's User Manual

Once done, the screen as displayed will appear. User can now update his/her data and once done click the **Preview** button to confirm the updated data. Upload image is a must. Users can not go to the next page before uploaded the picture

| Date             | Types | Details | Status |
|------------------|-------|---------|--------|
| No record found. |       |         |        |

Figure 1.1b: My Personal Information Page

*Setelah selesai, skrin berikut akan dipaparkan. Pengguna kini boleh mengemaskini data peribadi masing-masing. Setelah selesai, klik pada butang Preview untuk mengesahkan bahawa data telah diubah. Memasukkan gambar adalah mandatori. Pengguna tidak boleh mengakses halaman berikutnya selagi tidak memuatnaik gambar.*

Figure 1.1b: My Personal Information Page

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Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

| No | Field Name     | Data   |
|----|----------------|--------|
| 1  | Marital Status | Bujang |

*Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini sebelum ini dan klik pada butang Save untuk disahkan.*

| No | Field Name     | Data   |
|----|----------------|--------|
| 1  | Marital Status | Bujang |

## 1.2 My Spouse Information

My Spouse Information is for user to change/update the spouse information.

To go to the My Spouse Information folder, user needs to click the **Go** button as displayed.

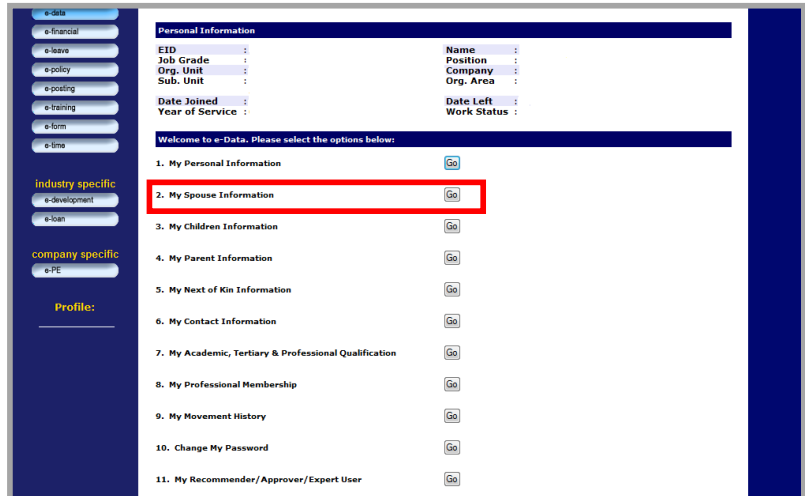


Figure 1.2a: Self Service Main Page

## 1.2 My Spouse Information

My Spouse Information digunakan untuk mengemaskinikan data pasangan pegawai.

Untuk mengakses folder My Spouse Information, pengguna harus klik pada butang Go seperti tertera.

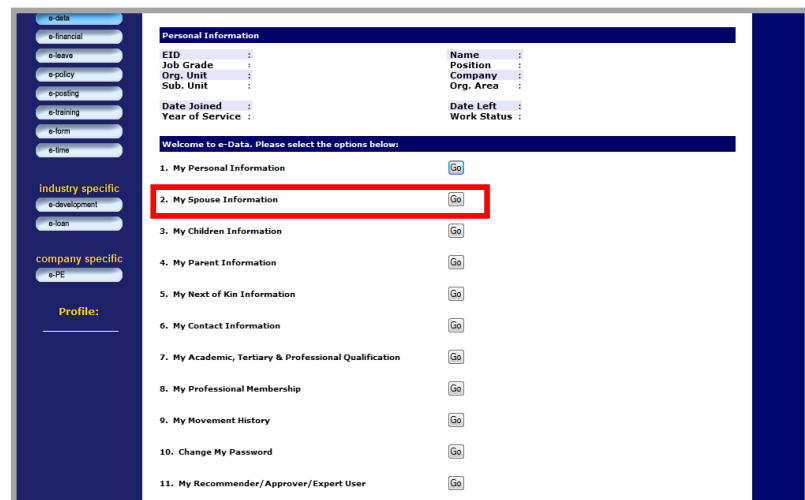


Figure 1.2a: Self Service Main Page

Once done, the screen as displayed will appear. To add or edit spouse, user can click the appropriate button or link. To see the details, click on **view details** link under Update column.

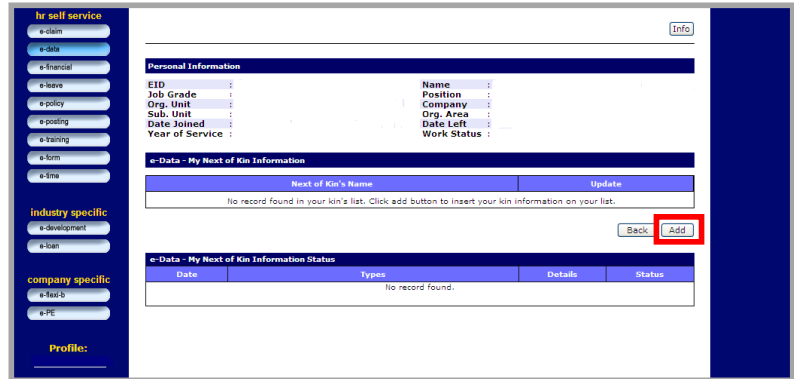


Figure 1.2b: My Spouse Information Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah info mengenai pasangan, pengguna boleh klik pada butang atau link yang bersesuaian. Untuk melihat lebih lanjut maklumat, tekan pada halaman **view details** di bawah ruangan Update.

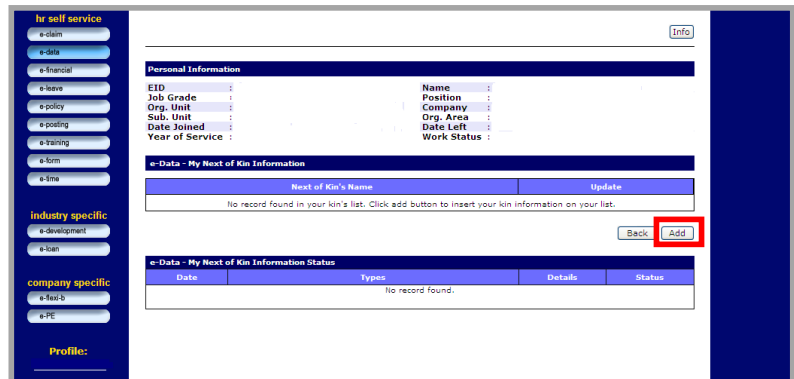


Figure 1.2b: My Spouse Information Page

## The eP2P Application's User Manual

Once done, user can now update the data and once done click the **Preview** button to confirm the updated data.

Figure 1.2c: My Spouse Information Edit Page

*Setelah selesai, pengguna boleh mengemaskini data dan kemudian klik pada butang **Preview** untuk tujuan pengesahan.*

Figure 1.2c: My Spouse Information Edit Page



Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

**hr self service**

- e-dam
- e-data
- e-financial
- e-leave
- e-medical
- e-overtime
- e-policy
- e-posting
- e-training
- e-lim
- e-TSA

**Industry specific**

- e-development
- e-IR
- e-lms report

**company specific**

- e-PE

Profile:

**Personal Information**

|                 |   |               |   |
|-----------------|---|---------------|---|
| Staff ID        | : | Name          | : |
| Job Grade       | : | Position      | : |
| Org. Unit       | : | Company       | : |
| Sub. Unit       | : | Org. Area     | : |
| Date Joined     | : | Date Resigned | : |
| Year of Service | : | Work Status   | : |

**e-Data - My Spouse Information**

Please confirm your data before you submit to your supervisor, press back button to edit again.

| No | Field Name        | Data         |
|----|-------------------|--------------|
| 1  | Spouse First Name | Sm Khadzah   |
| 2  | Spouse Affix      | Sm           |
| 3  | Spouse Last Name  | Muhammad     |
| 4  | DOB               | 03/05/2004   |
| 5  | Gender            | Female       |
| 6  | Race              | Bumiputera   |
| 7  | Religion          | Islam/Muslim |
| 8  | Working           | No           |
| 9  | State             |              |

Back Save

Figure 1.2d: My Spouse Information Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan klik pada butang Save seperti yang tertera untuk disahkan.

**hr self service**

- e-dam
- e-data
- e-financial
- e-leave
- e-medical
- e-overtime
- e-policy
- e-posting
- e-training
- e-lim
- e-TSA

**Industry specific**

- e-development
- e-IR
- e-lms report

**company specific**

- e-PE

Profile:

**Personal Information**

|                 |   |               |   |
|-----------------|---|---------------|---|
| Staff ID        | : | Name          | : |
| Job Grade       | : | Position      | : |
| Org. Unit       | : | Company       | : |
| Sub. Unit       | : | Org. Area     | : |
| Date Joined     | : | Date Resigned | : |
| Year of Service | : | Work Status   | : |

**e-Data - My Spouse Information**

Please confirm your data before you submit to your supervisor, press back button to edit again.

| No | Field Name        | Data         |
|----|-------------------|--------------|
| 1  | Spouse First Name | Sm Khadzah   |
| 2  | Spouse Affix      | Sm           |
| 3  | Spouse Last Name  | Muhammad     |
| 4  | DOB               | 03/05/2004   |
| 5  | Gender            | Female       |
| 6  | Race              | Bumiputera   |
| 7  | Religion          | Islam/Muslim |
| 8  | Working           | No           |
| 9  | State             |              |

Back Save

Figure 1.2d: My Spouse Information Preview Page

## 1.3 My Children Information

My Children Information is for user to change/update the children information.

To go to the My Children Information folder, user needs to click the **Go** button as displayed.

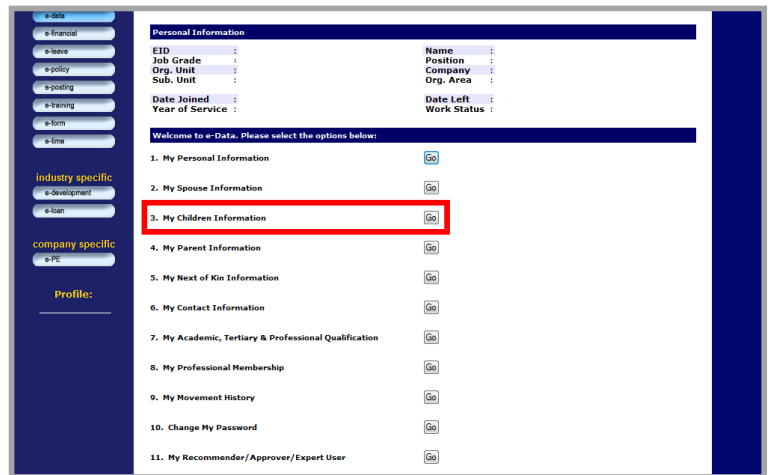


Figure 1.3a: Self Service Main Page

## 1.3 My Children Information

*My Children Information digunakan untuk mengemaskinikan data anak pegawai.*

*Untuk mengakses folder My Children Information, pengguna harus klik pada butang Go seperti tertera.*

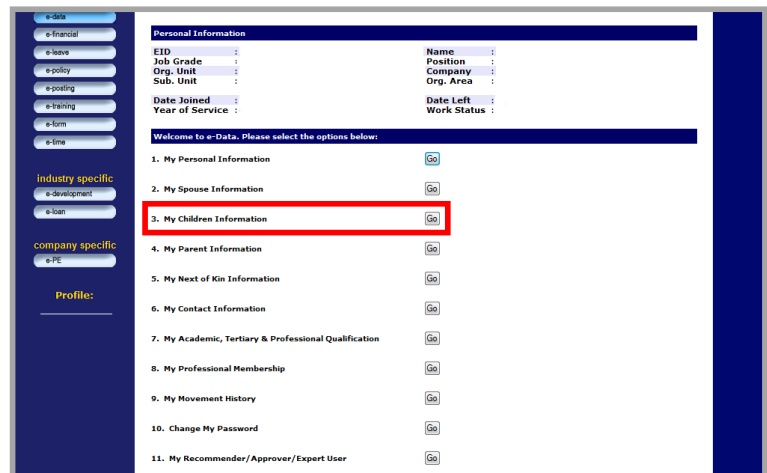


Figure 1.3a: Self Service Main Page

Once done, the screen as displayed will appear. To add or edit a child, user can click the appropriate button or link. To see the details of the data, click on **view details** link under Update column. **Add** button to add more information.

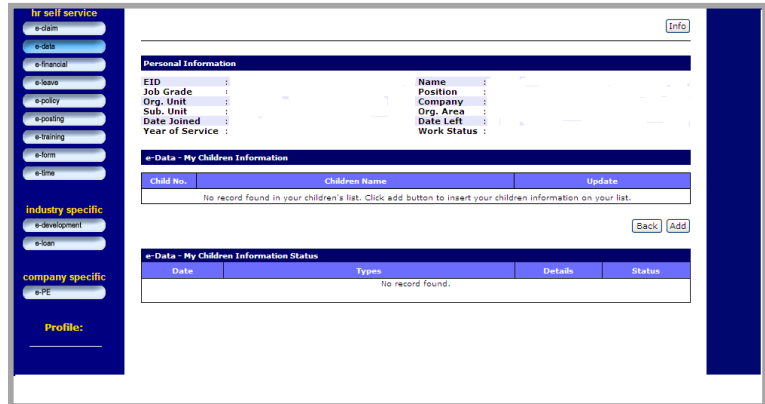


Figure 1.3b: My Children Information Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah info mengenai pasangan, pengguna boleh klik pada butang atau link yang bersesuaian. Untuk maklumat lebih lanjut, tekan pada halaman **view details** di bawah ruangan Update. Butang **Add** adalah untuk menambah maklumat.

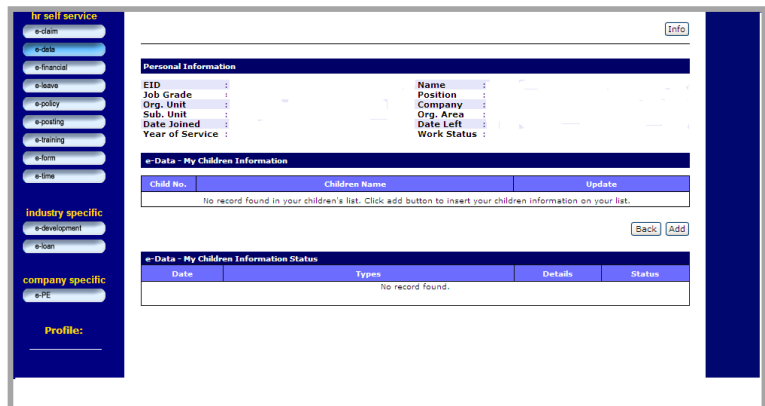


Figure 1.3b: My Children Information Page

## 1.4 My Parent Information

My Parent Information is for user to change/update the parent of the staff information.

To go to the My Parent Information folder, user needs to click the **Go** button as displayed.

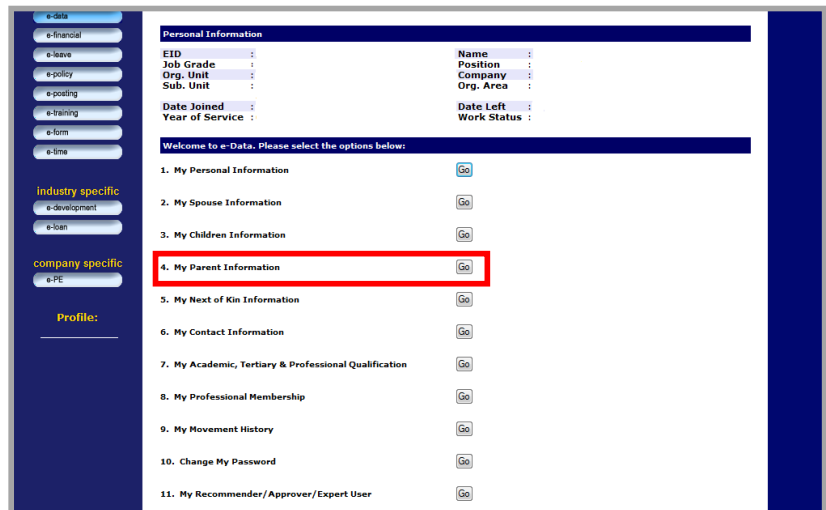


Figure 1.4a: Self Service Main Page

## 1.4 My Parent Information

*My Parent Information digunakan untuk mengemaskini data ibubapa pegawai sahaja.*

*Untuk mengakses folder My Parent Information, pengguna harus menekan pada butang **Go** seperti yang dipaparkan.*

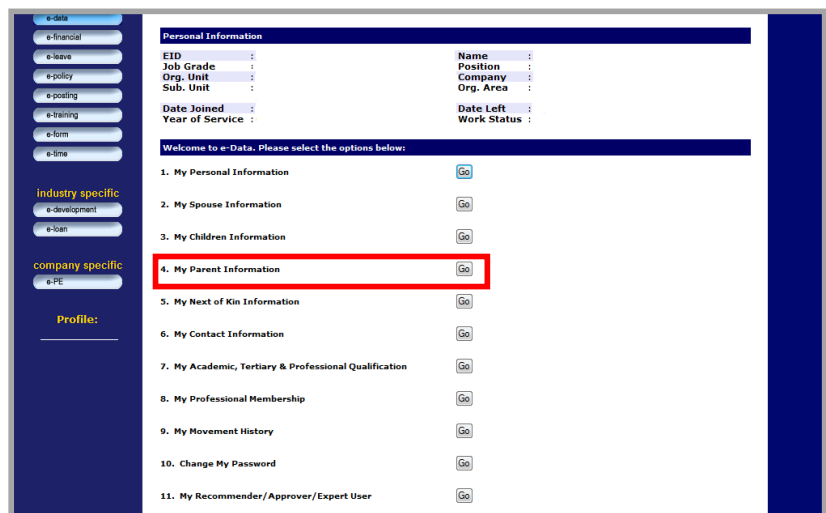


Figure 1.4a: Self Service Main Page

Once done, the screen as displayed will appear. To add or edit a parent, user can click the appropriate button or link. **Add** button is to add information of the parent.

The screenshot shows the 'My Parent Information Add/Update Page'. On the left, there is a sidebar with navigation options: 'hr self service' (with sub-links: e-dam, e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'Industry specific' (e-development, e-loan), 'company specific' (e-PE), and 'Profile:'. The main area has a header 'hr self service' and an 'Info' button. Below is the 'Personal Information' form with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Underneath is the 'e-Data - My Parent Information' section, which includes a table with columns 'Parent Name' and 'Update'. A message reads: 'No record found in your parent's list. Click add button to insert your parent information on your list.' At the bottom right, there are 'Back' and 'Add' buttons.

Figure 1.4b: My Parent Information Add/Update Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai ibubapa, pengguna boleh menekan pada butang atau link yang bersesuaian. Butang **Add** adalah untuk menambah maklumat ibubapa.*

This is an identical screenshot of the 'My Parent Information Add/Update Page' as shown in Figure 1.4b. It displays the same sidebar, form fields for personal information, and the 'e-Data - My Parent Information' section with the 'Add' button.

Figure 1.4b: My Parent Information Add/Update Page

Once done, user can now update/insert the data and once done click the **Preview** button located at the bottom to confirm the updated data. Once in the Preview page, user able to click on **Send** for approval.

The screenshot shows the 'My Parent Information Edit Page' in the eP2P application. The interface is divided into a left sidebar and a main content area.

**Left Sidebar:**

- Navigation tabs: e-financial, e-leave, e-policy, e-posting, e-training, e-lom, e-lia.
- Industry specific: e-development, e-loan.
- Company specific: e-PE.
- Profile: (highlighted)

**Main Content Area:**

**Personal Information**

|                 |   |  |             |   |  |
|-----------------|---|--|-------------|---|--|
| EID             | : |  | Name        | : |  |
| Job Grade       | : |  | Position    | : |  |
| Org. Unit       | : |  | Company     | : |  |
| Sub. Unit       | : |  | Org. Area   | : |  |
| Date Joined     | : |  | Date Left   | : |  |
| Year of Service | : |  | Work Status | : |  |

**-Data - My Parent Information**

Relationship : - Select One -

First Name :

Affix : - Select One -

Last Name :

Date of Birth :

Gender : - Select One -

Race : - Select One -

Religion : - Select One -

NRIC Number (New) :  -  -

NRIC Number (Old) :

Working Status : - Select One -

Company Name :

Home Address 1 :

Home Address 2 :

Home Address 3 :

Postcode :

State : - Select One -

Contact Number (Home) :

Contact Number (Mobile) :

Email Address :

Status : Active

Status Date : 31/12/9999

**Buttons:** Back, Preview

Figure 1.4c: My Parent Information Edit Page

Setelah selesai, pengguna boleh mengemaskini/ menambah data dan kemudian tekan pada butang **Preview** yang terletak di bahagian bawah skrin untuk tujuan pengesahan.

Setelah berada di skrin Preview, terdapat butang **Send** untuk di hanta rpengesahan.

The screenshot displays the 'My Parent Information Edit Page' within the eP2P application. The interface is structured with a dark blue sidebar on the left and a white main content area. The sidebar contains a vertical list of navigation buttons: 'e-financial', 'e-leave', 'e-policy', 'e-posting', 'e-training', 'e-form', 'e-lme', 'Industry specific' (with sub-buttons for 'e-development' and 'e-loan'), 'company specific' (with sub-button for 'e-PE'), and a 'Profile:' section. The main content area is titled 'Personal Information' and features two identical forms for editing parent information. Each form includes the following fields: EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, Work Status, Relationship (dropdown), First Name, Affix (dropdown), Last Name, Date of Birth (calendar icon), Gender (dropdown), Race (dropdown), Religion (dropdown), NRIC Number (New), NRIC Number (Old), Working Status (dropdown), Company Name, Home Address 1, Home Address 2, Home Address 3, Postcode, State (dropdown), Contact Number (Home), Contact Number (Mobile), Email Address, Status (dropdown), and Status Date (calendar icon). At the bottom right of the form area, there are 'Back' and 'Preview' buttons.

Figure 1.4c: My Parent Information Edit Page

## 1.5 My Next of Kin Information

My Next of Kin is for user to change/update the next of kin information.

To go to the My Next of Kin Information folder, user needs to click the **Go** button as displayed.

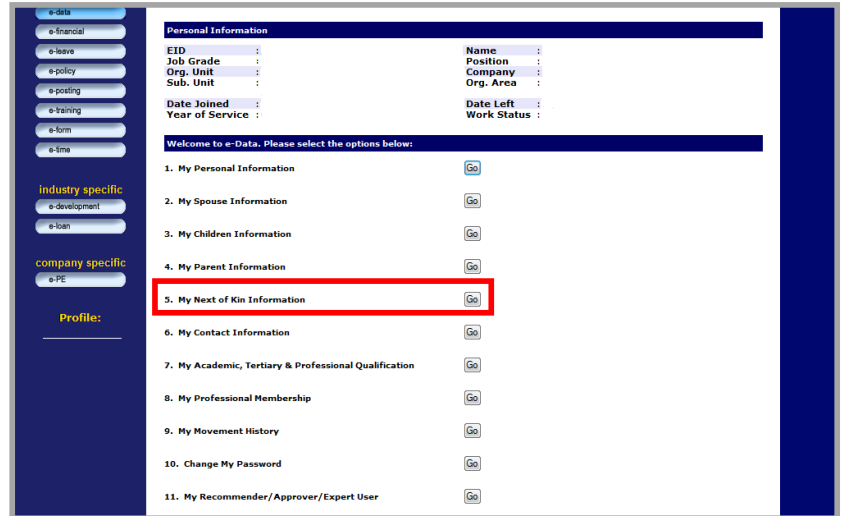


Figure 1.5a: Self Service Main Page

## 1.5 My Next of Kin Information

*My Next of Kin digunakan untuk mengemaskini data ahli keluarga terdekat pegawai.*

*Untuk mengakses folder My Next of Kin Information, pengguna harus menekan butang Go seperti yang dipaparkan.*

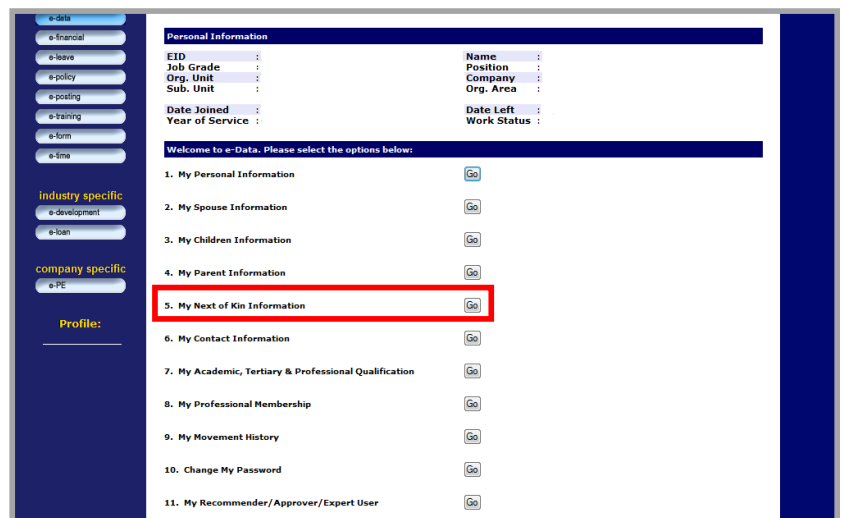


Figure 1.5a: Self Service Main Page



Once done, the screen as displayed will appear. To add or edit a kin, user can click the appropriate button or link. Click on **view details** link to see details of the information. **Add** button is use to add more information.

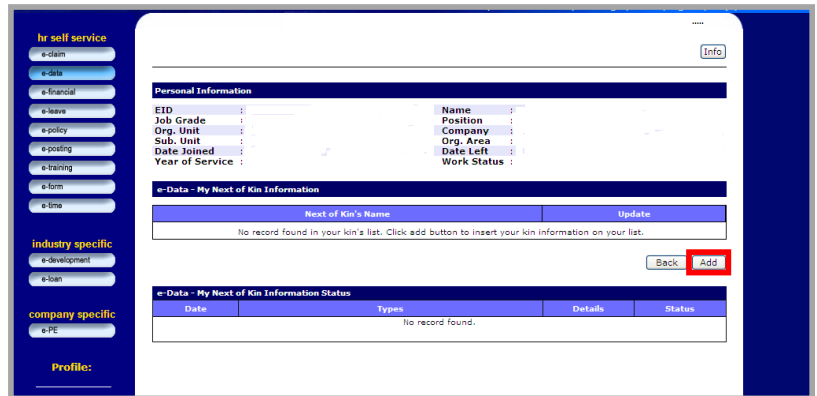


Figure 1.5b: My Next of Kin Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai ahli keluarga terdekat, pengguna boleh menekan pada butang atau link yang bersesuaian. Untuk melihat maklumat lebih lanjut, pengguna boleh menekan pada halaman **view details** di bawah ruangan Update. Butang **Add** adalah untuk menambah maklumat.

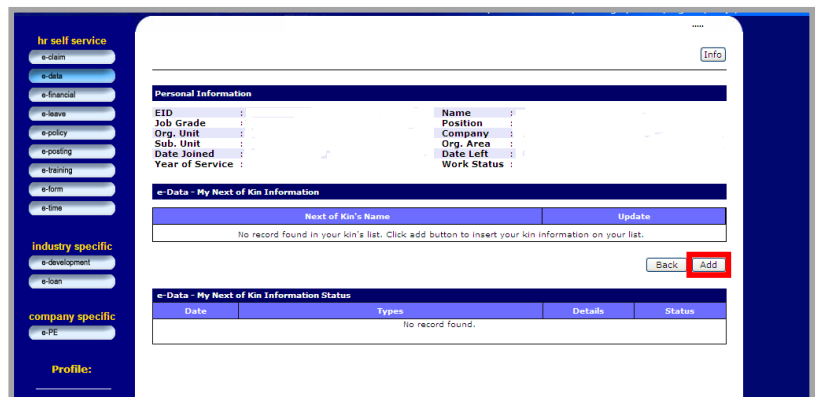


Figure 1.5b: My Next of Kin Page

Once done, user can now update the data and once done click the **Preview** button to confirm the updated data.

Figure 1.5c: My Next of Kin Edit Page

*Setelah selesai, pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.*

Figure 1.5c: My Next of Kin Edit Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

The screenshot shows the 'My Next of Kin Preview Page' in the eP2P application. The page is divided into three main sections: a sidebar, a 'Personal Information' section, and a 'My Next of Kin Information' section.

**Sidebar:** Contains navigation options for 'hr self service' (e-dam, e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (e-development, e-plan), 'company specific' (e-PF), and 'Profile:'. The 'e-data' option is selected.

**Personal Information:** Displays fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status.

**My Next of Kin Information:** A table with columns 'No', 'Field Name', and 'Data'. The data is as follows:

| No | Field Name     | Data         |
|----|----------------|--------------|
| 1  | Kin First Name | Siti Hajar   |
| 2  | Kin Affix      | Binti        |
| 3  | Kin Last Name  | Salleh       |
| 4  | Tel. No.       | 0186993651   |
| 5  | Address 1      | 12, Jalan 1C |
| 6  | Address 2      | Taman Seri   |
| 7  | Postcode       | 71000        |
| 8  | State          | Johor        |

At the bottom right of the table, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box.

Figure 1.5d: My Next of Kin Preview Page

*Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.*

This screenshot is identical to the one above, showing the 'My Next of Kin Preview Page' in the eP2P application. The 'Save' button is highlighted with a red box.

Figure 1.5d: My Next of Kin Preview Page

## 1.6 My Contact Information

My Contact Information is for user to change/update his/her address and contact information.

To go to the My Contact Information folder, user needs to click the **Go** button as displayed.

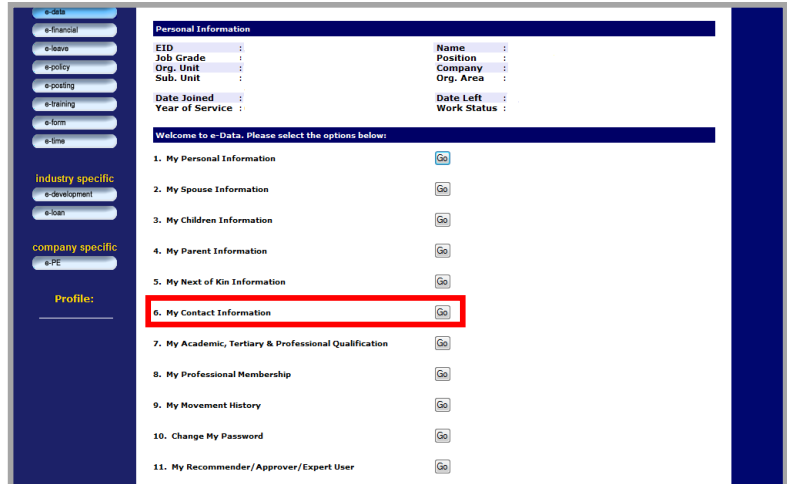


Figure 1.6a: Self Service Main Page

## 1.6 My Contact Information

*My Contact Information digunakan untuk mengemaskini alamat pegawai dan maklumat untuk dihubungi.*

*Untuk mengakses folder My Contact Information, pengguna harus menekan butang Go seperti yang dipaparkan.*

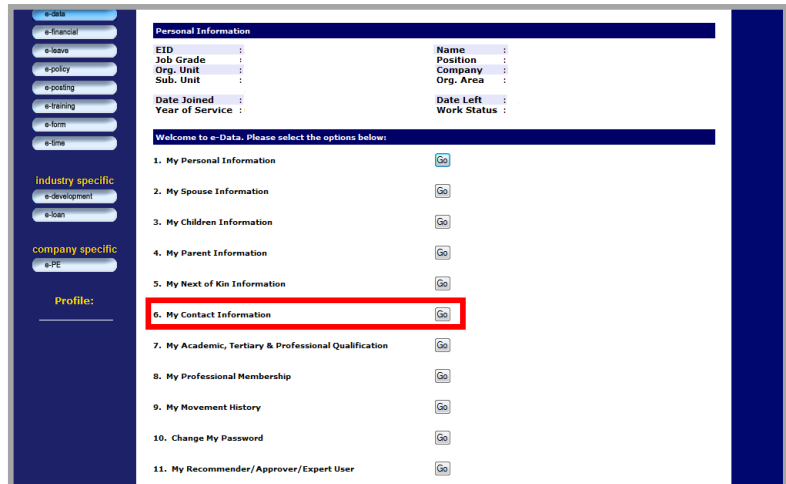
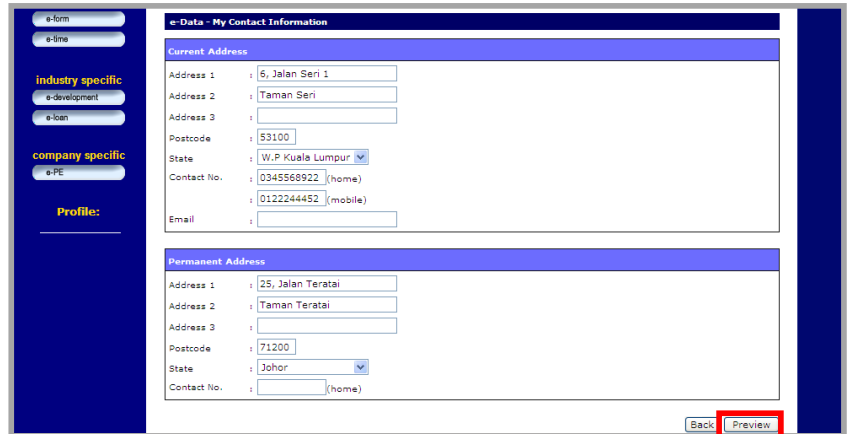


Figure 1.6a: Self Service Main Page

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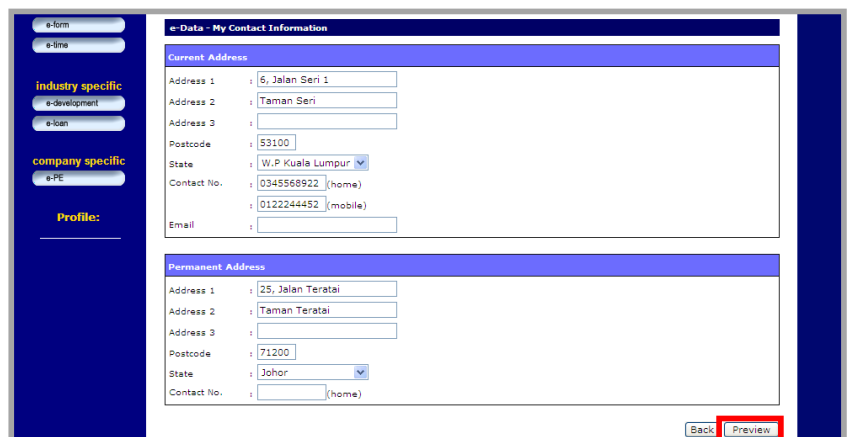
Once done, the screen as displayed will appear. User can now update the contact information and once done click the **Preview** button.



The screenshot shows a web application interface for updating contact information. On the left is a navigation menu with buttons for 'e-form', 'e-line', 'industry specific', 'e-development', 'e-kan', 'company specific', and 'e-PE'. Below the menu is a 'Profile:' section. The main content area is titled 'e-Data - My Contact Information' and contains two sections: 'Current Address' and 'Permanent Address'. Each section has input fields for Address 1, Address 2, Address 3, Postcode, State (a dropdown menu), and Contact No. (with '(home)' or '(mobile)' labels). The 'Current Address' section has values: Address 1: 6, Jalan Seri 1; Address 2: Taman Seri; Postcode: 53100; State: W.P. Kuala Lumpur; Contact No.: 0345568922 (home); Contact No.: 0122244452 (mobile). The 'Permanent Address' section has values: Address 1: 25, Jalan Teratai; Address 2: Taman Teratai; Postcode: 71200; State: Johor; Contact No.: (home). At the bottom right, there are 'Back' and 'Preview' buttons, with the 'Preview' button highlighted by a red box.

Figure 1.6b: My Contact Information Page

*Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan butang Preview untuk tujuan pengesahan.*



This screenshot is identical to the one above, showing the 'My Contact Information' page. The 'Preview' button at the bottom right is highlighted with a red box.

Figure 1.6b: My Contact Information Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

**Personal Information**

|                 |   |  |             |   |  |
|-----------------|---|--|-------------|---|--|
| EID             | : |  | Name        | : |  |
| Job Grade       | : |  | Position    | : |  |
| Org. Unit       | : |  | Company     | : |  |
| Sub. Unit       | : |  | Org. Area   | : |  |
| Date Joined     | : |  | Date Left   | : |  |
| Year of Service | : |  | Work Status | : |  |

**e-Data - My Contact Information**

Please confirm your data before you submit to your supervisor, press back button to re-edit.

| No | Field Name                          | Data              |
|----|-------------------------------------|-------------------|
| 1  | Address 1 (Current Address)         | 6, Jalan Seri 1   |
| 2  | Address 2 (Current Address)         | Taman Seri        |
| 3  | Postcode (Current Address)          | 53100             |
| 4  | State (Current Address)             | W.P. Kuala Lumpur |
| 5  | Contact No.(Home) (Current Address) | 0345568922        |
| 6  | Contact No.(Mobile)                 | 0122244452        |
| 7  | Address 1 (Permanent Address)       | 25, Jalan Teratal |
| 8  | Address 2 (Permanent Address)       | Taman Teratal     |
| 9  | Postcode (Permanent Address)        | 71200             |
| 10 | State (Permanent Address)           | Johor             |

Back Save

Figure 1.6c: My Contact Information Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.

**Personal Information**

|                 |   |  |             |   |  |
|-----------------|---|--|-------------|---|--|
| EID             | : |  | Name        | : |  |
| Job Grade       | : |  | Position    | : |  |
| Org. Unit       | : |  | Company     | : |  |
| Sub. Unit       | : |  | Org. Area   | : |  |
| Date Joined     | : |  | Date Left   | : |  |
| Year of Service | : |  | Work Status | : |  |

**e-Data - My Contact Information**

Please confirm your data before you submit to your supervisor, press back button to re-edit.

| No | Field Name                          | Data              |
|----|-------------------------------------|-------------------|
| 1  | Address 1 (Current Address)         | 6, Jalan Seri 1   |
| 2  | Address 2 (Current Address)         | Taman Seri        |
| 3  | Postcode (Current Address)          | 53100             |
| 4  | State (Current Address)             | W.P. Kuala Lumpur |
| 5  | Contact No.(Home) (Current Address) | 0345568922        |
| 6  | Contact No.(Mobile)                 | 0122244452        |
| 7  | Address 1 (Permanent Address)       | 25, Jalan Teratal |
| 8  | Address 2 (Permanent Address)       | Taman Teratal     |
| 9  | Postcode (Permanent Address)        | 71200             |
| 10 | State (Permanent Address)           | Johor             |

Back Save

Figure 1.6c: My Contact Information Preview Page

## 1.7 My Academic, Tertiary & Professional Qualification

My Tertiary & Professional Information is for user to update his/her qualification information.

To go to the My Tertiary & Professional Information folder, user needs to click the **Go** button as displayed.



Figure 1.7a: Self Service Main Page

## 1.7 My Academic, Tertiary & Professional Qualification

*My Tertiary & Professional Information digunakan untuk mengemaskini maklumat kelayakan akademik pegawai.*

*Untuk mengakses folder My Tertiary & Professional Information, pengguna harus menekan pada butang Go seperti yang dipaparkan.*



Figure 1.7a: Self Service Main Page

Once done, the screen as displayed will appear. User can now view by clicking the link or add the qualification by clicking the **Add** button.

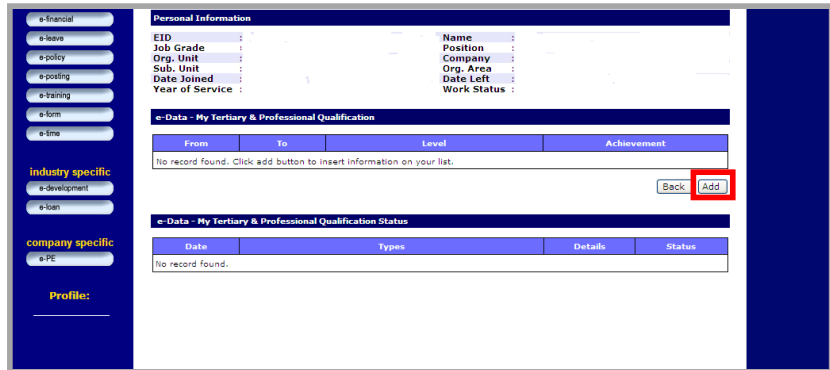


Figure 1.7b: My Academic, Tertiary & Professional Qualification Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai kelayakan akademi, pengguna boleh menekan pada butang atau link yang bersesuaian.*

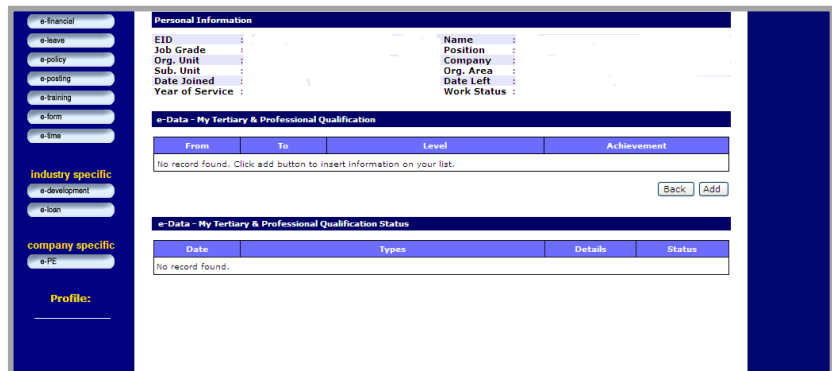


Figure 1.7b: My Academic, Tertiary & Professional Qualification Page



Once done, the screen as displayed will appear. Update the information and click the **Preview** button.

| Personal Information |               |
|----------------------|---------------|
| EID :                | Name :        |
| Job Grade :          | Position :    |
| Org. Unit :          | Company :     |
| Sub. Unit :          | Org. Area :   |
| Date Joined :        | Date Left :   |
| Year of Service :    | Work Status : |

| e-Data - My Tertiary & Professional Qualification |                   |
|---|-------------------|
| Date From :                                       | 01/01/1980        |
| Date To :   | 31/12/1984        |
| Level :   | Universiti        |
| Achievement :                                     | Ijazah            |
| Institute :                                       | Universiti Malaya |
| Grade :   | 3.35              |

Figure 1.7c: Add My Academic, Tertiary & Professional Qualification Page

*Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.*

| Personal Information |               |
|----------------------|---------------|
| EID :                | Name :        |
| Job Grade :          | Position :    |
| Org. Unit :          | Company :     |
| Sub. Unit :          | Org. Area :   |
| Date Joined :        | Date Left :   |
| Year of Service :    | Work Status : |

| e-Data - My Tertiary & Professional Qualification |                   |
|---|-------------------|
| Date From :                                       | 01/01/1980        |
| Date To :   | 31/12/1984        |
| Level :   | Universiti        |
| Achievement :                                     | Ijazah            |
| Institute :                                       | Universiti Malaya |
| Grade :   | 3.35              |

Figure 1.7c: Add My Academic, Tertiary & Professional Qualification Page

# The eP2P Application's User Manual

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

**Personal Information**

|                   |  |               |  |
|-------------------|--|---------------|--|
| EID :             |  | Name :        |  |
| Job Grade :       |  | Position :    |  |
| Org. Unit :       |  | Company :     |  |
| Sub. Unit :       |  | Org. Area :   |  |
| Date Joined :     |  | Date Left :   |  |
| Year of Service : |  | Work Status : |  |

**e-Data - My Tertiary & Professional Qualification**

Please confirm your data before you submit to your supervisor, press back button to edit again.

| No | Field Name  | Data              |
|----|-------------|-------------------|
| 1  | Date From   | 01/01/1980        |
| 2  | Date To     | 31/12/1984        |
| 3  | Level       | Universiti        |
| 4  | Achievement | Ijazah            |
| 5  | Institute   | Universiti Malaya |
| 6  | Grade       | 3.35              |

Back Save

Figure 1.7d: My Academic, Tertiary & Professional Qualification Preview Page

*Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.*

**Personal Information**

|                   |  |               |  |
|-------------------|--|---------------|--|
| EID :             |  | Name :        |  |
| Job Grade :       |  | Position :    |  |
| Org. Unit :       |  | Company :     |  |
| Sub. Unit :       |  | Org. Area :   |  |
| Date Joined :     |  | Date Left :   |  |
| Year of Service : |  | Work Status : |  |

**e-Data - My Tertiary & Professional Qualification**

Please confirm your data before you submit to your supervisor, press back button to edit again.

| No | Field Name  | Data              |
|----|-------------|-------------------|
| 1  | Date From   | 01/01/1980        |
| 2  | Date To     | 31/12/1984        |
| 3  | Level       | Universiti        |
| 4  | Achievement | Ijazah            |
| 5  | Institute   | Universiti Malaya |
| 6  | Grade       | 3.35              |

Back Save

Figure 1.7d: My Academic, Tertiary & Professional Qualification Preview Page

## 1.8 My Professional Membership

My Professional Membership is for user to update his/her membership information.

To go to the My Professional Membership folder, user needs to click the **Go** button as displayed.



Figure 1.8a: Self Service Main Page

## 1.8 My Professional Membership

*My Professional Membership digunakan untuk mengemas kini maklumat kelayakan professional pegawai.*

*Untuk mengakses folder My Professional Membership, pengguna harus menekan pada butang **Go** seperti yang dipaparkan.*

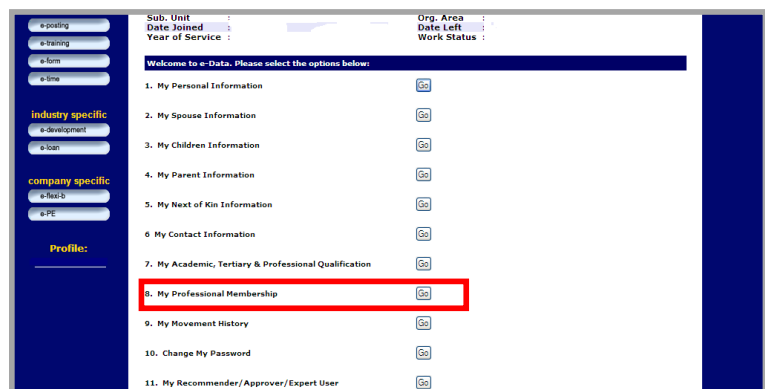


Figure 1.8a: Self Service Main Page

Once done, the screen as displayed will appear. User can now view by clicking the link or add the qualification by clicking the **Add** button.

| From  | To | Professional Membership | Update |
|---|----|-------------------------|--------|
| No record found. Click add button to insert your information. |    |                         |        |

| Date             | Types | Details | Status |
|------------------|-------|---------|--------|
| No record found. |       |         |        |

Figure 1.8b: My Professional Membership Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai kelayakan professional pengguna boleh menekan pada butang atau link yang bersesuaian.*

| From  | To | Professional Membership | Update |
|---|----|-------------------------|--------|
| No record found. Click add button to insert your information. |    |                         |        |

| Date             | Types | Details | Status |
|------------------|-------|---------|--------|
| No record found. |       |         |        |

Figure 1.8b: My Professional Membership Page

## The eP2P Application's User Manual

Once done, the screen as displayed will appear. Update the information and click the **Preview** button.

| Personal Information |               |
|----------------------|---------------|
| EID :                | Name :        |
| Job Grade :          | Position :    |
| Org. Unit :          | Company :     |
| Sub. Unit :          | Org. Area :   |
| Date Joined :        | Date Left :   |
| Year of Service :    | Work Status : |

| e-Data - My Professional Membership Information |            |
|---|------------|
| Date From :                                     | 01/01/2009 |
| Date To :                                       | 31/12/2011 |
| Membership :                                    | ACCA       |
| Membership No. :                                | A1222458W  |

Figure 1.8c: Add My Professional Membership Page

*Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.*

| Personal Information |               |
|----------------------|---------------|
| EID :                | Name :        |
| Job Grade :          | Position :    |
| Org. Unit :          | Company :     |
| Sub. Unit :          | Org. Area :   |
| Date Joined :        | Date Left :   |
| Year of Service :    | Work Status : |

| e-Data - My Professional Membership Information |            |
|---|------------|
| Date From :                                     | 01/01/2009 |
| Date To :                                       | 31/12/2011 |
| Membership :                                    | ACCA       |
| Membership No. :                                | A1222458W  |

Figure 1.8c: Add My Professional Membership Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

| No | Field Name     | Data       |
|----|----------------|------------|
| 1  | Date From      | 01/01/2009 |
| 2  | Date To        | 31/12/2011 |
| 3  | Membership     | ACCA       |
| 4  | Membership No. | A1222458W  |

Figure 1.8d: My Professional Preview Page

*Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang **Save** seperti yang tertera untuk disahkan.*

| No | Field Name     | Data       |
|----|----------------|------------|
| 1  | Date From      | 01/01/2009 |
| 2  | Date To        | 31/12/2011 |
| 3  | Membership     | ACCA       |
| 4  | Membership No. | A1222458W  |

Figure 1.8d: My Professional Preview Page

## 1.9 My Movement History

My Movement History is for user to insert the historical data for any movement information.

To go to the My Movement History folder, user needs to click the **Go** button as displayed.



Figure 1.9a: Self Service Main Page

## 1.9 My Movement History

*My Movement History digunakan untuk mengemaskini maklumat pergerakan jawatan pegawai.*

*Untuk mengakses folder My Movement History, pengguna harus menekan pada butang **Go** seperti yang dipaparkan.*

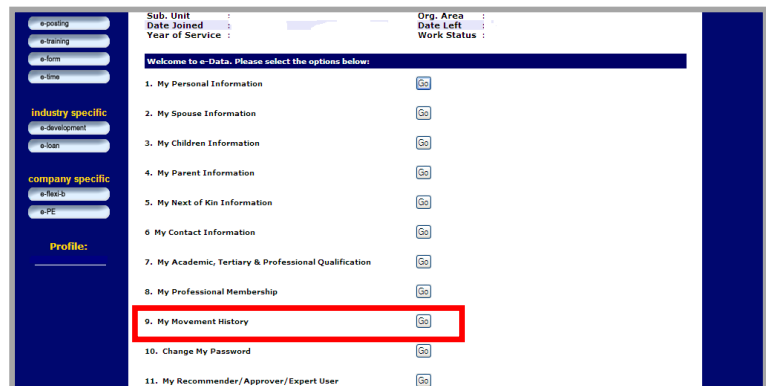


Figure 1.9a: Self Service Main Page

Once done, the screen as displayed will appear. User can now add the historical data for their movement by clicking on **Add** button.

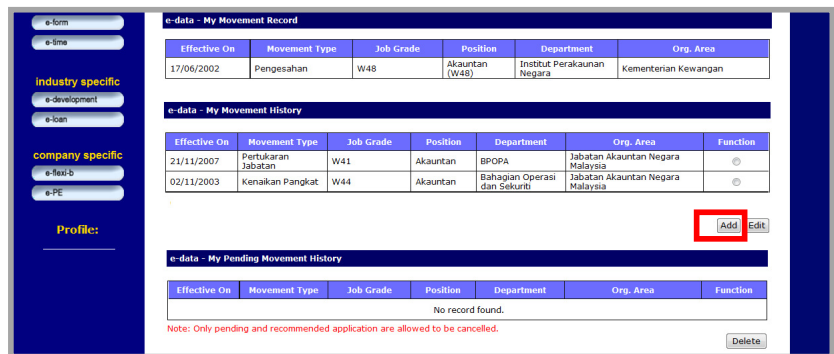


Figure 1.9b: My Movement History Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai pergerakan pegawai pengguna dengan menekan pada butang atau link yang bersesuaian. Butang **Add** adalah untuk menambah sejarah perkhidmatan.

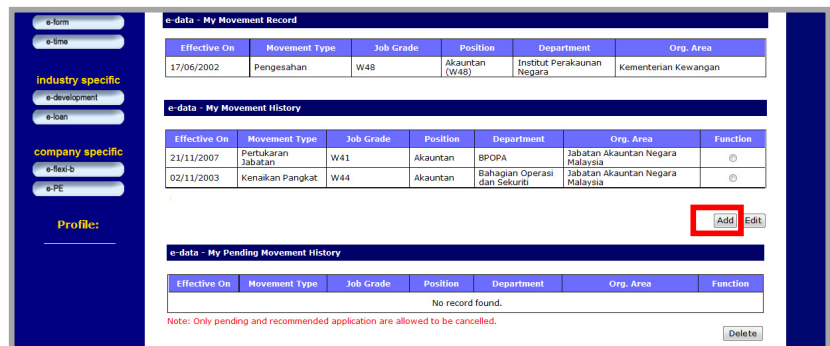


Figure 1.9b: My Movement History Page



If user click on Add button, before the next screen appear, they will ask to add how many rows to add. Once user decides to add 1 row, only 1 list will be appeared as shown. Keyed in the related information and then click on **Save**.

Figure 1.9c: My Movement History Add Page

*Sekiranya pengguna menekan pada butang Add, pengguna akan ditanya berapakah jumlah rekod yang ingin ditambah. Jika pengguna ingin menambah hanya 1 rekod, maka hanya 1 bahagian yang akan dipaparkan seperti di sebelah. Pengguna boleh memasukkan maklumat yang berkenaan dan kemudian tekan pada butang **Save**.*

Figure 1.9c: My Movement History Add Page

User is able to edit the data which has been approved by Expert User by click on **Edit** button but first click on the **radio button** to select the record.

The data that has been edited by user will appear in red color under My Pending Movement History screen. Once the amendment has been approved, the latest information will appear in My Movement History list.

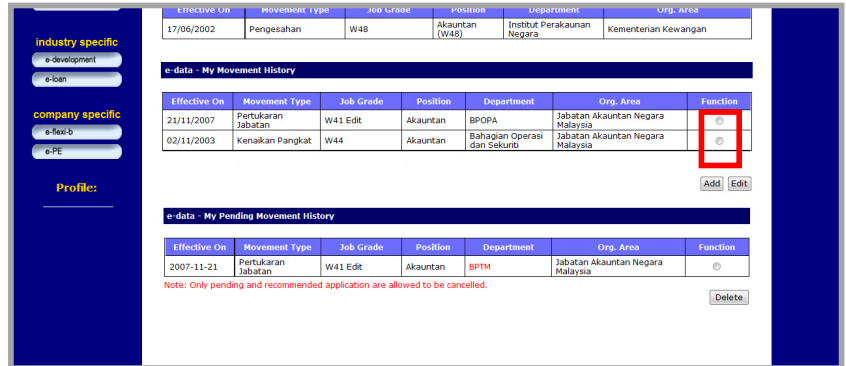


Figure 1.9d: My Movement History Edit Page

*Sekiranya berlaku kesilapan, pengguna boleh edit kembali data yang telah disahkan oleh Expert User tetapi pengguna harus menekan pada **radio button** untuk memilih rekod yang hendak dikemaskini dan kemudian tekan **Edit**.*

*Data yang dikemaskini tadi akan dipaparkan dalam paparan Pending Items di sebelah bawah. Data yang dikemaskini tadi akan berwarna merah. Sehingga proses pengesahan oleh Expert User dilakukan, data yang dikemaskini tadi akan dipaparkan di dalam senarai My Movement History.*

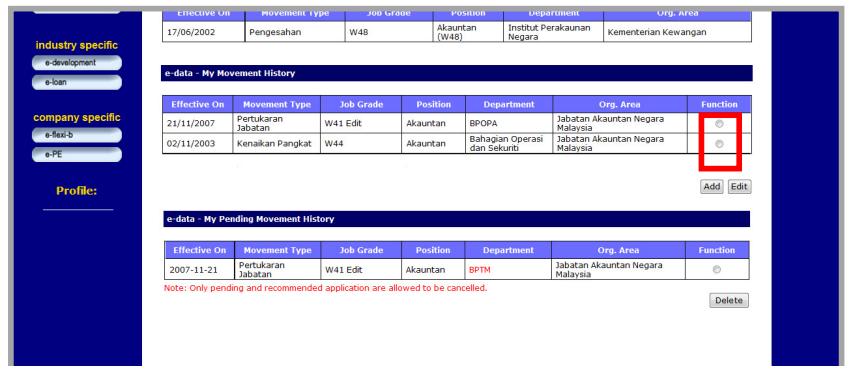


Figure 1.9d: My Movement History Edit Page

Once done click on **Save**, record will be send to the recommender and approver. The pending list can be seen at e-Data My Pending Movement History screen.

At this screen, user able to delete the created data by clicking on **Delete** button. If the data has been approved by Expert User, it cannot be deleted. If this happened, user needs to contact the Expert User to do the amendment either to delete or edit the data.

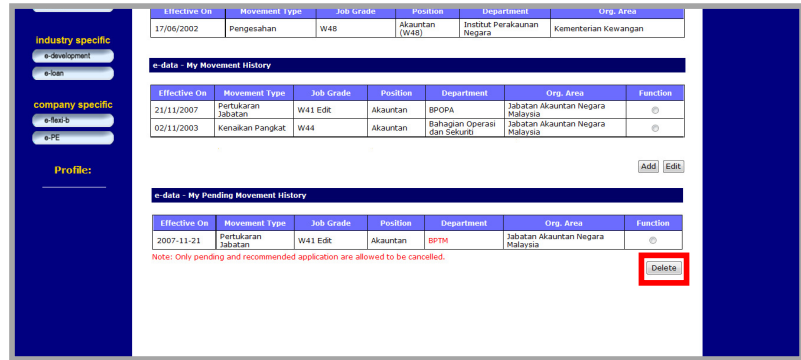


Figure 1.9e: My Movement History Pending List Page

*Selesai menekan pada butang Save, rekod akan dihantar ke Recomennder/Approver. Rekod yang masih belum diluluskan atau dicadangkan akan ditunjukkan pada skrin e-Data My Pending List Movement History di bahagian bawah sekali.*

*Di ruangan ini, pengguna boleh menekan butang Delete untuk menghapus data yang telah dicipta. Sekiranya data tersebut telah disahkan oleh Expert User, data tersebut tidak boleh dipadamkan. Sila hubungi Expert User untuk memadamkan rekod yang salah atau kembali kepada fungsi Edit untuk menukar data yang salah seperti di maklumat Edit Movement history di atas.*

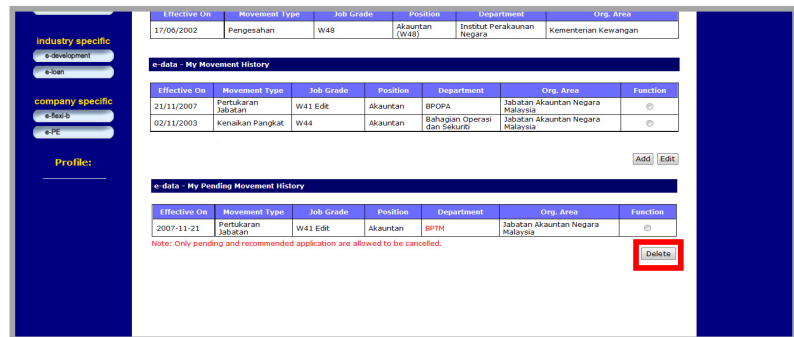


Figure 1.9e: My Movement History Pending List Page

## 1.10 Change My Password

Change My Password is for user to periodically change his/her password of the eP2P Application. User is advised to change the password regularly in order to protect unauthorized accesses of his/her information by other people.

To go to the Change My Password, user needs to click the **Go** button as displayed on the right.

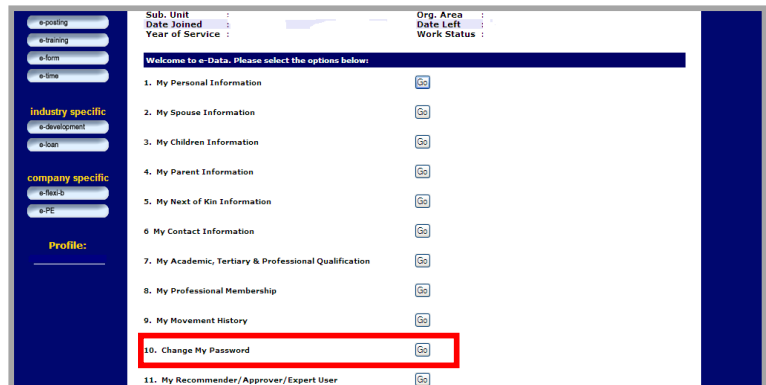


Figure 1.10a: Self Service Main Page

## 1.10 Change My Password

*Change My Password digunakan untuk mengubah kata laluan pegawai di dalam aplikasi eP2P. Pengguna disarankan untuk menukar kata laluan secara teratur untuk melindungi maklumat pegawai daripada di akses oleh orang lain.*

*Untuk mengakses folder Change My Password, pengguna harus menekan pada butang Go seperti yang dipaparkan.*

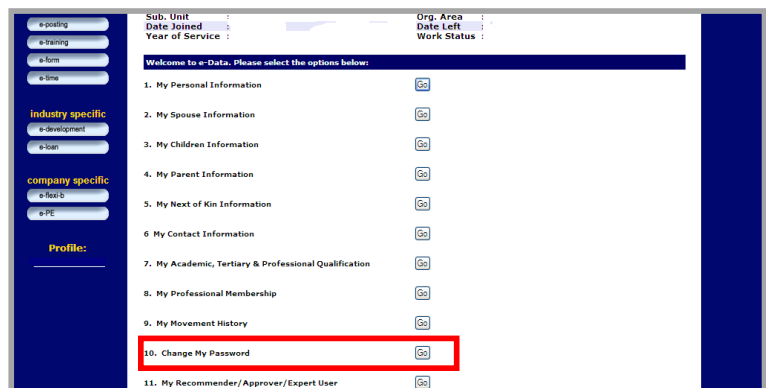


Figure 1.10a: Self Service Main Page

Once done, the screen as displayed will appear. In order to change the password, user needs to first enter his/her current password, then the new password and repeat the new password for confirmation. Once done, user needs to click the **Submit** button as displayed.

The screenshot shows the 'Change My Password' page. On the left is a navigation menu with categories like 'financial', 'leave', 'policy', 'posting', 'training', 'form', 'line', 'industry specific', 'development', 'loan', 'company specific', and 'Profile'. The main content area has a 'Personal Information' section with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, and Year of Service. Below this is the 'e-Data - Change My Password' section, which includes three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A note states: 'Note: Your new password must consist a minimum of eight-character and a maximum of twelve-character. It is recommended for you to use alphanumeric password egi: your1234'. At the bottom right of this section are 'Back', 'Reset', and 'Submit' buttons, with 'Submit' highlighted in red. Below is the 'e-Data - Change My Password Status' section, which contains a table with columns 'No.', 'Date', and 'Time', and the text 'No record found.'

Figure 1.10b: Change My Password Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk mengubah kata laluan, pengguna perlu mengisi kata laluan semasa, kemudian memasukkan kata laluan yang baru dan ulang kata laluan yang baru untuk pengesahan. Setelah selesai, pengguna perlu menekan pada butang Submit seperti yang dipaparkan.

This is an identical screenshot of the 'Change My Password' page as described above. The 'Submit' button is highlighted with a red box.

Figure 1.10b: Change My Password Page

## 1.11 My Recommender/Approver/Expert User

My Recommender / Approver / Expert User is for user to view the person where his/her online applications and submissions have been routed to for decision.

To go to the My Recommender / Approver / Expert User, user needs to click the **Go** button as displayed.

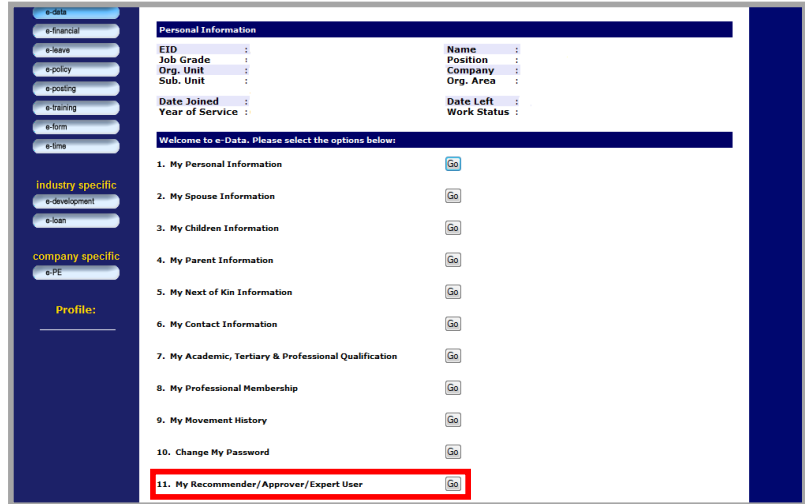


Figure 1.11a: Self Service Main Page

## 1.11 My Recommender/Approver/Expert User

*My Recommender/Approver/Expert User digunakan untuk melihat individu yang akan membuat keputusan apabila pegawai memohon dan menghantar aplikasi secara dalam talian.*

*Untuk mengakses folder My Recommender / Approver / Expert User, pengguna harus menekan butang Go seperti yang dipaparkan.*

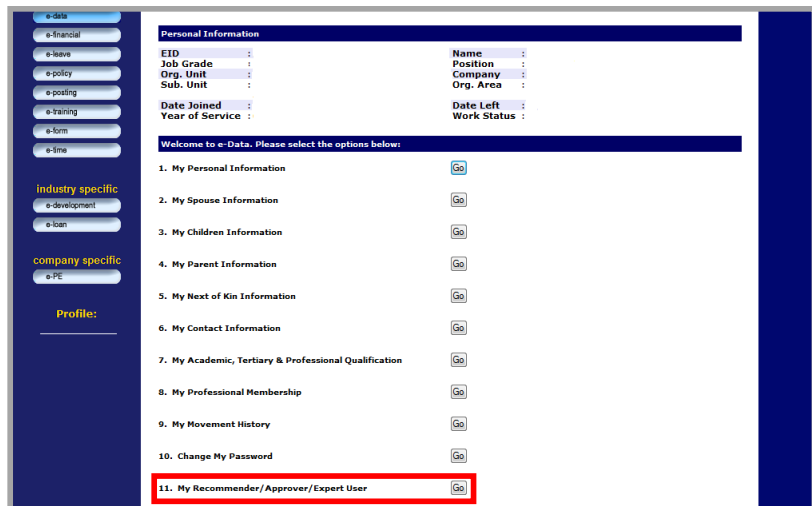


Figure 1.11a: Self Service Main Page

Once done, the screen as displayed will appear. User can now view the person in-charged of making decision on his/her online applications and submissions based on each Self Service module.

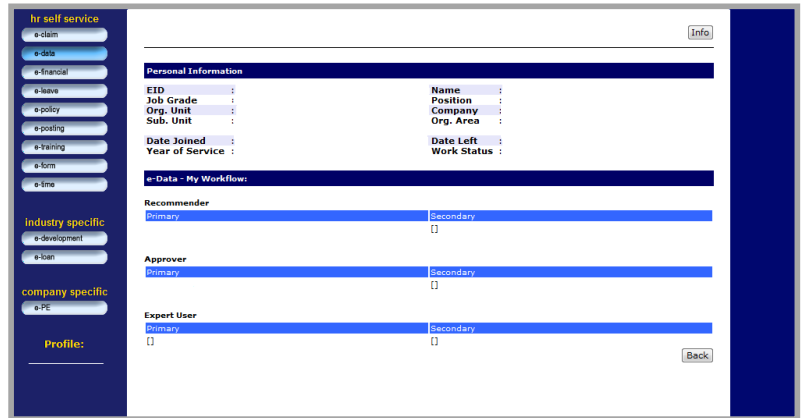


Figure 1.11b: My Recommender/ Approval/Expert User Page

*Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh melihat pegawai yang bertanggungjawab dalam meluluskan sebarang perubahan di dalam setiap modul Self-Service yang dibuat secara aplikasi dalam talian.*

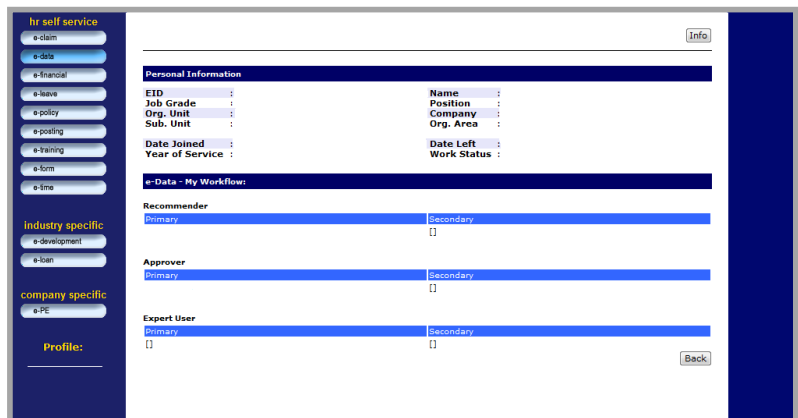


Figure 1.11b: My Recommender/ Approval/Expert User Page