



USER MANUAL

for

Training Module (Training Application) Functions for PTj (IMS Human Resources System)

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1 TRAINING APPLICATION

1.1 Training Application

Training Application module manages training setup for Ptj process through UniHRIS. The details describe as below.

HUMAN RESOURCE AND ADMINISTRATION SYSTEM (MYHRIS)

Home / Human Resource / Training / Training Setup for PTj

Role: C P D Coordinator For Dept

APP ID: MYHRIS -

Training Application

ATF044B - Add / Edit Approve Training Setup for PTj

Department: ICT - Pusat Teknologi Maklumat & Komunikasi

Month: ---Please select---

Year: 2022

Training List: Add/Edit Training Info

+ Add New Training

Show: 10 entries

Search:

Ref ID	Title	Date From	Date To	Action
No data available in table				

Showing 0 to 0 of 0 entries

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Figure 1.1 – Training Setup for PTj Screen

1.2 Add / Edit Approve Training Setup for PTj

This screen allow user to setup training which is organize from department. The function describe as below.

Figure 2.1 – Add / Edit Approve Training Setup for PTj Screen

1.2.1 Opening Add / Edit Approve Training Setup for PTj Screen

1. Select **CPD Coordinator For Dept** from the **Role** dropdown list.
2. Click on **Training > Training Setup for PTj** function. It will display the **ATF044B: Add / Edit Approve Training Setup for PTj** screen. See **Figure 2.1**.
3. Select tab to view:
 - i. **Training List Tab:** View list of training.
 - ii. **Add/Edit Training Info Tab:** View detail of training.

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1.2.2 Training List Tab

Figure 2.2-1 – Add/Edit Approve Training Setup for PTJ Screen: List of Training Tab

1. Viewing Training List

- Select **Training List** tab. See **Figure 2.2-1**.
- Select **Department**, **Month** and **year** from dropdown list.
- Use Scroll bar to navigate through the records.
- Click on the **Add New Training** button. It will bring to the **Add/Edit Training Info** tab screen. See **Figure 2.3-1**
- Click on the **Details & Update** button. It will bring to the **Add/Edit Training Info Tab** screen. See **Figure 2.4-1**
- Click on the **File Attachment** button. It will bring to the **Edit File Attachment window** screen. See **Figure 2.5-1**

1.2.3 Add/Edit Training Info Tab (Add New Training)

ATF044B - Add / Edit Approve Training Setup for PTJ

Department: APSM - Akademi Pendidikan/ Sekolah Makmal

Month: --Please select--

Year: 2022

Training List | **Add/Edit Training Info**

Add New Training

Note : (*) compulsory fields

Training Info

Training Title * Training Title

Training Objectives * Training Objectives

Venue Training Venue

Country Malaysia State Perak

Date From * DD-MM-YYYY Date To * DD-MM-YYYY

Time From * HH:MM AM/PM Time To * HH:MM AM/PM

Total Hours * Total Hours

Coordinator * Select an option Phone Number * Coordinator contact / phone number

Justification for the application of CPD * Justification for the application of CPD

Organizer Info

Note : If not on the list of Organizer Name, Please Contact Training Unit, BSM

Organizer Name * Select an option

Address Address

Postcode Postcode City City

State State Country Country

Cancel Save

Figure 2.3-1 – Add/Edit Approve Training Setup for PTJ Screen: Add/Edit Training Info Tab (Add New Training)

1. Add New Training

- i. Fill in the information needed.
 - a. **Training Title** : Key in the training title.
 - b. **Training Objective** : Key in the training objective.
 - c. **Venue** : Key in the venue.

- d. **Country** : Select country from dropdown list.
- e. **State** : Select state from dropdown list.
- f. **Date From** : Select date from the calendar.
- g. **Date To** : Select date from the calendar.
- h. **Time From** : Select time from the time table.
- i **Time To** : Select time from the time table.
- j. **Total Hours** : Key in the total hours.
- k. **Coordinator** : Select coordinator from dropdown list.
- l. **Phone Number** : Key in the phone number.
- m. **Justification for the application of CPD** : Key in the justification for the application of CPD.
- n. **Organizer Name** : Select organizer name from dropdown list.
- ii. Click on **Save** button to save the record.

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1.2.4 Add/Edit Training Info Tab (Edit Training)

ATF044B - Add / Edit Approve Training Setup for PTJ

Department: APSM - Akademi Pendidikan/ Sekolah Makmal

Month: ---Please select---

Year: 2022

Training List **Add/Edit Training Info**

Edit Training

Note: (*) compulsory fields

Training Info

Ref ID: 2020-013261

Training Title: PROGRAM VC TALK, 3R@UPSI : PASCA COVID-19

Training Objectives: Secara online melalui FB live

Venue: Online

Country: Malaysia State: ---Please select---

Date From: 24-01-2022 Date To: 26-01-2022

Time From: 03:00 PM Time To: 05:00 PM

Total Hours: 2

Coordinator: [Redacted] Phone Number: 6494

Justification for the application of CPD: Justification for the application of CPD

Organizer Info

Note: If not on the list of Organizer Name, Please Contact Training Unit, BSM

Organizer Name: ULAT - Unit Latihan, BSM

Address: Universiti Pendidikan Sultan Idris

Postcode: 35900 City: Tanjong Malim

State: Perak Country: Malaysia

[Save Changes](#)

Speaker Info

[Add Speaker](#)

Type	Speaker ID	Speaker Name	Department/Organization	Contact/Phone No	Action
STAFF					Edit Delete

Figure 2.4-1 – Add/Edit Approve Training Setup for PTJ Screen: Add/Edit Training Info Tab (Edit Training)

1. Edit Training

- i. Fill in the information needed.
 - a. **Training Title** : Key in the training title.
 - b. **Training Objective** : Key in the training objective.
 - c. **Venue** : Key in the venue.
 - d. **Country** : Select country from dropdown list.
 - e. **State** : Select state from dropdown list.
 - f. **Date From** : Select date from the calendar.
 - g. **Date To** : Select date from the calendar.
 - h. **Time From** : Select time from the time table.
 - i. **Time To** : Select time from the time table.
 - j. **Total Hours** : Key in the total hours.
 - k. **Coordinator** : Select coordinator from dropdown list.
 - l. **Phone Number** : Key in the phone number.
 - m. **Justification for the application of CPD** : Key in the justification for the application of CPD.
 - n. **Organizer Name** : Select organizer name from dropdown list.
- ii. Click on **Save Changes** button to save the record.

2. Adding Speaker Info

- i. Click on the **Add Speaker** button. It will bring up to the **Add New Training Speaker** screen. See **Figure 2.4-2**.

Add New Training Speaker

Note : (*) compulsory fields

Type * ---Please Select---

Speaker * Select an option

Department Department

Contact / Phone No. Contact Info

Cancel
Save

Figure 2.4-2 – Add/Edit Training Info Tab (Edit Training) Screen : Add New Training Speaker Screen

- i. Fill in the information needed.
 - a. **Type** : Select type from dropdown list.
 - b. **Speaker** : Select speaker from dropdown list.
 - c. **Contact / Phone No** : Key in the contact / phone number.
- ii. Click on **Save** button to save the record.

3. Edit Speaker Info

- i. Click on the **Edit** button. It will bring up to the **Edit Training Speaker** screen. See **Figure 2.4-3**.

Edit Training Speaker

Type

Speaker

Department

Contact / Phone No.

Figure 2.4-3 – Add/Edit Training Info Tab (Edit Training) Screen : Edit Training Speaker Screen

- i. Fill in the information needed.
 - a. **Contact / Phone No** : Key in the contact / phone number.
- ii. Click on **Save** button to save the record.

4. Delete Speaker Info

- i. Click on the **Delete** button. It will bring up to the **Delete Training Speaker Record** screen. See **Figure 2.4-4**.

Delete Training Speaker

Are you sure to delete this record?

K0

Figure 2.4-4 – Add/Edit Training Info Tab (Edit Training) Screen : Delete Training Speaker Record Screen

- ii. Click **Yes** button to delete the record.

1.2.5 Training List Tab (Edit File Attachment)

Reference ID /

Training Name : 2022-P013371 : Kursus Sekolah Makmal

Date of Training

: 20/06/2022 - 20/06/2022

Upload Attachment

Upload Attachment

Browse...

No file selected.

Upload

Important Note :

1. Please scan your attachment(s) first to ensure it's **free from any computer virus**.

2. Please **avoid using special characters (example: ',",&,*%,/,#,blank spaces)** in attachment names or **attaching documents with the same name**. An underscore (example : my_attached_file.pdf) may be used to separate a file name.

3. Permitted file types / file extensions : **PDF** only.


#	File Name	Entry Date	Action
1	dfadfadfad.pdf	09/06/2022	<div>View</div> <div>Delete</div>

Close

Figure 2.5-1 – Add/Edit Approve Training Setup for PTj Screen: Training List Tab (Edit File Attachment)

1. Upload File Attachment

- Click on **Browse** button to search the file in your computer. See **Figure 2.5-2**


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Figure 2.5-2 – Training List Tab (Edit File Attachment) Screen: File Upload Window

- ii. Click on **Open** button then click **Upload** button to save the attachment file.

2. View File Attachment

- i. Click on **View** button to view the attachment file. File attachment can be displayed on the new tab.

3. Delete File Attachment

- i. Click on **Delete** button to delete the attachment file.

4. Close Window Edit File Attachment

- i. Click on **Close** button to close the **Edit File Attachment** Window.

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1.3 Assign Training for PTj

This screen allow user to assign staff for training which is organize from department. The function describe as below.

Figure 3.1 – Assign Training for PTj Screen

1.3.1 Opening Assign Training for PTj Screen

1. Select **CPD Coordinator For Dept** from the **Role** dropdown list.
2. Click on **Training > Assign Training for PTj** function. It will display the **ATF004B: Assign Training for PTj** screen. See **Figure 3.1**.
3. Select tab to view:
 - i. **Training List Tab:** View list of training.
 - ii. **Assign Training To Staff Tab:** View and assign training to staff.
 - iii. **Training Info Tab:** View details of training.
 - iv. **Training CPD Detail Tab:** View details training CPD of training.

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1.3.2 Training List Tab

ATF004B - Assign Training for PTJ

Department: APSM - Akademi Pendidikan/ Sekolah Makmal

Month: --Please select--

Year: 2022

Training List | Assign Training To Staff | Training Info | Training CPD Detail

Show: 10 entries

Ref ID	Title	Date From	Date To	Action
2020-013261	PROGRAM VC TALK, 3R@UPSI : PASCA COVID-19	24/01/2022	26/01/2022	+ Assign Staff Send Email
2022-P013369	testing populate	06/04/2022	06/04/2022	+ Assign Staff Send Email
2022-P013368	testing training setup by ptj	08/05/2022	09/05/2022	+ Assign Staff Send Email

Figure 3.2-1 – Assign Training for PTJ Screen: Training List Tab

1. Viewing Training List

- Select **Training List** tab. See **Figure 3.2-1**.
- Select **Department**, **Month** and **year** from dropdown list.
- Use Scroll bar to navigate through the records.
- Click on the **Send Email** button. It will bring to the **Sending Email to Training Unit, BSM** window screen. See **Figure 3.3-1**
- Click on the **Assign Staff** button. It will bring to the **Assign Training To Staff** tab, **Training Info** tab and **Training CPD Detail** tab screen. See **Figure 3.4-1**

1.3.3 Training List Tab (send Email to Training Unit, BSM)

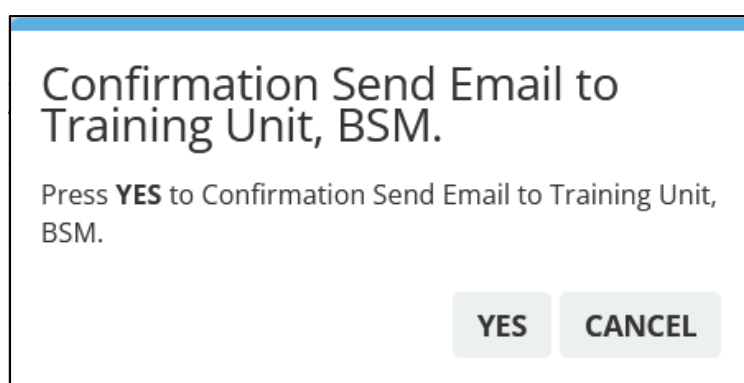


Figure 3.3-1 – Assign Training for PTj Screen: Training List Tab (Confirmation Send Email to Training Unit, BSM)

- i. Click **Yes** button to send the email. It will bring to the **Sending Email to Training Unit, BSM** window screen. See **Figure 3.3-2**

Sending Email to Training Unit, BSM

Note : (*) compulsory fields

Refid

2020-013261

Training Title

PROGRAM VC TALK, 3R@UPSI : PASCA COVID-19

From

.edu.my

Email To

.edu.my

Email CC

he

upsi.edu.my

Title *

TESTING JE..PERMOHONAN MATA CPD BAGI PROGRAM ANJURAN PTj : APSM (Akademi Pendidikan/ Sekolah Makmal)

Content *

Merujuk kepada perkara di atas.

2. Berikut merupakan butiran maklumat bagi program anjuran PTj : APSM (Akademi Pendidikan/ Sekolah Makmal)

Nama Kursus : PROGRAM VC TALK, 3R@UPSI : PASCA COVID-19
Tarikh Kursus : 24/01/2022 hingga 26/01/2022
Masa : 03:00 PM hingga 05:00 PM
Tempat : Online

Sekian, terima kasih.

Cancel

Send Email

Figure 3.3-2 – Assign Training for PTj Screen: Training List Tab (Sending Email to Training Unit, BSM)

1. Sending Email to Training Unit, BSM

- i. Update **Email CC** field if you can.
- ii. Click on **Send Email** button. It will bring to the **Training List** tab screen. See **Figure 3.2-1**

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1.3.4 Assign Training To Staff Tab

Figure 3.4-1 – Assign Training for PTj Screen: Assign Training To Staff Tab

1. Assign new staff (Batch)

- Click on **Assign new staff (Batch)** button. It will bring to the **Assign New Staff (Batch)** window screen. See **Figure 3.4-2**

Figure 3.4-2 – Assign Training for PTj Screen: Assign Training To Staff Tab (Assign new staff (Batch))

- Select **Department** from dropdown list.

- iii. Select **checkbox** button then click **Assign Staff** button or click **Select All** button to selected or click **Unselect All** button to unselected checked. It will bring to the **Assign Training To Staff** tab screen. See **Figure 3.3-1**

2. Assign new staff (Individual)

- i. Click on **Assign new staff (Individual)** button. It will bring to the **Assign New Staff (Individual)** window screen. See **Figure 3.4-3**

Figure 3.4-3 – Assign Training for PTj Screen: Assign Training To Staff Tab (Assign new staff (Individual))

- ii. Select **Staff ID** from dropdown list.
- iii. Select **Role** from dropdown list.
- iv. Click on **Save** button to save the record. It will bring to the **Assign Training To Staff** tab screen. See **Figure 3.4-1**

3. Edit Assigned Staff Info

- i. Click on the **Edit** button. It will bring up to the **Edit Assigned Staff** screen. See **Figure 3.4-4**.

Figure 3.4-4 – Assign Training for PTj Screen: Assign Training To Staff Tab (Edit Assigned Staff)

- iii. Fill in the information needed.
 - a. **Role** : Select role in dropdown lis.
- iv. Click on **Save** button to save the record.

4. Delete Assigned Staff Info

- i. Click on the **Delete** button. It will bring up to the **Delete Assigned Staff Record** screen. See **Figure 3.4-5**.

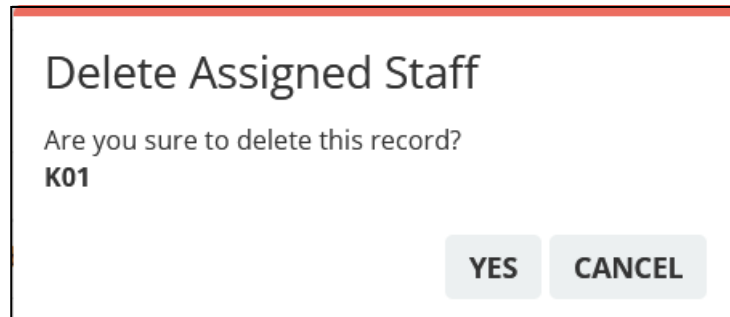


Figure 3.4-5 – Assign Training for PTj Screen : Assign Training To Staff Tab (Delete Assigned Staff)

- ii. Click **Yes** button to delete the record.