

USER MANUAL

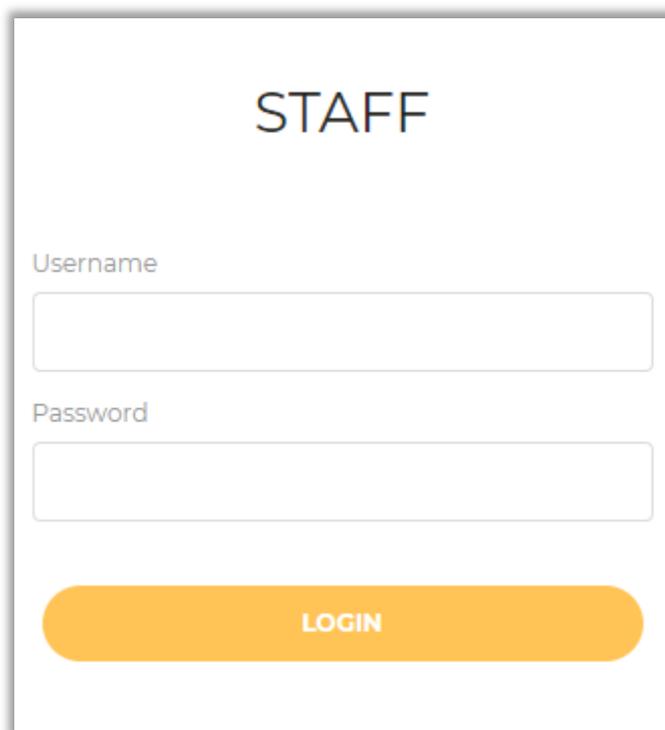
SISTEM PENGURUSAN KAMPUS DAN PELATIH ILKKM (MyILKKM)



MyILKKM can be access by using this URL :

<http://10.45.124.18/myilkkm/public/intake/admission>

User interface as figure below will display by default. Enter username and password provided to login into MyILKKM.



The image shows a login form for staff. At the top, the word "STAFF" is displayed in a large, bold, black font. Below this, there are two input fields: "Username" and "Password". Each field is a simple white rectangle with a thin grey border. Below the password field is a large, rounded orange button with the word "LOGIN" in white, uppercase letters.

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Glossary

URL

Also known as an internet address or web address, a URL (Uniform Resource Locator) is a form of URI and standardized naming convention for addressing documents accessible over the Internet and Intranet.

Admin BPL

Unit Pengurusan Maklumat Bahagian Pengurusan Latihan

Unit 3PL BPL

Unit Pembangunan & Perkembangan Program Latihan Bahagian Pengurusan Latihan

Pre Service

Equivalent to Basic program

Advanced Program

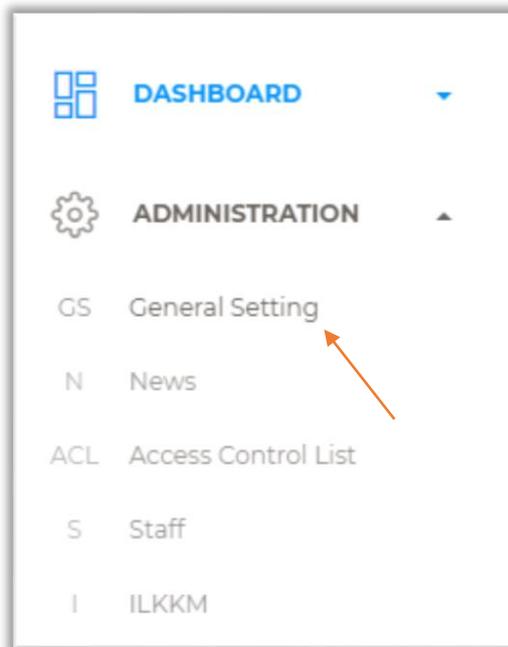
Equivalent to Post Basic program

1.0 MODULE ADMINISTRATION

1.1 General Setting

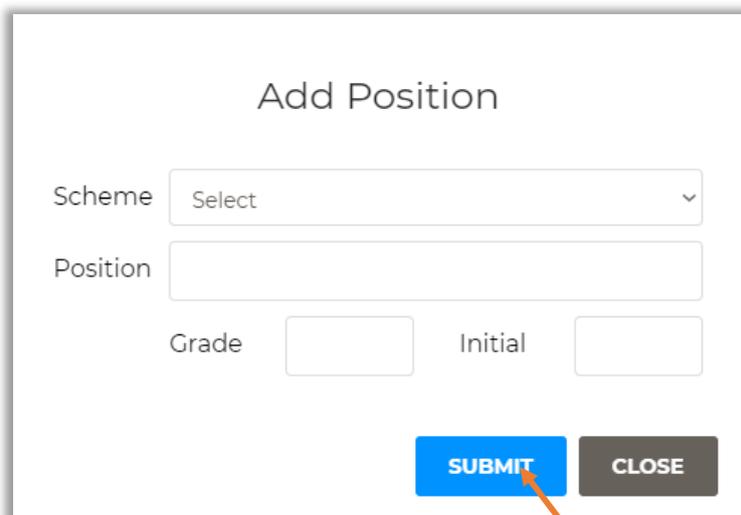
1.1.1 View all position

Click on *ADMINISTRATION* > *GENERAL SETTING*. List for position will display.



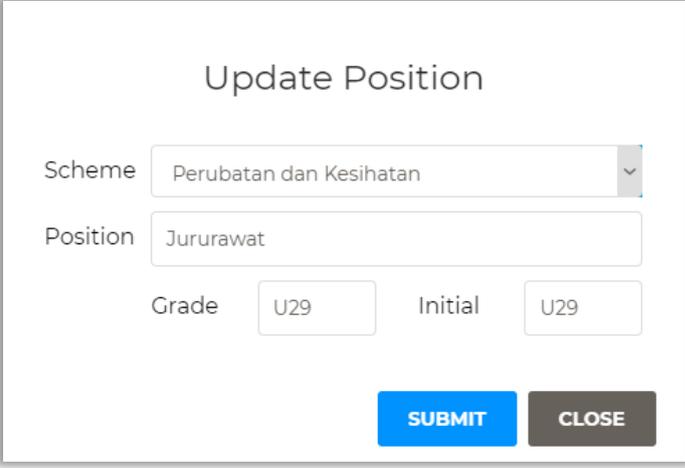
1.1.2 Add new position

Click on *ADD POSITION*, new popup will appear as show below. Fill out all the information needed and click *SUBMIT*. A message 'Position successfully added!' will appear when user success adds a new position.

A screenshot of a 'Add Position' form. The title 'Add Position' is centered at the top. Below the title are four input fields: 'Scheme' (a dropdown menu with 'Select' and a downward arrow), 'Position' (a text input field), 'Grade' (a text input field), and 'Initial' (a text input field). At the bottom right of the form are two buttons: a blue 'SUBMIT' button (with an orange arrow pointing to it) and a grey 'CLOSE' button.

1.1.3 Update and remove existed position

To update the exist position, click *UPDATE* on the right. Popup with current position information will appear. For example:



Update Position

Scheme

Position

Grade Initial

To delete the existed position. Click *REMOVE*, a popup will appear to confirm remove the position.

1.1.4 Search and sort position

Use to search position. Search can be used for position, grade and initial.

1.2 News

1.2.1 View News

Click on menu *ADMINISTRATION > NEWS*

1.2.2 Add new announcement

Click *NEW*, new popup will appear as below. Fill in all the information needed then click *SAVE* to publish the news.

1.3 Access Control List

To view role list, go to menu bar on the left click on *ADMINISTRATION* > *Access Control List* as shown below. List of roles and it permissions will display by default.

1.3.1 Add new role

Click on *ADD ROLE*, then a popup will display as show below.

Insert role name and select visibility. Choose suitable permissions then click submit.

1.3.2 Update existing role

Click on *UPDATE* for the role that want to update. New popup with role's current permission will display. Update the information then click on *SUBMIT* to save the change that had been made.

1.3.3 Search role

Use to search role. Roles can be search only by its name.

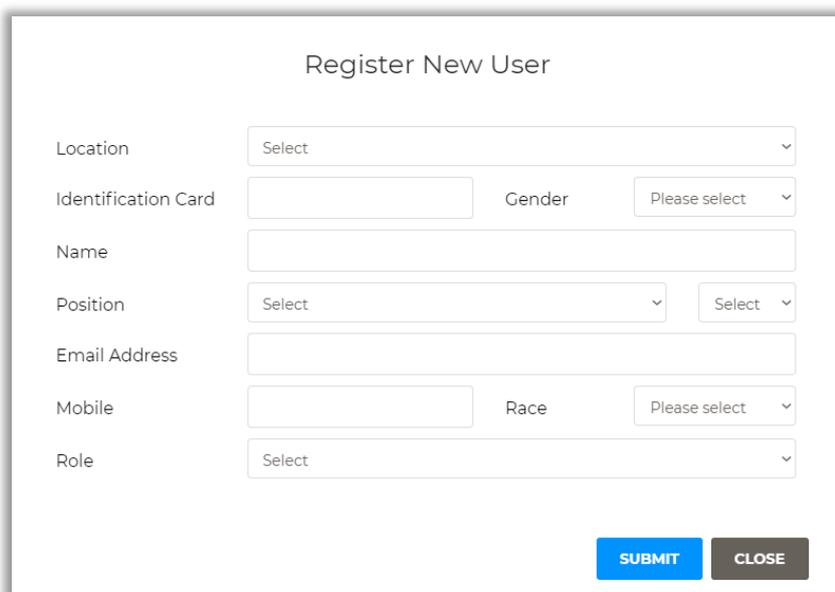
1.3.4 Sort role

Roles list can be sort by its name or permissions.

1.4 Staff

1.4.1 Add new staff

To register a new staff. Click on menu ADMINISTRATION > Staff. Then click *REGISTER NEW STAFF*. New popup will appear as show below.

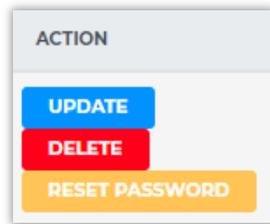


The screenshot shows a 'Register New User' popup form with the following fields and controls:

- Location: Select (dropdown menu)
- Identification Card: Text input field
- Gender: Please select (dropdown menu)
- Name: Text input field
- Position: Select (dropdown menu) and another Select (dropdown menu)
- Email Address: Text input field
- Mobile: Text input field
- Race: Please select (dropdown menu)
- Role: Select (dropdown menu)
- Buttons: SUBMIT (blue) and CLOSE (grey)

1.4.2 Update or remove staff and password reset

To update information for staffs, click button *UPDATE* on the ACTION column as shown in the figure below, then after make changes click *SUBMIT*. The latest changes will update on the table. If the staff is no longer in the service, we can remove the staff from the list. To remove the staff, click on *REMOVE*, new popup will appear to confirm the removing of the staff from the list. To reset password, click on *RESET PASSWORD*.



1.5 ILKKM

1.5.1 Register new ILKKM

To view ILKKM list, go on menu *ADMINISTRATION > ILKKM*. Then, click on *REGISTER NEW ILKKM*. A popup will appear as shown below. Fill in all the information needed and click *SUBMIT*. The new ILKKM info will display on the list.

A screenshot of a form titled 'ILKKM Information'. The form contains the following fields: 'Full Name' (text input), 'Short Name' (text input), 'Address' (text input), 'Postcode' (text input), 'City' (text input), 'State' (dropdown menu with 'Please select' and a downward arrow), 'Contact' (text input), and 'Fax' (text input). At the bottom right, there are two buttons: a blue 'SUBMIT' button and a grey 'CLOSE' button.

1.5.2 Update existing ILKKM

Click on *UPDATE* on the selected ILKKM that want to change the information. After ensure the all the information is correct, click *SUBMIT*. Message 'ILKKM successfully updated!' will appear and the list will be updated.

1.5.3 Find and sort ILKKM

To find ILKKM, use Search: . Search can be made by using ILKKM's name and address. ILKKM list can be sort by names, address, number of staffs and number of active student.

2.0 MODULE CURRICULUM (UNIT 3 PL)

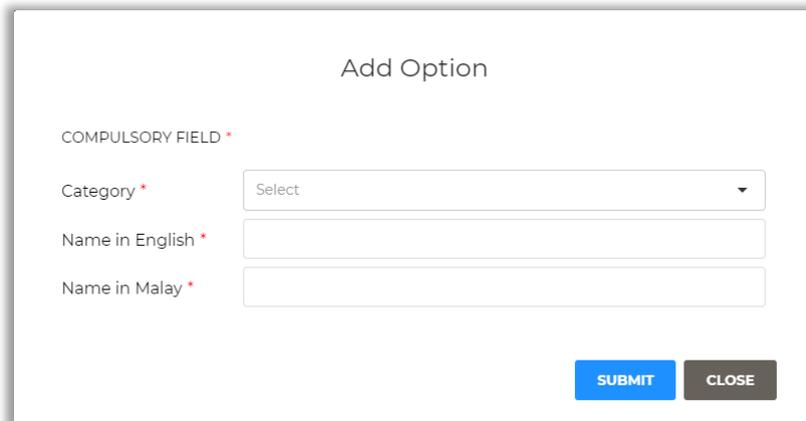
2.1 Program Description Setup

2.1.1 View and Add Option to Category

Go to *CURRICULUM > Program Description Setup*

List of option category will be display on default.

Click "*ADD OPTION TO CATEGORY*" button to add new option category. New window will appear as below.

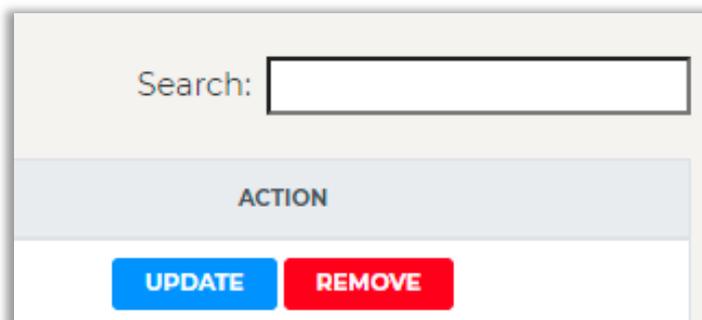


The screenshot shows a modal window titled "Add Option". At the top, it says "COMPULSORY FIELD *". Below this, there are three input fields: "Category *" with a dropdown menu showing "Select", "Name in English *" with a text input field, and "Name in Malay *" with a text input field. At the bottom right, there are two buttons: "SUBMIT" (blue) and "CLOSE" (grey).

2.1.2 Update and Remove Option to Category

To search the category, type the category name in the column as shown below.

Use the button *UPDATE* to update the option. Message 'Option successfully updated!' will be display on the screen. To remove the option from the list, use the button *REMOVE*.

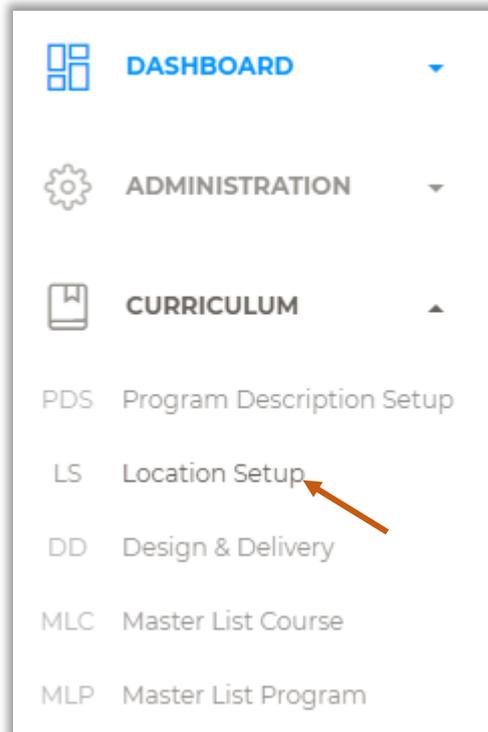


The screenshot shows a search bar with the label "Search:" and an empty text input field. Below the search bar is a grey bar with the word "ACTION" in the center. At the bottom, there are two buttons: "UPDATE" (blue) and "REMOVE" (red).

2.2 Location Setup

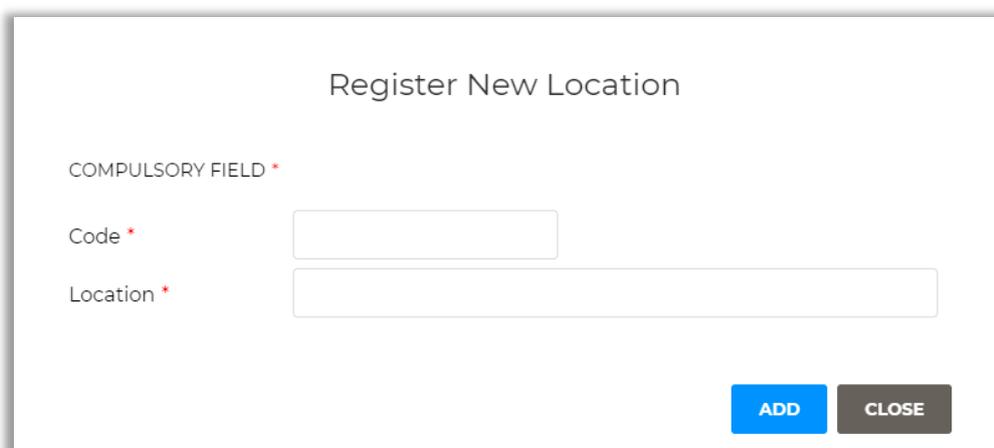
2.2.1 View location list

Go to *CURRICULUM > Location* setup to view Location list. List of location will appear.



2.2.2 Add new Location

To add new location, click on *ADD NEW LOCATION*. The popup windows will appear as below.



The image shows a popup window titled "Register New Location". It contains the following fields and buttons:

- COMPULSORY FIELD *
- Code * (text input field)
- Location * (text input field)
- ADD button (blue)
- CLOSE button (grey)

When the location is successfully added, it will display as below. You can update or remove it.

CODE	LOCATION	ACTION
001	Unit Pembangunan dan Perkembangan Program Latihan	<input type="button" value="UPDATE"/> <input type="button" value="REMOVE"/>

Showing 1 to 1 of 1 entries

Previous Next

2.3 Design and Delivery

2.3.1 View the list

Click on menu *CURRICULUM > Design & Delivery*.

2.3.2 Register new Curriculum design & delivery

Click on *REGISTER NEW CURRICULUM*. New popup with blank input will appear as shown below. Fill all the information needed and click *SUBMIT*. New curriculum will add on the list.

Curriculum Design and Delivery

Status

Name

Semesters Weeks

2.3.3 Add general structure

In selected curriculum that had been added before, click . Then, click on *ADD GENERAL STRUCTURE*. A new popup will display as shown below. Fill all the information and click *SUBMIT*.

General Structure

Weeks Week Total

Activity

2.3.4 Update and delete general structure

Click  on the selected curriculum. To change the information on general structure, click *UPDATE*. After make the changes, click *SUBMIT* to save the changes. Click *REMOVE* to delete the general structure from the curriculum.

2.3.5 Update existing curriculum design and delivery

On the right of the curriculum list, user can update and remove.

2.4 Master List Course

2.4.1 View List Course

To view all the courses, choose *Curriculum->Master List Courses*.

By default, the courses under Pre Service program will be display as below.

You also can, search the course using the search bar as shown below. The search can be used for name, classification, code, credit system, credit and assessment type.



	STATUS	CLASSIFICATION	CODE	NAME	CREDIT SYSTEM	CREDIT	ASSESSMENT TYPE	ACTION
	Active	Clinical/Field Practice	NSCP 2272	PRAKTIS KLINIKAL 1X CLINICAL PRACTICE 1X	Notional Credit	2	Weightage	UPDATE REMOVE
	Active	Clinical/Field Practice	NSCP 2284	PRAKTIS KLINIKAL X CLINICAL PRACTICE X	Notional Credit	4	Weightage	UPDATE REMOVE
	Active	Clinical/Field Practice	SKBS 2114	BEKALAN AIR DAN KEBERSIHAN ALAM SEKELILING WATER SUPPLY AND ENVIRONMENTAL HYGIENE	Credit	4	Weightage	UPDATE REMOVE
	Active	Clinical/Field Practice	SKKV 2114	KAWALAN VEKTOR VECTOR CONTROL	Credit	4	Weightage	UPDATE REMOVE

To change to view courses under Advanced Program click on *breadcrumb Curriculum > Master List > Pre Service* as below. The list of courses under Advanced Program will be display.

2.4.2 Add New Course

Click ADD NEW COURSE button to register new course. New popup will appear as shown below. Text message 'Course successfully registered!' will appear when successfully register new course. New course will add and appear on the list.

Register New Course

COMPULSORY FIELD *

Status *

Classification * Code *

Name (Malay) *

Name (English) *

Credit System * Credit

Assessment Type *

Course type Theory Practical

SUBMIT **CLOSE**

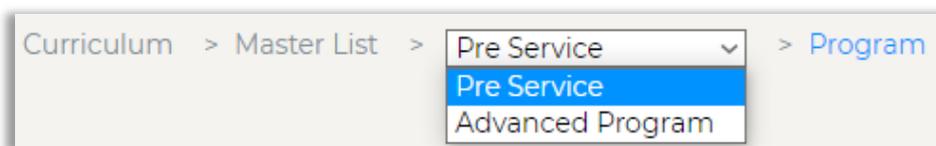
2.4.3 Update and remove course

On the selected course, click *UPDATE* to make change of the course information. Click *SUBMIT* after change had been made. To delete the course from the list, click *REMOVE*. After make a confirmation, the course will be remove from the list.

2.5 Master List Program

2.5.1 View list of program

Go to *CURRICULUM* → *Master List Program*. List of programs under Pre Service will show as default. To change to view program under Advanced Program, change the selection as below. The list of programs under Advanced Program will be display.



2.5.2 Add new program

Click *REGISTER NEW PROGRAM* button to register new course. New popup will appear as shown below. After fill the form, click submit. Text message

'Program successfully registered!' will appear when successfully register new course. New program will appear on program list.

Register New Program

COMPULSORY FIELD *

Status *	<input type="text" value="Select"/>	Level *	<input type="text" value="Select"/>
Name of Award *	English <input type="text"/>		
	Malay <input type="text"/>		
Code *	Program <input type="text"/>	Registration	<input type="text" value="Select"/>
	MQA Accreditation <input type="text"/>		
MQF Level *	<input type="text" value="Select"/>	Credit Value *	<input type="text"/>
Language *	<input type="text" value="Select"/>	Mode Of Study *	<input type="text" value="Select"/>
Types of Award *	<input type="text" value="Select"/>	Duration Of Study *	<input type="text" value="Select"/>
Mode Of Delivery *	<input type="text" value="Select"/>		
Field Of Study *	<input type="text" value="Select"/>		
Method Of Delivery *	<input type="text" value="Select"/>		
Structure *	<input type="text" value="Select"/>		

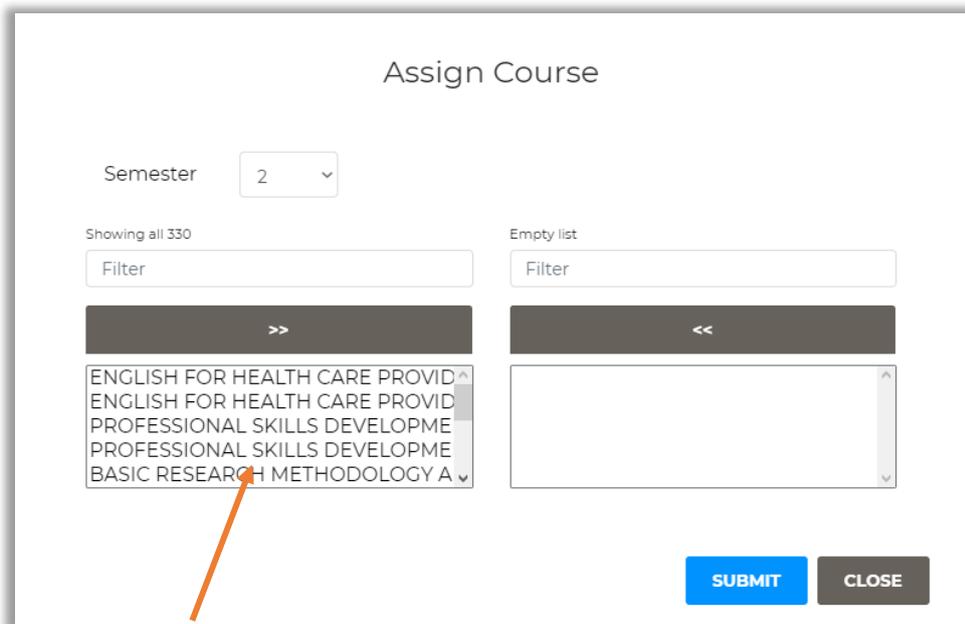
2.5.3 View courses

To view courses, click on *VIEW COURSES* in program list as shown below. List of courses will be display. Program can be update and remove using buttons as shown below respectfully.

#	STATUS	LEVEL	NAME OF AWARD	CODE	MQF LEVEL	CREDIT VALUE	COURSE	ACTION
1	Active	Diploma	DIPLOMA FISIOTERAPI DIPLOMA IN PHYSIOTHERAPY	DPPT 203	4	93	View 38 courses	<input type="button" value="UPDATE"/> <input type="button" value="REMOVE"/>
2	Active	Diploma	DIPLOMA TEKNOLOGI MAKMAL PERUBATAN DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY	DPMT 207	4	95	View 34 courses	<input type="button" value="UPDATE"/> <input type="button" value="REMOVE"/>

2.5.4 Assign courses

Click *VIEW COURSE* then Click on *ASSIGN COURSE* button. The popup will show as below. Choose the semester and click on the course that want to be assign on the program. Use the filter to search the course that want to added. Then click *SUBMIT* and text 'Program successfully updated!' will display if successfully save. The new course will appear on course semester list.



Select on the course that want to be assign here

Semester 2

Showing all 327

Filter

>>

ENGLISH FOR HEALTH CA
ENGLISH FOR HEALTH CA
BASIC RESEARCH METHO
LAW, ETHICS AND PROFE
BASIC MEDICAL MICROBI



Course that has been selected to assign will display here

2.5.5 Reassign a course based on semester

To reassign a course, click *ASSIGN COURSE TO SEMESTER* then the popup below will show. Select the course that want to keep and remove then click submit to save the changes.

Assign Course

Semester 1

Showing all 326

Filter

>>

ENGLISH FOR HEALTH CARE PROVID
ENGLISH FOR HEALTH CARE PROVID
PROFESSIONAL SKILLS DEVELOPME
PROFESSIONAL SKILLS DEVELOPME
BASIC RESEARCH METHODOLOGY A

Showing all 4

Filter

<<

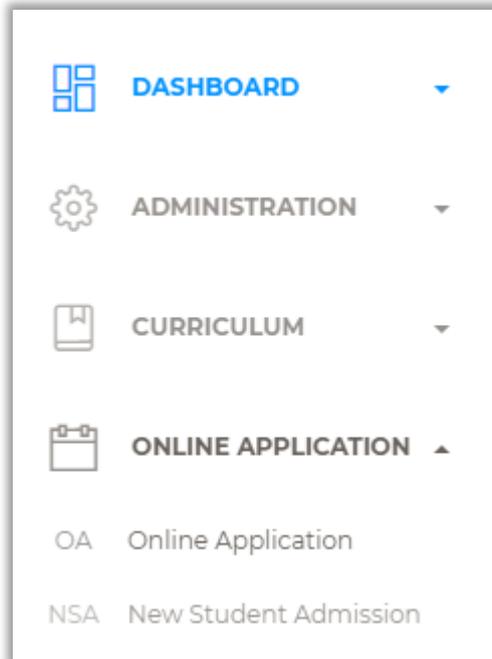
HEALTH SCIENCES (HS)
BEHAVIOUR SCIENCES (BS)
NURSING SCIENCES (NS)
MEDICAL SCIENCES (MS)

SUBMIT CLOSE

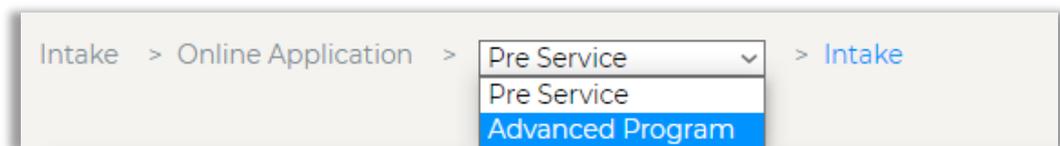
3.0 ONLINE APPLICATION

3.1 View intake list

Click on menu *Online Application > Online Application* as shown below. List of intake for Pre Service program will display by default.

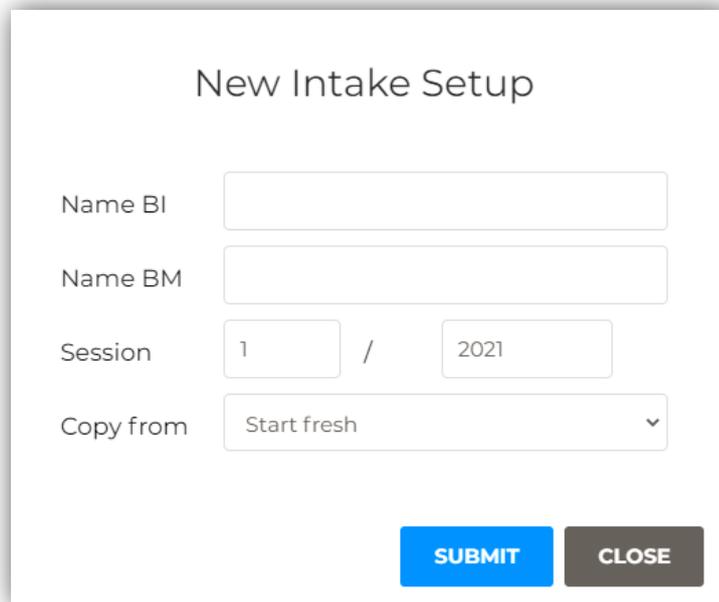


Click on breadcrumb *Intake > Online Application > Pre Service* to Advance Program for intake for Advanced Program list.



3.2 Add New Intake

Click on *REGISTER NEW INTAKE*. New popup will show as below. Fill the information and click submit.



New Intake Setup

Name BI

Name BM

Session /

Copy from ▼

3.3 Update Intake

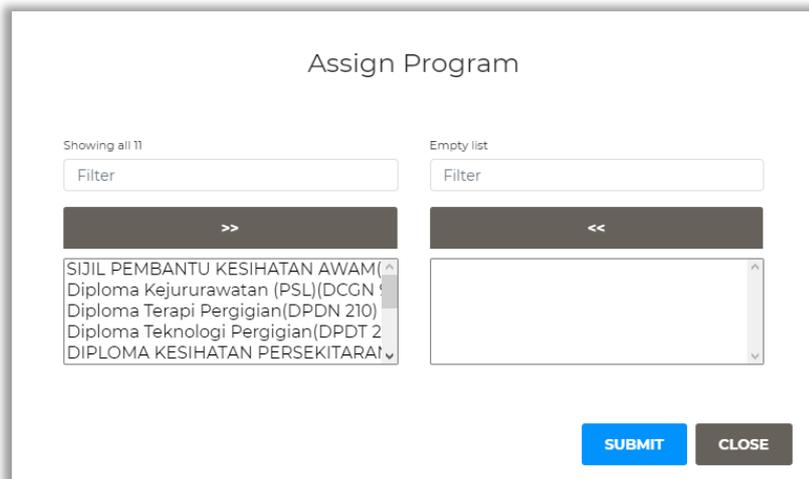
Click on *UPDATE* button to update the intake's information. Popup with current intake information will be display. Click *SUBMIT* after make changes.

3.4 View Program

Click on *VIEW PROGRAM* to show program list.

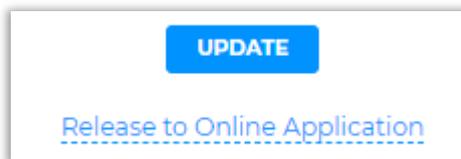
3.5 Assign Program to Intake

Click *ASSIGN PROGRAM*, new popup will show as below. Choose the program that want to be offer to the intake. The program that had been chose will be move to the right panel. Click *SUBMIT* to confirm the program chose.



3.6 Release to online Application

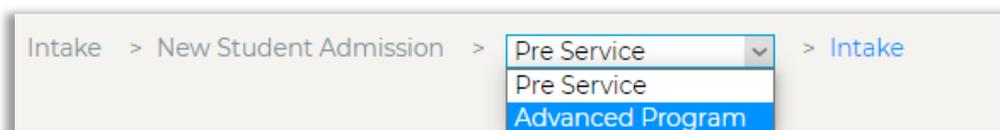
Click on *INTAKE*. On the selected intake, click the *Release to online application* link as shown below. Message 'Intake has been released to Online Application' will display if successfully submit.



4.0 NEW STUDENT ADMISSION

4.1 View intake

Click on *Online Application > New Student Admission*. Then, click on *Intake > New Student Admission > Basic to Advanced Program* for list of intake for Advanced Program.



4.2 Display program list

Click on *View Program* to display the program list.

4.3 Display student list

Click on *View New Student*, list of program with total student will appear. Then, click on *View X Students*. Check the list of students enrolled in the program, if all correct click *Confirm Student List*.

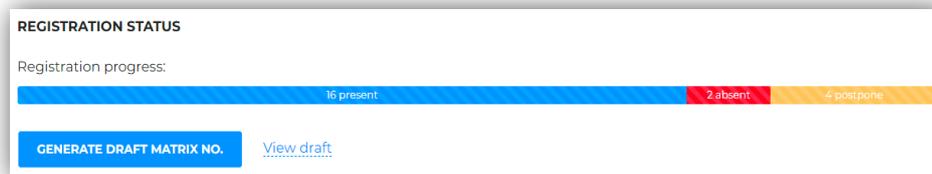
5.0 STUDENT REGISTRATION DAY

5.1 Update Semester 1 registration

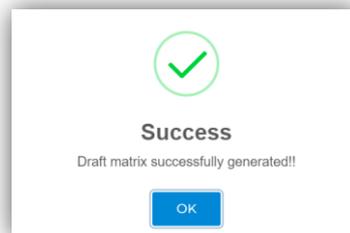
Click on *Update Semester 1 Registration*, list of new student with program information, name and registration will display. Click on *Update Registration*, then change the student status and click *SUBMIT*.

5.2 Generate draft matrix number

After all student status has been updated, button "*Generate Draft Matrix Number*" will be enabled. Click the button to generate draft matrix number.



If generation is successful, dialog with success message will be



displayed.

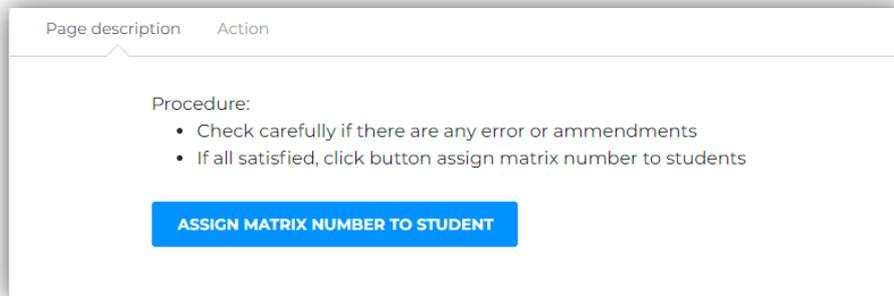
6.0 VIEW DRAFT MATRIX NUMBER

Click the "View draft" after successfully generated matrix number. User will be able to view the generated draft matrix number by program.

#	STUDENT NAME	PROGRAM	MATRIX NO
Diploma in Nursing			
1	amy shazreen binti hazarudin	Diploma in Nursing	DPNS 1/2021(03)-0001
2	an nur syirain binti mohamad noor	Diploma in Nursing	DPNS 1/2021(03)-0002
3	anis najwa binti thairun aris	Diploma in Nursing	DPNS 1/2021(03)-0003
4	asma'a nirsina binti ibrahim	Diploma in Nursing	DPNS 1/2021(03)-0004
5	farihah aisyah binti azraf	Diploma in Nursing	DPNS 1/2021(03)-0005

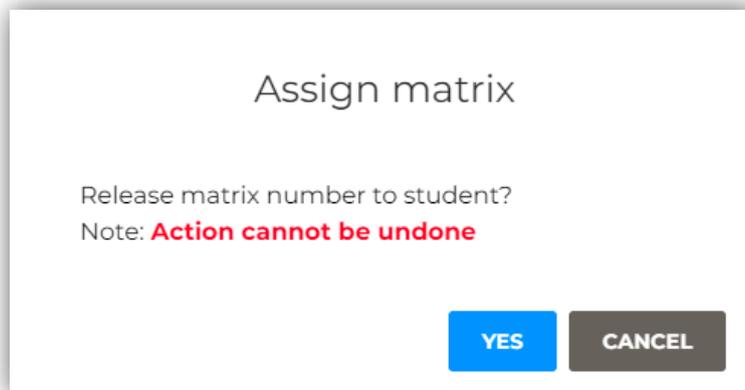
6.1 Assign the generated matrix number to students:

Click button 'Assign matrix Number to Student' to perform the action.



Dialog popup will appear to confirm the action. Click 'Yes' to confirm.

Note: The action is irreversible. Assigned matrix number will be fixed to student.



7.0 STUDENT AFFAIRS

7.1 Enrollment

The page display information regarding:

- List of intakes, programs and students within the intake
- Student academic record
- Student hostel record
- Student profile

7.2 Lists of intakes, programs and students:

Click on Student Affairs > Enrollment. The Enrollment page will be displayed.

INTAKE	STATUS	PROGRAM	STUDENT
Januari 2020	ONGOING	View 2 programs	View 16 students

Labels and arrows in the image:

- Arrow from 'Name of the intake' points to 'Januari 2020'.
- Arrow from 'Intake status' points to 'ONGOING'.
- Arrow from 'Number of programs offered for this college within the intake' points to 'View 2 programs'.
- Arrow from 'Number of students within the intake' points to 'View 16 students'.

7.3 Student academic record, hostel record and profile

Click on 'View X students'. Page will display lists of students within the intake.

#	NAME	EMAIL	MOBILE	SERVICES	LINKS
1	AN NUR SYIRAIN BINTI NOOR 980304095114	syrain@gmail.com	1127419989	N/A	View Academic Records View Hostel Records View profile
2	FARIHAH AISYAH BINTI AZRAF 001103030988	001103030988@email.com	189043867	N/A	View Academic Records View Hostel Records View profile
3	SITI NOR IZATI BINTI ISMAIL 971224036312	971224036312@email.com	196317023	N/A	View Academic Records View Hostel Records View profile
4	ASMA'A NISRINA BINTI IBRAHIM 000519080554	000519080554@email.com	142569821	N/A	View Academic Records View Hostel Records View profile
5	NOOR ZARINA BINTI AZIZ 981229035414	981229035414@email.com	1117867098	N/A	View Academic Records View Hostel Records View profile

7.4 Find a Student

To find a student, click on *Enrollment > Find a Student* from the sidebar.

The search can be filtered by:

- IC Number
- Name

- No. Matrix
- Email
- Mobile

Tapisan: IC, Nama, No. Matrix, Email, Mobile

Carian: Taipkan carian

CLEAR SEARCH

NAME	IC	EMAIL	MATRIX NO
No data available in table			

Then, enter the search phrase. Lists of related search will be displayed immediately. Select the relevant dropdown, and then click “Search”

The result will be displayed, with student information such as:

- Profile
- Address
- Contacts
- Academic records

Tapisan: Nama

Carian: Showing 1 results

Aisyah

fariyah aisyah binti azraf

- Hostel

NAME	IC	EMAIL	MATRIX NO
 fariyah aisyah binti azraf	001103030988	001103030988@email.com	

PROFILE

	Mobile:	189043867
	Gender:	female
	Race:	null
	Marital status:	null

ADDRESSES

TYPE	ADDRESS	ACTION
permanent	lot2332 jln baru wakaf bharu tumpat 16250 wakaf bharu kelantan darul naim	

CONTACTS

GUARANTOR	NAME	RELATIONSHIP	MOBILE	INCOME	ACTION
No record found					

ACADEMIC RECORDS

YEAR	COURSE	LEVEL	RESULT	ACTION
No record found				

8.0 FACILITY

The page enable users to:

- Create, update and delete:
 - (i) Hostel blocks
 - (ii) Hotel level
 - (iii) Hostel Unit
- Assign hostel unit to students

8.1 Hostel

To access the page, go to *Facility > Hostel*.

i) Adding block to hostel:

Click on the “+ Block” on the left-top of the table.

#	BLOCK	GENDER	LEVEL	UNIT	BED
No data available in table					

Note: An orange arrow points to the '+ BLOCK' button in the top-left corner of the table area.

An empty dialog will popup. Fill in the block information, and then click on “Submit” button.

If the block was successfully added, message “Block successfully added!” will be displayed.

Now the block will be listed in the table below. The action available for user to perform are as below:

#	BLOCK	GENDER	LEVEL	UNIT	BED	ACTION
1	Bunga Mawar	Male	0 level	0 unit	0 available 0 occupied	UPDATE DELETE

Click here to see level inside the block

Click here to see units inside the block

Update or delete the block

ii) Adding level to the block:

Click “X Level” on the block page. Table will display lists of blocks, if any. Click “+ Level” to add level.

#	LEVEL ^	UNIT	BED	ACTION
1	Tingkat G	0 units	0 available 0 occupied	UPDATE DELETE

Amount of units inside the level

Update or delete the level

Popup dialog will appear. Fill in the information about the level, then click "Submit". If success, message "Level successfully added!" will be displayed.

iii) Adding block to the level:

Click on "X Units" on the level page. A new page will display lists of units, if any. Click "+Unit" to add new unit.

Fill in the unit's information, and then click "Submit" button. If successful, message "Unit added successfully!" will be displayed.

Click here to add new unit

Click here to update/delete unit

#	UNIT	BED	ACTION
1	Unit 1	1 available 0 occupied	UPDATE DELETE

NO.	STATUS	LABEL	ACTION
1	Available	Bed 1	ASSIGN

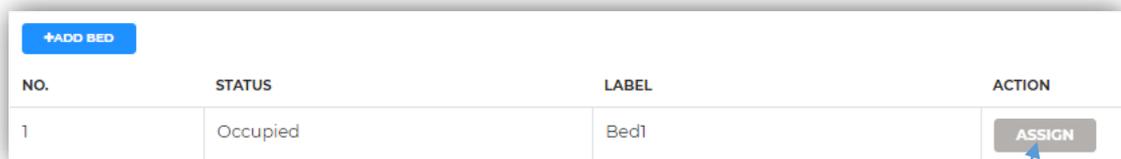
Expand/collapse table panel

Click here to assign bed to student

iv) Assigning a bed to student.

Expand the row by clicking on the green “+” icon. Select the bed, and click button “*Assign*” to assign a be to student.

A dialog will popup. On the “*Select Student*” column, type the name of student. Then, select the correct name that appear from the dropdown. Then, click “*Submit*”. If successful, message, “*Bed assigned successfully*” will be displayed.



NO.	STATUS	LABEL	ACTION
1	Occupied	Bed1	ASSIGN

Bed that already assigned is not available for assignment anymore