

Staff Information

Staff information is one of the sub modules that will manage the staff's profile information and record staff task and records such as registering new staff, storing required information on the staff and archiving existed staff information.

1. Login ICMS

- Open the Mozilla Firefox, type <http://10.16.0.105:3000>. Then, press enter.
- Click Login link on the right side of the interface.



Figure 1.1

- Enter your username as '*admin*' and password as '*password*'.
- Click on the '**Login**' button.

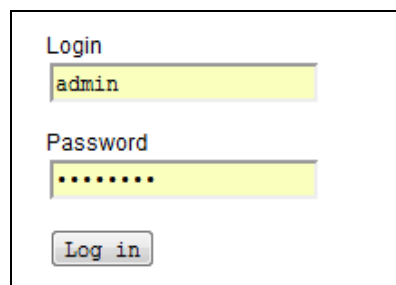


Figure 1.2

- Go to Staff > Staff Information

2. Add New Staff

- Click '**Create New Staff**' link at the bottom of the page.
- Fill in all information :
 - i) Personal Details

The screenshot shows a web form titled "Personal Details" with a light blue header. The form contains the following fields:

- MyKad No * : [text input] Fill MyCardNo Without (-)
- Name * : [text input] [dropdown menu]
- Staff Code : [text input]
- Personal File No : [text input]
- Email * : [text input]
- Date Of Birth : [dropdown: 6] [dropdown: April] [dropdown: 1945]
- Birth Cert No : [text input]
- Blood Type : [dropdown: Select]
- Gender : ☐ Male ☐ Female

Figure 2.1

ii) Employment Details

- To update list in the Staff Grade, steps in Appendix A.

The screenshot shows a web form titled "Employment Details" with a light blue header. The form contains the following fields:

- Staff Grade * : [dropdown menu]
- Employment Status : [dropdown: Select]
- Appointment Status : [dropdown: Select]
- Appointment Date : [dropdown] [dropdown] [dropdown]
- Appointment To Scheme : [dropdown] [dropdown] [dropdown]
- Confirmation Date : [dropdown] [dropdown] [dropdown]
- Position Confirmation Date : [dropdown] [dropdown] [dropdown]
- Pension Confirmation Date : [dropdown] [dropdown] [dropdown]
- Date of Latest Wealth Declaration : [dropdown] [dropdown] [dropdown]

Figure 2.2


iii) Finance Details

The screenshot shows a web form titled "Finance Details" with a light blue header. The form contains the following fields:

- EPF No : [text input]
- Tax No : [text input]

Figure 2.3

iv) Bank Accounts

- To add list of Bank, steps in Appendix A.
- If there is more than one bank account, click *Add More* icon .

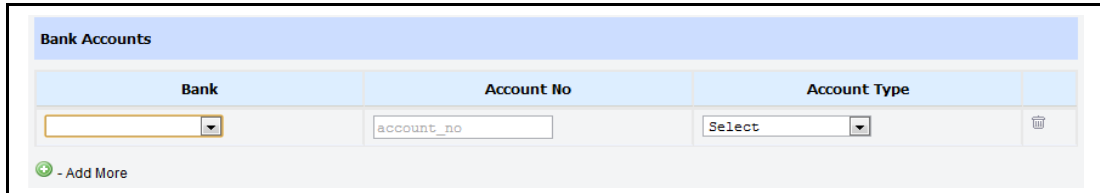



Figure 2.4

v) Qualification Details

- If there is more than one qualification, click *Add More* icon .

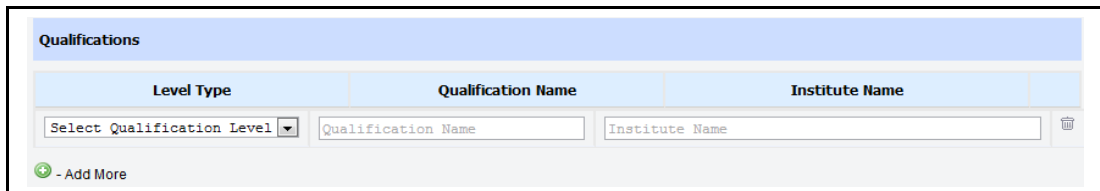



Figure 2.5

vi) Loans Details

- If there is more than one loan, click *Add More* icon .

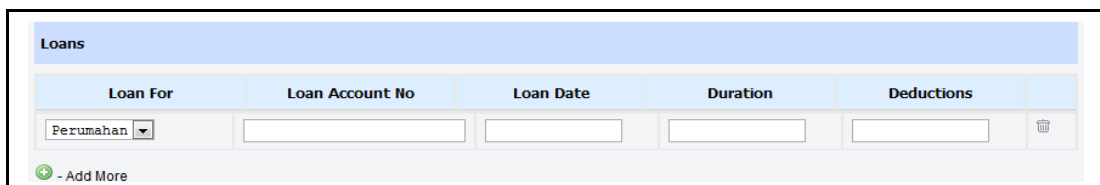


Figure 2.6

vii) Emergency Contact Information

- If there is more than one emergency contact information, click *Add More* icon



Figure 2.7

- After fill in all the information, click '**Create**' button at the bottom of the page.

3. Edit Staff Information

- Go to Staff Index Page > Click *Edit* icon

MyKad No	Name	Position	Unit	Control
510623-04-5337	Pegawai Waran II (M) Sabtu Bin Ahmad	Jurulatih	Perpustakaan	
520512-71-5077	Komander Maritim Abdul Karim Bin Baba	Penolong Pengarah Kanan	Ketua Fakulti Undang Undang & Penguatkuasaan	
530117-02-5497	Pegawai Waran II (M) Zulkapli Bin Mustapa	Jurulatih	Pegawai Latihan Undang Undang & Penguatkuasaan	

Figure 3.1

- Then edit the information required.
- After finish, click '**Update**' button to save the information.

4. Search Staff Information

- Type Staff Name or MyCard No at the search bar.
- Then click '**Search**' button and your search will display at the staff list.



Figure 4.1

5. Show Staff Information


- Go to Staff Index Page, click *Show* icon 
- It will show all the Staff Information Details.



Figure 5.1

6. Delete Staff Information



- Go to Staff Information Index > Click *Delete* icon. 
- Message box will appear. Click OK or CANCEL to delete the staff information required.



Figure 6.1

7. Print Staff Information

- Go to Staff Information Index > Click *Printer* icon 
- Staff Information Detail will appear. Click '**Print This Page**' button to print out the details at the top right of the page.

[Print This Page](#)

PUSAT LATIHAN AGENSI PENGUATKUASAAN MARITIM MALAYSIA
BORANG MAKLUMAT STAF BAGI SISTEM ICMS

Butiran Peribadi



MyKad No	:	620212-05-5351
Name	:	Pegawai Waran II (M) Johar Bin Thabic
Staff Code	:	
Personal File No	:	
Email	:	johar@mmea.gov.my
Date Of Birth	:	12-Feb-1962
Birth Cert No	:	
Age	:	50
Blood Type	:	
Gender	:	Male

Figure 6.2