

E-Industrial Training Module

Organisation

User's Manual

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1. Introduction

This User's Manual provides the information necessary for the user to effectively use the E-Industrial Training Module.

1.1 System Overview

The major functions performed by the E-Industrial Training Module include :

- a) For Organisation
 - i) Update Profile
 - ii) Update Placement Requirements
 - iii) View and Select Students for the Industrial Training Program
 - iv) Student Joblist Task
 - v) Feedback

2. User's Manual

Detailed below are the steps and screenshots required as a guide to use the system.

2.1 User Login

1. The system can be accessed using this URL : <http://industrial.um.edu.my>
2. The login will be displayed as below :

The screenshot shows the 'Organisation's Page' login interface. At the top, there is a header with the University of Malaya logo and the text 'The Leader in Research & Innovation'. Below the header, there is a section for existing users to login. It includes a 'Login' button and a form with fields for 'User ID/Email' and 'Password'. There are also 'Submit' and 'Reset' buttons. Below the login form, there is a link for 'Forgot Password? Click here'. At the bottom, there are 'Other useful links' including 'myGovernment', 'eKL', 'OSCC', 'MyIdeas', and 'PUNE'. The footer contains copyright information and a timestamp: '17 Jun 2011, 7:50:05 PM'.

3. Login using the username and password provided during the activation process.
4. Once logged in, the main page will be displayed as below :

The screenshot shows the 'Organisation's Page' main interface after login. At the top, there is a header with the University of Malaya logo and the text 'The Leader in Research & Innovation'. Below the header, there is a navigation bar with buttons for 'Pending', 'Shortlisted', 'Approved', 'Disapproved', 'Joblist', and 'Evaluation'. Below the navigation bar, there is a table with columns: 'No', 'Student Name', 'Faculty', 'Department', 'Specialisation', 'Applied On', 'Training Start', 'Training End', 'Preview Resume', and 'Shortlist'. The table currently shows 'No Records Found'. Below the table, there are 'Other useful links' including 'myGovernment', 'eKL', 'OSCC', 'MyIdeas', and 'PUNE'. The footer contains copyright information and a timestamp: '09 Jan 2013 09:09:21 AM'.

2.2 Update Profile

1. Use 'Update Profile' to update your Contact Information and Placement Requirement.
2. Place your mouse cursor over the 'Home' icon as shown below :

PUSAT TEKNOLOGI MAKLUMAT(MULTIMEDIA UNIT) || Logout

Contact Information Save Back

Organization Name: PUSAT TEKNOLOGI MAKLUMAT(MULTI)
Contact Person: MUHAMMAD AMINUDIN RAZALI
Designation: HEAD OF MULTIMEDIA DIVISION
Date Invited: 09-Jan-2013
Company Type: ☒ HQ ☐ Branch
Hq Organisation: ---Please Select---
Company Reg No:
Email: aminudin.razali@um.edu.my
Address1: UNIVERSITI MALAYA,LEMBAH PANTAI
Address2: LEVEL 9, WISMA R&D, UNIVERSITI MAL
City: KUALA LUMPUR
State/Country: WILAYAH PERSEKUTUAN (KL)
Zipcode: 50603
Phone: 0379674132
Fax: 0379674160
Web Address: http://ptm.um.edu.my
(Example: http://www.google.com or https://www.google.com)

Industry Information

Economic Sectors: EDUCATION
Industry Status: GOVERNMENT
Organization Status: PROFESIONAL

Placement Requirements Note: Click on ADD if you have placement opportunities in more than ONE area of specialisation

Comments

Select All DeSelect All Add Delete

SPECIALISATION	ALLOWANCE	NO_OF_TRAINEES	DEPARTMENT	STATUS
----------------	-----------	----------------	------------	--------

10 Page 1 of 1 Processing, please wait ...

3. Click on 'Update Profile'.
4. Update your contact details under Contact Information.

Contact Information [Save](#) [Back](#)

Organization Name	KOMPLEKS KRAF KUALA LUMPUR	Address1	SEKSYEN 63,
Contact Person	RAUDZAH BINTI MOHD. SAID	Address2	JALAN CONLAY
Designation	PEREKA	City	KUALA LUMPUR
Date Invited	23-Feb-2012	State/Country	WILAYAH PERSEKUTUAN (KL) ▼
Company Type:	<input checked="" type="radio"/> HQ <input type="radio"/> Branch	Zipcode	50450
Hq Organisation:	---Please Select---	Phone	0321627459
Company Reg No:		Fax	0321612622
Email	raudzah@kraftangan.gov.my	Web Address	http://www.kraftangn.gov.my

(Example: http://www.google.com or https://www.google.com)

5. Update your industry details under Industry Information.

Industry Information

Economy Sector	RESEARCH, TECHNOLOGY AND MEDICAL ▼
Industry Status	LOCAL PRIVATE ▼
Organisation Status	PROFESIONAL ▼

6. Update your placement details under Placement Requirements.

7. Placement Requirements for multiple areas of specialisations.

8. Select the existing area of specialisation to update the requirements for the existing area of specialisation.

Placement Requirements Note: Click on ADD if you have placement opportunities in more than ONE area of specialisation

Comments

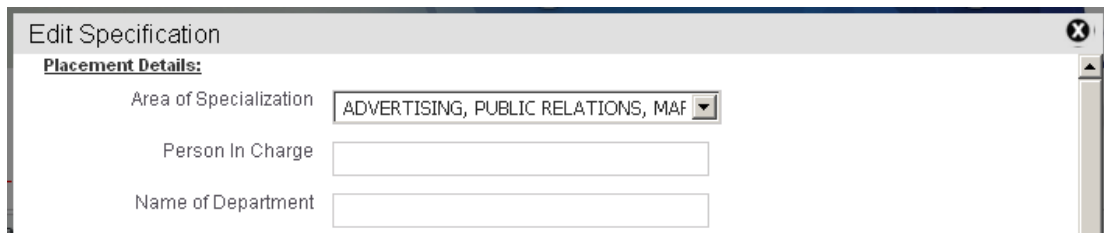
[Select All](#) [DeSelect All](#) [Add](#) [Delete](#)

SPECIALISATION	ALLOWANCE	NO_OF_TRAINEES	DEPARTMENT	STATUS
ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES				Active

Page 1 of 0 [Displaying: 1 to null of null items.](#)

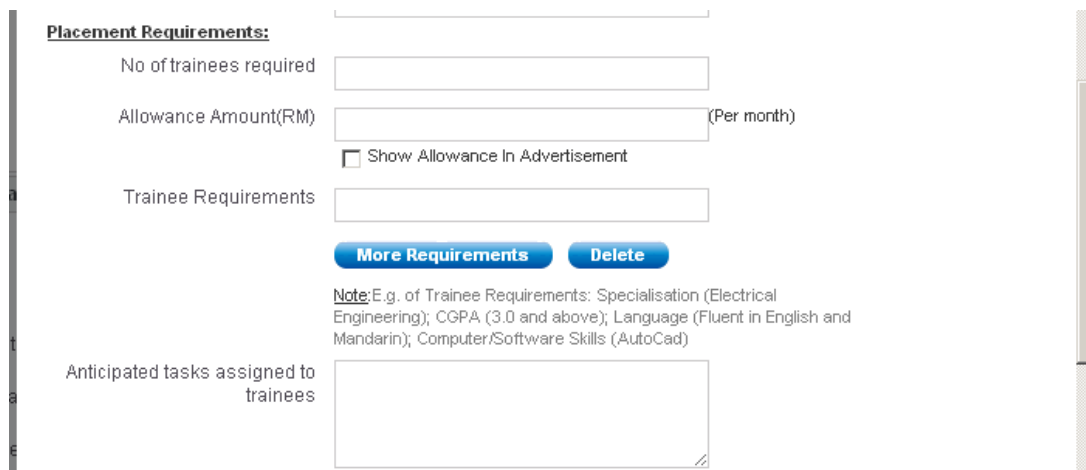
9. A pop-up box containing the placement requirements will be displayed.

10. Under 'Placement Details' update the Person in Charge and Name of Department.



The screenshot shows a window titled 'Edit Specification'. Inside, there is a section labeled 'Placement Details:'. It contains three fields: 'Area of Specialization' with a dropdown menu showing 'ADVERTISING, PUBLIC RELATIONS, MAF', 'Person In Charge' with an empty text box, and 'Name of Department' with an empty text box.

11. Under 'Placement Requirements' add the number of trainees required and allowance amount.



The screenshot shows the 'Placement Requirements' section. It includes a header 'Placement Requirements:' followed by several fields: 'No of trainees required' (text box), 'Allowance Amount(RM)' (text box) with '(Per month)' to its right, a checkbox 'Show Allowance In Advertisement', and 'Trainee Requirements' (text box). Below these are two buttons: 'More Requirements' and 'Delete'. A note follows: 'Note: E.g. of Trainee Requirements: Specialisation (Electrical Engineering); CGPA (3.0 and above); Language (Fluent in English and Mandarin); Computer/Software Skills (AutoCad)'. At the bottom is a large text area labeled 'Anticipated tasks assigned to trainees'.

12. If you wish to show the allowance in the advertisement to the student, select the checkbox 'Show Allowance in Advertisement.'
13. Add the trainee requirements under 'Trainee Requirements' column. Add additional requirements by selecting 'More Requirements'.
14. Add the anticipated tasks assigned to trainees.
15. Add the advertisement details under 'Placement Advertisement Details'.
16. Select the Placement Advertisement Open Date and select the Duration. The End Date will be automatically displayed.

Note : The placement advertisement to the students will be displayed based on the Open Date and End Date you have set here.

Edit Specification

[More Requirements](#) [Delete](#)

Note: E.g. of Trainee Requirements: Specialisation (Electrical Engineering); CGPA (3.0 and above); Language (Fluent in English and Mandarin); Computer/Software Skills (AutoCad)

Anticipated tasks assigned to trainees

Placement Advertisement Details :

Placement Advertisement Open Date

Duration ---Please Select--- (months)

Placement Advertisement End Date


Organisation Status:

Status Active

[Save](#) [Reset](#)

- Under 'Organisation Status' the default status will be set to 'Active'. If you wish to deactivate your placement advertisement to the students, you can update the status here to 'Inactive'.

Note : Once your status is Inactive, your placement advertisement will not be displayed to the students.

- Click on 'Save'  button at the top of the page (next to Contact Information) to save any changes made.

KOMPLEKS KRAF KUALA LUMPUR || [Log](#)

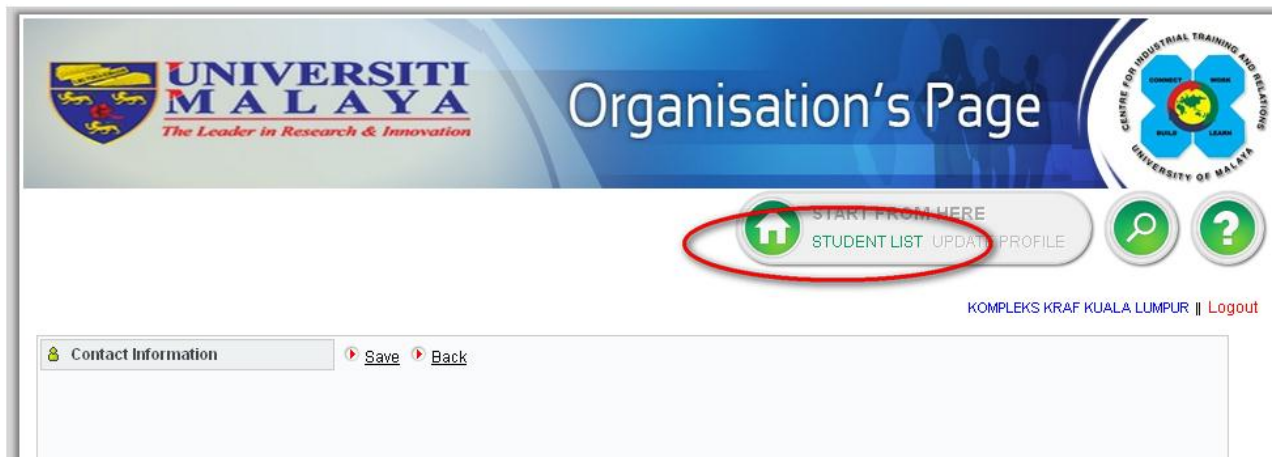
[Contact Information](#) [Save](#) [Back](#)

Organization Name KOMPLEKS KRAF KUALA LUMPUR

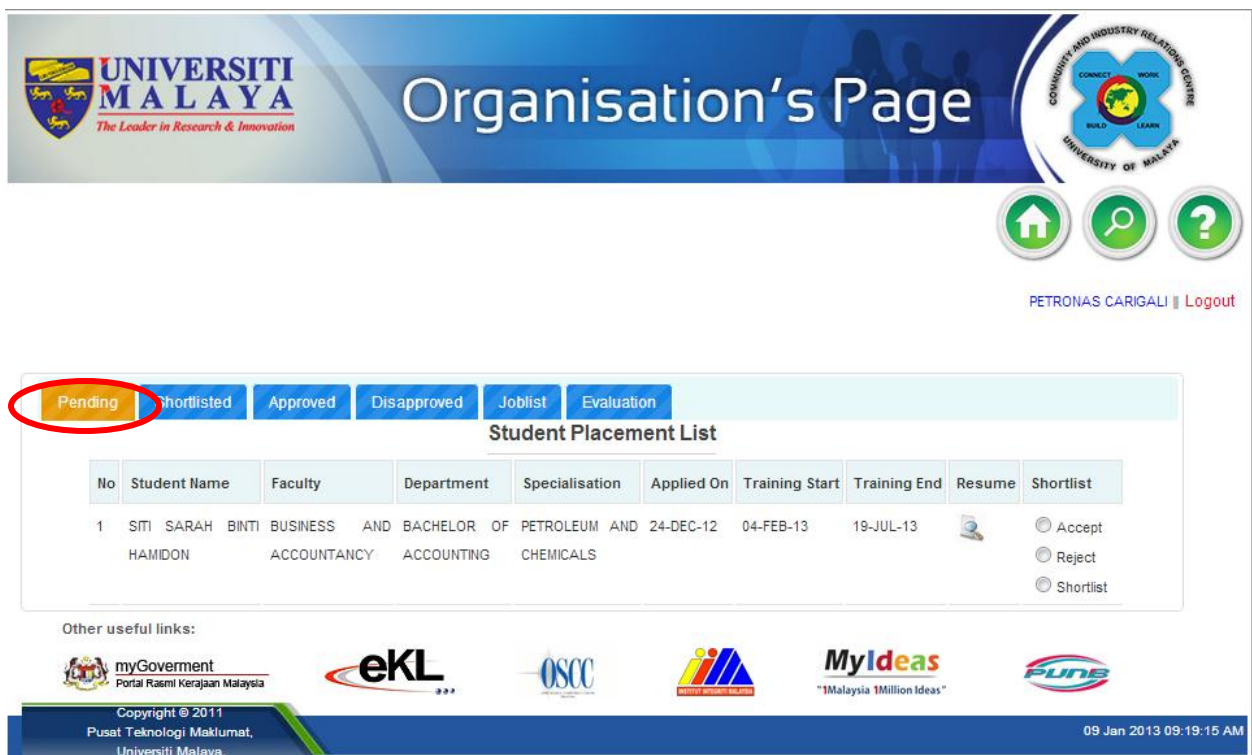
Address1 SEKSYEN 63,

2.3 View and Select students

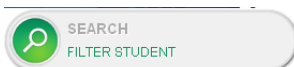
- Place your mouse cursor over the 'Home' icon and click on 'Student List' to go to the Student List page.



2. List of students who have applied to your organisation will be displayed under the 'Pending' tab.




3. Student's Name, Faculty and Department will be displayed.
4. The area of specialisation to which the student has applied will be displayed. If you have added more than one area of specialisation for placements, you can filter the list of students by area of specialisation by selecting the filter student option under the Search icon.





5. Filter the list of students by Applied Date and Area of Specialisation.

Filter


Applied Date  Specialisation




[List](#) [Reset](#)

6. Click the  icon under Preview Resume to view the students' resume.



Organisation's Page









PETRONAS CARIGALI | [Logout](#)

[Pending](#)
[Shortlisted](#)
[Approved](#)
[Disapproved](#)
[Joblist](#)
[Evaluation](#)

Student Placement List

No	Student Name	Faculty	Department	Specialisation	Applied On	Training Start	Training End	Resume	Shortlist
1	SITI SARAH BINTI HAMIDON	BUSINESS AND ACCOUNTANCY	BACHELOR OF ACCOUNTING	PETROLEUM AND CHEMICALS	24-DEC-12	04-FEB-13	19-JUL-13		<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Shortlist

Other useful links:

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Universiti Malaya.

09 Jan 2013 09:19:15 AM

7. To shortlist a student from the list, click on the shortlist button. The student will be sent to the 'Shortlisted' tab.

The screenshot shows the 'Organisation's Page' of the University of Malaysia. At the top, there is a header with the university logo and the text 'Organisation's Page'. Below the header, there are navigation icons for Home, Search, and Help. The user is logged in as 'PETRONAS CARIGALI'. The main content area displays a 'Student Placement List' with tabs for Pending, Shortlisted, Approved, Disapproved, Joblist, and Evaluation. The 'Shortlisted' tab is selected. The table lists students with columns for No, Student Name, Faculty, Department, Specialisation, Applied On, Training Start, Training End, Resume, and Shortlist. The first student, Siti Sarah Binti Hamidon, is listed. The 'Shortlist' button for this student is circled in red. Below the table, there are 'Other useful links' including myGovernment, eKL, OSCC, MyIdeas, and PUNE. The footer contains copyright information and the date '09 Jan 2013 09:15 AM'.

No	Student Name	Faculty	Department	Specialisation	Applied On	Training Start	Training End	Resume	Shortlist
1	SITI SARAH BINTI HAMIDON	BUSINESS AND ACCOUNTANCY	BACHELOR OF ACCOUNTING	PETROLEUM AND CHEMICALS	24-DEC-12	04-FEB-13	19-JUL-13		<input type="radio"/> Accept <input type="radio"/> Reject <input checked="" type="radio"/> Shortlist

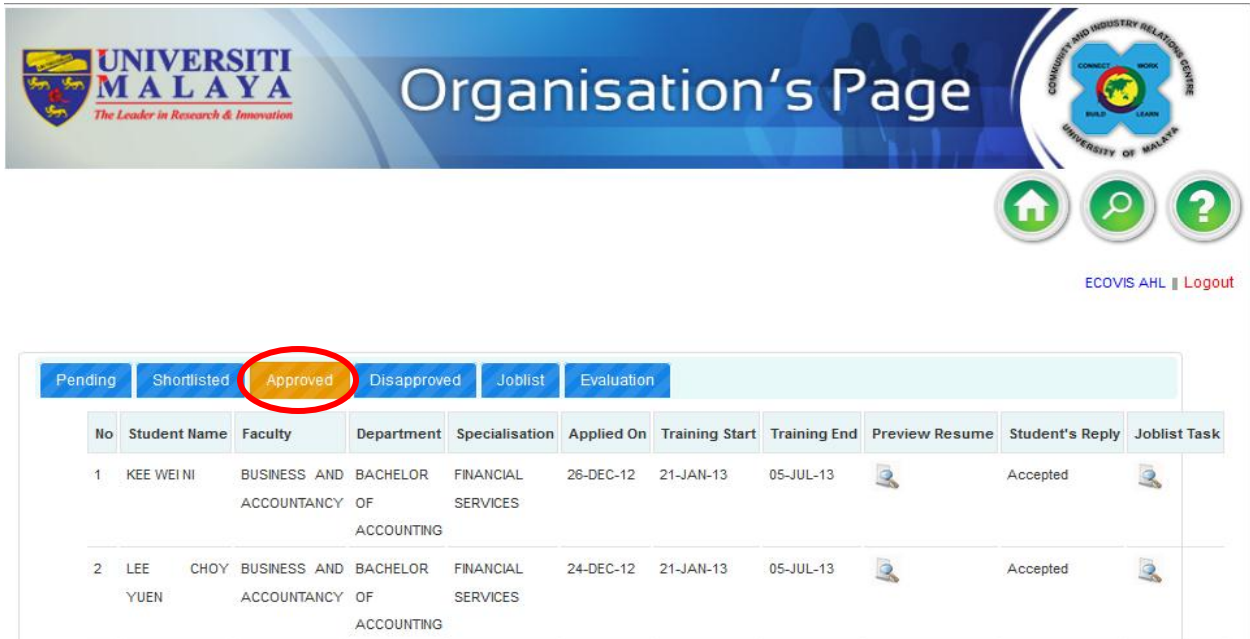
8. To Accept/Reject a student from the list, click on the Accept/Reject buttons.

This screenshot is identical to the previous one, showing the 'Organisation's Page' with the 'Student Placement List' under the 'Shortlisted' tab. The 'Reject' button for the first student, Siti Sarah Binti Hamidon, is circled in red.

No	Student Name	Faculty	Department	Specialisation	Applied On	Training Start	Training End	Resume	Shortlist
1	SITI SARAH BINTI HAMIDON	BUSINESS AND ACCOUNTANCY	BACHELOR OF ACCOUNTING	PETROLEUM AND CHEMICALS	24-DEC-12	04-FEB-13	19-JUL-13		<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="radio"/> Shortlist

9. Accepted students will be listed under the 'Approved' tab and Rejected students will be listed under the 'Disapproved' tab.

10. A notification email will be sent to the student on the Accept/Reject status of their application.
11. Once a student has Accepted the offer, you will receive an email notification on the student's acceptance.
12. You can also view the student's reply at the 'Approved' tab, under the column 'Student's Reply' as below :



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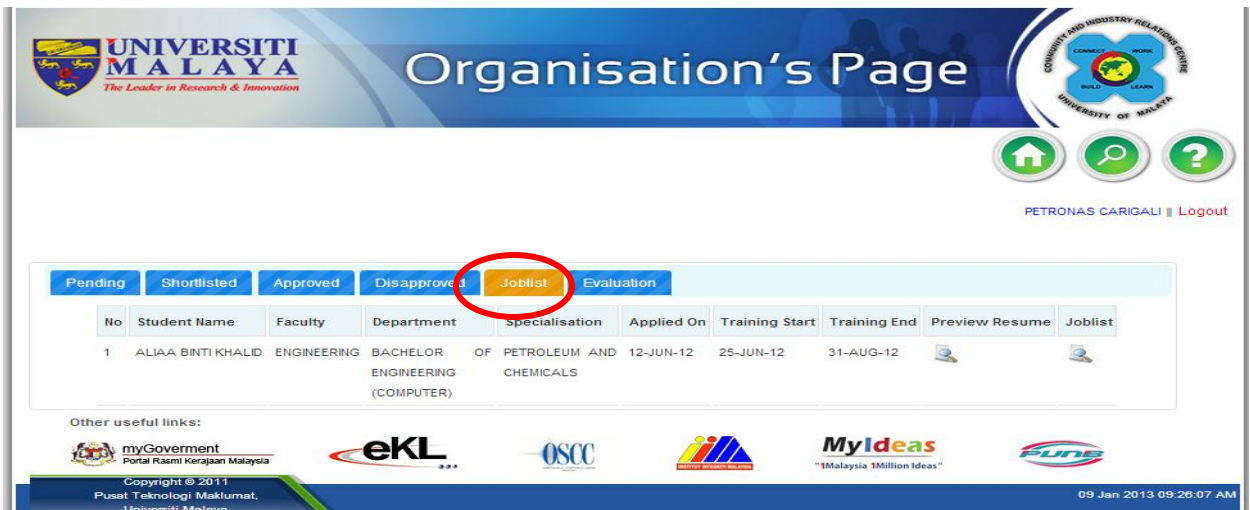
Organisation's Page

ECOVIS AHL | Logout

Pending Shortlisted Approved Disapproved Joblist Evaluation										
No	Student Name	Faculty	Department	Specialisation	Applied On	Training Start	Training End	Preview Resume	Student's Reply	Joblist Task
1	KEE WEINI	BUSINESS AND ACCOUNTANCY OF	BACHELOR OF ACCOUNTING	FINANCIAL SERVICES	26-DEC-12	21-JAN-13	05-JUL-13		Accepted	
2	LEE CHOY YUEN	BUSINESS AND ACCOUNTANCY OF	BACHELOR OF ACCOUNTING	FINANCIAL SERVICES	24-DEC-12	21-JAN-13	05-JUL-13		Accepted	

2.4 Student Joblist Task

1. Once a student has Accepted the offer, you are required to submit student Joblist Task within 2 weeks after student report for duty.
2. Go to "Joblist" Task tab.



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Organisation's Page

PETRONAS CARIGALI | Logout

Pending Shortlisted Approved Disapproved Joblist Evaluation										
No	Student Name	Faculty	Department	Specialisation	Applied On	Training Start	Training End	Preview Resume	Joblist	
1	ALIAA BINTI KHALID	ENGINEERING	BACHELOR OF ENGINEERING (COMPUTER)	PETROLEUM AND CHEMICALS	12-JUN-12	25-JUN-12	31-AUG-12			

Other useful links:

myGovernment Portal Rasmi Kerajaan Malaysia
 eKL
 OSCC
 MyIdeas "Malaysia 1Million Ideas"
 PUNE

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3. Click at :

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Organisation's Page

COMMUNITY AND INDUSTRY RELATIONS CENTRE
UNIVERSITY OF MALAYA

PETRONAS CARIGALI | Logout

Pending Shortlisted Approved Disapproved **Joblist** Evaluation

No	Student Name	Faculty	Department	Specialisation	Applied On	Training Start	Training End	Preview Resume	Joblist
1	ALIAA BINTI KHALID	ENGINEERING	BACHELOR OF ENGINEERING (COMPUTER)	PETROLEUM AND CHEMICALS	12-JUN-12	25-JUN-12	31-AUG-12		

Other useful links:

myGovernment Portal Rasmi Kerajaan Malaysia

EKL

OSCC

MyIdeas "1Malaysia 1Million Ideas"

PUNE

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09 Jan 2013 09:26:07 AM

4. Add Task

Joblist Task

STUDENT'S LIST OF TASK DURING INDUSTRIAL TRAINING FORM

Student's Information Save Close

Name: ALIAA BINTI KHALID

Registration No: KEW090002

Bachelor's Degree: BACHELOR OF ENGINEERING (COMPUTER)

Faculty/Department: ENGINEERING

Session: 2011/2012

Semester: 3

Start date of Industrial Training: 25-JUN-12

End date of Industrial Training: 31-AUG-12

Organization Information

Name of Company: PETRONAS CARIGALI

Address of Company: Petronas Carigali Sdn Bhd Level 26, Tower 1, Petronas Twin Towers 50088 Kuala Lumpur, Petronas Level 9, Tower 1, Petronas Twin Towers 50088 Kuala Lumpur, 50088-WILAYAH PERSEKUTUAN (KL).

Telephone No: 03-2331 9469

Fax No: 03-2051 4890

Name of Company's supervisor:

Designation:

List of tasks that will be carried out during the Industrial Training Placement:

Save Close

Add Task Delete

5. Click "Save"

Joblist Task

STUDENT'S LIST OF TASK DURING INDUSTRIAL TRAINING FORM

Student's Information [Save](#) [Close](#)

Name: ALIAA BINTI KHALID
 Registration No: KEW090002
 Bachelor's Degree: BACHELOR OF ENGINEERING (COMPUTER)
 Faculty/Department: ENGINEERING
 Session: 2011/2012
 Semester: 3
 Start date of Industrial Training: 25-JUN-12
 End date of Industrial Training: 31-AUG-12

Organization Information

Name of Company: PETRONAS CARIGALI
 Address of Company: Petronas Carigali Sdn Bhd Level 26, Tower 1, Petronas Twin Towers 50088 Kuala Lumpur, Petronas Level 9, Tower 1, Petronas Twin Towers 50088 Kuala Lumpur, 50088-WILAYAH PERSEKUTUAN (KL).
 Telephone No: 03-2331 9469
 Fax No: 03-2051 4890
 Name of Company's supervisor:
 Designation:

List of tasks that will be carried out during the Industrial Training Placement:

[Add Task](#) [Delete](#)

[Save](#) [Close](#)

2.5 Feedback


1. Student evaluation is to be submitted within 2 weeks after completion of Industrial Training
2. Click on "Evaluation" Tab

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Organisation's Page


PETRONAS CARIGALI | [Logout](#)


[Pending](#) [Shortlisted](#) [Approved](#) [Disapproved](#) [Joblist](#) [Evaluation](#)


No	Student Name	Faculty	Department	Specialisation	Training Start	Training End	Feedback & Evaluation
1	ALIAA BINTI KHALID	ENGINEERING	BACHELOR OF ENGINEERING (COMPUTER)	PETROLEUM AND CHEMICALS	25-JUN-12	31-AUG-12	


Other useful links:

 [myGovernment](#)
Portal Rasmi Kerajaan Malaysia

 [eKL](#)

 [OSCC](#)

 [MyIdeas](#)
"1Malaysia 1Million Ideas"

 [PUNE](#)

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09 Jan 2013 09:28:07 AM

3. Answer the feedback
4. Click “Submit Feedback & Evaluation.

PART II

COMMENTS ON THE INTERN

1) Would you consider hiring the trainee in your organisation?

☐ Yes

☐ No

2) I declare that i do not have any relationship with the trainee whether by blood or by marriage

☐ Yes

☐ No

Criteria	Scale				
	Very poor	Poor	Fair	Good	Excellent

OVERALL REVIEW OF THE STUDENTS

Submit Feedback & Evaluation

Close