

ICT2.0@HRDF

HRDF System: User Guide for Event

User Manual – Version 1.1



Mesiniaga

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EVENT MODULE

Section 1 Event Overview

1.1 *General Event Functions*

Below are the related functions:

Employer

- Submit Event Registration
- Course Fee Payment

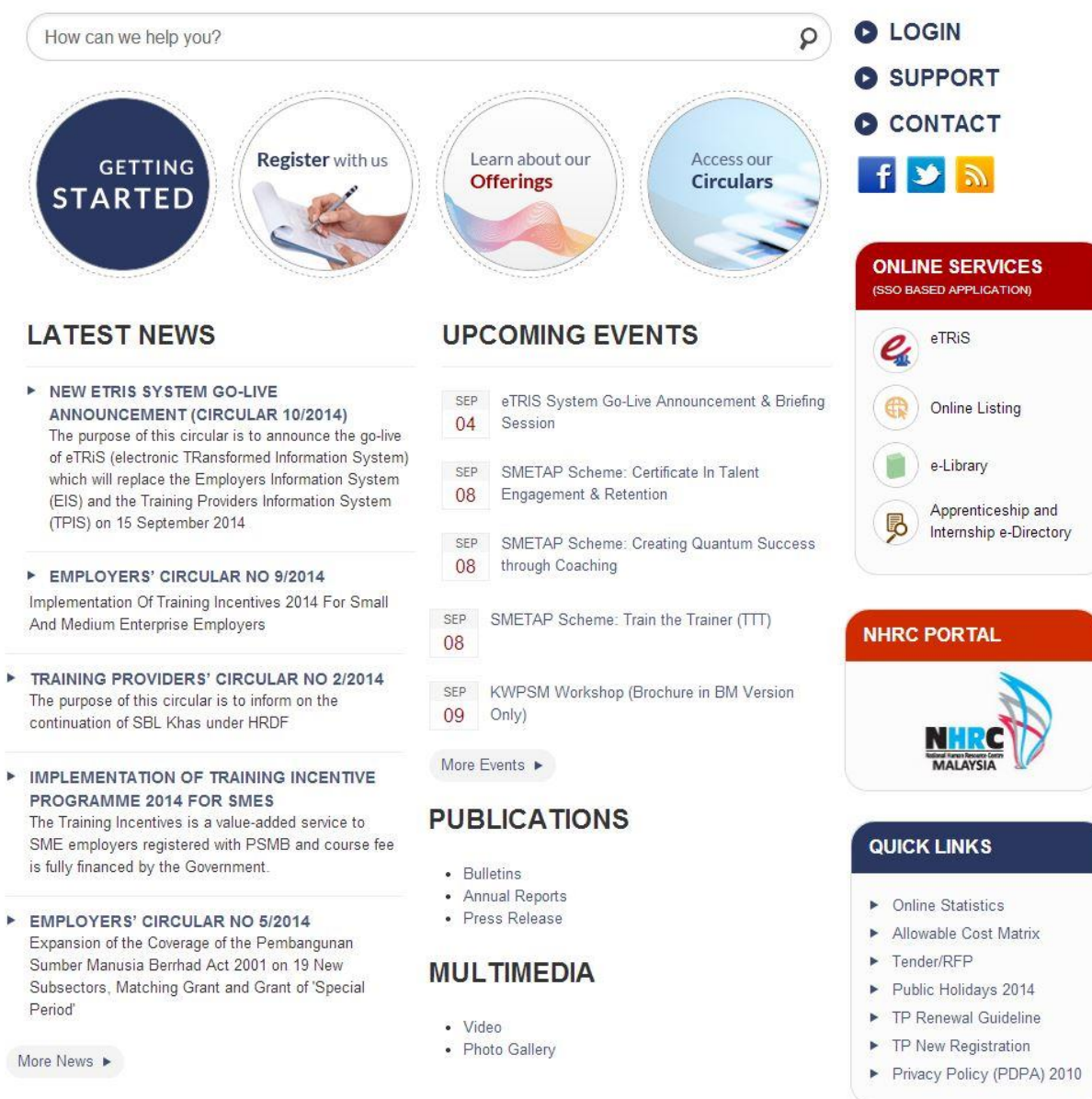


Section 1 Submit Event Registration from Employers Application

1.1 *Submit Event Registration from Employers Application*

Follow the steps below to process Submit Event Registration from Employers Application:

Step 1: Open Portal PSMB. Select from menu 'Upcoming Events'.



How can we help you? 

 GETTING STARTED
  Register with us
  Learn about our Offerings
  Access our Circulars

 LOGIN
 SUPPORT
 CONTACT
  

ONLINE SERVICES
(SSO BASED APPLICATION)

-  eTRIS
-  Online Listing
-  e-Library
-  Apprenticeship and Internship e-Directory

Latest News

- NEW ETRIS SYSTEM GO-LIVE ANNOUNCEMENT (CIRCULAR 10/2014)**
 The purpose of this circular is to announce the go-live of eTRIS (electronic TRansformed Information System) which will replace the Employers Information System (EIS) and the Training Providers Information System (TPIS) on 15 September 2014
- EMPLOYERS' CIRCULAR NO 9/2014**
 Implementation Of Training Incentives 2014 For Small And Medium Enterprise Employers
- TRAINING PROVIDERS' CIRCULAR NO 2/2014**
 The purpose of this circular is to inform on the continuation of SBL Khas under HRDF
- IMPLEMENTATION OF TRAINING INCENTIVE PROGRAMME 2014 FOR SMES**
 The Training Incentives is a value-added service to SME employers registered with PSMB and course fee is fully financed by the Government.
- EMPLOYERS' CIRCULAR NO 5/2014**
 Expansion of the Coverage of the Pembangunan Sumber Manusia Berhad Act 2001 on 19 New Subsectors, Matching Grant and Grant of 'Special Period'

[More News](#)

Upcoming Events

- SEP 04 eTRIS System Go-Live Announcement & Briefing Session
- SEP 08 SMETAP Scheme: Certificate In Talent Engagement & Retention
- SEP 08 SMETAP Scheme: Creating Quantum Success through Coaching
- SEP 08 SMETAP Scheme: Train the Trainer (TTT)
- SEP 09 KWPSM Workshop (Brochure in BM Version Only)

[More Events](#)

PUBLICATIONS

- Bulletins
- Annual Reports
- Press Release

MULTIMEDIA

- Video
- Photo Gallery

NHRC PORTAL



QUICK LINKS

- Online Statistics
- Allowable Cost Matrix
- Tender/RFP
- Public Holidays 2014
- TP Renewal Guideline
- TP New Registration
- Privacy Policy (PDPA) 2010

Step 2: Click on 'Register' (highlighted in red).

Result: The screen in edit mode will display as shown below.

Applications > Event Management > Published Events

Close

Published Events

Event ID: Programme Name: Select

Event Start Date From: 21/08/2014 Event Start Date To:

Event End Date From: Event End Date To:

Location: Malaysia State: Select

Search Reset

Sr No.	Event ID	Programme Name	Organized By/Training Provider	Start Date	End Date	State/Country	Venue	Max Pax Per Event	Seats Available	Registration Due Date	Actions
1	EVT/SME/E/2014/0025	Sme Tna	-	23/09/2014	24/09/2014	Pahang	Kuantan resort, Kuantan	25	25	16/09/2014	View Brochure Register
2	EVT/PPS/E/2014/0023	Train The Trainer	TRAINING PROVIDER 1	30/08/2014	01/09/2014		Brazil	20	20	29/08/2014	View Brochure Register

2 records found, displaying all records.

Step 3: Fill-in the form. And click 'Submit' button.

Note: Mandatory fields are mark with (*).

Applications > Event Management > Event Registration

Submit Close

Event Registration

Event Registration Header

Event ID: EVT/PPS/E/2014/0040 Registration ID:

Date & Time Created: 18/08/2014 15:54:32 Date & Time Submitted: 18/08/2014 15:54:32

Event Type: Public By PSMB Registration Status: Registration - Draft

Training Provider Details

Training Provider MyCoID: 07082014TP1 Training Provider Name: TRAINING PROVIDER 1

Address Line 1: ADDRESS Address Line 2:

Address Line 3: Address Line 4:

Post Code: 12345 City: KL

State: Kuala Lumpur Company Telephone No.: 1234124

Company Email: pranav@gmail.com

Company Fax No.:

Company/Registration Details

Registration Type: HRDF Registered Employ* MyCoID: 206981D Company Name: BESI APAC SDN BHD

Company Address *

Address: NO. 3, JALAN 26/7, SECTION 26 SELANGOR

Postcode: 40000 City: SHAH ALAM

Country: Malaysia State: Selangor

Company Contact *

Telephone No.: 600000000000

Fax No.:

Email: hrdfadmin@hrdf.com.my

Course Details

Programme Type

EET

Programme Name

Evaluation On Effectiveness

Programme Description

Description

Relevancy of Training

Training

Type of Training and Skill Upgrading

Biotechnology Or Chemistry

Training Category

Certification

Programme Brochure

Description	File Name	Actions
Chrysanthemum	Chrysanthemum.jpg	View

Programme Details

Type of Training

Public

Training Location

Overseas

Venue

Venue

Start Date

18/08/2014

Start Time

10:00

Number Of Days

1.00

Max Pax Per Company

9

Registration Due Date

18/08/2014

HQ/Branch

Not Available

State

Select

End Date

18/08/2014

End Time

20:00

Total Hours Per Trainee

10.00

Course Fee And Payment Method

Course Fee Item

Select

Course Fee Type

Per Pax

Course Fee Rate (RM)

Admin Fee Per Pax(RM)

0.00

Registration Period From

Registration Period To

No Of Pax Range From

No Of Pax Range To

Payment Method

Select

Levy Balance (RM)

[View Levy Statement](#)

Consumable Training Materials

Requested Amount (RM)

0.00

Attachment

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLXS,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Participant Details

Participant Details *

Name

Nationality

Select

IC/Passport No.

Gender

Select

Race

Select

Designation

Email

Academic Qualification

Select

HQ/Branch

Select

HR Personnel

☐ Yes
☐ No

Meal Preference

☐ Vegetarian
☐ Non Vegetarian

TTT Cert Obtained From PSMB?

☐ Yes
☐ No

Distance to Training Location

Select

Job Grade 44 or above?

☐ Yes
☐ No

Add

Reset

Remarks

Payment Details

Number of Pax Registered

Course Fee (RM)

Admin Fee (RM)

Total Course Fee (RM)

Acknowledgement Declaration

☐ I agree that all the information given is correct.

Name

Select

Designation

Email

IC/Passport No

Date

18/08/2014

Attachment For Declaration

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Step 4: Click 'OK' button.

Result: The following message is displayed and the employer will receive an email notification.

Your Request has been Submitted Successfully With

Registration ID : EVT/PPS/R/2014/0048.

OK

Section 2 Course Fee Payment

2.1 Course Fee Payment by Employers

Follow the steps below to pay course fee:

Step 1: Open your email which contain your Registration ID. There will be a link to 'Make Payment'

Step 2: Click on the link 'Make Payment'.

Step 3: Enter the 'Registration ID' button then click any area.

Result: The screen contain the registration details is displayed as shown below.

Step 4: Click 'Make Payment' button.

Applications > Event Management > Course Fee Payment

Make Payment **Close**

Course Fee Payment

Registration Payment Details

Registration No.	EVT/HR/R/2014/0080 *		
Payment Method	ePayment Only		
Event ID	EVT/HR/E/2014/0070		
Event Type	In-House For Registered Em		
Programme Type	EET		
Programme Name	Evaluation On Effectiveness		
Start Date	21/08/2014	End Date	21/08/2014
Venue	sadsasa	State	Selangor
MyColID	06082014EMP4		
Company Name	ASDFAFSADFASD		
Number of Participants	1		
Total Course Fee (RM)	1,000.00		

Step 5: Fill-in the form.

Note: Mandatory fields are mark with (*).

Payment Information

Payment Detail

MyColID/IC No.	06082014EMP4	Name	ASDFAFSADFASD
Sr No.	Description	Amount(RM)	
1	Couser Fee payment for ASDFAFSADFASD	1,000.00	
Total Amount(RM)			1,000.00

Declaration

Name	*	IC/Passport No.	*
Designation	*	Email ID	*

Payment Method

Payment Method ☐ Manual Payment ☐ Online Payment *

Make Payment **Close**

Step 6: Select your payment method and click 'Make Payment' button.

Payment Information

Payment Detail

MyCoID/IC No. 06082014EMP4

Name ASDFAFSADFASD

Sr No.	Description	Amount(RM)
1	Couser Fee payment for ASDFAFSADFASD	1,000.00
Total Amount(RM)		1,000.00

Declaration

Name siti nur diyana *

IC/Passport No. 860101101088 *

Designation HOD *

Email ID diyana@yahoo.com *

Payment Method

Payment Method

☐ Manual Payment
 ☒ Online Payment *

Bank

Bank Name

☐


☒


☐


Make Payment

Close