

## Quick Guide for Trainer Profile Management (To create New Trainer Profile Management)

1. Go to **Applications > Profile Management > Training Programme > Trainer Profile Management** to open screen.

Applications > Profile Management > Training Programme > Trainer Profile Management

[New Trainer Profile Management](#) [Close](#)

### Trainer Profile Management

Default Search

Search  [Search](#) [Reset](#) [Advance Search](#)

Records Per Page : [25](#), [50](#), [100](#), [All](#)

Customize List

Search Result

Name	Email	IC/Passport No.	TTT Certification / Exemption Number
A NARASIMHAN (ID:5316)		<a href="#">F3388695</a>	
A.S. VIJAYA KUMAR (ID:5584)		<a href="#">L3199613</a>	
A.S. VIJAYA KUMAR (ID:5590)		<a href="#">L3199613</a>	
AHMAD ABDUL RAHIM MUSLEH #EMP/0199		<a href="#">J941159</a>	
AHMAD ABDUL RAHIM MUSLEH #EMP/0199		<a href="#">J941159</a>	

3,725 records found, displaying 1 to 5 records. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next / Last\]](#)

2. Click 'New Trainer Profile Management' button to create new profile for trainer.

Applications > Profile Management > Training Programme > Trainer Profile Management

**New Trainer Profile Management** Close

### Trainer Profile Management

Default Search

Search  Search Reset Advance Search

Applications > Profile Management > Training Programme > Trainer Profile Management > New Trainer Profile Management

Save Close

Trainer Profile

Guest Trainer  Yes  No

TTT Certification / Exemption Number

Person Details

Name

Nationality

IC/Passport No.

Race

Personal Contact

Mobile No.

Office No.

Fax No.

Email

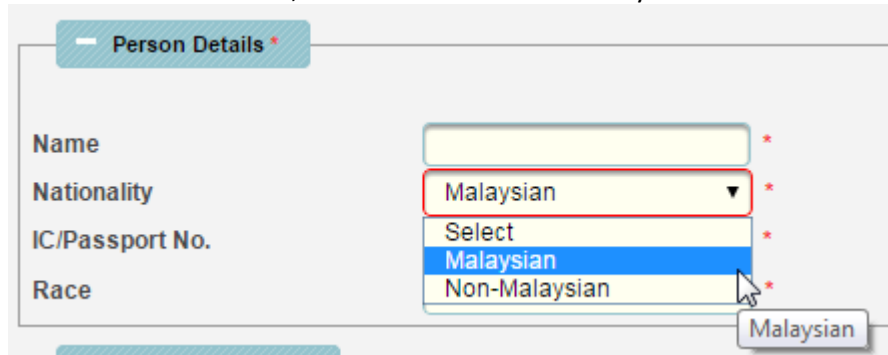
Academic Qualification Professional Qualification Years of Career Experience Training Experience

Academic Qualification

Qualification  Year Awarded

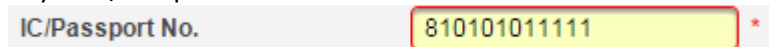
Name of Academic Institute

3. To enter info for trainer, TP need to select Nationality first.



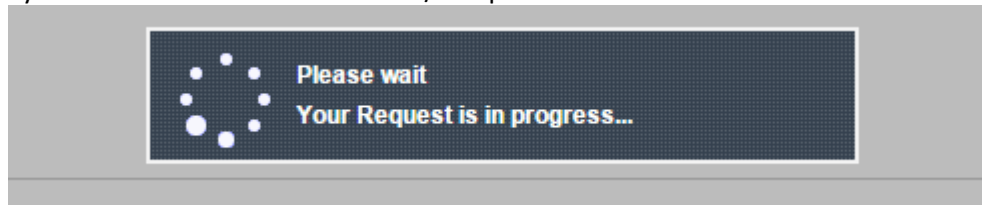
The screenshot shows a form titled "Person Details" with a red asterisk. It contains four fields: "Name", "Nationality", "IC/Passport No.", and "Race". The "Nationality" dropdown menu is open, showing options: "Select", "Malaysian" (highlighted in blue), and "Non-Malaysian". A mouse cursor is pointing at the "Malaysian" option. A tooltip with the text "Malaysian" is visible below the dropdown.

4. Key in IC/Passport No.

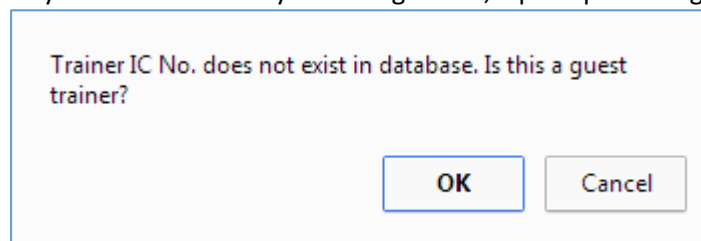


The screenshot shows the "IC/Passport No." field with a red asterisk. The text "810101011111" is entered in the field.

5. System will auto search trainer's IC/Passport to match in database for TTT Certification / Exemption Number.



6. If system don't find any matching IC No., a prompt message will be popped-up to ask for guest trainer. Click 'Yes' button.



The screenshot shows a dialog box with a white background and a blue border. The text inside reads "Trainer IC No. does not exist in database. Is this a guest trainer?". There are two buttons at the bottom: "OK" and "Cancel".

7. If system find matching IC No., system will auto populate 'Person Details' info together with TTT Certification / Exemption Number.

The screenshot shows a 'Trainer Profile' form with two sections: 'Trainer Profile' and 'Person Details \*'. In the 'Trainer Profile' section, there is a 'Guest Trainer' checkbox with 'Yes' and 'No' options, and a 'TTT Certification / Exemption Number' text input field containing '1597 \*'. The 'Person Details \*' section contains four fields: 'Name' (text input with 'MARINA YONG POH NYUK \*'), 'Nationality' (dropdown menu with 'Malaysian \*'), 'IC/Passport No.' (text input with '630918145104 \*'), and 'Race' (dropdown menu with 'Select \*').

8. All mandatory field must be to key in (sign as \*).

9. For Academic Qualification, Professional Qualification, Years of Career Experience and Training Experience, TP need to key in the information and click button (mandatory to have at least 1 info).

The screenshot shows a navigation bar with four tabs: 'Academic Qualification' (highlighted in red), 'Professional Qualification', 'Years of Career Experience', and 'Training Experience'. Below the navigation bar is the 'Academic Qualification' form. It contains three fields: 'Qualification' (dropdown menu with 'Bachelor of Art \*'), 'Name of Academic Institute' (dropdown menu with 'Utm \*'), and 'Year Awarded' (text input field with '1980 \*'). At the bottom right of the form, there are two buttons: 'Add' (highlighted in yellow) and 'Reset'.

10. Once all trainer's information has been keyed into Trainer Profile, click 'Save' button to save the information.

Applications > Profile Management > Training Programme > Trainer Profile Management > New

Save Close

Trainer Profile

Guest Trainer  Yes  No

TTT Certification / Exemption Number  \*

Person Details \*

11. System will prompt "Your request has been Saved Successfully"

Your request has been Saved Successfully.

OK

## Quick Guide for Trainer Profile Management (To update existing trainer)

1. Go to **Applications > Profile Management > Training Programme > Trainer Profile Management** to open screen.

Applications > Profile Management > Training Programme > Trainer Profile Management

New Trainer Profile Management Close

### Trainer Profile Management

Default Search

Search

Search

Reset

Advance Search

Records Per Page : 25, 50, 100, All

Customize List

Search Result

Name	Email	IC/Passport No.	TTT Certification / Exemption Number
A NARASIMHAN (ID:5316)		<a href="#">F3388695</a>	
A.S. VIJAYA KUMAR (ID:5584)		<a href="#">L3199613</a>	
A.S. VIJAYA KUMAR (ID:5590)		<a href="#">L3199613</a>	
AHMAD ABDUL RAHIM MUSLEH #EMP/0199		<a href="#">J941159</a>	
AHMAD ABDUL RAHIM MUSLEH #EMP/0199		<a href="#">J941159</a>	

3,725 records found, displaying 1 to 5 records.

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next / Last]

2. Enter any trainer criteria to update profile for trainer and select 'Search' button. Select IC/Passport No., to update trainer information.

The screenshot displays the 'Trainer Profile Management' interface. At the top, there is a search bar with the text 'Default Search'. Below it, a search input field contains the value '630918145104'. To the right of the input field are three buttons: 'Search', 'Reset', and 'Advance Search'. The 'Search' button is highlighted with a yellow background and a red box. Below the search bar, the interface shows a table with the following columns: Name, Email, IC/Passport No., and TTT Certification / Exemption Number. The table contains one record for 'MARINA YONG POH NYUK' with the email 'test@test.com' and the IC/Passport No. '630918145104'. The 'IC/Passport No.' column is highlighted with a red box. At the bottom of the table, it says 'One record found.' and there is a red button with the number '1'.

Trainer Profile Management

Search 630918145104 Search Reset Advance Search

Records Per Page : 25, 50, 100, All

Customize List

Name	Email	IC/Passport No.	TTT Certification / Exemption Number
MARINA YONG POH NYUK	test@test.com	630918145104	1597

One record found.

### 3. Update any relevant information.

Applications > Profile Management > Training Programme > Trainer Profile Management > Update Trainer Profile Management

Save Close

**Person Details \***

Name  \*

Nationality  \*

IC/Passport No.  \*

Race  \*

**Personal Contact \***

Mobile No.  \*

Office No.  Fax No.

Email  \*

**Academic Qualification** Professional Qualification Years of Career Experience Training Experience

**Academic Qualification**

Qualification  \* Year Awarded  \*

Name of Academic Institute  \*

Add Reset

Qualification	Name of Academic Institute	Year Awarded	Actions
Bachelor of Art	Utm	1980	<a href="#">View / Edit / Delete</a>



4. Once all trainer's information has been keyed into Trainer Profile, click 'Save' button to save the information.

Applications > Profile Management > Training Programme > Trainer Profile Management > New

Save Close

Trainer Profile

Guest Trainer  Yes  No

TTT Certification / Exemption Number  \*

Person Details \*

5. System will prompt "Your request has been Saved Successfully"

Your request has been Saved Successfully.

OK